



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY, HAWAII
6055 EAST RANGE ROAD
SCHOFIELD BARRACKS, HAWAII 96857-7000

APVG-NCOA

17 June 2024

MEMORANDUM FOR Basic Leader Course (BLC) Candidates

SUBJECT: NCO Academy Hawaii (NCOAH) BLC Welcome Letter

1. Congratulations on your selection to attend BLC at NCOAH. BLC is a 22 day academic course that consists of 28 lessons. During the course, cadre will evaluate your leadership attributes and competencies through observations, assessments, practical exercises, and overall contribution to your groups. These attributes and competencies must align with the Army's Leadership Requirements Model. At times, you will be required to perform under pressure in the presence of your peers during evaluations such as physical training, drill and ceremony, and public speaking. In addition to these types of evaluations, your ability to effectively communicate through writing by applying AR 25-50 and the editing process will be assessed on three occasions.
2. To participate in BLC, you must enroll in our Academy Blackboard website. Instructions are included separately in your welcome email.
3. It is imperative that you have all course required documents within the first 72 hours. Failure to acquire these documents, within the allotted time, will result in dismissal from the course. The required documents are:
 - a. Pre-execution Checklist (PEC) signed by Unit Commander including Commander/1SG/Sponsor's name and two phone numbers each, and 1SG/CSM email address.
 - b. Physical Profile DA Form 3349, if applicable. Contact your schools NCO if you have a profile that prohibits you from conducting activities. **(Soldiers may not attend BLC on temporary Profiles)**
4. Soldiers must have a tested Army 365 account. This is critical to access Microsoft products at the Academy. Army 365 accounts can be assigned by your local S6 through Army DEPO.
5. BLC Day Zero reporting instructions for students are as follows.
 - a. The Academy gates will open no earlier than 0630; upon opening, park your vehicle if applicable. Parking is limited and you may be required to park on Higgins Road.

b. Processing begins promptly at 0700. Have all required documents and your CAC in hand.

c. The packing list is attached in the welcome email. Have all items on Day Zero; however, leave them in your vehicle unless otherwise instructed by your facilitator.

d. You are required to conduct MEC to CAC for meal deductions; this is not an option.

6. This is a partial resident course.

a. Beginning on Day Three, you will stay in the barracks (Mon-Fri), until the completion of Module Two (approximately 14 days). Please prepare your families and plan accordingly.

b. The NCOAH Staff Duty NCO will provide transportation to alternate DFAC locations when the NCOAH Warrior Restaurant is not available. Personally owned vehicles and rental vehicles for TDY Soldiers is encouraged.

c. The barracks remain open for the duration of the course if a Soldier decides to stay.

7. Congratulations on your selection to attend the BLC! We look forward to your graduation and achieving this initial milestone in your career-long journey through professional military education. Your experience in the course is important to us, and your feedback is critical to ensuring that we are delivering the best outcome-based education for future Leaders.

8. The point of contact for this memorandum is SSG Belle, Javonte, QAO, at (808) 656-0462.



RAYMOND W. MILLER
CSM, USA
Commandant

"TRAIN TO LEAD!"