



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

ATSF-W

25 March 2021

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 to you on your selection to attend the Basic Leader Course (BLC). Your selection 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. By design, BLC builds students' basic leader and trainer skills necessary for them to lead team size elements, while also providing a foundation students' further development along the PME learning continuum. Soldier lethality spans all fundamentals: shooting, moving and communicating, protecting, sustaining, and training. The BLC 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 to assist incoming Students with reporting and in processing.
4. This BLC class will be conducted locally (Fort Sill home station students) and Virtually (TDY Students). The courseware and objectives will remain the same for both.

**Refer to enclosure 1 (Blackboard Self Enrollment) for instructions to self- enroll. All students enrolled in the course must enroll on Blackboard. The code within enclosure 1 is for student enrollment only. Sharing the enrolment code with others will result in the sharing student's BLC denied enrollment. Students may not receive this code until the Friday prior to report date.**

5. Prior to (Day 0), the Senior Small Group Leader will email students the details to log onto the initial web conference for Students not at Fort Sill. Students' must log onto this web conference by 0630 hours CST, on Day 0. Upon students' logging onto the web conference, their Small Group Leaders become student's main point of contact for any questions or concerns. At 0600 hours, on Day 0, all Fort Sill assigned students will sign for a BLC laptop for the remainder of the course. Student's' will report to building #3669 in a serviceable Army Combat Uniform and COVID19 approved mask.

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**Refer to enclosure 2** for the BLC student parking area and student reporting location. Students failing to report to BLC on Day 0 at 0600 hours roll call formation, will receive a deny enrollment recommendation.

6. Students' will complete their in processing on Blackboard. Log into Blackboard, then find, and select the tab, Start Here (Prerequisites). Doing so, takes students to the page where they can access all BLC requirement documents. Student must provide all documents to their SGL on BLC day 0. This will coincide with the uploading of prerequisite documents to SMS web. **Please 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 the last passing record APFT**). Ensure HT/WT data is populated; we will use this for the DA Form 1059. For students who were 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 with a signed memorandum explaining why from their commander. This also applies for APFTs covered within the COVID-19 MILPER Message.

d. DA Form 5500-R/5501-R (if applicable, **must be the last passing**, if 5500/5501-R is not required height and weight **must be on the DA Form 705**).

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

f. Students' SRB dates must reflect no more than 30-days old, from BLC start date, and indicate student is an SSD 1/DLC 1 graduate, and not reflect an existing flag.

g. SSD 1/DLC 1 completion 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 enclosure 7**)

k. ALL students' must have a copy of their updated DD Form 93 and SGLIV.

7. BLC will review all in-processing documents for their completeness prior to the BLC start date. BLC will contact students and their sponsors regarding any document or paperwork discrepancies via email. Students' missing or having incomplete or out of date documents will receive a "spot report" reflecting the student (s) infraction and have **72-hours** to upload the applicable documents to Blackboard.

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BLC will dismiss students' failing to meet the 72-hour suspense.

8. BLC will not administer the APFT for this class. Students' will be able to attend so long as they provide the last passing, record DA Form 705 and DA 5500/5501 if applicable. BLC will deny enrolment for students possessing temporary profiles that are not combat related.

9. Students must accomplish the physical readiness training activities below:

a. Conduct an extended rectangular formation, preparation drills, recovery drills, and an after action review.

b. Perform the hip stability drill, Military Movement Drill 1 and 2 or perform the shoulder stability drill, conditioning drill 1 and 2.

10. This class will not administer a packing list layout inspection due to COVID19 restrictions and the nature of Blackboard/DL instruction. Duty day uniform is the Army Combat Uniform, uniform for the PRT assessment day is the Army Physical Fitness Uniform, and uniform for Conduct Individual Training is full field gear, IAW the BLC packing list (**refer to enclosure 6 highlighted equipment**).

11. All BLC students must remain flexible and resilient throughout the course due to the COVID19 operation environment. BLC may adjust communication methods and timelines as applicable. Follow your SGL's instructions. Whatever the method of instruction, it is most important that students' remain fully and actively engaged regardless of the instruction delivery method. It is most important for every student to absorb, understand, retain, and then apply the leadership skills you gain throughout the course.

12. The points of contact for this memorandum are SFC Wladimir C. Ricaurte at <wladimir.c.ricaurte.mil@mail.mil> or (580)442-7490 and 1SG Travis D. Honea <travis.d.honea.mil@mail.mil> or (580)442-3562.

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