



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

NGUT-RTL

18 December 2024

MEMORANDUM FOR Students Attending 35L10 CISAC

SUBJECT: Annex A, CISAC Information Addendum and Packing List

1. You must have an adjudicated Counterintelligence (CI) Packet at the time of in-processing and have the associated **CI Adjudication Approval Memorandum**.
2. Reading List: to best prepare to pass all tests and maximize the learning experience in CISAC, it is in your best interest to read the following prior to your arrival:
  - a. **Overview of CI:** FM 2-22.2 Chapter 1, ADRP 2-0 Chapters 2-4, US Army CI Handbook.
  - b. **Badge & Credentials (B&Cs):** AR 381-20, Chapter 15 [3 pages].
  - c. **Handling Classified Documents:** AR 380-5, Chapter 1, Section 2, paragraph 1-9, [1 para]; Chapter 2, Section 3, paragraphs 2-7 thru 2-15, [3 pages]; Chapter 3, Section 5 (V), paragraphs 3-13 thru 3-18, [2 pages]; Chapter 4, Section 1, paragraphs 4-1 thru 4-15, [8 pages]; Chapter 5, Section 1, paragraphs 5-1 thru 5-5, [2 pages]; Chapter 7, Sections 1 & 2, paragraphs 7-1 thru 7-11, [6 pages]; Chapter 8, Section 1, paragraphs 8-1 thru 8-5, Section 3, paragraphs 8-9 thru 8-11, [4 pages]; Chapter 10, Section 1, paragraphs 10-1 thru 10-10 [4 pages].
  - d. **Counterintelligence Awareness and Reporting (CIAR)**, formerly known as Threat Awareness Report Procedures (TARP): AR 381-12, FM 2-22.2, AR 381-12, Chapters 1-6 [13 pages]; FM 2-22.2, Chapter 2, paragraphs 2-44 through 2-48 [2 pages], and Figure 2-2 on page 2-13 [1 page].
  - e. **Provide Advice & Assistance CAP:** FM 2-22.2 Chapter 1, table 1-4 (1 page), para 1-56 (2 pages); Chapter 3 (14 pgs); Chapter 4, para 4-26 thru 4-42 (3 pgs); appendix F (7 pgs); TC 2-22.303, Chap 7. (3 pgs).
  - f. **Conduct an Intel Brief:** FM 2-22.2, CI, October 2009, Chapter 1, pages 3-5; EO 12333, US Intelligence Activities, July 2008, Paragraph 3.5(a).
  - g. **Conduct Liaison:** Army Regulation 381-20 Chapter 13, paragraph 13-4; FM 2-22.2 Chapter 4, paragraphs 4-26 – 4-43; FM 2-22.3 Human Intelligence Collector Operations Chapter 5, 5.46 to 5.49.

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3 Point of contact for this memorandum is the undersigned at 801-878-5547 or  
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Encl

1. Packing List

//Original Signed//

JEFFREY S NOORDA  
640th REGIMENT (RTI)  
CISAC Course Manager

**CISAC MOSQ***Required/Suggested Clothing and Equipment List*

**\* NOTE: The RTI is not a supply source for the listed clothing and equipment**

REQUIRED ITEMS	Quantity	X
<b>MILITARY ITEMS:</b> (Phases 1, 3)		
Bag, Laundry	1	
APFU Shirt	1	High Physical Demands Test
APFU Shorts	1	HPDT
APFU Jacket	1	HPDT
APFU Pants	1	HPDT
APFU Watch Cap	1	HPDT
APFU Shoes	1 pair	HPDT
APFU Socks	1 pair	HPDT
Uniform Belt, Trousers	1	
Patrol Cap		
Desert Sand Color Boot (No Hi Tech)		
Trousers, ACU/OCP		
Blouse, ACU/OCP w/Rank		
Undershirt, Desert Sand/Coyote Tan		
Socks, Cushion Sole	6 pair	
<b>MISCELLANEOUS:</b>		
Notebook (small)	2	
Notebook (large i.e. 8 ½ x 11 legal pad)		
Pencil		
Eraser		
Pens (Black and Blue)	1 box	
Sunscreen	1	
Business Professional Set *See note below*	6 Days	
Business Suit *See note below*	2-3	
Business Casual Set *See note below*	6 Outfits	
Comfortable Dress Shoes (Matching Suit, Brown/Black)	1-2 pair	
Comfortable civilian walking shoes	1-2 pair	
Shower Shoes		
School style Backpack (Phase 2, Surveillance)		
Watch, Wrist/Pocket		
Other clothing and personal items as dictated by standards of decency and common sense.		
<b>Cold Weather Items for Classes October through March</b>		
Boots/Shoes, Winter (Civilian)	1 pair	

