

**MANEUVER CENTER OF EXCELLENCE
and
FORT BENNING HENRY CARO NCOA**

BASIC LEADER COURSE STUDENT GUIDE



“STANDARDS AND DISCIPLINE”

(21 May 2016)

Fort Benning Henry Caro NCO Academy Basic Leader Course Student Guide

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Proponent: The proponent for this student guide is the Commandant, Fort Benning HenryCaro NCOA.

Commandant
MCoE Henry Caro NCO Academy
Fort Benning, GA 31905

POC phone numbers: DSN-835 2233/2235/6240/6297/5050

World Wide Web: This student guide can be downloaded from the Academy home page at <http://www.benning.army.mil/infantry/ncoa/BLC/index.htm> Additional information such as the BLC packing list, class dates, pre-execution checklists, and BLC Sponsor Brief can also be accessed. BLC courseware can be downloaded from USASMA web page, which includes all course material.
<https://www.us.army.mil/suite/page/514945>

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

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

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

Distribution: One copy per student is provided on the first day of the BLC training cycle along with other course reading material. Students are required to read the Student Guide within 24 hours of receipt and comply with the contents within.

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

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CHAPTER 1 GENERAL INFORMATION

1-1. COURSE OVERVIEW: The Basic Leader Course (BLC) is the first step in the Noncommissioned Officer Professional Development System (NCOPDS). BLC's Program of Instruction (POI), which is non-MOS specific, taught in a non-live-in environment, using small group classroom instruction with practical application, followed by hands-on performance-oriented training conducted in a field environment, culminating with an extensive situational training exercise (STX). Small Group Leaders (SGL's) assess the students' leadership potential and evaluate their ability to apply lessons learned, and effectively lead their classmates in a tactical environment. BLC produces competent junior NCO's who are qualified team/section/squad leaders, trainers of leader and Warfighting Skills. BLC graduates are teachers of individual and collective training. BLC instills self-discipline, professional ethics and establishes the foundation for follow-on training in leader development.

1-2. CURRICULUM: The POI consists of three blocks of instruction: Leadership, Training, and Warfighting. The United States Army Sergeants Army Academy (USASMA) has designed an educational philosophy to challenge the students through a thorough academic regime. The BLC tests students' comprehension of the subject matter by using train-the-trainer techniques and performance evaluations. The POI enhances those skills with which students are familiar and develops new skills that students will need in the performance of their future NCO duties. Students will receive a laptop equipped with internet for researching and daily classroom instruction.

1-3. PRIVATELY OWNED VEHICLES (POV): POVs must be inspected by the BLC Cadre during in-processing. Notify Cadre of any POVs brought after in-processing to complete the mandatory inspection. All POVs must meet post and state safety inspection. When students are allowed to go home, the use of POVs is authorized. After first formation of the day, students are not allowed to go back to their POV. Students must provide the following for inspection:

- (1) Valid state vehicle operator's license.
- (2) Proof of vehicle liability insurance.
- (3) Evidence of ownership in the form of a valid state registration certificate.
- (4) If the vehicle is the property of another person other than the registrant or his dependents, he must present a notarized statement from the owner granting him permission to register and operate the vehicle.

1-4. MOTORCYCLES: Motorcycles must be inspected by the BLC Cadre no later than training day 3. Notify Cadre of any motorcycles brought after day 3 to complete the mandatory inspection. All motorcycles must meet post and state safety inspection and installation registration requirements. When students are allowed to go home, the use of motorcycles is authorized. Once motorcycles are parked for the day, students are not allowed to go back to their motorcycles unless permission is given by the BLC Cadre. Students must provide the following for inspection:

- (1) Valid ID card.
- (2) Valid state vehicle operator's license.
- (3) Proof of vehicle liability insurance.
- (4) Evidence of ownership in the form of a valid state registration certificate.
- (5) Authorized PPE.
- (6) Motorcycle Basic, Advance or Sport Bike Training in the past three years.
- (7) If the vehicle is the property of another person other than the registrant or his dependents, he must present a notarized statement from the owner granting him permission to register and operate the vehicle.

1-5. PRIVATELY OWNED WEAPONS (POW): No privately owned weapons (POW) allowed in the course.

1-6. CELL PHONES: Students may bring personal cell phones; however, they can only be used on the students' personal time at the completion of the duty day. **At no time will cell phones be brought to training events or during testing unless specified by BLC cadres.**

1-7. BILLETING: The Basic Leader Course is a non-live-in course and is subject to follow the standards and policies directed from TRADOC and the USASMA. All Soldiers attending this course will be housed and maintain a room while enrolled in the course. There will be a few exceptions in which Soldiers will be required to remain at the Academy due to safety considerations.

1-8. ALCOHOL POLICY: No consumption or possession of alcoholic beverages is allowed in the Academy area. Soldiers who are of legal drinking age (21 years of age) may consume alcoholic beverages while off duty or on pass. During first accountability formations, all Soldiers can be subject to a Blood Alcohol Content test if any Cadre can noticeably detect the smell of alcohol on a student's breath or suspect a student is under the influence. The Army policy for drunk on duty is .05% BAC. Soldiers in violation may be subject to punitive actions and dismissal from the course.

