

UTAH ARMY NATIONAL GUARD

4th BN (MI TRNG), 640th Regiment (RTI)
17800 Camp Williams Road
Bluffdale, Utah 84065-4905

NGUT-RTD-Y

MEMORANDUM FOR Students attending 35F30 ALC at 4/640th RTI

SUBJECT: Welcome to 35F30 ALC

1. General Instructions:

a. If you are receiving this memorandum, you are in either a "Reserved" or "Wait" status to attend the 35F30 Advanced Leader Course (ALC) 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 will be denied enrollment and sent home to your unit. DO NOT proceed from your location without ensuring that you satisfy the prerequisites for this course. Part 4 of this information letter contains a checklist of the prerequisites for your course. Ensure that you bring the required verification documents. Any soldier who arrives as a walk-on student will be given last priority for any seats available.

b. You must be able to pass an Army Physical Fitness TEST (APFT) and height and weight standards IAW Army Regulation (AR) 350-1, as per Army Directive 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education), Effective 1, November 2012. All students will take the mandatory APFT no later than Day four of the Course. Camp Williams sits approximately at 5,000 ft above sea level. Students who fail the initial APFT and/or height and weight screening will be allowed one retest no earlier than seven calendar days and no later than eleven calendar days after the initial evaluation. Students who subsequently fail to meet APFT 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 an "x" in block 11d "Failed to Achieve Course Standards," and an "x" in block 12c "UNSAT Leadership Skills."

2. In-Processing/Out-Processing:

a. On the Report Date of the Course students should arrive no later than 1800, preferably between the hours of 1000 and 1600. Exceptions can be accommodated with prior notice. When you arrive at Camp Williams you will report to Building 3030 for your initial sign-in and will be given further instructions by Cadre on when and where to report the following day, ask gate guard for building location if needed. You do not need to show up in your APFU or ACU's (Civilian attire is acceptable.) When you arrive at Building 3030, there will be signs

posted on the outer doors of the building directing you where to enter, as the building is secured by CAC system.

b. There is a shuttle service run by the 640th Regiment (RTI) that runs to and from the airport on both travel days of the course. You **MUST** send a copy of your itinerary **NO LATER THAN** two (2) days prior to the course start by replying to the email from which the welcome letter was sent or to the contact email address at the bottom of this letter. This will ensure Course Management knows when to expect your arrival and can arrange to have transportation ready should you require it upon your arrival. The hours of operation for the shuttle are from approximately 1000 hours to 1700 hours. The shuttle will be waiting at Salt Lake International Airport between the West end of Terminal Two (Delta), Door 13 and the International Terminal. If you arrive before or after these times it is your responsibility to obtain appropriate transportation to Camp Williams. The cost for taxi service is approximately \$75.00 one way and should be reimbursable on your travel voucher. If you are going to arrive at Camp Williams after initial sign-in hours have ended, notify Course Management, notify the billeting office to arrange room key pick up, then report to building 3030 the following morning at 0700. If you should run into problems or need assistance, contact the staff duty office at (801) 878-5442.

c. A graduation will take place on the last day of the Course in ATRRS. This will occur the morning of travel to your Home of Record (HOR), or next duty station. **DO NOT** book your RETURN flight home prior to 1200 hrs on that day or you will be asked to reschedule your flight home to a later time.

3. Billeting/Meals

a. Students will not be afforded reimbursable Billeting or Meals if they reside within commuting distance of Camp Williams (according to Appendix B of UTNGR 37-10 dated 15 September 2012), or your permanent duty location is Camp Williams. Should students that fall within those two categories wish to stay in billeting or eat at the DFAC, it will be on a first-come/first-serve basis and may or may not be reimbursed to you by your Unit.

b. There is a cost if you are in billeting on post. This cost will not exceed \$20 per night. This will be a reimbursable expense on your travel voucher when you return to your Unit. Coordination with billeting is highly recommended prior to your arrival at Camp Williams. The billeting office phone number is (801) 878-5410 and is open Monday through Friday from 0900-1700, Saturday and Sunday from 0900-1500. The MI Training BN staff will secure room reservations. Room keys may be picked up by the Student in advance if prior coordination with billeting office is made. Students are required to pay for rooms no less than two weeks, but preferably 30 days in advance. It is highly recommended that you bring your Government Credit Card (GOVCC.) You will be required to register a credit card preferably a (GOVCC) with billeting upon check-in. If you do not have a credit card, you will be required to pay with cash or check. Linen will be provided unless you choose to use your own. The rooms have electrical outlets, a small refrigerator, and a small television. Quiet time is between 2200 and 0600.

