

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 35M10 MOSQ

1. General Instructions:

a. If you are receiving this memorandum, you are in either a “Reserved” or “Wait” status to attend the 35M10 Human Intelligence Collector reclassification course at the 640th Regiment (RTI) on 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 prior coordination, you will be denied enrollment and sent home to your unit.

2. Reporting and In-Processing Time & Location:

a. REPORT DATE – If you are a local or traveling from out-of-state by POV, you should arrive between the hours of 1000 and 1700 hours on your travel day (first day of orders) to obtain your course information. Soldiers whose home of record is over 50 miles from Camp Williams will need to obtain a key from billeting prior to reporting to MI Training Building (Building 3030). Soldiers will need to come to building 3030, Computer Lab #2 (across from room 110) and sign-in with a cadre member. If you arrive after 1700 hours you will be able to obtain your billeting key from the main gate security at Camp Williams.

b. If traveling via commercial air transport, it is imperative that you provide your travel itinerary to Course Management via email no later than 72 hours prior to your arrival to ensure you have transportation from the airport to Camp Williams. Once we have your itinerary we will inform you of your shuttle arrangements. If you miss your shuttle, it will be your responsibility to find other transportation to Camp Williams. The shuttle hours of operation are from approximately 1000 hours to 1800 hours, with the last shuttle departing the airport no later than 1800 hours. If you arrive before or after these times 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. IN-PROCESSING – You will need to report on the first day of class (second day of orders), to building 3030 at 0500 hours for in-processing. In-processing to include height/weight will be conducted in your IPFU, so you will need your ACU to change before

class begins. You will need a copy of your orders in hand for in-processing. Class starts at 0700 hours.

d. For information on Billeting and Meals while at Camp Williams, see Paragraph 5 'Accommodations' below.

3. In-Processing Documentation:

a. Post Reservation Checklist (PRCL):

i. Due to new standards set forth by TRADOC, the Appendix H Pre-Execution Checklist (PEC) has been replaced with the online PRCL in ATRRS. Your unit Training/Readiness NCO will have until 2 days prior to the start of 35M10 Human Intelligence Course to complete the PRCL, at which point the PRCL system locks out.

ii. Should your unit fail to complete your PRCL prior to the 2-day cut-off, or you were enrolled into the course during those 2 days prior to the course start, your unit Training/Readiness NCO will need to coordinate with Course Management concerning your enrollment as well as fill out an Appendix H PEC to be hand-carried by you to in-processing.

iii. If an Appendix H PEC is used, please ensure the following is annotated: PEC Appendix H must be filled out in accordance with DA PAM 611-21. Signature required from Commander or Commander's Representative (with appropriate memorandum of delegation of authority). PEC must be APRIL 2007 version (attached form). Bring copies of any PERMANENT profiles or other documentation for any pre-existing medical conditions.

b. You will be given 72 hours from the time of in-processing to provide any missing documentation for prerequisites that have already been completed. You WILL NOT be given any time during course hours to work on or complete prerequisites that you have not completed prior to arriving at Camp Williams. Should you fail to provide the missing documentation within the allotted 72 hour timeframe, you will be denied enrollment into the 35M10 Human Intelligence Course and sent back to your unit.

c. The security clearance requirement to hold the 35M MOS is TS with the eligibility for SCI. All security clearances will be verified through JPAS by the 640th RTI's SSO, students are not required to bring any JPAS statements. If a student arrives without the proper clearance will not be enrolled into the 35M10 course and be sent back to their units. The majority of training for the 35M10 course is conducted in a TS accredited SCIF. The necessary "read ons" to obtain the MOS and to have full access to the SCIF will be provided after in-processing. If you would like to maintain the read on, you must obtain a memorandum signed by the commander (BN/O-5 minimum) requesting that the 640th Regiment's SSOs provide a memorandum of "read on" transfer of custodianship upon completion of the 35M10 course.

