



THE NCO LEADERSHIP CENTER OF EXCELLENCE



SGM-A CLASS 73 SPOUSE WELCOME PACKET



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WELCOME

Welcome to the Noncommissioned Officer Leadership Center of Excellence. You are about to join an elite organization that is known throughout the world as the premiere institution for NCO and Enlisted leader professional military education and the mission to develop agile and adaptive noncommissioned officers that meet the challenges of unified land operations in an era of persistent conflict.

As a spouse, you are also now a part of the NCOLCoE family, and as such, we have created this resource packet to ensure you are aware of the services available to you here within the NCOLCoE Campus while attending the Sergeants Major Academy. In addition to the resources available to you on the installation, we hope that our available services will ensure you and your family have a seamless and successful transition into our organization. We wish you and your service member the best of luck! Welcome to NCOLCoE!

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THE NCO LEADERSHIP CENTER OF EXCELLENCE

Our Vision

The premier institution driving innovative development for enlisted leaders; constantly focused on readiness.

Our Mission

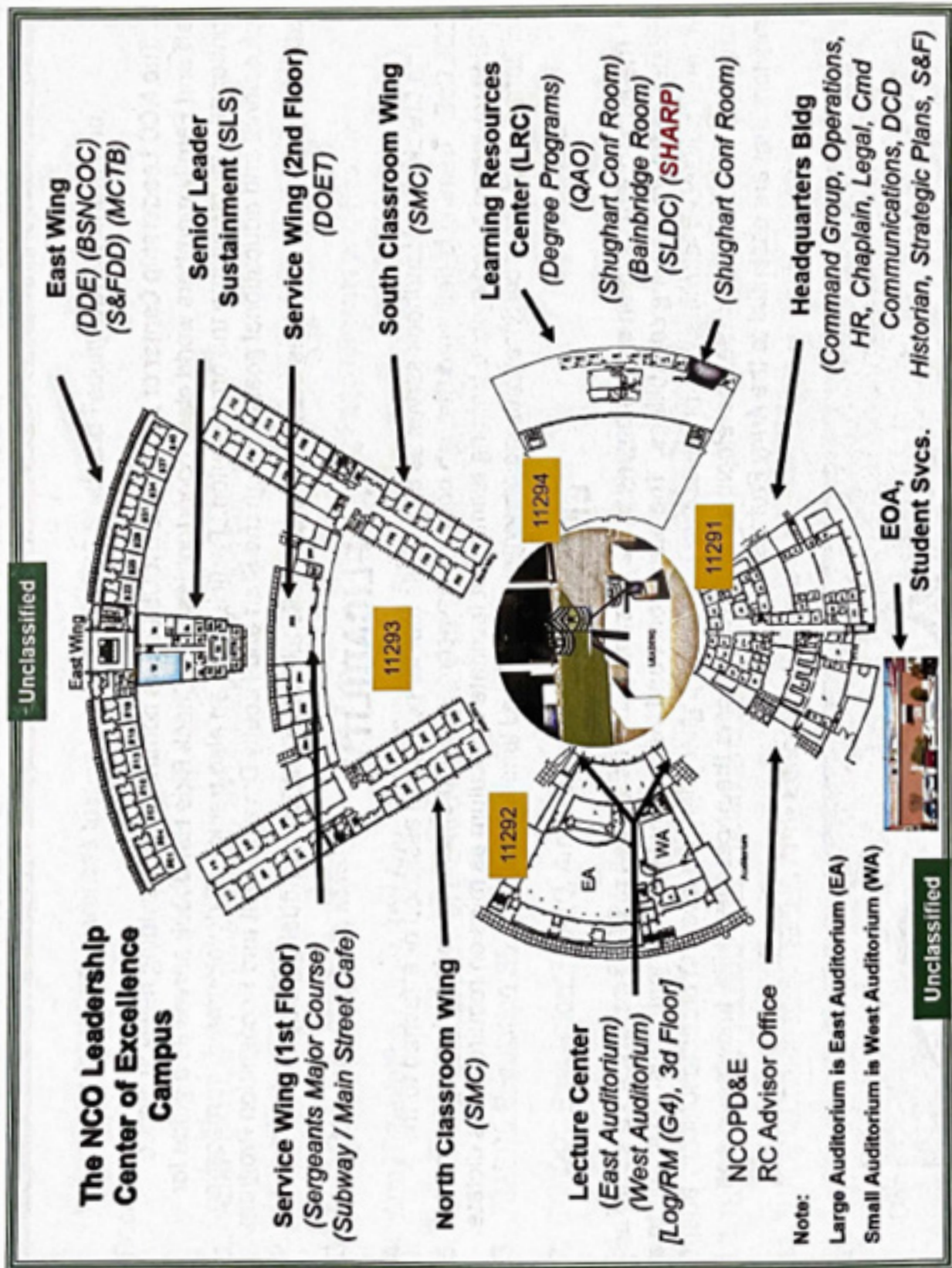
Provide professional military education that develops enlisted leaders into fit, disciplined, well-educated professional capable of meeting the challenges of an increasingly complex world.

