



DEPARTMENT OF THE ARMY
UTAH ARMY NATIONAL GUARD
12953 SOUTH MINUTEMAN DRIVE
DRAPER, UTAH 84020-9286

NGUT-RTC-Y

06 May 2026

MEMORANDUM FOR 3rd BATTALION (FA) 640TH REGIMENT (RTI) STUDENTS

SUBJECT: Student Information Letter

1. Congratulations on your selection to attend your 13 Career Management Field (CMF) MOS-T, ALC or SLC course being conducted at Camp Williams, Utah. Here is the information you will need to be successful.
2. All students attending a Professional Military Education (PME) course with a Virtual Learning (VL) phase **WILL NOT** report to Camp Williams, Utah until the phase 2 report date. The VL portion will be completed at the student's home station prior to phase 2 arrival. Please review and follow the guidance for the VL portion under the ATIS attachment.
3. Course Prerequisites.
 - a. Meet the prerequisites as outlined in the Army Training Requirement and Resource System (ATRRS) SLR and SH screens for the course you are attending. **Soldiers MUST have an Army 365 account** and access to your military email to attend the course. If you do not have an account, work with your S6 to get provisioned and the account active. We cannot provision your account at Camp Williams. **You will be sent home without these requirements.**
 - b. Your PRCL (Post Reservation Checklist) Status in ATRRS must show "Complete" or you will need to fill out and bring a copy of the TRADOC Form 350-18-2-R-E with all appropriate signatures. Contact your training NCO/Unit Administrator or first line leader with questions. National Guard will do PRCL in ATRRS. Active/Reserve students will use a paper form. This must be complete within 72 hours of arrival or you will be sent home.
 - c. DA Form 3349, Profiles.
 - 1) Soldiers with Medical Profiles (Temporary or Permanent) due to **OPERATIONAL DEPLOYMENT** will be permitted by their immediate Commanders to attend PME within the guidelines of their profile. Soldiers must arrive at the schoolhouse with a copy of their current profile and a memorandum signed by their Commander stating the profile is a result of injuries sustained to operational deployment. Profiles must be entered into

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- ATIS (Army Training Information System) prior to starting the courses.
- 2) Soldiers with temporary profiles that are not the result of operational deployments that prevent full participation in the course will be removed from school attendance in accordance with (IAW) AR 350-1 para C-5.
 - 3) If you have a permanent profile, you must email a copy of your DA Form 3349 to your applicable Course Manager for review. The DA Form 3349 must have all sections accurately filled out with all signatures, to include the unit Commanders. At a minimum, you must be able to complete an aerobic endurance event as outlined in Chapter 2 of the ATP 7-22.01, and must be able to fully participate in all course requirements. Profiles must be entered into ATIS prior to arrival. We will review your permanent profile to determine if you meet the minimum course enrollment requirements.
- d. You must have at least one year remaining on your current enlistment prior to the class start date.
 - e. You must have a passing AFT, 60 days prior to attendance of MOS-T and PME courses IAW TR350-18 and AR 350-1. Your test must be for RECORD. The fully executed DA Form 705 will be provided during in-processing.
 - 1) For MOS-T students, the AFT has replaced the requirement for the Occupational Physical Assessment Test (OPAT) and High Physical Demands Test (HPDT). IAW Memorandum dated 7 December 2022, SUBJECT: Occupational Physical Assessment Test (OPAT) Guidance for Reclassification of In-Service Enlisted Soldiers.
 - f. You must be in a Reserved "R" status in ATRSS. Soldiers not in a "R" status may not be enrolled unless prior written request is made to this organization by your orders issuing authority. A Wait "W" status may change to a reserve status if there are unused quotas inside 30 days or there is a cancellation. Units can send Soldiers in a Wait "W" status to possibly walk-on but understand that this is at the cost of the Soldier's unit and does guarantee the Soldier will be enrolled. Contact the appropriate Course Manager before coming to the course for any Wait "W" status Soldiers.
4. Minimum items to bring with you
- a. See the enclosed packing list.
 - b. Bring two copies of your orders for in-processing
 - c. Email a copy of your dA Form 705 showing an AFT conducted 60 days prior

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to the course start date to the applicable Course Manager. Also, bring a copy with you.

