



**UTAH NATIONAL GUARD**  
HEADQUARTERS, 640TH REGIMENT (RTI)  
17800 SOUTH REDWOOD ROAD  
BLUFFDALE, UT 84065-4905

NGUT-RTD-Y

6 September 2022

MEMORANDUM FOR Students Attending 35 Series Training at 4/640th RTI starting in June 2020

SUBJECT: Letter of Instruction

1. If you are receiving this letter your unit has coordinated with 4<sup>th</sup> Battalion, 640<sup>th</sup> Regiment for you to attend a 35 series course.

2. Per COVID 19 precautions Soldiers must adhere to the following:

All Soldiers attending a course at Camp Williams will adhere to DOD guidance regarding masks and the COVID vaccine. All Soldiers will need to bring a mask to class with them each day regardless of vaccination status.

**a. Effective 15 December 2021, TRADOC requires all Students attending TRADOC schools for PME, MOS producing schools and functional training to be fully vaccinated prior to arrival. Although FRAGO 5 to HQDA EXORD 225-21 establishes 30 June 2022 as the suspense for the National Guard's and USAR's compliance with 100% vaccination, this is not an individual Soldier suspense. Combined with the Deputy SECDEF Memo, dated 24 September 2021, which restricts official travel for unvaccinated TRADOC has published all guidance regarding vaccinations in FRAGO 5 to TRADOC OPORD 21-014.**

**b. All Soldiers who attend courses with 4<sup>th</sup> BN, 640<sup>th</sup> REGT (RTI) will need to produce proof of vaccination for the COVID 19 virus. Soldiers must produce either a CDC approved vaccination card, or verification from the Soldier's IMR to the Course Manager prior to arrival in Utah. Soldiers who travel without verification will need to produce either form of verification to the Course Manager immediately upon arrival. If a Soldier fails to produce verification of this vaccine requirement, that Soldier will immediately return home at the unit expense.**

3. You must coordinate your transportation to Army Garrison Camp Williams. You should plan your arrival to Camp Williams at **1500 hours** on the report date for accountability at Building 3070. If you cannot arrive prior to 1500 hours please contact your course manager.

4. Rental Cars and POV. Due to the remote location of Camp Williams, coupled with the fact there is no on or off-post transportation, it is **highly recommended** that you request authorization to bring your POV or have a rental car authorized on your orders.

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Though this is a recommendation, it is not mandatory for attendance of any course offered in 4th BN, and authorization must be obtained from your home unit. See attached POV Justification Memo.

5. Army Writing. Courses taught with 4<sup>th</sup> BN 640<sup>th</sup> REGT all have differing degrees of writing associated with them. Students who attend class will write papers, reports, and analyze writing according to the Army's style of writing and in APA format. The United States Army Intelligence Center of Excellence (USAICoE) has several writing classes that students should conduct prior to arriving for class. Some of the suggested classes students should participate in include **APA Formatting - the updated 7 version, Analysis - how to write analysis and the difference between analysis and summary, Comma Usage, Passive and Active Voice, Purpose - the why and BLUF, Run-on Sentences, Sentence Structure, Subject Verb/Agreement, Transitions in Essays, Using Google Docs, and Using Word.**

This list is not all inclusive. It is **STRONGLY RECOMMENDED** that each student attend any course complete one or more of the above courses to help them with their writing ability. Follow the below links below to find these and many other Army Writing Courses:

<https://libicoe.army.mil/courses/writing-program>  
<https://intellibrary.libguides.com/writing>

6. Billeting.

a. On-Post Accommodations. Students residing outside of 50 miles of traveling distance to Camp Williams will have access to BEQ accommodations at \$22 per night. Due to the length and nature of the courses taught in 4th BN, it is **STRONGLY RECOMMENDED** that units take advantage of this option. If you plan to stay in BEQ, contact the Billeting Office at (801) 878-5410 to confirm your reservation (which will be made by the course manager). They are open Monday through Friday 0900-1700 MST or Saturday and Sunday from 0900-1500 MST. Check-in is located on the first floor of Building 8300. You will need to register a credit card, preferably a Government Credit Card (GOVCC), upon check-in. If you do not have a GOVCC, you will be required to leave a deposit. Linen is provided, though you can choose to use your own. No Soldiers are allowed to check into the BEQ prior to 1400 on the day of check in.

b.

b. Students living within a 50-mile radius of Camp Williams may opt to stay in BEQ, as provided on Camp Williams, while attending the course. Expenses associated with on-post housing will likely be out-of-pocket, and may or may not be reimbursed by your unit. It is incumbent upon the student to ensure they are aware of the expenses if funds are not available for reimbursement.