What We Are For

Develop, integrate, and deliver education and training readiness.

*“Leaders Build Lethality,
We Develop Leaders”*

CAMPUS MAP



SGM-A CL73 - COURSE CALENDAR

SERGEANTS MAJOR ACADEMY



July	August	September	October																																																																																																																																																																																													
<p>1-4 Independence Day Holiday 5-29 July SMC Instructor Train-up 18 Class 73 Reports 29 CL73 SMPC ends</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S					1	2		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>5 Foundations 12 Opening Ceremony 16-Start 1st Semester</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>2 Training Holiday 5 Labor Day</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>1 End of 1st Semester 3-4 Core Room 5 Start of 2nd Semester 7 Training Holiday 10 Columbus Day</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												
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Course Start/End ■ Core Room ■ Holiday (No Class) ■ Semester Start ■ Semester End



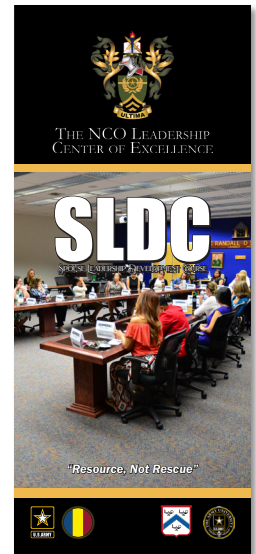
"Leaders Build Lethality, We Develop Leaders"

Class 73
Proposed Calendar

SPOUSE LEADERSHIP DEVELOPMENT COURSE

Spouse Leadership Development Course Handbook

This book is designed for senior spouses who cannot attend the resident Spouse Leadership Development Course (SLDC) at Fort Bliss, Texas. The Spouse Leadership Development Course (SLDC) is a 40 hour course conducted by the Noncommissioned Officer Leadership Center of Excellence (NCOLECoE) and Sergeants Major Academy (SGM-A). The course offers an introduction to a number of extremely important topics for spouses who are entering into a command team at the battalion level. Lessons cover a wide range of topics from protocol and etiquette, Red Cross, Army Emergency Relief, and public speaking. The course emphasizes the senior spouse's role as a member of a battalion command team and the advisor to the commander's spouse on all issues related to enlisted Soldiers and their Families. Access the SLDC Webpage by scanning the QR Code below.

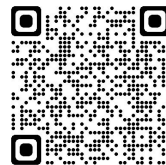


Registration

Registration for SLDC is now open. Please review the Class Schedule in the Course Information section and pick the days and time frames that best suit your schedule.

POC: Michelle Mebane
Chief, SLDC
Work: (915) 744-1201
Cell: (803) 629-8030

Email: michelle.m.mebane.civ@army.mil



HUMAN RESOURCES

The Human Resources Directorate (HRD) is a primary staff section which directly supports The NCOLCoE. Its primary activity is to provide administrative and personnel oversight and advice to the Commandant.

