



DEPARTMENT OF THE ARMY

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

NGCO-RTI-BLC

15 November 2022

MEMORANDUM FOR RECORD

SUBJECT: 168TH Regiment (RTI), Basic Leader Course (BLC) “No-Show” policy memorandum

1.PURPOSE: To properly account for why a Soldier did not attend scheduled formal training, resulting in being coded as a “No-Show” in ATRRS, and to determine eligibility for rescheduling of that training.

2.BACKGROUND: Per TRADOC guidance it is imperative that training quota utilization is maximized. To accomplish this, Schools and Training NCOs must be timely in requesting a substitution or cancellation.

3.POLICY: Effective immediately, units are required to ensure their Soldier meet all entrance requirements listed below. If they do not, 72 hours before class start – BLC reservation cancellation or swap window closes, and they will be coded as a “no-show”.

4.PROCEDURES: Soldiers must meet the following requirements to maintain a valid reservation status in ATRRS. Any changes in status must be reported immediately and Schools NCOs must process a substitution or cancellation NLT 72 hours of ATRRS start date.

a. All Students must meet height and weight (HT/WT) Standards in accordance with (IAW) Army Regulation (AR) 600-9 and be able to pass the Army Combat Fitness Test (ACFT).

b. Have no suspension of favorable personnel actions (flags) or pending flags.

c. Have sufficient remaining service obligation to complete the course.

d. 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, SSDI/DLC I.

e. Common Access Card (CAC) with an expiration date beyond the end of the course.

f. 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

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commander, stating the profile has been continuous and is a result of injuries sustained due to operational deployment.

g. 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.

h. 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.

i. 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.

j. 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 the Soldier 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.

k. Postpartum Soldiers: 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.

l. 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.

m. 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.

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n. Exceptions to the above policy will be considered on a case-by-case basis, based on critical organizational needs and extenuating Soldier circumstances. Approval authority will be the Commandant, 168TH RTI, BLC.

5. Point of Contact: The point of contact for this policy is SFC John Grunthaner, Chief of Training, 720-250-4330, or at john.m.grunthaner.mil@army.mil

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Commandant