



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

NGUT-RTD-Y

10 September 2023

MEMORANDUM FOR Students Attending 35-Series Training at 4/640th Regiment

SUBJECT: Letter of Instruction

1. If you are receiving this letter your unit has coordinated with 4th Battalion, 640th Regiment for you to attend the 35-series Senior Leader Course.
2. Non-Resident Training. Courses with a virtual learning phase will conduct classes via MS Teams and Blackboard. Ensure that you have internet access, a computer camera, and microphone. Headphones are suggested. Each course will schedule and conduct a communications check prior to the class start date to ensure connectivity and identify any issues early on. Contact your Course Manager for this information.
3. Resident Training. For resident courses, you must coordinate your transportation to Army Garrison Camp Williams (AGCW). Report to AGCW Building 3070 by 1500 hours (Mountain Time), unless otherwise specified by your Course Manager. If you cannot arrive prior to 1500 hours, notify your Course Manager.
 - a. BEQ. Students residing outside of 50 miles of travel distance to AGCW will have access to BEQ accommodations at \$24 per night. Billeting reservations are coordinated by the Course Manager. Students that are traveling early to AGCW should inform the Course Manager so as to ensure a reservation. For more information go to <https://ut.ng.mil/ABOUT/Units/Utah-Training-Center-Camp-Williams/>. Check-in is located on the first floor of Building 8300. You will need to register a credit card, preferably a Government Credit Card (GOVCC), upon check-in. If you do not have a GOVCC, you will be required to leave a deposit. Linen is provided, though you can choose to use your own.
 - b. Open Barracks are available and will only be issued to Soldiers in predetermined classes. Each student will be notified by the Course Manager from the course and informed whether their course will stay in the barracks. Each Soldier that receives notice that they will be in Open Barracks will need to bring a padlock to secure their gear, uniforms, and other personal items. All Soldiers chosen to stay in the Open Barracks will be afforded access to Wi-Fi at a cost of \$30 per month and should be listed as an additional cost on the Soldier's DTS Travel Voucher.

NGUT-RTD-Y

SUBJECT: Letter of Instruction

4. Travel. The first and last day of Phase 2 and Phase 3 are set aside solely for travel. When reporting to AGCW, report time is at 1500 hours (Mountain Time), unless otherwise specified by your Course Manager. Report to Building 3070 in appropriate civilian attire. Students are expected to park in the gravel parking lot to the east of Building 3070. This parking lot is where students are expected to park for the entirety of the course.

5. Day One. In-processing will begin on the first day of class under the direction of your Course Manager. Required in-processing documentation is as follows:

- In-Processing Checklist
- DD 1610 (DTS order) authorizing training attendance (or pay order for local Soldiers)
- DA 3349 Physical Profile if applicable (no temporary profiles for NCOES)
- Applicable waivers
- Contact phone numbers for your unit 1SG, Commander, and unit administrator.
- DoD Cyber Awareness Challenge certificate (must not expire while attending the course, the web address that you can use to complete the training is here: <https://iatraining.disa.mil/eta/cyber-awareness-challenge/launchPage.htm>)
- DA705 and applicable DA 5500/5501
- Pre-Execution Checklist

Additional documents or further instruction may be annotated in the Course Information Memo for your specific course.

6. The Pre-Execution Checklist (PRCL) should be completed by your unit in ATRRS prior to arrival at the training site. If your unit is unable to complete the PRCL, you must bring a PRCL signed by your commander or someone with delegated signing authority & a copy of such delegation.

7. Clearance. You MUST have US Access of Top Secret (TS) listed in JPAS as well as be Read-On to SCI before arriving at AGCW. If you do not have a TS, you may be denied enrollment and be immediately returned to your unit; the 72-hour rule does not apply. Contact your local Site Security Officer/J2/G2/S2 to confirm your caveats. If you are enrolled in Continuous Evaluation (CE), you must bring proof of enrollment. You must also have a current Common Access Card (CAC) and know your PIN. Ensure the card is valid throughout the entirety of your course.

8. ACFT and HT/WT. An ACFT will be conducted during Phase 2 and will be for record. Service Members attending SLC must bring a record passing DA 705 (and DA 5500/5501 if applicable). IAW AR 350-1, para 3-13 HT/WT is a course requirement and will also be conducted during Phase 2 of the NCOA Course. Failure to meet standards will result in test re-administration 7 days after initial testing. Failure to meet height and

NGUT-RTD-Y
SUBJECT: Letter of Instruction

weight standards on a test re-administration will result in dismissal from the NCOA course.

9. Rental Cars and POV. Due to the remote location of AGCW, coupled with the fact there is no on or off-post transportation, it is highly recommended that you request authorization to bring your POV or have a rental car authorized on your orders. A vehicle is strongly recommended, but not mandatory for attendance of any course offered by 4th Battalion, 640th Regiment, and authorization must be obtained from your home unit. See attached POV Justification Memo.

