

**UTAH ARMY NATIONAL GUARD
3RD BATTALION 640TH REGIMENT (RTI)
17800 South Camp Williams Road
Riverton, Utah 84065-4999**

UT-RTI-3BN

01 May 2010

MEMORANDUM FOR Tactical Data Systems Specialist ANCOC and BNCOC Students

SUBJECT: Information Letter 13D NCOES Courses

1. Here is information you will need prior to attendance at 13D NCOES Courses at Camp Williams, Utah.

2. Course Prerequisites:

a. ANCOC: You must possess the 13D MOS. You must either be an E6 or E7. If you are an E6, you must have completed all phases of BNCOC. This information must be annotated on the Appendix H.

b. BNCOC: You must possess the 13D MOS. You must either be an E5 or E6. If you are an E5, you must have completed WLC. This information must be annotated on the Appendix H.

c. Soldiers may attend with a temporary profile as long as it meets requirements IAW AR 350-1 para 3-11, AR 600-8-19 para 7-23, NGB ART-I memo dtd 5 Aug 2007 and ALARACT 297/2009.

d. 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.

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

f. You must meet height/weight or body fat composition standards as set forth in the AR 600-9. **Soldiers exceeding body fat composition standards of AR 600-9 are permitted to attend NCOES training courses.** However, if they fail to achieve HT/WT standards prior to completing the course (or being dismissed from the course) they will receive a rating of 'marginally achieved course standards' on their DA Form 1059.

g. As per ALARACT 297/2009, the APFT will no longer be administered to classes less than 8 weeks in length.

h. 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 your unit ATRRS representative.

i. Soldiers must complete branch technical phases of NCOES in order. For instance, Phase 2 of 13D BNCOC must be completed before Phase 3, and Phase 1 of 13D ANCOC must be completed before Phase 2. Soldiers attending BNCOC do not need to have completed common core BNCOC (Phase 1) prior to attending Phase 2.

3. Minimum items to bring with you:

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

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

c. Bring a copy of your Permanent Profile (DA Form 3349).

d. You must bring a completed copy of the Pre-execution Checklist (Appendix H) of TRADOC Regulation 350-18 or the automated Pre-execution Checklist from ATRRS. This document must be signed by the actual commander. Any Appendix H not signed by the commander must have an attached Delegation of Authority letter allowing that individual to sign 'for' the commander.

e. Know your unit address and UIC.

f. Because of heightened security measures, you must present 2 forms of picture ID to enter Camp Williams.

4. Reporting and In-processing:

a. POV: Report to HQ 640th Regiment (RTI) in the TASS Readiness Center, 17800 S. Camp Williams Road, Riverton, Utah, on the report date of the course between 1000 and 2400 hrs. The TASS Readiness center is the large building on the right after you enter the main gate of Camp Williams. 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.

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 1600. If you arrive before or after these times, transportation is your responsibility. If you take a taxi cab, the fare is usually around \$60 dollars cash. Make sure to get a receipt from the cab driver so you can get reimbursed for this 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 Regiment at (801) 878-5442 or the undersigned 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 TASS Readiness Center immediately upon arrival at Camp Williams. All prerequisite information required for enrollment is reviewed for completeness and accuracy at that time.

5. Miscellaneous:

a. Mailing information:

Student Name
13D NCOES Course
640th Regiment (RTI) Building 1124
17800 S. Camp Williams Road
Riverton, UT 84065-4999

b. Telephone Numbers: Administration/OPS (801) 878-5447 or DSN 766-5447
Administration FAX (801) 878-5372 or DSN 766-5372
Staff Duty NCO (801) 878-5442 or DSN 766-5442

6. Camp Williams Facilities:

a. Banking: An ATM is available at Bldg 8050 (The HUB).

b. Laundry: Washers and dryers are available in building 6060. Provide your own soap.

c. Medical services: The RTI has full time medical personnel on staff to provide sick call services. All medical problems that can't be handled at sick call will be referred to a local area hospital.

d. Post Exchange: The PX is located at Bldg 6200 and is open from 1100 to 1800 hrs M-F, 1100 to 1400 hrs on Saturdays and closed on Sunday.

e. Quarters: You will be renting a room from the Camp Williams billeting office. Rooms typically run about \$8-\$12 dollars per day. Ensure your orders will cover this expense.

f. 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.

g. Religious Services: A general Christian service is conducted Sunday of the middle weekend, dependent on the availability of the Chaplain.

h. Army Garrison Camp Williams (AGCW) is equipped with commercial wireless internet (AT NO CHARGE) in all barracks, billets and common areas (laundry room, Service Club, etc.) for MWR purposes. Soldiers attending training at the 640th Regiment (RTI) are encouraged to bring a personal laptop equipped for wireless to access the AGCW wireless internet; Student issued laptops are not equipped to access wireless internet and there are a limited number of internet Kiosk's within the RTI.

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. Students are expected to be present at formation each morning prepared for training.

8. Uniform Policy

a. Upholding the uniform standards set forth by the Army is of utmost importance to the 640th Regiment. AR 670-1 standards are strictly enforced. The headgear for all garrison activities will be the beret. ACU Patrol Caps are authorized only in the motorpool or in the field.

b. The duty uniform is the ACU. IAW the 640th Regiment Commandant, alterations to the uniform or variations to the ACU (including the ACU2) are not authorized. Be aware that State TAG or local area commanders' uniform policies are not in effect at the schoolhouse.

9. 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.

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

11. 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.

12. Questions may be directed to the undersigned at (801) 878-5055 or DSN 766-5055 or the 13D Course Manager at (801) 878-5462 or DSN 766-5462.

FOR THE COMMANDER:

UT-RTI-3BN

SUBJECT: Information Letter 13D NCOES Course

GERALD L. ROBINSON
MSG, UTARNG
13CMF Branch Chief