

The Fort Bliss NCOA Basic Leader Course

STUDENT GUIDE

“BY EXAMPLE!”

Proponent: The proponent for this student guide is the Commandant, Fort Bliss NCOA. **Effective Date: 01 June 2023**

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US ARMY NCO ACADEMY
The Fort Bliss NCO Academy Student Guide

World Wide Web: This student guide can be downloaded from:

Fort Bliss NCOA website: <https://www.ncolcoe.army.mil/About-Us/Office-of-Deputy-Commandant/Fort-Bliss-NCO-Academy/>

Fort Bliss Facebook Page: <https://www.facebook.com/fortblissncoa/>



(CAC login required)

Send comments and/or recommendations for changes or additions to the proponent listed above. Comments are welcome either written, e-mail, or telephonically.

Purpose: The purpose of this student guide is to provide a single-source document outlining policies and procedures for students/learners reporting to and attending the BLC. All students must carefully read this guide; students are responsible for being familiar with its contents and for compliance within 24 hours after arrival at the NCOA. Failure to comply with the policies or procedures contained herein could result in an early release from the Academy.

Gender: The words “He” or “His” when used in this publication represents both masculine and feminine genders.

Distribution: One digital copy per student is provided on the first day of the BLC training cycle along with other course related equipment and material.

Student Guide Approval: This student guide has been approved by the proponent listed above.

US ARMY NCO ACADEMY

The logo for the US Army NCO Academy is centered on the page. It features a shield with a yellow top section, a blue bottom-left section, and a red bottom-right section. A blue torch with a yellow flame is positioned in the center of the shield. A yellow scroll is draped across the bottom of the shield, containing the text "US ARMY NCO ACADEMY" in blue capital letters. The shield is flanked by two yellow wings.



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CHAPTER 1 GENERAL INFORMATION

COURSE OVERVIEW: The Basic Leader Course (BLC) is the institutional first step in the Noncommissioned Officer Professional Military Education (NCOPME). The BLC is a 22-academic day course consisting of 169 academic hours within the Program of Instruction (POI). This is non-MOS specific, taught in a non-live-in environment using classroom instruction six days a week. 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. The BLC produces competent junior NCOs who are qualified team/section/squad leaders, trainers of leader and warfighting skills. The NCOA graduates are teachers of leader tasks, knowledge and attributes; they are evaluators and counselors who conduct and participate in individual and collective training. BLC instills self-discipline, professional ethics and establishes the foundation for follow-on training in leader development.

1-1. PURPOSE: This guide outlines applicable policies and procedures for students reporting to the Fort Bliss Noncommissioned Officers Academy (NCOA). **All students will read this guide.** Students are responsible for complying with its contents prior to attending, but not later than 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.

1-2. THE EXPERIENTIAL LEARNING MODEL & CURRICULUM: The Army has shifted its classroom learning from an instructor-centered, lecture-based method to a learner-centered, experiential methodology that engages the learners in collaborative practical and problem-solving exercises that are relevant to their work environment and provides an opportunity to develop critical 21st Century Soldier Competencies such as initiative, critical thinking, teamwork, and accountability along with the learning content. The POI contains four phases of instruction: Foundations Phase, Leadership Phase, Readiness Phase and Assessment Phase. The Noncommissioned Officer Leader Center of Excellence (NCOLCoE) designed an educational philosophy to challenge the student/learners with a thorough academic regime. The POI enhances those skills with which student/learners are familiar and develops new skills that student/learners will need to perform their duties as Noncommissioned Officers. The BLC focuses on six NCO Common Core Competencies. 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 PME learning continuum.

1-3. DUTY UNIFORM: The duty uniform for the BLC is the Army Combat Uniform (ACU) with Patrol Cap, Camelbak, and Assault Pack unless told otherwise. All uniform items will be authorized IAW AR 670-1. (NOTE: ASU will be worn for graduation). Uniform and grooming standards will be enforced per AR 670-1. A complete Improved Army Physical Fitness Uniform (IPFU) will be required IAW the NCOA training schedule.

1-4. PRIVATELY OWNED VEHICLES (POV): Students are allowed to bring their POVs to the Basic Leader Course. During in processing, BLC Small Group Leaders will counsel students on the NCOA parking policy and designated areas. Students will park only in the designated parking areas while attending the course. All SGLs will

brief their students on the authorized parking areas approved as of October 2022. POVs must meet post and state safety inspection and installation registration requirements.

1-5. CELL PHONES: Students may bring personal cell phones; however, they can only be used in the designated break areas. Cell phones may be carried and used as necessary when directed by NCOA leadership. **AT NO TIME ARE CELL PHONES ALLOWED DURING ANY ASSESSMENT.**

1-6. STUDENT PAY: The parent unit has the responsibility for all pay issues. Should you fail to receive your pay on payday, notify your sponsor, Small Group Leader (SGL), and/or parent unit for assistance.

1-7. RELIGIOUS SERVICES: The Fort Bliss area offers several religious services at different locations. Information on these locations and times can be obtained from the Fort Bliss Chaplains Family Life Center, Building 448. Family Life Chaplain (915-568-2623). Chaplain Assistant (915-568-8251). Students do not receive academic training on Sunday and are afforded every opportunity to attend religious services on their own time.

1-8. VALUABLES: You are reminded that the safekeeping of valuables is a personal responsibility. It is recommended that high dollar personal valuables not be brought to the Academy.

1-9. OFFICES: All NCOA offices are OFF LIMITS to students except when directed to report by the NCOA Leadership.

1-10. VISITATION: Unit chain of command and sponsors are highly encouraged to visit students. Prior authorization from the Chief of Training (COT) or Deputy Commandant must be obtained 48 hours prior to the actual visit. During the ACFT, sponsors and chain of commands can attend this event as a spectator only.

