



DEPARTMENT OF THE ARMY
3rd MULTI-FUNCTIONAL BATTALION
129TH REGIMENT (REGIONAL TRAINING INSTITUTE)
1301 NORTH MACARTHUR BOULEVARD
SPRINGFIELD, ILLINOIS 62702-2317

NGIL-RTB-RD

21 April 2013

MEMORANDUM FOR Army Basic Instructor Course (ABIC) Students

SUBJECT: Memorandum of Instruction for Army Basic Instructor Course (ABIC) 003-13;
15-23 June 2013

1. Congratulations on your selection to attend Army Basic Instructor Course (ABIC) at the Illinois Military Academy (IMA). We will provide the very best instructors supported by a professional support staff. Your success will depend on your willingness to learn the material and maintain a positive attitude. Our goal is to provide you with the best training and to award you a diploma at the conclusion of the course.

****All students report NLT 0800 on 15 June 2013 in APFU**

2. REQUIREMENTS: If you are unable to attend all course dates, contact your unit immediately for cancellation from this course. If you are on profile you will need to bring a copy of your DA Form 3349.

3. ORDERS: Your orders are the responsibility of your unit, and you must report to the course with a copy of your orders. You will not be able to in-process without them. AGR / FTNGD-OS Soldiers stationed at Camp Lincoln will not be required to have orders.

4. PERSONAL APPEARANCE: Students not complying with uniform appearance will be denied enrollment until such time as they comply with the standard. Camp Lincoln has no PX, clothing and sales, barber or tailoring facilities.

5. COURSE SCOPE: This course is for all SGT/E5(P) and above to acquire the tools to help you put together a successful training session that includes preparation. You will be required to give three classes while attending this course. The requirements for the three classes are listed below.

a. The first class must be on a military related topic. This class will be the basis of a 15-25 minute presentation. Soldiers may go to armyppt.com or other military locations to find classes and material. Instructors have access to some additional classes you can give, but it is helpful to have this information planned prior to your arrival. When planning this, keep in mind that it will be directly related to your second and third classes as well, both of which must include practical exercises. Your instructor must approve your topic.

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b. The second class will be the same as your first presentation on a topic that you and the instructor agree upon. This time, it will only be the practical exercise portion of the class that you gave previously. This presentation is required to be 35-45 minutes in length.

c. The third class will be a combination of your first and second classes. Your instructor will explain this process more throughout the course. This presentation is required to be 45-55 minutes in length.

d. To support your presentation you will be required to have two training aids. One of these can include a Power Point presentation. It is recommended that you bring any training aids you might need, to include overhead slides, copies of handouts, memory stick (cannot be used on military computers) or disks for Power Point presentations. You may also need to bring any student materials that normally accompany training on the specific class being trained (e.g. maps and coordinating scales to support a task on intersection and resection). There may be some resources available by request through the instructors, but you should come prepared. If you need equipment to conduct your class, the RTI does have access to a limited amount of military equipment. You will need to request this at in-processing. We will support your requests to the best of our ability.

e. It is also recommended you bring a laptop computer if you have one. If you do not have access to one, there are computers that you can use at the IMA in our Distance Learning Lab (DLL). Thumbdrives are not allowed for use on any of the military networks at the IMA. You can use them in your personal computers and the stand-alone computer that will be available to you in the classroom. For this reason it is recommended that you bring blank CDs with you if you need to print materials. The RTI will have a very limited number of CDs available for use.

6. QUARTERS: Billeting will be provided at the IMA. **You MUST call 217-761-1200 or 1201, the IMA Reservation Desk to make your own reservation**, make sure you identify yourself as an ABIC student. Lodging costs for BEQ rooms are \$15 for a double occupancy room, \$20 for a single occupancy room (if available). **You must pay for your lodging by cash, check, or credit card.** The cost is reimbursable through DTS. BEQ rooms have internet access, a refrigerator, microwave, and a television. Students will be provided sheets, a pillow with pillowcase, and towels. Non-availability statements will not be issued. Alcohol, illegal drugs, ammunition, pyrotechnics, fireworks, and firearms are prohibited per IMA SOP. Vehicles and personnel are subject to search while on Camp Lincoln.

7. MEALS: Meals will be provided at no cost the entire duration of the course beginning with lunch on 15 June 2013. AGR Soldiers will be required to pay for their meals if they choose to eat in the DFAC. The cost for this is \$7.50.

8. UNIFORM/EQUIPMENT REQUIREMENTS: Contact your unit to get any equipment to conduct your classes. Duty uniform is ACUs with patrol cap and will be worn IAW AR 670-1 standards. APFUs will be worn for inprocessing only. Appropriate civilian attire is authorized for off-duty hours. It is suggested that you bring a 3 inch three-ring binder to hold your student materials that will be handed out on the first day.

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9. PAY AND ALLOWANCES: Your unit will process your pay. You will not receive pay or allowances while you are at Camp Lincoln. Please bring enough funds to defray any personal or incidental costs that you may incur during your stay. Camp Lincoln does have an ATM available on post; it is located in the lobby of the IMA facility.

10. LOCAL COMMUNITY INFORMATION: <http://www.visit-springfieldillinois.com/>

11. REPORTING INFORMATION: Report in your Army Physical Fitness Uniform (APFU) to the IMA; located at 1301 North MacArthur Boulevard, Springfield, IL 62702. In processing for ABIC starts promptly at 0800 on 15 June 2013; quarters are available starting the evening of 14 June 2013.

12. ITEMS REQUIRED FOR IN-PROCESSING:

a. 2 copies of your orders

b. Current/valid Military ID.

c. A copy of DA Form 3349 (Permanent Profile) and your memorandum from the Medical Review Board, if applicable. Refer to TRADOC Regulation 350-18, page 37, paragraph 3-21d.

d. Failure to provide the above items may prevent enrollment. Contact your unit for assistance.

e. Camp Lincoln is NOT an Active Duty Post and does not have any of the following facilities: Full PX, Finance Office, Clothing and Sales, Commissary, and a Barber Shop.

13. MEDICAL FACILITIES: Memorial Medical Center, Springfield is the closest available medical facility which is located less than 2 miles from this facility. If you require daily medication, bring sufficient supplies to last the duration of the course.

14. GRADUATION EXERCISES: The graduation exercise is mandatory for all students who successfully complete the course. Graduation times are published on the training schedule (Enclosure). Graduation uniform is ACUs.

15. MAILING ADDRESS:

RANK & NAME

129th Regiment (RTI)

ABIC 003-13

1301 North MacArthur Boulevard

Springfield, IL 62702-2317

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16. ADDITIONAL INFORMATION: Additional information concerning our course can be found in DTMS.

17. EMERGENCY PHONE NUMBERS: If a student has an emergency that would require them to leave the course for any duration of time, the American Red Cross must be contacted at (800) 382-6382. The Red Cross will verify the emergency and then contact the schoolhouse to arrange release of the student. School POC and contact information will be provided to students during in processing.

Again, congratulations on being selected to attend our course. If you have any questions concerning the course please call the SSG Daniel Brown at 217-761-1245, email daniel.r.brown7.mil@mail.mil

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MARK WHITLOCK
LTC, IN, ILARNG
Commander