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7. Travel Day (Day Zero). On your travel day **at 1500 hours**, report to building 3070 on Camp Williams to sign in and receive further instruction by the course cadre. Uniform is appropriate civilian attire. Students must park vehicles on the east side of Building 3070 in the dirt parking lot. This dirt parking lot is where student vehicles are to be parked throughout the entirety of the course.

8. Day One. In-processing will begin on the first day of class in building 3030 east entrance foyer at the time directed by your Course Manager. Duty uniform will be ACU's (with Occupational Combat Pattern). Required documents at in-processing are as follows:

- DD 1610 (DTS order) authorizing training attendance (or pay order for local Soldiers)
- DA 3349 Physical Profile if applicable (no temporary profiles for NCOES)
- Applicable waivers
- Contact phone numbers for your unit 1SG, Commander, and unit administrator.
- DoD Cyber Awareness Challenge certificate (must be less than one year old by the completion of the course, the web address that you can use to complete the training is here: <https://iatraining.disa.mil/eta/cyber-awareness-challenge/launchPage.htm>)
- Proof of COVID Vaccination
- CI Adjudication Memorandum
- Appendix H (Active Duty Only)

Additional documents or further instruction may be annotated in the Course Information Memo for your specific course.

9. The PRCL should be completed by your unit in ATRRS prior to arrival at the training site. If your unit is unable to complete the PRCL, you must bring a Pre-Execution Checklist signed by your commander or someone with delegated signing authority & a copy of such delegation.

10. Clearance. You **MUST** have **US Access** of Interim Secret (IS) listed in JPAS as well as be **READ ON** to SCI before arrival at the 640th RTI. If you do not have a IS you may be denied enrollment and be immediately returned to your unit; **the 72 hour rule does not apply**. Contact your local Site Security Officer/J2/G2/S2 to confirm your caveats. If you are enrolled in Continuous Evaluation (CE) you must bring proof of enrollment. You must also have a current Common Access Card (CAC) and know your PIN. Ensure the card is valid throughout the entirety of your course.

11. ACFT and HT/WT. Not applicable for the 35L20 Counterintelligence Special Agent Course.

12. Return travel. Soldiers are released for return travel after **1300** on the final day of the course.

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13. Uniform. Duty uniform is the ACU. Should the 640th RTI deem the weather too cold for wearing the patrol cap, the only authorized cold weather headgear for the 640th RTI is the micro-fleece cap. Fall and winter in Utah is generally from September to late March. Temperatures ranging from below freezing to mid-40 during the day and stay below freezing at night. Spring and summer is generally from April to September. Temperatures range from 80 to 105 degrees during the day and low 60s at night. It is recommended you bring civilian clothing for non-POI time. Dress appropriately.

35L Counterintelligence Special Agent Course has additional clothing requirements:

**Phase one** will be conducted in Business Professional dress. This consists of the following: males – suit jacket, collared buttoned up shirt, slacks, dress shoes, tie, bowtie. Females – suit jacket, blouse, slacks, skirt (knee length), dress, dress shoes. In cold weather, sweaters or cardigans are appropriate. Color of collared shirt and blouse is up to the discretion of the student with the understanding that this attire will represent you as a Special Agent of the United States Army.

**Phase two and three** will be conducted off post and on the economy. Civilian clothing is authorized during these phases of training. Jeans, khaki, polo-shirts, T-shirts, buttoned shirts, sweatshirts, hoodies, comfortable shoes, etc. Shorts, tank-tops, flip-flops, sweatsuits, or tracksuits or 511 Tactical are NOT authorized.

Civilian physical fitness dress is authorized for the Camp Williams gym. Portions of the training might also require “workout” type clothing. It is recommended that students bring appropriate physical fitness clothing.