1-11. ENROLLMENT REQUIREMENTS:

a. All Soldiers attending BLC must meet the physical readiness standards and body fat composition standards of AR 350-1, AR 600-9, and FM 7-22. Soldier flagged for Army Combat Fitness Test (ACFT), or body fat composition failure will not be selected, scheduled, or attend BLC. Soldiers attending the course must be administered the ACFT (for record), as a course requirement, within a 60-day window of time, prior to the course report date. Soldiers attending the course will be administered a height and weight screening on Day Zero (report date) and ACFT on subsequent days as a graduation requirement. If a Soldier fails the ACFT and/or height and weight screening, the Soldier will be given a second assessment NLT Day 15. If a Soldier fails the re-assessment, the Soldier may be considered for dismissal from the course.

b. Soldiers must have no suspension of favorable personnel actions (flags).

c. Soldiers must have all profiles approved by their Commander prior to enrollment.

d. Completed Structured Self Development I or Distributed Leader Course-I (DLC-I).

e. Arrive fully capable of performing supporting individual tasks and tasks required at the previous lower level course, e.g., basic training, SMCT Skill Level 1.

f. Soldier failing to meet the course enrollment requirements will be denied enrollment.

1-12. PHYSICAL PROFILES: Students must be able to meet the physical requirements within the limitations of their profile listed below:

a. Soldiers with medical profiles due to operational deployment will be permitted by their immediate commanders to attend appropriate courses (to include PME) within the guidelines of their profile. Soldiers must arrive at the aforementioned courses of instruction with a copy of their current profile and a memorandum signed by their commander stating the profile has been continuous and is a result of injuries sustained due to operational deployment.

b. Soldiers with temporary profiles preventing full participation in the course, that is not due to an operational deployment, will be removed or deferred from school attendance consideration by their immediate commander until the temporary profile is removed.

c. 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 courses (to include PME) 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. The DA Form 3349 must specifically state the ACFT exercises that can be performed. Profiles that only address APFT exercises and not the ACFT exercises will result in that Soldier being expected to perform the ACFT.

d. Soldiers who have been before an MOS Administrative Retention Review and retained in their MOS or reclassified into another MOS are eligible to attend the course (to include PME) and train within the limits of their physical profile (DA Form 3349). Commandants will not disenroll nor deny enrollment of Soldiers into the training based on physical limiting conditions on their physical profile in accordance with MOS Administrative Retention Review adjudication.

e. Soldiers retained through the Continuation on Active Duty/Continuation on Active Reserve process are eligible to attend courses (to include PME) and train within the limits of their physical profile (DA Form 3349).

f. Soldiers receiving temporary or permanent physical profile limitations after enrollment into BLC will be evaluated by the Commandant for continued enrollment. Soldiers who:

(1) Have met, or will be able to meet graduation requirements, will continue to be trained within the limits of their profile.

(2) Are unable to meet graduation requirements will return to their unit or proceed to their PCS unit, and may, if eligible, be enrolled in a later course.

g. Postpartum Soldiers attending BLC within the 12-month postpartum period must have a memo from their PCM stating they are capable and willing to conduct all BLC physical evaluations except for the ABCP screening.

1-13. STUDENT GUIDE DISTRIBUTION: The student guide is provided online at the Fort Bliss Noncommissioned Officer Academy Official Website: <http://ncolcoe.armylive.dodlive.mil/warrior-leaders-course/>

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1-14. NCOA CONTACT NUMBERS:

NCOA Student Records	Comm. (915)-568-1529
Chief of Training (COT)	Comm. (915)-568-4744
BLC Operations	Comm. (915)-568-2160
NCOA Staff Duty	Cell. (915)-780-9620

1-15. ADDITIONAL INFORMATION AND RESOURCES:

Download the Army Digital Rucksack from your mobile phone inside your App Store application. This Application will provide students reach back capabilities to current doctrine. This will also provide access to learning and development tools focused on self-development, experiential learning, education and credentialing opportunities while attending BLC. For instruction see attachment at the end of this guide.

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1-16. REPORTING, INPROCESSING AND COURSE PREREQUISITES:

a. When attending BLC, report to the Fort Bliss NCOA Barracks, located at Building 1005 on Chaffee Road at 0500 hours on Day Zero (report date) in full IPFU with your sponsor. Roll call will commence at 0500 where students will be assigned to their platoons and begin administrative in-processing procedures. Soldiers attending the course will not have any items while in formation. All students will be verified from the current ATTRS list and must have submitted a Digital Enrollment Packet through their Schools NCO to 1st Armored Division G-3 Schools. This also will include potential Walk-on's attending the course. The Fort Bliss NCOA will only accept packets from 1 AD G-3 Schools. Failure to submit your Digital Enrollment Packet will result in a denial of enrollment. The following documents must be digitally signed in your packet:

- (1) Unit Pre-execution checklist (TRADOC Form 350-18-2-R-E: APR 2018)
- (2) Student In-Processing Form (FB BLC Form 3-2, SEP 19)
- (3) DA Form 705 Record Pass (within 60 days of report date)
- (4) DA Form 5500/5501 Pass (if applicable within 60 day of report date)
- (5) Fort Bliss Universal Packing list: with Chain of Command's signature

The following documents must be included in the Digital Enrollment Packet as an attachment:

- (1) Current STP within 30 days.
- (2) SSD1/DLC-I DA Form 87 Certificate of Training
- (3) Copy of DD Form 1610 (TDY only)
- (4) Copy of any physical profile signed by approval authority if applicable

b. An inventory of the Fort Bliss Packing List items will be conducted. **(Students are not allowed to share**

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or distribute extra gear or packing list items during this in-processing inventory). Students reporting without a complete inventory must obtain missing items within 72 hours. Failure to obtain any missing items will result in being denied enrollment. Items not issued through CIF on the packing list will require a copy of students clothing record showing no proof of issuance. The uniform for CIT, which is a graduation requirement, consists of ACH, eye-pro, gloves, FLC, IFAK, six magazine pouch capacity, and camelback.

c. Soldiers attending the BLC on TDY status from installations other than Fort Bliss will report to the NCOA SDNCO located in building 1005 on Chaffee Road. Students are responsible for their own transportation from local airports, train stations, and bus stations to the Academy. TDY students require the same documentation and items as listed in paragraph 1-18a.

