



DEPARTMENT OF THE ARMY
1ST BATTALION (NCOA), 199TH REGIMENT (RTI)
6030 MONROE HWY
BALL, LOUISIANA 71405-3365

NGLA-RTA-Y

6 July 2022

MEMORANDUM FOR RECORD

SUBJECT: Welcome Letter, Basic Leader Course, 1st Battalion NCOA, 199th Regiment, Camp Cook, LA

1. Congratulations on your selection for enrollment into the Basic Leader Course (BLC). 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.
2. 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. Students need to ensure that their CAC does not expire during the course.
 - b. Five copies of your orders or DA Form 1610. Include all amendments if applicable.
 - c. Pre-Execution Checklist: Active Duty Soldiers will submit TRADOC Form 350-18-2-R-E during in processing on Day 0 of the course.
 - d. A valid, for record passing DA Form 705 for an APFT / ACFT administered between 31 March 2019 and current date (must match in DTMS).
 - e. DA Form 3349: Physical profiles (see para 7 for details).
 - f. Students who show up on day zero who have been vaccinated must bring proof of vaccination with them for review by medical personnel (per Force Health Protection Guidance, Supplement 17, Revision 1 dated 22JUN21).
3. ARNG and USAR students: Ensure your Training/Admin NCO completes the Post-Reservation Checklist (PRCL) in ATRRS. This will ensure that you maintain a reserved seat in the class.

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4. Wireless internet access is available throughout Camp Cook. Personal computers are encouraged to be brought. There is no Post Exchange (PX) on Camp Cook. Once arrived at Camp Cook, student movement is limited to on-post for the first four days. You are encouraged to procure all items that you are going to need prior to arrival at the course.

5. All students with a reservation can access Army Career Tracker (ACT) at [Overview - 1st BN NCOA, 199th REGIMENT \(RTI-LA\) \(army.mil\)](#) to join the 1st BN NCO Academy, 199th Regiment community and obtain the most current BLC Handbook (June 2021, all other versions are obsolete), located under the Prospective Student / New Student Information tab. 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 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, BLC courseware, Individual Student Assessment Plan (ISAP), and class forum for questions that may not be answered in the student guide.

6. Meals and lodging are provided at no cost to the Soldier. When making travel arrangements to attend BLC, you should plan to arrive NLT 1600 on the report date listed in ATRRS and do the following upon arrival on report day:

- All Students Report to the Gymnasium (Bldg. 4705) for in processing on Day 0 (report day) of the course. Civilian clothing is recommended for travel, but you will be required to change into the APFU for initial HT/WT screening.

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

- a. Meet height and weight standards IAW AR 600-9. (See para 7-k for exceptions)
- b. Ensure compliance with AR 670-1 on report day and throughout the course.
- c. A record passing APFT / ACFT administered between 31 March 2019 and current date and meet required standards for BLC (must match in DTMS).
- d. Be eligible for reenlistment and have an attendance recommendation from their immediate commander.
- e. Have no suspension of favorable personnel actions (flags) or pending flags.
- f. 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>.

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g. Reserve Component (RC) Soldiers must ensure Post Reservation Checklist (PRCL) is completed in ATRRS by unit NLT 72 hours prior to report date.

h. 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.

i. 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 to include Drill and Ceremony and PRT which consists of Preparation Drills, Recovery Drills, Shoulder Stability Drills with Conditioning Drills 1 and 2 or Hip Stability Drills with Military Movement Drills 1 and 2. Modified exercises as per ATP 7-22.02 are acceptable.

j. 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 to include Drill and Ceremony and PRT which consists of Preparation Drills, Recovery Drills, Shoulder Stability Drills with Conditioning Drills 1 and 2 or Hip Stability Drills with Military Movement Drills 1 and 2. Modified exercises as per ATP 7-22.02 are acceptable.

k. 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.

l. Pregnant Soldiers: Soldiers who are pregnant prior to the course may not attend BLC until medically cleared to participate and complete all physical requirements. A Soldier diagnosed as pregnant while attending BLC may continue, provided written documentation from the doctor that 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. Postpartum Soldiers will be exempt from the Height/Weight (HT/WT) requirement for 365 days after the pregnancy ends. Soldiers will not be allowed to attend on a temporary profile. The Soldier will be required to take the ACFT for analytics only and will be exempt from the HT/WT requirement.

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

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8. For questions and concerns, contact the Basic Leader Course Staff Desk by calling 318-290-6114. Points of contact concerning this memorandum are MSG Charles Burks, Chief of Training, at charles.s.burks.mil@mail.mil or 318-290-6118, and SFC Barney Dykes for any ATRRS issues at barney.p.dykes.mil@mail.mil or 318-769-2326.

9. 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.

Encl

1. Packing List
2. Student Guide

TROY BARRON
CSM, LAARNG
Commandant