4. Prerequisites:

- a. Enlisted, awarded the 35F/96B MOS, and in the rank of E-5(P) or E-6, with successful completion of PLDC/WLC. As well as SSD 3 or ALC Common Core.
- b. The Post Reservation Checklist (PRCL) in ATRRS replaces the Pre-Execution Checklist (PEC)/Appendix H. Your unit Training/Readiness NCO must have the PRCL completed NO LATER THAN TWO (2) DAYS PRIOR to the start of the 35F30 ALC Course. If your PRCL is not completed by your unit Training/Readiness NCO two (2) days prior to the course start date, ATRRS will CANCEL YOU OUT OF THE COURSE. When this happens, you will no longer have a valid reservation in the course. It is your responsibility as an NCO to take the initiative to ensure that this requirement is taken care of. The PRCL can be completed at any time once you have a reservation in the course, but must be completed by the Unit Training/Readiness NCO that input you into ATRRS.
- c. You MUST have a TS/SCI clearance upon arrival at the 640th RTI. If you do not have the requisite security clearance you will be denied enrollment into the 35F30 ALC Course, and will be immediately sent back to your unit as the THREE (3) BUSINESS DAY RULE DOES NOT APPLY. Your clearance must be properly annotated in JPAS, which will be verified by the 640th RTI SSO. You must also have a current CAC and have it registered.
- d. The following are items in addition to completion of the PRCL that need to be brought with the Soldier to in-processing (if applicable) – besides the security clearance, Students will be given 72 hours from in-processing to correct all deficiencies before enrollment is denied:
- i. Orders authorizing you to attend the Course.
 - 1. Pay orders if NOT AGR or ADOS.
 - 2. DTS orders if AGR or ADOS.
 - ii. DA Form 1059 for 35F10/96B10 –or– DD 214 showing 35F MOS –or–
Orders awarding the 35F MOS
 - iii. DA Form 1059 for PLDC/WLC.
 - iv. Certificate of completion of SSD 3, ALC Common Core, or equivalent
 - v. Waivers if applicable.
 - vi. PERMANENT profiles if applicable.
 - vii. If you have any pre-existing medical conditions you must bring MILITARY DOCUMENTATION!
- e. You must complete several forms and email them to the undersigned.
- i. DD2875 (fill out blocks 1-12 and digitally sign block 12. In order to check box 10 complete this training <https://ia.signal.army.mil/DoDIAA/default.asp>).
 - ii. Send a digital copy of the completed DoD Information Awareness Exam certificate.

4. Military Clothing and Climate:

a. The only authorized headgear while in uniform at the 640th Regiment (RTI) is the patrol cap. Be sure to bring one or you will need to purchase one when you get here. 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 foliage green micro-fleece cap. Do not bring TA-50 or field gear, it will not be used in the 35F30 ALC Course. It is recommended you bring civilian clothing for non-POI time.

b. Fall and winter in Utah is generally from September to March. Temperatures will range from below freezing to mid 40's during the day and below freezing to low 30s at night. Spring and summer is generally from April to September. Temperatures will range from 90 to 105 degrees during the day and low 60s at night. Dress appropriately.

5. Accommodations:

a. Due to the remote location of Camp Williams, coupled with the fact there is no on or off post transportation, it is highly encouraged to request authorization to bring your POV or have a rental car authorized on your orders. There are a lot of great things to see and do while in Utah. Camp Williams is not within safe walking distance of any points of interest and the nearest civilian facilities are three miles from Post. There is plenty to do within a short 5 or 10 minute drive. You should take the opportunity to get off post during the limited time you will have off. The duration of the course is a long time to be stuck on a small post. Statements of non-availability for meals or lodging will not be issued to students attending the 35F30 ALC Course.

b. Camp Williams has wireless internet capability. You are encouraged to bring your own personal Laptop to use this service. Computer labs are also available for research and personal use.

c. Laundry facilities are readily available on Camp Williams at no cost to the Student.

d. There is a fitness center located on Camp Williams in building 8800.

6. Contact Information:

a. If there is an emergency and it becomes necessary to get hold of you during training hours you may be contacted via Regiment Staff Duty. If this 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.

b. You may be contacted for all non-emergencies through your personal cellular phone during lunch or in the evenings once training has concluded for the day.

c. Your mailing address while attending the 35F30 ALC Course at Camp Williams, Utah is:

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

7. 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 then click 35F30 ALC NCOES on the left. You can also reach the Course Management at (801) 878-5274 or by email at this link