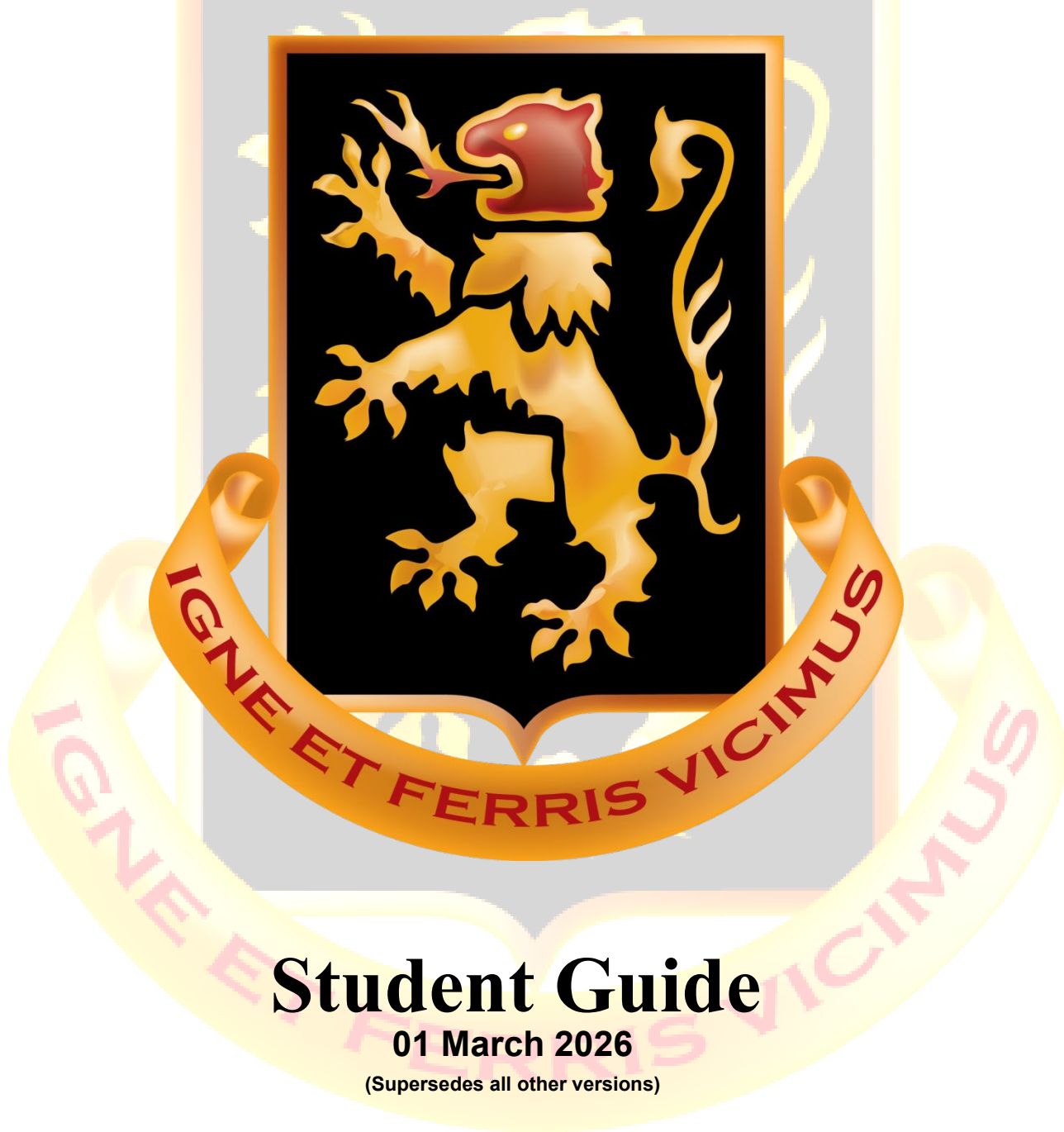


# 1/640<sup>th</sup> Regiment (RTI) NCOA

17800 S. REDWOOD ROAD, BLUFFDALE, UTAH, 84065-4999



## Student Guide

01 March 2026

(Supersedes all other versions)

