



Marines,

On behalf of the Command at Motor Transport Instruction Company, Marine Corps Detachment Fort Leonard Wood, welcome to the Semi-Trailer Refueler Operator Course. You are receiving this letter because you are registered for the upcoming class. Please ensure you book your flights to arrive on the day of reporting and your return flight no earlier than 1600 on the day of graduation as it is still a training day. You have been enrolled in MOODLE and accounts have been created. It is highly recommended that you review as training starts the first day. It is mandatory that you arrive and are seated in the first deck classroom of building 1789 no later than 0630 on the course convening date. The Command Screening Checklist can be found [Training Command > Units > Marine Corps Detachment Fort Leonard Wood > MTIC \(marines.mil\)](#) under the resources tab.'

#### **Course Prerequisites:**

1. Primary MOS of 3531 or 3537.
2. Be Private to Staff Sergeant.
3. Possess a valid state driver's license.
4. U.S. government vehicle operators' identification card (OF346).
5. Qualified to operate the MTRV 7 ton, MKR18.
6. Proper medical examination card for Motor Vehicle Operators.
7. Air brake endorsement.
8. Must have completed the Drivers Improvement Program (DIP) or Driver Safety Course (CMC) if under the age of 26.

**\*No pre-requisites are waived and will result in dis-enrollment should a Marine not meet the minimum requirement.**

#### **Billeting/Messing:**

1. Lodging reservations must be made in DTS for government or commercial lodging before reporting. Marines must ensure they set TDY location to Fort Leonard Wood when creating their travel authorizations. If government lodging is available on post, students must book a room there. On post hotels include Candlewood Suites or Holiday Inn Express Morelli Heights. If no government lodging is available on post, DTS will automatically populate off-post hotels and students must book at the commercial rate. DTS will automatically populate a statement of non-availability in the other authorizations/ pre-audit tab if lodging was unavailable on-post.

**(Statement of non-availability is not generated by the FLC or post hotels.)**

2. Marines will mess within establishments on or off post. No meal cards will be issued. Per diem rates vary by lodging location. Students who are booked on post in government lodging will only rate partial per diem for the duration of the trip. Students booked off post in commercial lodging will rate the full per diem amount. Barracks are not available for SROC students.

#### **Reporting:**

Students report to S-1, Marine Corps Detachment, Fort Leonard Wood, Missouri, building 1706 during normal working hours (0730-1630). If reporting during non-working hours, report to command duty officer (CDO) at building 1772. **Ensure you have the CDO time/date stamp your orders upon arrival.** No later than **0630 on date to report in**, report to building # 1789 1<sup>st</sup> deck classroom in **service "A" uniform** located in the speaker area.



### **Fitreps/JPES:**

Please ensure your TD Fitrep is submitted prior to arrival for all Sergeants. All Corporals and below will have TD JPES occasions completed prior to their arrival due to being TAD for over 30 days.

### **Required Items for Check-in:**

1. Copy of your DTS or Reporting orders
2. Command Screening Checklist
3. Of-346, Medical certificate, Driver Improvement Card (If under 26 years old), Military ID, and Driver's license. All credentials must be valid and can't expire during the course.
4. Command contact information (SNCO)
5. Know name of hotel, room number, phone number of your hotel
6. Copy of return flight
7. Government Charge Card with sufficient funds matching total trip cost in DTS

### **MTIC will issue the following.**

|                                    |
|------------------------------------|
| Flak                               |
| Kevlar                             |
| Gortex top/bottom                  |
| Cold weather gear (winter classes) |
| Coveralls                          |

You are required or recommended to bring all the following:

### **Gear List**

| ITEMS   | QUANTITY              |
|---|-----------------------|
| Green on Green Physical Training Gear (No Logos) Sweat top and bottoms/running suit (cold months) | 2                     |
| Glow Belt   | 1                     |
| Running Shoes   | 1 Pair                |
| Glasses   | If required by OF-346 |
| Appropriate hot/cold weather gear   | Recommended           |
| Woodland Utilities  | 2 Sets                |
| Woodland 8 Point Cover  | 1                     |
| Steal Toe Boots   | 1 Pair                |
| Note Taking Gear  | Recommended           |
| Mechanic gloves   | Required              |
| Water Source  | Recommended           |
| Laptop/Tablet   | Recommended           |
| Safety Glasses  | Required              |

**\* Personal Laptop/Tablet recommended upon reporting to the course. Though it cannot be mandated we cannot stress enough how recommended it is.**

