



**U.S. Army NCO Academy
Fort McCoy, Wisconsin
Basic Leader Course
Instructions**



WELCOME TO THE FORT MCCOY NCO ACADEMY ATRRS E400, last updated 21 August 2025

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1-0 BLC IMPORTANT NOTICES AND INFORMATION

It is the responsibility of YOU AND YOUR UNIT to ensure that you arrive to Fort McCoy WI completely ready to train.

All students will review our student guide prior to reporting to BLC, which is available for download at: <https://www.usar.army.mil/Commands/US-Army-Reserve-Command-USARC/Fort-McCoy-Main/Fort-McCoy/blc/>. **YOU MUST DOWNLOAD THE FILE TO ACCESS THE ATTACHMENTS**

- 1) You will graduate in your service uniform; it must be complete with alterations made prior to your arrival.
 - a. Students who were not issued a service uniform will report with a memorandum signed by their Commanding Officer stating this (ENCL 5).
 - b. Reserve and Active-Duty Specialists who meet all course standards will receive a lateral appointment to Corporal prior to graduation, they will ensure their service uniforms are altered appropriately prior to arrival to include gold braid for ASUs as Ft. McCoy has limited facilities to support uniform alterations (**Does not apply to National Guard Soldiers**).
 - c. Fort McCoy and surrounding areas have limited alteration support. Be advised that clothing and sales no longer stock gold braids or gold braided pants for the ASU.
- 2) Students must arrive with all items identified in the packing list (found in our student guide).

Students missing items must report with a Memorandum for Record from their commander explaining any missing items.

- 3) Students attending this course should be familiar with basic (skill level 1) weapons, patrolling, medical, and land navigation tasks (ENCL 3). Task experts 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. Army Reserves "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>.
 - e. NCOA Fort McCoy's YouTube channel with videos on Conduct Squad Drill and Individual Training, found at: <https://www.youtube.com/@ncoacademyfortmccoy>.
- 4) All students are required to have a favorable Tier 3 background check. **Students who report with an "unfavorable" check or a "no determination" will be denied enrollment and must return to their units.**
- 5) Active Duty and Army Reserve students attending this course must be on the PPRL or recommended for promotion by a board (with accompanying memo) to enroll into this course.

BLC is a 22-day course with 1-day in-processing. It is important that if enrolled, you must meet the following basic requirements for class 001-26:

All students will report on **Thursday, 09 October 2025** in the Army Physical Fitness Uniform, to building 1364 South O. Street, Fort McCoy, WI 54656. Students travelling by POV must report between 1000 and 1900 hours. Students flying must report between 1000 and 2359 hours. If students encounter travel challenges that will prevent arrival by 2359 hours, contact the Staff Duty NCO at (804) 873-5964.

Early or late arrivals are not allowed without prior approval. The course start date is **10 October 2025** and the end date is **31 October 2025**. Do not schedule return flights before 1000.

- Students need to ensure their military email (mil@army.mil) is correct to receive the welcome packet and other student correspondence from schoolhouse.
- While traveling in civilian attire on duty, students are required to adhere to AR 670-1 standards. **Those in violation will not be allowed to in-process until they are in compliance with AR 670-1.**
- Upon the completion of your enrollment in ATRRS by your unit, each student will receive a detailed Welcome Letter to their military email (mil@army.mil) that will outline all course requirements. Continue to work with your unit's ATRRS operator for enrollment and course information, contact our 24-hour staff duty NCO if you have any further questions at (804) 873-5964.

NCOA Fort McCoy information can also be found online at
<https://www.usar.army.mil/NCOAFortMcCoy/>
and in ATRRS School Code E400 at
<https://www.atrrs.army.mil/atrrscc/courseInfo.aspx?fy=2020&sch=E400&crs=600-C44&crstitle=BASIC+LEADER&phase=> (CAC required)

1-1. BLC PRIMARY CONTACT INFORMATION:

Direct questions about the course to the Operations ATRRS NCO and/or BLC Course Manager.

