

**OCS COMPANY, 1ST BATTALION, 298TH REGIMENT**  
**MULTIFUNCTIONAL TRAINING UNIT**  
**HAWAII ARMY NATIONAL GUARD**  
711 Tinker Road, Waimanalo, Hawaii 96795-1020

HI-ARRTI

16 JAN 2009

MEMORANDUM FOR Officer Candidate Training at Bellows Air Force Station, Waimanalo, Hawaii

SUBJECT: Officer Candidate Welcome Letter for OCS Company, 298<sup>th</sup> MFTR, HI

1. On behalf of the Adjutant General of the Hawaii National Guard and the RTI Commander of 298<sup>th</sup> Multifunctional Training Unit (MFTU), I would like to welcome you to the Accelerated Officer Candidate School Program (501). The Officer Candidate School (OCS) Training will provide you with a challenging and rewarding experience.
2. This letter is designed to help you prepare for your training at the 298<sup>th</sup> MFTU (Phase Zero) and Fort Meade, SD (Phase I, II, & III). It provides much of the information critical to understanding the resources and individual efforts required of you to successfully complete the training. You must be familiar with the OC Guide prior to the start of your Phase Zero training. The OC Guide can be found at <http://hawaii.gov/dod/hiarngrti/tabs/courses/ocs> or pick up a hard copy at the 298<sup>th</sup> MFTU, S3 section.
3. We will provide Cadre, TAC (Teach Assess and Counsel) Officers and TAC NCOs for command and control, training, and resources for individual, squad, and platoon level training. The two primary issues throughout the conduct of OCS are safety and mission accomplishment. Training safely will be your first priority. Mission accomplishment during this training and evaluation program will only be accomplished through TEAMWORK.
4. OBJECTIVE. The training objective of Phase Zero is to provide a program of instruction to develop and assess the leadership ability and professional skills of officer candidates.
5. MISSION. The mission of Phase Zero training is to train the officer candidates by developing and assessing their leadership performance in preparation of the 501 program.

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6. OCS DATES:

a. Phase Zero: Report time FEB IDT 0600. All other IDT's report time is 1800 Friday.

(1) FEB IDT 7 – 8 (In-processing)

(2) MAR IDT 6 – 8

(3) APR IDT 3 – 5

(4) MAY IDT 2 – 3

(4) MAY IDT 16 – 17

b. 501 Program: South Dakota

(1) Phase I: 30 MAY 09 – 13 JUN 09

(2) Phase II: 13 JUN 09 – 10 JUL 09

(3) Phase III: 11 JUL 09 – 25 JUL 09

7. IN-PROCESSING. All officer candidates will report to Building 716, B Wing, Rm 217 at 298<sup>th</sup> MFTU for in-processing. Uniform is IPFU complete. After the APFT, uniform is ACU/BDU, beret, name and US Army name tapes **only**.

8. BILLETING. Candidates will receive their billet assignments during in-processing. Linen, blankets and pillows are provided. All personnel must provide their own toiletries and towels.

9. DINING. Meals will be provided for Saturday: breakfast, lunch, and dinner; and Sunday: breakfast and lunch.

10. PAY. You will be in a points or pay status for Friday evenings and IDT pay status for Saturday and Sunday drill. Pay issues: resolve your issue through your student chain of command then through your TAC Officer chain of command.

