



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

NGUT-RTD

1 May 2025

MEMORANDUM FOR Students Attending 35CMF40 Senior Leader Course

SUBJECT: 4/640th RTI Letter of Instruction for 35CMF40 Senior Leader Course

1. Welcome to the Senior Leader course. Please email SFC Shawn White, shawn.d.white.mil@army.mil and copy SFC Dan Tueller SLC Course Manager, daniel.j.tueller.mil@army.mil with your civilian email address, cell number, and the following:
 - a. Annex C documents.
 - b. Pay order OR Travel Order (NG/Reserve)
 - c. Pre-Execution Checklist (Annex H) OR Travel Order (Active Duty)
 - d. Phase 1 DA 1059 (if not attending phase 1)
 - e. Profile (if applicable)
 - f. Cyber Awareness Certificate
 - g. DA 705 and 5500/5501 no more than 60 days prior to course start date
 - h. DA 1059 from 35 series MOS specific ALC
2. Course Specific Information:
 - a. Soldiers must have a top secret security clearance. Soldiers should have the proper caveats: SI/TK/G. If Soldiers is not indoctrinated, they will require a daily escort.
 - b. Soldiers must have a .mil@army.mil email address. The Army has created accounts for all Army users. Verify your email is working by navigating to <https://www.ohome.apps.mil>. You will need to login with your Common Access Card (CAC). If you are unable to access your email, contact your local Helpdesk or the Army Enterprise Service Desk (AESD) at 1-866-335-2769 for account provisioning.
 - c. All students will be required to have an ".mil@army.mil" email address (A365 account). If you do not have an account
 - d. Duty uniform is the OCP (no dress uniform required). Pack appropriate civilian clothing for wear outside of class. (See a suggested packing list in Annex A).
 - e. Wireless internet, laundry, and fitness center are available and free of charge.
 - f. Army Combat Fitness Test and height weight – will be conducted during phase 2.
 - g. If on profile, make sure that is specific for the ACFT. We will not accept an APFT profile.
 - h. No Bags of any kind will be allowed in building 3030.
 - i. You are allowed to bring notebooks, pens, markers etc., inside building 3030
 - j. A 26.2 Mile Ruck March Challenge is available for students. (See Annex G)
3. Defense Travel System Allowances.
 - a. Allowances for a rental car, taxi, or an Uber should be included on your travel

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- authorization. Transportation is not provided. See Annex F for details.
 - b. On-post Lodging is required in the BEQ in Building 8300 or 8032 at \$29 per night.
 - c. Meals are provided at Camp Williams Dining Facility.
 - d. Return travel. Soldiers are scheduled to be released at 1200 on the travel day.
4. Reporting. Travel day: Check into billeting at building 8300. Course Day 1 of phase 2: Report at 0600 in Building 3030 in APFUs for Height/Weight. (See Annex D)
5. Questions may be addressed at 801-878-5780 or shawn.d.white.mil@army.mil.

ENCL

Annex A, Packing List
Annex B, UVU_AGCW Info
Annex C, In-processing Sheets
Annex D, Detailed AGCW Map
Annex E, MS Teams Access
Annex F, Rental Car/POV Memo
Annex G, 26.2 Mile Ruck March
Challenge
Annex H, Unit Pre-Execution
Checklist (PEC)
Annex I, USAICoE Writing
Program Course

SHAWN D. WHITE
SFC, USA
35CMF Chief of Training