



DEPARTMENT OF THE ARMY
1ST BATTALION, 640TH REGIMENT REGIONAL TRAINING INSTITUTE
17800 SOUTH REDWOOD ROAD
BLUFFDALE UT 84065-4905

NGUT-RTA-Z

23 February 2026

MEMORANDUM FOR RECORD

SUBJECT: 1/640th Regiment Regional Training Institute (RTI) Master Leader Course Student Welcome Letter

1. Congratulations on your selection to attend the Master Leader Course (MLC) at the 1/640th Regiment (RTI) at Camp Williams in Bluffdale, UT.
2. The MLC is a 15-day resident course on communications, leadership, management, and unified land operations that prepares Soldiers to transition from the tactical to the operational level. All students reserved in ATRRS will receive an email with registration instructions for the ATIS-Educate site (see paragraph 7 for additional information).
3. All students must meet the MLC prerequisites that are found in the ATRRS Course Catalog at <https://www.atrrs.army.mil/atrrscc/>. Search using the following parameters:

Fiscal Year: 2026, School Code: 956, Course Number: 1-250-C6.
4. All students must have a fully activated A365 and army.mil account. Soldiers and their organizations must ensure this account is operational before attending the course. Current Cyber Awareness training and a signed Army Acceptable Use Policy (AUP) are also required to access course material. Failure to meet these requirements will lead to dismissal from the course.
5. The 1/640th Regiment (RTI) is not responsible for producing or funding pay/travel orders. Students must work through their chain of command.
6. Reporting and Transportation:
 - a. Reporting: Upon arrival at Camp Williams, proceed directly to the Bachelor Enlisted Quarters (BEQ) BLDG 8300 and check in. On Thursday, Day 0, at 1500, students will report to Building 7150, Classrooms 2605/2606 (at the south end of the building), for height/weight measurements and the orientation briefing. Attire is the Army Physical Fitness Uniform (APFU). **Note:** Students who cannot attend the 1500 brief must inform the MLC Chief of Training (CoT) as soon as possible, as you may still be able to complete in-processing. Students who miss in-processing will report to the same location listed above on the next day (Friday) at 0715.

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b. Transportation: Do not schedule return flights before 1300 on graduation day. The 1/640th Regiment (RTI) does not provide transportation to or from the Salt Lake City International Airport.

(1) Taxi/Uber/Lyft services are available from the airport to Camp Williams for approximately \$140.00 (one way).

(2) Rental vehicles or privately owned vehicles are recommended but not required. The student's unit is responsible for all transportation and travel expenses.

7. The MLC CoT will send a complete list of all prerequisite document requirements in the initial welcome email. The MLC CoT sends this email to all students typically 30 days before the course start date. **Prerequisite documents must be uploaded to the ATIS-Educate site before attending the course.** Additional instructions on the prerequisite documents and requirements will be available on the ATIS-Educate site's homepage. Prerequisite documents that have specific requirements are listed in the following sub-paragraphs.

a. All students must submit their height and weight data before attending the course. The height and weight documentation must display measurements taken **within 60 days of the course start date**. Students may submit a DA 5500/5501, an ATIS screenshot of the data, or a DA 705 that provides the height and weight data. **Students will be sent home if their H&W data falls outside of the 60-day window.**

b. All students must complete the Army Fitness Test (AFT) **within 60 days of the course start date**. Students may submit either their DA 705 or an ATIS screenshot of the record fitness test data. All students will complete an AFT during the course. An AFT reassessment will be administered for all students who fail the initial AFT. Students must pass the AFT administered at the course to graduate.

d. Students (as applicable) must submit a copy of their DA Form 3349 (physical profile record). **Blocks 29-31 must depict the Army Fitness Test events. The student's commander must sign block 32.** Students will participate in all AFT events unless the exempt exercises are explicitly outlined on their permanent profile. **Soldiers with a temporary profile cannot attend the MLC.**

8. Packing list items:

a. Military ID (CAC) (mandatory).

b. Two sets of the Army Combat Uniform (OCP) (mandatory) with cold-weather items (as required).

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c. Army Physical Fitness Uniform (APFU) (mandatory) with cold-weather items (as required).

d. Civilian/PT clothing (as required)

e. Toiletries (as required)

f. Three sets of business casual attire (optional weekend uniform). Business casual guidelines are provided in the ATIS-Educate site.

g. Do not bring the Army Service Uniform (ASU) or Army Green Service Uniform (AGSU). OCPs will be worn during the graduation ceremony.

11. It is recommended that all students become familiar with the American Psychological Association (APA) style format before attending the course. The Purdue Online Writing Lab (link below) is the primary source for the current APA style used for the MLC writing assignments:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

12. Mailing address:

Student Name

Master Leader Course

1/640th Regiment (RTI)

17800 S. Redwood Road

Bluffdale, UT 84065-4999

13. Lodging, Meal Per Diem, and Camp Williams Facilities:

a. Lodging: **Soldiers must stay on Camp Williams in the BEQ for the duration of the course.** Do not make billeting arrangements before reporting; the MLC Chief of Training will reserve rooms for students. The Soldier's unit must reimburse lodging expenses using DTS. The Camp Williams lodging rate for Soldiers attending the MLC is \$29 per day. Amenities include a four-cup coffee maker, towels, and bed sheets. For additional information, please contact the BEQ front desk at 801-878-5329. The BEQ cannot guarantee that rooms will be cleaned before 1500; coordinate with the billeting office to identify options/solutions. Students arriving a day before the report date must coordinate with the billeting office prior to their arrival.

b. Full meal per diem is recommended for students. Meals are available at the Dining Facility (DFAC). The DFAC is in the same building where the course is conducted. M-Day/TPU Soldiers are issued a meal card. AGR, ADOS, and Active-duty Soldiers pay the "Full Meal Rate" at the DFAC. The following site provides the current meal rates: <https://www.travel.dod.mil/Travel-Transportation-Rates/Meal-Rates/>. The DFAC has transitioned to a cashless payment system. **Students must pay using a debit or credit card.** Students with food allergies or religious dietary needs may contact the DFAC NCOIC, MSG Chatterley, at nq.ut.utarnq.list.640th-rti-dfac@army.mil.

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c. Post Exchange hours of operation: Monday through Friday, 0800-1800, and Saturday through Sunday, 1000-1530. The PX has a limited selection of uniform items and does not offer uniform alterations.

d. Medical services: There are no medical facilities available on Camp Williams. Facilitators will direct Soldiers to a local hospital for any medical issues.

14. The host for the MLC is the 1/640th Regiment (RTI) at Camp Williams, Utah.

15. The point of contact for this memorandum is the MLC Chief of Training, MSG Cory Rose, at 801-878-5785.

KYLE B. HARRISON
CSM, UTARNG
Commandant