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# 1 GENERAL

## 1-1. PURPOSE

This guide outlines applicable policies and procedures for students reporting to the 1/640th Regiment (Regional Training Institute (RTI) Non-Commissioned Officer Academy (NCOA). Students must become familiar with this guide within 24 hours of arrival at the RTI. Students are responsible for following NCOA Policy Letters, which are posted on Blackboard/Moodle, and bulletin boards located in training areas. Failure to comply with policies and/or procedures may result in disciplinary actions or dismissal.

## 1-2. OPEN DOOR POLICY

The Open Door Policy is in effect at the RTI. No one will be denied the opportunity to see the Commandant or the chain of command. Soldiers who desire to speak with the NCOA leadership must first express their intentions using the Cadre chain of command (i.e., Facilitator, Senior Small Group Leader, or Chief of Training). Individuals should make every effort to resolve their problems using the chain of command, starting at the lowest level. If satisfaction has not been obtained, the Soldier needs to inform Cadre before speaking with the NCOA leadership. Details for the request need not be disclosed.

## 1-3. PROGRAM OF INSTRUCTION

US Army NCO Academy (USANCOA), Ft. Bliss, TX, initiates and develops the Course Management Plan (CMP) and Program of Instruction (POI) used by the courses taught by the 1/640th Regiment (RTI) NCOA.

## 1-4. CHAIN OF COMMAND / NCO SUPPORT CHANNEL

### a. Academy NCO Chain of Command (Cadre)

- Commandant
- Deputy Commandant
- Chief of Training (CoT)
- Senior Small Group Leader (if applicable)
- Small Group Leader/Facilitator/Instructor

### b. Student Chain of Command (BLC only)

- Student First Sergeant
- Student Platoon Sergeant
- Squad Leader

## 1-5. LOCATION/ADDRESS

**While stationed here, your address will be:**

[Rank, Student Name, Course]

1/640<sup>th</sup> Regiment (RTI) NCOA, (Class Number)

17800 South Redwood Road

Bluffdale, Utah 84065-4999

## 1-6. TELEPHONE NUMBERS

Commandant	Commercial: 801-878-5457	DSN: 766-5457
Deputy Commandant	Commercial: 801-878-5781	DSN: 766-5781
BLC Chief of Training	Commercial: 801-878-5782	DSN: 766-5782
BLC Staff Duty	Commercial: 801-716-9061	
BSC Chief of Training	Commercial: 801-878-5198	DSN: 766-5198
MLC Chief of Training	Commercial: 801-878-5785	DSN: 766-5785

- a. Cellular Phone Use During Testing: **Cell phones will not be allowed on your person during any written or hands-on examinations. All cell phones will be turned in until the test review is complete.**

## 1-7. STANDARDS

- a. Academics: The determination for completion of the course rests with the course facilitators and Battalion leadership, based on satisfactory completion of each subject area. Refer to the Individual Student Assessment Plan (ISAP) for detailed graduation requirements. Soldiers who are rated as "Did not Meet Standards" on any examination or hands-on evaluation will receive retraining and re-evaluation. The minimum passing score for written/hands-on examinations/evaluations varies by course. Specific requirements for each test are outlined in each course's ISAP/SEP. A maximum of one retest per evaluation may be administered.
- b. DA Form 1059 – Academic Evaluation Report: Each student enrolled will receive a DA Form 1059 Academic Evaluation Report in accordance with AR 623-3.
- c. Honor Code: Violations of the Honor Code (see para. 3-1), discipline problems, demonstrated lack of motivation (apathy), security violations, SHARP violations on/off duty, or an inability to meet course standards may be cause for dismissal from a course.
- d. Height/Weight and Physical Fitness: Each student must maintain the Army Body Composition Program and physical fitness standards as prescribed by FM 7-22, AR 350-1, and AR 600-9.

