

BASIC LEADER COURSE

STUDENT GUIDE



218th Regiment, 3rd Battalion NCO Academy Student Guide

Effective Date: 22 April 2020

Supersedes: 218th Regiment 3rd BN NCOA Student Guide dated 1 October 2017

Proponent: The proponent for this student guide is the Commandant, 218th Regiment NCOA.

Commandant
218th Regiment 3rd BN NCOA
Building 3800
5411 Leesburg Rd
Eastover, SC 29044

POC phone number: DSN-583-1720

Email Address: bernie.h.choa.mil@army.mil

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

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

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

Distribution: One copy per student is provided via email prior to BLC training cycle.

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

TABLE OF CONTENTS

A MESSAGE FROM THE COMMANDANT

CHAPTER 1. GENERAL ADMINISTRATION

	Paragraph
Course Structure	1-1
Course Objectives	1-2
Duty Uniform	1-3
Privately Owned Vehicles	1-4
Cell Phones	1-5
Student Pay	1-6
Religious Services	1-7
Valuables	1-8
Medical and Dental Treatment	1-9
Laundry	1-10
Offices	1-11
Visitation	1-12
Enrollment Requirements	1-13
Physical Requirements	1-14
Student Guide Distribution	1-15
NCOA Contact Numbers	1-16
Reporting and In-processing	1-17

CHAPTER 2. STUDENT ADMINISTRATION

Student Conduct	2-1
Fraternization and Harassment	2-2
Alcohol Policy	2-3
Student Assignment	2-4
Uniform and Equipment	2-5
Training Schedule	2-6
Formations	2-7
Classroom Procedures	2-8
Safety	2-9
Barracks	2-10
Crime Prevention	2-11

TABLE OF CONTENTS (Cont.)

	Paragraph
CHAPTER 3. STUDENT ORGANIZATION	
NCO Support Channel	3-1
Responsibilities	3-2
Student First Sergeant	3-3
Student Platoon Sergeant	3-4
Student Squad/Team Leader Duties	3-5
CHAPTER 4. ACADEMY STANDARDS AND EVALUATION	
Standards and Conduct	4-1
Course Graduation Requirements	4-2
Evaluations	4-3
Grading	4-4
Remedial Educational Assessment	4-5
Inspections	4-6
Formations	4-7
Student Counseling	4-8
Pass Privileges	4-9
Academic Evaluation Reports (DA Form 1059)	4-10
Study Hall	4-11
Attendance	4-12
Dining Facility	4-13
Complaints and Grievances	4-14
CHAPTER 5. ACADEMIC AND PERFORMANCE HONORS AND DISMISSALS	
Academic and Performance Honors	5-1
Dismissals	5-2
Appeals Process	5-3
Returning to BLC After Being Released	5-4
CHAPTER 6. GRADUATION	
Out Processing and Graduation	6-1
CREED OF THE NONCOMMISSIONED OFFICER	APPENDIX A
SOLDIERS CREED	APPENDIX B

SOUTH CAROLINA ARMY NATIONAL GUARD
REGIONAL TRAINING INSTITUTE
3rd Battalion (NCOES), 218th Regiment (Leadership)
5411 Leesburg Road
Eastover, South Carolina 29044-9732

NGSC-LDR-CCO

22 April 2020

MEMORANDUM FOR Soldiers attending the Noncommissioned Officers Academy

SUBJECT: A Message from the Commandant

1. Congratulations on your selection, and welcome to the 218th Regiment Noncommissioned Officer Academy (NCOA). Your selection indicates the Army's trust and confidence in your Leadership potential and ability to serve in positions of greater responsibility. Our goal and mission while you are assigned to the NCOA is to provide excellent academic and performance based evaluations in an institutional based environment to develop competent, confident, well trained, and educated small unit leaders.

2. The NCOA is committed to providing you with an excellent training experience. My Cadre will treat all Soldiers as team members, challenge you mentally and physically, and treat you with dignity and respect. We accept the challenge in academic and performance oriented excellence and graduate students to the greatest extent possible. We pledge to sharpen your existing leader and warfighting skills, teach and instill the Warrior Ethos while ingraining the seven core Army Values and enhancing your ability to motivate, train, and lead Soldiers.

