

**SOUTH CAROLINA ARMY NATIONAL GUARD
REGIONAL TRAINING INSTITUTE**

3rd Battalion (Noncommissioned Officer Academy), 218th Regiment (Leadership)
5411 Leesburg Road
Eastover, South Carolina 29044-9732

NGSC-LDR-CBC

MEMORANDUM FOR Basic Leader Course (BLC) Students

SUBJECT: Welcome Letter, Basic Leader Course, 3rd BN (NCOA), 218th RTI,
Eastover, SC

1. Congratulations on your selection to attend the Basic Leader Course. We are proud to offer you an opportunity to attend this entry level NCOES course at our academy. Your selection indicates the Army's trust and confidence in your potential leadership ability to serve in positions of greater responsibility. Our mission, while you are assigned to the NCOA, is to provide challenging academic and performance-based assessments in a learner-centric environment with the goal of developing critical and creative thinkers capable of solving problems and building teams to win decisively in a complex world.

2. Effective 1 October 2022, BLC Students will be administered the ACFT (Army Combat Fitness Test) and Height and Weight for Record and as a Graduation Requirement.

3. The Basic Leader Course (BLC) is a 22 day Resident Learning course consisting of 169 academic hours focusing on six NCO Common Core Competencies. These competencies are: Readiness, Leadership, Training Management, Communications, Operations, and Program Management. BLC is designed to build basic leader and trainer skills needed to lead a team size element; while providing the foundation for further development.

4. COVID-19 Updates:

- a. All students who have been fully vaccinated (14 days prior to the report date) will be enrolled in the course. **Students must report with proof of vaccination or be denied enrollment.**
- b. All students who have an approved exemption or a pending exemption in ETMS2 awaiting adjudication and have an approved travel exemption from Under Secretary of the Army, must report with results of a negative COVID test within 72 hours of the report date.
- c. Students who report without being fully vaccinated or without an approved exemption will be denied enrollment and returned to their unit.

5. REPORT DAY IS: from 0900-1500 at the main entrance of Building 3800 and the uniform is the ACU, OCP Pattern (**DO NOT REPORT EARLY**).

6. Students arriving by Commercial Flight or other means than POV: It is the Soldier and Unit's responsibility to make sure they arrive to McCrady Training Center on time. We no longer provide transportation to or from the airport or bus station. Students will be required to take a Taxi (Uber and like services are NOT allowed on Military Installations). Unit's should make sure Students are prepared to pay for transportation to McCrady Training Center. The cost is around \$75 and Students need to request a receipt to file on their DTS. Return flights should not be scheduled before 1300 on graduation day. **It is HIGHLY DISCOURAGED for students to drive fully electric vehicles. We do not have the capability to keep them charged.**

7. Students must report with the following; DLC 1 or SSD 1 certificate of completion, any profile (DA Form 3349), five copies of orders (M-Day Students), DTS Travel Authorization, DD Form 1610 (AC, AGR and ADOS Students), Memorandum for AC Students within 50 miles, TASS Pre-Execution Checklist (Active Component Students), and all packing list items. **Students who do not have the required documentation will be given 72 hours to have it or be released from the course.** A valid Common Access Card (CAC) and PIN is also required.

a. **Students who report to BLC without a complete, serviceable, and wearable set of the Army Service Uniform (ASU) or Army Green Service Uniform (AGSU) and are unable to have a complete set within 72 hours, will be released from the course** (Students will NOT be allowed to leave the compound for alterations or missing items).

b. **Students who are missing additional required packing list items will have 72 hours to get them or be released from the course** (Students will NOT be allowed to leave the compound to attain missing items).

c. **ALL Soldiers attending BLC will maintain a professional appearance at all times. Hairstyles will be neat and conservative. The hairstyle you are allowed to wear at your unit may not be considered as neat and conservative while you are attending BLC. Refer to AR 670-1, chapter 3 for any questions you may have. Hair styles WILL NOT interfere with proper wear of headgear to include the beret.**

8. Students must arrive fully capable of performing supporting individual tasks and tasks required at the previous lower-level course, e.g., basic training, SMCT Skill Level 1, SSD I / DLC I. Students with Physical Profiles (DA Form 3349) must adhere to the following:

a. Students with medical profiles due to an operational deployment will be permitted by their immediate commander to attend appropriate courses (to include PME) within the guidelines of their profile. Students must submit 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 operational deployment.

b. Students 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 or the student can complete all course graduation requirements.

c. Students with a permanent designator of “2” in the physical profile must include a copy of DA Form 3349 as a part of the course application. 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. Students 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.

d. Students who have been before a MOS Administrative Retention Review and retained 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. Commandants will not dis-enroll or deny enrollment of Students into the course based on physical limiting conditions on their physical profile, IAW MOS Administrative Retention Review adjudication.

e. Pregnant Students: Students who are pregnant prior to the course may not attend BLC until medically cleared. A Soldier who is diagnosed as pregnant while attending BLC may continue, provided written documentation from the doctor states she can participate in all course physical requirements. Students medically dis-enrolled for pregnancy after enrollment are eligible to return to the course when medically cleared.

f. The NCOA will deny enrollment to Students failing to meet any of the above prerequisites.

9. Pay: Parent units will process all pay for their Students. Students released early from the course will be provided a copy of their orders certified through their actual release date. All pay questions should be directed to your sponsor or pay clerk at your unit.

10. 3rd Battalion (NCOA) 218th RTI Contact information

a. Operations NCOIC – SFC Shawn Hamilton
Email: shawn.j.hamilton4.mil@army.mil or Telephone: 803-299-2054

b. Chief of Training - MSG Rachel Lybrand
Email: rachel.m.lybrand.mil@army.mil or Telephone: 803-299-2358

c. Deputy Commandant – 1SG Larry S. Lawton
Email: larry.s.lawton.mil@army.mil or 803-299-2392

d. Commandant – SGM Bernie H. Ochoa

Email: bernie.h.ochoa.mil@army.mil or Telephone: 803-299-1720

11. For updated information and current events for 3rd BN (NCOA), 218th REGT (LDR), follow us on Facebook at <https://www.facebook.com/3rdBNNCOA/>

12. POC for this course is the undersigned at (803) 299-2392 or rachel.m.lybrand.mil@army.mil

RACHEL M. LYBRAND
MSG, USA
Chief of Training