



**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-25. Report to 166th 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 Chollak (sheena.m.chollak.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 provided; all Students 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 students' barracks. The nature of this duty requires Soldiers to remain overnight.
6. Government meals are directed for all courses conducted at 3rd BN 166th REGT (NCOA). Students will receive and pay for their meals via a government-funded dining facility (DFAC). Students can pay with a Government Travel Card (GTC) or personal debit/credit card, no authorized cash payments; no other meal options authorized. Pennsylvania Army National Guard Soldiers who live within 50 miles of FTIG, or any Active Guard Reserve Soldiers with FTIG as their primary duty station, are not authorized the Government Meal Rate; they will provide their own meals or pay with a personal credit/debit card at the DFAC.

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7. All Soldiers reporting to 166<sup>th</sup> Regiment-Regional Training Institute 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.

8. 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.

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

10. Graduation requirements include a passing height/weight screen per AR 600-9. Other evaluations include assessing writing, public speaking information brief, conducting individual training, PRT, and squad drill. Written assignments consist of a professional military subject essay, an informative essay and a compare and contrast essay. Students also execute various leadership roles for assessment and feedback regarding their attributes and competencies.

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

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