

UTAH ARMY NATIONAL GUARD
4TH BN, 640TH REGIMENT (REGIONAL TRAINING INSTITUTE)
17800 SOUTH CAMP WILLIAMS ROAD
BLUFFDALE, UT 84065-4999

NGUT-RTD-Y

28 October 2015

MEMORANDUM FOR Students Attending Military Intelligence Training at 4/640th RTI

SUBJECT: Letter of Instruction

1. If you are receiving this memorandum, you are in either a “Reserved” or “Wait” status to attend a Military Intelligence Course at Camp Williams, UT. If you are in a “Wait” status, do NOT report to in-processing unless your unit has made appropriate coordination and received written approval from Course Management ahead of time. You must be in a “Reserved” status to report to in-processing. If you report to in-processing while in a “wait” status and your unit has not made the appropriate coordination, you may be denied enrollment and returned to your unit. DO NOT proceed from your location without satisfying the prerequisites for this course (found in the Course Information enclosure). Bring the required verification documents. Any soldier who arrives as a “walk-on” student will be given last priority for any seats available.
2. Transportation. You must coordinate your transportation to Army Garrison Camp Williams (AGCW) by sending your itinerary to your course manager (see Course Information enclosure). Transportation will not be provided from the airport without an itinerary. You should plan your arrival to Camp Williams by 1500 hours for an accountability formation, if you cannot arrive prior to 1500 hours please contact your course manager. Transportation will only be made available to those who coordinate in advance. Transportation pick-up location at the Salt Lake International Airport is between the West end of terminal two (Delta), door 13 and the international terminal. If you do not coordinate with the course manager it is your responsibility to obtain transportation to Camp Williams. The cost for taxi service is approximately \$90.00 one way and may be reimbursable on your travel voucher. No transportation will be provided by cadre after 1400.
3. Rental Cars and POV. Due to the remote location of Camp Williams, coupled with the fact there is no on or off-post transportation, you are highly encouraged to request authorization to bring your POV or have a rental car authorized on your orders. See attached POV Justification Memo.
4. Billeting: Reference the Course Information memo.
5. Check in. On your travel day at 1500 hours, report to building 3030 (South Entrance) on Camp Williams to sign in and receive further instruction by the course cadre. Uniform is appropriate civilian attire. Ask the gate guard for building directions if needed. When you arrive at building 3030 you will find signs posted on the South door of the building. Here are a few useful web links to assist you to [get to AGCW from Salt Lake International Airport](#) as well as maps of [AGCW](#).
6. In-processing. In-processing will begin at 0700 on the first day of class in building 3030. Uniform is ACU/OCP. Required documents at in-processing are as follows:
 - Approved 1610 travel orders from DTS authorizing you to attend training.
 - Profile documentation (no temporary profiles for NCOES).

- Applicable waivers
- 1059 for prerequisite courses
- DoD Cyber Awareness Challenge certificate (must be less than one year old by the completion of the course, the web address that you can use to complete the training is here:
<https://ia.signal.army.mil/DoDIAA/>)

Additional documents may be required as outlined in the course information enclosure and packing list.

7. The Post Reservation Checklist (PRCL) in ATRRS replaces the Pre-Execution Checklist (PEC)/Appendix H. However if your unit is unable to complete your PRCL you must bring a PEC signed by your commander.

8. Clearance. You **MUST** have a TS clearance noted in JPAS upon arrival at the 640th RTI. If you do not have a TS you may be denied enrollment and be immediately returned to your unit, **the 72 hour rule does not apply**. It is highly recommended that you are read-on in order to have access to the training area without a required escort. Contact your local Site Security Officer/J2/G2/S2 to confirm your caveats. You must also have a current Common Access Card (CAC) and know your Personal Identification Number.

9. APFT. Personnel attending 35CMF SLC, 35F30, 35M30 or 35P30 must be able to pass an Army Physical Fitness Test (APFT) and meet height and weight standards as directed by Army Regulation (AR) 350-1 and Army Directive 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education), Effective 1 November, 2012. All students will take a mandatory APFT within the first week of the course. Camp Williams sits at approximately 5,000 feet above sea level. Students who fail the initial APFT and/or height and weight screening will be allowed one retest approximately 9 days after the initial test. Students who subsequently fail to meet physical fitness and/or height and weight standards will be released from the course. The DA Form 1059, (Service School Academic Evaluation Report) of Students, who fail to pass the APFT and/or meet height and weight standards, will reflect in block 11d "Failed to Achieve Course Standards," and in block 12c "UNSAT Leadership Skills."

10. Return travel. DO NOT book your RETURN flight home prior to 0800 hours the final day of orders. Individuals driving out of state must submit a TRIPS report and wait until the day of travel to depart.

11. Uniform. Should the 640th RTI deem the weather be too cold for wearing the patrol cap, the only authorized cold weather headgear for the 640th RTI is the micro-fleece cap. Fall and winter in Utah is generally from September to late March. Temperatures ranging from below freezing to mid-40 during the day and stay below freezing at night. Spring and summer is generally from April to September. Temperatures ranging from 80 to 105 degrees during the day and low 60s at night. It is recommended you bring civilian clothing for non-POI time. Dress appropriately.

