

# BASIC LEADER COURSE STUDENT GUIDE



1ST BN (NCOA) CAMP COOK, LA

**Address:**

1st BN (NCOA), Camp Cook  
6030 Monroe Hwy Building 4101  
Ball, LA 71405

Point of contact phone number: (318) 290-6114 (Staff Duty NCO) or (318) 290-6113 (BLC Chief of Training)

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**World Wide Web:** The student guide can be downloaded from the following sites:

**Louisiana National Guard – Camp Cook NCOA**

<https://geauxguard.la.gov/camp-cook-noncommissioned-officers-academy/>

**Guard Knowledge Online (GKO)** *CAC required*

[https://states.gkoportal.ng.mil/states/LA/199\\_LR/SitePages/Home.aspx](https://states.gkoportal.ng.mil/states/LA/199_LR/SitePages/Home.aspx)

**Army Career Tracker (ACT)** *CAC required*

<https://actnow.army.mil/communities/service/html/communityview?communityUuid=6455d511-cd94-4ca0-87ce-002235c0d6e4>

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**Purpose:** The purpose for this guide is to provide a single-source document outlining policies and procedures for students reporting to and attending Basic Leader Course (BLC). All students must carefully read this guide. Students are responsible for being familiar with the contents of this guide NLT 24 hours after arrival. Failure to comply with Army policies, Academy policies, and procedures could result in an early release from the NCOA.

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**Student Information Guide Approval:** This student guide has been approved by the Commandant.

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**Proponent:** The proponent of this student guide is the NCOA Commandant. The proponent has the authority to approve exceptions to this guide that are consistent with controlling law and regulation.

Commandant  
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## 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 Handbook 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 HANDBOOK BASIC LEADER COURSE (BLC)**

### **1. PURPOSE:**

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

### **2. APPLICABILITY:**

- a. The Student Handbook applies to all Soldiers selected to attend BLC at the 1<sup>st</sup> 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) DEC 2019
- f. 1st BN NCOA, 199<sup>th</sup> REGIMENT (RTI-LA), Standing Operating Procedures (SOP)

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## **CHAPTER 1 GENERAL**

### **INFORMATION 1-1. COURSE OVERVIEW:**

The Basic Leader Course (BLC) is an Institutional first step in the Noncommissioned Officer Professional Development System (NCOPDS). BLC is a 22-academic day course consisting of 169 academic hours. 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. 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) continuum.

### **1-2. CURRICULUM:**

The BLC focuses on six NCO Common Core Competencies. These competencies are: Readiness, Leadership, Training Management, Communication, Operations, and Program Management. The BLC is conducted in four phases with one rotation: Foundations Phase and Leadership Phase will be conducted in the base group. Students will then rotate to new classrooms with new facilitators to conduct the Readiness and Assessment Phases.

### **1-3. DUTY UNIFORM:**

The duty uniform for the BLC is the OCP with Patrol Cap. Uniform and grooming standards will be enforced IAW AR 670-1. A complete Army Physical Fitness Uniform (APFU) is required IAW the NCOA training schedule. See packing list.

### **1-4. PRIVATELY OWNED VEHICLES (POV):**

All POVs must meet post and state safety inspection and registration requirements. POVs will be inspected by NCOA Cadre during in processing on report day (Day 0). Soldiers who drive their POVs and fail inspection will not be allowed to utilize their POV for off-post travel during the course until the deficiency noted is in compliance.

### **1-5. RELIGIOUS SERVICES:**

A chapel is available on post. Times for worship are available, when possible, IAW the training schedule. Students are provided an opportunity to worship on their own in the absence of a Chaplain. Students are responsible for making up any material/information missed.

### **1-6. CELL PHONES:**

Students may bring personal cell phones; however, they can only be used during break, personal time and/or in the designated break areas. Text messaging on classroom breaks is permitted in the classroom, but all phone calls will be 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 assessments.



### **1-7. 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 NCOA. If valuable items are brought they must be secured in your assigned wall locker at all times. The academy will not be responsible if they are taken.

### **1-8. LAUNDRY:**

Washers and dryers are provided for students' use in BLDG 4303. The use of liquid detergent is strongly recommended. Powder detergents may clog the machines and result in washing machine damage. The laundry room will be cleaned daily as per the Barracks Standard Operating Procedure (SOP).

### **1-9. MEDICAL TREATMENT:**

Students needing to go on sick call will report to their Facilitator (FAC) to receive a sick call slip. Sick call is conducted every day from first formation through breakfast in the medical clinic in BLDG 4402. Students are to report to a Senior Facilitator (SFAC) immediately after seeing the medic on duty. Those needing further medical attention outside the scope of the medics on Camp Cook will be taken to urgent care or emergency room. Travel orders and CAC are required if taken to another medical facility for care. Students needing medical attention after duty hours will report to the SDNCO located in BLDG 4101.

### **1-10. PHYSICAL PROFILES:**

1. Soldiers with medical profiles due to an operational deployment will be permitted by their immediate commander to attend appropriate courses (to include PME) 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.
2. Soldiers with temporary profiles preventing full participation in a course that are not a result of operational deployment, will be removed or deferred from school attendance consideration by their immediate commander, until the temporary profile is removed or the student can complete all course graduation requirements.
3. 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.
4. Soldiers who have been before a MOS Administrative Retention Review and retained in their MOS or reclassified into another MOS are eligible to attend appropriate courses (to include PME) 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.

5. 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.

6. NCOAs will deny enrollment to Soldiers failing to meet any one of the above prerequisites. NCOA commandants will not supplement these mandatory enrollment requirements.

