

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

MEARNG-RTI

7 January 2011

MEMORANDUM FOR: Students in the Small Group Instructor Trainers Course

SUBJECT: SGITC Instruction Letter

1. The following administrative instructions pertain to your class:
  - a. **Location:** RTI, BLDG 15, Camp Keyes, Augusta Maine
  - b. **Training Dates:** 4 - 8 April 2011
  - c. **Reporting Time:** NLT 0700, 4 April 2011
  - d. **Uniform:** ACU, classroom uniform is the Class C with Patrol Cap.
  - e. **Quarters:** Available.
  - f. **Mess:** Available.
  - g. **Payroll:** Responsibility of the students unit of assignment.
2. **In-processing Procedures:** You will be weighed-in upon arrival. Documents required are as follows:
  - a. A copy of DA Form 705, APFT, which shows a passing, score within 12 months from the start date of class.
  - b. DA Form 1059, Academic Evaluation Report for a TRADOC approved instructor-training course.
  - c. A completed pre-execution checklist.
  - d. ID Card.
  - e. Copy of your orders if not on IDT status.
3. **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 the standards of AR 670-1.
4. **Enclosed Materials:**
  - a. Training Schedule.
  - b. Pre-execution checklist.
  - c. Student Profile Sheet.
5. Choose a class from the course you are scheduled to teach, and bring its lesson plan with you. Make sure you also bring visual aids, or student materials that normally accompany the lesson. Your final examination will be to conduct the class in an appropriate small group instruction mode. You will be expected to present the lesson's introduction, 20 minutes of its body, and its final review or closure.
6. **Point of Contact** is the undersigned at (207) 626-4219/4274.

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Course Manager