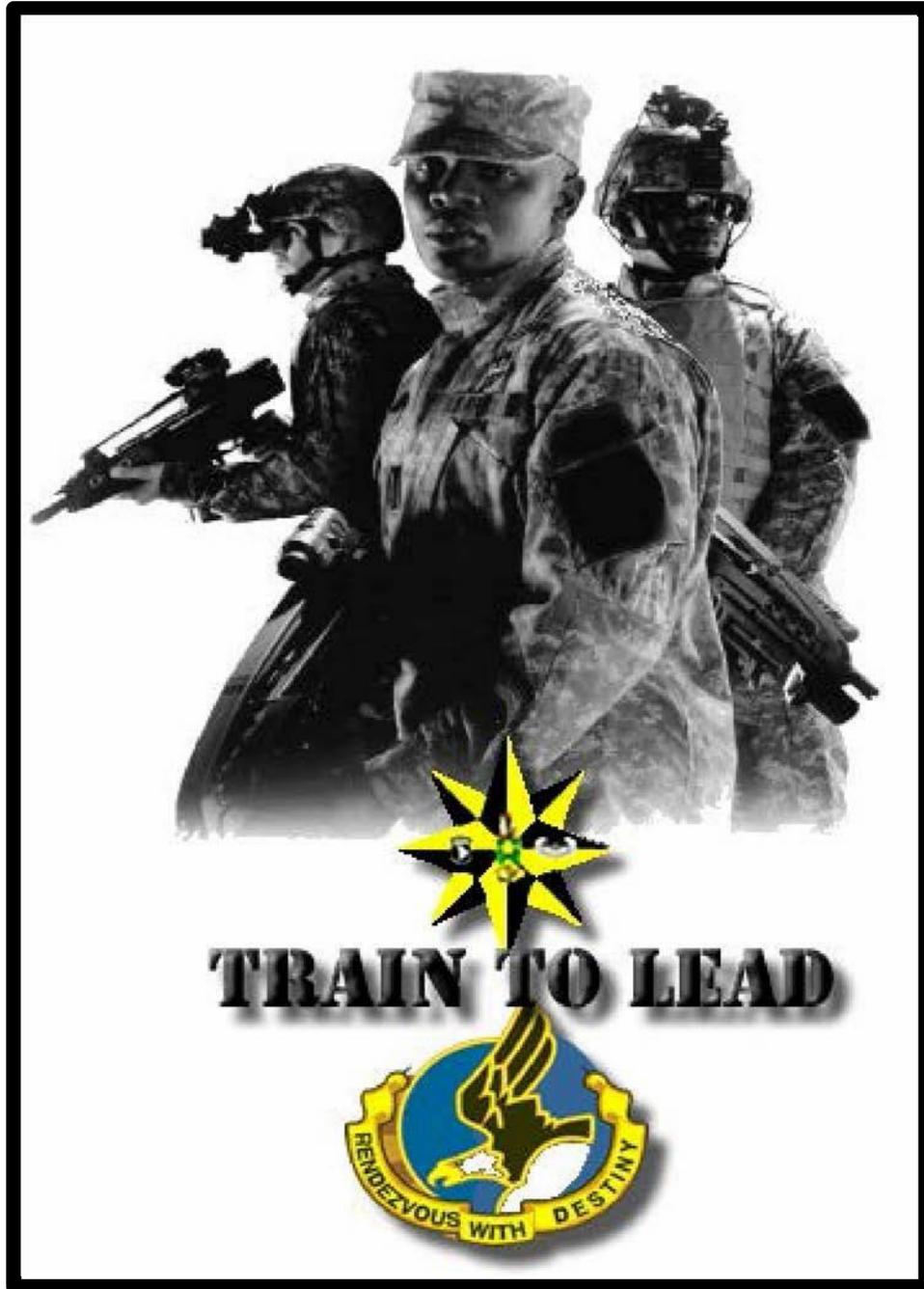


BASIC LEADER COURSE



STUDENT GUIDE

Table of Contents

In accordance with guidance provided by the Training and Doctrine Command (TRADOC Reg 350- 18, ch 3, para. 3-2), the 101st Airborne Division (Air Assault) NCO Academy has developed this unit Student Guide, which includes policy and procedures for:

<u>Welcome Letter from the Commandant</u>	Page 4
<u>Creed of the Noncommissioned Officer</u>	Page 5
<u>Screaming Eagle Song and Army Song</u>	Page 6
<u>BLC Course Design</u>	Page 7

<u>Section I Pages</u>	<u>#</u>
1. <u>General Policies/Procedures</u>	Page 10
2. <u>Student Prerequisites</u>	Page 11
3. <u>Course Graduation Requirements</u>	Page 14
4. <u>In Processing/Out Processing</u>	Page 15
5. <u>Student Dismissal</u>	Page 17
6. <u>Academic Evaluation Report/Recognition</u>	Page 19
7. <u>Billeting</u>	Page 21
8. <u>Charge of Quarters</u>	Page 21
9. <u>Reference Materials</u>	Page 21
10. <u>Formations</u>	Page 22
11. <u>Leave and Passes</u>	Page 23
12. <u>Sick Call Procedures</u>	Page 23
13. <u>Dining Facility</u>	Page 24
14. <u>Telephone Calls</u>	Page 24
15. <u>Mail Call</u>	Page 24

<u>Section I Pages</u>	<u>#</u>
16. <u>Visitors</u>	Page 24
17. <u>Meal Engagements</u>	Page 24
18. <u>Laundry</u>	Page 25
19. <u>Privately Owned Vehicles</u>	Page 25
20. <u>Complaints and Counseling</u>	Page 25
21. <u>Physical Fitness</u>	Page 25
22. <u>Crime Prevention</u>	Page 25
23. <u>Off Limit Areas</u>	Page 26
24. <u>Safety</u>	Page 26
25. <u>Graduation</u>	Page 26

As of: 01 Aug 16

26. Clearing Procedures Page 26

27. Cell phone policy Page 27

Section II Pages #

1. Cadre and Student Organization Page 27

2. Instructor Section Page 28

3. Student Chain of Command (COC) Page 28

4. Leadership Positions Page 28

5. Duties and Responsibilities of the Student COC Page 28

6. Student Standards and Responsibilities Page 29

7. Battle Buddy Standing Operating Procedures Page 30

8. Student Assessment Plan Page 31

9. Wall Locker Layout Page 31

10. Packing List Page 32

NOTES Page 34

MEMORANDUM FOR PROSPECTIVE STUDENTS

SUBJECT: Student Welcome Packet, Basic Leader Course (BLC)

1. Welcome to the SSG John W. Kreckel Noncommissioned Officer Academy, Basic Leader Course. This student guide will give you an overview of what to expect while attending BLC. I have included prescribed policies, objectives, and procedures for all students to follow while attending BLC.
2. This course is non-MOS specific, taught in an environment using classroom instruction with practical application, followed by hands-on, performance-oriented training conducted in a field training environment, culminating with an extensive situational training exercise (STX). The Small Group Leaders (SGLs) will assess the students' leadership potential and evaluate their ability to apply lessons learned and effectively lead their classmates in a tactical environment.
3. To become effective leaders, you must first obtain knowledge and develop the self-confidence to accomplish any task or mission. You must wear the uniform with strict attention to detail and reflect a positive, professional image. We will place you in these conditions daily, it is your responsibility to achieve and maintain these standards.
4. The objectives of BLC are to graduate students who:
 - a. Are technically and tactically proficient.
 - b. Make sound decisions.
 - c. Plan correctly.
 - d. Follow the professional Army ethic.
 - e. Communicate effectively.
 - f. Teach and counsel.
 - g. Apply Soldier-team development.
5. Section I General Information, outlines the course prerequisites all Soldiers must meet prior to enrollment. Additionally, I have included the course graduation requirements, pay particular attention to these documents. Meeting these prerequisites and requirements will ensure your success at BLC.
6. The entire Academy Staff and Cadre join me in wishing you success during your attendance at the Basic Leader Course. You will find your time at the Academy personally challenging and professionally rewarding.


