



UTAH NATIONAL GUARD
1ST BATTALION 640TH REGIMENT (RTI)
17800 SOUTH REDWOOD ROAD
BLUFFDALE, UT 84065-4905

NGUT-RTA-Z

13 SEP 2024

MEMORANDUM FOR BATTLE STAFF NCO COURSE STUDENTS

SUBJECT: BSNCOE Student Information Letter

1. The Battle Staff NCO Course (BSNCOE) is the only course offered by the US Army to prepare **staff sergeants** through **master sergeant** for duty as Staff NCO's in battalion and higher-level staff positions. This is an extremely fast paced and time intensive branch immaterial course concentrating 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, the NCO Leadership Center of Excellence, and the approved current CMP/POIs. Battle Staff is a resident course conducted in a computer-based environment. Students are encouraged to research and study the appropriate regulations that cover the lessons, as this will greatly assist them during the course. Courseware is located in USASMA Blackboard (<https://usasma.ncoes.army.mil/>). Course graduation requirements are found in the Individual Student Assessment Plan issued during the reception and integration counseling session with an instructor. Upon successful completion of the course, students will be qualified for award of the ASI "2S" by their command.
3. **Course Documentation:** The following items must be provided by the on Day 1, digital copies are required. Failure to provide documentation will result in dis-enrollment.
 - a. Military orders (DD Form 1610)
 - b. Completed TASS Pre-execution checklist (**only required for COMPO-1 active component, walk-on students or late reservations**) – if ATRRS PRCL was completed, this is not required.)
 - c. DA Form 3349, Physical Profile (permanent and/or temporary if applicable)
 - d. MEDPROS Printout (age 40 and over only)
 - e. Promotion Orders (if applicable)
4. **Reporting and Travel:**
 - a. **Report Time:** NLT 1530 hours on ATRRS report day. In processing brief will be given at 1530 hrs. Students may check into billeting at Bldg 8300 prior to in-processing (No earlier than 1500 unless personally arranged and requested by Soldier with billeting office). Camp Williams Billeting number is (801) 878-5410.
 - b. **Report to:** Bldg 7150 (Room 2589/2590), Camp Williams, 17800 S. Redwood Road, Bluffdale, Utah 84065.
 - c. **Uniform:** Civilian attire.
 - d. **Late Arrival:** Students arriving after 1530 should **email** the Chief of Training at garth.l.johnson.mil@army.mil to make arrangements for in-processing.
 - e. **POV:** Students driving a POV must arrive by 1530 on the report date shown in ATRRS.

- f. AIR: Arrive at Salt Lake International Airport on the report date shown in ATRRS. Upon arrival at SLC International Airport students can take a rental car, Uber, Lyft, or taxi to Camp Williams. There is no shuttle available from the airport to Camp Williams.
- g. **Camp Williams Access:** Any person attempting to access Camp Williams will require a Government I.D. If you have any guests coming on to the post they will need to comply and have a Government I.D. per individual in the vehicle. If those guests have never been issued a government I.D. due to age or circumstance those names will need to be compiled on a list and given to the Chief of Training NLT 5 days prior to when they are requesting to enter on post. Keep in mind any Uber, Door-dash, etc. may be affected.
- h. Rental cars are not required but **highly recommended**. Camp Williams is not located near any civilian amenities and does not have access to public transportation.
- i. **Departing instructions:** The End Date listed in ATRRS is the official travel day. Graduation is the day prior and will be held in the afternoon. Students are not permitted to schedule return travel prior to the End Date listed in ATRRS. There is currently no shuttle available, and students must arrange their own transportation to the Airport (i.e. rental car, uber, lyft, taxi.etc.).

5. Miscellaneous:

- a. Mailing information:
Student Name
BSNCOC Class #23-009
Bldg. 8300
17800 Redwood Road
Bluffdale, UT 84065-4999

6. Camp Williams Facilities:

- a. Quarters: Check in at Bldg. 8300 no earlier than 1500. On post billeting is provided at a cost of \$24 per night. The Chief of Training will arrange billeting, students do NOT need to make billeting arrangements prior to reporting. Students are not required to stay on post and are authorized to stay off post if they choose.
- b. Meal: Rations are provided and served at the Dining Facility (Building 7150), Cost is: breakfast- \$4.35, lunch- \$7.00, dinner-\$6.05. The DFAC does NOT accept credit cards, but there is an ATM before reaching the counter. The DFAC does not accept anything higher than a \$10 bill as per SOP. Students intending to pay for the DFAC should bring sufficient money in \$5-\$10 bills or plan on using the ATM. M-Day/TPU Soldiers will be issued a meal card on their first day of class and will not be required to pay for their meals. AGR/ADOS and Active-duty Soldiers must pay for their meals in the DFAC.
- c. Post Exchange: There is a small PX with limited uniform items which is located in Building 6200 and is open from 0800 to 1800hrs Monday thru Friday and 1030 to 1500hrs Saturday and closed on Sundays. Times do fluctuate.
- d. ATM: Located within the PX, Building 6200 and the DFAC, Bldg. 7150.
- e. Laundry: Washers and dryers in billeting, Buildings 8300 or 8320.

7. Packing List

- a. OCP x2
- b. Ultra Fine Tip (.4mm) Permanent Markers, Black, Blue, Red, Green
- c. CAC
- d. Padlock for wall locker
- e. (Oct-Apr) Cold Weather Gear
- f. (Recommended) – Civilian Gym Clothes
- g. (Recommended) – Civilian Attire
- h. (Recommended) – Water Container with Sealable Lid
- i. (Recommended) – ½ Arrow Flag Post-It Notes
- j. ASU is not required

8. POC for the information is MSG Garth L. Johnson at (801) 878-5198, DSN 766-5198, or garth.l.johnson.mil@army.mil

////////// SIGNED //////////
KYLE B HARRISON
CSM, USA
Commandant