



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

ATSS-CDA

01 July 2020

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 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. These competencies are broken into four separate modules. 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. During the 22-academic day course this will be your place of duty and are required to attend all hours of the course whether it is to be conducted virtually or resident.
4. Students attending BLC must meet the following course prerequisites:
 - a. IAW AR 350-1, Distributed Leader Course I (DLC-I) is the current prerequisite to attend the Basic Leader Course (BLC). Structured Self Development I (SSDI) is also a prerequisite in lieu of DLC-I.
 - 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 3-19(f)).
 - 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.
 - (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/ ACFT.
 - (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.
5. 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 to the course 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 are not a result of operational deployment, will be removed or deferred from school attendance consideration by their immediate commander, until the temporary

ATSS-CDA

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

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 required to download and have access to their Microsoft Teams account in the event BLC will be facilitated virtually to include practical evaluations.
- g. Units must allow BLC students the maximum time to attend the course with no distractions to (e.g. pulling students back for staff duty, charge of quarters, etc).
- h. The NCOA will deny enrollment to Soldiers failing to meet any one of the above prerequisites.

ATSS-CDA

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

6. Additional Information: TDY Soldiers; Fort Bliss NCOA will not be hosting TDY students or non-resident students during the COVID-19 pandemic.

- a. 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=f615bd80-3382-4413-a19d-6e0277fd429f>

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

NCO Telephone Numbers:

Chief of Training Chief of Operations SDNCO

(915) 568-4744 (915) 568-2160 (915) 780-9620

7. Again, on behalf of the Commandant and the staff of the 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.

MONTAE M. CLARKE
CSM, USA
Commandant