ROBERT S. WILLIAMS
CSM, USA
Commandant

Creed of the Noncommissioned Officer



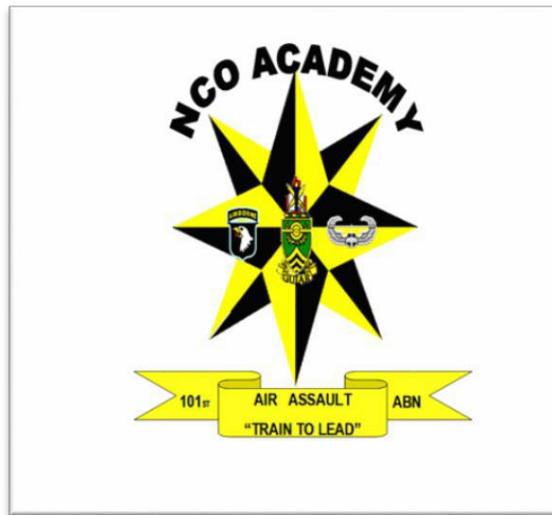
No one is more professional than I. I am a Noncommissioned Officer, a leader of Soldiers. As a Noncommissioned Officer, I realize that I am a member of a time-honored corps, which is known as "The Backbone of the Army." I am proud of the Corps of Noncommissioned Officers and will at all times conduct 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 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.

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!

Screaming Eagle Song

We have a rendezvous with destiny.
Our strength and courage strikes the spark that will always make men free.
Assault right down through the skies of blue;
Keep your eyes on the job to be done.
We're the Soldiers of the hundred-first;
We'll fight 'til the battles won!



The Army Song

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 nations might, and the Army goes rolling along.
Proud of all we have done, fighting 'til 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!
For where we go, you will always know that The Army goes rolling along.

Course Design:

1. Purpose: This section outlines the purpose and scope of the Basic Leader Course.
2. The Basic Leader Course (BLC) is the first of five levels in the Noncommissioned Officer Professional Development System (NCOPDS). The focus is to provide non-MOS specific, common leader training to SPC thru SGT. Emphasis of the course is on leadership, duties, responsibilities, and authority of Noncommissioned Officers. Soldiers are selected for attendance by their units based on potential to assume NCO Leadership positions. This is a 22 day course designed to immerse the student in a leadership environment. Training is conducted five days a week with the Academy maintaining control over the environment. By design, it is fast paced and stressful.
3. The proponent for BLC is the United States Army Sergeants Major Academy (USASMA). This course is conducted using the small group leader process.

Current subjects included by area are:

a. Leadership:

- (1) Commandant's Orientation.
- (2) Introduction to BLC.
- (3) Army Leadership.
- (4) Developmental Counseling.
- (5) Army Correspondence.
- (6) History of the Army and the NCO.
- (7) Army's Sexual Harassment/Assault Response and Prevention (SHARP) Program.
- (8) Personnel Recovery.
- (9) Effects of Culture.
- (10) Resilience.
- (11) Military Justice and Discipline.
- (12) Suicide Prevention for Junior Leaders.
- (13) Ethical Problem Solving.
- (14) NCOES Initiatives / Understanding Soldier 2020.

b. Training

- (1) Risk Management.
- (2) After Action Review.
- (3) Training Management.
- (4) Conduct Individual Training.
- (5) Health and Fitness.
- (6) Drill and Ceremonies.
- (7) Supply Procedures.

c. War fighting

- (1) Small Unit Combat Operations According to the Law of War.
- (2) Combat Orders.
- (3) Team and Squad Movement Techniques.
- (4) Tactical Operations.
- (5) Tactical Site Exploitation.
- (6) Tactical Reports and Requests.
- (7) Casualty Evacuation.
- (8) Situational Training Exercise.

d. Examination

- (1) Demonstrated Leadership Performance Evaluation (Garrison).
- (2) Drill and Ceremony Examination.
- (3) Communicate in Writing Examination.
- (4) Physical Readiness Training
- (5) Leadership Examination.
- (6) History of the NCO Oral Presentation.
- (7) Training Evaluation.
- (8) Conduct Individual Training.
- (9) War Fighting Evaluation.
- (10) Land Navigation.

(11) Demonstrated Leadership Performance Evaluation (Tactical).

(12) Army Physical Fitness Test

e. Individual Study Training

(1) Study Hall.

(2) Training Support Activities.

(3) Student Counseling.

f. Administrative Time

(1) In-processing/Out-processing.

(2) Graduation.

SECTION ONE

1. General Policies/Procedures:

a. Reference:

- (1) BLC Course Management Plan.
- (2) TRADOC REG 350-18, The Army School System (TASS).
- (3) TRADOC REG 350-10, para 2-4 Institutional Leader Training and Education.

b. Purpose: This section outlines general policies of the Academy and explains the standards of behavior, conduct, and performance expected of students.

c. General: To develop a sense of responsibility, all students are managed as Noncommissioned Officers. The program is designed to test each student, every day on all aspects of performance. Students organize teams, squads, platoons, and themselves to carry out assigned tasks to the highest standards. The goal is excellence and all students are expected to strive to meet this goal.

THE HONOR CODE

Honor is the guiding principle of every endeavor involving the profession of the Army. Integrity is a basic attribute demanded of every Noncommissioned Officer. This personal quality requires, among other things, that "Your work must be your own."

Examinations and performance oriented training evaluations are given throughout the course. Each individual student prepares presentations. This work is evaluated based on individual effort. Each student's work will be entirely original in every manner. The copying of another student's work violates the intent of the Honor Code. Students are encouraged to work together, utilizing the team concept; however, the final result will be original.

The honor system does not cease with academic honor and integrity. It also applies to the observance and adherence to rules, regulations, and policies. To knowingly violate a rule, regulation or policy whether or not this violation is discovered, is a discredit to your word of honor. It is your responsibility as a student and as a Noncommissioned Officer to report violations of rules, regulations, and policies immediately to the chain of command. Failure to do so is a violation of the Honor Code and is grounds for dismissal.

Examples of falsifying or cheating on a report, memorandum, performance exercise, test or examination submitted by a student to meet course requirements are: the use of unauthorized aids (such as crib sheets, answer keys, note cards, etc.); copying from another student's work; unauthorized use of the internet during examinations; soliciting, giving, and/or receiving unauthorized aid orally or written; or similar action contrary to the principles of academic honesty.

Plagiarism is defined as incorporating into one's own work the work or ideas of another.

2. Student Prerequisites:

a. References:

- (1) FRAGO 1 to HQDA EXORD 236-15 dated 16 July 2015.
- (2) BLC Course Management Plan (CMP).

b. Purpose: To outline procedures of verifying student prerequisites during enrollment for attending the 101st Airborne Division (Air Assault) NCO Academy.

c. Procedures: Soldiers attending BLC must fall into the following priorities:

(1) Priority One: E-4 Promotable

- (a) E-4 Promotable who have met the cut-off score.
- (b) E-4 Promotable in the MOS which would have had additional promotions if more promotable E-4s had been available and identified as "Star MOS" by monthly HRC promotion cut-off memorandum.
- (c) E-4 Promotable in other MOS serving in an authorized NCO position based on the highest number of promotion points.
- (d) All other E-4 Promotable on a recommended list based on the highest number of promotion points.

(2) Priority Two: E-4 in leadership positions.

(3) In order to fill all BLC training seats, non-promotable E-4 with demonstrated leadership potential may attend BLC only when all higher OML categories are exhausted.

