

OHIO ARMY NATIONAL GUARD
2ND BATTALION (GS) 147TH REGIMENT(RTI)
3990 EAST BROAD STREET, BLDG #1
COLUMBUS, OHIO 43213-1152

NGOH-JFH-SG

29 October 2024

MEMORANDUM FOR Basic Leader Course (BLC) Students

SUBJECT: BLC Welcome Letter

1. Congratulations on being selected to attend BLC at the 147th Regiment, Regional Training Institute located in Columbus, OH on Defense Supply Center Columbus. You will be attending class # **002-25** scheduled for **Sunday, 1 December 2024 – Monday, 23 December 2024**. Report for in-processing in your Army Combat Uniform (ACU) to BLDG # 1 on **1 December 2024**, between 1000-1400. Graduation will be on **23 December 2024** at 1000. For all travel arrangement purposes to your Home of Record you will be released at **1300**.

2. The following information is provided for your assistance. Review the contents of the welcome packet in its entirety. If you have questions, call M-F EST 0730-1630 the Chief of Training at (614)-336-6912 or (614)-562-1837. In the event we do not answer, or you call after hours leave a message with the following information: Your Rank, Last name, the course you will be attending, including the class number, your question.

3. **Reporting Instructions:** You must possess a non-expired CAC ID card and PIN. On **Sunday, 1 December 2024** in processing starts at 1000 and ends at 1400. It is strongly recommended you report as early as possible for in processing. If you do not arrive by 1400 or contact the above point of contact your seat will be given to a walk-on Soldier. The first meal RTI will provide will be dinner on the report date. (See strip map with our location on DSCC, for GPS purposes Main gate address is 401 N Yearling Rd). For travel and safety reasons you can report the night before the report date, there is a 24/7 self-check in process, enter through the front door of the RTI at the front desk will be a folder labeled BLC follow the instructions in the folder.

a. **Travel Attire:** Traveling by any form of commercial transportation, you may wear civilian attire. Place an individual ACU in your carry-on luggage and you will be able to change once arriving at building 1.

b. **POV:** Traveling in a POV know that Ohio has a mandatory seat belt law so buckle-up. Plan your trip accordingly to allow yourself enough time to arrive safely especially during the winter months keep in mind when making your travel plans you can check in the night before the report date. Inspect your vehicle and ensure that it is able to make the trip and ensure your registration is not going to expire before being released. If you have an expired tag on your license plate DLA Police will boot your car and will not remove it until a valid tag is place on the vehicle.

c. **Air Travel Arrangements:** All air travel should be scheduled to arrive and depart from Port Columbus International Airport (CMH). Schedule your arrival time as close to 1000 on the report date, schedule your departure time no earlier than 1300 on the graduation date. Once your flight is booked email a copy of the itinerary to the RTI at: ng.oh.oharng.list.147th-rti-BLC@army.mil. Identify your name and class number in the subject line of the email, if you do not have access to the internet, please call the Chief of Training at (614)-336-6912 or (614)-562-1837. We are not staffed to provide continuous support from the terminals to DSCC, if you don't email, call or leave a message you can expect a wait of up to 2 hours. Upon arrival at the airport, report to the USO located on the upper level and contact the RTI via telephone.

d. **Army Service Uniform (ASU) / Army Green Service Uniform (AGSU):** All Soldiers are required to bring ASU or AGSU for inspection purposes only. If they are not complete or updated due to supply issues bring them as is and you will be sent home with a list of deficiencies. If you do not have them due to problems with them being issued, please have a Supply Sergeant and Company Commander sign a memorandum for record explaining the issue. See attachments for an example.

e. **Enclosures:** The Individual Student Assessment Plan (ISAP), a packing list are enclosures to this document. The ISAP provides a list of responsibilities, pre-requisites, requirements, structure, and other procedures that are vital to the student before and during attendance. Attached is the NCO Creed, Map of the RTI, Dress Uniform Memo and DD2875.

f. **Required Documentation:** Be prepared to present the following documentation during in-processing. If for some reason you are not able to present a required document, you will have 72 hours to provide this requirement. If the documentation is not provided within that time, the Soldier will be dis-enrolled from the course.

(1) Pre-execution checklist: Active Component Soldiers as well as any Soldier not in a reservation status (Walk-ons) will be required to provide a completed TASS Pre-Execution checklist TRADOC Form 350-18-2-R-E April 18, signed by the Soldiers Commander. If you have a reservation or wait status and have completed the PRCL then you will not need a Pre-X.

