UTAH ARMY NATIONAL GUARD
2ND BATTALION (MOD) 640TH REGIMENT (RTI)
17800 South Camp Williams Road
Riverton, Utah 84065-4999

UT-RTI-2BN 6 March 2012

MEMORANDUM FOR Signal Support Systems Specialist
SUBJECT: Information Letter 25U MOS-T Course

1. Welcome and congratulations on your decision to attend the Signal Support Systems Specialist Training Course at Camp Williams, Utah. You will discover the courses are fast-paced and demanding. Training is normally 6 days a week, 10 training hours per day. Be prepared to be placed in challenging training environments and field scenarios.
ATTENTION: You must have a valid AKO Username and Password, Common Access Card (CAC), and CAC pin. You must be registered on AKO with at least two months remaining for your password. Please have this done prior to arrival as it will take away valuable training time to correct the issue. You must be capable of logging on to AKO with your CAC and Username/Password.

2. REPORTING INSTRUCTIONS:
a. Arrival by POV: Report to HQ 640th Regiment (RTI) TASS Complex, 17800 S. Camp Williams Road, Riverton, Utah, on the start date of the course between 1100 and 1730 hrs. If you arrive after 2400 hrs on the report day of the course, you will be denied enrollment unless prior approval has been received from academy leadership. Driving directions to Camp Williams can be found on our web site at http://www.ut.ngb.army.mil/ut640rti. Click on the -Map to Camp Williams- link on the left hand side.
b. Arrival by AIR: Arrive at the Salt Lake International Airport on the start date of the course no later than 1600 hrs. Military transportation will be provided from the airport to Camp Williams. Buses depart the airport every 45 minutes from 1100 to 1700 hrs from the West end of Terminal Two (Delta), door 13. If you arrive before or after these times, expect a two-hour delay, or you may have to take a taxi cab to Camp Williams and claim it on your travel voucher. If you arrive after 2400 hrs on the report day of the course, you will be denied enrollment unless prior approval has been coordinated through Institute leadership. You can contact the Regiment Staff Duty Desk at (801) 878-5442.
c. Security: Because of heightened security measures, you must present two forms of picture ID to enter Camp Williams.
d. Firearms and Pyrotechnics: Privately owned firearms, ammunition, and pyrotechnics are not allowed on Camp Williams.
e. Arrivals: Do not arrive before the course start date unless you clear it with the Institute in advance. If you arrive early we cannot guarantee mess, billeting, or transportation from the airport to Camp Williams.
f. Departure: You should not schedule a departure prior to 1030 hrs on the final day of the course without approval from the Course Manager.
g. Rental car: Due to the duration of this course, it is highly recommended the Soldier is authorized a rental car.

3. ENROLLMENT REQUIREMENTS:
a. ATTRS: You must be in a Reserved "R" status in ATRRS. Soldiers not in an "R" status may not be enrolled unless a prior written request is made to this organization by your orders issuing authority. (You are in a reserve status if you have a (R) after your name on your address label. You are in a wait status if you have a (W) after your name. A wait status may change to a reserve status if there is a cancellation. Check with your unit ATRRS representative.)

b. HT/WT: Ensure that you meet height/weight or body fat standards as stated in AR 600-9. Students not meeting the standards by graduation day will receive a "Marginally Achieved Course Standards" on their DA Form 1059. Your height and weight will be measured the morning following in processing, ensure to arrive in IPFUs to your first formation.
c. Security Clearance: 25U students must be eligible for a SECRET security clearance. Students may receive the training but are required to get a SECRET clearance to apply for the 25U MOS.
d. Profiles: You will not be enrolled if you have a temporary profile, unless profile exists due to OIF or OEF injuries, and you are able to meet minimum physical requirements per para.3i. e. Physicals: You must have a physical examination dated within the last 5 years.
f. APPENDIX H: You must bring a completed copy of the Pre-execution Checklist (Appendix H) dated Apr. 2007 of TRADOC Regulation 350-18. A copy can be obtained by e-mailing the person sending this welcome letter. You and your Commander must review and initial each applicable requirement. The Unit Commander must sign the Appendix H. If someone signs for the commander, a copy of the "Delegation of Authority" memorandum must be attached to the checklist.
g. Orders: You will bring 4 copies of your orders.
h. Obligation: Ensure that you have a minimum of 6 months remaining of your service obligation upon course completion.
*Many students are denied enrollment for failure to properly present documentation verifying the below DA PAM 611-21 qualifications.
i. Requirements: DA PAM 611-21 requires that 25U students must possess the following qualifications:
(1) A physical demand rating of very heavy.
(2) Physical profile of 212221.
(3) Minimum score of 95 in aptitude area ST as of 1 July 2004, 100 in aptitude area ST prior to 2 January 2002, or 96 in aptitude area ST after 2 January 2002.
(4) Normal color vision.
(5) A security eligibility of SECRET is required for the initial award and to maintain the MOS.
(6) A U.S. citizen.
(7) Formal training (completion of MOS 25U course conducted under the auspices of the USASIGC) mandatory or waiver granted by Commandant, USASIGC.
*Many students are denied enrollment for failure to properly present documentation verifying the above DA PAM 611-21 qualifications.

