



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
BUILDING #3661, SWARTZ ROAD
FORT SILL, OKLAHOMA 73503-5600

ASTF-W

4 April 2023

MEMORANDUM FOR RECORD

SUBJECT: Orders to attend BLC

1. The following Soldier/s are temporarily assigned to NCOA to attend the Basic Leader Course.
 - a. Name/Rank: SPC Doe, Jane
SPC Doe, John
 - b. Authority: TR 350-18 paragraph 3-19 Orders
 - c. Period: BLC Class **23-0XX Report DD/MMM/YYYY** through End **DD/MMM/YYYY**
 - d. Effective Date: **DD/MMM/YYYY**
2. The Soldier/s identified are authorized to attend training and meet prerequisites for the course, have been screened and notified of their attendance. Each Soldier has their completed TRADOC Form 350-18-2-R-E, (APR 2018) Unit Pre-Execution Checklist and all required packing list items ready to attend.
3. The point of contact for this memorandum is **XXXXXXXXXXXXXXXXXXXXXXX**

CURRENT COMMANDER
CPT, **FA/ADA**
Commander