III CORPS AND FORT HOOD
NCO ACADEMY

33009 761st TANK BATTALION AVENUE
FORT HOOD, TX 76544

BASIC LEADER COURSE

STUDENT GUIDE

(OCTOBER 2015)

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

REPLY TO
ATTENTION OF

ATZF-NC 01 October 2015

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 01 October 2015

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 FIRST AND SECOND PRIORITY TO BASIC LEADER COURSE

1) First priority will be given to E-4 promotable. These Soldiers are prioritized within this category as follows:

(a) E-4 promotable who have met cut-off score
(b) E-4 promotable in military occupational specialties (MOS) 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.
(c) E-4 promotable in other MOS serving in an authorized NCO position based on the highest number of promotion points.
(d) All other E-4 promotable on a recommended list based on the highest number of promotion points.

2) Second priority will be given to E-4s 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) If age 40 or over, Soldier must have completed a periodic physical exam within the last 5 years. Without proper documentation (**ERB**), the Soldier will be denied enrollment.

7) Effective 1 October 2007 the automated Pre-Execution Checklist (PEC) took effect for Army Reserve and Army National Guard Soldiers; Soldiers must have a hard copy of the pre-execution checklist in your possession.

8) Soldiers who fail to provide required missing documents in the established time line will be disenrolled and returned to their unit.

1-4 ENROLLMENT REQUIREMENTS:

9) Soldiers attending the NCO Academy will report for class enrollment in ACUs or OCPs

10) 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**: Prior to the course may not attend BLC until medically cleared. If diagnosed while attending BLC 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 or 254-289-2990 after hours.

11) **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 of AR 600-9. If Soldier fails HT/WT screening, one rescreen will be administered no earlier than seven days and no later than ten days after the initial assessment.

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

12) Soldiers must have all required documents in their student packet to include an ERB, DA Form 705 **<u>dated within 30 days of enrollment</u>**, a meal card, DD Form 1610 if TDY and a DA Form 4187 for BAS meal deductions during the duration of the course. (DFAS-IN Regulation 37-1, DA Pam 30-22, Chapter 3 and AR 600-38 Chapter 4) See Annex C, Example Student Packet for a detailed description of all required documents.

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

14) 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: The NCOA military cell phone (staff duty phone – 254-289-2990) is for **<u>OFFICIAL BUSINESS ONLY</u>**. 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. **<u>NO TALKING/TEXTING WHILE WALKING OR DRIVING</u>**.

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, SSGL 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 **(<u>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)</u>.** 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. **<u>Only liquid detergent will be used</u>**. 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 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 Section. 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) (minimum of 60 points in each event)
   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 (75%)

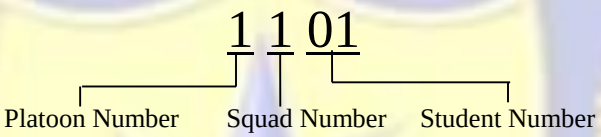
1-13 STUDENT GUIDE DISTRIBUTION: The student guide is provided to the MSC Schools NCOs at the NCO Academy Schools meeting held at building 33009 for assigned Fort Hood Soldiers. Soldiers from other installations may receive the Student Guide from their respective Schools Managers. It can also be downloaded 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 (barracks rooms are provided for those who wish to stay at the NCOA Barracks and TDY Soldiers). 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. Personnel with prescription eyewear must have their military issued glasses. **Wearing of contact lenses is not authorized in the field environment.** 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 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.

2-6 DEVELOPMENTAL COUNSELING: Developmental counseling will be conducted by SGLs/SSGLs, to the students, while at BLC. The three major categories of developmental counseling are Event Counseling, Performance Counseling, and Professional Growth Counseling. Any counseling given by a SGL/SSGL to a student must be precise, objective and fair in the developmental counseling process. (FM 6-22 Appendix B)

SSGLs will decide if any action warrants an adverse developmental counseling.

a) **First offense** – Student will receive counseling statement. Removal from Academic honors.

b) **Second offense** – Student will receive a second counseling statement, they are removed from eligibility for any academic honors and their unit will be notified. Corrective training will be administered at the discretion of the SSGL.

c) **Third offense** – Student will be given a third counseling statement and be dismissed from the Basic Leader Course.

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, eating and drinking in class is strictly prohibited (only exception is an approved water source, i.e. Camelbak, 1 qt. canteen). End of day procedures will be adhered to everyday as instructed by the SGL, i.e. computers restarted and left open, reciting NCO Creed, and etcetera.