CHAPTER 2 STUDENT ADMINISTRATION

2-1. STUDENT CONDUCT: The NCOA 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 the course of instruction and throughout their military career. While on and off duty, you will maintain high standards of appearance and conduct. Misconduct of any type, no matter how small, may result in an immediate disciplinary dismissal. In addition to other standards specifically listed in this guide, note the following:

- a. Gambling of any kind is prohibited.
- b. Pornographic and offensive material of any type is not authorized.
- c. Use of tobacco products (to include electronic cigarettes and cigars) is limited to designated smoking areas.
- d. Students are responsible for complying with information outlined on the training schedule.
- e. A student caught lying to cadre or cheating will be processed for disciplinary release/Honor violation.
- f. Students will not acquire or provide inappropriate assistance before or during any assessment throughout the course except as instructed (i.e. group activities) and report any such inappropriate assistance before, during, or after any assessment administration. You cannot copy, receive, or use another Soldier's work; all work submitted must be your own original work.
- g. Students are authorized food and beverage in the academy. Any beverage must have a closeable lid. Additionally, all food and beverage must fit inside a student's assault pack. At no time should a student be traveling to and from student parking with food and beverage in their hand so as not to interfere with the ability to render a hand salute and to maintain a professional appearance.

2-2. IMPROPER RELATIONSHIPS:

- a. Facilitators are required to present an impeccable image as moral, professional, and uncompromising role models. Social relationships and involvements with students, graduated students or subordinates are prohibited.
- b. Soldiers coming to this Academy as students must feel safe from harassment of all types. Making suggestive and offensive comments to any Soldier is prohibited. Any soldier observing or receiving any type of harassment must report it as soon as the situation presents itself. This report will go directly to the Commandant or Deputy Commandant. Those who fail to report incidents will be considered accessory to the incident itself.

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c. Social affairs, unless scheduled as part of the POI, are prohibited prior to graduation. The Commandant will approve all social affairs.

d. Dating between cadre and students is prohibited. Arranging dates before or after graduation is prohibited. Using first names for both facilitators and students is prohibited. Text messaging between facilitators and students to pass information is prohibited. Making suggestive comments or using profanity by students or facilitators is prohibited. Physical abuse, verbal abuse, sexual harassment, or racial comments will be treated as a serious incident report and be reported within four (4) hours to the Commandant.

e. Facilitators and students must always conduct themselves in a professional manner. Any action that gives even the impression of a personal relationship is wrong.

f. Due to the transient nature of students and the need to resolve their problems quickly so they may concentrate on their studies, students will address problems directly to the Senior Facilitator of the respective course. The Senior Facilitator will report the complaint verbally to the Deputy Commandant within one (1) hour. If they are not available, the first facilitator NCO has the responsibility to report directly to the Commandant (office 568-2440 or cell 892-8816). Anyone perceived as impeding, covering up, or slowing down this process will be severely dealt with. Senior Facilitators will personally brief all facilitators and students prior to each new class enrollment.

2-3. STUDENT ASSIGNMENT: During in processing, you will be assigned to a platoon and receive a "Student Number." It is very important that you place your student number, rank, and name on all correspondence while assigned to the Fort Bliss NCOA BLC. Unless otherwise directed, place this information in the top right corner when filling out documents. This student ID number is comprised of your platoon number and student number. Also ensure your sponsor and appropriate members of your assigned command know your roster number. Students will rotate classrooms throughout the phases of the course, but will maintain their original roster number.

1 01

Platoon Number

Student Number

2-4. UNIFORM AND EQUIPMENT: You are required to have certain items of clothing and equipment in your possession while at the Academy (see Fort Bliss Packing List). Students requiring prescription eyewear must have their military issued glasses IAW AR 670-1 and inserts for ballistic eyewear. An inventory will be conducted during your in processing to determine accountability and serviceability. The uniform for each day is indicated on the training schedule. Civilian clothes are allowed only during personal time, on non-scheduled academic days, and when specifically authorized by the Commandant.

2-5. TRAINING SCHEDULE: A copy of the training schedule is posted on the bulletin board in building 2E. The training schedule is posted in every classroom and an example is available for viewing on the Academy website.

2-6. FORMATIONS:

- a. Students will march in formation to and from all training unless specified otherwise.
- b. SGLs oversee any marching element moving outside of the Academy grounds.
- c. Duty Platoon SSGLs and SGLs are responsible for the overall movement each training day.

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d. If a student is late to any formation (including any scheduled training event), he/she will receive developmental counseling and Corrective Action. If a student is late a second time, he/she will be considered for dismissal.

e. Students should immediately call the SDNCO at (915) 780-9620, Senior SGL, or SGL if they become aware of emergency circumstances that will cause them to be late. Calling SDNCO does not excuse a student for being late. The SDNCO is notified for situational awareness and to have full accountability of all students.

