

1st Battalion, 209th Regiment (Regional Training
Institute) (NCO Academy)
220 Country Road A Camp Ashland, Nebraska
68003



Basic Leader Course Student Guide
July 2023

Table of Contents

In accordance with guidance provided by the Training and Doctrine Command (TRADOC Regulation 350-18, Chapter 3, Paragraph 3-2 and BLC Course Management Plan) the 1/209th NCOA Academy has developed this Student Guide, which includes policy and procedures, for the Basic Leader Course. If there is conflict between this plan and Army publications or guidance, the Army publications or guidance take precedence. The intent of this Student Guide is to enhance BLC.

Creed of the Noncommissioned Officer Army Song
Welcome Letter from the Commandant Basic Leader Course (BLC)
Course Design

Chapter 1: Basic Leader Course General Policies/Procedures

- 1-1. Basic Leader Course Overview
- 1-2. Honor Code
- 1-3. Priorities to attend Basic Leader Course
- 1-4. Course Prerequisites
- 1-5. Enrollment Criteria
- 1-6. Course Graduation Requirements

Chapter 2: Student Administration/Classroom Procedures

- 2-1. Student Conduct
- 2-2. Student Assignments
- 2-3. Uniform and Equipment
- 2-4. Training Schedule
- 2-5. Formations
- 2-6. Research Time
- 2-7. Attendance
- 2-8. Valuables
- 2-9. Medical and Dental Treatment
- 2-10. Developmental Counseling
- 2-11. Classroom Procedures
- 2-12. Military Courtesy
- 2-13. Personal Appearance
- 2-14. Telephone/Cellphone/Smartphone
- 2-15. Fraternalization
- 2-16. Treatment of Fellow Soldiers
- 2-17. End of Course Critiques (EOCC)

Chapter 3: Student Dismissal and Appeal Process

- 3-1. Academic and Administrative Dismissal Procedures

3-2. Medical Eliminations

Chapter 4 Service School Academic Evaluation Report (DA Form 1059)

- 4-1. Commandant's List (Limited to 20%).
- 4-2. Superior Academic Achievement (21% to 40%).
- 4-3. Achieved Course Standards
- 4-4. Failed to Achieved Course Standards
- 4-5. Academic and Performance Honors

Chapter 5 NCO Academy Policies

- 5-1. Tobacco Use
- 5-2. Staff Duty NCO
- 5-3. Academy Computers / Blackboard 5-4. Attendance
- 5-5. Adverse Counseling 5-6. Leave and Passes
- 5-7. Alcohol Use
- 5-8. Sick Call Procedures 5-9. Dining Facility
- 5-10. Telephone Calls
- 5-11. Privately Owned Vehicles
- 5-12. Complaints and Counseling
- 5-13. Off Limit Areas to Students
- 5-14. Safety
- 5-15. Environmental Compliance
- 5-16. Graduation
- 5-17. Soldier Distress Plan

Appendix A. NCO Support Channel

Appendix B. Important Phone Numbers

Appendix C. Storm Shelter Locations

Creed of the Noncommissioned Officer

No one is more professional than I. I am a Noncommissioned Officer, a leader of Soldiers. As a Noncommissioned Officer, I realize that I am a member of a time- honored corps, which is known as "The Backbone of the Army." I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the Military Service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

Competence is my watchword. My two basic responsibilities will always be uppermost in my mind-- accomplishment of my mission and the welfare of my Soldiers. I will strive to remain technically and tactically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All Soldiers are entitled to outstanding leadership; I will provide that leadership. I know my Soldiers and I will always place their needs above my own. I will communicate consistently with my Soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my Soldiers. I will be loyal to those with whom I serve; seniors, peers and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, not will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders!



The Army Song

March along, sing our song, with the Army of the free.
Count the brave, count the true, who have fought to
victory.

We're the Army and proud of our name! We're the Army
and proudly proclaim: First to fight for the right, and to
build the nations might, and the Army goes rolling along.
Proud of all we have done, fighting 'til the battle's won,
and the Army goes rolling along.

Then it's Hi! Hi! Hey! The Army's on its way.
Count off the cadence loud and strong!
For where we go, you will always know that The Army
goes rolling along.





DEPARTMENT OF THE ARMY

NEBRASKA ARMY NATIONAL GUARD 1ST BATTALION, 209TH REGIMENT (NCOA)
220 COUNTY ROAD A ASHLAND, NE 68003-6000

NGNE-RTI-A

9 December 2022

MEMORANDUM FOR Students attending the Basic Leader Course (BLC) at the 1/209th Regiment Noncommissioned Officer Academy (NCOA)

SUBJECT: BLC Welcome Letter

1. Congratulations on your selection to attend the BLC here at the 1/209th Regiment (NCOA). Your selection places you among the best qualified from your unit and it indicates the confidence that your leadership has in your ability to grow as an NCO and serve in positions of greater responsibility.
2. The NCOA is committed to providing you with an excellent training experience. We intend to enhance your ability to motivate, train and lead Soldiers. This academy has no challenges or obstacles that you cannot overcome. You should prepare yourself with a positive mental attitude and the confidence that you can and will graduate. We will provide you the training and motivation to accomplish this task. I have instructed my cadre to teach, coach and mentor you in every way. We will place you in a challenging environment and it will be up to you to achieve and maintain graduation requirements.
3. This NCOA provides instruction for the first resident course in the Noncommissioned Officer Professional Development System (NCOPDS). BLC is an MOS non-specific course designed for Soldiers in the grade of Specialist and Sergeant. The course is designed to teach the first-line supervisor's skill set of lead, train, and fight to win the Nation's wars. BLC is the foundation of leadership success and prepares you for the next level of leadership.
4. Again, my congratulations and I welcome you to the NCO Academy at Camp Ashland. We strive to provide you with a challenging and rewarding experience. We are committed to excellence in training and assisting you in your successful completion of your course. This is our contract with you, the NCO Corps and the United States Army.

