

**Louisiana Army National Guard  
Circular 350-1**

Training: Training Management

Louisiana Army National  
Guard Recruit Training  
Battalion and Recruit  
Training Battalion Training  
Program

Headquarters  
Louisiana Army and Air National Guard  
New Orleans, Louisiana 70146-0330  
1 June 2003

**UNCLASSIFIED**

# **SUMMARY of CHANGE**

LAARNG CIR 350-1

Training: Training Management

Louisiana Army National Guard Recruit Training Battalion and Recruit Training Battalion  
Program

- This Louisiana Army National Guard circular is a complete re-write of and supersedes LAARNG CIR 350-14, dated 1 January 2003.

**UNCLASSIFIED**

**Training: Training Management**  
**Louisiana Army National Guard Recruit Training Battalion**  
**And Recruit Training Battalion Program**

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FOR THE COMMANDER-IN-CHIEF:

authority in writing to a Division Chief within the proponent agency.

BENNETT C. LANDRENEAU  
MAJOR GENERAL, LAARNG  
The Adjutant General

**Suggested Improvements.** Users are invited to send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to TAG, LA, ATTN: LANG-PTO, Jackson Barracks, New Orleans, LA 70146.

OFFICIAL:

**Distribution.** Distribution of this publication is available in electronic form. This regulation is intended for command levels within the Louisiana Army National Guard. It will be distributed to A and G distribution IAW LAARNG REG 310-3.



RONNIE D. JOHNSON  
COLONEL, GS, LAARNG  
Director, Information Management

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**History.** This Circular revises LAARNG CIR 350-14 and incorporate procedural information from AR 350-1

**Summary.** This circular outlines the policies and procedures applicable to the Recruit Training Battalion Training Program (RTBTP), the training applicable to all Non-Prior Services (NPS) soldiers who enlist in LAARNG to include the Split Training Option (STO).

**Applicability.** This circular applies to all units and soldiers of the LAARNG. This circular applies during partial and full mobilization.

**Proponent and Exceptions Authority.** The proponent agency of this Circular is the Director, Plans, Training and Operations. The Director has the authority to approve exceptions to this regulation with controlling law and regulation. The Director may delegate this

\*This publication Supercedes LAARNG CIR 350-14, dated 1 January 2002.

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## Chapter 1

### General

#### 1-1. Purpose.

This circular outlines the policies and procedures applicable to the RTBTP, the RTB and training applicable to soldiers who enlist in the LAARNG.

#### 1-2. References.

Required and related publications are listed in Appendix A.

#### 1-3. Explanation of Terms.

Abbreviations and special terms are listed in Appendix B, Glossary.

#### 1-4. Recordkeeping Requirement

This regulation requires the creation of records to document and support the business process of the Army National Guard. Records created under the purview of this regulation, regardless of content or format, will be kept in accordance with the retention schedules found in AR 25-400-2 (Army Records Information System (ARIMS) by accessing [www.arims.army.mil](http://www.arims.army.mil). Registration is required to access this website.

#### 1-5. Policy.

a. Soldiers affected. All soldiers in the LAARNG who are awaiting BCT or enlisted under the STO.

b. Training. Soldiers will be attached to and participate in all scheduled MUTA weekends with the RTB, and training as outlined in Chapter 3 of this document.

c. Period. All soldiers will participate in the RTBTP until he/she has completed the requirements of IET.

#### 1-6. Goal.

The goal of the RTBTP is to reduce to less than 8% the overall attrition rate among NPS enlistees and to provide the knowledge, skills and attributes that will insure a strong foundation in the soldierization process.

#### 1-7. Concept of Operation.

Upon enlistment or return from BCT, soldiers will perform the next scheduled IDT weekend with their unit of assignment. During that period, the unit will accomplish all necessary administrative and logistical requirements (to include enrollment NPSPT, NPSPT Split 2 – see Appendix C Course Location/Student Application in ATRRS) and complete the required non-prior service check list (see APPENDIX D, Non-Prior Service Check List). Soldiers will perform all successive IDT weekends with their assigned RTB Company until one drill from their ship date. This drill is utilized by the unit to prepare the recruit for shipping (see APPENDIX D, Non-Prior Service Check List). The RTB will provide soldiers with performance oriented training focused on developing and sustaining proficiency in the skills necessary to successfully complete IET and AIT.

## Chapter 2

### Areas of Responsibility

#### 2-1. The Adjutant General (TAG).

a. Review and approve the RTBTP.

b. Approve resources to establish the RTB.

c. Provide command emphasis to ensure the success of the RTBTP.

**2-2. The State Command Sergeant Major (CSM).**

a. Serve as chairman of the Recruit Training Battalion Training Program Action Committee (CSM Advisory Council).

b. Ensure the NCO support channel at all levels promotes the success of this program.

c. Provide input to the RTBTP.

**2-3. POTO.**

a. Approve RTB Training.

b. Task MACOMs to provide equipment for training as necessary.

c. Provide State Operations SGM to serve on the CSM Advisory Council.

**2-4. RTB Commander.**

a. Command and control of the RTB.

b. Provide administrative, operational and logistical support to the RTB.

c. Develop instructor courseware and training schedules.

d. Conduct RTBTP instruction.

e. Serve on CSM Advisory Council.

f. Load the RTBTP into the Army Training Requirements and Resources System (ATRRS) under the RTI school code 963 and assign the recruit to an appropriate

Training Company based on Home of Record (HOR).

g. Supervise Recruit Training Battalion Coordinator.

h. Interview and select RTB cadre.

i. Review BCT/AIT ship dates and procedures with each soldier.

j. Control training attendance as outlined in AR 135-91.

k. Maintain a copy of the State Master IET Ship Roster.

l. Coordinate with the State Recruit Coordinator and the soldier's unit of assignment any changes in the soldier's status that effects their deployment to IET.

m. Notify unit of assignment of any IET soldiers who are absent without permission from training.

n. Provide to the unit of assignment, in memorandum format, any reason for discharge or conditional release of all IET soldiers requesting these actions. Memorandum must be signed by the soldier.

**2-5. Recruiting and Retention Manager (RRM).**

a. Provide a listing of newly accessed soldiers with address, phone number, ship date and unit of assignment to the RTB Coordinator monthly.

c. Implement and conduct START Training at the RTI as required.

d. Insure that the Strength Maintenance NCOs maintain personal contact with IET

soldiers from enlistment to completion of IET.

e. Assist RTB in conducting Phase II shippers soldier readiness processing in preparation for shipment of Phase II IET soldiers. Target months for processing is January - February each year.

f. Insure that Strength Maintenance NCOs assist the units and RTB coordinating the logistics required to ship an IET soldier to BCT and AIT.

g. Insure that Strength Maintenance NCOs assist the IET soldier in coordinating drill attendance problems with the RTB for their supporting RTB Company.

h. Insure that Strength Maintenance NCOs assist the unit of assignment in contacting and resolving problems which cause an IET soldier to be absent from training without permission.

i. Vigorously investigate any request for discharge, provided by the unit of assignment, of an IET soldier as outlined in current state directives.

j. Insure Strength Maintenance NCOs bring newly enlisted soldier to unit of assignment within one week of enlistment and sign the bottom of the non-prior service check list (APPENDIX D).

k. RRM- Publish initial REP eligibility list NLT 10 days prior to RTB drill and publish final monthly RTB eligibility list NLT 5 days prior to RTB drill.

