



DEPARTMENT OF THE ARMY
MANEUVER SUPPORT CENTER OF EXCELLENCE NONCOMMISSIONED OFFICER ACADEMY
14030 MSCOE LOOP SUITE 2520
FORT LEONARD WOOD MO 65473-9118

ATZT-NCW (350a)

19 May 2025

MEMORANDUM FOR Students attending the Maneuver Support Center of Excellence
Noncommissioned Officer Academy Basic Leader Course

SUBJECT: Basic Leader Course Welcome Letter (FY25)

1. On behalf of the Commandant of the Maneuver Support Center of Excellence (MSCoE) Noncommissioned Officers Academy (NCOA), congratulations on your selection to attend the Basic Leader Course (BLC). Your selection is indicative of your performance and promotion potential.

2. BLC focuses on six NCO Common Core Competencies. These competencies are Readiness, Leadership, Training Management, Communications, Operations, and Program Management. BLC is designed to build basic leader and trainer skills needed to lead a team size element, while providing the foundation for further development along the PME learning continuum. Soldier lethality spans all fundamentals: shooting, moving, and communicating, protecting, sustaining, and training. The BLC fully supports the Army's missions of lethality by developing smart, thoughtful, and innovative trainers who can communicate effectively, lead and protect their Soldiers, and sustain their equipment.

3. The following must be addressed prior to the course.

a. Lodging

(1) Fort Leonard Wood permanent party personnel will reside in their local housing/ barracks.

(3) TDY Students with a valid ATRRS reservation will have a room allocated by InterContinental Hotels Group (IHG). BLDG 2020, (573) 586-4800, 4990 Nebraska Ave, located across the street from the Commissary. Fort Leonard Wood permanent party personnel will reside in their local housing/ barracks. Students that are listed as a wait status in ATRRS will not be funded and will not be provided lodging or sustenance (meals).

b. Transportation

(1) Transportation is **NOT** provided from Saint Louis International Airport or Springfield Airport. Saint Louis International Airport is approximately 150 miles from FLW and Springfield-Branson National Airport is approximately 100 miles from FLW

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(2) Nonlocal cabs are NOT AUTHORIZED on Fort Leonard Wood, such as Uber and Lyft. The following taxi services are authorized on post:

Post Cab (573) 336-0111
Union Cab (573) 336-1111
Checker Cab (573) 336-2220
Quality Cab (573) 426-3737
Show Me Cab (573) 336-4455
City Cab (573) 336-3831
Yellow Cab (573) 336-5777

c. Students must ensure that their DOD Cyber Awareness Training and AUP will not expire during the duration of the course.

d. All Students must join the Fort Leonard Wood NCOA ACT page. Instructions can be found at the official NCOA webpage.

e. Packing List. All Students must have all items identified in the BLC Packing List. **The only authorized packing list applicable for this course is in the attached documents.** Ensure all packing list items are serviceable. A layout will be conducted within 72 hours of the report date. Soldiers who have not been issued an item on the packing list may provide a signed copy of their [Organizational Clothing and Individual Equipment \(OCIE\) record](#) and a memorandum signed by their commander stating their acknowledgement. NOTE: This course trains during hot/cold and inclement weather.

4. Report date.

NOTE: The Report date is the date you must arrive on Fort Leonard Wood, and the Start Date is the day you in-process and begin day 1.

a. TDY Students must check into Fort Leonard Wood lodging (InterContinental Hotel Group (IHG), BLDG 2020, (573) 586-4800, 4990 Nebraska Ave, located across the street from the Commissary) by the Report Date that is identified in ATRRS.

b. All Students will contact your Small Group Leader (SGL). A contact number will be provided via your ATRRS e-mail. Please ensure it is current.

5. Start date.

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a. All students will report for muster formation on the start date at 0500 in Thurman Hall BLDG 3203. The uniform will be duty uniform with ID tags, and ID card. ID tags should have a DODID number. All must be in serviceable condition. Ensure you have the correct gear for expected weather.

b. Students will have their in-processing packet in hand on Day One of the course. You or your unit representative may still send the digital packet to SFC Alvarez, Jose A. at Jose.a.alvarez131.mil@army.mil and we will conduct a courtesy validation.

(1) (TASS) Unit Pre-Execution Checklist, TRADOC Form 350-18-2-R-E, APR 2018 (Must be signed by unit Commander).

(2) Student In-processing Form (Personal Data Sheet).

(3) Attachment Orders.

(a) TDY Students - DD Form 1610.

(b) Fort Leonard Wood Permanent Party personnel - BLC attachment memorandum (example Memos are attached to the In-processing packet).

(c) Unit S1 clerks must temporarily attach the students to the MSCoE NCOA BLC UIC (W0VL1H) in IPPS-A. A step-by-step is available on the Fort Leonard Wood NCOA ACT page.

(4) DA Form 3349: Physical Profile (if applicable).