14. MWR and Amenities.

a. Camp Williams billeting has wireless internet capability, free of charge, for those staying on post; you are encouraged to bring electronic devices capable of utilizing this service. The Internet connection is capable of allowing e-mail communication, but is not sufficient to perform tasks such as streaming video. Computer labs at Building 3030 are also available for research and personal use. Laundry facilities are readily available on AGCW at no cost to the student. There is a fitness center on AGCW as well as an AAFES Post Exchange/Class VI.

b. The 640<sup>th</sup> REGT hosts a 26.2 Mile Ruck March Challenge for students during their time while in attendance in any course. This challenge is in no way a mandatory event. Each Soldier who chooses to take part in the REGT ruck challenge requires a \$50 fee, and a 35lb ruck sack or back pack. Soldiers who register must complete a total of 26.2 miles throughout their stay on Camp Williams. All 26.2 miles do not need to be completed in one iteration, Soldiers can break up the distance into multiple iterations. Each Soldier will maintain a log of their distances and upon completion present the log

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to their Course Manager for final approval. Each Soldier who takes part in this challenge will receive a finisher's medal at graduation, and a positive comment on their 1059 under the special projects or papers section. Register for the challenge through the Course Manager during in-processing. This challenge in no way will increase a Student's academic rating for the course. See attached flyer for details.

15. Student Contact Info. If there is an emergency and it becomes necessary to contact you during training hours you may be contacted via your Course Manager. If an emergency is severe enough to cause you to leave the course, an official notice will need to be sent to the 640th RTI through the American Red Cross. You may use your personal cellular phone during lunch or in the evenings once training has concluded for the day. Following is your mailing address while at the Military Intelligence Training Battalion:

Rank Your Name

(your course) Class # \_\_\_\_\_ - \_\_\_\_\_

4/640th Regiment (RTI), 17800 Redwood Road

Bluffdale, UT 84065

16. College Credit Opportunities. 4th BN, 640th Regiment (RTI) has partnered with both Utah Valley University and Cochise Community College to provide college credits for completion of military intelligence courses attended at Camp Williams. Questions about either program can be directed to the Course Manager for the course you are attending.

a. Utah Valley University is the largest University in the State of Utah. It is accredited by the Northwest Commission of Colleges and Universities and offers Master's, Bachelor's and Associate degrees. Credits are awarded from the National Security Studies Program currently offered at UVU. Charges include an admission application of \$35, with subsequent tuition charges of \$20/credit hour (a 90% discount from the standard tuition rate).

b. Cochise College is a Community College located in Sierra Vista, Arizona. It is accredited by the Higher Learning Commission of the North Central Association. Registration and tuition fees for Cochise College credits are a flat rate of \$60 for any military intelligence course attended.

17. Per Diem. Students will receive meal cards, and be given access to the DFAC on Camp Williams. M&IE per diem allowance will not be required on their DTS, except for the \$5 incidental. \*During certain phases, the 35M10 and 35L20 courses conduct operations off-post. Statement of Non-Availability will be created and signed by the Regimental Commander. (\*Off-post courseware is currently modified to support CDC guidelines and Utah state health restrictions.)

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18. POC for the memorandum is the undersigned at (801) 878-5460 or  
norman.p.rentschler.mil@army.mil

Encl  
POV Justification Memo  
Course Information LOI  
Camp Williams Map

NORMAN P. RENTSCHLER  
MSG, USA  
NCOIC, 4th BN (MI TNG)

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1 April 2022

MEMORANDUM FOR RECORD

SUBJECT: Statement of Transportation Availability

1. Camp Williams is located 32 miles from downtown Salt Lake City. There is no off post transportation provided and there are no amenities within a reasonable walking distance from Camp Williams.
2. The MWR facilities on Camp Williams are limited, consisting of a single day room/Soldier Center, AAFES Post Exchange with no clothing sales or restaurants, Soldiers Club, weight room and outdoor pool (open during summer months). There are many recreational activities available in the areas surrounding Camp Williams, however, there is no transportation provided on and off post.
3. Due to the duration of MI courses, the limited MWR facilities available, and the remote location of Camp Williams, it is **highly recommended** that Soldiers attending school be authorized either a POV or a rental car. However, rental cars and POVs are not required for the courses and reimbursement is entirely at the discretion of the Soldiers' unit or state.
4. Any questions or concerns may be addressed to the undersigned at 801-878-5460, DSN 766-5460 or e-mail [norman.p.rentschler.mil@army.mil](mailto:norman.p.rentschler.mil@army.mil).