#### **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 is required.
- 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, April 2018 ((Active Duty Soldiers Only on Day 0).
- d. DA Form 3349: Physical profiles (if applicable; see paragraph 1-10 for additional information).
- e. Structured Self-Development Level-1 (SSD-1) or Distributed Leader Course-1 (DLC 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 training (PRT)
- c. Lift and carry all required packing list items (OCIE)
- d. Student qualifications in meeting prerequisite tasks are an individual and unit commander's responsibility. Upon arrival, Soldiers must possess the capacity of performing supporting individual Skill Level 1 tasks.

#### **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”

**1-14. VISITATION:**

Unit chain of command and sponsors are encouraged to visit their Soldiers at the NCOA during allotted times. All visits should be coordinated through S-3 Operations NCO at 318-290-6116. Visitors are to report to Headquarters BLDG 4101 to sign in. We also strongly encourage unit chain of command, family, and friends to attend the graduation ceremony at Camp Beauregard Post Theater BLDG 720 on Day 21 at 1500.

**1-15. STUDENT PAY:**

The Soldier’s parent unit is responsible for all pay issues.

**1-16. STUDENT HANDBOOK DISTRIBUTION:**

For additional information, please visit us at the following websites:

Louisiana National Guard – Camp Cook NCOA  
<https://geauxguard.la.gov/camp-cook-noncommissioned-officers-academy/>

Guard Knowledge Online (GKO)  
[https://states.gkoportal.ng.mil/states/LA/199\\_LR/SitePages/Home.aspx](https://states.gkoportal.ng.mil/states/LA/199_LR/SitePages/Home.aspx)  
(CAC required)

Army Career Tracker:  
<https://actnow.army.mil/communities/service/html/communityview?communityUui d=e6e00c48-a0df-46b3-8e43-883b7ad6aad6>  
(CAC required)

**1-17. NCOA CONTACT NUMBERS:**

- |                          |                      |
|--------------------------|----------------------|
| a. NCOA Staff Duty       | Comm: (318) 290-6114 |
| b. Operations NCO        | Comm:(318) 290-6116  |
| c. BLC Chief of Training | Comm:(318) 290-6113  |
| d. NCOA Fax              | Comm: (318) 641-3358 |

## **1-18. REPORTING AND IN-PROCESSING:**

\*\*\*When making travel arrangements to attend BLC refer to the links above in paragraph 1-16 or the ATRRS course catalog under course # 600-C44, school code 963 for report date and end date \*\*\*

Day 0 (report) - Travel day / In-processing \*\*All Students will report NLT 1700\*\*

Day 22 (end) - Out-processing / Travel day (ATRRS class end date)

Alexandria Airport (AEX): The NCOA will provide transportation for Soldiers arriving at the Alexandria International Airport. There is a desk beside the baggage claim carousel with contact numbers for the 1<sup>st</sup> BN SDNCO to coordinate transportation from the airport to Camp Cook. The phone number for transportation is (318) 290-6114.

### Students arriving by POV:

All Students Report to the Gymnasium (Bldg. 4705) for in processing on Day 0 of the course. Civilian clothing is recommended for travel, but you will be required to be in APFU for initial HT/WT screening. NCOA FAC's will inspect all POVs on Day 0 during in-processing.

## **1-19. ENROLLMENT REQUIREMENTS:**

Soldiers attending the NCOA will report on Day 0 to Bldg. 4705 in Army Physical Fitness Uniform (APFU) to conduct initial HT/WT screening. All Soldiers must meet the following requirements for enrollment:

- a. Meet height and weight standards IAW AR 600-9 (one re-screening is allowed and will not be administered no earlier than seven days after the initial height and weight assessment). Failure of the initial height and weight screening will result in a counseling and removal 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 on DA Form 1059.
- b. Be eligible for reenlistment and have an attendance recommendation from their immediate commander.
- c. Have no suspension of favorable actions (flags) or pending flags.
- d. Arrive fully capable of performing supporting individual tasks and tasks required at the previous lower course, e.g., basic training, SMCT Skill Level 1
- e. IAW AR 350-1, Structured Self Development I (SSDI) is the current prerequisite to attend the Basic Leader Course (BLC). Distributed Leader Course I (DLC-I) is also a prerequisite in lieu of SSDI.
- f. Been medically cleared IAW AR 40-501, para 8-14(8). A current (within the last 12 months) periodic health assessment or medical examination, to include all lab tests and consults, for all components attendance at Army schools.
- g. Pre-execution Checklist (PEC) for AC Soldiers or ATRRS Post Reservation Checklist (PRCL) RC Soldiers. The PRCL must be completed in ATRRS by the RC Soldiers unit NLT 2 days prior to report date.

h. 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.

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

#### **1-20. Preparation for BLC Information**

a. Ensure you have sufficient funds to defray the cost of:

1. Haircuts (\$15.00)
2. Laundry detergent
3. Personal items (shaving gear, towels, etc.)

b. Ensure uniforms are in accordance with AR 670-1/ DA PAM 670-1 (Wear and Appearance of Army Uniforms and Insignia) prior to attending BLC.

c. Ensure that you have no appointments or personal conflicts, 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 Fraternalization 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 SSG Dasha Winslow (primary), SSG Samuel Gryder (alternate), and SFC Lindsey DeStefano (alternate).

## 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.

### 2-4. STUDENT ASSIGNMENT:

During in-processing students are assigned a study group number and a squad number. It is very important that the study group number, squad number, rank, and name are on all correspondence while at the academy.

