



“ENTER TO LEARN, LEAVE TO LEAD!!”

# Basic Leader Course STUDENT GUIDE

*FY-17 Edition -- As of 25 October 2016*

# TABLE OF CONTENTS

Table of Contents	Page 1
<b>SECTION 1</b>	
Foreword	Page 3
Welcome Letter	Page 4
Past and Present Commandants	Page 6
History of the Fort Stewart NCO Academy	Page 7
Creed of the Noncommissioned Officer	Page 10
Soldier's Creed	Page 11
Army Song	Page 12
Honor Code	Page 13
<b>SECTION 2- BLC Course Design</b>	
Purpose	Page 14
Scope	Page 14
<b>SECTION 3- General Policies/Procedures</b>	
Purpose	Page 15
General	Page 15
TDY Personnel	Page 15
In-Processing	Page 15
Out-Processing	Page 16
Graduation	Page 16
Student Honors and Awards	Page 17
Drops Prior to Completion of the Course	Page 18
Commandant's Open Door Policy	Page 19
Visitors	Page 19
Leaves	Page 20
Off Limit Areas	Page 20
Student Conduct	Page 20
Standards of Appearance	Page 22
Formations	Page 23
Marching	Page 23
Weapons Immersion	Page 24
Counseling	Page 24
Bulletin Boards	Page 24
Storage	Page 24
Physical Security	Page 24
Alcohol	Page 25
PX	Page 25
Medical and Dental	Page 25
Mentorship and Cadre Assistance	Page 25

Service School-Academic Evaluation Report	Page 25
Lesson Reviews and Study Halls	Page 26
Training Materials	Page 26

**SECTION 4- Cadre and Student Organization**

Purpose	Page 27
General	Page 27
Instructor Section	Page 27
Student Chain of Command	Page 27
Leadership Positions	Page 27
Duties and Responsibilities of the Chain of Command	Page 27

**SECTION 5- Student Standards and Responsibilities**

Purpose	Page 30
Areas of Responsibility	Page 30
Evening Details	Page 30
Inspections	Page 31
Maintenance/R&U	Page 31

**General Information**

3ID Shoulder Patch	Page 33
3ID Crest	Page 33
Dog Face Soldier "Rocky"	Page 34
3rd Infantry Division Song	Page 35
USASMA Shoulder Patch	Page 36
LBV, LCV, and LBE Standard	Page 37
Lights out Policy	Page 39
Alcohol Policy	Page 40
Pass Policy	Page 42
Cellular Phone Policy	Page 44
Academy Phone Directory	Page 45

## **SECTION ONE:**

### **FOREWORD**

This Student guide will assist in preparation and attendance at the Fort Stewart Noncommissioned Officer Academy, Basic Leader Course (BLC). These policies and procedures are based on Army, TRADOC, and USASMA regulations and are strictly enforced.

Each Student must read and comply with the contents of the BLC Student Guide. Students are subject to the policies of this Academy as published by the Commandant. Failure to read and comply with the contents will result in a negative counseling and may constitute grounds for an immediate drop from the course.

**THIS GUIDE IS SUBJECT TO CHANGE BASED ON  
UPDATED DOCTRINE OR MISSION REQUIREMENTS**



**DEPARTMENT OF THE ARMY**  
United States Army Sergeants Major Academy  
Fort Stewart Noncommissioned Officer Academy  
35 Road B. Bldg 19204  
Fort Stewart, Georgia 31314-6002

REPLY TO  
ATTENTION OF

ATZB-NS

14 October 2016

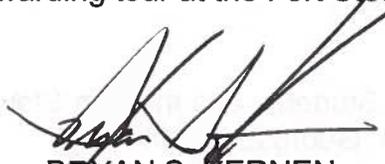
MEMORANDUM FOR Students and the Fort Stewart, Noncommissioned Officer Academy, Fort Stewart, Georgia, 31314

SUBJECT: Introduction and Welcome

1. The mission of the Fort Stewart Noncommissioned Officer Academy is to provide relevant training for select leaders, in preparation for future leadership challenges of the 21<sup>st</sup> Century. Your selection is a reflection of your past performance and potential, for your continued education and subsequent advancement to higher levels of leadership responsibility and accountability.
2. This Student Guide provides an overview of the Academy and clearly articulates policies and procedures. This guide will prove invaluable before and during your attendance at the Noncommissioned Officer Academy. A thorough working knowledge and understanding of its contents are essential to successful completion of the course.
3. The Fort Stewart NCO Academy is fully committed to the development of professional attributes in Students that assures competence, self-awareness, self-confidence, a sense of responsibility and accountability, and the **WARRIOR ETHOS** required of the future military leaders and Noncommissioned Officers.
4. The Fort Stewart NCO Academy environment is one conducive to learning. You will be provided the necessary tools essential to your success, however you must make sacrifices and stewardship to complete the task. As a Student, you must focus all your time and energy to the course of instruction. Do not look at this course as a check the block requirement. The Cadre will not condone negative attitudes or substandard performance.

ATZB-NS  
SUBJECT: Introduction and Welcome

5. Congratulations on reaching an important milestone in your military career. The Academy staff stands ready to assist you in any way possible. We welcome and wish you an enjoyable and professionally rewarding tour at the Fort Stewart NCO Academy.



**BRYAN S. KERNEN**  
CSM, USA  
Commandant

## FORT STEWART NCO ACADEMY ORGANIZATION

### Past and Present Commandants

DATES	COMMANDANT
April 1978 - August 1978	1SG Julius W. Gates
August 1978 - July 1981	CSM Robert M. Newman
August 1981 - January 1984	CSM Lawrence E. Miller
January 1984 - June 1986	CSM James C. McHenry
June 1986 - August 1989	CSM Howard Bullard
August 1989 - August 1990	CSM Robert E. Hall
December 1990 - May 1991	SGM Don B. Watkins
June 1991 - October 1992	CSM Ashley J. Luke
October 1992 - May 1994	CSM Jeffery G. Jordan
May 1994 - October 1995	CSM Randy L. Stephens
October 1995 - June 1998	CSM John T. Taylor
June 1998 - December 2000	CSM Carl T. Smith
December 2000 - April 2001	CSM John L. Humphries
May 2001 - May 2004	CSM Albert D. Newton
May 2004 - December 2006	CSM Mittie A. Smith
February 2007 - March 2011	CSM Jerry L. Taylor
March 2011 - January 2013	CSM Jim L. Pegues
January 2013 - November 2015	CSM Lindsey G. Streeter Sr.
November 2015- Present	CSM Bryan S. Kernan

Two of the previous Commandants, **1SG Julius W. Gates** (April 1978-August 1978), and **CSM Robert E. Hall** (August 1989-August 1990), and one of our previous Senior Instructors, **SFC Daniel A. Dailey** (1999-2000) attained the position of **Sergeant Major of the Army**. In May 2004, **CSM Mittie A. Smith** (May 2004 –December 2006) was the **first female Soldier to be selected Commandant**, Fort Stewart Noncommissioned Officers' Academy.

## Fort Stewart Noncommissioned Officers' Academy History

The formulation of Fort Stewart NCO Academy commenced as a recognized need by Major General Vaught and Command Sergeant Major McElroy. In late November 1977, the office of the Division Sergeant Major was designated as the action agency for the creation of the Fort Stewart NCO Academy. During the week of 28 November 1977, a TRADOC unit analysis team visited Fort Stewart as part of the TRADOC study on viability of the project. In late January 1978, LTC Tennis and 1SG Gates were designated as initial members of the NCO Academy action group with reporting channels to the Division Command Sergeant Major. Initial assessment by the NCO Academy action group revealed the TAC-X facility as being a highly suitable site for the NCO Academy. Renovation and upgrading of the existing facilities appeared feasible through a combination of self-help and dedicated engineer support from organic elements.

Effective 1 April 1978, under the Command and Control of Major General James B. Vaught, the 24th Infantry Division and Fort Stewart NCO Academy was formed and First Sergeant Julius W. Gates was selected and appointed as the first Commandant. Renovation and construction of the school area began immediately and personnel were interviewed for cadre positions. On 1 May 1978, TRADOC sponsored cadre training; by June 1978, all training aids were present and cadre rehearsal of the Programs of Instruction (POI) began. On 15 June 1978, construction was completed. In July 1978, Primary Leadership Course (PLC) and Primary Noncommissioned Officer Course (PNCOC) instructor training was complete and the Pilot Courses began. **Established in August 1978, under the leadership of Commandant, Command Sergeant Major Robert M. Newman, on the left breast pocket the cadre wore a "Whistle" attached to a woven "550 Cord" which was used as an attention getter and represented the tightness of the unit. They wore the "Black Pistol Belt" which represented standard bearers.** In January 1979, Basic Noncommissioned Officers Course (BNCOC) planning was initiated. The first pilot course began in June and trained SPC (P) and SGTs in the MOSs of 11C and 19E. The original idea to combine PNCOC and PLC began here at Fort Stewart. Our Academy was chosen as the test site for the Army's Primary Leadership Development Course

(PLDC). In January 1980, the program began. After a successful one-year test period, it was instituted throughout the Army in 1981. In 1983 the large open field in front of the Academy was renamed and dedicated as Dean Field in honor of Major General William F. Dean, Medal of Honor recipient and former Commander of the 24th Infantry Division, during the Korean conflict.