10. Army Writing. Courses taught at 4th Battalion, 640th Regiment all have differing degrees of writing associated with them. Students that attend class will write papers, reports, and analyze writing according to the Army's Writing Style and the American Psychological Association (APA) format. The United States Army Intelligence Center of Excellence (USAICoE) has several writing classes that students should conduct prior to arriving for class. Some of the suggested classes students should complete include:

- APA Formatting – the updated 7 version
- Analysis – how to write analysis and the difference between analysis and summary
- Comma Usage
- Passive and Active Voice
- Purpose – the why and BLUF
- Run-on Sentences; Sentence Structure
- Subject Verb/Agreement
- Transitions in Essays
- Using Google Docs
- Using Word

This list is not all inclusive. It is strongly recommended that each student complete one or more of the above courses to help them with their writing ability. Follow the below links to find these and many other Army Writing Courses.

- <https://libicoe.army.mil/courses/writing-program>
- <https://intellibrary.libguides.com/writing>

11. Uniform. Duty uniform is the ACU with Occupational Combat Pattern. Should the 4th Battalion, 640th Regiment deem the weather too cold for wearing the patrol cap, the only authorized cold weather headgear for the Regiment is the micro-fleece cap. Fall and winter in Utah is generally from September to late March. Temperatures ranging from below freezing to mid-40 during the day and stay below freezing at night. Spring and summer are generally from April to September. Temperatures range from 80 to 105

NGUT-RTD-Y
SUBJECT: Letter of Instruction

degrees during the day and low 60s at night. It is recommended you bring civilian clothing for non-POI time. Dress appropriately.

12. MWR and Amenities.

a. AGCW billeting has wireless internet capability, free of charge, for those staying on post; you are encouraged to bring electronic devices capable of utilizing this service. The Internet connection is capable of allowing e-mail communication but is not sufficient to perform tasks such as streaming video. Computer labs at Building 3030 are also available for research and personal use. Laundry facilities are readily available on AGCW at no cost to the student. There is a fitness center on AGCW as well as an AAFES Post Exchange/Class VI.

b. The 640th Regiment (RTI) hosts a virtual 26.2 Mile Ruck March Challenge for students while in attendance of any course. This challenge is in no way a mandatory event. Each Soldier that chooses to take part in the Ruck Challenge is required to pay a \$55 fee, wear a 35lb ruck sack or backpack, and track their distance. Soldiers who register must complete a total of 26.2 miles throughout their stay on AGCW. All 26.2 miles do not need to be completed in one iteration; Soldiers can break up the distance into multiple iterations. Each Soldier will maintain a log of their distance and upon completion present the log to their Course Manager for final approval. Each Soldier who takes part in this challenge will receive a finisher's medal at graduation, and a positive comment on their DA 1059 under the special projects or papers section. Visit <https://640regiment.com/> to register for the challenge and inform the Course Manager of your intent to complete the 640th Ruck March Challenge. This challenge in no way will increase a student's academic rating for the course.

13. Student Contact Information. If there is an emergency or it becomes necessary to contact you during training hours, you may be contacted via your Course Manager. If an emergency is severe enough to cause you to leave the course, an official notice will need to be sent to the 640th Regiment through the American Red Cross. You may use your personal cellular phone during lunch or in the evenings once training has concluded for the day. While we provide a mailing address it is highly advised you utilize the BEQ mailing address as it is far more expedient. The following is your mailing address while at the Military Intelligence Training Battalion.

Rank Name

Course Class # -

4/640th Regiment (RTI), 17800 Camp Williams Road
Bluffdale, UT 84065

14. College Credit Opportunities. 4th Battalion, 640th Regiment (RTI) has partnered with both Cochise Community College and Utah Valley University to provide college

NGUT-RTD-Y
SUBJECT: Letter of Instruction

credits for completion of military intelligence courses while attending Camp Williams. Questions about either program can be directed to the Course Manager for the course you are attending.

a. Cochise College is a Community College located in Sierra Vista, Arizona. It is accredited by the Higher Learning Commission of the North Central Association. Registration and tuition fees for Cochise College credits are a flat rate of \$60 for any military intelligence course attended.

b. Utah Valley University is the largest University in the State of Utah. It is accredited by the Northwest Commission of Colleges and Universities and offers Master's, Bachelor's, and Associate's degrees. Credits are awarded from the National Security Studies Program currently offered at UVU. Charges include an admission application of \$35, with subsequent tuition charges of \$20/credit hour (a 90% discount from the standard tuition rate).

15. Per Diem. Students will receive meal cards and be given access to the DFAC on Camp Williams. M&IE per diem allowance will not be required on their DTS, except for the \$5 incidental.

16. Any questions or concerns may be addressed to the undersigned at 801-878-5460 or via email to chase.tippetts.mil@army.mil.

Encl
Statement of Nonavailability
Camp Williams Map

CHASE TIPPETTS
MSG, UTARNG
NCOIC, 4th BN (MI TNG)