



## UTAH NATIONAL GUARD

1<sup>ST</sup> BATTALION 640<sup>TH</sup> REGIMENT (RTI)

17800 SOUTH CAMP WILLIAMS ROAD

BLUFFDALE, UT 84065

NGUT-RTA-B

24 January 2024

MEMORANDUM FOR Students attending the 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 640<sup>th</sup> Regiment (RTI) on Camp Williams in Bluffdale, UT. Your selection indicates the Army's trust and confidence in your leadership potential and the ability to serve in positions of greater responsibility.

2. The BLC is a 22-day (169 hours) that focuses on the six 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 PME learning continuum. The 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. Report Day instructions on how to Camp Williams are provided in the welcome packet. There will be no transportation provided from 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.

b. In-Processing/Orientation briefings will be in building 7150, in the drill floor. Please refer to the provided Camp Williams map. In-Processing will begin at approximately 1030 and run continuously until approximately 1830 on day zero, ATRRS report date, of the course. On this travel day, anyone that has questions on transportation or any late arrivals due to flight cancellations, please call our BLC staff duty phone at 801-716-9061. The latest we can have a Soldier arrive will be on day one, boots on Camp Williams, no later than 1300. If delayed past that, please contact the BLC Chief of Training via email to work a possible walk-on option for following courses.

c. Students will report with items per the packing list. Soldiers who have not been issued these items, ie ASU, will be required to report with a memorandum from their commander. Arrive with copies of your orders, or 4187/MFR or 1610 for AC, AGR, and ADOS Soldiers.

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d. Common Access Card (CAC). All Soldiers attending the BLC are required to have a valid CAC. This is a requirement for use of the classroom computers and to sign required documents.

e. The BLC graduation will be on day 21 at approximately 1000. Time can be subject to change. Please inform your Cadre if any family members or unit representatives will be attending.

f. 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 that arrive with a cancelation due to incomplete PRCL will be returned to their units.

g. 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.

h. DA Form 3349. Soldiers must arrive with a copy of their permanent profile. Temporary profiles are NOT accepted (exception see 4.a below). All permanent profiles will have the signature of the profiling authority and commander.

i. Soldiers have 72 hours to provide all required missing documents. Soldiers who fail to provide required missing documents within the established timeline will be considered for dismissal and returned to their unit.

j. 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. 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 from the course.

c. Pregnant Soldiers: Soldiers who are pregnant prior to the course may not attend BLC until medically cleared. A Soldier who is diagnosed as pregnant while attending BLC may continue training if written documentation from a doctor is provided and states the Soldier can participate in all course requirements. Soldiers medically dis-enrolled for pregnancy are eligible to return to a later course when medically

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cleared.

- d. Completed Structured Self Development I or Distributed Leader Course I.
- e. Minimum rank of SPC or CPL.
- f. Be eligible for re-enlistment.
- g. Have no Suspension of Favorable Action (Flag or pending flag).

5. BLACKBOARD (Bb): Bb is a web-based education tool designed to assist with online/virtual education. The 640th NCOA Blackboard page contains academy policies, lesson material, grades, announcements, and other basic information. Students will use Blackboard to upload required documents, submit assignments, and more. Instructors will work with each student on day 1 in uploading required documents. It is not required to upload required documents prior to attending.

6. Height/Weight screening along with the ACFT will be conducted as a graduation requirement at BLC as stated in AR 350-1, para 3-13. Soldiers attending BLC will adhere to the requirements In Accordance With (IAW) TR 350-18, paras 3-21, 3-22. TRADOC Form 350-18-2-R-E Pre-Execution Checklist (PEC) (for AC schools and Soldiers) OR the ATRRS automated post reservation checklist (PRCL) (for RC schools and Soldiers) will be the verifying system or document to attend.

7. 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 personal conflicting events; employment, appointments, leave, childcare, etc. must make every effort to reschedule their personal events. Soldiers must have a family care plan in place prior to attending the course.

b. While attending the BLC, you will be expected to write several papers. A good resource for increasing your writing skills is provided at the link below.  
<https://www.milsuite.mil/book/groups/nco-writing-program>.

c. It is imperative that you begin referencing important tested materials such as FM-22 and ATP 7-22.02 and begin learning how to properly conduct Physical Readiness Training (PRT). You will be tested on conducting this from memory. Once you receive Bb access for your course (it is sent in the 2<sup>nd</sup> portion of the welcome packet), you will be able to access the course materials for all these manuals.

8. Miscellaneous:

- a. Mailing information:

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Student Name  
BLC  
1/640th Regiment (RTI)  
17800 S. Camp Williams Road  
Bluffdale, UT 84065-4999

b. Telephone numbers:  
Senior Small Group Leaders: (801) 878-5283/5555/5257/5541  
BLC Chief of Training: (801) 878-5782

9. Camp Williams Facilities:

- a. ATM: Located within the PX at Building 6200.
- b. Laundry: Washers and dryers in billeting, Buildings 8300 or 8320.
- c. Medical services: Camp Williams will provide sick call for basic care. Camp Williams does not have a TMC. BLC is not the place to take care of any pre-existing ailments just because you are on orders. Any severe cases will be transported to a local hospital for urgent care.
- d. Post Exchange: Small PX with limited uniform items is located in Building 6200 and is open from (0800-1800, Mon-Fri. 1000-1530, Sat).
- e. Barber Shop: Located in Building 6200 (same as the Exchange) that is open 1100-1700 hrs. Monday thru Friday, and 1100-1400 hrs. Saturdays.
- f. Quarters: 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 once to a report time, they will be required to stay in the barracks.
- g. Rations are available at the Dining Facility (Building 7150). Breakfast, lunch, and dinner are provided to the BLC Soldiers. If you have a personal lifestyle dietary choice, such as, vegetarian, vegan, kosher, etc, please understand we have a select menu to abide by and will not be able to provide or cater to all necessary life choice needs. If dietary need is medical, allergy, or religious, you must provide documentation from either a certified physician or a chaplain stating so.

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10. I am confident that you will have a rewarding experience while completing the 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, MSG James Narramore, at [james.w.narramore.mil@army.mil](mailto:james.w.narramore.mil@army.mil) (801) 878-5782.

//////// SIGNED //////////  
THOMAS A. LAWRENCE  
CSM, USA  
Commandant