23 August 1990, the Fort Stewart NCO Academy was closed due to the deployment of 24<sup>th</sup> Infantry Division, Fort Stewart and Hunter Army Airfield's Soldiers in support of Desert Storm / Desert Shield. PLDC reopened in January 1991 and BNCOC reopened in July 1991. BNCOC trained SGT (P) and SSGs in the MOSs of 11M, 12B, 13B and 19K. In September 1992, 1SG Diane Phillips, the first female Soldier was assigned the duties of PLDC Chief Instructor. Modernization and upgrade of the Academy continues today, exteriors of buildings have been upgraded with new siding and interiors completely renovated. February 1996 the NCO Academy was re-designated as the United States Army, 3rd Infantry Division (Mechanized) Noncommissioned Officer Academy. March 1996, the NCO Academy dedicated the newly remodeled student lounge in memory of SFC Michael W. O' Mallon and designated it as O' Mallon Hall. On April 25, 1996 the 24<sup>th</sup> Infantry Division (Mechanized) was reflagged as the 3<sup>rd</sup> Infantry Division. October 1998 BNCOC officially closed. October 2004 The Fort Stewart NCO Academy taught Distant Learning Common Core Basic Noncommissioned Officer Course Phase I. In October 2009 BNCOC Common Core closed and is now available on line through the E-Army University System. In October 2005, Primary Leadership Development Course was renamed to the Warrior Leader Course (WLC). January 2013 TRADOC and USASMA implemented the 22 Day Program of Instructions for the Warrior Leader Course. **1 October 2015 the Warrior Leader Course was renamed to Basic Leader Course.** It's a fast paced, stressful, physically demanding, lived-in environment. This Academy has received Eleven TRADOC accreditations and a three times recipient of the Institution of Excellence, as a United States Army School and was designated as the model Academy worldwide 1978-2009. Memorandum of Agreement (MOA) between United States Army Forces Command (FORSCOM) and United States Army Training and Doctrine Command (TRADOC), Subject: Transfer of FORSCOM Noncommissioned Officer Academies to TRADOC, signed by the Commanding

General, TRADOC, 15 March 2010 and Commanding General, FORSCOM, 27 March 2010, given authority to reassign the Fort Stewart NCO Academy to the United States Army Maneuver Center of Excellence (MCoE), Fort Benning, Georgia; published Permanent Orders 258-2 with an effective date of 1 October 2010. An Installation Service Support Agreement between U.S. Army Garrison, Fort Stewart and MCoE, Fort Benning concerning the Fort Stewart NCO Academy was officially signed on 24 February 2011. 06 July 2011 CSM Jim L. Pegues authorized the Cadres' Black Rope and Whistle to be replaced with an Infantry Blue Plated Badge bearing the 3<sup>rd</sup> Infantry Division Crest, identifying our Cadre and Staff from the Soldiers/Students attending training at the Fort Stewart NCO Academy. The Blue Plated Badges were replaced on 05 February 2014 by the Department of the Army, Deputy Chief of Staff, G-1, Military Personnel Structure and Plans Division by establishing the Personnel Development Skill Identifier for Basic Army Instructor, Senior Army Instructor and Master Army Instructor Military Occupational Classification and Structure and Permanent Instructor Badges for each level of subject matter expertise to identify TRADOC, Army Noncommissioned Officer Education System Instructors in skill level 2 and above who have successfully qualified at one of the three training experience levels. 1 October 2016 The Fort Stewart NCO Academy was reassigned under the United States Army Sergeants Major Academy, Noncommissioned Officer Academy Mission Command for the purpose of Operational Control (OPCON). Currently the Fort Stewart NCO Academy is located twenty miles from Fort Stewart's main post.

The Fort Stewart NCO Academy has thirty-three structures and over eighty-six hundred acres of land dedicated for Noncommissioned Officers' training. The Academy environment is one conducive to learning. The remote location enhances our motto:

**"ENTER TO LEARN, LEAVE TO LEAD"**

# Creed Of The Noncommissioned Officer

**N**o one is more professional than I, I am a Noncommissioned Officer, a leader of Soldiers. As a Noncommissioned Officer, I realize that I am a member of a time honored corps, which is known as the Backbone of the Army. I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the Military service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

**C**ompetence is my watchword. My two basic responsibilities will always be uppermost in my mind - accomplishment of my mission and the welfare of my Soldiers. I will strive to remain technically and tactically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All Soldiers are entitled to outstanding leadership; I will provide that leadership. I know my Soldiers, and I will always place their needs above my own. I will communicate consistently with my Soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

**O**fficers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my Soldiers. I will be loyal to those with whom I serve; seniors, peers and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders!

# THE SOLDIER'S CREED

I am an American Soldier.

I am a Warrior and member of a team. I serve the people of the United States and live the Army Values.

***I will always place the mission first.***

***I will never accept defeat.***

***I will never quit.***

***I will never leave a fallen comrade.***

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills. I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am guardian of freedom and the American way of life.

I am an American Soldier.

# **“THE ARMY GOES ROLLING ALONG” LYRICS**

**March along, sing our song, with the Army of the free**  
Count the brave, count the true, who have fought to victory  
We're the Army and proud of our name  
We're the Army and proudly proclaim

**First to fight for the right**  
And to build the nation's might  
And the Army goes rolling along

**Proud of all we have done**  
Fighting till the battle's won  
And the Army goes rolling along

**Then it's Hi! Hi! Hey!**  
The Army's on its way  
Count off the cadence loud and strong  
(Two! Three!)

**For wherever we go**  
You will always know  
**That the Army goes rolling along**

## THE HONOR CODE

Honor is the guiding principle of every endeavor involving the profession of the United States Army. Integrity (absolute honesty) is a basic attribute demanded of every Noncommissioned Officer. You will take three written examinations which are open-book and requires you to apply the knowledge to solve problems in an environment that simulates a Soldiers duty positions. You may use any reference material during the examination, for example: student handouts, publications issued for the course, personal notes, calculators, and computers. This is subject to the following restrictions:

1. You must not damage recoverable publications. Meaning, you will not tab, fold, crease, highlight, or write on pages of recoverable publications.
2. You may only use computers issued by the NCOA that have references stored on the computer.
3. You will not communicate with other Students verbally or with your computer during evaluations.
4. You will not have cell phones in your possession while testing.
5. All material used during the examination must be your own or material the NCOA choose to issue for your individual use.

**Presentations and briefings are prepared by each Student. This work is evaluated based on individual effort. Each Student's work will be entirely original in every manner.**

Students are encouraged to work together when studying for exams, using the team system; however, the final results will be original. The honor system does not cease with academic honor and integrity. It also applies to the observance and adherence of rules, regulations, and policies. To knowingly violate a rule, regulation, or policy, whether or not this violation is discovered is a discredit to your own word of honor and personal conduct.

To know of a violation and fail to report it, means you condone the violation. It is your responsibility as a Student and as a Noncommissioned Officer to report any and all violation of rules, regulations, and policies immediately to the Chain of Command. Failure to do so is a violation of the honor code and is grounds for dismissal.

## **SECTION TWO:**

### **COURSE DESIGN**

**PURPOSE:** Basic Leader Course is branch-immaterial Leadership Training and resident course, taught on a Military Installation by Noncommissioned Officer Academies' Cadre. The Fort Stewart NCO Academy is a live-in environment; the Commandant has been given exception to non-live-in policy due to safety concerns, for Students traveling 25 miles or more to and from the NCO Academy on a daily basis and Students in a Temporary Duty Status traveling outside of the 50 mile radius of the NCO Academy Training Complex.

The Fort Stewart NCO Academy is allowed to establish a room Standard Operating Procedure (SOP), only for the purpose of health and welfare such as floors swept / mopped daily, clothes neatly stored in locker or drawers, bed made when not in use, trash removed when trash can is full, and latrines are kept clean. At no time will temporary live-in Students be required to roll socks, display a laundry bag at the end of the bunks or make their beds in a prescribed manner such as hospital corners. This is not the purpose of temporary live-in status. This applies also to those students who are in a TDY status from Over-Seas or outside of the Fort Stewart Area.

