



DEPARTMENT OF THE ARMY
1ST BATTALION, 199TH LEADERSHIP REGIMENT
NONCOMMISSIONED OFFICER ACADEMY
6030 MONROE HIGHWAY
BALL LA 71405-3365

NGLA-LRZ-AA

29 January 2021

MEMORANDUM FOR RECORD

SUBJECT: Welcome Letter, Virtual Basic Leader Course, 1st Battalion NCOA, 199th Regiment, Camp Cook, LA (Class 006-21)

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 no later than 041300SMAR21. The SIS is the equivalent of reporting to Camp Cook for Virtual Basic Leader Course (vBLC). SIS received after this DTG is a No Show in ATRRS.
 - b. Establish an active GroupMe account (para 6c) NLT 041300SMAR21.
 - c. Blackboard: Facilitators will provide guidance during the initial call on the evening of 04 March 2021.
2. Congratulations on your selection and welcome to vBLC. This is a real-time virtual course, and not a self-paced Distance Learning Course. Your selection indicates the Army's trust and confidence in your potential leadership ability to serve in positions of greater responsibility. Our mission is to provide challenging academic and performance-based assessments in a learner-centric environment. Our goal is to develop critical and creative thinkers capable of solving problems and building teams to win in a complex world.
3. The vBLC is a 22-academic day course set in a virtual environment platform 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 who fail to attend at the time instructed, without prior authorization, may be released from the course as a disciplinary drop.

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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 does not 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 call on 04 March 2021.

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. GroupMe account must be created NLT 041300SMAR21.

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: **SIS_Last Name First Name MI.pdf** (ex: SIS_Snuffy Joe P.pdf). Verify that the SIS captured your information correctly by reopening and checking that your information saved. Once verified, email the completed SIS to ng.la.laarnng.mbx.199th-rti-ncoa@mail.mil no later than 041300SMAR21.

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Do not send a Google Drive link or any other online version of the SIS, it must be a saved PDF attachment. 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 period, 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. Meet height and weight standards IAW AR 600-9.
 - b. Be eligible for reenlistment and have an attendance recommendation from their immediate commander.
 - c. Have no suspension of favorable personnel actions (flags) or pending flags.
 - d. 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>.
 - e. 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.
 - f. Soldiers have until 080700SMAR21 to provide all required missing documents. Examples include the Pre-Execution Checklist (AC soldiers), DA Form 705, DA Form 5500/5501, DA Form 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 dropped from the course as an administrative release from vBLC.
 - g. 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.
 - h. 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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i. 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, Shoulder Stability Drills, 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.

j. Soldiers who have been before an MOS Administrative Retention Review, 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.

k. 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.

l. The NCOA will deny enrollment to Soldiers failing to meet any of the above prerequisites.

9. 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

Send emails to ng.la.laarnq.mbx.199th-rti-ncoa@mail.mil. The BLC staff will monitor this email 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.

TROY BARRON
CSM, LAARNG
Commandant