

III CORPS AND FORT HOOD
NCO ACADEMY
33009 761st TANK BATTALION AVENUE
FORT HOOD, TX 76544



BASIC LEADER COURSE

STUDENT GUIDE

(AUGUST 2016)

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REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
NONCOMMISSIONED OFFICER ACADEMY
33009 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5064

ATZF-NC

10 June 2014

MEMORANDUM FOR BLC Students

SUBJECT: NCO Academy Standards and Expectations of a Professional Soldier

1. Soldiers attending BLC are expected to live the Army Values and Warrior Ethos. You are also expected to maintain a high degree of professionalism and military bearing commensurate with the professional Army Ethic. The topics below serve as the expectable standards and expectations of a professional Leader and Soldier.

- a) Treat all team members and fellow Soldiers with dignity and respect.
- b) Display proper military courtesy to seniors and peers alike.
- c) Display loyalty to your peers, seniors, and the NCO Academy; represent your tireless pride and self-commitment to strive for excellence and assist others to do the same.
- d) Act professionally, refuse defeat, never quit and complete all the missions.
- e) Total commitment and motivation to duty – no matter how long it takes or what it takes.
- f) Rise above yourself to fulfill your obligations and always expect the same from others.
- g) Comply with all Army Regulations and NCO Academy policies.
- h) Have faith and confidence in yourself, your team members and others.
- i) Learn as much as you can from the Cadre, curriculum and team members.
- j) Work well together with others as a cohesive team.
- k) Fight through the mental and physical challenges.
- l) Be at the right place, at the right time and in the right uniform with the correct equipment.
- m) Take responsibility for your actions and do what's right, no matter how tough it is, even when no one is watching.
- n) Be a good steward of Academy resources; do not damage or lose accountability of equipment.
- o) Duty calls for the highest levels of integrity; do what's right, legally and morally.
- p) Remember the Soldiers Creed – disciplined, physically and mentally tough, trained and proficient in your Warrior tasks and drills; place the mission first, never accept defeat and never quit – no matter how hard or difficult the challenging days ahead may become.
- q) The NCO Creed will be your guide, learn it and live it.

2. The above standards and expectations while assigned to the NCO Academy serve as your azimuth and course of direction, in coalition with the Army Values, Warrior Ethos, Soldier Creed and the NCO Creed.

\\Original Signed\\
JOSEPH T. McFARLANE JR.
CSM, USA
Commandant

WELCOME TO THE NCO ACADEMY
BASIC LEADER COURSE

ATZF-NC

10 June 2014



MEMORANDUM FOR BLC Students

SUBJECT: Welcome Letter

1. Congratulations on your selection and welcome to the United States Army Noncommissioned Officer Academy (NCOA) at Fort Hood, Texas. Your selection indicates the Army's trust and confidence in your potential leadership ability to serve in positions of greater responsibility. Our goal and mission while you are assigned to the NCO Academy 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 Noncommissioned Officer Academy is committed to providing you with an excellent training experience. Our 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. We intend to enhance your ability to motivate, train, and lead Soldiers.
3. A positive attitude, time management skills, and good study habits are great tools 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. Our differences make us a much stronger Army!
5. Make the most of your experience at the Academy and good luck during the challenging days ahead.
6. **“Train the Best to Lead the Best”**

\\Original Signed\\
JOSEPH T. McFARLANE JR.
CSM, USA
Commandant

CHAPTER 1

GENERAL ADMINISTRATION

COURSE OVERVIEW: The Basic Leader Course (BLC) is a 22-day Program of Instruction (POI), branch immaterial course that trains the basic skills, knowledge, and behaviors necessary to be a professional NCO. BLC produces competent junior NCOs who are qualified team/section/squad leaders, trainers of leader and Warfighting skills. They are evaluators and counselors who conduct and participate in individual and collective training. BLC graduates are teachers of leader tasks, knowledge and attitudes. BLC instills self-discipline, professional ethics and establishes the foundation for follow-on training in leader development. BLC is conducted in a challenging, leadership-intensive Noncommissioned Officer Academy environment.

1-1 PURPOSE: This guide outlines applicable policies and procedures for students reporting to the Noncommissioned Officers Academy (NCOA). **All students will read this guide.** Students are responsible for complying with its contents prior to attending, but not later than (NLT) 24 hours of arrival at the NCO Academy. Failure to comply with the policies or procedures contained herein could result in an early release from the Academy.

1-2 PRIORITIES TO ATTEND BASIC LEADER COURSE

1. Attendance is on a priority basis:
 - a. First priority: Staff Sergeants promoted without BLC.
 - b. Second priority: Sergeants that are non-BLC graduates.
 - c. Third priority: E-4 promotable. These Soldiers are prioritized within this category as follows:
 - (1) E-4 promotable who have met the cut-off score.
 - (2) E-4 promotable in MOSs which would have had additional promotions if more promotable E-4s had been available and identified as "STAR MOS" by monthly HRC Promotion Cut-Off Memorandum.
 - (3) E-4 promotable in other MOS serving in an authorized NCO position based on the highest number of promotion points.
 - (4) All other E-4 promotable on a recommended list based on the highest number of promotion points.
 - d. Fourth priority. E-4 in leadership positions. In order to fill all BLC training seats, non-promotable E-4 with demonstrated leadership potential may attend BLC only when all higher OML categories are exhausted.

1-3 COURSE PRE-REQUISITES:

1. Proof of SSD-1 completion (**See sample student packet located in Annex C of this guide**). EFFECTIVE 1 April 2013, Structured Self Development 1 (SSD-1) is a prerequisite to attend the Basic Leader Course (BLC), IAW ALARACT 216/2012 – Structured Self Development (SSD) Prerequisite for NCOES.
2. Meet height and weight standards IAW AR 600-9.
3. Be eligible for reenlistment and have a recommendation from their immediate commander.
4. Soldiers approaching transition from the active rolls may attend BLC up to their ETS date. This action will reduce the training requirement if the Soldier continues his/her military commitment in the ARNG or USAR.
5. Soldier must arrive fully capable of performing supporting individual tasks and tasks required in the next lower level course, e.g., basic training, SMCT.
6. Soldier must have a current periodic health assessment (PHA) or medical examination within the past 12 months to attend BLC.
7. If age 40 or over, Soldier must have completed a cardio vascular screening as part of a periodic physical exam within the last 5 years.
8. Effective 1 October 2007 the automated Pre-Execution Checklist (PEC) took effect for Army Reserve and Army National Guard Soldiers; Soldier must have a hard copy of the pre-execution checklist in your possession.
9. Soldiers who fail to provide required missing documents in the established time line will be disembroiled and returned to their unit.

1-4 ENROLLMENT REQUIREMENTS:

1. Soldiers attending the NCO Academy will report for class enrollment in ACUs or OCPs.
2. Soldiers must have all profiles approved by the NCO Academy ATRRS prior to enrollment. A brief overview of profiles are listed below:
 - a. **Temporary Profiles:** Soldiers may enroll with temporary profiles. The profile must not prevent them from meeting all physical tasks and the physical graduation.
***Temporary Profile Exceptions:** Soldiers will train within the limits of their profiles. If a Soldier on a temporary profile cannot complete all the events of the APFT or meet all the physical requirements, they will not be allowed to enroll in BLC. The physical requirements to meet course standards are as follows:

- (1) Pass APFT
- (2) Conduct, demonstrate, and lead physical readiness training (PRT)
- (3) Negotiate rough terrain under varying climatic conditions
- (4) Walk a minimum of 3200 meters with load carrying equipment (LCE) in a minimum of three hours
- (5) Lift and carry all required packing list items (OCIE and CTA 50-900) for short distances
- (6) Carry a 48 pound combat load that contains mission essential equipment (weapon, helmet, FLC, uniform)
- (7) Lift and carry fuel, water, ammunition, MREs, or sandbags
- (8) Jump, Low crawl, high crawl, and rush for three to five seconds
- (9) Move over, through, and around obstacles
- (10) Carry and fire individually assigned weapon

b. **These course requirements cannot be supplemented.** Any further questions should be directed to the BLC OML Manager or BLC Student Operations/ Administration at 254-287-0222 or DSN 737-0222.

c. **Permanent Profiles: Soldiers possessing permanent profiles 3 or 4 must provide a copy of the DA Form 3349, with signatures from the profiling officer, and the approving authority (a physician).** Commanders do not need to sign unless they disagree with the profile findings. **P2 profiles require only a doctor's signature.** Any Soldier possessing permanent profile designators of "3" or "4" who have been before an MMRB, awarded medical limitations, and allowed to retain their occupational classification will be permitted to attend various courses and train within the limitations of their profile (Soldier may be required to present this paperwork to ATTRS/ Commandant upon request).

d. **Pregnant Soldiers:** Soldiers who are pregnant prior to the course may not attend BLC until the completion of their post-partum requirements. If a Soldier is pregnant while attending BLC they may continue, but must provide written documents from a doctor that states they can participate in all course physical requirements. Soldiers medically dismissed will be able to return to the course when medically cleared. ***Note:** Soldiers must participate in all BLC physical requirements based upon the limitations of their profiles.

e. **Wounded Warriors: The III Corps and Fort Hood NCO Academy Commandant will not deny enrollment or disenrollment of Soldiers based on physical profiles resulting from MMEB or MEB rulings.** These Soldiers can attend professional military education (PME) and military occupational skill (MOS) courses. These are Soldiers who previously were unable to meet course requirements as a result of physical limitations that have been formally acknowledged by either the **Wounded Warriors Program and/or a permanent**

profile as a result of a MOS/Medical Retention Board or Medical Evaluation Board, and that are properly documented using the military physical profile for physical condition/stamina, upper extremities, lower extremities, hearing/ear, eyes, and psychiatric (PUHLES) code. **The Commandant may adjust or waive graduation requirements for Soldiers in this category for enrollment and attendance at the Fort Hood NCO Academy due to reclassification.** Students seeking additional information should approach their chain of command or contact the BLC OML Manager at 254-287-0222 or DSN 737-0222.