The Human Resources Directorate is an operating agency within The NCOLCoE, focused primarily on improving the career management of Army Soldiers and Civilians. The Human Resources Directorate provides world class human resources and administrative support to the Army's premier enlisted Professional Military Education (PME) organization, The NCOLCoE.

The Human Resources Directorate oversees and executes The NCOLCoE's Talent Management Strategy by promoting the vision of dynamic personnel growth as The NCOLCoE and United States Army Sergeants Major Academy transforms to a degree-producing institute of higher learning. The Human Resources Directorate postures the organization for success with sufficient manpower resources by anticipating future needs and programming increased manning to meet those demands.

ID CARD SECTION

Department of Defense List of Acceptable Identity Documents

Applicants are required to provide two forms of identity source documents in original form. The identity source documents must be bound to that applicant and shall be neither expired nor cancelled. If the two identity source documents bear different names, evidence of a formal name change must be provided.

ID CARD SECTION - CONT.

Primary Identity Source Document

- U.S. Passport or a U.S. Passport Card;
- Permanent Resident Card or an Alien Registration Receipt Card (Form I-551);
- Foreign passport;
- Employment Authorization Document that contains a photograph (Form I-766);
- Driver's license or an identification (ID) card issues by a state of possession of the United States provided it contains a photograph;
- U.S. Military ID card;
- U.S. Military dependent's ID card; or
- Personal Identity Verification (PIV) Card.

Secondary Identity Source Document

The secondary identity source document may be from the list above, but cannot be of the same type as the primary identity source document. An expired Common Access Card or Uniformed Services Identification card may be used as a secondary identity source document for reissuance of the same type of identification card, but is not acceptable for initial issuance.

- U.S. Social Security Card issued by the Social Security Administration;
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal;
- ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph;
- Voter's registration card;
- U.S. Coast Guard Merchant Mariner Card;
- Certificate of U.S. Citizenship (Form N-560 or N-561);
- Certificate of Naturalization (Form N-550 or N-570);
- U.S. Citizen ID Card (Form I-197);
- Identification Card for Use of Resident Citizen in the United States (Form I-179);
- Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350);
- Temporary Resident Card (Form I-688);
- Employment Authorization Card (Form I-688A);
- Reentry Permit (Form I-327);
- Refugee Travel Document (Form I-571);
- Employment authorization document issued by Department of Homeland Security (DHS);
- Employment Authorization Document issued by DHS with photograph (Form I- 688B);
- Foreign ID with photograph;
- Driver's license issued by a Canadian government entity; or
- Native American tribal document.

Contact the NCOLCoE G1 for more information or to schedule an appointment

Phone: 915-744-8349 | Location: BLDG 11291 | Hours: 0900-1600
usamry.bliss.ncolcoe.mbx.ncolcoe-g-1@mail.mil



CHAPLAIN SERVICES

The NCOLCoE's Ethics Advisor (Staff /Chaplain) serves as the Sergeants Major Course Ethics Instructor and Staff Chaplain. The Chaplain provides religious support to the Soldiers, Civilians, and Family members of The NCOLCoE Community and advises the leadership to ensure the 'free exercise' rights for all Soldiers are upheld, including those who hold no faith. The Chaplain also performs religious support activities according to his/her faith and conscience and provides religious support of other faith groups by coordinating with another chaplain or qualified individual to perform the support needed.

Additionally, the Chaplain provides counseling, training, and ministry of presence throughout the many different activities within the Fort Bliss and Noncommissioned Officer Leadership Center of Excellence Community. The Chaplain leads prayer at official ceremonies including graduations, distinguished service recognition ceremonies, award presentations, and other observances. The Chaplain is in charge of the United States Army Sergeants Major Academy Memorial Chapel and leads the Protestant Weekly Worship service.

Ready to support!

