



DEPARTMENT OF THE ARMY

Basic Leader Course, 168th Regiment (RTI)
8721 Frank Baldwin Road, Building 9121
Fort Carson, Colorado 80913

NGCO-RTI-BLC

3 March 2025

MEMORANDUM FOR STUDENTS

SUBJECT: Welcome Letter, Basic Leader Course (BLC), 168TH RTI, 8721 Frank Baldwin Rd., Bldg. 9121, Fort Carson, CO 80913

1. Congratulations on your selection and welcome to the Basic Leader Course. Your selection indicates the Army's trust and confidence in your potential leadership ability to serve in positions of greater responsibility. Our mission, while you are assigned to the NCOA, is to provide challenging academic and performance-based assessments in a learner-centric environment with the goal of developing critical and creative thinkers capable of solving problems and building teams to win decisively in a complex world.

2. The Basic Leader Course is a 22-academic day 100% RESIDENT course consisting of 169 academic hours focusing on six NCO Common Core Competencies. These competencies are Readiness, Leadership, Training Management, Communications, Operations, and Program Management. BLC is designed to build basic leader and trainer skills needed to lead a team size element, while providing the foundation for further development along the PME learning continuum.

3. ATTENTION: The Army has transitioned from blackboard.com to train.llc.army.mil for all course materials and assignment submission. This change requires students to have a valid CAC and current Cyber Awareness certification to access the instruction during the course. The Soldiers will be onboarded to train.llc.army.mil and added to the appropriate course after arriving and inprocessing in their assigned learning center. BLUF: Soldier's Cyber Awareness certificate and CAC card must not be expiring during the course dates that they are attending.

- a. Cyber awareness training link: <https://cs.signal.army.mil/login.asp>

1-1 Reporting and In-processing:

1. Reporting. All students with a valid ATRRS reservation status will report to BLC for in-processing NLT 0900 on **ATRRS Report Date**. Uniform is Army Combat Uniform (ACU) IAW AR 670-1.

- a. Accountability will be taken at 0900 in the traffic circle in front of Bldg. 9121. No Call/No Show Soldiers will be dropped from the course. Do not congregate in the parking lot.

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b. Walk-Ons will report at 0900; accountability will be taken in the same location, at 1000 on ATRRS Report Date and admitted based on the criteria in paragraph 1-3 Student Walk-On Eligibility Criteria.

2. **Travel.** Use of POVs is authorized to commute to and from the course. Students will utilize the approved parking areas per Enclosure 1.

a. Students traveling through commercial air must provide and send their flight itinerary to ng.co.coarnng.mbx.blc@army.mil. If there are travel issues students must call BLC Staff Duty at (303) 264-8892 and make the SDNCO aware of changes in travel.

b. Students arriving in Colorado Springs Airport coordinate transportation to the academy via the Staff Duty NCO (303) 264-8892. Pick up times are 0900, 1200, and 1500 on **ATRRS Report Day**. Consolidate for pick up outside, at the west arrivals exit of Colorado Springs Airport.

c. Flights for returning to HOR after graduation must be scheduled after **1400 graduation day** to allow for movement to the Colorado Springs Airport.

3. **Lodging.** Out-of-state students to include students not assigned to Ft. Carson living beyond 40 miles from Fort Carson will stay in government lodging at the 168TH RTI. Soldiers attending BLC on TDY will be required to have GTC and DTS approved lodging at \$65.00 per day.

4. **Meals.** Government Dining Facility meals will be provided for breakfast and lunch during the course. Soldiers that are staying in lodging at the 168TH RTI will coordinate transportation to Fort Carson DFACs through the Staff Duty NCO for dinner meals.

5. **Packing List.** ****** Army Service Uniform/ Army Green Service Uniform (Class A) are the required uniform for graduation **** See Enclosure 2 (As of 23 July 2024).** ARNG Students that have not been furnished either a complete ASU or AGSU uniform, must abide by the enclosed exception to policy guidance. Failure to provide the attached MFR or a complete class A uniform will result in a negative counseling, and removal from honors. **All mandatory packing list items will be inspected on report day.** Any discrepancy that is not corrected within 72 business hours of notification may result in dismissal from BLC for failure to meet prerequisites.

6. **ACFT and HT/WT Assessment.** IAW AR 350-1 Ch. 13-3, Students will complete a FOR RECORD ACFT, and HT/WT Assessment. IAW ALARACT 052/2024 The one-site circumference tape method and supplemental body fat assessment are the only authorized methods for measuring body composition.

7. **In-processing Document Checklist.** Students must submit all required documents for attending the course within 72 business hours of Report Day as designated by the BLC Course Management Program (CMP).