3. APFT/HT/WT IAW SECARMY Memorandum 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education) EFFECTIVE 01 November 2012. All students will be administered the initial height/weight screening on day one and the APFT within three days of enrollment.

a. Soldiers attending the NCO Academy must meet body fat composition standards IAW AR 600-9. If a Soldier fails HT/WT screening due to exceeding the maximum allowable body fat composition IAW AR 600-9, one rescreen will be administered no earlier than seven days and no later than ten days after the initial assessment. If a Soldier fails to meet the minimum weight IAW AR 600-9 the Soldier must be medically cleared and provide a memorandum from their medical provider stating the Soldier is fit for duty.

b. **Soldiers who fail to meet the body fat composition standards of AR 600-9 after a rescreening will be dismissed from the course. In addition to being dismissed from the course, the student will receive a “Failed To Achieve Course Standards” rating and an “UNSAT” mark for the leadership portion of their DA Form 1059 (AER).** If students meet HT/WT standards IAW AR 600-9 after a rescreening no paperwork is required.

4. Soldiers must have all required documents in their student packet to include an ERB, DA Form 705 **dated within 60 days of enrollment**, a meal card, DD Form 1610 if TDY and a DA Form 4187 for BAS meal deductions during the duration of the course. See Annex C, Example Student Packet for a detailed description of all required documents.

5. Soldiers eliminated from BLC for disciplinary reasons **will not be eligible** for further NCOES training **for a period of six (6) months.**

6. Soldiers eliminated from BLC for Academic deficiency will be eligible for further NCOES training when both the unit Commander and the school Commandant determine that the student is prepared to complete the course.

1-5 TELEPHONE/CELL PHONES/SMART WATCHES: The NCOA military cell phone (staff duty phone – 254-289-2990) is for **OFFICIAL BUSINESS ONLY**. To utilize the

NCOA military phone, contact your SGL. Personal cell phones may be brought, but will be stored in the barracks room assigned to the student here at BLC. No smart watches are allowed at any time while attending BLC. **NO TALKING/TEXTING WHILE WALKING OR DRIVING.**

1-6 VALUABLES: You are reminded that the safekeeping of valuables is a personal responsibility. It is recommended that high dollar personal valuables not be brought to the Academy. Each student will bring one (1) combination lock or padlock.

1-7 MEDICAL AND DENTAL TREATMENT: Students needing to go on sick call will report to their Small Group Leader (SGL), or NCOA Staff Duty Noncommissioned Officer (SDNCO) before reporting to sick call. TDY Soldiers will be treated at the Emergency Room. Immediately upon returning from sick call students will report to their SGL, SSG, or the 1SG. Students assigned to a Fort Hood unit will be transported to sick call by their sponsor. Sponsors will show up in ACU's when picking up their student(s). TDY students will be transported by the SDNCO. **Students who have missed classroom instruction that cannot be made up will be considered for dismissal at the discretion of the Commandant on a case by case basis.** TDY students are not required to bring their health and dental records with them to the course. The uniform for sick call is IPFU. Emergency treatment is available at Darnell Army Community Hospital (DACH) at all times. Students requiring emergency treatment will report to the SDNCO located in Building 33060 (NCOA Barracks).

1-8 LAUNDRY: Washers and dryers are provided for your convenience. Only liquid detergent will be used. Do not bring powder detergent. Powder detergents clog and damage the washing machines. The laundry area will be cleaned daily.

1-9 CADRE ROOMS: All Cadre rooms are **OFF LIMITS** to students except when directed to report by the NCOA Leadership.

1-10 VISITATION: Due to the fast pace of the 22-day POI, sponsors are allowed to visit Soldiers with prior authorization from the NCO Academy Commandant and during chow times on Thursdays at the DFAC. SPONSORS ARE ALLOWED TO DROP OFF/PICK UP PERSONAL ITEMS AT THE SOLDIER DEVELOPMENT CENTER, BUILDING 33009, SECOND FLOOR, ATRRS ROOM - H211. All visitors will contact/report to the NCOA SDNCO or S3 Shop. The phone number is 254-287-0223 or 254-289-2990

1-11 PRIVATELY OWNED VEHICLES (POVs): The use of POVs is authorized for transportation to and from home, providing that they meet all vehicle safety, inspection and installation registration requirements. Once POVs are parked for the day, students are not allowed to go back to their POV unless permission is given by the NCOA Leadership. **Students are only authorized to park in the designated parking area behind the NCOA barracks.**

1-12 COURSE GRADUATION REQUIREMENTS:

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

- a. Conduct Army Physical Fitness Test (APFT)**
- b. Conduct Physical Readiness Training
- c. Conduct Individual Training
- d. Conduct Squad Drill
- e. Communicate in Writing
- f. Oral History Brief
- g. Two demonstrated Leadership Evaluations (garrison and tactical environment)
- h. Leadership Exam
- i. Training Exam
- j. Warfighting Exam
- k. Land Navigation Evaluation

**A minimum of 60% in each event needs to be achieved on the APFT unless an alternate event is authorized. If an alternate event is authorized then the student will need to meet the requirements for that event.

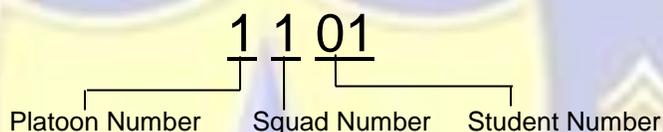
1-13 STUDENT GUIDE DISTRIBUTION: The student guide is provided to the MSC Schools NCOs at the NCO Academy Schools meeting held at building 33009 for assigned Fort Hood Soldiers. Soldiers from other installations may receive the Student Guide from their respective Schools Managers. It can also be downloaded from the Fort Hood NCO Academy website at <http://www.hood.army.mil/ncoa>.

1-14 NON-RESIDENT NCOES: The NCO Academy is a branch immaterial course, taught at the NCOA in a non-resident environment. All students will maintain a room at the NCOA Barracks for required clothes and equipment until course completion or release from the NCO Academy by the Commandant.

CHAPTER 2 STUDENT ADMINISTRATION

2-1 STUDENT CONDUCT: The NCO Academy trains and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions and directives. It is the student's responsibility to maintain this standard during 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 an immediate disciplinary dismissal.

2-2 STUDENT ASSIGNMENT: During in-processing, students will be assigned to a platoon and receive a "Student Number". It is very important that you place your student number, rank, and name on all correspondence while assigned to the NCO Academy. Unless otherwise directed, place this information in the top right corner when filling out documents. The student ID number is comprised of your platoon number, squad number, and number for which you fall in the squad.



2-3 UNIFORM AND EQUIPMENT: You are required to have certain items of clothing and equipment in your possession while at the academy. An inventory will be conducted during your in-processing to determine accountability and serviceability. The uniform for each day is indicated on the training schedule. Students will always be in a complete uniform when on the academy grounds unless they are TDY and it is after hours. Personnel with prescription eyewear must have their military issued glasses. **Wearing of contact lenses is not authorized in the field environment.** Students will be issued a "Penny" and it is to be worn for PT only, unless otherwise directed.

2-4 TRAINING SCHEDULE: A copy of the training schedule is posted on the bulletin board in each wing of the student barracks, as well as in every classroom. Each student Squad Leader, Platoon Sergeant, and First Sergeant will be responsible for ensuring this information is shared with all students.

2-5 FORMATIONS:

1. Students will march to and from all formations for training.
2. SGLs are in charge of any marching element moving outside of the Academy grounds.
3. SSGLs are responsible for the overall movement for each training day.

4. If a student is late for formation and has PROOF they missed formation at no fault of their own, counseling will be at the discretion of the SSGL.

2-6 DEVELOPMENTAL COUNSELING: Students will receive developmental counseling while at BLC. Counseling will be by SGLs/SSGLs. At no time will one student counsel another regardless of rank or position. Any counseling given by a SGL/SSGL to a student must be precise, objective and fair in the developmental counseling process.

1. Reception and Integration counseling: The SGL should determine whether or not a Student has any personal problems or outside distracters that would interfere with completing the course. A follow-up of this counseling will be conducted after the student has completed all evaluations.

2. Event Oriented Counseling: When an event of substandard performance has been identified by any SSGL/SGL they will document the event on a DA 4856.

a. First offense – Student will receive counseling statement and be removed from earning any type of academic honors.

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

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

3. Evaluation Failure: Upon failure of any evaluation students will be counseled on a DA 4856. After the retest is complete the results will be recorded in the assessment of the plan of action.

