



DEPARTMENT OF THE ARMY

1st BN NCOA, 199TH REGIMENT (LA-RTI)
6030 MONROE HIGHWAY
BALL, LA 71405-3365

NGLA-LRZ-AA

01 November 2017

MEMORANDUM FOR Basic Leader Course

SUBJECT: Message from the Commandant

1. On behalf of the staff of the 1st Battalion Noncommissioned Officer Academy (NCOA), I congratulate you on your selection to attend the Basic Leader Course (BLC).
2. This Student Guide is your reference in preparation to attend BLC. It provides a course overview and additional information that will further assist you in preparing for this course. Read it thoroughly and apply what you have read.
3. The NCOA staff joins me in wishing you success during your attendance of BLC. You will find the course to be both a challenging and rewarding experience. With a real sense of accomplishment and a renewed commitment to the United States Army.

CHRISTOPHER T. MAXWELL
CSM, LAARNG
Commandant

STUDENT GUIDE
BASIC LEADER COURSE (BLC)

1. PURPOSE:

- a. To establish an information guide for Soldiers selected to attend the 1st BN (NCOA), Camp Cook, in Ball, Louisiana.
- b. To provide a single source document to assist Soldiers prior to their reception and integration into 1st BN (NCOA).

2. APPLICABILITY:

- a. The Student Guide applies to all Soldiers selected to attend BLC at the 1st BN (NCOA).
- b. This guide must be thoroughly read and complied with by all prospective students.
- c. The Academy staff is available to provide additional guidance, assistance, and answer any questions that you may have.

3. REFERENCES:

- a. AR 350-1 Army Training and Leader Development (10 Dec 2017)
- b. AR 350-10 Army Individual Training Requirements and Resources (3 Sep 2009)
- c. TR 350-18 The Army School System (1 May 2018)
- d. TR 350-70 Army Learning Policy and Systems (10 July 2017)
- e. Basic Leader Course, Course Management Plan (CMP) June 2018
- f. 1st BN NCOA, 199th REGIMENT (RTI-LA), Standard Operating Procedures (SOP)

TABLE OF CONTENTS

A Message from the Commandant

CHAPTER 1. GENERAL ADMINISTRATION	PARAGRAPH
Course Overview	1-1
Curriculum	1-2
Duty Uniform	1-3
Privately Owned Vehicles	1-4
Religious Services	1-5
Cell Phones	1-6
Valuables	1-7
Laundry	1-8
Medical Treatment	1-9
Physical Profiles	1-10
Required Documentation	1-11
Physical Requirements	1-12
Offices / Reporting to Cadre	1-13
Visitation	1-14
Student Pay	1-15
Student Guide Distribution	1-16
NCOA Contact Numbers	1-17
Reporting and In-processing	1-18
Enrollment Requirements	1-19
Preparation for BLC Information	1-20
Equal Opportunity	1-21
Equal Employment Opportunity	1-22
CHAPTER 2. STUDENT ADMINISTRATION	
Student Conduct	2-1
Fraternization and Harassment	2-2
Billeting / Barracks	2-3

Student Assignment	2-4
Uniform and Equipment	2-5
Training Schedule	2-6
Formations	2-7
Safety	2-8
Classroom Procedures	2-9
Special Instructions	2-10
Crime Prevention	2-11
Students Time / Lights Out	2-12

CHAPTER 3. STUDENT SUPPORT CHANNEL

NCO Support Channel	3-1
Responsibilities	3-2
Student First Sergeant	3-3
Student Platoon Sergeants	3-4
Student Squad/Team Leader Duties	3-5

CHAPTER 4. STANDARDS AND EVALUATION

Standards and Conduct	4-1
Honor Code	4-2
Course Graduation Requirements / Evaluations	4-3
Retraining and Retesting	4-4
Inspections	4-5
Student Counseling	4-6
Pass Privileges	4-7
Academic Evaluation Reports DA Form 1059	4-8
Attendance	4-9
Dining Facility	4-10

CHAPTER 5. ACADEMIC HONORS AND DISMISSALS

NCOA Honors	5-1
Dismissals	5-2
Appeals Process	5-3
Returning After Early Released	5-4

CHAPTER 6. GRADUATION

Out Processing and Graduation	6-1
-------------------------------	-----

Packing list	APPENDIX A
NCO Creed	APPENDIX B
The Army Goes Rolling Along	APPENDIX C
Barracks Health, Welfare, and Maintenance	APPENDIX D
Student Off Post Policy	APPENDIX E

2. Temporary Profiles: Soldiers with temporary profiles preventing full participation in the course that are not the result of operational deployment, will be removed or deferred from school attendance consideration by their immediate commander, until the temporary profile is removed.