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 (ADP & ADRP 7-0 and ATN (Army Training Network: https://atn.army.mil/). 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.

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. 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. 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 and weapons at all times.
   d) Disseminating information down to the members of each team ensuring subordinate leaders are kept informed at all times.
   e) Moving the company when directed by the training schedule.
   f) Maintaining areas of responsibility to include billets, classrooms, and outside/common areas.
   g) Ensuring platoon/Academy equipment is properly stored or displayed IAW Academy SOP.
   h) Reporting violations of instructions or policies, to their SSGL or 1SG as soon as possible.
   i) Properly briefing the new student leader when leadership positions are changed.

3-3 STUDENT FIRST SERGEANT: Students selected for this responsibility are done so based upon their academic standing, initiative, motivation, and professionalism.

1) 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.

1) 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.

1) 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.

i) 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.

ii) 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 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 and III Corps Phantom Warrior Standards Guide as the rule. <u>There are no exceptions</u>.**

3) Honor Code: The NCO Academy operates on the honor principle. Integrity is an accepted basic attribute of leaders. Our word (and/or 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 or other physical touching of a romantic or sexual nature or public displays of affection among or between students and/or staff members of the same or opposite sex on or off post, during or after duty hours; Any other acts of association by or between staff members and students whether on or off post, during or after duty hours, which pursuant to Article 134, UCMJ are prejudicial to good order or discipline or tend to bring discredit to the NCOA and the NCO CORPS.

4-2 HARRASSMENT: Harassment of individuals on the basis of their sex, race, and color of skin, age, disability, national origin, religion or creed is a violation of the Civil Rights Act of 1964. Harassment violates the fundamental policy to provide equal opportunity and equal treatment to personnel. Military personnel have a grave responsibility under the policies of the Department of Army 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.

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 <u>70 percent</u>. **If a student receives two failing scores (one initial and <u>one retest</u>) 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 BILLETS INSPECTION: The billets will be inspected daily by the student leadership and SGLs.

4-5 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.

4-6 STUDENT DEVELOPMENTAL COUNSELING: The students will receive the following counseling while attending BLC:

1) Initial counseling. (Reception and Integration counseling). The SGL should determine whether or not a Soldier has any personal problems or outside distracters that would interfere with the student completing the course. A follow-up of this counseling will also be conducted after any test failure.

2) Comprehensive End-Of-Course-Developmental Counseling.

3) Developmental Action Plan (DAP): The SGL 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 students strengths, weaknesses, and developmental needs.

4) Adverse or other event oriented counseling is only given if the situation warrants.

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*).

2) The following guidelines represent the minimum considerations for this rating:

   a) Displayed superior performance, Army Values, and the Whole Soldier Concept throughout the course, and
   b) Received a first time GO on all examinations/evaluations and has an overall academic average of 90% or higher on the combined requirements, and
   c) Has a *SUPERIOR* rating in three or more rated "*DEMONSTRATED ABILITIES*" in block 12, DA Form 1059, and
   d) Did not receive any adverse developmental counseling, and
   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.

3) **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. This includes all examinations and performance evaluations.
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 12b, c, and e, of the DA Form 1059 (AER).
d) Present satisfactory military appearance and bearing throughout the course.

4) **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 12b, c, d, and e, but required retesting on 50% or more course graduation requirements, or

b) Received three (3) or more adverse developmental counseling statements (excluding counseling for academic shortcomings). Refer these students to the Commandant for dismissal consideration, or

c) Students whose personal characteristics, behavior, attitude, conduct, or overall performance does not justify dismissal, but warrants documentation.

5) **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.

1) The Commandant directs that only those students who fail in the categories listed below attend a 1-hour mandatory study hall as annotated on the training schedule:

a) Students who fail any performance/written evaluations.

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 Major Retired Jimmie 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:**
   a) 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.

Students will wear their <u>patrol caps</u> for the graduation ceremony. Students are not authorized to wear their Stetsons or any headgear other than the patrol cap for this ceremony.

