

**DEPARTMENT OF
DEFENSE, VETERANS, AND EMERGENCY MANAGEMENT**

240th Regiment, Regional Training Institute
Maine Army National Guard
289 Hildreth Street North, Bangor, Maine 04401

MEARNG-RTI

01 October 2011

MEMORANDUM FOR: 68W Sustainment Training Students

SUBJECT: 68W Sustainment Training Student Letter of Instruction

1. REFERENCES: TC 8-800, Medical Education and Demonstration of Individual Competence
2. PURPOSE: Welcome to the 240th Regiment, Regional Training Institute's 68W Sustainment Training. You have been selected to attend this training to update, enhance, and refresh your skills as an Army Medic and to earn CEU's to be used towards your EMT recertification. This is a very fast paced, hands on, and informative training event based on TC 8-800, Medical Education and Demonstration of Individual Competence. You will be expected to show competence in several practical examinations in order to maintain certification as per U.S. Army and NREMT requirements. At the end of the training you will receive a completion certificate and memorandum awarding you 48 credit hours, which includes the 24 hour refresher training and CPR certification. It is your responsibility to inform your unit upon your successful completion of this course so they can document it in your unit records and your MODS account.
3. GENERAL: **The following information is provided:**
 - a. **Training Dates:** 04 – 08 February 2012
 - b. **Reporting Time:** NLT 0800hrs, 04 February 2012
 - c. **Location:** All training will be conducted at the 240th Regiment (RTI), 289 Hildreth Street North, Bangor, Maine 04401
 - d. **Uniform:** Course will be conducted in ACU (with appropriate inclement weather gear), ACH/Kevlar, OTV (with or without sappi plates), authorized eye protection, gloves.
4. QUARTERS: Government quarters are available and directed at the Pine Tree Inn at a cost of \$24.00/night. If quarters are not available at the Pine Tree Inn, a statement of non-availability must be obtained in order to be authorized per diem. Lodging needs to be requested and paid for by the Soldier. Soldier will be reimbursed by completing a travel claim at their respective unit upon the conclusion of the training.
5. MESS: Government mess is not available or directed.
6. TRANSPORTATION/TRAVEL: Whenever possible travel by government conveyance is directed. Personnel residing within commuting distance of the duty station and personnel who commute daily between home and duty station, regardless of distance, are not entitled to per diem.
7. ORDERS PROCESSING / ADDITIONAL COORDINATING INSTRUCTIONS:
 - a. Payroll: Responsibility of individual's unit of assignment. PGM/TDC codes are being worked at this time and will be sent out by MEDCOM at a later date.
 - b. A completed pre-execution checklist (TRADOC Form 350-18-2-R-E, dated Jul 09), initialed and signed by the Unit Commander.
 - c. Copy of their approved orders.
 - d. DA Form 705, APFT scorecard showing a passing score within 12 months of the start date of the course. If the Soldier has a permanent profile, a copy will be presented during in- processing
 - e. Soldiers must meet the height and weight standards of AR 600-9. DA Form 5500/5501 (Body Fat Composition Worksheet) must be provided for Soldiers that do not meet the table standards found in AR 600-9.
 - f. Current ID card and ID tags.

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- g. No walk-ins or substitutions will be permitted the day that the course begins unless authorized by the schoolhouse.
 - h. Students must attend all scheduled training and successfully complete all practical exercises in order to receive credit.
 - i. Haircuts and uniforms must meet standards of AR 670-1.
 - j. Students will be responsible for their own transportation to and from the class location. Students residing within commuting distance will be authorized HOR.
 - k. Students should bring their copy of the AAOS 68W Advanced Field Craft textbook for reference. If a Soldier does not have a copy of the 68W Advanced Field Craft textbook, one will be provided to them for use during the class.
8. Any questions regarding funding can be directed to SFC Kenneth A. Solorzano at 207-430-5269.
9. Any questions regarding the course can be directed to MSG Brian D. Dill at 207-430-5459.

STEVEN L. CURTIS
CSM, MEARNG
Commandant