## 2 PROCEDURES

### 2-1. DUTY HOURS:

Normal duty hours are identified in the course training schedule. Due to the amount of training required, it is necessary, on occasion, to train after normal scheduled duty hours. You may also have homework and study hall requirements after hours. "Commandant's Time" will be used to accomplish tasks, as required by the Chiefs of Training. This time should be used to benefit the Battalion, student morale, and well-being of the Soldier, including an additional study hall as necessary.

### 2-2. FINANCE/BANKING

- a. 1/640th Regiment (RTI) IS NOT RESPONSIBLE FOR STUDENT PAYROLL; Home units have that responsibility. Soldiers will contact their unit as soon as possible with any pay issues.
- b. 1/640<sup>th</sup> Regiment (RTI) IS NOT RESPONSIBLE FOR SUBMITTING TRAVEL PAY; home units are responsible for processing travel vouchers.
- c. IAW Joint Travel Regulations, Soldiers will travel using a Government Travel Charge Card (GTCC). Should Soldiers need funds for operational expenses or meals not at the DFAC, they may use their required GTCC. Soldiers will bring sufficient funds to cover personal expenses for the duration of the course. Loans are not available to personnel on short-tour orders, including Army Emergency Relief Funds.
- d. The Dining Facility (Bldg. 7150), the Exchange (Bldg. 6200), and the Beehive Service Club (Bldg. 4200) have ATMs for student use.
- e. Soldiers are strongly discouraged from loaning money to other students.

### 2-3. LAUNDRY

Laundry facilities are located in the BLC Barracks BLDG 7155, and Buildings 8032 and 6070. Barracks laundry rooms will be cleaned per SOP.

### 2-4. MAIL

Students can deposit outgoing mail in the mailbox located in front of Building 7060 or the TASS complex. The Regimental S-1 receives incoming mail at approximately 1500 each duty day. Students' incoming mail is given to their respective facilitators for appropriate distribution. Students should not attempt to pick up their own mail.

## **2-5. OUT-PROCESSING**

- a. To out-process, 1/640th RTI property to include meal cards, equipment, etc., must be returned prior to graduation rehearsal or changes to travel arrangements. Students are subject to a statement of charges if the equipment is not returned.
- b. If lodging in the Bachelor Enlisted Quarters (BEQ) and not RTI-provided barracks, students must obtain a paid-in-full receipt from billeting prior to obtaining a DA Form 1059.
- c. Students will not make travel arrangements prior to the day/time determined by the respective courses' Chief of Training.

## **2-6. PASSES**

Passes may be granted by the Commandant. See policy # 24-23 Pass and Accountability. Activities that are found to be above a low-level risk before controls are emplaced require the submission of a deliberate risk assessment.

## **2-7. PHYSICAL FITNESS**

Individual PT is encouraged during all courses. A post-gym is provided in Building 8400. Reflective material will be worn during low visibility conditions while conducting physical fitness in areas where motorized vehicles are permitted. The wearing of headphones is only authorized in the post gym and PT field.

## **2-8. BARBER**

The barber on post is open on a limited basis in Building 6200 (The Exchange). A schedule showing hours of operation is posted on the building.

## **2-9. THE EXCHANGE**

A small Post Exchange is located in Building 6200. A schedule showing hours of operation is posted on the building. The Exchange sells very limited uniform items. There is no military clothing or sales on Camp Williams.

## **2-10. STAFF DUTY NCO (SDNCO)**

- a. There is no full-time Staff Duty NCO located on Camp Williams. All issues and concerns will be addressed through your student chain of command to Cadre leadership. After duty hours, BLC students may notify their Senior Small Group Leaders by calling 801-716-9061.
- b. Red Cross Messages will be directed to the respective courses' Chief of Training.

