



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

NGLA-RTA-Y

24 February 2023

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 items that you should have with you 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. DA Form 3349: Physical profiles (see para 8 (h-1) for details).
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.
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, students are given an opportunity to get last minute toiletries. Then restricted to post until after the completion of the Army Combat Fitness Test. You are encouraged to procure all items that you are going to need prior to arrival at the course.

NGLA-RTA-Y

SUBJECT: Welcome Letter, Basic Leader Course, 1st Battalion NCOA, 199th Regiment, Camp Cook, LA (Class 006-23)

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 (September 2022, 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. IAW Memorandum for Record from The NonCommissioned Officer Leadership Center of Excellence, Army Service Uniform (ASU) or Army Green Service Uniform (AGSU) will be worn for all BLC graduation ceremonies.

- a. **ARNG Soldiers that do not have ASU/AGSU that meet regulatory guidance of AR 670-1 will present a [Memorandum for Record](#), during in processing, from the unit supply sergeant signed by an O6 level CSM or SGM (see attached [MFR ARNG Guidance for Soldiers attending Basic Leader Course, Master Leader Course, and the Battle Staff NCO Course without a Class A uniform](#)).**

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

- a. Meet height and weight standards IAW AR 600-9. (See para 8-i for exceptions)
- b. Ensure compliance with AR 670-1 on report day and throughout the course.
- c. Meet Army Combat Fitness Test (ACFT) standards IAW ATP 7-22.01.
- 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.

NGLA-RTA-Y

SUBJECT: Welcome Letter, Basic Leader Course, 1st Battalion NCOA, 199th Regiment, Camp Cook, LA (Class 006-23)

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>.

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. Course requirements 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. IAW Army Directive 2022-06 (Parenthood, Pregnancy, and Postpartum), Postpartum Soldiers are not required to

NGLA-RTA-Y

SUBJECT: Welcome Letter, Basic Leader Course, 1st Battalion NCOA, 199th Regiment, Camp Cook, LA (Class 006-23)

attend mandatory PME courses during the first 365 days postpartum. Soldiers who volunteer to attend PME within their 365-day postpartum window must meet all physical requirements mandatory for attendance and graduation, including any record physical fitness testing. Postpartum Soldiers will be exempt from the Height/Weight (HT/WT) requirement for 365 days after the pregnancy ends. The last record height/weight screening will be used to satisfy PME eligibility and graduation requirements, provided it is not more than 24 months old at the time of PME course enrollment. Soldiers will not be allowed to attend on a temporary profile.

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

9. 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.

10. 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. Student Guide

TROY BARRON
CSM, LAARNG
Commandant