



DEPARTMENT OF THE ARMY
ARMY NATIONAL GUARD – WARRIOR TRAINING CENTER
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FORT BENNING, GEORGIA 31905-4500

REPLY TO
ATTENTION OF

ATZB-NG-WTC

18 November 2011

MEMORANDUM FOR RECORD

SUBJECT: Pathfinder Course Information CD

1. Purpose: This CD was developed to provide information to be used by the host unit to develop and execute a successful Pathfinder Course.
2. The first step is to determine if your unit can support a PFDR Course. Inside of the file “Host Unit Checklist” is a multiple worksheet, workbook labeled “2012 Pathfinder Checklist”. The first worksheet of this file is labeled “Course Coordination Log”. This worksheet outlines most of the assets, you the host unit, would have to provide.
3. The second step is to determine the amount of Soldiers that you can have attend the course and the dates. Our course maximum is 50. ARNG-WTC S-3, 706-544-7523, is the office to contact about available dates. Once you’ve determined that you have enough students that meet the Pre-requisites and the dates you must send an official request. A sample request letter is located inside of the file “PFDR Request Memo”. This Request Memo needs to be sent to the WTC S-3. The Pre-requisites can be found in the attached Student MOI or on the Warrior Training Center’s website.
4. The third step is to begin to plan for all of the resources needed, coming together at your purposed site on time. In the file “2010 Pathfinder Checklist” is the five worksheets labeled:
 - a. Administrative Equipment. This describes all administrative equipment needed.
 - b. Classroom Equipment. This describes all equipment needed for the classroom.
 - c. Slingload Equipment. This describes all equipment needed for sling loads.
 - d. FTX. This describes items needed for the FTX.
 - e. Personnel Request. This describes all personnel needed for the duration of the course.

All of this equipment must be on site four days prior to the start of the PFDR Course. This list can also be found inside the file “Equipment Request”. Additionally inside of the file “Print Requirements FY 10 is a memo “1. Print Requirements” that contains

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instructions for printing all of the PFDR printed material. All of the files to be printed can be found in there also.

5. The fourth step is to coordinate for rations and aviation. The time schedule and amounts can be found inside the document labeled “Example Training Schedule” and “2012 Pathfinder Checklist” on the “Aviation Schedule”.
6. The fifth step is to contact WTC S-3 and schedule a PDSS. During this PDSS two or three Cadre and one representative from Ft. Benning, GA, G-3 Quality Assurance Office, will visit your site for approximately three days to inspect your site for feasibility of your plan and a physical inspection of structures.
 - a. Inside of the file “Pre-Deployment Site Survey”, you can find many of our tools. The file labeled “PFDR PDSS WKST” contains the tool we use to inspect your site. It is extremely helpful for you to fill out this prior to our arrival. It can be sent to us prior to the PDSS or given to us at the site.
 - b. The TDY travel money for the PDSS will be coordinated and provided by the host unit.
 - c. At the completion of the PDSS, we will leave the host unit POC with an agreed upon plan of action that will be signed by WTC and the host unit. This plan of action includes any deficiencies that may have been noted and the structures to be used.
7. The sixth step is to ensure the Composite Risk Management Worksheets are complete prior to the Pre-Deployment Site Survey (PDSS). Sample Composite Risk Management Worksheets can be found in the file “Sample Composite Risk Management Worksheets”.
8. The seventh step is to provide your perspective students with the information about the course. In the file “Student Information” is two documents to be forwarded to your Soldiers.
 - a. The document labeled “2010 Student MOI” is the MOI and contains a course overview, packing list, and reporting instructions. This MOI contains an example of reporting instructions and will need to be modified to fit your site.
 - b. There is a document labeled “WTC Form 100”. Students will use this as their Pre-Execution Checklist at time of in-processing.

9. In the file “Graduation Handout” is an example of the graduation handout that we use.

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