

# BLC ADMIN GUIDE

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FORT CAMPBELL NONCOMMISSIONED OFFICER ACADEMY



Roster Number Fill in provided roster number.

Class Select appropriate class.

ROSTER NUMBER 999

Name LAST, FIRST MIDDLE INITIAL

CLASS: MLC  BLC

NAME: Hawk, Duke A.

Component Select appropriate component.

COMPONENT: ACTIVE DUTY  ARMY RESERVE  NATIONAL GUARD  AGR

MOS Fill in current MOS.

MOS: 18B10

RANK: SPC

PROMOTABLE: YES (Promotable)

Promotable Select YES or NO.

DUTY STATION/STATE: Fort Campbell, KY

Duty Station/State Fill in appropriate information.

Rank Fill in current rank.

COMPANY/TROOP/BATTERY: B Co

CO/TRP/BTRY Fill in appropriate information.

1SG: NAME: Max, Mad D.

PH#: (234) 567-8912

EMAIL: mad.d.max.mil@mail.mil

CDR NAME: Stockman, Baxter A.

PH#: (123) 456-7899

EMAIL: baxter.a.stockman.mil@mail.mil

BN/SQDRN Fill in appropriate information.

BATTALION/SQUADRON: 2-327 IN

PH# Fill in appropriate information.

BN CSM NAME: Barbarian, Conan D.

PH#: (345) 678-9123

EMAIL: conan.d.barbarian.mil@mail.mil

Email Fill in appropriate information.

BDE/GRP/REG Fill in appropriate information.

BRIGADE/GROUP/REGIMENT: 1BCT

BDE CSM NAME: Rocksteady, Bebop N.

PH#: (456) 789-1234

EMAIL: bebop.n.rocksteady.mil@mail.mil

BDE SCHOOLS NCO NAME: Bravo, Johnny D.

PH#: (567) 891-2345

EMAIL: johnny.d.bravo.mil@mail.mil

(ARNG ONLY) STATE ARNG CSM NAME: Stalker, Recondo N.

PH#:

(678) 891-2345

EMAIL: recondo.n.stalker.mil@mail.mil

Student Initials Fill in with Initials

Supervisor Initials Fill in with Initials

LHP Supervisor's Initials

DAH Attending Student's Initials

By initialing this portion, we verify that we have read the SSG John W. Kreckel NCOA Course Welcome Packet and understand all prerequisites and requirements for enrollment and conduct of the course being attended.

The Welcome Packet can be found at the NCOA Website: https://home.army.mil/campbell/index.php/units-tenants/Tenants/nco-academy Or the 101st NCOA Community ACT Page: https://actnow.army.mil/community/community/additionalresources/nco

## UNIT PRE-EXECUTION CHECKLIST

**NAME** LAST, FIRST MIDDLE INITIAL (AR 350-18; Proponent is TRADOC G-3/5/7, TOMA)

**UNIT** CO, BN, BDE (signed manually.)

1. NAME: Hawk, Duke A.  
 2. UNIT: B Co, 2-327 IN, 1BCT  
 3. COURSE TITLE: Basic Leader Course  
 4. REPORT DATE: 14SEP20

**REPORT DATE** Actual Report Date of school. Any other day is not acceptable.

Supervisor's Initials	Soldier's Initials	PART I- UNIT PRE-EXECUTION (Day-90 to Day-1)
LHP	DAH	Coordination between unit and school to identify the Soldier by name and reservation status?
LHP	DAH	Soldier in receipt of read ahead packet, school/course information, and graduation requirements?
LHP	DAH	Soldier completed prerequisite course/testing? (DA Form 1059 or other completion document)
LHP	DAH	All required clothing/equipment in accordance with school/course information packet?
LHP	DAH	Soldier meets physical readiness standards of AR 350-1? (APFT within 60 days)
LHP	DAH	Soldier meets height/weight and body composition standards of AR 600-9?
LHP	DAH	Soldier has Government Travel Card or adequate cash/traveler checks?
LHP	DAH	Individual orders received (10 copies)?
LHP	DAH	Soldier has current periodic health assessment (PHA) and dental exam?
LHP	DAH	Soldier meets physical qualifications for special skills as specified in AR 40-501?
LHP	DAH	Soldier meets remaining Time in Service (TIS) requirement?
LHP	DAH	Transportation verified/DTS approved?
LHP	DAH	Soldier has current/valid identification card?
LHP	DAH	Soldier has ID tags (1 pair)?

