



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

REPLY TO
ATTENTION OF

ATSF-W

15 July 2020

MEMORANDUM FOR Students attending the Basic Leader Course

Subject: Basic Leader Course Welcome Letter

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. Your selection for attendance is indicative of your performance and promotion potential.
2. The BLC focuses on six NCO Common Core Competencies. These competencies are Readiness, Leadership, Training Management, Communications, Operations, and Program Management. The BLC design is to build basic leader and trainer skills needed to lead a team size element, while providing the foundation for further development along the PME learning continuum. Soldier lethality spans all fundamentals: shooting, moving and communicating, protecting, sustaining, and training. The Basic Leader Course fully support the Army's missions of lethality by developing smart, thoughtful, and innovative trainers who can communicate effectively, lead and protect their Soldiers, and sustain their equipment.
3. This information memorandum is a courtesy intended to assist incoming Students with successfully reporting and in processing BLC.
4. Cadre will conduct this BLC class via virtual classroom, online in a web conference platform, and on Blackboard.

Refer to enclosure 1 (SMS enrollment) for the link to self- enroll. All students enrolled in the course must enroll on SMS prior to the class report date. Once enrolled in SMS BLC cadre will verify your enrollment status. Upon verification and acceptance, you will receive a follow on e-mail stating you have been enrolled into Blackboard. Follow the link within this e-mail and proceed to the Blackboard site to complete in-processing as stated in paragraph 6 of this welcome letter. If you are caught sharing the link to SMS, you will be recommended for denied enrollment into the course.

5. (Day 0) Your respective classes report date; your assigned Small Group Leader will email you details to log onto your initial web conference. You must log into this web conference by 0900 CST on the date prescribed. Once you receive this email from your SGL, he or she will become you main point of contact for any questions or concerns that you may have leading up to the class start date. For Fort Sill, assigned ATRRS reserved students needing to sign for a BLC laptop for the course duration may do so starting at 0700 on the Report Date (Day 0). You will report to building #3669 in a serviceable Army

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Combat Uniform. For Soldiers attempting to walk on, you will report on the respective reporting date for that class at 1300 in the prescribed uniform and location as stated above. The only document walk on Soldiers must have on Day 0 to be considered for the course is their SRB dated within 30 days of the class reporting date. **Refer to enclosure 2** for the authorized student parking area and student report location.

6. Students will complete in processing on Blackboard. When logging onto Blackboard, you will see a tab that says "Start Here (Prerequisites)". Clicking on this tab will take you to the page where you can access course requirement documents. All documents are required prior to starting the course. Blackboard is the only means of submitting course requirement documents. BLC will not accept emailed or hand carried packets. **Refer to enclosure 3** (Blackboard Prerequisites)

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 Unit Commander)**.

c. DA Form 705 (Must be passing record test score within the last year). Ensure the HT/WT data is complete; BLC will use this data for your DA Form 1059. In instances where a Soldier was unable to take an APFT within the 12-months (Pregnancy, Surgery, or Injury Profile), but passed their last Record APFT, the Soldier's last Record APFT remains valid until further notice.

d. DA Form 5500-R/5501-R if applicable **(must be within the last year)**.

e. DA Form 4187 signed by the Unit Commander **(refer to enclosure 4)**.

f. SRB, dated within 30 days; SRB must indicate **no flagging actions and that you are an SSD 1/DLC 1 graduate**.

g. SSD 1/DLC 1 certificate.

h. DA form 3349: Physical Profile if applicable.

i. Commanders Acknowledgement Memo **(refer to enclosure 5)**.

j. BLC Data, NCO Support Channel Contact Sheet **(refer to enclosure 7)**

7. BLC Cadre will screen In-Processing documents for completeness, prior to the course start date. Cadre will contact Students and sponsors over email regarding any paperwork discrepancies. If students' are, still missing or have incomplete documents after student's report to BLC, Cadre will counsel these students and give them 72-hours to have missing

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or incomplete documents uploaded to Blackboard. Should students' fail to provide the required documents in the allotted 72-hours, cadre will dis-enroll student from the BLC.

8. There will not be an APFT conducted for this BLC class. You will be able to attend so long as you provide a passing, record DA Form 705, dated within the last year and a passing DA 5500/5501 if applicable.

9. There will not be a layout for classes conducted during this time, due to the nature of how BLC conducts the course. The daily duty uniform is still the Army Combat Uniform, for

the PRT assessment it is still the Army Physical Fitness Uniform, and for the Conduct Individual Training uniform is full field gear, IAW the BLC packing list (**refer to enclosure 6 highlighted equipment**).

10. All BLC students need to remain flexible over the course of instruction due to the current operation environment. Methods of communication may change, and timelines adjusted. Students may transition from web conference to Blackboard only at some point. Please be prepared to accommodate whatever changes occur as they happen and take all instruction from your assigned Small Group Leaders. Most importantly be sure you are fully engaged in the training regardless of whatever medium you are receiving training and education. Doing so, will allow you retain knowledge and are able to apply the leadership skills you will develop and learn throughout the course.

11. The points of contact for this memorandum are SFC Joseph D. Houde at joseph.d.houde.mil@mail.mil or (580)442-7490 and 1SG Peter E. Keel II at peter.e.keel.mil@mail.mil or (580)442-3562.

//Original Signed//
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