3. A positive attitude, time management skills, and good study habits are great attributes to possess; however, it is up to you to achieve excellence. Upon graduation, your "tool box" will be full of current and relevant information to pass on to those you lead. We hope you will confidently accept more challenging leadership positions that attest to your professional development.

4. This is probably one of the few opportunities you will have to work closely with Soldiers from all branches of the Army, so take full advantage of it and get to know as many of your peers as you can. Understanding our differences makes us a much stronger Army!

5. Make the most of your experience at the NCOA, and good luck during the challenging days ahead.

///Original Signed///
BERNIE H. OCHOA
SGM, SCARNG
Commandant

"No one is more Professional than I"

CHAPTER 1 GENERAL INFORMATION

1-1. Course Structure (SOME TASK LISTED BELOW ARE RESIDENT PHASE ONLY)

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

2. The BLC is a 22-academic day course consisting of 169 academic hours. The course map below shows a listing of the lessons that make up the course. It reflects the mandatory sequence, the lesson identification number, the lesson title, the length of the lesson (total), and the phase for rotation purposes. (**NOTE:** The six administrative lessons are not part of the course map).

3. The BLC is conducted in four phases with one rotation: Foundations and Leadership (Base Group), Readiness and Assessment (Rotation). Soldiers will rotate to a new classroom with new facilitators upon completion of the Leadership Phase. All facilitators will continue to teach following the course map and training schedule.

1-2. Course Objectives: The BLC focuses on six Leader Core Competencies (LCC). These competencies are: Readiness, Leadership, Training Management, Communications, Operations, and Program Management. BLC is designed to build basic leader and trainer skills needed to lead a team size element; while providing the foundation for further development along the PME learning continuum.

1-3. DUTY UNIFORM: The duty uniform for the BLC is the OCP with Patrol Cap. The ASU will be worn for graduations. Uniform and grooming standards will be enforced IAW AR 670-1. A complete Army Improved Physical Fitness Uniform (APFU) will be required IAW the NCOA packing list.

1-4. PRIVATELY OWNED VEHICLES (POV): All POVs must meet post and state safety inspection and installation registration requirements. Once POVs are parked for the cycle, students are not allowed to go back to their POV unless permission is given by the NCOA leadership. POVs must be available for inspection by NCOA Cadre NLT day three of the course.

1-5. CELL PHONES: Students may bring personal cell phones; however, they can only be used on the students' evening personal time and/or in the designated break areas. Cell phones may be carried and used as necessary when directed by NCOA staff.

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

1-7. RELIGIOUS SERVICES: McCrady Training Site offers religious services at the post chapel. Protestant services are scheduled on Sundays at 0900.

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

1-9. MEDICAL AND DENTAL TREATMENT: Students needing to go on sick call will report to a Senior Facilitator or NCOA staff duty to receive a sick call slip. Students will be treated at the McCrady TMC. Sick call slips will be returned to the Facilitator immediately upon returning from sick call. The uniform for sick call is the duty uniform. Emergency treatment is available via 911.

1-10. LAUNDRY: Washers and dryers are available in each BLC bay for student convenience. The laundry room will be maintained daily as per the Barracks SOP.

1-11. OFFICES: All NCOA offices are OFF LIMITS to students except when directed to report by the NCOA staff or when conducting daily details.

1-12. VISITATION: Due to COVID Restrictions, BLC Students are currently NOT authorized to have visitors during or after the duty day for the duration of the course. Guidance on having guests at graduation will be put out to students after reporting to McCrady Training Center.

1-13. ENROLLMENT REQUIREMENTS:

1. Soldiers attending the NCOA will report for class enrollment in APFU.
2. Soldiers attending the NCOA must meet body fat composition standards of AR 600-9. If a Soldier fails HT/WT screening, one re-test will be administered no earlier than seven days after initial screening. Students failing the second tape will be released from the course for failing to meet graduation requirements.
3. Soldiers must have all profiles reviewed by the NCOA Commandant, or their designee, prior to enrollment. Questions should be directed to BLC Chief of Training at (803) 299-2358 or (803) 667-2086.

1-14. PHYSICAL REQUIREMENTS: Students must be able to meet the following physical requirements during the course.

