



UTAH ARMY NATIONAL GUARD

2nd BATTALION, 640TH REGIMENT (RTI)
17800 SOUTH REDWOOD ROAD
BLUFFDALE, UT 84065-7905

NGUT-RTB-O

9 September 2024

MEMORANDUM FOR 25B ADVANCED LEADER COURSE (ALC) STUDENTS

SUBJECT: Welcome Letter - 113-25B30-C45 (NS1) ALC

1. Welcome and congratulations on your decision to attend the Information Technology Specialist ALC at the 640th RTI, Camp Williams, Utah. Please read the entire letter as it contains important information to have a smooth in-processing and positive training experience. This course is fast-paced and demanding. Training is normally **6 days a week, 10 training hours per day**. Be prepared to be placed in challenging training environments.

2. In the event you are unable to attend this course, you must contact your home unit Chain of Command to submit an ATRRS cancellation request. Failure to do so will code you as a No-Show in ATRRS and could limit your ability to attend future military schools.

3. Enrollment Requirements:

a. ATRRS: Students must be in a "R" Reserved status in ATRRS before arriving at Camp Williams. Students in a "W" Wait status must not travel to Camp Williams without prior written permission from the NCOIC or Course Manager. Address questions to your ATRRS representative.

b. Profiles: Permanent Profiles must be current, updated with ACFT specific limitations and **signed by your commander**. Profiles with APFT requirements are no longer valid. Students with temporary profiles will be denied enrollment, except for pregnancy or post-partum profiles with doctors' approval.

c. Reserve and National Guard Soldiers must have a Post Reservation Checklist (PRCL) completed by your ATRRS representative in ATRRS before arriving at Camp Williams. **Active Component students must arrive with a digital copy of the Pre-Execution Checklist completed and signed by the Commander.**

d. A current Common Access Card (CAC) with an expiration date after the end of the course is required.

4. Travel:

a. Arrival by AIR: Arrive at the Salt Lake International Airport on the report date of the resident course. Please exercise good judgement when scheduling flights to allow

maximum time for travel and checking in to the Lodging Office. If you do not get a rental vehicle you need to use alternative means of transportation (i.e. TRAX, Uber, Lyft). These means of transportation are allowed on Camp Williams, have them drop you off at building 8300. Transportation is your responsibility, and it is up to you to submit receipts on your Travel Voucher for reimbursement. **Do NOT schedule return flights before 1100 on the final day of the course.**

b. Arrival by POV: For best directions, do a map search for 17800 South Redwood Road, Bluffdale, UT 84065.

c. It is strongly encouraged for all personnel to travel in civilian attire.

d. Students arriving late due to unforeseen circumstances must notify 2/640th Course Manager as soon as it is determined they will be arriving later than expected.

e. Do not arrive before the course start date of phase 2 unless authorized in writing by 2/640th NCOIC or Course Manager in advance. If you arrive early, we cannot guarantee mess or billeting.

f. Rental cars are highly encouraged but not required for the course. Camp Williams is a small post which allows lodging, classrooms, and DFAC to all be within walking distance. However, there are also limited MWR opportunities on post, and transportation is not provided to the airport, approximately 35 minutes away.

5. Reporting:

a. **Phase 1: Virtual In-Processing:** Report via your **military (required) Microsoft Teams** on travel day at **0800 Mountain Time** with the following documentation available in **digital format**. Students who fail to provide documentation in a timely manner will be denied enrollment. **If you are not on a NIPR computer, you must use Azure Virtual Desktop (AVD) to access your military provided Teams account.**

(1) Orders (If Traditional M-Day Reservist) or DD Form 1610 (If Active Duty, AGR, or FTNG-OS)

(2) DD Form 3349 Physical Profile, current with ACFT instructions

(3) 25B MOSQ 1059s (Final Phase) or another document proving 25B MOS

(4) BLC 1059 or equivalent (WLC & PLDC)