12. MWR and Amenities. Camp Williams billeting has wireless internet capability, free of charge, for individuals staying on post; you are encouraged to bring electronic devices capable of utilizing this service. The Internet connection is capable of allowing e-mail communication, but is not sufficient to perform tasks such as streaming video. Computer labs at Building 3030 are also available for research and personal use. Laundry facilities are readily available on AGCW at no cost to the student. There is a large, new fitness center on AGCW as well as a small Shopette/Class VI.

13. Student Contact Info. If there is an emergency and it becomes necessary to get hold of you during training hours you may be contacted via the Course Manager. If an emergency is severe enough to cause you to leave the course, an official notice will need to be sent to the 640th RTI through the American Red Cross. You may use your personal cellular phone during lunch or in the evenings once training has concluded for the day. Your mailing address while at the Military Intelligence Training Battalion is:

Rank Your Name

(your course) Class #____-_____

4/640th Regiment (RTI), 17800 Camp Williams Road
Bluffdale, UT 84065

14. Information, forms, and documents about the 640th RTI and the course are located at <http://www.ut.ngb.army.mil/ut640rti/> Go to this [link](#) and click the corresponding Military Intelligence Course link on the left.

Encl
POV Justification Memo
Course Information Memo
Packing List
Camp Williams Map

//Original Signed//
LAWRENCE LOPEZ
MSG, UTARNG
NCOIC, 4th BN (MI TNG)

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MEMORANDUM FOR RECORD

SUBJECT: Statement of Transportation Availability

1. The Military Intelligence (MI) Courses can be up to 13 weeks in length. Camp Williams is a small post located approximately 30 miles from downtown Salt Lake City. There is no off post transportation provided and there are no amenities within a reasonable walking distance from Camp Williams.
2. The MWR facilities on Camp Williams are extremely limited, consisting of a single day room/soldiers center, small shoppette (no clothing sales or restaurants), weight room and outdoor pool (open during summer months). There are many recreational activities available in the areas surrounding Camp Williams, however, there is no transportation provided on and off post.
3. Due to the duration of MI courses, the limited MWR facilities available, and the remote location of Camp Williams, it is highly recommended that Soldiers attending school be authorized either a POV or a rental car. However, rental cars and POVs are not required for the courses and reimbursement is entirely at the discretion of the Soldiers' unit or state.
4. Any questions or concerns may be addressed to the course manager at 801-878-5274, DSN 766-5274 or e-mail alexander.n.mueller2.mil@mail.mil.

//Original Signed//
LAWRENCE LOPEZ
MSG, UTARNG
NCOIC, 4th BN (MI TNG)

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04 February 2016

MEMORANDUM FOR Students Attending 35F Courses

SUBJECT: Letter of Instruction

1. You must send your Cyber Awareness Certificate, itinerary, and Acceptable Use Policy to the 35F Course Manager.
2. You must complete 35F10 Phase 1, which is an online distance learning course, prior to your arrival to Camp Williams for Phase 2. It must be less than six months old at the start of the course, the web address that you can use to complete the training is here: <https://mi.elc.learn.army.mil>.
3. Reading List: In order to best prepare to pass all tests and maximize the learning experience in the 35F Course, it is in your best interest to read the following prior to your arrival:
 - a. IPB: FM 2-01.3, FM 3-06
 - b. OPSEC: AR 530-1
 - c. Intelligence: FM 2-0
 - d. COIN: FM 3-24
 - e. Targeting: JP 3-60
4. Any questions or concerns may be addressed to the undersigned at 801-878-5274, DSN 766-5274, or email alexander.n.mueller2.mil@mail.mil.

//Original Signed//
ALEXANDER N. MUELLER
SFC, UTARNG
35F CM, 4th BN (MI TNG)

**35F10
Required/Suggested Clothing and Equipment List**

* NOTE: The RTI is not a supply source for the listed clothing and equipment

REQUIRED ITEMS	Quantity	X
IPFU, Shorts (No Substitute) 4		
IPFU, Shirt (No Substitute) 4		
IPFU, Sweat Pants (No Substitute) 4		
IPFU, Sweat Jacket (No Substitute) 4		
IPFU, Watch Cap, Sage (No Substitute) 4		
IPFU, Shoes 1		
Bag, Duffel or Luggage 1		
Bag, Laundry 1		
Belt, Trousers 1		
Patrol Cap 1		
Coat (Blouse), ACU w/Rank 2		
Trousers, ACU 2		
Undershirt, Tan 7		
Underwear 7		
Socks, Cushion Sole (PR) 7		
Boots, Combat (No Hi Tech) 2		
Shower Shoes (pair) 1		
Gloves, Leather (winter months) 1		
Gloves, Insert (winter months) 1		
ACU Gore-tex and/or Field Jacket and/or		
Fleece (winter months) 1		
ACU Fleece Cap (sage) (winter months) 1		
ACU gloves (sage) (winter months) 1		
Hygiene Gear 1		
Feminine Hygiene Items As Necessary 1		
Towels, Face and Bath 2		
Chapstick (optional) 1		
Notebook (small) 1		
Pens and Pencils (mechanical) (optional) 1		
Permanent markers & Hi-Lighters		
Headphones (optional) 1		
CD-R or CD-RW Disks (optional) 1-5		
Padlock 2		
CAC Card (Registered) 1		
DTS Orders for Airport 2		
Money (recommended) \$100.00		

* The PX on Post is small and very limited in supplies. There is a Wal-Mart and Smith's Food store three miles off post