### **Points of Contact:**

- SROC Office- (573) 596-3534
- SROC Duty Cell Phone- (573) 337-9628
- MTIC Duty- (573) 596-5729
- Advance Schools Course Chief- (573) 596-5659



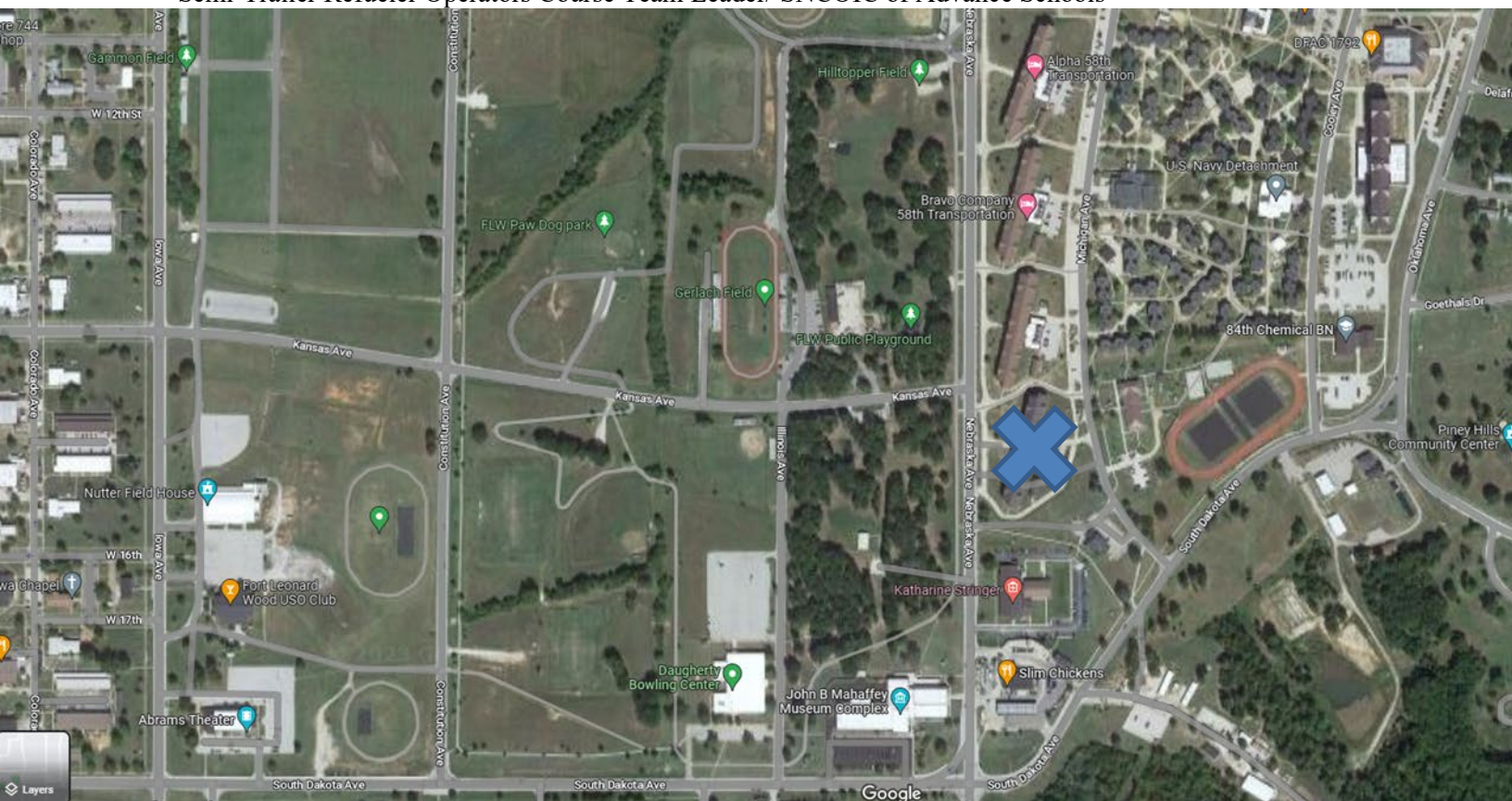
If you have any questions or issues prior to check in day; please call one of the numbers listed below:

SSgt Warren A. Miller

Phone Number: 573-596-3534

Email: gary.a.noskowiak2.mil@army.mil

Semi-Trailer Refueler Operators Course Team Leader/ SNCOIC of Advance Schools



**\*Blue X is building 1789**