



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

NGUT-RTD-Y

5 January 2019

MEMORANDUM FOR Students Attending Military Intelligence Training at 4/640th RTI

SUBJECT: Letter of Instruction

1. If you are receiving this memorandum, you are in either a “Reserved” or “Wait” status to attend a Military Intelligence Course at Camp Williams, UT. If you are in a “Wait” status, do NOT report to in-processing unless your unit has made appropriate coordination and received written approval from Course Management ahead of time. You must be in a “Reserved” status to report to in-processing. If you report to in-processing while in a “wait” status and your unit has not made the appropriate coordination, you may be denied enrollment and returned to your unit. DO NOT proceed from your location without satisfying the prerequisites for the course you are attending (found in the Course Information Addendum provided). Bring the required verification documents. Any Soldier who arrives as a “walk-on” student will be given last priority for any seats available.
2. Transportation. You must coordinate your transportation to Army Garrison Camp Williams (AGCW) by sending your itinerary to your course manager (see Course Information Addendum). Transportation will not be provided from the airport without an itinerary. You should plan your arrival to Camp Williams at **1500 hours** for an accountability at Building 3030 or 3070. If you cannot arrive prior to 1500 hours please contact your course manager. **Transportation will only be made available to those who coordinate in advance.** Coordination instructions for pick-up will be made available to requesting individuals upon receipt of your travel itinerary. The cost for a taxi service to the installation is approximately \$90.00 one way and may be reimbursable on your travel voucher, if coordinated with your unit.
3. 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. 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.
4. Billeting: Students residing outside of 50 miles of Camp Williams may be afforded Billeting at \$21 per night. Students that reside within 50 miles of Camp Williams may stay in Billeting while attending the course, if available, at an out-of-pocket expense that may or may not be reimbursed by your unit. Schoolhouse cadre will secure room reservations for the class, but you must confirm your reservation individually with the billeting office prior to your arrival at Camp Williams. The Billeting office phone number is (801) 878-5410 and is open Monday through Friday 0900-1700 Mountain Time, Saturday and Sunday from 0900-1500. You will register a credit card, preferably a Government Credit Card (GOVCC), with billeting upon check-in. If you do not have a GOVCC, you will be required to leave a deposit. Linen will be provided unless you choose to use your own.

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5. Travel Day. On your travel day **at 1500 hours**, report to building 3030 (East Entrance) on Camp Williams to sign in and receive further instruction by the course cadre. Uniform is appropriate civilian attire. Students may park vehicles on the east side of Building 3070 in the dirt parking lot.

6. Day One. In-processing will begin at 0700 on the first day of class in building 3030. Uniform is ACU/OCP. 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)
- DA 1059 for prerequisite courses
- Proof of MOS for all PME courses (e.g. DA 1059, DD 214, MOS Order)
- 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>

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

7. 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.

8. Clearance. You **MUST** have **US Access** of Top Secret (TS) listed in JPAS as well as be **READ ON** to SCI upon arrival at the 640th RTI. If you do not have a TS 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. 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.

9. APFT. Personnel attending 35CMF40, 35F30, 35M30 or 35P30 must pass an Army Physical Fitness Test (APFT) and meet height and weight standards as directed by Army Regulation (AR) 350-1 and Army Directive 2012-20. Students will take a mandatory APFT within the first week of the course. Students who fail the initial APFT and/or height and weight screening will be allowed one retest approximately 9 days after the initial test. Students who subsequently fail to meet physical fitness and/or height and weight standards will be released from the course.

10. Return travel. **DO NOT** book your **RETURN** flight home prior to 0800 hours the final day of orders. Individuals driving out of state must wait until the day of travel to depart.

11. Uniform. 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.

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12. MWR and Amenities. 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.

13. Student Contact Info. If there is an emergency and it becomes necessary to contact you during training hours you may be contacted via the 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 Camp Williams Road
Bluffdale, UT 84065

14. 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.

15. Additional information about the 640th RTI and the course is located at <https://ut.ng.mil/armyGuard/640RTI/4thBN/Pages/default.aspx>. Copy and paste the address into your browser, and click the corresponding Military Intelligence Course link on the left. Any additional information needed can be obtained by emailing the individual who provided you with this Welcome Letter.

Encl
POV Justification Memo
Course Information LOI
Packing List
Camp Williams Map

KEITH R. MOON
MSG, UTARNG
NCOIC, 4th BN (MI TNG)

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29 August 2018

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 4th Battalion Operations at 801-878-5276, DSN 766-5276 or e-mail chase.tippetts.mil@mail.mil.

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Camp Williams Cantonment Map

17800 South Camp Williams Road, Bluffdale Utah

Prepared: 1/15/2014

