

UTAH ARMY NATIONAL GUARD  
3<sup>rd</sup> BATTALION (FA) 640<sup>th</sup> REGIMENT (RTI)  
17800 SOUTH CAMP WILLIAMS ROAD  
BLUFFDALE, UTAH 84065-4905

NGUT-RTC-Y

23 June 2016

MEMORANDUM FOR 13CMF MOS-T Course Students

SUBJECT: 13CMF MOS-T Student Information Letter

1. Here is information you will need prior to attendance to the 13CMF MOS-T course at Camp Williams, Utah.

2. Course Prerequisites:

a. You must have normal color vision Red / Green

	<u>MOS</u>	<u>PULHES</u>	<u>ASVAB</u>
1.	13B	222221	FA: 93
2.	13D	222221	FA: 93
3.	13F	111111	FA: 96

b. You must be in the grade of E-1 thru E-9.

c. Your Post Reservation Checklist Status must show "Complete." Contact your training NCO or first line leader.

d. Soldiers may attend with a temporary profile as long as it meets requirements IAW AR 350-1 para 3-14

e. If you have a permanent profile, you must send a facsimile copy of your DA Form 3349 to us as soon as possible for review. The DA Form 3349 must be complete with all signatures including the unit commanders. We will review the profile to determine if you meet minimum course enrollment requirements.

f. High Physical Demands Tasks. IAW HQDA EXORD 097-16 all Soldiers will have the HDPT administered during MOS-T. Be prepared to conduct required high physical demands tasks including but not limited to; 12 mile tactical movement, prepare a fighting position, drag a casualty to immediate safety, remove a casualty from a vehicle, and transfer ammunition (155mm) in a FAASV

NGUT-RTC-Y

SUBJECT: 13CMF MOS-T Information Letter

g. You must have at least one year remaining on your current enlistment prior to the class start date.

h. Soldier must have completed Army Basic Combat Training or equivalent prior to attending a 13CMF MOS-T.

i. Soldiers attending 13F10 or 13J10 MOS-T must have a valid SECRET security clearance prior to attending the course.

3. Minimum items to bring with you:

a. See the packing list on the 640<sup>th</sup> Regiment web site at <http://www.ut.ngb.army.mil/ut640rti/default.htm>

b. Bring four copies of your orders for in processing.

c. Bring a copy of your Permanent Profile (DA Form 3349) and a copy of your over 40 screening, if applicable.

d. Know your unit address and the UIC for your unit.

e. Because of heightened security measures, be prepared to present 2 forms of picture ID to enter Camp Williams.

4. Reporting and In-processing:

a. POV: Report to 3<sup>rd</sup> Battalion (FA), 640<sup>th</sup> Regiment (RTI) Building 1121, 17800 S. Camp Williams Road, Bluffdale, Utah, on the start date of the course between 1000 and 1700 hrs. Any one arriving after 1700 hrs will need to sign in the following morning. Anyone arriving after 2400 hrs without prior arrangement will be denied enrollment to the course. You can contact the Regiment at 801-878-5447 during normal duty hours.

b. AIR: Arrive at the Salt Lake International Airport on the report date of the course. Usually military transportation will be provided from the airport to Camp Williams if you arrive between the hours of 0900 and 1700. If you arrive before or after these times, transportation is your responsibility. If you take a taxi cab, the fare is usually around \$80 dollars cash. Make sure to get a receipt from the cab driver so you can get reimbursed for the expense when you file your travel voucher. If you arrive at Camp Williams after 2400 hrs on the report date of the course, you will be denied enrollment unless prior approval has been received from academy leadership. You can contact the Battalion NCOIC at 801-878-5055 or at 801-878-5462 to arrange transportation. If possible email you course manager with your itinerary ASAP to help us facilitate transportation needs.

c. In processing is conducted in the classroom on Day 1. All prerequisite information required for enrollment is reviewed for completeness and accuracy at that time. If you do not have documentation showing that you meet all of the prerequisites you will have 72 hours to provide the RTI with the needed documents. If no documentation can be provided then you will be dismissed from the course.

5. Miscellaneous:

- a. Mailing Information:                      Student Name  
   13B MOS-T Course  
   3/640<sup>th</sup> Regiment (RTI)  
   17800 S. Camp Williams Road  
   Bluffdale, UT 84065-4905
- b. Telephone Numbers:                      13B Course Manger:                      801-878-5688  
   Battalion NCOIC:                              801-878-5055  
   Operations NCO:                              801-878-5462  
   Admin Fax:                                      801-878-5372

6. Camp Williams Facilities:

- a. Banking: An ATM is available next to the DFAC (7150) and AAFES Troop Store BLDG 6200.
- b. Laundry: Community washers and dryers are located in all billets.
- c. Medical services: The RTI has limited medical personnel on staff, in the event a Soldier needs medical treatment they will be provided transportation to the local area hospital.
- d. Post Exchange: the AAFES Troop Store and barber shop is located in BLDG 6200. Hours are posted on the door.
- e. Quarters: Open billeting will be provided for all MOS-T courses at no cost to the student. In the event that open billeting is not available, Students will be required to pay for a single room at a cost of \$22.00 dollars per night. Room cost will be reimbursed on the travel voucher with the students unit. Camp Williams Billeting accepts credit cards and can be contacted at 801-878-5410. Students who live within 50 miles of Camp Williams will be allowed to commute throughout the course.

f. Rations are available and are served in the Dining Facility located at the main TASS Complex bldg. 7150. Hours of operations are posted at the DFAC. All active duty personnel are expected to pay for meals unless orders state otherwise. Meal cost as per Army Regulation.

Breakfast	\$ 3.45
Lunch	\$ 5.55
Dinner	\$ 4.85

g. Religious Services are available on Camp Williams most Sunday's, other accommodations will be made as needed.

h. Physical Fitness: The Post gym is available to all student attending training at Camp Williams, you will need to use your room key to gain access to the building. Running courses are mapped out on camp as well.

#### 7. Emergency Leave and Pass:

a. 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. Students will not need to sign in/out when they are on pass. As NCO's students will be expected to be smart and safe while on pass. Student are expected to be present at formation each morning prepared for training.

#### 8. Alcohol and Controlled Substances:

a. Abuse of alcohol will not be tolerated. Students who abuse alcohol will be dismissed.

b. 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.

9. Off Limits: Female billets are off limits to male personnel. Male billets are off limits to female personnel.

10. Open Door Policy: The Commander and Branch Chief have an Open Door Policy for all students. Students should always use the Chain of Command / NCO Support Channel as a first resort.

NGUT-RTC-Y  
SUBJECT: 13CMF MOS-T Information Letter

11. Questions may be directed to the 13 CMF Branch Chief at 801-878-5055 / DSN 766-5055 the Operations NCO at 801-878-5462 / DSN 766-5462 or the 13CMF Course Managers at 801-878-5688 / DSN 766-5688.

SHAUN HARRIS  
MSG, UTARNG  
3<sup>rd</sup> BN NCOIC