(2) Orders: Soldiers will report with pay orders and/or a DA 1610. (Active Component Soldiers will only need a DA 1610). Your command is responsible for orders placing you on duty as well as processing pay (RC).

(3) Profiles: Soldiers will bring their current permanent profile stating what restricts they have for PRT and ACFT.

(4) DD Form 2875 System Authorization Access Request (SAAR): Must be completed and signed by Soldier attending the

course, Supervisor, ISSO, and Security Manager. Student accounts can not be created until this is signed and turned.

4. **Course Information:**

a. **Physical Fitness:** The ACFT will be conducted on Day 2 and retest will be on Day 9. Passing the ACFT will be a course graduation requirement. Height and weight (HT/WT) will be conducted on day 1. Soldiers who fail the initial HT/WT will be rescreened later in the course on Day 8. Soldiers who fail to meet the body fat composition standards in accordance with AR 600-9 after a rescreening will be dismissed from the course. You will also conduct Physical Fitness Training 5 times a week at Basic Leader Course.

b. **Meals:** Catered meals are provided for all ADT Soldiers in our DFAC. If you have special dietary needs due to religious beliefs or medical requirements, please call so we can make the necessary arrangements. AGR and long term FTNGD personnel must bring a DA Form 4187 detailing whether you will be required to pay for meals. The cost will be \$12 per meal and \$36 per day. Rooms do have a very small refrigerator and microwave for snacks and drinks, but you will be sharing the room with up to two other Soldiers.

c. **Uniform:** ACU or APFU are the only authorized uniforms when attending this course. Uniforms must be worn in accordance with AR 670-1 and must be clean and serviceable to include boots. Civilian clothes will only be authorized after hours.

d. **Laundry Service/Post Exchange:** DSCC provides an excellent laundry facility at no cost to you. You must provide your own detergent. There is a small PX that is available during lunch hours.

e. **Pay:** Your command is responsible for your pay.

f. **Quarters:** You will stay in three Soldier rooms. Pillows, sheets, pillowcases, towels, and personal items are your individual responsibility. The bed size is twin xl. You may use your sleep system.

g. **Medical Emergencies & Prescriptions:** Mt. Caramel East Hospital will provide medical treatment when necessary. If you go on sick call while attending BLC, you will pay for any prescription medicine that you require. You will be directly reimbursed for your expenditures from TRICARE. The RTI S1 section will assist you in completing the 2187 and Medical Treatment Incident report (MTIR), but you are responsible for giving them to your Unit for processing. If you have any allergies to bee stings, peanuts, etc., be sure to bring your allergy medication.

h. **Morale, Welfare, and Recreation:** The barracks dayroom and post gym are available after duty hours.

i. **Prohibited Items:** Do not bring **firearms**, fireworks, illicit drugs, or alcohol to the course. DSCC and/or NCOA policy prohibits these items. This is a federal facility, and no one is authorized to bring firearms regardless of your civilian profession or certifications.

j. **Contact Information:** Your mailing address while attending the course:

(Rank) (Name)
147TH Regiment RTI
ATTN: BLC
CL# BDLG 1
3990 E. Broad St.
Columbus, OH 43213

k. You should know and understand the NCO Creed. It is provided as an enclosure to this memorandum.

5. Point of contact is the BLC Chief of Training, at Timothy.j.short16.mil@army.mil, Office (614) 336-6912, or Cell (614)-271-5620.

TIMOTHY J. SHORT
SFC, 12B, OHARNG
Chief of Training

2 Encls:

1. ISAP
2. Packing List

D-1. ISAP Overview

This appendix contains the policy, procedures, and grading criteria of student assessments. It includes the comprehensive assessments and desired learning outcomes of the BLC IAW TRADOC Regulation 350-70 (10 July 2017). The ISAP lists the course requirements the student must meet in order to graduate from this course.

D-2. Course Outcome

The BLC prepares Soldiers to lead team size units, by providing an opportunity to acquire the leader skills and knowledge needed to be successful noncommissioned officers. The BLC is the foundation for further education and leader development.

D-3. Course Length and Structure.

b. The BLC is a 22-academic-day course consisting of 169 academic hours. The course includes 22 lessons designed around the four Army Learning Areas (ALAs), the 14 General Learning Outcomes (GLOs), and the six Leader Core Competencies (LCC) of: Readiness, Leadership, Training Management, Communications, Operations, and Program Management.

c. The lesson titles and sequence are shown on the Course Map. See paragraph 1-5, Course Structure.