Check status with your respective schools NCO. Division Schools is responsible for ATRRS input of Soldiers.  
 Soldiers will receive welcome letter with all instructions and attachments .  
 Soldiers will be a graduate of either SSD1 or DLC1.  
 Packing list is sent with welcome letter.  
 Soldier's DA FORM 705 and 3349 are in compliance with all governing regulations and orders.  
 Soldier's DA FORM 5500 or 5501 are in compliance with all governing regulations and orders.  
 This block can be N/A unless the Soldier is TDY to the installation for school.  
 This block can be N/A unless the Soldier is TDY to the installation for school.  
 Soldier is current in both categories.  
 Meets fitness standards for Army service schools.  
 Soldier must meet remaining TIS requirements for course before report date.  
 This block can be N/A unless the Soldier is TDY to the installation for school.  
 Soldier's ID will be current and valid by the start of the course.  
 Soldier will have 1 pair ID tags .

**CDR Office/Other** You will have both areas filled out. You will not put the same number twice.

Phone Number with Area Code  
 CDR Office: (123) 456-7899      Other: (345) 678-9123  
 1SG Office: (234) 567-8912      Other: (456) 789-1234

**Supervisor / Soldier Initials** Initial all applicable blocks

**1SG Office/Other** You will have both areas filled out. You will not put the same number twice.

Unit Fax: \_\_\_\_\_  
 1SG Email: mad.d.max.mil@mail.mil      **1SG Email** Will be filled in with appropriate email.  
 CSM Email: conan.d.barbarian.mil@mail.mil      **CSM Email** Will be filled in with appropriate email.

PART II - ROUTINE PREREQUISITES

TASK	REGULATION DATA					SOLDIER DATA				
	CL	CO	EL	FA	GM	CL	CO	EL	FA	GM
Minimum Aptitude Score (if applicable)						90	91	92	93	94
	GT	MM	OF	SC	ST	GT	MM	OF	SC	ST
						95	96	97	98	99

**Soldier Data** Filled out with information from Soldier's SRB

Key: CL-Clerical/ADMIN; CO-Combat/CMBT; EL-Electronic/ELEC; FA-Field Artillery/FA; GM-General Maintenance/MAINT; GT-General Technical/GT; MM-Mechanical Maintenance/MECH; OF-Operators & Food/FOOD; SC-Surveillance & Communication/COMM; ST-Skilled Technical/TECH

Physical demand rating/profile (PULHES) *See Part III for PT profiles	P	U	L	H	E	S	P	U	L	H	E	S
								1	1	1	1	1

**PULHES** Filled out with most up to date physical demand rating/profile information.

Key: P- Physical capacity/stamina; U- Upper extremities; L- Lower extremities; H- Hearing/ear; E- Eyes; S- Psychiatric

Military and civilian vehicle operator license(s) (if applicable):

Military license number:  Expiration date:

Civilian license number:  Expiration date:  State:

PART III - REQUIRED DOCUMENTS

Security clearance (if applicable, attach as required)

\*Permanent profile attendees must have a signed copy of completed DA Form 3349; must include Army doctor-approved alternate aerobic event for APFT. Provide results of medical retention board (if applicable).

All required waivers (if applicable)

Other requirements (if applicable)

Other requirements of DA PAM 611-21 not previously listed:

Other requirements (if applicable)

Other requirements (if applicable)

Other requirements (if applicable)

Other requirements (if applicable)

Other requirements (if applicable)

**Student's Signature** Signature of student.

I have been counseled and have read all requirements applicable to the course I'm selected to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent my successful completion of course requirements.

Student's Signature: **HAWK.DUKE.ARSON.1234567891**

**Commanding Officer typed name & signature** Typed name needs to include rank.  
CPT LAST, FIRST MIDDLE INITIAL  
Signature of Commander

I have reviewed the above Soldier's qualifications and potential to successfully complete this course, counseled them on these requirements, and hereby verify their readiness to attend.

Commanding Officer (typed name): **CPT CUSTER, GEORGE A.**

Commanding Officer's Signature: **GEORGE.A.CUSTER.1234567899**

**Assumption of Command** If someone is filling in for the commander you must include a copy of the Assumption of Command orders.