(5) Unit Pre-Execution Checklist (All Active Component Soldiers, and if not done in ATRRS by your ATRRS representative)

b. **Phase 2** (In-person): In-Processing will be discussed at the end of Phase 1. Students will check into billeting at Building 8300, Camp Williams, 17800 S Redwood Road, Bluffdale, UT, 84065 on day 0. Phase 2 will begin the next day (Day 1) at 0800 in classroom 1702 in building 7150 (Entrance on southeast corner). Uniform for Day 1 will be OCP.

c. Students must meet the standards for military appearance as set forth by AR 670-1. Students in violation will be denied enrollment.

d. Students reporting for duty while under the influence of alcohol will be denied enrollment.

6. Billeting:

a. Students are housed by the Camp Williams Lodging office at a **cost of \$29 per night**. Rooms are typically private with a shared latrine, depending on availability. During high volume periods students may be housed in open bays.

b. The Course Manager provides a list of names to the Lodging Office to make reservations. It is highly encouraged for students to contact the Lodging office at (801) 878-5425 to confirm reservation prior to arrival at Camp Williams. When speaking with Lodging identify what course you will be attending so they can try to keep courses grouped together.

c. **Front desk hours will be 0600–2200 daily. We strongly encourage guests to arrive before 2200 to help minimize any potential issues, but we do understand that is not always possible. After-hours check-ins will still be available. However, guests must call ahead to secure their room. To retrieve keys from the after-hours check-in box, guests will use the last four digits of their phone number as the access code. Please note that without this information, we will be unable to leave a key. Please note that we will not be able to accommodate early arrivals unless arrangements have been made in advance.**

Upon check-in students will be required to place a credit/debit card on file with the Lodging office for all charges accrued. Lodging must be paid in full prior to student departure. **Students are highly encouraged to arrive with a Government Travel Card for this purpose.** Students will not be graduated from the course until Lodging fees have been paid in full.

d. Wi-Fi is available in Lodging free of charge. Speed upgrades are available for a fee. Wi-Fi is provided by a third-party contractor unaffiliated with the 2/640th.

e. Laundry facilities are available for use in lodging buildings.

7. Additional Information:

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a. Meals are provided by the 640th Dining Facility. Students will have meals provided at no cost. Meals will not be available outside the scheduled course dates. If you plan to arrive before the resident phases, contact the Course Manager to arrange an issued meal card.

b. Troop Store is in building 6200, convenient to Lodging. Stock is extremely limited and should not be depended on to correct uniform deficiencies. A Barber Shop is available inside the Troop Store for use. Hours are posted on the building.

c. Packing list is included. The 640th Regiment is not equipped to correct uniform deficiencies. Make sure to arrive with all required items. Duty uniform will be ACU (OCP) and uniform wear will be IAW AR 670-1. Civilian attire must present a professional appearance.

d. Mailing Address: While attending this course students may receive mail. Be aware that mail generally takes several days longer than expected to be delivered to the student.

Rank LastName, FirstName
2/640th Regiment (RTI), 25B30 ALC
17800 South Redwood Road, Building 8300
Bluffdale, UT 84065

e. Privately owned firearms, ammunition and pyrotechnics are not allowed for any student on Camp Williams. Vehicles and persons arriving on Camp Williams are subject to search.

f. Please note 113-25B30-C45 (NS1) Phase 2 **will include HT/WT and ACFT**. Students with pre-existing medical, personal, financial, legal, or other problems that preclude full participation in these events should not report.

8. Point of Contact: Please address any questions to the undersigned, or email ng.ut.utarng.640th-rti-25B30@army.mil.

a. BN NCOIC (801) 878-5536, DSN 766-5536

b. 25CMF Course Manager (801) 878-5264, DSN 766-5264

c. 25B30 ALC Instructor (801) 878-5202

JEREME A. SPERRY

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SFC, USA

25CMF Course Manager