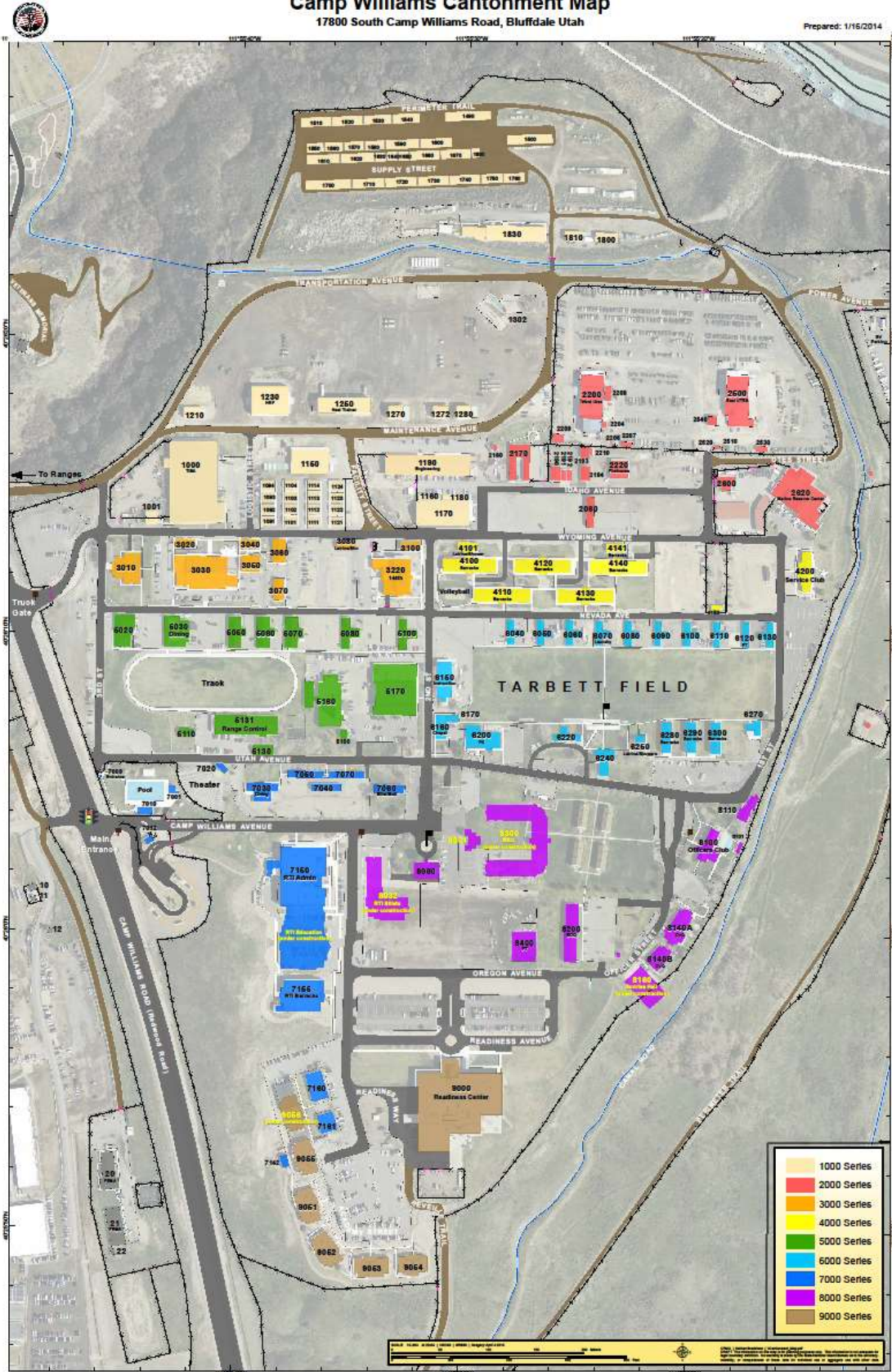
NORMAN P. RENTSCHLER  
MSG, USA  
NCOIC, 4th BN (MI TNG)



### Camp Williams Cantonment Map

17800 South Camp Williams Road, Bluffdale Utah

Prepared: 1/16/2014





# 26.2 Mile Ruck March Challenge

Organized by the 640<sup>th</sup> Regiment (RTI)



During a course at the 640<sup>th</sup> Regiment (RTI), complete 26.2 miles of ruck marching with a minimum of 35 pounds and earn the Regiment's Soldier Medal.

Register through your senior instructor, course manager, or chief of training. The cost to participate is \$50. All proceeds go directly to the unit fund.

Upon successful completion of the 26.2 miles, report your results to your cadre supervisor. You will receive your medal at graduation.

Venmo: @HHD\_640<sup>th</sup>\_REGT