

REGT-N-CO

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



DEPARTMENT OF THE ARMY

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

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24 October 2023

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Reporting for Blended Basic Leader Course, Class **XXX-XX**, Conducted by 3rd BN, 166th REGT (NCOA)

1. Congratulations on your selection to attend the Blended Basic Leader Course (B-BLC) conducted by 3rd BN, 166th Regiment at Camp Buehring, Kuwait, (CBKU). The Report date is **DD MONTH YYYY**, and the graduation date **DD MONTH YYYY**.

2. Report No Earlier Than (NET) **1000hrs** and No Later Than (NLT) **1400hrs** on **DD MONTH YYYY**. Soldiers who arrive later than 1400, must report to the ARCENT Readiness Training Center (ARTC) for accountability and in-processing. Soldiers reporting earlier than **DD MONTH YYYY** must report to the **CBKU Housing office, BLDG. 209, DSN 318-438-2134** for billeting prior to the in-processing times annotated above. Refer to para. 17 for further reporting guidance.

3. Only Soldiers with a training reservation delegated from the USARCENT G3/5/7 SGM will be accepted into the course. All students should report in the APFU uniform. If students travel in civilian attire or OCP uniform, they must have the APFU readily available to change into. **Ensure you report with the following on hand:**

- **CAC (expiration date more than 30 days and know your pin)**
- **2 copies of your orders**
- **Updated profile documentation**
- **Most recent DA Form 705 or DTMS ACFT/APFT printout**

(NOTE: Students must have a DA form 705 with a passing record APFT / ACFT or DTMS screenshot. Students must have a passing ACFT DA Form 705 or DTMS screenshot within 60 days and with them when they arrive and DTMS should also reflect the passing ACFT - reference Army Directive 2020-06 para. C and TR 350-18). Students MUST pass the ACFT after arrival at BLC. The ACFT is a graduation requirement.

- **Most recent DA Form 5500/5501 (if necessary) or if you do not get taped, a DTMS screen shot of your HT/WT record.**

NOTE: Per TRADOC TASKORD IN210903, HT WT screenings are required and are a graduation requirement of the course. Students will be dismissed from the course on Day 8 if they fail their initial HT WT screening on Day 0 and fail the retest on Day 8. Post-partum females are exempt from HT WT screenings if they are within one year of child delivery. Students will take a record ACFT on Day 1 of the course. The ACFT is a graduation requirement. Post-partum females must provide medical documentation confirming childbearing within 1 year.)

- **In-processing form, including UIC data (BLC In-processing form attached in Student Handout).**

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- **DLC 1 or SSD 1 completion certificate.**

Cyber Awareness training certificate (expiration date that does not expire prior to the end of the course.) In order to gain access to the training network, all students are required to report with a valid DoD Cyber Awareness Challenge certificate. Certificates completed more than 365 days prior to the end date of the course will not be accepted. The link for cyber awareness training completion is <https://cs.signal.army.mil/login.asp>.

Students must also have an established system authorization access request SAAR account prior to arrival at B-BLC and present their DD form 2875 at in-processing.

3A. Effective 1 May 2015, to ensure the receipt of BLC Welcome Letter, BLC Packing List, and the completion of the BLC End of Course Critiques (EOCC) – a requirement of the U.S. Army Sergeants Major Academy. Student selection into this Blended BLC program will be contingent on Order of Merit lists provided by mobilized Units. The USARCENT G3/5/7 SGM will allocate training reservations for soldiers NLT 14 days prior to the course start date. Units can swap training seats with students up to one week prior to the course start date but must be coordinated through the USARCENT G3/5/7 SGM. Units will forfeit training seats inside the one-week window. The welcome letter and all attachments for Blended BLC attendance will be located on the 3/166th REGT Army Career Tracker (ACT) page. Instructions to retrieve these documents and information is outlined in para. 15 of this memorandum.

Effective 11 October 2019, Distributed Leader Course 1 (DLC 1) or SSD 1 is mandatory for completion prior to B-BLC enrollment. Soldiers who do not possess a certificate of completion for one of these courses will not be enrolled into the course.

4. All BLC students and Cadre will adhere to CBKU command Covid-19 guidance policies. (NOTE: no COVID requirements exist currently.)

5. Physical requirements for this course can be demanding. Students must be able to conduct an ACFT, conduct, demonstrate, and lead Physical Training (PT), and arrive fully capable of performing supporting individual tasks.

