

DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
REGIONAL TRAINING INSTITUTE
240th REGIMENT, MAINE ARMY NATIONAL GUARD
CAMP KEYES, AUGUSTA, MAINE 04333-0033

MEARNG-DCSOPS-240th RTI

05 May 2007

MEMORANDUM FOR EACH BNCOC STUDENT

SUBJECT: BNCOC Class TY 08-001 (Oct '07 – Mar '08 IDT)

1. On behalf of the Commandant, Staff and faculty of the 240th Regiment, Regional Training Institute (RTI), welcome to the Basic Non-Commissioned Officer Course (BNCOC) Phase I. The purpose of BNCOC Phase I is to prepare Staff Sergeants (SSGs) and selected promotable Sergeants (SGTs) to perform the duties and execute the responsibilities of noncommissioned officers. We will use the small group instruction process to teach the theory and principles of battle focused common core training and war-fighting skills required to lead a squad/section-size element in combat. Training will focus on peace and wartime missions, planning, supervising and executing tasks, developing subordinates, personnel and supply actions, and caring for personnel and their families.

2. This program will be conducted at the RTI, Camp Keyes, Augusta, Maine.

Students must be prepared to attend all of the following IDT dates in order to graduate from this course. NOTE: Oct and Nov training sessions are Friday to Sunday. All others are Saturday and Sunday only. See training schedule.

12-14 Oct 07	05-06 Jan 08
02-04 Nov 07	02-03 Feb 08
01-02 Dec 07	03-04 Mar 08

3. Please report to the RTI, building 15, no later than 1745 hours on Friday, 12 October 2007 in-processing. The uniform is the Army Combat Uniform (ACU) with patrol cap or Battle Dress Uniform (BDU) with patrol cap. This is the prescribed uniform for the entire course. Per AR 670-1 there will be no sneaker-type boots allowed.

4. We will deny enrollment to Soldiers who:

- a. Arrive with a temporary profile, IAW AR 350-1
- b. Have a permanent designator '3' or '4' in their physical profile without a copy of DA form 3349, dated FEB 04, or the results of the Military Medical Review Board.
- c. Cannot provide documentation of completion of PLDC / WLC or related course approved by NGR (AR) 600-200 Chapter 11 or AR 600-8-19.

5. Meals are available for Saturday breakfast through Sunday noon during the course. Be prepared to have eaten dinner prior to arrival on Friday night or bring something to eat with you. Coffee and snacks are all that will be available on Friday night. Historically, Friday night has been a late night (2300 hrs).

6. You are not required to remain overnight, but if you do, quarters are available. Please contact the RTI 1 week prior at (207) 626-4274/4219 if you need quarters at the RTI for the October MUTA. Be aware that most training days start prior to 0500 and end after 2000 hrs.

7. Administration Information for pay:

- a. Payroll will be submitted by student's home unit.
- b. USAR soldiers will have a DA Form 1380 submitted by S-1 to the soldier's unit to verify attendance at the close of each training weekend.

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8. For enrollment, you must bring copies of:

- (1) Assignment orders (if applicable).
- (2) A copy of the pre-execution checklist with signatures [located on MEARNG RTI intranet website – use TRADOC FORM 350-18-2-R-E (APR 2007) only].
- (3) The enrollment application (AATRS or DA Form 4187 for IDT) from your unit.
- (4) DA FORM 4970-E (Medical Clearance Summary) for soldiers over 40 years of age or a copy of your SF 88 (Report of Medical Examination) indicating PHI, CV Screen cleared.
- (5) If you have a permanent profile (Category II), you must bring a copy of the profile (DA Form 3349) when you report. Students with permanent (Category II and IV) profiles must have been before a medical screening board prior to attending NCOES. Soldiers who have not been medically screened and classified with appropriate limitations will not attend courses. **STUDENTS WITH TEMPORARY PROFILES ARE NOT PERMITTED TO ENROLL IN THE COURSE.**
- (6) Your CAC card and pin number. If you are not sure what your pin number for your CAC is, contact your unit Administrator prior to coming to class. This is what will enable students to utilize computer assets at the RTI. This password is not necessarily the same as your AKO password. Every soldier in the Maine Army National Guard should have an us.army.mil username and password. Have this information with you upon arrival for class.
- (7) Soldiers in an MOS without a BNCOC Technical phase(s) will take a standard APFT (or approved alternate aerobic event with valid permanent profile) within the first week of the course. One re-test is authorized. Soldiers who fail the second record APFT will remain in the course and may receive a marginal rating on their DA FORM 1059.

