

7th Army NCO Academy



Basic Leader Course Student Records Example and Instruction Packet

STEP BY STEP FOR FILLING IN THE DATA SHEET

This pre-arrival document contains the Post Reservation Checklist (PRCL) and the Pre-execution check list (PEC). The form will automatically populate administrative data throughout the document based on the data inputted on page one. There is minimal input required beyond the first page and will be covered on the specific pages section.

ADMINISTRATIVE INFORMATION

- Select the date that the document is being filled out on.
- Select the Class number that the packet is being submitted for.
- Enter the Brigade that the student is assigned to – or next highest echelon (i.e. USAREUR, NATO etc.).
- Enter the Battalion that the student is assigned to – If assigned to a unit without a BN then leave blank.
- Enter the Company that the student is assigned to.
- Enter the APO for the unit the student is assigned to.
- Select the location the student is physically located at. If the unit is a stateside unit on rotation to the USAREUR AO, then select “Grafenwoehr.”
- Enter the unit office symbol that the student is assigned to.
- Enter the UIC for unit that the student is assigned.
- Enter the email for the first CSM in the students NCO support channel.

Version 7.0

Date Class Number

UNIT INFORMATION

Brigade Battalion
Company APO AE
Location Office Symbol UIC
Unit CSM Email

FIRST LINE SUPERVISOR’S INFORMATION

- Select the First line supervisor’s rank
- Enter the First line supervisor’s last name
- Enter the First line supervisor’s first name
- Enter the First line supervisor’s middle initial. If there is no middle name then leave blank

FIRST LINE SUPERVISOR

Rank Last Name First Name MI

STEP BY STEP FOR FILLING IN THE DATA SHEET cont.

FIRST SERGEANT'S INFORMATION

- Select the First Sergeant's rank.
- Enter the First Sergeant's last name
- Enter the First Sergeant's first name
- Enter the First Sergeant's middle initial. If there is no middle name then leave blank
- Enter the First Sergeant's military email address
- Enter the First Sergeant's position

FIRST SERGEANT INFORMATION

Rank	1SG				
Last Name	LUCK	First Name	ROBERT	MI	C
E-mail	robert.c.luck.mil@mail.mil	Position	First Sergeant	Phone	123-45-6789

COMMANDER'S INFORMATION

- Select the commander's rank
 - Enter the commander's last name
 - Enter the commander's first name
 - Enter the commander's middle initial. If there is no middle name then leave blank
 - Select the commander's position
 - Select the commander's branch
 - Enter the commander's military email address
 - Enter the commander's office phone number
- Note: If the commander is 2LT, 1LT or CPT that selects "Acting Commander" then the Assumption of command memorandum will populate. Commanders are welcome to use their own Assumption of command instead of the one generated for them.*

COMMANDER INFORMATION

Rank	1LT	Position	Acting Commander	?	
Last Name	GRIFFIN	First Name	FRANK	MI	N
Branch	FA	E-mail	frank.n.griffin.mil@mail.mil	Phone	765-432-1000

STEP BY STEP FOR FILLING IN THE DATA SHEET cont.

STUDENT INFORMATION

- Select the student's rank.
- Enter the student's last name.
- Enter the student's first name.
- Enter the student's middle initial – if no middle name then leave blank.
- Enter the student's last 4 of their SSN.
- Enter the student's AKO user name.
- Select if the student has all required TA50 by the packing list. If the Soldier is missing an item due to military necessity i.e. deployment, operational missions etc. then ensure to select "NO" to populate the TA50 memorandum. This will need to have each missing item selected.
- Select if the student has a meal card. If the student gets BAS then they do not have a meal card.

STUDENT INFORMATION

Rank	<input type="text" value="SPC"/>				
Last Name	<input type="text" value="BRAVO"/>	First Name	<input type="text" value="JOHN"/>	MI	<input type="text" value="T"/>
Last 4	<input type="text" value="1234"/>	AKO user name	<input type="text" value="john.bravo"/>		
Does the student have all TA50 from the BLC packing list?	<input type="text" value="No"/>	<input <="" td="" type="text" value="?"/> <td>Meal Card</td> <td><input type="text" value="YES"/></td> <td></td>	Meal Card	<input type="text" value="YES"/>	

ADDITIONAL INFORMATION

- Select if the student has been a previous hot weather injury.
- Select if the student has been a previous cold weather injury.
- List any allergies the student has or put N/A, NONE or NKA ***REQUIRED***
- List any medications the student is currently taking or put N/A or NONE ***REQUIRED***
- Select if the student has a profile. If the student is on profile then the consent to train memorandum will populate for signature.
- Enter an emergency contact name for the student.
- Enter emergency contact phone number.

