

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 35L20 MOSQ at 4/640th RTI

SUBJECT: Welcome to 35L20 MOSQ

1. General Instructions:

- a. If you are receiving this memorandum, you are in either a "Reserved" or "Wait" status to attend the Counterintelligence Special Agent Course (CISAC) at Camp Williams, UT. If you are in a "Wait" status, please contact the 640th prior to arrival to assure that you will be accepted into the course.
- b. If you are enlisted and attending the course you must have an adjudicated Counterintelligence Packet at the time of in-processing.
- c. All students attending the course must have a TOP SECRET clearance with an SCI.
- d. In order to acquire an account on the internal network you must provide the following paperwork: DD 2875, current IA training certificate (cannot expire during the course), and the SIPR AUP.

2. In-Processing:

- a. Show up on the REPORT DATE no later than 1800, preferably between the hours of 1000 and 1600. In-processing starts at 0630 the morning after arrival. You must physically sign-in on the travel day. When you arrive on post have your paperwork available so any deficiencies can be identified prior to in-processing the next day. If you arrive later in the day and you have deficient paperwork, it is unlikely that you will be able to resolve the issue prior to in-processing the next morning. It is in your best interest to arrive early so you can mitigate these issues when there are personnel at your unit available to help you mitigate those deficiencies (i.e. orders, CI adjudication memorandum, PRCL, etc.). The uniform for in-processing IPFUs as you must complete height/weight that morning. Once height/weight is complete you will be expected to change uniform to ACUs. There is a changing area available in the building.
- b. Transportation to and from the airport will only be provided if you have coordinated to be picked up by CISAC Cadre no later than 4 days prior to the start date of the course. To do so, email the CISAC Course Manager your itinerary and your contact information (e-mail and phone number) should your travel be modified for any reason. If you are arriving mid-course, please send a copy of your itinerary to the contact email address at the bottom of

this letter so the 640th Regiment (RTI) can arrange to have transportation ready upon your arrival. The location where the shuttle will be waiting at Salt Lake International Airport is at the West end of Terminal Two (Delta), Door 13. If you arrive before 1000 or after 1600, it is your responsibility to obtain appropriate transportation to and/or from Camp Williams. The cost for taxi service is approximately \$75.00 each way and is reimbursable on your travel voucher.

c. Upon arrival to Camp Williams you need to report to the Classroom 113, Building 3030 to begin in-processing. You will be given more information at that time. To gain access to the building call one of the contact numbers listed at the end of this memorandum.

d. Although government housing is available (if you live outside of 50 miles from Camp Williams), there is a cost for the billeting that you will be staying in. This cost will be between \$8 to \$25 per night depending on the room type and your rank. This will be a reimbursable expense on your travel voucher when you return to your unit. You will be expected to pay for billeting every 30 days and the remainder at the end of CISAC.

e. Those living within a 50 mile radius must commute to and from Camp Williams each day during Phases I and II. In the event of harsh weather or late nights completing homework assignments, a bay will be provided for local students to sleep on an occasional basis. During Phases III and IV, due to the long hours and nature of the training mission, you must maintain residence on Camp Williams. If your unit cannot pay for billeting, a bay will be provided at no cost.

3. Pre-Execution Checklist/Appendix H/PRCL:

a. The PRCL has, for all intents and purposes, replaced the requirements of a standard pre-execution checklist. Ensure that your unit administrator completes the PRCL for each of the four phases of CISAC. Regimental staff will print your records from ATRRS indicating that your PRCL is complete. Should you be unable to complete the PRCL, you will have to arrive with the authorized Pre-Execution Checklist (PEC). It is imperative that your PEC is filled out completely and appropriately in accordance with DA PAM 611-21. The most commonly missed areas on the PEC for which students are sent home are the Color vision requirement, ST score, and Security Clearance. You WILL NOT be provided a color vision test if you do not have it noted on your PEC. The PEC must be the current version which is available on the 640th RTI website. You may visit the web address below to download the appropriate version or you may use the attached form;

http://www.ut.ngb.army.mil/ut640rti/4_Battalion/MI/Pre%20Execution%20checklist.pdf.

Below is a list of things to remember.