(4) Soldiers on legacy backlog will be afforded one opportunity to attend their requisite NCO PME course. These Soldiers are not otherwise eligible for further promotion consideration unless they meet all of the training requirements for their current rank. Additionally, Soldiers (SSG and above) are subject to potential denial of continued service by the qualitative management program when they fail to qualify themselves in their current rank (ALC for SSG and SLC for SFC).

d. Students must meet the following mandatory prerequisites to attend the Noncommissioned Officer (NCO) Academy:

- (1) Possess eligibility for reenlistment and be recommended by their commander;
- (2) Have no convictions of a misdemeanor crime of domestic violence (Lautenberg Amendment);

(3) Have a current periodic health assessment (PHA) or medical examinations within the past 12 months to attend BLC (PEC states 5 years, which is in error IAW AR 40-501);

(4) Meet physical fitness and height/weight standards outlined in AR 350-1, and AR 600-9 dated 28 Jun 2013.

(5) If age 40 or over, have completed a Cardiovascular Screening as part of their periodic health assessment within the last five years; and

(6) Students who have a permanent profile with “3” or “4” for any PULHES factor must have in their possession a copy of their DA Form 3349, and the results of the their military medical review board (MMRB) as part of the course application. Soldiers, who have appeared before an MMRB, or similar board, have 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 meet course prerequisites and graduation requirements. 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.

(7) NCOAs will deny enrollment to Soldiers who hold a temporary profile except for shaving or non-performance deterring profiles. Soldiers diagnosed as pregnant after enrollment may continue training, provided the attending physician determines the Soldier may continue if she can participate in all course physical requirements. 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 they are medically cleared.

(8) Soldiers will no longer hand carry a copy of the physical. Soldiers reporting for training must have submitted a digital PEC or have in their possession a completed and properly signed pre-execution checklist. If a Soldier reports for training without a checklist signed by the Soldier and or his Commander, they have 72 hours (3 work days) from the report date to provide the checklist with appropriate attachments. NCOAs will return Soldiers to their units who fail to provide the checklist within this time frame. The unit commander's signature on the pre-execution checklist certifies that the Soldier meets routine course prerequisites.

(9) Temporary Profile Exceptions: Commanders may send Soldiers to BLC with temporary profiles, when the profile is issued due to injuries sustained in support of combat operations. Soldiers must arrive with a copy of their current temporary profile and a memorandum signed by the commander stating the profile is a result of injuries sustained during participation/support in combat operations. The Soldiers will train within the limits of their profiles, but must be able to participate in and pass all course graduation requirements. Soldiers enrolled in the Wounded Warrior Program (WWP) are permitted to attend BLC with proper documentation. Soldiers enrolled in BLC under the WWP will be granted constructive credit for any event not attainable by their profile. The WWP Soldier will be given a "GO" on any task that he/she receives constructive credit on. (IE: The maximum score that a Soldier will receive when constructive credit is awarded is 75%).

(10) Selected by HRC (Active Army) or selected by appropriate promotion authority for Reserve Component.

e. Students must be able to meet the following physical requirements during the course: (Exception--Soldiers with temporary profiles due to participation/support in combat operations)

(1) Negotiate rough terrain under varying climatic conditions.

(2) Conduct, demonstrate, and lead physical fitness training.

(3) Walk a minimum of 3200 meters with Load Carrying Equipment (LCE) in a minimum of three hours. Under varying climate conditions.

(4) Lift and carry all required packing list items (OCIE and CTA 50-900) for short distances. Carry 48 pound combat load containing mission essential equipment.

(5) Occasionally lift and carry fuel, water, ammo, MREs, or sandbags.

(6) Low crawl, high crawl, and rush for three to five seconds.

(7) Move over, through, and around obstacles.

(8) Carry and fire individually assigned weapon.

(9) Commandants may not supplement course graduation requirements.

f. Students must be enrolled in ATRRS. The NCO Academy will not enroll Soldiers outside the ATRRS process without the appropriate authorities in the Soldier's Chain of Command.

(1) Students will be denied enrollment for failure to meet any of the above prerequisites.

3. Course Graduation Requirements:

a. Students must score 70 percent or higher on the following graduation requirements:

- (1) Conduct Army Physical Readiness Training
- (2) Conduct Individual Training
- (3) Conduct Squad Drill
- (4) Communicate in Writing
- (5) Oral History Briefing
- (6) Two demonstrated Leadership Evaluations (garrison and tactical environment)
- (7) Leadership Exam
- (8) Training Exam
- (9) Warfighting Exam
- (10) Land Navigation Evaluation (75%)

* Army Physical Fitness Test: Students must pass the APFT (60 points in each event or pass an alternate event) and meet the height/weight requirements. **(REF: AR 350-1: TRADOC Reg 350-18; TRADOC Reg 350-10 and the BLC CMP) HT/WEIGHT IAW ALARACT 267/2012 EFFECTIVE 1 NOV 2012**

b. Soldiers flagged for weight control failure will not be selected, scheduled or attend institutional training. Once Soldiers meet standards, they will be considered eligible for military schools and institutional training courses.

(1) Soldiers enrolled in Professional Military Education schools and courses will no longer continue institutional training or remain in the course if they cannot meet physical fitness and /or height and weight requirements.

(2) One retest and/or screening is allowed. It will be administered no earlier than seven days after the initial height/weight or APFT initial screening (Test).

(3) Soldiers who subsequently fail to meet physical fitness and/or height weight standards will be removed from the course and the DA Form 1059 (Service School Academic Evaluation report) will be annotated in block 11D "FAILED TO ACHIEVE COURSE STANDARDS."

(4) NCOAs Commandants will arrange for students who fail the body fat composition and deem them to be a potential health risk, to be seen at the post DA Medical Center or Troop Medical Clinic for medical clearance.

This is also a requirement for students who look unhealthy or unfit for meeting BLC standards. If medical clearance is denied then deny enrollment of student. If student is medically cleared, but is over fat on BF worksheet, see the standards and requirements in 3 above.

(5) Soldiers attending NCOES (BLC) under a Temporary Underlying Medical Condition, (for example: a metabolic disorder) or who fail to meet the body fat composition standards IAW AR 600-9, as diagnosed by a healthcare provider and is being treated by the healthcare provider for an underlying condition, can still attend the course. This condition will not limit the Soldier's physical limitations to complete the course and if they have the appropriate/approved paperwork IAW AR 40-501 and AR 600-9 and they are exempt from receiving a Marginal 1059, upon completion of the course. The Soldier must present a memorandum during enrollment that states he/she is "Not medically cleared to participate in a weight control and exercise program" and "The Soldier has an underlying medical condition requiring treatment. The estimated time before Soldier can participate in the Army Weight Control Program (AWCP) is _____ months." This memorandum must be IAW AR 600-9, Fig 3-1, and signed by the appropriate personnel.

4. In processing/Out processing:

a. References:

- (1) AR 350-1 Army Training and Education.
- (2) TRADOC Reg 350-18 The Army School System (TASS).
- (3) NCOA SOP
- (4) BLC CMP 600-44.

b. Purpose: To outline procedures for in-processing and out-processing in BLC.

c. Applicability: This student guide applies to all Soldiers assigned or attached to the 101st Airborne Division (Air Assault) NCO Academy.

d. Reporting: Soldiers scheduled for attendance that experience difficulty during travel should contact the NCO Academy Operations during duty hours M-F 0800-1630 hrs CST at (270) 798-9421/6865. SDNCO can be reached after duty hours at (931) 436-7606.