## **2-6. All Unit Commanders.**

a. Provide resources to RTB as tasked.

b. Perform any administrative or logistical tasks necessary to prepare the soldier for attachment to the RTB. This will be done NLT Close of Business (COB) of the first drill following the soldier's return from BCT or enlistment.

c. Insure soldiers are enrolled in the RTBTP on ATRRS under the RTB's school code (963) and attached to an appropriate Training Company based on HOR (see APPENDIX C, Course Location / Student Application in ATRRS).

d. Insure all eligible soldiers are enrolled into ATRRS IAW APPENDIX C of this circular effective the second drill.

e. Insure soldiers report to the RTB with required clothing and equipment.

f. Incorporate command guidance into their Yearly Training Guidance regarding RTBTP.

g. Insure that each IET soldier is sponsored using the non-prior service check list contained in APPENDIX D.

h. During the soldier's first drill, inform the soldier in writing of their ship dates, report times/dates, items to bring and how they will be transported for both RTB and MEPS. The unit is responsible for transportation to both.

i. During the drill prior to their ship date:

(1) Coordinate with soldier to insure he/she reports at the time/date required.

(2) Provide transportation to MEPS for shippers using one of the following methods:

(a) Transport using available assets.

(b) Arrange bus tickets from USPFO under existing directives.

(c) Allow the soldier's family to transport them to MEPS.

(d) Arrange for the Strength Maintenance NCO (Retention) to transport soldier to MEPS.

j. Maintain the MPRJ on all IET soldiers assigned to their unit.

k. Maintain a copy of APPENDIX D and E, on all assigned IET soldiers.

l. IET soldiers who were absent without permission from training must be contacted immediately upon notification from RTB. Update situation on each soldier who missed training to RTB in writing.

m. Preparation and submission of request for discharge or conditional release on any IET soldier assigned to their unit. Existing request for discharge forms and directives will be used. Coordinate with unit's Strength Maintenance NCO (Retention) to investigate possible problems.

n. Along with the RTB Coordinator, be the IET soldier's focal contact between training assemblies. Coordinate with the RTB Coordinator on an as needed basis to assist in resolving the soldier's problems.

o. Avoid scheduling unit drill on the same weekends the RTB is conducting training (at selected sites).

p. Insure that the unit leadership who receives the new soldier, from the Strength

Maintenance NCO, signs the bottom of the non-prior service check list (APPENDIX D).

## **2-7. Command Sergeant Majors**

a. MACOM CSMs will serve on the CSM Advisory Council.

b. MACOM level CSMs will maintain a list of not fewer than 5 NCOs to provide to the RTB as instructors for the RTB (as necessary).

c. All CSMs will work directly with 1SGs to ensure the success of the RTB.

## **2-8 CSM Advisory Council.**

The CSM Advisory Council will act as a review board of RTBTP activities and procedures and provide recommendations to the RTB Commander.

a. The CSM Advisory Council review will include, but is not limited to the following:

- (1) Content and conduct of the POI.
- (2) Cadre assignment/selection process.
- (3) Establishment or removal of additional RTBTP locations.
- (4) Support provided by MTOE units.
- (5) Attendance issues.

b. The CSM Advisory Council consists of the following members:

- (1) State CSM, who will act as the Chairman.

- (2) NCOA Commandant.
- (3) POTO Directorate SGM.
- (4) Recruiting and Retention SGM.
- (5) MACOM CSMs
- (6) Other personnel as designated by the Chairman.

c. The CSM Advisory Council will meet as designated by the Chairman.

### Chapter 3

#### Training / Program of Instruction (POI)

##### 3-1. RTBTP Philosophy.

a. Role of the RTBTP is to reduce IET losses to below 15%. The RTB will concentrate on preparing the soldiers for IET and integration into their unit of assignment as MOS qualified soldiers.

b. Focus for RTBTP training. RTBTP must focus on continuing to develop four (4) distinct aspects of a young man or woman who desires to become an Army soldier – commitment, skill, character and warrior spirit. This process is continuous – from the initial meeting with the recruiter to the soldier's arrival at his or her first unit of assignment.

c. Endstate. The RTB will be successful when less than 15% of IET soldiers are losses prior to and during IET.

##### 3-2. Training Plans.

Quality training will be provided in a safe, professional manner by a dedicated staff of non-commissioned officers. These

professionals will be highly motivated, energetic and possess the skills required to relate to new soldiers.

a. Training should be performance based and conducted external of the classroom when possible. Instructors should use all available resources such as training aids, equipment and ranges to enhance training.

b. Physical Fitness and Drill & Ceremonies Training will be conducted monthly.

c. Classrooms must be structured, well lighted and conducive to learning.

d. Instructors will review lesson plans prior to training. Instructors must be prepared to conduct training, and ensure that required resources are on hand. In addition, he or she will check to insure required equipment functions properly.

e. Instructors will conduct performance counseling as required.

f. Training documents will be current, updated and posted in each training area. Training schedules and visitor books will be visible. Visitor books will contain information pertinent to the training session.

g. RTBTP is a 12-month drill assembly program.

h. Training schedules will be published on a yearly cycle IAW FM 25-101.

##### 3-3. Orientation.

Each soldier reporting for their first MUTA will be in-processed and instructed on basic military skills by the staff of the RTB. The training will consist of, but is not limited to military time, rank, structure, military

courtesy, physical fitness standards and drill & ceremonies. The Recruiting and Retention Force will conduct START training.

### **3-4. NPSPT Training.**

All new enlistees will be entered into a comprehensive training cycle developed by the LA-RTI. This training is focused on preparing the soldier to successfully complete Basic Combat Training (BCT).

### **3-5. NPSPT Split 2 Training.**

This phase is for soldiers that were enlisted in the Split Training Option (STO) that have completed BCT and are awaiting their Advanced Individual Training (AIT).

### **3-6. Physical Training/Weight Control.**

Physical training and routine weigh-ins will be an integral part of each IDT period to assist with meeting APFT standards and Army weight control standards.

### **3-7. Basic Military Skills.**

This portion will provide the new soldier with the basics of military training, to include such items as Drill & Ceremonies, Military Courtesy and Customs, Rank Structure, etc. Training on Basic Military skills will be primarily introduced during Day – 1 Orientation and should be sustained throughout the training year.

### **3-8. Common Task Training (CTT).**

CTT will be incorporated in the training cycle to develop proficiency and confidence.

### **3-9. Weapons Familiarization/Training.**

Soldiers who have not attended BCT will familiarize with weapons using all available training aids. Focus will be placed on Pre-Marksmanship Instruction and the Engagement Skills Trainer (EST) Range.

### **3-10. After Action Reviews (AARs).**

AARs will be conducted IAW FM 25-101.

a. AARs provide valuable information in regards to improvement and will be conducted prior to the conclusion of each MUTA.

b. The RTB Station Commander will act as the monthly AAR facilitator. Information will be captured on a standard format and forwarded to the RTB Commander.

## **Chapter 4**

### **Personnel and Administration**

#### **4-1. Administration.**

The RTI staff will insure that all matters concerning personnel, administration and pay are administered in a professional manner and/or forwarded to the appropriate agency.

#### **4-2. In Processing.**

Will be conducted upon arrival.

#### **4-3. Out Processing.**

Will be conducted for each soldier shipping to IET.

#### **4-4. Instructor Support.**

The instructor is the student “role model” at all times. They set the example and emulate the Army values.

a. Instructors will be selected by the RTB Commandant based on the following minimal standards:

(1) Meet the height and weight standards of AR 600-9 and present a sharp military appearance IAW AR 670-1.

(2) Meet or exceed the APFT standards of AR 350-1.

(3) Possess good communication skills.

(4) Have graduated or are currently enrolled in the TAITC.

(5) Highly motivated.

b. Instructors will be briefed on the Army's policy (TRADOC) regarding:

(1) Fraternalization.

(2) Sexual harassment.

(3) Hazing.

(4) Overall Conduct.

**4-5. Safety.** Safety is a number one priority. The RTB Station Commander will insure that training is conducted utilizing every aspect of Risk Management.

a. SOPs will be developed addressing safety, LOD/injury reporting and medical support (local hospital, etc).

b. Insure that available Safety equipment is utilized (reflective vest/belts, flashlights, etc.).

c. Instructors will brief soldiers on safety concerns and required actions.