## **2-11. VISITORS**

- a. Members of a Soldier's unit/command are welcome to visit the Battalion. Visits must be coordinated through the Deputy Commandant.
- b. Visitors are not allowed in training areas without a cadre escort.
- c. Guests and family members remaining overnight are not authorized.

## **2-12. BILLETING**

Billeting is coordinated and directed by the respective Chief of Training. Cleaning will be completed per barracks SOP. Rooms may be inspected on a weekly basis by Cadre.

## **2-13. MEALS**

Students are provided meals at no cost and are required to eat in the Dining Facility (unless they receive BAS). Title 10 and Title 32 Soldiers (Active Duty, AGR, ADOS, FTNG status) receiving BAS will be charged the government rate to eat in the DFAC unless orders specify separate rations. The DFAC does not accept cash for payment. They do accept credit and debit cards.

# **3 STUDENT CONDUCT**

## **3-1. HONOR CODE**

- a. Honor Code violations are subject to disciplinary actions and course dismissal.
- b. Students will not lie, cheat, or steal. They will not bring discredit upon themselves or the organization they represent. Students will not bicker, raise trivial subjects for objection, or use evasive remarks. Students will be honest and respectful in all their interactions and give maximum effort to all course requirements. Students will respect the property and the rights of others. Students will uphold and enforce all policies/standards contained in this student guide.
- c. Use of Artificial Intelligence (AI): See Policy # 24-20 Academic Integrity

## **3-2. MILITARY BEARING**

Students are expected to render proper military courtesy.

### 3-3. APPEARANCE

Students will maintain personal appearance standards IAW AR 670-1/DA PAM 670-1 and associated ALARACTs. Haircuts and mustaches are worn according to AR 670-1/DA PAM 670-1. The patrol cap is the organizational headgear. When authorized, civilian clothing will be worn in accordance with the course manager's guidance.

### 3-4. CONDUCT

Students represent the 1/640<sup>th</sup> RTI NCOA and will conduct themselves with high standards in accordance with the Army Values.

a. Students are assigned to the 1/640th Regiment (RTI) NCOA and will always act as Soldiers and professionals. Inappropriate conduct (such as that listed below) **will be grounds for dismissal:**

- Failure to abide by Federal, State, and local laws and statutes.
- Public displays of affection or fraternization (see para. 3-11).
- Disrespectful or insubordinate conduct.
- Violations of the Sexual Harassment/Assault Prevention policy (SHARP).
- Fighting.
- Honor code violations.
- Abuse of alcohol or use/possession of illegal drugs.
- Disorderly conduct.
- Use of tobacco products or vape pens within government buildings or areas not designated for smoking (see para 3-8).
- Possession of private firearms, live ammunition, or pyrotechnics (the term "Possession" includes self, billets, or POVs).
- Theft or damage of government, public, or private property.
- Failing to be at the appointed place at the appointed time.
- Failing to perform assigned/additional duties.
- Gambling.
- Failing to follow all security regulations and procedures or failing to report an infraction.

### 3-5. COUNSELING AND COMPLAINTS

- a. Soldiers will attempt to handle all problems at the lowest level possible.
- b. Complaints will be filed in writing through the Chain of Command.

### **3-6. DISCIPLINARY ACTION**

Students are subject to the rules and regulations of the 1/640th Regiment (RTI) as set forth in this document and posted policies and procedures. All disciplinary action is handled on a case-by-case basis within the appropriate Chain of Command IAW regulatory guidance.