Boots, Military Cold Weather	1 pair	
Coat, Winter (Civilian)	1	
Gloves (Civilian)	1 pair	
Shirt, Polypro	1	
Trouser, Polypro		
Parka, Cold Weather (Gortex) or Black/Brown/Green Fleece		
Trouser, Cold Weather (Gortex)		
<b>OPTIONAL ITEMS:</b>		
Personal Items for MWR and Off-Days		
Personal Laptop, Unclassified Reports and Class Briefing		

**\*NOTE\***

Students will wear **appropriate civilian clothing for approximately 61 of 77 training days**. There are laundry facilities in the BEQs and on-post for student use. Students should determine how many civilian clothes they will need to complete training. They should keep in mind that training is conducted 6 days a week until approximately 1900-2345 each day. After training hours and on Sundays laundry facilities will be open. There are no dry-cleaning facilities on Camp Williams. The nearest location is approximately a 5 minute drive.

Students will be conducting practical exercises in downtown Salt Lake City and in the surrounding areas. All civilian clothing should be appropriate for such activities. Civilian clothing should be comfortable, loose fitting, conservative in style and should not draw undo attention. No tasteless, obscene or military style/logos clothing will be worn. Shoes should also be comfortable and sturdy, as students will be walking all day. **Flip-flops and sandals are not authorized during training.**

The local Area around Army Garrison Camp Williams, Salt Lake and Utah Counties, have lots of thrift/2nd hand stores with bargain stores. Do not wait to buy clothing once here, but these stores can plus up where lacking. Also, Groupon has great suits and styles on a budget.

**Military Uniforms (ACU)** are typically worn on 2-5 days throughout the three-month course. Bring enough uniforms for Day 1 and Phase 3 activities.

The 640th RTI 35L20 Course defines **Business Professional** as:

*Males:* Formal business style button shirt, tie, coat, slacks, suit, dress shoes.

*Females:* Conservative button blouse/suit, slacks, dress shoes, knee length skirts and conservative dresses (covered shoulders) are acceptable. No low cut or midriffs shirts.

The 640th RTI 35L20 Course generally defines **Business Casual** as:

*Males:* Collared shirt, tie, non-denim trousers, and comfortable non-athletic, non-open toe shoes.

*Females:* Conservative blouse, non-denim slacks/knee length skirt or conservative dress (shoulders covered), comfortable non-athletic, non-open toe shoes. Less formal

clothing will be permitted dependent on the required training operation.

**HAIR:** Although hair style must meet Army Grooming Standards it is a good idea for soldiers wearing strict military haircuts (high and tight etc.) to grow their hair to a length that blends well with business casual clothing. In other words, adopt a hair style that does not draw undue attention wearing business casual clothing while staying within Army Grooming Standards. **Relaxed grooming standards are authorized while attending the Phase 2 and Phase 3 (when appropriate)**

**\*\*\* Badge and Credential photo (Business attire suit):**

### **MALES**

1. Suit: Matching coat and slacks will be dark blue or black. A belt or suspenders will be worn.
2. Shirt: will be plain white to offset the color of the suit.
3. Tie: will be conservative and complement the color of the suit. The US Army black tie is authorized. No bow ties.
4. Socks: will be the same color as the suit or black.
5. Shoes: will be brown or black dress shoes. US Army dress shoes are authorized.
6. Hair and Facial Hair: Adhere to AR 670-1 standards.

### **FEMALES**

1. Pantsuit: pants and jacket will be a dark, solid color. Shirt will be white, buttoned to the collarbone.
2. Skirt w/matching jacket: will be dark and solid in color. Bottom of skirt will not exceed 2 inches above the top of the knee. Blouse will be light in color to offset the color of the jacket and will be visible under the jacket.
3. Shoes: will complement the outfit and will have a heel no greater than two inches. No open toe shoes.
4. Hair and Facial Hair: Adhere to AR 670-1 standards.