DEPARTMENT OF THE **ARMY**
BASIC LEADER COURSE, 168TH REGIMENT (REGIONAL TRAINING INSTITUTE)
8721 FRANK BALDWIN ROAD, BUILDING 9121
FORT CARSON CO 80913

NGCO-RTI-BLC 24 September 2026

MEMORANDOM FOR STUDENTS

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

Section I

National Guard/Reserve ADOS Orders

1. **All National Guard and U.S. Army Reserve Soldiers must use UIC: W5ABX1 when generating ADOS Orders to attend the Fort Carson Basic Leader Course.** Under the IPPS-A system, utilizing this specific UIC is mandatory so the Academy can successfully arrive students upon reporting.

2. Please coordinate with your unit S1 to ensure this UIC is correct on your orders prior to your arrival.

Reporting and In-processing

3. Reporting. All TDY students will use Day Zero as a travel day. Transportation from Colorado Springs Airport (COS) to the Academy will be available all day/night via the Staff Duty Phone Number. Lodging for TDY Soldiers will be assigned upon arrival at the Academy. **All students will report NLT 0700 on Day One of the ATRRS report date.**

4. Uniform on Day One is Army Physical Fitness Uniform IAW AR 670-1.

5. Accountability will be taken at 0700 in the "Circle C" in front of Bldg. 9121. Do not congregate in parking spaces or in driveways, impeding the flow of vehicle traffic.

a. No Call/No Show Soldiers will be dropped from the course.

b. Walk-Ons will report at 0800; accountability will be taken in the same location, at 1000 on ATRRS Report Date and admitted based on the criteria in Section V, Student Walk-On Eligibility Criteria.

6. IAW Army Directive 2026-13 Army Body Composition Program and Standards,

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Combined Arms Center PME Guidance, HQDA EXORD 182-26 and Basic Leader Course Errata 2026-03, all Soldiers will be administered a Waist-to-Height Ratio (WHtR) assessment upon Day One. Soldiers that fail their initial assessment will be given a confirmation assessment by a different qualified tape team. Failure of the confirmation assessment will result in a Denied Enrollment and will return to their Unit or Home Station. Existing medical exemptions to body composition standards, such as those for postpartum Soldiers, remain in effect IAW HQDA EXORD 182-26.

7. In-processing Document Checklist. Students will hand carry a printout of all required documents to in-processing.

8. Document deficiencies must be corrected within 72 business hours of Report Day per the BLC Course Management Program (CMP) or Students may be considered for dismissal for failure to meet prerequisites.

9. In-processing Document Checklist:

	Common Access Card (functioning PIN, not expiring before GRADUATION DAY)
Accountability/ Pay Documents (select one 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 (within 30 days of ATRRS Report Date)
	Soldier Talent Profile (within 30 days of ATRRS Report Date)
	Cyber Awareness (within 1 year of GRADUATION DAY)
	An Active 365 account
	DTS DD Form 1610 (Travel Authorization for TOY Soldiers only)
Profile:	
	Physical Profile DA Form 3349 (if applicable)

Section II

Travel, Lodging, Meals

10. Travel. Use of POVs is authorized to commute to and from the course. Students will utilize the approved parking areas per the strip map.

a. Students traveling through commercial air must provide and send their flight itinerary to 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 Staff Duty NCO aware of changes in travel.

b. Students are required to fly into Colorado Springs Airport (COS), **DO NOT**

coordinate travel to Denver International Airport (DEN).

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

d. Rental cars are not authorized.

e. 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.

11. Lodging. Out-of-state students and students living beyond 40 miles from Fort Carson **MUST** stay in provided government lodging at the 168th Regiment (RTI) at **NO COST** to the Soldier.

a. Students that require lodging must email ng.co.coarng.mbx.blc@army.mil with their Rank, Name, and Class Number, phone number and email address to coordinate lodging with BLC Operations.

b. Lodging is provided in open bay barracks rooms, 10 beds per bay, located on the 168th Regiment (RTI) campus. Lodging is within 1/8th of a mile walking distance to the classrooms.

c. Bays include the following amenities: bunk with mattress, wall locker, shared restroom, mini-fridge, microwave, Wi-Fi and fans. Lodging includes a laundry room that has 4 washers and 4 dryers that are free to operate.