(1) When attending BLC, report to the Academy Gym BLDG 7573 on the class report date. This is when the class reservation roster will be verified. All students should have the following:

(a) Submitted a digital PEC or a signed copy with all necessary attachments (Appendix H, TRADOC Reg 350-18). Ensure that the checklist is signed and has appropriate signature block, to include name of Commander, rank, title, and signature of both the Commander and the student. Students that report without a signed Unit Pre-Execution Checklist will be identified and must obtain one within 72 hours. The Soldier will be sent back to their unit if they fail to provide the checklist within that time frame.

(b) TDY orders. (Minimum 2 copies) if applicable.

(c) Profiles (P3, and P4 requires MMRB results DA Form 3349) and over 40 provide a copy of cardio vascular screening.

(d) For students with P3/P4 Profiles, ensure that the profiling doctor and the approving authority doctors have signed the profile. The commander does not need to sign the profile, unless they disagree with the profile. P2 Profiles only need the signature of the profiling doctor. Soldier possessing P2 profile must also be able to meet course requirements.

(e) Identification Card and Identification Tags.

(2) The weigh-in will be conducted on Day 1 in accordance with AR 600-9.

(3) Soldiers must follow the Senior Brief instructions.

(4) The SGL's will ensure you understand the following items during the in-processing period.

(a) Sponsor forms will be completed in platoon area.

(b) All student weapons cards and weapons sheets are filled out correctly (weapons turned into the arms room prior to COB).

(c) The times for linen turn-in and issue are known and coordinated (TDY only).

(d) Identify Platoons area of responsibility (Police Call Areas).

(e) Student counseling packets.

(f) Commandant's In-brief.

(g) BLC 1SG In-brief.

(h) Master roster data check.

(i) Billets Maintenance Class (Bunk and Locker setup TDY only).

(j) SOP agreement (sponsor, weapon, computer etc.).

e. Out-processing:

(1) Students will hand their weapons over to their sponsor following the STX. This will be announced and/or posted on the Training Schedule.

(2) During weapons pickup, students will send any unnecessary items with their sponsors or place items in their POV.

(3) Students will inventory and turn in their computers and equipment (I- MILES) to their SGL. Students will be charged for all missing items. Hand-receipt will be destroyed prior to students being cleared or receive a statement of charges.

(4) Students will clean all Academy areas to standard prior to being released after the graduation ceremony. This includes (but not limited to) barracks, classrooms, latrines, laundry rooms, outside areas, Academy Hall, and police call areas.

(5) Following the barracks clearance by the BLC 1SG, students will be provided with their DA Form 1059.

(6) Students will be asked for their .mil email on day zero so the SGL can email the original digital addendum counseling to be given to their supervisor.

5. Student Dismissal/Appeal Process:

a. Reference:

(1) AR 40-501, Standards of Medical Fitness.

(2) AR 350-1, Army Training and Education.

(3) FM 7-22, Army Physical Readiness Training.

(4) AR 600-9, Army Weight Control Program.

(5) TRADOC Reg 350-18, The Army School System (TASS).

b. Purpose: To outline the procedures for dismissing students from the NCO Academy, and the appellate process.

c. Applicability: This student guide applies to all Soldiers assigned or attached to the NCO Academy in a student capacity.

d. Academic and Administrative Elimination Procedures:

(1) Soldiers being recommended for elimination for Academic, or Administrative reasons will receive counseling from the SGL and 1SG.

(2) The Commandant, Assistant Commandant or Designated Representative will read the elimination packet to the Soldier, and have the Soldier indicate if they wish to appeal or not.

(a) If the Soldier does not appeal, the Soldier will be dismissed and out processed from the academy.

(b) If the Soldier wishes to appeal, they have 7 working days to submit the appeal in writing to the Commandant.

(c) The Soldier will remain in class during the appeal process.

(d) Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals. In cases where the decision of the appeal is delayed, students will participate in graduation ceremonies and be released back to their unit; however, the DA 1059 will be withheld from the student until final adjudication.

(3) The appeal must be submitted in a written or typed format, and will be entered in the packet as an attachment.

(4) Staff Judge Advocate (SJA) will review the packet to determine legal sufficiency. The packet is then returned to the Commandant for final action. In cases where a SJA is not available, the Commandant will forward appeals to the Commander who has General Court Martial Convening Authority (GCMCA) for review and final decision.

(5) Commandant will inform the Soldier in writing of the final disposition of their case:

(a) If the appeal is granted, the Soldier will continue with the course or Graduate and be provided with a copy of their DA Form 1059.

(b) If the appeal is denied, the Soldier will be out processed from the NCO Academy. The Soldier will be provided a copy of the complete packet and be provided a copy of their DA Form 1059.

e. Medical Eliminations: When it is determined that a Soldier has a medical condition which prevents full course participation, actions will be initiated to eliminate the Soldier for medical reasons.

(1) The Soldier's SSGL/SGL will initiate the counseling.

(2) The Soldier will be informed as to the reason for their medical dismissal, and that they may reapply for admission as soon as their physical condition allows.

(3) The Soldier will also be informed that this action is not adverse, and is being taken with their best interest in mind.

(4) There is no appeal procedure for medical eliminations.

(5) The Commandant will recommend the Soldier be dismissed due to medical reasons.

(6) The NCO Academy Commandant or designated representative will counsel the Soldier being recommended for elimination.

f. General:

(1) Every Soldier that is dismissed from the Academy will be provided a packet containing the following items:

(a) Dismissal counseling from SGL/BLC 1SG.

(b) Final notification and counseling of dismissal from Assistant Commandant.

(c) Copy of notification memorandum to HRC, and memorandum to first GO in chain of command.

(d) DA Form 1059 and referred report memorandum (if applicable).

(2) Soldier's appeal (additional document if applicable).

(a) Memorandum forwarding the packet to SJA.

(b) Memorandum returning the packet from SJA to the Commandant.

(c) Memorandum of final adjudication.

6. Service School Academic Evaluation Report (DA FORM 1059):

a. The Service School Academic Evaluation Report (AER) is designed to portray the accomplishments and the potential that an individual demonstrates while attending the NCO Academy.

b. A maximum of 20% of the class, may have block 11A; "Exceeded Course Standards" annotated on their DA Form 1059.

c. The Academy prepares the DA Form 1059 immediately before graduation, or in conjunction with dismissal. The student must ensure that he/she has a copy of the DA Form 1059 in his/her possession before departing the Academy area. It is the student's responsibility to ensure all personal data is correct on the DA Form 1059 before leaving the academy area.

d. Academic Recognition: All students who have exceeded course requirements will be recognized upon completion of the course. In order for a student to be considered for any academic award, that student must first meet the following criteria.

(1) Distinguished Honor Graduate Award: This award is earned by the student that demonstrates throughout the course, the highest grade point average. This award is based on the "Whole Soldier Concept" incorporating performance and written examinations.

(a) Student must have received first time GOs in all tested areas.

(b) Student must have met all course requirements, and have no adverse counseling.

(2) SSG John W. Kreckel Leadership Award: This award is earned by the student who demonstrates throughout the course, the degree of leadership and ability that is indicative of the NCO Corps. This is a subjective award. The student must receive all first time "GOs" in all tested areas, meet all course requirements, and have no adverse counseling statements. Received a superior rating in block 12c (Leadership Skills) of their AER.

(a) Each Platoon group will vote for their peer representative. The student receiving the most votes will represent the group at the board. In the case of a tie the Soldier's date of birth will be used to determine the winner in accordance with the CMP.

(b) The student packet for each candidate will be reviewed and approved by the platoon Senior Small Group Leader prior to the student appearing before the board.

(c) The board members will consist of the BLC Branch Chief (BC) and four Senior Small Group Leaders. The BC is the President of the Board and is a nonvoting member, in the event of a tie the BC will ask several question to assist in breaking the tie. Each board member will ask two questions taught in BLC and will award points based upon the answer given. Five points per question may be awarded. Points are totaled and the student achieving the most points is selected as the SSG John W. Kreckel Leadership Awardee. The BC will forward the name of the student to the office of the Commandant and Operations for processing of the award.