1-9. DINING FACILITY: The Dining Facility (Bldg. 200) is located in the Academy area. Students must comply with the following Dining Facility standards. No use of tobacco products, horse playing, or profanity in or around the dining facility: Do not place headgear on serving lines or tables. Do not eat or drink in the serving line. Place your tray at your table prior to getting your drinks. Eat with minimal conversation and leave when finished to make room for other students. Sit with other BLC students only, unless your Chain of Command has arranged to have a lunch visit. No food, drinks, or equipment (to include coffee or cups) will be removed from the dining facility. Student leadership must account for their small group or platoon at the completion of a meal in a platoon or squad formation on the DFAC sidewalk and wait for Cadre to move back to the Branch area.

1-10. VISITATION: Unit chain of command and sponsors are highly encouraged to visit students; however, due to the fast-pace of the course, prior authorization from the BLC Cadre must be obtained. Visitors will report directly to BLC Operations in Bldg. 73

upon arrival. Members of the student's chain of command may visit as necessary. Visitors are not allowed to disturb or interrupt training. Visitors are not allowed in the student billets. Sponsors and members of the student's chain of command must be in duty uniform to visit the student. Civilian clothes or PT uniforms are not authorized for sponsors even to drop off items for the student. Members of the student's unit chain of command are encouraged to visit with their student during lunch in the Dining Facility. Arrangements must be made a minimum of 24 hours in advance by calling the BLC Operations Section at (706) 545-5784/ DSN 835-6375. Only sponsors and members of the student's chain of command may have lunch with their student during visitation days, provided the student is not in the field and prior arrangements have been made. The lunch meal hours are normally from 1115–1215.

1-11. RELIGIOUS SERVICES: Services will be offered at local churches during the cycle. The closest worship service is located at THE INFANTRY CENTER (TIC) CHAPEL on Wold Avenue and Ingersol Street. Time and location for services are posted on the information board in student billeting.

1-12. MEDICAL AND DENTAL TREATMENT: The Aid Station is the CTMC located in Bldg. 2515. Sick call hours are Monday through Friday starting at 0630. You must report to the Student Chain of Command prior to first accountability formation and then sign out for sick call at BLC Operations after formation. Cadre personnel will transport students to and from the CTMC. Personnel returning from sick call will report to operations and turn in their sick slip, DD Form 689. Sick call slips/ profiles will be returned to the (SGL, SSGL, or 1SG) immediately upon return from sick call. Profiles received during the course may result in dismissal due to training limitations. During the weekend, TDY students will call the NCOA SDNCO (706-545-9412) or report to BLDG 74, Staff Duty desk for medical emergencies and sick call. Sick call will be at Winder Clinic (Sand Hill). Sick call hours at Winder are 0630-0730 hours. The SDNCO will escort you to the appropriate TMC or emergency room. Students must be aware that missing program of instruction hours may subject to dismissal from the course.

1-13. 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.

1-14. LAUNDRY: The laundry room is located in Building 73 on the 1st, 2nd, and 3rd floor. Washers and dryers are provided for student convenience. Only high efficiency (HE) liquid detergent will be used. Do not bring or purchase powder detergent. Powder detergent may clog and damage the machines. The laundry room will be cleaned daily as per the Barracks SOP. The PX concession provides pay laundry and dry cleaning services.

1-15. CADRE OFFICES: All NCOA BLC offices are OFF LIMITS to students except when directed to report by the Cadre.

Facilities AAFES Laundry- BLDG 1711, Mon – Sun 0730 – 1900 (This PX concession provides laundry and dry cleaning services. All Soldiers are required to present a neat military appearance.)

Military Clothing & Sales- BLDG 9220, Mon-Sat 0900-1900, Sun 1100–1700.

Barber Shops- Mall Shoppette PX BLDG 103 Mon-Fri 0830-1800, Sat 0830-1700, Sun 1000-1700 Main Exchange BLDG 9220 Mon-Sat 0830-1900, Sun 1000-1800.

Beauty Shop- Main Exchange BLDG 9220 Mon-Sun 0900-2100.

Beauty Supply- Main Exchange BLDG 9220 Mon-Thu 0900-1930, Fri-Sat 0900-2000, Sun 1000-1800.

Main Exchange- BLDG 9220, Mon-Sat 0900-2100, Sun 1000-1900 (Checks can be cashed at the PX for up to \$300.00).

Dixie Rd Shoppette- 24 hours.

Mini-Mall Shoppette- BLDG 103, Mon-Fri 0700-2200, Sat-Sun 0900-2200.

Sightseeing Road PX- BLDG 2821, Mon, Wed, Thu & Fri 1130-1830, Closed Tue, Sat, and Sun.

ATM- There are ATMs located throughout post, at the shoppettes, or Wachovia Bank, TIC, CB&T, and Wells Fargo.

