



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

AETT-NCO-CT

26 November 2024

MEMORANDUM FOR RECORD

SUBJECT: 7<sup>th</sup> Army NCOA Basic Leader Course (BLC) Welcome Letter

1. Congratulations on your selection and welcome to the 7<sup>th</sup> 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. 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.
  - b. Second Priority. SPC promotable.
  - c. Third Priority. SPC non-promotable.
4. Admission requirements. Soldiers must:
  - a. Upload pre-arrival packet, DA Form 705, DA Form 5500/5501, Travel Authorization Form (Civilian Form from DTS) and DA Form 3349 (if applicable) to <https://forms.osi.apps.mil/r/DQPeVF1343> 7 days 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.
  - f. Have a Common Access Card (CAC): All Soldiers attending BLC are required to have a working CAC (not expiring during BLC or locked certificates), and NIPR account.
  - g. All NCOA packing list items.
  - h. The NCOA will deny enrollment to Soldiers failing to meet any of the above prerequisites.
5. 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 (drop off packing list items after 1800, in duty uniform with SDNCO). Soldiers who fail to provide required missing documents and/or items within the established timeline will be disenrolled from the course and returned to their unit.
6. 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
  - c. course graduation requirements.
  - d. 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.

e. 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.

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

7. 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. If a Soldier fails One-Site 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 from the BLC start date.

8. Blackboard enrollment:

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

<https://armyusms.tradoc.army.mil/students/NCOLCOE/addUser.asp?sT=6123>

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 that you can access. The entered email is where you will receive your username and password for blackboard but you will check spam and junk folders.

b. Soldiers required to have access to Microsoft 365 for completing all assignments.

c. Soldiers must ensure all fields are completed and accurate in order to be enrolled into the Blackboard. Soldiers will not have access until they are fully enrolled in the course.

9. Additional information:

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- a. For more information, please visit the 7<sup>th</sup> Army NCOA website:  
<https://www.7atc.army.mil/NCOA/>
  - b. Follow us on Facebook at: <https://www.facebook.com/7thArmyNCOA/>
  - c. NCOA Staff Duty 24hr number +49 172 4251850.
10. Again, on behalf of the 7<sup>th</sup> 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.
11. Point of contact for this email is SSG Justin M. Cole at (314) 569-0414 or at email [justin.m.cole.mil@army.mil](mailto:justin.m.cole.mil@army.mil).

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