(3) Commandants list/Top 20% of Class: Students must meet the basic academic award criteria in the top 20% of the class, and excel in all other areas of training and leadership. The following guide lines represent the minimum considerations for this rating:

(a) Displayed superior performance, Army Values, and the "Whole Soldier Concept" throughout the course.

(b) Percentage is based on number of Soldiers enrolled.

As of: 01 Aug 16

(c) Student must achieve an initial passing score in all tested areas and receive no adverse counseling.

(4) Iron Soldier Award: Awarded to the student achieving the highest score on the APFT, and who display superior performance, Army Values, and the "Whole Soldier Concept" throughout the course.

7. Billeting: All students are released at the end of training each day. Designated billets for male and female Soldiers are established. Billets and the area surrounding the Academy, will be maintained and prepared for inspection at all times.

a. While conducting FOB operations (Camp Hinsch STX) quiet hours/lights out are from 2100-0400. Lights-out will be IAW the current class training schedule. Students will be in their designated billets during quiet hours.

b. The SDNCO will conduct one check before midnight and one check after midnight to ensure standards and security are upheld at all times.

c. Tobacco products will not be used in billets or any government building on NCO Academy grounds. Students are allowed to use tobacco products in designated areas only. During inclement weather, tobacco products are authorized to use in the gazebos/break areas provided. (Non-smokers have separate break area located on bleachers next to DFAC.)

d. Storage of excess baggage will be marked with name, rank, and roster number, and will be stored in a designated area within the Academy IAW CAM Reg 190-1.

8. Charge of Quarters: One SGL will be on duty during non-training hours to take accountability of students. The SDNCO will assist any student that may have an issue during non-training hours. SDNCO will make security checks during their hours of duty of all buildings assigned to the academy.

9. Reference Materials: Students will use government issued laptops for classroom instruction during the course; all other materials will be provided. You may bring items like highlighters, erasers, markers, and additional materials that are not provided.

a. Access to the required equipment packing list is located on the Fort Campbell intranet or the internet at <http://www.campbell.army.mil/units/ncoa/Pages/home.aspx>. Soldiers must have the required equipment readily available each day of training. This information will be published and briefed on a daily basis by the student chain of command under the direction of the cadre. Failure to have the required equipment will result in receiving counseling for discrepancies; the student will not be eligible for any Academic Awards. If the student is missing mission essential equipment that prevents training, the student will be dismissed from the course.

10. Formations/Absence: Disciplinary elimination will result from any unauthorized absences after a 120 minute failure to report (FTR). Attendance at all classes is mandatory. Students missing class must make the material up on their own prior to graduation, if the cadre feels you cannot make up the time you may be considered for release from the course. If an absence is foreseen, prior coordination with the Small Group Leader (SGL) is required. In the case of an emergency, the Senior SGL/BLC 1SG will be notified immediately; if unavailable, notify the SDNCO, (270) 412-4898, building 7523.

a. Students that are FTR less than 2 hours for the first time will receive a Developmental Counseling Form (DA Form 4856) outlining an appropriate plan of action from the Small Group Leader (SGL) and informing them they are no longer eligible for honors. The Basic Leader Course First Sergeant will complete a DA Form 4856 on the FTR student informing them that they will be recommended for dismissal if they are FTR again. The BLC 1SG will also inform the student that their unit chain of command is being notified of the situation. The Basic Leader Course Branch Chief will notify the Commandant when a student is FTR the first time for situational awareness during his closing report that day and ensure notification of the student's chain of command. The plan of action Part IV on the backside of the DA Form 4856 will outline actions that the student will accomplish after the counseling session. The outlined action plan will address a reachable goal to deter this unwanted behavior.

b. Students that are FTR on more than 1 occasion will receive the appropriate counseling from their SGL/SSGL with recommendation for the student's dismissal to the Commandant. In the event a student is FTR for more than 2 hours, the appropriate counseling with recommendation for the student's dismissal will be done.

c. Adverse Counseling: The students SGL will notify the Senior SGL when a student receives adverse counseling the first time, and inform the student on the DA Form 4856 they are no longer eligible for honors. Students receiving adverse counseling for a second time will require the following actions by BLC HQ's. The Basic Leader Course 1SG will complete a DA Form 4856 on the student informing them that they will be recommended for a "Marginal DA Form 1059 if they are counseled for any other adverse issues. The 1SG will also inform the student that their unit chain of command is being notified of the situation. The Basic Leader Course Branch Chief will notify the Commandant when a student receives a second adverse counseling for situational awareness during his closing report that day and ensure notification of the student's chain of command. Students receiving developmental counseling will be counseled on a Developmental Counseling Form (DA Form 4856) outlining an appropriate plan of action. The plan of action Part IV on the backside of the DA Form 4856 will outline actions that the student will accomplish after the counseling session. The outlined action plan will address a reachable goal to deter the unwanted behavior.

d. The Commandant through precise proceedings will determine whether or not to dismiss students recommend by the BLC 1SG whose—

- Personal conduct is such that their continuation in the course is not appropriate;
- Academic progress, lack of motivation, attitude, or conduct is prejudicial to others in the class;
- Actions make it extremely unlikely they can successfully meet the standards for course graduation.

11. Leave and Passes:

a. Leave: Ordinary leave and special passes are not authorized while a student is at the NCO Academy.

b. Emergency Leave: In the event of an emergency requiring leave, Soldiers will be administratively released from the course. To expedite processing, your unit should immediately notify the NCO Academy Operations section of the emergency.

c. Passes: The following pass restrictions apply to all students:

(1) Pass is only authorized during days of non-scheduled activities. Passes will be approved on a case by case basis with the Commandant's approval.

(2) No alcohol will be consumed at any time during duty hours. Alcohol is prohibited in the academy area to include: POVs and barracks. Students that show up to formation smelling of alcohol will be subject to a breathalyzer test.

(3) Students must change any appointments not to interfere with the duration of the course or be subject to dismissal.

12. Sick Call Procedures: Emergency and routine sick call will be handled through your SGL or the SDNCO/Duty Senior.

a. DD Form 689 (sick slip) will be obtained from your Small Group Leader or SDNCO. Sick Call is conducted at 0630 hours Monday-Friday, unless it is an emergency. Sick call on weekends/Holiday/DONSA is conducted in the Emergency Room.

b. The SDNCO or your SGL will provide transportation to and from the medical facility.

c. During field training exercises, sick call screening is conducted in the field. Quarters, for medical reasons, will result in an administrative release unless the student has met all graduation requirements. In that case only the student will be allowed to stay in the course pending an evaluation from the Commandant and/or BLC 1SG for continued enrollment.

13. Dining Facility: Every student attending the NCO Academy will be provided meals at government expense through the academy dining facility. Students will be required to eat all meals served in the DFAC. Every student must have a government meal card from their unit. TDY students will use their DD Form 1610 in place of a meal card.

a. No food, drinks, or equipment (to include coffee or cups) will be removed from the dining facility.

14. Telephone Calls: Messages will be taken and sent through the cadre chain of command to the respective students. Inform cadre if you need official military calls. Cell phones will be used in accordance with the Cell phone policy outlined in this guide.

15. Mail Call: The Senior Small Group Instructor will distribute mail at 1700 hours. If students desire their unit to forward mail to them, they must use the Academy mailing address:

**Soldier's Rank/Name and Roster Number BLC (Class Number) NCO
Academy
7523 Headquarters Loop Road Fort
Campbell, KY. 42223**

16. Visitors: Visitors are not allowed in the academy area unless approved by the BLC 1SG. The only authorized visitors are sponsors and the Chain of Command of a student.

a. All sponsors must have prior coordination with BLC 1SG 24 hours prior to visiting the NCO Academy grounds. All visitors will be in duty uniform. Cadre and staff will not accept items from sponsors; all items must be given directly to the student with the exception of paperwork.

b. Sponsors will be in ACU/flight suit (no PT uniforms).

c. Sponsors must be a Sergeant or higher that is a Basic Leader Course graduate.

