



DEPARTMENT OF THE ARMY

III ARMORED CORPS AND FORT CAVAZOS NCO ACADEMY  
BLDG 33009 761ST TANK BATTALION AVENUE FORT  
CAVAZOS, TEXAS 76544-5064

ATSF-NC

20 April 2023

MEMORANDUM FOR Commandant, III Armored Corps and Fort Cavazos  
Noncommissioned Officer Academy, Fort Cavazos, TX 76544

SUBJECT: Basic Leader Course (BLC)

1. Request the following Soldier attend BLC Class # XX-XX from [Start date] to [End date].

- a. RANK: SGT
- b. NAME: LAST, FIRST, MI
- c. SSN: 123-45-6789 DODID: 1234567890
- d. ETS DATE: (MUST be 180 days out from graduation date)
- e. DATE OF RANK: 1 JAN 2020
- f. MOS: 11B
- g. UNIT: HHC, 2-12 CAV, 1ABCT
- h. UIC: W0000
- i. MSC: 1CD
- j. SEC CLEARANCE: SECRET
- k. GOVT. EMAIL ONLY: [firstname.mi.lastname.mil@army.mil](mailto:firstname.mi.lastname.mil@army.mil)
- l. STUDENT PHONE #: 123-456-7890

2. The undersigned acknowledged the requirement for all Basic Leader Course (BLC) students to have a valid computer account throughout the BLC and confirms that the Soldier has an operational account.

3. The undersigned acknowledges the requirement for all BLC students to be provided an M16/M4 from their parent organization on the day of Leader Stakes. The undersigned will ensure that a weapon is provided to their Soldier for Leader Stakes.

4. The point of contact for this memorandum is the undersigned at 123-456-7890 or email [firstname.m.lastname.mil@army.mil](mailto:firstname.m.lastname.mil@army.mil).

JOHN T. DOE  
CPT, IN  
Commanding