## **2-5. UNIFORM AND EQUIPMENT:**

You are required to have identified items of clothing and equipment in your possession while at the academy (see Appendix A, Packing List). Students missing equipment will have 72-hours to secure missing items from their unit. The uniform for each day is indicated on the training schedule. The assigned student leadership will be informed of any uniform changes during their daily meeting with the SFACs. Proper attire can will be worn after duty hours IAW AR 670-1. Civilian clothes are authorized upon release for the duty day and when traveling off post during Commandant's time.

## **2-6. TRAINING SCHEDULE:**

A copy of the training schedule is posted in Blackboard, hallway monitors, and in all barracks. The student First Sergeant and Platoon Sergeants will also be provided a copy of the training schedule.

## **2-7 FORMATIONS:**

- a. Students are to march to and from all formations and training. A Facilitator (FAC) must be present for all formations and squad movement. Safety equipment must be used i.e. Road guard flashlights and road guard vests.
- b. Cadre are in charge of any marching element movements.

## **2-8. SAFETY:**

- a. SAFETY IS FORCE PROTECTION: Force protection must be an integral part of mission accomplishment by including risk assessment and risk management in the decision making process. 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. Safety in training and training safely are not synonymous. NCOA will achieve safe training by integrating safety in their planning, development, and conduct of training IAW FM 5-19 and ADP 7-0. NCOA cadre and students must recognize unsafe behavior while making prudent risks decisions and developing operational processes to minimize hazards and adjust training schedules as needed.
- c. Training safety consists of three interlocking tiers.
  1. Tier 1-The commandant validates soundness of training and evaluates plans for safety and resolving safety issues.
  2. Tier 2-The first line leader identifies necessary actions by responsible individuals, establishes a system to monitor training safety, and focuses on adherence to standards.
  3. Tier 3-Individual Soldiers look after themselves and others. They know how to recognize unsafe conditions and acts.



## 2-9. CLASSROOM PROCEDURES:

- a. The FAC at the beginning of the class establishes classroom norms. While the emphasis of classroom conduct is to foster the best learning environment conducive to learning, students are expected to maintain professional discipline and military bearing at all times. Classrooms are maintained in a high state of organization, cleanliness, and repair at all times.
- b. Students are provided in depth guidance relating to Centers of Army Lessons Learned (CALL) and Operational Environment (OE). Students will receive a 30 minute informative briefing on OE. The FAC will post an OE topic on the Blackboard discussion board. Students are required to submit one weekly response to the FAC's OE post and one weekly response to a fellow student's post while attending BLC.

## 2-10. SPECIAL INSTRUCTIONS:

- a. All items such as billets, uniforms, wall locker, etc., are subject to a health and welfare inspection prior to first formation, daily.
- b. Brooms, mops, and cleaning materials are kept in appropriate storage areas.
- c. When not in use, buffers are stored so that the brush is not in contact with the floor or wall.
- d. Lights are turned off when the billets are unoccupied.
- e. Student leaders will inform subordinates of the time and place of any evening details to be performed.
- f. Fire extinguishers, fire alarms, and carbon monoxide detectors will not be removed or tampered with.
- g. When not in the billets, a complete uniform is worn or appropriate civilian attire.
- h. Billet main bay lights are turned off at 2300 hours each night.
- i. Students will **ONLY** use the cleaning materials supplied by S-4 to clean the barracks.

**NOTE: Supplies must be requested daily through the Student Chain of Command.**

- j. Students will observe all proper customs and courtesies at all times. Whenever a Soldier of lesser rank is addressing a senior, that Soldier will assume the position of parade rest (if addressing an enlisted senior) or attention (if addressing an officer). There are no exceptions.
- k. No tobacco products are allowed in the barracks or classrooms.

### **2-11. CRIME PREVENTION:**

Crime prevention is the responsibility of all personnel assigned to the academy. Individuals are responsible for providing adequate locks for their wall lockers and duffel bags and must keep them locked when not in use. Individuals should not bring high dollar items (\$50.00 value or more). 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. Force Protection is not notified without permission from the BLC Chief of Training, Deputy Commandant or Commandant except in cases of extreme emergency.

### **2-12. SOLDIER'S TIME / LIGHTS OUT:**

Students are expected to use this time to study, prepare their uniforms, equipment, and other training resources for the next day's training. Student leaders can use this time to disseminate squad information and to plan for upcoming events or tasks. **Lights out** is at **2300 hours** each night. The bay lights must be turned off at this time. Students that wish to continue studying can use the dayroom or the study room.

### **2-13. DINING FACILITY:**

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

## **CHAPTER 3**

### **STUDENT SUPPORT CHANNEL**

#### **3-1. NCO SUPPORT CHANNEL:**

A student Chain of Command (CoC) is designated and rotated periodically allowing each student the opportunity to perform in a minimum of two leadership positions. The student leaders are responsible for the actions of their subordinates. 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 Academic Evaluation Report, DA Form 1059.

a. Academy NCO Chain of Command (from top down)

1. Commandant
2. Deputy Commandant
3. BLC 1SG
4. Chief of Training
5. Senior Facilitator
6. Facilitator
7. SDNCO during non-academic hours

b. Student Chain of Command (from top down)

1. Student First Sergeant
2. Student Platoon Sergeant
3. Student Squad Leader
4. Student Team Leader
5. Other(s) as appointed by the FAC

#### **3-2. RESPONSIBILITIES:**

The FACs are responsible for the overall administration, billeting, safety, feeding, and processing of all students. In addition, FACs have the responsibility of conducting squad training and rendering evaluations 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 company for formation.
- c. Giving and receiving accurate accountability reports and accountability of students and sensitive items at all times.
- d. Disseminating information down to the members of each team ensuring subordinate leaders are kept informed at all times.

