



**DEPARTMENT OF THE ARMY**  
**PENNSYLVANIA ARMY NATIONAL GUARD**  
**3<sup>RD</sup> BATTALION (NCOA), 166<sup>TH</sup> REGIMENT, REGIONAL TRAINING INSTITUTE**  
**BUILDING 8-80, FORT INDIANTOWN GAP**  
**ANNVILLE, PENNSYLVANIA 17003-5002**

REGT-N-BL

XX XXX XXXX

**MEMORANDUM FOR RECORD**

**SUBJECT: Welcome Letter, Basic Leader Course, 3<sup>rd</sup> BN 166<sup>th</sup> REGT (NCO Academy)**

1. Congratulations on your selection to attend Basic Leader Course (BLC) class XXX-XX. Report to 166<sup>th</sup> REGT, Building 8-80, Fort Indiantown Gap, PA (FTIG), in Army Combat Uniform (ACU) between 10:00 -14:00 on XX XXX XXXX. No lodging is available before the report date. Graduation is at 09:30 on XX XXX XXXX.
2. Flights arrive at Harrisburg International Airport, 30 miles from FTIG. Train/bus rides arrive at Harrisburg Transportation Center, 23 miles from FTIG. Contact BLC Staff Duty at (717) 954-3506 upon arrival in Harrisburg to coordinate pick up, if necessary. Soldiers arriving after 14:00 on the report date must notify BLC Staff Duty as soon as they are aware of the delay.
3. Do not schedule return flights/rides before 14:00 hours on graduation day. Email flight/train/bus itineraries to MSG Webb (james.w.webb.mil@army.mil) and SFC Edner (timothy.a.edner.mil@army.mil) no later than 72 hours before the report date.
4. Soldiers may drive their privately owned vehicles (POV) to BLC. POVs are authorized during off-duty hours or during designated chow times for DFAC/PX trips. The Garrison Commander does not authorize Soldiers to store weapons in their POV or conceal-carry on FTIG.
5. Lodging is provided; all Soldiers are housed in on-post barracks. In/around mileage and per diem are not authorized; the DFAC and NCO Academy are walking distance from the barracks. The nature of this duty requires Soldiers to remain overnight.
6. Meals are provided; all Soldiers are directed to eat provided meals at the 166<sup>th</sup> REGT dining facility without any requirement to pay for government provided meals. The standard government meal rate is not required on Defense Travel System (DTS) travel authorizations.
7. All Soldiers reporting to 166<sup>th</sup> REGT must be in a valid duty status to in-process. National Guard and Reserve Soldiers need to report with a copy of their BLC orders and all Soldiers, from all components, must report with a complete Defense Travel System authorization.

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8. Every Soldier requires an A365 license to use computer resources during the course. Soldiers should request from their state or unit a G5 license via AESMP (<https://www.aesmp.army.mil>). Soldiers who arrive without an A365 license may have their ability to access resources delayed. Every Soldier must have an approved record in the Account Verification System (AVS) prior to arriving at the 166th RTI for training. If you already have a verified AVS profile, you do not have to do another one.

9. Soldiers with temporary profiles preventing full participation are not eligible to attend. Soldiers with a (2) in block 10 of DA Form 3349 (physical profile) may attend if verbiage in Sections 4-7 does not preclude BLC graduation requirements. Soldiers with (3) on their physical profile require a disability evaluation system code in block 11 to meet attendance criteria. Soldiers need to ensure physical profiles reflect current Army Fitness Test (AFT) and physical readiness training (PRT) requirements in ATP 7-22.02; Soldiers with profile discrepancies will be returned to their units. Soldiers with valid AFT and PRT restrictions receive a DA Form 4856 at in-processing to outline expectations of functioning safely within the limits of their physical profile.

10. Soldiers' appearance and uniforms will conform to AR 670-1, DA-PAM 670-1, and applicable Army directives. Army Green Service Uniform or Army Service Uniform are necessary for graduation; missing items require a memorandum explaining the deficiency.

11. Point of contact for this memorandum is the undersigned at (717) 861-8334 or [james.w.webb.mil@army.mil](mailto:james.w.webb.mil@army.mil).

JAMES W. WEBB  
MSG, PAARNG  
Chief of Training – Basic Leader Course