



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

17 March 2026

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

SUBJECT: Welcome to the U.S. Army BSNCOC, **Class 26-00X**

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, 7-days per week. Prepare for a fast-paced, challenging course!

2. Reporting instructions.

a. **Date / Time: DD Mmm 2026 / 1000-1400hrs** In-processing ends promptly at 1400. Students (SMs) arriving after 1400 hours will in-process the following morning at 0730 hours. See "late arrival" in paragraph 2.d. below.

b. Uniform: There is no directed uniform for inprocessing.

c. Location: Bldg. 9-30, behind the AAFES shoppette on the corner of Fields and Stahr Avenues (see **Enclosure 2**). The address for the Main Access Control Point (ACP) is: 3 Governors Way, Anville, PA 17003. Valid identification is required for entry.

d. "**Late Arrival**" refers to any SM reporting after 1530 hours on the report date.

(1) **All late arrivals must contact the course Chief of Training (CoT) prior to 1400 hours** on the report date. Failure to do so will result in a "N" ATRRS entry and forfeiture of training seat to personnel on the standby roster. Cadre will promptly fill all vacant seats with personnel on standby at 1400 hours. There are no exceptions to this policy.

(2) Cadre will in-process late arrivals 0730 the next morning. Late arrivals with room reservations contact staff duty; those without room reservations must find lodging locally for the night. (See also paragraph 4.d. "late arrivals").

3. Actions required for inprocessing. SMs will send all below applicable documents to BSNCOCinprocessing@army.mil in a single email using the naming conventions described. Inprocessing documents sent directly to the CoT will not be actioned:

a. Defense Travel System (DTS) Travel Authorization (all COMPOS – must be approved, and must bring a separate hard-copy to present to billeting upon arrival) - Naming convention: "1- Approved Travel Authorization"

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b. Biographical Data Sheet (all COMPOS) - Naming convention: "4- BSC-Bio-Sheet" (**Enclosure 3**)

c. DA Form 3349 (if applicable – SMs may attend on TEMP/PERM profiles allowing administrative activities) - Naming convention: "5- DA Form 3349, Physical Profile"

d. MEDPROS Individual Medical Readiness (IMR) Report (if applicable – only SMs aged 40+) - Naming convention: "6- MEDPROS IMR Report"

e. TRADOC Form 350-18-2-R-E, TASS Unit Pre-Execution Checklist (RA only – COMPLETE with command contact information and applicable signatures) - Naming convention: "3-TRADOC Form 350-18-2-R-E" (**Enclosure 4**)

f. Pay Orders (USAR TPU NCOs only)

g. Initial Course Counseling (**Enclosure 5**)

h. SHARP Counseling (**Enclosure 6**)

i. Individual Student Assessment Plan (ISAP) Acknowledgement (**Enclosure 7**)

4. Billeting / Quarters / Lodging.

a. Applicability. The nature of duty requires Soldiers to remain overnight. The Joint Travel Regulations (JTR) excludes AGR SMs (ARNG/USAR) with a permanent duty station (PDS) of FIG from claiming associated entitlements. All other SMs (ARNG MDAY/USAR TPU/RA), including those within 50 miles of FIG **are directed** to house in post billets and are authorized reimbursement for lodging costs through the DTS.

b. Reservations. SMs are personally responsible for contacting FIG Billeting to coordinate room reservations prior to the course report date. **Failure to reserve a room with FIG Billeting prior to the course report date will result in forfeiture of priority billeting and potential additional travel costs**. These costs may include the cost of lodging at the locality rate within the local area for the course duration. FIG Billeting make every effort to provide rooms to SMs reporting during in-processing hours. To reserve, contact FIG Billeting, ensuring to tell them you are a student with the BSNCO:

Fort Indiantown Gap Billeting (Hours: 0800-1600)
BLDG 11-7 Service Road
Fort Indiantown Gap
Annville, PA 17003
717-861-2512 or 717-861-2540

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c. Cost(s). FIG Billeting charges \$15-25 per night for quarters depending on availability upon arrival (See **Enclosure 8** for current rates). SMs should request \$25 per night as the lodging rate when submitting travel authorizations for approval. During reservation and check-in, SMs must present a Government Travel Card (GTC) or other credit card for use as payment, on which a hold will be placed. SMs' cards will be charged for damages or other costs incurred by billeting due to fault of the SM.

d. Late Arrivals. SMs arriving late (see paragraph 2.d. above) and who have reserved a room with FIG Billeting will pick up key(s) from the 166 REGT Staff Duty NCO (call Staff Duty at **717-954-3407** upon arrival). Late arrivals who fail to make prior reservations with FIG Billeting will not house in FIG quarters on the evening of the course report date and must coordinate lodging elsewhere upon arrival (these SMs will check-in with Battle Staff cadre at 0730 hours the next morning before reporting to FIG Billeting at 0800 to secure a room). There is no guarantee of quarters availability for those SMs who fail to reserve a room prior to the course report date. There are no exceptions to this policy. Plan ahead; reserve a room prior to the course report date.

e. Documentation. SMs must present a hard copy of their approved travel authorization documents at check-in. FIG Billeting does not accept digital versions.

f. SMs are responsible for trash removal/disposal. Staff distribute fresh towels on Fridays. There is no linen exchange. Quarters have limited free laundry facilities. SMs may use paid laundry at the facility adjacent to their lodging. Washers and dryers charge \$2.00 per load. SMs may bring their own single or full-sized linen if they choose.