- e. Movement of the company when directed by the training schedule.
- f. Maintaining areas of responsibility to include barracks, classrooms, and outside/common areas.
- g. Reporting violations of instructions or policies to the FAC or SFAC as soon as possible.
- h. Briefing the new student leader when leadership positions change.
- i. Enforcing and maintaining standards IAW AR 670-1.

### **3-3. STUDENT FIRST SERGEANT:**

Students selected for this responsibility are chosen based upon their initiative, motivation, and professionalism. The student 1SG is assigned by the SFACs. In addition to the duties listed in Para 3-5, other responsibilities include:

- a. Responsible for the police and orderliness of the Academy area as a whole.
- b. Supervises students in the dining facility and ensures that students are not loitering.
- c. Other responsibilities as directed by the SFAC.

### **3-4. STUDENT PLATOON SERGEANT:**

The same selection criteria as prescribed for the student First Sergeant applies to the student platoon sergeants. Student platoon sergeants are assigned by the SFACs. In addition to the duties listed under 3-5, other responsibilities include:

- a. Ensuring platoon members are awake at first call and preparing for formation.
- b. Have 100% accountability of platoon members at all times.
- c. Performs additional duties as directed by their SFAC.

### **3-5. STUDENT SQUAD/TEAM LEADER DUTIES:**

Squad Leader/Team Leader positions are assigned and evaluated by the FAC. In addition to the duties listed under 3-2, other responsibilities include:

- a. Keeps the student NCO Support Channel informed of squad/team members who need help with problems.
- b. Checks each member of the squad/team at first call to ensure that they are awake and preparing for first formation.
- 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.

(e) If I violate the Honor Code, I expect neither immunity nor special consideration.

I am honor bound to report any breach of honor that comes to my attention.

2. **RESPONSIBILITY:** The Honor Code belongs to the students of the NCOA and compliance to the code is the responsibility of each individual. The honor system does not cease with academic honor and integrity. It also applies to observance and adherence to the rule or regulation set forth by this Academy. To knowingly violate a rule or regulation, whether or not this violation is discovered, is a discredit to your own word of honor. It is your responsibility as a student to immediately report any violation of the honor system directly through the chain of command. Your failure to assume the responsibility of reporting violations of this Honor system could result in your elimination from the course.

(a) Those that observe an honor code violation and do not report it are also guilty of an honor code violation.

(b) Violations of the Honor Code can result in dismissal from the Academy and an adverse remark placed on your DA Form 1059.

(c) **HONOR CODE VIOLATIONS:** The following procedures are used to investigate suspected violations of the Honor Code.

a. Incidents are reported to the Chief of Training through the chain of command.

b. The Chief of Training will submit his recommendation to the Commandant for actions as deemed appropriate.

#### **4-3. GRADUATION CRITERIA AND REQUIREMENTS:**

The graduation requirements are shown in the two tables below. The tables also indicate if the assessment is part of the student's GPA or not. If a student fails any initial assessment, he or she will be counseled and retrained. Any Soldier that fails an initial assessment will take a Remedial Educational Assessment (REA). The highest final grade for an assignment a student can obtain on a REA is 70% (regardless of the score obtained) Soldiers who fail a REA will be recommended for academic dismissal from the course.

<b>Assessment Title</b>	<b>Associated Lesson</b>	<b>Grade Point Average</b>
1009S Public Speaking and Information Briefing	B104	GPA
1009W Assessing Writing, Compare, and Contrast Essay	B112	GPA
1009W Assessing Writing, Informative Essay	B103	GPA
Conduct Individual Training Rubric	B116	GPA
Conduct Physical Readiness Training Rubric	B111	GPA
Conduct Squad Drill Rubric	B114	GPA

There are six assessments that are mandatory and graduation requirements, but do not count toward the student GPA as shown in the table below.

Assessment Title	Associated Lesson	Grade Point Average
Compliance with the Army Body Composition Program	In-processing	Non-GPA
The Army Physical Fitness Test (APFT)	B123	Non-GPA
1009A Assessing Attributes and Competencies	Entire Course	Non-GPA
1009W Special, Assessing Reflective Writing	B122	Non-GPA
1009W Special, Resume	B117	Non-GPA
SHARP Essay (Commandant's Writing Award)	B100	Non-GPA

**4-4. RETRAINING AND REMEDIAL EDUCATIONAL ASSESSMENT (REA):**

Reassessments will occur anytime a student fails an assessment for the first time except for the 1009A – Assessing Attributes and Competencies. Soldiers who fail any reassessment will be recommended for dismissal. Soldiers are strongly encouraged to conduct their own collaborative study sessions, if not mandated to do so. The Deputy Commandant is the dismissal authority and the commandant is the appellate authority for all dismissals. Facilitators will conduct the reassessment after necessary retraining/study hall. Reassessments will be conducted IAW the training schedule outside of normal course academic hours. Regardless of the score on a retest, the student will receive a score of 70% for GPA computation purposes. The following restrictions listed below must be imposed:

- a. Height/Weight failure: 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. APFT failure: Soldiers are allowed one retest. The retest will be administered no earlier than seven days after the initial APFT assessment
- c. Soldiers who meet academic course requirements, but fail to meet the APFT and/or height and weight standards will be dismissed from the course
- d. NCOA commandants will not add to the standards of AR 600-9 by imposing any arbitrary percentages to the body fat composition

**4-5. DA FORM 1059 Service School Academic Evaluation Report (AER):**

NCOAs must prepare an AER, DA Form 1059, for each student upon successful completion, or up to the point of dismissal from the course. Comments on the DA Form 1059 will match those found on the Soldier's DA Form 4856 (Developmental Counseling Form) as maintained by the school.