Previous hot weather injury?	<input type="text" value="NO"/>	Allergies or N/A	<input type="text" value="POLLEN"/>
Previous cold weather injury?	<input type="text" value="NO"/>	Medications or N/A	<input type="text" value="N/A"/>
Profile	<input type="text" value="PERMANENT"/>	Emergency Contact Name	<input type="text" value="MATT ROGERS"/>
		Emergency Contact Phone#	<input type="text" value="123-456-7890"/>

STEP BY STEP FOR FILLING IN THE DATA SHEET cont.

COMPUTER ACCOUNT INFORMATION (used to fill in data throughout packet)

Select the date AUP was uploaded - must be within 12 months of class graduation date.
Select the date Cyber Awareness was completed - must be within 12 months of class graduation date.
Select the date ATCTS account was created.
Enter student's assigned unit S6 office number.
Select if account is verified by S6.

Note: Once that all the information has been filled out, the SSD1/DLC1 and/or DA3349 can be attached to the form. If the document has any digital signatures, then any documents cannot be attached.
Continue through the form to apply the appropriate signatures. Once all signatures have been completed, the email button can be used to send the completed packet straight to the NCOA Academic Records section for processing.

Date acceptable use policy uploaded	<input type="text" value="05-Sep-19"/>	Unit S6 Phone	<input type="text" value="789-456-1230"/>
Cyber Awareness Challenge certificate date	<input type="text" value="05-Sep-19"/>	Account verified by S6?	<input type="text" value="YES"/>
Army Training & Certification Tracking System Account	<input type="text" value="05-Sep-19"/>		

<input type="button" value="Attach SSD1"/>	<input type="button" value="Attach student Profile"/>	<input type="button" value="Submit Completed Packet to the 7th Army NCOA"/>
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ADDITIONAL FORMS NEEDED FOR THE PACKET (the following items must be included with the packet if applicable)

The students Structured Self Development (SSD1) or Distributed Leader Course (DLC1) certificate ***REQUIRED**
The Pre-Execution Check List ***REQUIRED**
DD form 1610 ***if applicable**
DA Form 3349 (Profile) ***if applicable**
Assumption of Command ***if unit provides own version**

- Labeling Conversion for all documents within the Student Record:
 - B. DD1610_STUDENT NAME
 - F. DA3349_STUDENT NAME
 - O. PREARRIVAL_PACKET_STUDENT NAME
 - P. AOC_STUDENT NAME (if unit provided own version)
 - Q. SSD1_STUDENT NAME
-
- Any questions can be directed to the Academic Records Section at 314-569-0420 or email the NCOA records group box at usarmy.grafenwoehr.7atc.mbx.7ancoa-cot@mail.mil

Date Class Number

UNIT INFORMATION

Brigade Battalion Company APO AE Location Office Symbol UIC Unit CSM Email

FIRST LINE SUPERVISOR

Rank Last Name First Name MI

FIRST SERGEANT INFORMATION

Rank Last Name First Name MI E-mail Position Phone

COMMANDER INFORMATION

Rank Position Last Name First Name MI Branch E-mail Phone

STUDENT INFORMATION

Rank Last Name First Name MI Last 4 AKO user name Does the student have all TA50 from the BLC packing list? Meal Card Previous hot weather injury? Allergies
or N/APrevious cold weather injury? Medications
or N/AProfile Emergency Contact Name Emergency Contact Phone#

Date acceptable use policy uploaded

Unit S6 Phone

Cyber Awareness Challenge certificate date

Account verified by S6?

Army Training & Certification Tracking System Account

7th Army NCO Academy Student Information Sheet

Soldier's information:

Rank	SPC	Emergency Contact Name	MATT ROGERS
Last Name	BRAVO	Emergency Contact Phone #	123-456-7890
First Name	JOHN		
MI	T		

Additional Information:

Profile	PERMANENT	Medications	N/A
Previous H/W injury	NO	Allergies	POLLEN
Previous C/W injury	NO		

AKO user name john.bravo

I confirm that i was able to log on to Blackboard with my common access card (CAC)

SIGN HERE

Computer access / CAC Verification:

1. SM has an USAREUR computer account that was established by the unit's S6.
2. SM has a valid and active pin for their CAC, and verified they have verified they have the ability to log onto a computer with their CAC.
3. SM has completed all computer access requirements and has been verified by the student's Chain of Command. All certificates are up to date and will not expire before or during the Soldiers attendance at BLC. The following training has been completed and documentation can be provided to the 7th Army NCO Academy upon request:

Date acceptable use policy uploaded to https://ia.signal.army.mil	2019-09-05
Cyber Awareness Challenge certificate date	2019-09-05
Army Training & Certification Tracking System Account	2019-09-05
Unit S6 Phone #	789-456-1230

NOTE: BY SIGNING THIS STUDENT INFORMATION SHEET I CONFIRM THAT THE PROVIDED INFORMATION IS TRUE AND ACCURATE.