2-7. CLASSROOM PROCEDURES: Classroom norms will be established by the SGL at the beginning of the course. A classroom leader will be appointed for each classroom and be responsible for greeting all visitors IAW SGL instructions. While the emphasis of the classroom conduct is to foster the best learning environment possible, students are expected to maintain their professionalism and military bearing at all times. Classrooms will be maintained in a high state of organization, cleanliness, and repair. Students will be expected to always act professionally inside the classroom. Any beverage containers must have a lid or be placed in the classroom away from electronics. End of day procedures will be adhered to everyday as instructed by the SGL.

2-8. SAFETY:

a. Safe training and training safety are not synonymous. Safe training is achieved by integrating safety in the planning, development, and conduct of training (ADP/ADRP 7-0). Leaders must commit to accomplishing the mission without unnecessarily jeopardizing lives and equipment. Leaders must recognize unsafe behavior while making prudent risk decisions and developing operational processes to minimize hazards. Force protection must be an integral part of mission accomplishment by including deliberate risk assessment and risk managements in the decision-making process. Deliberate risk assessment/management eliminates unnecessary risk, minimizes fratricide, and avoids accidental injury to Soldiers and damage to equipment. Force protection responsibilities continue around the clock, both on and off duty.

b. Training safety consists of three interlocking tiers:

(a) The Commandant: Validating soundness of training and evaluation plans for safety and resolving safety issues.

(b) The First Line Leader: Identifying necessary actions by responsible individuals, establishing a system to monitor training safety, and focusing on adherence to standards.

(c) The Individual: Looks after himself, others, and knows how to recognize unsafe conditions and acts.

2-9. CRIME PREVENTION: Crime prevention is the responsibility of all personnel assigned to the Academy. Individuals should not bring high dollar items. In the event of a break in or theft, the individual suffering the loss should immediately report the loss to the SDNCO or other Cadre member and give all the details pertaining to the loss. Military Police are not notified without permission from the BLC COT, First Sergeant, Deputy Commandant or Commandant except in cases of extreme emergency.

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CHAPTER 3 STUDENT ORGANIZATION

3-1. NCO SUPPORT CHANNEL: A student Chain of Command (COC) is designated and rotated periodically, allowing each student the opportunity to be assessed in a leadership positions. The student leaders are responsible for the actions of the students in their squad. Student leaders exercise normal authority and responsibilities in the execution of their appointed command functions. Students will cooperate and obey the orders of those appointed above them. Failure to cooperate with or disobeying directives from the student COC may result in adverse actions such as dismissal from the course or adverse comments entered on the student's DA Form 1059 Academic Evaluation Report.

- a. Academy NCO Chain of Command (from top down)
 - (1) Commandant
 - (2) Deputy Commandant
 - (3) First Sergeant
 - (4) Chief of Training/ Chief of Operations
 - (5) Senior Small Group Leader
 - (6) Small Group Leader
 - (7) Staff Duty NCO (SDNCO) during non-academic hours
- b. Student Chain of Command (from top down)
 - (1) Student First Sergeant
 - (2) Student Platoon Sergeant
 - (3) Squad Leader
 - (4) Team Leader
 - (5) Other(s) as appointed by the SGL

3-2. RESPONSIBILITIES: The SGLs are responsible for the overall administration, billeting, safety, messing and processing of all students. In addition, SGLs have the responsibility of conducting squad training and rendering assessments of the students to include making on the spot corrections and counseling. General student leadership responsibilities include:

- a. Attending all classes with their assigned small group.
- b. Organizing the student company for formation.
- c. Giving and receiving accurate accountability reports and accountability of students.
- d. Disseminating information down to the members of each team ensuring subordinate leaders are kept informed at all times.
- e. Movement when directed by the training schedule.
- f. Maintaining areas of responsibility to include barracks, classrooms, and outside/common areas.
- g. Ensuring equipment is properly stored or displayed IAW NCOA Barracks SOP.

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- h. Reporting violations of instructions or policies to the NCOA COC as soon as possible.
- i. Briefing the new student leader when leadership positions change.

3-3. STUDENT FIRST SERGEANT: Students selected for this responsibility are chosen based upon their academic standing, initiative, motivation, and professionalism. In addition to the responsibilities listed above, other responsibilities include:

- a. Responsible for the police and orderliness of the Academy area as a whole.
- b. Having 100% accountability of platoon member at all times.
- c. Other responsibilities as directed by the NCOA COC.

3-4. STUDENT PLATOON SERGEANT: The same selection criteria as prescribed for the student first sergeant apply to the student platoon sergeant. Student platoon sergeants are assigned by the SSGLs. In addition to the duties listed under 3-5, other responsibilities include:

- a. Ensuring platoon members are present at first call and preparing for formation.
- b. 100% accountability of platoon members always.
- c. Performing additional duties as directed by the facilitator COC.

3-5. STUDENT SQUAD/TEAM LEADER DUTIES: Squad Leader/Team Leader positions are assigned and assessed by the SGL. Responsibilities include:

- a. Keeping the student NCO Support Channel informed of squad/team members who need help with problems.
- b. Checking each member of the squad/team at first call to ensure that they are ready and prepared for first formation.
- c. Checking the squad/team at all formations to ensure that all members are present and in the proper uniform.
- d. Having 100% accountability of squad/team members at all times.
- e. Performing additional duties as directed by the NCOA COC.

All students must ensure that tasks are accomplished according to standards and strictly adhere 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. 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.** The students in leadership positions must bring any disobedience or noncompliance situation to the attention of the NCOA COC.