**SCOPE:** The proponent for Basic Leader Course (BLC) is the United States Army Sergeants Major Academy (USASMA). This course is conducted using the small group process. Current subjects fall under Leadership, Training, and War Fighting. Small Group Instruction shifts the teaching methodology from "what to think" to "how to think" and places the learning responsibility on the Student through group participation. This approach creates an atmosphere whereby the Students can exchange ideas on any subject and use collective reasoning to solve problems. The small group process fosters team building and provides training reinforcement based on a wide range of backgrounds and professional experience.

## SECTION THREE:

### GENERAL POLICIES/ PROCEDURES

1. **PURPOSE:** This section outlines general policies of the Academy and explains the standards of behavior, conduct, and performance expected of Students.
2. **GENERAL:** To develop a sense of responsibility, all Students are trained as Noncommissioned Officers. The program is designed to test each Student daily on all aspects of performance. Students organize teams, squads, platoons, and themselves to carry out assigned tasks to the highest standards. The goal is to achieve excellence; all Students are expected to strive to meet that goal.
3. **TDY PERSONNEL:** TDY personnel will sign in at the BLC SDNCO, BLDG #19204. **You are required to report NLT 1700 hours the day prior to the class start date (DAY 0).** The DFAC at the NCO Academy will be closed until the start of DAY 0. Students will either need to eat prior to check-in or after check-in pending SDNCO notification. TDY personnel must bring all TA-50 items listed on the Academy packing list if applicable.
4. **IN-PROCESSING:** In-processing is conducted at the NCO Academy on DAY 0. The Students' uniform is the Improved Physical Fitness Uniform (IPFU). Summer IPFUs from 01 April – 30 September and winter IPFUs from 01 October – March 31. Students will be seated in the Academy Briefing Center (ABC Room), Bldg. #19218, NLT 0500 on pick-up day (DAY 0). Students will have all required Initial Issue TA-50 for in-processing. Assigned sponsors will remain at the Academy until released by the in-processing NCOIC. The following are included in in-processing:
  - a. Operations and OML Manager - Students will show their "active-working" ID card and have the Student Information Sheet completed. The following items are checked and verified by Academy Cadre prior to course enrollment:
  - b. Medical - Physically limiting profiles are collected, screened, and validated by the NCO Academy medics. Soldiers who have a permanent profile designator of "3" or "4" must include a copy of their DA Form 3349 and the results of their military medical review board (MMRB) as part of the course application. Soldiers, who have appeared before an MMRB, or similar board, been awarded medical limitations, and allowed to retain their occupational classification, may attend BLC and train within the limitations of their profile, provided they can otherwise meet course prerequisites and graduation requirements. NCOAs will deny enrollment to Soldiers who hold a temporary profile except for shaving or nonperformance deterring profiles. Soldiers diagnosed as pregnant after enrollment may continue training, provided the attending physician deems to do so. Pregnant Soldiers must provide a copy of the attending physician's recommendation. A Soldier medically dismissed for pregnancy after enrollment may return to the course when the condition that led to the medical dismissal no longer exists. For Students with permanent profiles, their profile must include an aerobic event.

Soldiers with permanent profiles must meet course graduation requirements. The Soldiers will train within the limits of their profiles. For Students with P3/P4 profiles, ensure that the profiling doctor and the approving authority doctor have signed the profile. The Commander does not need to sign the profile unless he disagrees with the profile. P2 profiles only need the signature of the profiling doctor. Soldiers possessing P2 profiles must also meet course graduation requirements.

c. **HEIGHT AND WEIGHT** - All Students are screened for compliance with the height and weight standards IAW AR 600-9. All Students that exceed the screening table weight undergo a body fat measurement (TAPE TEST). If the Soldier fails the initial height and weight screening conducted by the Small Group Leaders, a retest will be conducted by the Senior Small Group Leaders, BLC Chief, and the Commandant. An official retest will be administered no earlier than 7 days. If the Soldier fails the second height and weight screening, he or she will be dismissed from the course.

d. **INITIAL ISSUE AND TA-50 INVENTORY AND INSPECTION** - All equipment on the packing list must be present, clean, and serviceable. Small Group Leaders will inspect each Soldier's equipment and record all deficiencies. If a Student is missing any required documents the sponsor has 72 hours to correct the deficiency or the student will be dis-enrolled from the course and sent back to their unit. For all missing equipment, the sponsor will have 72 hours to correct the deficiency. If deficiencies are not remedied the Student will receive a negative DA Form 4856 and the Student's senior unit leadership will be notified to correct the deficiency. Documents can be emailed or dropped off at the Sponsor's Desk during sponsor designated visiting hours. Sponsor designated visiting hours can be found on the NCO Academy website under Downloads – 22 Day Visitation Schedule. No equipment may be dropped off on DAY 0 for Ft. Stewart and Hunter Army Airfield Soldiers. Ft. Gordon and other units outside the 50 mile radius may bring items on DAY 0 due to distance.

**5. OUT-PROCESSING:** Students will clear all administrative sections prior to departure from the Academy (graduation or early dismissal). The following clearing procedures will be completed:

- a. Wall lockers emptied and cleaned.
- b. Floors swept, mopped, waxed, and all trash cans emptied.
- c. Beds realigned.
- d. Linen: blankets, sheets, pillows, pillowcases and mattress covers turned in to supply.
- e. Training materials turned in to SGLs.

**6. GRADUATION:** Graduation ceremonies are intended to honor Students who have

successfully completed the course; all graduates receive a graduation diploma. Graduates are encouraged to invite their spouses, Chain of Command, and other guests to their graduation ceremony. The date and time of each graduation is announced through command bulletins and indicated on the class training schedule. Students who excel are considered for special awards and honors upon course completion. Consideration for any award or honor is limited to Students not previously released for disciplinary or academic deficiency. Candidates must achieve an initial passing score on all tests. Contenders are:

a. **DISTINGUISHED HONOR GRADUATE** - The Student who achieved ~~an~~ the highest initial passing score on all tests, with the overall highest academic average, have not received a negative DA Form 4856 counseling, and excelled in all other areas of training and leadership, while exhibiting the whole Soldier concept will receive the DHG award. In the event of a tie, the Commandant will establish a competitive exercise and the Student with the highest score will receive the title of Distinguished Honor Graduate.

b. **HONOR GRADUATE** - The Student who achieved an initial passing score on all tests, achieved the second highest academic average, have not received a negative DA Form 4856 counseling, and excelled in all other areas of training and leadership, while exhibiting the whole Soldier concept will receive the HG award. In the event of a tie, the Commandant will establish a competitive exercise and the Student with the highest score will receive the title of Honor Graduate.

c. **COMMANDANT'S LIST** - Awarded to the top 20% of the original class enrollment who achieved an initial passing score on all tests, maintained an academic average of 90% or better, have not received a negative DA Form 4856 counseling's, and excelled in all areas of training and leadership, while exhibiting the whole Soldier concept.

d. **LEADERSHIP AWARDEE** - This awarded to the Student who achieved an initial passing score on all tests and selected by their peers for demonstrating outstanding leadership abilities and contributed to the overall success of the squad. The Student cannot have received any negative DA Form 4856 counseling's, and who has excelled in all areas of training and leadership exhibiting the whole Soldier concept. The Soldiers selected from each Platoon will go before a board consisting of the BLC Chief and Senior Small Group Leaders.

e. **COMMANDANT'S INSPECTION AWARDEE** - The Awardee is selected by the Commandant for outstanding performance during the Commandant's in-ranks inspection and board preceding. The Student selected must not have received a negative DA Form 4856 counseling at any point throughout the course.

f. **IRON SERGEANT AWARD** - A male and female Awardee will be selected from their individual performance during the BLC's initial recorded Army Physical Fitness Test (APFT), DAY 2, which will be indicated on their DA FORM 1059. Awardees who perform their best with the highest APFT score will receive the title of, "Iron Sergeant." The

extended score table will be used in the event more than one Soldier scores over 300 points.

**7. DROPS PRIOR TO COMPLETION OF THE COURSE:** In establishing Student dismissal procedures, the following considerations will be addressed:

- a. An individual's right to due process.
- b. The need of the institution to dismiss Students who require so much faculty attention to succeed that other Students suffer unreasonably as a result.
- c. The need to safeguard adherence to basic Army policies and standards.
- d. Students released for Academic, Motivational, or Disciplinary reasons may appeal. Appeals are forwarded to the Commandant for final approval. Students dismissed for medical reasons may not appeal.