## Chapter 5

### Logistics

#### 5-1. Training Aids and Materials.

Request training resource requirements

through the LA-RTI. Requests should be submitted IAW published guidelines.

#### 5-2. Funding Support.

Soldiers participating in training will be in an IDT status. Funding for instructor support will be IDT/SUTA. Other funds to support instructors will be coordinated with the POTO/RRM and based on availability.

#### 5-3. Food Service.

All soldiers assigned to the RTB will have all meals provided by the site. Bag lunch or MREs should be submitted IAW published guidelines.

**5-4. Clothing Issue / OCIE.** The unit of assignment Supply NCO will maintain all clothing records on soldiers attached to the RTB. As a minimum, each PH-1 soldier will be issued one complete set of BDUs, to include field jacket. PH-II soldiers will be required to do a show down inspection of all issued clothing & equipment the first drill upon return from BCT. This inspection will be conducted by the unit of assignment Supply NCO who will address all shortages prior to soldier reporting to the RTB.

**5-5. Transportation.** All requests for transportation to and from the RTB will be accomplished by the unit of assignment.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

###### **AR 135-91**

Service Obligations, Methods of Fulfillment, Participation requirements and Enforcement Procedures

(Cited in para 2-4j.)

###### **AR 350-1**

Army Training and Education

(Cited in para 4-4a(2).)

###### **AR 670-1**

Wear and Appearance of Army Uniforms

(Cited in para 4-4a(1).)

###### **NGR 600-9**

ARNG Weight Control Program

(Cited in para 4-4a(1).)

###### **FM 25-101**

Battle Focus Training

(Cited in para 3-2h and 3-10.)

#### **Section II**

##### **Related Publications**

###### **AR 27-10**

Military Justice

###### **AR 600-9**

Army Weight Control Program

###### **AR 600-20**

Army Command Policy

###### **DA PAM 350-22**

“You and the APFT”

**LAARNG REG 310-3**

Military Publications, Distribution of LAARNG/LAANG Publications

**NGR 600-12**

National Guard Family Program

**NGR 600-200**

Enlisted Personnel Management

**NGR 601-2**

Army National Guard Strength Maintenance Program

**NGR 640-10**

Individual Personnel Records

**FM 7-8**

Infantry Platoon & Squad

**FM 21-20**

Physical Fitness Training

**FM 21-26**

Map Reading/Land Navigation

**FM 21-75**

Combat Skills of the Soldier

**FM 22-5**

Drill & Ceremonies

**FM 22-100**

Military Leadership

**FM 22-101**

Leadership Counseling

**FM 100-14**

Risk Management

**STP 21-1-SMCT**

Soldier's Manual of Common Tasks, Skill Level 1

**STP 21-24-SMCT**

Soldier's Manual of Common Tasks, Skill Level 2-4

**TRADOC PAM 600-4**  
IET Soldier's Handbook

Web Sites: The following list may be useful in obtaining current information regarding training and the RTBTP POI.

[www.adtl.army.mil/atdls.htm](http://www.adtl.army.mil/atdls.htm)      Army Doctrine and Training Digital Library  
[www.army.mil/cmh.pg/](http://www.army.mil/cmh.pg/)              US Army Center of Military History

**Section III**

**Required Forms**

LANG FORM 350-1-R (Non-Prior Service Check List)  
(Cited in para 1-7, 2-5j, 2-6g and 2-6p.)

**Section IV**

**Related Forms**

There are no entries for this section.

**Section V**

**Recordkeeping Requirements**

**This regulation requires the creation, maintenance, and use of the following specific records. (See AR 25-400-2 or access ARIMS at [www.arims.army.mil](http://www.arims.army.mil) for office record listing (ORL), description, and dispositions).**

**Required ARIMS Files**

There are no entries for this section.

**Related ARIMS Files**

**1**  
General Administration Correspondence Files

**350**  
General Training Correspondence Files

**350-1c**  
Training Facilities Requirements

**350-1d**  
Training Operations

**350-1f**  
Training Reports

**350-10g**  
Class Schedules

**350-10a**  
Army Training Requirements and Resources Systems (ATRRS) Files

**350-10d**  
Army Training Requirements and Resources System (ATRRS) Report Files

**350-10g**  
Class Schedules

## **Appendix B**

### **Glossary**

#### **Section I**

##### **Abbreviations**

AAR	After Action Review
AIT	Advanced Individual Training
APFT	Army Physical Fitness Test
ATRRS	Army Training Requirement Resource System
BCT	Basic Combat Training
COB	Close of Business
CSM	Command Sergeant Major
CTT	Common Task Training
EEO	Equal Opportunity Employment
EST	Engagement Skills Trainer
FM	Field Manual
FTX	Field Training Exercise
HOR	Home of Record
IAW	In Accordance With
IDT	Inactive Duty Training
IET	Initial Entry Training
LA-RTI	Louisiana Regional Training Institute
LOD	Line of Duty
MACOM	Major Command
MEPS	Military Entry Processing Station
MOS	Military Occupational Specialty

MPRJ	Military Personnel Record Jacket
MRE	Meal Ready to Eat
MTOE	Modification Table Of Equipment
MUTA	Multiple Unit Training Assembly
NLT	Not Later Than
NPS	Non-Prior Service
NPSPT	Non-Prior Service Personnel Training
NCO	Non-Commissioned Officer
NCOA	Non-Commissioned Officer Academy
OCIE	Organizational Clothing and Individual Equipment
PH-I	Phase One
PH-II	Phase Two
POTO	Plans, Operations and Training Office
POI	Program of Instruction
RTB	Recruit Training Battalion
RTBTP	Recruit Training Battalion Training Plan
RTC	Recruit Training Company
R & R	Recruiting and Retention
RRM	Recruiting Retention Manager
RTI	Regional Training Institute
SOP	Standard Operating Procedure
SGM	Sergeant Major
SMCT	Soldiers Manual of Common Tasks
START	Soldier Training Attrition and Retention Tool
STO	Split Training Option
STP	Soldier Training Publication

SUTA	Single Unit Training Assembly
TAG	The Adjutant General
TAITC	Total Army Instructor Training Course
TRADOC	U.S. Army Training and Doctrine Command

## **Section II**

### **Terms**

No entries for this section

## **Section III**

### **Special Abbreviations and Terms**

a. Action Officer: An action officer is any individual who creates official records on behalf of the Army National Guard. The action officer has the capability to search the Army's office records instructions to help determine if a document is official record, create a draft Office Records List (ORL) to be maintained for each office symbol within the unit or organization, submit records to a designated records holding facility, search for and request records in ARIMS.

b. The Action Officers serve the unit/activity/directorate. The action officer will -

(1) Be appointed in writing. Forward appointment order to the Directorate of Information Management- Administrative Services (Records Manager).

(2) Manage, oversee, and direct the records management requirement of the unit/activity/directorate.

**APPENDIX C**  
**Course Location/Student Application in ATRRS**

1. **PURPOSE.** This appendix provides guidance to units when submitting an application on a new recruit into the RTBP in ATRRS (Army Training Requirement Resource System).

2. **APPLICABILITY.** All units within the Louisiana Army National Guard.

3. **POLICY.**

a. It is the responsibility of each individual unit to enroll all new recruits into the RTBP on ATRRS during the soldier's first drill.

b. Units provide the soldier a copy of the yearly RTB training dates and location.

c. Units are responsible for enrolling all split option soldiers attending BCT into Split 1. After completion of BCT units must re-enroll the soldier into Split 2 in ATRRS.

