

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

MEARNG-RTI

07 JANUARY 2011

MEMORANDUM FOR: ABIC Students, Class 001 of 5-14 March 2011

SUBJECT: Welcome letter for Army Basic Instructors Course

1. Congratulations on your selection to attend the Army Basic Instructors Course. Attendance will provide the training and leadership skills needed to provide effective training consistent with the Total Army Standards. This course replaces the former Total Army Instructor Training Course, and is a vital component of the preparatory training for today's Total Army Instructors.
2. The following general information is provided:
 - a. **Training Dates:** 5-14 March 2011
 - b. **Reporting Time:** NLT 1800, 4 March 2011
 - c. **Location:** Building 15, MERTI, Camp Keyes, Augusta, Maine
 - d. **Uniform:** ACU
 - e. **Quarters:** BOQ or Home of record: Contact RTI for BOQ at least 3 weeks prior to course
 - f. **Mess:** Not available
 - 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. **Classes to Prepare:** Students must bring a topic for their class along with materials to conduct the class. The four graded presentations you will give will increase in time and proficiency requirements. The same topic may be used for all presentations.
6. **Enclosed Materials:**
 - a. Training Schedule
 - b. TRADOC Form 350-18-2-R-E (JUL 09)
7. **Point of Contact:** POC is the full time unit support staff accessible at 626-4219 ask for SFC. Parker

Vanadestine R. Lee
MSG, MEARNG
Course Manager