**8. THERE ARE FIVE WAYS IN WHICH A STUDENT CAN BE RELEASED PRIOR TO GRADUATION:**

- a. **ADMINISTRATIVE RELEASE** - Responsibility of Unit Recall, emergencies or contingencies, will come from the Student's unit. Administrative releases for emergency reasons must conform to the criteria for emergency leave IAW AR 630-5. Red Cross verification is required. Releases for contingency operations require approval through the Student Unit's Chain of Command.
- b. **MEDICAL RELEASE** - Injury or illness resulting in quarters, hospitalization or restrictive physical profiles, which preclude the Student from meeting the requirements for graduation.
- c. **MOTIVATIONAL DROP** - Results after developmental counseling concerning attitude and/or motivation prove unsuccessful.
- d. **DISCIPLINARY DROP** - Violations of the Uniform Code of Military Justice (UCMJ), conduct unbecoming of a Soldier, or an infraction of the Student guide or school policies. Students released for disciplinary or motivational reasons will not be allowed to re-enter BLC for a minimum of six months from date of release indicated on their DA FORM 1059. Students previously released from BLC (academic, motivational, or disciplinary) must have in their possession a memorandum from their Commander, stating retraining was conducted, and the letter must be approved by the Commandant prior to re-enrollment, and a DA form 4156 signed by the first General Officer in the Student's Chain of Command and approved by HRC for re-enrollment.
- e. **ACADEMIC DROP** - Students who fail to meet established HQ TRADOC and USASMA test standards through two separate evaluations (original test and one retest),

with the first failure followed by remedial training, are dismissed from the BLC for academic failure.

**8. COMMANDANT'S OPEN DOOR POLICY:** Procedures for registering complaints and grievances are posted on the BLC Academy bulletin board. Students will seek resolutions to their problems through the Chain of Command. If a problem cannot be solved in this manner, they may request to see the Commandant (see Policy Letter #1).

**9. VISITORS:**

a. Unit Chain of Command, NCO Support Channel, and sponsors are strongly encouraged to visit their Students. They are encouraged to schedule lunch with their Soldiers while they are enrolled in BLC. Due to limited space within the Dining Facility, Commanders, First Sergeants, and above may schedule lunch with their Soldiers on a space available basis. The Academy Dining Facility is civilian contracted primarily for Students only. In order for the Chain of Command or sponsors to have lunch (1200-1300) with their Soldiers, they must make reservations 24 hours in advance with Academy Operations at (912) 435-2514/2506.

b. Visiting hours for sponsors are 1150-1250 & 1720-1820 daily, except for the first 72 hours and during the STX where there is no authorized visitation. On DAY 13 and DAY 15, visits for the Lunch hour are prohibited due to the Land Navigation Exam and Conduct Individual Training. Dinner visitation is acceptable. During the first three days, sponsors from Fort Stewart, Fort Gordon, Hunter Army Airfield, and other installations are the only authorized personnel to drop off equipment. No food and drinks are authorized during those times. Sponsors from Fort Gordon, Fort Benning, and other units outside the Fort Stewart footprint can drop off items on DAY 1 thru DAY 3 as well as during the posted visitation hours. Sponsors and visitors will report to the break area, adjacent to Building #19207 and report to the Students sponsor sign-in desk. No sponsor or visitors are allowed to park in the Student parking lot northeast of Dean Field. The Students at the desk will notify the BLC Student to report to the visiting area. All official military visitors will be in Army Combat Uniform (ACU) or OCP. CID agents are the only exception; however their badge and/or side-arm have to be worn and visible.

c. Unofficial visitors (those other than sponsors) are restricted to a designated area. Unofficial visits are Monday - Friday from 1730-1830, except during the first 3 days of the class and during STX. Visitors will report to the break area located next to Bldg. #19207. Unofficial visitors will not use the Student parking lot located at the northeast corner of Dean Field. Violations will be reflected onto the enrolled BLC Student by DA FORM 4856.

d. Authorized parking of visitors' POVs, TMPs, or Tactical Vehicles is in the Academy parking area adjacent to the Pavilion/Student break area, parking is located passed the climbing ropes located on Dean Field. Sitting in POVs with spouses and/or children is prohibited; visits will be in the picnic area only. Visitors will be placed indoors (ABC

Room) during inclement weather. Students are responsible for policing the area after visitation. Failure to adhere to the NCO Academy visitation guidelines will result in a negative counseling recorded on a DA Form 4856.

10. **LEAVE:** Ordinary leave is not authorized for Students. (See Pass Policy on Page 40)

11. **OFF LIMIT AREAS:** Students are restricted from entering the following areas:

a. Cadre billets at any time

b. Cadre offices (unless directed by an SGL/SSGL or the BLC Chief)

c. Headquarters building (unless on official business, and only when escorted by a SGL/SSGL or the Staff Duty NCO)

d. Operations Office Bldg. #19202

e. BLC Chief's Bldg. #19206 (unless directed by an SGL/SSGL or the BLC Chief)

f. All Students will be in buddy teams when directed to enter the above areas.

12. **STUDENT CONDUCT:** The Fort Stewart Noncommissioned Officer Academy instills the standards of the United States Army and as Students representing the Noncommissioned Officer Corps, you will live and maintain these standards daily.

a. Students will maintain the highest standards of military courtesy. If addressed by an Officer, you will immediately assume the position of attention, unless given other instructions. When addressed by a Noncommissioned Officer you immediately assume the position of parade rest. If a field grade Officer or General Officer enters a building, the first person noticing him will call, "ATTENTION!" In Student barracks, "ATTENTION!" will be called whenever any Officer enters. When an NCO enters a room, the command of, "AT EASE!" is given. The only exception is while classes are in session.

b. **BARRACKS** - Barracks will be cleaned and free of dirt and lint. Trash will be taken out prior to each day's first formation. Shower areas will be free of standing water. Toilets and urinals will maintain a clean appearance. Students will not be released on the last duty day of the week until barracks and classroom maintenance is cleared by the SSGL/ SGL's. Gambling in any form is strictly prohibited. Loud, profane, or boisterous conduct is prohibited. Male billets and latrines are off limits to females and female billets and latrines are off limits to males. The only exception to this policy is when Student leaders are checking the area (after an announcement is given and accepted) or when approved by cadre (See Lights Out Procedures / policy on Page 38). Laptops are allowed for use during personal time only. Laptops must be able to be secured inside the wall-locker. The use of power strips in the Barracks is extremely

prohibited due to safety reason concerning electrical and fire hazards. When using laptops you must also use headphones. This item will not be used to view pornographic or offensive material of any type as this will be in violation of SHARP and Army policies and regulations. **LAPTOPS WILL NOT BE CONNECTED TO THE ACADEMY INTERNET** at any time and is in violation and punishable by UCMJ. The only two authorized areas for the use of personal laptops will be the break areas or your personal area of the barracks during personal time. Laptop usage is not authorized after lights out. Snacks or food of any type are not allowed in the barracks.

c. **OFF DUTY** - Students will be allowed to leave the Academy grounds every Friday or last duty day of the week at 1730 or when "dismissed". There will be an accountability formation the following Monday or first duty day of the week at 0500. If there is any alcohol on your body, in your body, if you smell of alcohol, or have alcohol in your possession, in your POV, on the day of recall, or any other time while enrolled in an NCOES school you will receive a DA 4856 and will be dismissed from the course. An approved Breathalyzer will be coordinated if needed for verification. Remember that you represent your home unit, The Fort Stewart NCO Academy, and the United States Army. You will maintain and exhibit the highest standards of the Noncommissioned Officer Corps at all times. Conduct unbecoming of a NCO will result in immediate disciplinary action (See alcohol and pass policies on pages 44 and 45).

d. **Fraternization** - Fraternalization/social contact and/or sexual harassment between cadre and Students will not be tolerated and will result in disciplinary actions. Students will not fraternize with anyone on Academy grounds.

e. **Use of Tobacco Products** - Use of tobacco products (cigarettes, chewing tobacco, smokeless tobacco, and vaping products) is a privilege. Use of tobacco products will only be permitted in designated break areas. Walking while smoking, vaping, or even dipping/chewing is prohibited. During STX, the use of tobacco is prohibited while on the training lanes. All areas will be policed of cigarette butts, wrappers, dip cans, etc. Failure to comply will result in loss of privileges.

f. **Use of un-prescribed drugs or alcoholic beverages** - Use of weight gainers or weight loss supplements (Ripped Fuel, Creatine, Stackers, etc.) will not be allowed during BLC. Violation will result in immediate disciplinary actions or release from the course. Vitamins (i.e. One a Day, Geritol, Centrum, Ginseng, etc.) and prescription medications (i.e. Birth Control, Ibuprofen, etc.) will be secured inside wall locker.