- a. 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 rating from the 1009A; pass U.S. Army Fitness requirements during the course; and receive no adverse counseling.

**NOTE:** Failing any assessment removes a Soldier from eligibility of Commandant's List or Superior Academic Achievement.

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 test 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.) may be assessed as a "Failed to Achieve Course Standards" or "Achieved 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. Students who received any "Did Not Meet Standards" assessment within PART II, blocks *f* through *k* may only be assessed as a "Failed to Achieve Course Standards" or "Achieved 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 explanation in the comments area. 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. (AR 623-3, paragraph 3-13e(5)(a)6) 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 counselings are not eligible for the Commandant's List. Students who receive any 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.

Block *c*. The reviewer may list up to three future assignments that are relevant to the student's demonstrated aptitude IAW AR 623-3, paragraph 3-13e(5)(a)7.

#### **4-6. STUDENT COUNSELING:**

Students will receive the following counseling while attending BLC:

a. Initial Counseling. (Reception and integration) The FAC should determine whether or not a Soldier has any personal problems or outside distractors that would interfere with the course completion.

- b. Any failure of an assessment and/or graduation requirement.
- c. Comprehensive end-of-course developmental counseling: The FAC will consolidate and analyze student assessment near the end of the course and provide students documented feedback in the form of a Developmental Action Plan. The DAP will identify the student's strengths, weaknesses, and developmental needs.
- d. Any violation of student conduct, SHARP, or local policy
- e. Dismissal

#### **4-7. PASS PRIVILEGES:**

Passes are NOT granted during attendance at the BLC course unless authorized by the Commandant. Students are authorized to leave post during Commandant's time on most nights during the course. See Appendix E, Commandant's Off Post Policy.

#### **4-8. ATTENDANCE:**

NCOA Commandants will consider disenrollment for those Soldiers who have missed classroom instruction that cannot be made up, on a case by case basis. Soldiers cannot miss any graduation requirements.

#### **4-9. ACADEMIC HONOR AND INTEGRITY:**

a. The NCO Leadership Center of Excellence (NCOL CoE) and all associated NCO Academies expect all students to abide by ethical and professional academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an assessment, or individual work—is strictly prohibited. NCOL CoE's Academic Integrity Policy covers all school-related assessments, quizzes, writings, class assignments, and projects, both in and out of the classroom. The Army professional ethic is expressed in law, Army Values, creeds, oaths, ethos, and shared beliefs embedded within Army culture. It inspires and motivates the conduct of Army Professionals.

b. 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.

1. **Collaboration** is to work together (with permission) in a joint intellectual effort.

2. **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/teacher\\_and\\_tutor\\_resources/preventing\\_plagiarism/avoiding\\_plagiarism/index.html](https://owl.purdue.edu/owl/teacher_and_tutor_resources/preventing_plagiarism/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.

3. **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.

4. **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.

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

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

#### **4-10. RE-ENROLLMENT POLICY:**

a. Soldiers dis-enrolled from BLC for disciplinary or motivational reasons will not be eligible for further NCOPDS training for a period of 6 months. Soldiers dismissed from BLC for academic deficiency may apply to reenter and be re-scheduled for the course when both the unit commander and the learner or Soldier determine that they are prepared to complete the course.

b. Soldiers may be released from the course without prejudice for illness, injury, compassionate, or other reasons beyond the student's control. This requires a written notice informing the unit that the Soldier may re-enroll as soon as the reason for disenrollment or dismissal is overcome.

c. Soldiers previously dismissed from BLC and allowed to re-enroll must start the course from the beginning.

#### 4-11. INSPECTIONS:

a. **Personnel:** Squad Leaders will be responsible for monitoring Soldiers throughout the day for personal appearance and uniform deficiencies.

b. **Barracks:** The course SFACs will conduct a daily health and welfare inspection in the barracks. Students are encouraged to maintain a high standard while attending the Academy (see Appendix D).

1. Bunk areas are kept clean at all times. Floors are swept and mopped daily. There will be no trash in the trash can.

2. Student wall lockers should be clean and orderly. Nothing of high value is kept in the lockers. Lockers will remain locked at all times.

#### **4-12. Maintenance and Services:**

The 1<sup>st</sup> BN (NCOA), 199th Regiment Facility Engineer (FE) Section at Camp Cook has operational oversight for all repairs and maintenance requests received within the battalion. Individual staff members are responsible for vetting maintenance requests they turn in. Individual steps to this process are outlined below.

(a) When BLC student leadership is made aware of or identifies any maintenance related deficiencies within the billets, laundry facility, MWR buildings, or any BLC common area on Camp Cook it will be brought to the attention of the facilitators during the morning building inspection. If the deficiency is found after duty hours and cannot wait until morning, the information is brought to the student leadership who contacts the Staff Duty NCO.

(b) Upon notification of a deficiency, the staff member then fills out FE Form 1-D detailing the issue that needs to be addressed. After the form is complete, a copy is submitted to the FE Manager at Camp Cook via hard copy or email.

(c) Once the request is approved, it is prioritized and assigned accordingly by the FE Manager. Service orders are recorded and assigned a service order number by numerical sequence. Approved service order information is entered into the Automated Service Order System. The FE manager maintains a tracking log of work requests, actions due and a status of the repair.

(d) If the repair is something that can be handled by the 1<sup>st</sup> BN FE staff, then the actions are completed and the tracking log is updated as appropriate. If the repair is beyond the capabilities of the FE staff then the work order is elevated to the FE section of Camp Beauregard proper for completing the task.