SIGN HERE

SIGN HERE

JOHN T. BRAVO
SPC, USA
BLC Student

ROBERT C. LUCK
1SG, USA
First Sergeant



7th Army Noncommissioned Officer Academy

Inventory Checklist

Basic Leader Course



As of 26 Aug 2019

#	Equipment Description	Req
1	ID Card	1 EA
2	Tag, Identification W/Chain	1 SET
3	Kit, Personal Hygiene (w/articles)	1 SET
4	Watch or Stopwatch (required for PRT/Land Navigation/STX)	1 EA
5	Towel, Bath White or Brown	2 EA
6	Washcloth, White or Brown	2 EA
7	Shoes, Shower	1 PR
8	Lock, Key or Combination	2 EA
ACU / OCP / Multicam (Note 3)		
9	ACU / OCP / Multicam (Note 3)	4 EA
10	Set, Velcro nametag w/US Army (unless sewn on)	2 EA
11	Set, Velcro US Flag	2 EA
12	Set, Velcro Rank (unless sewn on)	2 EA
13	Set, Velcro Unit patch	2 EA
14	Cap, Patrol w/nametag and rank	1 EA
15	Belt, Rigger, Tan/Coyote	1 EA
16	Undershirt, Tan/Coyote	7 EA
17	Underwear	7 EA
18	Brassieres (if applicable)	7 EA
19	Socks, Boot green or black	7 PR
20	Boots Combat, Tan/Coyote	2 PR
21	Gloves (Cold Weather) - green/black Army issued (Note 4)	SET
22	Black Cap, Synthetic Micro fleece (PT hat)*	1 EA
23	APFU Jacket*	1 EA
24	APFU Trouser*	1 EA
25	APFU T-shirt (long sleeve)*	2 EA
26	APFU T-shirt (short sleeve)*	2 EA
27	APFU Trunks (serviceable w/liner)*	2 EA
28	Socks, Athletic white/black	7 PR
29	Running Shoes	1 PR
Civilian Attire (Note 5)		
30	Beret, Organizational (w/DUI)	1 EA
31	Civilian attire, casual wear (Note 5)	2 SET
32	Bag, Duffel	1 EA

#	Equipment Description	Req
33	IFAK	1 EA
34	Bag, Barracks	1 EA
35	Bag, Waterproof	1 EA
36	RFI Ballistic Glasses (Note 6) with inserts if prescribed	1 SET
37	Assault Bag	1 EA
38	Advanced Combat Helmet Assembled w/Cover	1 EA
39	30 Round magazines, (M16/M4)	7 EA
40	Ear Plugs, w/case	1 EA
41	Gloves, Tactical - green/black Army issued (Note 7)	1 SET
42	Camel Back (OCP/ASU)	1 EA
43	Sleeping Bag	1 SET
44	Parka and Trouser Wet Weather or GEN III	1 SET
45	Compass, Lensatic (Unit supply) NSN 6605-01-198-6971	1 EA
46	Protractor, 1:50,00 Scale (Square only) GTA# 05-02-012	1 EA
47	Whistle (For Safety / Land Navigation / PRT)	1 EA
48	Pens, Red ink	1 PK
49	Pens, Black ink	1 PK
50	Notebook *Composition Notebook College or Wide Rule	2 EA
51	Kit, Cleaning M16 or M4 (Complete)	1 EA
52	FLC	1 EA
53	Magazine Pouch	7 EA
54	Canteen	1 EA
55	Canteen Carrier	1 EA
Seasonal Items *REQUIRED FROM 30 SEPTEMBER THRU 30 APRIL*		
56	Soft Shell Top and Bottom (w/Rank and Nametape) or GEN III	1 EA
57	Coat Cold Weather (ONLY if no Goretex)	1 EA
58	ECWS Undershirt (Silk, Waffle)	2 EA
59	ECWS Drawers (Silk, Waffle)	2 EA
60	Fleece Jacket	1 EA
61	Neck Gator	1 EA
SUGGESTED ITEMS		
	Permanent Markers, Fine Point (MAP)	1 PK
	Pencils	1 EA
	3 x 5 Cards	1 PK
	Headphones	1 PK
	Ziplock Bags, Large	1 EA
	Laundry Detergent (Liquid)	1 BX
	Insect Repellent	2 CANS
	Sunscreen 8oz	1 BTLE

Additional Notes

1. All Items on the above list MUST be IAW AR 670-1 and CTA 50 requirements, and proper fit e.g. serviceable, proper nametapes, (w/ nametape Goretex Jacket and ACU's), GEN III.
2. The 7th Army NCO Academy will only issue missing items with prior coordination made through the Chief of Training
3. Students may have Nomex gloves, or other tactical gloves as long as they are Army issued
4. **Civilian Attire must be Casual wear, NO "INAPPROPRIATE" CLOTHING.**
5. RFI issued eye protection with standard issued clear, and dark or transition lenses are the only authorized lenses. Soldiers must bring inserts if prescribed.