2-7 CLASSROOM PROCEDURES: Classroom norms will be established by the SGL at the beginning of the course. A classroom leader will be appointed for each classroom and be responsible for greeting all visitors IAW class leader 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 at all times. Smoking, smokeless tobacco, eating, and drinking in class is strictly prohibited. Only approved water sources will be used in the classroom. At the end of the training day students will recite the NCO Creed, Army Song, and Phantom Warrior Song and all computers will be restarted even if no student is utilizing it.d

2-8 SPECIAL INSTRUCTIONS:

1. All inspectable items such as billets, field equipment, uniforms, lockers, etc. will be prepared for inspection prior to first formation daily.

2. Brooms, mops, and cleaning materials will be kept in appropriate areas.
3. Lights will be turned off when billets are unoccupied. Student leaders will inform subordinates of the time and place of any evening details to be performed.
4. Fire extinguishers will not be removed or tampered with.
5. Unless changing in your assigned room, a complete and appropriate uniform will always be worn.
6. Students will not leave the Academy area for any reason unless authorized specifically by their Senior Small Group Leader (SSGL).
7. Students will ONLY use cleaning materials issued by the SGL to clean the barracks (i.e. toilet paper, brown paper towels, Windex, comet, bleach, etc.). Students **ARE NOT** expected to purchase cleaning supplies or toilet paper.
8. 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).
9. Pocket sized radios, CD players or MP3 players are the only audible equipment authorized. They will only be used when inside the barracks during personal time with headphones. Larger radios are not authorized.
10. No smoking in the barracks. Tobacco products will only be used in designated areas; this includes smokeless tobacco (dip).
11. Students will be allowed to have fast food delivered to them, however, students will meet the delivery person at building 33070 (Mail Room). **The delivery person IS NOT authorized to go to any student's room in building 33060 or in the Academy area.**

2-9 SAFETY: SAFETY IS FORCE PROTECTION:

1. 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. Safety in training and training safety are not synonymous. Safe training is achieved by integrating safety in the planning, development, and conduct of training. Leaders must commit to accomplishing the mission without unnecessarily jeopardizing lives and equipment. They must recognize unsafe behavior while making prudent risk decisions, and developing operational processes to minimize hazards.
2. Training safety consists of three interlocking tiers:

- a. **Tier 1** – The Commander: Validating soundness of training and evaluation plans for safety and resolving safety issues.
- b. **Tier 2** – The First Line Leader: Identifying necessary actions by responsible individuals, establishing a system to monitor training and safety, and focusing on adherence to standards.
- c. **Tier 3** – The Individual: Ensuring each Soldier looks after themselves, others, and knows how to recognize unsafe conditions and acts.

2-10 BARRACKS SECURITY MONITORS (BSMs): The monitors may be called CQs. The primary responsibilities of the BSM are to ensure no unauthorized personnel enter the building and to alert the occupants in the event of an emergency. The uniform for duty will be ACUs with a water source. SSGLs may authorize PTs and 1qt canteen for the last shift if the student will be reporting to PRT. The BSM roster is prepared and posted by the Company student 1SGs with SGL guidance for length of duty and type. Each roster will be posted. On days with training the tour of duty is from 1800-0600. On days without training the tour of duty is from 0600-0600. A DA Form 1594 (Duty Journal) will be kept by SDNCO. All events or incidents will be logged and briefed to the 1SG no later than first call. No one is exempt from this duty, regardless of their position within the student chain of command.

CHAPTER 3 STUDENT ORGANIZATION

3-1 NCO SUPPORT CHANNEL: Throughout the course, students will be assigned and evaluated at least two times (once in garrison and once in the field) in a leadership position. Responsibility for the control and discipline of the students rests with the NCO Academy Chain of Command.

1. **Academy** NCO Chain of Command

- a. Commandant
- b. Deputy Commandant
- c. First Sergeant
- d. Senior Small Group Leader
- e. Small Group Leader

2. **Student** NCO Chain of Command

- a. Student First Sergeant
- b. Platoon Sergeant
- c. Squad Leader
- d. Team Leader

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

1. The student leadership responsibilities include the following:

- a. Attending all classes with their assigned small group.
- b. Organizing the Student Company for formation.
- c. Giving and receiving accurate accountability reports and accountability of Soldiers
- d. and weapons at all times.
- e. Disseminating information down to the members of each team ensuring subordinate leaders are kept informed at all times.
- g. Moving the company when directed by the training schedule.F
- h. Maintaining areas of responsibility to include billets, classrooms, and outside/common areas.
- i. Ensuring platoon/Academy equipment is properly stored or displayed IAW Academy SOP.
- j. Reporting violations of instructions or policies, to their SSGL or 1SG as soon as possible.
- k. Properly briefing the new student leader when leadership positions are changed.

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

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

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 SSGLs. In addition to the duties listed under 3-2, 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 SSGL.

3-5 STUDENT SQUAD/TEAM LEADER DUTIES: Squad Leader/Team Leader positions are assigned and evaluated by the SGL. 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. Has 100% accountability of squad/team members at all times.
- e. Performs additional duties as directed by cadre.

1. All students must ensure that tasks are accomplished according to standards, strictly adhering to instructions from the student leadership. Students performing assignments in leadership positions must ensure that they are familiar with the duties required of the position to which they are assigned.

2. 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.**

3. 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 NCO Academy is dedicated to the principles 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, DA PAM 670-1, and III Corps Phantom Warrior Standards Guide as the rule. There are no exceptions.

3. **Honor Code:** The NCO Academy operates on the honor principle. Integrity is an accepted basic attribute of leaders. Our word and signature is our bond. Lying, cheating or stealing is not tolerated. Violation of the honor system constitutes grounds for dismissal from the course.

4. **Fraternization:** Acts of sexual intercourse, sexual intimacy, physical touching of a romantic or sexual nature, or public displays of affection among or between students and/or staff members are prohibited. This policy applies on or off post, during or after duty hours.

4-2 TREATMENT OF FELLOW SOLDIERS: All Soldiers deserve to be treated with dignity and respect at all times. Failure to follow these policies can result in dismissal from the course.

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

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

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

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

4-3 EVALUATIONS: Students will need to complete nine (9) Performance Evaluations and three (3) Written Examinations. If a student fails any initial examination/performance evaluation, he or she will be retested with the maximum allowable score of 70 percent. **If a student receives two failing scores (one initial and one retest) on any single evaluation, student will be dismissed.**

1. **PERFORMANCE EVALUATIONS:** All students must successfully complete all listed performance evaluations to meet course graduation requirements. Students may use cue cards (i.e. 3x5 cards) during the performance evaluations.

- a. Army Physical Fitness Test (APFT & HT/WT screening)
- b. Conduct Army Physical Readiness Training (PRT)
- c. Conduct Squad Drill
- d. Communicate In Writing (Award, Sworn Statement and Memorandum)
- e. Conduct Individual Training
- f. Oral History Briefing
- g. Land Navigation
- h. Army Leadership Performance Evaluation #1 (Garrison)
- i. Army Leadership Performance Evaluation #2 (Tactical)

2. **WRITTEN EXAMINATIONS:** All students must successfully complete written exams to meet course graduation requirements. Students may use notes during the examinations. Students must score a minimum of 70% to receive a GO.

- a. Written Examination I, L234 Leadership
- b. Written Examination II, T227 Training
- c. Written Examination III, W228 Warfighting

4-4 DEVELOPMENTAL ACTION PLAN: Upon graduation students will receive a copy of their developmental action plan to continue their self development. The plan will contain the following items:

1. Reception and Integration counseling
2. Comprehensive End-Of-Course-Developmental Counseling
3. Adverse or other event oriented counseling if the student has received any
4. A copy of all 9 performance evaluation addendums
5. Self Leadership Evaluation
6. Peer Leadership Evaluation
7. SGL Leadership Evaluation
8. Peer Assessment Form

4-5 BILLETS INSPECTION: The billets will be inspected daily by the student leadership and SGLs.

4-6 IN-RANKS INSPECTION:

1. An in-ranks inspection conducted by student leadership and monitored by SGLs will be conducted daily unless otherwise directed by the training schedule.
2. Individual deficiencies will be noted and the student will be required to make the necessary corrections.
3. During inclement weather, the squad will conduct their inspection outside their assigned barracks room.

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

***AT NO TIME will a student be granted a pass during scheduled course activities. As per the Course Management Plan, students who have missed classroom instruction that cannot be made up will be considered for dismissal at the discretion of the Commandant on a case by case basis**

4-8 ACADEMIC EVALUATION REPORT (DA FORM 1059): The Academic Evaluation Report (AER) is designed to portray the accomplishment and the leadership potential that an individual demonstrates while attending the NCO Academy. A maximum of 20% of class enrollment may have block 11a, "*Exceeded Course Standards*" annotated on their DA Form 1059. The Academy prepares the DA Form 1059 immediately prior to graduation or in conjunction with dismissal. The student must ensure that he/she has a copy of the DA Form 1059 in his/her possession prior to departing the Academy area. It is the student's responsibility to ensure all personal data is correct on the DA Form 1059 prior to leaving the Academy area.