APPENDIX A – III CORPS NCOA (BLC) PACKING LIST (20 FEBRUARY 2015)

Rank_____ Last Name_____ First Name_____ Unit_____

#	TA-50 Individual Clothing & Equipment	REQ
1	MOLLE or ALICE Pack w/ straps	1
2	Pack, Assault, ACU	1
3	Bag, Duffel	1
4	Bag, Barracks	1
5	Bag, Waterproof	1
6	Helmet, Kevlar, ACH, w/ACU 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, ACU Pattern	1
12	Camelbak, ACU (carrier and bladder)	1
13	Ear Plugs, w/ Plastic Case (chain optional)	1
14	Cap, Patrol, ACU with nametape and rank	2
15	Belt, Desert Sand 503 or (ACU Trouser belt authorized IAW AR 670-1)	1
16	Army Combat Boots (Tan) (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 7**) (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 (No unit T-shirts)	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	Mat, sleeping	1 ea
32	Cap, Synthetic Micro Fleece	1 ea
33	Shoes, running (**See note 10**)	1 pr
34	Socks, Athletic (White / Black) Crew or Calf length	5 pr
35	Common Access Card (CAC) with valid PIN# (**See note 9**)	1
36	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 11**)	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	1
21	ERB & Other Documents – (**See notes 12-15**)	N/A
#	**Additional For Female Students Only**	**REQ**
1	Brassieres, Plain white or neutral	4 ea
2	Bra, Sports, (White, tan, grey, or black)	4 ea
#	**Additional For TDY Students Only**	**REQ**
1	Individual Assigned Weapon from NCOA (**M16 – See note 8**)	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 8**)	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 3-6**)	1
5	Coat, All-Weather, Black	1
6	Shirt, Long Sleeve, White OR AG 415 (**See notes 3-6**)	1
7	Shirt, Short Sleeve, White OR AG 415 (**See notes 3-6**)	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 3-6**)	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 3-6**) OR	1 pr
#	****The following items may be worn "as a set" in lieu of the slacks****	**REQ**
1	Skirt, ASU OR AG 489/491 (**See notes 3-6**)	1
2	Stockings, sheer	1 pr
3	Shoes, Pumps, Black or Shoes Oxford, Black	1 pr

Student: _____

Sponsor: _____

First Sergeant: _____

IMPORTANT INFORMATION - (NOTES):

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 1 of the training calendar.

4. **Student has 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 1230 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 1230 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. Student must also have a copy of their certificate for each of the following online IA training:

    a) Annual DoD Cyber Awareness Challenge (https://ia.signal.army.mil).

    b) Verify with your unit S6 shop that your account is current and (not disabled) prior to attending school. If you have any further questions contact your unit S6 shop.

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 30 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. Since re-establishment of land navigation as a course graduation requirement 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. **Students are highly encouraged to review map reading/land navigation basics prior to attending the course.**

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

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)*	2. TO *(Include ZIP Code)*	3. FROM *(Include ZIP Code)*

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)*

☐	Service School *(Enl only)*	☐	Special Forces Training/Assignment	☐	Identification Card
☐	ROTC or Reserve Component Duty	☐	On-the-Job Training *(Enl only)*	☐	Identification Tags
☐	Volunteering For Oversea Service	☐	Retesting In Army Personnel Tests	☐	Separate Rations
☐	Ranger Training	☐	Reassignment Married Army Couples	☐	Leave - Excess/Advance/Outside CONUS
☐	Reassignment Extreme Family Problems	☐	Reclassification	☐	Change of Name/SSN/DOB
☐	Exchange Reassignment *(Enl only)*	☐	Officer Candidate School	☒	Other *(Specify)* Start Meal Deductions
☐	Airborne Training	☐	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. SM is attending Basic Leaders Course and requires meal card.

2. SM tasked for BLC from: (Class dates)

3. Effective Date: (BLC report date)

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 -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	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 B - Memorandum for providing Government Meals

DEPARTMENT OF THE ARMY
III CORPS NONCOMMISIONED OFFICER ACADEMY
33009 761ST, Tank Battalion Avenue
Fort Hood, Texas 76544-5064

REPLY TO
ATTENTION OF

ATZF-NCD

1 October 2015

MEMORANDUM FOR RECORD

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

1. Effective 1 October 2015, the Warrior Leader Course utilizes a Fort Hood dining facility for the 22 day course. The following days and meals are clearly depicted as follows:

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 WLC 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 is the III CORPS NCO Academy Deputy Commandant, SGM Montez, Salvador at 254-287-4278 or salvador.j.montez.mil@mail.mil.

