



UTAH NATIONAL GUARD
1ST BATTALION 640TH REGIMENT (RTI)
17800 SOUTH REDWOOD ROAD
BLUFFDALE, UT 84065

NGUT-RTA-Z

09 December 2024

MEMORANDUM FOR Students attending the Basic Leader Course, Noncommissioned Officer Academy, Camp Williams, Utah

SUBJECT: Basic Leader Course Student Welcome Letter

1. Congratulations on your selection to participate in the Basic Leader Course (BLC) being conducted at the 640th Regiment (RTI) on Camp Williams in Bluffdale, UT. Your selection indicates the Army's trust and confidence in your leadership potential and the ability to serve in positions of greater responsibility.

2. BLC is a 22-day (169 hours) that focuses on the six Noncommissioned Officer (NCO) Core Leadership Competencies: Readiness, Leadership, Training Management, Communications, Operations, and Program Management. The course is designed to build basic leader and trainer skills needed to lead a team size element, while providing the foundation to further development along the Primary Military Education (PME) learning continuum. BLC fully supports the Army's missions of lethality by developing smart, thoughtful, and innovative trainers who can communicate effectively, lead and protect their Soldiers, and sustain their equipment.

3. Reporting and In-processing instructions:

a. Reporting instructions on how to get to Camp Williams are provided in the welcome packet. There will be **no transportation provided** from the Salt Lake City Airport to Camp Williams on the report date and on the last travel day. Soldiers may coordinate with their units to drive POV or rental cars.

b. In-Processing/Orientation briefings will be in building 5100 or 6150, please refer to the provided Camp Williams map. In-Processing will begin at approximately 1030 and run continuously until approximately 1830 on day zero of the course (ATRRS report date). On this travel day, anyone that has questions on transportation or any late arrivals due to flight cancellations, please call our BLC staff duty phone at 801-716-9061. The latest we can have a Soldier arrive will be on day one, boots on Camp Williams, no later than 1300. If delayed past that, please contact the BLC Chief of Training via email to work a possible walk-on option for following courses.

c. Students will report with items per the packing list. Soldiers who have not been issued these items, i.e. AGSU, will be required to report with a memorandum from their commander. Arrive with copies of your orders, DA Form 4187, or DD Form 1610 for AC, AGR, and ADOS Soldiers.

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d. Common Access Card (CAC). All Soldiers attending BLC are required to have a valid CAC (must be valid for the entire duration of the course). This is a requirement for use of the classroom computers and to sign required documents.

e. BLC graduation will be on day 21 at approximately 1000. Time is subject to change. Please inform your Cadre if any family members or unit representatives will be attending.

1. All visitors to UTARNG installations who do not possess a Department of Defense (DoD)-Issued Common Access Card (CAC), Military Identification (ID), Automated Installation Entry Badge (AIE), or Federal Government Personal Identity Verification Interoperable (PIV-I) card, must have a valid identification, purpose, and suitability vetting prior to being granted unescorted access to the installation. A state issued driver's license by itself is not enough for unescorted access to any installation.

2. Family members who are planning on attending the course who do not have the requisite documentation will require additional coordination. Instructions will be provided to the sponsoring servicemember while at BLC.

f. All Reserve Component Soldiers and Army National Guard Soldiers must have an ATRRS Post Reservation Checklist (PRCL) completed by the Soldier's unit at least three days prior to report date. If the PRCL is not completed, ATRRS will auto cancel the Soldier's reservation three days prior to the start of the course. Soldiers who arrive to BLC and have been cancelled due to an incomplete PRCL will have 72 hours to provide a completed Unit Pre-Execution Checklist (PEC) or will be returned to their units.

g. All Active-Duty Soldiers attending the BLC must report with a copy of a signed Unit Pre-Execution Checklist (PEC), TRADOC Form 350-18-2-R-E.

h. DA Form 3349. Soldiers must arrive with a copy of their permanent profile. Temporary profiles are NOT accepted (exception see 4a below). All permanent profiles will have the signature of the profiling authority and commander. A MFR signed by the Soldiers unit commander must be provided with the profile

i. **Soldiers have 72 hours to provide all required documents.** Soldiers who fail to provide required missing documents within the established timeline will be considered for dismissal and returned to their unit.

j. Upon arrival, Soldiers must possess the capability of performing individual skill level one tasks. This is an individual and unit commander's responsibility.