9. Enclosed you will find the following:

- a. Training Schedule
- b. Student Guide: This Guide will be used and referenced throughout the course. Read the Guide and become familiar with its contents.

10. Pre-Execution Checklist. Effective 03 April 2007, the TRADOC REG 350-18 has been updated, changing the documentation required as course pre-requisites. Your unit commander must sign the “Pre-Execution Checklist”. It gives a listing of all documentation that each student must gather, have reviewed, and signed by the commander prior to arriving on 12 October 2007. The regulation states “Soldiers reporting for training without a completed pre-execution checklist, signed by the Soldier and unit commander, have 72 hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses have until Saturday of the second multiple unit training assembly (MUTA). Failure to provide in the established time will result in the Soldier returning to their unit. Students requiring waivers will arrive with the approved waiver in-hand”.

11. Day One Study Assignments. You are expected to have read all Student Handouts and be familiar with all materials that will be covered on Day Zero and Day One. These assignments are listed on your training schedule (found on the RTI intranet site) and can be viewed at: <https://www.bliss.army.mil/secure/general/usasmageneral/usasma-CourseMaterialIndex.asp#bncocp1> All MEARNG Armories and Maine Public Libraries have internet access. You must have a valid AKO account to be granted access to this site. It is your responsibility to view these materials prior to day Zero. A complete set of student books will be issued to you on Day Zero for future reading assignments.

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11. Physical training will be conducted each morning; the IPFU is the required uniform Improved Physical Fitness Uniform (IPFU), shorts and short sleeve shirt worn under the sweat suit, white socks with no logos and running shoes - **No Exceptions**. All students are expected to be in the **exact** same uniform at all times.

12. Bring the following items with you to the course:

- Field jacket/Gore-Tex with gloves (black leather w/inserts) and black watch cap
- (2) Binders (3-ring), Pens, Pencils and Highlighter
- **Note:** You will not be permitted to write in or mark on any reference material. Sticky notes, "Post-it" tags, arrows and other removable markers are encouraged.

13. The emergency number during working hours is (207) 626-4274. After hours, if there is an emergency, contact the staff duty officer at (207) 626-4429.

14. Travel instruction and coordination:

a. For all students arriving by ground transportation, use Interstate I-295/I-95 North and South, take the Augusta exit (Exit 109). This exit leads directly to Western Avenue heading east. Proceed East through three sets of traffic lights. At the fourth light, turn left and proceed up the hill (toward the Augusta Airport). Camp Keyes is located on the right at the top of the hill. Proceed around Camp Keyes to the Main Gate on the right and report to the Regional Training Institute, Building 15.

b. If you are going to be delayed, notify the Regional Training Institute of expected arrival time and date. The telephone number at the RTI is (207) 626-4274/4219.

15. I wish you a very rewarding instructional period. I know that you will find this training useful as you continue your career as a NCO. Your instructors and I look forward to meeting you on 12 October 2006. If you have any questions, please contact the RTI at **(207) 626-4274/4219**.

FOR THE COMMANDANT:

- 2 Enclosed
- 1. Training Schedule
- 2. Student Guide

////ORIGINAL SIGNED////
WILLIAM C. SLOCOMB
MSG, MEARNG
BNCOC Branch Chief