



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
PENNSYLVANIA ARMY NATIONAL GUARD  
3RD BATTALION (NCOA), 166TH REGIMENT, REGIONAL TRAINING INSTITUTE  
BUILDING 8-80, FORT INDIANTOWN GAP  
ANNVILLE, PENNSYLVANIA 17003-5002

REGT-N-1SG

06 February 2022

MEMORANDUM FOR RECORD

SUBJECT: Future BBLC Student S6 and Technological Requirements for Admission to the BBLC Course in Camp Buehring Kuwait (CBKU) FY 23.

1. All future BBLC students must adamantly work with their chain of command, BN information owners, BN security managers, and S6 shop to complete the following prerequisites to attend the BBLC course. These requirements must be completed prior to the arrival to the course. Failure to complete these requirements could result in a dismissal from the course for failure to meet technical and administrative requirements.

2. eSAAR Form 2875. All students who are not stationed in Kuwait and/or do not have access to the system server in Kuwait must complete the eSAAR form 2875 in the attachments of the welcome letter. Please see below step-by-step instructions for individual and Unit requirements for filling out the form:

- a. Soldier fills out their DOD # and current date at top of the form. Soldier does not update the system name or location blocks.
- b. Soldier fills out blocks 1,2,3,4,5,6,7. Soldier does not update block 8 or 9.
- c. Soldier must have completed Cyber Awareness Training FY 2023 online and the thru date of that training must extend thru the last scheduled day of the BBLC course they are attending. Training can be found at [cs.signal.army.mil](https://cs.signal.army.mil). Soldier must enter the completion date of their Cyber Awareness training in block 10.
- d. Soldier must digitally sign block 11 and forward the 2875 to their supervisor NCO in their chain of command.
- e. Supervisor fills out all blocks 17 and digitally signs block 17d.
- f. Supervisor forwards the 2875 to the BN Information Owner and the Information Owner fills out all blocks 18-19 and digitally signs block 19b.
- g. BN Information Owner forwards the 2875 to the BN Security Manager and the Security Manager fills out all Soldier security information in blocks 22, 23, 24, and digitally signs block 25.
- h. BN Security Manager or the BN S6 representative submits the 2875 for processing and completion prior to the BBLC Course start date.

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3. Army 365 email and Army 365 MS Teams account. All students must have an Army 365 email with [army.mil@army.mil](mailto:army.mil@army.mil) and an active Army 365 MS Teams account. These accounts are imperative to student success as Army 365 MS Teams is the primary resource utilized to deliver BBLC Course instruction. Civilian MS Teams accounts are not compatible with the 365 MS Teams platform. Future students who do not meet these credentialing criteria must work with their BN S6 / resident G6 elements to rectify any issues prior to BBLC attendance. S6 personnel or the Local Defense Enterprise Provisioning Online (DEPO) Entitlement Manager must use the DEPO system to obtain an Army 365 email and MS Teams account for the future student prior to course attendance. If the Local DEPO entitlements Manager or S6 cannot be located, the Soldier and their chain of command can contact the Army Enterprise Service Desk website at [snpro.aesd-w.army.mil/sp/](https://snpro.aesd-w.army.mil/sp/) and initiate a chat using the chat support function on the website to speak with a service desk representative to attempt to rectify the situation.

4. Point of contact for this memorandum is 1SG Charles V. Stover at [Charles.v.stover.mil@army.mil](mailto:Charles.v.stover.mil@army.mil) or the CBKU S6 support desk at 318-824-0586.



Charles Stover  
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Deputy Commandant