g. Students are not allowed to sleep until all missions and details are complete (garrison or tactical). The final approving authority is by the Staff Duty NCO and the Student 1SG.

h. Students who fail to display the discipline, attitude, or conduct of a professional Noncommissioned Officer will be referred to the BLC Chief and/or the Commandant for possible dismissal from the course. The following are examples of leadership deficiencies, but are not all inclusive:

- (1) Integrity Violation
- (2) Conduct unbecoming of a Soldier
- (3) Honor Code Violation
- (4) Loss of military bearing - this includes, vulgar language or gestures, or any other type of communication that is disrespectful or unbecoming.
- (5) Failure to comply with current regulations
- (6) SHARP or EO Violations
- (7) NCO Academy Pass Policy Violation
- (8) Shave/Haircut IAW AR 670-1
- (9) Failure to make hard times (i.e., classes/formations)
- (10) FFI (Failure to Follow Instructions)
- (11) Disrespect to cadre
- (12) Disrespect to Student Chain of Command (will be reported immediately to an SGL/SSGL or the BLC Chief)
- (13) Failure to disseminate information
- (14) Failure to supervise
- (15) Hands in pockets
- (16) Lack of Motivation
- (17) Caught sleeping before all missions and details are complete (garrison or tactical) and approved by Student 1SG.
- (18) Must comply with tattoo policy IAW AR 670-1

### **13. STANDARDS OF APPEARANCE:**

a. Students are required to have prescribed items of clothing and equipment in their possession while at the Academy. The inventory and inspection conducted during in-processing to ensure completeness and serviceability of mandatory packing list items. The uniform for each day's training is posted on the training schedule. Students will

wear the Patrol Cap during attendance. The beret will be worn during the Commandant's Inspection and graduation.

b. Students will maintain high standards of appearance as outlined in AR 670-1. Footgear will be clean and serviceable at all times Tan boots will be IAW DA PAM 670-1. Steel Toe boots are not authorized during BLC; uniformity is required, per AR 670-1. Earplugs will not be worn on the ACU/OCP.

c. Jewelry, watch chains, or similar items will not appear exposed on the uniform. The wear of a personal wristwatch, I.D. bracelet or ring is authorized as long as the style is conservative and in good taste. The wear of religious medals on a chain is authorized as long as it is worn IAW AR 670-1.

d. The wear of fad devices, vogue medallions, a personal talisman, amulet or earrings of any description, when in uniform on or off duty, is strictly prohibited. Any item of personal wear that has disruptive, moral or social overtones, is unauthorized IAW AR 670-1.

e. Haircuts must be maintained IAW AR 670-1.

f. Students will be in the prescribed uniform IAW the training schedule. The IPFU or APFU (Summer or Winter) is the only authorized attire that will be worn as sleep attire.

g. Civilian clothes are authorized for wear during pass as long as they are within good taste and do not violate any Equal Opportunity (EO) / Consideration for Others (CO2) regulations. Failure to comply will result in a DA 4856.

h. Authorized outwear for those Students that decide not to leave the Academy grounds for pass is tasteful civilian attire, ACU's, or IPFU/ APFU. After completion of pass the Students will be in a military uniform IAW the training schedule.

i. Students will receive a DA 4856 negative counseling for 2 Spot Reports of the same violation.

#### **14. FORMATIONS:**

a. Formations are conducted in accordance with FM 3-21.5.

b. In ranks and barracks inspections are conducted daily prior to classroom attendance.

#### **15. MARCHING:**

a. Students will march at the position of attention from the waist up and no talking. The command "ROUTE STEP, MARCH" will not be used in the Academy Area unless in an outer area where poor terrain conditions prevail. Under no circumstances will horseplay or unprofessional conduct be tolerated while marching. Students will march whenever

they are in a group of 3 or larger. In the event a squad has already started marching, students will not run to catch up with group and march with the element. Students will walk with a sense of urgency (with purpose) if not in a group of 3 or more.

#### **16. WEAPONS IMMERSION:**

a. On DAY 0 Students will sign in their assigned weapons over to the Academy Arms room and will sign them back out again prior to Land Navigation and STX. Blank adapters will be placed on the tip of the barrel upon receiving weapon from Arms Room. Students will clear their weapon prior to entering any buildings on Academy grounds. Weapons will not be taken into the latrines; the weapon will be secured by a buddy.

b. The following weapon carrying techniques will be used when following the weapons immersion policy:

(1) Formations and while Marching – Sling arms with barrel pointed skyward.

(2) General movement – Weapons carried at the low ready.

(3) DFAC line – Soldiers will be at Parade rest. When weapon is in your possession, you will be at, Chow Sling Arms (weapon is slung across your front at low-ready).

(4) Guidon Bearer- Weapon will be slung over the back with the barrel pointed to the lower left.

**17. COUNSELING:** Counseling sessions, oral and written, develop professional standards, habits, attitudes and correct deficiencies. You will receive extensive training on developmental counseling. The focus is to assess your performance (positive and negative) against the nine leadership competencies outlined in FM 6-22.

**18. BULLETIN BOARDS:** The training schedule is posted on the Student bulletin board in each classroom. Additional information can be sought after through your Student Chain of Command.

**19. STORAGE:** TDY Students will store excess luggage or equipment in the unused wall-lockers located in the billets. Safe keeping of valuables is an individual responsibility. Lock them in your personal wall locker. Students are advised not to bring high dollar items or large sums of cash in excess of 75 dollars.

**20. PHYSICAL SECURITY:** Physical Security is extremely important, not only of personal equipment, but of military equipment as well. All valuables, such as cellular phones, laptops, personal records, loose change, wallets, phone cards, stamps, checkbooks, ATM cards, debit cards, keys, credit cards, compasses, TA-50, and items signed for from unit supply will be locked in your wall locker. No personal items will be left in the classrooms unattended at any time. First security violation will result in a Spot report. And any violation thereafter will be a DA Form 4856.

**21. ALCOHOL:** There will be absolutely no alcohol consumption by BLC Students, to include while released on pass. This is a Ft. Stewart NCO Academy Policy. Any Student caught consuming alcohol will receive a DA 4856 and will be dismissed from the course (See Alcohol Policy on Page 44).

**22. PX:** The PX is located in the rear of Bldg. #19211. The PX is only open on certain days during the training cycle, hours of operation are posted on the door.

**23. MEDICAL AND DENTAL:** Students will inform the Student Chain of Command prior to reporting to the Aid Station, Bldg. #19215 during sick call hours (0530-0600) unless an emergency exists. If required, NCOA Medics will transport Students to the hospital or dental facility for treatment. If a Student is transported to a medical or dental facility, they must have in their possession their CAC and a copy of their DD1610 or attachment orders. During Weapons immersion, possession of their weapon, the Student Platoon Sergeant will maintain control and accountability until the Student returns. If Student does not return, the weapon will be turned into the Academy Arms room.

**24. MENTORSHIP AND CADRE ASSISTANCE:** The Fort Stewart NCO Academy provides Students with the best possible training. An MFLC representative and Cadre personnel are available to assist Students who may be suffering from academic or personal issues.

**25. SERVICE SCHOOL ACADEMIC EVALUATION REPORT (DA Form 1059):**

a. The Academic Evaluation Report (AER) governed by AR 623-3 is designed to portray the accomplishments and potential (Whole Soldier Concept) that each Soldier demonstrates while attending BLC.

b. The Academy prepares a DA Form 1059 on all Soldiers enrolled in the course. The disposition of the AER is:

(1) Original: Forwarded to US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN.

(2) One copy: Forwarded to your Unit's Records Processing Center.

(3) One copy: To the individual.

(4) One copy: Filed at the NCO Academy.

(5) One copy: To your Unit Commander by your Major Subordinate Command.

c. Students released prior to completing required training will receive a referred DA Form 1059 (Academic Evaluation Report), through distribution, stating the cause of their release; medical administrative, or disciplinary.

## **26. LESSON REVIEWS and STUDY HALLS:**

a. Study hall is mandatory training sessions and conducted IAW the BLC training schedule. Training and lesson review sessions are under the supervision of Small Group Leaders. Study hall is used as preparatory time for Students next day course evaluations, to review any training presented the course, and for the rehearsal of upcoming classes and presentations.

b. Students are responsible for taking initiative during study hall. Some areas of emphasis are:

(1) Notes - Note taking must be detail and accurate. Compare notes with Classmates.

(2) References - Ensure references are organized and noted in your notes.

(3) Reviewing - Student handout, advance assignments, and reading for the next day's classes.

