



DEPARTMENT OF THE ARMY
HENRY CARO NONCOMMISSIONED OFFICER ACADEMY
UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
FORT BENNING, GEORGIA 31905-2033

ATZB-B (600E)

21 JULY 2025

MEMORANDUM FOR Basic Leader Course (BLC) Candidates

SUBJECT: Basic Leader Course (BLC) Welcome Letter, Henry Caro Noncommissioned Officer Academy

1. Congratulations on your selection to attend BLC at the Henry Caro Noncommissioned Officer Academy (NCOA). BLC is a 22 academic day course that consist of 30 lessons divided into four modules focusing on understanding the leadership of the Noncommissioned Officer through a holistic approach. During the course, cadre will evaluate your leadership attributes and competencies through observations, assessments, practical exercises, and overall contribution to your groups. These attributes and competencies must align with the Army's Leadership Requirements Model. You will be required to perform in the presence of your peers during evaluations such as physical readiness training and public speaking. Your ability to effectively communicate through writing by applying the components of basic English, grammar, and the editing process will be assessed on multiple occasions.
2. BLC Day 0 reporting instructions for students are as follows:
 - a. Students will report to NCOA NLT **0750 on the report date (Day 0)** in the Army Combat Uniform (OCP) with the appropriate documents in hand. First formation will be at 0800 in front of NCOA Flag Pole bldg 74(Look for BLC Guidon) on the report date.
 - b. The Army Fitness Test (AFT) will be conducted on Day 1. Soldiers must pass the AFT to graduate the course. Soldiers who fail the initial AFT will be retested NET 7 days after. Failure of the retest will result in dismissal from the course.(ETP until 01JAN26)
 - c. Height/Weight screening will be conducted on Day 1; Soldiers must meet Army Body Composition standards to graduate the course. Soldiers who fail the initial Height/Weight screening will be rescreened NET 7 days after. Failure of rescreening will result in dismissal
3. TDY students are encouraged to arrive the **day prior to facilitate reporting NLT 0745 on report date (Day 0)**. Lodging will be provided upon early arrival by calling NCOA Staff Duty at (706) 464-7723, BLC Barracks Manager at (915) 261-6959 or issued by BLC cadre on Day 0. TDY seats will be held until 2359 on the report date before being coded in ATRRS as a "No Show". Linen is not provided (Twin Mattress). Do not schedule return flights prior to 1600 hours on graduation day. Graduation will be at 1030 followed by administrative closeout. The NCOA does not provide transportation to or from the airport.
4. Students will be denied enrollment if they do not meet the grooming standards of AR 670-1.

5. Students must provide hard copies of the following documents on Day 0. Failure to provide these required documents within the first 72 hours may result in dismissal from the course.
- a. Pre-execution Checklists signed by Unit Commander.
 - b. Travel Orders or DTS Authorization.
 - c. Permanent profiles (if applicable)
 - d. Common Access Card (CAC)
 - e. Identification Tags (dog tags) with red allergy tag (if applicable)
6. Soldiers with temporary profiles will be denied enrollment to BLC until the temporary profile is removed. Permanent profile data must be updated/entered into DTMS by the Soldiers unit prior to arriving at the NCOA, and profiles must meet academic requirements.
7. A standard and current computer user account is required for computer access at the Ft. Benning BLC course. Your unit is responsible for ensuring this happens prior to attending BLC.
8. You must be able to enroll into train.llc.army.mil. SGLs will provide student enrollment information on Day 0. You must complete all areas that are annotated by a red star (*). You will receive an email from the C&GSC once the application is successfully submitted.
9. Several training days will be conducted outside the normal business hours of 0600-1700. While assigned to BLC, it is the student's responsibility to deconflict appointments, personal obligations, childcare drop off/pickup, or any other circumstance that interferes with POI hours prior to the event. Students will be given advanced notice to make appropriate coordinations.
10. Again, congratulations on your selection. We look forward to your participation in this very important step in your career. Your experience in the course and critical feedback is invaluable in delivering the best outcome-based education for future Leaders.
11. Point of contact for this memorandum is the NCOA SSGL at (706) 545-5784 or (706) 545-6297.

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