1. EXCEEDED COURSE STANDARDS: (*will not exceed 20% of the class enrollment*). The following guidelines represent the minimum considerations for this rating:

- a. Displayed superior performance, Army Values, and the "Whole Soldier Concept" throughout the course

- b. Received a first time GO on all examinations/evaluations and has an overall academic average of 90% or higher on the combined requirements,
- c. Has a *SUPERIOR* rating in three or more rated “*DEMONSTRATED ABILITIES*” in block 12, DA Form 1059
- d. Did not receive any adverse developmental counseling
- e. Presented superior military appearance and bearing throughout the course.

***NOTE:** If more than 20% of the students exceed course standards, use student academic scores to determine standing. In the event of a tie, the commandant will establish a board or a competitive exercise as a tiebreaker for these honors.

2. ACHIEVED COURSE STANDARDS: For students who achieve course standards but do not meet the above criteria, the following guidelines represent the minimum considerations for this rating:

- a. Have an academic average of 70% or higher.
- b. Have not received more than two adverse developmental counseling’s (neither for the same offense-excludes counseling for academic shortcoming).
- c. Have as a minimum, a satisfactory rating in the ‘Demonstrated Abilities’ Blocks 12, DA Form 1059 (AER).

3. MARGINALLY ACHIEVED COURSE STANDARDS: For students who achieve course standards and do not meet the above criteria, the following guidelines represent the minimum considerations for this rating:

- a. Received a minimum of “*SATISFACTORY*” ratings in block 12, DA Form 1059, but required retest on 50% or more course graduation requirements, or
- b. Received three or more adverse developmental counseling’s relating to class participation, e.g., poor participation, disruptive behavior, or failure to complete homework assignments, or
- c. Failed to be a team player during class or other small group activities.

4. FAILED TO ACHIEVE COURSE STANDARDS:

- a. Failed to meet any course graduation requirement, or
- b. Dismissed from the course IAW regulatory guidance.

4-9 STUDENT STUDY HALL: Students are encouraged to attend study hall at the times listed on the training schedule to prepare for the next day of training. All students who fail an evaluation are required to attend study hall until their evaluation is passed. While attending study hall all academy rules and policies are in effect including cell phone use and uniform requirements.

4-10 ATTENDANCE: Any student who has an official or medical appointment, quarters, or any emergency that causes a student to miss **classroom instruction that**

cannot be made up will be recommended for dismissal from the course. The training is critical and time does not permit the student to recover before moving on to other subject material.



CHAPTER 5 ACADEMIC AND PERFORMANCE HONORS

5-1 III CORPS NCOA HONORS: Not more than 20% of enrollment, based on the criteria listed below will be selected for the academic honor roll. In addition, there are performance awards for the Leadership Board and Commandant's Challenge. These awards are discussed below. All awardees will have special notations made to their academic evaluation reports.

1. **Commandant's List Graduate:** These graduates will not exceed 20% of class enrollment. Placement within the top 20% is determined by GPA. This percentage includes the Distinguished Honor Graduate and Honor Graduate.

2. **Distinguished Honor Graduate:** This graduate must meet the following prerequisites:

- a. All criteria for the Commandant's List graduate.
- b. Have the highest overall academic average.
- c. Have no adverse developmental counseling.
- d. Must receive first-time "GOs" in all performance and leadership evaluations.

3. **Command Sergeant's Major Retired Jimmy Johnson Leadership Awardee:**

- a. Must be chosen by peers.
- b. Have no adverse developmental counseling.
- c. Must receive first-time "GOs" in all performance and leadership evaluations.
- d. Must pass Leadership Board.

4. **Commandant's Challenge Awardee:**

- a. Must be chosen by peers.
- b. Have no adverse developmental counseling.
- c. Must receive first-time "GOs" in all performance and leadership evaluations.
- d. Must pass the Commandant's Challenge

5. **300 Club:** Must score 300 points on the APFT

***NOTE:** In the event of a tie, the Student with the highest APFT score will be declared the winner. In the event the APFT scores are the same, the Commandant will establish a board or competitive exercise as a tiebreaker for these honors.

CHAPTER 6 GRADUATION

6-1 GRADUATION:

1. Check the III Corps and Fort Hood NCO Academy website for updated graduation information. You may also go to Building 33009, 761st Tank Battalion Avenue, Fort Hood, TX 76544 for changes to any graduation ceremony.
2. It is the student's responsibility to notify their unit/family/friends as to the time and place of their graduation. Students should encourage family and friends to arrive early as there are a limited number of seats.
3. **Students and sponsors will wear their patrol caps for the graduation ceremony.** Stetsons or any headgear other than the patrol cap is not authorized for this ceremony.



APPENDIX A – III CORPS NCOA (BLC) PACKING LIST (2016 June 21)

Rank _____ Last Name _____ First Name _____ Unit _____

#	TA-50 Individual Clothing & Equipment	REQ
1	MOLLE or ALICE Pack w/ straps	1
2	Pack, Assault	1
3	Bag, Duffel	1
4	Bag, Barracks	1
5	Bag, Waterproof	1
6	Helmet, Kevlar, ACH, w/Cover and Helmet Band	1
7	Individual First Aid Kit (IFAK) complete	1
8	FLC: (1), Canteen, Water, 1qt: (2), w/ Cover: (2) & Cup: (1)	ea
9	Pouch, Three magazine capacity	2
10	Flashlight w/ Batteries	1
11	Poncho	1
12	Camelbak, (carrier and bladder)	1
13	Ear Plugs, w/ Plastic Case (chain optional)	1
14	Cap, Patrol, ACU with nametape and rank	2
15	Belt (Trouser belt authorized IAW AR 670-1)	1
16	Army Combat Boots (IAW AR 670-1)	2 pr
17	Glove Light Duty Utility, (LDUG) (Black or Foliage Green, leather shells)	1 pr
18**	Glove Inserts, Cold (Black, brown, or foliage green)	2 pr
19**	Neck Gator	1
20	Eye Protection, Ballistic w/ Clear and Tinted Lenses (APEL Only see note 6) (with prescription inserts if applicable)	1 pr
21	Jacket, ACU (w/ 2 sets of all patches and rank)	4 ea
22	Trousers, ACU	4 ea
23	Cushion Sole Socks, Boot, Black or Green	7 pr
24	Undershirts, Tan or Coyote	7 ea
25a	Drawers, male, (Solid brown, solid white, or neutral color)	7 ea
25b	Undergarments (female underwear) – (Brown, white or neutral color)	7 ea
26	Eye glasses, (if applicable)	1 pr
27	PFU, Trunks	2 ea
28	PFU Shirt, (Short sleeve and Long sleeve)	2 ea
29	PFU, Jacket	1 ea
30	PFU, Pants	1 ea
31	Cap, Synthetic Micro Fleece	1 ea
32	Shoes, running (See note 9)	1 pr
33	Socks, Athletic (White / Black) Crew or Calf length	5 pr
34	Common Access Card (CAC) with valid PIN# (See note 8)	1
35	ID Tags, with Long and Short Chains (allergy tag if applicable)	1 pr
#	Cold Weather Items Required	
1**	Gen II / III ECWCS – 7-Layer System – (See note 10)	1
#	Additional Items Required	
1	Pencil, Mechanical (.5mm) and black ink pen	2 ea
2	Protractor, GTA 5-2-12, Coordinate scale (Must have triangular openings)	2
3	Whistle	1
4	Compass, Lensatic – (metal) – (**See Additional Note 2**)	2
5	Wrist Watch	1
6	Magazines, 30 rnd, M16A2/M4	7
7	Notebook, 8 ½" x 11"	1
8	Elbow Pads, ACU or Foliage Green	1 pr
9	Knee Pads, ACU or Foliage Green	1 pr

10	Kit, Cleaning, M16/M4 complete w/ CLP (may be Rapid Fielding Initiative (RFI) issued OTIS kit with cable or rod-type kit	1
11	Lock, Key or Combination (Civilian type) – (Optional)	1
12	Kit, Complete Personal Hygiene w/ Articles	1
13	Washcloth – (Optional); Towel – (Optional)	2 ea
14	Shoes, Shower	1 pr
15	Hangers, (metal or plastic) – (Optional)	10
16	3 x 5 Cards, Pack	1
17	Tactical Gloves – (Must be RFI issue or unit supply issue)	1 pr
18	Reflective Belt, Yellow	1
19	550 Cord (5 Ft.)	1
20	STP 21-1 SMCT Book (2012 to current)	1
21	ERB & Other Documents – (See Appendix C)	N/A
#	Additional For Female Students Only	REQ
1	Bra, Sports, (White, tan, grey, or black)	4 ea
#	Additional For TDY Students Only	REQ
1	Individual Assigned Weapon from NCOA (M16 – See note 7)	1
2	Alarm Clock – (Optional) [Cell phone satisfies requirement]	1
3	Civilian Clothing (Appropriate attire IAW AR 670-1, Para. 3-9)	1 set
4	Blank Firing Adapter (BFA) [M16 (red)]	1
5	Laundry Detergent (Liquid Only) – (Optional)	1
6	A copy of DD Form 1610 will serve as meal card	1
#	Fort Hood Students Only	REQ
1	Individual Assigned Weapon from unit (M16/M4 – See note 7)	1
2	Blank Firing Adapter (BFA) [M16 (red)/M4 (yellow)]	1
3	Meal Card from unit (Must be original document; copy not acceptable)	1
#	Dress Uniform components for ALL STUDENTS	REQ
1	Beret w/ Flash and Unit Crest	1
2	Socks, Black Nylon	1 pr
3	Shoes, Oxford, Black	1 pr
4	ASU Coat or AG 489/491 (properly fitted, clean, and serviceable) – (See notes 3-5)	1
6	Shirt, Long Sleeve, White OR AG 415 (See notes 3-5)	1
7	Shirt, Short Sleeve, White OR AG 415 (See notes 3-5)	1
8a	Shoulder Boards (CPL, SGT, SSG)	2 ea
8b	Pin on gold (brass) rank (SPC)	2 ea
9	Web Belt, Black, w/ Gold Buckle	1
10	Name plates	2 ea
11	Branch Insignia/U.S. Insignia	1 set
12	Unit crests	2 ea
13	Individual Awards/Decorations/Skill Badges	ea
#	Dress Uniform components for MALES ONLY	REQ
1	Neck tie, Black, Four-in-hand or clip on	1
2	Undershirt, White, Cotton	1
3	Trousers, ASU, Low waist w/ Belt loops OR Trousers, AG 489/491 (See notes 3-5)	1 pr
#	Dress Uniform components for FEMALES ONLY	REQ
1	Neck Tab, Universal	1
2	Slacks, ASU, Low Waist OR Slacks, AG 489/491 (See notes 3-5)	1 pr