CHAPTER 2 STUDENT ADMINISTRATION

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

2-2 FRATERNIZATION, HARASSMENT, AND SEXUAL HARASSMENT:

a. Fraternization: Acts of sexual intercourse, sexual intimacy, or other physical touching of a romantic or sexual nature, or public displays of affection among/between any NCOA students and/or NCOA Cadre members of the same sex, opposite sex, married or single on or off post, during or after duty hours. Any other acts of association by or between Cadre 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. Personal conduct, which violates these policies or standards, will not be tolerated. Infractions could result in dismissal from the course.

b. Harassment: Harassment of individuals on the basis of their sex, race, color of skin, age, disability, national origin, religion, or creed is a violation of the Civil rights Act of 1964. Harassment violates the fundamental policy to provide equal opportunity and equal treatment to personnel. Military personnel have a grave responsibility under the policies of the Department of Army 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. Infractions could result in dismissal from the course.

c. Sexual Harassment: Sexual harassment is a form of gender discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders when—

- (1) Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career.
- (2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person.
- (3) Such conduct has the purpose or effect of unreasonably interfering with

an individual's work performance or creates an intimidating, hostile, or offensive working environment. Personal conduct, which violates these policies or standards, will not be tolerated. Infractions could result in dismissal from the course.

d. Sexual Assault: Sexual assault includes rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts. It can occur without regard to gender or spousal relationship, or age of victim. Consent will not be deemed or construed to mean the failure by the victim to offer physical resistance. Consent is not given when a person uses force, threat of force, or coercion, or when the victim is asleep, incapacitated, or unconscious. Personal conduct, which violates these policies or standards, will not be tolerated.

2-3 STUDENT ASSIGNMENT: During in-processing, you 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 NCOA. Unless otherwise directed, place this information in the top right corner when filling out documents.

2-4 UNIFORM AND EQUIPMENT: You are required to have initial issue and OCIE issue equipment in your possession while at the Academy (see Appendix A). An inventory will be conducted during your in-processing to determine accountability and serviceability. The duty uniform for BLC is the Army Combat Uniform (ACU), the Universal Camouflage Pattern (UCP), Operation Enduring Freedom Camouflage Pattern (OEF-CP), and Operational Camouflage Pattern (OCP) with patches affixed, desert boots or coyote brown, and Patrol Cap. Uniform and grooming standards will be enforced per AR 670-1. The uniform for each day is posted on the training schedule. All Students in duty uniform will maintain paper, pen, identification tags and ID card at all times. Changes are posted on the student bulletin board. Elastic bandages, braces, and other devices are not worn with the IPFU/APFU unless prescribed by medical personnel (profile sheet required). Gray or black biker shorts (spandex shorts) are authorized as long as they are in compliance with DA Pam 670-1 and AR 670-1. Wearing of jewelry will comply with DA Pam 670-1 and AR 670-1. Students requiring prescription eyewear must have their military issued glasses. **Wearing of contact lenses is not authorized while in the course.** Soldiers with allergies, prescription medications, prior heat or cold weather injuries, and profiles will provide the information and documentation to Cadre during in processing. Soldiers who fit these criteria will receive an Ogden cord with a distinct color-coded bead system and will be required to wear daily on the duty uniform. Soldiers who may have an allergic reaction (i.e. beestings) will carry a bee-sting kit in their left breast pocket with the Ogden cord attached to the Velcro tab on the top left side of the ACUs extended for easy identification.

a. CIVILIAN ATTIRE: Soldiers are authorized appropriate civilian attire after

duty hours. Appropriate clothing will be worn inside the barracks room. Soldiers are authorized to bring civilian clothes. Civilian clothes will be of good taste, and cannot be considered offensive.

b. FIELD UNIFORM: The basic field uniform consists of the ACU top and bottom, with patches affixed, desert boots, Patrol Cap, LBE or LBV with two (2) full one quart canteens of water and Camel-Back type, socks, T-shirt, ID card and ID tags, notebook, pen or pencil, hearing protection, approved flame resistant gloves, and ballistic eye protection (Z87 or higher). Additional equipment is worn or added as prescribed by the training schedule or Cadre instruction. Cold weather boots are highly recommended for wear in the winter at Fort Benning. Load Bearing Equipment (LBE) or Load Bearing Vest (LBV) is worn properly. All buckles and snaps are secured, waist belt fastened around the waist. Secure all loose cords, silence all noisy metal-on-metal items, and subdue all shiny objects. No labels or logos will be visible when wearing the carrier. Cover the Camel-Bak® logo with a sewn-on nametag or cut off the logo tag. The Camel-Bak® carrier will be the ACU pattern, woodland camouflage, multi-camouflage, or black pattern only. You will not wear a rag around your neck or any type of stocking cap on your head. Neck gaiters and watch cap can be worn in the winter when authorized by the Cadre. The ballistic helmet is worn with the chinstrap fastened. Do- rags or patrol caps will not be worn underneath the helmet. Civilian style backpacks will not be worn in the field. The Army issue rucksack or assault pack is the only packs worn. Fingerless or cut-off gloves will not be worn. You may wear black leather gloves or black shells. The green wool inserts are not worn without the shells. Nomex® flight gloves are authorized while in a field environment only. Gloves worn in the field must be Army approved for fire resistance

2-5 TRAINING SCHEDULE: A copy of the training schedule is posted in every classroom. A schedule will also be issued to each student Squad Leader, Platoon Sergeant, and First Sergeant to be maintained in their Leader's Book.

