



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX  
BUILDING 5508 MEMPHIS AVENUE  
JOINT BASE MCGUIRE-DIX-LAKEHURST, NEW JERSEY 08640-7226

AFRC-RTC-NDW

20 May 2016

MEMORANDUM FOR Incoming Basic Leader Course Students

SUBJECT: Course Manager Welcome Letter

1. On behalf of the Noncommissioned Officer Academy Fort Dix, it is my pleasure to welcome you to the Basic Leader Course. You are receiving this notification because you have a **reserved seat (R)**, or you are in a **wait status (W)** in ATRRS. You will **report on Thursday** (day listed in ATRRS), **no earlier than 1230** and **no later than 1700** to Building 5517, Auditorium, Sever Avenue, Fort Dix, NJ 08640. You may travel in civilian clothes but have the Army Physical Fitness Uniform (old or new) easily accessible upon arrival.
2. Prerequisites to attend Basic Leader Course. All Soldiers will have in their possession a copy of the SSD-1 certificate of completion, a valid CAC Card, and be able to log in to a government computer. All must have completed the yearly DOD Cyber Awareness Challenge and Information Assurance (IA) training, and bring a USARC Form 75R (statement of agreement) signed within the last year. Army Reserve Soldiers must have a current Army Reserve Network (ARNET) account. Students must meet height and weight requirements and must pass an Army Physical Fitness Test.
3. This is a disciplined and structured course. Prepare yourself with a positive mental attitude and the confidence that you can and will graduate through hard work and teamwork. I have instructed my cadre to teach, coach, and mentor you in every way.
4. Please click on below link for a complete packing list and course prerequisites  
<https://www.atrrs.army.mil/atrrscc/courseInfo.aspx?fy=2016&sch=A400&crs=600-C44&crstitle=BASIC+LEADER+COURSE&phase=>
5. I extend my congratulations to you for being selected to attend the Basic Leader Course and hope your stay is beneficial and rewarding. For more information about the NCO Academy, please visit our website at <http://www.usar.army.mil/Commands/USArmyReserve/FortDix.aspx> and our Facebook at <https://www.facebook.com/FortDixNcoAcademy>.
6. Point of contact is the undersigned at [david.m.kennedy2.mil@mail.mil](mailto:david.m.kennedy2.mil@mail.mil) or 609-562-3511.

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Course Manager