



DEPARTMENTS OF THE ARMY

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

NGLA-LRZ-AA

13 May 2020

MEMORANDUM FOR STUDENTS

SUBJECT: Welcome Letter, Virtual Basic Leader Course (vBLC), 1st BN (NCOA), 199th Regiment, Camp Cook, La

1. Prior to reading this welcome letter below are mandatory Date Time Groups (DTGs) that students must meet prior to Day 1 Start:

- a. **Email Student information sheet: NLT 021700SJUNE2020**
- b. **Email Virtual Sync Counseling: NLT 021700SJUNE2020**
- c. **Student Registered on GroupMe: NLT 040900SJUNE2020**
- d. **Participate in initial Group Conversation: 041000SJUNE2020**
- e. **Register into Blackboard: Between 041030SJUNE2020 and 041400SJUNE2020**

2. Congratulations on your selection and welcome to the Virtual Basic Leader Course. Your selection indicates the Army's trust and confidence in your potential leadership ability to serve in positions of greater responsibility. Our mission, while 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.

3. The virtual Basic Leader Course (vBLC) is still a 22-academic day **Distributed Learning (DL)(virtual environment platform)** 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. The designed BLC builds basic leader and trainer skills needed to lead a team size element; while providing the foundation for further development along the PME learning continuum. During the duration of this course Soldiers will need to ensure that they attend all blocks of instruction. Soldiers who fail to attend at the time instructed, without prior authorization, may be released from the course as a disciplinary drop.

4. The Commandant's #1 priority is the HEALTH and SAFETY of Soldiers and their families. Due to the recent COVID-19 pandemic, the NCOLCoE established vBLC to ensure continued development, implementation, and evaluation of world-class



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professional military education to the enlisted force. The vBLC allows us to continue delivering BLC curriculum, while reducing the risk of unnecessary exposure. During vBLC, the following are additional guidance you must know as a student:

a. All honors suspended during this course iteration are Commandant's List, Distinguished Leadership Award, Distinguished Honor Graduate, and Honor Graduate.

b. All passing DA Forms 705, 5500, and 5501s will be accepted as long as they are the most recent test taken, ***IAW HQDA EXORD 164-20 (FRAGO 1)*** for all components and they must match the date input into the Digital Training Management System (DTMS)

c. All Students' DA Form 1059, Part III, block b will contain comments: "This BLC is Virtual DL version conducted during the COVID-19 pandemic. Not all learning areas were evaluated and honors for academic achievement were suspended due to no fault to the Soldier."

5. Minimum items required upon your entrance in distance learning/ blackboard:

a. Common Access Card (CAC) and reader to sign into <https://blc.ncoes.army.mil> (**Blackboard**) (to sign in and upload documents. Students need to ensure that expiration dated is not during the course).

b. Reliable internet access, with government-issued computer or a reliable computer meeting all requirements for vBLC virtual attendance. **YOU MUST BE ABLE TO ACCESS <https://blc.ncoes.army.mil> (Blackboard).**

c. Students will be required to conduct video teleconference sessions during the course. Students are required to conduct sessions in a professional environment. Students will remain in compliance with all AR 670-1 standards while enrolled in the vBLC course. Students must have a Personal Electronic Device (PED) that allows for teleconference using GroupMe and Skype applications.

d. Students are required to register in Blackboard **between 041030SJUN20 and 041400SJUN20**. Failure to do so will result in dis-enrollment from the course and replaced with the next Soldier on the OML. Soldiers who are not reserved in the course are not authorized to register in Blackboard. **Facilitators will provide the Access code to blackboard @041030SJUN20.**

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e. All Students will login into <https://blc.ncoes.army.mil> with AKO username and password or CAC. This will register you in Blackboard. Once you are in and see your name in the top right of the screen, the process is complete. **It is strongly advised to begin registration in Blackboard immediately following your first video conference with your facilitator.**

f. Access to Blackboard with username and password: You are able to access Blackboard without using CAC. Please follow the instructions below:

(1) Login to AKO

(2) After you have logged in, scroll all the way down until you see "IDM Portal" right under "DFAS" under "ARMY LINKS" category. This will open another tab that will direct you back to the old version of AKO.