1. Pass APFT and HT/WT
2. Commandants may not supplement these course graduation requirements.

1-15. STUDENT GUIDE DISTRIBUTION: The student guide is sent to each student enrolled in ATRRS (reserve or wait status) via email 45, 20 and 10 days prior to the course start date.

1-16. NCOA CONTACT NUMBERS:

Commandant	Office: 803-299-1720	Cell: 803-667-1394
Deputy Commandant	Office: 803-299-2392	Cell: 803-667-2124
BLC Chief of Training	Office: 803-299-2358	Cell: 803-667-2086

1-17. REPORTING AND INPROCESSING:

1. Students should report to Building 3800 NLT 1500 on Day Zero (Report Day) as listed in ATRRS. Sign- in begins promptly at 0800. All students should be in the appropriate uniform and have the following:

a. Students will report with all required packing list items and documents completed. Students reporting without all required packing list items and completed documents must obtain them within 72 hours. Students will be dismissed from BLC if they fail to provide these missing items within the allotted 72 hours.

b. Pay orders (i.e. AFCOS, ADOS, AGR MOB) and DD Form 1610 (minimum of five copies).

c. 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 disenrolled for pregnancy after enrollment are eligible to return to the course when medically cleared.

d. Current Military Identification Card (CAC) with current pin, and Identification Tags.

e. SSD1/DLC1 certificate of completion.

f. Active component Soldiers must bring a paper copy of the TASS Pre-execution Checklist filled in its entirety with signatures. (TRADOC Form 350-18-2-R-E, April 2018)

g. Barracks rooms, linen, and meal cards will be issued as applicable.

h. The Commandant in-brief and final NCOA operations administration check

CHAPTER 2 STUDENT ADMINISTRATION

2-1. STUDENT CONDUCT: The NCOA trains and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions, and directives. It is the student's responsibility to maintain this standard during the course of instruction and throughout their military career. While on and off duty, you will maintain high standards of appearance and conduct. Misconduct of any type, no matter how small, may result in an immediate disciplinary dismissal (See Par. 5-2d).

2-2. FRATERNIZATION AND HARASSMENT

1. Fraternization: Fraternization is prohibited. Fraternization includes 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 are prejudicial to good order or discipline or tend to bring discredit to the NCOA and the NCO CORPS.

2. Harassment: Harassment of individuals on the basis of their gender, race, color, age, disability, national origin, religion will not be tolerated. Harassment violates the fundamental policy to provide equal opportunity and equal treatment to personnel. Military personnel have a great responsibility under the policies of the Department of Army and Air Force, 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. Personal conduct, which violates these policies or standards, will not be tolerated.

2-3. ALCOHOL POLICY: No alcohol consumption is authorized while you are attending the Basic Leader Course. There will be no exceptions to this policy under any circumstances. Use or possession of controlled substances is forbidden. If you violate any or all of the above mentioned, you are subject to immediate dismissal and/or actions under the UCMJ.

2-4. STUDENT ASSIGNMENT: During in-processing, you will be assigned to a squad and receive a "Student Number." It is very important that you place your student number, rank, and name on all correspondence while assigned to the NCOA. Unless otherwise directed, place this information in the top right corner when filling out documents.

2-5. UNIFORM AND EQUIPMENT (RESIDENT PHASE ONLY): You are required to have certain items of clothing and equipment in your possession while at the Academy. Students requiring prescription eyewear must have their military issued glasses or civilian eyewear IAW AR 670-1. The uniform for each day is indicated on the training schedule.

2-6. TRAINING SCHEDULE (RESIDENT PHASE ONLY): A copy of the training schedule is posted on the bulletin board in each classroom and in your barracks. A schedule will also be issued to each student Squad Leader, Platoon Sergeant, and First Sergeant to be maintained in their Leader's Book.

2-7. FORMATIONS (RESIDENT PHASE ONLY):

1. Students will march in formation to and from all training.
2. Facilitators are in charge of any marching element moving outside of the Academy grounds.
3. Senior Facilitator are responsible for the overall movement each training day.
4. If a student is late to any formation (including any scheduled training event), he will receive an adverse developmental counseling. If a student is late a second time, he will be considered for dismissal.