D-4. Course Learning Objectives

Lesson	Title	Outcomes
B100	BLC Overview / Blackboard	Identify the standards, procedures, and assessment requirements for the Basic Leader Course (BLC).
B101	Group Dynamics	Summarize the components of group dynamics as they relate to the learning environment.
B102	Effective Listening	Use the components of the listening process for improved communication.
B103	Written Communication	Apply the components of the basic English, grammar, writing and the editing process.
B104	Public Speaking	Demonstrate confidence when delivering a briefing/oral presentation.
B105	Critical Thinking & Problem Solving	Solve problems using critical and creative thinking.
B106	Army's Leadership Requirements Model	Describe the Army's Leadership Requirements Model.
B107	Counseling	Build effective counseling skills.
B108	Cultural Competence	Adapt your leadership style to the cultural environment.
B109	Army Values, Ethics, & Integration of Soldier 2020	Justify the need to adhere to a strong set of values and ethics that support the Army profession.
B110	Legal Responsibilities & Limits of NCO Authority	Understand the legal authorities, responsibilities, and limits of an NCO.

Course Learning Objectives
(Continued)

B111	Introduction to Physical Readiness Training	Apply components of the Army Physical Readiness Training Program.
B112	Followership & Servant Leadership Fundamentals	Describe the characteristics of the effective follower and the principles of servant leadership
B113	Team Building & Conflict Management	Build effective teams.
B114	Drill & Ceremonies	Conduct squad drill.
B115	Mission Orders & Troop Leading Procedures	Apply troop leading procedures (TLP).
B116	Training Management / Conduct Individual Training	Instruct a skill level 1 task, during a team level training session, using the Army's 8-step training outline.
B117	Soldier for Life – Transition Assistance Program (SFL–TAP)	Discuss the Soldier for Life – Transition Assistance Program (SFL–TAP) and prepare a basic resume.
B118	Command Supply Discipline Program	Connect being a good steward of Army resources to maintaining unit readiness through effective supply discipline.
B119	Soldier Readiness	Organize team level requirements under the pillars of readiness.
B121	Resiliency	Assist Soldiers to be ready and resilient at all times to meet unit missions.
B122	End of Course Essays	Reflect on the Basic Leader Course content by expressing and integrating learning into professional practice using the writing and editing process.
B123	Army Physical Fitness Test	Maintain individual readiness and fitness.

D-5. Course Graduation Criteria and Requirements

a. The graduation requirements are shown in the two tables below. The tables also indicate if the assessment is part of the student's GPA or not. See each of the individual assessments for specific criteria.

Assessment Title	Associated Lesson	Grade Point Average
1009S Public Speaking and Information Briefing	B104	GPA
1009W Assessing Writing, Compare and Contrast Essay	B112	GPA
1009W Assessing Writing, Informative Essay	B103	GPA
Conduct Individual Training, Rubric	B116	GPA
Conduct Physical Readiness Training, Rubric	B111	GPA
Conduct Squad Drill, Rubric	B114	GPA

b. There are four assessments that are mandatory, but do not count toward the student GPA as shown in the table below.

Assessment Title	Associated Lesson	Grade Point Average
Compliance with the Army Body Composition Program	In-Processing	Non-GPA
The Army Physical Fitness Test (APFT)	B123	Non-GPA
1009C Assessing Contribution to Group Work	Entire course	Non-GPA
1009L Assessing Leadership	B106	Non-GPA
1009 W Special, Assessing Reflective Writing	B122	Non-GPA
1009W Special, Resume	B117	Non-GPA

D-6. Counseling, Retraining, Retesting/REA, and Appeals Policy

a. At a minimum, Soldiers will be counseled using DA Form 4856, referencing assessments as appropriate, on the following events:

- Reception and integration
- Any failure of an assessment and/or graduation requirement
- Any violation of student conduct, SHARP, or local policy
- End of course results
- Recommendation for dismissal or dis-enrollment
- Dismissal

b. Remedial Educational Assessments (REA) are necessary when Soldiers/students fail an assessment. Soldiers are strongly encouraged to conduct their own collaborative sessions/study halls, if not mandated to do so.