Pastoral Care & Counseling Marriage, family, stress, grief, job-related, crisis counseling, & hospital visitation *100% Confidential*	Single Soldier & Marriage/Family Weekend Retreats Lodging, meals, training, & fun are covered! Held every Quarter	Religious Services USASMA Memorial Chapel Protestant Service Sundays at 1000 hrs. (Please see the full list of available worship services)
Spiritual Resilience Wednesdays Devotional, 0830 – 0900 hrs. Shughart Conference Room (Learning Resource Center, 2nd floor)	Ethics, Master Resilience, & Suicide Prevention	Command Advisor Moral, Morale, & Ethical Climate

Support Resources

Chaplain Joseph Salem Bldg. 11291, Room A10 ☎ Office: 915-744-2270 📱 Mobile: 915-238-5925	Fort Bliss Army Community Service (ACS) Website: bliss.army.mwr.com ☎ Office: 915-569-4227	Behavioral Health Mendoza Clinic (2 nd Floor) ☎ Office: 915-742-1022
Military Family Life Counselor (MFLC) ☎ Mobile: 915-525-4330	Military OneSource Website: www.militaryonesource.mil ☎ Office: 800-342-9647	

Worship Opportunities

Center Chapel One 315 Pershing Road	Liturgical Protestant Service: Sunday at 10 a.m. Catholic Mass: Wednesday Confession at 10:30 a.m. Saturday Confession at 4 p.m. Saturday Mass at 5 p.m. Sunday Mass at 11:00 a.m. Daily at 11:35 a.m.
Chapel Two 1542 Sheridan Road	Jewish Services: Friday at 7 p.m. Saturday Torah Study 10 a.m.
Chapel Three 1441 Pershing Road	Samoa Service: Sunday at 11:15 a.m.
Chapel Four - Hope Chapel 2498 Ricker Road	

Chapel Five 5312 Buffalo Soldier	German Protestant: Sunday 10 a.m. on Even Days German Catholic: Sunday 10 a.m. on Even Days Gospel Service: Sunday at 8:30 a.m. Bliss Community Chapel: Sunday at 11:00 a.m. Latter Day Saints Service: Sunday at 2:00 p.m.
USASMA Memorial Chapel 11275 Biggs Street	Protestant Service: Sunday at 10 a.m. Muslim Service: Friday & Sunday at 12:30 p.m. Wiccan Open Circle: Thursday at 7 p.m.
Religious Activity Center 442, 440 Pershing Road	

Spiritual Resilience Wednesdays!

Who: All are Welcome!
 What: Devotional
 When: Every Wednesday, 0830-0850 hrs.
 Where: Shughart Conference Room (LRC, 2nd floor)
 Why: To build community, character, and spiritual resilience... ***Together***

Personnel of any faith or no faith affiliation are welcome to attend. Devotionals will follow a Christian worldview.

Chaplain (Major) Joseph Salem
 Office: Bldg. 11291, Room A10
 ☎ Office: 915-744-2270
 📱 Mobile: 915-238-5925

NCOLCoE LEGAL OFFICE

Providing limited Legal Assistance Services to NCOLCoE Soldiers, Retirees and their Family members, including:

- Powers of Attorney
- Notarizations
- Fort Bliss Legal Assistance information
- Will worksheets (Wills are executed only at Fort Bliss Legal Assistance Office)

Powers of Attorney and notarizations are done on a walk-in basis or by appointment depending on the availability of the NCOLCoE Paralegal NCO.

NCOLCOE CONTACT INFORMATION

NCOLCoE Paralegal NCO

Building 11291 SGT E. Churchill Street

Room 506A (Next to Campus Shoppette)

915-744-6732

FORT BLISS LEGAL ASSISTANCE OFFICE

All other Legal Assistance Services are provided by the Fort Bliss Legal Assistance Office on main (West) Bliss.

