

# Student Guide

## Technician Maintenance Training Sustainment Training Center



**STUDENT GUIDE**  
**Technician Maintenance Training Course**  
**TABLE OF CONTENTS**  
**(Version 25 October 2017)**

| <b>SUBJECT</b>                          | <b>PAGE</b> | <b>SUBJECT</b>                                      | <b>PAGE</b> |
|---|-------------|---|-------------|
| Directions to Camp Dodge                | 1           | Honor Code  | 5           |
| Reporting and Attendance Policy         | 1           | Counseling Complaints and Grievances                | 5           |
| Graduation/Departure                    | 1           | Student Elimination                                 | 5           |
| Billeting & Post Policies               | 1           | Fraternization and Harassment                       | 6           |
| Arrival/Reporting Information           | 2           | Testing Procedures                                  | 6           |
| Meals & PX                              | 3           | Daily Class Participation & Daily Attendance Policy | 6           |
| Transportation                          | 3           | Course Scope & Expectation                          | 7           |
| Finance                                 | 3           | Safety Equipment, Policies & Procedures             | 7           |
| Uniform and Appearance                  | 3           |   |             |
| Physical Fitness                        | 4           |   |             |
| Privately Owned Weapons                 | 4           |   |             |
| Medical Conditions                      | 4           |   |             |
| Medical Facilities/Medial Care Coverage | 4           |   |             |
| Emergency Procedures                    | 4           |   |             |
| Student Mailing Address                 | 4           |   |             |

## **1." DIRECTIONS TO CAMP DODGE:**

The Technician Maintenance Training Course is located in building S-302/2325 at Camp Dodge, Johnston, Iowa. Camp Dodge is approximately 3 miles North of I-80/35. The nearest urban area is Des Moines, Iowa with a population of 525,000. If traveling from the east/west on I-80/35; Exit I-80/35 on the 86th Street/Camp Dodge Exit (exit # 129) go north on 86th Street to NW 70th Avenue. Turn right (east) on NW 70th Avenue; go approximately 3/4 mile to the Camp Dodge Main Entrance. Turn left and enter Camp Dodge.

## **2." REPORTING AND ATTENDANCE POLICY:**

Travel day to the course is the Sunday prior to the Monday course start date. All students (the term students throughout this document refers to Soldiers/Technicians/LARs) must be present for ALL blocks of instruction in the Technician Maintenance Training Courses he/she is attending. Late arrivals to the course will not be accepted. Students should make travel arrangements to arrive at Camp Dodge and be in class by 7:30 am of the course start date, to include Saturday travel if necessary. **If an unseen event arises and you are unable to arrive by 7:30 am, contact will be made with the school and if able to arrive by 12PM, consideration will be given to attend the course. Students arriving past 12PM on Monday the first day of the course will be sent home. Due to the intensity and technical scope of the Technician Courses, missing any part of the course IS NOT ALLOWED.**

## **3." GRADUATION/DEPARTURE:**

Graduation will be 1000hrs on the last Friday of the course. **STUDENTS FLYING OUT OF DES MOINES WILL NEED TO SCHEDULE THEIR DEPARTURE FLIGHTS BACK HOME FOR ANY TIME AFTER 1230hrs OF GRADUATION DAY, or Saturday Morning.** On the first day of class, the Course Manager will discuss return flights. Any student requiring dismissal prior to the scheduled graduation ceremony must submit their request NLT the first Wednesday of the course and receive approval from the staff.

## **4." BILLETING & POST POLICIES:**

Chargeable housing is available at Camp Dodge (billeting office COMM: 515-252-4238/4010, DSN: 431-4238/4010). All arrangements for On Post housing have been made in advance for you. **Room check in time is 1500. Rooms WILL NOT be issued out before 1500.** The rate per day for a single room in the Senior Enlisted Quarters (SEQ) building A-40/4718 or A-42/3788 with shared latrine and Queen Size Bed is \$26.00. Ensure your orders read Camp Dodge as your TDY duty location, in order to receive the official rate. They are air-conditioned and have cable TV and Internet access. Linen is also provided and the rooms receive minimal maid service. Refrigerators are small dormitory size units. Microwaves are in each room. There is no Day Room or Kitchen area in the quarters. Students must bring their own personal computer or laptop. **Camp Dodge billeting accepts cash, personal check, MasterCard, Visa and Government Travel Card. Full payment is due upon check-in to the quarters. IT IS HIGHLY RECOMMENDED THE STUDENT ARRIVES WITH A GOVERNMENT TRAVEL CARD.** The Camp Dodge Billeting Office will only issue Statements of Non-Availability (SNA) for quarters if all quarters on Camp Dodge are occupied, to include open bay style living quarters. Off Post Lodging is approximately 3 miles away from Camp Dodge. **No unauthorized overnight guests are allowed in the BEQ/BOQ's, to include spouses and children.** Guest quarters are available on Camp Dodge for use if family/friends wish to visit. No tobacco use (smoke or smokeless) is authorized in the billets. Use of hand held cell phones while driving is prohibited on Camp Dodge. Operating a motor vehicle while under the influence of drugs or alcohol (OWI) will be strictly enforced and punishable at the full extent of State and Post penalties and fines.

