DEPARTMENT OF THE ARMY
HEADQUARTERS, HENRY CARO NONCOMMISSIONED OFFICER ACADEMY
UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
FORT BENNING, GEORGIA 31905-2033

ATZB-B (600e)

MEMORANDUM FOR Students, U.S. Army Basic Leader Course, Class # _____, Henry Caro Noncommissioned Officer Academy, Fort Benning, Georgia 31905

SUBJECT: Student Guide

1. I, _____
RANK Last Name w/Suffix First Name MI

2. The Senior Small Group Leader (SSGL) and/or Small Group Leader (SGL) informed and explained the following items to me:

a. The policies and procedures of the U.S. Army Basic Leader Course (BLC).

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

(1) Must be eligible for the Commandant's List.

(2) Have the highest overall academic Grade Point Average (GPA).

(3) Have no adverse developmental counseling.

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

(1) Must be eligible for the Commandant's List.

(2) Have the second-highest overall academic GPA.

(3) Have no adverse developmental counseling.

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

c. **Distinguished Leadership Award**: There is only one "Distinguished Leadership Award" recipient. Eligible nominees must appear before a board. The board will

designate the leadership award to the nominee who receives the board's highest evaluation. The nominees must meet the following prerequisites:

(1) Must be eligible for the Commandant's List.

(2) Selected by their peers with a final recommendation by the facilitator.

(3) Received no adverse developmental counseling.

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

e. **Superior Academic Achievement**: (Limited to 21%-40% of class enrollment) Student must pass all initial assessments; receive a cumulative attributes and competencies average of 480 or higher on the 1009A; pass all U.S. Army fitness requirements during the course; receive no negative developmental counseling to be eligible for this honor.

f. **Achieved Course Standards**: Students must pass each assessment with a minimum score of 70%; receive a cumulative attributes and competencies average of 402 points or higher on the 1009A; pass all U.S. Army fitness requirements during the course.

g. **Failed to Achieve Course Standards**: Students who receive any "Did Not Meet Standards" assessment within PART II, blocks f. thru k., may be assessed as a "Failed to Achieve Course Standards". It is possible to earn a "Did Not Meet Standards" in PART II and still earn "Achieved Course Standards" in PART III. If a student earns a "Did Not Meet Standards" in PART II they will receive a "Referred Report" in PART IV.

h. **Did Not Meet Standards**: This can be achieved through many different means. Two or more Event-Oriented Counseling's can result in an X being placed in a "Did Not Meet Standards" block. Event-Oriented Counseling can be initiated for many reasons but is not limited to the following:

(1) Being disrespectful, overall lack of military bearing, or being disruptive to fellow Students/Cadre

(2) Improper wear of a uniform (APFU/OCP/ASU/AGSU)

(3) Not participating in classroom discussion, generally not being prepared, or being late to any formation/classroom hit time (see paragraph 8 for a full description of tardiness)

3. Students will be evaluated on several different GPA-producing products.

a. **Students must score 70% or higher on the following requirements**:

(1) Conduct Physical Training

(2) Conduct Squad Drill

(a) Assessing Writing Compare and Contrast Essay / Informative Essay (1009W)

(b) Public Speaking Brief (1009S)

(c) Conduct Individual Training

b. **Not achieving 70% or higher will result in retest/resubmission criteria**:

(1) If a student fails any initial performance evaluation the student will be counseled first. Following the counseling, the student will attend remedial training and be given the date for the retest/resubmission.

(2) Regardless of the student's actual grade point achieved on any retest, the maximum allowable credit is 70%. However, the final retest score will be relayed to the student so that the student understands the level of proficiency attained.

(a) If a student receives two failing scores (one initial test and one retest) on any single evaluation, the commandant must dismiss those students.

(b) A student may only retest two separate evaluations, upon a third evaluation failure, the student will be recommended for dismissal from the course.

(c) Should a student appeal to the commandant the dismissal action and the appeal is successful, the Academy will issue a new DA Form 1059 with the corrected annotations.

c. **Writing Assessments**: You are expected to be able to convey your thoughts clearly and intelligently in written assignments. You should format all your essays in a way that is legible and easy to read.

d. **Oral Communication**: You must possess the ability to demonstrate professionalism during all blocks of instruction, assessments, and any class you are

leading. You must annunciate with proper terminology while maintaining the established briefing standards set by your instructor.

e. **Leadership Skills**: You will be prepared for each lesson. You will assist at every opportunity. You will be involved and involve others. You will be evaluated daily on everything you do and fail to do. Leadership scores play a heavy part in Honors recommendations.

***NOTE**: If you receive any type of adverse Event-Oriented Counseling you will be removed from or prevented from making Honors. Receiving two or more adverse counseling's can result in a graduated referred report or a dismissal altogether.*

f. **Contributions to Group Work**: You are expected to participate in discussions whether that be through online classroom or in the resident classroom.

g. **Research Ability**: You will research support packages and Army Regulations for homework assignments, evaluations, and examinations.

h. **Army Values & NCO Creed**: You are expected to uphold the Army Values in everything you do while attending this course. You will recite the NCO Creed daily. If you are unable to confidently recite the NCO Creed without errors by Day 6, you will be counseled and removed from Honors.

