



REPLY TO
ATTENTION OF

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

REGT-N-BS

DD Month YYYY

MEMORANDUM FOR Student, U.S. Army Battle Staff Noncommissioned Officer Course (BSNCOC), Fort Indiantown Gap (FIG), Annaville, PA 17003-5002

SUBJECT: Welcome to the U.S. Army BSNCOC, **Class 2X-XXX**

1. Welcome 3d Battalion (NCOA), 166th Regiment, at FIG. On behalf of the Commandant, congratulations on your selection to attend the U.S. Army BSNCOC. The BSNCOC is 23 days long, running 7-days per week. Prepare for a fast paced and challenging course!

2. Reporting instructions.

a. **Date / Time: DD Month YYYY / 0900-1600hrs** Late arrivals (after 1530 hrs on the report day) must contact the course Chief of Training prior to the report date for coordination. POC is MSG Justin Shaffer at justin.a.shaffer4.mil@army.mil or 717-676-5758. In-processing for late arrivals takes place the next morning. Students must contact staff duty at 717-954-3407 for room key issuance upon arrival at FIG.

b. Uniform: There is no directed uniform for inprocessing. OCP / APFU / ASU / AGSU / civilian attire are acceptable.

c. **Location: Bldg 9-30**, located directly behind the post exchange adjacent to the large gravel parking lot (see **Enclosures 3-6**). FIG is an open post.

3. Paperwork/actions required for inprocessing.

a. Students will provide all inprocessing documents digitally NLT 48 hours prior to the report date. Refer to **Enclosure 10** for a list of required documents and mandatory naming conventions. Send all documents in a single email to nq.pa.paarng.list.166th-regt-3bn-bsncoc@army.mil with the class number in the subject line (see above).

b. Students must register for Blackboard.com prior to reporting. See **Enclosure 9** for details on registration. The schoolhouse will confirm registration and enrollment into Blackboard.com during in-processing. Failure to pre-register will result in delays.

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4. Billeting / Quarters / Lodging.

a. The nature of duty requires Soldiers to remain overnight. The Joint Travel Regulations (JTR) excludes AGR Soldiers with a PDS of FIG from claiming associated entitlements. All other Soldiers, including those who live within 50 miles of FIG are authorized reimbursement for lodging cost through the Defense Travel System (DTS).

b. Lodging cost at FIG is up to \$20 per night. BSNCOB staff will arrange lodging on your behalf. Do not contact post billeting prior to reporting. Cadre will facilitate additional days if travel itinerary requires.

c. Staffing shortages have reduced housekeeping frequency. Students are responsible to remove and dispose of trash. Staff distribute fresh towels on Fridays. There is no linen exchange. Quarters have limited free laundry facilities. Students may use paid laundry at the facility adjacent to their lodging. Washers and dryers charge \$1.50 per load. Students may bring their own single or full-sized linen if they choose.

d. While staying in the billets, "Patriot Data" is the authorized civilian contract providing internet service and is optionally available for purchase. The service has 6 plans. These range from \$3.95/hr to \$50.00 for 31 days unlimited (see **Enclosure 1**).

(1) Patriot Data is not compatible with issued student laptop machines. You will need to bring your personal device to use this service.

(2) The schoolhouse provides laptops and WiFi for required classwork and research. These machines are only compatible with classroom WiFi at Building 9-30.

(3) The student WiFi network does not support out-of-state RCAS/GUARDNET or other government devices. Please plan accordingly.

5. Meals.

a. The nature of duty requires Soldiers to remain overnight. The JTR excludes AGR Soldiers with a PDS of FIG from claiming associated entitlements. All other Soldiers, including those who live within 50 miles of FIG are authorized reimbursement for meals at the government meal rate (GMR) through the Defense Travel System (DTS).

b. Soldiers authorized the GMR are required to pay for meals at the installation dining facility, which total \$17.10 per day by credit card (government or personal ONLY; **NO CASH**). FIG utilizes a contracted food service vendor and does not operate its own DFAC (see **Enclosure 2**). **Students travel nearly 5 miles over lunch breaks between the DFAC and the classroom.**

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c. Soldiers not authorized reimbursement for meals may still dine at the DFAC at their personal discretion. Payment for these meals is at a higher daily rate and will be made from their allocated Basic Allowance for Subsistence (BAS) or paid out of pocket with personal credit card only.

6. Transportation.

a. Units must authorize transportation to and from post on Soldiers' orders; there is not a shuttle. Sending commands are strongly encouraged to support rental cars or in and around mileage for POVs. Lodging, classroom, and DFAC are NOT co-located. Students may travel up to 10 miles daily between billets, DFAC, and classroom.

b. Harrisburg International Airport is the closest airport to FIG. For directions, see Enclosure 3: FIG is located 22 miles northeast of Harrisburg, PA on Interstate 81. If traveling north on 1-81 - Exit at 85B. If traveling south on 1-81 - Exit at 85.

c. Schedule your transportation appropriately to make your ATRRS designated report date. Do not schedule departing flights prior to 1200 hrs on the day of graduation, as .

7. The course duty uniform is the Operational Camouflage Pattern (OCP) Army Combat Uniform (ACU). As of 1 October 2022, BSNCOB students will wear either the Army Service Uniform (ASU) or Army Green Service Uniform (AGSU) for graduation. For packing list, see Enclosure 8.

8. Physical Training is an individual responsibility while attending the BSNCOB. It is our goal to both promote and live the tenets of the Holistic Health and Fitness domains: <https://safe.menlosecurity.com/doc/docview/viewer/docNB105750B417421e857e8f340571f01f057011409b73cfbe266afe068a3d7c1760f0fbc02e288>.

8. Miscellaneous Information:

a. Students should refrain from conducting full-time operations ISO home units while at the BSNCOB. Distractions may result in administrative removal from the course.

b. FIG and the 166th REGT prohibit privately owned weapons and illegal drugs. Valid prescriptions must accompany any medications. Soldiers must immediately declare any privately owned weapons to the FIG police station.

c. FIG has no dedicated EV charging; EV use of FIG electrical grid is unauthorized.

d. It is highly recommended that students read the XX Corps Crossing the Moselle document prior to reporting for training (see Enclosure 7).

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9. Point of contact is the below at justin.a.shaffer4.mil@army.mil or (717) 676-5758.

9 Encls

1. Patriot Data
2. 166th RTI 2023 GMR Memo
3. Directions to BLDG 9-30
4. FTIG Map
5. Parking Map
6. Directions from BLDG 9-30
7. XX Corps Crossing the Moselle
8. Recommended Packing List
9. BSNCOB Student BB Pre-Registration Instructions
10. Inprocessing Document List

JUSTIN A. SHAFFER
MSG, PAARNG
Chief of Training