



UTAH NATIONAL GUARD
1ST BATTALION 640TH REGIMENT (RTI)
17800 SOUTH REDWOOD ROAD
BLUFFDALE, UT 84065-4905

NGUT-RTA-Z

25 February 2025

MEMORANDUM FOR RECORD

SUBJECT: 1/640th Regiment Regional Training Institute (RTI) Battle Staff NCO Course
Welcome Letter

1. Congratulations on your selection to attend the Battle Staff None Commission Officer Course (BSNCOC) at the 1/640th Regiment (RTI) at Camp Williams in Bluffdale, UT.
2. The Battle Staff NCO Course (BSNCOC) is the only course offered by the US Army to prepare **staff sergeants** through **master sergeant** for duty as Staff NCO's in battalion and higher-level staff positions. This is an extremely fast paced and time intensive branch immaterial course concentrating on the duties, responsibilities, and coordination of staff sections, regardless of the NCOs functional area of assignment.
3. The Battle Staff NCO Course is conducted in accordance with TRADOC, the NCO Leadership Center of Excellence, and the approved current CMP/POIs. Battle Staff is a resident course conducted in a computer-based environment. Students are encouraged to research and study the appropriate regulations that cover the lessons, as this will greatly assist them during the course. Courseware is located in USASMA Blackboard (<https://usasma.ncoes.army.mil/>). Course graduation requirements are found in the Individual Student Assessment Plan issued during the reception and integration counseling session with an instructor. Upon successful completion of the course, students will be qualified for award of the ASI "2S" by their command.
4. **Course Documentation:** The following items must be provided by the on Day 1 of class (not report day), digital copies are required. Failure to provide documentation will result in disenrollment.
 - a. Military orders (DD Form 1610)
 - b. Completed TASS Pre-execution checklist (**only required for COMPO-1 active component, walk-on students or late reservations**) – if ATRRS PRCL was completed, this is not required.)
 - c. DA Form 3349, Physical Profile (permanent and/or temporary if applicable)
 - d. MEDPROS Printout (age 40 and over only)
 - e. Promotion Orders (if applicable)

5. Reporting and Travel:

- a. **Report Time:** NLT 1530 hours on ATRRS report day. In processing brief will be given at

- 1530 hrs. Students may check into billeting at Bldg 8300 prior to in-processing (No earlier than 1500 unless personally arranged and requested by Soldier with billeting office).
Camp Williams Billeting number is (801) 878-5410.
- b. **Report to:** Bldg 7150 (Room 2589/2590), Camp Williams, 17800 S. Redwood Road, Bluffdale, Utah 84065.
 - c. **Uniform:** Civilian attire.
 - d. **Late Arrival:** Students arriving after 1530 should **email** the Chief of Training at ng.ut.utarnq.mbx.640-bscncoc@army.mil to make arrangements for in-processing.
 - e. **POV:** Students driving a POV must arrive by 1530 on the report date shown in ATRRS.
 - f. **AIR:** Arrive at Salt Lake International Airport on the report date shown in ATRRS. Upon arrival at SLC International Airport students can take a rental car, Uber, Lyft, or taxi to Camp Williams. There is no shuttle available from the airport to Camp Williams. Uber one way to or from Salt Lake City International Airport is around \$75.00.
 - g. **Camp Williams Access:** Any person attempting to access Camp Williams will require one of these types of Government ID's; Common Access Card (CAC), Military Identification (ID), Automated Installation Entry Badge (AIE), or a Federal Government Identity Verification Interoperable (PIV-I). If you have any guests coming on to the post they will need to comply and have a Government I.D. per individual in the vehicle. If not you will need to meet them at the front gate to vouch for them and they must be escorted on base at all times by someone with a valid I.D. If those guests have never been issued a government I.D. due to age or circumstance those names will need to be compiled on a list and given to the Chief of Training NLT 2 weeks prior to when they are requesting to enter on post. Keep in mind any Uber, Door-dash, Lyft, etc. are affected. (Policy Letter 24-22 Installation Access and Visitor Control Update).
 - h. **Rental cars** and privately owned vehicles are **highly recommended** and encouraged due to no available transportation access to Camp Williams and on departure day returning to the airport. The student's unit is responsible for all transportation and travel expenses. Camp Williams is not located near any civilian amenities and does not have access to public transportation. For any medical, personal, missing meals, or missing classroom supplies or needs the student will be required to acquire their own transportation to and from the local civilian amenities off post. Approximate Uber **Round Trip** to and from closest civilian amenities is around \$50.00. Uber **one way** to or from Salt Lake City International Airport is around \$50.00 (round trip approximately (\$100.00)). Students have had to make frequent round trips to off post civilian amenities multiple times on average during the course for basic required necessities due to missing meals for unforeseen circumstances, PX not full sized to provide all needed supplies or closed, and medical reasonings.
 - i. **Departing instructions:** The End Date listed in ATRRS is the official travel day. Graduation is the day prior and will be held in the afternoon. Students are not permitted to schedule return travel prior to the End Date listed in ATRRS. There is currently no shuttle available, and students must arrange their own transportation to the Airport (i.e. rental car, uber, Lyft, taxi, etc.). Uber, Lyft, Taxi, etc. are currently not allowed on Camp Williams unless they possess a valid accepted Government ID or have a current individual in the vehicle at the time who has a valid accepted Government ID. On travel day if students do not have a POV or rental they will have to meet their uber, Lyft, taxi, etc. at the gate with their luggage.