"One Team, One Fight"

A handwritten signature in black ink, appearing to read "C. Koehler".

Digitally signed by
KOEHLER.CURTIS.CHAN.1148646941
Date: 2022.12.09 09:14:47 -06'00'

CURTIS C. KOEHLER CSM, USA
Commandant

BLC Course Design

References:

- a. BLC Course Management Plan.
- b. TRADOC REG 350-18, The Army School System (TASS).
- c. TRADOC REG 350-10, para 2-4, Institutional Leader Training and Education.

Purpose: This guide outlines applicable policies and procedures for students reporting to the Noncommissioned Officers Academy (NCOA). All students will read this guide and are responsible for complying with its contents prior to attending, but not later than (NLT) 24 hours of arrival at the NCO Academy. Failure to comply with the policies or procedures contained herein could result in an early release from the course. This chapter outlines the purpose and scope of the Basic Leader Course.

a. BLC focuses on six Leader Core Competencies (LCC). 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 along the Professional Military Education (PME) learning continuum.

b. The BLC is a 22-academic day course consisting of 169 academic hours. The course is conducted in four phases with two rotations: Foundations Leadership, Readiness and Assessment.

c. Instruction at the BLC is accomplished through the use of the Army Experiential Learning Model (ELM) methodology. Lessons are facilitated in a small group setting with a collaborative approach, which allows the Soldiers to discover information and then apply it to new and ambiguous situations. Lessons include critical and creative thinking activities and exercises, which aid in learning. Facilitators assess the Soldiers' leadership ability and potential through observing discussions and interactions.

Chapter 1

Basic Leader Course General Policies/Procedures

1.1 Basic Leader Course Overview

References:

- a. BLC Course Management Plan.
- b. TRADOC REG 350-18, The Army School System (TASS).
- c. TRADOC REG 350-10, para 2-4, Institutional Leader Training and Education.

Purpose: This section outlines general policies of the Academy and explains the standards of behavior, conduct, and performance expected of students.

General: The Basic Leader Course (BLC) is a 22-day Program of Instruction (POI), branch immaterial course that trains the basic skills, knowledge, and behaviors necessary to be a professional NCO. BLC assists in the development of competent junior NCOs who are capable of executing individual training. BLC instills self-discipline, professional ethics, and establishes the foundation for follow-on training in leader development. BLC is conducted in a challenging, leadership-intensive Noncommissioned Officer Academy environment.

1-2. The Honor Code

a. Honor is the guiding principle of every endeavor involving the profession of the Army. Integrity is a basic attribute demanded of every Noncommissioned Officer. This personal quality requires, among other things, that “Your work must be your own.”

b. Writing assessments and performance-oriented training evaluations are given throughout the course. Each individual student prepares presentations and is evaluated based on their individual effort. Each student’s work will be entirely original in every manner. The copying of another student’s work violates the intent of the Honor Code. Students are encouraged to work together, utilizing the team concept; however, the final result will be original.

c. The honor system does not cease with academic honor and integrity. It also applies to the observance and adherence to rules, regulations, and policies. To knowingly violate a rule, regulation, or policy whether or not this violation is discovered, is a discredit to your word of honor. It is your responsibility as a student and as a future Noncommissioned Officer, to report violations of rules, regulations, and policies immediately to the chain of command. Failure to do so is a violation of the Honor Code and is grounds for dismissal.

d. Examples of falsifying or cheating on a report, performance exercise, or writing

assessment submitted by a student to meet course requirements are:

- (1) Use of unauthorized aids (answer keys, note cards, etc.).
- (2) Copying from other students work.
- (3) Soliciting, giving, and/or receiving unauthorized oral or written aid.
- (4) Any similar action contrary to the principles of academic honesty.

(5) Plagiarism is defined as incorporating into one's own work the work or ideas of another without properly giving credit to the original author or citing the original source. Adverse actions and punishment for plagiarism could include dismissal from the course and action by the unit chain of command. The Chief of Training (CoT) conducts an investigation concerning plagiarism and forwards the disposition and recommendation to the Deputy Commandant. The Deputy Commandant, or designated representative, determines the final disposition. The academy Commandant is the appeal authority for any dismissals. Students will remain in class until the investigation is complete.

1-3. Priorities to Attend Basic Leader Course

a. Attendance is on a priority basis. Soldiers who qualify for BLC are placed on an Order of Merit List (OML) by the unit commander as follows:

(1) First Priority. Soldiers promoted to SGT with a deferred education requirement, NCOs not previously afforded an opportunity to attend.