(e) Once the repair is complete, the originator of the maintenance request will be notified of the completed action by the FE manager. The assigned BLC student 1SG and PSGs will receive a work order status update from the SFAC during their daily meeting. All maintenance issues are briefed weekly to the command group during the staff meeting. This is the forum used for issues that are being worked so that all elements of the 199th have situational awareness on the status of the major requests as well as allowing the command group to maintain visibility.

**SERVICE ORDER REQUEST FORM**  
PLEASE FILL IN TOP PORTION ONLY

Authorized Requester (please print): _____ Signature _____
Date: _____ Telephone #: _____

Building No. \_\_\_\_\_ or Equipment State Tag No. \_\_\_\_\_

Building or Equipment Description: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Description of Work should be explicit. Location on building that the repairs are required and what needs to be repaired or replaced. i.e. rear window pane on east wall needs to be replaced.

\*\*After completion of the FE-1-D, e-mail to [michael.p.allen1.mil@mail.mil](mailto:michael.p.allen1.mil@mail.mil) or call (318)382-4251, (318)625-5142 or hand carry to MSG Michael Allen, Maintenance Manager, at 100 Louisiana Blvd, Camp Minden, 71055.

**This area to be filled out by Facility Engineers, and returned to requester**

Your Service order request has been \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Priority

Approver's notes: \_\_\_\_\_

\_\_\_\_\_

Note: To check status of this service order refer to the above request number.

<b>For Facility Engineer Use:</b>
Date Open: _____ Notes: _____
_____
_____

This area is to be filled out once the work order is complete.

Complete Date: _____ Employee Signature: _____
Customer Signature: _____

## **CHAPTER 5 ACADEMIC HONORS AND DISMISSALS**

### **5-1. NCOA HONORS:**

Honors are based upon the criteria listed below. 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 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 Army fitness requirements during the course; and receives no negative counseling; they are eligible to receive this honor.

b. **Distinguished Leadership Award:** There is only one Distinguished 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 the following prerequisites:

1. Must be eligible for the commandant's list
2. Selected by their peers with final recommendation by the facilitator
3. Received no adverse developmental counseling

c. **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 the commandant's list
2. Have the highest overall academic grade point average (GPA)
3. Have no adverse developmental counseling

d. **Honor Graduate:** This graduate is the student who demonstrated superior academic achievement through the "Whole Soldier" concept. This graduate must meet the following prerequisites:

4. Must be eligible for the commandant's list
5. Have the second highest overall academic grade point average (GPA).
6. Have no adverse developmental counseling.

e. **Iron Warrior:** There is only one Iron Warrior award recipient. This graduate is the student with the highest overall score on the APFT. The recipient must score 90 points or higher in all three events.

f. **Commandant's Writing Award (SHARP Essay)** (determined by the Commandant)

## 5-2. DISMISSALS:

a. **Administrative:** Administrative release from BLC is reviewed by the Chief of Training and Deputy Commandant on a case-by-case basis and determined by the Commandant based on the Chief of Training's recommendations. Reasons for release include compassionate, emergencies, unit recall or other reasons beyond the control of the student. 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 Chief of Training and Deputy Commandant on a case-by-case basis.

The Deputy Commandant determines the release based on the recommendation of the Chief of Training. Reasons for a medical release include injury or illness resulting in 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 failure to achieve a passing score on any assessment within two attempts. A Soldier released for academic reasons may re-enter the course when both the unit commander and the Commandant determine that the student is prepared to successfully complete the course. Students released for academic reasons receive an AER with adverse comments.

d. **APFT:** Students attending BLC will be administered the APFT on Day 2. Successful completion of the APFT is a mandatory course requirement. One APFT retest will be allowed. It will be administered no earlier than seven days after the initial failure of the APFT. Students who subsequently fail the physical fitness standards will be removed from the course. A Soldier released for APFT failure may re-enter the course when both the unit commander and the student determine that they are prepared to successfully complete the course.

e. **Height and Weight:** Students attending BLC will be administered height and weight screening as a mandatory course requirement on Day 0. One height and weight re-screening is administered no earlier than seven days after initial failure to meet body composition standards. Students who subsequently fail to meet body composition will be removed from the course. A Soldier released for non-compliance with AR 600-9 may re-enter the course when both the unit commander and the student determine that they are prepared to successfully complete the course.

f. **Disciplinary:** Disciplinary releases are reviewed by the Chief of Training on a case-by-case basis and are considered adverse in nature. The Deputy Commandant will determine release from the course. Students released for disciplinary reasons are not allowed to return to any NCOPDS Course for a period of six months. Additionally, Disciplinary releases include (but are not limited to):



- Violations of academy policies or Army regulations
- Lack of self-discipline or motivation
- Conviction under the provisions of the Uniform Code of Military Justice (UCMJ) or conviction in civilian court (except for minor traffic violations)
- Violations of the Student Honor Code System or Army Ethical Standards
- Any conduct unbecoming of a Noncommissioned Officer
- Absent from appointed place of duty, i.e. formation/classes etc.
- A Student receiving excessive adverse counseling is considered a habitual offender and recommended for release from the course.
- Any unsafe action that endangers self or another student, resulting in an injury or illness and/or loss of training time.
- Other reasons as determined by the Chief of Training

### **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 the 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 your 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.

## **CHAPTER 6 GRADUATION**

### **6-1. OUT PROCESSING AND GRADUATION:**

a. 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 as a minimum:

1. Academic Evaluation Report (DA Form 1059)
2. Certificate of Graduation
3. Addendum packet from their Facilitator

b. Graduations are held in the Post Theater (Bldg 720) at Camp Beauregard. The ceremony begins at 1500. It is the student's responsibility to notify their unit as to the time and place of their graduation. Students should encourage family and friends to arrive at least 15 minutes early.

c. Out-processing:

1. Students will inventory and turn in any equipment received from S-4 or their FAC. Students will be charged for all damaged or missing items. Students will receive their hand-receipt after being cleared or receiving a statement of charges.
2. Students will clean all Academy areas to standard prior to being released. This includes (but not limited to) barracks, classrooms, latrines, laundry rooms, outside areas, and police call areas.
3. Following barracks clearance by the Senior Facilitators the student will be provided with their DA Form 1059 and graduation certificate.