(3) Located on the upper left region of the page, you will see a tab name "My Account". Click on the arrow next to "My Account" in which will open a drop down menu.

(4) Click on "Account Information" and you will write down your username.

(5) On the left side, you will see "Change Password" please click and follow the guidelines for the password requirements

(6) Once you have written down your username and password, you may now log in to Blackboard using username and password. This can possibly save some time instead of trying to authenticate your certificates every time. This method works very well on personal laptops/computers.

6. Candidates must submit all required documents for attending the course in the necessary time designated by the BLC Course Management Program (CMP). Students will receive a Student Information Sheet and virtual sync counseling along with this welcome letter. These documents must be emailed to blc199th@gmail.com prior to **021700SJUNE2020**. If the student does not provide all the required documents in the allotted time, they are considered for dis-enrollment from the course. Every student will sign an initial counseling with their assigned facilitator detailing the required documents. The student will load all documents into Blackboard. The required documents to be completed for BLC are as follows:

a. TASS Pre-execution Checklist (TRADOC Form 350-18-2-R-E, APR 2018) Signed by Unit Commander (**Regular Army only**).

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b. Passing DA Form 705 – Most recent record and dated IAW HQDA 164-20 (FRAGO 1). Ensure that DA Form 705 is completed to include prepared date, age, ht/wt result, and body fat percentage (if applicable).

c. Passing DA Form 5500/5501 –Most recent record and dated IAW HQDA 164-20. Must match information on DA Form 705.

d. Physical Profile DA Form 3349 (if applicable).

7. 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. Soldiers will need to ensure that they provide a copy of their certificate when uploading documents on Day 0.

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:

(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.

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(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. 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) Be 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)

(6) Ensure that you have a current Record Pass **APFT IAW HQDA 164-20 and it is inputted on DTMS. Soldiers that are flagged in DTMS cannot attend BLC.**

(7) Ensure that you have a working smart device for accountability formation conducted throughout the course.

(8) The NCOA will deny enrollment to Soldiers failing to meet any of the above prerequisites. The following are other requirements:

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(a) Active Component (AC) Soldiers must have 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 before the report date. If the PRCL is not completed, the Soldier's reservation will be canceled. 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) Soldiers have **72 hours** to provide all required missing documents. Soldiers who fail to provide required missing documents and/or items within the established timeline will be disenrolled from vBLC.

(e) Common Access Card (CAC): All Soldiers attending BLC are required to have CAC. This is a requirement for the use of classroom computers and Blackboard access. **Must be valid through the duration of the course.**

(f) Student qualifications in meeting prerequisite tasks are an individual and unit commander's responsibility. Upon reporting the course, Soldiers must possess the capability of performing supporting individual Skill Level 1 tasks.

8. 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 provide 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 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 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. Due to Covid-19 limitations

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and restrictions, vBLC participants must be able to complete the following graduation requirement: Preparation Drills, 4 for the Core, Conditioning Drill 1 (CD1), and Conditioning Drill 2 (CD2) and Recovery Drills (IAW FM 7-22). 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 to participate and complete all physical requirements (See para 8c.). A Soldier, 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. The NCOA will deny enrollment to Soldiers failing to meet any of the above prerequisites.

9. Additional Information:

Download the Army Digital Rucksack that complements the Army Career Tracker (ACT) from your smart device inside your App Store application. This Application will provide Soldiers with 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.

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BLC 199th RTI Contact

- a. BLC 1SG – (318)290-6126 or @ wendell.j.johnson.mil@mail.mil
- b. Operations NCOIC – barney.p.dykes.mil@mail.mil
- c. SDNCO – (318) 290-6114
- d. School house admin support – (318) 955 7406

Again, on behalf of the Commandant and the staff of Basic Leader Course, 1st BN (NCOA), 199th Regiment, Camp Cook, La, congratulations on your selection. We look forward to your participation in this 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.

- e. The point of contact is CSM Troy Barron at 318-290-6100 or troy.barron.mil@mail.mil.

TROY BARRON
CSM, LAARNG
Commandant