



Basic Leader Course STUDENT GUIDE

ENTER TO LEARN, LEAVE TO LEAD!!

Updated November 2015

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SECTION ONE:

FOREWORD

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

Each Student must read and comply with the contents of this 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 deficiency counseling and may constitute grounds for a motivational or disciplinary release.

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



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
Fort Stewart Noncommissioned Officer Academy
Maneuver Center of Excellence (MCoE)
35 Road B, BLDG 19204
Fort Stewart, Georgia 31314-6002

ATZB-NS

12 November 2015

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 21st 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.
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. Kernen

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 24th 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 24th Infantry Division (Mechanized) was reflagged as the 3rd 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 Basic Leader Course (BLC). 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 3rd 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. 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

No 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.

Competence 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 tactically and technically 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.

Officers 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 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 (PUB). Meaning, you will **NOT** tab, fold, crease, highlight, or write on pages of **RECOVERABLE** PUB.
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.
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.

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 all violations 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.



BRYAN S. KERNAN
CSM, USA
Commandant

SECTION TWO:

COURSE DESIGN

PURPOSE: Basic Leader Course is branch-immaterial Leadership Training / resident course, taught on a Military Installation by Noncommissioned Officer Academies' Cadre in a non-live-in environment. However, 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 must report NLT 1700 hours the day prior to the class start date.** Hot lunch and dinner in the DFAC will be served to all TDY Students. **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. The Students' uniform is the Improved Physical Fitness Uniform (IPFU). Students will be seated in the Academy Briefing Center, Bldg. 19218, NLT 0500 on pick-up day. 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 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 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 for verification purposes only. An official retest will be administered no earlier than 7 days later given by the Senior SGL's. 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 disenrolled from the course and sent back to their unit. For all missing equipment, the sponsor will have 72 hours to correct the deficiency. If not fixed 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. Documents can be faxed to 435-2521/ 2509, dropped off at the Sponsor Desk, or the Senior's office. 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 aligned.
- 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 at 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 initial passing score on all tests, achieved the **highest** academic average, had no negative DA Form 4856 counseling's, and excelled in all other areas of training and leadership, using the whole Soldier concept. 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, had no negative DA Form 4856 counseling's, and excelled in all other areas of training and leadership, using the whole Soldier concept. 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, had no negative DA Form 4856 counseling's, and excelled in all areas of training and leadership, using the whole Soldier concept.

d. Leadership Awardee:

This awarded to the Student who achieved an initial passing score on all tests and selected by his or her peers for outstanding demonstrated leadership abilities. which contributed to the overall success of the squad. The Student cannot have any negative DA Form 4856 counseling's, and excel in all areas of training and leadership using 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 cannot have any negative DA Form 4856 counseling's.

f. Iron Sergeant Award:

There will be a voluntary competition for Iron Sergeant which consists of an Army Physical Fitness Test (APFT). The Iron Sergeant competitor with the highest score within the Student body wins the title of the Iron Sergeant of that perspective class. 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 are addressed:

- a. The right of the individual 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.

There are five ways in which a Student can be released prior to graduation:

- a. **ADMINISTRATIVE:** Results from Unit Recall for emergencies or contingencies. The Student's unit is responsible for submitting all paperwork. 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 Students unit.
- b. **MEDICAL:** Injury or illness resulting in quarters, hospitalization or restrictive physical profiles, which preclude the Student from meeting the requirements for graduation.
- c. **MOTIVATIONAL:** Results after developmental counseling concerning attitude and/or motivation prove unsuccessful.
- d. **DISCIPLINARY:** Violations of the Uniform Code of Military Justice, 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. 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.
- e. **ACADEMIC:** Students who fail to meet established HQ TRADOC test standards through two separate evaluations (i.e., original test and one retest), with the first failure followed by remedial training, are dismissed from the Academy for academic deficiency.