CHAPTER 4 ACADEMY STANDARDS

4-1. STANDARDS AND CONDUCT: The NCOA is dedicated to the principle of leading by example.

a. Military Courtesy: Students will maintain the highest standards of military courtesy while at the Academy. Appropriate greetings and courtesies of visiting officers and NCOs will be observed. One important

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exception is when classes are in progress. Under no circumstances will a class be disrupted for the purpose of courtesy. The priority of training takes precedence at the Academy and visitors will understand.

b. Personal Appearance: You are required to always attain and maintain a high standard of appearance. Strict adherence to standards outlined in AR 670-1 and 1st AD Standards Guide is the rule. This includes BN ball caps, unit t-shirts, unit under shirts, etc. There are no exceptions.

c. Honor Code: 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.” Performance assessments are given throughout the course. Each individual student prepares presentations. This work is assessed based on 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. 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 this violation is discovered, is a discredit to your honor. It is your responsibility as a student and as an NCO 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 any violation of the Honor Code is grounds for dismissal.

d. Plagiarism is not the same as cooperation or collaboration. Facilitators often expect, and highly encourage, students to work on assignments collectively and collaboratively. This is okay, as long as whose work being presented is clearly relayed. Plagiarism is to commit literary theft, to steal and pass off as one’s own ideas or words, and to create the production of another. When you use someone else’s words, you must give the writer or speaker credit (i.e. according to the lesson B103 . . . or according to ADRP 6-0 . . .). See Purdue OWL website for more information on how to avoid plagiarism: https://owl.purdue.edu/owl/avoiding_plagiarism/index.html Even if you revise or paraphrase the words of someone else, if you copy and paste from another document, if you copy and paste from a prior paper you have written, from a website, or if you use someone else’s ideas, you must give the author credit. Some Internet users believe that anything available online is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else’s words or ideas without giving credit to the originator is stealing.

e. Cheating includes but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the facilitator). Cheating also includes using, supplying, or communicating, in any way, unauthorized materials, including notebooks, cell phones, calculators, computers, or other unauthorized technology, during an assignment or assessment.

f. Forgery or stealing includes, but is not limited to, gaining unauthorized access to assessments or answers to an exam, altering computer, or grade-book records, or forging signatures for the purpose of academic advantage.

g. Any unauthorized use of course material is the online posting, distribution, publication, or sale of course material and is strictly prohibited. Students are prohibited from photographing, dictating, copying, emailing, or otherwise reproducing faculty materials or student work without permission from the NCOLCoE.

h. The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom facilitator or other cadre, taking into consideration written materials, observation, or information from others. Students found to have engaged in academic dishonesty shall be subject to academic penalties

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4-2. COURSE GRADUATION CRITERIA AND REQUIREMENTS: There are six graded assessments that contribute to the overall student GPA and four mandatory Non-GPA assessments. Students who fail to achieve a 70% GPA by failing any assessment will participate in a reassessment. Students must achieve a 70% or higher on the following performance assessments to receive a “GO” rating:

a. GPA Performance Assessments

1. 1009S Public Speaking and Information Briefing
2. 1009W Assessing Writing, Compare and Contrast Essay
3. 1009W Assessing Writing, Informative Essay
4. Conduct Individual Training
5. Conduct Physical Readiness Training
6. Conduct Squad Drill

b. Non-GPA Performance Assessments

1. Compliance with the Army Body Composition Program
2. ACFT
3. 1009A Assessing Attributes and Competencies
4. 1009W (Special) Assessing Reflective Writing
5. 1009W (Special) Resume
6. SHARP Essay

4-3. REASSESSMENTS: Reassessments are necessary when Soldiers/students fail an assessment. Soldiers are strongly encouraged to conduct their own collaborative study sessions; it is not mandated to do so. Reassessments will occur anytime a student fails an assessment for the first time except for the 1009A – Assessing Attributes and Competencies. The NCOA Deputy Commandant is the dismissal authority, and the commandant is the appellate authority for all dismissals. Facilitators will conduct the reassessment NLT 72 hours after necessary retraining/study hall. Any reassessment will be accomplished outside of the course hours to preclude the student missing any scheduled classes. Soldiers who require and pass a reassessment will receive the minimum passing score for that event, and the facilitator will automatically remove the student from class honors consideration. Students who fail an initial evaluation will receive mandatory study hall and a reassessment. You must retake the assignment in its entirety and receive a passing score. Students who fail the initial and reassessment on the same evaluation, will be considered for elimination from the course. Students who fail an evaluation and pass the reassessment, will receive 70% as the highest score for that evaluation, and dropped from consideration for honors. Students who fail any assessment or fail to turn in an assessment on time, are not eligible for the Commandant’s List or the Superior Academic Achievement in PART III block a. of the DA Form 1059.

4-4. INSPECTIONS: Military inspections are required to ensure adherence to standards and overall preparedness. BLC cadre and learner leaders will conduct in-ranks, classroom, standby, and barracks (for safety and general cleanliness only) inspections –announced and unannounced. Students should always be prepared for inspections while attending the course.

4-5. FORMATIONS: Formations are conducted IAW TC 3-21.5 and occur at designated or unannounced times. Attendance is mandatory and only the facilitator can authorize an absence. Under normal conditions, students will

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march at the position of attention. When uneven surface conditions exist, formations are marched at "At Ease" or "Route Step." Horseplay or unprofessional conduct will not be tolerated under any circumstance.

4-6. STUDENT COUNSELING: Students will receive at a minimum the following counseling's while attending BLC:

a. Initial Counseling. (Reception and Integration) The SGL should determine whether a student has any personal problems or outside distracters that would interfere with the student's course completion.

b. Performance Oriented Counseling. Adverse or other event-oriented counseling is only given if the situation warrants.

c. End of Course Completion Counseling.

d. Project Athena IDP (If student chooses). The SGL will consolidate and analyze student performance assessments near the end of the course and provide students documented feedback in the form of an Individual Development Plan. The IDP will identify the student's strengths, weaknesses, and developmental needs and is optional to the student. They may request their instructor collaborate on the IDP and receive coaching.