GENERAL LEGAL ASSISTANCE HOURS

Monday, Tuesday, Wednesday, and Friday 0900-1600

Thursday 1300-1600

Closed for Lunch 1145-1300

LOCATION

Building 113, Pershing Road (Cassidy Gate Entrance)

Fort Bliss, TX

915-568-7141

EMAIL ADDRESS FOR APPOINTMENTS

usarmy.bliss.hqda-otjag.mesg.bliss-legal-assistance-office@mail.mil

LEARNING RESOURCES CENTER

What does the LRC have to offer NCOLCoE Family Members?

Scholarly Journals

Journal articles are available through ProQuest with a sponsored AULS Library Account

Periodicals

There are over 130 current magazine subscriptions available for browsing at the LRC

Online Catalog

Books can be searched and reserved online with a sponsored AULS Library Account

University Library

The LRC is an academic library with books that support students and their families

Space to Research and Study

There are 15 computers with commercial Internet on the 2nd floor and plenty of study space

E-Books

There are thousands of e-Books available through the Academic eBook Collection

See Angie, or Jane for more information!

<https://www.ncolcoe.army.mil/Administration/Learning-Resources-Center/>

Hours: Monday-Friday 0800-1700 | 915.744.8451

EQUAL OPPORTUNITY

Equal Opportunity Advisor

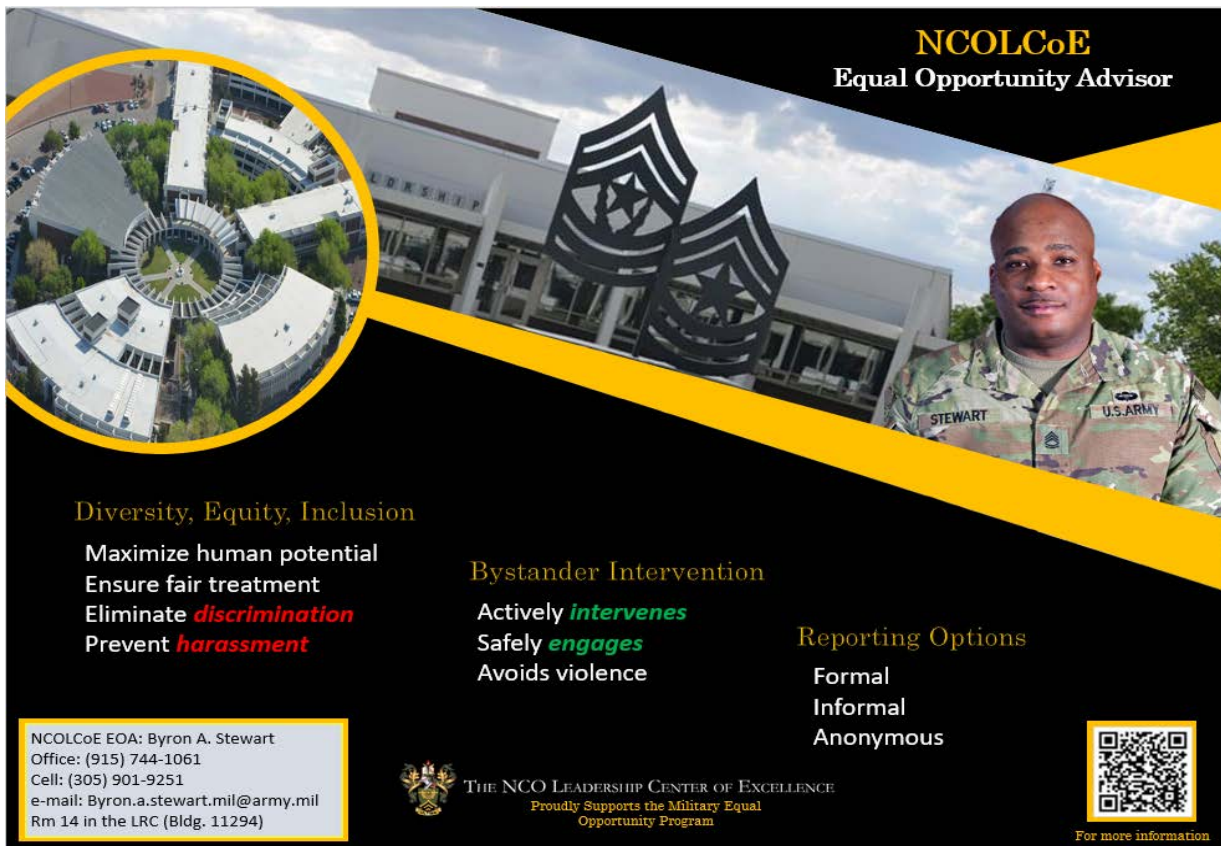
The mission of the Equal Opportunity Advisor (EOA) is to serve as the principal advisor to the Commandant on all matters pertaining to Equal Opportunity (EO). The EOA assists the Commandant in fostering an environment of dignity and respect for Soldiers, Civilians and Family members assigned to the NCOLCoE.