2-8. CLASSROOM PROCEDURES (RESIDENT PHASE ONLY): Classroom rules will be established by the Facilitator at the beginning of the course. A Classroom Leader will be appointed for each classroom and be responsible for greeting all visitors IAW Facilitator instructions. While the emphasis of the classroom conduct is to foster the best learning environment possible, students are expected to maintain their professionalism and military bearing at all times. Classrooms will be maintained in a high state of organization, cleanliness, and repair. Offensive language, smoking, smokeless tobacco, eating, and drinking in the classroom is prohibited except for specific items approved by the Facilitator. End of day procedures will be adhered to everyday as instructed by the Facilitator.

2-9. SAFETY:

1. Safe training and training safety are not synonymous. Safe training is achieved by integrating safety in the planning, development, and conduct of training (FM 7-0 and FM 7-1). Leaders must commit to accomplishing mission without unnecessarily jeopardizing lives and equipment. They must recognize unsafe behavior while making prudent risk decisions, and developing operational processes to minimize hazards. Force protection must be an integral part of mission accomplishment by including 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.
2. Training safety consists of three interlocking tiers:
 - a. The Commandant: Validating soundness of training and evaluation plans for

“No one is more Professional than I”

safety and resolving safety issues.

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

c. The Individual: Ensuring Soldiers look after themselves, others and know how to recognize unsafe conditions and acts.

3. Weapons Safety (**RESIDENT PHASE ONLY**): Weapons are secured in the Regiment's arms room when not being used during training. During field training, individual weapons and sensitive items are accounted for at all times. There is a 100% accountability of sensitive items report to be submitted at 0700 & 1900 daily. Sensitive item reports are submitted before, during, and after any movement during the Situational Training Exercise (STX). Within 30 minutes of the loss of the weapon or sensitive items, the Commandant is informed through the chain of command. Students on guard duty are responsible for all equipment in Assembly Areas during the STX.

NOTE: Personal firearms are not permitted anywhere at the SCARNG Training Center. If you report with a personal firearm, Gate Guards may deny you entrance to the training center.

2-10 BARRACKS (RESIDENT PHASE ONLY):

1. Special Instructions:

a. Rooms, common areas, field equipment, uniforms, lockers, etc., will be maintained IAW Barracks SOP.

b. Brooms, mops, and cleaning materials will be kept in appropriate areas.

c. Female students are not allowed in male barracks. Male students are not allowed in female barracks.

d. All other times, male staff will be escorted by a female when entering the female barracks and female staff will be escorted by a male when entering the male barracks.

e. Lights will be turned off when barracks are unoccupied. Student leaders will inform subordinates of the time and place of any evening details to be performed.

f. Fire extinguishers will not be removed or tampered with.

g. Unless changing in your assigned room, a complete and appropriate uniform will always be worn.

h. Students will not leave the Academy area during duty hours for any reason unless

“No one is more Professional than I”

authorized specifically by the Facilitator.

i. Students will ONLY use cleaning materials issued by the Senior Facilitator or Regiment Supply to clean the barracks.

j. Students will observe all proper customs and courtesies at all times. Whenever a Soldier of lesser rank is addressing a Soldier of senior rank, that Soldier will assume the position of parade rest (if addressing an enlisted senior) or attention (if addressing an officer). **This applies to NCOA cadre and student leadership.**

k. Pocket sized radios, CD players or MP3 players are the only audio equipment authorized. They will only be used when inside the barracks during personal time with headphones. Larger radios are not authorized.

l. Tobacco products will only be used in designated areas; this includes smokeless tobacco.

m. No Alcohol is permitted in the barracks or in Academy area.

2-11. CRIME PREVENTION (RESIDENT PHASE ONLY): 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 a Cadre member and give all the details pertaining to the loss. Military Police are not notified without permission from the Commandant, Deputy Commandant, or BLC Chief of Training except in cases of extreme emergency.