4. **PROCEDURE.**

a. Courses are listed on ATRRS under School Code 963.

b. The ATRRS "LC" Screen (School Course List) displays a list of the three (3) courses taught. The courses listed are:

<u>Course Number</u>	<u>PH</u>	<u>Course Title</u>	<u>STATUS</u>
964-NPSPT		Non-Prior Svc Pers Trng	Thru-Ticket
964-NPSPT (Split 1)	1	Non-Prior Svc Pers Trng (Split 1)	Awaiting BT
964-NPSPT (Split 2)	2	Non-Prior Svc Pers Trng (Split 2)	Awaiting AIT

c. Class numbers, site locations, company, POC and 1-800 number is located on the ATRRS "C3" Screen (Class Schedules).

d. Yearly drill dates are located on the "CI" Screen (IDT Session Schedule Display).

e. Submit applications on the "A1" Screen (AATAS Course Application) to LANG-PTO.

f. After LANG-PTO approval, the student is placed in a reservation status.

g. Soldiers are coded as "G" (Graduate) in the output column one (1) drill prior to shipping.

h. Soldiers attending RTB in the current training year, but do not ship until after the following training year, are coded "L" (recycle out to another class, same course) in the output column. Soldiers are then re-enrolled into ATRRS by NCO Academy personnel for the following training year.

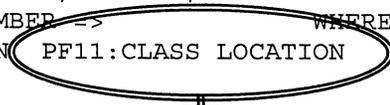


**APPENDIX C-2 (ATRRS LC Screen/School Course List) to APPENDIX C (Course Location/Student Application in ATRRS) to LAARNG Circular 350-1**

03 APR 03 CLASS SCHEDULES (C3) PAGE 1 OF 1  
 FY 04 SCH 963 CRS 964-NPSPT PH CALENDAR TYPE 01  
**NONPRIOR SERVICE PERSONNEL TRAINING** CRS LENGTH 0 WEEKS 6.0 DAYS  
 MAX 500 OPT 500 MIN 0 ANN CAP 4500  
**REMARKS: RECRUITS WAITING TO ATTEND BT - HIT PF11 FOR CLASS LOCATIONS**

U	CLS	REPORT	DATE	START	DATE	END	DATE	ORIG	CURR	CFLG	CTYP	CQMS	MSG
-	001	01	OCT 03	01	OCT 03	28	SEP 04	300	300	-	I	Y	
-	002	01	OCT 03	01	OCT 03	29	SEP 04	300	300	-	I	Y	
-	003	01	OCT 03	01	OCT 03	29	SEP 04	300	300	-	I	Y	
-	005	01	OCT 03	01	OCT 03	29	SEP 04	300	300	-	I	Y	
-	006	01	OCT 03	01	OCT 03	29	SEP 04	300	300	-	I	Y	
-	007	01	OCT 03	01	OCT 03	29	SEP 04	300	300	-	I	Y	
-	008	01	OCT 03	01	OCT 03	29	SEP 04	300	300	-	I	Y	
-	009	01	OCT 03	01	OCT 03	29	SEP 04	300	300	-	I	Y	
TOTAL FOR ALL CLASSES								2400	2400				

TYPE A , C OR D IN THE U COLUMN TO ADD, CHANGE, OR DELETE A CLASS SCHEDULE.  
 FIND => PAGE NUMBER => WHERE NEXT =>  
 PF1:HELP PF4:OPT PF7:UP PF8:DOWN PF11:CLASS LOCATION



CLASS SCHEDULES (C3) PAGE 1 OF 1  
 FY 04 SCH 963 CRS 964-NPSPT PH CALENDAR TYPE 01  
**NONPRIOR SERVICE PERSONNEL TRAINING** CRS LENGTH 0 WEEKS 6.0 DAYS  
 MAX 500 OPT 500 MIN 0 ANN CAP 4500  
**REMARKS: RECRUITS WAITING TO ATTEND BT - HIT PF11 FOR CLASS LOCATIONS**

U	CLS	T	S	CITY	ST	ZIP	POC	NAME	DSN	COM	MSG
-	001	I	-	SHREVEPORT	LA	_____	CO	A	_____	1800665413	
-	002	I	-	MONROE	LA	_____	CO	B	_____	1800665413	
-	003	I	-	CP COOK	LA	_____	CO	C	_____	1800665413	
-	005	I	-	DERIDDER	LA	_____	CO	E	_____	1800665413	
-	006	I	-	LAFAYETTE	LA	_____	CO	F	_____	1800665413	
-	007	I	-	CP BAKER	LA	_____	CO	G	_____	1800665413	
-	008	I	-	VILLERE	LA	_____	CO	H	_____	1800665413	
-	009	I	-	NEW ORLEANS	LA	_____	CO	I	_____	1800665413	

TYPE C IN THE U COLUMN TO ADD OR CHANGE A CLASS LOCATION.  
 FIND => ERR CODE => 048 PAGE NO => WHERE NEXT =>  
 PF1:HELP PF2:ERR PF4:OPT PF7:UP PF8:DOWN PF10:CLASS DATES

**EXAMPLE**



**APPENDIX C-4 (ATRRS C1 Screen/Drill Dates) to APPENDIX C (Course Location/Student Application in ATRRS) to LAARNG Circular 350-1**

24 MAR 03

IDT SESSION SCHEDULE (CI) DISPLAY

FY 03 SCH 963 CRS 964-NPSPT (SPLIT 1) PH 1 CLS 003 CALENDAR TYPE 01

NON-PRIOR SVC PERS TRNG (SPLIT 1)

LOCATION: CP COOK CO C LA

U	SESS	START DATE	END DATE	MSG	U	SESS	START DATE	END DATE	MSG
_	001	26 OCT 02	27 OCT 02		_	---	---	---	
_	002	23 NOV 02	24 NOV 02		_	---	---	---	
_	003	14 DEC 02	15 DEC 02		_	---	---	---	
_	004	18 JAN 03	19 JAN 03		_	---	---	---	
_	005	15 FEB 03	16 FEB 03		_	---	---	---	
_	006	29 MAR 03	30 MAR 03		_	---	---	---	
_	007	12 APR 03	13 APR 03		_	---	---	---	
_	008	10 MAY 03	11 MAY 03		_	---	---	---	
_	009	21 JUN 03	22 JUN 03		_	---	---	---	
_	010	26 JUL 03	27 JUL 03		_	---	---	---	
_	011	23 AUG 03	24 AUG 03		_	---	---	---	
_	012	27 SEP 03	28 SEP 03		_	---	---	---	
_	---	---	---		_	---	---	---	
_	---	---	---		_	---	---	---	
_	---	---	---		_	---	---	---	
_	---	---	---		_	---	---	---	

TYPE A , C OR D IN THE U COLUMN TO ADD, CHANGE, OR DELETE AN IDT SESSION.  
 ERR CODE => WHERE NEXT =>  
 PF1:HELP PF2:ERR PF4:OPT