- d. Bring two copies of your Permanent Profile (DA Form 349), if applicable.
 - e. Know your unit address, Unit Identification Code (UIC), 1SG's name and phone number and your Commander's name and phone number
 - f. Your Common Access Card (CAC) and one other form of picture ID. Make sure they will stay current throughout all phases of the course.
 - g. All 13B students must bring a Military Driver's License signed by your Commander.
 - h. Email a copy of your flight itinerary to the applicable Course Manager.
5. Army Fitness test and Army Body Composition Requirements.
- a. PME students will be required to take and pass an AFT as well as meet the Army Body Composition standards as set forth in AR 600-9. On day 1, students will conduct height and weight (HTWT) screening and taping. Students that fail the initial HTWT and body composition standards will be re-assessed at a minimum of 7 days later. On day 3, students will take an AFT. Students that fail the initial AFT will take a retest at a minimum of 7 days later. Failing the body composition standards set forth in AR 600-9 or and AFT set forth in the ATP 7-22.01 will result in dismissal from the course IAW Army Directive 2022-5 and AR 350-1 para 3-13 C-2. Utah is a hot/arid environment. Camp Williams is approximately 4400 feet in elevation. Take this into consideration when preparing for courses, as this will impact your physical abilities.
6. Travel and In-Processing.
- a. Driving. Report to 3rd Battalion (FA), 640th Regiment (RTI), 17800 S. Redwood Road, Bluffdale, Utah, building 1121 no later than (NLT) 1500 hrs on the ATRRS report date. Anyone arriving after 1500 hrs will need to coordinate with the respective Course Manager. Anyone arriving after 2359 hrs on the report may be denied enrollment unless prior coordination has been made with the schoolhouse POCs.
 - b. Air. The Salt Lake International Airport is the closest airport to Camp Williams. Arrive at the Salt Lake International Airport on the ATRRS report date before 1300 if possible. Report to 3rd Battalion (FA), 640th Regiment (RTI), 17800 Redwood Road, Bluffdale, Utah, building 1121 NLT 1500hrs. If you arrive at

Camp Williams after 2359 hours on the report date of the course, you may be denied enrollment unless prior coordination has been made with the schoolhouse POCs.

- c. Ground Transportation. There is no military transportation provided in and around Camp Williams. There are taxis/UBER/Lyft services available from the Airport to Camp Williams for approximately 85.00. Make sure to save your receipt to claim the expense on your travel voucher if authorized. If using those services, keep in mind your driver may not be permitted on Camp Williams. Foreign Nationals are not authorized on Camp Williams. You may be dropped off at the gate. Contact the schoolhouse POCs so we may coordinate with you.
 - 1) Personally Owned Vehicles. POVs are authorized.
 - 2) Rentals. Rental Vehicles are authorized and recommended but not required. 3rd BN (FA) 640th REGT (RTI) will NOT reimburse you for a rental vehicle. Your unit is responsible for transportation travel costs.
- d. In-processing will be conducted in the course classroom on the REPORT date NLT 1500 hrs., building 1121. All prerequisite information required for enrollment will be reviewed for completeness and accuracy at the time of in-processing. If you do not have the required documentation showing that you meet all the prerequisites, your unit will have 72 hours to provide 3rd BN (FA) 640th REGT (RTI) with the needed documents and showing you meet all prerequisites previously discussed. If no documentation or Army 365 account can be provided, then you will be dismissed from the course.

7. Schoolhouse Contact Information.

a. Mailing Information.

Student Name
(Course you are attending)
3rd BN (FA) 640th REGT (RTI)
17800 S. Redwood Road
Bluffdale, UT 84065

b. Contact Information.