**NOTE:** Equipment drawn from the Academy supply room will be cleaned and returned to the supply room prior to graduation. Barracks, classrooms, and common areas will be cleaned and inspected prior to release on Day 22.

**APPENDIX A - BLC Packing list**

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

<b>Item#</b>	<b>Mandatory Equipment Description</b>	<b>REQ</b>	<b>Item#</b>	<b>Mandatory Equipment Description</b>	<b>REQ</b>
1	OCP 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, Coyote	1EA	26	Sports Bottle (water source)	1EA
8	Boots Combat, 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, 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	36	Bedding (sheets, blanket, pillow case)	
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 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 1-6 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 canteens or 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.

## 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, 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.

## **APPENDIX D BARRACKS HEALTH, WELFARE, and MAINTENANCE**

1. Senior Facilitators, Facilitators, and students use the Student Guide for barracks arrangements and spot-checks.
2. Facilitators will conduct an orientation/demonstration of the barracks health and welfare check procedures with the students on Day 2 of the training schedule.
3. Senior Facilitators monitor results of student leaders, make any necessary on-the-spot corrections and provide feedback to the students. The feedback will assist students on improving their health and welfare strong and weak areas.
4. Procedures:
  - a. Student (Squad and Team) Leaders are responsible for ensuring their section assigned areas are maintained IAW the procedures outlined in this section.
  - b. The Squad leader inspects the items that are explained in detail in ANNEX D (bunk, footwear, and wall locker). The Squad Leader then checks the same items on his/her Team Leaders.
  - c. The Team Leaders checks their personnel while the Squad Leader monitors the inspection.
  - d. The Squad Leader inspects the squad's assigned common area(s).
  - e. The Student First Sergeant and Student Platoon Sergeants will be responsible for monitoring and ensuring that timelines are met IAW the training schedule.
  - f. The Study Groups will be done with barracks checks prior to movement to breakfast.

## **RESPONSIBILITIES**

1. The Student Leaders will make sure to follow-up on deficiencies from the previous day. Students must correct deficiencies within 24 hours. Students must maintain the barracks IAW the BLC Student Handbook. The Student Leaders complete the barracks checks daily prior to the breakfast meal.
2. Daily Procedures:
  - a. The Student First Sergeant and Student Platoon Sergeants will be responsible for ensuring the barracks are maintained in an acceptable state of readiness. Even though barracks maintenance has no bearing on the outcome of the students leadership assessment. This process should be utilized by the squad leaders and team leaders as a learning opportunity on delegating, participating, and directing styles of leadership.

## **(APPENDIX D) BARRACKS HEALTH, WELFARE, and MAINTENANCE (continued)**

b. When the student 1SG and PSGs have completed barracks maintenance, all Study Groups should be in formation on the road with road guards already posted at both ends of the formation in front of their respective barracks. The Squad Leader will **NOT** march the Study Group to the schoolhouse until their Facilitator is present.

3. SFACs will complete a walkthrough of all barracks to identify any maintenance issues and note any areas that were not cleaned properly. Anything noted will be discussed with the student 1SG and PSGs in their daily meeting with the SFACs.

4. All areas that need maintenance attention for repair will be forwarded thru student leadership to the Senior Facilitators daily. The SFAC will annotate the area needing repair with a brief description of the issue on a work order and forward to the maintenance section. Upon notification of correction of the issue, from the maintenance section, the SFAC will then verify that the issue has been resolved.

### 5. BARRACKS GENERAL GUIDELINES:

a. All areas in the barracks are subject to inspection.

b. Lights are turned off NLT 2300 hours each evening.

c. All lights are turned off when the barracks are empty to include the latrine, storage area and break rooms.

d. All thermostat changes are made by the SFAC or FAC **ONLY**.

e. The summer setting is 78 degrees. The winter setting is 68 degrees.

f. Do not tamper with any safety equipment (i.e. fire extinguishers, fire exit signs, smoke or carbon monoxide alarms and exit signs).

g. Keep windows closed and locked. Keep blinds down and closed at night. Raise blinds to the top of the bottom window each morning before barracks checks, females will keep blinds down in Bldg 4703 at all times.

h. Do not tamper with air vents.

i. Do not store hazardous material in the barracks (i.e. CLP, Fuels, and Oils).

### 6. COMMON AREAS:

#### *a. Latrine:*

1. Wipe off and dust all ledges.

2. Clean and wipe off all toilets (toilet seats are in the up position when not in use).



**(APPENDIX D) BARRACKS HEALTH, WELFARE, and MAINTENANCE (continued)**

3. Insure there is at least one roll of toilet paper in each stall.
4. Place one cap full of pine oil in each toilet.
5. Sweep and mop floors daily.
6. Wipe down urinals to include the underside.
7. Mop shower floor (should be dry, **no standing water**).
8. Wipe down shower walls, soap dishes (**no standing water**), showerheads, and knobs.
9. Clean all shower walls to prevent mildew.
10. Wipe out and dry all sinks to include utility sink.
11. Clean all mirrors.
12. Empty trash cans, replace liner, and place upside down with lid on top daily. The trash will be disposed of properly prior to formation/report time to classroom.
13. Clean windows (inside and out).