(2) Second Priority. SPC/CPL promotable. These Soldiers are prioritized within this category as follows:

(a) For Regular Army/COMPO 1. SPC/CPL promotable in MOS(s) which would have had additional promotions if more promotable SPC/CPL had been available and identified as shortage MOS by monthly HRC Promotion Cut-Off memorandum.

(b) SPC/CPL promotable who have met the cut-off score.

(c) SPC/CPL promotable in other MOS serving in an authorized NCO position based on the highest number of promotion points.

(d) All other SPC/CPL promotable on a recommended list based on the highest number of promotion points.

(3) Third Priority. SPC/CPL in leadership positions. In order to fill all BLC training seats, non-promotable SPC/CPL with demonstrated leadership potential may attend BLC only when all higher OML categories are exhausted.

1-4. Course Pre-Requisites:

a. Meet height and weight standards IAW AR 600-9. Soldiers are allowed one re-screening. The re-screening will be administered no earlier than seven days after the initial height/weight assessment). Failure of initial height and weight screening will result in a counseling and removed from all academic honors. If a student passes the re-screening, the highest rating they may receive on the 1009A for Presence and Comprehensive Fitness is a MET STANDARDS.

b. Be eligible for reenlistment and have an attendance recommendation from their immediate commander.

c. Have no suspension of favorable personnel actions (flags) or pending flags.

d. Arrive fully capable of performing supporting individual task required at the previous lower-level course, e.g., basic training, SMCT Skill Level 1, DLC I.

e. Pre-execution Check List (PEC), Post Reservation Check List (PRCL), and complete NCOA packing list.

(1) Active Component (AC) Soldiers must bring an automated TASS Unit Pre-execution Checklist (PEC), TRADOC Form 350-18-2-R-E with them. This form is available for download from the TRADOC website:

<http://adminpubs.tradoc.army.mil/forms.html>.

(2) Reserve Component (RC) Soldiers must report with the Post Reservation Checklist (PRCL), which took effect in April 2011, for U.S. Army Reserve and Army National Guard Soldiers. The PRCL must be completed by the Soldier's unit two days prior the report date. If the PRCL is not completed, the Soldier's reservation will be cancelled. Due to the use of the PRCL, Reserve Component (RC) Soldiers attending BLC at an RC NCOA will not need a TRADOC Form 350-18-2- R- E, PEC, as the information has already been verified through the PRCL; however, we will accept the TRADOC Form 350-18-2-R-E if RC Soldiers provide the documentation.

(3) AC Soldiers attending a RC or NG NCOA will still be required to report with a copy of their signed PEC. In addition, all Soldiers, both AC, RC, and NG will be required to report with a signed copy of their PEC when attending any AC NCOA.

(4) Soldiers have 72 hours to provide all required missing documents and NCOA packing list items. Soldiers who fail to provide required missing documents and/or items within the established timeline will be dis-enrolled and returned to their unit.

(5) Common Access Card (CAC): All Soldiers attending BLC are required to have CAC.

(6) Student qualifications in meeting prerequisite tasks are an individual and unit

commander's responsibility. Upon arrival, Soldiers must possess the capability of performing supporting individual Skill Level 1 tasks.

f. Soldiers will receive a 1/209th computer user account upon arrival.

g. Soldiers approaching transition from the active rolls may attend BLC up to their ETS date. This action will reduce the training requirement if the Soldier continues his/her military commitment in the ARNG or USAR.

1-5. Enrollment Criteria:

a. Active Component, Active Guard Reserve, Army National Guard, and U.S. Army Reserve selectees attending BLC must meet the following criteria:

b. Soldiers with medical profiles due to an operational deployment will be permitted by their immediate commander to attend appropriate courses to include BLC within the guidelines of their profile. Soldiers must arrive at the aforementioned course of instruction with 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 an operational deployment.

c. Soldiers with temporary profiles preventing full participation in BLC that are not a result of an operational deployment, will be removed or deferred from BLC attendance consideration by their immediate commander, until the temporary profile is removed.

d. Soldiers with a permanent designator of "2" in the physical profile must include a copy of DA Form 3349 (Physical Profile) as part of the course application. They will be eligible to attend BLC and train within the limits of their profile, provided they can meet course graduation requirements. Soldiers 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.

e. Soldiers who have been before a MOS Administrative Retention Review and retained in their MOS or reclassified into another MOS are eligible to attend BLC and train within the limits of their physical profile (DA Form 3349). Commandants will not disenroll or deny enrollment of Soldiers into the course based on physical limiting conditions on their physical profile, IAW MOS Administrative Retention Review adjudication.

f. Pregnant Soldiers: Soldiers 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. Soldiers medically dis-enrolled for pregnancy after enrollment are eligible to return to the course when medically cleared.

g. NCO Academies will deny enrollment to Soldiers failing to meet any one of the above prerequisites. NCOA Commandants will not supplement these mandatory

enrollment requirements.