17. Meal Engagements: Chain of Command may have meals with their students throughout the cycle. Prior arrangements must be made at least 24 hours in advance of the meal. The day prior to graduation there will be a sponsor lunch from 1130-1300 for student sponsor's SPC and above.

Coordination for sponsor lunch must be completed a week prior to facilitate headcount. All coordination will be done through the Office Automation Assistant at (270) 798-7420.

18. Laundry: Washers and dryers are located in the billeting areas for student use. Students must bring their own detergent and other items for washing clothes.

19. Privately Owned Vehicles: Privately owned vehicles must be parked in designated student parking lots for the duration of the course.

20. Complaints and Counseling: The Commandant has an open door policy (see NCOA Policy #1). Students will utilize the cadre chain of command prior to seeking the Commandant's assistance. The Senior Small Group Leader (SSGL) and Small Group Leaders (SGLs) are available for counseling at any time. Students need only to inform a cadre member of their need for counseling and arrangements will be made. Academically deficient students will receive counseling; counseling of all students by the SGL will be on a regular basis.

21. Physical Readiness Training: Physical Readiness Training (PRT) will vary daily. Physical Readiness Training is an evaluated activity and focuses on correct form and method, not on APFT improvement.

22. Crime Prevention/Physical Security:

a. Weapons Security: Positive control of weapons and any other sensitive items will be maintained at all times. Students not in physical possession of their assigned weapon may be recommended for disciplinary release. Weapons will be accounted for at all times. Weapons and sensitive items will be within an arm's reach at all times.

b. Weapons Immersion has been implemented into the academy throughout the duration of the course. The purpose of weapons immersion is to teach the student muzzle awareness and to develop leaders to account for sensitive items. When you are assigned a position as part of the student Chain of Command, you will be required to account for sensitive items, and report lost or stolen equipment the minute you notice the item is missing.

c. All unauthorized weapons including personally owned weapons, will be confiscated, and the student will be released from the course. Hand tools and knives with blades up to three inches in length may be retained (i.e.: Leather man/Gerber tools). Absolutely, NO "Field Knives" are allowed at this Academy.

d. Wall lockers will be secured by the student when items of the student are being stored in an academy wall locker (secured with a lock). Excess cash (over \$60.00) will not be brought to or stored in the academy area. At no time will change, checkbooks, credit cards, or anything considered to be valuable in nature be left unsecured in the billets.

23. Off Limit Areas To Students:

a. Students will adhere to the off limit establishment memorandum covered in the senior brief: (1) The middle wing of Building 7523 (Commandant's area), (2) Buildings 7526 and 7527 with the following exceptions:

b. Conducting academy maintenance or area beautification.

c. Directed to report to one of the offices by a member of the cadre or staff and accompanied by their Small Group Leader.

(1) Cadre offices unless told to report.

(2) FIFC Annex

(3) Female billets (unless on official business) and with a battle buddy.

(4) All areas listed as off limits or restricted areas by the Commanding General, 101st Airborne Division (Air Assault) Fort Campbell. The list is posted on the bulletin boards throughout the building.

(5) Students are not permitted to return to their vehicles for any reason during the duty day, unless approved by a cadre. Students will receive a DA Form 4856 for violation of this established guidance. Students that must return to their POV because they left a required item for that days training will also receive counseling for failure to follow instructions.

24. Safety: All students will read and comply with the Fire Safety SOP, and the NCOA Policy Letter #12, Prevention/Treatment of Heat/Cold Injuries, on Day 1. Students will adhere to all safety standards outlined in each DRAW addressed during the beginning of every training event.

25. Graduation: We strongly encourage the attendance of family members, and the student's Chain of Command. We ask all to help keep these ceremonies respectable by adhering to a few simple rules that are briefed at the ceremony. This is to ensure all participants enjoy the ceremony.

26. Clearing Procedures: Equipment drawn from the Academy supply room will be cleaned and returned to the supply room prior to graduation, minus those items needed for graduation. Billets, classrooms, and common areas will be cleaned and inspected prior to departure for the graduation ceremony. Soldiers not assigned to Fort Campbell must also return any equipment provided by any local sponsors and/or Academy property.

27. Cell Phone Policy:

a. A cell phone/device (EG: I-pad, Kindle, etc.) is defined as any device requiring power to be turned on. Students are allowed to maintain their personal cell phone during the duty day and during personal time in the evening. The Senior SGL is the approving authority for emergency use of a cell phone/device.

b. The phone/device must be on vibrate or silent, so as not to be a distraction during class/duty day. The prescribed break areas are the only areas where cell phones will be used; no exception. Students are responsible for the security of their cell phones/devices and may leave them out at night at their own risk for charging.

c. Cell phones/devices will not be used in the barracks, latrine, or during study hall / maintenance hours. These devices will not be used as alarm clocks or for music purposes. Cell phone/device use is strictly prohibited during the entire situational training exercise (STX), testing, or during the land navigation examination. Cell phones/ devices will be placed in student wall lockers during those times listed above or when not authorized by BLC leadership.

d. Students seen using their cell phone/device in unauthorized areas or if their phone goes off inside the classroom will receive a negative counseling, and be removed from honors for the first offense. A second offense will result in the student receiving another DA Form 4856 from their SGL/SSGL, loss of cell phone privileges on NCOA grounds, and a separate counseling from the BLC 1SG. The counseling from the 1SG will inform the student that if another incident is recorded of this type they will be recommended for a Marginal DA Form 1059 and possible dismissal from the course. The students chain of command will also be informed of the second incident by the BLC 1SG, ensuring they understand the consequence if the student does commit another cell phone violation.

SECTION TWO

1. Cadre and Student Organization:

a. Purpose: This section outlines the organizational structure and key leadership responsibilities for the Basic Leader Course.

b. 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 given them.

2. 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. SGL's maintain daily contact with their students, taking them from in processing to graduation.

b. One Senior Small Group Leader (SSGL) is assigned for every platoon. The SSGL is a de-facto platoon sergeant and serves as the primary trainer and administrator for the platoon. A minimum of one SSGL is available to the student body throughout the academic day. The SSGL is the link between the student Chain of Command and the BLC 1SG. The SSGLs will assist you in any way possible and act as an advisor in matters related to administration. SSGL will aid you in establishing required individual standards. SSGLs are available to aid and assist students who have personal problems or issues.

3. 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.

4. Leadership Positions: Assignments to leadership positions are rotated. Responsibility for the enforcement, control, and discipline rests with the student leadership. You will be put in one of the following leadership positions: First Sergeant, Platoon Sergeant, Squad Leader, or Team Leader. You will be formally evaluated in either the Squad Leader or Team Leader positions. You must clearly understand that you are a student and must perform and respond to orders of the student leadership and cadre.