The Equal Opportunity Advisor is the Commandant's direct assistant for equal opportunity and fair treatment for military personnel, Department of the Army Civilians, and family members without regard to race, color, gender, religion or national origin, and seeks to provide an environment free of unlawful and offensive behavior.

The Equal Opportunity Advisor also serves as a liaison between the students, staff and faculty of the NCOLCoE on all equal opportunity issues and concerns. The Equal Opportunity Advisor conducts mission focused and specific equal opportunity training for all assigned elements in accordance with Army Regulation 600-20.

The Equal Opportunity Advisor assists and advises on the planning, rehearsal and performance of all special and ethnic observances that take place on our campus. The Equal Opportunity Advisor is responsible for reviewing all phases on behalf of the Commandant to ensure regulatory guidance is met.

The Equal Opportunity Advisor also plans, conducts and administers Command Climate Surveys as needed, in support of the Commandant's Equal Opportunity Program.




NCOLCoE
Equal Opportunity Advisor


Diversity, Equity, Inclusion
Maximize human potential
Ensure fair treatment
Eliminate **discrimination**
Prevent **harassment**

Bystander Intervention
Actively **intervenes**
Safely **engages**
Avoids violence

Reporting Options
Formal
Informal
Anonymous

NCOLCoE EOA: Byron A. Stewart
Office: (915) 744-1061
Cell: (305) 901-9251
e-mail: Byron.a.stewart.mil@army.mil
Rm 14 in the LRC (Bldg. 11294)

 THE NCO LEADERSHIP CENTER OF EXCELLENCE
Proudly Supports the Military Equal Opportunity Program



For more information

SEXUAL ASSAULT RESPONSE COORDINATOR/ VICTIM ADVOCATE

The NCOLCoE Sexual Harassment Assault Response and Prevention (SHARP) Program is committed to eliminating sexual violence before it begins. We use Unit of Efforts (UOE) to promote a culture where sexist behaviors, sexual harassment, and sexual assault are not tolerated, and four Lines of Efforts (LOEs): advocacy, prevention, awareness, and training. Advocacy aims to empower victims, encourage reporting, and facilitate recovery. With the options of face to face support or dialing the twenty-four hour Fort Bliss Operating Center (FBOC) SHARP hotline (877-995-5247), confidential advocacy is convenient to access. The most effective weapon against inappropriate sexual behavior without a doubt is prevention. The NCOLCoE has two portable SHARP tools for Soldiers and Civilians. All have the option to carry the ULTIMA SHARP card or download/have access on their phone to the ULTIMA SHARP application.

We use focus groups, discussion groups and realistic “What Would You Do” by standard training as venues to promote this behavior change. In addition to the anti-harassment policies, the SHARP program has developed a few best practices to support awareness: growing an anti-sexual violence reference section located in the Learning Resources Center; every year in April, The NCOLCoE dresses in denim to support Denim Day; setting up information booths monthly in high traffic areas around the academy, and providing monthly briefs to installation newcomers with as many as two hundred in attendance. We also provide training at The NCOLCoE’s monthly welcome briefs and to the Sergeants Major Course Distance Learning. This reinforces alignment with changing policies and raises awareness of available resources.