4. Eligibility Requirements:

a. Soldiers with temporary medical profiles due to operational deployment will be permitted by their immediate commanders to attend appropriate courses (to include PME) within the guidelines of their profile. Soldiers must arrive with a copy of their current profile and memorandum signed by their commander stating the profile is a result of injuries sustained due to operational deployment.

b. Soldiers with profiles will conduct Physical Readiness Training (PRT) within the limits of their profile. Soldiers and commanders should review the limitations outlined in the profile to ensure the Soldier can perform the PRT sessions IAW ATP 7-22.02. Soldiers are required to pass a PRT evaluation in order to graduate from the course.

c. Pregnant Soldiers: Soldiers who are pregnant prior to the course may not attend BLC until medically cleared. A Soldier who is diagnosed as pregnant while attending BLC may continue training if written documentation from a doctor is provided and states the Soldier can participate in all course requirements. Soldiers medically dis-enrolled for pregnancy are eligible to return to a later course when medically cleared.

d. Minimum rank of SPC or CPL.

e. Be eligible for re-enlistment.

f. Have no Suspension of Favorable Action (Flag or pending flag).

5. BLACKBOARD (Bb): Bb is a web-based education tool designed to assist with online/virtual education. The 640th NCOA Blackboard page contains academy policies, lesson material, grades, announcements, and other basic information. Students will use Blackboard to upload required documents, submit assignments, and more. Facilitators will work with each student on day one in uploading required documents. It is not required to upload required documents prior to attending.

6. Height/Weight screening along with the ACFT will be conducted as a graduation requirement at BLC as stated in AR 350-1, para 3-13. Soldiers attending BLC will adhere to the requirements in accordance with TR 350-18, paras 3-21, 3-22. The PEC (for AC schools and Soldiers) OR the ATRRS PRCL (for RC schools and Soldiers) will be the verifying system or document to attend.

7. Additional Information:

a. Students are expected to devote 100% of their time and effort to the course. Additional duties such as unit activities, SRPs, etc. must be avoided. Students with

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personal conflicting events; employment, appointments, leave, childcare, etc. must make every effort to reschedule their personal events. Soldiers must have a family care plan in place prior to attending the course.

b. While attending BLC, you will be expected to write three papers. Students should utilize the below references when preparing for writing assignments.

<https://www.milsuite.mil/book/groups/nco-writing-program>

<https://owl.purdue.edu/>

c. It is imperative that you begin referencing important tested materials such as FM-22 and ATP 7-22.02 and begin learning how to properly conduct Physical Readiness Training (PRT). You will be tested on conducting this from memory. Once

you receive Bb access for your course (it is sent in the 2nd portion of the welcome packet), you will be able to access the course materials for all these manuals.

8. Miscellaneous:

a. Mailing information: Physical mail delivery is extremely slow. Oftentimes students that have packages mailed, never have them arrive by the time they graduate. Plan ahead!

Addressing:

Student Name

BLC

1/640th Regiment (RTI)

17800 S. Redwood Road

Bluffdale, UT 84065-4999

b. Telephone numbers:

BLC Staff Duty (24 hours): (801) 716-9061

Senior Small Group Leaders: (801) 878-5283/5555/5257

BLC Chief of Training: (801) 878-5782

9. Camp Williams Facilities:

a. ATM: Located within the RTI, and at the PX in Building 6200.

b. Laundry: Washers and dryers in billeting, Buildings 8300 or 8320.

c. Medical services: The 640th RTI provides transportation to a local urgent care facility for sick call services. Camp Williams does not have an available medical clinic. Pre-existing health concerns will not be addressed while at Camp Williams and can be

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used as justification to return the Soldier to their home station. Any severe cases will be transported to a local hospital for care.

d. Post Exchange: A small PX with limited uniform items and sundries is located in Building 6200 and is open from (0800-1800, Mon-Fri. 1000-1530, Sat).

e. Barber Shop: Located in Building 6200 (same as the Exchange) that is open 1100-1700 hrs. Monday thru Friday, and 1100-1400 hrs. Saturdays.

f. Billeting: Soldiers travelling from outside 50 miles will be housed in our BLC bay style barracks at no cost. Local Soldiers within 50 miles may be released to their home for the night. If a Soldier is late once to a report time, they will be required to stay in the barracks for the remaining duration of the course.

g. Rations are available at the Dining Facility (Building 7150). Breakfast, lunch, and dinner are provided to BLC students. If you have a personal lifestyle dietary choice, such as, vegetarian, vegan, kosher, etc, please understand we have a select menu to abide by and will not be able to provide or cater to all necessary life choice needs. If dietary need is medical, allergy, or religious, you must provide documentation from either a certified physician or a chaplain stating so. **Please let your Cadre know as soon as possible.**

10. I am confident that you will have a rewarding experience while completing Basic Leader Course; however, the course load is demanding. You must be conscientious in your studies, produce quality work, be professional at all times, and demonstrate academic integrity. We look forward to working with you. If you have any questions concerning the 640th RTI and Camp Williams, you may contact the 640th RTI BLC Chief of Training, MSG Nathan Graff, at nathan.k.graff.mil@army.mil or (801) 878-5782.

//////// SIGNED //////////
KYLE B. HARRISON
CSM, USA
Commandant