DEPARTMENT OF THE ARMY
USANCOA - FORT DRUM
4870 GEORGE AVE
FORT DRUM, NEW YORK 13602

ATZB-ND 03 November 2026

MEMORANDUM FOR RECORD

SUBJECT: Fort Drum NCOA Basic Leader Course (BLC) Welcome Letter

1. Congratulations on your selection and welcome to the Fort Drum Noncommissioned Officer Academy. Your selection reflects the Army's confidence in your potential to grow as a future Noncommissioned Officer. The mission of the Fort Drum NCOA is to provide challenging academic and performance-based assessments in a learner-centric environment that develops critical thinkers and competent leaders capable of solving problems and building cohesive teams.

2. BLC 4.0 is a 30-day, 220-hour course designed to develop the leadership, communication, training management, and decision-making skills required of team-level NCOs. Training includes classroom instruction, collaborative learning, physical readiness sessions, day and night Land Navigation, Leader Stakes lanes, and a multi-day Situational Training Exercise (STX). Students should be prepared for extended periods in field conditions and rapidly changing weather.

3. Course Prerequisites and Requirements. Students attending BLC must meet the following requirements:

a. Have no pending Suspension of Favorable Personnel Action (Flag).

b. Meet height and weight standards IAW AR 600-9. Per Army Directive 2025-02, postpartum Soldiers are exempt from height and weight requirements for 365 days but must have a valid prior screening.

c. Postpartum Soldiers must provide the "Volunteering to Attend BLC While in a Postpartum Status" memorandum prior to enrollment.

d. Temporary profiles are not permitted unless due to operational deployment and the profile allows the Soldier to complete required course physical events.

e. Cyber Awareness Training and the Acceptable Use Policy must be current within six months. Students must provide printed or digital proof.

f. Students must have functional NIPRNet and Microsoft 365 access. NCOA-issued laptops will be used for all coursework. Personal laptops are not authorized.

g. Students must arrive with all required items identified on the current packing list. Fort Drum BLC conducts training in field and inclement weather conditions, and students are expected to arrive fully equipped.

4. Reporting Instructions. Students will report to the Fort Drum NCOA, Building 4870, George Avenue, at 0900 in the Army Physical Fitness Uniform (APFU). Students must report with their Common Access Card (CAC) and all required documents.

a. The Waist-to-Height Ratio (WHtR) assessment will be conducted during Day Zero.

b. Students who fail both the initial WHtR assessment and same-day confirmation assessment will be denied enrollment. The Academy will fill the resulting vacancy with a qualified walk-on and notify the student's Brigade Command Sergeant Major to initiate suspension of favorable personnel actions.

5. **TDY Student Information.** TDY students must report NLT 2359 on Day Zero to the Fort Drum NCOA, Building 4870, George Avenue, Fort Drum, NY 13602. Upon arrival, students will contact the **Staff Duty NCO at (315) 778-8187** to check in with Operations and receive a barracks room assignment.

a. Travel. Students traveling by air may use Watertown International Airport, approximately 25 minutes from Fort Drum, or Syracuse Hancock International Airport, approximately 1 hour and 14 minutes from Fort Drum. **Students are responsible for arranging their own transportation.** Travel plans should account for winter weather and potential delays common in northern New York.

b. Lodging. The Fort Drum NCOA will provide lodging for TDY students. Limited bed linen is available. Students are encouraged to bring twin-size bedding or their military-issued sleep system for additional comfort.

c. Meals. **Meals are not provided for TDY students.**

d. Uniforms and Equipment. TDY students should bring an appropriate quantity of military uniforms, APFU sets, weather-appropriate clothing, and sufficient hygiene supplies for the duration of the course, including extended field periods. Civilian clothing must comply with Army regulations and Fort Drum Blue Book standards. Field gear must meet AR 670-1 standards; non-issue items are permitted when compliant.

e. Cold-Weather Equipment. During winter months (SEP-APR), the NCOA will attempt to schedule a partial CIF draw for arriving TDY students who lack required cold-weather packing list items that have not previously been issued.

f. Return Travel. Upon successful completion of the course, TDY students will return to their permanent duty station. Students should not schedule return flights prior to 1700 on the day of graduation.

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6. NCO Academy Contact Information.

Chief of Training: (315) 772-3110
Staff Duty NCO: (315) 778-8187

7. On behalf of the Commandant and the entire cadre, congratulations again on your selection. Your participation, professionalism, and commitment to learning are vital to your development and the continued success of the Army. We look forward to supporting you throughout this important phase of your leadership journey.

8. The point of contact for this memorandum is SFC Charles R. Salgado at (315) 772-3110 or charles.r.salgado.mil@army.mil.



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Commandant