



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

ATSF-WP

17 April 2023

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 does **NOT** have lodging for TDY Soldiers. Therefore, Soldiers scheduled for the course, **NOT** Stationed on Fort Sill, will need to have your unit fund your travel, lodging, and transportation to and from the course as well as meals in per diem. Fort Sill NCOA BLC will **NOT** conduct distance learning for TDY students.

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" reporting status.

4. Students 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. DA Form 705-TEST. Effective 1OCT22, the ACFT is the official record physical fitness test. Students must have a record ACFT, DA Form 705-TEST to attend BLC. For all PME courses starting on 1OCT22 or later, Students must pass a record ACFT during the course to graduate. BLC will deny enrollment for students without a record DA Form 705-TEST and possessing temporary profiles not combat-related (refer to paragraph 4h). We encourage all students to take the time and visit [www.army.mil/acft](http://www.army.mil/acft) to receive the most up-to-date information regarding the ACFT.

c. DA Form 5500/5501. 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. BLC Cadre will conduct height/weight and body fat circumference measurements within the first week. If a student fails to achieve a passing Body Fat Percentage measurement, the Student will be counseled and will receive a second Body Fat Percentage measurement no earlier than seven (7) days after the initial measurement. A second team will re-evaluate all students who fail the initial measures to verify the measurements collected. Should the Student fail both the initial and subsequent Body Fat Percentage measurement, 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 pre-requisites for the course. If a Lieutenant is filling the commander's position, a copy of the Assumption of Command Orders will be required.

f. (**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.

g. 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.

h. Students will provide a printout of their Soldier Talent Profile from IPPS-A with a date

Subject: Basic Leader Course Welcome Memorandum  
within 30 days of attending BLC.

- i. SSD 1/DLC 1 Completion Certificate.
- 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.

l. (**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.

m. (**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.

n. **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

Subject: Basic Leader Course Welcome Memorandum

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 1 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 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

ATSF-WP

Subject: Basic Leader Course Welcome Memorandum

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 Carmelo E. Pena at [carmelo.e.pena.mil@army.mil](mailto:carmelo.e.pena.mil@army.mil) or (785) 307-9479 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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