2-6 FORMATIONS:

- a. Students will march in formation to and from all training.
- b. SGLs will supervise all marching elements.
- c. Senior SGLs (SSGL) are responsible for the overall movement of each training day.
- d. If a student is late to any formation (including any scheduled training event):
 - (1) He will receive counseling and not be eligible for Honors.
 - (2) If a student is late a second time, he will be required to reside in the barracks receive a second counseling.
 - (3) If a student is late a third time, he will be released from the course.
- e. Students who are late and Cadre determine they have missed training that cannot be made up will be released from the 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 SGL 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. Cursing, smoking, eating, and drinking in the classroom is prohibited except for specific items approved by the SGL. End of day procedures will be adhered to everyday as instructed by the SGL.

2-8 BARRACKS: Students residing in the barracks are required to adhere to the standards outlined in the BLC Barracks SOP.

a. Special Instructions:

- (1) All inspectable items such as rooms, common areas, 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 barracks are unoccupied. Personal items and valuables will be secured in the closet when the room is 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 during duty hours for any reason unless authorized specifically by the SGL.
- (7) Students will ONLY use cleaning materials issued by the SGL or BLC Supply to clean the barracks.
- (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.
- (9) No smoking in individual barracks rooms or common areas. Tobacco products will only be used in designated areas; this includes smokeless tobacco (dip).
- (10) No Alcohol is permitted in the Barracks or on NCOA property.

2-9 CRIME PREVENTION: Crime prevention is the responsibility of all personnel assigned to the Academy. Individuals are responsible for providing adequate locks for their wall lockers and duffel bags and must keep them locked when not in use. Individuals should not bring high dollar items (\$50.00 value or more). In the event of a break-in or theft, the individual suffering the loss should immediately report the loss to

the Cadre member and give all the details pertaining to the loss. Military Police are not notified without permission from the BLC Branch Chief except in cases of extreme emergency.

CHAPTER 3 STUDENT ORGANIZATION

3-1 NCO SUPPORT CHANNEL: A student chain of command is designated and rotated periodically, allowing each student the opportunity to perform in a minimum of two leadership positions. The student leaders are responsible for the actions of the students in his squad. Student leaders exercise normal authority and responsibilities in the execution of their appointed command functions. Students will cooperate and obey the orders of those appointed above them. Failure to cooperate with or disobeying directives of the student chain-of-command may result in adverse actions such as dismissal from the course or adverse comments entered on the student's DA Form 1059 (Academic Evaluation Report).

- a. Student NCO Chain of Command (from top down)
 - (1) First Sergeant
 - (2) Platoon Sergeant
 - (3) Squad Leader
 - (4) Team Leader
 - (5) Other(s) as appointed by the SGL

3-2 STUDENT FIRST SERGEANT: Students selected for this responsibility is chosen or delegated by the Branch Chief 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 area as a whole.
- b. Supervises students in the dining facility and ensures that students are not loitering.
- c. Other responsibilities as directed by the SSGL.

3-3 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 or delegated by the SSGLs. In addition to the duties listed under 3-5b, other responsibilities include:

- a. Ensure the platoon is at the proper place at the proper time and in the proper uniform.
- b. Have 100% accountability of platoon members at all times.
- c. Performs additional duties as directed by their SSGL.

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

All students must ensure that tasks are accomplished according to standards and strictly adhere to instructions from the student leadership. Students performing assignments in leadership positions must ensure that they are familiar with the duties required of the position to which they are assigned. Full cooperation of students is required at all times. **Disobedience or failure to respond to orders issued by a student leader could result in a counseling and disciplinary release from the course.** The students in leadership positions must bring any disobedience or noncompliance situation to the attention of the BLC leadership.

CHAPTER 4 ACADEMY STANDARDS AND EVALUATION

4-1 STANDARDS AND CONDUCT: The NCOA is dedicated to the principle of leadership by example.

a. Military Courtesy: Students 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.

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

4-2 COURSE GRADUATION REQUIREMENTS: Successful completion of the APFT and height and weight screening are mandatory for course graduation for Professional Military Education (PME) schools. Soldiers who fail the initial APFT and height/ weight screening will be allowed one retest prior to graduation. DA Form 1059 (Service School Academic Evaluation Report) of Soldiers who fail to pass the APFT and/or meet height and weight standards will be annotated in block 11d "Failed to Achieve Course Standards". Soldiers who fail to achieve course standards are not eligible to enroll in any PME courses for 6 months after their dismissal. The 6-month waiting period begins on the day after the DA Form 1059 is signed. Soldiers who fail to pass the APFT and/or meet height and weight standards a second time are not eligible to enroll in any PME courses for 1 year after the second failure. Students must score 70% or higher on the following Performance Evaluations and Written Examinations:

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

4-3 EVALUATIONS: Students will need to complete seven Performance Evaluations and three Written Examinations. If a student fails any initial examination/performance

evaluation, he or she will be retested with the maximum allowable score of 70 %. If a student receives two failing scores (one initial and one retest) on any single evaluation, student will be considered for dismissal.

a. Performance Evaluations: All students must successfully complete performance evaluations to meet course graduation requirements. Students may use cue cards (i.e. 3x5 cards) during the performance evaluation PRACTICE, but not during the actual evaluation itself.

