

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 35CMF40 SLC at 4/640th RTI

SUBJECT: Welcome to 35CMF40 SLC

1. If you are receiving this memorandum, you are in either a “Reserved” or “Wait” status to attend the 35CMF Senior Leader Course (SLC) 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. Paragraph 14 of this memorandum 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.
2. Transportation. You must coordinate your transportation plan to Army Garrison Camp Williams (AGCW) by your itinerary. Transportation will not be provided from the airport without an itinerary. You should plan your arrival at Camp Williams between 1000 to 1630 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.
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. Students that reside outside of 30 miles of Camp Williams may be afforded Billeting according to Appendix B of UTNGR 37-10 dated 15 September 2012. Students that reside within a 30 mile distance of Camp Williams may stay in Billeting while attending the course if available, however, it will be an out-of-pocket expense that may or may not be reimbursed to you by your unit. The cost for billeting will not exceed \$20 per night. This will be a reimbursable expense on your travel voucher when you return to your Unit. The MI Training BN staff will secure room reservations for the Class. However you must confirm your reservation individually with Billeting 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 Mountain Time, Saturday and Sunday from 0900-1500. Regulation requires that you use 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 leave a deposit. 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.

5. Check in. On Friday between 1000-1630, report to building 3030 on Camp Williams to sign in and receive further instruction by the SLC cadre, ask the gate guard for building directions if needed. When you arrive at building 3030 you will find signs posted on the doors of the building.

6. In-processing. In-processing will begin at 0630 on Saturday in building 3030. Required documents at in-processing are as follows: you must bring a document proving you were awarded a 35 series MOS such as a 10 level 1059 or MOS orders, you must be in the rank of SSG or SFC and have successfully completed both phases of Advanced Leader Course (ALC) or Basic Non-Commissioned Officer Course (BNCOC) again a 1059 from each phase or a certificate from ALC phase 1. You must have a certificate of completion from Structured Self-Development level 3 (SSD3). A collection of completed modules will not suffice, a certificate stating that you have completed SSD3 is required, reference ALARACT 216/2012. There will be no time at the course to complete SSD3. You must have orders authorizing you to attend SLC. Everyone should have a 1610 from Defense Travel System giving authority to travel and anyone not AGR or ADOS should have a pay order. Either or both will suffice. You must complete the DoD Information Awareness online training; bring your certificate of completion to in-processing.

7. The Post Reservation Checklist (PRCL) in ATRRS replaces the Pre-Execution Checklist (PEC)/Appendix H. Your unit must have the PRCL completed NO LATER THAN TWO (2) DAYS BEFORE the report date. If your PRCL is not completed ATRRS will automatically CANCEL you from the course and you are no longer have a valid reservation in the course. The PRCL must be completed by the unit Readiness or Training NCO that input you into the course.

8. Clearance. You MUST have a TS/SCI clearance upon arrival at the 640th RTI. You must be read-on by your unit before you make movement to AGCW. If your unit cannot read you on you MUST bring a Memorandum For Record from your commander requesting the 640th RTI indoctrinate you and read you on to particular programs. If you do not have a TS/SCI you will be denied enrollment and will be immediately sent back to your unit, the 72 hour rule does not apply. Your clearance must be properly annotated in JPAS. You must also have a current Common Access Card (CAC) and know your Personal Identification Number.

9. APFT. Upon arrival you must be able to pass an Army Physical Fitness TEST (APFT) and 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 the mandatory APFT on day 3 at 0700. Camp Williams sits at approximately 5,000 ft above sea level. Students who fail the initial APFT and/or height and weight screening will be allowed one retest on day 12. 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. Graduation. Please note graduation will take place at 1700 on the last Friday of the course. However, DO NOT book your RETURN flight home prior to 0001 hrs on Saturday, as that is

your authorized travel day. Individuals driving out of state must also wait until Saturday morning to depart and submit a TRIPS report.

11. Uniform. 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 35CMF SLC Course. It is recommended you bring civilian clothing for non-POI time. 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 stay below freezing 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.

12. MWR and Amenities. Camp Williams has wireless internet capability for purchase on a daily or monthly basis. You are encouraged to bring your own personal Laptop to use this service. Computer labs are also available for research and personal use. Laundry facilities are readily available on AGCW at no cost to the student. There is 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 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. 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 SLC is:

Rank Your Name
35CMF SLC Class # ____ - _____
4/640th Regiment (RTI), 17800 Camp Williams Road
Riverton, UT 84065

14. Itemized checklist of documents to have in-hand upon arrival:

- a. Orders (1610, Pay order)
- b. DA 87 certificate of completion phase 1 ALC or DA1059 BNCOC phase 1
- c. DA1059 phase 2 ALC or BNCOC
- d. Proof of 35CMF MOS, DA1059 from the 10 level course works best
- e. DA 87 for SSD3 (one certificate that covers all of SSD3 to include the survey)
- f. Permanent profiles (if any), if you have a temporary profile you should reschedule to attend a course after you have recovered
- g. Applicable waivers (grade waiver if you are an E8)
- h. DoD Information Awareness 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/>

15. Information, forms, and documents about the 640th RTI and the course are located at <http://www.ut.ngb.army.mil/ut640rti/>; and then click Military Intelligence Senior Leader Course on the left.