## **27. TRAINING MATERIALS:**

a. Computers are provided in all classrooms for Student use. As with any military property or equipment, care will be exercised to ensure all classroom materials are kept in good condition for the benefit of the next user. Students will be held accountable for their computers, assigned equipment, and materials. No programs, memory sticks, or external devices or material, of any kind, will be downloaded onto NCO Academy computers.

## **SECTION FOUR:**

### **CADRE AND STUDENT ORGANIZATION**

**1. PURPOSE:** This section outlines the organizational structure and key leadership responsibilities for the Basic Leader Course.

**2. GENERAL:** Academy Cadre and the Student Chain of Command/NCO Support Channel work together to develop leadership potential in Students. The focus is for a smooth operation and continuity of Student leadership. For the Student leadership to function, each Student must understand the provisions of the Student Guide and make a maximum effort to comply with all instructions, policies, and directives.

#### **3. INSTRUCTOR SECTION:**

a. One Small Group Leader (SGL) is assigned for each group of Students. The SGL is a de facto Squad Leader and serves as the primary trainer for the squad. SGLs maintain daily contact with their Students, from in-processing to graduation.

b. One Senior Small Group Leader (SSGL) is assigned for every four SGLs. The SSGL is a de facto Platoon Sergeant and serves as the primary trainer and administrator for the Platoon. The SSGLs are the link between the Student Chain of Command and the BLC Chief. The SSGLs will assist you in any way possible and act as an advisor in matters related to administration. They will aid you in establishing required individual standards to become a BLC graduate.

c. The BLC Chief Instructor is responsible for all areas of school operations. Areas include, but are not limited to training, administration, operations, support, discipline, and standards.

**4. STUDENT CHAIN OF COMMAND:** The Student Chain of Command is designed to give Students the opportunity to function in a leadership position. Students will exercise the authority and assume the responsibilities for the position to which they are assigned.

**5. LEADERSHIP POSITIONS:** Assignments to leadership positions are rotational. Responsibility for the enforcement, control and discipline rests with the Student leadership. As a Student, you must perform and respond to orders of the Student leadership and cadre.

#### **6. DUTIES AND RESPONSIBILITIES OF THE STUDENT CHAIN OF COMMAND ARE LISTED BELOW, BUT ARE NOT LIMITED TO:**

a. **FIRST SERGEANT** - The First Sergeant is responsible for:

(1) Communicating information from the BLC Chief and the SSGLs down to the Student leadership.

(2) Supervising details assigned to the BLC Students, ensuring platoon sergeants understand and accomplish tasks.

(3) Formations during BLC will be conducted IAW FM 3-21.5, rendering true and accurate reports.

(4) Ensuring that all personnel are in the prescribed uniform as indicated on the training schedule. Changes to uniform wear may be issued by the BLC Chief or SSGLs.

(5) Responsibilities cannot be delegated to another Student leader.

(6) Ensuring information such as Chaplain's visits and hours for are disseminated to the Student Chain of Command.

(7) Ensuring Students report to the visiting area for sponsor visits in a timely manner.

b. PLATOON SERGEANT - The Platoon Sergeant is responsible for:

(1) Making on-the-spot corrections.

(2) Supervising details assigned to the Platoon, ensuring Squad Leaders and squad personnel understand and accomplish tasks.

(3) Ensuring the Student Chain of Command is functioning smoothly, all assignments are given in a timely manner, and all details are distributed to ensure a fair work load for all squads.

(4) Forming the Platoon promptly and conducting formations IAW FM 3-21.5, rendering true and accurate reports.

(5) Ensuring personnel are in the prescribed uniform as per the training schedule and guidance given.

(6) These responsibilities cannot be delegated to another Student leader.

c. SQUAD LEADER - (This is an evaluated position. These responsibilities cannot be delegated to another Student). The Squad Leaders are responsible for:

(1) Assisting the Platoon Sergeant by exercising control over the squad and correcting all deficiencies.

(2) Making "On-the-Spot" corrections.

(3) Supervising the details assigned to Team Leaders, ensuring Team Leaders understand and accomplish all tasks.

(4) Accountability of Student whereabouts throughout the day.

(5) Ensuring squad personnel are in the prescribed uniform.

d. TEAM LEADER - (This is an evaluated position. These responsibilities cannot be delegated to another Student). The team leaders are responsible for:

(1) Assisting the Squad Leader by exercising control over the team.

(2) Duties are the same as those of Squad Leader listed above.

e. Leaders' 10 Simple Rules for "Effective Communication"

(1) **Always** ask yourself, "Who else needs to Know?"

(2) Think before you speak - - Think, Push, Talk.

(3) Know when to stop speaking.

(4) Make things as simple as possible, but no simpler.

(5) Answer, "Yes" or "No", question with, "Yes" or "No."

(6) Know the difference between "Assumption" and "Fact."

(7) No pronouns – Someone is responsible, use their name / position / office.

(8) "Working" is not a status, condition or action.

(9) "I don't know, but I'll find out and get back with you," is an acceptable answer, as long as you "get back with."

(10) "A reasonable expectation of understanding = "3 X 5". Use 3 modes of communication and tell them 5 times.

## SECTION FIVE:

### STUDENT STANDARDS AND RESPONSIBILITIES

1. **PURPOSE:** This section outlines individual standards and responsibilities for Students. It further defines common areas of responsibility for the Student Chain of Command

2. **AREAS OF RESPONSIBILITY:** Students are responsible for ensuring billets and personal areas are maintained to the highest standards. The Student Chain of Command is responsible for the upkeep and police of the Academy buildings and outside areas. Areas of responsibility are inspected daily. If Students need supplies for the barracks, common latrine, etc., ensure to get with SGL/SSGL before supplies run out. Fill out the appropriate supply request and submit. The following tasks are accomplished daily prior to morning formation each day:

(a) Beds will be made and male Students will shave prior to first formation

(b) Wall lockers are secured

(c) Trash cans emptied before every morning formation with can/bags properly displayed

(d) Lights out when not in use

(e) Brooms and cleaning materials stored in the Student supply closet

(f) Brooms stored heads up; mops stored outside.

NOTE: Fire extinguishers will not to be moved or tampered with in any way.

### 3. EVENING DETAILS:

#### a. CLASSROOMS:

(1) Furniture cleaned, dusted, and aligned

(2) Floors swept and mopped IAW SGL approval

(3) Lights off when not in use

(4) Desk tops clean, neat, and orderly

(5) Trash cans emptied and bags replaced

(6) Coffee pots cleaned and powered off

b. LATRINES:

(1) Floors swept and mopped as directed by Staff Duty NCO.

(2) Urinals and commodes cleaned

(3) Toilet tissue in each stall

(4) Sinks cleaned and stoppers present

(5) Soap trays cleaned and soap restocked

(6) Shower room walls/floor cleaned

(7) Trash cans emptied and the trash bag replaced

(8) Paper towels restocked

c. LAUNDRY ROOMS:

(1) Floors swept and mopped as directed by Staff Duty NCO.

(2) Clean washers & dryers. Open lids and doors for inspection.

(3) Clean dryer screens

(4) Trash cans emptied and trash bag replaced

4. **INSPECTIONS:** Daily in-ranks and barracks inspections are conducted by the Student leadership and SGLs.

a. Uniforms will be serviceable, clean and worn IAW AR 670-1.

b. Boots clean serviceable.

c. Personal Hygiene, will be neat, hair well-groomed and IAW AR 670-1.

d. Deficiencies will be corrected after the initial correction. Student will correct the deficiencies during personal break times between scheduled classes as directed by the SGLs/SSGLs, or during the following weekend break, before the next accountability formation.

5. **MAINTENANCE / R&U:**

a. Everyone is responsible for reporting through the Student Chain of Command anything inoperative, broken, damaged, or missing throughout the Academy area.

b. Each Platoon will inform the Student 1SG on work order information in the problem area. The Student Platoon Sergeants will turn in a consolidated list of maintenance requirements to the Student 1SG who in turn passes it up to the SSGL's. The Senior Instructor will review this list and place a work order into TFW or the NCOA R&U NCO. SSGL's will report any deficiencies to the BLC Chief Instructor if no action is taken by TFW to correct the problem in a timely manner. The BLC Chief will expedite work orders for malfunctioning air conditioning units, heat or hot water issues, and plumbing.

## **GENERAL INFORMATION**

### **3rd INFANTRY DIVISION SHOULDER PATCH**

The idea for the insignia originated with Brigadier General Preston Brown, who commanded the Division during the Meuse-Argonne offensive.

The patch consists of a square containing three diagonal white stripes on a dark blue field. The blue stripes represent Infantry, loyalty, and the steadfastness of American Soldiers.

The three diagonal white stripes designate the major operations in which the Division took part up until the signing of the Armistice (the Marne, St. Mihiel, and the Meuse-Argonne), as well as represent the numerical designation of the Division.