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As applicable for AD/NG/USAR:	
	BLC DA 4187, signed by Schools NCO and Company Commander (AD/AGR)
	Pay Orders (National Guard)
	Active Duty Training School Orders (Army Reserves)
Pre-requisite Documents:	
	TASS Pre-execution Checklist (TRADOC Form 350-18-2-R-E, APR 2018) Signed
	Individual Medical Readiness Printout (dated within 30 days of ATRRS Report Date)
	Common Access Card (functioning PIN, not expired)
Profile:	
	Physical Profile DA Form 3349 (if applicable)
Cyber Awareness Credentials	
	Cyber Awareness Certificate
	Acceptable Use Policy

1-2 Additional Administrative and Graduation Requirements:

1. During BLC, Distinguished Honor Graduate, Honor Graduate, Distinguished Leadership, the Commandants List (top 20%), Superior Academic Achievement (top 40%) and Iron Soldier (Highest ACFT Score) award will be awarded to deserving students.
2. All Students must meet height and weight (HT/WT) Standards in accordance with Army Regulation AR 600-9 and be able to pass the Army Combat Fitness Test.
3. Have no suspension of favorable personnel actions (flags) or pending flags.
4. Have sufficient remaining service obligation to complete the course.
5. Arrive fully capable of performing supporting individual tasks and tasks required at the previous lower-level course, e.g., basic training, SMCT Skill Level 1.
6. A Common Access Card (CAC) with an expiration date beyond the end of the course.
7. 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 course mentioned above 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 operational deployment.
8. 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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9. 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.

10. 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 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.

11. Pregnant Soldiers: Soldiers who are pregnant prior to the course may NOT attend BLC. 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’s physical requirements. Soldiers medically dis-enrolled for pregnancy after enrollment are eligible to return to the course when medically cleared.

12. Postpartum Students: IAW Army Directive 2022-06 para. 4e.(2)(a), Enlisted Soldiers who volunteer to attend BLC within their 365-day postpartum window must meet all physical requirements mandatory for attendance and graduation, including any record physical fitness testing.

a. IAW Army Directive 2022-06 para. 4e.(4), All Soldiers who attend BLC are exempt from body composition requirements up to 365 days after pregnancy ends. The last height and weight screening will be used to satisfy eligibility and graduation requirements, provided it is not more than 730 days (24 months) old at the time of course enrollment. During this time, they will not be entered into the ABCP or flagged.

b. IAW Army Directive 2022-06 para 4e.(1)(b) Postpartum Soldiers through the end of their postpartum profile will be cleared, in writing, to attend BLC by a healthcare provider. Soldiers who are no longer on a postpartum profile do not require a medical clearance.

13. Religious Accommodation: Students who are exempt from the Army appearance and grooming standards due to religious accommodation must provide the academy their religious exemption authorization paperwork signed by their General Court-Martial Convening Authority. In addition, students who are authorized to wear religious items i.e., hijab, turban, leggings must also show the academy their religious exemption authorization paperwork during report day.

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14. Students that miss more than 4 hours of instruction will be dropped from the course. Students must ensure there are no appointments that will cause them to miss the required training.

15. The 168TH RTI will deny entry to Soldiers failing to meet any of the above prerequisites.

1-3 Walk On Enrollment Priority Criteria:

1. Students attending BLC must meet all criteria and in-processing guidance listed previously in this letter as well as the following conditions:

a. IAW ALARACT 030/2024, SSD/ DLC 1 has been eliminated as a requirement for promotion/ NCOES enrollment.

b. Attendance is on a priority basis. Soldiers who qualify for BLC are placed on an Order of Merit List (OML) by the unit commander as follows:

(1) First Priority. Soldiers promoted to SGT with a deferred education requirement, NCOs not previously afforded an opportunity to attend.

(2) Second Priority. SPC/CPL promotable. These Soldiers are prioritized within this category as follows:

(a) SPC/CPL promotable who have met the cut-off score.

(b) SPC/CPL promotable in MOSs which would have had additional promotions if more promotable SPC/CPL had been available and identified as "STAR MOS" by monthly HRC promotion cut-off memorandum.

(c) SPC/CPL promotable in other MOS serving in an authorized NCO position based on the highest number of promotion points.

(d) All other SPC/CPL promotable on a recommended list based on the highest number of promotion points.

2. The Commandant will ensure National Guard and Reserve (Compo 2 and 3) Soldiers in a TDY status are given priority consideration for class seats as appropriate. The Commandant can also accept "local walk-ons" provided Soldiers are otherwise fully qualified to attend BLC. PFCs and below are NOT authorized to attend BLC.

1-4. BLC 168th RTI Contacts:

Staff Duty NCO Cell Phone – (303) 264-8892

Operations NCOIC – jesus.i.castan.mil@army.mil

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Chief of Training – john.m.grunthner.mil@army.mil

Course Manager – robert.m.bunch.mil@army.mil

BLC Organization e-mail - ng.co.coarng.mbx.blc@army.mil

1. Congratulations on your selection. 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.

/// Original Signed ///
SARAH E. MILLER
CSM, COARNG
Commandant