



DEPARTMENT OF THE ARMY
SEVENTH ARMY NONCOMMISSIONED OFFICER ACADEMY
UNIT 28125
APO AE 09114-8125

AETT-NCO-CT

10 June 2026

MEMORANDUM FOR RECORD

SUBJECT: 7th Army NCOA Basic Leader Course (BLC) Welcome Letter

1. Congratulations on your selection and welcome to the 7th Army Noncommissioned Officer Academy! Your selection demonstrates the Army's trust and confidence in your leadership potential and ability to serve in positions of greater responsibility. Our mission, while you are assigned to the NCOA, is to provide challenging, academic, and performance-based assessments in a learner-centric environment. We aim to develop critical and creative thinkers capable of solving problems and building teams to achieve decisive victories in a complex world.
2. The Basic Leader Course (BLC) is a 30-academic day resident course consisting of 220 academic hours, focusing on six NCO Common Core Competencies: Readiness, Leadership, Training Management, Communications, Operations, and Program Management. BLC is designed to build the basic leader and trainer skills needed to lead a team-sized element, while also providing a foundation for continued development within the Professional Military Education (PME) learning continuum.
3. Attendance: Attendance is on an Order of Merit (OML) basis. Unit commanders must ensure Soldiers can meet all pre-requisites and graduation requirements. Soldiers must fully take part in the course and must be free of concerns that may detract from their full participation, such as financial issues, medical appointments, or personal obligations. Commanders will place qualifying Soldiers on an Order of Merit List (OML) according to the following criteria:
 - a. First Priority: Soldiers promoted to Sergeant (SGT).
 - b. Second Priority: Corporals (CPL) and Specialists (SPC) promotable
 - c. Third Priority: Specialists (SPC) not promotable.
4. The NCO Academy does not provide transportation; all Soldiers must coordinate their travel arrangements. Soldiers traveling outside of Grafenwoehr, Vilseck, and Hohenfels must have an approved travel authorization in DTS. Billeting is only provided to Soldiers with a valid ATRRS reservation and listed on the USAREUR-AF final class roster. Any exceptions require coordination with the Chief of Training prior to the class report date.
 - a. Early Reporting: Is not authorized unless prior coordination has been approved by the NCOA Commandant or the Chief of Training.

b. Report Day: All Soldiers with a valid ATRRS reservation must **report to building 3404 (SSG Cruz Hall) between 1000-1500**. Soldiers will drop off bags in front of building 3444 prior to reporting to BLDG 3404. Soldiers that don't report between 1000-1500 will be coded as a no-show in ATRRS on Day 1. Late arrivals must be coordinated with the Chief of Training prior to report day.

c. Walk-on Procedures: Soldiers seeking to walk onto the course must report to **formation outside of building 3444 at 0830** hours for accountability formation. Walk-on seats will be allocated based on availability and the priority list outlined below. **Walk-on Soldiers must have a complete copy of their BLC Packet (PEC_PRCL) and the Soldier Talent Profile (STP)**

- (1) USAREUR-AF Sergeants
- (2) USAREUR-AF SPC/CPL Promotable
- (3) USAREUR-AF SPC Not Currently Promotable
- (4) RAF Soldiers, following the above sequence

5. BLC Admission Requirements:

a. Units must submit the BLC packet and required pre-requisite documents to the NCOA student packet submission website at **<https://forms.osi.apps.mil/r/DQPeVF1343>** no later than seven days prior to the report day.

- (1) DA Form 705: Last record AFT **within 60 day** of report day
- (2) DA Form 5500/5501: Soldiers must meet the H&W standards in AR 600-9 within **60 days** of report day
- (3) DTS Travel Authorization Form: For Soldiers outside of the three local areas (Tower Barracks, Rose Barracks, and Hohenfels TA). Ansbach Soldiers are not local and must have a travel authorization.
- (4) DA Form 3349 (permanent or temporary): Temporary profiles must be endorsed by PCM and able to meet all physical graduation requirements of BLC, to include the AFT.

b. Have no suspension of favorable personnel actions (flags) or pending flags.

c. Arrive prepared to meet all graduation requirements and perform supporting individual tasks, including Physical Training IAW ATP 7-22.02, Drill and Ceremony, and tasks outlined in the Soldier's Manual of Common Tasks (SMCT).

