



DEPARTMENT OF THE ARMY
2/106TH REGIMENT (RTI)
NEW YORK ARMY NATIONAL GUARD
BUILDING 502 – CAMP SMITH
CORTLAND MANOR, NEW YORK 10567-5000

MNOT-RTI-MOD-OCS

01 March 2012

MEMORANDUM FOR Officer Candidate School Nominees

SUBJECT: Welcome letter from OCS Commander

1. Congratulations on your initial selection to attend the New York Regional Training Institute, Officer Candidate School program.
2. I encourage you to review the uniform and equipment packing lists (bring all gear on packing list to in-processing) that you will need during the course. Additional information is provided at the on line website for Officer Candidate School (<http://www.dmna.stat.ny.us/jobs/jobs.php> under join our team, become an Army Officer) and under the Camp Smith Training Tab. I strongly recommend that you bring a sleeping bag/blanket to April and May drill. Arrive to in processing with a military hair cut IAW AR 670-1.
3. Enclosed you will also find a brief mission statement and general guidelines of the OCS program, Please read this information carefully as it will help you in transitioning to an Officer Candidate.
4. Initial report date for Phase 0 is Saturday, 21 April 2012 at 0530 hours in building 502-GYM. Early arrivals are accepted to report on 20 April 2012. You will be required to take the APFT on the morning of the 20th. Report in Winter Army Physical Fitness Uniform with reflective belt and one canteen. Modification of the APFT Uniform will be made when all personnel report. ACU's will be worn for the rest of the weekend. Once APFT test is completed, all OCs will report to building 503 Class Room B for Map Reading and Land Navigation training. In-processing will be conducted in Building 502-GYM for record scrub.
5. Second session of Phase 0 will be conducted on 19 May 2012 at 0530 hours in building 502-GYM. Early arrivals are accepted to report on 18 May 2012. You will be required to take the APFT on the morning of the 20th. Report in Winter Army Physical Fitness Uniform with reflective belt and one canteen. Modification of the APFT Uniform will be made when all personnel report. ACU's will be worn for the rest of the weekend. Once APFT test is completed, all OCs will report to building 503 Class Room B for Map Reading and Land Navigation training. In-processing will be conducted in Building 502-GYM for record scrub.
6. Early Arrivals: Billeting will be provided for personnel who live more than 50 miles away and who wish to arrive early on Friday evening from 1600-2000hrs for both in processing session. Personnel reporting Friday must contact SFC MORALES at 914-788-7430 or 914-420-0255 or email at maria.morales6@us.army.mil to provide billeting. For personnel reporting Saturday morning billeting is provided.
7. Meals will be provided as follows: Saturday: Breakfast, Lunch and Dinner provided. Sunday: Breakfast and Lunch will be provided.

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SUBJECT: (Continuation) Welcome Letter from OCS Commander

8. Prior to arrival, ensure a DTS profile with a "G" is completed and submitted to your unit, which will include your current residence, government credit card information if applicable and banking information for Electronic Funds Transfer (EFT) payment. Ensure that your unit has your current address on file. This will alleviate any pending issues that it may cause when processing DTS profiles, travel orders etc. The DTS system is utilized to make all flight reservations and travel orders. Attached is a copy of the DTS profile to bring with you during in processing in case a profile was not created.

9. Prior to arrival, ensure to submit a government credit card application. There is an online course you must complete. Bring a copy of the government credit card application and a copy of the online training certificate with you. If you have received a government credit card ensure to advise the staff during in processing.

10. New TRADOC Requirement: Ensure all perspective candidates must have a completed Pre-Execution Checklist when entering Pre OCS (Phase 0) in processing.

11. Personnel attending in processing for enrolling into the Traditional/Accelerated OCS program must bring a copy of lease or mortgage agreement and it must be notarized. If applicable, copy of dependant birth certificate, marriage certificate and children(s) birth certificate. If divorced, ensure to bring a copy of the divorce decree annotating full or joint custody of dependent in order to receive the appropriate pay once accepted into the Traditional/Accelerated OCS program.

12. As a reminder, you are being considered for entrance into the OCS Accelerated/Traditional program. Ensure that you bring all required documents and equipment in order to ensure enrollment for this course.

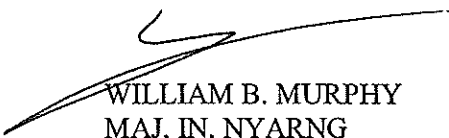
13. I sincerely hope that you will enjoy and learn as much as possible about being a professional officer during the course. If you have any questions before starting Pre OCS (Phase 0), please contact SFC Morales at the RTI at maria.morales6@us.army.mil or at 914-788-7313 or government cell phone at 914-420-0255.

14. The Officer Corps, "The Army's Professional".

STANDARDS, NO COMPROMISE!!!!

7 Encls

1. Mission Statement
2. Training Schedule
3. OCS Guide
4. Packing List
5. DTS Profile
6. Government Credit Card Application
7. Pre-Execution Checklist



WILLIAM B. MURPHY
MAJ, IN, NYARNG
Commanding