

UTAH ARMY NATIONAL GUARD  
3rd BATTALION (FA) 640TH REGIMENT (RTI)  
17800 SOUTH CAMP WILLIAMS ROAD  
RIVERTON, UTAH 84065-4999

NGUT-RTC-Y

30 April 2014

MEMORANDUM FOR Cannon crewmember MOS-T Course Students

SUBJECT: 13B MOS-T Student Information Letter

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

2. Course Prerequisites:

a. You must have normal color vision, a minimum score of 95 on your ASVAB in the FA Area (93 if you took the ASVAB after 2 Jan 02), and a physical profile rating (PULHES) not to exceed 222221.

b. You must be in the grade of E1 thru E9

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

f. 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 will be required to meet height/weight or body composition standards as set forth in the AR 600-9 on Day 0. Soldiers initially exceeding body composition standards on Day 0 will be retested on day 7. Exceeding the body composition as set forth in AR 600-9 on Day 7 will be considered a course graduate and receive a DA FORM 1059 with item 11C block marked, "MARGINALLY ACHIEVED COURSE STANDARDS, " and item 14 Containing the statement,. SOLDIER MET ACADEMIC REQUIREMENTS, BUT FAILED TO MEET BODY COMPOSITION STANDARDS IAW AR 600-9." and ALARACT 297/2009.

g. Soldier must have completed Army Basic Training or equivalent prior to attending 13B MOS-T.

3. Minimum items to bring with you:

a. See the packing list on the 640th Regiment web site at [www.ut.ngb.army.mil/ut640rti/](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) 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, you must 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), 640th Regiment (RTI) Building 1121, 17800 S. Camp Williams Road, Riverton, Utah, on the start date of the course between 1000 and 1700 hrs. Anyone arriving after 1700hrs will need to sign in with the Staff Duty NCO. Anyone arriving after 2400hrs will be denied enrollment to the course. You can contact the Regiment at 801-878-5442.

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 \$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 classroom on Day 1, Bldg 3050. 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 your unit 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  
   3/640th Regiment (RTI)  
   17800 S. Camp Williams Road  
   Riverton, UT 84065-4999
  
- b. Telephone Numbers:      13B Course Manager:      801-878-5688  
   Admin. Fax:                      801-878-5372  
   Operations:                      801-878-5542  
   Staff Duty NCO:                801-878-5442

6. Camp Williams Facilities:

- a. Banking: An ATM is available at AAFES Troop Store Bldg 6200
  
- b. Laundry: Washers and dryers are available in building 6070.
  
- 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 AAFES Troop Store is located in Bldg 6200. Hours are posted on the door.
  
- e. Quarters: You will reside in post housing, you are responsible to pay your bill prior to departing. Billeting costs will be reimbursed to you when you file your travel voucher at your unit. Camp Williams Billeting accepts credit cards.
  
- f. Rations are available and are served in the Dining Facility (building 5030), hours of operations are posted at the DFAC. All active duty personnel are expected to pay for meals unless orders state otherwise. Meal costs are as per Army Regulation.  
  
Breakfast    \$2.55  
Lunch        \$4.65  
Dinner       \$4.65
  
- 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 located in BLDG. 8400. A schedule showing hours of operation is posted on the building.
  
- i. Wireless internet is available across Camp Williams, provided by a commercial wireless carrier through Camp Williams Billeting, prices as follows;

\$3.50    1 hour  
\$24.00   24 hours  
\$15.95   3 days  
\$24.50   1 week

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\$39.00 1 month

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. 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. Or for course specifics contact the 13B Course Manager at 801-878-5688/DSN 766-5688.

MICHAEL J. GRAHAM  
MSG, UTARNG  
3<sup>rd</sup> Bn NCOIC