4-7. PASS PRIVILEGES: Passes are **NOT** granted during attendance at the NCOA. During training holidays/federal holidays, students may be granted Commandant's Time. It is the responsibility of the student to report to their unit and complete all necessary paperwork to initiate and/or be granted a pass prior to the holiday weekend. In the event of a serious incident taking place due to failure to follow proper protocol, the student's chain of command will be notified, and they may be recommended for dismissal from the Basic Leader Course. If there are any questions concerning pass privileges for scheduled holidays do not hesitate to ask your SGL.

4-8. LEAVES: Individuals departing on emergency leave will receive an administrative release. The student's parent organization is responsible for preparing and processing the leave request.

4-9. MEALS: Small Group Leaders will release students for meals IAW the BLC training schedule. The students will choose where to consume their meals on the installation but are required to return to the academy NLT the time designated on the training schedule. At no time, will students be allowed to leave the installation during the duty hours to pick-up or consume their meals. Units are responsible for ensuring that their Soldiers CAC can be used as a meal card at the DFAC.

4-10. SERVICE SCHOOL ACADEMIC EVALUATION REPORT (DA FORM 1059): The Academic Evaluation Report (AER) is designed to portray the accomplishment and the leadership potential that an individual demonstrates while attending the NCOA. The Academy prepares the AER immediately prior to graduation or in conjunction with dismissal. The student must ensure that they have a copy of the AER in possession prior to departing the Academy area. It is the student's responsibility to ensure all personal data is correct on the AER prior to leaving the Academy area. Students who receive any adverse counseling are not eligible for the Commandant's List in PART III block a. Students who receive two or more adverse counselings are not eligible for the Superior Academic Achievement in PART III block a. However, the commandant may withhold the Superior Academic Achievement rating from a student with only one adverse counseling that is more than a minor infraction. Students that rate in the upper 40 percent will receive a class standing assessment within part III, block a. Students rating below 40 percent (in other words, "Achieved Course Standards" or "Failed to Achieve Course Standards" box check selections) will not receive a class standing assessment within part III, block a.

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Commandant's List (limited to 20% of class enrollment): To be considered for the top 20%, a student must pass all initial assessments, receive a cumulative attributes and competencies score of 480 or higher of a possible 600 points final rating from the 1009A, pass U.S. Army fitness requirements during the course, and receive no negative counseling. This percentage includes the distinguished honor graduate and honor graduate.

b. Superior Academic Achievement (limited to 21%-40% of class enrollment): Student must pass all initial assessments; receive a cumulative attributes and competencies score of 480 or higher of a possible 600 points final rating from the 1009A, pass U.S. Army fitness requirements during the course; and receive no negative counseling to be eligible for consideration of top 21% to 40% of class enrollment.

c. Achieved Course Standards: Student must pass each assessment with a 70%; receive a cumulative attributes and competencies score of 420 or higher of a possible 600 points final rating from the 1009A; and pass U.S. Army fitness requirements during the course.

d. Failed to Achieve Course Standards: Students who receive any "Did Not Meet Standards" assessment within PART II, (blocks f. thru k.) will be assessed as a "Failed to Achieve Course Standards" within PART III-Overall Academic Achievement section of the AER DA Form 1059. A box check selection of "Achieved Course Standards" in this instance requires an explanation in the comment area.

e. Did Not Meet Standards: assessment within PART II, blocks f through k may only be a "Failed to Achieve Course Standards" within PART III, Overall Academic Achievement section of the AER DA Form 1059. If the student fails to meet course requirements as identified in the course grading plan, the reviewing official will place an "X" in the "Failed to Achieve Course standards" box. Any student receiving two or more "Did Not Meet Standards" rating in PART II, blocks f thru k, will be rated as "Failed to Achieve Course Standards" in PART III, block a.

f. Students who fail any assessment are not eligible for the Commandant's List or the Superior Academic Achievement in PART III block a.

g. Students who receive any adverse counseling will not be eligible for the Commandant's List. Students who receive any adverse counseling will not be eligible for the Superior Academic Achievement in PART III block a. However, the commandant may withhold the Superior Academic Achievement rating from a student with only one adverse counseling that is more than a minor infraction.

4-11. STUDY HALL: Students who need additional assistance are encouraged to attend study hall at the times listed on the training schedule to prepare for the next day of training. No one is excused from this study hall without the approval of the Commandant.

a. The Commandant directs that only those students who fall in the categories listed below attend a one-hour mandatory study hall as annotated on the training schedule:

- (1) Students who fail an assessment for the first time.
- (2) Students whose academic average falls below 76%.
- (3) When SGLs have determined a student has poor study habits or is having difficulty retaining information.
- (4) Students who are not adequately preparing themselves for the next day's training as identified by their SGL.

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4-12. ATTENDANCE: Disciplinary elimination may result from any unauthorized absences after being late for two formations. Attendance at all classes is mandatory. Soldiers cannot miss any graduation requirements. Students missing class must make the material up on their own prior to graduation, if the Commandant feels you cannot make up the time you may be considered for release from the course. Attendance at training events is mandatory for all students. Any student who has quarters or any emergency that causes him/her to miss **four or more academic hours** (special circumstances will be considered on a case-by-case basis by the Commandant) of programmed instruction may be considered for release from the course. All training is critical and time does not permit the student to recover before moving on to next subject. Students who have any appointments must reschedule while attending the course.