1-6. Course Graduation Requirements:

a. Students must score 70 percent or higher on the following performance and written evaluations:

b. 1009S Public Speaking and Information Briefing (GPA)

c. 1009W Assessing Writing, Compare and Contrast Essay (GPA)

d. 1009W Assessing Writing, Informative Essay (GPA)

e. Conduct Individual Training Rubric (GPA)

f. Conduct Physical Training Rubric (GPA)

g. Conduct Squad Drill Rubric (GPA)

h. 1009A Assessing Attributes and Competencies (Non-GPA)

i. SHARP Essay-Commandant's Writing Award (Non-GPA)

j. Soldiers who fail to achieve a 70% by failing any assessment will participate in a Reassessment. The purpose of the Reassessment is to serve as a "retest" and provide an opportunity for the student to improve their grade to the graduation requirement of 70%. The Reassessment is mandatory for Soldiers who fail to meet the minimum standard. The facilitator must counsel the student on the failure and the Reassessment requirement. During the counseling, the facilitator discusses the reason for the failure and provides feedback to the student about how he or she can improve to meet the 70% standard. This counseling and feedback should be complete NLT 24 hours after the assessment is complete. **It is the student's responsibility to acknowledge (in writing) the counseling and the facilitator feedback.** It is the responsibility of the facilitator to ensure their feedback is sufficiently clear and understood by the student. When a student fails an assessment, the facilitator and student will participate in mandatory retraining to cover any shortcomings and provide all clarification.

k. Soldiers who fail to submit any assignment or fail to meet the minimum requirements of an assignment will receive a first time NO-GO for that assignment. The Soldier will participate in a Reassessment to meet the 70% standard.

l. Soldiers are allowed no more than two Reassessments during their enrollment in the BLC; additional Reassessments are not authorized. Soldiers who require and pass a Reassessment will receive the minimum passing score of 70% for that event and will automatically be removed from class honors consideration. The highest final grade for an assignment a student can obtain on a Reassessment is 70% (regardless of the scored obtained). If a student fails the Reassessment or requires more than two

reassessments, they will be recommended for dismissal from BLC.

m. Height/weight screening: Height and weight screening is a course graduation requirement.

n. Soldiers will take the Army Combat Fitness Test (ACFT) while at BLC. This is a graduation requirement and failing the ACFT retest will result in you being recommended for dismissal from the Basic Leader Course. Soldiers are allowed one retest. The retest will administered no earlier than seven days after the initial ACFT assessment.

Chapter 2

Student Administration/Classroom Procedures

References:

- a. AR 350-1 Army Training and Leader Development
- b. TRADOC Regulation 350-18 The Army School System (TASS)
- c. NCOA SOP
- d. BLC CMP

Purpose: To outline classroom procedures and student administration 1/209th RTI Basic Leader Course.

Applicability: This student guide applies to all students assigned or attached to the 1/209th RTI NCO Academy.

a. **Student Conduct:** The NCO Academy trains and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions, and directives. It is the student's responsibility to maintain this standard during instruction and throughout their military career. While on and off duty, students will maintain high standards of appearance and conduct. Misconduct of any type, no matter how small, may result in an immediate disciplinary dismissal.

b. **Student Assignment:** During in-processing, students will be assigned to a platoon and receive a squad and platoon number. It is very important that you place your platoon #, squad #, and name on all correspondence while assigned to the NCO Academy. Unless otherwise directed, place this information in the top right corner when filling out documents.

squad / # platoon

- c. **Uniform and Equipment:** You are required to have certain items of clothing and

equipment in your possession while at the academy. The uniform for each day is indicated on the training schedule. Students will always be in a complete uniform when on the academy grounds unless it is after hours. Personnel with prescription eyewear must have their military issued glasses. Wearing of contact lenses is not authorized in the field environment.

d. Training Schedule: A copy of the training schedule is posted on the wall in every classroom. Each student Squad Leader, Platoon Sergeant, and First Sergeant will be responsible for ensuring this information is shared with all students.

e. Formations: Students will march in formation to and from all for training events, when being released for lunch and at the end of the duty day. Small Group Leaders (SGLs) are in charge of any marching element moving outside of the Academy grounds. Senior Small Group Leaders (SSGLs) are responsible for the overall movement for each training day.

f. Research/Rehearsal: If students need additional time for research, students should inform their SSGL/SGL. Research and rehearsal times are built into the training schedule and students will need to check the schedule to understand the times. Additionally, all classrooms will be open until 2400. At 2400, classrooms will be locked by staff duty and all students will be sent back to the barracks. If a student needs additional help from their SSGL/SGL after COB, coordination needs to be made to ensure a cadre member can assist the student when able.

g. Attendance: 1/209th Commandant will consider disenrollment for any Soldier who has missed classroom instruction that cannot be made up, on a case-by-case basis. Soldiers cannot miss any graduation requirements.

h. Valuables: You are reminded that the safekeeping of valuables is a personal responsibility. It is recommended that high dollar personal valuables not be brought inside the Academy.

i. Medical and Dental Treatment: Students needing to attend sick call will report to directly to sick call (Building 508) at 0630. The medics will make the determination of what follow-on treatment, if necessary, for the student and coordinate for transportation for the student. Immediately upon returning from sick call, students will report to their SGL, SSGL, Chief of Training or the 1SG. Students who have missed classroom instruction that cannot be made up will be considered for dismissal at the discretion of the Commandant on a case-by-case basis. The uniform for sick call is APFU. If a student requires medical attention after COB, the student will see or call the Staff Duty NCO who will assess the situation and make the proper coordination as necessary. The SDNCO number is (402) 309-7130.

j. Developmental Counseling: Students will receive developmental counseling while at BLC by SGLs/SSGLs. At no time will one student counsel another regardless of rank or position. Any counseling given by a SGL/SSGL to a student will be precise, objective and fair.