4. Medical Dismissal due to illness or injury sustained during the course:

a. **Illness**: Any illness that causes you to miss more than four POI hours or results in quarters can result in a recommendation for a Medical Drop.

b. **Profile**: Any profile that is acquired while in attendance can result in a recommendation for a Medical Drop.

c. **Injuries**: Any injury that prevents you from standing at the position of attention, parade rest, marching, moving upstairs, or limiting to not being able to stand for 30 minutes or more can result in a recommendation for a Medical Drop.

***NOTE**: Medical Drops will not prevent you from coming back to the course as soon as possible as long as you have resolved the issue that leads to the dismissal. Medical Drops also do not have any negative impact on your career regarding the DA Form 1059.*

5. The Uniform for all blocks of instruction will be in compliance with AR 670-1. Your unit SOP is not in affect while in BLC. You will wear authorized uniforms, boots, and the APFU. You will not be authorized relaxed grooming standards, unit shirts, or unit PT shirts.

a. **Daily Classroom Participation**: OCP w/ authorized boots & patrol cap

b. **Physical Training**: Army Physical Fitness Uniform (no unit PT shirts)

c. **Conduct Squad Drill**: OCP w/ authorized boots & patrol cap

d. **Conduct Individual Training**: OCP w/ authorized boots/patrol cap, helmet, FLC, IFAK, magazine pouch x6, hydration system (issued CamelBak), gloves, and eye protection.

e. **Commandant's Inspection & Graduation**: The ASU/AGSU will be worn. You will have all awards and decorations reflected on your SRB. Jump boots and respective beret are authorized for students who are on Airborne status while attending BLC. Stetsons and Spurs are not authorized. The skirt is authorized for females only.

6. DA Form 4856

a. **Counseling**: You will be counseled multiple times while in attendance of the course to include but not limited to:

(1) Reception and Integration

(2) Initial Counseling

(3) Statement of Understanding

(4) Failure to Pass an Assessment/Submission

(5) Adverse Counseling (if applicable)

(6) End of Cycle Counseling

b. **Adverse Counseling**: Several reasons may garner counseling resulting in you not being successful or completing this course. Two adverse counseling statements will result in a referred report. Three adverse counseling statements is grounds for dismissal from the course. The following are some examples, but not limited to:

(1) Alcohol-Related Incidents (NCOA/BLC has a zero alcohol policy)

(2) SHARP/EO/Honor Code Violation (lying, cheating, plagiarism, stealing)

(3) Military Bearing or Failure to Report

7. Requirements to be properly enrolled into BLC:

a. **Enrollment Requirements**:

(1) Pass either SSD 1 or DLC 1 and provide the certificate

(2) Be a SGT of SPC(P)

b. **Profiles**:

(1) If you have a permanent profile, you will have one copy of DA Form 3349 Permanent Profile signed by your commander available for review.

(2) Soldiers with medical profiles due to an operational deployment will be permitted by their immediate commander to attend appropriate courses (to include PME) within the guidelines of their profile. Soldiers must arrive at the aforementioned course of instruction with a copy of their current profile and a memorandum signed by their commander stating the profile has been continuous and is a result of injuries sustained due to operational deployment.

(3) Soldiers with temporary denied enrollment from school attendance until the temporary profile is removed and the student can complete all course graduation requirements.

(4) Soldiers with a permanent designator of "2" in the physical profile must include a copy of DA Form 3349 (Physical Profile) as part of the course application. They will be eligible to attend courses (including PME) and train within the limits of their profile provided they can meet course graduation requirements. Soldiers with a permanent designator of "3" or "4" in their physical profile must include a copy of DA Form 3349 and the results of their MOS Administrative Retention Review as part of the course application.

(5) Soldiers who have been before a MOS Administrative Retention Review and retained in their MOS or reclassified into another MOS are eligible to attend appropriate courses (to include PME) and train within the limits of their physical profile (DA Form 3349). Commandants will not dis-enroll or deny enrollment of Soldiers into the course based on physical limiting conditions on their physical profile, IAW MOS Administrative Retention Review adjudication.

8. Tardiness/late or missing POI hours

a. **1st offense of being late**:

(1) You will be counseled and removed from eligibility for Honors. This will cover any level of tardiness.

b. **2nd offense of being late**:

(1) You will be counseled again. If you are stationed on FBGA you will be assigned a barracks room to ensure that you are given every opportunity to make time hacks. The counseling will also cover DA Form 1059 Referred Report and a "Did Not Meet Standards" in Presence/Comprehensive Fitness.

c. **3rd offense of being late**:

(1) You will be counseled again. Your SGL will submit a packet for recommendation of dismissal to the Branch Chief.

9. Student Comments or concerns that could lead to missing POI hours:

10. Instructor's Signature verifies that this memorandum was discussed with the student.

11. Students' signature verifies they have read and understand the rules for this course.

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____