

**DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
REGIONAL TRAINING INSTITUTE
MAINE NATIONAL GUARD
CAMP KEYES, AUGUSTA, MAINE 04333-0033**

MEARNG-RTI

12 JANUARY 2011

MEMORANDUM FOR: 68W Sustainment Course Students, Class 001 of 21-24MAR11

SUBJECT: Welcome letter for 68W Sustainment Course

1. Congratulations on your selection to attend the 68W Sustainment Course. Attendance will provide the Soldier with continuing education credits and valuable experience to maintain their 68W certification.
2. The following general information is provided:
 - a. **Training Dates:** 21-24 March 2011
 - b. **Reporting Time:** NLT 0800, 21 March 2011
 - c. **Location:** Army Aviation Support Facility, Bangor, Maine
 - d. **Uniform:** ACU with OTV and ACH
 - e. **Quarters:** Pine Tree or Home of record: Contact the Pine Tree Inn at 942-2081 for lodging.
 - f. **Mess:** Not available. Students will have 20 minutes to get lunch to bring back to the AASF classroom. The remaining chow time will be a working lunch with a guest speaker.
 - g. **Payroll:** Responsibility of individual's unit of assignment.
3. **In-process Procedure:** Be in ACU's for In-processing. The following documents will be required at this time:
 - a. DA Form 705, APFT Scorecard showing a passing score within 12 months of start date of course. If you have a permanent profile, bring appropriate proof.
 - b. Copy of orders.
 - c. A completed pre-execution checklist (TRADOC Form 350-18-2-R-E, dated JUL 09), initialed and signed by the Unit Commander.
 - d. ID Card and ID Tags.
4. **Attendance Requirements:** Students must attend all scheduled training and successfully complete all presentations in order to graduate. All students must meet height / weight requirements of AR 600-9. Haircuts and uniforms must meet standards of AR 670-1.
5. **Read ahead material:** Students will receive the course textbook prior to March drill, and are expected to review the textbook glossary. Students will receive an entry exam at the beginning of the course. Students may also be responsible for developing presentations for the class. Students should arrive the first day with a presentation topic.
6. **Enclosed Materials:**
 - a. Training Schedule
7. **Orders Processing / Additional Coordinating Instructions**
 - a. AFCOS orders under Professional Development: PM Code - 3P0, TDC-211
 - b. DTS orders under Professional Training line of accounting.
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 - d. Mess: Not available. Students will have 20 minutes to get lunch to bring back to the AASF classroom. The remaining chow time will be a working lunch with a guest speaker.

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8. **Point of Contact:** POC is MAJ Grant Delaware at 430-2192 or grant.delaware@us.army.mil.

Grant E. Delaware
MAJ, MEARNG
Operations Officer