



DEPARTMENT OF THE ARMY  
1<sup>ST</sup> BN (NCOA), 199<sup>TH</sup> REGIMENT (RTI-LA)  
6030 MONROE HIGHWAY  
BALL, LA 71405-3365

NGLA-LRZ-AA

04 January 2019

MEMORANDUM FOR Students Attending the 1<sup>st</sup> BN NCO Academy (NCOA), 199<sup>th</sup> Regiment (LA-RTI)

SUBJECT: Basic Leader Course (BLC) Welcome Letter

1. Congratulations on your selection for enrollment into the Basic Leader Course (BLC). I would like to take this time to inform you of some of the items that you should have with you in order to facilitate in-processing when reporting to the course. All Soldiers will report to the Gymnasium Bldg 4705 in APFU with the following:

- a. Valid Common Access Card (CAC) with pin.
- b. 5 copies of your orders or DA Form 1610. Include all amendments if applicable.
- c. Pre-Execution Checklist: TRADOC Form 350-18-2-R-E (Active Duty Soldiers will submit TRADOC Form 350-18-2-R-E during in processing on Day 0 of the course).
- d. DA Form 3349: Physical profiles (if applicable, see enclosure 1 for additional information).
- e. Travel Itinerary (if traveling by Commercial Air / Bus).
- f. Structured Self Development 1 (SSD-1) or Distributed Leader Course 1 (DLC-1) completion certificate
- g. Complete unit address and unit point of contact phone numbers (1SG, PSG, RDNCO, etc).

2. ARNG and USAR students are reminded to ensure their Training NCO completes the Post-Reservation Checklist (PRCL) in ATRRS. This will ensure that you maintain a reserved seat in the class.

3. Wireless internet access is available throughout Camp Cook. Personal computers are encouraged to be brought (issued computers will remain in the classroom at all times). There is no Post Exchange (PX) on Camp Cook, but there is a small Shopette on Camp Beauregard (3 miles away) that sells basic necessities and some military clothing. You are encouraged to procure all items that you are going to need prior to arrival at the course. Use of POVs are authorized after duty hours most nights of the course. Curfews are established by the Chief of Training.

4. All students with a reservation must access Army Career Tracker (ACT) at <https://actnow.army.mil> to join the 1<sup>st</sup> BN NCO Academy, 199<sup>th</sup> Regiment community by using the attached slides to obtain the most current BLC Handbook (*January 2019 all other versions are obsolete*). The BLC Handbook is provided as a single source document to assist Soldiers prior to their arrival, reception, and integration in the 1<sup>st</sup> BN NCO Academy. The packing list can also be obtained in ATRRS under course number 600-C44 school code 963 SH screen as well. The 1<sup>st</sup> BN NCOA community page also contains a



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student library with many other useful read ahead documents, BLC courseware, Individual Student Assessment Plan (ISAP), and class forum for questions that may not be answered in the student guide.


5. When making travel arrangements to attend BLC refer to the BLC class dates at the 1<sup>st</sup> BN NCO Academy, 199<sup>th</sup> Regiment Community page on ACT for class report date and end date or the ATRRS course catalog under course 600-C44, school code 963 for report date and end date. Depending on your mode of travel you should plan to arrive NLT 1700 on the report date listed in ATRRS and do the following upon arrival on report day:

a. Alexandria Airport (AEX) or Greyhound Bus Station: The NCOA will provide transportation for Soldiers arriving at AEX or the Greyhound Bus Station. When you arrive at AEX there will be Camp Cook staff member at the desk beside the baggage claim carousel to coordinate transportation for you from the airport to Camp Cook until 1700 hrs. In the event your flight was delayed causing you to arrive after 1700 hrs the phone number to coordinate transportation with the staff duty NCO at Camp Cook is (318) 290-6114.

b. Students arriving by POV: All Students Report to the Gymnasium (Bldg. 4705) for in processing on Day 0 of the course. Civilian clothing is recommended for travel, but you will be required to change into the APFU for initial HT/WT screening. NCOA BLC Facilitators will inspect all POVs on Day 0 during in-processing.

6. Point of contacts concerning this memorandum are MSG Chad Fisher, Chief of Training at [chad.e.fisher.mil@mail.mil](mailto:chad.e.fisher.mil@mail.mil) or 318-290-6113 and SFC Barney Dykes for any ATRRS issues at [barney.p.dykes.mil@mail.mil](mailto:barney.p.dykes.mil@mail.mil) or 318-290-6116.

- 2 Encls  
1. BLC Prerequisites  
2. BLC Packing List

  
CHRISTOPHER T. MAXWELL  
CSM, LAARNG  
Commandant

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Enclosure 1 - PREREQUISITES FOR SOLDIERS ATTENDING BLC

Basic Leader Course (BLC)

1. Effective 21 April 2011, the PRCL took effect. Soldiers whose reservations were made after that date are only required to report with documentary evidence of physical profile and other non-routine prerequisites not contained in the Total Army Personnel Database (TAPDB). DA Form 705 (APFT Card) is no longer needed, due to the responsibility of the commanders to ensure Soldiers meet the Army standards NLT 60 days before attending any NCOPDS. **ARNG and USAR will continue to complete the PRCL in ATRRS. AC Soldiers will submit TRADOC Form 350-18-2-R-E during in processing on Day 0 of the course.**
2. Soldiers with a permanent designator of "2" in the physical profile must submit a copy of DA Form 3349. They will be eligible to attend the course and train within the limits of their profile provided they can meet course graduation requirements.
3. Soldiers who have a permanent profile designator of "3" or "4" must include a copy of their DA Form 3349 and the results of their military medical review board (MMRB) as part of the course application. Soldiers, who have appeared before an MMRB, or similar board, have been awarded medical limitations, and allowed to retain their occupational classification, may attend BLC and train within the limitations of their profile--provided they can meet course prerequisites and graduation requirements.
4. The NCOA will deny enrollment to Soldiers who hold a temporary profile except for shaving or nonperformance deterring profiles. Soldiers diagnosed as pregnant after enrollment may continue training, **provided** the attending physician deems it is safe to do so. Pregnant Soldiers must provide a copy of the attending physician's recommendation. A Soldier medically dismissed for pregnancy after enrollment may return to the course when the condition that led to the medical dismissal no longer exists.
5. Temporary Profile Exceptions: Soldiers with medical profiles due to an operational deployment will be permitted by their immediate commander to attend BLC within the guidelines of their profile. Soldiers must arrive at 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.
6. The NCOA will deny enrollment to Soldiers failing to meet any one of the above prerequisites. The Commandant is not permitted to supplement these mandatory prerequisite requirements.
7. IAW AR 350-1, Structured Self Development (SSD) 1 is the current prerequisite to attend BLC. In the near future SSD-1 will change to the Distributed Leader Course 1 (DLC-1) and it will be the prerequisite for attendance to BLC. Soldiers reporting without documentation or ATRRS RS screen entries reflecting completion of SSD-1 will be returned to their unit if evidence of completion is not provided within 72 hours (3 working days) IAW TR 350-18 para 3-22.