



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

ATSS-CDA

01 October 2019

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 are assigned to the 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. The BLC is a 22-academic day resident course consisting of 169 academic hours focusing on six NCO Common Core Competencies. These 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, Structured Self Development I (SSDI) 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 of 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:

ATSS-CDA

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

- (1) First Priority. Soldiers promoted to SGT with a deferred education requirement, NCOs not previously afforded an opportunity to attend.
 - (2) Second Priority. SPC/CPL promotable. These Soldiers are prioritized within this category as follows:
 - (a) For Regular Army/COMPO 1. SPC/CPL promotable in MOS(s) which would have had additional promotions if more promotable SPC/CPL had been available and identified as shortage MOS by monthly HRC Promotion Cut-Off memorandum.
 - (b) SPC/CPL promotable who have met the cut-off score.
 - (c) SPC/CPL promotable in other MOS serving in an authorized NCO position based on the highest number of promotion points.
 - (d) All other SPC/CPL promotable on a recommended list based on the highest number of promotion points.
 - (3) Third Priority. SPC/CPL in leadership positions. In order to fill all BLC training seats, non-promotable SPC/CPL with demonstrated leadership potential may attend BLC only when all higher OML categories are exhausted.
- d. The Commandant will ensure National Guard and Reserve (Compo 2 and 3) Soldiers in a TDY status are given priority consideration for class seats as appropriate. The Commandant can also accept "local walk-ons" provided Soldiers are otherwise fully qualified to attend BLC. Privates First Class and below **are NOT authorized** to attend BLC.
- e. Additional requirements. Soldiers must:
- (1) Meet height and weight standards IAW AR 600-9. Soldiers are allowed one re-screening. The re-screening will be administered no earlier than seven days after the initial height/weight assessment). Failure of initial height and weight screening will result in a counseling and removed from all academic honors. 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.
 - (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, SSDI/DLC I.
 - (5) Pre-execution Check List (PEC) or Post Reservation Check List (PRCL), and complete NCOA packing list.

ATSS-CDA

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

- (6) Ensure that you have a current Record Pass APFT within 60 days of class start date.
- (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), TRADOC Form 350-18-2-R-E with them. This form is available for download from the TRADOC website: <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 information has already been verified through the PRCL.
 - (c) AC Soldiers attending an RC NCOA will still be required to report with a copy of their signed PEC. In addition, all Soldiers, both AC and RC, will be required 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 disenrolled and returned to their unit.
 - (e) Common Access Card (CAC): All Soldiers attending BLC are required to have CAC. This is a requirement for use of classroom computers.
 - (f) Student qualifications in meeting prerequisite tasks are 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 aforementioned 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.

ATSS-CDA

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

- b. Soldiers with temporary profiles preventing full participation in a course that are not a result of operational deployment, will be removed or deferred from school attendance consideration by their immediate commander, until the temporary profile is removed 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 until medically cleared. A Soldier who is diagnosed as pregnant while attending BLC may continue, provided written documentation from the doctor states she can participate in all course 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, Soldier will be administered a height and weight screening and APFT on Day Zero (Report Date) as an entrance requirement. **Soldier who fail height and weight screening and/or APFT will be denied enrollment into the course.**
- 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 0500 hours on your report date in IPFU 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 APFT and height and weight screening. Upon roll-call from the ATRRS roster, you will be administered an APFT and 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. Improved Physical Fitness Uniform (IPFU), to include the required NCOA Packing List items.

ATSS-CDA

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

- c. Copy of any physical profiles DA Form 3349 signed by approval authority.
1. Additional Information:
TDY Soldiers: TDY Soldiers will stay in the barracks located at Building 1005 on Fort Bliss. All Students arriving TDY will call staff duty at (915) 780-9620 once they arrive to the El Paso International Airport. Students are responsible for transportation to the barracks. Upon arrival Students will receive a room key to their assigned barracks. 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). Graduation is scheduled for 1000hrs. This time can change and you should not plan on flying out before 1500hrs on graduation day. All meals are provided in accordance with Fort Bliss travel guidance.
2. For additional information and resources please visit the following websites that will assist you prior to attending the Fort Bliss NCOA:

Fort Bliss NCOA website: <http://ncolcoe.armylive.dodlive.mil/warrior-leaders-course/>



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=f6_15bd80-3382-4413-a19d-6e0277fd429f

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

ATSS-CDA

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

Furthermore, download the Army Digital Rucksack that complements the Army Career Tracker (ACT) from your mobile phone inside your App Store application. This Application will provide Soldiers reach back capabilities to current doctrine. This will also provide access to learning and development tools focused on self-development, experiential learning, education and credentialing opportunities while attending BLC.

NCO Telephone Numbers:

Chief of Training Chief of Operations SDNCO
(915) 568-4744 (915) 568-2160 (915) 780-9620

Again, on behalf of the Commandant and the staff of Fort Bliss NCOA, congratulations on your selection. We look forward to your participation in this very 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. [More information about Fort Bliss.](#)



PATRICK KELLY
CSM, USA
Commandant