- (1) Don't forget your PEC/PRCL.
- (2) Be sure your Commander signs your PEC (if you do not complete the PRCL)!
- (3) If someone signs for your CO, you must have the Delegation of Authority letter to accompany the PEC.

- (4) If you have any waivers or PERMANENT profiles, bring a copy!
- (5) If you have any pre-existing medical conditions you must bring MILITARY DOCUMENTATION!
- (6) Your Color Vision must be marked "Normal" on your PEC.
- (7) Your ST score must be annotated on your PEC.
- (8) Your PULHES scores must be annotated on your PEC.

b. If you are arriving mid-course (i.e. beginning at phase 2 or 3), bring your 1059(s) from the phase(s) you have previously completed as they are a prerequisite for enrollment to the phase you are in-processing.

c. If your PEC does not properly document these items, other documentation verifying you meet the enrollment prerequisites must be provided. Failure to provide the required documentation will result in you being denied enrollment in the course. This is the responsibility of the Soldier attending CISAC, not the 640th Regiment (RTI).

d. You MUST have an INTERIM TS/SCI or a FINAL TS/SCI upon arrival at the 640th. If you do not have this you will be denied enrollment to CISAC and immediately sent back to your unit. Your clearance must be properly annotated on your JPAS statement. AN INTERIM TS/SCI can only be granted by Army CCF.

e. If your rank is E7 or above and you do not hold another MOS in the 35 Career Management Field, you will need a waiver from OCMI to attend this course. If you do not provide this waiver at in-processing, you will be denied enrollment and sent back to your unit. Any other waivers required for you to attend this course must be obtained prior to your arrival and presented at in-processing or you will be denied enrollment and sent back to your unit.

4. Military Clothing and Climate:

a. The only authorized headgear while in uniform at the 640th Regiment (RTI) is the patrol cap (when in ACUs); be sure you bring yours with you or you will need to purchase one when you get here. Do not bring TA-50 or field gear.

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 80 to 105 degrees during the day and low 60s at night. Dress appropriately.

c. Phase I will be conducted primarily in ACUs. Students will wear relaxed civilian attire during one day of the phase. Phase II will be conducted in business attire (i.e. shirt, tie, slacks, leather shoes and belt); a suit will be required for B&Cs photos. Phase III will be conducted in business casual/casual attire depending on the nature of the students operation. Phase IV will be conducted in business/business casual/casual civilian attire. Graduation will be in ACUs.

5. Accommodations:

a. There is a cost for the billeting that you will be staying in. This cost is between \$8 to \$25 per night depending on the room type and your rank. This will be a reimbursable expense on your travel voucher when you return to your Unit. You will be expected to pay for billeting every 30 days and the remainder at the end of the CISAC. Linen will be provided unless you decide to bring your own. The rooms have electrical drops for alarms or laptops. I recommend bringing headphones if you enjoy listening to music or watching DVDs on your spare time. Quiet time is between 2200 hours and 0600 hours. The rooms have no foot lockers or wall lockers to secure your personal belongings. Lockable luggage is recommended. Laundry facilities are readily available on Camp Williams. There is no charge for the use of the laundry facility.

b. 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 as the nearest civilian facilities and internet connectivity is six miles from post. Also, there are a lot of great things to see and do while in the great state of Utah. Unfortunately, Camp Williams is not within safe walking distance of anything not resident on Post. But there is plenty to do within a short 5 or 10 minute drive. I encourage you to take the opportunity to get off post during the limited time you'll have off. Thirteen weeks is a long time to be stuck on a small post.

c. Camp Williams has wireless internet capability. You are encouraged to bring your own personal Laptop/tablet to use this service. NIPR is also available for research and personal use but is limited.

6. Contact Information:

a. Your mailing address while attending CISAC at Camp Williams, Utah is:

Your Name
CISAC, Class # ____ - _____
640th Regiment (RTI), Camp Williams
Riverton UT 84065

b. 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 at 801-878-5442. If this emergency is severe enough to cause you to leave the course, an official notice will need to be sent to the 640th Regiment (RTI) through the American Red Cross.

c. 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.

7. Any questions or concerns may be addressed to the undersigned at 801-878-5547, DSN 766-5547. CISAC Instructor offices can be reached at 801-878-5500 or 801-878-5664.

8. 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 35L20 Counterintelligence Agent on the left.