*b. Open Bay:*

1. Dust mop or sweep and mop floors daily.
2. Dust top of wall lockers, bunks, window blinds, and all ledges.
3. Empty trash cans, replace liner, and place upside down with lid on top daily. The trash will be disposed of properly prior to formation.
4. Clean bugs from all overhead lights.
5. Clean windows and mirrors.
6. Ensure all wall lockers and bunks are dress right dress.
7. There will be no cell phones, alarm clocks, etc left out in the common areas.

*c. Study Room and Day Room:*

1. Dust mop or sweep and mop floors daily.
2. Dust all furniture.

**(APPENDIX D) BARRACKS HEALTH, WELFARE, and MAINTENANCE (continued)**

3. Wipe out inside of microwave and refrigerator.

4. Clean windows and blinds.

*d. Cleaning Supplies Closet:*

1. Sweep and mop floors daily

2. Dust shelves

3. Organize cleaning supplies (keep supplies IAW Hazmat binder).

4. Organize brooms in rack.

5. Clean the broom rack.

*e. Exterior of Barracks:*

1. Sweep porches, sidewalks, and ledges of building daily

2. Perform police call around the barracks daily

3. Empty and clean cigarette butt cans daily

4. Clean exterior windows as needed

**7. PERSONAL AREAS:**

*a. Bunks:*

1. Stacked bunks (bldg. 4203 & 4204) are placed with corresponding wall lockers located at the head of the bunks. All bunks will be in line with the end bunk in a straight line. The bunks will alternate down each row (i.e. alternate top and bottom bunks, as well as, left to right. **See Figure 1**). Non stacked bunks (bldg. 4703) are placed with the head of the bunk against the wall and associated wall locker at the foot of the bed (**See Figure 2**). The three drawer desk between bunks is to be shared between bunk occupants on either side of drawer.

2. Put sheets and blanket on bed using 45 degree fold (**See Figure 1**).

3. Fold the top sheet and blanket together into a 6-inch collar, 18-inches (bottom sheet showing) down from the top edge of the mattress seam (total of 24 inches) with no raw edges displayed.

4. Center the pillow at the top of the bunk, opening to the left (as observed standing in the isle) with excess pillowcase tucked under (if enough to tuck).

**(APPENDIX D) BARRACKS HEALTH, WELFARE, and MAINTENANCE (continued)**

5. The "U. S." printed on the blanket will not show when the bunk is made.
6. Hang laundry bag on the middle rail, isle end, of the bunk. Use the infantry cross tie to secure the bag to the bunk. Female barracks will place laundry bag under wooden desk chair in front of wall locker.

*b. Footwear (See Figure 1):*

1. When standing in the aisle facing the bunks, the person assigned to the top bunk will align his/her footwear under the left side of the bunk and the person assigned the bottom bunk will align his/her footwear under the right side of the bunk. The footwear is displayed under the isle end of the bunk **(See Figure 1)**.
2. Align first pair of footwear with toes under the bed frame with heels aligned. All other footwear aligns with the first pair.
3. Footwear must be clean and free of debris prior to placing under bunks.
4. Lace and tie all shoes completely and tuck the excess laces inside.
5. Do not leave a space to indicate missing footwear.

*c. Wall Locker:*

1. Align wall lockers.
2. Open food or beverages are not permitted to be stored in wall lockers. All open food or beverages must be consumed and/or disposed of properly IOT prevent pest infestation and odors.
3. Wall Lockers will be maintained in a clean and orderly manner. Hangers will be used to hang appropriate clothing items. Dirty or soiled laundry items will be placed in an approved laundry bag and displayed as detailed in paragraph 7a(6) above.
4. Wet towels and clothing will not be stored in wall lockers. Wet towels will be folded in half and placed on a hanger and hung from wall locker handle.
5. All wall lockers and drawers will be closed and secured with padlock.
6. Wall Lockers and drawers are subject to inspection if NCOA staff and cadre feels there has been a violation to published policies and SOPs.

**(APPENDIX D) BARRACKS HEALTH, WELFARE, and MAINTENANCE (continued)**



**FIGURE 1: BUNK DISPLAY MALE BARRACKS**

**NOTE:** Align footwear with the first pair touching the bed post and flush with the bed rail. All mattresses should be pushed to the same end of all bunks. Alternate top and bottom bunks, as well as, left to right. First bunks nearest the latrine should be alike on each isle of bunks to make barracks uniformed. When facing the bunk from the isle, top bunk's footwear should be on the left side and bottom bunks on the right.

**DO NOT LEAVE A SPACE FOR ANY SHOES/BOOTS MISSING OR BEING WORN.**

1. Military Boots (Maximum) – 2 pair
2. Athletic Shoes – 1 pair
3. Shower Shoes – 1 pair
4. 18 inches from head of mattress to collar
5. 6 inch collar (No raw edge)
6. Pillow, leveled and tucked
7. 45% corners on all 4 corners

**(APPENDIX D) BARRACKS HEALTH, WELFARE, and MAINTENANCE (continued)**



**Figure 2: Bunk Display Female Barracks (4703)**

**NOTE:** Align footwear with the first pair touching the bed post and flush with the bed rail. All mattresses should be pushed to the same end of all bunks.

**DO NOT LEAVE A SPACE FOR ANY SHOES/BOOTS MISSING OR BEING WORN.**

1. Military Boots (Maximum) – 2 pair
2. Athletic Shoes – 1 pair
3. Shower Shoes – 1 pair
4. 18 inches from head of mattress to collar
5. 6 inch collar (No raw edge)
6. Pillow, leveled and tucked
7. 45% corners on all 4 corners

## **(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 or 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 (continued)**

**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 2200 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.