d. Students **MUST PROVIDE** their own twin sized linen, pillow, lock(s) for securing the wall locker, towel(s), toiletries, shower shoes, soap and laundry detergent. The Academy **WILL NOT** furnish these items.

e. Students are responsible for maintaining the cleanliness of their lodging, associated common areas and laundry rooms. Staff will conduct room inspections throughout the duration of the course.

f. Students will clear the bays prior to the graduation ceremony and close out any hand receipts or work orders prior to departing for home station.

g. Staff Duty will be on-site and will monitor and enforce all academy policies. Staff Duty will also be available in the event of room lockouts.

12. Meals. All meals are provided for the duration of the course. The BLC Dining Facility will provide meals for breakfast and lunch during the course. Soldiers that are staying in lodging will be provided the dinner meal at either the BLC DFAC or a FT Carson DFAC, coordinated by the NCOA.

Section III

Course Administrative Information

13. Packing List. Army Service Uniform/Army Green Service Uniform (Class A) are the required uniform for graduation. Students that have not been furnished either a complete ASU or AGSU uniform, or unable to have their Class A uniform due to operational requirements, must abide by the exception to policy guidance. Failure to provide the MFR or a complete Class A uniform will result in a developmental counseling, and removal from honors.

a. All mandatory packing list items will be inspected on Day One in processing.

b. Any discrepancy that is not corrected within 72 business hours of notification may result in dismissal from BLC for failure to meet prerequisites.

c. A digital copy of the packing list is on the Fort Carson BLC site.

14. AFT: The DA Form 1059 of Soldiers who fail to pass the AFT will be annotated in block IIb "failed to Achieve Course Standards." Soldiers who fail to achieve course standards are not eligible to enroll in any PME courses for 6 months after their dismissal. The 6-month waiting period begins on the day after the DA Form 1059 is signed. Soldiers who fail to achieve course standards a second time are not eligible to enroll in any PME courses for 1 year after the second failure. IAW AR 350-1 PARA 3-5e.

15. 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 PARA 3-7f(3)(a).

16. Soldiers with medical profiles must ensure they furnish two copies, and all profiles are in compliance with AR 350-1.

17. During BLC, Distinguished Honor Graduate, Honor Graduate, Distinguished Leadership, the Commandants List (top 20%), Superior Academic Achievement (top 40%), Iron Soldier (Highest AFT Score), and Commandants writing awardee will be recognized during graduation.

18. Students must complete all academic hours, and graduation requirements listed in the Individual Student Assessment Plan and USANCOA BLC CMP, to include all GPA and Non-GPA weighted assessments.

19. Students that miss more than 4 academic hours will be considered for dismissal from the course. Students must ensure there are no appointments that will cause them to miss the required training.

20. The Academy has a ZERO TOLERANCE policy on bringing privately owned weapons to the 168th Regiment (RTI), consumption of ANY alcohol while attending the course, and ANY use of ANY illicit drugs or PEDs (performance enhancing drugs). Any student to be found in violation of this paragraph will be immediately released from the course for cause.

Section IV

Course Prerequisites

21. The Basic Leader Course will deny enrollment to students that fail to meet any of the following prerequisites.

a. Soldiers that fail the initial and confirmation WHtR assessment.

b. Have any 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.

e. A CAC with an expiration date beyond the end of the course.

f. Students must have an active A365 account, and access to NIPR.

Section V

Walk-on Enrollment Priority Criteria

22. Students must meet all prerequisite criteria and in-processing guidance listed previously in this letter.

23. Priorities for walk-on enrollment are as follows:

a. Soldiers listed as a "wait" status in ATRRS will be priority for walk-on enrollment.

b. COMPO 2/3 Soldiers in a TDY status are given priority consideration for class seats as appropriate.

c. Unforecasted walk-ons provided Soldiers are fully qualified to attend BLC.

Section VI

BLC 168th Regiment (RTI) Contacts

24. Staff Duty NCO Cell Phone - (303) 264-8892

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

26. Chief of Training - ryder.s.sartor.mil@army.mil

27. Course Manager - daniel.l.dana.mil@army.mil

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

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