Additional Information

1. Personal music electronic items (i.e. IPOD's, MP3 players etc.) are authorized for use with headphones only on personal time.
2. Personal twin sized linen is authorized to bring. All linen must be one solid color, clean and serviceable.
3. Computer access is limited. You must have Common Access Card (CAC) availability on the EUR domain to use the Academy Computers.
4. You are authorized to bring more items than what is required on the packing list!
5. **The DFAC will be closed on Sunday Day 0 (report day). It is suggested that Soldiers either walk to main post, bring an MRE or other food items with them.**

***If you are on prescription medications, carry enough to last you the 25-day cycle. This is to include allergy medications and bee sting kits.**

***Failure to report to BLC with all the items on the inventory checklist or with a TA-50 memorandum in your student packet will result in the student receiving an adverse developmental counseling and removed from competing for honors.**

This inspection sheet is signed by the Soldier's sponsor and Company 1SG. it is the responsibility of the 1st line supervisor to help the Student to correct all equipment shortages within 72 hours of day 1 of BLC.

Signatures

STUDENT RANK & NAME SPC JOHN BRAVO

Student Signature _____

SIGN HERE

INSPECTOR RANK & NAME SFC BOBBY RICKY

Inspector Signature _____

SIGN HERE

1SG RANK & NAME 1SG ROBERT LUCK

1SG Signature _____

SIGN HERE

For any questions regarding the packing list please contact the 7th Army NCO Academy at the numbers provided below:

Chief of Training:

DSN: (314) 569-0409

Academic Records: DSN: (314) 569-0420



7th NCOA COMPUTER USER AGREEMENT



27 October 2017

As a user of an automated information system on any network at the 7th Army NCOA, I will adhere to the following:

1. I will use Government information systems (computers, systems and networks) only for authorized purposes. I understand that access to Army resources is a revocable privilege and is subject to content monitoring and security testing.
2. I will not install any unlicensed, unaccredited or unapproved software on any Government system (computer, system or network).
3. I will not install/connect any hardware (i.e. external hard drives, thumb drives, etc) on any Government system (computer, system or network).
4. I will not attempt to access data or use operating systems or programs, except as specifically authorized.
5. I will not utilize Army- or DoD-provided ISs for commercial financial gain or for illegal activities (surfing pornography, utilizing Peer-to-Peer, etc)
6. I will be issued a user identifier (user ID) or will authenticate using my Common Access Card (CAC) in order to log into the system on the NIPRNet. After receiving access:
 - a. I understand that I am the only authorized user of this account. I will not allow anyone else to have or use my CAC card/PIN user ID and password. If I know my PIN or password has been compromised, I will report this to the IASO.
 - b. I am responsible for all activities that occur on my individual account once my password has been issued to me.
 - c. I will not tamper with my computer to avoid adhering to the Army security policies.
7. I know that it is a violation of policy for any individual to try to mask his/her identity, or to try to assume the identity of someone else.
8. All magnetic media (disks, CDs etc.) will be scanned for malicious software (i.e. viruses, worms) before using it on an IS connected or disconnected from an Army network.
9. I will not forward chain e-mail or virus warnings. I will report chain e-mail and virus warnings to my IASO and delete the message.
10. I will not run "sniffer" or any hacker-related software on any Government system (computer, system or network).
11. I will not download file-sharing software (including MP3 music, video files, peer-to-peer) or games onto any Government system (computer, system or network).



DEPARTMENT OF THE ARMY
ALPHA, 4TH BN 42ND FA
1ST BDE
APO AE 09114

AMHR-WKF-M

05 September 2019

MEMORANDUM FOR RECORD

SUBJECT: Basic Allowance for Subsistence Collection While Attending Basic Leader Course (BLC), Grafenwoehr, Germany.

1. References:

- a. Title 7, United States Code, Sections 402 and 101.
- b. DoD Directives 1418.05, Basic Allowance for Subsistence (BAS) Policy.
- c. DoD Financial Management Regulation 700.14-R, Volume 7a, Military Pay Policies and Procedures-Active Duty and Reserve Pay.
- d. AR 37-104-4, Military Pay and Allowance Policy, dated 8 Jun 05.
- e. AR 30-22, The Army Food Program, dated 24 Jul 12.
- f. ALARACT Message Subject: Authority for Army-Wide Use of the Management Internal Control Program Checklist for Basic Allowance for Subsistence Meal Collections for Government provided meals during field duty.
- g. ALARACT 105/2010 Basic Allowance for Subsistence Collections.
- h. AR 600-38, The Meal Card Management System, dated 11 Mar 1988.
- i. Milper Message 13-064, Basic Allowance for Subsistence (BAS) reimbursement/ Payroll deduction for Soldiers participating in field training, dated 8 Mar 13.
- j. Secretary of the Army, Audit of Basic Allowance for Subsistence (BAS) Pay for Soldiers Participating in Field Training, dated 4 Mar 13.

2. The following Soldier will be attending Basic Leader Course Class 009-2019 and are on a meal card or receiving Basic Allowance for Subsistence as indicated.

