



UTAH ARMY NATIONAL GUARD
1ST BATTALION, 640TH REGIMENT REGIONAL TRAINING INSTITUTE
17800 S. REDWOOD ROAD, BUILDING 7150
BLUFFDALE, UT 84065-4905

NGUT-RTA-Z

29 July 2025

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 Blackboard (Bb) as well as the website address. All prerequisites, readings, assignments, and requirements are available to registered students on Bb.
3. All students must meet prerequisites for MLC found in the ATRRS Course Catalog at <https://www.atrrs.army.mil/atrrscc/>. Search using the following parameters:

Fiscal Year: 2025, School Code: 956, Course Number: 1-250-C6.
4. All students are required to ensure they have a fully activated A365 and army.mil account. It is the responsibility of the Soldier and their organization to ensure this account is up and running prior to attending the course. This along with a current Cyber Awareness training and a signed Army Acceptable Use Policy (AUP) are critical to accessing the course material. Failure to do so will lead to their 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 arriving at Camp Williams, students will go 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 (on the second floor at the south end of the building) for height/weight and the orientation briefing. Attire is the Army Physical Fitness Uniform (APFU). **Note: if flights are delayed and students cannot attend the 1500 briefing, inform the Chief of Training, and report to the same location listed above on Friday, day 1, 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 \$130.00.

(2) Rental vehicles or privately owned vehicles are recommended. The student's unit is responsible for all transportation and travel expenses.

7. Height/weight screening is required at MLC and all Soldiers must follow the standards outlined in AR 600-9. Students are evaluated using the one site tape test.

8. IAW AD 2025-06 (Army Fitness Test) the AFT has replaced the ACFT as of 1 June 2025. All ACFT for-record tests taken prior to 01 June 2025 remain valid through 31 December 2025.

a. Resident learners will be administered the AFT IAW AD 2025-06 (Army Fitness Test) standards and during the time designated on the class schedule. During this AFT transition period, learners must attempt to comply with the new Army Fitness Test standards outlined in HQDA EXORD 218-25 (CC) Army Fitness Test (AFT) (Final). All learners attending the MLC are expected to take an AFT during the course which will be used for data collection. An AFT re-assessment will be administered on Day 13 for students who fail the initial AFT administered at the course.

b. **Permanent profiles must include any restrictions for the AFT. MLC students will participate in all AFT events unless the exempt exercises are explicitly outlined on their permanent profile.** Soldiers on a temporary profile are not authorized to attend the MLC.

9. All learners must submit a completed Pre-Execution Checklist (PEC) signed by their commander (found in Bb) as well as all required supporting documentation including a completed and signed DA Form 705, DA Form 5500/5501 (as applicable), and DA Form 3349 (as applicable).

a. **The student's DA Form 705 MUST display the last for record ACFT administered and passed. This is due to the AFT transition period. A DA 705 submitted to the schoolhouse which reflects the AFT scores will not be accepted.**

b. **The students' DA Form 5500/5501 must be current (within 60 days of the course start date). Students will be sent home if the form is outside 60 days of the course start date.**

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c. The DA Form 3349 (physical profile record) blocks 29-31 must be filled out and depict the Army Fitness Test events. Block 32 must be signed by the student's commander.

d. All pre-requisite forms and requirements are available in the homepage of Bb. The pre-requisite documents must be uploaded in to Bb prior to reporting to the course.

10. Packing list items:

- a. Military ID (CAC) (mandatory)
- b. Two sets of the Army Combat Uniform (OCP) (mandatory)
- c. Army Physical Fitness Uniform (APFU) (mandatory) with cold-weather items as applicable
- d. Army Service Uniform (ASU or AGSU) (mandatory) for graduation**
- e. Toiletries (as required)
- f. Civilian/PT clothing (as required)
- g. Three sets of business casual attire (optional weekend uniform). Business casual guidelines are located at the following website:
<https://ut.ng.mil/Portals/40/Business%20Casual%20Guidelines%2020240313.pdf>

11. It is strongly encouraged that students go to Bb > Learning Center > Research and Writing Lesson Material and familiarize themselves with some of the resources that are necessary to help improve writing skills. Use the Purdue Online Writing Lab at the link below as the primary source for current American Psychological Association (APA) seven guidance:

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

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will reserve rooms for students. The Soldier's unit will reimburse lodging expenses using DTS. The Camp Williams lodging rate for Soldiers attending the Master Leader Course is \$29 per day. You may contact the BEQ front desk for additional information at 801-878-5329. The BEQ cannot guarantee rooms will be cleaned prior to 1500, coordinate with the billeting office to identify solutions. Students arriving a day prior to 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). M-Day/TPU Soldiers are issued a meal card. 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 cannot accept anything larger than a \$10 bill and is unable to accept credit cards. An ATM is located outside of the DFAC and dispenses \$10 bills. Students that have food allergies or religious dietary needs may contact the DFAC NCOIC, MSG Chatterley, at ng.ut.utarnng.list.640th-rti-dfac@army.mil.

c. Post Exchange hours of operation: Monday through Friday 0800-1800 and Saturday through Sunday 1000-1530. The PX has limited uniform items.

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 at 801-878-5843.

////ORIGINAL SIGNED////
KYLE B. HARRISON
CSM, UTARNG
Commandant