### **3rd INFANTRY DIVISION CREST**

The crest is a silver colored metal and enamel insignia, one and one-half inches in height, consisting of a silver rock issuing from the inner arc of a blue ring inscribed with "Nous Resterons La." A silver wyvern with blue wings and three diagonal bands stand on the rock. The rock, inscription, and wyvern refer to the names by which the Soldiers of the 3rd Infantry Division became popularly known -"Marne Men" and "Blue and White Devils." The rock represents the Division's firm stand against the German offensive at the Marne river in World War I. It was there the 3rd Infantry Division became known as the "Rock of the Marne." When surrounding units retreated, Commanding General, Major General Joseph Dickman told our French allies, "Nous Resterons La -We're staying there." The wyvern, a heraldic form of the devil, bears the Division's blue and white stripes on its wing in commemoration of the Division's action in World War II at Anzio, where Marne men were called "Blue and White Devils" by the enemy.

## **DOGFACE SOLDIER "ROCKY"**

"I'm just a dogface Soldier, with a rifle on my shoulder." So go the words of the Division's theme song. Thanks to the creative genius of Walt Disney Productions, that "Dogface Soldier" was caricatured into a tan bulldog, "heroic, but humble, fierce, but gentle, quick-witted and wise, with a confidence and dignity that comes from having proved himself." The description is that of Major General Albert O. Connor, Third Division Commander, in visualizing verbally what he wanted for a "Dogface Soldier."

Walt Disney Productions complied. The "Dogface Soldier" was caricatured into a tan bulldog, with a rifle on his shoulder and a blue and white Marne patch on his sleeve. Attached to the rifle is a yellow flag with a black "3rd" in the center. The bull-dogface Soldier is dressed in an orange shirt and stands proudly on the background in the shape of an olive green army helmet.

All it cost was one dollar. The bulldog-face Soldier is the result of an exchange of letters between General Connor and Walt Disney Productions. In one of his letters to Disney, General Connor explained: "For many years, the 3rd Infantry Division (Mechanized) has been seeking a trademark based on the symbolism of the "Dogface Soldier." The term "dogface," he continued, "is an old one in our Army, dating back to the Indian Wars.

The Division received the final design of the bull-dogface Soldier in August 1965. Along with the drawing came a contract granting exclusive and perpetual right and license to reproduce the drawing. The only stipulations in the contract were that the Division pay the sum of one dollar and that the copyright notice, "Copyright 1965 Walt Disney Productions" be placed on all reproductions and publications of the design.

The one dollar bill provided by the Marne Association was autographed by the Division's Sergeant Major. Along with the autographed bill, which was framed, a letter of thanks to Walt Disney and his staff was sent for bringing to life the verbal conception of a song.

## **3rd INFANTRY DIVISION SONG**

### **"DOGFACE SOLDIER"**

I WOULDN'T GIVE A BEAN  
TO BE A FANCY PANTS MARINE;  
I'D RATHER BE A DOGFACE SOLDIER LIKE I AM.

I WOULDN'T TRADE MY OLD O.D.s  
FOR ALL THE NAVY'S DUNGAREES  
FOR I'M THE WALKING PRIDE OF UNCLE SAM.

ON ARMY POSTERS THAT I READ  
IT SAYS BE ALL THAT YOU CAN,  
SO THEY'RE TEARING ME DOWN  
TO BUILD ME OVER AGAIN.

I'M JUST A DOGFACE SOLDIER  
WITH A RIFLE ON MY SHOULDER,  
AND I EAT RAW MEAT FOR BREAKFAST E'V'R'Y' DAY.

SO FEED ME AMMUNITION;  
KEEP ME IN THE THIRD DIVISION,  
YOUR DOGFACE SOLDIER'S A-OKAY!

## **United States Army Sergeants Major Academy**

### **Shoulder Patch**

The U.S. Army Sergeants Major Academy (USASMA) was founded in July 1972. The Academy is headed by a three-star level nominative command sergeant major and is supported by a world-class staff and academic faculty.

The U.S. Army and Training and Doctrine Command (TRADOC) directed USASMA to bring all Forces Command (FORSCOM) NCOAs under a single proponent. USASMA activated the Noncommissioned Officer Academy Mission Command (NCOAMC) on 01 October 2016, and is now the single proponent for mission command over the following NCOAs: Fort Bliss, Fort Hood, Joint Base Lewis-McChord, Fort Stewart, Fort Campbell, Fort Drum, and Fort Bragg. During the start of Fiscal Year 2018, NCOAMC will assume mission command over the following OCONUS NCOAs: Korea, Hawaii, Alaska, and Germany.

The focus is to consolidate and synchronize the United States Army's Noncommissioned Officer Professional Military Education (Common Core) to facilitate an ever-changing transformational learning environment and to support the Army's mission in developing highly effective leaders. NCOAs are continually developing, educating, and training critical thinking, problem solving, agile, adaptive, and innovative Noncommissioned Officers and Soldiers in their initial leadership learning progression in BLC and again further in Soldiers careers in MLC. Unifying the common core will prepare noncommissioned officers to work through complex problems and succeed as part of any unit while contributing to strengthening the force by developing professional Soldiers to become Army Leaders.



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
United States Army Sergeants Major Academy  
Fort Stewart Noncommissioned Officer Academy  
35 Road B. Bldg 19204  
Fort Stewart, Georgia 31314-6002

ATZB-NSC

12 OCTOBER 2016

**MEMORANDUM FOR RECORD**

**SUBJECT:** The Wear of the LBV, LCE, and LBE, FLC Standard for Basic Leader Course Students.

1. The minimum equipment that must be worn on the Load Bearing Equipment (LBE) and Modular Lightweight Load Carrying Equipment System (M.O.L.L.E) is listed and explained below. Extra equipment is authorized but it must present a useful and organized look.
2. One (1) quart canteen attached to the left side and one (1) quart canteen attached to the right side slightly to the rear of the Pistol Belt or M.O.L.L.E or camelback. At a minimum, all Students will have attached to their gear: two (2) 1 quarts canteens and a Camelback. If a Student wants to wear more than two quarts of water with Camelback, an additional source can be added following the above SOP.
3. When wearing the Load Bearing Vest (LBV) or Load Bearing Equipment (LBE), anything without build-in ammunition pouches; the ammunition pouches will be attached to the front of the Pistol Belt or system. Students must have enough pouches for seven magazines.
4. The Army Combat Helmet (ACH)/Ballistic Helmet chin strap will be centered and fit snugly around the Students chin. Approved Ballistic eye protection and gloves are worn whenever the helmet is worn. Tinted lenses are authorized to be worn during daylight hours and clear lenses will be worn at night. No Green, Yellow, or Amber/Orange lenses will be authorized.
5. Combat and special skill badges are "Not Authorized" for wear on the ACU/OCP while wearing the LBV, LCV, or LBE, unless the skill badges are sewn on uniform.
6. The fully equip Improved First Aid Kit (IFAK) will be attached to the lower left side of the LCV, LBE as the Student wears it.
7. Two copies of DA Form 1156 (Casualty Feeder Card) will be filled out to the fullest extent possible. One copy is carried in the upper left sleeve pocket of the ACU/OCP Jacket and one copy is carried in the IFAK. The Casualty Feeder Card will be in the water proof (type) bags.

ATZB-NSC

SUBJECT: LBV,LCE, and LBE, FLC Standard for Basic Leader Course Students

8. NOTES:

- a. Canteens/Camelbacks will be filled with water for all inspections and on STX missions. Especially, during the hot weather season.
- b. The Pistol Belt and all System will be fit securely; no sagging gear.
- c. All system will be snapped, zipped or fastened close with all external straps secured and snug.
- d. Rucksacks/ALICE Pack will not have straps hanging, personal gear tied on the outside, colorful tape flapping, or anything protruding outside of the M.O.L.L.E Pack/ALICE Pack.
- e. All Students will carry seven (7) magazines for combat load.
- f. Students who had previous HOT weather injury will mark on their left shoulder strap of the LBE, LCE, and LBV **RED TAPE** as the Student wears it.
- g. Students who had previous COLD weather injury will mark on their left shoulder strap of the LBE, LCE and LBV **BLUE TAPE** as the Student wears it.