AMHR-WKF-M

SUBJECT: Basic Allowance for Subsistence Collection While Attending Basic Leader Course (BLC), Grafenwoehr, Germany.

Rank	Name	Last Four	Meal Card/BAS
SPC	JOHN T. BRAVO	1234	Meal Card

3. Per DoD Directive 1418.05, all members shall pay for any meals the government furnished while they are also entitled to BAS. The individual member may pay for meals or, in certain circumstances, have the amount deducted from their pay account or reduced from their travel per diem.

4. Due to the training schedule and time available students will not be given the opportunity to pay for their meals. Therefore, unit Commanders/S-1s assume responsibility for applicable meal collections from personnel that are entitled to receive Basic Allowance for Subsistence.

5. I acknowledge the requirement for students attending the Basic Leader Course to have their Basic Allowance for Subsistence adjusted to reflect dining facility usage.

6. I understand that the NCOA Dining Facility will be open and provide meals seven days per week to the students including federal holidays.

7. The point of contact for this memorandum is the undersigned at 765-432-1000 or frank.n.griffin.mil@mail.mil.

SIGN HERE

FRANK N. GRIFFIN
1LT, FA
Acting Commander



DEPARTMENT OF THE ARMY
ALPHA 4TH BN 42ND FA
1ST BDE
APO AE 09114

AMHR-WKF-M

05 September 2019

MEMORANDUM FOR RECORD

SUBJECT: Attachment Orders

1. The following Soldier are attached as shown:

Rank	Name	Last Four	Unit
SPC	JOHN T. BRAVO	1234	ALPHA 4TH BN 42ND FA

a. Action: You are attached to: 7th Army NCO Academy, Grafenwoehr, Germany, APO AE 09114-8125.

b. Effective Date: 25 August 2019

c. Period: 26 August 2019 - 20 September 2019

d. Purpose: Basic Leader Course (BLC)

e. Class#: 009-2019

f. Currently stationed in: Grafenwoehr

g. Additional Instructions: You are scheduled to attend Basic Leader Course (BLC) 009-2019 starting 26 August 2019 and ending 20 September 2019. This is a self-terminating order. If the Soldier(s) is/are dropped from the course, this order automatically returns the Soldier(s) to the parent unit. Soldiers are attached for rations and quarters. The above listed Soldiers are currently stationed in Grafenwoehr, Germany. The Soldiers location means there is no requirement for the DD Form 1610.

2. The point of contact for this memorandum is the undersigned at 765-432-1000 or frank.n.griffin.mil@mail.mil.

SIGN HERE

FRANK N. GRIFFIN
1LT, FA
Acting Commander



DEPARTMENT OF THE ARMY
ALPHA, 4TH BN 42ND FA
1ST BDE
APO AE 09114

AMHR-WKF-M

05 September 2019

MEMORANDUM FOR RECORD

SUBJECT: Letter of Consent to Train.

1. I, JOHN BRAVO am scheduled to attend the 7th Army NCO Academy Basic leader Course (BLC), Class 009-2019, with a valid profile that has been reviewed by my commander.
 - a. My profile is: PERMANENT
 - b. I understand that despite my profile, I must complete all course graduation requirements IAW the USASMA BLC Course Management Plan.
 - c. All Soldiers must possess a complete copy of their DA Form 3349 to be enrolled.
 - d. I understand that I must be able to meet the following physical requirements during the course (Exception: Soldiers with temporary profiles due to participation in OIF/OEF):
 - (1) Pass APFT.
 - (a) Students on permanent profiles will have to pass an APFT as outlined on their profile. They must qualify on the 2-mile run or approved alternate aerobic event.
 - (b) Students temporary profile MUST NOT prevent them from taking and passing the APFT. If a Soldier on a temporary profile cannot complete ALL the events of the APFT or meet all physical requirements, they will NOT be allowed to enroll in BLC .
 - (2) Conduct, demonstrate, and lead physical fitness training.
 - (3) Walk a minimum of 3200 meters with load carrying equipment (LCE) in a minimum of three (3) hours.
 - (4) Lift and carry all required packing list items (OCIE and CTA 50-900) for short distances.
 - (5) Lift carry high crawl, and rush for three to five seconds.
 - (6) Low crawl, high crawl and rush for three to five seconds.
 - (7) Move over, through and around obstacles.

AMHR-WKF-M

SUBJECT: Letter of Consent to Train

(8) Carry and fire individually assigned weapon.

(e) I understand that failure to meet the physical requirements or complete the graduation requirements will result in my removal from the course and I cannot use my profile as an effective argument.