CHAPTER 3 STUDENT ORGANIZATION

3-1. NCO SUPPORT CHANNEL (RESIDENT PHASE ONLY): A student NCO support channel is designated and rotated periodically, allowing each student the opportunity to perform in as a squad leader. The student leader is responsible for the actions of the students in their squad. Student leaders exercise normal authority and responsibilities in the execution of their appointed command functions. Students will cooperate and obey the orders of those appointed above them. Failure to cooperate with or disobeying directives of the student NCO support channel may result in developmental counseling, adverse comments entered on the student's Academic Evaluation Report, or adverse actions such as dismissal from the course.

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

- a. Commandant
- b. Deputy Commandant
- c. Chief of Training
- d. Senior Facilitator
- e. Facilitator

2. Student NCO Support Channel (from top down)

- a. First Sergeant
- b. Platoon Sergeant
- c. Squad Leader
- d. Team Leader
- e. Other(s) as appointed by the Facilitator

3-2. RESPONSIBILITIES: The Facilitators are responsible for the overall administration, billeting, safety, feeding, and processing of all students. In addition, Facilitators have the responsibility of conducting squad training and rendering evaluations of the students to include making on the spot corrections and counseling. **(SOME TASK LISTED BELOW ARE RESIDENT PHASE ONLY)**

1. General student leadership responsibilities include:

- a. Attending all classes with their assigned small group.

“No one is more Professional than I”

- b. Organizing the student 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. Ensuring equipment is properly stored or displayed IAW NCOA Barracks SOP.
- h. Reporting violations of instructions or policies to the Facilitator or Senior Facilitator as soon as possible.
- i. Briefing the new student leader when leadership positions change.
- j. Enforcing and maintaining standards IAW AR 670-1

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

- 1. Responsible for policing and orderliness of the Academy area as a whole.
- 2. Supervises students in the dining facility and ensures that students are not loitering.
- 3. Other responsibilities as directed by the Senior Facilitator.

3-4. STUDENT PLATOON SERGEANT (RESIDENT PHASE ONLY): The same selection criteria as prescribed for the student First Sergeant applies to the student platoon sergeants. Student platoon sergeants are assigned by the Facilitator. In addition to the duties listed under 3-5, other responsibilities include:

- 1. Ensuring platoon members are awake at first call and present for formation.
- 2. Have 100% accountability of platoon members at all times.
- 3. Performs additional duties as directed by their Senior Facilitator.

3-5. STUDENT SQUAD LEADER DUTIES (RESIDENT PHASE ONLY): Squad Leader positions are assigned and evaluated by the Facilitator. In addition to the duties listed under 3-2, other responsibilities include:

“No one is more Professional than I”

1. Keeps the student NCO Support Channel informed of squad/team members who need help with problems.
2. Checks each member of the squad/team at first call to ensure that they are awake and preparing for first formation.
3. Checks the squad/team at all formations to ensure that all members are present, and in the proper uniform.
4. Have 100% accountability of squad/team members at all times.
5. Performs additional duties as directed by cadre.
6. 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.

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

2. 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 is the rule. There are no exceptions.

3. Honor Code: Honor is the guiding principle of every endeavor involving the profession of the Army. Integrity is a basic attribute demanded of every Noncommissioned Officer. This personal quality requires, among other things, that "Your work must be your own." Examinations and performance oriented training evaluations are given throughout the course. Each individual student prepares presentations. This work is evaluated based on individual effort. Each student's work will be entirely original in every manner. The copying of another student's work violates the intent of the Honor Code. Students are encouraged to work together, utilizing the team concept; however, the final result will be original. The honor system does not cease with academic honor and integrity. It also applies to the observance and adherence to rules, regulations, and policies. To knowingly violate a rule, regulation or policy whether or not this violation is discovered, is a discredit to your word of honor. It is your responsibility as a student and as an NCO to report violations of rules, regulations, and policies immediately to the chain of command. Failure to do so is a violation of the Honor Code and is grounds for dismissal.

4-2. COURSE GRADUATION REQUIREMENTS: Students must meet Body Composition Standards IAW AR 600-9 (Effective 01 November 2012) and pass the APFT IAW FM 7-22 (Effective 01 November 2012). Students must also score 70% or higher on the following Performance Evaluations:

1. Conduct Army Physical Readiness Training.
2. Conduct Individual Training.
3. Conduct Squad Drill.
4. Leadership Evaluations
5. 1009S Public Speaking and Information Briefing

6. 1009W Assessing Writing, Compare and Contrast Essay
7. 1009W Assessing Writing, Informative Essay
8. Pass APFT and HT/WT

4-3. EVALUATIONS: Students will need to complete Performance Evaluations. If a student fails any initial performance evaluation, he or she will be retested with the maximum allowable score of 70 %. If a student receives two failing scores (one initial and one retest) on any single evaluation, student will be considered for dismissal.

