



**UTAH ARMY NATIONAL GUARD
HEADQUARTERS 640TH REGIMENT (RTI)
17800 S. CAMP WILLIAMS ROAD
RIVERTON UTAH, 84065-4999**

REPLY TO
ATTENTION OF:

NGUT-RTO

01 April 2012

MEMORANDUM THRU Commander, Joint Forces Headquarters, ATTN: G3, 12953 South Minuteman Drive, Draper, Utah 84020

FOR Commander 65th Fires Brigade (FiB), ATTN: S3, 17800 South Camp Williams Road, Riverton, Utah 84065

Commander 204th Maneuver Enhancement Brigade (MEB), ATTN: S3, 17800 South Camp Williams Road, Riverton, Utah 84065

Commander 211th Aviation Group (AV), ATTN: S3, 7602 South Airport Road, West Jordan, Utah 84084

Commander 19th Special Forces Group (A), ATTN: S3, 12953 South Minuteman Drive, Draper Utah 84020

Commander 300th Military Intelligence Brigade (MI), ATTN: S3, 12953 South Minuteman Drive, Draper Utah 84020

Commander 97th Troop Command (TC), ATTN: S3, 12953 South Minuteman Drive, Draper Utah 84020

Commander Utah Training Center (UTC), ATTN: Facilities Manager/Range Control/ TISA, 17800 South Camp Williams Road, Riverton, Utah 84065

SUBJECT: Letter of Instruction for coordination of external support requests with internal assets of the 640th Regiment (RTI).

1. DFAC (Bldg. 5030): All Utah Army National Guard Units, as well as any outside services or agencies who wish to request food service support from the RTI dining facility will need to first fill out and submit an external user support request NLT 120 days prior to training dates. External support request can be located at: http://55.91.253.252/ut640rti/Pages/External_Support.htm, and then emailed to:

NGUT640thRTIOperations@ng.army.mil. Upon approval, units will need to submit an initial DA form 5913 ration request NLT 90 days prior to the date of required support. This allows adequate time to staff the requirement based off of our ARPRINT/training calendar. Upon approval of request, external units will be required to provide NLT 30 days prior to execution date the following:

a. Names of Dining Facility Assistants (DFA/KP), 2 per every 50 Soldiers supported.

b. Names of 92G/ Food Service Personnel, 1 per every 100 Soldiers supported, if requesting unit has 92G's on TDA or MTOE.

c. Non-Utah Army National Guard units must provide NLT 90 days prior to training event a Military Interdepartmental Purchase Request (MIPR DD form 448 with funding lines), and it must be approved through the State of Utah USP&FO NLT 30 days prior to date of execution. If MIPRS are not approved prior to 30 days, supported unit will be notified and DFAC support will be cancelled.

2. North FOB (TTAC)/ Afghan Village: All units or agencies desiring to use the North FOB (TTAC)/ Afghan village will need to first fill out and submit an external user support request which can be

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located at: http://55.91.253.252/ut640rti/Pages/External_Support.htm, and then emailed to:

NGUT640thRTIOperations@ng.army.mil NLT than 120 days prior to the units requested training event. Approval of the North FOB may or may not include the use of the portable latrine trailers. On the external request form, using/requesting units will also need to agree to the following:

- a. During winter month's for re-imburement of propane.
- b. If you break it you fix it policy to include re-imburement of cots, doors, windows ECT.
- c. For use of, and payment for grey/black water pumping of the portable latrine trailers.
- d. Latrine at Afghan village will need to be requested through RFMSS.

3. To request the use of class rooms, drill floor, or the auditorium , first fill out and submit an external user support request which can be located at: http://55.91.253.252/ut640rti/Pages/External_Support.htm, and then emailed to: NGUT640thRTIOperations@ng.army.mil NLT than 120 days prior to the units requested training event.

4. To request the use of RTI 40 pax busses or silverside, the following steps need to be taken:

- a. Prior to requesting RTI busses or silverside, units must first try and schedule GSA assets through the State GSA help desk.
- b. Requesting units must provide written documentation that request through State GSA help desk has either been cancelled or denied. RTI GSA assets will only be used as a secondary option.
- c. Fill out and submit an external user support request which can be located at: http://55.91.253.252/ut640rti/Pages/External_Support.htm, and then emailed to: NGUT640thRTIOperations@ng.army.mil NLT than 120 days prior to the units requested training event.

5. The POC is the undersigned at kayle.smith@us.army.mil or at 801 878-5444

FOR THE COMMANDER:

KAYLE D. SMITH
MSG, UTARNG
Operations NCO