



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

4 November 2025

MEMORANDUM FOR STUDENTS

SUBJECT: Welcome Letter, Basic Leader Course (BLC), 168<sup>TH</sup> Regiment (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. 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.

**Section I**

**Reporting and In-processing**

2. **Reporting.** All students with a valid ATRRS reservation status will report to BLC for in-processing NLT 0900 on ATRRS Report Date.
3. Uniform is Army Combat Uniform (ACU) IAW AR 670-1.
4. Accountability will be taken at 0900 in the traffic circle in front of Bldg. 9121.
  - a. No Call/No Show Soldiers will be dropped from the course.
  - b. Do not congregate in the parking lot.
  - c. 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.
5. In-processing Document Checklist. Students will hand carry a printout of all required

documents to in-processing.

6. 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.

**7. In-processing Document Checklist:**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Common Access Card (functioning PIN, not expiring before GRADUATION DAY)    |
|                          | Accountability/ Pay Documents (select one as applicable for AD/NG/USAR):    |
| <input type="checkbox"/> | BLC DA 4187, signed by Schools NCO and Company Commander (AD/AGR)           |
| <input type="checkbox"/> | Pay Orders (National Guard)   |
| <input type="checkbox"/> | Active Duty Training School Orders (Army Reserves)                          |
|                          | Pre-requisite Documents:  |
| <input type="checkbox"/> | TASS Pre-execution Checklist (TRADOC Form 350-18-2-R-E, APR 2018) Signed    |
| <input type="checkbox"/> | Individual Medical Readiness Printout (within 30 days of ATRRS Report Date) |
| <input type="checkbox"/> | Soldier Talent Profile (within 30 days of ATRRS Report Date)                |
| <input type="checkbox"/> | Cyber Awareness (within 1 year of GRADUATION DAY)                           |
| <input type="checkbox"/> | DTS DD Form 1610 (Travel Authorization for TDY Soldiers only)               |
|                          | Profile:  |
| <input type="checkbox"/> | Physical Profile DA Form 3349 (if applicable)                               |

**Section II**

**Travel, Lodging, Meals**

8. **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](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 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 ATRRS Report Day. 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.

**9. 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](mailto: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 1/8<sup>th</sup> 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, fans, desk and chair. Lodging includes a laundry room that has 4 washers and 4 dryers that are free to operate.
- d. Students **MUST PROVIDE** their 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.
- 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.

**10. 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.

### **Section III**

#### **Course Administrative Information**

**11. 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 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.

- a. All mandatory packing list items will be inspected on ATRRS 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.

12. Packing List and Strip Map are at: <https://home.army.mil/carson/allservices/blc>

13. 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 for COMPO 1 Soldiers and from 1 June 2025 to 31 May 2026 for COMPO 2/3 Soldiers. IAW MILPER Message 25-228 failure to pass the AFT will be annotated on the DA 1059 Academic Evaluation Report.

14. 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. Soldiers scoring 465 with a minimum of 80 in each event in accordance with AD 2025-17 will be deemed in compliance with Army body fat standards on their DA 5500/5501.

15. 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.

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

17. Post-partum Soldiers. Soldiers who attend PME are exempt from body composition requirements up to 365 days after a pregnancy ends. The last record height/weight screening will be used to satisfy PME eligibility and graduation requirements.

18. 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.

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

20. 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.

## **Section IV**

### **Course Prerequisites**

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

- a. PFCs and below are NOT authorized to attend BLC.
- 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.
- 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 – [daniel.t.joyce4.mil@army.mil](mailto:daniel.t.joyce4.mil@army.mil)

26. Chief of Training – [john.m.grunthaner.mil@army.mil](mailto:john.m.grunthaner.mil@army.mil)

27. Course Manager – [robert.m.bunch.mil@army.mil](mailto:robert.m.bunch.mil@army.mil)

28. BLC Organization e-mail - [ng.co.coarng.mbx.blc@army.mil](mailto:ng.co.coarng.mbx.blc@army.mil)

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

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