4-13. COMPLAINTS AND GRIEVANCES: Students should address complaints and grievances to their SGLs, SSSL or the Chief of Training (COT) at any time. Every effort will be made to resolve issues at the lowest level possible. The Commandant's Open Door Policy applies to all students enrolled in the course. Should a student's concerns not be resolved while utilizing the NCO Academy facilitator chain of command, they may request to speak with the Commandant. No student will be denied the right to speak with the Commandant IAW his Open Door Policy, nor will there be any repercussions for such a request.

CHAPTER 5 ACADEMIC AND PERFORMANCE HONORS

5-1. NCOA HONORS: Based upon the criteria listed below students will be selected for academic and performance honors. These awards are described below. Each awardee will have special annotations made on their AER.

a. Commandant's List: This list will not exceed 20% of the class enrollment. If the student passes all initial assessments, receives a cumulative attributes and competencies average of 480 or higher on the 1009A, passes the U.S. Army fitness requirements during the course, and receives no negative counseling; they are eligible to receive this honor.

b. 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:

- (1) Must be eligible for Commandant's List
- (2) Have highest overall academic grade point average (GPA)
- (3) Have no adverse developmental counseling

c. Male and Female Iron Sergeant: These graduates are the male and female student who demonstrated superior physical fitness and achieved the highest score on the ACFT for their respective gender.

5-2. DISMISSALS:

a. Administrative: Administrative release from BLC is reviewed by the Deputy Commandant on a case-by-case basis and determined by the Commandant based on the Deputy Commandant's recommendations. Reasons for release include compassionate transfer, emergencies, unit recall or other reasons beyond the control of the student. The student is eligible to return to the course as soon as the situation is resolved. Administrative releases are not adverse in nature. Released students may return to the course as soon as the condition is resolved.

b. Medical: Medical release is a type of administrative release and is reviewed by the Deputy Commandant on a case-by-case basis. The Commandant determines the release based on the recommendation of the Deputy Commandant. Reasons for a medical release include injury or illness

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resulting in unreasonable delay and/or loss of training time or being prohibited from participating in any required training. Medical releases are not adverse in nature. Released students may return to the course as soon as the condition is resolved.

c. Academic: Academic release is based upon when a student fails to achieve course standard on an initial and reassessment for the same evaluation or fails more than two reassessments. Academic releases are considered adverse IAW AR 600-8-19. Students failing required NCOPDS for academic reasons will be removed from the promotion standing list. A student released for academic reasons is eligible to re-enroll after a period of six months for a first-time dismissal or one year for a second time dismissal from the date of the executed DA Form 1059 and once the reason for the dismissal has been resolved. Students released for Academic reasons receive an AER with adverse comments.

d. Disciplinary: Disciplinary releases are reviewed by the Deputy Commandant on a case-by-case basis and are considered adverse in nature. The Commandant will determine release from the course based on the recommendation of the Deputy Commandant. Students released for disciplinary reasons are not allowed to return to any NCOPME Course for a period of six months. Additionally, students eliminated for cause may be barred from reenlistment, receive non-judicial punishment, or be reclassified (Ref AR 350-1). Finally, the Soldier is removed from the promotion standing list (Ref AR 600- 8-19) and receives an AER with adverse comments. Disciplinary releases include (but are not limited to):

1. Negative attitude or lack of motivation, either of which is prejudicial to the interests of other students in the class.
2. Personal conduct is such that continuance in the course is not appropriate (for example, if a student violates regulation, policies, or established discipline standards.)
3. Conviction under the provisions of the Uniform Code of Military Justice (UCMJ).
4. Violations of the Student Honor Code System.
5. Any conduct unbecoming of a Noncommissioned Officer.
6. Absent from appointed place of duty, i.e. formation/classes etc.
7. Violations of the Student Honor Code System.
8. Any conduct unbecoming of a Noncommissioned Officer.
9. Absent from appointed place of duty, i.e. formation/classes etc.
10. A student receiving excessive spot reports or adverse counselings (two or more) related to disciplinary misconduct is considered a habitual offender and recommended for release from the course.
11. Any unsafe action that endangers self or another student, resulting in an injury or illness and/or lose of training time.
12. Other reasons as determined by the Commandant and/or Deputy Commandant.

5-3. APPEALS PROCESS: Any student released from the course has a right to an appeal. An appeal is a written request to the Commandant to reconsider his decision to release the student from training. Other appeal information includes:

- a. The student will acknowledge by endorsement within two days receipt of the written notification of dismissal action. The endorsement must indicate whether the student intends to appeal the dismissal action.
- b. If a student elects to appeal, they immediately return to training until the matter is decided.

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c. If the student elects to appeal, they must submit an appeal statement within seven duty days after receipt of the written notification of dismissal action. Appeals will be submitted to the Chief of Training.

d. After receiving the student's written request for an appeal, the Chief of Training will submit the entire packet to the Staff Judge Advocate (SJA) for legal review.

e. The SJA review is the attorney's opinion on the legality of the packet and the reasons for dismissal. It is not the final decision as to the disposition of the appeal, but rather an unbiased legal opinion based on the items included in the packet.

f. After the SJA review, the Chief of Training hand-carries the entire packet to the Commandant. The Commandant reviews the packet, considers all mitigating circumstances presented by the student in the written appeal, and renders a final decision. The Commandant may choose to allow the student to remain in the course or dismiss the student from the course.

g. Dismissals for misconduct, lack of motivation, academic deficiency, or failure to maintain physical readiness or body composition standards will be recorded on the individual's DA Form 1059, if applicable, in accordance with AR 623-3. Foreign student dismissals will be handled in accordance with AR 12-15.