3. Soldiers with medical profiles due to an operational deployment will be permitted by their immediate commander to attend BLC within the guidelines of their profile. Soldiers must arrive at the BLC 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.

1-11. REQUIRED DOCUMENTATION:

Anyone reporting without required documents must obtain them within 72 hours. Documents not submitted within 72 hours could result in the student being dismissed from the course. One of the key factors for the success during in processing on Day 0 is that Soldiers report to Camp Cook with the necessary documents listed below:

- a. Valid Common Access Card (CAC) with pin.
- b. 5 copies of your orders or DA 1610. Include all amendments if applicable.
- c. Pre-Execution Checklist: Training and Doctrine (TRADOC) Form 350-18-2- R-E, May 2016 ((Active Duty Soldiers only, will submit TRADOC Form 350-18-2-R-E during in processing on Day 0 of the course).
- d. DA Form 3349: Physical profiles (if applicable; see paragraph 1-10 for additional information)
- e. Structured Self-Development Level-1 (SSD-1) completion certificate.

1-12. PHYSICAL REQUIREMENTS:

Students must be able to meet the following physical requirements during the course:

- a. Pass APFT
- b. Conduct, demonstrate, and lead physical readiness fitness training (PRT)
- c. Lift and carry all required packing list items (OCIE)

1-13. OFFICES / REPORTING TO CADRE:

All NCOA offices are off limits to students except when directed to report by the NCOA leadership. When directed to report you will:

- a. Knock on the door (when indoors)
- b. Enter on command
- c. Stop in front of cadre at "Parade Rest"
- d. Address the cadre, with rank and name, i.e. "*SGT Smith, reports*"

- c. Ensure that you have no appointments or personal problems, which will hinder you while attending this course.
- d. Prior to attending BLC, we strongly encourage you to review:
 - 1. AR 670-1 / DA PAM 670-1, (Wear and Appearance of Army Uniforms and Insignia)
 - 2. TC 3-21.5 (Drill and Ceremonies)
 - 3. FM 7-22 (Army Physical Readiness Training)
 - 4. PRT Visual Handout and Guide on the 1st BN NCOA, Army Career Tracker Community homepage.
- e. Ensure that you have proper civilian attire for off post wear. Military uniforms are not authorized for off post activities after duty hours.

Students with families must make sure your family members are prepared for your 23 day absence.

1-21. EQUAL OPPORTUNITY:

The NCOA provides equal opportunity and treatment for Soldiers regardless of race, color, religion, gender, or national origin. It is the NCOA's policy to implement a strong affirmative action program and to provide equal opportunity for all areas of recruitment, hiring, promotions, transfers, reassignments, training, benefits, separation and all policies affecting the treatment of all Soldiers.

1-22. UNIT EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPRESENTATION AND COMPLAINT PROCESS:

The NCOA provides students with EEO, Sexual Harassment, and Fraternization information on all Academy bulletin boards. Bulletin boards include the following: NCOA Policy Letters, The Louisiana Adjutant General's Policy on Sexual Harassment Prevention, NCOA Battalion EO Complaint Process, 1st BN NCOA EEO Representation with photo and the AR 600-20 Equal Opportunity in the Army. The NCOA's EEO representatives are SFC Anthony Butler (primary), SSG Alixandra Reese (primary), SFC Natasha McZeal (alternate), and SSG Samuel Gryder.

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, students will maintain high standards of appearance and conduct. Misconduct of any type, no matter how small, may result in immediate disciplinary dismissal from the course.

2-2. FRATERNIZATION AND HARASSMENT (ZERO TOLERANCE):

Fraternization: Acts of sexual intercourse, sexual intimacy, or other physical touching of a romantic or sexual nature, or public displays of affection among/between students and/or staff members of the same or opposite sex on or off post, during or after duty hours; any other acts of association by or between staff members and students whether on or off post, during or after duty hours, which, pursuant to Article 134, UCMJ, are prejudicial to good order and discipline tend to bring discredit to the NCOA and the NCO Corps.