SFC Mao P. Tuimavave - Operations Section NCOIC / ATRRS NCO

Email: usarmy.usarc.83-usarrtc.mbx.ncoa-mccoy-s3@army.mil

Phone: (502) 898-2046

MSG Isaac Pardonvarde - BLC Course Manager

Email: isaac.k.pardonvarde.mil@army.mil

Phone: (502) 898-3526

24 Hour Staff Duty: (804) 873-5964

1-2. BLC GENERAL COURSE INFORMATION:

1. 600-C44 - Basic Leader Course (BLC)
2. Course Length: 23 days
3. BLC is a 22-day and 1-day in-processing, MOS immaterial course consisting of 169 academic hours. It prepares sergeants, promotable specialists/corporals, and non-promotable specialists/corporals to lead team/squad sized element; providing the foundation for further training and development; and building functional leadership attributes and competencies.

1-3. BLC REQUIRED DOCUMENTATION AND IN-PROCESSING REQUIREMENTS:

1. Students will hand-carry required documents for in-processing.
2. Required documents and items are as follows:
 - a. 3 copies of orders for NG and Reserve Soldiers. A DTS Generated DD Form 1610, DA Form 4187 or MFR for AGR, ADOS, mobilized, and AC Soldiers.
 - b. **Guard and Reserve Soldiers:** ATRRS Post Reservation Checklist (PRCL) completed by the Soldier's unit ATRRS operator at least two days prior the report date. **If the PRCL is not completed, ATRRS will auto cancel the Soldier's reservation.**
 - c. **Active Duty Soldiers:** Total Army School System (TASS) Unit Pre-execution Checklist (PEC) TRADOC Form 350-18-2-R-E signed by the Commander is required for all Active Duty Soldiers.
 - d. DA Form 3349. **Temporary profiles for the AFT are NOT accepted.** Soldiers with a permanent

profile (3 or 4 PULHES) must provide a copy of the medical board determination to retain the Soldier. All profiles will have the signature of the profiling authority and commander.

e. Students will bring a copy of their Cyber Awareness Challenge Training certificate (available through <https://cs.signal.army.mil> and not to exceed 12 months from the date of graduation).

f. SPC and below will be given a A365 account upon arrival if they do not already have one. CPL and above will verify their account with assigned unit, and the account must be active prior to arrival.

1-4. BLC ENROLLMENT REQUIREMENTS:

a. Soldiers with medical profiles due to operational deployment will be permitted by their immediate commanders to attend appropriate courses (to include PME) within the guidelines of their profile. Soldiers must arrive at the courses of instruction 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 profiles are still required to conduct Physical Training (PT) and are required to do so within the limits of their profile. Soldiers and commanders should review the limitations outline in the profile to ensure the Soldier can perform the PT sessions laid out in ATP 7-22.02. Soldiers will be required to lead PT and pass a PT evaluation in order to graduate from the course. Soldiers must be able to do either Military Movement Drills 1 & 2 (MMD) or Conditioning Drill 1 & 2 (CD) in order to pass the PT assessment.

c. Soldiers with temporary profiles preventing full participation in a course 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. If you have questions about temporary profiles, please contact MSG Pardonvarde at (502) 898-3526.

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 and turn in during in-processing. 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). The Commandant will not dis-enroll nor deny enrollment of Soldiers into the training based on physical limiting conditions of their physical profile in accordance with MOS Administrative Retention Review adjudication.

f. Post Partum Soldiers: IAW AD 2022-06, Soldiers who attend BLC within 365 days of the conclusion of pregnancy (miscarriage or live birth) are expected to take an AFT but are exempted from Height and Weight requirements with appropriate documentation.

g. Be eligible for reenlistment.

h. Have no Suspension or Unfavorable Action (Flags) or pending flags.

i. Arrive fully capable of performing the tasks required at the lower-level courses, e.g., basic training,

