



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY NONCOMMISSIONED OFFICER  
ACADEMY BUILDING 3662 SWARTZ ROAD  
FORT SILL, OKLAHOMA 73503-5600

ATSF-WP

8 March 2024

MEMORANDUM FOR Students attending the Basic Leader Course

Subject: Basic Leader Course Welcome Memorandum

1. On behalf of the Commandant of the Fires Center of Excellence Noncommissioned Officers Academy, congratulations on your selection to attend the Basic Leader Course (BLC) at Fort Sill. Your choice for attendance is indicative of your performance and promotion potential.
2. Basic Leader Course focuses on six NCO Common Core Competencies (NCO C3). These competencies are Readiness, Leadership, Training Management, Communications, Operations, and Program Management. Additionally, the Basic Leader Course is designed to build essential leader and trainer skills, skills needed to lead team size elements, while providing the foundation for further development along the PME learning continuum. BLC fully supports the Army's lethality missions by developing intelligent, thoughtful, and innovative trainers who can communicate effectively, lead, protect their Soldiers, and maintain their equipment.
3. BLC is a 22-academic day course consisting of 169 academic hours and will conduct 100% in-person classroom instruction for local and TDY Students.
  - a. Fort Sill will provide lodging for TDY Soldiers. Soldiers scheduled for the course, who are **NOT** Stationed on Fort Sill, will need to reach out to the FCoE NCOA in advance to ensure we are tracking your arrival. Your unit will fund your travel, and daily transportation to and from the course. Compo 2 and 3 Soldiers will need their CAC IDs coded through the "Meal Entitlement Maintenance" system throughout the duration of the course to ensure the Service Member has meal card access.
  - b. (**Enclosure 1**) BLC Student parking area and Student reporting location Map. Local Students failing to report to BLC at 0600 on Day 0 roll call formation, will receive a "NO SHOW" status.
4. Students reporting must have all documents in their possession on report date on day 0. All documents can also be found in the Fort Sill BLC website, <https://sill-www.army.mil/ncoa/blc/>.
  - a. (TASS) Unit Pre-Execution Checklist. TRADOC Form 350-18-2-R-E, APR 2018 (**Must be signed by the Unit Commander**). If a Lieutenant is filling the commanders' position, a copy of the Assumption of Command Orders will be required.

b. If a student meets the standard in AR 600-9, Table B-1 weight for height table (screening table weight), then DA Form 5500/5501 is not required; height and weight must be on DA Form 705-T. If a student does not meet the height/weight table, then DA Form 5500/5501 must be within the last six (6) months of the report date to BLC.

c. Basic Leader Course Army Body Composition Program procedure, DA Form 5500 dated 1 June 2023/ DA Form 5501 dated 1 June 2023. IAW Army Directive 2023-11, All Army Components will utilize a one-site (abdomen) body circumference-based tape method and corresponding calculation model for males and females. In addition, IAW Army Directive 2023-08, all Soldiers who score 540 points or more on the record Army Combat Fitness Test (ACFT), with a minimum of 80 points in each event, are exempt from the Army body fat circumference-based tape assessment. This policy applies to Soldiers who complete all six primary events of the ACFT; no alternate events are authorized. BLC Cadre will conduct the one-site body fat circumference measurement within the first week. If a student fails to achieve a passing Body Fat Percentage measurement, the student will be given the option to receive the one-site or the multi-site circumference measurement with a second team, if student fails the subsequent circumference measurement (one-site or multi-site). Student will be counseled and will receive a second Body Fat Percentage measurement no earlier than seven (7) days after the initial measurement. If student fails, the first re-evaluation the student will be given the option to receive the one-site or the multi-site circumference measurement with a second team if student fails the subsequent circumference measurement (one-site or multi-site), the student will receive a second counseling and the School Chief will recommend the student for dismissal from BLC.

d. Students will not travel or report for institutional courses (IDT, ADT, or AT) without proper orders. For training at/near home station courses (within 50 miles), the ATRRS Automated Training Application System along with a DA Form 4187 or a memorandum from the Commander authorizing the Soldier to attend the course, will serve as the order. Commanders will ensure Soldiers receive orders a minimum of 30 days prior to their report date. Soldiers upgraded from wait status to reservation status on ATRRS will receive their orders prior to departing home station.

e. **(Enclosure 2)** DA Form 4187 (local Students) signed by the Unit Commander; this is validation the student's information is accurate and in compliance with all prerequisites for the course. If a Lieutenant is filling the commander's position, a copy of

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the Assumption of Command Orders will be required.

g. **(Enclosure 2A)** Example BLC Attendance Order Memorandum from unit commander authorizing the Soldier to attend the course within 30 days of the course report date.

h. DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, will be used to request and publish TDY orders (TDY Students). DD Form 1610 must be approved in the Defense Travel System (DTS) and printed out for validation that the student is authorized expenses for travel. All 1610's must be signed by the appropriate account holders prior to attendance.

i. Students will provide a printout of their Soldier Talent Profile from IPPS-A with a date within 30 days of attending BLC.

j. Cyber awareness certificate from the U.S. Army Signal Center from the Fort Gordon website.

k. DA form 3349: Physical Profile if applicable.

