



## UTAH ARMY NATIONAL GUARD

3RD BATTALION (FA), 640TH REGIMENT (RTI)

17800 SOUTH REDWOOD ROAD

BLUFFDALE, UTAH 84065

NGUT-RTC-Y

20 October 2022

MEMORANDUM FOR 3<sup>RD</sup> BATTALION (FA) 640<sup>TH</sup> REGIMENT (RTI) STUDENTS

SUBJECT: Student Information Letter

1. Congratulation on your selection and attendance to your 13 Career Management Field (CMF) MOS-T, ALC, or SLC course being conducted at Camp Williams, Utah. Here is the information you will need to be successful.

2. All students attending a Professional Military Education (PME) course with a Virtual Learning (VL) phase WILL NOT report to Camp Williams, Utah until the phase 2 report date. The VL portion will be completed at the student's home station prior to phase 2 arrival.

3. Course Prerequisites.

a. Meet the pre-requisites as outlined in the Army Training Requirement and Resource System (ATRRS) SLR and SH screens for the course you are attending.

b. As of 15 December 2021, all students must comply with TRADOC OPORD 21-014, FRAGO 5, and be fully vaccinated prior to arrival for PME or function training conducted at TRADOC schools.

c. Your Post Reservation Checklist Status in ATRRS must show "complete" or you will need to fill out and bring a copy of the TRADOC FORM 350-18-2-R-E with all appropriate signatures. Contact your training NCO/unit administrator or first line leader with questions.

d. DA Form 3349 Profiles.

1) Soldiers with Medical Profiles (Temporary or Permanent) due to operational deployment will be permitted by their immediate commanders to attend PME within the guidelines of their profile. Soldiers must arrive at the schoolhouse with a copy of their current profile and a memorandum signed by their commander stating the profile is a result of injuries sustained to operational deployment.

2) Soldiers with temporary profiles that are not the result of operational deployments that prevent full participation in the course will be removed from school attendance. Consideration by their immediate commander until the temporary profile is removed IAW AR 350-1 para 3-14 B, AR 600-8-19 para 1-34 and Army Directive 2022-5.

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3) If you have a permanent profile, you must send email a copy of your DA Form 3349 to your applicable course manager for review. The DA Form 3349 must have all sections accurately filled out with all signatures, to include the unit commanders. At a minimum, you must be able to complete an aerobic endurance event as outlined in chapter 2 of the ATP 7-22.01, C2 and must be able fully participate in all course requirements. We will review your permanent profile to determine if you meet minimum course enrollment requirements.

e. You must have at least one year remaining on your current enlistment prior to the class start date. AR 350-1 para 3-11 E.

f. You will be required to take and pass an ACFT as well as meet Army Body Composition standards as set forth in the AR 600-9. On day 1 students will conduct height and weight. Students that fail the initial height/weight or body composition standards will be re-assessed on day 9. On day 3 students will take the ACFT. Students that fail the initial ACFT will take an ACFT retest on day 11. Failing the body composition standards as set forth in AR 600-9 or an ACFT as set forth in the ATP 7-22.01 will result in dismissal from the course in accordance with Army Directive 2022-5 and AR 350-1 para 3-13 C-2. Utah is a hot/arid environment and Camp Williams sits at approximately 4400 feet in elevation. Take this into consideration as this will impact your physical abilities.

g. You must be in a Reserved "R" status in ATRRS. Soldiers not in an "R" status may not be enrolled unless a prior written request is made to this organization by your orders issuing authority. A wait status may change to a reserve status if there are unused quotas inside 30 days or there's a cancellation. Units can send Soldiers in a wait status to possibly walk-on but understand that this is at the cost of that Soldier's unit and does not guarantee the Soldier will be walked on.

3. Minimum items to bring with you:

a. See the enclosed course specific packing list.

b. Bring two copies of your orders for in processing.

c. Bring two copies of your Permanent Profile (DA Form 3349), if applicable.

d. Know your unit address and the Unit Identification Code (UIC) for your unit.

e. Your common access card (CAC) and one other form of picture ID. Make sure they will stay current throughout all phases of the course.

f. A current Military driver's license signed by your unit Commander.

4. Travel and In-processing.

a. Driving. Report to 3<sup>rd</sup> Battalion (FA), 640th Regiment (RTI), 17800 S. Redwood Road Bluffdale, Utah at 1500hrs on the ATRRS report date. Anyone arriving after 1800hrs will need to coordinate with the respective Course Manager. Anyone arriving after 2359hrs on the report date may be denied enrollment to the course unless prior coordination has been made with the schoolhouse POCs.

b. Air. The Salt Lake International Airport is the closest airport to fly in and out of. Arrive at the Salt Lake International Airport on the ATRRS report date before 1300 if possible. Report to 3<sup>rd</sup> Battalion (FA), 640th Regiment (RTI), 17800 S. Redwood Road Bluffdale, Utah at 1500hrs. If you arrive at Camp Williams after 2359 hours on the report date of the course, you may be denied enrollment unless prior coordination has been made with the schoolhouse POCs. Email your respective course manager with your itinerary NLT 10 days prior to the report date to help facilitate transportation needs.

c. Ground Transportation. There is no military transportation provided in and around Camp Williams. Transportation will be provided on travel days to and from the SLC International Airport if you arrive between the hours of 1000 to 1300hrs. Transportation will depart the airport at 1000hrs and then again at 1300hrs. After baggage claim Soldiers need to exit the terminal and report to the departure platform 7C, lower-level area. If you arrive before or after 1000 and 1300, and don't want to wait for the next shuttle, transportation is your responsibility. There are taxis/Uber/Lyft services available from the Airport to Camp Williams for approximately 85.00. Make sure to save your receipt to claim the expense on your travel voucher.