Student: _____
Sponsor: _____
First Sergeant: _____

A number with ** annotates winter items which are only brought from October - March

IMPORTANT INFORMATION:

1. Only authorized, clean and serviceable equipment IAW AR 670-1 and AR 710-2 will be accepted.
2. The Fort Hood NCOA will not issue missing TA-50 items; Soldiers can obtain needed items from their unit supply or installation Central Issue Facility (CIF) prior to arrival.
3. Student inventory of packing list and Army Service Uniform (all awards, badges and name tags on uniform as worn) will be conducted on Day 0 of the training calendar.
4. ****Student will have 72 hours to correct noted deficiencies or be considered for disenrollment from the course IAW BLC CMP****
5. Individual Awards, Skill Badges, Foreign Badges, Unit Awards, Marksmanship and Driver Badges are all authorized. All items for Infantry personnel are authorized (Blue Cord, Blue Disks). All individual awards **MUST MATCH** what is on the student's ERB. **CAVALRY ITEMS (i.e., STETSONS OR SPURS) WILL NOT BE WORN WHILE ATTENDING THE BASIC LEADER COURSE.**
6. Authorized Protective Eyewear List (APEL) spectacles are the only authorized Ballistic Eye Protection. The APEL can be found at <https://peosoldier.army.mil/equipment/eyewear/>
7. Weapon Drop and Pick-up:
 - a. Sponsors of students (assigned to Fort Hood) will drop off the student's assigned weapon (M16/M4 rifle) at 1200 hours on Day 0. **TDY students will be assigned a M16 rifle by the NCO Academy armsroom NCOIC on Day 0.**
 - b. Sponsors of students (assigned to Fort Hood) will pick-up the student's assigned weapon at 0900 hours on Day 21 of the cycle (the day before graduation).
 - c. These drop off and pick-up times will remain in effect unless otherwise directed by the NCO Academy Commandant.
 - d. Weapons must be stripped, i.e. no ACOG, M68, PAC-4/PEQ-15 lasers, scopes, bipods, etc. (sling is authorized).
8. ID card must be current with working PIN for computer login/access.
9. No court, tennis, or basketball shoes are authorized for use with the PFU.

10. Gen II / III ECWCS – 7-Layer System:



- 1) Layer 1 – Shirt, Sand color
- 2) Layer 2 – Drawers, Sand color; Shirt, Long Sleeve
- 3) Layer 3 – Fleece Jacket
- 4) Layer 4 – Wind Jacket
- 5) Layer 5 – ACU Mid-Weight “Soft Shell” Cold Weather Jacket / Trousers
- 6) Layer 6 – Extreme Cold / Wet Weather Jacket / Trousers
- 7) Layer 7 – Urban Grey Extreme Cold Weather Parka / Trousers



11. A current ERB (within 30 days of enrollment day) needs to be attached to the Enrollment Packet. **Soldiers over 40 years of age must have a physical not more than 5 years old.** Again, effective 1 APR 2013, Structured Self Development 1 (SSD 1) will be an enrollment requirement. A copy of the ATRRS transcript indicating completion must be attached as well.

12. Student must possess a valid meal card or DD Form 1610 for TDY Soldiers.

13. Any student on a profile must have a copy of their profile on their person at all times. This is especially important on the day of enrollment; students who do not have a copy of their profile will not be enrolled until they obtain a copy from their unit or health care provider.

14. Student’s 1SG must verify the packing list to ensure that the student is prepared to attend the course. **Student must have this completed document during In-processing Day.**

ADDITIONAL NOTES:

1. Land navigation is a course graduation requirement, yet many students come unprepared. Although you will receive a lengthy block of instruction, **it would benefit the student to learn and practice basic map reading/land navigation skills prior to attending BLC.**

2. Military issue (must have NSN or be Cammenga Model 27 as issued by TASC. **DO NOT** purchase the wrong type of compass from clothing and sales – **It is best to obtain compasses from your unit.**



APPENDIX B - DA FORM 4187 for BAS Meal Deductions

[Attachments Menu](#)

PERSONNEL ACTION		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) Commander Bn 1	2. TO (Include ZIP Code) Director DMPO, Attn: Processing Section Fort Hood, TX 76544	3. FROM (Include ZIP Code) Commander Unit
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) BAS RECOUPMENT
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
1. Request recoupment of Basic Allowance Subsistence (BAS) for the above mentioned Soldier IAW AR 600-38. 2. Soldier participating in Basic Leadership Course. 3. Soldier attending Basic Leadership Course for 22 days. a. Start date: b. End date: 4. BLC POI is 22 days. 5. POC is the undersigned at 254-288-xxxx or email. xxxxxxxxxxxmil@mail.mil 6. BCT/BDE name: 7. DMSL: 8. UIC:		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)
JOHN D. DOE		

DA FORM 4187, MAY 2014

SUPERSEDES DA FORM 4187, JAN 2000
AND REPLACES DA FORM 4187-1-R, APR 1995

Page 1 of 2
APD LC v1.03ES

APPENDIX B – [1 of 3] OPORD PW 16-06-0595 (Basic Allowance for Subsistence Collections Pilot for Basic Leader Course [BLC])

UNCLASSIFIED

HQ, III Corps & Fort Hood
Fort Hood, TX 76544
151311 Jun 16

OPERATION ORDER PW 16-06-0595 (BASIC ALLOWANCE FOR SUBSISTENCE COLLECTIONS PILOT FOR BASIC LEADERSHIP COURSE [BLC])

References:

- a. DoD Directive 1418.05, Basic Allowance For Subsistence (BAS) Policy.
- b. AR 600-38, The Meal Card Management System, dated 11 Mar 88.
- c. III Corps G1 request, dated 13 Jun 16.

Time Zone Used Throughout Order: Local.

Task Organization: Omitted.

1. **SITUATION.** III Corps G1 requests III Corps support for the Basic Allowance for Subsistence (BAS) Collections Pilot for Soldiers attending the Basic Leadership Course (BLC) at Fort Hood, TX.
2. **MISSION.** All Fort Hood Units will enforce AR 600-38 (The Meal Card Management System) requirements effective immediately for recoupment of meals provided to Soldiers who are receiving full BAS while attending BLC at Fort Hood, TX in order to fulfill Army Policy.
3. **EXECUTION.**
 - a. **Concept of Operations.** All Fort Hood Units will initiate and verify actions to collect reimbursement for meals provided during BLC for the entire 22 days.
 - b. **Tasks to All Fort Hood Units.**
 - (1) Ensure the following steps are completed:
 - (a) Effective immediately, complete reimbursement actions for meals furnished during attendance to BLC for the entire 22 day period.
 - (b) Prepare DA Form 4187 (IAW Enclosure 1) requesting stop payment pay for 22 days.
 - (c) Ensure meal cards are issues for Soldiers attending BLC.

1
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APPENDIX B – [2 of 3] OPORD PW 16-06-0595 (Basic Allowance for Subsistence Collections Pilot for Basic Leader Course [BLC])

UNCLASSIFIED

OPERATION ORDER PW 16-06-0595 (BASIC ALLOWANCE FOR SUBSISTENCE COLLECTIONS PILOT FOR BASIC LEADERSHIP COURSE [BLC])

(d) Ensure Soldiers are provide a copy of DA Form 4187 to stop BAS which is a requirement for entrance into the BLC.

(e) Enforce and verify the 22 days recoupment for all Soldiers attending BLC.

(f) Reinstate BAS by submitting DA Form 4187 (IAW Enclosure 1) upon the Soldier's completion of BLC.

(g) Attend training on BAS recoupment **28 Jun 16** in the III Corps G1 directly after Personnel Readiness Review (PRR).

(h) Brief on the verification of BAS compliance in the PRR forum.

(2) III Corps, HHBN (Phantom Warrior Academy):

(a) Submit all DA Form 4187 received from attendees to DMPO for stop payment of BAS.

(b) Assist the III Corps G1 in the management of BAS recoupment pilot.

(3) Fort Hood Defense Military Pay Office:

(a) Receive and process DA Form 4187 from the BLC S1 only on Soldiers attending BLC.