(1) Reception and Integration Counseling: The SGL will determine whether a student has any personal problems or outside distracters that interferes with completing the course. A follow-up of this counseling will be conducted after the student has completed all evaluations.

(2) Event Oriented Counseling: SSGL/SGL will document all observed events of substandard performance on a DA Form 4856.

(a) First offense – Student will receive a counseling statement and be removed from academic honors consideration.

(b) Second offense – Student will receive a second counseling statement; their unit will be notified and corrective training will be administered at the discretion of the SSGL.

(c) Third offense – Student will be given a third counseling statement and be recommended for dismissal from the Basic Leader Course.

k. Classroom Procedures: Classroom norms will be established by the SGL/ SSGL at the beginning of the course. While the emphasis of the classroom conduct is to foster the best learning environment possible, students are expected to always maintain their professionalism and military bearing. Classrooms will be maintained in a high state of organization, cleanliness and repair always. Smoking and smokeless tobacco are strictly prohibited. Only approved water sources will be used in the classroom. In the morning, students will recite the NCO creed together and after lunch chow will sing the Army Song. All computers will be logged off and restarted even if no student is utilizing it as well as ensuring all Common Access Cards (CAC) are removed. Lights will be turned off when no-one is in the classroom.

l. Military Courtesy: Students will maintain the highest standards of military courtesy while at the Academy. Appropriate greetings and courtesies for passing/visiting officers and NCOs will be observed. One important exception is when classes are in progress. Under no circumstances will a class be disrupted for the purpose of courtesy. Visitors will understand that priority of training takes precedence at the Academy.

m. Personal Appearance: You are required to attain and maintain a high standard of appearance at all times. Students are expected to adhere to the standards outlined in AR 670-1 and DA PAM 670-1. There are no exceptions.

n. Telephone/Cell Phones/Smart Watches: Cell Phones may be used in the classroom during Research/Rehearsal times, or other non-duty hours. During the duty day cell phones can be used in the break room or outside near the picnic tables, but not in the classroom. NO TALKING/TEXTING WHILE WALKING OR DRIVING.

o. Fraternalization: Acts of sexual intercourse, sexual intimacy, physical touching of a

romantic or sexual nature, or public displays of affection among or between students and/or staff members are prohibited. This policy applies on or off post, during or after duty hours. There will be no females in the male billets or males in the female billets unless directed by your SGL/SSGL in order to conduct barracks inspections when assigned a leadership role.

p. Battle Buddy Requirement: Soldiers will move in battle-buddy teams before and after the duty day to include; movement to the fitness center, the covered training area, and building 509 (classrooms). Soldiers wanting to run by themselves can move to the gym with a battle buddy, run on the 1/2 mile track, and then move back to the barracks with a battle buddy. Students are allowed to drive to the gym, with a battle buddy, after the duty day.

q. Treatment of fellow Soldiers: All Soldiers deserve to be treated with dignity and respect at all times. Failure to follow these policies can result in dismissal from the course.

(1) Sexual Harassment: Sexual harassment is unacceptable conduct and will not be tolerated. Leadership at all levels are committed to creating and maintaining an environment conducive to maximum productivity and respect for human dignity.

(2) Sexual Assault: Sexual assault is a criminal offense that has no place in the Army. It degrades mission readiness by devastating the Army's ability to work effectively as a team. Every Soldier who is aware of a sexual assault should report incidents within 24 hours. Sexual assault is incompatible with Army values and is punishable under the UCMJ.

(3) Equal Opportunity: All Soldiers will be provided equal opportunity and fair treatment without regard to race, color, sex, religion, national origin, or sexual orientation in order to provide an environment free of unlawful discrimination and offensive behavior.

(4) Abusive Language: The use of profanity, vulgarity, or obscenity is prohibited between cadre to cadre, cadre to students, or student to student. Bottom line, abusive language will not be tolerated. This policy includes all cadences called while in formation.

r. End of Course Critiques (EOCC): All Soldiers are encouraged to complete an EOCC prior to the completion of BLC. A link will be provided to all Soldiers by the Quality Assurance NCO prior to Day 22 of the course. Soldiers should be honest with their feedback in order for our Academy to improve our product for all future courses.

Chapter 3

Student Dismissal/Appeal Process

References:

- a. AR 350-1, Army Training and Leader Development.
- b. FM 7-22 Army Physical Readiness Training.
- c. AR 600-9, Army Weight Control Program.
- d. TRADOC Regulation 350-18, The Army School System (TASS).
- e. AR 623-3, Evaluation Reporting System.

Purpose: To outline the procedures for dismissing students from the 1/209th RTI NCO Academy and the appellate process.

Applicability: This student guide applies to all students assigned or attached to the 1/209th RTI NCO Academy in a student capacity.