**EXAMPLE**

**APPENDIX D (Non-Prior Service Check List)**

NEW MEMBER: <b>Pvt John Q Public</b>		ADDRESS: <b>13 Anywhere Place Harvey, LA 70058-2141</b>	
PHONE NUMBER: <b>504-347-3535</b>	DATE ENLISTED: <b>10 Oct 02</b>	PS/NPS: <b>NPS</b>	
REPORT TO BCT: <b>7 Jan 03</b>	DUTY STATION: <b>Hq 122nd Med BN</b>	SQUAD/SECTION SGT: <b>SSG Calvin A.</b>	
WHEN	WHAT	DATE/INITIALS	
AT TIME OF ENLISTMENT	UNIT ADMINISTRATOR TO COMPLETE THE HEADING PORTION OF THIS FORM AND MAIL TO THE SQUAD/SECTION SGT.	<b>10 Oct 02</b> <b>DER</b>	
PRIOR TO 1 <sup>ST</sup> MUTA	TELEPHONE THE NEW MEMBER.	<b>10 Oct 02</b> <b>DER</b>	
	INFORM THE NEW MEMBER OF THE REPORTING DATE OF NEXT MUTA.	<b>10 Oct 02</b> <b>DER</b>	
	OFFER TO MAKE ARRANGEMENTS FOR TRANSPORTATION TO NEXT MUTA.	<b>10 Oct 02</b> <b>DER</b>	
	PROVIDE YOUR TELEPHONE NUMBER TO NEW MEMBER.	<b>10 Oct 02</b> <b>DER</b>	
AT 1 <sup>ST</sup> MUTA	INTRODUCE NEW MEMBER TO THE COMPANY COMMANDER.	<b>12 Oct 02</b> <b>AC</b>	
	INTRODUCE NEW MEMBER TO FIRST SERGEANT.	<b>12 Oct 02</b> <b>A Q</b>	
	INTRODUCE NEW MEMBER TO HIS/HER PLATOON LEADER.	<b>12 Oct 02</b> <b>AC2</b>	
	INTRODUCE NEW MEMBER TO HIS/HER PLATOON SERGEANT.	<b>12 Oct 02</b> <b>AC</b>	
	BRIEF NEW MEMBER ON DRILL ASSEMBLIES, FORMATIONS, MILITARY COURTESY, AWOLS, ABSENCES, ANNUAL TRAINING, STATE ACTIVE DUTY, STATE AND FEDERAL BENEFITS, THE STRIPES FOR BUDDIES PLAN/PROGRAM.	<b>12 Oct 02</b> <b>AC</b>	
	SHOW NEW MEMBER WHERE TO STAND IN FORMATION.	<b>12 Oct 02</b> <b>AC</b>	
	PROCESS THROUGH PERSONNEL AND ADMINISTRATION SECTION, TO INCLUDE PAY, SGLV ELECTION, ORIENTATION STATEMENTS, ID CARD, ENROLLED ON ATRRS FOR NPSPT/NPSPT SPLIT 2 UNDER SCHOOL CODE 963, AND INSURE HE/SHE IS GIVEN A ROSTER OF KEY PERSONNEL.	<b>12 Oct 02</b> <b>AC</b>	
	INSURE NEW MEMBER IS ADDED TO ALERT ROSTER AND HE/SHE IS GIVEN A UNIT DRILL SCHEDULE AS WELL AS RECRUIT TRAINING BATTALION (RTB) DRILL SCHEDULE.	<b>12 Oct 02</b> <b>AC</b>	
	ACCOMPANY NEW MEMBER TO LUNCH.	<b>12 Oct 02</b> <b>AC</b>	

Sample LAARNG FORM 350-1-R

WHEN	WHAT	DATE/ INITIALS
AT 1 <sup>ST</sup> MUTA Cont'd	INFORM NEW MEMBER OF NEXT SCHEDULED DRILL WITH THE RTB AND PROVIDE NEW MEMBER WITH RTB INFORMATION SHEET WHICH CAN BE FOUND ON ATRRS.	22 Oct 02 AC
	BRIEF ON CAREER DEVELOPMENT, UNIT TRAINING, SERVICE SCHOOLS, SUBCOURSES, REQUIREMENTS FOR PROMOTION TO NEXT GRADE.	20 Oct 02 DER
PRIOR TO 2 <sup>ND</sup> MUTA w/RTB	INSURE NEW MEMBER UNDERSTANDS WHEN, WHERE, UNIFORM AND WHAT TO BRING TO THE RTB TRAINING.	28 Oct 02 DER
BETWEEN RTB TRNG AND TIME RECRUIT RETURNS FROM 1 DRILL FROM SHIP DATE	PROVIDE RESOURCES TO RTB IN SUPPORT OF NEW MEMBER WHEN REQUESTED.	28 Oct 02
	COORDINATE WITH MEPS AND SOLDIER TO INSURE SOLDIER IS AWARE OF SHIP DATE, SHIP TIME AND MEANS OF TRANSPORTATION.	28 Oct 02 DER
	MAINTAIN THE MPRJ ON ALL IET SOLDIERS ASSIGNED TO THEIR UNIT.	10 Oct 02 DER
	PREPARE AND FORWARD REQUEST FOR DISCHARGE OR CONDITIONAL RELEASE. EXISTING REQUEST FOR DISCHARGE FORMS AND DIRECTIVES WILL BE USED. COORDINATE WITH UNIT STRENGTH MAINTENANCE NCO (RETENTION) TO INVESTIGATE POSSIBLE PROBLEMS.	
	ALONG WITH THE RTB COORDINATOR, BE THE IET SOLDIER'S FOCAL CONTACT BETWEEN TRAINING ASSEMBLIES. COORDINATE WITH THE RTB COORDINATOR ON AN AS NEEDED BASIS TO ASSIST IN RESOLVING THE SOLDIERS PROBLEMS.	28 Oct 02 DER
MUTA PRIOR TO IADT	INSURE THE NEW MEMBER HAS ORDERS, TICKETS, A COPY OF "HEPFUL HINTS", THE LAST NAME AND PHONE NUMBER OF THE NATIONAL GUARD LIASION NCO AT THE REP STATION, AND PRE-ADDRESSED PENALTY ENVELOPES TO THE UNIT.	28 Oct 02 DER
	BRIEF INDIVIDUAL ON HOW SPOUSE CAN OBTAIN AN ID CARD AND INSURE THE NEW MEMBER KNOWS TO REPORT TO UNIT UPON RETURN.	28 Oct 02 DER
DURING IADT	WRITE TO THE SOLDIER WHILE HE/SHE IS IN TRAINING.	5 Apr 03 AC
1 <sup>ST</sup> MUTA AFTER RETURN FROM IADT	TELEPHONE SOLDIER AND WELCOME HIM/HER FROM TRAINING.	5 Apr 03 AC
	INSURE SOLDIER GETS RECOGNIZED FOR HIS/HER ACCOMPLISHMENTS.	5 Apr 03 AC
	INSURE SOLDIER IS BRIEFED ON HIS/HER DUTY ASSIGNMENTS AND WHAT IS EXPECTED OF HIM/HER.	5 Apr 03 AC
	INSURE THE GUARD MEMBER'S GUARD STATUS CODE IS CHANGED TO A PAY STATUS.	5 Apr 03 AC
	IF APPROPRIATE, INSURE THAT BONUS PAPERWORK IS SUBMITTED IN A TIMELY MANNER.	5 Apr 03 AC
	RE-EMPHASIZE UNIT POLICIES (AWOLS AND ABSENCES).	5 Apr 03 AC