- (1) Army Leadership Performance Evaluation #1
- (2) Army Leadership Performance Evaluation #2 (Tactical Leadership)
- (3) Communicate in Writing Performance Evaluation: Award; Memorandum; Sworn Statement
- (4) Conduct Individual Training Performance Evaluation
- (5) Conduct Army Physical Readiness Training Performance Evaluation
- (6) Conduct Squad Drill Performance Evaluation
- (7) Oral History Brief Performance Evaluation

b. Written Examinations:

- (1) Written Examination I, L234 Leadership
- (2) Written Examination II, T227 Training
- (3) Written Examination III, W228 Warfighting

4-4 GRADING:

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

b. Written Examinations: Each exam has a maximum point value of 100. You must achieve a 70% or higher to pass.

4-5 RETRAINING AND RETESTING: If you fail a performance evaluation, A SGL will retrain you after the duty day. Retesting will be conducted within 24 hours (utilizing your own notes). If you pass, the maximum score attainable is 70%. For the purpose of computing grade point averages, the grade points scored on the first attempt are used to compute the GPA. You must attain a minimum standard of 70% as a GPA to graduate. Students who fail to meet established test standards after two separate evaluations (i.e., original test and one re-test), will be recommended for dismissal due to academic failure.

4-6 INITIAL ISSUE AND TA-50 INVENTORY AND INSPECTION: All equipment on the packing list must be present, clean, and serviceable upon reporting to BLC. Small Group Leaders will inspect each Soldier's equipment and record all deficiencies during in-processing. If a Student is missing any required documents or equipment, the

sponsor will have 72 hours to correct the deficiency. Failure to correct deficiencies will result in the Student receiving a negative DA Form 4856 and a call will be made to the Student's senior unit leadership to correct the deficiency. Equipment and Documents can be dropped off at the Senior Small Group Leader Office (BLDG# 73, Bravo section, 1st floor).

4-7 INSPECTIONS: The Cadre and student chain of command will conduct daily inspections of the barracks, common areas, and all police call areas to ensure high standards are maintained. The barracks are subject to inspection at any time. An in-ranks inspection is conducted daily unless otherwise directed by the training schedule. Individual deficiencies are noted and the student is required to make the necessary corrections. During inclement weather, the squad will conduct their inspection in the barracks or classrooms.

4-8 STUDENT LEAVES AND PASSES: This section establishes procedures for leaves and passes for students attending BLC. All personnel absences will be in compliance with AR 600-8-10.

a. BLC will ONLY consider passes for UNUSUAL or EMERGENCY situation for students

b. **Student Pass Procedures:** Passes are authorized absences not chargeable as leave. Students in a NO- GO or dismissal status will not be authorized passes. All required pass documents can be obtained from the Student's SGL. The approving authority for all passes is the Branch Chief. All Soldiers will complete POV inspections and maintained at the classroom level prior to taking passes. Students who are flying will be released COB the last working day prior to the pass starting. All students will physically sign out and sign in at the NCOA staff duty office. **All students on pass are required to physically sign in NLT 2200hrs on the last day of their pass at the SDNCO Desk. Students are also subject to a recall formation on the last day of the pass. In addition to all passes, the Soldier's chain of command will be notified by BLC for consensus of pass granted.**

d. **Mileage Pass Restrictions:**

(1) 50 miles or less no pass form is required.

4-9 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 NCOA. A maximum of 20% of class enrollment may have block 11A, "Exceeded Course Standards" annotated on their AER. The Academy prepares the AER immediately prior to graduation or in conjunction with dismissal. The student must ensure that he

has a copy of their AER in possession prior to departing the Academy area. It is the student's responsibility to ensure all personal data is correct on the AER prior to leaving the Academy area.

a. EXCEEDED Course Standards: The following guidelines represent the minimum considerations for this rating (limited to 20% of class enrollment):

- (1) Displayed superior performance, Army Values, and the Whole Soldier Concept throughout the course.
- (2) Received a first time GO on all examinations/evaluations and has an overall academic average of 90% or higher on the combined requirements.
- (3) Has a SUPERIOR rating in three or more rated "DEMONSTRATED ABILITIES" in Block 12 of the AER.
- (4) Did not receive any adverse developmental counseling.
- (5) 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.

b. 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:

- (1) Have an academic average of 70% or higher. This includes all examinations and performance evaluations.
- (2) Have not received more than two adverse developmental counseling (neither for the same offense- excludes counseling for academic shortcoming).
- (3) Have as a minimum, a satisfactory rating in the demonstrated abilities block 12B, C, and D, of the AER.

c. 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.