11. TOBACCO POLICY. Candidates will not use any tobacco products while at OCS.

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12. ALCOHOL/DRUG POLICY. Candidates will not consume alcohol while at OCS. If using an authorized prescription drug, disclose information to TAC staff during in-processing.
13. WEAPONS. Weapons and ammunition are prohibited.
14. PERSONAL PROPERTY. You are responsible for the security of your personal property. Do not bring jewelry, electronics or large sums of money to OCS. Candidates are required to bring 3 padlocks for securing their personal property.
15. UNIFORM. Uniform will be worn IAW AR 670-1 and the Officer Candidate Guide.
16. CIVILIAN ATTIRE. Civilian clothes are not authorized during Phase Zero.
17. APPEARANCE. Strict military appearance will be adhered to IAW AR 670-1.
18. PHYSICAL FITNESS. Candidates must be in excellent physical condition upon arrival at Phase Zero to succeed with this high intensity training program. Candidates should already have established a personal physical fitness program. If not, START IMMEDIATELY. Your physical fitness program should include vigorous outdoor exercise in warm weather (i.e. road marching with a rucksack) to become acclimated to physical exertion.
19. LAUNDRY. A limited number of washers and dryers are available at no charge.
20. DISCIPLINE. Each officer candidate is subject to the Hawaii Code of Military Justice. Administrative actions are designed to enforce and maintain the high standards required of officer candidates.
21. SAFETY /RISK MANAGEMENT. Candidates will keep a constant emphasis on safety during training.
22. IDENTIFICATION (ID) CARD AND IDENTIFICATION TAGS. Candidates must have ID card and ID tags prior to arrival at Phase Zero. ID tags will be worn and ID card will be carried during training.
23. WEATHER. The temperature during summer will vary from the mid 70's at night to the mid 80's during the day. Be prepared to train during wet weather.
24. CLOTHING/ EQUIPMENT. A complete packing list is in the OC Candidate Guide. All items are mandatory first IDT drill.

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25. SUBJECTS TO REVIEW. You should review FM 6-22 (Military Leadership), FM 3-21.5 (Drill and Ceremony), FM 7-8 (Infantry Rifle Platoon and Squad), and FM3-25.26 (Map Reading and Land Navigation) prior to your arrival at Phase I OCS.
26. BIOGRAPHY. Your paper will be due at first formation 0600. Instructions are enclosed.
27. POC. Point of contact is LTC Paul Wilson at 672-1380 or paul.k.wilson1@us.army.mil