8. COMMANDANT'S OPEN DOOR POLICY: Procedures for registering complaints and grievances are posted on the 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. 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. Sponsors from Fort Gordon, Fort Benning, and other areas that are not within the Fort Stewart footprint can drop off items on Day's 1-3 during the posted visitation hours. Sponsors and visitors will report to the break area, adjacent to Building #19207 upon arrival at the Academy and report to the Students at the sponsor sign-in desk. The Students at the desk will coordinate to bring the visited BLC Student to the visiting area. All official military visitors will be in Army Combat Uniform (ACU) or Multi-cam (for Ranger Regiment only). 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 on Monday - Friday from 1730-1830, except during the first 3 days and during STX. Visitors will report to the break area located next to Bldg. #19207.

d. Authorized parking of visitors' POVs, TMPs, or Tactical Vehicles is in the Academy parking area adjacent to the Pavilion/Student break area. **Sitting in POVs with spouses and/or children is prohibited;** visits will be in the picnic area only. Visitors will be placed indoors (Academy Briefing Center) during inclement weather. **Students are responsible for policing the area after visitation.**

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 and Student

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, Chief of Training 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 teaches the standards of the US Army and as Students representing the Noncommissioned Officer Corps, you will maintain these standards.

a. Students will maintain the highest standards of military courtesy. If addressed by an Officer, you will remain at attention, unless given other instructions. When addressed by a Noncommissioned Officer you will remain at 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 and chrome shower heads and turn on valves will be polished. Toilets will be scrubbed with the seat positioned up upon completion of morning barracks maintenance. All Academy barracks Bay Sergeants will come up with an Academy standard as far as barracks presentation each day. Students will not be released on Friday's or on holiday passes until barracks 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 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. When using laptops you must also use headphones. This item will not be used to view pornographic or offensive material of any type. **LAPTOPS WILL NOT BE CONNECTED TO THE ACADEMY INTERNET.** The only two authorized areas to be used for laptops will be the break areas or your personal area of the billet during personal time. Laptop usage IS NOT authorized after lights out. Snacks or food of any type are not allowed in the billets.

- **FIREGUARD-** Shifts will be established from 2300-0500 each week except for Fridays or last day of the week, when students are released for pass. Bay sergeants are responsible for making shift schedules each week rotating personnel. All fireguards will be up, dressed in PT's, shoes, and with a flashlight. If no fireguard is present, the Staff Duty NCO will wake up everyone and put them in formation for accountability.

c. **Off duty:** Students will be allowed to leave the Academy grounds every Friday or last working day of the week at 1730 when “dismissed”. There will be an accountability formation the following Monday or first working day of the week at 0500. If there is any alcohol on your body, in your body, if you smell of alcohol, in your personal things, in your POV, the day of recall, or any other time while you are a Student here at the Fort Stewart NCOA 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 Soldier 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 BLC Academy grounds.

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

f. **Use of un-prescribed drugs or alcoholic beverages:** Use of weight gain or weight loss supplements (Ripped Fuel, Creatine, Stackers, etc.) will not be allowed at BLC. Violation will result in immediate disciplinary action or release from the course. Vitamins (i.e. One a Day, Geritol, Centrum, Ginseng, etc.) and prescription drugs (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) Violation of integrity

(2) Conduct unbecoming of a Soldier

(3) Violation of the Honor Code

(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) Sexual Harassment or EO noncompliance
- (7) Violation of pass policy
- (8) Shave/Haircut
- (9) Late for classes/formations
- (10) FFI (Failure to Follow Instructions)
- (11) Disrespect to cadre
- (12) Disrespect to Student Chain of Command (will be reported immediately to a SGL/SSGL or the BLC Chief)
- (13) Failure to communicate/pass information
- (14) Failure to supervise
- (15) Hands in pockets
- (16) Use of Profanity
- (17) Provoking Speeches or Gestures
- (18) Lack of Motivation
- (19) Caught sleeping before all missions and details are complete (garrison or tactical) and approved by Student 1SG.
- (20) 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 will determine completeness and serviceability of these 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 to graduation.

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

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. The "high & tight" is an authorized hairstyle, however, the end result must present a tapered appearance.

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. Students will **march** whenever they are in a group of 3 or larger. No talking or horse playing in formation. 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 double time if not in a group of 3 or more, Students **will** double-time to and from their destination in a professional manner, unless on a profile that states the Soldier is a walker. The only exception to this is during STX, which will be explained on the next page.

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 FOB Warrior's Entry Control Point (ECP). Weapons will not be taken with them into the latrine; the weapon will be secured by a buddy. Students will not double time around the Academy area while handling weapons.

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

(1) Formations and while Marching (**unless it is a tactical formation**) – Sling arms with barrel pointed skyward.

(2) General movement – Weapons carried at the low ready. (**Individuals/Groups of 2**)

(3) DFAC line - Weapon will be held at the low ready.