4. Military/Civilian 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. The foliage green micro-fleece cap is the only authorized for winter conditions when approved.

b. 35M10 Human Intelligence course will employ some training in a civilian environment located in downtown Salt Lake City (SLC). SLC is a standard urban environment. You will be in the vicinity of civilians, malls, restaurants, a city library, college campuses, business districts, etc. Choose clothing that will allow you to blend in with this environment. However, modest and conservative dress is still required. If your clothing is deemed inappropriate you will be required to change. It is not recommended for females to wear heels as all students are required to stand and walk for an extended period of time.

c. The key is to blend in with the environment and not be noticed. Camouflage, military insignias, short skirts, low cut shirts, excessively baggy clothing, sagging pants, and politically oriented t-shirts will draw attention in Salt Lake City. If you have any questions or concerns regarding the clothing requirements, please contact Course Management. Civilian clothing allowance is not authorized for this course. Bring enough civilian clothes to last for approximately five days, or you will have to purchase it at your own expense when you get here. In class you will wear an appropriate shirt, long pants, or skirt, and closed toe shoes. There will be no mixing and/or matching of military and civilian clothing. Shorts are not authorized while on duty in garrison.

d. Fall and winter in Utah is generally from September to April. Temperatures can range from well below freezing to mid 40's during the day. Spring and summer is generally from April to September. Temperatures can range from over 100 degrees during the day to low 60's at night. If you will be attending the course during winter months, ensure you bring cold weather gear (civilian and military). Dress appropriately.

e. The final week of the 35M10 Human Intelligence course will be conducted in the field and it will be imperative students bring the necessary military TA-50 and warm/cold-weather clothing as outlined in the packing list and as appropriate for the season in which they will be attending the course. All soldiers will conduct an equipment shakedown during inprocessing to ensure they have brought the requisite equipment. Soldiers with equipment deficiencies will have until the beginning of the field training portions of the course to obtain the necessary equipment. The 640th RTI Supply might be able to handle equipment discrepancies one or two at a time, but will not be able to provide equipment for all soldiers.

5. Accommodations:

a. Billeting:

- i. Billeting will only be afforded to Soldiers living outside of a 30 mile radius from Camp Williams. All Soldiers living within that 30 mile radius will be required to stay at their place of residence during the entirety of the course. All billeting will be provided through government-provided billeting at the government rate (reimbursable through travel voucher at the end of the course through the Soldier's home unit).
- ii. Females will be billeted in a different building than the males.
- iii. Linen will be provided unless you decide to bring your own (recommended).
- iv. Quiet time is between 2200 hours and 0600 hours. Be considerate to others who share the same building.
- v. Statements of non-availability for billeting will not be issued to students attending the 35M10 Human Intelligence Course.
- vi. Students will coordinate their own billeting at building 6210 (just east of the PX).

b. Fitness Center: The 640th maintains a state-of-the-art training facility located on the south side of Camp Williams.

c. Laundry: located in building 6060, directly south of the Fitness Center. No charge to use the laundry facilities.

d. POV: 35M10 Human Intelligence Course requires research that is often not convenient with the limited resources on Camp Williams. 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. You are encouraged to take the opportunity to get off post during the limited time you'll have off. Four weeks is a long time to be stuck on a small post.

e. Internet: Camp Williams provides limited wireless internet connectivity for students. A computer lab with NIPR-ready computers for personal use and research is located in Building 3030, but this lab services all of the 35 series courses taught there. If you are bringing a laptop and require a personal internet connection, it is recommended you bring a wireless air card that will allow you to access the internet through your cell phone provider, or other similar method. If you elect to purchase any wireless internet device, you do so at your own expense.

f. Meals: Students currently on full-time military duty orders (ADOS, COADOS, AGR, etc) and thus receiving Basic Allowance for Subsistence (BAS) will NOT be issued a meal card and will thus have to purchase or bring their own meals. Students living within the 30 mile radius of Camp Williams will also NOT be issued a meal card and will thus have to purchase or bring their own meals. All other students not fitting into these categories will be issued a meal card. Statements of non-availability for missed meals will only be given to students that are issued meal cards, and only for dates that training is required away from Camp Williams during the Military Source Operations and the FTX portion of the course.

6. Contact Information:

a. Your mailing address while attending the 35M10 Course at Camp Williams, Utah is:

Your Name

35M10 Human Intelligence Course, Class # ____ - _____

17800 South Camp Williams Road

640th Regiment (RTI), Camp Williams

Riverton UT 84065-4999

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. 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 35M10 Human Intelligence Collector on the left.