c. Remedial Educational Assessments will occur anytime a student fails an assessment for the first time except for the 1009C Assessing Contribution to Group Work and the 1009L Assessing Leadership. Soldiers who fail a REA will be recommended for dismissal. The NCOA deputy commandant is the dismissal authority and the commandant is the appellate authority for all dismissals. Facilitators will conduct the REA after necessary retraining/study hall. Any REA should be accomplished outside of the course hours to preclude the student missing any scheduled classes. The following restrictions listed below must be imposed:

- Height/Weight failure: Soldiers are allowed one re-screening. The re-screening will be administered no earlier than seven days after the initial height/weight assessment
- APFT failure: Soldiers are allowed one retest. The retest will be administered no earlier than seven days after the initial height/weight assessment
- Soldiers who meet academic course requirements, but fail to meet the APFT and/or height and weight standards will be dismissed from the course
- NCOA commandants will not add to the standards of AR 600-9 by imposing any arbitrary percentages to the body fat composition

d. Appeals will be forwarded to the school commandant who will refer the proposed action and the appeal to the Office Staff Judge Advocate (OSJA) to determine legal sufficiency of the dismissal decision. All appellate actions will become part of the student's case file. Commandants will make their final decision on dismissals after considering the supporting OSJA recommendation. In cases where an OSJA is not available, the commandant will forward appeals to the commander who has general court-martial convening authority for review and final decision; general court-martial convening authorities will obtain a legal review before final action.

NOTE: Soldiers who elect to appeal will remain actively enrolled in the course pending disposition of their

appeals. In cases where the decision of the appeal is delayed, Soldiers will participate in graduation ceremonies; however, the DA Form 1059 and diploma will be withheld until final adjudication.

e. Dismissals for misconduct, lack of motivation, academic deficiency, or failure to maintain physical readiness or body composition standards will be recorded on the individual's DA Form 1059, if applicable, in accordance with AR 623-3. Foreign student dismissals will be handled in accordance with AR 12-15.

References: AR 350-1; TR 350-18; AR 40-501; and AR 600-9

D-7. Re-enrollment Policy

a. Soldiers disenrolled from BLC for disciplinary or motivational reasons will not be eligible for further NCOES training for a period of 6 months. Soldiers dismissed from BLC for academic deficiency may apply to reenter and be re-scheduled for the course when both the unit commander and the learner or Soldier determine that they are prepared to complete the course.

Reference: AR 350-1, page 59, paragraphs 3-15f(3) and (4)

b. Soldiers may be released from the course without prejudice for illness, injury, compassionate, or other reasons beyond the student's control. This requires a written notice informing the unit that the Soldier may re-enroll as soon as the reason for disenrollment or dismissal is overcome.

c. Soldiers previously dismissed from BLC and allowed to re-enroll must start the course from the beginning.

D-8. Course Attendance Requirements

NCOA commandants will consider disenrollment for those Soldiers who have missed classroom instruction that cannot be made up, on a case-by-case basis. Soldiers cannot miss any graduation requirements.

D-9. Student Recognition

a. Present all Soldiers who meet course completion criteria with a diploma. IAW AR 350-1, para 3-25, diplomas, at a minimum, must contain the:

- Course title
- Course identification number
- Student's full name and rank
- Beginning and completion dates
- Academic hours

b. Soldiers competing for selection to SGT do not receive promotion points for completion of the BLC (BLC completion is a requirement to fully qualify for promotion to SGT). However, commandants will recognize the following graduates in support of AR 600-8-19, para 3-18a(2), which awards promotion points for the following:

- Distinguished Honor Graduate (40 promotion points)
- Distinguished Leadership Graduate (40 promotion points)
- Commandant's list (20 promotion points)

c. Commandants may issue other types of recognition/certificates in addition to the above. Enter all recognitions/awards on the DA Form 1059.

D-10. American Council on Education/College Credit

Currently, the American Council on Education (ACE) recommends that graduates of the previous version of the Basic Leader Course receive, in the lower-division baccalaureate/associate degree category, 3 semester hours in supervision. This version of BLC has not yet been evaluated by an external institution.

D-11. Assessment - 1009C Assessing Contribution to Group Work

a. Overview: Throughout the entire course, Soldiers will be assessed on their contribution to the team achieving its goals. This assessment is a non-GPA assessment.

b. Personnel, equipment, and materials required:

- Personnel: Number of Soldiers to assess: 1:8-10 per facilitator
- Equipment: As required to effectively conduct training assignment
- Materials: As required for each lesson

c. Instructions to Soldiers:

1. Throughout the course, you are expected to contribute to the group as an integral member of the team.
2. You derive your non-GPA score IAW the assessment rubric provided. The following ratings apply toward the rating in Block 12d on your DA Form 1059, Service School Academic Evaluation Report.