- (1) Received a minimum of "Satisfactory" ratings in block 12, but required retesting on 50% or more course graduation requirements.
- (2) Received three or more adverse developmental counseling's (excluding counseling for academic shortcomings). Refer these students to the Commandant for dismissal consideration.
- (3) Students whose personal characteristics, behavior, attitude, conduct, or overall performance does not justify dismissal, but warrants documentation.

d. FAILED TO ACHIEVE Course Standards:

- (1) Failed to meet any course graduation requirement.
- (2) Dismissed from the course IAW regulatory guidance.

4-10 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.

- a. All students will attend a one-hour study hall prior to any retest of any written examination. No one is excused from this study hall without the approval of the Commandant.
- b. The Commandant directs that only those students who fall in the categories listed below attend a one-hour mandatory study hall as annotated on the training schedule:
 - (1) Students who fail any exam or evaluation.
 - (2) When SGLs have determined a student has poor study habits or is having difficulty retaining information.
 - (3) Students who are not adequately preparing themselves for the next day's training as identified by their SGL.

4-11 ATTENDANCE: Attendance at training events is mandatory for all students. Any student who has an official or medical appointment, quarters, or any emergency that causes him to miss four or more academic hours of programmed instruction will be considered for release from the course. All training is critical and time does not permit the student to recover before moving on to the next subject. When enrolled in BLC, your place of duty is BLDG 73. BLC Cadre may authorize you to be at another location or as specified by the training schedule. If for some reason you find it necessary to leave your place of duty, you must utilize the student and Cadre chain of command for authorization. In all emergency cases, the Branch Chief will be notified immediately. Prior to attending BLC, the student should make every effort to reschedule any appointments. Appointments not rescheduled will be dealt with on a case-by-case basis. As a rule, no outside appointments are honored while attending BLC. Only leaves of an emergency nature are granted. Students will be released from the course and returned to parent unit for processing emergency leave. TDY student's units arrange for transportation to and from Fort Benning. Personnel going on leave upon completion of BLC must have a DA Form 31 approved from their parent unit.

4-12 ACCOUNTABILITY: Due to the nature/structure of the course, 100% accountability is maintained at all times by Cadre and student chain of command. Students will not leave their place of duty without the permission of BLC Cadre. Normally, a duty day is from 0530 to 2000. After duty hours, the student chain of command is responsible for accountability. Students serving in leadership positions will know the whereabouts of Soldiers, and create a student alert roster in order to contact students when necessary. BLC Cadre and the training schedule will define the duty hours and after duty hours. Cadre will conduct accountability inspections on a random basis, and unannounced muster alerts after duty hours will be conducted throughout the course. Failure to be accounted for as directed will constitute an absence.

4-13 RECOMMENDATIONS, COMPLAINTS, AND GRIEVANCES: The Commandant and Branch Chief have an open door policy (see NCOA Policy #1). The Branch Chief, SSGL, and SGLs are available to provide counseling and can hear concerns, complaints, recommendations, and grievances at any time. Students with personal problems or grievances should utilize the proper chain of command and see their SGL first. Every effort will be made to solve student problems at the lowest level.

CHAPTER 5 STUDENT HONOR CODE SYSTEM

5-1 STUDENT HONOR CODE: Honor is the guiding principle of every endeavor involving the profession of the Army. Integrity is a basic attribute demanded of every Noncommissioned Officer. This personal quality requires, among other things, that “Your work must be your own”. Examinations and performance oriented training evaluations are given throughout the course. Each individual student prepares presentations. This work is evaluated based on individual effort. Each student’s work will be entirely original in every manner. The copying of another student’s work violates the intent of the Honor Code. Students are encouraged to work together, utilizing the team concept; however, the final result will be original. The honor system does not cease with academic honor and integrity. It also applies to the observance and adherence to rules, regulations, and policies. To knowingly violate a rule, regulation or policy whether or not this violation is discovered, is a discredit to your word of honor. It is your responsibility as a student and as an NCO to report violations of rules, regulations, and policies immediately to the chain of command. Failure to do so is a violation of the Honor Code, and any violation of the Honor Code is grounds for dismissal.

a. Academics: All presentations, examinations, homework assignments, classroom work, practical exercises, and evaluations must be your own work. This is not to preclude or prohibit you from studying together in preparation for presentations, examinations, homework assignments, classroom work, practical exercises, and evaluations. However, during presentations, examinations, homework assignments, classroom work, practical exercises, and evaluations, the student’s work must be their own. The work of the individual students must reflect their own originality and techniques. Honor violations of the section include, but are not limited to:

- (1) Cheating.
- (2) Copying and/or using someone else's work as your own.
- (3) The Written examinations are an open book, open note examination. Do not share information or acquire information from other students during the examinations.

b. Personal Conduct: All actions of the student must be in keeping with the highest standards and conduct of the Noncommissioned Officer. Whether on or off duty, student actions must set an example of conduct above reproach. Honor violations of this section include but are not limited to:

- (1) Lying or dishonesty.
- (2) Theft, stealing, or gambling or using gambling machines.
- (3) Consumption of alcoholic beverages during duty hours.
- (4) Possession, distribution and/or use of any illegal or controlled drug/substance at any time.
- (5) Student-faculty personal financial transactions of any type.
- (6) Possession of any unauthorized weapon or the unauthorized transportation of

a weapon in a POV.