1) POVs. POVs are authorized.

2) Rentals. Rental vehicles are authorized but are not required. 3<sup>rd</sup> BN 640<sup>th</sup> RTI will NOT reimburse you for a rental vehicle. Your unit is responsible for transportation travel costs.

d. In-processing will be conducted in the course classroom on the report date at 1500hrs. See course specific details for building number. All prerequisite information required for enrollment will be reviewed for completeness and accuracy at that time. If you do not have the required documentation showing that you meet all the prerequisites, your unit will have 72 hours to provide the 3<sup>rd</sup> BN 640<sup>th</sup> RTI with the needed documents. If no documentation can be provided, then you will be dismissed from the course.

5. Schoolhouse Contact Information.

a. Mailing information.

Student Name  
(Course you are attending)  
3/640th Regiment (RTI)  
17800 S. Redwood Road  
Bluffdale, UT 84065

- b. Telephone Numbers.
  - 13B Course Manager: 801-878-5688
  - 13F Course Manager: 801-878-5399
  - 13J Course Manager: 801-878-5542
  - BN Operations: 801-878-5462
  - BN NCOIC: 801-878-5055
  - REG Operations: 801-878-5250

- c. Email. [ng.ut.utarng.list.640th-rti-13cmf@army.mil](mailto:ng.ut.utarng.list.640th-rti-13cmf@army.mil)

6. Camp Williams Amenities.

a. Quarters. ALC/SLC/JFO - will reside in post billeting that will be reserved in your name prior to arrival and under the course you are attending. Billeting check-in is at 14:00 in Bldg 8300 on the report date of the course. Billeting costs \$24.00/day and will be reimbursed when you file your travel voucher at your unit. Camp Williams Billeting accepts credit cards. All 13CMF MOS-T students WILL stay in open bays provided at no cost to the student.

b. Meals. Meals are available and served in the TASS Dining Facility located in building 7150. DFAC hours of operation are posted on the public website and in classrooms. All active duty/ADOS/AGR personnel are expected to pay for meals unless orders state otherwise. If paying for meals, you will need to bring small bills as change is limited. No bills larger than \$10 dollars will be excepted. Exact change is preferred. Meal costs:

Breakfast	\$3.85
Lunch	\$6.15
Dinner	\$5.35

d. Banking. An ATM is available at AAFES Troop Store Bldg 6200. Multiple Banks and Credit Unions are located within driving distance of Camp Williams.

e. Laundry. Washers and dryers are available in your buildings and building 6070.

f. Medical services. Sick call will be held daily at 0700-1000. All serious medical problems will be referred to a local area hospital or Instacare.

1) COVID-19. The Adjutant General's policy is to follow CDC guidelines for protection based off the current COVID-19 community level. To find the current COVID-19 community level go to <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html> and use Utah and Utah county as the search criteria. It is recommended to bring at least two masks in case the community level increases while you are here.

g. Post Exchange. The AAFES Troop Store is in Bldg 6200. Hours 08:00 to 18:00 Monday thru Saturday and 10:00 to 15:30 Sunday.

h. Religious Services. Are available on Camp Williams most Sundays, other accommodations will be made as needed.

i. Physical Fitness. The post gym is located in BLDG. 8400 and is open 24 hours a day/7 days a week under video surveillance.

j. Internet. Wireless internet is available throughout Camp Williams billeting by a commercial wireless provider for free. Upgraded service is available for a fee. Prices:

\$3.50	1 hour
\$24.00	24 hours
\$15.95	3 days
\$24.50	1 week
\$39.00	1 month

k. Soldiers attending training at the 640th Regiment (RTI) will be issued a laptop computer for all courseware and testing. All government issued and personal computers are subject to State restrictions and user agreements when using the Utah National Guard NIPR network. ONLY Utah National Guard issued computers will be plugged into the NIPR or logged into the NIPR wireless.

#### 7. Emergency Leave and Pass.

a. Emergency leave can be granted only after a Red Cross message and verification of the message.

b. Pass is authorized on a case-by-case basis. As NCOs, students will be expected to be professional and safe while on pass. Students are expected to be present at formation each morning prepared for training.

c. As per Course Management Plans, students missing more than four academic hours may be dismissed from the course.

#### 8. Alcohol and Controlled Substances.

a. Abuse of alcohol will not be tolerated. The legal blood-alcohol level in Utah is .05, one of the lowest in the nation. Students who abuse alcohol or have an alcohol related incident will be dismissed from their course.

b. Use of controlled substances must be done in accordance with Utah State Law and Army Regulations. Students found to be in violation will be dismissed from their course and subject to prosecution under the Utah Code of Military Justice, the Uniform Code of Military Justice, and/or applicable State Law.

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9. Female billets are off limits to male personnel. Male billets are off limits to female personnel. You will be escorted by cadre if needing to go to the billets of the opposite sex.

10. The Commander and NCOIC have an Open Door Policy for all students. Students should always use the Chain of Command/NCO Support Channel as a first resort.

11. Course specific questions can be directed to 1SG Thomas Bush, 13B course manager, at 435-272-2438, SFC Travis Minear, 13F/JFO course manager, at 801-837-0336, or SFC Clinton Prince, 13J course manager, at 385-313-5872. General/Schoolhouse questions may be directed to SFC James Narramore at 801-884-8450 or MSG Jeff Judkins at 801-920-3822.

Enclosures:  
1- Camp Williams Map  
2- Course Specific Details  
3- Course Specific Packing List

JEFFREY S. JUDKINS  
MSG, UTARNG  
3RD BN NCOIC

3<sup>rd</sup> BN 640<sup>th</sup> RTI Public Page: <https://ut.ng.mil/Units/640th-Regiment-Regional-Training-Institute/3rd-Battalion-640th-RTI-Field-Artillery/>