3-1. Academic and Administrative Dismissal Procedures:

a. Students being recommended for dismissal for Academic or Administrative reasons will receive counseling from their facilitator, SSGL and/or the Chief of Training (CoT). A full description of Dismissal Procedures can be found in ANNEX E of 1/209th SOP.

b. The Deputy Commandant or the Operations NCO, will read the dismissal packet to the student and have the student indicate if they wish to appeal or not.

c. If the student does not appeal, the student will be dismissed and out processed from the academy.

d. If the student wishes to appeal, they have seven duty days to submit any documents to the Deputy Commandant. All documents involved may be forwarded to legal for a legal review.

e. Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals.

f. In cases where the decision of the appeal is delayed, students will participate in graduation ceremonies and be released back to their unit; however, the DA 1059 will be withheld from the student until final adjudication.

g. The appeal may be submitted in a written or typed format and will be entered in the packet as an attachment. Staff Judge Advocate (SJA) may review the packet to determine legal sufficiency.

h. The packet is then returned to the Commandant for final action. In cases where a

SJA is not available, the Commandant may forward appeals to the Commander who has General Court Martial Convening Authority (GCMCA) for review and final decision.

i. The Academy Commandant will inform the student in writing of the final disposition of their case:

j. If the appeal is approved, the student will continue with the course or graduate and be provided with a copy of their DA Form 1059.

k. If the appeal is denied, the student will be out-processed from the NCO Academy. The student will be provided a copy of the complete packet and a copy of their DA Form 1059.

3-2. Medical Eliminations:

When it is determined that a student has a medical condition which prevents full course participation, actions will be initiated to eliminate the student for medical reasons. Medical eliminations are not adverse and are performed with the student's best interest in mind. Note: There are no appeal procedures for medical dismissal.

a. The student's facilitator, SSGL or the CoT will initiate the counseling.

b. The student will be informed as to the reason for their medical dismissal and that they may reapply for admission as soon as their physical condition allows.

c. The NCO Academy Deputy Commandant will recommend the student be dismissed due to medical reasons.

d. The NCO Academy Deputy Commandant or designated representative will counsel the student being recommended for elimination.

Chapter 4

Service School Academic Evaluation Report (DA Form 1059)

a. The Service School Academic Evaluation Report (AER) is designed to portray the accomplishments and the leadership potential that an individual demonstrates while attending the NCO Academy. More specific information regarding DA Form 1059's can be found in ANNEX E of 1/209th SOP and ANNEX Z for Class Honors.

b. The SSGL/SGL will prepare the DA Form 1059 immediately before graduation, or in conjunction with dismissal. Comments will match those found on the Soldier's developmental End of Course counseling. The student must ensure that he/she has a copy of the DA Form 1059 in his/her possession before departing the Academy area. It is the student's responsibility to ensure all personal data is correct on the DA Form 1059 prior to leaving the Academy area.

c. A maximum of 20% of the class may have Part III, Block A, "Commandant's List", annotated on their DA Form 1059. The academy SSGLs will determine the top 20% according to GPA and ranking order. **List: (will not exceed 20% of the class enrollment). The following guidelines represent the minimum considerations for this rating:**

- (1) Receive a score of 480-600 on the 1009A
- (2) Earn an overall cumulative average of over 90% (GPA of 3.6 or higher)
- (3) Displayed superior performance, Army Values, and the "Whole Soldier Concept" throughout the course.
- (4) Received a first time GO on all writing assessments/evaluations.
- (5) Did not need to conduct any Reassessments.
- (6) Did not receive any adverse developmental counseling.
- (7) In the event of a tie, the commandant will establish a board to determine winner.

d. Superior Academic Achievement: For students who achieve course standards but fall in the top (21%-40%) of the class enrollment, the following guidelines represent the minimum considerations for this rating:

- (1) Receive a score of 480-600 on the 1009A
- (2) Earn an overall cumulative average of over 90% (GPA of 3.6 or higher)
- (3) Displayed superior performance, Army Values, and the "Whole Soldier Concept" throughout the course.
- (4) Received a first time GO on all writing assessments/evaluations.
- (5) Did not need to conduct a Reassessments.
- (6) Did not receive any adverse developmental counseling.
- (7) Presented superior military appearance and bearing throughout the course.

e. Achieved Course Standards: For students who achieve course standards and do not meet the above criteria.

f. Failed to Achieve Course Standards:

- (1) Failed to meet any course graduation requirement.
- (2) Dismissed from the course IAW regulatory guidance.

g. Academic and Performance Honors

(1) Distinguished Honor Graduate: This graduate is the student who demonstrated superior academic achievement through the "Whole Soldier" concept. This graduate must meet the following prerequisites: All criteria for the commandant's list and have highest overall academic grade point average (GPA).

(2) Honor Graduate: This graduate is the student who demonstrated superior academic achievement through the "Whole Soldier" concept. This graduate must meet the following prerequisites: All criteria for the commandant's list and have the 2nd highest overall academic grade point average (GPA).

(3) Distinguished Leadership Award: There is only one leadership award recipient. Eligible nominees must appear before a board. The board will designate the leadership award to the nominee who receives the board's highest evaluation. The nominee must meet be eligible for the Commandant's List.

(4) Commandant's Writing Award: This award is given to the Top written Sharp

Essay determined by the Commandant. Must receive first-time "GOs" in all performance and writing evaluations. Have no adverse developmental counseling.

(5) Iron Soldier Challenge: Highest ACFT or winner of Iron Soldier Challenge when ACFT is not used for record.