SALVADOR MONTEZ JR.
SGM, USA
Deputy Commandant

DISTRIBUTION:
S-1
S-3
S-4
Individual Unit S-1
Individual Unit S-4

APPENDIX B - Memorandum for BAS Collection while in BLC (Page 1 of 2)

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

REPLY TO
ATTENTION OF

ATZF-NCD

01 October 2015

MEMORANDUM FOR RECORD

SUBJECT: FY16 Basic Allowance for Subsistence Collection While Attending Basic Leader 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.

k. 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.

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

APPENDIX B - Memorandum for BAS Collection while in BLC (Page 2 of 2)

ATZF-NCD
SUBJECT: FY16 Basic Allowance for Subsistence Collection While Attending Basic Leader Course (BLC), Fort Hood TX 76544

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.

5. Point of Contact is the III Corps NCO Academy S-1 at (254) 288-7462.

SALVADOR MONTEZ JR.
SGM, USA
Deputy Commandant

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

APPENDIX C - BLC Student Packet Example
Page 1 – 6 (Memorandum for BLC)

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

REPLY TO
ATTENTION OF

ATZF-NC DATE

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

SUBJECT: Basic Leader Course (BLC)

1. Request that the following Soldier attend the Basic Leaders Course, Class XX-XX from: dates of Class

RANK:

NAME:

SSN:

DATE OF RANK:

MOS:

UNIT:

MSC:

SECURITY CLEARANCE:

GENDER:

EMAIL ADDRESS:

2. The point of contact for this memorandum is the undersigned at XXX-XXX-XXXX.

JOHN DOE
CPT, XX
Commanding

APPENDIX C - BLC Student Packet Example
Page 2 – 6 (Enlisted Record Brief)

ENLISTED RECORD BRIEF

BRIEF DATE	NAME	RANK - DOR	PMOS	SSN	COMPONENT

SECTION I – Assignment Information

OS/Deployment Combat Duty #S - #L -

Start-End Date	CT	MO	TS	TT	#	M
					C -	--
					O .	.
					R .	.
					TOT: --	

Dwell Time	DEROS
Start	DROS
Month - Days	

Date Dependents Arrived OS
PMOS | SQI 0
SMOS | PDSI/YRMO
Bonus MOS | ASI
Bonus Enlist Elig Dt
Promotion Points/YRMO
Prev Promotion Points/YRMO
Prom Seq# | Prom Select Dt
Promotion MOS

ASVAB	Test # / Dt					
GT	116	ELEC	110	FOOD	109	TECH 103
ADMIN	121	FA	128	COMMO	110	
CMBT	121	MECH	109	MAINT	102	

Delay Separation Reason
AEA / Dt
Flag Code | Flag Start Dt | Flag Expiration Dt

SECTION II – Security Data

PSI Status SECRET Fld Det PS Stat SECRET
PSI Invest INIT
PSI Invest Compl

SECTION V – Foreign Language

Language	Read	Listen	Speak

DLAB

SECTION VI – Military Education

MEL/MES SSD4/GRADUATED

Course	ACH	Year

BMQ 20120413/DA FORM 5790-R (M16)/40
Correspondence CRS Total # Hrs 17

SECTION III – Service Data

BASD	PEBD	BESD
ETS	DIEMS	Reenl Elig/Prohib
# Days Lost	AGCM Dt	AGCM Elig Dt

	PVT	PV2	PFC	SPC - CPL
DOR		19980608	19990604	20009901
	SGT	SSG	SFC	MSG - 1SG
DOR	20030701	20040601	20071201	20111101
DOR	SGM - CSM			

SECTION VII – CIVILIAN Education

Level Completed 4 YRS HS Yr 1990
DESG HIGH SCHOOL DIPLOMA
Institution Yr
Discipline
Institution Yr
Discipline
Number Of Semester Hours Completed 0

Technical Certification

Course Name	Dt Certified	Dt Expires

SECTION VIII – Awards and Decorations

BSMV	1	MFOM	1
BSM	2	COA	2
MSM	1		
ARCOM	3	CIB	1
AAM	3	EIB	1
NUC	1	AIR ASLT	1
AGCM	5	DRV/MECH	1
NDSM	1		
AFEM	1		
ICM-CS	1		
GWTEM	1		
GWTSM	1		
KUSM	1		
NCPDR	3		
ASR	1		
QSR	3		
NATOMDL	1		