Harassment: Harassment of individuals on the basis of their sex, race, color of skin, age, disability, national origin, religion, or creed is a violation of the Civil rights Act of 1964. Harassment violates the fundamental policy to provide equal opportunity and equal treatment to personnel. Military personnel have a grave responsibility under the policies of the Department of Army, the Federal Code of Ethics and the Civil Rights Act for maintaining high standards of honesty, integrity, impartiality, and conduct to assure proper performance of the government business and the maintenance of public interest.

Sexual Harassment: Sexual harassment is a form of sexual discrimination, it is illegal; and it will not be tolerated at the NCOA. It is a form of misconduct that requires personal awareness and attention of every member of the Chain of Command. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Each complaint of sexual harassment, as any complaint of discrimination will be given prompt attention, treated objectively, and resolved where possible at the lowest level of management. Any person, who believes that he or she has been the victim of sexual harassment, or who has any knowledge of that kind of behavior, is urged to report such conduct immediately through the chain of command.

Personal conduct which violates these policies or standards will not be tolerated.

2-3. BILLETING / BARRACKS:

The NCOA provides billeting at no cost to the Soldier. Billeting is **not** available for spouses, sponsors, or anyone not attending BLC. Guidance regarding barracks will be received upon arrival to the course.

c. Checks the squad/team at all formations to ensure that all members are present, and in the proper uniform.

d. Have 100% accountability of squad/team members at all times.

e. Performs additional duties as directed by cadre.

f. 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 leadership.

CHAPTER 4

ACADEMY STANDARDS AND EVALUATION

4-1. STANDARDS AND CONDUCT:

The NCOA is dedicated to the principle of leadership by example.

a. Military Courtesy: Students are to maintain the highest standards of military courtesy while at the NCOA. All Soldiers at the NCOA will extend the appropriate greeting or courtesy to any officer or NCO. Any acts of insubordination or disrespect towards cadre, staff, or students could result in a disciplinary dismissal from the course.

b. Personal Appearance: You are required to attain and maintain a high standard of appearance at all times. Strict adherence to standards outlined in AR 670-1. **There are no exceptions.**

4-2. HONOR CODE:

a. The concept of the Honor Code among Soldiers evolved centuries ago when individuals first banded together in order to establish a system for defending their land and property. Through the years, service members have grown from small bands into well-organized groups. In all such groups, leadership positions and Honor Codes have developed with them. The leaders established guidelines and regulations that were carried out and enforced by their subordinates.

b. Subordinates also rely on the honesty and integrity of their leaders. This situation persists in our present day Army. Leaders still rely on the honesty and integrity of the Soldier, and their word is accepted as truth. However, if their actions are such that their honesty and integrity may be questioned, the leader not only jeopardizes their position and status, but the integrity of other leaders and therefore violations will not be tolerated.

c. The basic concept of the Honor Code is that a Noncommissioned Officer does not lie, cheat, or steal. In its most practical application, it means that an individual's word is their bond. Attendance reports are presumed to be correct since Noncommissioned Officers render them. During performance evaluations or classroom work, the student work must be their own.

1. THE CODE:

(a) As a leader and student at the NCOA, I will always tell the truth and keep my word.

(b) I am above dishonesty, cheating, quibbling, evasive statements, and tricky verbiage.

(c) I will always respect the property and rights of others and the government.

(d) I am aware that my signature is my bond.

miss any graduation requirements.

4-10. DINING FACILITY:

Every student attending BLC will be provided meals at government expense through the dining facility (DFAC).

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. The appeals process is outlined to the student in the event they are dismissed early from the course.

5-4. RETURNING AFTER BEING RELEASED:

Soldiers dis-enrolled from BLC for disciplinary or motivational reasons will not be eligible for further NCOPDS training for a period of 6 months. 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 or not you return to training. You will have to be reentered on your unit's order of merit list. Soldiers dismissed during the course are required to start from the beginning of the course.

