



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

ATSF-WP

7 July 2022

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. The BLC 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, designed to build essential leader and trainer skills, is needed to lead team size elements; while providing the foundation for further development along the PME learning continuum. The BLC fully supports the Army's lethality missions by developing intelligent, thoughtful, and innovative trainers who can communicate effectively, lead and protect their Soldiers, and sustain their equipment.
3. BLC is a 22-academic day course consisting of 169 academic hours and will conduct 100% locally and in-person for TDY Students.
 - a. Fort Sill does not have lodging for TDY Soldiers. Therefore, Soldiers scheduled for this class but NOT on Fort Sill conduct the following: A) Contact HRC to change school location to accommodate a Distance Learning method or B) 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. Local Students failing to report to BLC on Day 0 at 0600 hours roll call formation will receive a "NO SHOW" reporting status.
4. Students must provide all documents to their SGL on BLC day 0 and be in their possession upon arrival for reporting.
 - a. Student In-Processing Form (PDF Fillable).

b. (TASS) Unit Pre-Execution Checklist. TRADOC Form 350-18-2-R-E, APR 2018 **(Must be signed by the Unit Commander)**.

c. DA Form 705-TEST. Effective 1APR22, the Army began implementing the ACFT as the official record physical fitness test for personnel actions. Students must have a diagnostic ACFT, DA Form 705-TEST (to standard) during 1APR22-30SEP22. For all PME courses starting on 1OCT22 or later, Students must pass a record ACFT to graduate. BLC will administer a diagnostic ACFT until 1 October 2022. Students can attend BLC if they provide the last passing diagnostic ACFT (DA Form 705-TEST) and DA 5500/5501 if applicable. BLC will deny enrollment for students possessing temporary profiles that are not combat-related (refer to paragraph 4h). We encourage all students to take the time and visit www.army.mil/acft to receive the most up-to-date information regarding the ACFT.

d. 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-TEST. 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 in the first week. Suppose a student fails to achieve a passing Body Fat Percentage measurement. In that case, 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.

e. 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 (**Enclosure 2**). In addition, 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.

f. Student SRB brief dates must reflect no more than 30-days old from their BLC start date and will indicate the Student is an SSD1/DLC1 graduate. (NOTE: Students with an existing Flag Code in Section I (Assignment Information) or a current Bar to Continued Service Code in Section III (Service Data) on their SRB will not be authorized to attend. In addition, the Student's unit should submit a DA Form 4187 deferment before the Student attends BLC.

g. SSD 1/DLC 1 Completion Certificate.

h. DA form 3349: Physical Profile if applicable.

(1) Due to operational deployment, 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 due to operational deployment.

(2) 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.

- i. Commanders Acknowledgement Memo (**Enclosure 3**).
- j. BLC Data, NCO Support Channel Contact Sheet with accurate and complete data (**Enclosure 4**).
- k. ALL students' must have a copy of their **Updated** DD Form 93 and SGLV.

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 perform the 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. 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.

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

10. 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 (**Enclosure 6**).

11. The Basic Leader Course will conduct "bag layouts" for all listed TA-50 in enclosure 5; this will occur on Day Zero for local students and Day 1 for all TDY students. Soldiers must have all items in enclosure 5 for the 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.

12. Land Navigation and STX lanes will soon be conducted in BLC, so please ensure all attending Students are up-to-date with Land Navigation and basic Soldier skills to assist in their school courseware. An online Land Navigation is available at the following link, <https://oegames.tradoc.army.mil/landnav/index.html>, as well as mobile app stores; 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 contact points for this memorandum are SFC Julian E. Gonzalez at julian.e.gonzalez2.mil@army.mil or (580) 442-7490 and 1SG Randal E. Davenport at randal.e.davenport.mil@army.mil or (580) 442-3562.

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