1-5. COMPUTER ACCESS REQUIREMENTS:

1. Students are required to have CAC access for government laptops and assigned an M365 G5 or F5 account **PRIOR** to arrival at school. Use the following instructions for your component, Army Reserve, National Guard, or others needing a Joint Account.

a. Army Reserve Personnel

- (1) Submit an AESMP ticket to process the request to get email provisioned:
https://www.aesmp.army.mil/csm?id=sc_cat_item&sys_id=fb50383ad00cf4108fd61f36ac65b448
- (2) For the Category, select Account / Identity.
- (3) For the Subcategory, select Account/Other
- (4) For MACOM: USAR (if prompted)
- (5) In comments, note your status (TPU or AGR) requesting email provisioning.
- (6) Annotate the command/unit you are assigned to and additional pertinent information.
Please add in notes "Route ticket to RCC-USAR Enterprise Tier 2" Submit request.
Your request will be sent to the appropriate assignment group to have your email provisioned which can take up to 48 hours.

b. National Guard Soldiers

- (1) NCOA Fort McCoy CANNOT issue National Guard (NG) Students an M365 license.
- (2) NG Students MUST be provisioned by their state PRIOR to attending school and must speak with their state's Entitlement Manager (EM) to request an M365 account prior to arriving at school. Contact your local NG G6 to locate your state or units EM to have your account provisioned. NG Students unable to contact their G6 representatives can follow the instructions below to submit an Army Enterprise Service Management Platform (AESMP) ticket.

To request a National Guard M365 account the AESMP ticket will be routed to your states Information Management Office (IMO) group – "Escalate the Guard member's ticket to their appropriate State's IMO Resolver Group (ARNG STATE-NAME – IMO)". per

https://www.aesmp.army.mil/kb_view.do?sysparm_article=KB0013818

c. Joint Account Provisioning

- (1) If you have another type of M365 account that doesn't end in @army.mil such as a health.mil or mail.mil account you MUST request a Joint account from AESMP Tier 1 Help Desk prior to arriving at school.

(2) Call the AESMP Help desk at 866-335-2769 (ARMY) for faster service, or submit an AESMP ticket to process the request to get email provisioned:

https://www.aesmp.army.mil/csm?id=sc_cat_item&sys_id=fb50383ad00cf4108fd61f36ac65b448

Do NOT mention Army Reserve. The help desk personnel will try and route the ticket to the Reserve Help Desk, when Tier 1 can perform the provisioning and this will greatly increase the time it takes for your ticket to be completed. Tell them only you need to be assigned an @army.mil M365 account.

1-6. BLC TRAVEL INFORMATION:

2. DTS is the unit's responsibility. The NCO Academy Fort McCoy does not prepare, review, or approve DTS Authorizations or Vouchers.

3. Commercial Air Travel: *NOTE – **OCONUS TRAVELERS ONLY**: You are authorized to travel up to two days early to allow for time zone acclimation. Please contact the Ft. McCoy NCOA if you intend to arrive early. Lodging is NOT available until **09 October 2025**. Transportation is provided via Fort McCoy post shuttle to/from La Crosse Regional Airport (LSE) and Fort McCoy, WI. Contact the post shuttle service once you arrive at: (502) 898-7263 or (502) 898-6765. The post shuttle runs until the last flight of the day.

(a) Make flight arrangements to ensure you are here for in-processing between the hours of 1000 – 2359 CST. **DO NOT arrive before in-processing day without prior coordination with the Academy**. You must contact Staff Duty **if you experience any travel issues** which prevent you from arriving prior to 2359 on the date of in-processing; failure to do this may constitute denied enrollment and result in a “no show” against your unit. Staff Duty phone number is: **(804) 873-5964**.

(b) 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.

(c) Return Travel – **schedule your flights no earlier than 1000 CST on 31 October 2025**.

