



UTAH ARMY NATIONAL GUARD
1ST BATTALION, 640TH REGIMENT REGIONAL TRAINING INSTITUTE
17800 S. REDWOOD ROAD, BUILDING 7150
BLUFFDALE, UT 84065-4905

NGUT-RTA-Z

26 Apr 2024

MEMORANDUM FOR RECORD

SUBJECT: 1/640th Regiment Regional Training Institute (RTI) Master Leader Course Student Welcome Letter

1. Congratulations on your selection to attend the Master Leader Course (MLC) at the 1/640th Regiment (RTI) at Camp Williams in Bluffdale, UT.
2. The MLC is a 15-day resident course on communications, leadership, management, and unified land operations that prepares Soldiers to transition from the tactical to the operational level. All students reserved in ATRRS will receive an email with registration instructions for Blackboard (Bb) as well as the website address. All prerequisites, readings, assignments, and requirements are available to registered students on Bb.
3. All students must meet prerequisites for MLC found in the ATRRS Course Catalog at <https://www.atrrs.army.mil/atrrscc/>. Search using the following parameters:
 - Course Number: 1-250-C6
 - Fiscal Year: 20XX
 - School Code: 956
4. The 1/640th Regiment (RTI) is not responsible for producing or funding pay/travel orders. Students must work through their chain of command.
5. Reporting and Transportation:
 - a. Reporting: Upon arriving at Camp Williams, students will go to the Bachelor Enlisted Quarters (BEQ) BLDG 8300 and check-in. On Thursday, day 0, at 1500, students will report to building 7150, classrooms 2605/2606 (on the second floor at the south end of the building) for height/weight and the orientation briefing. Attire is the Army Physical Fitness Uniform (APFU). **Note: if flights are delayed and students cannot attend the 1500 briefing, inform the Chief of Training, and report to the same location listed above on Friday, day 1, at 0715.**
 - b. Transportation: Do not schedule return flights before 1300 on graduation day. The 1/640th Regiment (RTI) does not provide transportation to or from the Salt Lake City International Airport.
 - (1) Taxi/Uber/Lyft services are available from the airport to Camp Williams for approximately \$130.00.

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(2) Rental vehicles or privately owned vehicles are recommended. The student's unit is responsible for all transportation and travel expenses.

6. Height/weight screening is required at MLC and all Soldiers must be in compliance with the standards outlined in AR 600-9. Students are evaluated using the one site tape test. It is the student's responsibility to become familiar with the new requirements.

7. IAW Army Directive 2022-05, all Soldiers must pass a record ACFT to graduate PME courses. This applies to all components. **Permanent profiles must include any restrictions for the ACFT. MLC students will participate in all ACFT events unless exempt exercises are explicitly outlined on the permanent profile.** Soldiers on a temporary profile are not authorized to attend MLC.

8. All learners must submit a completed Pre-Execution Checklist (PEC) signed by their commander (found in Bb) as well as all required supporting documentation including a completed and signed DA Form 705, DA Form 5500/5501 (as applicable), and DA Form 3349 (as applicable). **The DA Form 705, DA Form 5500/5501, and DA Form 3349 must be current (within 60 days of course start date).** All pre-requisite forms and requirements are available in Bb where students must upload required documents prior to arrival.

9. Packing list items:

- a. Military ID (CAC) (mandatory)
- b. Two sets of the Army Combat Uniform (OCP) (mandatory)
- c. Army Physical Fitness Uniform (APFU) (mandatory) with cold-weather items as applicable
- d. Army Service Uniform (ASU or AGSU) (mandatory) for graduation
- e. Toiletries (as required)
- f. Civilian/PT clothing (as required)
- g. Two sets of business casual attire (optional weekend uniform). Business casual guidelines are located at the following website
<https://ut.ng.mil/Portals/40/Business%20Casual%20Guidelines%2020240313.pdf>

10. It is strongly encouraged that students go to Bb > Learning Center > Research and Writing Lesson Material and familiarize themselves with some of the resources that are necessary to help improve writing skills. Use the Purdue Online Writing Lab at the link below as the primary source for current American Psychological Association (APA) seven guidance:

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https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

11. Mailing address:

Student Name
Master Leader Course
1/640th Regiment (RTI)
17800 S. Redwood Road
Bluffdale, UT 84065-4999

12. Lodging, Meal Per Diem, and Camp Williams Facilities: For the most current lodging rates and amenities check <https://ut.ng.mil/ABOUT/Units/Utah-Training-Center-Camp-Williams/>.

a. Lodging: Soldiers must stay on Camp Williams in the BEQ for the duration of the course. The Soldier's unit will reimburse lodging expenses using DTS. Go to the Camp Williams website above or contact the BEQ front desk for room rates at 801-878-5410. Do not make billeting arrangements before reporting; MLC Cadre will reserve rooms for students. The BEQ cannot guarantee rooms will be cleaned prior to 1500, but students are authorized to attempt to check in upon arrival.

b. Full meal per diem is recommended for students. Meals are available at the Dining Facility (DFAC). M-Day/TPU Soldiers are issued a meal card. AGR/ADOS and Active-duty Soldiers will pay for meals at the "Full Meal Rate" consumed in the DFAC. Meal rates are listed at <https://www.travel.dod.mil/Travel-Transportation-Rates/Meal-Rates/>. The DFAC cannot accept anything larger than a \$10 bill and is unable to accept credit cards.

c. Post Exchange hours of operation: Monday through Friday 0800-1800 and Saturday through Sunday 1000-1530. The PX has limited uniform items.

d. Medical services: There are no medical facilities available on Camp Williams. Facilitators will direct Soldiers to a local hospital for any medical issues.

13. The host for the MLC is the 1/640th Regiment (RTI) at Camp Williams, Utah.

14. The point of contact for this memorandum is the MLC Chief of Training at 801-878-5785 (office).

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