



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

MNOT-RTI-MOD-OCS

26 October 2015

MEMORANDUM FOR Officer Candidate School Nominees

SUBJECT: Course Manager Welcome Letter

1. Congratulations on your selection to attend the New York Regional Training Institute Officer Candidate School. Your journey begins in pre-OCS where you will be introduced to the expectations of an Officer Candidate and will receive training that will help you succeed in the remaining phases of the course.
2. As you are conducting training, the paperwork that you completed with your OSM's will be reviewed to ensure that you meet the requirements for Commissioning. Make sure you do a thorough review of your packet with your OSM prior to arriving.
3. Pre-OCS will be conducted on 21-22 Nov 15 and 12-13 Dec 15. Candidates will report in the full winter IPFU at 0545 on 21 Nov 15 to the gym in Building 502. Candidates traveling over 50 miles are authorized to report the night before and will be provided lodging at no cost. Candidates that opt to arrive Friday night will be expected to be in a military uniform, will be cleanly shaven and have a proper military haircut or hairstyle IAW AR 670-1. Contact SSG Guckian at the below email if you are reporting early so arrangements can be made.
4. A diagnostic APFT and weigh in will be administered immediately after reporting. Make sure you are prepared. The goal is to exceed the standard in each event and show continual improvement as you move along in the program.
5. After the APFT, all candidates will report in a sterile uniform. All patches (unit, flag & rank) as well as badges and tabs must be removed from the ACU's.
6. Lodging and meals will be provided at no cost to the Soldier.
7. All Soldiers in pre-OCS will be in a SUTA status for pay. A SUTA certificate will be provided at the end of drill to certify performance. This certificate must be given to the unit administrator at your unit of assignment in order for pay to be processed.
8. Enclosed is a packing list of items that you will need during the course (enclosure 1). You must have all items on the list prior to being enrolled in phase 1. You and your unit are responsible for obtaining these items. The RTI does not have equipment to issue. A showdown inspection will be conducted during pre-OCS to identify any deficiencies.
9. All Candidates are required to obtain a government travel card. You must first complete the online training located at <https://www.defensetravel.dod.mil/passport>. Instructions for the application are enclosed (enclosure 2) along with a copy of the application (enclosure 3) and the government travel card statement of understanding (enclosure 4). In lieu of a credit check,

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Soldiers may opt to fill out a credit worthiness evaluation, DD Form 2883 (enclosure 5). Make sure this is submitted prior to attending pre-OCS. The RTI will not process these forms for you.

10. All candidates must prepare a 4-5 page autobiography about why you want to become an Officer. The autobiography must include a title page with photo following the enclosed format (enclosure 6). Three copies of the autobiography and photo must be turned in during the first session of phase 0 for review.

11. Also enclosed, is the Officer Candidate (OC) Guide (enclosure 7). This book gives you all the information that you will need in order to be successful in the program. Make sure you are familiar with the standards and are prepared for each event.

12. Upon successful completion of pre-OCS, candidates that are accepted into the accelerated OCS class will be attached to the 106th Regiment (RTI) for pay, administration and training. Dates and location of the proceeding phases are as follows:

a. Phase 1 -3 at Fort McClellan, AL from 22 Jan 16 – 19 Mar 15

13. I hope that you find this program rewarding and challenging. Take this time to sharpen your leadership skills and learn from both your peers and the cadre.

14. I am your point of contact at the RTI and can be reached at melissa.s.guckian.mil@mail.mil or at 914-945-7513.

GUCKIAN, MELISSA, SUE, 1026583558

4 Encls

1. Packing List
2. GOVCC Training
3. GOVCC Application
4. GOVCC SOU
5. DD Form 2883
6. Candidate Autobiography
7. OC Guide

MELISSA S. GUCKIAN
SSG, NYARNG
OCS Course Manager