(1) Due to operational deployments, Soldiers with medical profiles approved by

their immediate commander can attend appropriate courses (including PME) within their profile's guidelines. Soldiers must arrive with a copy of their current DA Form 3349 and a memorandum signed by their commander stating the profile has been continuous and is a result of injuries sustained during an operational deployment.

(2) Enlisted Soldiers will not be required to attend mandatory PME courses during the first 365 days postpartum. Soldiers who volunteer to attend PME within their 365-day postpartum window must meet all physical requirements mandatory for attendance and graduation, including any record physical fitness testing. To volunteer to attend PME once off their temporary profile, postpartum NCOs need only accept their PME slot.

(3) Body Composition. Any Soldier attending PME Less than 365 day postpartum are exempt from body composition requirements (Army Directive 2022-06) but not the ACFT. The last record height/weight screening will be used to satisfy PME eligibility and graduation requirements, provided it is not more than 730 days (24 months) old at the time of PME course enrollment. Soldiers who do not have a record screening dated within the last 730 days (24 months) must receive a waiver from the school's commandant.

(4) Soldiers with temporary profiles preventing full participation in the course and not a result of operational deployment will be removed or deferred from school attendance until the withdrawal of the Temporary Profile for the Student to complete all course graduation requirements.

m. **(Enclosure 3)** Commanders Acknowledgement Memo will be filled out prior to reporting to BLC on Day Zero with accurate and complete data. Must be signed by the Unit Commander, if a Lieutenant is filling the commanders' position, a copy of the Assumption of Command Orders will be required.

n. **(Enclosure 4)** BLC Data, NCO Support Channel Contact Sheet will be filled out prior to reporting to BLC on Day Zero with accurate and complete data.

o. **ALL** students' must have a copy of their **Updated** DD Form 93 and SGLV. Both DD Form 93 and SGLV must not expire while attending the Course.

5. BLC Cadre will review all in-processing documents for completeness and notify students of any document/paperwork discrepancies. Students missing or having incomplete/out-of-date documents will receive a "spot report" reflecting the student(s) infraction and will have 72 hours to upload/turn in the applicable documents. BLC will dismiss/deny enrollments for students failing to meet the 72-hour suspense.

6. Students must accomplish the physical readiness training activities below. If the Student is unable to conduct these tasks due to a permanent or postpartum profile, they will have to talk through each exercise within the listed sets verbally:

a. Conduct an Extended Rectangular formation, Preparation Drills, Recovery Drills, and an After-Action Review.

b. Perform the Hip Stability Drill, Military Movement Drills 1 and 2, or Shoulder Stability Drill and Conditioning Drills 1 and 2.

7. The duty day uniform is the Army Combat Uniform, the PRT assessment day is the Army Physical Fitness Uniform, and the uniform for Conduct Individual Training is full field gear, IAW the BLC packing list (**Enclosure 5**).

8. **(Enclosure 5)** The Basic Leader Course will conduct "TA-50 layout" for all listed TA-50 in enclosure 5; this will occur on Day 0 for all Students. Soldiers must have all items in the course inventory. For unique/specific reasons a Soldier does not have all listed items, a Memorandum for Record from their unit-level commander is required. This memorandum should state by item what the Soldier is missing and the reason why. If a Lieutenant is filling the commanders' position, a copy of the Assumption of Command Orders will be required.

9. All BLC Students must remain flexible and resilient throughout the course due to the changing operational environment. BLC may adjust communication methods and timelines as applicable. Follow your SGL's instructions. Whatever the teaching form, students must remain fully and actively engaged regardless of the instruction delivery method. It is vital for every Student to absorb, understand, retain, and apply the

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leadership skills you gain throughout the course.

10. Project Athena is a developmental program in which our leaders can become more self-aware of their strengths and weaknesses. Project Athena is implemented into the Basic Leader Course. This knowledge gained through these assessments can assist in strengthening those weaknesses through self-development and taking immediate action. Students will return to their unit with an Individual Development Plan (IDP).

11. (**Enclosure 6**) Tactical Strength and Conditioning Facilitator (TSAC-F) certification is a new initiative to help Soldiers certify as Certified Personal Trainers (CPT). Soldiers must have an Army Ignite account established before the report date; this is an optional training event allowing Soldiers to better themselves outside the courseware. This specific program is currently going through the National Strength & Conditioning Association (NSCA). Therefore, it is imperative your Student, if interested, follow the attachment referring to TASC-F by creating an NSCA account, requesting a quote, and requesting credential assistance on Army Ignited; all information is required upon arrival at school.

12. The Basic Leader Course will conduct Land Navigation and Leader Stakes. Please ensure all attending Soldiers are up to date with Land Navigation and basic Soldier skills to assist in the courseware. An online Land Navigation learning tool is available at the following link, <https://oegames.tradoc.army.mil/landnav>, additionally, a mobile app is available; No CAC is required.

13. All Soldiers attending BLC must have army.mil accounts to access the computer programs and e-mail. Soldiers who fail to have an army.mil account after the first 72 hours will be released from the course.

14. The points of contact for this memorandum are SFC Cory V. Drake at [ccory.v.drake.mil@army.mil](mailto:ccory.v.drake.mil@army.mil) or (336) 908-8354 and 1SG Ashley R. Thomas at [ashley.r.thomas40.mil@army.mil](mailto:ashley.r.thomas40.mil@army.mil) or (580) 442-3562.

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