(4) Guideon Bearer- Weapon 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: Students will read the bulletin board at least twice daily. The training schedule is posted on the Student bulletin board in each classroom.

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. 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. 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. Operating hours of the PX are announced on the PX operating hours memorandum located on the bulletin board in the classroom.

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. Medics will transport Students to hospital/dental facilities for treatment if required. If a Student must attend medical facilities on Ft Stewart Main, they must have in their possession a **copy** of their DD1610 or attachment orders and their weapon will be turned in to their Student Platoon Sergeant.

24. MENTORSHIP AND CADRE ASSISTANCE: The Fort Stewart NCO Academy provides Students with the best possible training. A MFLC representative and Cadre personnel are available to assist Students with academic and personal problems.

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

a. The Academic Evaluation Report governed by AR 623-1 is designed to portray the accomplishments and potential (Whole Soldier Concept) that each Soldier demonstrates while attending the NCO Academy.

b. The Academy prepares a DA Form 1059 (Academic Evaluation Report) on all Soldiers enrolled in the course. The disposition of the Academic Evaluation Report is:

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

(2) One copy: Forwarded to local Records Processing Center.

(3) One copy: To the individual.

(4) One copy: Filed at the Academy.

(5) One copy: To Commander through Major Subordinate Command

c. Students released prior to completing required training will receive a 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 and conducted IAW the training schedule. Sessions are under the supervision of Small Group Leaders. Study hall is used as preparatory time for Students next day of training, to review any training presented that training day, and for the rehearsal of upcoming classes and presentations.

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

- Note taking accuracy - compare notes with classmates
- References - ensure references are organized and noted in your notes
- Student handout advance assignments & reading for the next day's classes

27. TRAINING MATERIALS:

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. **No programs, memory sticks, or material of any kind will be downloaded onto 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 smooth operation and continuity of the Student leadership. For the Student leadership to function, each Student must understand the provisions of the Student Guide and make maximum effort to comply with all instructions/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 Chief Instructor. 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.

c. The 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 rotated. 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 Senior Small Group Leaders and the BLC Chief down to the Student leadership.

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

(3) Forming the BLC Students and conducting formations in accordance with FM 3-21.5 and rendering true and accurate reports.

(4) Ensuring that all personnel are in the prescribed uniform as indicated on the training schedule.

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

(6) Ensuring information such as Chaplain's visits and hours for the PX and barber shop are disseminated to the 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 the 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 for formations in accordance with FM 3-21.5, and rendering true and accurate reports.

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

(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) Maintaining a list of absentees throughout the day.

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

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. Commandant / 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 list and submit. The following tasks are accomplished daily prior to morning formation each day:

- a) Everything that **can** be shined **will** be shined (ie. polished)
- b) Beds will be made and male Students will shave prior to first formation
- c) Floor swept (underneath beds too)
- d) Windows and window sills cleaned and dusted
- e) Desks and chairs cleaned and aligned
- f) Wall lockers properly displayed, dusted, and aligned
- g) Bunks and uniforms properly displayed and aligned
- h) Dust covers properly aligned
- i) Trash cans emptied before every morning formation with can/bags properly displayed
- j) Lights out when not in use
- k) Barracks doors closed
- l) Blankets serviceable and free of dust
- m) Footgear clean and properly displayed
- n) Top of wall lockers cleaned

- o) Base boards cleaned
- p) Brooms and cleaning materials neatly stored in the Student supply closet
- q) Dryers cleaned in and out and behind
- r) Washing machines cleaned in and out and behind
- s) Cleaning supply closet organized with 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. STAFF DUTY OFFICE:

1. Everything that **can** be shined **will** be shined (ie. polished)
2. Floors cleaned and vacuumed
3. Windows and window sills cleaned and free of dust
4. Furniture cleaned, dusted, and aligned
5. Lights off when not in use
6. Baseboards cleaned

Trash cans emptied and bags replaced

b. CLASSROOMS:

1. Everything that **can** be shined **will** be shined (ie. polished)
2. Windows and window sills cleaned and free of dust
3. Furniture cleaned, dusted, and aligned
4. Floors mopped at a minimum of twice a week
5. Lights off when not in use
6. Baseboards cleaned

7. All brass shined
8. Desk tops clean, neat, and orderly
9. Trash cans emptied and bags replaced
10. Coffee pots cleaned and unplugged
11. A/C vents dusted off

c. LATRINES:

1. Everything that **can** be shined **will** be shined (ie. polished)
2. Floors cleaned and mopped everyday
3. Urinals and commodes cleaned with seats up
4. Toilet tissue in each stall
5. Windows and window sills cleaned and dusted
6. Pipes and doors cleaned and dusted
7. Lights off when not in use
8. Water spots and stains removed from all fixtures
9. Sinks cleaned and stoppers present
10. Soap trays cleaned and soap restocked
11. Shower room walls/floor cleaned
12. Trash cans emptied and the trash bag replaced
13. Paper towels restocked
14. Dust tops of window and door frames

d. LAUNDRY ROOMS:

1. Everything that **can** be shined **will** be shined (ie. polished)
2. Floors cleaned and mopped

3. Clean washers & dryers. Open lids and doors for inspection.
4. Clean dryer screens and leave halfway out.
5. Trash cans emptied and trash bag replaced
6. Lights off when not in use
7. Baseboards cleaned
8. Windows and window sills cleaned and dusted.

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

- a. Living Areas will be displayed the same in all barracks.
- b. All items needed for the day's training removed from the billets prior to 0820.
- c. Uniforms will be serviceable, clean and worn IAW AR 670-1.
- d. Boots clean serviceable.
- e. Hair, to include mustache, will be neat, well-groomed and IAW AR 670-1.
- f. If deficiencies are not corrected after the initial follow-up period (set by SGLs/SSGLs); the Student will correct the deficiencies during personal break times between scheduled classes as directed by the SGLs/SSGLs.

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 Student 1SG, SGL/SSGL on work order information in the problem area. The Student Platoon Sergeants will turn in a consolidated list of maintenance requirements to their Student 1SG who in turn passes it up to the SSGL's. The Senior Instructor will review this list and place a work order. SSGL's will report any deficiencies to the Basic Leader Course Branch Chief Instructor if no action is taken by DPW to correct the problem in a timely manner. The Basic Leader Course Branch Chief gets involved immediately 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.

DEPARTMENT OF THE ARMY
FORT STEWART NONCOMMISSIONED OFFICER ACADEMY
MANUEVER CENTER OF EXCELLENCE (MCOE)
35 Road B, BLDG 19204
FORT STEWART, GEORGIA 31314-6002

ATZB-NSC

12 November 2015

MEMORANDUM FOR Basic Leader Course (BLC) Students / Soldiers.

SUBJECT: LBV, LVC, AND LBE STANDARD

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 on the pistol belt or M.O.L.L.E., or a camelback. At a minimum, all Students will have attached to their gear: two quarts of water, and if a Student wants to wear more than two quarts of water, the additional source can be added following the above SOP.
3. When wearing the LBV (only when worn over body armor systems), LCV, or 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 their magazines in the pouches.
4. The ACH / Ballistic Helmet chin strap will be centered and fit snugly around the Student's chin.
5. Ballistic eye protection and gloves are worn whenever the helmet is worn. Tinted lenses are authorized to be worn during the daylight hours and clear lenses will be worn at night. No green, yellow, or orange lenses will be worn.
6. Combat and special skill badges are not authorized for wear on the ACU while wearing the LBV (only when worn over body armor systems), LCV, or LBE, unless the skill badges are sewn-on cloth type.
7. The Improved First Aid Kit (IFAK) will be attached to the lower left side of the LBV (only when worn over body armor systems), LCV, or LBE as you wear it.
8. Two copies of the DA Form 1156 (Casualty Feeder Card) will be filled out to the fullest extent possible. One copy is carried in the left sleeve pocket of the ACU jacket and one copy is carried in the IFAK. The cards will be in waterproof bags.

ATZB-NSC

SUBJECT: LBV, LVC, AND LBE STANDARD

9. NOTE:

- a. Canteens/ camelbacks will be filled for all inspections and missions.
- b. The pistol belt and all other systems will fit securely; no sagging gear.
- c. All systems will be snapped, zipped, or fastened closed with all external straps secured and snug.
- d. Rucksacks will not have straps hanging, personal gear tied on the outside, or anything protruding outside of the MOLLE Pack / Alice Pack.
- e. Soldiers will carry 7 magazines for combat load.