2. At this time, I am fully motivated and confident in my abilities to attend BLC.

3. The point of contact for this memorandum is the undersigned at 765-432-1000 or frank.n.griffin.mil@mail.mil.

SIGN HERE

JOHN T. BRAVO
SPC, USA
BLC Student

SIGN HERE

FRANK N. GRIFFIN
1LT, FA
Acting Commander



DEPARTMENT OF THE ARMY
 ALPHA, 4TH BN 42ND FA
 1ST BDE
 APO AE 09114

AMHR-WKF-M

05 September 2019

MEMORANDUM FOR Commandant, 7th Army NCO Academy, Grafenwoehr, Germany,
 APO AE 09114-8125

SUBJECT: Deficient Equipment for Basic Leader Course (BLC)

1. SPC BRAVO, JOHN does not have the following items or insufficient quantities of them.

Add another item using this button

Item #	Equipment Description
X 33	

Used to remove item line

Select the item number the student was not issued based on packing list

2. The point of contact for this memorandum is the undersigned at 765-432-1000 or frank.n.griffin.mil@mail.mil.

SIGN HERE

FRANK N. GRIFFIN
 1LT, FA
 Acting Commander

UNIT PRE-EXECUTION CHECKLIST

(For use of this form, see TRADOC Regulation 350-18; Proponent is TRADOC G-3/5/7, TOMA)

Fillable form; may be printed and signed manually.

1. NAME: BRAVO, JOHN

2. UNIT: ALPHA, 4TH BN 42ND FA

3. COURSE TITLE: BASIC LEADERS COURSE 009-2019

4. REPORT DATE: 25 August 2019

Supervisor's Initials	Soldier's Initials	PART I- UNIT PRE-EXECUTION (Day-90 to Day-1)
BR	JB	Coordination between unit and school to identify the Soldier by name and reservation status?
BR	JB	Soldier in receipt of read ahead packet, school/course information, and graduation requirements?
BR	JB	Soldier completed prerequisite course/testing? (DA Form 1059 or other completion document)
BR	JB	All required clothing/equipment in accordance with school/course information packet?
BR	JB	Soldier meets physical readiness standards of AR 350-1? (APFT within 60 days)
BR	JB	Soldier meets height/weight and body composition standards of AR 600-9?
BR	JB	Soldier has Government Travel Card or adequate cash/traveler checks?
BR	JB	Individual orders received (10 copies)?
BR	JB	Soldier has current periodic health assessment (PHA) and dental exam?
BR	JB	Soldier meets physical qualifications for special skills as specified in AR 40-501?
BR	JB	Soldier meets remaining Time in Service (TIS) requirement?
BR	JB	Transportation verified/DTS approved?
BR	JB	Soldier has current/valid identification card?
BR	JB	Soldier has ID tags (1 pair)?

Unit POC List:

Phone Number with Area Code

CDR Office: 765-432-1000 Other:

1SG Office: 123-456-7890 Other:

FTM Office: N/A Other: N/A

Unit Fax:

1SG Email:

CSM Email:

PART II - ROUTINE PREREQUISITES

TASK	REGULATION DATA		SOLDIER DATA				
	CL	SOLDIER DATA MUST BE INPUTTED FROM SRB	CL	CO	EL	FA	GM
Minimum Aptitude Score (if applicable)	N/A						
	GT		GT	MM	OF	SC	ST
	N/A						

Key: CL-Clerical/ADMIN; CO-Combat/CMBT; EL-Electronic/ELEC; FA-Field Artillery/FA; GM-General Maintenance/MAINT; GT-General Technical/GT; MM-Mechanical Maintenance/MECH; OF-Operators & Food/FOOD; SC-Surveillance & Communication/COMM; ST-Skilled Technical/TECH

Physical demand rating/profile (PULHES) *See Part III for PT profiles	P	INPUT PUHLES INFO FROM DA3349	P	U	L	H	E	S
	N/A			1	1	1	1	1

Key: P- Physical capacity/stamina; U- Upper extremities; L- Lower extremities; H- Hearing/ear; E- Eyes; S- Psychiatric

Military and civilian vehicle operator license(s) (if applicable):

Military license number: Expiration date:

Civilian license number: Expiration date: State:

PART III - REQUIRED DOCUMENTS

Security clearance (if applicable, attach as required)

*Permanent profile attendees must have a signed copy of completed DA Form 3349; must include Army doctor-approved alternate aerobic event for APFT. Provide results of medical retention board (if applicable).

All required waivers (if applicable)

Other requirements (if applicable)

Other requirements of DA PAM 611-21 not previously listed:

Other requirements (if applicable)

Other requirements (if applicable)

Other requirements (if applicable)

Other requirements (if applicable)

I have been counseled and have read all requirements applicable to the course I'm selected to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent my successful completion of course requirements.

Student's Signature: 

I have reviewed the above Soldier's qualifications and potential to successfully complete this course, counseled them on these requirements, and hereby verify their readiness to attend.