5. Internet / WiFi / Information Technology

a. "Patriot Data" is the authorized civilian-contracted internet service in billets and is optionally available for purchase. Six plans range from \$3.95/hr to \$50.00 for 31 days unlimited (see **Enclosure 9**). Patriot Data is not compatible with school-issued laptops.

b. The schoolhouse provides laptops and WiFi for required classwork and research, compatible only with schoolhouse WiFi at Building 9-30 and Area 6 billets. This WiFi network will support all AUDS compliant machines.

c. **We STRONGLY recommend SMs bring government issued devices to use for class. These machines WILL automatically connect to schoolhouse WiFi for use during class.** Additionally, we recommend students bring personal laptops as backups on commercially available WiFi plan(s) during unforeseen connectivity issues. Personal or government-issued MiFi devices are encouraged for flexibility on ground.

d. **We STRONGLY recommend SMs confirm they have been awarded a A-365 license at home station (at a minimum, a F5 license, but ideally, a G5 license).** For SMs

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without this access who require it, please submit a ticket requesting licensing at the following link, spanning the duration of the course: <https://www.aesmp.army.mil/csm>

6. Meals.

a. Meals are provided; all Soldiers are directed to eat provided meals at the 166th 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. Pennsylvania Army National Guard AGR and long tour ADOS Soldiers residing within 50 miles of Fort Indiantown Gap are not authorized meal reimbursement in DTS and must pay full meal rate for every meal they choose to consume in the 166th REGT DFAC. (see **Enclosure 10**). **SMs travel nearly 5 miles over lunch breaks between the DFAC and the classroom.**

b. The nature of duty requires Soldiers to remain overnight. The JTR excludes AGR SMs (ARNG or USAR) with a PDS of FIG from claiming associated entitlements. All other SMs (ARNG MDAY/USAR TPU/RA), including those within 50 miles of FIG are directed to eat and pay for all projected DFAC meals and authorized reimbursement for meal costs through the DTS.

c. DFAC is located at BLDG 8-71 (see **Enclosure 2**). Hours are 0600-0730 (breakfast), 1100-1230 (lunch), 1630-1800 (dinner).

7. Transportation.

a. Units must authorize transportation to, from, and in/around post on SMs' orders; there is no shuttle of any kind. We strongly encourage sending commands support rental cars, GSA vehicle, or **in/around mileage** for POVs. Lodging, classroom, and DFAC are NOT co-located, and **SMs may travel up to 10 miles daily between them.**

b. Harrisburg International Airport is the closest to FIG. For maps and directions upon arriving at FIG, see **Enclosure 2**. 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. The address for the Main ACP is: **3 Governors Way, Annville, PA 17003.**

c. Schedule your transportation appropriately to make your ATRRS designated report date. Do not schedule departing flights prior to 1200 hours on graduation day.

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://api.army.mil/e2/c/downloads/2023/06/05/cd114d3b/23-06-784-holistic-health-and-fitness-handbook-jun-23-public-release-1.pdf>.

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9. Read Ahead Recommendations. It is highly recommended that SMs read the XX Corps Crossing the Moselle document prior to reporting for training (see **Enclosure 11**). Additionally, cadre and former students suggest incoming students review the Army Operations Advance Sheet (see **Enclosure 12**) and follow the instructions in paragraph 3, reading associated doctrinal excerpts and preparing for indicated discussion topics.

Note: our courseware uses references that have been updated since the course was designed. Current doctrinal references may not match perfectly with our Advance Sheets.

10. Graduation will take place in the auditorium at **Bldg 8-80, FTIG at 0830 hours on DAY 23 OF THE COURSE** unless otherwise directed by the Commandant. Family, friends, and unit members are welcomed and encouraged to attend (see **Enclosure 2**).

11. Additional FTIG amenity information can be found at: <https://www.ftig.ng.mil/>.

12. Point of contact is the below at andrew.t.spier.mil@army.mil, or (267) 221-8776.

13 Encls

1. Recommended Packing List
2. FIG Aerial Map
3. BSNCOB-Bio-Sheet
4. TRADOC Form 350-18-2-R-E
5. Initial Course Counseling
6. SHARP Counseling
7. Individual Student Assessment Plan Acknowledgement
8. Billeting-CTQ rates
9. Patriot Data Internet
10. 166th RTI 2025 Government Meal Rate (GMR) Memo
11. XX Corps Crossing the Moselle
12. BS104_Army_Operations_AS_3.3_v1
13. IMO_Welcome_Letter_Update

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MSG, PAARNG
BSNCOB CHIEF OF TRAINING