4. ADDITIONAL INFORMATION:
a. Uniforms and Packing list: You must bring all uniforms and personal items on the required clothing and equipment list posted on the course home page. The Institute is not a supply source for clothing and equipment. Uniform wear will be IAW AR 670-1. Civilian attire worn on post must present a professional appearance.
b. Student information and course information: These are available on our Home Page at http://www.ut.ngb.army.mil/ut640rti/ on the 2nd BN Signal Support course or from the ATRRS SH screens.
c. Address: While attending courses at the Institute, your mailing address will be:

Student Name
2nd BN 25U MOS-T Course
640th Regiment (RTI) Building 3010
17800 S. Camp Williams Road
Riverton, UT 84065-4999

5. Camp Williams Facilities:
a. Banking: An ATM is available at our post shopping center.
b. Laundry: Washers and dryers are available in building 6060.
c. Medical services: All medical problems will be referred to a local area hospital.
d. Post Exchange: The PX is located in BLDG 6200 and is open from 1000 to 1700 on most days except Sunday and Holidays.

e. Quarters: Soldiers will purchase government provided billeting at the cost of $8.00 per day for a double room. If available, single rooms may be purchased at $11.00 per day. (Room placement is based on availability) This must be paid in full prior to the Soldiers departure from the course and the unit must provide a means for the Soldier to do so (Government Credit Card, Unit Fund, or Cash Advance). In the event billeting is unavailable the Soldier will be kept in open bay barracks along with fellow students. It is highly recommended to have the ability to secure personal items within luggage. In the event no billeting or barracks are available Soldier will be housed on the local economy and provided a statement of non-availability. All Soldiers within commuting distance (50 miles) regardless of status that are not in WLC will not be provided quarters. Those Soldiers will go to their place of residence at the end of the duty day. (14 Days x $11.00 per day = $154)
f. Rations: Rations are available and are served in the Dining Facility (building 5030). Meal times are listed in the Training Schedule. The first available meal will be the evening of your in-processing day. All Soldiers within commuting distance (50 miles) regardless of status that are not in WLC will not receive a meal card and will need to pay cash for meals. Breakfast is $2.45 Lunch/Dinner $4.55 (14 Days x $11.55 per day = $161.70)
g. Religious Services: A general Christian service is conducted on most Sundays; Religious Services are dependent on the availability of a Chaplain.
h. Internet: Camp Williams billeting does provide wireless internet access within the billets. Passwords are available through your instructor. The 640th Regiment does not control or provide the wireless access and therefore will not provide the means to utilize the wireless network on any student laptop. If the Soldier desires to utilize the wireless system they will need to bring a personal laptop. A fully functional NIPRnet lab is provided to 25 CMF students, but training takes precedence over individual use.
i. Mail: Mail is delivered and picked up daily at Army Garrison Camp Williams Monday through Friday. Due to the nature of the military mail program overnight packages cannot be guaranteed to be delivered the next business day. Consideration for potential delays must be taken on each student's part.

6. Emergency Leave and Pass:
a. Emergency leave: Emergency leave is granted after Red Cross verification. NOTE: Students missing more than four academic hours may be dismissed from the course.
b. Pass is authorized while attending the course. However, students are not authorized to remain off post overnight. Students must sign out before leaving post, and sign in upon returning to post. Sign-in/out forms are located at the Staff Duty Desk in the TASS Complex. Students who fail to sign in/out will be subject to dismissal from the course.

7. Alcohol and Controlled Substances:
a. Alcohol: Abuse of alcohol will not be tolerated. Students who abuse alcohol will be dismissed.
b. Controlled Substances: Use of controlled substances must be done in accordance with Utah State Law and Army Regulations. Students found to be in violation will be subject to prosecution under the Utah Code of Military Justice, the Uniform Code of Military Justice, and/or applicable State Law.

8. Off Limits: Female billets/barracks are off limits to male personnel. Male billets/barracks are off limits to female personnel.

9. Open Door Policy: The Commandant has an Open Door Policy for all students. Students should always use the Chain of Command as a first resort.

10. POC INFORMATION: If you have any questions, please contact the course manager.
a. 25U Course Manager: (801) 878-5262, DSN 766-5262, or ngut640thrti25u10cm@ng.army.mil.
Alternate: 2nd BN NCOIC (801) 878-5536 or DSN 766-5536
b. Staff Duty: After normal duty hours contact the Staff Duty Office at (801) 878-5442
c. Fax: 640th Regiment (RTI) Student Operations FAX at (801) 878-5372 or DSN 766-5372.
d. Web: Our web site address is http://www.ut.ngb.army.mil/ut640rti.