5. Duties and Responsibilities of the Student Chain of Command: In general all student leaders will be responsible for and evaluated on the following:

- a. Demonstrating initiative
- b. Motivating subordinates
- c. Assigning tasks to subordinates
- d. Communicating effectively
- e. Welfare of subordinates
- f. Acting in a timely manner
- g. Making on-the-spot corrections
- h. Demonstrating troop-leading procedures

6. Student Standards and Responsibilities:

a. Purpose: This section outlines individual standards and responsibilities for students. It further defines common areas of responsibility for the Student Chain of Command/NCO Support Channel.

b. General: Students are responsible for ensuring billets and personal areas are maintained to the highest standards. All students are managed as Noncommissioned Officers and expected to act as Noncommissioned Officers.

c. Standards of Conduct: The Noncommissioned Officers Academy is dedicated to the principle of "Lead by Example." Standards are high yet attainable. The conduct of student personnel must be in compliance with Department of the Army Regulations, and the NCO Academy policies. Students are representatives of the Noncommissioned Officers Corps and are expected to conduct themselves accordingly. Military courtesy and discipline is stressed and enforced. Students will follow Cam Pam 600-1 (The Blue Book).

d. Alcohol is not permitted on academy grounds. If at any time you are suspected of being under the influence of alcohol, you will be subject to being administered a breathalyzer test by the Provost Marshall Office. Students refusing the breathalyzer test will be immediately released from the course. Soldiers testing above the legal limit .05 will be recommended for dismissal.

e. When addressing fellow students, use rank and name. You are in a leadership school and will address each other as Sergeant. Stand at the position of parade rest when talking to the Student Chain of Command, at no time will you disrespect another student.

f. During issue or turn-in of weapons, equipment, or linen exchange, stand to one side of the hallway, office, or building. Noise level should not exceed normal conversation level.

g. All students will maintain a clean and neat military appearance at all times. Male Soldiers will shave prior to Physical Training formation each day.

h. Military footgear will be clean at all times. Shower and running shoes will be clean and in serviceable condition.

i. Sunglasses, tinted lens, or photo gray glasses will not be worn while in formation unless specifically prescribed by medical authorities IAW AR 670-1. No eye appearance altering contact lenses are authorized.

j. Classroom guidelines: No tobacco use, gum chewing, or eating in class (hard candy is permitted). Drinks are permitted (except during examinations) as long they are in no spill containers. The classrooms will be left clean and orderly at all times.

k. Maintenance and R&U: Everyone is responsible to report through the Student Chain of Command anything inoperative, broken, damaged, or missing throughout the Academy area. Report any deficiencies found to the Student Chain of Command and they will report to SSGL.

7. Basic Leader Course Battle Buddy SOP:

a. Purpose: To establish guidelines for assigned cadre and Soldiers (students) attending training at the 101st NCO Academy Basic Leader Course.

b. General: Battle buddy teams defined. Battle buddy teams will consist of a minimum of two and a maximum of three students per team depending on the situation. The two student battle buddy team will be the same gender. Mixed gender battle buddy teams will consist of 3 students. For example, a female student has two male battle buddies from the same squad or a male student has two female battle buddies from the same squad.

(1) The battle buddy policy applies to cadre counseling and sick call procedures during garrison operations and land navigation/situational training exercise (STX) while in a field environment. The following guidelines will be adhered to:

(2) Cadre Counseling: Students will report to the Cadre for counseling, personal issues or any other reason with their battle buddy. The battle buddy will be present at all times regardless of the situation. If it is determined that the issue is too personal for their battle buddy to hear, that student will be brought to the BLC 1SG's office with the Senior SGL, SGL, and battle buddy. The BLC 1SG will then serve as the student's battle buddy while the student's issue is addressed.

a. Sick Call Procedures. Students will be taken to sick call and return from sick call in teams of three. During duty hours, the three students will be from the same platoon. During off duty hours, two students will accompany the student seeking medical treatment. The SDNCO or designated Cadre will brief the student concerning contact information and then turn the student over to the medical facility personnel. A battle buddy will not be required once the student is turned over to the medical personnel. The SDNCO or designated Cadre and the two remaining students will return to the Academy area. The SDNCO or designated Cadre will pick students up from the medical facility using the same battle buddy concept.

b. Land Navigation/Situational Training Exercise (STX): During land navigation and the situational training exercise (STX), you will be in battle buddy teams throughout training. Refer to paragraph 2 for battle buddy teams defined.

- **At no time, unless a medical emergency, will a Cadre be alone (one on one) with a student. At no time will a student approach a Cadre without a battle buddy, whether in garrison or field environment.**

8. Student Assessment Plan (SAP):

a. The SAP can be viewed at the NCO Academy website listed below, <http://www.campbell.army.mil/units/ncoa/Pages/home.aspx> or on your laptop.

Packing list / Wall Locker Example

**SSG JOHN W. KRECKEL
NONCOMMISSIONED OFFICER ACADEMY
101ST AIRBORNE DIVISION (AASLT)**

AIRBORNE

JUMP BOOTS/LOW QUARTERS, TAN BOOTS, PT SHOES, SHOWER SHOES

1. IPFU
2. TAN T-SHIRTS
3. BERET
4. BLACK/GREEN SOCKS
5. WHITE SOCKS
6. UNDERGARMENTS
7. PT BELT
8. HYGIENE KIT
9. LAUNDRY BAG
10. TOWEL & WASHCLOTH
11. ACH
12. WINTER IPFU
13. ACUs
14. GORTEX/WET WEATHER (SEASONAL)
15. ASU/CLASS As
16. ASSAULT PACK
17. RUCK SACK
18. DUFFEL BAG (FOLDED WITH BOTTOM UP)

As of: 01 Aug 16

INITIAL ISSUE ITEMS	ITEM	QUANTITY
BAG, DUFFEL	1	1
BAG, BARRACKS	2	1
BELT, TROUSERS (TAN)	3	1
BERET,(WITH LEATHER SWEATBAND) (NOTE:14)	4	1
PATROL CAP ACU/OCP	5	2
BOOTS, COMBAT (ISSUED OR AUTHORIZED STYLE)	6	2 PR
CAP, KNIT, GREEN/BLACK ACU FLEECE (WINTER ONLY)	7	1
COAT, ACU/OCP	8	4
TROUSERS, ACU/OCP	9	4
COAT, ECWS GORTEX OR ACU/OCP (WINTER ONLY) (NOTE: 16&17)	10	1
TROUSERS, ECWS GORTEX (WINTER ONLY)	11	1
DRAWERS, MENS COTTON (BROWN, TAN OR WHITE)	12	7
UNDER GARMETS, BRASSIERES OR SPORTS BRA (FEMALES)	13	7 SETS
GLOVES, BLACK OR GREEN LEATHER WITH INSERTS	14	1 PR
SOCKS, WOOL, GREEN OR BLACK	15	7 PR
SOCKS, WHITE	16	7 PR
TOWEL, BROWN OR WHITE	17	3
WASH CLOTH, BROWN OR WHITE	18	2
UNDERSHIRT, TAN	19	7
EYE PROTECTION (NOTE: 9)	20	1 PR
ARMY PHYSICAL FITNESS UNIFORM (NOTE 3)		
RUNNING SHOES (IAW FM 7-22)	21	1 PR
IPFU / APFU JACKET (WINTER ONLY)	22	1
IPFU / APFU PANTS (WINTER ONLY)	23	1
IPFU / APFU LONG SLEEVE T-SHIRT	24	2
IPFU / APFU SHORT SLEEVE T-SHIRT	25	2
IPFU / APFU SHORTS	26	2
CTA-50-900 ITEMS		
BAG, WATERPROOF	27	2
SLEEPING SYSTEM OR SLEEPING BAG (NOTE:4)	28	1
CAMELBACK W/ CARRIER (Mil issue) OR 2QT W/ COVER AND STRAP	29	1
HELMET, KEVLAR OR ACH COMPLETE	30	1
PARKA, WET WEATHER	31	1
TROUSERS, WET WEATHER	32	1
PONCHO, NYLON	33	1
LINER, PONCHO	34	1
ASSAULT PACK (BLACK, ACU OR ISSUED)	35	1
RUCKSACK WITH FRAME OR MOLLE STYLE	36	1
LCE OR LBV W/ PISTOL BELT OR MOLLE FLC	37	1
SUSPENDERS (LCE ONLY)	38	1
CANTEEN, WATER PLASTIC 1QT	39	2
COVER, CANTEEN WATER 1QT	40	2
CASE, FIELD FIRST AID OR IFAK	41	1
FIRST AID DRESSING if no IFAK	42	1
MAGAZINE CASE, 30 ROUND (LCE ONLY)	43	2
ELBOW PADS (NOTE 15)	44	1 SET
EAR PLUGS W/ CASE	45	1 SET
KNEE PADS (NOTE 15)	46	1 SET
POLYPRO OR WAFFLE (TOP AND BOTTOM)	47	1 SET

NOTE: All questions concerning this packing list can be answered at 270-798-4813, S-3 Operations.