(b) Assist Commanders and S1s/G1s in monitoring the reimbursement program by providing data on submitted BAS reimbursement actions.

(4) III Corps G1: Oversee the BAS recoupment pilot.

c. Coordinating Instructions.

(1) Tasked Units will make direct coordination with the III Corps G1 POC (Ms. Jeannette Pena) at (254) 288-5187 or jeannette.pena.civ@mail.mil upon receipt of this order.

(2) Pilot will start immediately and end **1 Nov 16**.

4. SUSTAINMENT. Omitted.

2

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APPENDIX B – [3 of 3] OPOD PW 16-06-0595 (Basic Allowance for Subsistence Collections Pilot for Basic Leader Course [BLC])

UNCLASSIFIED

OPERATION ORDER PW 16-06-0595 (BASIC ALLOWANCE FOR SUBSISTENCE COLLECTIONS PILOT FOR BASIC LEADERSHIP COURSE [BLC])

5. COMMAND AND SIGNAL.

a. Command. Omitted.

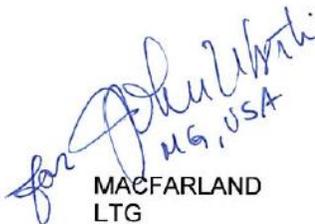
b. Signal.

(1) III Corps G1 POC is Ms. Jeannette Pena at (254) 288-5187 or jeannette.pena.civ@mail.mil.

(2) Fort Hood Defense Military Pay Office POC is Ms. Willie Thomas at (254) 288-2942 or willie.s.thomas16.civ@mail.mil.

(3) III Corps G3 POC is Mr. Orlando Medina at (254) 287-4775 or orlando.medina.civ@mail.mil.

ACKNOWLEDGE:


MACFARLAND
LTG

OFFICIAL:

WILLIAMS
G3

ENCLOSURE 1: DA FORM 4187 FOR BAS RECOUP.

DISTRIBUTION: S

MS OPOD Format, dated 10 Feb 16.
All other editions obsolete.

3
UNCLASSIFIED

APPENDIX B - Memorandum for Record (Government Provided Meals for FY16, TDY Personnel Attending Basic Leader Course at III Corps NCO Academy, Fort Hood, TX 76544



DEPARTMENT OF THE ARMY
NONCOMMISSIONED OFFICER ACADEMY
33009 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5064

ATZF-NC

24 May 2016

MEMORANDUM FOR RECORD

SUBJECT: Government Provided Meals for FY 16, TDY Personnel Attending Basic Leaders Course at III Corps NCO Academy, Fort Hood, TX 76544

1. Effective 1 October 2015, the Basic Leader Course utilizes a Fort Hood dining facility for the 22 days course. The following days and meals are clearly depicted as follows:
 - a. Monday-Sunday to include Holidays: Breakfast, Lunch, and Dinner-Government Meals Provided
2. An estimated per diem amount of \$219.00 is also depicted on the sample DD form 1610 in the BLC Student guide, Annex C. This can be accessed online at the III Corps and Fort Hood NCOA website:
http://www.hood.army.mil/ncoa/Documents/WLC_StudentGuide_20140507.pdf
3. Government provided meals for all TDY personnel should be reflected in DTS upon attendees return to their perspective unit for voucher submission.
4. Point of Contact for this memorandum is the III Corps NCO Academy Deputy Commandant, SGM Swofford, Kristy A., at 254-287-4278 or kristy.a.swofford.mil@mail.mil.

A handwritten signature in cursive script, reading "Kristy A. Swofford", is positioned above the typed name.

KRISTY A. SWOFFORD
SGM, USA
Deputy Commandant

APPENDIX B – [1 of 2] Memorandum for Record (Basic Allowance for Subsistence Collection while attending Basic Leaders Course (BLC), Fort Hood, TX 76544



DEPARTMENT OF THE ARMY
NONCOMMISSIONED OFFICER ACADEMY
33009 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5064

ATZF-NC

24 May 2016

MEMORANDUM FOR RECORD

SUBJECT: Basic Allowance for Subsistence Collection while attending Basic Leaders Course (BLC), Fort Hood, TX 76544

1. References:

- a. Title 7, United States Code, Sections 402 and 1011.
- b. DoD Directive 1418.05, Basic Allowance for Subsistence (BAS) Policy.
- c. DoD Financial Management Regulation 700.14-R, Volume 7a, Military Pay Policies and Procedures-Active Duty and Reserve Pay.
- d. AR 37-104-4, Military Pay and Allowance Policy, dated 8 Jun 05.
- e. AR 30-22, The Army Food Program, dated 10 May 05
- f. ALARACT Message Subject: Authority for Army-Wide Use of the Management Internal Control Program checklist for Basic Allowance for Subsistence Meal Collections for Government provides meals during field duty.
- g. ALARACT 105/2010 Basic Allowance for Subsistence Collections.
- h. AR 600-38, The Meal Card Management System, dated 11 Mar 88.
- i. Milper Message 13-064, Basic Allowance for Subsistence (BAS) reimbursement/ payroll deduction for Soldiers participating in field training, dated 8 Mar 13.
- j. Secretary of the Army, Audit of Basic Allowance for Subsistence (BAS) Pay for Soldiers Participating in Field Training, dated 4 Mar 13.

2. Basic Allowance for Subsistence is not authorized for personnel attending institutional training.

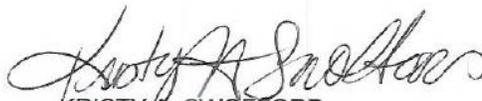
APPENDIX B – [2 of 2] Memorandum for Record (Basic Allowance for Subsistence Collection while attending Basic Leaders Course (BLC), Fort Hood, TX 76544

ATZF-NCD

SUBJECT: Basic Allowance for Subsistence Collection while attending Basic Leaders Course (BLC), Fort Hood, TX 76544

3. Parent Unit S-1s are responsible for applicable meal collections from the personnel that are entitled to receive BAH.

4. Academy S-1 personnel will ensure that students have a meal card or DD Form 1610 during enrollment in the course. Students that fail to produce the applicable documentation will have 72 hours to correct the deficiency. After 72 hours the student will be released from the course.



KRISTY A. SWOFFORD
SGM, USA
Deputy Commandant

DISTRIBUTION:
S-1 (1)
Individual (1)

APPENDIX C - BLC Student Packet Example
Page 1 – 11 (Memorandum for BLC)



DEPARTMENT OF THE ARMY
XCO, 2ND BATTALION, 8TH U.S CAVALRY REGIMENT
1ST BRIGADE COMBAT TEAM, 1ST CAVALRY DIVISION
FORT HOOD TX 76544

REPLY TO
ATTENTION OF

AFVA-IHS-**XCO**

21 June 2016

MEMORANDUM FOR Commandant, III Corps NCO Academy, Fort Hood, TX 76544

SUBJECT: Basic Leader Course

1. Request that the following Soldier attend the Basic Leader Course, class #**XX-XX**,
From: **REPORT DATE** through **END DATE**.

a. RANK: **XXX**

b. NAME: **SNUFFY, JOE X.**

c. SSN- **XXX-XX-XXX**

d. DATE OF RANK: **DD MMM YYYY**

e. MOS: **00X**

f. UNIT: **XCO**, 2-8 CAV, 1BCT

g. UIC:

h. MSC: 1CD

i. SEC CLEARANCE: **NONE OR IF YES PUT WHAT TYPE OF CLEARANCE**

j. GENDER: **MALE or FEMALE**

k. EMAIL ADDRESS: **JOE.X.SNUFFY.MIL@MAIL.MIL**

2. Point of contact for this memorandum is the undersigned at 254-287-0457.

HELLO A. HELLO
CPT, BR
Commanding

APPENDIX C - BLC Student Packet Example
Page 3 – 11 (TASS Pre-Execution Checklist 1 of 2)

UNIT PRE-EXECUTION CHECKLIST		
(FOR USE OF THIS FORM, SEE TRADOC REGULATION 350-18; PROPONENT IS TRADOC G-3/5/7, TOMA)		
Fillable form; may be printed and signed manually		
1. NAME: <input style="width: 90%;" type="text"/>		
2. UNIT: <input style="width: 90%;" type="text"/>		
3. COURSE TITLE: <input style="width: 70%;" type="text"/>		4. REPORT DATE: <input style="width: 20%;" type="text"/>
Supervisor's Initials	Soldier's Initials	PART I- UNIT PRE-EXECUTION (Day-90 to Day-1)
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	Coordination between unit and school to identify the Soldier by name and reservation status?
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	Soldier in receipt of read ahead packet, school/course information, and graduation requirements?
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	Soldier completed prerequisite course/testing? (DA Form 1059 or other completion document)
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	All required clothing/equipment in accordance with school/course information packet?
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	Soldier meets physical readiness standards of AR 350-1? (APFT within 60 days)
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	Soldier meets height/weight and body composition standards of AR 600-9?
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	Soldier has Government Travel Card or adequate cash/traveler checks?
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	Individual orders received (10 copies)?
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	Soldier has current periodic health assessment?
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	Soldier meets remaining Time in Service requirement?
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	Ten (10) copies of orders?
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	Transportation verified/DTS approved?
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	Soldier has current /valid identification card?
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	Soldier has ID tags (1 pair)?
Unit POC List:		
CDR Office: <input style="width: 30%;" type="text"/> Other: <input style="width: 30%;" type="text"/>		
1SG Office: <input style="width: 30%;" type="text"/> Other: <input style="width: 30%;" type="text"/>		
FTM Office: <input style="width: 30%;" type="text"/> Other: <input style="width: 30%;" type="text"/>		
Unit Fax: <input style="width: 60%;" type="text"/>		
1SG Email: <input style="width: 70%;" type="text"/>		
CSM Email: <input style="width: 70%;" type="text"/>		

