DEPARTMENT OF THE ARMY
3RD Battalion (FA), 640TH REGIMENT (RTI)
Utah Army National Guard
17800 South Camp Williams Road
Riverton, Utah 84065-4999

UT-RTI-3BN 24 JAN 2013

MEMORANDUM FOR Field Artillery Platoon/Gunnery Sergeant SLC Students

SUBJECT: Information Letter 13B40 ALC Course
1. Here is information you will need prior to attending the 13B30 ALC Course at Camp Williams, Utah.

2. Course Prerequisites:

a. You must have normal color vision, pay grade E6 or E7 and you must hold the 13B MOS.

b. 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.

c. 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.

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

e. **As of OCT 2012 the APFT and HT/WT will be administered during phase 1 of your NCOES course, if you fail the initial APFT or HT/WT you will be retested prior to the end of course if you fail either one your 1059 will be marked as Failed to Achieve Course Standards.**

f. 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.

g. Complete all phases of ALC prior to attending SLC. **(E6's must provide a copy of their DA Form 1059 showing you completed all phases of ALC.)**

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

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

e. Bring a copy of your DA 1059 from your previous phases of ALC.

f. Because of heightened security measures, it is highly recommended you fly in civilian clothes; 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) TASS building at 17800 S. Camp Williams Road, Riverton, Utah, on the start date of the course between 1000 and 1600 hrs. The TASS Building is the first building on the right after entering the main gate. Anyone arriving after 1600hrs 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 TASS building immediately upon arrival at Camp Williams. 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 (i.e. pay grade E6 or E7, 13B MOS and a 1059 for WLC) your unit will have 72 hours to provide the RTI with the needed documents. If no documentation can be provided then you will be denied enrollment into the course.**

5. Miscellaneous:

a. Mailing information:

Student Name
13B SLC Course
640th Regiment (RTI) TASS Building
17800 S. Camp Williams Road
Riverton, UT 84065-4999

b. Telephone Numbers:

Administration (801) 878-5448 or DSN 766-5448
Administration FAX (801) 878-5372 or DSN 766-5372
Operations (801) 878-5542 or DSN 766-5542
Staff Duty NCO (801) 878-5442 or DSN 766-5442

6. Camp Williams Facilities:

a. Banking: An ATM is available at BLDG 6200 (The PX).

b. Laundry: Washers and dryers are available in building 6060.

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 Saturday and Sunday.

e. Quarters: You will reside in post housing at a cost of no more than $15 per night. Billeting costs will be reimbursed to you when you file for your travel pay at your unit. Camp Williams Billeting accepts credit cards

f. Rations are available and 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. **Soldiers who reside within 50 miles, meals and quarters will not be provided.**

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

11. Questions may be directed to the Course Manager.

FOR THE COMMANDER:

13CMF Branch Chief
MSG, UTARNG