- 1) 13B Course Manager:
801-878-5688

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- 2) 13F Course Manager
801-878-5399
- 3) 13J Course Manager
801-878-5442
- 4) 3rd BN Operations
801-878-5462
- 5) 3rd BN NCOIC
801-878-5055
- c. 3rd BN Email
Ng.ut.utarng.list.640th-rti-13cmf@army.mil

8. Camp Williams Amenities.

- a. Quarters. MOS-T students MUST stay in open bays provided at no cost to the student. ALC/SLC students will reside in the post billeting that will be reserved in your name prior to arrival and under the course you are attending. Billeting check-in is at 1400 in Bldg. 8300 on the report date of the course. If you arrive after 1800 on Report date, you must contact billeting and the Course Manager the day prior to arrival. Billeting costs \$29.00/day and will be reimbursed when you file your travel voucher at your unit. Camp Williams Billeting accepts credit cards.
- b. Meals. Meals are available and served in the TASS Dining Facility located in building 7150. DFAC hours of operation are posted on the public website and in classrooms. All active duty/ADOS/AGR personnel are expected to pay for meals unless orders state otherwise. If paying for meals, No cash is accepted, only cards.

1) Meal Costs:

Breakfast:	\$4.40
Lunch:	\$7.10
Dinner:	\$6.10

- c. Linens. It is recommended for MOS-T students to bring your own linens, we do supply linens if needed.
- d. Banking. An ATM is available at AAFES Troop Store Bldg. 6200. Multiple Banks and Credit Unions are located within driving distance of Camp

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Williams.

- e. Laundry. Washers and dryers are available in your buildings and Bldg. 6070.
- f. Medical Services. All medical problems will be referred to a local area hospital or InstaCare.
- g. Post Exchange. The AAFES Troop Store is in Bldg. 6200. Hours 08:00 to 18:00, Monday thru Saturday and 10:00 to 15:30 Sunday.
- h. Religious Services. Are available on Camp Williams, Sundays, addition accommodations will be made as necessary.
- i. Physical Fitness. The Post gym is located in Bldg. 8400 and is open until 22:00 daily.
- j. Internet. Wireless internet is available throughout Camp Williams billeting. There is internet available in your classroom if needed.
- k. Computers. Soldiers attending training at the 640th Regiment (RTI) will be issued a laptop computer for all courseware and testing. All government issued and personal computers are subject to State restrictions and user agreements when using the Utah National Guard network. All AUDS computers can connect to the network.

9. Emergency Leave and Pass.

- a. Emergency leave can be granted only after a Red Cross message and verification of the message.
- b. Pass is authorized on a case-by-case basis. As NCOs, Students will be expected to be professional and safe while on pass. Students are expected to be present at formation each morning, prepared for training.
- c. As per Course Management Plans, students missing more than four academic hours may be dismissed from the course.

10. Alcohol and Controlled Substances.

- a. Abuse of alcohol will not be tolerated. The legal blood-alcohol level in Utah is .05, one of the lowest in the nation. Students who abuse alcohol or have any alcohol related incidents will be dismissed from the course.

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- b. Use of controlled substances must be done in accordance with Utah State Law and Army Regulations. Students found to be in violation will be dismissed from the course and subject to prosecution under the Utah Code of Military Justice, the Uniform Code of Military Justice, and/or the applicable State Laws.

11. Billets

- a. Female billets are off limits to male personnel.
- b. Male billets are off limits to female personnel.
- c. You will be escorted by cadre if needing to go in the billets of the opposite sex.

12. Open Door Policy

- a. The Commander and NCOIC have an Open Door Policy for all students. Students should always use the Chain of Command/NCO Support Channel as a first resort.

13. Course specific questions.

- a. All course specific questions should be asked to the respective Course Managers that sent the welcome letter.
- b. General Schoolhouse questions should be directed toward the Operations NCO or 13CMF NCOIC.

4. Point of contact for this memorandum is SFC Prince, Clinton, 3rd BN (FA) OPS NCO at 801-878-5462 or Clinton.s.prince.mil@army.mil.

JEREMY L. JONES
MSG, FA, UTARNG
3RD BN (FA) NCOIC



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Enclosures:

- 1- Camp Williams Map**
- 2- Course Specific Details**
- 3- Course Specific Packing List**
- 4- ATIS Instructions**