



DEPARTMENT OF THE ARMY

ATZT-NCW ← Needs to change to your Office

26 March 2020

MEMORANDUM FOR Noncommissioned Officers Academy, 3662 Swartz Road, Fort Sill, Oklahoma 73503

SUBJECT: Commanders Acknowledgment of Soldiers Status as a Basic Leader Course Student

1. I acknowledge that the Soldier listed below is a Basic Leader Course student while enrolled in the course. This applies whether the student is enrolled in a distance or blended learning capacity.

RANK	NAME	MOS	DODID	UNIT
	One Soldier PER MEMO			

a. Effective Date: 13 APR 20 ← Needs to change to Start Date of Class

b. Period: 13 APR 20 to 08 MAY 20 ← Needs to change to Start Date to End Date

c. Additional Instructions: The Soldier listed above will not be assigned duties or responsibilities outside the scope of being a Basic Leader Course Student and completing POI requirements. If the student is required to perform duties outside of completing POI requirements, it will be coordinated through the course chief or senior small group leader. Requiring students to perform duties that interfere or detract from POI may result in the student being dismissed from the Basic Leader Course.

2. I confirm that the Soldier listed above has read all FCoE NCOA policy letters, as well as the Basic Leader Course Individual Student Assessment Plan (ISAP) and the Soldier understands that compliance to the policy letters and school related outlines is paramount while enrolled at the academy.

3. Point of contact for this memorandum is the undersigned at joseph.a.snuffy.mil@mail.mil or DSN 315-442-3562 ← (Needs to reflect commanders Email and DSN)

Change to Commander's Signature Block > JOSEPH A. SNUFFY
CPT, MS
Commanding