6. Miscellaneous:

- a. Mailing information:
Student Name
1/640th Regiment (RTI)
17800 Redwood Road
Bluffdale, UT 84065-4999

7. Camp Williams Facilities: Lodging, Meal Per Diem, and Camp Williams Facilities: For the most current lodging rates and amenities check

<https://guard.utah.gov/mwr/#lodging>

- a. Lodging: Check in at Bldg. 8300 no earlier than 1500. On post billeting is provided at a cost of \$29 per night. Go to the Camp Williams website above or contact the BEQ front desk for room rates at 801-878-5410. The Chief of Training will arrange billeting, students do NOT need to make billeting arrangements prior to reporting. Students are not required to stay on post and are authorized to stay off post if they choose.
- b. Full meal per diem is recommended for students. Meals are available at the Dining Facility (DFAC). AGR/ADOS and Active-duty Soldiers will pay for meals at the "Full Meal Rate" consumed in the DFAC. Meal rates are listed at <https://www.travel.dod.mil/Travel-Transportation-Rates/Meal-Rates/>. The DFAC does NOT accept credit cards, but there is an ATM before reaching the counter. The DFAC does not accept anything higher than a \$10 bill as per SOP. Students intending to pay for the DFAC should bring sufficient money in \$5-\$10 bills or plan on using the ATM. M-Day/TPU Soldiers will be issued a meal card on their first day of class and will not be required to pay for their meals. If the student misses a meal due to unforeseen circumstances or lack of DFAC sustenance the student will need to eat out on the economy and report that to their home unit to adjust their DTS Authorization or Voucher if they do not have full per diem authorized in their DTS.
- c. Post Exchange: There is a small PX with limited items which is located in Building 6200 and is open from 0800 to 1800hrs Monday thru Friday and 1030 to 1500hrs Saturday and closed on Sundays. Times do fluctuate.
- d. Medical services: There are no medical facilities available on Camp Williams. Facilitators will direct Soldiers to a local hospital for any medical issues. Students are responsible to get themselves to and from any local medical facility unless there is a medical emergency then 911 will be called.
- e. ATM: Located within the PX, Building 6200 and the DFAC, Bldg. 7150.
- f. Laundry: Washers and dryers in billeting, Buildings 8300 or 8320.

8. Packing List

- a. Two sets of Army Combat Uniform (OCP) (mandatory)
- b. Ultra Fine Tip (.4mm) Permanent Markers, Black, Blue, Red, Green
- c. Military ID (CAC) (mandatory)
- d. Padlock for wall locker
- e. (Oct-Apr) Cold Weather Gear
- f. (Recommended) – Civilian Gym Clothes
- g. (Recommended) – Civilian Attire
- h. Two sets of business casual attire (optional group work study uniform when approved by

facilitators). Business casual guidelines are located at the following website
<https://www.ncoworldwide.army.mil/Portals/76/courses/smcdl/ref/Encl-8-SMC-Business-Casual-Guidance.pdf>.

- i. (Recommended) – Water Container with Sealable Lid
- j. (Recommended) – ½ Arrow Flag Post-It Notes
- k. ASU is not required

9. POC for the information is MSG Garth L. Johnson at (801) 878-5198, DSN 766-5198, or garth.l.johnson.mil@army.mil

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