

UTAH ARMY NATIONAL GUARD
1st BATTALION 640TH REGIMENT (RTI)
17800 South Camp Williams Road
Bluffdale, Utah 84065-4999

NGUT-RTA-Z

14 July 2016

MEMORANDUM FOR BATTLE STAFF NCO COURSE STUDENTS

SUBJECT: BSNCO C Student Information Letter

1. The Battle Staff NCO Course (BSNCO C) is the only course offered by the US Army to prepare Sergeants through Sergeants Major for duty as Staff NCOs in battalion and higher level staff positions. This is a branch immaterial functional course that is extremely fast paced and time intensive that concentrates on the duties, responsibilities, and coordination of staff sections, regardless of the NCOs functional area of assignment.
2. The Battle Staff NCO Course is conducted in accordance with TRADOC and USASMA approved current CMP/POI's. Battle Staff is a resident course conducted in a computer based environment. You will be issued a computer that contains all required courseware and reference materials. You are also encouraged to research and study the appropriate AR's, FM's and TM's that cover the lessons as this will greatly assist you during the course. Course graduation requirements are found in the Student Evaluation Plan issued during the reception and integration counseling session with you instructor. Upon successful completion of the course, you are qualified for the award of the ASI "2S" by your command. An Army Height/Weight will be conducted within the first 72 hours of the course and students who fail to meet Army Standards will be retested prior to day 10 of the course. Students who fail to pass the initial and retest Army Height/Weight Standards will be removed from the course and returned to home station.
3. To attend BSNCO C, students must meet the following prerequisites;
 - a. Be a Sergeant through Sergeant Major.
 - b. Assigned to a valid ASI coded 2S position IAW DA Pam 611-21, pending an assignment to an ASI 2S position, or on orders to an assignment requiring an ASI 2S. Each Soldier attending BSNCO C needs to have a memorandum for record signed by the first O-5 in their chain of command stating they are in a valid ASI 2S position, reassignment to an ASI 2S position, or on orders to an assignment requiring an ASI 2S. A GS-12 or CSM (in the case of NCOAs) may also sign this memorandum if there is not an O-5 in the Soldiers chain of command. Soldiers may bring a copy of their Unit Manning Roster (UMR) showing they are in an ASI 2S position in lieu of this memorandum.
 - c. Noncommissioned Officers not in a valid ASI 2S position, pending reassignment to an ASI 2S position, or on order to an assignment requiring an ASI 2S qualification but work on a staff position may request to attend the BSNCO C through a waiver. These waivers must be requested by the first O-5 in the Soldiers chain of command to the Commandant. A GS-12 or

NGUT-RTA-Z
SUBJECT: BSNCOE Student Information Letter

CSM (in the case of NCOAs) may sign if an O-5 is not in the Soldiers chain of command. Soldiers who show up to BSNCOE without the waiver will be returned to their Unit as a prerequisite failure.

- d. Meet the standards of AR 600-9.
- e. Soldier does not possess a temporary physical profile unless in the Wounded Warrior Program.
- f. If the student is on a permanent physical profile, the DA Form 3349 must be completed IAW AR 40-501.
- g. Must have at least 12 month service obligation remaining at the end of the course.
- h. Must be in a Reserved (R) status in ATRRS unless prior written approval is granted from this academy to take a soldier in a Wait (W) status.

4. Minimum items to bring with you:

- a. 4 copies of your orders.
- b. 2S Waiver Memo and/or a copy of your UMR showing you in a 2S slot.
- c. Your unit address and UIC.
- d. If on a permanent physical profile, you must have in your possession DA Form 3349 and it must be completed IAW AR 40-501.
- e. Sufficient funds or Government Travel Card to cover any incurred cost. Due to course length it is recommended that Soldiers have approximately \$450 available.
- f. Students may bring a personal laptop, however it cannot be connected to the RTI network.
- g. 1 copy of flight itinerary.

5. Reporting and In-processing instructions:

- a. POV: Report to HQ 640TH Regiment (RTI) TASS (Building 7150), 17800 S. Camp Williams Road, Bluffdale, Utah 84065, between 1200 and 1800 hrs. Please note the requirement to complete TRIPS on AKO prior to departing HOR.
- b. AIR: Arrive at the Salt Lake International Airport on the report date of the course. Military transportation will be provided from the airport to Camp Williams. Buses depart approximately every hour between 1100 to 1745 hrs from the north end of the Delta terminal. If you arrive before or after these times, transportation is your responsibility; the average cost of transportation is \$85.00 via taxi. If you arrive at Camp Williams after 2359 hrs on the report date of the course, you will be denied enrollment unless prior approval has been received from

NGUT-RTA-Z
SUBJECT: BSNCOB Student Information Letter

academy leadership. If you arrive in Salt Lake City, UT after 1630 on the report date it is advised you eat prior to reporting to the 640th Regt on Camp Williams, UT.

c. In-Processing/Orientation briefings will be held in the BSNCOB Classrooms 2589 or 2590 at the following times; 1500, and 1800hrs. Report 15 minutes prior to one of these required briefings.

d. If you arrive after 1800 pick-up your room key from front gate security and contact after hour duty phone at (801) 716-9061 for further instructions.

e. DO NOT SCHEDULE A DEPARTURE TIME BEFORE 1400 HRS ON GRADUATION DAY OF THE COURSE. RTI will only provide transportation to the airport on the final day of the course. Bus will depart Camp Williams at approximately 0600 hrs.

f. Because of heightened security measures, be prepared to present 2 forms of picture ID to enter Camp Williams.

6. Miscellaneous:

a. Mailing information:

Student Name
BSNCOB
1/640th Regiment (RTI)
17800 S. Camp Williams Road
Bluffdale, UT 84065-4999

b. Telephone numbers:

Student Operations (801) 878-5447
After duty hours (801) 716-9061
BSNCOB Branch Chief (801) 878-5196

c. Web: our web site address is <http://www.ut.ngb.army.mil/ut640rti/>

7. Camp Williams Facilities:

a. ATM: Located within the PX at Building 6200.

b. Laundry: Washers and dryers are available for students in Building 6070.

c. Medical services: All medical problems will be referred to a local area hospital.

d. Post Exchange: Small PX with limited uniform items is located in Building 6200 and is open from 1030 to 1800 hrs Monday thru Saturday w/limited hours on Sunday.

e. Quarters: You will reside in the Bachelor Enlisted Quarters (BEQ) at a cost of approximately \$21.00 per night. Billeting costs will be reimbursed to you when you submit your travel voucher at your unit. You do not need to make billeting arrangements prior to reporting;

NGUT-RTA-Z
SUBJECT: BSNCOB Student Information Letter

you will be assigned a room upon arrival. Camp Williams Billeting accepts most major credit cards.

f. Rations are provided for and are served at the Dining Facility (Building 7150). Meal times are listed in the training schedule. M-Day/TPU Soldiers will be issued a meal card at in processing, AGR/ADOS and Active duty Soldiers will pay for meals consumed in the DFAC.

8. POC for the information is the BSNCOB Branch Chief, MSG Stones at Office (801)878-5196, DSN 766-5196, Cell (435) 896-7177 or kenneth.r.stones.mil@mail.mil.

//////// SIGNED //////////
WILLIAM H. EWERT
CSM, UTARNG
Commandant