



DEPARTMENT OF THE ARMY

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

NGLA-LRZ-AA

9 September 2020

MEMORANDUM FOR RECORD

SUBJECT: Welcome Letter, Virtual Basic Leader Course (vBLC), 1st BN (NCOA), 199th Regiment, Camp Cook, La (Class 001-21)

1. Read this welcome letter in its entirety. Attention to detail is vital as a leader. Listed below are hard deadlines and the respective date-time-group (DTG) per tasking that students must meet:
 - a. Submit student information sheet (SIS) via email between: 290700SSEP20 and 010900SOCT20. The SIS is the equivalent of reporting to Camp Cook for virtual BLC. SIS received after this DTG will be illustrated as a No Show in ATRRS.
 - b. Have an active GroupMe (para 6c) account NLT 010800SOCT20.
 - c. Blackboard: Facilitators will provide guidance during first group discussion call NLT 020900SOCT20.
2. Congratulations on your selection and welcome to the Virtual Basic Leader Course. Although this is a Distance Learning course, it is a real-time virtual course, and not self-paced like DLC-1. 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 in a complex world.
3. The virtual Basic Leader Course (vBLC) is a 22-academic day Distributed Learning (DL) (virtual environment platform) course consisting of 169 academic hours focusing on six NCO Common Core Competencies.
4. These competencies are Readiness, Leadership, Training Management, Communications, Operations, and Program Management. BLC develops 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

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who fail to attend at the time instructed, without prior authorization, may be released from the course as a disciplinary drop.

5. 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 professional military education to the enlisted force. The vBLC allows us to continue delivering BLC curriculum, while reducing the risk of unnecessary exposure. VBLC will be executed with the following guidance:

- a. All Students' DA Form 1059, Part III, block b will contain comments: "This BLC class is a virtual/online version conducted during COVID-19. Not all learning areas were evaluated due to no fault of the Soldier."
- b. All valid passing DA Forms 705, 5500, and 5501s will be accepted as long as they are administered between 31 March 2019 and current date and meet the required standard for BLC, IAW HQDA EXORD 164-20 and EXORD 164-20 (FRAGO 2), dated 31 March 2020.

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

- a. Common Access Card (CAC) and reader to sign in and upload documents to Blackboard (<https://blc.ncoes.army.mil>). Students need to ensure that CAC doesn't expire during the course.
- b. Reliable internet access, with government-issued computer or a reliable computer meeting all requirements for vBLC attendance. Students are required to register in Blackboard (<https://blc.ncoes.army.mil>) with guidance from their assigned facilitator, following their initial group discussion NLT 021300SOCT20.
- c. Students will be required to conduct scheduled live video teleconference sessions during the course. Students are required to conduct sessions in a professional environment. Students will remain in compliance with AR 670-1 standards while enrolled in the vBLC course. Students must have a Personal Electronic Device (PED) that allows for teleconference using GroupMe (<https://groupme.com/en-US/>) and Skype applications.

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7. **ATTENTION:** Students will receive a Student Information Sheet (SIS) along with this welcome letter. The SIS must be completely filled out using your name as it appears in ATRRS (verify this with your unit representative). Save the completed SIS in PDF format using the following naming convention: **Last Name_First Name_Last 4 SSN**. (ex: Snuffy_Joe_1234). Verify that the SIS saved correctly by reopening and checking that your information is captured. Once verified, email the completed SIS to ng.la.laarnq.mbx.199th-rti-ncoa@mail.mil no earlier than 290700SSEP20 and no later than 010900SOCT20. The SIS is used to assign the student to a study group and the data provided will be used to contact the student on Day 0. If the student does not provide the SIS during the allotted time frame, we cannot contact the student, and they are considered a “NO SHOW” in ATRRS for the course.

8. Students attending BLC must meet the following course prerequisites:

- a. IAW AR 350-1, Structured Self Development I (SSD-1) is the current prerequisite to attend the Basic Leader Course (BLC). Distributed Leader Course I (DLC-1) is also a prerequisite in lieu of SSD1. Soldiers will need to ensure that they provide a copy of their certificate when uploading documents on Day 1.
- b. Noncommissioned officer backlog: Within the guidelines of Select Train Educate Promote (STEP) (AR 350-1, Section V), this 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.

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- (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. 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, SSD-1/DLC-1.
 - (5) Pre-execution Check List (PEC)
 - 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

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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.

(6) Soldiers have until 051700SOCT20 to provide all required missing documents. Examples include the Pre-Execution Checklist (AC soldiers), DA705, DA 5500/5501, DA 3349, or other documents identified by the facilitator. **This does not include the SIS.** Soldiers who fail to provide required missing documents and/or items within the established timeline will be disenrolled from vBLC.

(7) The NCOA will deny enrollment to Soldiers failing to meet any of the above prerequisites. 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.

9. Students attending BLC must meet the following physical 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 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

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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 9c.). 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.

Additional Information:

For questions and concerns during normal office hours (0800-1700 CST Tue-Fri) students may Contact the Basic Leader Course Staff by calling one of the following in the order listed top to bottom:

(318) 955-7406 - BLC Admin Support (primary)

(318) 955-7291 - BLC Admin Support (alternate)

(318) 290- 6128 - Senior Facilitator Office

(318) 290- 6129 - Senior Facilitator Office

Emails can be sent to ng.la.laarnq.mbx.199th-rti-ncoa@mail.mil. This email will be monitored by the BLC staff during Operational hours.

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On behalf of 1st BN (NCOA), 199th Regiment, Camp Cook, La, congratulations on your selection to attend Basic Leader Course. 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.

BARRON.TROY
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TROY BARRON
CSM, LAARNG
Commandant