WHEN	WHAT	DATE/ INITIALS
1 <sup>ST</sup> MUTA AFTER RETURN FROM IADT Cont'd	SET UP INTERVIEW WITH THE COMPANY COMMANDER, FIRST SERGEANT, PLATOON SERGEANT AND HAVE THEM REPORT TO HIS/HER FIRST LINE SUPERVISOR.	5 Apr 03 AC
	BRIEF SOLDIER ON WHEN, WHERE, UNIFORM AND WHAT TO BRING TO RTB TRAINING IF APPLICABLE	5 Apr 03 AC
	COORDINATE WITH SOLDIER ON TRANSPORTATION TO THE RTB FOR TRAINING.	5 Apr 03 AC
MUTA PRIOR TO NPSPT SPLIT 2 REPORTS TO AIT.	SOLDIER DRILLS WITH UNIT.	2 NOV 02 DER
	ENSURE SOLDIER HAS ALL CLOTHING ISSUE ITEMS AND KNOWS TO BRING THEM TO MEPS.	2 NOV 02 DER
	INFORM SOLDIER THEY WILL NEED TO BRING \$25.00 - \$50.00 FOR EXPENSES THEY MAY INCURE WHEN THEY GO TO MEPS AND TO BRING COPY OF HIGH SCHOOL DIPLOMA.	2 NOV 02 DER
	INFORM SOLDIER TO BRING ID CARD AND DRIVER'S LICENSE TO MEPS WITH THEM IF MOS REQUIRES.	2 NOV 02 DER
	UPDATE DIRECT DEPOSIT INFO IF CHANGED ACCOUNTS FROM ENLISTMENT.	2 NOV 02 DER
	ENSURE SOLDIER HAS AN ATM CARD TO DRAW MONEY FROM ACCOUNT.	2 NOV 02 DER
	ENSURE SOLDIER HAS A COPY OF THEIR ORDERS TO TAKE TO MEPS WITH THEM.	2 NOV 02 DER
	INFORM SOLDIER THEY MUST HAVE A "HIGH AND TIGHT" HAIRCUT WHEN THEY REPORT TO MEPS.	2 NOV 02 DER
	INFORM SOLDIER THEY MUST BE ABLE TO PASS THE APFT AND MEET THE HEIGHT AND WEIGHT STANDARDS WHEN THEY RETURN TO AIT.	2 NOV 02 DER
DURING AIT	WRITE TO SOLDIER WHILE HE/SHE IS IN TRAINING.	5 Feb 03 AC
	INSURE 1 <sup>ST</sup> LINE SUPERVISOR WRITES TO SOLDIER.	3 Feb 03 AC
1 <sup>ST</sup> MUTA AFTER RETURN FROM AIT	TELEPHONE SOLDIER AND WELCOME HIM/HER FROM TRAINING.	3 Apr 03 AC
	INSURE SOLDIER GETS RECOGNIZED FOR HIS/HER ACCOMPLISHMENTS.	5 Apr 03 AC
	INSURE SOLDIER IS BRIEFED ON HIS/HER DUTY ASSIGNMENTS AND WHAT IS EXPECTED OF HIM/HER.	5 Apr 03 AC
	INSURE THE GUARD MEMBER'S GUARD STATUS CODE IS CHANGED TO A PAY STATUS.	5 Apr 03 AC
	IF APPROPRIATE, INSURE THAT BONUS PAPERWORK IS SUBMITTED IN A TIMELY MANNER	5 Apr 03 AC





LAARNG FORM 350-1-R

LOCAL REPRODUCTION AUTHORIZED



### Non-Prior Service Check List

For use of this form, see LAARNG CIR 350-1; the proponent agency is LANG-PTO

NEW MEMBER (Last, First, Middle):		ADDRESS:	
PHONE NUMBER:	DATE ENLISTED:	PS/NPS:	
REPORT TO BCT:	DUTY STATION:	SQUAD/SECTION SGT:	
WHEN	WHAT	DATE/ INITIALS	
AT TIME OF ENLISTMENT	FULL TIME LEADERSHIP MEMBER TO COMPLETE THE HEADING PORTION OF THIS FORM AND MAIL TO THE SQUAD/SECTION SGT.		
PRIOR TO 1 <sup>ST</sup> MUTA	TELEPHONE THE NEW MEMBER.		
	INFORM THE NEW MEMBER OF THE REPORTING DATE OF NEXT MUTA.		
	OFFER TO MAKE ARRANGEMENTS FOR TRANSPORTATION TO NEXT MUTA.		
	PROVIDE YOUR TELEPHONE NUMBER TO NEW MEMBER.		
AT 1 <sup>ST</sup> MUTA	INTRODUCE NEW MEMBER TO THE COMPANY COMMANDER.		
	INTRODUCE NEW MEMBER TO FIRST SERGEANT.		
	INTRODUCE NEW MEMBER TO HIS/HER PLATOON LEADER.		
	INTRODUCE NEW MEMBER TO HIS/HER PLATOON SERGEANT.		
	BRIEF NEW MEMBER ON DRILL ASSEMBLIES, FORMATIONS, MILITARY COURTESY, AWOLS, ABSENCES, ANNUAL TRAINING, STATE ACTIVE DUTY, STATE AND FEDERAL BENEFITS, THE STRIPES FOR BUDDIES PLAN/PROGRAM.		
	SHOW NEW MEMBER WHERE TO STAND IN FORMATION.		
	PROCESS THROUGH PERSONNEL AND ADMINISTRATION SECTION, TO INCLUDE PAY, SGLV ELECTION, ORIENTATION STATEMENTS, ID CARD, ENROLLED ON ATRRS FOR NPSPT/NPSPT SPLIT 2 UNDER SCHOOL CODE 963, AND INSURE HE/SHE IS GIVEN A ROSTER OF KEY PERSONNEL.		
	INSURE NEW MEMBER IS ADDED TO ALERT ROSTER AND HE/SHE IS GIVEN A UNIT DRILL SCHEDULE AS WELL AS RECRUIT TRAINING BATTALION (RTB) DRILL SCHEDULE.		
	ACCOMPANY NEW MEMBER TO LUNCH.		
	INFORM NEW MEMBER OF NEXT SCHEDULED DRILL WITH THE RTB AND PROVIDE NEW MEMBER WITH RTB INFORMATION SHEET WHICH CAN BE FOUND ON ATRRS.		

WHEN	WHAT	DATE/ INITIALS
AT 1 <sup>ST</sup> MUTA Cont'd	BRIEF ON CAREER DEVELOPMENT, UNIT TRAINING, SERVICE SCHOOLS, SUBCOURSES, REQUIREMENTS FOR PROMOTION TO NEXT GRADE.	
PRIOR TO 2 <sup>ND</sup> MUTA w/RTB	INSURE NEW MEMBER UNDERSTANDS WHEN, WHERE, UNIFORM AND WHAT TO BRING TO THE RTB TRAINING.	
BETWEEN RTB TRNG AND TIME RECRUIT RETURNS FROM 1 DRILL FROM SHIP DATE	PROVIDE RESOURCES TO RTB IN SUPPORT OF NEW MEMBER WHEN REQUESTED.	
	COORDINATE WITH MEPS AND SOLDIER TO INSURE SOLDIER IS AWARE OF SHIP DATE, SHIP TIME AND MEANS OF TRANSPORTATION.	
	MAINTAIN THE MPRJ ON ALL IET SOLDIERS ASSIGNED TO THEIR UNIT.	
	PREPARE AND FORWARD REQUEST FOR DISCHARGE OR CONDITIONAL RELEASE. EXISTING REQUEST FOR DISCHARGE FORMS AND DIRECTIVES WILL BE USED. COORDINATE WITH UNIT STRENGTH MAINTENANCE NCO (RETENTION) TO INVESTIGATE POSSIBLE PROBLEMS.	
	ALONG WITH THE RTB COORDINATOR, BE THE IET SOLDIER'S FOCAL CONTACT BETWEEN TRAINING ASSEMBLIES. COORDINATE WITH THE RTB COORDINATOR ON AN AS NEEDED BASIS TO ASSIST IN RESOLVING THE SOLDIERS PROBLEMS.	
MUTA PRIOR TO IADT	INSURE THE NEW MEMBER HAS ORDERS, TICKETS, A COPY OF "HEPFUL HINTS", THE LAST NAME AND PHONE NUMBER OF THE NATIONAL GUARD LIASION NCO AT THE REP STATION, AND PRE-ADDRESSED PENALTY ENVELOPES TO THE UNIT.	
	BRIEF INDIVIDUAL ON HOW SPOUSE CAN OBTAIN AN ID CARD AND INSURE THE NEW MEMBER KNOWS TO REPORT TO UNIT UPON RETURN.	
DURING IADT	WRITE TO THE SOLDIER WHILE HE/SHE IS IN TRAINING.	
1 <sup>ST</sup> MUTA AFTER RETURN FROM IADT	TELEPHONE SOLDIER AND WELCOME HIM/HER FROM TRAINING.	
	INSURE SOLDIER GETS RECOGNIZED FOR HIS/HER ACCOMPLISHMENTS.	
	INSURE SOLDIER IS BRIEFED ON HIS/HER DUTY ASSIGNMENTS AND WHAT IS EXPECTED OF HIM/HER.	
	INSURE THE GUARD MEMBER'S GUARD STATUS CODE IS CHANGED TO A PAY STATUS.	
	IF APPROPRIATE, INSURE THAT BONUS PAPERWORK IS SUBMITTED IN A TIMELY MANNER.	
	RE-EMPHASIZE UNIT POLICIES (AWOLS AND ABSENCES)	
	SET UP INTERVIEW WITH THE COMPANY COMMANDER, FIRST SERGEANT, PLATOON SERGEANT AND HAVE THEM REPORT TO HIS/HER FIRST LINE SUPERVISOR.	