Chapter 5

1/209th RTI NCO Academy Policies

a. **Tobacco Use:** Tobacco products will not be used in any government building on NCO Academy grounds. Students are allowed to use tobacco products in designated areas only.

b. **Staff Duty NCO:** The Staff Duty NCO (SDNCO) will assist any students that may have an issue during non-training hours. Please call 402-309-7130.

c. **Academy Computers/Blackboard:** Students will use government issued laptops for classroom instruction during the course. Portable media devices are not authorized for use in any government computer. A Computer User Agreement will be completed by each Student before classes begin outlining acceptable usage. Blackboard will be the primary site used during BLC. You will find references, handouts, videos, and additional resources needed to successfully complete BLC.

d. **Attendance:** AR 600-8-10 (Leaves and Passes) governs all absences. 1/209th Commandant will consider disenrollment for any Soldier who has missed classroom instruction that cannot be made up, on a case-by-case basis. Soldiers cannot miss any graduation requirements. Students must coordinate with chain of command for any needed appointments. Failure to do so may cause the student to be considered for dismissal from the BLC.

e. **Adverse Counseling:** Adverse counseling for misconduct will be recorded on a DA Form 4856 by the student's facilitator.

(1) Continued misconduct will be recorded on a DA Form 4856 by the BLC Branch Chief.

(2) The NCOA Deputy Commandant may, upon reviewing the details of any instance of misconduct, take action to dismiss a student who:

(3) Exhibits personal conduct such that their continuation in the course is not appropriate.

(4) Shows lack of progress, lack of motivation, conduct or attitude that is prejudicial to others in the class.

(5) Show action that make it extremely unlikely they can successfully meet the standards for course graduation.

f. Leave and Passes:

(1) Leave: Ordinary leave and special passes are not authorized while a student is at the NCO Academy.

(2) Emergency Leave: In the event of an emergency requiring leave, students will be administratively released from the course. To expedite processing, your unit should immediately notify the BLC Branch Chief or 1SG of the emergency.

g. Alcohol Use: BLC Students are authorized two alcoholic beverages per day if of legal age. Students are only authorized to purchase alcoholic beverages from the Camp Ashland PX for consumption on Camp Ashland. Beverages are not authorized for consumption in any other Camp Ashland areas other than the PX or within a 50 meter radius of this location for all BLC Students. Students are authorized to consume two alcoholic beverages off post while on an authorized pass issued by the Commandant if of legal age. If consuming alcoholic beverages off post, a designated driver must be assigned prior to signing out for the pass and identified on the sign-out roster

h. Sick Call Procedures: Emergency and routine sick call will be handled through the facilitators or the SDNCO. Sick Call is conducted from 0630 to 0730, seven days, a week at the 1/209th RTI Aid Station in building 508. The uniform for sick call is APFU. Students who have missed more than four hours of classroom instruction that cannot be made up will be considered for dismissal at the discretion of the Commandant on a case by case basis.

i. Dining Facility: There is no DFAC inside the NCO Academy. The academy uses the 209th RTI Dining Facility for BLC students. No food, drinks, or equipment (to include coffee or cups) will be removed from the dining facility without prior approval from cadre.

j. Telephone Calls: Students will inform a facilitator if they need to make official phone calls or expecting an important phone call. Cell phones will be used in accordance with the cell phone policy outlined in this guide.

k. Privately Owned Vehicles: Privately owned vehicles must be parked in designated student parking areas for the duration of the course in front of buildings 501-505.

l. Complaints and Counseling: The Commandant has an open-door policy (see NCOA Policy Letter #8). Students will use the cadre chain of command prior to Commandant's assistance. The facilitators are available for counseling at any time. Students who wish to meet with the Commandant should schedule an appointment through their facilitator.

m. **Off Limit Areas to Students:** All areas within Camp Ashland that are under construction are off limits. Camp Ashland Campgrounds are off limits. Students are not allowed to enter any body of water within Camp Ashland or adjacent to Camp Ashland. Students will stay within 30 miles of Camp Ashland and will not cross statelines.

n. **Safety:** Students will adhere to all safety standards outlined in each Deliberate Risk Assessment Worksheet (DRAW) addressed during all training and classroom environments. For Tornado Warnings, Soldiers will evacuate to the nearest Storm Shelter – See Appendix C for Locations. When in a field environment and cannot access a protective shelter, Soldiers are to lie flat in a ditch or depression and hold onto something secure. When lightning is detected within 5 miles of Camp Ashland all outdoor training will cease and all personnel will relocate indoors. Outdoor training may resume 30 minutes after the last lightning strike within 5 miles of Camp Ashland. In the event of a fire Soldiers will be immediately evacuated following the Fire Evacuation signs. The primary assembly area will be the west parking lot of Building 509 far enough away in order to stay safe.

o. **Environmental Compliance:** Environmental considerations must be addressed using the guidance listed in ANNEX L of 1/209th SOP and should be incorporated into the Deliberate Risk Assessment Worksheets prior to any training activity.

p. **Graduation:** Students' Chain of Command and families of students are encouraged to attend graduation ceremonies. It is the student's responsibility to notify their unit/family/friends as to the time and place of their graduation. Students should encourage family and friends to arrive early as there are a limited number of seats. The uniform for all BLC graduation ceremonies is the Army Combat Uniform with Patrol Cap. Stetsons or any other headgear are not authorized for this ceremony.

q. **Soldier Distress Plan:** Camp Ashland has available medics present or on call at all times. The aid station is located in Building 508, room 160. The RTI medic will evaluate, treat (if possible), and make the determination if the Soldier can return to duty or if the Soldier requires evacuation to a higher level of medical care. If a higher level of care is required, the medic staff will determine which facility to evacuate the student, the mode of transportation, and will inform the Soldiers SGL/SSGL of the situation.

