



DEPARTMENT OF THE ARMY  
NONCOMMISSIONED OFFICER ACADEMY FORT MCCOY  
1361 SOUTH O STREET  
FORT MCCOY, WI 54656-5127

FRTV-FKN-MCM

06 February 2025

MEMORANDUM FOR Students Attending Basic Leader Course (BLC), United States Army Noncommissioned Officer Academy (NCOA) Fort McCoy

SUBJECT: Welcome Letter – Resident BLC Class 005-25

1. Reference. Basic Leader Course (600-C44) Course Management Plan (CMP) dated October 2020.

2. Welcome Message. Welcome and congratulations for choosing to train at the NCOA Fort McCoy. Success at this institution will require motivation, great study habits, and a personal commitment to Army Standards and Values. The purpose of this welcome packet is to provide information to help you prepare for the course. **Please read thoroughly before calling the NCOA Fort McCoy with questions.** Additional information can be found at:

- a. NCOA Fort McCoy public website: <http://www.usar.army.mil/NCOAFortMcCoy/>
- b. ATRRS, School Code E400: <https://www.atrrs.army.mil/atrrscc/search.aspx>

3. In-processing Information: In-processing is **1000 to 1900 CST on Thursday, 08 May 2025 for students driving, 1000 to 2300 CST for students flying.** The uniform is appropriate civilian clothing and meet all grooming standards as outlined in AR 670-1. See Enclosure 1, Course Enrollment Requirements for all other in-processing information.

4. NCOA Fort McCoy School's Administrator uses the Army Training Requirements and Resource System (ATRRS) to generate class rosters. This welcome letter indicates your enrollment in the Resident BLC Class 005-25, beginning on **09 May 2025**. If you feel this enrollment is erroneous or do not meet prerequisites, please contact your unit training NCO/S-3 to take appropriate action for removal.

5. Soldiers attending BLC do not require a security clearance but must possess a favorable adjudicated NACLC/T3 investigation (or higher). **Soldiers that report without a favorable background check will not be allowed to in-process and must return to their units.**

6. BLC students MUST report with a printed Cyber Awareness Challenge Training certificate (available through <https://cs.signal.army.mil> or <https://jcodirect.iten.mil/> and not to exceed 12 months from the date of graduation).

7. Course Information: BLC is a 22-day (169-hours) MOS immaterial course with 1-day of in-processing. It prepares sergeants, promotable specialists/corporals, and non-promotable specialists/corporals to lead team-level size units by providing an opportunity to acquire skills, knowledge, and experience needed to be successful as noncommissioned officers.

8. Courseware updates: Students attending this course should be familiar with basic (skill level 1) weapons, patrolling, medical, and land navigation tasks (See ENCL 06 for Task List). Training and Evaluation Outlines for these tasks can be downloaded through the Army Training Network at <https://atn.army.mil/> (CAC Enabled) or by downloading STP 21-1; Soldier's Manual of Common Tasks, Warrior Skills, Level 1 through the Army Publishing Directorate at <https://armypubs.army.mil/>. Additional resources include:

- a. TRADOC OE Games Land Navigation Course Simulator at:  
<https://oegames.tradoc.army.mil/landnav/index.html>.
- b. TRADOC's Common Tasks training videos available from:  
<https://www.youtube.com/user/tbocsims>.
- c. United States Army Reserve Command's "Know Your Tasks" video series at:  
<https://www.youtube.com/@TheUSArmyReserve>.
- d. Deployed Medicine's, all Service Members resources found at:  
<https://deployedmedicine.com/market/171>.

9. General Course Information:

a. The ACFT will be taken at BLC and is a graduation requirement; you will need to attain a minimum of 60 points in each event based on your age and gender. Soldiers who fail the initial ACFT will be given no less than 7 days to prepare for a re-test. Failure of the re-test will result in a dismissal from the course and a DA Form 1059 annotated in block 11d, "Failed to Achieve Course Standards." Soldiers who fail the initial test but pass the subsequent test will receive a DA Form 1059 annotated in part II block g "Met Standards."

b. IAW AR 350-1, height and weight compliance is a BLC graduation requirement. Fort McCoy WI is equipped with an Inbody 770 (Bioelectrical Impedance Analysis) unit allowing for the use of supplemental body fat assessments if a student fails their initial body fat assessment. Failure to pass the initial and subsequent/supplemental body fat assessments will result in dismissal from the course and a DA Form 1059 annotated in block 11d "Failed to Achieve Course Standards." Soldiers who fail the initial body fat assessment will be given no less than 7 days to prepare for a subsequent/supplemental body fat assessment. Soldiers who fail the initial test but pass the subsequent/supplemental test will receive a DA Form 1059 annotated in part II block g "Met Standards." The single site method is the only authorized tape method.

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c. IAW Army Directive 2023-08 students who score 540 or above on the ACFT with a minimum of 80 points in each event are exempt from the Army body fat circumference-based tape assessment. This policy applies to Soldiers who complete all six primary events of the ACFT; no alternate events are authorized. The ACFT will be conducted prior to the initial height and weight screening.

d. Units are responsible for ensuring that all ACFT and HT/WT data is current and accurate within DTMS prior to reporting.

e. Meals and lodging. Meals are provided at no costs for TPU and M-Day Soldiers. Active Duty and AGR Soldiers will be required to pay for their meals. Current DFAC prices are \$4.35 for breakfast, \$7.00 for lunch, and \$6.05 for dinner meals. Lodging is provided at no costs; all students will lodge in the provided barracks for the duration of this course.

f. Post shuttle is available at no cost for those Soldiers utilizing the La Crosse Regional Airport (LSE) for air travel. Soldiers are encouraged to contact the Transportation Motor Pool (TMP) dispatcher at (502) 898-7263 or (502) 898-6765 to arrange transportation at least 24 hours in advance. Shuttles are not available for any airports other than LSE. It is the unit's responsibility to coordinate transportation (rental, taxi, etc.) for Soldiers traveling by air to any other airport in the surrounding areas; cost of an Uber from Madison Airport is roughly \$150.00 and nearly \$300 for a taxi.

g. All students attending BLC will attend the graduation ceremony at 1400 on the last Thursday of the course. Do not schedule departure flights prior to **1000 hours on Friday, 30 May 2025**.

10. I am confident that you will have a rewarding experience while completing the Basic Leader Course. Be conscientious in your studies, produce quality work, be professional, and demonstrate academic integrity. We look forward to facilitating your development and growth as a leader.

ISAAC K. PARDONVARDE  
MSG, USA  
Course Manager