(APPENDIX A) BLC Packing list

**1st BN Noncommissioned Officer
Academy Packing List
Basic Leaders Course (BLC)
INDIVIDUAL CLOTHING & EQUIPMENT**

Item#	Mandatory Equipment Description	REQ	Item#	Mandatory Equipment Description	REQ
1	OCP/UCP Uniform complete (see note 1)	4SET	19	Towel, Brown or Neutral Color	2EA
2	Velcro nametag w/US Army (unless sewn on)	2EA	20	Wash Cloth, Brown or Neutral Color	2EA
3	Velcro US Flag	2EA	21	Barracks Bag (Army Issue)	1EA
4	Velcro Rank (unless sewn on)	2EA	22	Identification Card (CAC)	1EA
5	Velcro Unit patch	2EA	23	Identification Tags with SM/LG Chain	1EA
6	Cap, Patrol w/nametag	1EA	24	Personal Hygiene/Shaving Kit Complete	1EA
7	Belt, Rigger, Tan/Coyote	1EA	26	Water Source	1EA
8	Boots Combat, Tan/Coyote	2PR	27	Wet Weather, Parka and Trouser	1PR
9	Socks, Boot (solid OD or foliage green, brown or black)	7EA	30	FLC	1EA
10	Undershirt, Sand/Tan/ Coyote	7EA	31	Ammo Pouch	2EA
11	Undergarments (neutral or solid colors) Optional	7EA	32	IFAK	1EA
12	Brassieres (if applicable)	7EA	33	Canteens (camelback may be used in lieu)	2EA
13	APFU Shirt, Short Sleeve	2EA	34	Helmet, Kevlar / ACH Complete (see note 4)	1EA
14	APFU Shirt, Long Sleeve	2EA	35	Shower Shoes	1PR
15	APFU Trunks	2EA			
16	Socks, Athletic, Calf or Crew Length (black or white without logos)	7PR			
17	Running Shoes	1PR			
18	Black Cap, Synthetic Micro Fleece	1EA			

Seasonal/Cold Weather Clothing (01 Oct – 30 Apr)

1	APFU Jacket	1EA	5	Level III High Loft Fleece Jacket	1EA
2	APFU Trousers	1EA	6	Level IV Wind Jacket	1EA
3	Level I Light Weight Undershirt & Drawers	2PR			
4	Level II Mid Weight Shirt and Drawers	1PR			

(APPENDIX A) BLC Packing list

Classroom Items			Suggested or Optional Items		
Item#	Classroom Mandatory Item Description	REQ	Item#	Suggested or Optional Item Description	REQ
1	Composition Notebook	1EA	1	Hangers, Plastic or Wire	10EA
2	Protractor, GTA 05-02-012	1EA	2	Highlighter Markers	2EA
3	Pencil, Mechanical .5mm	2EA	3	Insect Repellent (Optional)	1EA
4	Pens, Black	2EA	4	Sun Screen (Optional)	1EA
5	3x5 Note Cards	1PK	5	Sewing Kit Complete (Optional)	1EA
6	Eye Glasses (if applicable)	2SET	6	Locks with two keys, or Combination Locks	2EA
			7	Laundry Detergent Liquid or Pods	1PK
			8	Pocket Note Pad	1EA
			9	Civilian Clothing (appropriate attire for off post)	
			10	Personal Laptop (Wi-Fi available) (Optional)	

NOTES:

1 All students are required to have two complete sets of accoutrements for their OCP/UCP uniform; including Velcro unit patches, rank, nametapes and U.S. Army tapes, along with subdued skill and occupation badges (if applicable). The U.S. embroidered-colored insignia flag is the only authorized insignia. The U.S. Army & Name tapes, rank, and special skills badges MAY be sewn on uniforms as an alternative to Velcro insignias.

2 Items 1-36 are required mandatory items throughout the year. Classroom items 1-7 are additional mandatory items. All BLC students will use this checklist. This packing list is also available on ATRRS SH screen under course # 600-C44, school code 963.

3 The Camelback hydration system is a mandatory item due to the potential of extreme temperatures experienced during the late spring months, summer months, and early fall months. **The Camelback hydration system may be used in lieu of 2 canteens with covers on the FLC / LCE / LBE / LBV.**

4 All uniforms and uniform components brought for wear must be clean and serviceable. At no time will Soldiers bring uniforms or uniform components that are faded or have holes, rips, tears, stains, dirty and/or missing pieces of the component. Kevlar Helmet / ACH complete includes cover, pads, chinstrap, and cover band.

5 Cold Weather Equipment will vary by installation or unit, regional climate conditions, and availability of ECWCS equipment. Not all installations or units are issued the same cold weather gear; seasonal temperatures, the installation and NCOA policies regulate the appropriate equipment needed in cold climates during the course.

(APPENDIX B) Creed of The Noncommissioned Officer

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 tactically and technically 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, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders!