Summer: 15 APR to 14 OCT

Winter: 15 OCT to 14 APR

BLC Packing List as of: 01 Aug 16

As of: 01 Aug 16

INITIAL ISSUE ITEMS	ITEM	QUANTITY
COMPASS, LENSATIC (NSN# 6605-01-1966971)	48	2
MAGAZINE, RIFLE, 30 ROUND, 5.56MM	49	7
PROTRACTOR	50	2
RIFLE, 5.56MM, M16A2 OR M4 (WITH SLING) (Note 18)	51	1
WEAPONS CLEANING KIT	52	1
BLANK FIRING ADAPTER (YELLOW M4, RED M16)	53	1
FLASHLIGHT WITH RED LENS AND BATTERIES	54	1
ARMY SERVICE UNIFORM ITEMS		
ASU COAT	55	1
ASU TROUSERS (MALES)	56	1
ASU SLACKS (FEMALES)	57	1
ASU SKIRT (FEMALES) (SUMMER) (OPTIONAL)	58	1
SHIRT, LONG SLEEVE, PERMANENT CREASE (ASU)	59	1
SHIRT, SHORT SLEEVE, PERMANENT CREASE (ASU)	60	1
GLOVES, DRESS (FOR ASU/ CLASS A UNIFORM)	61	1
T-SHIRT, COTTON, WHITE (MALES)	62	2
DRESS SOCKS, BLACK, COTTON or NYLON	63	2
SLIP (FEMALES) (SUMMER) (OPTIONAL)	64	1
NYLONS, SKINTONE (FEMALES) (SUMMER) (OPTIONAL)	65	2
COAT, ALL WEATHER, BLACK WITH LINER	66	1
BLACK WEB BELT WITH BRASS BUCKLE	67	1
NECKTIE, BLACK 4-IN-HAND (MALES)	68	1
NECKTAB (FEMALES)	69	1
SHOES, OXFORD, BLACK (MALES)	70	1PR
BOOTS, JUMP (IF AUTHORIZED)	71	1 PR
SHOES, PUMPS, BLACK (FEMALES) (OPTIONAL)	72	1PR
SHOES, POROMEIC, BLACK (FEMALES)	73	1 PR
ALL AUTHORIZED RIBBONS AND BADGES	74	1SET
BRASS GRADE INSIGNIA	75	2SETS
SHOULDER BOARDS (NCO ONLY)	76	1SET
NAME PLATES	77	2
DINSTINCTIVE UNIT INSIGNIA	78	2
REGIMENTAL DISTINCTIVE INSIGNIA	79	1
UNIFORM BRASS, BRANCH & US	80	1SET
PERSONAL ITEMS		
MEAL CARD	81	1
IDENTIFICATION CARD (DD FORM 2A) (Note 18)	82	1
IDENTIFICATION TAGS WITH LONG AND SHORT CHAIN (Note 19)	83	1SET
SHAVING KIT (30 DAY SUPPLY)	84	1
TOILETRY BAG FEMALES, SANITARY ITEMS, 30 DAY SUPPLY	85	1
TOOTH BRUSH	86	1
TOOTH PASTE	87	1
SOAP	88	1
WRIST WATCH (WITH NO GPS)	89	1
PADLOCK (COMBINATION OR KEY STYLE) (Note 18)	90	2
SHOES, SHOWER	91	1 PR
LAUNDRY DETERGENT	92	1
HANGERS (WIRE ONLY)	93	10
MAP MARKERS (PERMANENT, SUPERFINE, BASIC COLORS)	94	1PACK
RED CYALUME CHEM LIGHTS "6"	95	2
WHISTLE	96	1

NOTE: All questions concerning this packing list can be answered at 270-798-4813, S-3 Operations.

Summer: 15 APR to 14 OCT

Winter: 15 OCT to 14 APR

BLC Packing List as of: 01 Aug 16

As of: 01 Aug 16

INITIAL ISSUE ITEMS	ITEM	QUANTITY
PENCIL, LEAD (.05MM) and PEN, BLACK INK (Note 18)	97	2 ea
NOTEBOOK	98	1
ALARM CLOCK (NOTE:7)	99	1
CIVILIAN CLOTHES (TDY SOLDIERS ONLY)	100	1 SET
OPTIONAL ITEMS		
ZIP LOCK BAG GALLON SIZE	101	5
TYPE 3 NYLON (550 CORD)	102	50 FEET
INDEX CARDS (5X8)	103	1 PACK

NOTE: All questions concerning this packing list can be answered at 270-798-4813, S-3 Operations.

Summer: 15 APR to 14 OCT

Winter: 15 OCT to 14 APR

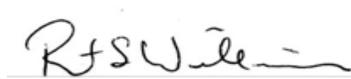
BLC Packing List as of: 01 Aug 16

NOTES: The NCO Academy recommends bringing \$60.00 dollars (This is for TDY Soldiers).

1. The listed items of clothing/equipment are the minimum required while attending BLC. Student's missing items or in possession of unserviceable items will be counseled and told to obtain the items. Failure to obtain the items after being counseled on a DA Form 4856 will be grounds for dismissal.
2. Soldiers attending BLC on a TDY status will coordinate directly with the NCO Academy S-3 for weapons. Quota Source Managers; if no prior coordination is made then weapons are the responsibility of the Soldier. TDY Soldiers will bring all items on this packing list; the 101st NCO Academy has no CIF.
3. The IPFU/APFU is required to have the NSN label. Commercially designed items are not authorized.
4. Sleeping bag/Sleeping system Soldiers bring what was issued.
5. Students may bring spandex (black or gray) for wear under the IPFU/APFU shorts. (Spandex will not be worn while conducting height and weight procedures)
6. Students issued the MOLLE FLC are not required to bring pistol belts, but must bring the complete vest to include ammunition pouches and canteen covers.
7. Alarm clocks are mandatory. (Cell phones will not be used as alarm clocks)
8. Cell phones are permitted in accordance with the outlined Cell phone policy in the Student Guide.
9. Glasses are not considered eye protection, only Army issued eye protection with inserts is authorized; (i.e. Wiley X, Sawfly, Oakley, etc.)
10. Boxers will not be worn with the IPFU/APFU uniform.
11. Bring enough personal items to sustain you through the entire course.
12. Student may bring additional items at their own discretion. (E.G. nomex gloves)

As of: 01 Aug 16

13. The socks — black or white — will be calf-length or ankle-length, and plain with no logos. Ankle-length socks must cover the Soldier's entire ankle bone
14. The beret will have a leather sweatband IAW AR 670-1, paragraph 3-2, section b (1).
15. Students attending BLC may go to CIF and get issued elbow and knee pads with a memorandum signed by their commander stating what class they are going to attend. Contact Ft. Campbell CIF at 270-798-6245 for details.
16. The ECWS Gortex will be worn IAW AR 670-1, paragraph 7-7, section (1) (b).
17. The ACU/OCP cold weather coat will be worn IAW AR 670-1.
18. These items are required when you "report" on Day Zero. (No STANO Devices on weapons)
19. All questions concerning this packing list can be answered at (270) 798-6865/4813.



ROBERT S. WILLIAMS
CSM, USA
Commandant