## 5. ARRIVAL/REPORTING INFORMATION:

Travel day to the course is the Sunday prior to the Monday course start date. When you arrive at Camp Dodge, report to the Camp Dodge Billeting Office co-located inside the Physical Training Center, building PT1/3395. When reporting in at billeting, inform them that you are here to attend the Technician Maintenance Training Course at the STC. Camp Dodge Billeting/Security personnel will assign you to your billets.

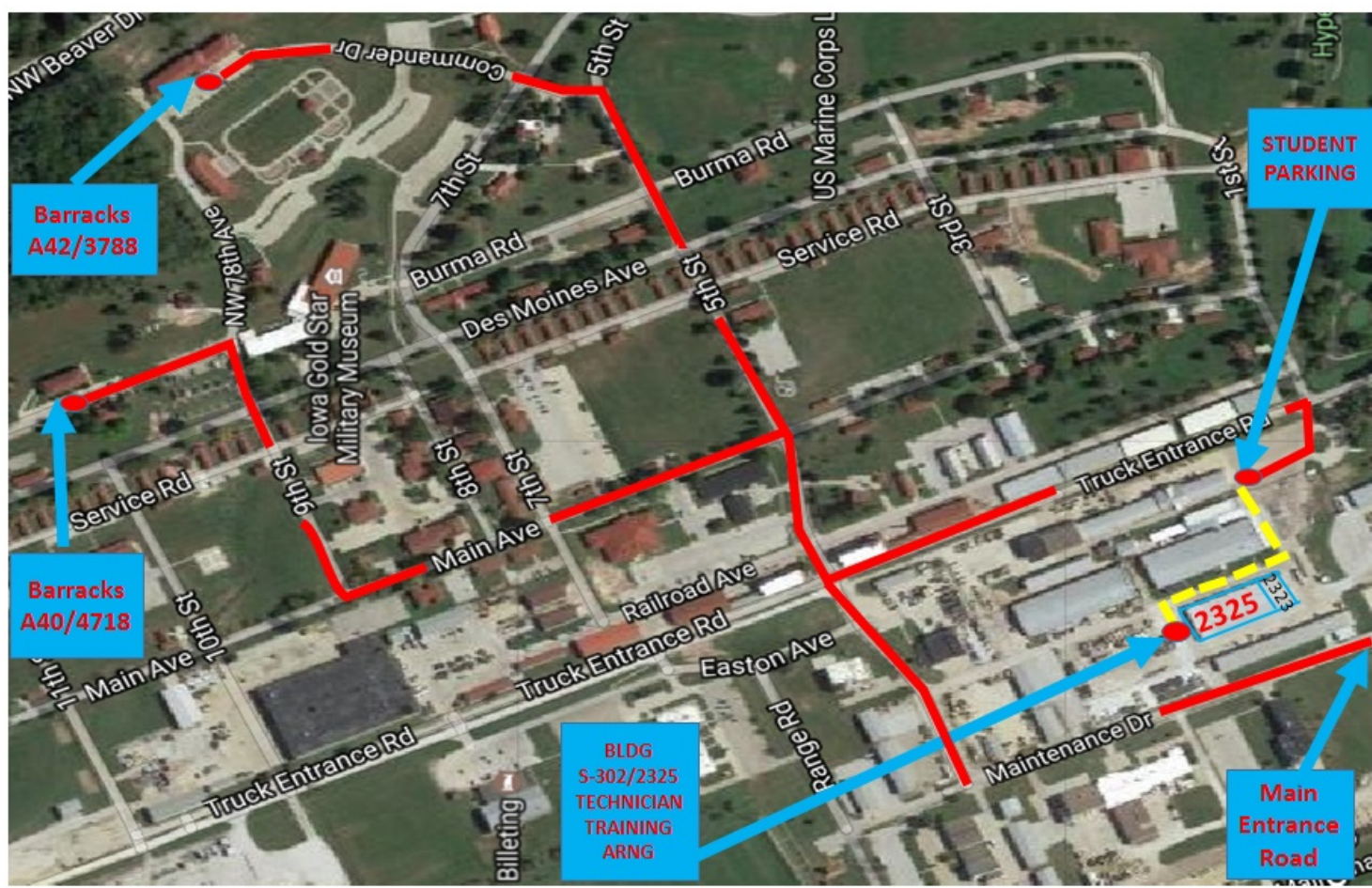
Camp Dodge Housing Office hours are;

