



DEPARTMENT OF THE ARMY
HEADQUARTERS, 138TH REGIMENT (COMBAT ARMS)
BUILDING 5, CAMP ATTERBURY
EDINBURGH, INDIANA 46124-5000

NGIN-RTZ-A

07 September 2022

MEMORANDUM FOR RECORD

SUBJECT: Memorandum of Instruction – COVID-19 Risk Mitigation and Response Measures for WOCS PH II

1. **References:**

a. INNG OPOD 20-052 – Indiana National Guard Coronavirus (COVID-19) Preparedness and Response

b. Centers for Disease Control (CDC) COVID-19.
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

c. Department of Defense (DoD) Response.
<https://www.defense.gov/Explore/Spotlight/Coronavirus/>

2. **Purpose:** To provide safe and practical guidance for continued institutional operations at the 138th Regional Training Institute (RTI) and support the WOCS Phase 2 mission.

3. **Applicability:** These instructions apply to all personnel of the 138th Regiment, whether temporarily assigned while attending a course or permanently assigned as institutional faculty or staff.

4. **Duty responsibilities:** The 138 RTI will have three main COVID-19 points of contact during the WOCS phase 2 mission.

a. MSTC NCOIC: Duty responsibilities will consist of being the subject matter expert for all medical concerns and issues. Additionally, this point of contact will be the reviewer on any state-level documents

b. RTI OPS NCOIC: Duty responsibilities will be the primary liaison and coordinator for the support staff WOCS operation and RTI command structure. Additionally, this point of contact will be the reviewer on any state-level documents

c. WOCS S3: Duty responsibilities will be the primary communication hub for the WOCS command and TAC officer structure. Additionally, this point of contact will ensure communication with course managers

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d. COVID Task Force OIC (CTFOIC): Duty responsibilities will be the primary liaison and coordinator between the Soldier, RTI operations, and WOCS operations. CTFOIC will submit CCIRs and PIRs for positive cases to the INNG JOC. Additionally, this point of contact will act as the primary life support resource for any quarantined Soldiers. The CTFOIC will conduct food delivery and COVID-19 cleaning in all RTI buildings with a minimum of two personnel support staff. CTFOIC will work with the ability to request additional personnel as required for mission mandates.

5. Report Day Operations: The 138 RTI will conduct the following steps during WOCS report day operations:

a. WOCS candidates will complete COVID-19 questionnaire and screening by medical personnel.

b. WOCS candidates that report exposure or symptoms will be tested RAPID tested by medical staff.

c. For positive tests, Soldiers will be quarantined in COVID billeting. The COVID taskforce OIC will ensure real-life support consisting of food and the Internet with a computer in conjunction with RTI S6. The MSTC NCOIC will ensure Soldiers are checked twice daily for a general health screening. The WOCS S3 will ensure communication with TAC officer structure and course managers to ensure the soldier can conduct the course virtually.

6. Daily Sick Call Operations: The 138 RTI will conduct the following steps during WOCS daily operations.

a. Daily sick call for WOCS candidates that are experiencing COVID symptoms will be conducted at the candidates room and not the RTI clinic.

b. Any elevated temperatures is an immediate phone call to the MSTC NCOIC; from this point, the medical direction will guide any further action.

7. Positive Case Procedures: The 138th RTI will conduct the following procedures for positive COVID cases.

a. WOCS candidates with positive RAPID tests will quarantine for a minimum of 5 days.

b. Patients will only be returned to duty (RTD) at the end of the 5 days if they are asymptomatic and released by medical staff.

c. CTFOIC will report all positive cases via PIR to CAIN range control within 24 hours. Any change of status (i.e. hospitalization, RTD) will be reported to range control within 24 hours.

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8. POC for this memorandum is the Medical Operations NCOIC, SFC Jennie Clark at jennie.l.clark.mil@army.mil or (317)247-3300x62922.



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