(7) Conviction under the provisions of the Uniform Code of Military Justice (UCMJ) or conviction in civilian court (except for minor traffic violations).

(8) Failure to comply with written or oral instructions, regulations, or SOPs.

(9) Intentionally rendering a false report to mislead a member of the NCOA Cadre.

(10) Any action, which shows a lack of motivation on the part of the student.

(11) Any disregard or blatant violation of military customs and courtesy.

c. Personal Rights: All interaction between students must create a climate of teamwork and professional cooperation, where the rights and dignity of the individual Soldier are preserved. Honor violations of this section include but are not limited to:

(1) Fraternization.

(2) Sexual harassment.

(3) Disregard for human relations and/or equal opportunity policies.

d. Reporting Violations: Students who commit a violation of the Honor System must report the violation immediately to any Academy Cadre member. A student witnessing or having first-hand knowledge of a violation must report the violation, even if the person who committed it did not. Any student having knowledge of a violation and fails to properly report it is also guilty of violating the Honor System.

e. Consequences: Violations of the student Honor System are not tolerated. A student in violation of any provision of this system is subject to disciplinary release. In all cases, the Commandant determines student releases under the provisions of the Honor System.

Henry Caro NCO Academy Honor Code

The concept of the Honor Code among Soldiers evolved centuries ago when individuals first banded together in order to establish a system for defending their land and property. Through the years, servicemen and women have grown from small bands into well- organized groups. In all such groups, leadership positions and Honor Codes have developed within them. Leaders established guidelines and regulations, which were carried out and enforced by their subordinates. Subordinates also relied on the honesty and integrity of their leaders. This situation persists in our present day Army. Leaders still rely on the honesty and integrity of the Soldier, and your word is accepted as truth. If your actions are such that honesty and integrity may be questioned, then the leader not only jeopardizes his/her position and status, but the position and status of those who work for them. The basic concept of the Honor Code is that a noncommissioned officer does not lie, cheat, or steal. In its most practical application, it means that an individual's word is his/her bond. Attendance reports are presumed to be correct since noncommissioned officers render them to officers. The Henry Caro Noncommissioned Officer Academy

Honor Code system operates on the principle that integrity is an essential attribute. It is not designed to stifle individual academic freedom, preclude the sharing of knowledge, or interaction with fellow students; however, all graded requirements, oral, written, or hands-on must be an individual effort. As a leader and student, I will always tell the truth and keep my word. I am above dishonesty, cheating, quibbling, and evasive statements. I will always respect the property rights of others and the government. I am aware that my signature is my bond. If I violate the Honor Code, I expect neither immunity nor special treatment. I am honor bound to report any breach of honor that comes to my attention As a Noncommissioned Officer, I desire responsibility and expect accountability for my actions.

CHAPTER 6 ACADEMIC AND PERFORMANCE HONORS AND DISMISSALS

6-1 NCOA HONORS: Not more than 20% of class enrollment, based upon the criteria listed below, will be selected for the academic honors. In addition, there is a performance award for Leadership. These awards are described below. Each awardee will have special annotations made on their AER.

a. Commandant's List: These graduates will be limited to 20% of class enrollment. Placement within the top 20% is determined by GPA. This percentage includes the Distinguished Honor Graduate and Honor Graduate.

b. Distinguished Honor Graduates: This graduate must meet the following prerequisites:

- (1) All criteria for the Commandant's List graduate.
- (2) Have highest overall academic average.
- (3) Have no adverse developmental counseling.
- (4) Must receive first-time "GOs" in all performance and leadership evaluations.

c. Honor Graduate

- (1) All criteria for the Commandant's List graduate.
- (2) Have the second highest overall academic average.
- (3) Have no adverse developmental counseling.
- (4) Must receive first-time "GOs" in all performance and leadership evaluations.

d. Leadership Awardee:

- (1) Must have 90% or above in Garrison and Tactical Leadership
- (2) Must be chosen by peers.
- (3) Have no adverse developmental counseling.
- (4) Must receive first-time "GOs" in all performance and evaluations.
- (5) Must pass Leadership Board.

NOTE: In the event of a tie, the Branch Chief will establish a board or a competitive exercise as a tiebreaker for these honors.

NOTE: Student will not be eligible if he has received any adverse counseling.

d. Army Physical Fitness Test Award (Iron Warrior): The Army Physical Fitness Test is designed to measure a Soldier's muscular strength, stamina, and cardiovascular endurance. Consisting of push-ups, sit-ups, and the two mile run, the award is presented to the student with the highest score against his peers. The use of the extended scale scoring is authorized. The student can have no adverse counseling to receive this award.

NOTE: Student will not be eligible if he has received any adverse counseling. Should

a tie occur, the first tie breaker will be the Student's composite score. Should a tie still exist then a 5 question exam will be given to the students by the Branch Chief or SSGL to determine the Award winner.

