



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER
ACADEMY BLDG 2E SHERIDAN ROAD
FORT BLISS, TX 79916-6501

ATSS-CDA

3 June 2023

MEMORANDUM FOR STUDENTS

SUBJECT: Welcome Letter, Fort Bliss NCOA Basic Leader Course (BLC)

1. Congratulations on your selection and welcome to the Fort Bliss Noncommissioned Officer Academy. Your selection indicates the Army's trust and confidence in your potential leadership ability to serve in positions of greater responsibility. Our mission, while you attend the Fort Bliss NCOA, is to provide challenging academic and performance-based assessments in a learner-centric environment with the goal of developing critical and creative thinkers capable of solving problems and building teams to win decisively in a complex world.

2. BLC is a 22-academic day course consisting of 169 academic hours focusing on six NCO Common Core Competencies. The NCO Common Core Competencies are Readiness, Leadership, Training Management, Communications, Operations, and Program Management. BLC is designed 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.

3. Students attending BLC must meet the following course prerequisites:

a. IAW AR 350-1, Distributed Leader Course I (DLCI) is the current prerequisite to attend the Basic Leader Course (BLC). Distributed Leader Course I (DLC-I) is also a prerequisite in lieu of SSDI.

b. Noncommissioned officer backlog. Within the guidelines of Select Train Educate Promote (STEP) (AR 350-1, Section V) is defined as Soldiers with 37 or more months' time in grade who have been promoted without completing/graduating the Professional Military Education (PME) course in the Noncommissioned Officer Professional Development System (NCOPDS) required for their grade level. Soldiers on the legacy backlog are afforded one opportunity to attend their requisite NCO PME course. These Soldiers are not otherwise eligible for further promotion consideration unless they meet all the training and educational requirements for their current rank. (Ref: AR 350-1, paragraph 3-19f)

c. Attendance is on a priority basis. Soldiers who qualify for BLC are placed on an Order of Merit List (OML) by the unit commander as follows:

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(1) Priority 1: Soldiers who are temporarily promoted without the required PME.

(2) Priority 2: SPCs in a promotable status with the highest promotion points to SGT are scheduled first for BLC by their unit's Order of Merit list.

(3) Priority 3: Soldiers deferred from a reserved course for failure to meet course requirements/standards or for disciplinary reasons. Soldiers who, upon arrival to the course, fail to meet course standards and not entered as "GRADUATED" in ATRRS (i.e., removed for failure to comply with course height/weight standards, derogatory issues, failure to meet academic standards, etc.).

(4) Priority 4: Train ahead Soldiers (not in a promotable status) who can be scheduled for class, that do not meet priorities 1-3 criteria. This paragraph does not pertain to RA or USAR AGR BLC; scheduling of RA or USAR AGR is in accordance with Army Directive 2021-17.

d. The Commandant will ensure priority consideration for National Guard and Reserve (Compo 2 and 3) Soldiers in a TDY status for class seats as appropriate.

e. Soldiers attending BLC must have an active NIPR account; in an ever- evolving environment the class may become virtual.

f. Additional requirements:

(1) Must be able to pass an ACFT and meet height and weight standards IAW AR 600-9. Soldiers are allowed one re-screening. The re-screening will be administered no earlier than 14 days after the initial ACFT and height/weight assessment. Failure of an initial ACFT or height/weight assessment will result in a counseling statement. Failure of a re-screening will result in consideration for dismissal from the course. If a student passes the re-screening, the highest rating they may receive on the 1009A for Presence and Comprehensive Fitness is a MET STANDARDS.

(2) Be eligible for reenlistment and have an attendance recommendation from their immediate commander.

(3) Have no suspension of favorable personnel actions (flags) or pending flags.

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(4) Arrive fully capable of performing supporting individual tasks and tasks required at the previous lower-level course, e.g., basic training, SMCT Skill Level 1, DLC I.

(5) Pre-execution Check List (PEC) or Post Reservation Check List (PRCL), and complete NCOA packing list.

(6) Ensure that you have a current Record ACFT with a passing score, and do not possess a temporary profile.

(7) The NCOA will deny enrollment to Soldiers failing to meet any of the above prerequisites.

(a) Active Component (AC) Soldiers must bring an automated TASS Unit Pre-execution Checklist (PEC), and TRADOC Form 350-18-2-R-E with them. This form is available for download from the TRADOC website at:

<http://adminpubs.tradoc.army.mil/forms.html>.

(b) Reserve Component (RC) Soldiers must report with the Post Reservation Checklist (PRCL), which took effect in April 2011, for U.S. Army Reserve and Army National Guard Soldiers. The PRCL must be completed by the Soldier's unit two days prior the report date. If the PRCL is not completed, the Soldier's reservation will be cancelled. Due to the use of the PRCL, Reserve Component (RC) Soldiers attending BLC at an RC NCOA will not need a TRADOC Form 350-18-2-R-E, PEC, as the verification of information is through the PRCL.