# DA FORM 705 and DA FORM 5500/5501 GUIDANCE

The NCOA student attendance requires a valid APFT and Height/Weight for record no earlier date of March 2019. If the student had a condition that hindered their ability to take an APFT and Height/Weight, required documentation needs submitted to accept the APFT and Height/Weight prior to March 2019. Examples of not having a valid APFT and Height/Weight are pregnancy, surgery or injury generating a profile. Copy of profile or memorandum for record from the commander will be acceptable forms for invalid APFT and Height/Weight. The requirements are IAW with HQDA EXORD 164-20 and NCOLCoE Memorandum for conducting BLC. Additionally, the student will be administered an ACFT on Day 1 and any profiles must state what can and cannot be done for the ACFT.

**AGE** Filled in with appropriate age at the time the test was taken

Tables

NAME (Last, First, MI)

Hawk, Duke A.

**NAME**

LAST, FIRST MIDDLE INITIAL

GENDER

M

**GENDER**

M/F/MALE/FEMALE

UNIT

B Co, 2-327 IN, 1BCT

**UNIT**

CO, BN, BDE

**GRADE** Filled in with appropriate grade (E4/E5)

For use of this form, see FM 7-22; the proponent agency is TRADOC.

**DATE** Filled in with date taken

TEST ONE			TEST TWO		
DATE	GRADE	AGE	DATE	GRADE	AGE
20190301	E4	35	20200301	E4	36
HEIGHT (IN INCHES)	BODY COMPOSITION		HEIGHT (IN INCHES)	BODY COMPOSITION	
	WEIGHT:	BODY FAT:		WEIGHT:	BODY FAT:
69	180 lbs.	%	69	190 lbs.	20%
GO / NO-GO		GO / NO-GO	GO / NO-GO		GO / NO-GO
<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> <input type="checkbox"/>
PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS
60	JT	85	60	JT	85
SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS
60	JT	81	60	JT	81
2MR RAW SCORE	INITIALS	POINTS	2MR RAW SCORE	INITIALS	POINTS
14:00	JT	94			
ALTERNATE AEROBIC EVENT	TOTAL POINTS	ALTERNATE AEROBIC EVENT	TOTAL POINTS		
EVENT _____	260	EVENT Walk	166		
TIME _____		TIME 30:00			
GO <input type="checkbox"/> NO-GO <input type="checkbox"/>		GO <input checked="" type="checkbox"/> NO-GO <input type="checkbox"/>			
NCOIC/OIC SIGNATURE	NCOIC/OIC SIGNATURE				
PANNELL.LORNE.HEATH.1296422955	PANNELL.LORNE.HEATH.1296422955				
COMMENTS	COMMENTS				
For Record	For Record				

**BODY FAT** Record appropriate percentage in this block if tape test is conducted.

**BODY FAT** IF BODY FAT IS CONDUCTED THERE WILL BE AN ACCOMPANING DA FORM 5500/5501

**GO/NO-GO** Check which box applies for them passing or failing.

**WEIGHT** Filled in with appropriate weight measurement.

**HEIGHT** Filled in with appropriate height measurement.

**GO/NO-GO** Check which box applies for them passing or failing.

**PU/SU/2MR SCORES** Raw scores recorded in appropriate boxes for each event conducted.

**INITIALS** Scorer must place initials in boxes for each event conducted.

**TOTAL POINTS** Place total score of the three events (PU/SU/2MR) here.

**NCOIC/OIC SIGNATURE** Must be signed by NCOIC or OIC.

**POINTS** Points must be filled in for each event conducted.

**EVENT** List the alternate event conducted.

**TIME** Fill in the Soldier's total time to complete the event.

**GO/NO-GO** Check which box applies for them passing or failing the event.

SPECIAL INSTRUCTION: USE INK

LEGEND: PU - PUSH UPS 2MR - 2 MILE RUN  
SU - SIT UPS APFT - ARMY PHYSICAL FITNESS TEST

**BODY FAT CONTENT WORK**

**RANK** Filled in with appropriate rank (SPC/CPL/SGT).

**WEIGHT** Filled in with appropriate measurement

ent agency is DCS, G-1.