6-2 DISMISSALS:

a. Administrative: Administrative release from BLC is reviewed by the Deputy Commandant on a case- by-case basis and determined by the Commandant based on the Deputy Commandant's recommendations. Reasons for release include compassionate transfer, emergencies, unit recall or other reasons beyond the control of the student. The student is eligible to return to the course as soon as the situation is resolved. Administrative releases are not adverse in nature. Released students may return to the course as soon as the condition is resolved.

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

c. Academic: Academic release is based upon failure to achieve a GO on any performance evaluation within two attempts. Academic releases are considered adverse IAW AR 600-8-19, Soldiers failing required NCOPDS for cause or academic reason will be removed from the promotion standing list. A Soldier released for academic reasons may re-enter the course when both the unit commander and the Commandant determine that the student is prepared to successfully complete the course and is once again in a promotable status. Students released for Academic reasons receive an AER with adverse comments.

d. Disciplinary: Disciplinary releases are reviewed by the Deputy Commandant on a case-by-case basis and are considered adverse in nature. The Commandant will determine release from the course based on the recommendation of the Deputy Commandant. Students released for disciplinary reasons are not allowed to return to any NCOPDS Course for a period of six months. Additionally, Soldiers eliminated for cause may be barred from reenlistment, receive non-judicial punishment, or be reclassified (Ref AR 350-1). Finally, the Soldier is removed from the promotion standing list (Ref AR 600- 8-19) and receives an AER with adverse comments. Disciplinary releases include (but are not limited to):

- (1) Violations of Academy policies or Army regulations.
- (2) Lack of self-discipline or motivation.
- (3) Conviction under the provisions of the Uniform Code of Military Justice (UCMJ) or conviction in civilian court (except for minor traffic violations).
- (4) Violations of the Student Honor Code System.
- (5) Any conduct unbecoming of a Noncommissioned Officer.
- (6) Absent from appointed place of duty, i.e. formation/classes etc.
- (7) A Student receiving spot reports or adverse counseling (minimum of three) will receive a marginal DA Form 1059.
- (8) A Student receiving excessive spot reports or adverse counseling (four or more) is considered a habitual offender and recommended for release from the course.
- (9) Any unsafe action that endangers self or another student, resulting in an injury or illness and/or loss of training time.
- (10) Other reasons as determined by the Deputy Commandant.

6-3 APPEALS PROCESS: Any student released from the course has a right to an appeal. An appeal is a request to the Commandant to reconsider his decision to release the student from training. Other appeal information includes:

- a. The student will acknowledge by endorsement within two days receipt of the written notification of dismissal action. The endorsement must indicate whether or the student intends to appeal the dismissal action.
- b. If a student decides to appeal, he immediately returns to training until the matter is decided.
- c. If the student elects to appeal, he must submit an appeal statement within seven days after receipt of the written notification of dismissal action. Appeals will be submitted to the Commandant.
- d. After receiving the student's written request for an appeal, the Chief of Training submits the entire packet to the Staff Judge Advocate (SJA) for legal review.
- e. The SJA review is the attorney's opinion on the legality of the packet and the reasons for dismissal. It is not the final decision as to the disposition of the appeal, but rather an unbiased legal opinion based on the items included in the packet.
- f. After the SJA review, the Chief of Training hand-carries the entire packet to the Commandant. The Commandant reviews the packet, considers all mitigating circumstances presented by the student in the written appeal, and renders a final decision. The Commandant may choose to allow the student a second retest or dismiss the student from the course.

6-4 RETURNING TO BLC AFTER BEING RELEASED: You are subject to your unit's discretion as to when or if you will return to the Academy to complete the course. This Academy does not control whether or not you return to training. You will have to be

reentered on your unit's order of merit list and wait your turn. Soldiers released as academic or disciplinary releases are removed from the promotion standing list for failure of NCOES course (Ref AR 600-8-19). Those Soldiers have to be re-recommended for promotion and return to the unit promotion board before being added to the unit order of merit list. These Soldiers also must provide proof of retraining, verified by their current unit commander, before reenrolling. Students released before graduation (for any reason) are required to start from the beginning of the course when returning to training.

CHAPTER 7 GRADUATION

7-1. OUT PROCESSING AND GRADUATION:

a. Out-processing:

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

NOTE: Students will return meal cards and any item signed for on the DA Form 2062 prior to receiving their DA Form 1059. Barracks, classrooms, and common areas will be cleaned and inspected prior to departure for the graduation ceremony.

b. Graduation: Upon satisfactory completion of the BLC, a graduation ceremony is held to recognize those students who have successfully met all course requirements. Upon graduation, each student receives as a minimum:

- (1) Academic Evaluation Report (DA Form 1059)
- (2) Certificate of Graduation (Honors gifts if applicable)
- (3) Addendum packet from their Small Group Leader

Please call BLC Operations at (706)545-5784/5050 or 626-0343 to verify location, confirm graduation times, and/or attendance of VIP. Graduations are held at McGinnis-Wickham Hall, Headquarters United States Army Maneuver Center of Excellence (Building 4, 35 Ridgeway Loop, Fort Benning, GA, 31905-4500). It is the student's responsibility to notify their unit as to the time and place of their graduation. Students should encourage family and friends to arrive early as there are a limited number of seats. Seating will begin promptly 15 minutes prior to the graduation start time.