|         |           |
|---------|-----------|
| Mon-Fri | 0800-2100 |
| Sat-Sun | 1300-2100 |

If you arrive on Camp Dodge outside of the hours listed above, there will not be a Housing Employee on duty at the Housing Office. You will be issued your on post quarters by a Camp Dodge Security Officer. If you arrive outside of the hours listed above, as you come through the Main Gate, tell the Security Officer on duty that you will need to be issued a room.

From the main gate, proceed north on Maintenance Drive. Turn right on Range Road. Follow Range Road around a left hand curve to building PT1/3395 (see enclosed map). On the first day of the course, report to building S-302/2325, Sustainment Training Center (STC) Campus NLT 0730 for in- brief and welcome. Enter the building through the far NW walk-through door. (See below Post Map). Have your POV/GSA/Rental Car License Plate data on you when you report for Student Registration Form Completion.

## CAMP DODGE, IOWA



## **6. MEALS & PX:**

Government meals are **not** available for students. Please ensure your orders state that meals are **not available**. A Dining Hall operated by the Iowa Law Enforcement Academy is located in building A-41 about 100 yards north of the barracks (A-40/4718) on Burma Road and is opened Monday – Friday, but does not serve Friday evening meals and is closed on weekends. Breakfast hours are 0630-0800, lunch hours are 1100-1300 and evening meals are served from 1630-1800. Various eating establishments are located within 5 miles of Camp Dodge. There is no commissary available at Camp Dodge, but a PX is located on 9<sup>th</sup> St. and Des Moines Ave, approximately ½ mile north of the classroom. Current hours of operation of the PX are Monday – Friday 0800 -1730, Saturday 1000-1700 and Sunday 1000-1700 (only on major Drill Weekends). The PX has a limited selection of quick lunch items available.

## **7. TRANSPORTATION:**

Students traveling by commercial air should fly into the Des Moines International Airport (Insure no mistake is made by arranging flights to FORT DODGE, IOWA. Students WILL NOT be picked up from Fort Dodge, since it is 80 miles North of Camp Dodge). Students flying into Des Moines will require civilian transportation. There is no Military Shuttle or other Military ground transportation available to Students. The civilian transportation (rental car) is not only required to get to and from the airport, but is also needed to travel off post for meals throughout the course, since there is no official meals available on Camp Dodge. The Camp is approximately 25 miles from the Des Moines Airport. Commercial taxi fare will cost \$30.00-\$35.00. Submit the taxi/civilian transportation receipt along with your final travel voucher upon return to your home. Payment for taxi/civilian transportation will be IAW JTR which has final approval for reimbursement.

CAPITOL CAB: 515-282-8111

YELLOW CAB: 515-243-1111

AVIS RENTAL: 515-256-5624

BUDGET RENTAL: 515-256-5594

DOLLAR RENTAL: 515-273-6100

ENTERPRIZE: 515-256-5665

HERTZ RENTAL: 515-285-3608

NATIONAL RENTAL: 515-256-5353

THRIFTY: 515-256-5684

## **8. FINANCE:**

Students will not receive financial assistance from Camp Dodge. All finance actions must be initiated from the student's Finance or Human Resource office.

## **9. UNIFORM AND APPEARANCE:**

The duty uniform for students while working in the vehicle training area can be military issue coverall, or other styles IAW negotiated union agreement for Technicians. Uniform for all other activities, including movement to and from class and around post and off post will be ACU/OCP with Patrol Cap IAW AR 670-1. Military bearing and appearance will conform to the requirements of AR 670-1. The weather can change rapidly in Iowa, so be sure to bring proper clothing for the season. In the summer months, it would be recommended you bring your wet weather gear. In the winter months, bring your cold weather gear (Nov-Mar). All students must bring safety boots, coveralls and safety glasses to all courses. Wearing the Military Uniform at off post establishments and consuming alcoholic beverages is prohibited in Iowa IAW the Adjutant General of Iowa policy letter. TACOM LARs should wear rugged trousers, blue jeans and appropriate shirt, long or short sleeve dependent on the weather season.