### **3-7. ALCOHOLIC BEVERAGES**

Alcohol consumption is allowed for anyone 21 years old or older once the duty day is complete. Any student under the age of 21 who consumes alcohol will be immediately dismissed. **ABSOLUTELY NO ALCOHOLIC BEVERAGES** are allowed in or around any government building (with the exception of the Beehive Service Club) at any time. The use or possession of controlled substances is forbidden. Alcohol consumption will be done in moderation. Non-BLC students who are lodged in the BEQ (BLDG 8300) may possess alcohol. (See Alcohol Consumption Policy Memo 25-03)

- a. Individuals who choose to consume alcoholic beverages must do so lawfully and responsibly. Responsible use includes the application of self-imposed limitations of time, place, and quantity when consuming alcoholic beverages.
- b. Responsible drinking is defined as drinking in a way that does not adversely affect an individual's ability to fulfill their obligations and does not negatively impact the individual's job performance, health, well-being, or the good order and discipline in a unit or organization. Students are not to consume alcohol to a level that a reasonable person would consider them intoxicated (drunk).
- c. BLC Students: BLC Students are not authorized to purchase alcohol at the PX. The only authorized place to consume and purchase alcohol on Camp Williams is the Beehive Service Club (Located at Building 4200). Students may not possess alcohol outside of the service club, including training areas, inside or outside the BLC barracks, or in their personal vehicle. Violations will be reviewed on a case-by-case basis to determine action to be taken.

### **3-8. TOBACCO USAGE**

Tobacco will only be used at clearly marked areas around the exterior of the RTI. There will be no use of tobacco products in the classrooms or other Regimental buildings. This also includes smokeless tobacco products and vape pens.

### **3-9. POVs**

Students are authorized to use POVs. Drivers are expected to obey all posted policies, including speed limit, traffic signs, right of way, etc. Use of cellular devices while driving in Utah is prohibited (without hands-free equipment). As per Army Garrison Camp Williams, POV's are not allowed in the tactical training areas. Parking is allowed in designated areas only. Students caught violating POV policies risk losing on-post driving privileges.

### **3-10. BEEHIVE SERVICE CLUB**

The Service Club is located at Building 4200. Refer to para 3-7 for alcohol consumption guidance.

### **3-11. STUDENT/STAFF RELATIONSHIPS**

These relationships should be strictly formal at all times. Fraternization between students and staff is NOT authorized and will NOT be tolerated under any circumstances. Relationships between students will be of a professional nature at all times.

### **3-12. MEDICAL**

- a. Sick call: Students will report to Cadre to request to go to sick call. UT-MED DET does not provide Sick Call. Any student who is sick or injured requiring medical attention will be transported to a local urgent care facility.
- b. Emergencies: Whether on or off-duty, students will contact the appropriate medical authorities (911) for life, limb, or eyesight issues. After addressing the emergency, the student will contact the Chief of Training as soon as possible

### **3-13. PHYSICAL SECURITY**

Camp Williams is a full-time, multi-service training facility. Soldiers will lock all buildings/rooms and secure personal items when not in use. The 640<sup>th</sup> RTI or Camp Williams will not be held accountable for lost or stolen items. It is the Soldiers' responsibility to safeguard all valuables and personal equipment.

### **3-14. APPEALS**

Students recommended for release from any course for adverse reasons (misconduct, academics, etc.) are entitled to have the recommendation for dismissal referred to the Commandant or appointed delegate. Medical releases will be based on the attending physician's recommendation

## **4 SAFETY AND ENVIRONMENT**

### **4-1. SAFETY**

Safety is everyone's responsibility. Soldiers will refer to the safety policy posted in each classroom.

### **4-2. COMMAND SUPPLY DISCIPLINE PROGRAM (CSDP)**

All equipment issued to students will be accounted for IAW regulatory guidance. All Soldiers will be fiscally accountable for damaged, unserviceable, or missing equipment belonging to the 640<sup>th</sup> RTI IAW ANNEX F of the 640<sup>th</sup> RTI Regimental SOP.

### 4-3. WILDLIFE

Camp Williams has an abundant variety of wildlife; do not disturb it while you are here, IAW range control guidelines.

## 5 OPERATIONAL SECURITY (OPSEC)

All students will practice OPSEC while in attendance at the course.