**NAME** LAST, FIRST MIDDLE INITIAL

NAME (Last, First, Middle Initial) RANK SPC

Hawk, Duke A. 36

NOTE:

**HEIGHT** Filled in with appropriate measurement

HEIGHT (to nearest 0.50 Inch) WEIGHT (to nearest pound) AGE

**AGE** Filled in with appropriate age at the time the test was taken

STEP	FIRST	SECOND	THIRD	AVERAGE (to nearest 0.50 in.)
1. Measure neck just below level of larynx (Adam's apple.) Round up to the nearest 0.50 Inch. Repeat three times, then average to the nearest 0.50 Inch.	15.00	15.00	15.00	15.00
2. Measure abdomen at the level of the navel (belly button.) Round down to the nearest 0.50 Inch. Repeat three times, then average to the nearest 0.50 Inch.	35.00	35.00	35.00	35.00
3. Enter the average neck circumference.				15.00
4. Enter <b>STEP 1 through 7</b>				35.00
5. Enter circumference value (step 4 - step 3).				20.00
6. Enter height in Inches to the nearest 0.50 Inch.				69.50
7. Find the Soldier's circumference value (step 5) and height (step 6) in <a href="#">figure B-1 (Percent Fat Estimation for Men)</a> . Enter the percent body fat value that intercepts with the circumference value and height. This is Soldier's Percent Body Fat.				20.00

All areas under FIRST, SECOND, THIRD, and AVERAGE measurement must be filled in.

**PREPARED/ APPROVED BY** Names must be printed. LAST, FIRST MIDDLE INITIAL Include rank and date. Must be signed.

**COMPLIANCE** Must check which one applies.

CHECK ALL THAT APPLY

Individual is in compliance with Army Standards.  Is not in compliance with the standards. Recommended monthly weight loss is 3-8 lbs. or 1% body fat.

PREPARED BY (Printed Name and Signature)	RANK	DATE (YYYYMMDD)	APPROVED BY SUPERVISOR (Printed Name and Signature)	RANK	DATE (YYYYMMDD)
Custer, George A. GEORGE.A.CUSTER.1234567899	SSG	20200917	Pannell, Lorne H. PANNELL.LORNE.HEATH.1296422955	SFC	20200917



**BODY FAT CONTENT**

**RANK** Filled in with appropriate rank (SPC/CPL/SGT).

**WEIGHT** Filled in with appropriate measurement.

**NAME** LAST, FIRST MIDDLE INITIAL

**HEIGHT** Filled in with appropriate measurement

**AGE** Filled in with appropriate age at the time the test was taken

NAME (Last, First, Middle Initial) O'Neil, April A.	RANK SPC	NOTE:
HEIGHT (to nearest 0.50 inch) 64.00	WEIGHT (to nearest pound) 147	AGE 20

STEP	FIRST	SECOND	THIRD	AVERAGE (to nearest 0.50 in.)
1. Measure neck just below level of larynx (Adam's apple). Round up to nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.	14.00	14.00	14.00	14.00
2. Measure waist (abdomen) at the point of minimal abdominal circumference. Round down to nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.	28.00	28.00	28.00	28.00
3. Measure hips at point where the gluteus muscles (buttocks) protrude backward the most. Round down to nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.	34.00	34.00	34.00	34.00

**STEP 1** All areas under FIRST, SECOND, THIRD, and AVERAGE measurement must be filled in.

4. CALCULATIONS		REMARKS
A. Enter average waist circumference	28.00	
B. Enter average hip circumference	34.00	
C. TOTAL (4A + 4B)		62.00
D. Enter average neck circumference	14.00	
E. Enter circumference value (4C - 4D)		48.00
F. Enter height in inches to the (nearest 0.50 inch).	64.00	
G. Find the Soldier's circumference value (line 4E) and height (line 4F) in Figure B-2 (Percent Fat Estimation for Women). Enter the body fat value that intercepts with the circumference value and height. This is the Soldier's Percent Body Fat.		20.00

**STEP 4** All blocks (A-G) must be filled in with the appropriate data.

**PREPARED/ APPROVED BY** Names must be printed. LAST, FIRST MIDDLE INITIAL Include rank and date. Must be signed.

**COMPLIANCE** Must check which one applies.

CHECK ALL THAT APPLY

Individual is in compliance with Army Standards.  Is not in compliance with the standards. Recommended monthly weight loss is 3-8 lbs. or 1% body fat.