**10. PHYSICAL FITNESS:**

Camp Dodge has a wellness/fitness center in Bldg. PT1/3395 that is equipped with all the latest fitness equipment, volleyball/basketball court, and running track and racquetball court. Hours of operation are; **0500-2100, 7 days per week**. Phone number is 515-252-4760. Government ID card is required for entry.

**11. PRIVATELY OWNED WEAPONS:**

Privately owned weapons are allowed on Camp Dodge IAW Iowa TAG Policy and Camp Dodge Hunting Policy. Individual must have prior approval from Camp Dodge in order to bring a weapon onto Camp Dodge. For further details contact the Camp Dodge Provost Marshal at 515-252-4374 in building S-70, Freedom Center.

**12. MEDICAL CONDITIONS:**

Students with the following medical conditions should not attend without prior approval from their medical doctor: Fractures with or without cast, any recent surgery, upper respiratory infection, any contagious infections or diseases, pregnancy (after first 3 months, case by case basis). Students who require medication on a regular basis should bring sufficient quantity to cover their stay at Camp Dodge.

**13. MEDICAL FACILITIES/MEDICAL CARE COVERAGE:**

Camp Dodge does not have a full time medical staff but there are numerous clinics and hospitals in the greater Des Moines area. All students needing medical attention will make contact with their instructor by 0715 hours. Students will utilize their own health insurance at a civilian health care provider. If you are authorized to use the VA Hospital it is located at 3600 30<sup>th</sup> St, Des Moines, IA. Phone 515-699-5999 or 1-800-294-8387.

**14. EMERGENCY PROCEDURES:**

Emergencies at home that require the student to be released from the course must be called into your local American Red Cross Chapter and verified by the Red Cross before the Student can be released. The STC does NOT have a CQ on duty. Emergency telephone numbers during duty hours are commercial (515) 727- 3579 (Mr. Rushing) or (515) 727-3507 (STC Operations). All telephone messages will be taken and passed on to the student. Emergency telephone numbers after duty hours will be Camp Dodge Security at (515) 240-3742.

**15. STUDENT MAILING ADDRESS:** Students may receive mail at the following address:

Student Name  
Tech Maint Training  
STC, Building 2314  
7105 NW 70<sup>th</sup> Avenue  
Johnston, Iowa 50131-1824

## **16. HONOR CODE:**

Students attending the Maintenance Training Course at Camp Dodge will adhere to the principles of the following Honor Code at all times.

No student will participate in any act, either directly or indirectly, of lying, cheating, or stealing. The integrity of the testing procedures must be upheld at all times, and each student must do his/her own work.

Any student having knowledge of any act or intent to violate the principles of the Honor Code is responsible to report this information to his/her instructor immediately.

Any student who has knowledge of an Honor Code violation and fails to report it, are himself or herself guilty of the violation.

No student will attempt to gain favoritism from the instructors or staff through use or means of giving gratuities, monetary rewards, or other such acts that would place an exception upon the staff for any act of favoritism. Violations of the Honor Code can result in dismissal from the course.

Any student violating the Honor Code will be dealt with fairly and punishment handed out according to the seriousness of the violation.

All students are reminded that a Student's word is his/her honor.

## **17. COUNSELING COMPLAINTS AND GRIEVANCES:**

The Maintenance Training Course Manager is available for counseling and can hear complaints or grievances at any time. The STC also has a trained Equal Opportunity NCO. Students with personal problems or grievances should see their instructor first. Every effort will be made to solve student problems at the lowest level. Labor union grievances should be addressed with your supervisor or union representative. Students will be counseled as required for disciplinary actions, substandard performance and attitude problems.

## **18. STUDENT ELIMINATION:**

Students may be released prior to course completion for any of the following Reasons;

Administrative Reasons: An administrative release may be granted for such reasons as family emergencies, personal problems or related situations. In addition, a Medical Release may be granted when illness, hospitalization, or a physical profile precludes successful completion of the course.

Disciplinary Reasons: Students may be dismissed for infractions of school & post policies, the Honor Code, or chapter 17 & 18 of the National Guard Technician Handbook and NGR 690-600 when in Technician Status.

Motivation: Demonstrated lack of motivation i.e., receipt of more than three counseling sessions for minor violations of school policy can facilitate dismissal from the course.