5-4. RETURNING TO BLC AFTER BEING RELEASED: You are subject to your unit's discretion as to when or if you will return to the Academy to complete the course. This Academy does not control whether you return to training. You will have to be reentered on your unit's order of merit list and wait your turn. Soldiers released as academic or disciplinary releases are removed from the promotion standing list for failure of NCOPME course (Ref AR 600-8-19). Those Soldiers have to be re-recommended for promotion and return to the unit promotion board before being added to the unit order of merit list. These Soldiers also must provide proof of retraining, verified by their current unit commander, before reenrolling. Students released before graduation (for any reason) are required to start from the beginning of the course when returning to training.

CHAPTER 6 GRADUATION

6-1. OUT PROCESSING AND GRADUATION:

a. Out-processing.

(1) SGLS will close out any counseling they received, to include the initial counseling.

(2) SGLs will ensure students clean all Academy areas to standard prior to being released for the graduation ceremony. This includes (but not limited to) barracks, classrooms, latrines, laundry rooms, outside areas, and police call areas.

(3) Following the Commandant reviewing and signing all 1059s, the student will then be directed to review and sign their 1059.

NOTE: Equipment drawn from the Academy supply room will be cleaned and returned to the supply room prior to graduation, minus those items needed for graduation. Barracks, classrooms, and common areas will be cleaned and inspected prior to departure for the graduation ceremony.

b. Graduation: Upon satisfactory completion of the BLC, a graduation ceremony is held to recognize those students who have successfully met all course requirements. Upon graduation, each student receives:

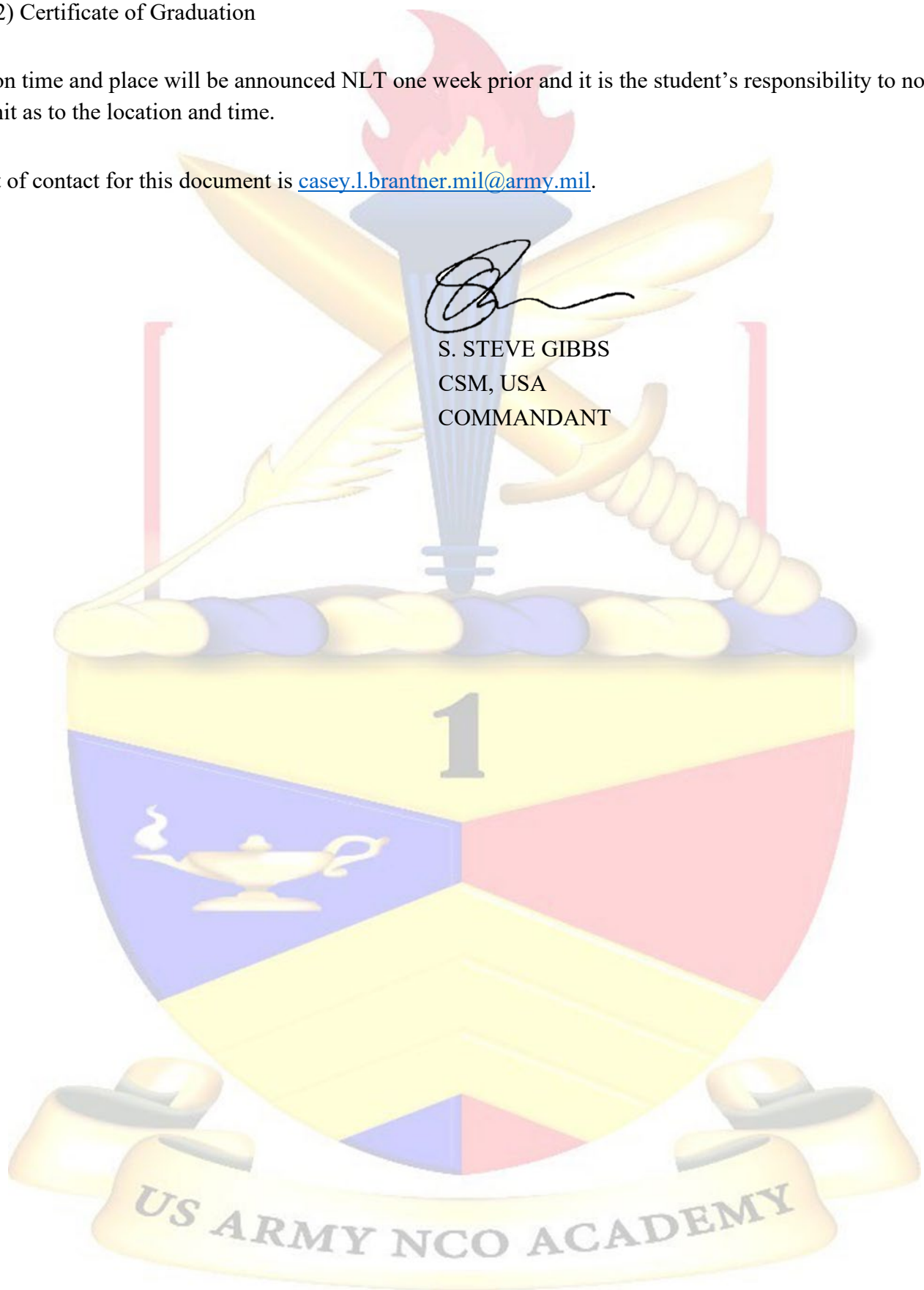
(1) Academic Evaluation Report (DA 1059)

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(2) Certificate of Graduation

Graduation time and place will be announced NLT one week prior and it is the student's responsibility to notify his/her unit as to the location and time.

The point of contact for this document is casey.l.brantner.mil@army.mil.



[Handwritten Signature]

S. STEVE GIBBS
CSM, USA
COMMANDANT

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