PREPARED BY (Printed Name and Signature) Custer, George A.	RANK SSG	DATE (YYYYMMDD) 20200917	APPROVED BY SUPERVISOR (Printed Name and Signature) Pannell, Lorne H.	RANK SFC	DATE (YYYYMMDD) 20200917
GEORGE A. CUSTER.1234567899			PANNELL LORNE HEATH.1296422955		

# PROFILE

The authorized forms for written profiles in the Army are DD Form 689 (*Individual Sick Slip*) and DA Form 3349 (*Physical Profile*). DD Form 689 is the short form used to communicate to the commander a Soldier's diagnosis of minimally-limiting injuries and illnesses, less than or equal to 7 days in duration. DA Form 3349 is the long form the healthcare provider must generate and sign electronically to be valid. It provides a detailed description of the Soldier's temporary and permanent restrictions. It lists modifications to physical activities including the ACFT as well as those activities and exercises that can be performed to standard. **Exercises not included on the profile are not authorized.** (FM 7-22)

- 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 arrive at the aforementioned course of instruction with 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 an operational deployment.
- 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.

# PROFILE

- 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. 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.
- 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 disenroll or deny enrollment of Soldiers into the course based on physical limiting conditions on their physical profile, IAW MOS Administrative Retention Review adjudication.
- Soldiers must be able to conduct an APFT.
- Soldiers must have ACFT limitations annotated on profile.

# PROFILE

## *Physical Readiness Training*

- Exercises not included on the profile are not authorized.
- Profile must state what exercises can be done to standard or modified.

Exercises are divided into two categories, Strength and Mobility or Endurance and Mobility. The Soldier must be able to perform all exercises in one of these categories. On the next slide you will find the two categories. Each category has the list of exercises that are performed. Exercises with a (M) next to them are able to be modified in order to conduct the exercise. Those without a (M) will not be modified.

# PROFILE

## STRENGTH AND MOBILITY

PREPARATION DRILL		CONDITIONING DRILL 1 & 2	
Bend & Reach	M	Power Jump	M
Rear Lunge	M	V-Up	M
High Jumper	M	Mountain Climber	M
Rower	M	Leg-Tuck and Twist	M
Squat Bender	M	Single Leg Push-Up	M
Windmill	M	Turn and Lunge	
Forward Lunge	M	Supine Bicycle	
Prone Row	M	Half Jacks	
Bent-Leg Body Twist	M	Swimmer	
Push-Ups	M	8-Count T Push-Up	
SHOULDER STABILITY DRILL		RECOVERY	
I Raise		Overhead Arm Pull	M
T Raise		Rear Lunge	M
Y Raise		Extend and Flex	M
L Raise		Thigh Stretch	M
W Raise		Single-Leg Over	M
		Groin Stretch	M
		Calf Stretch	M
		Hamstring Stretch	M

## ENDURANCE AND MOBILITY

PREPARATION DRILL		MILITARY MOVEMENT DRILL 1 & 2	
Bend & Reach	M	Verticals	
Rear Lunge	M	Laterals	
High Jumper	M	Shuttle Sprint	
Rower	M	Power Skip	
Squat Bender	M	Crossovers	
Windmill	M	Crouch Run	
Forward Lunge	M	RECOVERY	
Prone Row	M	Overhead Arm Pull	M
Bent-Leg Body Twist	M	Rear Lunge	M
Push-Ups	M	Extend and Flex	M
HIP STABILITY DRILL		Thigh Stretch	M
Lateral Leg Raise		Single-Leg Over	M
Medial Leg Raise		Groin Stretch	M
Bent-Leg Lateral Raise		Calf Stretch	M
Single-Leg Tuck		Hamstring Stretch	M
Single-Leg Over			

# PROFILE

## *Conduct Individual Training*

For this training the Soldier:

- Must be able to perform certain individual task found in the SMCT.
- Must be able to carry a weapon.
- Must be able to wear helmet and load bearing equipment. (FLC, Assault Pack)
- Must be able to walk to location of training wearing gear.
- Must be able to function in outdoor conditions.
- Must be able to stand longer than 30 minutes.

# PROFILE

## *Pregnancy*

Soldiers who are pregnant prior to the course may not attend BLC until medically cleared. A Soldier who is 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.

Pregnant and postpartum Soldiers **must be cleared by a medical provider** to meet all course physical requirements. This can be done with a memorandum from the provider. **The Soldiers profile will conform to the guidelines listed in the previous PROFILE slides (10-14).**