(c) AC Soldiers attending a RC NCOA will still be required to report with a copy of their signed PEC. In addition, attendance requires all Soldiers, both AC and RC, to report with a signed copy of their PEC when attending any AC NCOA.

(d) Soldiers have 72 hours to provide all required missing documents and NCOA packing list items. Soldiers who fail to provide required missing documents and/or items within the established timeline will be dis-enrolled and returned to their unit.

(e) Common Access Card (CAC): All Soldiers attending BLC are required to have a CAC. This is a requirement that will allow students to utilize classroom computers and allow students to sign 1059s, upon course completion.

(f) Student qualification on prerequisite tasks is an individual and unit commander's responsibility. Upon arrival, Soldiers must possess the capability of performing supporting individual Skill Level 1 tasks.

4. Students attending BLC must meet the following enrollment requirements:

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a. Soldiers with medical profiles due to an operational deployment will be permitted by their immediate commander to attend appropriate courses (to include PME) within the guidelines of their profile. Soldiers must arrive at the course of instruction with a copy of their current profile and memorandum signed by their commander stating the profile has been continuous and is a result of injuries sustained due to an operational deployment.

b. Soldiers with temporary profiles preventing full participation in a course, that is not a result of an operational deployment, will be deleted or deferred by their unit from school attendance consideration until the removal of the temporary profile, or the student can complete all course graduation requirements.

c. Soldiers with a permanent designator of "2" in the physical profile must include a copy of DA Form 3349 (Physical Profile) as part of the course application. They will be eligible to attend courses (to include PME) and train within the limits of their profile, provided they can meet course graduation requirements. Soldiers with a permanent designator of "3" or "4" in their physical profile must include a copy of DA Form 3349, and the results of their MOS Administrative Retention Review as part of the course application.

d. Soldiers who have been before a MOS Administrative Retention Review and retained in their MOS or reclassified into another MOS are eligible to attend appropriate courses (to include PME) and train within the limits of their physical profile (DA Form 3349). Commandants will not dis-enroll or deny enrollment of Soldiers into the course based on physical limiting conditions on their physical profile, IAW MOS Administrative Retention Review adjudication.

e. Pregnant Soldiers: Soldiers who are pregnant prior to the course may not attend BLC. A Soldier who is diagnosed as pregnant while attending BLC may continue, provided written documentation from the doctor states she can participate in all the courses physical requirements. Soldiers medically dis-enrolled for pregnancy after enrollment are eligible to return to the course when medically cleared.

f. While attending the course, the Soldier will be administered a height and weight screening. **Soldiers who fail height and weight screening will be re-screened 14 days later. Dismissal will occur for all Soldiers who fail the re-screening.**

g. The NCOA will deny enrollment to Soldiers failing to meet any one of the above prerequisites.

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5. You are to report to the Fort Bliss NCOA Barracks, Building 1005 on Carter Road at 0500 hours on your report date in APFU with your sponsor. Soldiers attending the course will not have any items while in formation. Your sponsor will secure your items until the completion of the height and weight screening.

6. Minimum items required upon your arrival:

a. Copies of your Military orders (DD Form 1610) (TDY only) or copies of your DA 4187.

b. Army Physical Fitness Uniform (APFU), to include the required NCOA Packing List items.

c. Copy of any physical profiles DA Form 3349 signed by approval authority.

7. Additional Information:

TDY Soldiers: The Fort Bliss NCOA will not be providing lodging and meals for TDY students until further notice; the Fort Bliss NCOA Barracks are closed. All Students arriving TDY will call staff duty at (915) 955-2460 once they arrive to the El Paso International Airport. Students are responsible for transportation to their lodging. Make plans to arrive early to become familiar with Fort Bliss and the NCOA location. If you are flying, the closest airport is El Paso International Airport (ELP). Upon completion of the course, students will return to their permanent duty station; students should not plan on flying out before 1500hrs on the day of graduation.

8. For additional information and resources please visit the following websites for assistance prior to attending the Fort Bliss NCOA:

Follow us on Facebook at: <https://www.facebook.com/fortblissncoa/>



Fort Bliss NCOA ACT community website:

<https://actnow.army.mil/communities/service/html/communityview?communityUuid=f615bd80-3382-4413-a19d-6e0277fd429f>

Fort Bliss NCOA Student Milsuite Page: <https://www.milsuite.mil/book/groups/fort-bliss-nco-academy-blc>

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NCO Telephone Numbers:

Chief of Training
(915) 568-4744

Chief of Operations
(915) 568-2160

SDNCO
(915) 955-2460

On behalf of the Commandant, and the staff of Fort Bliss NCOA, congratulations on your selection. We look forward to your participation in this especially important event. Your experience in the course and critical feedback is invaluable to our effort in delivering the best outcome-based education for future Sergeants.



S. Steve Gibbs
CSM, USA
Commandant