(1) For emergencies during normal duty hours, the Soldier (or battle buddy) should report the situation to their SGL immediately. The SGL will make the determination whether to take the sick/injured Soldier to the medic staff or to call 911 immediately. The SGL will report the situation up the chain of command as soon as possible and inform the medic staff if they have not already been informed.

(2) For emergencies after normal duty hours the Learner (or battle buddy) should

report the situation to the Staff Duty NCO immediately. The Staff Duty NCO will either call the on call medic or call 911 immediately depending on the severity of the situation. In either case, the Staff Duty NCO will report the situation to the medic on call and the BLC Operations NCO on call as soon as possible. In cases involving life, limb, or eyesight the Learner (or battle buddy) should call 911 immediately and report the situation up the chain of command as soon as possible. Staff Duty can be reached at (402)309-7130.

(3) A Chaplain is available either in person on days available at Camp Ashland or by phone. SGL's can arrange an appointment for the Soldier to see a Chaplain should the need arise. Many BLC staff members are Master Resiliency Trainers (MRT) and are available should a Soldier wish to talk with them instead.

r. Check the 1/209th RTI NCO Academy Army Career Tracker and Facebook page (1/209th Regiment – NCOA – BLC, Camp Ashland, NE) for updated graduation information.

APPENDIX A

NCO Support Channel

Throughout the course, students will be assigned and evaluated at least one time in a leadership position. Responsibility for the control and discipline of the students rests with the NCO Academy Chain of Command.

a. Academy NCO Chain of Command

- (1) Commandant
- (2) Deputy Commandant
- (3) BLC Chief of Training
- (4) Senior Small Group Leader
- (5) Small Group Leader

b. Student NCO Chain of Command

- (1) Student First Sergeant
- (2) Platoon Sergeant
- (3) Squad Leader

c. **RESPONSIBILITIES:** The SSGL/SGLs are responsible for the overall administration, billeting, messing and processing of all students. In addition, SSGL/SGLs have the responsibility of conducting squad training and rendering evaluations of the students to include making on the spot corrections and counseling.

d. **STUDENT FIRST SERGEANT:** Students are selected for this responsibility by the Senior Small Group Leaders based upon their academic standing, initiative, motivation, and professionalism. Duties include, but are not limited to:

- (1) Managing Company Formation
- (2) Accountability of Academy BLC Students
- (3) Supervises students in the dining facility and ensures that students are not loitering.
- (4) Other responsibilities as directed by the AM/PM Senior.

e. **STUDENT PLATOON SERGEANT:** Students are selected by their SSGL. The same selection criteria as prescribed for the student First Sergeant applies to the student platoon sergeants. Student platoon sergeants are assigned by the SSGLs. Duties include, but are not limited

to:

- (1) Have 100% accountability of platoon members at all times.
- (2) Performs additional duties as directed by their SSGL.

f. **STUDENT SQUAD DUTIES:** Squad Leader/Team Leader positions are assigned and evaluated by the SGL. Duties include, but are not limited to:

- (1) Keeps the student NCO Support Channel informed of squad/team members who need help with problems.
- (2) Checks the squad/team at all formations to ensure that all members are present, and in the proper uniform.
- (3) Has 100% accountability of squad/team members at all times.
- (4) Performs additional duties as directed by cadre.
- (5) Ensures cleanliness of all assigned areas to include Squad Billeting areas, classroom, and shared use areas.

g. The student leadership responsibilities include the following:

- (1) Attending all classes with their assigned small group.
- (2) Organizing the Student Company for formation.
- (3) Giving and receiving accurate accountability reports and accountability of Soldiers and weapons at all times.
- (4) Disseminating information down to the members of each team ensuring subordinate leaders are kept informed at all times.
- (5) Moving the company when directed by the training schedule.
- (6) Maintaining areas of responsibility to include billets, classrooms, and outside/common areas.
- (7) Reporting violations of instructions or policies, to their SSGL, BLC Branch Chief or 1SG as soon as possible.
- (8) Properly briefing the new student leader when leadership positions are changed.
- (9) All students must ensure that tasks are accomplished according to standards, strictly adhering to instructions from the student leadership. Students performing assignments in leadership positions must ensure that they are familiar with the duties required of the position to which they are assigned.
- (10) Full cooperation of students is required at all times. Disobedience or failure to respond to

orders issued by a student leader could result in a disciplinary release from the course.

APPENDIX B

Important Phone Numbers

1. **EMERGENCY** – 911
2. Ashland Fire Department – 402-944-7004
3. Ashland Police – 402-944-2222
4. SAPR 24hr Hotline – 402-525-0078
5. Poison Control – 800-222-1222
6. Staff Duty – 402-309-7130
7. 1/209th Commandant – 402-309-7153
8. 1/209th Deputy Commandant – 402-309-7181
9. 1/209th Chief of Training – 402-309-7190
10. 1/209th Quality Assurance NCO – 402-309-7395
11. 1/209th Operations NCO – 402-309-7170

Camp Ashland Training Site

Storm Shelters