(5) Vehicle Safety Inspection Checklist. Dated within 14 days of start date and signed by supervisor.

c. In-processing documents will be screened for completeness on day one of the course. If documents are missing or incomplete after the review, they will have 72 hours to have them submitted. Should you fail to provide the required documents in the allotted time you are subject to course dismissal IAW NCOLCoE policy.

6. Other considerations.

a. An AFT will be conducted within **two to four days of arrival**. You are required to pass the AFT as a graduation requirement. If applicable, you will have one copy of DA Form 3349 Permanent Profile signed by your commander available for review.

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(1) Soldiers with medical profiles due to an operational deployment will be permitted by their immediate commander to attend appropriate courses (to include PME) within the guidelines of their profile. Soldiers must arrive at the mentioned course of instruction with a copy of their current profile and memorandum signed by their commander stating the profile has been continuous and is a result of injuries sustained due to an operational deployment.

(2) Soldiers with temporary profiles preventing full participation in a course that are not a result of operational deployment, will be removed, or deferred from school attendance consideration by their immediate commander, until the temporary profile is removed, or the student can complete all course graduation requirements.

(3) Soldiers with a permanent designator of "2" in the physical profile must include a copy of DA Form 3349 (Physical Profile) as part of the course application. They will be eligible to attend courses (to include PME) and train within the limits of their profile provided they can meet course graduation requirements. Soldiers with a permanent designator of "3" or "4" in their physical profile must include a copy of DA Form 3349 and the results of their MOS Administrative Retention Review as part of the course application.

(4) Soldiers who have been before an MOS Administrative Retention Review and retained in their MOS or reclassified into another MOS are eligible to attend appropriate courses (to include PME) and train within the limits of their physical profile (DA Form 3349). Commandants will not dis-enroll or deny enrollment of Soldiers into the course based on physical limiting conditions on their physical profile, IAW MOS Administrative Retention Review adjudication.

b. All Students will be screened for compliance with the Army Body Composition Program (ABCP) IAW AR 600-9 **two to four days** of completion of the AFT. Height and weight screenings will be a graduation requirement.

(1) Students who fail the ABCP screening will conduct a retest no earlier than **7 calendar days** from the initial ABCP screening.

(2) Students who subsequently fail to meet body composition standards will be removed from the course with a referred DA Form 1059.

(3) Your ABCP screening is for record per AR 350-1 chapter 3-13. **Results will be recorded in DTMS.** Please arrive to the course prepared accordingly. Should you

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fail your initial screening, you are authorized one retest which will be the results for record that are input to DTMS.

(4) IAW Army Directive 2023-08, Soldiers who score 440 on the AFT with at least 80 points in each event are exempt from being taped following a height and weight. Soldiers must take all 6 events without alternate events IOT receive the exemption. All Soldiers are still required to have their height and weight taken.

c. Postpartum Soldiers will be permitted to attend Professional Military Education (PME) within the 365-day window if cleared by the primary care provider and on a volunteer basis only. **BLC cadre will require a memorandum from medical or command identifying this exception.** Soldiers will not be allowed to attend on a temporary profile.

(1) Postpartum Soldiers will be required to take the Army Fitness Test (AFT) and meet all physical requirements mandatory for attendance and graduation IAW Army Directive 2022-06 (Parenthood, Pregnancy, and Postpartum).

(2) Body Composition. IAW Army Directive 2022-06 (Parenthood, Pregnancy, and Postpartum). All Soldiers who attend PME are exempt from body composition requirements (reference 1s) up to 365 days after a pregnancy ends. The last record height/weight screening will be used to satisfy PME eligibility and graduation requirements, provided it is not more than 730 days (24 months) old at the time of PME course enrollment. Soldiers who do not have a record screening dated within the last 730 days (24 months) must receive a waiver from the school's commandant.

5. Tools for Success. Previous students requested information on assessments prior to their assigned course. We listened and will give helpful tips before your arrival.

a . You will be assessed through writing essays and memorandums IAW the Army Writing Standard (AR 25-50) and APA 7. Become familiar with these two standards.

b. You will be assessed on your ability to lead a formation through Drill & Ceremony (TC 3-21.5). This includes forming and aligning a squad, marching and commands. Learn marching cadences.

c. You will be assessed on your ability to conduct a Physical Training session from start to finish (Endurance and Mobility consisting of the Preparation Drill, Hip Stability Drill, MMD1&MMD2 and the Recovery Drill which include the Groin Stretch, Calf Stretch, and Hamstring Stretch) or Strength and Mobility which consist of Preparation

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Drill, Shoulder Stability Drill (SSD), Conditioning Drill 1&2 and the Recovery Drill which include the Groin Stretch, Calf Stretch, and Hamstring Stretch). This is one of the more difficult tasks as we expect precision. Become familiar with the standard and be ready to execute.

6. The points of contact for this memorandum are 1SG Hillman, Justin at justin.s.hillman.mil@army.mil or (573) 563-2020 and SFC Jose Alvarez at jose.a.alvarez131.mil@army.mil or (573) 563-7488.

JUSTIN S. HILLMAN
1SG, USA
First Sergeant