- (a) 0-69.99% (0 – 367.45) rates “Unsatisfactory.”
- (b) 70-89.99% (367.46 – 472.45) rates “Satisfactory.”
- (c) 90-100% (472.46 – 525) rates “Superior.”

d. Environmental considerations: Inform Soldiers of any known environmental factors they must observe IAW local SOP.

e. Safety: Ensure Soldiers observe all safety procedures IAW local SOP.

f. See next page for rubric.

147TH Basic Leader Course Packing List
Basic Leaders Course (BLC)
TA-50 Individual Clothing & Equipment

#	Equipment Description	REQ	#	Equipment Description	REQ
1	Army Service Uniform (ASU) /Army Green Service Uniform (AGSU)	1SET	26	Level VI Wet/Cold Weather Jacket and Trousers	1PR
2	OCP Uniform complete (see notation 3)	2EA	27	Duffle Bag	1EA
3	Set, Velcro nametag w/US Army (unless sewn on)	2EA	28	Eye Protection	1EA
4	Set, Velcro US Flag	2EA	29	Identification Card (CAC)	1EA
5	Set, Velcro Rank (unless sewn on)	2EA	30	Helmet, Advanced Combat	1EA
6	Set, Velcro Unit patch	2EA	31	Cover, Helmet	1EA
7	Cap, Patrol w/nametag	1EA	32	Personal Hygiene/Shaving Kit Complete	1PR
8	Belt, Rigger, Tan/Coyote	1EA	33	Canteen, 1 qt w/ pouch or camelback	1EA
9	Boots Combat, Tan/Coyote (Tanker Boots are not authorized)	2PR	34	Sleep System (for 1st/last night of lodging) If bringing own linen the bed size is twin xl	1EA
10	Socks, Boot (Solid OD or Foliage Green, Brown or Black)	7EA	35	Tactical Backpack or assault pack (foliage green, solid black, OCP pattern or coyote brown)	1EA
11	Undershirt (tan)	7EA	36	Fighting Load Carrier w/ ammo pouches	1EA
12	Undergarments	7EA	37	Red Lens for flashlight, night land nav	
13	Identification Tags with SM/LG Chain	1EA	38	Civilian Computer	1 EA
14	Winter Issued Gloves (NOV-MAR)	1PR			
15	Light Weight Glove	1PR			
16	APFU Jacket	1EA			
17	APFU Trousers	1EA			
18	APFU T Shirt Long Sleeved	2EA			
19	APFU T Shirt Short Sleeved	2EA			
20	APFU Trunks w/liner	2EA			
21	Socks, Athletic Calf or Crew Length (white or black)	5EA			
22	Running Shoes	1PR			
23	Black Cap, Synthetic Micro Fleece (NOV-MAR)	1EA			
24	Wash Cloth	2EA			
25	Towel Brown	2EA			

Classroom Items Suggested or Optional Items

1	Composition Note books College or Wide ruled	3EA	7	Highlighter Markers (HI-LITER)	2EA
2	Pens, Black	2EA	8	Dress Uniform Measurement Tool & Guide Book	1EA
3	Zip Lock Bags M/L	1BX	9	Leaders Book Complete	1EA
4	Eye Glasses (if applicable)	2SET	10	Locks with two keys, or Combination Locks	3EA
5	Wrist Watch	1EA	11	Laundry Detergent Liquid, Powder or Pods	1PK
6	3X5 Note Cards	1PK	12	Pocket Note Pad	1EA

1. All students are required to have two complete sets of accoutrements for their OCP uniform; including Velcro unit patches, rank, nametapes and U.S. Army tapes, along with subdued skill and occupation badges (if applicable). The U.S. embroidered- colored insignia flag is the only authorized insignia. The U.S. Army & Name tapes, rank, and special skills badges MAY be sewn on uniforms as an alternative to Velcro insignias.

2. All uniforms and uniform components brought for wear must be clean and serviceable. At no time will Soldiers bring uniforms or uniform components that are faded or have holes, rips, tears, stains, dirty and/or missing pieces of the component. Soldiers bringing unserviceable items to the packing list layout will not receive credit for the unserviceable item

3. This list is the minimum requirements. You are authorized to bring more uniforms and equipment.