PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 3012; USC 4301; Executive Order 9397.

PRINCIPAL PURPOSE: To document and certify Student enrollment and graduation data.

ROUTINE USES: The enrollment certification will be used to verify Student information in ATRRS and for submission of course results to HRC

MANDATORY OR VOLUNTARY DISCLOSURE: Voluntary. If not submitted, Student enrollment information cannot be verified and enrollment into course cannot be completed

STUDENT IN-PROCESSING FORM

For use of this form see Fort Bliss NCOA BLC SOP, the proponent agency is TRADOC.

PART I: STUDENT DATA

1. BLC CLASS (10-15)	2. PLT/SQD (example 2/1)	3. STUDENT #	4. SCHOOL
			Basic Leader Course

5. NAME (LAST, FIRST, MI)	6. RANK (CIRCLE ONE)	7. MOS	8. DOB (ex: 1990-11-30)
	SPC ☐ CPL ☐ SGT ☐ SSG ☐		

9. UNIT (Format: Company / Battalion / Brigade) example D CO / 4-6 IN / 4-1 AD

10. INSTALLATION	11. STATE	12. ZIP	PREVIOUS HOT WEATHER INJURY	PREVIOUS COLD WEATHER INJURY
			14.) ☐ Yes ☐ No	15.) ☐ Yes ☐ No

16. COMPONENT	17. Time in Service	18. TIME IN GRADE
☐ RA (Regular Army) ☐ USAR (Army Reserves) ☐ ARNG (National Guard)	**(MONTHS ONLY)**	**(MONTHS ONLY)**

19. Marital Status	Do you have a Temporary Profile?	Do you have a Permanent Profile?
☐ Married ☐ Divorced ☐ Separated ☐ Single	20.) ☐ Yes ☐ No	21.) ☐ Yes ☐ No

21a. Profile Limitations:	22. SERIOUS ALLERGY?	IF "Yes" for 22 what type of Allergy
	☐ Yes ☐ No	

23. College Education Level										24. High School Ed Level	
☐ MBA	☐ JD	☐ BS	☐ AS	☐ 5 yr	☐ 4 yr	☐ 3 yr	☐ 2 yr	☐ 1 yr	☐ n/a	☐ HS	☐ GED

25. Have you ever attended WLC before?	26. If you answered "yes" to Q25 where did you attend and what month/year did you attend?	27. Number of Deployments
☐ Yes ☐ No		

PART II: UNIT CONTACT INFORMATION

28. Sponsor: Rank First Name Last Name	29. Sponsor Contact Number ( )
30. Unit First Sergeant: Rank First Name Last Name	31. Unit First Sergeant Contact Number ( )
32. Sergeant Major Name(BN Level) Rank Last Name	33. Parent Unit Staff Duty Phone Number:

34. STUDENT(YOUR) CONTACT NUMBER	35. Enterprise Email Address .mil@mail.mil	36. SIGNATURE

PART III: Computer Access/CAC Verification

1. SM has a Ft Bliss computer account that was established by your unit S-6
2. SM has a valid and active pin for their CAC (Common Access Card), and has verified they have the ability to log onto a computer with their CAC (Common Access Card)
3. SM has completed all computer access requirements and has been verified by the student's Chain of Command. All certificates are up to date and will not expire before or during the Soldier's attendance at BLC. The following training has been completed and documentation can be provided to the Ft Bliss NCO Academy upon request:

Ft Bliss Acceptable Use Policy (http://usasma.armylive.dodlive.mil/?page_id=310)
Cyber Awareness Challenge Exam (https://ia.signal.army.mil)
Army G3 Computer Security Training (https://ia.signal.army.mil)

Computer Access/CAC Validated by unit First Sergeant signature	37. Unit First Sergeant Signature

NCOA USE ONLY

PEC: ☐ 705: ☐ 5500/1: ☐

BLC PL: ☐ MC: ☐ ID: ☐ ERB: ☐ SSD: ☐

Checked by: PHA: ☐