APPENDIX C - BLC Student Packet Example
Page 4 – 11 (TASS Pre-Execution Checklist 2 of 2)

PART II - ROUTINE PREREQUISITES												
TASK	REGULATION DATA					SOLDIER DATA						
Minimum Aptitude Score (if applicable)	CL	CO	EL	FA	GM	CL	CO	EL	FA	GM		
	GT	MM	OF	SC	ST	GT	MM	OF	SC	ST		
Color vision requirements (if applicable)												
Physical demand rating/profile (PULHES) *See Part III for PIT profiles	P	U	L	H	E	S	P	U	L	H	E	S
Military and civilian vehicle operator license(s) (if applicable): Military license number: <input type="text"/> Expiration date: <input type="text"/> Civilian license number: <input type="text"/> Expiration date: <input type="text"/> State: <input type="text"/>												
PART III - REQUIRED DOCUMENTS												
Security clearance (if applicable, attach as required)												
*Permanent profile attendees (if applicable): Must have a signed copy of completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT).												
All required waivers (if applicable)												
Other requirements (if applicable)												
Other requirements of DA PAMPHLET 611-21 not previously listed: <input type="text"/>												
Other requirements (if applicable)												
Other requirements (if applicable)												
Other requirements (if applicable)												
Other requirements (if applicable)												
I have been counseled and have read all requirements applicable to the course I'm selected to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent my successful completion of course requirements.												
Student's Signature: <input type="text"/>												
I have reviewed the above Soldier's qualifications and potential to successfully complete this course, counseled them on these requirements, and hereby verify their readiness to attend.												
Commanding Officer (typed name): <input type="text"/>												
Signature: <input type="text"/>												

APPENDIX C - BLC Student Packet Example
Page 5 – 11 (DA FORM 705 Army Physical Fitness Test Scorecard within 60 days)

Army Physical Fitness Test Scorecard											
NAME (Last, First, MI)										GENDER	
UNIT											
TEST ONE			TEST TWO			TEST THREE			TEST FOUR		
DATE	GRADE	AGE	DATE	GRADE	AGE	DATE	GRADE	AGE	DATE	GRADE	AGE
HEIGHT (IN INCHES)		BODY COMPOSITION		HEIGHT (IN INCHES)		BODY COMPOSITION		HEIGHT (IN INCHES)		BODY COMPOSITION	
		WEIGHT: lbs				WEIGHT: lbs				WEIGHT: lbs	
		BODY FAT: %				BODY FAT: %				BODY FAT: %	
GO / NO-GO		GO / NO-GO		GO / NO-GO		GO / NO-GO		GO / NO-GO		GO / NO-GO	
PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS
SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS
2MR RAW SCORE	INITIALS	POINTS	2MR RAW SCORE	INITIALS	POINTS	2MR RAW SCORE	INITIALS	POINTS	2MR RAW SCORE	INITIALS	POINTS
ALTERNATE AEROBIC EVENT		TOTAL POINTS	ALTERNATE AEROBIC EVENT		TOTAL POINTS	ALTERNATE AEROBIC EVENT		TOTAL POINTS	ALTERNATE AEROBIC EVENT		TOTAL POINTS
EVENT			EVENT			EVENT			EVENT		
TIME			TIME			TIME			TIME		
GO <input type="checkbox"/> NO-GO <input type="checkbox"/>			GO <input type="checkbox"/> NO-GO <input type="checkbox"/>			GO <input type="checkbox"/> NO-GO <input type="checkbox"/>			GO <input type="checkbox"/> NO-GO <input type="checkbox"/>		
NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE		
COMMENTS			COMMENTS			COMMENTS			COMMENTS		
SPECIAL INSTRUCTION: USE INK											
LEGEND: PU - PUSH UPS 2MR - 2 MILE RUN											
SU - SIT UPS APFT - ARMY PHYSICAL FITNESS TEST											

DA FORM 705, MAY 2010

PREVIOUS EDITIONS ARE OBSOLETE.

Page 1 of 6
APD LC v1.0368

APPENDIX C - BLC Student Packet Example
Page 6 – 11 (DA Form 5501 Body Fat Content Worksheet (Female) if applicable within 60 days)

M	TAB	TAB	TAB	TAB	
BODY FAT CONTENT WORKSHEET (Female) <small>For use of this form, see AR 600-9; the proponent agency is DCS, G-1.</small>					
NAME (Last, First, Middle Initial)			RANK		
HEIGHT (to nearest 0.50 inch)			WEIGHT (to nearest pound)	AGE	
NOTE: ½" = .50					
STEP	FIRST	SECOND	THIRD	AVERAGE (to nearest 0.50 in.)	
1. Measure neck just below level of larynx (Adam's apple). Round up to nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.					
2. Measure waist (abdomen) at the point of minimal abdominal circumference. Round down to nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.					
3. Measure hips at point where the gluteus muscles (buttocks) protrude backward the most. Round down to nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.					
4. CALCULATIONS				REMARKS	
A. Enter average waist circumference					
B. Enter average hip circumference					
C. TOTAL (4A + 4B)					
D. Enter average neck circumference					
E. Enter circumference value (4C - 4D)					
F. Enter height in inches to the nearest 0.50 inch.					
G. Find the Soldier's circumference value (line 4E) and height (line 4F) in Figure B-2 (Percent Fat Estimation for Women). Enter the body fat value that intercepts with the circumference value and height. This is the Soldier's Percent Body Fat.					
CHECK ALL THAT APPLY					
<input type="checkbox"/> Individual is in compliance with Army standards.		<input type="checkbox"/> Is not in compliance with the standards. Recommended monthly weight loss is 3-8 lbs or 1% body fat.			
PREPARED BY (Signature)	RANK	DATE (YYYYMMDD)	APPROVED BY SUPERVISOR (Printed Name and Signature)	RANK	DATE (YYYYMMDD)
DA FORM 5501, MAY 2013		PREVIOUS EDITIONS ARE OBSOLETE.		APD LC v1.00ES	

APPENDIX C - BLC Student Packet Example
Page 7 – 11 (DA FORM 4187 for BAS Meal Deductions)

[Attachments Menu](#)

PERSONNEL ACTION		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) Commander Bn 1	2. TO (Include ZIP Code) Director DMPO, Attn: Processing Section Fort Hood, TX 76544	3. FROM (Include ZIP Code) Commander Unit
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) BAS RECOUPMENT
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
1. Request recoupment of Basic Allowance Subsistence (BAS) for the abov mentioned Soldier IAW AR 600-38. 2. Soldier participating in Basic Leadership Course. 3. Soldier attending Basic Leadership Course for 22 days. a. Start date: b. End date: 4. BLC POI is 22 days. 5. POC is the undersigned at 254-288-xxxx or email. xxxxxxxxxmil@mail.mil 6. BCT/BDE name: 7. DMSL: 8. UIC:		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE JOHN D. DOE	13. SIGNATURE	14. DATE (YYYYMMDD)

DA FORM 4187, MAY 2014

SUPERSEDES DA FORM 4187, JAN 2000
 AND REPLACES DA FORM 4187-1-R, APR 1995

Page 1 of 2
 APD LC v1.03ES

APPENDIX C - BLC Student Packet Example
Page 8 – 11 (Most Current End of the Month LES)

