



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

AETT-NCO-CT

6 September 2023

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 indicates the Army has trust and confidence in your potential leadership and your 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 with the goal of developing critical and creative thinkers capable of solving problems and building teams to win decisively in a complex world.

2. The BLC is a 22 academic day resident course consisting of 169 academic hours focusing 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 sized element while providing the foundation for further development along the PME learning continuum.

3. Students attending BLC must meet the following course prerequisites:

a. IAW AR 350-1, Structured Self Development I (SSDI) is the current prerequisite to attend the Basic Leader Course. Distributed Leader Course I (DLC-I) is also a prerequisite in lieu of SSDI.

b. The NCO Legacy Backlog; within the guidelines of Select, Train, Educate, and Promote (STEP) (AR 350-1, Section V) Soldiers with 37 or more months' time in grade who have been promoted without completing/graduating the Professional Military Education (PME) course in the Noncommissioned Officer Professional Development System (NCOPDS) required for their grade level. Soldiers on the legacy backlog are afforded one opportunity to attend their requisite NCO PME course. These Soldiers are not otherwise eligible for further promotion consideration unless they meet all of the training and educational requirements for their current rank (Ref: AR 350-1, paragraph 3-19f).

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4. Attendance is on a priority basis. The unit commander places Soldiers who qualify for BLC on an Order of Merit List (OML) as follows:

a. First Priority. Soldiers promoted to SGT with a deferred education requirement, NCOs not previously afforded an opportunity to attend.

b. Second Priority. SPC promotable. These Soldiers are prioritized within this category as follows:

(1) For regular Army/COMPO 1. SPC promotable in MOS(s) which would have had additional promotions if more promotable SPC had been available and identified as shortage MOS by monthly HRC Promotion Cut-Off memorandum.

(2) SPC promotable who have met the cut-off score.

(3) SPC promotable in other MOS serving in an authorized NCO position based on the highest number of promotion points.

(4) All other SPC promotable on a recommended list based on the highest number of promotion points.

5. Admission requirements. Soldiers must:

a. Upload pre-arrival packet, DA Form 705, DA Form 5500/5501, and DA Form 3349 (if applicable) on Blackboard prior to class start date.

b. Meet height and weight standards IAW AR 600-9.

c. Pass the ACFT (must be valid within 6 months of report date).

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

e. Arrive fully capable of performing supporting individual tasks PRT IAW ATP 7-22.02, D&C, and tasks required at the previous lower level course, e.g., basic training, SMCT Skill Level 1, SSD1/DLC1.

f. Have a Common Access Card (CAC): All Soldiers attending BLC are required to have a CAC, and NIPR account.

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h. The NCOA will deny enrollment to Soldiers failing to meet any of the above prerequisites.

6. Soldiers have 72 hours from the start date to correct, upload any missing documents on Blackboard and produce any missing items on the packing list. Soldiers who fail to provide required missing documents and/or items within the established timeline will be dismissed from the course and returned to their unit.

7. Additional requirements:

a. 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 BLC 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.

b. Soldiers with temporary profiles 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.

c. 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.

d. Soldiers who have been before a 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.

e. Pregnant Soldiers: Soldiers who are pregnant prior to the course may not attend BLC until medically cleared. A Soldier who is diagnosed as pregnant while attending BLC may continue, provided written documentation from the doctor states she can participate in all course physical requirements. Soldiers medically dis-enrolled for pregnancy after enrollment are eligible to return to the course when medically cleared.

f. The NCOA will deny enrollment to Soldiers failing to meet any one of the above prerequisites.

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8. AR 600-9 Screening:

a. Screening will occur following the completion of the ACFT. Soldiers scoring 540 points on the ACFT with a minimum of 80 points in each event will only complete the administrative data and height/weight on the DA Form 5500/5501 and are exempt from taping.

b. All other Soldiers will be screened using the One-Site Tape Test. Should a Soldier fail the One-Site Tape Test, they may be screened using the Multi-Site Tape Test. If a Soldier fails both tape tests, they may request a supplemental body fat assessment. The Soldier will have two options. Take a supplemental body fat test provided by the NCOA, if reasonably available. Submit a passing supplemental body fat test result (DA Form 5500 or 5501 and the machine print out) to the NCOA from an authorized facility or the Soldier's unit that is no older than 30 days.

9. Blackboard enrollment:

a. Soldiers who are identified to attend BLC will follow this link:

<https://armyusms.tradoc.army.mil/students/NCOLCOE/addUser.asp?sT=5926>.

You will click on the link, sign in with your CAC, and fill out the registration form. The form will automatically fill out your information from the CAC. If you do not have access to your military email, please enter your personal email in that field. The entered email is where you will receive your username and password for blackboard.

b. Soldiers will need to follow the "Army Google Workspace Day 1 Guide" attached to this email on creating a Google Workspace in order to complete the required assignments while assigned at the BLC.)

c. Soldiers must ensure all fields are completed and accurate in order to be enrolled into the Blackboard.

10. Additional information:

a. For more information, please visit the 7th Army NCOA website:

<https://www.7atc.army.mil/NCOA/>

b. Follow us on Facebook at: <https://www.facebook.com/7thArmyNCOA/>

11. Again, on behalf of the 7th Army NCOA, congratulations on your selection. We look forward to your participation in this very important event. Your experience in the course and critical feedback is invaluable to our effort in delivering the best outcome based education for future Sergeants.

12. Point of contact for this email is SSG Justin M. Cole at (314) 569-0414 or at email justin.m.cole.mil@army.mil.

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