



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
HENRY CARO NONCOMMISSIONED OFFICER ACADEMY
FORT BENNING, GEORGIA 31905-5000

ATZB-NCW

31 May 2015

MEMORANDUM FOR Incoming Basic Leader Course Students

SUBJECT: Welcome Letter

1. On behalf of the Commandant and cadre of the Maneuver Center of Excellence and Fort Benning Henry Caro Noncommissioned Officer Academy, it is my pleasure to welcome you to the Basic Leader Course.
2. This is a leadership development school designed for personnel whose performance has indicated their potential for advancement and increased responsibility. Your selection to attend this course is tangible evidence of your professional ability and the confidence placed in you by your leaders.
3. This Basic Leader Course will be rigorous and challenging. Our responsibility is to provide you the knowledge, skills, and abilities needed to successfully accomplish each and every task. Your positive attitude, motivation, confidence, and commitment will guarantee graduation. In addition, the Creed of the Noncommissioned Officer is the cornerstone for every NCO in the United States Army. It is imperative that you know it before arrival.
4. The student guide is designed to assist you with understanding the operational and administrative principles of our school. By studying this carefully, you will avoid any unnecessary mistakes. The standards of the Henry Caro NCO Academy are high. As a result, we expect all graduates to return to their parent unit willing to assume and carry out their basic responsibilities as a noncommissioned officer.
5. You are required to report, as per your orders, on the reporting date at 0800 for initial roll call in Improved or Army Physical Fitness Uniform to building 73. If you report after duty hours, a POC's number will be posted for the students to contact on the main door of building 73 or you may call NCOA BN Staff Duty at (706) 464-7723. Nevertheless, if there are any issues that will prevent you from being present, please call the provided contact numbers for additional guidance.

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6. You are required to report to Basic Leader Course meeting all of the prerequisites:

- a. 3 copies of DA Form 1610, DTS orders or a Service School Worksheet / OML Memorandum signed by your Battalion/Squadron Commander for Soldiers assigned to Fort Benning; PCS orders (if in a TDY EN-route status); DA Form 31 (if wanting leave after course completion).
- b. DD Form 3349 reflecting an authorized alternate event (for Soldiers having a P2, P3 or P4 Profile); over 40 cardiovascular screening (if applicable).
- c. Memorandum from BN/SQN Commander stating separate rations will be stopped while enrolled in Basic Leader Course.
- d. Current ERB reflecting SSDI and not flagged.
- e. Copy of Certificate of Completion of SSDI
- f. TASS pre-execution checklist (dated May 2016) reflecting APFT completion within 60 days of the start of the course and that you are IAW AR 600-9, and active government travel card, signed by your commander (with assumption of command orders if not signed by your Commander) if applicable.
- g. Complete Packing List. Visit the Academy Webpage for the packing list and student guide for additional information at <http://www.benning.army.mil/MCoE/ncoa/>.

7. Dismounted Land Navigation is part of the Basic Leader Course as an individual testable event. This is typically a high failure rate test due to lack of physical conditioning and experience. Ensure you have practiced land navigation prior to arriving to the course and that you are physically prepared to conduct operations in austere conditions.

8. Graduation will be conducted in ASU Class A uniform. Short sleeve and long sleeve shirt is required as per the packing list complete with all items.

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9. Please read this memorandum and all the enclosures at the above web address carefully. Normally, the information included will sufficiently answer any questions however if after carefully reviewing these documents you have additional questions feel free to call me at (706) 545-5050.

10. I extend my congratulations on being selected to attend the Basic Leader Course and hope your stay is professionally rewarding.

Point of Contact for this memorandum is the undersigned at (706)545-5050.

NICHOLAS K. SPINKS
1SG, USA
BLC Branch Chief