SECTION IV – Personal/Family Data

Date of Birth	Birthplace
Country of Ctz	Sex/Race
No of Dependent Adults/Children	Religion
Marital Status MARRIED	Spouse Birthplace/Ctz
PULHES 111111 MRC1	Height/Weight
EFMP Dt	#Cmd Sponsored
Physical Category A	APFT Dt P/F Score
Last Physical Exam	MWRB Results/Dt
Home of Record	
Mailing Address	
Mil Spouse SSN/MPC	
Svc Comp / DoD	
Emergency Data Verified Date	

SECTION X - Remarks

HIV YRMO
RGMT AFL
Date Last Photo
TRCHDS CPDSCD TRCUAD PYCAL

Date of Loss | Date of Last PCS | Date of Last NCOER

SECTION IX – Assignment Information

ASGT	FROM	MO	UNIT NO	ORGANIZATION	STATION	LOC	COMD	DUTY TITLE	DMOS	ASI	LANG
PROJ											
Current											
1st Prev											YY
2nd Prev											YY
3rd Prev											YY
4th Prev											YY
5th Prev											YY
6th Prev											YY
7th Prev											YY
8th Prev											YY
9th Prev											YY
10th Prev											YY
11th Prev											YY
12th Prev											YY
13th Prev											YY
14th Prev											YY
15th Prev											YY
16th Prev											YY
17th Prev											YY
18th Prev											YY
19th Prev											YY
20th Prev											
21st Prev											
22nd Prev											
23rd Prev											
24th Prev											

APPENDIX C - BLC Student Packet Example
Page 4 – 6 (TASS Pre-Execution Checklist 1 of 2)

THE ARMY SCHOOL SYSTEM (TASS)
UNIT PRE-EXECUTION CHECKLIST
(FOR USE OF THIS FORM SEE TRADOC REG 350-18; PROPONENT IS DCSOPS&T, TASSD)

Please print or type.

1. NAME:

2. UNIT: **3. DOR:**

4. COURSE TITLE: **5. REPORT DATE:**

First line leader's initials	Soldier's initials	**PART I - UNIT PRE-EXECUTION (D-90 to D-1)**
		Coordination between customer unit and TASS unit to identify the Soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets/prerequisite testing complete? (If applicable.)
		All required clothing/equipment IAW school/course information packet?
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school? (As required.)
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual orders received?
		Individual has current periodic physical (within 5 years)?
		Individual meets remaining TIS requirements?
		School mailing address/telephone numbers received? (For family.)
		Ten (10) copies of orders?
		Transportation verified/approved (ticket picked up)?
		Current/valid identification card?
		ID tags (1 pair)?
		If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts?
		Notify soldier of requirement to take APFT and be weighed, as required?

Unit POC List:

CDR: B: ( ) H: ( )

1SG: B: ( ) H: ( )

FTM: B: ( ) H: ( )

Unit POC FAX: ( )

Unit POC E-mail:

TRADOC Form 350-18-2-R-E, JUL 2009 PREVIOUS EDITIONS ARE OBSOLETE *Page 1 of 2*

APPENDIX C - BLC Student Packet Example
Page 4 – 6 (TASS Pre-Execution Checklist 2 of 2)

PART II - ROUTINE PREREQUISITES

TASK	REGULATION DATA						SOLDIER DATA					
Minimum Aptitude Score (ASVAB) (if applicable)	CO	CL	FA	GM	MM		CO	CL	FA	GM	MM	
	OF	EL	SC	ST	GT		OF	EL	SC	ST	GT	
Color vision requirements (if applicable)												
Physical demand rating/profile (PULHES) ***See Part III for P/T profiles**	P	U	L	H	E	S	P	U	L	H	E	S

Prerequisite phase/course attendance (if applicable): School code Course completed
Date of completion Phase completed

Military and civililan vehicle operator license(s) (if applicable):
Military license number: Expiration date:
Civilian license number: Expiration date: State:

PART III - REQUIRED DOCUMENTS

Security clearance (if applicable, attach as required)

*Permanent profile attendees (if applicable): AC & AGR must have copy of MRB (P3, P4) results with completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT). TPU/Traditional Guardsmen must have 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 PAM 611-21 NOT PREVIOUSLY LISTED:

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: **Date:**

I have reviewed the above soldier's qualifications and potential to successfully complete this course, counseled them on these requriements, and hereby verify their readiness to attend.

Commanding Officer (typed name): **Date:**

Signature:

TRADOC Form 350-18-2-R-E, JUL 2009 (Reverse) PREVIOUS EDITIONS ARE OBSOLETE *Page 2 of 2*

APPENDIX C - BLC Student Packet Example
Page 4 – 6 (DA FORM 705 Army Physical Fitness Test Scorecard within 30 days)

Army Physical Fitness Test Scorecard

For use of this form, see FM 7-22; the proponent agency is TRADOC.