THINH T. HUYNH
1SG, USA
BLC Branch Chief

DEPARTMENT OF THE ARMY
FORT STEWART NONCOMMISSIONED OFFICER ACADEMY
MANUEVER CENTER OF EXCELLENCE (MCOE)
35 Road B, BLDG 19204
FORT STEWART, GEORGIA 31314-6002

ATZB-NSC

12 November 2015

MEMORANDUM FOR RECORD

SUBJECT: Academy Lights Out Procedures

1. The times for lights out are on the training schedule.
2. Five (5) minutes before lights out, 2300hrs, the Student First Sergeant (1SG) will report to the Staff Duty Noncommissioned Officer (SDNCO) at the Headquarters building.
3. At lights out, the SDNCO and the Student 1SG will walk through the barracks with a flashlight, counting students and weapon systems, and ensuring that all students are not lying on top of a perfectly made 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 a Soldier enters the barracks of the opposite gender:
 - a. Knock on the door three times and wait for the fire guard to answer
 - b. Without entering the barracks, order the fire guard to ensure that all occupants are properly clothed and that no one is in the latrine
 - c. Once given the "All Clear" by the fire guard, enter the barracks announcing "male on the floor" or "female on the floor"
5. 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) in the morning. Students will not leave their barracks unless reporting directly to the SDNCO, Aid Station, outside portable latrines, or laundry facility outside of your assigned billets (if approved by Student leadership). Students must sign out and in with the fire guard when reporting to these places. Students not abiding by the lights out procedures may receive a negative counseling or be dismissed from the course.
6. Students utilizing the laundry facilities to wash/dry clothes may leave the billets after lights out BUT MUST SIGN OUT AND IN AT THE STAFF DUTY.


THINH T. HUYNH
1SG, USA
BLC Branch Chief

DEPARTMENT OF THE ARMY
FORT STEWART NONCOMMISSIONED OFFICER ACADEMY
MANUEVER CENTER OF EXCELLENCE (MCOE)
35 Road B, BLDG 9204
FORT STEWART, GEORGIA 31314-6002

ATZB-NS

12 November 2015

MEMORANDUM FOR All Fort Stewart NCO Academy Personnel

SUBJECT: Students' Alcohol and Drug Abuse Policy

1. **Applicability:** This alcohol and drug abuse policy applies to Soldiers / Students attending Fort Stewart Noncommissioned Officer Academy, Basic Leader Course.
2. **Purpose:** This policy is intended to promote and enforce zero tolerance of alcohol and illegal / non-prescription drug usage while attending Military School (NCOES)
3. **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 law 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).
4. **“Enter to Learn, Leave to Lead”**
5. Point of contact is the undersigned at 912-435-2501 or DSN 475-2501.


BRYAN S. KERNEN
CSM, USA
Commandant

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ATZB-NS

12 November 2015

MEMORANDUM FOR All Fort Stewart NCO Academy Students

SUBJECT: **Student Pass Policy** (Policy # 15)

1. *Ordinary Leaver 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). Too include after Signing-Out of the NCO Academy campus area while on pass.
 4. Soldiers/Students are to remain within a 50 miles radius of Fort Stewart. The distance of travel will be no greater than 50 miles.
 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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35 Road B, BLDG 19204
FORT STEWART, GEORGIA 31314-6002

ATZB-NSC

12 November 2015

MEMORANDUM FOR RECORD

SUBJECT: CELLULAR PHONES

1. The use of cell phones is permissible with 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). Cell phones will not be used as alarm clocks or for music. The student is responsible for the security of their cell phone. Cell phones will not be used in any latrine or during Academy maintenance time. Students assigned to work the sponsor desk, will not use their cell phones.
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, while on fire guard, 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 Senior Small Group Leaders (SSGL's) and/or the Basic Leader Course Branch Chief 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.



THINH T. HUYNH
1SG, USA
BLC Branch Chief

NCO ACADEMY PHONE DIRECTORY

OFFICE	PHONE #	BLDG #
Commandant	435- 2501	19204
Deputy Commandant	435- 2519	19204
Administrator	435- 2501	19204
Fax	435- 2509	19204
Chief of Training	435- 2505	19202
OML Manager	435- 2524	19202
BLC Branch Chief	435- 2517	19206
FAX	435- 2521	19206
Senior SGL Office	435- 2511	19206
Operations NCOIC	435- 2514	19202
Staff Duty NCO	435- 2513	19204
Kiosk (pass sign in/out desk)	435- 2511	19205

DSN# is 475 for Ft Stewart
Ft Stewart area code- (912)