NCOLCoE & FBNCOA SHARP TEAM



NCOLCoE AND SGM-A SHARP REPRESENTATIVES

FORT BLISS NCOA SHARP REPRESENTATIVES



SFC Artie Ortiz
NCOLCoE Full-Time SARC
artie.ortiz2.mil@army.mil
Office: 915-744-3035
Cell: 915-955-0215



SFC Steven Dunkleberger
FBNCOA Collateral Duty VA
Cell: 915-955-2446



SFC Stephanie Hume
FBNCOA Collateral Duty VA
Cell: 915-955-2446



SSG John Minter
FBNCOA Collateral Duty VA
Cell: 915-955-2446



SGM Lori M. Jackson
NCOLCoE Collateral Duty SARC
Office: 915-744-8009
Cell: 915-979-5923



SFC Kerrion P. Porch
NCOLCoE Full-Time VA
Office: 915-744-8009
Cell: 915-XXX-XXXX

1AD & Fort Bliss 24/7 SHARP Hotline
915-892-5137
DoD Safe Helpline
877-995-5247

Bystander Intervention Techniques

HARD CHARGER
Direct Intervention:
Remove either party

BATTLE BUDDY
Distract Intervention: Ask either
person to go do something

MUTUAL SUPPORT
Mutual Support/Delegate Intervention:
Send someone to help or intervene

Sexual Assault
Reporting Options

Restricted
Unrestricted

Sexual Harassment
Complaint Reporting Options

Formal
Informal
Anonymous






THE NCO LEADERSHIP CENTER OF EXCELLENCE

Proudly supports the Sexual Harassment/
Assault Response and Prevention (SHARP) Program
#NoInOurArmy
As of 29 July 2022







SLS

Senior Leader Sustainment

Spouse Services

The **Senior Leader Sustainment** Department offers spouses of resident students **customized medical assessment** and educational environment. These assessments will **enhance spouses' understanding** of the complex interplay between health, fitness, and readiness.

Services We Provide

We create a tailored individualized plan based on the comprehensive out-brief. We can implement measures to optimize performance based on finding to include;

- Health Assessment
- Blood Pressure Check
- VO2 Max
- Sleep Hygiene
- Referrals
- Nutrition Planning
- Fitness Planning
- Performance Testing
- Lab Interpretation
- Weight Management
- Body Composition
- Wellness/Patient Education

Contact Information:

Exercise Physiologist;

915-742-8013

Senior Leader Sustainment Email

usarmy.bliss.medcom-wbamc.mbx.senior-leader-sustainment@mail.mil

Note; The student assessment is our priority. However, services are open to spouses permitting time and availability.



Senior Leader Sustainment

FIND US ON THE WEB

Fort Bliss Welcome Center

<https://home.army.mil/bliss/index.php/my-fort/all-services/military-personnel-division/welcome-center>

MWR

<https://bliss.armymwr.com/>

Ft Bliss ACS

<https://bliss.armymwr.com/programs/army-community-service>

School Support Services

<https://bliss.armymwr.com/programs/school-support-services>

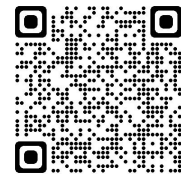
Spouse Employment Resources

<https://www.armymwr.com/programs-and-services/personal-assistance/employment-readiness-program/army-spouse-employment-career-and-education>

NCOLCoE Webpage



NCO Worldwide Website



1st Armored Division Facebook



Fort Bliss Garrison Facebook



Fort Bliss Spouse Association Facebook



WBAMC Hospital Website





THE NCO LEADERSHIP CENTER OF EXCELLENCE

DRIVING CHANGE FOR NCO AND
ENLISTED SOLDIER EDUCATION SINCE
1972