1. Performance Evaluations: All students must successfully complete performance evaluations to meet course graduation requirements.

- a. 1009S Public Speaking and Information Briefing
- b. 1009W Assessing Writing, Compare and Contrast Essay
- c. 1009W Assessing Writing, Informative Essay
- d. Conduct Individual Training
- e. Conduct Physical Readiness Training
- f. Conduct Squad Drill

4-4. GRADING:

Performance Evaluations: You will receive either a GO or NO GO for all performance evaluations. Additionally, each event is converted into a point value, which is used in computing the student academic average.

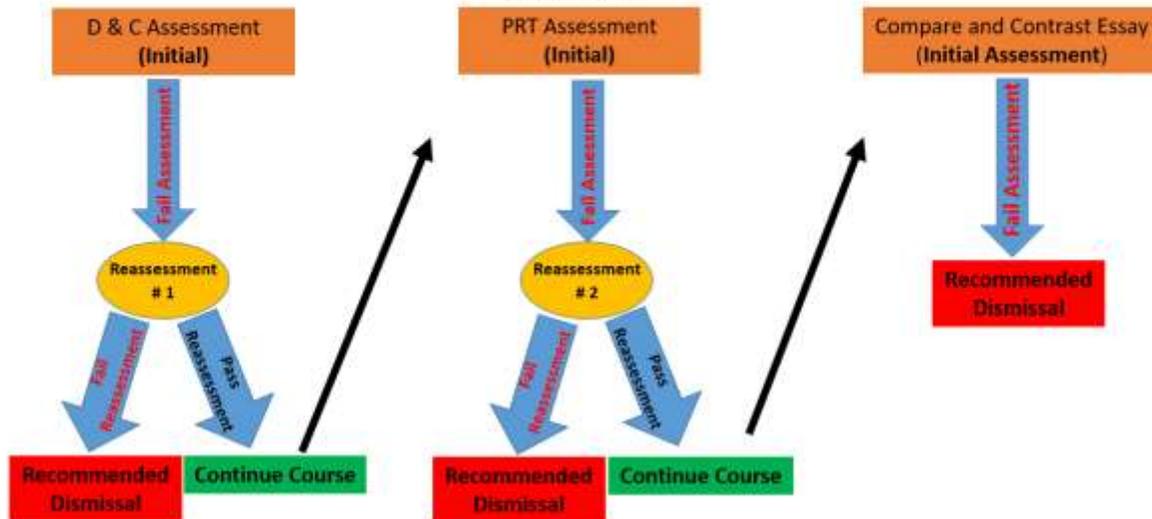
4-5. REASSESSMENTS:

1. 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. The NCOA 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. Any reassessment should be accomplished outside of the course hours to preclude the student missing any scheduled classes. The following restrictions listed below must be imposed:

Explanation/Flow chart of Reassessment Process

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

Flow chart



2. 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

3. APFT failure: Soldiers are allowed one retest. The retest will be administered no earlier than seven days after the initial APFT assessment

4. Soldiers who meet academic course requirements, but fail to meet the APFT and/or height and weight standards will be dismissed from the course

5. NCOA Commandants will not add to the standards of AR 600-9 by imposing any arbitrary percentages to the body fat composition

4-6. INSPECTIONS (Resident course only): The Cadre and student NCO support channel will conduct daily health and welfare checks of the barracks, common areas, and all police call areas will be inspected to ensure high standards are maintained. An in-ranks inspection is conducted daily unless otherwise directed by the training schedule. Individual deficiencies are noted and the student is required to make the necessary corrections. During inclement weather, the squad will conduct their inspection in the barracks or classrooms.

4-7. FORMATIONS (Resident course only): Formations are conducted IAW TC 3-21.5

and occur at designated or unannounced times. Attendance is mandatory and only Cadre can authorize an absence. Under normal conditions, students will march at the position of attention. When uneven surface conditions exist, formations are marched at "At Ease" or "Route Step." Horseplay or unprofessional conduct will not be tolerated under any circumstance.

