



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

REGT-N-BL

DD Month YYYY

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Reporting for Basic Leader Course, Class ###-25, Conducted by 3rd BN, 166th REGT (NCOA)

1. Congratulations on your selection to attend the Basic Leader Course (BLC) at the 3rd BN, 166th Regiment at Fort Indiantown Gap (FTIG), Pennsylvania. The Report date is DD Month YYYY, and the graduation date DD Month YYYY. Report No Earlier Than (NET) 1000hrs and No Later Than (NLT) 1400hrs on DD Month YYYY. Soldier's that report in, or have a flight arriving later than 1400, must call and notify BLC Staff Duty (717-954-3506) of their approximate arrival time to FTIG or Harrisburg International Airport (MDT). No lodging will be provided prior to the report date. All Soldier's traveling by plane will fly into Harrisburg International Airport (MDT), which is located 30 miles from FTIG. All Soldier's taking a train or bus will arrive at the Harrisburg Transportation Center. Email your flight itinerary or bus/train arrival time NLT 72 hours prior to report time to MSG Adam Fave at adam.l.fave.mil@army.mil and SFC Sheena Chollak at sheena.m.chollak.mil@army.mil. Once you arrive at MDT, you need to call the BLC staff at (717-954-3506) to arrange pick up from the airport. Return flights and other transportation will be scheduled NET 1400 hours on graduation day. POV's are authorized to report to BLC and are authorized to be utilized during off duty hours. POV usage during the Duty Day is not permitted unless going to the DFAC/PX at designated chow times. Report to BLDG 8-80 Bearty Ave Anville, PA 17003. Report in OCP uniform.

2. Soldiers with temporary profiles that prevent full participation in the course are not eligible to attend. Soldiers who have permanent (Category II) profiles are eligible to attend. Soldiers who have permanent (Category III and IV) must have completed the medical screening board (MMRB) and be able to produce the appropriate documentation. Soldiers with a permanent profile must have the profile limitation (DA Form 3349) in their possession. Soldiers with profiles that do not allow them to meet graduation requirements will be returned to their units. Soldiers and Units should ensure that the profile is updated and current to reflect ACFT and PT requirements as reflected in ATP 7-22.02. Soldiers who have limitations for conducting the ACFT or PT evaluations will be counseled upon arrival to the course and will conduct training during the BLC within the limits of their profile.

3. Effective 1 October 2018, the regimental Commander has implemented by policy "Government Meals Directed" for all ATTRS funded courses conducted at 3rd BN, 166th

REGT (NCOA). The policy requires all students to receive and pay for their meals from the government-funded dining facility (DFAC) for the duration of their course. The payment for meals will be made with the "Students individual Government Travel Card or personal credit/debit card. No cash payments are authorized. No other meal options are authorized. PAARNG AGR/ADOS Soldiers who live within 50 miles of FTIG will not have meals provided and must provide their own meals or pay via a personal credit card at the DFAC.

4. All students will be housed on post. No in/around mileage is authorized. Students are not entitled to per diem and are not required to travel in and around post or off post for meals. The DFAC is within walking distance from Government Provided Billeting.

5. Graduation Requirements are as follows:

- a. Pass Height and Weight screenings IAW AR 600-9
- b. PASS the Army Combat Fitness Test (ACFT) IAW ATP 7-22.02.
- c. Public Speaking and Information Briefing
- d. Assessing Writing, Informative Essay, Compare and Contrast Essay, SHARP Essay
- e. Conduct Individual Training, Rubric
- f. Conduct Physical Training, Rubric
- g. Conduct Squad Drill, Rubric
- h. Assessing Attributes & Competencies (Leadership), Rubric

6. Appearance and uniforms will be maintained IAW AR 670-1, DA PAM 670-1, and all applicable ALARACTs. AGSU/ASU are required for BLC graduation ceremony. Soldiers missing uniforms or equipment must bring an MFR with them explaining the deficiency.

7. All Service Members that report to the HQ 166TH Regiment (RTI) for training will be on military orders and have a complete 1610 – DTS authorization upon arrival/in-processing. All Pennsylvania Army National Guard Soldiers will bring a copy of their 1610 and school orders with them to in-processing.

8. No concealed carry weapons are authorized on FTIG. This includes weapons kept inside of a POV that will be parked on FTIG property at any point during BLC.

9. The nature of the duty requires Soldiers to remain overnight. AGRs that have a primary duty station of FTIG will not be authorized the Government Meal Rate (GMR). AGRs with a PDS of FTIG can eat at the dining facility, but they will have to utilize Basic Allowance for Subsistence (BAS) or pay out of pocket for meals.

10. The point of contact for this welcome letter is the undersigned at (717) 861-8334 or adam.l.fave.mil@mail.mil.

ADAM L. FAVE  
MSG, PAARNG  
BLC Chief of Training