NGUT-RTD 26 May 2022

MEMORANDUM FOR Students Attending 35M30 Human Intelligence Collection Sergeant Advanced Leader Course, Classes 22-005 and 22-006, 26 June to 29 July 2022

SUBJECT: Addendum to 4/640th RTI Letter of Instruction for 35M30 Advanced Leader Course

1. Welcome and congratulations on your assignment to attend the 35M30 Human Intelligence Collection Sergeant Advanced Leader Course at 4th BN, 640th REGT (RTI) at Camp Williams, Utah. The purpose of this course is to provide you the leadership skills to be a Staff Sergeant and a highly successful HUMINT Collection Sergeant for the United States Army in a hostile Operational Environment. This course is very challenging and very gratifying to complete. Please come prepared to work hard and motivated to learn new skills and share your experience for the betterment of the group. If you have questions, do not hesitate to contact 1SG Cory Morrill (contact info below) as soon as possible to ensure your preparation for this course. Travel safely and we look forward to seeing you in class.

2. Please read the accompanying 4th BN, 640th RTI letter of instruction (LOI) carefully for reporting and administrative information. It is a Base LOI for all of our courses and this addendum gives specific information for the 35M30 Course that may be different. Pre-requisite requirements for course attendance is listed in the 4th BN LOI.

3. Please **REPLY** to the undersigned upon receipt of this welcome letter acknowledging receipt of the information. We have included the course inprocessing paperwork as Annex C of this addendum. You can fill it out and send it back with your acknowledgement. Also, please include a civilian email address and your cell number as well.

4. Inprocessing: All the documents you need to complete for inprocessing are included in Annex C. These include an information sheet and three forms that you need to complete to get access to the Classified SIPR network that you will require while at the 35M30. All documents must be completed digitally. Please DO NOT bring printed copies. Please complete these, digitally sign where indicated, and send them back to me before you report for the course. Here are the documents due by the time you process into the course:

a. Important Sheet (Annex C)

b. DD 2875 (Annex C)

c. DD 2842 (Annex C)

d. SIPR Acceptable Use Policy (Annex C)

e. DoD Cyber Awareness Challenge Certificate (See paragraph 8 of BN LOI)

f. DD 1610, DTS Order and/or DAMPS Pay Order

g. DA 3349, Permanent Profile, if applicable

h. DA 1059 from BLC

i. Proof of holding the 35M MOS (MOS Order, ERB, DD 214)

Complete all of these items and your inprocessing will short, extremely easy, and you can focus on class from day 1. You will need to complete any missing items during inprocessing. We only have a few NIPR computers, and they are not very fast. Completing these on inprocessing day can be a long and tedious ordeal. Make it simple for everybody and complete these beforehand. You can email them to me at [cory.c.morrill.mil@army.mil](mailto:cory.c.morrill.mil@army.mil) or send them by DOD SAFE at <https://safe.apps.mil>. If you check the box to encrypt the documents on DOD SAFE, please send me the passphrase or I will not be able to download them.

5. Course Specific Information:

a. Please note the security clearance requirements as well as the read-on requirements. A separate email will be sent to you with deficiencies.

b. You will be screened for Height and Weight on Day 1 of the course. Uniform for Height/Weight will be the Army Physical Fitness Uniform (APFU). Annex A contains a recommended packing list for the course. There will be no inspection of these items.

c. Physical Training is not built into the training schedule for this course. However, we highly encourage you to conduct PT, as it is beneficial both mentally and physically. You may conduct PT in the APFU or modest civilian fitness clothing.

d. No transportation is provided from the airport to Camp Williams. You will be billeted in BEQ in Building 8300 for $22 per night. The Dining Facility (DFAC) location is annotated on Annex B of this addendum. Inprocessing paperwork from paragraph 8 of BN Welcome Letter can be emailed prior to reporting for inprocessing.

6. Please address any questions or concerns to the undersigned at 801-878-5276, DSN 312-766-5276, or email [cory.c.morrill.mil@army.mil](mailto:cory.c.morrill.mil@army.mil).

ENCL CORY C. MORRILL

Annex A, Packing List 1SG, USA

Annex B, Detailed AGCW Map 35M30 Chief of Training

Annex C, Inprocessing Forms