WHEN	WHAT	DATE/ INITIALS
1 <sup>ST</sup> MUTA AFTER RETURN FROM IADT Cont'd	BRIEF SOLDIER ON WHEN, WHERE, UNIFORM AND WHAT TO BRING TO RTB TRAINING IF APPLICABLE	
	COORDINATE WITH SOLDIER ON TRANSPORTATION TO THE RTB FOR TRAINING.	
MUTA PRIOR TO NPSPT SPLIT 2 REPORTS TO AIT.	SOLDIER DRILLS WITH UNIT.	
	ENSURE SOLDIER HAS ALL CLOTHING ISSUE ITEMS AND KNOWS TO BRING THEM TO MEPS.	
	INFORM SOLDIER THEY WILL NEED TO BRING \$25.00 - \$50.00 FOR EXPENSES THEY MAY INCURE WHEN THEY GO TO MEPS AND TO BRING COPY OF HIGH SCHOOL DIPLOMA.	
	INFORM SOLDIER TO BRING ID CARD AND DRIVER'S LICENSE TO MEPS WITH THEM IF MOS REQUIRES.	
	UPDATE DIRECT DEPOSIT INFO IF CHANGED ACCOUNTS FROM ENLISTMENT.	
	ENSURE SOLDIER HAS AN ATM CARD TO DRAW MONEY FROM ACCOUNT.	
	ENSURE SOLDIER HAS A COPY OF THEIR ORDERS TO TAKE TO MEPS WITH THEM.	
	INFORM SOLDIER THEY MUST HAVE A "HIGH AND TIGHT" HAIRCUT WHEN THEY REPORT TO MEPS.	
DURING AIT	WRITE TO SOLDIER WHILE HE/SHE IS IN TRAINING.	
	INSURE 1 <sup>ST</sup> LINE SUPERVISOR WRITES TO SOLDIER.	
1 <sup>ST</sup> MUTA AFTER RETURN FROM AIT	TELEPHONE SOLDIER AND WELCOME HIM/HER FROM TRAINING.	
	INSURE SOLDIER GETS RECOGNIZED FOR HIS/HER ACCOMPLISHMENTS.	
	INSURE SOLDIER IS BRIEFED ON HIS/HER DUTY ASSIGNMENTS AND WHAT IS EXPECTED OF HIM/HER.	
	INSURE THE GUARD MEMBER'S GUARD STATUS CODE IS CHANGED TO A PAY STATUS.	
	IF APPROPRIATE, INSURE THAT BONUS PAPERWORK IS SUBMITTED IN A TIMELY MANNER	
	RE-EMPHASIZE UNIT POLICIES (AWOLS AND ABSENCES)	

WHEN	WHAT	DATE/ INITIALS
1 <sup>ST</sup> MUTA AFTER RETURN FROM AIT Cont'd	SET UP INTERVIEW WITH THE COMPANY COMMANDER, FIRST SERGEANT, PLATOON SERGEANT AND HAVE THEM REPORT TO HIS/HER FIRST LINE SUPERVISOR.	
<p>Full Time Leadership Member Signature: _____</p> <p>Soldier Signature: _____</p> <p>Recruiter Signature: _____</p>		

## PRIVACY ACT STATEMENT

**AUTHORITY:** PRIVACY ACT STATEMENT TITLE 10, US CODE 3010

**PRINCIPAL PURPOSE(S):** Used for the Recruit Training Battalion to track all non-prior service soldiers.

**ROUTINE USE(S):** Information provided in this form will be used to ensure that soldiers enrolled in the Recruit Training Battalion are informed of all procedures prior to shipping to BCT and IADT. Upon completion the full time leadership member must date and initial in the appropriate block and mail to the squad/section sergeant.

**DISCLOSURE:** Completing this form is mandatory for all soldiers attending the Recruit Training Battalion. If not completed soldiers may not be authorized to attend the Recruit Training Battalion and therefore not allowed to attend BCT and IADT.

## INSTRUCTIONS

The heading portion of this form is to be completed as outlined below by the full time leadership member and mailed to the squad/section sergeant. Upon completion the full time leadership member must date and initial in the appropriate block.

**NEW MEMBER:** Enter new soldier's name (last name, first name, middle name).

**ADDRESS:** Enter new soldier's home of record address.

**PHONE NUMBER:** Enter new soldier's phone number to include area code ((504) 555-5555).

**DATE ENLISTED:** Enter date new soldier enlisted.

**PS/NPS (Prior Service/Non-Prior Service):** Enter whether or not new soldier is PS or NPS.

**REPORT TO BCT (Basic Combat Training):** Enter the date new soldier will report to BCT.

**DUTY STATION:** Enter the new soldier's duty station.

**SQUAD/SECTION SGT:** Enter the name of new soldier's Squad/Section SGT.

**PRIOR TO 1<sup>ST</sup> MUTA, PRIOR TO 2<sup>ND</sup> MUTA W/RTB, BETWEEN RTB TRNG AND TIME RECRUIT RETURNS FROM 1 DRILL FROM SHIP DATE, MUTA PRIOR TO IADT:** These sections must be completed by the Full Time Leadership Member, to include date and initials in the appropriate blocks.

**AT 1<sup>ST</sup> MUTA, DURING IADT, 1<sup>ST</sup> MUTA AFTER RETURN FROM IADT, MUTA PRIOR TO NPSPT SPLIT 2 REPORTS TO AIT, DURING AIT, 1<sup>ST</sup> MUTA AFTER RETURN FROM AIT:** These sections must be completed by the Squad/Section SGT, to include date and initials in the appropriate block.

**FULL TIME LEADERSHIP MEMBER SIGNATURE:** Full time leadership member (i.e. Readiness NCO or Full Time Member) from new soldier's unit must sign at the time the heading portion of this form is completed.

**SOLDIER SIGNATURE:** New soldier must sign at first drill with unit.

**RECRUITER SIGNATURE:** Recruiter that enlisted the new soldier must sign at the time the heading portion of this form is completed.

**APPENDIX D (Non-Prior Service Check List)**

NEW MEMBER:		ADDRESS:	
PHONE NUMBER:	DATE ENLISTED:	PS/NPS:	
REPORT TO BCT:	DUTY STATION:	SQUAD/SECTION SGT:	
WHEN	WHAT	DATE/INITIALS	
AT TIME OF ENLISTMENT	UNIT ADMINISTRATOR TO COMPLETE THE HEADING PORTION OF THIS FORM AND MAIL TO THE SQUAD/SECTION SGT.		
PRIOR TO 1 <sup>ST</sup> MUTA	TELEPHONE THE NEW MEMBER.		
	INFORM THE NEW MEMBER OF THE REPORTING DATE OF NEXT MUTA.		
	OFFER TO MAKE ARRANGEMENTS FOR TRANSPORTATION TO NEXT MUTA.		
	PROVIDE YOUR TELEPHONE NUMBER TO NEW MEMBER.		
AT 1 <sup>ST</sup> MUTA	INTRODUCE NEW MEMBER TO THE COMPANY COMMANDER.		
	INTRODUCE NEW MEMBER TO FIRST SERGEANT.		
	INTRODUCE NEW MEMBER TO HIS/HER PLATOON LEADER.		
	INTRODUCE NEW MEMBER TO HIS/HER PLATOON SERGEANT.		
	BRIEF NEW MEMBER ON DRILL ASSEMBLIES, FORMATIONS, MILITARY COURTESY, AWOLS, ABSENCES, ANNUAL TRAINING, STATE ACTIVE DUTY, STATE AND FEDERAL BENEFITS, THE STRIPES FOR BUDDIES PLAN/PROGRAM.		
	SHOW NEW MEMBER WHERE TO STAND IN FORMATION.		
	PROCESS THROUGH PERSONNEL AND ADMINISTRATION SECTION, TO INCLUDE PAY, SGLV ELECTION, ORIENTATION STATEMENTS, ID CARD, ENROLLED ON ATRRS FOR NPSPT/NPSPT SPLIT 2 UNDER SCHOOL CODE 963, AND INSURE HE/SHE IS GIVEN A ROSTER OF KEY PERSONNEL.		
	INSURE NEW MEMBER IS ADDED TO ALERT ROSTER AND HE/SHE IS GIVEN A UNIT DRILL SCHEDULE AS WELL AS RECRUIT TRAINING BATTALION (RTB) DRILL SCHEDULE.		
	ACCOMPANY NEW MEMBER TO LUNCH.		