MyPay

Page 1 of 1

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																																																																																																																																																																																														
ID	NAME (Last, First, MI)	SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED																																																																																																																																																																																					
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B	BAS		FICA-SOC SECURITY		TRICARE DENTAL				#Tot Ded																																																																																																																																																																																					
C	BAH		FICA-MEDICARE		BANK ACCT ALLOT				#Tot Allt																																																																																																																																																																																					
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LEAVE	BF Bal	39.0	End	20.0	Used	21	Cr Bal	38.0	ETS Bal	370.5	Lv Lost	0	Lv Paid	30.0	Usa/Lose	0	FED TAXES		Wage Period		Wage YTD		M/S		Ex		Addl Tax	.00	Tax YTD																																																																																																																																																																	
FICA TAXES	Wage Period		Soc Wage YTD		Soc Tax YTD		Med Wage YTD		Med Tax YTD		STATE TAXES	St TX	Wage Period		Wage YTD		M/S		Ex		Tax YTD																																																																																																																																																																									
PAY DATA	BAQ Type	W/DEP	BAQ Depn	SPOUSE	VHA Zip	76544	Rent Amt	.00	Share	1	Stat	R	JFTR	Depns	0	20 JFTR	BAS Type	Charity YTD	25.00	TPC		PAC/IDN																																																																																																																																																																								
TRADITIONAL PLAN (TSP)	Base Pay Rate	0	Base Pay Current	.00	Spec Pay Rate	0	Spec Pay Current	.00	Inc Pay Rate	0	Inc Pay Current	.00	Bonus Pay Rate	0	Bonus Pay Current	.00																																																																																																																																																																														
ROTH PLAN	Base Pay Rate	0	Base Pay Current	.00	Spec Pay Rate	0	Spec Pay Current	.00	Inc Pay Rate	0	Inc Pay Current	.00	Bonus Pay Rate	0	Bonus Pay Current	.00																																																																																																																																																																														
CONTRIBUTIONS TOTALS	YTD Deductions			.00			YTD TSP Deferred			.00			YTD TSP Exempt			.00			YTD ROTH			.00																																																																																																																																																																								
<p>REMARKS:</p> <p>YTD ENTITLE [REDACTED]</p> <p>IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED.</p> <p>-BE YOUR OWN PAYMASTER! REVIEW YOUR LES EVERY MONTH TO ENSURE YOU ARE RECEIVING THE CORRECT PAY AND ENTITLEMENTS. IF THEY ARE NOT CORRECT, SEE YOUR COMMANDER AND FINANCE OFFICE TODAY TO UPDATE YOUR PAY!</p> <p>-ARE YOU A RESIDENT OF A STATE THAT DOES NOT REQUIRE YOU TO PAY STATE TAX ON MILITARY INCOME? YOU SHOULD REVIEW YOUR LES MONTHLY TO ENSURE YOUR TAX WITHHOLDING INFORMATION IS CORRECT.</p> <p>-SSN'S FOR MIL MBR'S AND THEIR FAMILIES SHOULD BE IN DEERS TO ENSURE HEALTHCARE INFO FOR THE</p> <p>YTD DEDUCT [REDACTED]</p> <p>AFFORDABLE CARE ACT IS CORRECTLY REPORTED TO THE IRS. GO TO HTTP://WWW.TRICARE.MIL/DEERS/.</p> <p>-DO YOU HAVE A PERMANENT CATASTROPHIC INJURY, WOUND OR ILLNESS? IF SO, YOU MAY BE ELIGIBLE FOR SPECIAL COMPENSATION FOR ASSISTANCE WITH ACTIVITIES OF DAILY LIVING. SEE YOUR COMMANDER TODAY FOR DETAILS.</p> <p>MEMBER'S SGLI COVERAGE AMOUNT IS \$400,000</p> <p>FAM/SPOUSE SGLI COVERAGE AMOUNT IS \$100,000</p>																																																																																																																																																																																														

DFAS Form 702, Jan 02

WWW.DFAS.MIL

https://mypay.dfas.mil/LES_DTMSA.aspx?AccessString=DTMSA A0475EMAIL P... 4/21/2016



DEPARTMENT OF THE ARMY
CERTIFICATE OF TRAINING

This is to certify that

has successfully completed

STRUCTURED SELF-DEVELOPMENT - LEVEL 1 (1-250-C49-1
(DL)_)

Stanley C. Davis

Stanley C. Davis
Product Director
Distributed Learning System

DA FORM 87, 1 OCT 78

APPENDIX C – BLC Student Packet Example
Page 10 – 11 (III CORPS NCOA (BLC) PACKING LIST 1-2)

Rank _____ Last Name _____ First Name _____ Unit _____

#	TA-50 Individual Clothing & Equipment	REQ
1	MOLLE or ALICE Pack w/ straps	1
2	Pack, Assault	1
3	Bag, Duffel	1
4	Bag, Barracks	1
5	Bag, Waterproof	1
6	Helmet, Kevlar, ACH, w/Cover and Helmet Band	1
7	Individual First Aid Kit (IFAK) complete	1
8	FLC: (1), Canteen, Water, 1qt: (2), w/ Cover: (2) & Cup: (1)	ea
9	Pouch, Three magazine capacity	2
10	Flashlight w/ Batteries	1
11	Poncho	1
12	Camelbak, (carrier and bladder)	1
13	Ear Plugs, w/ Plastic Case (chain optional)	1
14	Cap, Patrol, ACU with nametape and rank	2
15	Belt (Trouser belt authorized IAW AR 670-1)	1
16	Army Combat Boots (IAW AR 670-1)	2 pr
17	Glove Light Duty Utility, (LDUG) (Black or Foliage Green, leather shells)	1 pr
18**	Glove Inserts, Cold (Black, brown, or foliage green)	2 pr
19**	Neck Gator	1
20	Eye Protection, Ballistic w/ Clear and Tinted Lenses (APEL Only see note 6) (with prescription inserts if applicable)	1 pr
21	Jacket, ACU (w/ 2 sets of all patches and rank)	4 ea
22	Trousers, ACU	4 ea
23	Cushion Sole Socks, Boot, Black or Green	7 pr
24	Undershirts, Tan or Coyote	7 ea
25a	Drawers, male, (Solid brown, solid white, or neutral color)	7 ea
25b	Undergarments (female underwear) – (Brown, white or neutral color)	7 ea
26	Eye glasses, (if applicable)	1 pr
27	PFU, Trunks	2 ea
28	PFU Shirt, (Short sleeve and Long sleeve)	2 ea
29	PFU, Jacket	1 ea
30	PFU, Pants	1 ea
31	Cap, Synthetic Micro Fleece	1 ea
32	Shoes, running (See note 9)	1 pr
33	Socks, Athletic (White / Black) Crew or Calf length	5 pr
34	Common Access Card (CAC) with valid PIN# (See note 8)	1
35	ID Tags, with Long and Short Chains (allergy tag if applicable)	1 pr
#	Cold Weather Items Required	
1**	Gen II / III ECWCS – 7-Layer System – (See note 10)	1
#	Additional Items Required	
1	Pencil, Mechanical (.5mm) and black ink pen	2 ea
2	Protractor, GTA 5-2-12, Coordinate scale (Must have triangular openings)	2
3	Whistle	1
4	Compass, Lensatic – (metal) – (**See Additional Note 2**)	2
5	Wrist Watch	1
6	Magazines, 30 rnd, M16A2/M4	7
7	Notebook, 8 ½" x 11"	1
8	Elbow Pads, ACU or Foliage Green	1 pr
9	Knee Pads, ACU or Foliage Green	1 pr

APPENDIX C – BLC Student Packet Example

Page 11 – 11 (III CORPS NCOA (BLC) PACKING LIST 2 -2)

10	Kit, Cleaning, M16/M4 complete w/ CLP (may be Rapid Fielding Initiative (RFI) issued OTIS kit with cable or rod-type kit	1
11	Lock, Key or Combination (Civilian type) – (Optional)	1
12	Kit, Complete Personal Hygiene w/ Articles	1
13	Washcloth – (Optional); Towel – (Optional)	2 ea
14	Shoes, Shower	1 pr
15	Hangers, (metal or plastic) – (Optional)	10
16	3 x 5 Cards, Pack	1
17	Tactical Gloves – (Must be RFI issue or unit supply issue)	1 pr
18	Reflective Belt, Yellow	1
19	550 Cord (5 Ft.)	1
20	STP 21-1 SMCT Book (2012 to current)	1
21	ERB & Other Documents – (See Appendix C)	N/A
#	Additional For Female Students Only	REQ
1	Bra, Sports, (White, tan, grey, or black)	4 ea
#	Additional For TDY Students Only	REQ
1	Individual Assigned Weapon from NCOA (M16 – See note 7)	1
2	Alarm Clock – (Optional) [Cell phone satisfies requirement]	1
3	Civilian Clothing (Appropriate attire IAW AR 670-1, Para. 3-9)	1 set
4	Blank Firing Adapter (BFA) [M16 (red)]	1
5	Laundry Detergent (Liquid Only) – (Optional)	1
6	A copy of DD Form 1610 will serve as meal card	1
#	Fort Hood Students Only	REQ
1	Individual Assigned Weapon from unit (M16/M4 – See note 7)	1
2	Blank Firing Adapter (BFA) [M16 (red)/M4 (yellow)]	1
3	Meal Card from unit (Must be original document; copy not acceptable)	1
#	Dress Uniform components for ALL STUDENTS	REQ
1	Beret w/ Flash and Unit Crest	1
2	Socks, Black Nylon	1 pr
3	Shoes, Oxford, Black	1 pr
4	ASU Coat or AG 489/491 (properly fitted, clean, and serviceable) – (See notes 3-5)	1
6	Shirt, Long Sleeve, White OR AG 415 (See notes 3-5)	1
7	Shirt, Short Sleeve, White OR AG 415 (See notes 3-5)	1
8a	Shoulder Boards (CPL, SGT, SSG)	2 ea
8b	Pin on gold (brass) rank (SPC)	2 ea
9	Web Belt, Black, w/ Gold Buckle	1
10	Name plates	2 ea
11	Branch Insignia/U.S. Insignia	1 set
12	Unit crests	2 ea
13	Individual Awards/Decorations/Skill Badges	ea
#	Dress Uniform components for MALES ONLY	REQ
1	Neck tie, Black, Four-in-hand or clip on	1
2	Undershirt, White, Cotton	1
3	Trousers, ASU, Low waist w/ Belt loops OR Trousers, AG 489/491 (See notes 3-5)	1 pr
#	Dress Uniform components for FEMALES ONLY	REQ
1	Neck Tab, Universal	1
2	Slacks, ASU, Low Waist OR Slacks, AG 489/491 (See notes 3-5)	1 pr

Student: _____
 Sponsor: _____
 First Sergeant: _____

A number with ** annotates winter items which are only brought from October - March