4-8. STUDENT COUNSELING: Students will receive the following counseling while attending BLC:

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

2. Developmental Action Plan (DAP): The Facilitator will consolidate and analyze student performance evaluations 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.

3. Comprehensive End-Of-Course-Developmental Counseling.

4. A "Spot Report" is a type of counseling. It is an "on the spot" counseling used to conduct immediate verbal counseling for both positive and negative events. Cadre may issue positive spot reports or conduct adverse counseling as warranted within 24 hours of the infraction. Students with negative counseling or adverse spot reports are not eligible for academic achievement awards or graduation honors.

4-9. PASS PRIVILEGES (Resident course only): Passes will be granted IAW the Commandants pass policy.

4-10. ACADEMIC EVALUATION REPORT (DA FORM 1059): Will be processed IAW AR 623-3, DA PAM 623-3 and Individual Student Assessment Plan (ISAP)

4-11. STUDY HALL: Students are required to attend study hall at the times listed on the training schedule to prepare for the next day of training.

1. Fail an initial evaluation you will receive mandatory study hall and a reassessment. You must retake the assignment in its entirety and receive a passing score.

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

a. Students who fail evaluation.

b. Students whose academic average falls below 76 %.

c. When Facilitator's have determined a student has poor study habits or is having difficulty retaining information.

d. Students who are not adequately preparing themselves for the next day's training as identified by their Facilitator.

4-12. ATTENDANCE: Attendance at training events is mandatory for all students. Any student who has an official or medical appointment, quarters, or any emergency that causes him to miss four or more academic hours (special circumstances will be considered on a case-by-case basis by the Commandant) of programmed instruction will be considered for release from the course. All training is critical and time does not permit the student to recover before moving on to next subject.

4-13. DINING FACILITY (Resident course only): The Dining Facility hours of operation are designed to work in conjunction with courses being conducted. Courses have set times to eat to avoid long waits. Please adhere to the meal times published in your training schedule. All Soldiers attending BLC will be issued a meal card during in processing. Students will stand at Parade Rest while waiting to enter the dining facility. No food, drinks, or equipment (to include coffee or cups) will be removed from the dining facility.

4-14. COMPLAINTS AND GRIEVANCES: The Commandant has an open door policy. The Chief of Training, Senior Facilitators and Facilitator's are available to provide counseling and can hear complaints and grievances at any time. Students with personal problems or grievances will use their cadre NCO support channel first. Every effort will be made to solve student problems at the lowest level.

CHAPTER 5 ACADEMIC AND PERFORMANCE HONORS

5-1. NCOA HONORS (Resident course only): Not more than 20% of class enrollment, based upon the criteria listed below, will be selected for the academic honors. In addition, there is a performance award for Leadership. These awards are described below. Each awardee will have a special annotation made on their AER.

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

2. 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:

- a. Must be eligible for the Commandant's List
- b. Selected by their peers with final recommendation by the facilitator
- c. Received no adverse developmental counseling

3. 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:

- a. Must be eligible for the Commandant's List
- b. Have highest overall academic grade point average (GPA)
- c. Have no adverse developmental counseling

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

- a. Must be eligible for the Commandant's List
- b. Have the second highest overall academic grade point average (GPA)
- c. Have no adverse developmental counseling

NOTE: In the event of a tie, the NCOA Commandant will establish a board or a competitive exercise as a tiebreaker for these honors. The DA Form 1059 for the student must reflect the type of recognition awarded to receive the promotion points.

5-2. DISMISSALS:

1. Administrative: Administrative releases from BLC are reviewed by the Commandant. The Commandant will determine the release from the course on a case-by-case basis. Reasons for release include compassionate transfer, 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.

2. Medical: A Medical release is a type of administrative release and is reviewed by the Commandant and BLC Chief of Training. The BLC Chief of Training will determine the release from the course on a case-by-case basis. Reasons for a medical release include injury or illness resulting in unreasonable delay and/or loss of training time, or being prohibited from participating in any required training. Medical releases are not adverse in nature. Released students may return to the course as soon as the condition is resolved.