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 WEIGHT: lbs GO / NO-GO	BODY FAT: % GO / NO-GO	HEIGHT (IN INCHES)	BODY COMPOSITION WEIGHT: lbs GO / NO-GO	BODY FAT: % GO / NO-GO	HEIGHT (IN INCHES)	BODY COMPOSITION WEIGHT: lbs GO / NO-GO	BODY FAT: % GO / NO-GO	HEIGHT (IN INCHES)	BODY COMPOSITION WEIGHT: lbs GO / NO-GO	BODY FAT: % 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 EVENT TIME GO NO-GO		TOTAL POINTS	ALTERNATE AEROBIC EVENT EVENT TIME GO NO-GO		TOTAL POINTS	ALTERNATE AEROBIC EVENT EVENT TIME GO NO-GO		TOTAL POINTS	ALTERNATE AEROBIC EVENT EVENT TIME GO NO-GO		TOTAL POINTS
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 v1.03ES

APPENDIX C - BLC Student Packet Example
Page 5 – 6 (DA Form 5500 Body Fat Content Worksheet (Male) if applicable within 30 days)

M TAB TAB TAB TAB TAB

BODY FAT CONTENT WORKSHEET *(Male)*

For use of this form, see AR 600-9; the proponent agency is DCS, G-1.

NAME *(Last, First, Middle Initial)*	RANK	NOTE:
HEIGHT *(to nearest 0.50 inch)*	WEIGHT *(to nearest pound)* / AGE	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 the nearest 0.50 inch. *Repeat three times, then average to the* nearest 0.50 inch.				
2. Measure abdomen at the level of the navel *(belly button.)* **Round down** to the nearest 0.50 inch. *Repeat three times, then average to the* nearest 0.50 inch.				
3. Enter the average neck circumference.				
4. Enter the average abdominal circumference.				
5. Enter circumference value *(step 4 - step 3)*.				
6. Enter height in inches to the nearest 0.50 inch.				
7. Find the Soldier's circumference value *(step 5)* and height *(step 6)* in figure B-1 *(Percent Fat Estimation for Men)*. Enter the percent body fat value that intercepts with the circumference value and height. This is Soldier's Percent Body Fat.				

REMARKS

CHECK ALL THAT APPLY

☐ Individual is in compliance with Army Standards.

☐ 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 5500, MAY 2013 PREVIOUS EDITIONS ARE OBSOLETE. APD LC v1.00ES

APPENDIX C - BLC Student Packet Example
Page 5 – 6 (DA Form 5501 Body Fat Content Worksheet (Female) if applicable within 30 days)

M TAB TAB TAB TAB

BODY FAT CONTENT WORKSHEET *(Female)*

For use of this form, see AR 600-9; the proponent agency is DCS, G-1.

NAME *(Last, First, Middle Initial)*	RANK	NOTE:
HEIGHT *(to nearest 0.50 inch)*	WEIGHT *(to nearest pound)* / AGE	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

☐ Individual is in compliance with Army standards.

☐ 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 6 – 6 (DA FORM 4187 for BAS Meal Deductions)

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)*	2. TO *(Include ZIP Code)*	3. FROM *(Include ZIP Code)*

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)*

☐	Service School *(Enl only)*	☐	Special Forces Training/Assignment	☐	Identification Card
☐	ROTC or Reserve Component Duty	☐	On-the-Job Training *(Enl only)*	☐	Identification Tags
☐	Volunteering For Oversea Service	☐	Retesting In Army Personnel Tests	☐	Separate Rations
☐	Ranger Training	☐	Reassignment Married Army Couples	☐	Leave - Excess/Advance/Outside CONUS
☐	Reassignment Extreme Family Problems	☐	Reclassification	☐	Change of Name/SSN/DOB
☐	Exchange Reassignment *(Enl only)*	☐	Officer Candidate School	☒	Other *(Specify)* Start Meal Deductions
☐	Airborne Training	☐	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. SM is attending Basic Leaders Course and requires meal card.

2. SM tasked for BLC from: (Class dates)

3. Effective Date: (BLC report date)

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 -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	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

TRAIN THE BEST TO LEAD THE BEST
NCOA
III CORPS AND FORT HOOD