



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY  
7523 HEADQUARTERS LOOP ROAD  
FORT CAMPBELL, KENTUCKY 42223-5000

ATZT-JK

01 April 2020

**MEMORANDUM FOR BASIC LEADER COURSE DISTANCE LEARNING  
CANDIDATES**

**SUBJECT: Welcome Letter, SSG John W. Kreckel NCOA Basic Leader Course (BLC)**

1. Congratulations on your selection to attend the Basic Leader Course (BLC) Distance Learning Course at the SSG John W. Kreckel Noncommissioned Officer Academy (NCOA). BLC is a 22 Academic Day Noncommissioned Officer Professional Development System (NCOPDS) course focusing on understanding the leadership of the Noncommissioned Officer (NCO) by utilizing the three lines of effort found in the NCO 2020 Strategy (Development, Talent Management, and Stewardship of the Profession) and the Six Leader Core Competencies (Readiness, Leadership, Training Management, Communications, Operations, and Program Management). Our efforts to provide you with this information are not a one-time occurrence in your career but will further assist in preparing you for your transition to become a NCO and your U.S. Army journey.
2. The mission of the SSG John W. Kreckel NCOA is to develop agile and adaptive Noncommissioned Officers and Soldiers through Professional Military Education opportunities that meet the challenges of full spectrum operations in an era of persistent conflict.
3. You are to sign in to the BLC Blackboard page NLT 1300 on 10 April 2020. It is highly recommended that you sign in to blackboard immediately upon receipt of this letter. If you are having issues signing in to blackboard, contact NCO Academy personnel at 573-604-2619, 931-802-1315, or 931-320-0075.
4. All BLC candidates will consist of reserved ATRRS slotted Soldiers. There will not be "walk-on" Soldiers while BLC is conducting a Distance Learning Course. Contact your schools NCO if you have issues with an ATRRS slot. Soldiers are required to have access to a reliable internet source, have a working computer with a camera, and the ability to access webmail, blackboard, and other government websites such as DCS for video teleconferencing during class. The computers must be CAC enabled. You are not required to sign for a government computer from the NCOA. However, excuses of not having reliable computers or internet will not be tolerated during this course. If you have any concerns whatsoever, please contact the NCOA and we will issue you a government computer and all equipment needed to be successful during the course. If you need a computer issued to you for the course, contact MSG Jeffers at [ryan.b.jeffers.mil@mail.mil](mailto:ryan.b.jeffers.mil@mail.mil) or [tyeth.n.wheeler.mil@mail.mil](mailto:tyeth.n.wheeler.mil@mail.mil) as soon as you know you need a computer NLT: 10 April 20. The NCOA will issue government computers by

unit on specific days and time periods during the week of 06-10 April 2020. The time periods will be in accordance to all HPCON Charlie measures ensuring safe social distancing is being applied.

5. It is imperative that candidates submit all required documents for attending the course in the required time designated by the BLC Course Management Program (CMP). If the student does not submit all required documents in the allotted time period, they may be considered for disenrollment from the course. Every student will sign an initial counseling detailing the required documents. All documents will be loaded into blackboard by the student. Documents that are required to be complete for BLC are as follows:

a. TASS Pre-execution Checklist (TRADOC Form 350-18-2-R-E, APR 2018) Signed by Unit Commander and Ft. Campbell NCOA Student In-processing Data Sheet (Ver 4.0 15OCT19). The checklist and data sheet can be found on the Fort Campbell academy website at:

[https://intranet.campbell.army.mil/sites/ncoa/SiteCollectionDocuments/TF350-18-2-R-E%20UNIT%20PEC%202018\\_151019.pdf](https://intranet.campbell.army.mil/sites/ncoa/SiteCollectionDocuments/TF350-18-2-R-E%20UNIT%20PEC%202018_151019.pdf).

b. Passing DA Form 705 – Dated within one year of the course start date.

c. Passing DA Form 5500/5501 – Dated within one year of the course start date

d. Physical Profile DA Form 3349 if applicable

6. BLC candidates will benefit greatly from registering for the Academy's ACT page. You will find all advance course information to help you become successful in BLC on the 101<sup>ST</sup> NCO Academy ACT community page (CAC Log-in required). Registration instructions for the Academy's ACT page can be found at:

[https://home.army.mil/campbell/application/files/8015/5197/5514/ACT\\_STEP\\_BY\\_STEP\\_power\\_point\\_.pdf](https://home.army.mil/campbell/application/files/8015/5197/5514/ACT_STEP_BY_STEP_power_point_.pdf).