6. Soldiers on any type of profile must have the profile limitation (DA Form 3349) in their possession. **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 profiles that do not allow them to meet graduation requirements will be returned to their units. NET 7 days prior to the course start date, Soldiers with a permanent profile must send a scanned copy of your profile (DA Form 3349) to the following individuals MSG Adam Fave at adam.l.fave.mil@army.mil and SFC Sheena Chollak at sheena.m.chollak.mil@army.mil. This will prevent students from being denied entry and the unit losing a training seat. **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. (ACFT events, Preparation Drills, CD 1 and 2, MMD 1 and 2, and Recovery Drills.) 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 B-BLC course within the limits of their profile.**

7. Effective 1 May 2016, the automated Pre-Execution Checklist (PEC) took effect for

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Army Reserve and Army National Guard Soldiers; contact your Unit Administrator (UA), Detachment Sergeant (USAR), or your Readiness or Training NCO (ARNG) to ensure it is completed. All active component (AC) Soldiers must have a hard copy of the Unit Pre-Execution Checklist (PEC) dated April 2018 in your possession, signed by your unit commander. A copy of TRADOC Form 350-18-2-R-E, Unit PEC, is attached.

8. All meals will be provided on CBKU at the dining facility. No Per Diem is authorized.

9. All Soldiers traveling by plane will fly into Kuwait City International Airport. Soldiers who fly into the airport on the report day will be shuttled from the airport to CBKU. Within 72hrs of your flight, ensure that you email your current flight itinerary arrival time, to MSG Adam Fave at adam.l.fave.mil@army.mil and SFC Sheena Chollak at sheena.m.chollak.mil@army.mil. **If your flight arrival is after 1400 or there are issues with your flight such as weather or delays, you will contact the ARCENT OPS cell at 1 803-885-8531 or 1 803-885-7323. Return flights and other transportation will be scheduled NET 1200 hours on graduation day.** All students are required to attend the graduation ceremony. The graduation uniform will be OCP. There will be transportation provided to and from the airport on the arrival and departure day.

10. This course is MOS immaterial and taught at Regional NCO academies in a live-in environment. BLC focuses on six Leader Core Competencies (LCC): Readiness, Leadership, Training Management, Communications, Operations, and Program Management. B-BLC is designed to build basic leader and trainer skills needed to lead a team size element, while providing the foundation for further development along the (Professional Military Education) PME learning continuum.

11. Instruction at the B-BLC is accomplished using the Army Experiential Learning Model (ELM) methodology. Lessons are facilitated in a small group setting with a collaborative approach, which allows the Soldier's to discover information and then apply it to new ambiguous situations. Facilitators assess the Soldiers' leadership ability and potential through observing discussions and interactions. The BLC is a 22 academic day course consisting of 169 academic hours. 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

Passing the ACFT is now a graduation requirement for all Soldiers attending BLC. All initial failures of any of the above evaluations (except for 1009A) will be afforded 1 (ONE) opportunity to retest 7 days after the first failed ACFT. Students are authorized no more than 2 (TWO) retests throughout the entire course, but both cannot be used on the same evaluation.)

12. Wear the uniform properly and reflect a positive, professional image both on and off duty. It is your responsibility to maintain these standards, and all personal grooming standards IAW AR 670-1 Chapter 3, Section 2.

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13. Attached documentation must be completed **BEFORE** arriving and starting in-processing.

14. All Soldiers will have an active Army 365 MS Teams account using their military email. This means your email must be .mil@army.mil not @us.army.mil.

15. Join our community at the Army Career Tracker website. Web address is: <https://actnow.army.mil/>. Click on communities on the left-hand side of the page. Under category select Other Communities / NCO Academies / Army National Guard NCO Academies / Click on the Army National Guard Banner / 3/166th RTI NCOA Fort Indiantown Gap PAARNG / Click on view all files and folders under the announcements tab for all future course welcome letters.

16. Duty Days. PT, ACFT, and physical events will take place between 0700-0900 to mitigate heat during these physical events. Primary blocks of POI instruction will occur between the hours of 1600-2300 in a classroom setting.

17. For Soldiers reporting to CBKU from Camp Arifjan or Ali Al Salem Air Base, refer the Arifjan_Ali Al Salem Shuttle attachment. Shuttles depart from Arifjan at 0900 and from Ali Al Salem at 1100 to arrive at CBKU at 1230. Please be at the shuttle locations 1 hour prior to departure time.

18. The point of contact for this welcome letter is the undersigned at (717) 861-8334 or adam.l.fave.mil@mail.mil or 1SG Charles Stover at charles.v.stover.mil@army.mil.

ADAM L. FAVE
MSG, PAARNG
BLC Chief of Training