- d. Have a valid Common Access Card (CAC), ensuring it does not expire during BLC and has unlocked certificates, and NIPR/Army 365 account.
- e. Have a complete NCOA packing list, **version 10.4**, from the BLC packet (PEC-PRCL).
- f. Soldiers have 72 hours from the report date to correct any deficiencies or provide missing documents. Sponsors may drop off missing items from 1800-2200 to the Staff Duty NCO only. Failure to provide required documentation and/or items within the established time limit will result in disenrollment from the course and return to the assigned unit.
- g. Pregnancy and Postpartum: IAW current US Army policy, Soldiers who are pregnant or within 365 days postpartum are afforded flexibility in meeting PME attendance requirements. Soldiers within this category may request a deferral of attendance or accept their OML attendance with accommodations as determined by their PCM. A memorandum from the Soldier's PCM documenting the ability to participate in BLC and meet all graduation requirements is required for Soldiers who are pregnant or currently within their postpartum profile (typically within 42 days). Postpartum Soldiers within their postpartum period are exempt from Height and Weight standards but must meet all other graduation requirements, to include the AFT.

6. Army Fitness Test (AFT): All Soldiers will complete a record AFT within 72 hours of the course start date. As of 1 January 2026, the AFT is a graduation requirement for Regular Army (Compo 1). Combat specialty AFT guidance is as follows: IAW Annex A to EXORD 218-25, para A.5.D.1.B, Effective 1 January 2026, soldiers at PME who do not meet the minimum AFT combat standard but meet the general AFT standard may receive a graduation waiver. However, they will receive an academic evaluation report comment of "Soldier scored xxx on the most recent record AFT, which does not meet the AFT combat standard, but does meet AFT general standard." This comment will be captured on DA Form 1059 series evaluation report, part ii, block c.

7. Height and Weight/Body Fat Assessment: Screening will be conducted after week 1 and following the AFT. A current passing supplemental body fat assessment from an Army agency (not older than 30 days from the course start date) is acceptable. Units must submit DA Form 5500 or 5501, along with the agency's results printout with the BLC packet.

- a. Body Fat Assessment Exemption: AFT body fat exemptions must not be older than 8 months from the report day. Exemptions must be annotated on DA 5500/01 and DA 705 dated SEP 2025.

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b. All Soldiers will be initially screened using the One-Site Tape Test. A single re-screening will be conducted no sooner than 7 days after the initial assessment. If a Soldier fails the initial assessment, they will receive counseling and have the following two options:

(1) Undergo a re-screening using the one-site method no earlier than (7) days.

(2) Request a supplemental body fat assessment at the time of counseling following the failed initial screening. The assessment must be administered by a U.S. Army agency. The NCOA will schedule the assessment, if reasonably available, no sooner than 24 hours days after the initial body fat screening.

8. Computer Access Requirements: The NCOA cannot grant A365 entitlements to Soldiers.

a. Soldiers selected to attend BLC must have active Microsoft 365 and NIPR accounts to complete assignments and access course materials. Soldiers are responsible for ensuring all computer access requirements are met and obtaining verification from their Chain of Command prior to arrival at BLC.

b. Soldiers that fall under USAREUR-AF must have a computer account established by their unit S6. All Soldiers must have a valid Common Access Card (CAC) with an active PIN, and the ability to log onto a computer using their CAC. All CAC certificates must be current and remain valid throughout the duration of the course.

c. **MEDCOM and SOCOM:** If organizations are unable to get the Soldiers what they need to train; net ready, for example i.e. Dual Tenant, entitlements etc.

(1) Soldiers must bring their own organizational device (i.e. a laptop from their organization) and a WiFi PUC (or other means of commercial connectivity) and they can use their organizations organic VPN capability using their organizational entitlements.

(2) Soldiers use AVD/BYOD and bring their own device registered with their organic entitlements

9. Additional information:

a. Privately Owned Vehicles (POVs): Soldiers are authorized to drive their POV to BLC and must park in the student parking lot located behind Building 3290. Student's POVs must be able to pass a vehicle inspection.

b. 7th Army NCOA website: <https://www.7atc.army.mil/NCOA/>.

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c. Scan the QR codes below for essential information.

NCOA Packing List	Driving Directions	NCOA Report Day
		

d. NCOA Staff Duty 24hr number +49 172-4251850.

10. Point of contact for this welcome letter is Chief of Training at DSN: (314) 569-0409 or at email daniel.pureco.mil@army.mil.

DANIEL PURECO
SFC, USA
Chief of Training