3. Academic: Academic releases are reviewed by the Commandant and BLC Chief of Training. The BLC Chief of Training will determine the release from the course on a case-by-case basis. An Academic release is based upon failure to achieve a GO on any performance evaluation within two attempts. Academic releases are considered adverse IAW AR 600-8-19. 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.

4. Disciplinary: Disciplinary releases are considered adverse in nature and are reviewed by the Commandant BLC Chief of Training. The BLC Chief of Training will determine the release from the course on a case by-case basis. Students released for disciplinary reasons are not allowed to return to any NCOES Course for a period of six months. Additionally, Soldiers eliminated for cause may be barred from reenlistment, receive non-judicial punishment, or be reclassified (Ref AR 350-1). The Soldier will receive an AER with adverse comments. Disciplinary releases include (but are not limited to):

- a. Violations of Academy policies or Army regulations.
- b. Lack of self-discipline or motivation.
- c. Conviction under the provisions of the Uniform Code of Military Justice (UCMJ) or conviction in civilian court (except for minor traffic violations).

- d. Violations of the Student Honor Code System.
- e. Any conduct unbecoming of a Noncommissioned Officer.
- f. Absent from appointed place of duty, i.e. formation/classes etc.
- g. A Student receiving excessive spot reports or adverse counseling (three or more) is considered a habitual offender and recommended for release from the course.
- h. Any unsafe action that endangers self or another student, resulting in an injury or illness and/or loss of training time.
- i. Other reasons as determined by the BLC Chief of Training.

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

1. The student will acknowledge by endorsement within two duty days receipt of the written notification of dismissal action. The endorsement must indicate whether the student intends to appeal the dismissal action or not to appeal the dismissal action by the BLC Chief of Training.

2. If a student decides to appeal, he immediately returns to training until the matter is decided by the Commandant.

3. Appeals will be forwarded to the school commandant who will refer the proposed action and the appeal to the Office Staff Judge Advocate (OSJA) to determine legal sufficiency of the dismissal decision. All appellate actions will become part of the student's case file. Commandants will make their final decision on dismissals after considering the supporting OSJA recommendation. In cases where an OSJA is not available, the commandant will forward appeals to the commander who has general court-martial convening authority for review and final decision; general court-martial convening authorities will obtain a legal review before final action.

NOTE: Soldiers who elect to appeal will remain actively enrolled in the course pending disposition of their 40 appeals. In cases where the decision of the appeal is delayed, Soldiers will participate in graduation ceremonies; however, the DA Form 1059 and diploma will be withheld until final adjudication.

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

References: AR 350-1; TR 350-18; AR 40-501; and AR 600-9

5-4. RETURNING TO BLC AFTER BEING RELEASED: You are subject to your unit's discretion as to when or if you will return to the Academy to complete the course. This Academy does not control whether or not you return to training. You will have to be reentered on your unit's order of merit list and wait your turn. Students released before graduation (for any reason) are required to start from the beginning of the course when returning to training.

CHAPTER 6 GRADUATION

6-1. OUT PROCESSING AND GRADUATION:

1. OUT-PROCESSING(Resident course only):

a. Students will inventory and turn in their computers to their Facilitator. 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.

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

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

2. **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:

- a. Academic Evaluation Report (DA Form 1059)
- b. Certificate of Graduation
- c. DAP packet from their Facilitator

3. **(Resident course only)**Graduations are held in the main auditorium of Building 3800 (5411 Leesburg Rd, Eastover, SC 29045). 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 early as there are a limited number of seats.

APPENDIX A - 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!

"No one is more Professional than I"

THE SOLDIERS CREED

*I am an American Soldier.
I am a Warrior and a member of a team.
I serve the people of the United States and live the Army Values.
I will always place the mission first.
I will never accept defeat.
I will never quit.
I will never leave a fallen comrade.
I am disciplined, physically and mentally tough, trained and proficient in my
warrior tasks
and drills. I always maintain my arms, my equipment and myself.
I am an expert and I am a professional.
I stand ready to deploy, engage, and destroy the enemies of the United
States of America in close combat.
I am a guardian of freedom and the American way of life.
I am an American Soldier.*