



DEPARTMENT OF THE ARMY

1ST BN (NCOA), 199TH REG (LA-RTI)
6030 MONROE HIGHWAY
BALL, LA 71405-3365

NGLA-LRZ-AA

27 December 2019

MEMORANDUM FOR Students Attending the 1st BN NCO Academy (NCOA), 199th 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 (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 BLC 1SG.

4. All students with a reservation must access Army Career Tracker (ACT) at <https://actnow.army.mil> to join the 1st BN NCO Academy, 199th Regiment community by using the attached slides to obtain the most current BLC Handbook (*27 December 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 1st BN NCO Academy. The packing list can also be obtained in ATRRS under course number



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600-C44 school code 963 SH screen as well. The 1st BN NCOA community page also contains a student library with many other useful read ahead documents, Individual Student Assessment Plan (ISAP), and class forum for questions that may not be answered in the BLC Handbook.

5. When making travel arrangements to attend BLC refer to the BLC class dates at the 1st BN NCO Academy, 199th 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 carrousel 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 or 318-290-6113 and SFC Barney Dykes for any ATRRS issues at barney.p.dykes.mil@mail.mil or 318-769-2326.

- 3 Encls
1. BLC Prerequisites
2. Mission Statement
3. BLC Packing List

CHRISTOPHER T. MAXWELL
CSM, LAARNG
Commandant

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. RA 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 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.
3. 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.
4. 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.
5. 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.
6. 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.

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7. NCOAs 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.

8. IAW AR 350-1, Structured Self Development I (SSD-I) is the current prerequisite to attend BLC. Distributed Leader Course I (DLC-I) is also a prerequisite in lieu of SSD-I. Soldiers reporting without documentation or ATRRS RS screen entries reflecting completion of SSD-1 or DLC-I will be returned to their unit if evidence of completion is not provided within 72 hours (3 working days).

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MISSION STATEMENT

1st BN NCOA, MCC-BLC will develop competent and adaptive junior NCOs as critical thinkers able to lead, train, and mentor Soldiers for the modern and future operating environments in an era of persistent conflict.

VISION

1ST BN NCOA Staff and Cadre will "Lead by Example" upholding the Army Values to enhance leader development by utilizing the Experiential Learning Model and providing a rigorous, challenging academic environment and practical exercise experiences, while treating students with respect, dignity, and professional courtesy that are the foundation of Army Leadership.

"TRAIN TO LEAD"

Enclosure 3 - BLC Packing list

**1st BN Noncommissioned Officer
Academy Packing List
Basic Leaders Course (BLC)
INDIVIDUAL CLOTHING & EQUIPMENT**

Item#	Mandatory Equipment Description	REQ	Item#	Mandatory Equipment Description	REQ
1	OCP Uniform complete (see note 1)	4SET	19	Towel, Brown or Neutral Color	2EA
2	Velcro nametag w/US Army (unless sewn on)	2EA	20	Wash Cloth, Brown or Neutral Color	2EA
3	Velcro US Flag	2EA	21	Barracks Bag (Army Issue)	1EA
4	Velcro Rank (unless sewn on)	2EA	22	Identification Card (CAC)	1EA
5	Velcro Unit patch	2EA	23	Identification Tags with SM/LG Chain	1EA
6	Cap, Patrol w/nametag	1EA	24	Personal Hygiene/Shaving Kit Complete	1EA
7	Belt, Rigger, Coyote	1EA	26	Sports Bottle (water source)	1EA
8	Boots Combat, Coyote	2PR	27	Wet Weather, Parka and Trouser	1PR
9	Socks, Boot (solid OD or foliage green, brown or black)	7EA	30	FLC	1EA
10	Undershirt, Coyote	7EA	31	Ammo Pouch	2EA
11	Undergarments (neutral or solid colors) Optional	7EA	32	IFAK	1EA
12	Brassieres (if applicable)	7EA	33	Canteens (camelback may be used in lieu)	2EA
13	APFU Shirt, Short Sleeve	2EA	34	Helmet, Kevlar / ACH Complete (see note 4)	1EA
14	APFU Shirt, Long Sleeve	2EA	35	Shower Shoes	1PR
15	APFU Trunks	2EA	36	Bedding (sheets, blanket, pillow case)	
16	Socks, Athletic, Calf or Crew Length (black or white without logos)	7PR			
17	Running Shoes	1PR			
18	Black Cap, Synthetic Micro Fleece	1EA			

Seasonal/Cold Weather Clothing (01 Oct – 30 Apr)

1	APFU Jacket	1EA	5	Level III High Loft Fleece Jacket	1EA
2	APFU Trousers	1EA	6	Level IV Wind Jacket	1EA
3	Level I Light Weight Undershirt & Drawers	2PR			
4	Level II Mid Weight Shirt and Drawers	1PR			

Enclosure - BLC Packing list

Classroom Items			Suggested or Optional Items		
Item#	Classroom Mandatory Item Description	REQ	Item#	Suggested or Optional Item Description	REQ
1	Composition Notebook	1EA	1	Hangers, Plastic or Wire	10EA
2	Protractor, GTA 05-02-012	1EA	2	Highlighter Markers	2EA
3	Pencil, Mechanical .5mm	2EA	3	Insect Repellent (Optional)	1EA
4	Pens, Black	2EA	4	Sun Screen (Optional)	1EA
5	3x5 Note Cards	1PK	5	Sewing Kit Complete (Optional)	1EA
6	Eye Glasses (if applicable)	2SET	6	Locks with two keys, or Combination Locks	2EA
			7	Laundry Detergent Liquid or Pods	1PK
			8	Pocket Note Pad	1EA
			9	Civilian Clothing (appropriate attire for off post)	
			10	Personal Laptop (Wi-Fi available) (Optional)	

NOTES:

1 All students are required to have two complete sets of accoutrements for their OCP uniform; including Velcro unit patches, rank, nametapes and U.S. Army tapes, along with subdued skill and occupation badges (if applicable). The U.S. embroidered-colored insignia flag is the only authorized insignia. The U.S. Army & Name tapes, rank, and special skills badges MAY be sewn on uniforms as an alternative to Velcro insignias.

2 Items 1-36 are required mandatory items throughout the year. Classroom items 1-6 are additional mandatory items. All BLC students will use this checklist. This packing list is also available on ATRRS SH screen under course # 600-C44, school code 963.

3 The canteens or Camelback hydration system is a mandatory item due to the potential of extreme temperatures experienced during the late spring months, summer months, and early fall months. **The Camelback hydration system may be used in lieu of 2 canteens with covers on the FLC / LCE / LBE / LBV.**

4 All uniforms and uniform components brought for wear must be clean and serviceable. At no time will Soldiers bring uniforms or uniform components that are faded or have holes, rips, tears, stains, dirty and/or missing pieces of the component. Kevlar Helmet / ACH complete includes cover, pads, chinstrap, and cover band.

5 Cold Weather Equipment will vary by installation or unit, regional climate conditions, and availability of ECWCS equipment. Not all installations or units are issued the same cold weather gear; seasonal temperatures, the installation and NCOA policies regulate the appropriate equipment needed in cold climates during the course.