Commanding Officer (typed name):

Commanding Officer's Signature: 

**ADDITONAL
DOCUMENTS
REQUIRED
(IF APPLICABLE)**



DEPARTMENT OF THE ARMY CERTIFICATE OF TRAINING

This is to certify that

John Doe

ENSURE CORRECT STUDENT

has successfully completed

**Certificate Title - DISTRIBUTED LEADER COURSE I (1-250-C77-1
(DL)_)**

GIVEN AT 07/16/2019

JIM A. LEE

LTC, AD

Product Manager, Army Training Information System

DA FORM 87, 1 OCT 78

MUST BE DA FORM 87

ALL Soldiers outside the Vilseck, Grafenwoehr and Hohenfels require a 1610. DIGITAL COPY.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing this form.)</i>										1. DATE OF REQUEST (YYYYMMDD) 20160321							
2. NAME (Last, First, Middle Initial) DOE, JOHN A.			3. SOCIAL SECURITY 123-45-6789			4. GRADE/RATING ME-05			REQUEST FOR: Last four correct (with or without "R" at the end)								
5. LOCATION OF PERMANENT DUTY STATION (PDS) WIESBADEN TRAINING AREA					6. ORGANIZATIONAL ELEMENT EASY COMPANY/NO			7. DUTY PHONE NUMBER (Include Area Code) 440-1234									
8. TYPE OF ORDERS AA-ROUTINE TDY/TAD		9. TDY PURPOSE (See JTR, Appendix H) TRAINING ATTENDANCE			10a. APPROX. NO. OF TDY DAYS (Including travel time) 26		10b. PROCEED DATE (YYYYMMDD) 20160320										
11. ITINERARY FROM: WIESBADEN, DEU TO: USAG BAVARIA - GRAFENWOEHR, DEU RETURN TO: WIESBADEN, DEU										VARIATION AUTHORIZED <input type="checkbox"/>		Date should be report date of the date the Soldier left home station for the NCO Academy					
12. TRANSPORTATION METHOD a. COMMERCIAL										b. PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____ ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR							
RAIL		AIR		BUS		SHIP		VEHICLE		SHIP		CAR RENTAL		TAXI		OTHER	
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only) CIC(FY16): 17845548AB021001																	
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input checked="" type="checkbox"/>					b. OTHER RATE OF PER DIEM (Specify) <input checked="" type="checkbox"/>												
14. ESTIMATED COST a. PER DIEM \$ \$559.50		b. TRAVEL \$ \$0.00		c. OTHER \$ \$0.00		d. TOTAL \$ \$559.50		15. ADVANCE AUTHORIZED \$									
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Traveler is non-exempt from the mandatory provisions of the TIRA. The "Travel and Transportation Reform Act of 1998" stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency. Government travel cardholders shall obtain cash, as authorized, through automated teller machines (ATM), rather than obtaining cash advances from a DoD disbursing officer. REMARKS continued on next page																	
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)						18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) DENNIS T. MORRISON											
AUTHORIZATION																	
19. ACCOUNTING CITATION 021001^097^0130^000^20162016^106^548BAA^S.00116GFNCOA^PT^1881^ \$559.50																	
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)						21. DATE ISSUED (YYYYMMDD) 20160316		Only six digit travel order number									
						22. TRAVEL ORDER NUMBER 3H2T3I											

