



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: RTI Reporting Procedures

1. You must have a reserved seat in the school BEFORE YOU REPORT. To obtain this, your unit must submit a training application on ATRRS. School code is **1006**, Course is **PRE OCS** and class number is **001**. Ensure this happens. \* Note: All students will be enrolled as a walk-on when reporting for APR and MAY 2012 Pre OCS (Phase 0) In processing.
2. Provide a copy of this memo to your unit to ensure they can properly assist you in your transition to OCS. You must bring your copy of this welcome packet to OCS during in processing in November, December, April and May sessions.
3. The first two months of PRE-OCS (Phase 0) will be in a SUTA status. Inform your unit that you will be drilling with this headquarters for those months. Starting in APRIL, do NOT drill with your home unit, as you will be drilling with the OCS program starting in 18-20 MAY 12 and ending in 22-24 JUNE 12 ILO of your home station scheduled drill.
4. When you report to the RTI for Pre OCS In-processing you must bring the following documents to help you in your transition to OCS.
  - a. A photocopy of your most recent LES (Pay Statement).
  - b. DTS Profile
  - c. Government Credit Card Application and online training certificate
  - d. Pre-Execution checklist
5. You must arrive in APFT Uniform according to the Report date listed on the Welcome Letter. After the APFT Test you must report in a sterile uniform. All patches (Unit, Flag & Rank) as well as badges and tabs must be removed from ACU's per AR140-50. In addition, report to the RTI with a proper military haircut IAW AR 670-1.
6. Mark the following dates on your calendar, as they are critical training dates for OCS. **Again, as previously stated, DO NOT DRILL with your home unit starting in APR** . During Pre OCS (Phase 0 **ONLY**) you will be given a SUTA training certificate at the end of each drill. In order to receive payment during PRE OCS (Phase 0) you must then give the training certificate to your unit's full time NCO. Your unit will process your pay. RTI will not place any soldier's on ADOS orders or submit pay.

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7. When you report you must sign in at BLDG 502 (Baker Hall). If reporting early you may billet overnight at building 504 or 505. **Contact SFC MORALES if you plan on arriving Friday night. Ensure to read the Welcome Letter that is provided and email notification as to any changes.**

8. You are required to have 4 sets of ACUs and 2 pairs of Basic Training Issued Combat boots. You're Class As or ASUs uniform(s) are also required and must fit. **This and ALL other GEAR MUST BE SERVICEABLE.** You and your unit are responsible for ensuring this is so. Inform your chain of command that it shares your responsibility for possession of all gear on the packing list. Bring **ALL** gear on the packing list to OCS in-processing.

9. Point of contact is the undersigned at [Maria.Morales6@us.army.mil](mailto:Maria.Morales6@us.army.mil) or 914-788-7313 or government cell phone number: 914-420-0255.

**10. DRILL DATES FOR INPROCESSING:**

20-22 APR 2012 (Camp Smith)

18-20 MAY 2012 (Camp Smith)

**ANNUAL TRAINING DATES FOR TRADITIONAL**

12 JUL 2012 Report to Camp Smith and Prep for AT.

13-28 JUL 2012 Depart to Camp Rell, CT for Phase 1.

19-21 AUG 2012 Phase 2 starts Report to Camp Smith.


**ACCLERATED OCS DEPARTS**

SUMMER ACCLERATED 08 JUN – 04 AUG 2012 Departs to Fort McClellan, AL

WINTER ACCLERATED 18 JAN 2013- 16 MAR 2013 Fort McClellan, AL

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MARIA MORALES  
SFC, NYARNG  
OCS Course Manager

Encls. (6)

1. Packing list (**Bring everything on all 3 Pages of Packing List**)
2. RTI Mission Statement
3. Welcome Letter
4. Directions to Camp Smith
5. Phase 0 Training Schedule
6. Pre-Execution checklist