

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

14 June 2016

MEMORANDUM FOR 13CMF NCOES Course Students

SUBJECT: 13CMF NCOES Student Information Letter

1. Here is information you will need prior to attendance to the 13CMF NCOES courses at Camp Williams, Utah.
2. Course Prerequisites:
  - a. 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. A wait status may change to a reserve status if there is a cancellation. Check with you unit ATRRS representative.
  - b. You must be in the grade of E-5 thru E-7.
  - c. Your Post Reservation Checklist Status must show "Complete". Contact your training NCO or first line leader for more information.
  - d. All students attending 13CMF NCOES will be required to take and pass the APFT and meet body fat composition standards IAW AR 600-9 as a graduation requirement.
  - e. Soldiers may attend with a temporary profile as long as it meets requirements IAW AR 350-1 para 3-14
  - f. 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. Profile must be current within 5 years.
  - g. You must have at least one year remaining on your current enlistment prior to the class start date.
  - h. Soldier must have completed Basic Leader Course or equivalent, and SSD 2 to attend ALC. All phases of ALC and SSD 3 must be complete prior to attending SLC.

i. **13F ALC/SLC** must have a current SECRET or higher clearance verifiable in JPAS. Failure to have a verifiable clearance will result in being denied enrollment in 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) 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 your 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  
   13CMF Course (Specify 13B / 13F / 13J)  
   3/640<sup>th</sup> Regiment (RTI)  
   17800 S. Camp Williams Road  
   Bluffdale, UT 84065-4905

b. Telephone Numbers:

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: you will reside in post housing if you do not reside within 50 miles of the training location. You are responsible to pay your bill prior to departing. Billeting cost will be reimbursed when you file your travel voucher at your unit. Camp Williams Billeting accepts credit cards and can be contacted at 801-878-5410. The per day rate is \$22.00

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.

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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. Civilian fitness attire is authorized.

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.

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.

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