Sample LAARNG FORM 350-1-R

WHEN	WHAT	DATE/ INITIALS
AT 1 <sup>ST</sup> MUTA Cont'd	INFORM NEW MEMBER OF NEXT SCHEDULED DRILL WITH THE RTB AND PROVIDE NEW MEMBER WITH RTB INFORMATION SHEET WHICH CAN BE FOUND ON ATRRS.	
	BRIEF ON CAREER DEVELOPMENT, UNIT TRAINING, SERVICE SCHOOLS, SUBCOURSES, REQUIREMENTS FOR PROMOTION TO NEXT GRADE.	
PRIOR TO 2 <sup>ND</sup> MUTA w/RTB	INSURE NEW MEMBER UNDERSTANDS WHEN, WHERE, UNIFORM AND WHAT TO BRING TO THE RTB TRAINING.	
BETWEEN RTB TRNG AND TIME RECRUIT RETURNS FROM 1 DRILL FROM SHIP DATE	PROVIDE RESOURCES TO RTB IN SUPPORT OF NEW MEMBER WHEN REQUESTED.	
	COORDINATE WITH MEPS AND SOLDIER TO INSURE SOLDIER IS AWARE OF SHIP DATE, SHIP TIME AND MEANS OF TRANSPORTATION.	
	MAINTAIN THE MPRJ ON ALL IET SOLDIERS ASSIGNED TO THEIR UNIT.	
	PREPARE AND FORWARD REQUEST FOR DISCHARGE OR CONDITIONAL RELEASE. EXISTING REQUEST FOR DISCHARGE FORMS AND DIRECTIVES WILL BE USED. COORDINATE WITH UNIT STRENGTH MAINTENANCE NCO (RETENTION) TO INVESTIGATE POSSIBLE PROBLEMS.	
	ALONG WITH THE RTB COORDINATOR, BE THE IET SOLDIER'S FOCAL CONTACT BETWEEN TRAINING ASSEMBLIES. COORDINATE WITH THE RTB COORDINATOR ON AN AS NEEDED BASIS TO ASSIST IN RESOLVING THE SOLDIERS PROBLEMS.	
MUTA PRIOR TO IADT	INSURE THE NEW MEMBER HAS ORDERS, TICKETS, A COPY OF "HEPFUL HINTS", THE LAST NAME AND PHONE NUMBER OF THE NATIONAL GUARD LIASION NCO AT THE REP STATION, AND PRE-ADDRESSED PENALTY ENVELOPES TO THE UNIT.	
	BRIEF INDIVIDUAL ON HOW SPOUSE CAN OBTAIN AN ID CARD AND INSURE THE NEW MEMBER KNOWS TO REPORT TO UNIT UPON RETURN.	
DURING IADT	WRITE TO THE SOLDIER WHILE HE/SHE IS IN TRAINING.	
1 <sup>ST</sup> MUTA AFTER RETURN FROM IADT	TELEPHONE SOLDIER AND WELCOME HIM/HER FROM TRAINING.	
	INSURE SOLDIER GETS RECOGNIZED FOR HIS/HER ACCOMPLISHMENTS.	
	INSURE SOLDIER IS BRIEFED ON HIS/HER DUTY ASSIGNMENTS AND WHAT IS EXPECTED OF HIM/HER.	
	INSURE THE GUARD MEMBER'S GUARD STATUS CODE IS CHANGED TO A PAY STATUS.	
	IF APPROPRIATE, INSURE THAT BONUS PAPERWORK IS SUBMITTED IN A TIMELY MANNER.	
	RE-EMPHASIZE UNIT POLICIES (AWOLS AND ABSENCES).	

WHEN	WHAT	DATE/ INITIALS
1 <sup>ST</sup> MUTA AFTER RETURN FROM IADT Cont'd	SET UP INTERVIEW WITH THE COMPANY COMMANDER, FIRST SERGEANT, PLATOON SERGEANT AND HAVE THEM REPORT TO HIS/HER FIRST LINE SUPERVISOR.	
	BRIEF SOLDIER ON WHEN, WHERE, UNIFORM AND WHAT TO BRING TO RTB TRAINING IF APPLICABLE	
	COORDINATE WITH SOLDIER ON TRANSPORTATION TO THE RTB FOR TRAINING.	
MUTA PRIOR TO NPSPT SPLIT 2 REPORTS TO AIT.	SOLDIER DRILLS WITH UNIT.	
	ENSURE SOLDIER HAS ALL CLOTHING ISSUE ITEMS AND KNOWS TO BRING THEM TO MEPS.	
	INFORM SOLDIER THEY WILL NEED TO BRING \$25.00 - \$50.00 FOR EXPENSES THEY MAY INCURE WHEN THEY GO TO MEPS AND TO BRING COPY OF HIGH SCHOOL DIPLOMA.	
	INFORM SOLDIER TO BRING ID CARD AND DRIVER'S LICENSE TO MEPS WITH THEM IF MOS REQUIRES.	
	UPDATE DIRECT DEPOSIT INFO IF CHANGED ACCOUNTS FROM ENLISTMENT.	
	ENSURE SOLDIER HAS AN ATM CARD TO DRAW MONEY FROM ACCOUNT.	
	ENSURE SOLDIER HAS A COPY OF THEIR ORDERS TO TAKE TO MEPS WITH THEM.	
	INFORM SOLDIER THEY MUST HAVE A "HIGH AND TIGHT" HAIRCUT WHEN THEY REPORT TO MEPS.	
DURING AIT	WRITE TO SOLDIER WHILE HE/SHE IS IN TRAINING.	
	INSURE 1 <sup>ST</sup> LINE SUPERVISOR WRITES TO SOLDIER.	
1 <sup>ST</sup> MUTA AFTER RETURN FROM AIT	TELEPHONE SOLDIER AND WELCOME HIM/HER FROM TRAINING.	
	INSURE SOLDIER GETS RECOGNIZED FOR HIS/HER ACCOMPLISHMENTS.	
	INSURE SOLDIER IS BRIEFED ON HIS/HER DUTY ASSIGNMENTS AND WHAT IS EXPECTED OF HIM/HER.	
	INSURE THE GUARD MEMBER'S GUARD STATUS CODE IS CHANGED TO A PAY STATUS.	
	IF APPROPRIATE, INSURE THAT BONUS PAPERWORK IS SUBMITTED IN A TIMELY MANNER	

WHEN	WHAT	DATE/ INITIALS
1 <sup>ST</sup> MUTA AFTER RETURN FROM AIT Cont'd	RE-EMPHASIZE UNIT POLICIES (AWOLS AND ABSENCES).	
	SET UP INTERVIEW WITH THE COMPANY COMMANDER, FIRST SERGEANT, PLATOON SERGEANT AND HAVE THEM REPORT TO HIS/HER FIRST LINE SUPERVISOR.	
<p>Full Time Leadership Member Signature: _____</p> <p>Soldier Signature: _____</p> <p>Recruiter Signature: _____</p>		

