



UNIT LETTER HEAD

RCHS-SVD-PA

DATE

MEMORANDUM FOR Commander, USAREC, RCHS-SVD, 1307 Third Avenue, Fort Knox, KY 40121-2726

SUBJECT: Verification of graduating the Basic Leadership Course before IPAP report date

1. I, SGT John Doe, understand that I must complete the Basic Leadership Course (BLC) at least 120 days before my report date to IPAP IAW the FY25 IPAP MILPER. If I don't submit my DA 1059 by the 120 day mark of my report date, I will forgo my seat and will have to apply again next year.

Course	Loaction	Reprt Date	Graduation Date
Basic Leadership Course	Ft Sam Houston	5/29/2020	7/15/2020

2. POC for this action is the undersigned at (123) 456-7890.

John Doe
SGT, USA
TMC NCO