DA 3349 CAN BE A CLEAR SCANNED COPY OR DIGITAL COPY

PHYSICAL PROFILE																		
For use of this form, see AR 40-501; the proponent is the commander of the unit.																		
1. MEDICAL CONDITION: (Description in lay terminology) <input type="checkbox"/> INJURY? Or <input checked="" type="checkbox"/> ILLNESS			Does profile info match Pre-Ex and Student Info Sheet?		<table border="1" style="font-size: x-small; text-align: center;"> <tr><td>P</td><td>U</td><td>L</td><td>H</td><td>E</td><td>S</td></tr> <tr><td>1</td><td>1</td><td>2</td><td>1</td><td>1</td><td>1</td></tr> </table>		P	U	L	H	E	S	1	1	2	1	1	1
P	U	L	H	E	S													
1	1	2	1	1	1													
Mild-moderate lower extremity pain/injury: Low-Impact Profile			B	Permanent														
4. PROFILE TYPE																		
a. TEMPORARY PROFILE (Expiration date YYYYMMDD) (Limited to 3 months duration)					YES	NO												
b. PERMANENT PROFILE (Reviewed and validated with every periodic health assessment or after 5 years)					<input checked="" type="checkbox"/>	<input type="checkbox"/>												
5. FUNCTIONAL ACTIVITIES THAT EVERY SOLDIER REGARDLESS OF MOS MUST BE ABLE TO PERFORM. IF THE SOLDIER IS UNABLE TO PERFORM ANY ONE OF THESE TASKS, THEN THE PULHES MUST CONTAIN AT LEAST ONE "3" AND SOLDIER MUST BE REFERRED TO A MEB. CAN THE SOLDIER:																		
FUNCTIONAL ACTIVITY:					YES	NO												
a. Carry and fire individual assigned weapon?					<input checked="" type="checkbox"/>	<input type="checkbox"/>												
b. Evade direct and indirect fire?					<input checked="" type="checkbox"/>	<input type="checkbox"/>												
c. Ride in a military vehicle for at least 12 hours per day?					<input checked="" type="checkbox"/>	<input type="checkbox"/>												
d. Wear a helmet for at least 12 hours per day?					<input checked="" type="checkbox"/>	<input type="checkbox"/>												
e. Wear body armor for at least 12 hours per day?					<input checked="" type="checkbox"/>	<input type="checkbox"/>												
f. Wear load bearing equipment (LBE) for at least 12 hours per day?					<input checked="" type="checkbox"/>	<input type="checkbox"/>												
g. Wear military boots and uniform for at least 12 hours per day?					<input checked="" type="checkbox"/>	<input type="checkbox"/>												
h. Wear protective mask and MOPP 4 for at least 2 continuous hours per day?					<input checked="" type="checkbox"/>	<input type="checkbox"/>												
i. Move 40lbs (for example, duffie bag) while wearing usual protective gear (helmet, weapon, body armor and LBE) at least 100 yards?					<input checked="" type="checkbox"/>	<input type="checkbox"/>												
j. Live in an austere environment without worsening the medical condition?					<input checked="" type="checkbox"/>	<input type="checkbox"/>												
6. APFT																		
		YES	NO	ALTERNATE APFT (Fill out if unable to do APFT run otherwise N/A)		N/A												
2 MILE RUN		<input type="checkbox"/>	<input checked="" type="checkbox"/>	APFT WALK		<input checked="" type="checkbox"/>												
APFT SIT-UPS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	APFT SWIM		<input checked="" type="checkbox"/>												
APFT PUSH UPS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	APFT BIKE		<input checked="" type="checkbox"/>												
7. DOES THE SOLDIER MEET RETENTION STANDARDS IAW CHAPTER 3 AR 40-501?																		
YES <input type="checkbox"/> NEEDS MMRB			NO <input type="checkbox"/> NEEDS MEB															
8. FUNCTIONAL LIMITATIONS AND CAPABILITIES AND OTHER COMMENTS:																		
No run or ruck march. No sports. Soldier may perform elliptical, stairmaster, swim, bike or walk for PT. IF UNABLE TO MAINTAIN 3MPH WALKING, MUST perform alternate cardio.																		
May do push-ups, triceps press, dips, bench press, medicine ball throws, pull-ups, biceps curls, rows, upright rows, flies, and prone rows.																		
If student has a physically limiting profile they need the Consent to Train and profile memos.																		
<input type="checkbox"/> This temporary profile is an extension of a temporary profile first issued on _____																		
9. NAME, GRADE & TITLE OF PROFILING OFFICER			10. SIGNATURE		11. DATE (YYYYMMDD)													
Erica Murray, MAJ, MD			<<electronically signed>>		20151007													
12. NAME & GRADE OF APPROVING AUTHORITY			13. SIGNATURE		14. DATE (YYYYMMDD)													
<<approval not required>>																		
15. Commanders can access the electronic profiles of Soldiers in their unit(s) by going to http://www.mods.army.mil/ and clicking on eProfile in the list of applications. Commanders will be required to register and be approved in eProfile before they can gain access to profiles.																		
16. PATIENT'S IDENTIFICATION			17. HOSPITAL OR MEDICAL FACILITY															
a. NAME: (Last, First) <u>Doe, John A.</u>			Is it the correct Soldier?															
b. GRADE/RANK: <u>SPC</u>			Camp Walker															
c. SSN: <u>SSN#</u>																		
d. UNIT: <u>WBXPAA: 0188 MP CO MP COMPANY</u>			18. PROFILING OFFICER E-MAIL															
			erica.l.murray8.mil@mail.mil															



DEPARTMENT OF THE ARMY
ALPHA, 4TH BN 42ND FA
1ST BDE
APO AE 09114

Header filled out with
Company, Battalion, Brigade
and APO

AMHR-WKF-M

Office symbol

Date

05 September 2019

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command by Authority of AR 600-20 paragraph 2-8a(3)

1. The undersigned assumes command of ALPHA 4TH BN 42ND FA

UIC: WA38A0. This is effective as of 2019-09-05. AOC Memo must include unit name, UIC and effective date

2. The point of contact for this memorandum is the undersigned at 765-432-1000 or frank.n.griffin.mil@mail.mil. POC line identifies person or office with phone number and/or email

FIRST MI. LAST
(with or without period after middle
initial)
RANK, BRANCH
"Commanding" or "Acting Commander"

SIGN HERE

FRANK N. GRIFFIN
1LT, FA
Acting Commander

Assumption of Command Needed if:

- "Commanding" for 1LT, 2LT, WO1, CW2 on any memo.
- If "Acting Commander" used on any memo.
- If different officer had to sign ATT Orders, Pre-Ex, TA-50 Memo, Consent to Train Memo or Meal Card Memo.

If AOC is not Academy version, memo needs to be in the correct format IAW AR 25-50.
Scanned AOC do not need to be digitally signed.