(APPENDIX C)

“THE ARMY GOES ROLLING ALONG”

INTRO: 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

VERSE: First to fight for the right,
And to build the Nation's might,
And The Army Goes Rolling Along
Proud of all we have done,
Fighting till the battle's won,
And the Army Goes Rolling Along.

REFRAIN: Then it's Hi! Hi! Hey!
The Army's on its way.
Count off the cadence loud and strong (TWO! THREE!)
For where e'er we go,
You will always know
That The Army Goes Rolling Along.

(ANNEX E) STUDENT OFF POST POLICY

1. **PURPOSE:** To establish guidelines and procedures for allowing off-post privileges for Basic Leader Course (BLC) students. This is a leadership course; therefore, students will be given the opportunity to show their true leadership skills through their actions while off-post. The intent is to allow students more freedom to experience the culture of the area as well as establish team cohesion.

2. **APPLICABILITY:** All personnel involved with training activities within NCOA.

3. **REFERENCES:**

- a. AR 350-1, Army Training, and Education
- b. AR/DA PAM 670-1, Wear and Appearance of the Army Uniforms and Insignia
- c. AR 600-20, Army Command Policy
- d. Commandants Policy Memorandums
- e. Emergency Contact Roster

4. **STUDENT RESTRICTIONS:**

- a. Students will be restricted to post the night prior (Day 1) to the initial Army Physical Fitness Test.
- b. Students participating in off-post privileges will ensure that they wear civilian clothes. Army Physical Fitness Uniform (APFU) and Operational Camouflage Pattern (OCP) and Army Combat Uniform (ACU) are not authorized for wear off-post.
- c. Students are restricted to a Twenty- Five (25) mile radius from Camp Cook.
- d. While off-post students are restricted from traveling or participating in activities in areas deemed as unsafe by the Commandant, Deputy, Chief of Training, or BLC 1SG as necessary. This will be covered on Day 1 of the course during your initial counseling.
- e. The consumption of alcohol is prohibited by students both on and off post. Students will not consume possess alcoholic beverages while attending NCOPDS. The use or abuse of controlled substances, without a prescription, is not legal or acceptable. Substance abuse can lead to immediate dismissal from the course.
- f. The Sexual Harassment and Sexual Assault Policy applies both on and off-post, and on and off duty. Refer to the commandant's sexual harassment and sexual assault policy memorandums, and AR 600-20, chapters 7 and 8 for further guidance.

(ANNEX E) STUDENT OFF POST POLICY

5. STUDENT SIGN OUT, SIGN IN AND ACCOUNTABILITY PROCEDURES:

- a. After evening chow, signing the head count and participating in chow procedures, students participating in off-post privileges will report to the Staff Duty NCO at BLDG 4101. Upon signing out all students leaving post are required to supply Name, Rank, and destination.
- b. Students are required to sign in upon returning to Camp Cook no later than 2100 hrs.
- c. Student leadership will conduct an accountability check to ensure that all soldiers are present and are in the proper barracks.
- d. Upon completion of accountability, the student 1SG will report to the Staff Duty NCO at BLDG 4101. The Staff Duty NCO will record the names of the missing student(s) and attempt to contact the missing students via Cell Phone number provided to the student 1SG. If no contact is made the Staff Duty NCO will contact the Chief of Training. If the Chief of Training fails to contact the student, he will contact the Deputy Commandant. The Deputy Commandant will contact the Commandant advising of the situation and the Staff Duty NCO will initiate a Serious Incident Report (SIR). The Staff Duty NCO will email the SIR to S3 ensuring to Carbon Copy (CC) the Commandant, the Deputy Commandant, Chief of Training, BLC 1SG, and the Senior Facilitator(s).
- e. Students who report for sign in and illustrate apparent signs of having consumed alcohol will have their name recorded by the Staff Duty NCO on the DA Form 1594. Staff Duty NCO will advise the Senior Facilitator immediately of any issues or problems with students. Appropriate actions will be taken to ensure safety.

6. PENALTIES FOR FAILURE TO COMPLY:

- a. Students that are found to be non-compliant with this Standing Operating Procedure will be counseled and referred to the Chief of Training and the Commandant for possible dismissal from the Basic Leader Course.
- b. Students that violate local laws and are detained will be released into the custody of the NCOA. The students unit will be notified of the situation. This could result in early dismissal from the course.