

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

MEARNG-RTI

06 April 2008

MEMORANDUM FOR EACH BNCOC STUDENT

SUBJECT: BNCOC Class TY 09-001 (17-30 Oct 08 ADT)

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 ADT dates in order to graduate from this course. The course will be conducted 17Oct 08 thru 30Oct 08. See training schedule.
3. Please report to the RTI, building 15, between 1200-1800 hours on Friday, 17 October 2008 for in-processing. The uniform is the Army Combat Uniform (ACU). Per AR 670-1 sneaker-type boots will not be allowed.
4. We will deny enrollment to Soldiers who 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 all students that are not on Separate Rations or Per Diem at no charge. Soldiers on Separate Rations or Per Diem are responsible to pay the current meal charge at the Dining Facility.
6. It is recommended that all students stay on Camp Keyes for the duration of this course as most training days start prior to 0500 and end after 2000 hrs. This will dramatically reduce the risk of accidents and will help you work as a team. If you choose not to remain overnight, expect to attend all mandatory training to include evening study halls. Please contact the RTI 1 month prior at (207) 626-4274/4219 if you need quarters.
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 as needed.
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 and the RTI BNCOC website – use TRADOC FORM 350-18-2-R-E (APR 2007) only].

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(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. Students with a Permanent or Temporary profile may attend school IAW AR 350-1 para 3-11 as long as the profile does not "prevent full participation" in the course they are scheduled to attend.

(6) The RTI has limited laptops available for student use. It is recommended that you secure a military laptop from your unit if possible. Be sure you have a current 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) and Height and Weight within the first week of the course. One re-test is authorized. Please advise the RTI **prior** to arrival if you will require an APFT and HT/WT on Day 1. Soldiers who fail the second record APFT and/or HT/WT will remain in the course and will receive a marginal rating on their DA FORM 1059. Contact the RTI if you have questions.

9. Enclosed you will find the following:

a. Training Schedule (see web site)

b. Student Guide: (see web site) This Guide will be used and referenced throughout the course. Read the Guide and become familiar with its contents.

10. Pre-Execution Checklist (see web site). 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 17 October 2008. 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 (see web site). You are expected to have read all Student Handouts and be familiar with all materials that will be covered on Day One. These assignments are listed on your training schedule (found on the RTI Website). 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 One. A complete set of student books will be issued to you on Day One for future reading assignments.

12. 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.

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

- Field jacket/Gore-Tex with gloves (black leather w/inserts) and fleece green cap.
- 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.

14. 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.

15. 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.

16. 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 17 October 2008. If you have any questions, please contact the RTI at **(207) 626-4274/4219**.

FOR THE COMMANDANT:

////ORIGINAL SIGNED\\
CHRISTIAN J BEHR
SFC, MEARNG
BNCOC Senior Small Group Leader