



DEPARTMENT OF THE ARMY
1ST BATTALION 640TH REGIMENT (RTI) NCOA
17800 SOUTH REDWOOD ROAD
BLUFFDALE, UT 84065

NGUT-RTA-Z

10 September 2026

MEMORANDUM FOR Students attending 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 1/640th Regiment (RTI) NCOA on Camp Williams in Bluffdale, Utah. 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 29-day course (240 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. 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. Rental cars are not suggested.

b. In-Processing/Orientation briefings will be at the RTI (BLDG 7150). Please refer to the Camp Williams map provided in the welcome email. Signs will be posted directing to the correct location. In-processing will begin at approximately 1000 and run continuously until approximately 1830 on the report date of the course. On the report date, questions about transportation or late arrivals should be directed to our **BLC staff duty phone at 801-716-9061**. The latest we can have students arrive will be on day one, no later than 1300. If delayed past that, please contact the BLC Chief of Training via email to request a walk-on option for following courses.

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

NGUT-RTA-Z

SUBJECT: BLC Student Welcome Letter

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 classroom computers and to sign required documents. Please visit <https://idco.dmdc.osd.mil/idco/> to verify/update your CAC and profile information.

e. 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 had their reservation 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.

f. 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.

g. 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. In accordance with AD 2025-02, pregnant Soldiers are not authorized to attend BLC.

h. Soldiers have 72 business hours to provide all required documents. Soldiers who fail to provide the required missing documents within the established timeline will be returned to their unit.

i. 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. Minimum rank of SPC or CPL.

c. Be eligible for re-enlistment.

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

NGUT-RTA-Z

SUBJECT: BLC Student Welcome Letter

5. Courseware Access:

a. Army 365 (A365): All Soldiers attending BLC must have a valid Army 365 account due to accessing websites on a military web domain. An "F5" license is the minimally required account level. The 640th RTI cannot provide A365 accounts to students. Please verify that your email works by navigating to <https://www.ohome.apps.mil/>.

b. Moodle: Moodle enrollment instructions will be emailed to students before arrival at the academy. Moodle is a web-based education tool designed to assist with online education. Students will use Moodle to upload required documents, submit assignments, and more. Facilitators will work with each student on day one to upload the required documents. **It is not required to submit documents prior to arrival.**

6. Physical Fitness: The Army Fitness Test (AFT) along with Waist to Height Ratio (WHtR) screening will be conducted while at BLC.

a. Each student must maintain body composition and physical fitness standards as prescribed by FM 7-22, AR 350-1, and AR 600-9. Soldiers who arrive at Camp Williams and do not meet body composition standards of the WHtR screening will be returned to their home units for not meeting course prerequisites. There is currently no AFT exemption for the WHtR screening.

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.

7. Camp Williams Facilities:

a. ATM: Located at the Post Exchange (PX) in Building 6200.

b. Laundry: Washers and dryers in barracks building 7155, 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 used as justification to return the Soldier to their home station. Any Line of Duty (LOD) that is incurred while at the academy will be the responsibility of the Soldier and their home unit for submission. 1/640th Cadre will provide a template packet to assist unit administrators in document preparation.

NGUT-RTA-Z

SUBJECT: BLC Student Welcome Letter

d. Post Exchange: A small PX with limited uniform items and sundries is in Building 6200 and is open 7 days a week.

e. Barber Shop: Located in Building 6200 (same as the Exchange). Visit the barber shop for hours of availability.

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 for accountability, they will be required to stay in the barracks for the remaining duration of the course.

g. DFAC: Rations are available at the Dining Facility (Building 7150). Breakfast, lunch, and dinner are provided for BLC students. If a student has a dietary need that is medical, allergy, or religious, you must provide documentation from either a certified physician or a chaplain stating so. Inform your Cadre while in-processing.

8. 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 conflicting events, e.g. employment, appointments, leave, childcare, etc. must make every effort to reschedule those conflicts. Soldiers must have a family care plan in place prior to attending the course.

b. While attending BLC, you will be expected to write papers. Students should utilize <https://owl.purdue.edu/> when preparing for writing assignments.

c. It is imperative that you begin referencing important materials such as FM 7-22 and ATP 7-22.02 and begin learning how to properly conduct Physical Readiness Training (PRT).

d. Mail delivery is extremely slow. Plan ahead!

Addressing:

Student Name

BLC

1/640th Regiment (RTI)

17800 S. Redwood Road

Bluffdale, UT 84065-4999

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

NGUT-RTA-Z

SUBJECT: BLC Student Welcome Letter

e. BLC graduation will be on day 28 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 must 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 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.

9. 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, 1SG Nathan Graff, at nathan.k.graff.mil@army.mil or (801) 878-5782.

HARRISON.KY Digitally signed by
LE.BARRY.115 HARRISON.KYLE.BARR
8704826 Y.1158704826
Date: 2026.09.10
13:30:33 -06'00'
KYLE B. HARRISON
CSM, UTARNG
Commandant