BLC Required Document Instructions

Provided in this PDF portfolio are the following documents:

Note: All documents will be filled out digitally, and printed hard copies will be brought to in-processing on Day 0. Hard copies of all documents will be maintained by BLC Instructors in a Student blue packet.

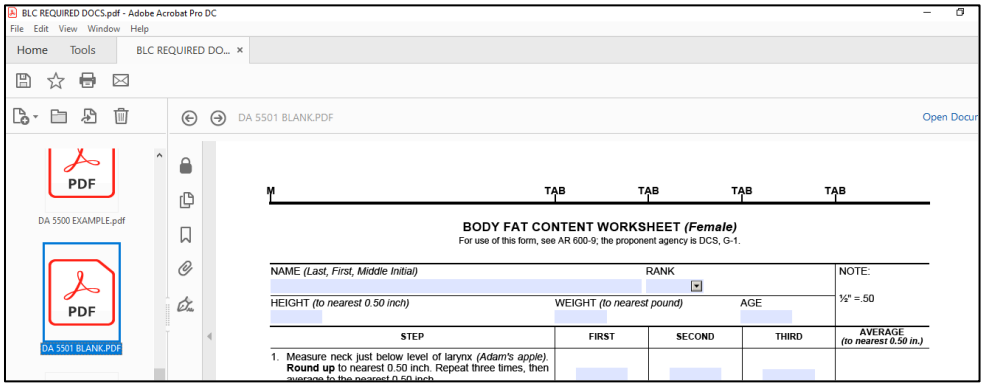
Contained in this portfolio is:

- 2025 Student Statement of Understanding
- Student Guide_07 March 2025
- Initial Counseling_07 March 2025
- Unit Pre-Execution Checklist_April 2018
- DA Form 705
- DA Form 5500/01_Blank
- Student Data Sheet_07 March 2025
- BLC Order Memorandum
- BLC 12 Month Deferment Memorandum (if applicable)
- PME Missing Uniform Validation Memo

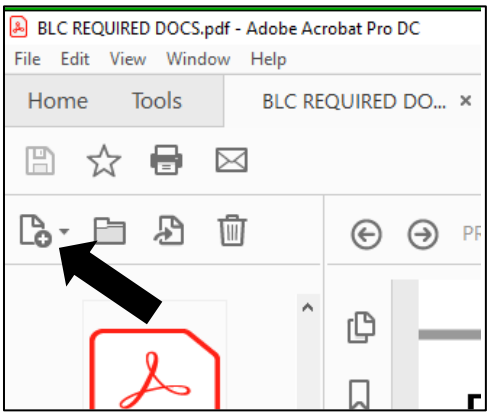
You will provide the following documents to your SGL. *These documents are individual and are not contained in this portfolio:*

- SSD/DLC 1 Certificate
- DA Form 3349 (Physical Profile; if applicable)
- SRB (within 30 days of Start Date)
- Cyber Awareness Certificate
- AUP Signed Certificate

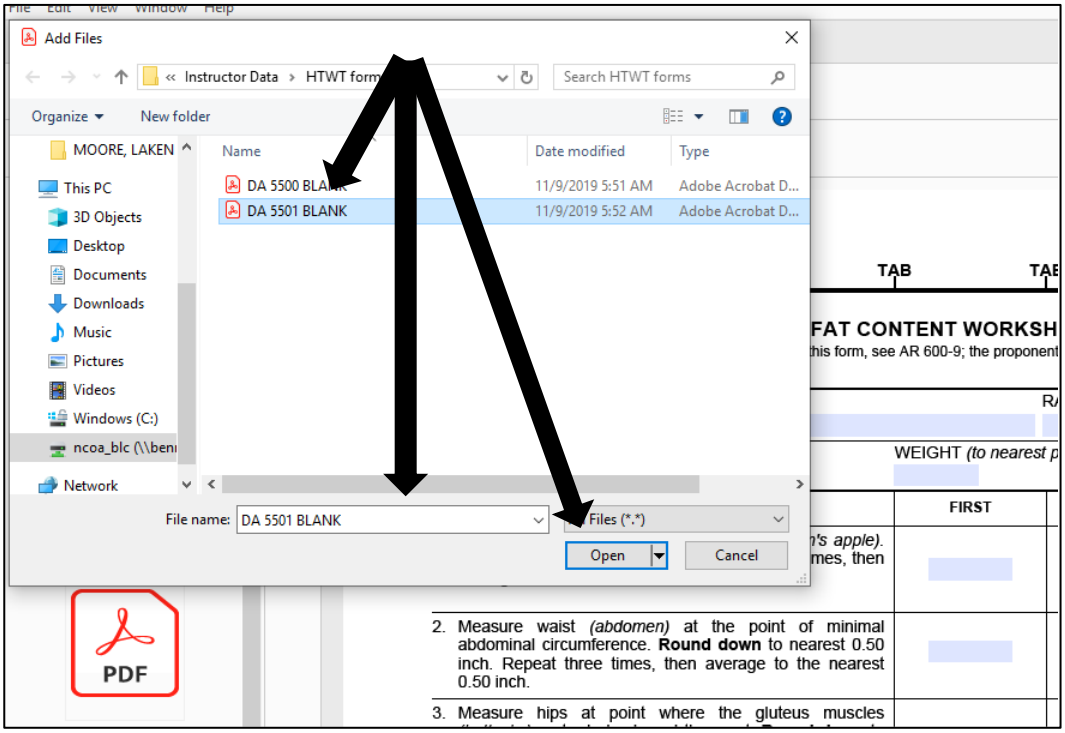
If you have these documents in PDF format, remove the provided attachment, and add your document in its place with the appropriate label. To remove a document, select the document you wish to delete and click on the trash can icon. A dialogue box will appear asking if you are sure. Click “yes” and the selected document will be deleted.



To attach your document, ensure it is in PDF format by clicking “Save As” > “Save As Type” > “PDF” > “Save”. Once it is converted to PDF, open the “BLC Required Documents” PDF and click on the “Add Files Button”. Scroll down to the first selection “Add Files”.



From there it will open a dialogue box prompting you select your file the same way you would add an attachment to an email. Locate your saved PDF document and click on it to add it to the file name box and click Open to add it to the portfolio.



Print all completed documents and bring hard copies with you to the day 0 formation.

If you have any additional questions or concerns, your SGL will assist you and provide additional instructions.