Soldiers MUST depart on the final day of the course, NO EXCEPTIONS. If you are not able to travel on this date, it is your unit's responsibility to ensure orders cover the length of travel days and that DTS includes lodging and per diem for those days. Soldiers are NOT able to stay on Academy grounds after 0900 CST on the last day of the course.

4. Privately Owned Vehicle (POV) travel:

(a) You may be required to present a valid driver's license, vehicle registration, and proof of insurance if requested by the DoD police. The DoD police conduct random security checks on all vehicles entering Fort McCoy.

(b) Ensure you follow all DoD guidance on POV travel, plan for rest stops and check weather forecasts.

(c) **If traveling by POV your report time to Building 1364 is between 1000 and 1900 on 09**

October 2025. DO NOT arrive before in-processing day without prior coordination with the Academy.

(d) **Privately owned weapons - Members of the Fort McCoy workforce and installation visitors are not allowed to carry privately owned concealed weapons onto the installation.** As a federal installation, Fort McCoy is governed by Army Regulation 190-11. Paragraph 4-5a(2) of the regulation states that carrying of a concealed weapon on a federal installation is prohibited regardless of whether a state or county permit has been obtained.

5. Lodging: Lodging is available/provided at no cost. Soldiers local to the Ft. McCoy area will be expected to lodge in BLC barracks throughout this course.
6. Meals: The Fort McCoy Dining Facility (DFAC) is available (meals provided) at no cost to TPU and M-Day students. AGR and Active-Duty Soldiers are expected to pay for their meals. Current meal rates are:

Breakfast: \$4.35

Lunch: \$7.00

Dinner: \$6.05

1-7. BLC WALK-ONS AND SUBSTITUTIONS:

Walk-Ons must be coordinated through the BLC Course Manager prior to in-processing. A DA Form 4187 is needed for walk-ons in addition to all other required documents. COMPO 1 and COMPO 3 Students must be placed on the Personnel Promotion Recommendation List (PPRL) or provide the MFR by a board which recommended them for promotion.

If you make substitutions or add new students inside the 30-day window, contact the NCOA Operations Section and/or BLC Course Manager to ensure the welcome letter and packing list can be sent to the correct Soldier.

Operations Section NCOIC / ATRRS NCO: SFC Mao P. Tuimavave:
usarmy.usarc.83-usarrtc.mbx.ncoa-mccoy-s3@army.mil

BLC Course Manager (CM): MSG Isaac Pardonvarde:
isaac.k.pardonvarde.mil@army.mil

NCOA Staff Duty: (804) 873-5964

S-3: (502) 898-5227

BLC Course Manager: (502) 898-3526

First Sergeant: (502) 898-2079

1-8. ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS)

ADOS Personnel attending this course must report with a DA 4187 which authorizes attendance. Please contact MSG Pardonvarde at (502) 898-3526 or at isaac.k.pardonvarde.mil@army.mil for a templated example.

1-9. ARMY CAREER TRACKER AND NCO ACADEMY FACEBOOK:

1. Academy Army Career Tracker (ACT) Community Page has valuable information for the courses we teach. The ACT registration instructions are below (CAC is required):
 - a. Paste the URL into your browser <https://actnow.army.mil/>
 - b. Select Communities
 - c. Select a Category Drop Down Select Other Communities
 - d. Select a Page Drop Down Select NCO Academies
 - e. Follow This Community
 - f. Select/Open Army Reserve NCO Academies
 - g. Follow This Community
 - h. Select/Open NCO Academy Fort McCoy
 - i. Follow This Community
2. NCO Academy's Facebook page can be found at <https://www.facebook.com/NCOAFortMcCoy/> (we would appreciate you clicking on the like icon).

1-10. BLC GRADUATION:

There will be a graduation ceremony for BLC students at 1500 on the last Thursday of the course. The graduation ceremony will be live streamed on Teams (no registration is needed, link provided during the course). Soldiers are not permitted to depart before the last Friday of the course.