



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

ATSS-CDA

20 February 2025

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. Unit Commanders are encouraged to develop an Order of Merit List (OML) for Soldiers who qualify for BLC and maximize ATRRS reservations for course attendance.

a. Soldiers who attempt to walk-on to a BLC class will be considered in the following order:

(1) Priority 1: Soldiers who currently hold the rank of Sergeant.

(2) Priority 2: SPCs/CPLs who have attended the promotion board and hold a promotable status.

(3) Priority 3: SPCs/CPLs who do not hold a promotable status.

b. All walk-on Soldiers must report with a complete hard copy of their enrollment packet.

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c. 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.

d. Soldiers attending BLC must have completed DOD cyber awareness training within 12 months of the class start date.

e. Additional requirements:

(1) Must be able to pass an Army Combat Fitness Test (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 7 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) Have a minimum of 6 months' Time in Service (TIS) remaining from the date of course graduation.

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

(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.

(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 within 60 days of the reporting date, 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.

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(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) ATRRS enrolled 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:

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.

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e. Pregnant Soldiers: Soldiers who are pregnant and on a temporary profile prior to the course may not attend BLC.

f. While attending the course, the Soldiers will be administered a height and weight screening. **Soldiers who fail height and weight screening will be re-screened 7-14 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.

5. You are to report to the Fort Bliss NCOA Barracks, Building 1005 on Carter Road at 0600 hours on your report date in APFU with your sponsor. Soldiers attending the course will not have any packing list items while in formation. All Soldiers will have a complete hard copy of their enrollment packet at the 0600 formation. **Unit PT shirts are NOT authorized at formation or while attending BLC.**

6. Additional Information:

TDY Soldiers: The Fort Bliss NCOA will not be providing lodging 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 (ELP). 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.

7. 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 website:

<https://www.ncolcoe.army.mil/Organizations/Fort-Bliss-NCO-Academy/>

Fort Bliss NCOA NCO Worldwide Page:

<https://www.ncoworldwide.army.mil/Academics/Basic-Leader-Course/>

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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.

A handwritten signature in black ink, appearing to read 'S. Gibbs', with a long horizontal flourish extending to the right.

S. Steve Gibbs
CSM, USA
Commandant