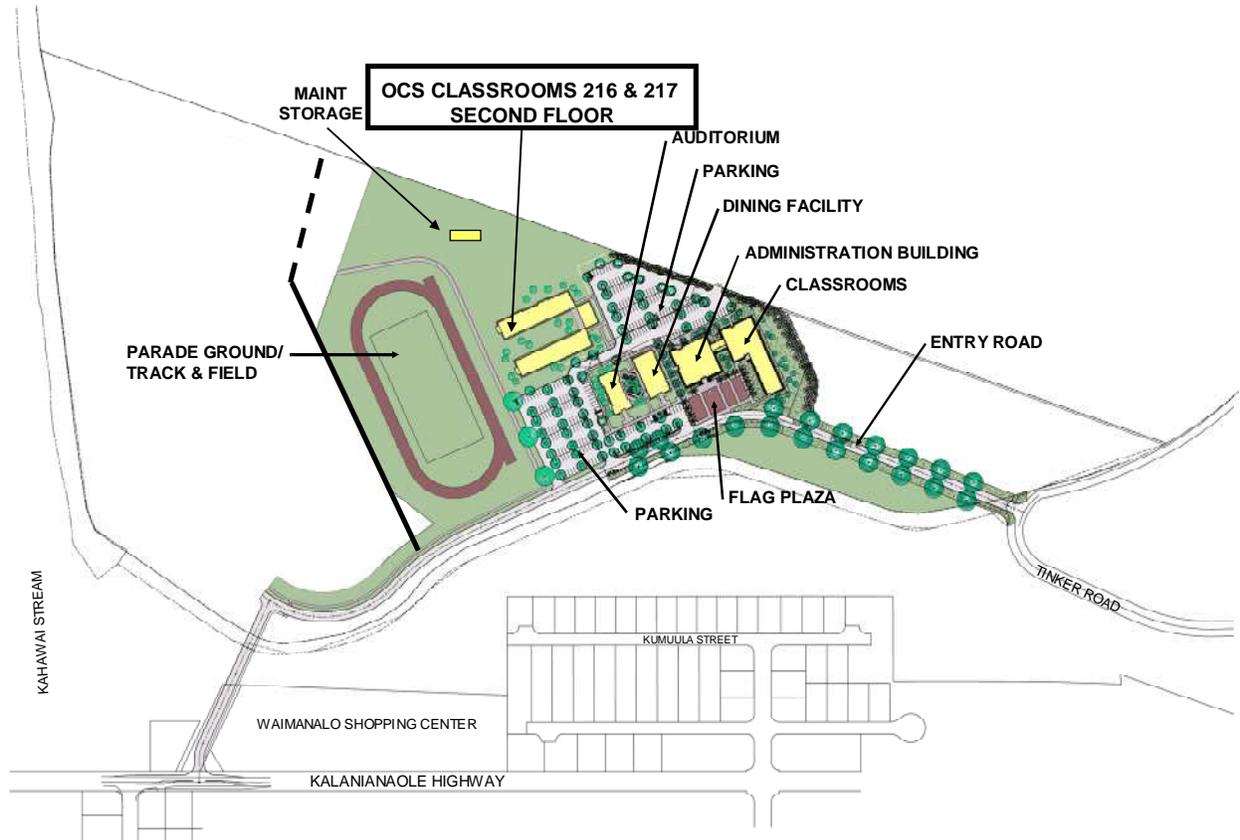
Encls

1. 298th MFTR Map
2. Biography Instructions

//XXX SIGNED XXX//

GAVIN T. TSUDA  
MAJ, IN, OCS  
Commanding

Enclosure 1. 298<sup>th</sup> MFTR Map



**298th REGIONAL TRAINING INSTITUTE - PHASE I & II**  
**Bellows AFS, Waimanalo, Hawaii**

## Enclosure 2. Biography Instructions

**SUBJECT AREA:** Written Communication

**ASSIGNMENT:** Write an OCS Student autobiography of 5-7 pages (1500 words min.)

### **ASSIGNMENT INFORMATION:**

- A. Substance:** Generally speaking, a writer reflects upon and describes his/her life, or part of it, in an autobiography. For your first assignment as an OCS student, you will write an OCS Student autobiography, focusing on that part of your life which has led you to consider becoming an Army Officer. Here are some suggestions for proceeding with this assignment:
- (1) Present vital statistics: date, place of birth, places of residence, schools you have attended, family background, and prior military service or experiences.
  - (2) Describe special events in your life; relate circumstances and happenings that make you different, that help make you what you are, and that you expect your audience to find memorable.
  - (3) Tell what you expect to contribute to society through gaining an education and what you may contribute by completing OCS requirements and gaining a commission.
  - (4) **NOTE:** One of your principle writing tasks is to develop a fluid, readable narrative of your life, so do not merely list responses to these suggested questions. Instead, weave your responses into a narrative story of your life and your expectations in life and how this relates to your goal of earning a commission in the military
- B. Format:** Final paper will be typed or computer-printed on one side only. Number each page (except the first page-cover sheet) on the center bottom of the page. Your autobiography will start on the second page and be numbered “1” in the numbering sequence of all the remaining pages.
- C. Evaluation:** OCS Staff members will evaluate your autobiography. Your autobiography will be judged on four criteria: *content*, *organization*, *readability*, and *presentability*. Evaluators will consider the following questions as they make their evaluation:
- (1) **Substance.** How much specific detail have you used? (Generally, the more detail the better) How appropriate is the detail? How well does the reader get to “know” you, solely on the basis of your autobiography?
  - (2) **Organization.** Does your paper develop smoothly? Does each part relate well with the rest of your paper? Do you relate your earlier life to your present situation in college: Do your expectations regarding the future emerge clearly from what you reveal of your past and present?

- (3) Style. Have you used effective transitions? Have you written directly? Have you chosen familiar, unpretentious vocabulary? Have you avoided long, cumbersome sentences? On the other hand, have you also avoided an extended series of very simply structured sentences? Has your punctuation assisted rather than hindered or confused your reader? Overall, have you observed the conventions of standard written English?
- (4) Correctness. Is your text carefully proofread, and free of typographical errors? Have used proper format? Is your text neat, and free of smudges and wrinkles?