7. As this course is writing intensive, it is strongly encouraged to take the NCO Writing Course. This can be found by searching "NCO Writing Course" in ALMS. <https://www.lms.army.mil>

8. All BLC Candidates need to become extremely familiar with basic Drill & Ceremony and Physical Readiness Training (PRT). At this time with the distance learning course PRT and D&C will not be evaluated, if changes in HPCON allow, they may be evaluated on PRT and Drill and Ceremony at the end of the course. Furthermore, you will find the course syllabus on the Academy ACT page to help you prepare for the course. Students will receive a video demonstration in blackboard to study as well.

9. The packing list is not required for distance learning course.

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

a. CAC (ID). If the student signs out a government computer, the student will be required to have a Fort Campbell computer account. It is the UNIT responsibility to ensure this happens prior to the student being issued a computer from the NCOA.

b. Reliable internet access, personal or government issued computer meeting all requirements for BLC attendance.

c. Students will be required to conduct video teleconference sessions during the course. Students are required to conduct sessions in a professional environment, and will remain in compliance with all AR 670-1 standards while enrolled in BLC DL course. The daily uniform is OCP. Students will receive an initial counseling detailing all information.

d. Completed TASS Pre-execution checklist found on the Fort Campbell academy website, (TF 350-18-2-R-E, October 2019). At [https://intranet.campbell.army.mil/sites/ncoa/SiteCollectionDocuments/TF350-18-2-R-E%20UNIT%20PEC%202018\\_151019.pdf](https://intranet.campbell.army.mil/sites/ncoa/SiteCollectionDocuments/TF350-18-2-R-E%20UNIT%20PEC%202018_151019.pdf).

e. The student's place of duty during the 22-day BLC distance learning course is BLC. Units will refrain from placing students on duty or requiring the student to miss scheduled BLC course hours. Students will inform BLC cadre if this becomes an issue.

11. Additional Information for future success:

a. BLC distance learning instruction is scheduled to take place five days a week, Monday through Friday. Saturday is an optional day for any missed instruction during the course. Students must understand working Saturday is available to be used as needed for course completion.

b. All students will need to pass four Grade Point Average (GPA) and four Non-GPA assessments:

**GPA Events:**

<b>Assessment Title</b>	<b>Associated Lesson</b>	<b>Grade Point Average</b>
1009S Public Speaking and Information Briefing	B104	GPA
1009W Assessing Writing, Compare and Contrast Essay	B112	GPA
1009W Assessing Writing, Informative Essay	B103	GPA
Conduct Individual Training, Rubric	B116	GPA
Conduct Physical Readiness Training	B111	Not Conducted
Conduct Squad Drill, Rubric	B114	Not Conducted

Non-GPA Events:

Assessment Title	Associated Lesson	Grade Point Average
Compliance with the Army Body Composition Program	In-Processing	Not Conducted
The Army Physical Fitness Test (APFT)	B123	Not Conducted
1009A Assessing Attributes and Competencies	Entire course	Non-GPA
1009 W Special, Assessing Reflective Writing	B122	Non-GPA
1009W Special, Resume	B117	Non-GPA
SHARP Essay (Commandant's Writing Award)	B100	Non-GPA

c. All honors consideration is suspended until further notice for all BLC distance learning courses.

12. Again, congratulations on your selection. We look forward to your participation in this very important step in your career. Your experience in the course and critical feedback is invaluable to our effort in delivering the best outcome-based education for future Leaders.

13. Point of contact for this memorandum is the NCOA S-3 @ (270) 798-9421.



ROBERT P. JONES  
CSM, USA  
Commandant