Academic Reasons: Initially, a student may be released when it is determined that he/she cannot read and comprehend in such a manner to meet the minimal standards. Other academic releases will occur when a student fails to achieve course standards.

Destruction of Government Property: Damage caused to government property or facilities due to violating safety standards, post policies or impediment of judgment due to excessive alcohol consumption or horseplay, to include off duty hours will result in dismissal from the course. Individuals could be held personally financially liable for service rendered to repair and/or replace damaged government property and facilities.

## **19. FRATERNIZATION AND HARASSMENT: (IAW AR 600-20, dtd 18 March 2008)**

Fraternization among students or between staff members and students of the same or opposite sex, or harassment of individuals will not be tolerated.

The definition of Fraternalization is:

- (a) Relationships between Soldiers of different rank are prohibited if they—
  - (1) Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command.
  - (2) Cause actual or perceived partiality or unfairness.
  - (3) Involve, or appear to involve, the improper use of rank or position for personal gain.
  - (4) Are, or are perceived to be, exploitative or coercive in nature.
  - (5) Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.
  - (6) Any other acts of association by/or between staff members and students, either on or off post, during or after duty hours, which pursuant to chapter 18 & 26 of the National Guard Technician Handbook.

The definition of Harassment is:

(b) Harassment of individuals on the basis of their sex, race and color of skin, age, disability, national origin, religion, or creed is a violation of the Civil Rights Act of 1964. Harassment violates the fundamental policy to provide equal opportunity and equal treatment to personnel.

(c) No student will participate in or provoke any act against a fellow student, instructor or staff member that would constitute or appear to constitute harassment.

(d) Students have a grave responsibility under the policies of the Department of the Army and Air Force, the Federal Code of Ethics and Civil Rights Act for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the Government's business and the maintenance of the public trust. Conduct, which violates these policies or standards, will not be condoned, and will be dealt with in an expeditious manner.

## **20. TESTING PROCEDURES:**

Tests will be administered. Students must achieve a seventy percent (70%) or higher on all tests for successful completion of the course. If a 70% is not achieved, remedial training and counseling will take place and a second test will be administered. If a passing score is not achieved on the second test the student will be counseled by the instructor, with a possible release from the course as an option. Course Staff will contact the Students supervisor and inform them that the Student is being dismissed from the course for academic reasons.

## **21. DAILY CLASS PARTICIPATION & DAILY ATTENDANCE POLICY:**

Daily class attendance and academic achievement, along with participation in all daily class activities, is paramount for Students to achieve course completion. It is the Students responsibility to attend all classroom and vehicle training area blocks of instruction and participate in such. In the event that a lack of class participation becomes an issue, or minimum academic goals are not being met, the student will be counseled using a Letter of Clarification. This counseling will be conducted by appropriate STC headquarters staff with input from the Chief Instructor of the course. Zero tolerance towards missing class will be upheld. Illness or emergency situations causing the Student to miss class will be handled on an individual basis. Students will make personal contact with the STC Technician Training Operations Office Mr. Rushing 515-727-3579 or Mr. Mike Roney 515-727-3584 or Mr. Chris Cook 515-727-3503 or Mr. Ron Smith 515-727-3530 immediately upon determining he/she will not be attending class. This contact must be made prior to 0715; in addition the individual will contact their respective class leader and inform them of the situation. If the absence from class is not justified, the student will be directed to clear the barracks and return home. STC will notify the students' immediate supervisor with a Memorandum for Record of the dismissal action.



## **22. COURSE SCOPE AND EXPECTATION:**

During this course, students will be required and expected to work in a mixture of classroom and perform maintenance in the vehicle training area. Students will be expected to work in 2 to 5 person teams and will encounter training that may soil uniforms/clothing. Coveralls are highly recommended, and should be included in the students packing list. (See Course Scope & Individual Student Assessment Plan as separate insert)

## **23. SAFETY POLICY & PROCEDURES:**

Students are required to bring Safety Steel Toed Boots (that cover the ankles). Students may bring Clear Lens Safety Glasses or you're Prescription Safety Glasses; they must either wrap around or have side shields. Nonprescription Safety Glasses will be wrap around style. STC Policy is that all training conducted in the vehicle training area requires students to have and wear eye safety equipment at all times. In addition to eye safety wear, students will be required to wear steel toed boots, or toe caps. All watches and rings will be removed or taped over during all maintenance training. Hearing protection (double hearing protection if needed) will be enforced during high noise level training. Enforcement of the STC Safety Standards is non-negotiable and violation of the STC Safety Policies & Procedures will be grounds for course dismissal and return to home.