



## DEPARTMENT OF THE ARMY

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

NGCO-RTI-BLC

2 July 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 Basic Leader Course, 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. 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.

2. **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. 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.
- b. No Call/No Show Soldiers will be dropped from the course.
- c. Do not congregate in the parking lot.

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d. 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.coarng.mbx.blc@army.mil](mailto:ng.co.coarng.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 at 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.

3. Flights for returning to home of record after graduation must be scheduled after **1400 graduation day** to allow for movement to the Colorado Springs Airport.

4. **Lodging.** Out-of-state students to include students living beyond 40 miles from Fort Carson **MUST STAY IN GOVERNMENT LODGING AT THE 168<sup>TH</sup> RTI**. Soldiers must email [ng.co.coarng.mbx.blc@army.mil](mailto:ng.co.coarng.mbx.blc@army.mil) with their Full Name, Rank, and billing address for their Government Travel Card. Failure to provide accurate information may result in delays of coordinating lodging. Soldiers attending BLC on TDY will be required to have GTC and DTS approved lodging at \$65.00 per day. Soldiers must furnish a copy of their DD Form 1610 Travel Authorization from their approved DTS during inprocessing.

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

6. **Packing List.** \*\*\*\* **Army Service Uniform/ Army Green Service Uniform (Class A) are the required uniform for graduation** \*\*\*\* **See Enclosure 2 (As of 2 July 2025).** 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.

7. **Army Fitness Test.** IAW HQDA EXORD 218-25, Students will complete an Army Fitness Test. Passing the AFT as a graduation requirement for PME is waived from 1 June 2025 to 31 December 2025. IAW MILPER Message 25-228 failure to pass the AFT will be annotated on the DA 1059 Academic Evaluation Report.

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8. **HT/WT Assessment.** IAW AR 350-1, Chapter 3-5d. Soldiers attending PME will be administered a height and weight screening as a mandatory course requirement.

9. **Additional AFT and body composition guidance:** Soldiers disenrolled from Basic Leader Course for other than compassionate or medical reasons may apply to reenter and be re-scheduled for the course. Application to reenroll requires General Officer endorsed Personnel Action Request (PAR). Noncommissioned Officers who fail PME a second time are not eligible to re-enroll or be re-scheduled for PME attendance a third time. Soldiers will be further processed based on their duty status IAW AR 350-1.

10. **In-processing Document Checklist.** Students hand carry all required documents for attending the course to inprocessing. Document deficiencies must be corrected within 72 business hours of Report Day as designated by the BLC Course Management Program (CMP) or Students may be considered for dismissal for failure to meet pre-requisites.

<b>As applicable for AD/NG/USAR:</b>	
	BLC DA 4187, signed by Schools NCO and Company Commander (AD/AGR)
	Pay Orders (National Guard)
	Active Duty Training School Orders (Army Reserves)
<b>Pre-requisite Documents:</b>	
	TASS Pre-execution Checklist (TRADOC Form 350-18-2-R-E, APR 2018) Signed
	Individual Medical Readiness Printout (dated within 30 days of <b>ATRRS Report Date</b> )
	Common Access Card (functioning PIN, not expired)
	DTS DD Form 1610 (Travel Authorization)
<b>Profile:</b>	
	Physical Profile DA Form 3349 (if applicable)
<b>Cyber Awareness Credentials</b>	
	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 AFT Score) awards will be bestowed to deserving students.

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

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

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4. 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.
5. A Common Access Card (CAC) with an expiration date beyond the end of the course.
6. Soldiers with medical profiles must ensure they furnish two copies, and all profiles are in compliance with AR 350-1.
7. Postpartum Soldiers must furnish two copies of their profile and ensure they are in compliance with AR 350-1 and Army Directive 2025-02
8. 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.
9. The Basic Leader Course 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 without the requisite education (BLC).

(2) Second priority. SPC/CPL promotable. These Soldiers are prioritized as follows:

(a) SPC/CPL promotable in MOSs identified as shortage MOS by monthly HRC promotion cut-off memorandum. This pertains to Regular Army Soldiers.

(b) SPC/CPL promotable who meet the cut-off score.

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

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

(3) Third priority. SPC/CPL in leadership positions. To fill all BLC training seats, non-promotable SPC/CPL with demonstrated leadership potential may attend BLC only when all higher OML categories are exhausted.

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 – daniel.t.joyce4.mil@army.mil

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

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

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

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