//ORIGINAL SIGNED//  
MICHAEL J. GARCIA  
1SG, USA  
BLC Chief



**DEPARTMENT OF THE ARMY**  
United States Army Sergeants Major Academy  
Fort Stewart Noncommissioned Officer Academy  
35 Road B. Bldg 19204  
Fort Stewart, Georgia 31314-6002

REPLY TO  
ATTENTION OF

ATZB-NSC

12 OCTOBER 2016

**MEMORANDUM FOR RECORD**

**SUBJECT: Noncommissioned Officer Academy Lights Out Procedures**

1. The times for "Lights Out" are written in the Training Schedule for each class.
2. Five (5) minutes before Lights Out, the Student First Sergeant (1SG) will report to the Staff Duty Noncommissioned Officer (SDNCO), located in Building 19204, at the Headquarters' Staff Duty Desk.
3. At Lights Out, the SDNCO and the Student First Sergeant will walk through the barracks with a flashlight, counting students and weapons systems, and ensuring that all students are not lying on top of a perfectly made-up bunk. Students are authorized to upgrade to poncho liners or sleeping bags as long as their covers are pulled back. Again, it is mandatory for students to pull their covers back.
4. Specific rules apply when Soldiers enters the Barracks of the Opposite Gender:
5. Knock on the door and "Wait" for someone to answer
  - a. Without entering the Barracks, ensure that all Occupants are properly clothed and that no one is in the latrine.
  - b. Once give the "ALL CLEAR", enter the Barracks (loud and clear) sounding off, announcing "Male on the floor!" or "Female on the floor!"
6. The SDNCO will record student numbers for those students not in their bunks during the lights out inspection. Student numbers will be given to the Senior Small Group Leaders (SSGLs) the very next morning, before Physical Training Formation. After Lights Out, Students will not leave their barracks unless reporting directly to the SDNCO, Aid Station, outside portable latrines, or under special circumstances laundry facility outside of your assigned barracks (if approved by Student Leadership). Students utilizing the Laundry Facilities to wash/dry clothes may leave the billets/barracks after Lights Out, "BUT MUST SIGN OUT and IN AT THE STAFF DUTY DESK".

ATZB-NSC

SUBJECT: Noncommissioned Officer Academy Lights Out Procedures

7. Students not abiding by the Lights Out Procedures may receive a Negative Counseling, DA Form 4856, removed from the Commandant's List, and possible disciplinary drop from the course.

//ORIGINAL SIGNED//  
MICHAEL J. GARCIA  
1SG, USA  
BLC Chief



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REPLY TO  
ATTENTION OF

ATZB-NS

14 October 2016

MEMORANDUM FOR All Fort Stewart NCO Academy Personnel

SUBJECT: Students' Alcohol and Drug Abuse Policy

8. **Applicability:** This alcohol and drug abuse policy applies to Soldiers / Students attending Fort Stewart Noncommissioned Officer Academy, Basic Leader Course.

9. **Purpose:** This policy is intended to promote and enforce zero tolerance of alcohol and illegal / non-prescription drug usage while attending Military School (NCOES)

10. **Policy:**

a. There will be **absolutely no alcohol consumption by Soldiers / Students** while attending the Basic Leader Course, to include while released on pass.

b. Driving while impaired by alcohol will not be tolerated. I will recommend Uniform Code of Military Justice (UCMJ) and local laws regarding drinking and driving be administered. AR 190-5 mandates that documented reports of intoxicated driving or driving under the influence of alcohol, on-post or off-post, result in a General Officer Reprimand, a one year suspension of installation driving privileges, and a report of the offense to the state where the Soldier is licensed.

c. Any Student(s) caught with any amount of Alcohol in their body, on their person, in their personal belongings or in their Privately Owned Vehicle (POV) will receive a DA Form 4856 (Developmental Counseling), notification of Disciplinary Drop and dismissed from the Basic Leader Course, with a six months suspension from attending any and all Noncommissioned Officer Education System (NCOES).

11. **“Enter to Learn, Leave to Lead”**

12. Point of contact is the undersigned at 912-435-2501 or DSN 475-2501.

BRYAN S. KERNAN  
CSM, USA  
Commandant



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ATTENTION OF

**DEPARTMENT OF THE ARMY**  
United States Army Sergeants Major Academy  
Fort Stewart Noncommissioned Officer Academy  
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Fort Stewart, Georgia 31314-6002

ATZB-NS

14 October 2016

MEMORANDUM FOR All Fort Stewart NCO Academy Students

SUBJECT: Student Pass Policy (Policy # 15)

1. *Ordinary Leave for Soldiers / Students attending Basic Leader Course (BLC) is not authorized.* All Students attending the Fort Stewart NCO Academy Basic Leader Course will provide a "Plan-of-Action" for the weekend pass allotted while in training. Your plan-of-action must be completed and submitted to your Small Group Leader (SGL) 48 hours prior. The plan-of-action will include a physical address and phone number if planning to stay overnight, outside of the FS NCO Academy area. If you are staying in a hotel; it has to be an exact hotel address. (e.g. Days Inn, 126 Sheldon Road, Hinesville, GA 31314) Students will receive a safety briefing given by the Basic Leader Course Branch Chief (BLC Branch Chief), students will sign the Fort Stewart NCO Academy Student Agreement, and be given specific guidance from the cadre on duty before departing the NCO Academy campus area.
  2. All Students will leave a valid contact phone number, sign in and out at the Staff Duty Desk, which will be conducted / over-watched by a Senior Small Group Leader. The uniform for Signing-In will be appropriate civilian attire or Military Uniform IAW AR 670-1.
  3. **No Alcohol will be consumed during the entire course** (see policy letter #5). To include after Signing-Out of the NCO Academy campus area while on pass.
  4. Soldiers/Students are to remain within a 250 miles radius of Fort Stewart for weekend passes. The distance of travel will be no greater than 250 miles. A 50 mile radius will be in effect during extenuating circumstances when directed by the Commandant.
  5. The Fort Stewart NCO Academy Staff Duty's phone Number (912) 435-2513 will be programmed into students' cell phones and verified (if possible with connectivity check) by the students SGL 24 hours prior. The local taxi phone numbers will also be programmed into students' cell phones. The cost of travel via "Taxi Service" will be students' responsibility if chosen NOT to use transportation provided by the Fort Stewart NCO Academy.
- **Students driving privately owned vehicles (POV) "In-and-Around Mileage" are not authorized.**

***NOTE: Soldier / Students must plan their return accordingly if they are planning to eat in the Dining Facility (Lunch Meal 1200-1300 and Dinner Meal 1730-1830).***

ATZB-NS

SUBJECT: Student Pass Policy (Policy # 15)

6. In cases of emergency; the Fort Stewart NCO Academy's Staff Duty will be notified as soon as possible (ASAP) at 912-435-2513 or 912-435-2501.
7. Failure to comply with any or all of the Fort Stewart NCO Academy's established policies will result in receiving a DA Form 4856 and possible dismissal from the course.
8. Point of contact is the undersigned at 912-435-2501 or DSN 475-2501



BRYAN S. KERNAN  
CSM, USA  
Commandant



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12 OCTOBER 2016

**MEMORANDUM FOR RECORD**

**SUBJECT: Cellular Phone Use**

1. The use of cellular phones is permissible under the following guidelines.
2. Students are allowed to maintain their cell phone during the duty day. The phone must be off, NOT on vibrate or silent, so as not to be a distraction during class. The prescribed break areas are the only areas where cell phones will be used. Cell phone accessories will be stored in the student's wall locker during the day, but may be left out to charge at night. Cell phones will not be used during quiet hours (2300hrs – 0500hrs). The student is responsible for the security of their cell phone. Cell phones will not be used in any latrines or during Academy maintenance time. Students assigned to work the sponsor desk, will not use their cell phone.
3. Cell phone use is defined as anything requiring the power to be turned on. Cell phones will not be used in the barracks, after lights out, or during study hall hours. Cell phone use is strictly prohibited during the entire Situational Training Exercise (STX) and left in the wall locker.
4. Only in emergency situations will cell phones be allowed outside of this established standard. The BLC 1SG and Senior SGL are the approving authority for emergency use of a cell phone.
5. Students caught using their cell phone in unauthorized areas or if the phone goes off inside the classroom, will receive a negative DA Form 4856, removed from honors, and a possible disciplinary drop.

//ORIGINAL SIGNED//  
MICHAEL J. GARCIA  
1SG, USA  
BLC CHIEF

## NCO ACADEMY PHONE DIRECTORY

<b>OFFICE</b>	<b>PHONE #</b>	<b>BLDG #</b>
Commandant	435- 2501	19204
Deputy Commandant	435- 2519	19204
Administrator	435- 2501	19204
Chief of Training	435- 2505	19202
OML Manager	435- 2524	19202
BLC Branch Chief	435- 2517	19206
Senior SGL Office	435- 2511	19206
Operations NCOIC	435- 2514	19202
Staff Duty NCO	435- 2513	19204

DSN# is 475 for Ft Stewart  
Ft Stewart Area Code: (912)