

The Fort Bragg NCOA

Basic Leader Course



LEARNER GUIDE

“LEAD BY EXAMPLE”

As of 30 July 2018

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Supersedes: Fort Bragg NCOA Student Guide dated 20 July 2017. NOTE: Changes included clarification of cheating on performance evaluations, on-line conduct, and transgender Soldiers.

Proponent: The proponent for this Learner Guide is the Commandant, Fort Bragg NCOA.

Commandant

Fort Bragg NCOA

Building A4375, Deglopper Street
Fort Bragg, North Carolina 28310

POC phone number: DSN 236-9320 / COMM 910-396-9320

World Wide Web: This Learner Guide can be downloaded from the NCOA ACT home page at:

<https://actnow.army.mil/communities/service/html/communityview?communityUuid=4fe0857d-15e6-45e4-aa2c-273eed72359a>

(CAC login required).

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

Purpose: The purpose of this student/ Learner guide is to provide a single-source document outlining policies and procedures for student/ Learners reporting to and attending the Basic Leader Course. All student/ Learners must carefully read this guide; student/ Learners are responsible for being familiar with the contents of this guide and for compliance within 24 hours after arrival at the Noncommissioned Officer Academy. Failure to comply with Army and Academy procedures and policies could result in an early release from the Academy.

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

Distribution: One digital copy of this guide is provided to each Learner on the first day of the BLC training cycle along with other course related equipment and material.

Learner Guide Approval: This Learner Guide was approved by the proponent listed above.

TABLE OF CONTENTS

COMMANDANT'S WELCOME LETTER

CREED OF THE NONCOMMISSIONED OFFICER

CHAPTER 1. GENERAL ADMINISTRATION	PARAGRAPH
Course Overview	1-1
The Army Learning Model & Curriculum	1-2
Duty Uniform	1-3
Privately Owned Vehicles	1-4
Cell Phones	1-5
Religious Services	1-6
Valuables	1-7
Medical and Dental Treatment	1-8
Breast Feeding	1-9
Offices	1-10
Learner Guide Distribution	1-11
NCOA Contact Numbers	1-12
Reporting and In-processing	1-13
 CHAPTER 2. LEARNER ADMINISTRATION	
Learner Conduct 2-1	
Sexual Contact/ Intimacy, Fraternalization and Harassment	2-2
Learner Assignment	2-3
Uniform and Equipment	2-4
Training Schedule	2-5
Formations	2-6
Classroom Procedures	2-7
Safety	2-8
Crime Prevention	2-9
Barracks and Learner Residence	2-10
Study Hall	2-11

CHAPTER 3. LEARNER ORGANIZATION

NCO Support Channel	3-1
Responsibilities	3-2
Learner First Sergeant	3-3
Learner Platoon Sergeant	3-4
Learner Squad/Team Leader Duties	3-5

CHAPTER 4. ACADEMY STANDARDS

Standards and Conduct	4-1
Inspections	4-2
Leaves	4-3
Visitors	4-4
Meals	4-5
Sponsorship	4-6
Non-Scheduled Training Time and DONSA	4-7
Training Attendance	4-8
Complaints and Grievances	4-9

**DEPARTMENT OF THE ARMY
XVIII AIRBORNE CORPS AND FORT BRAGG
NONCOMMISSIONED OFFICER ACADEMY
FORT BRAGG, NORTH CAROLINA 28310**

AFZB-NB

7 March 2017

MEMORANDUM FOR Incoming Learners

SUBJECT: Welcome Letter

1. Congratulations and welcome to the XVIII Airborne Corps and Fort Bragg Noncommissioned Officer Academy (NCOA). Your selection for course attendance and continued training in the Noncommissioned Officer Professional Development System (NCOPDS) is indicative of your past performance and future potential in the military. The mission of the Academy is to provide exceptional training to qualified Soldiers.
2. We will reinforce Army Standards expected of Noncommissioned Officers performing the duties of Squad Leader and Team Leader. This Academy is oriented toward maintaining academic and leadership standards. Your attitude, hard work, full use of all available time, teamwork with other Learners, and the cadre will significantly determine your degree of success and professional development while in attendance here.
3. The course will be challenging, exciting, and meaningful. You may find the course to be intensive, and the course of instruction requiring additional study on your part. The objectives here are designed to further develop your technical knowledge, confidence in your leadership techniques, and enhance your higher personal and professional standards.
4. A positive attitude, tireless motivation, and good study habits will ensure your success. We will give you the information and assistance to accomplish your goals and at all times treat you with respect and dignity.
5. Everyone at the Academy is prepared to assist you in completing the course. Our staff is highly motivated and will offer you some of the best instruction available in the Army today.
6. Again, congratulations and welcome to the XVIII Airborne Corps and Fort Bragg Noncommissioned Officer Academy. On behalf of the NCOA Staff/ Faculty and Cadre, we wish you the best.

X

MATTHEW J. MCCREADY
Commandant, XVIII ABN Corps NCOA

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!

CHAPTER 1

GENERAL OVERVIEW

1-1. COURSE OVERVIEW: This guide provides information which will prepare you to successfully complete the leadership and academic challenges you will be exposed to while attending the Basic Leader Course (BLC) at the XVIII Airborne Corps and Fort Bragg NCO Academy. The BLC is the first institutional step in the Noncommissioned Officer Professional Development System (NCOPDS). The BLC is a 22-day Program of Instruction (POI) which is branch-immaterial and taught in a non-live-in environment (unless a commandant is given exception to policy or determines due to safety concerns to temporarily require student/ Learners to live-in), using classroom instruction. It is a leader course that produces a predictive, adaptive, and innovative combat leader capable of leading Soldiers in any situation. The focus of training is to develop basic leader skills, knowledge, and attitudes needed to lead, discipline, and develop Soldiers; plan, execute, and evaluate individual and team training; and care for Soldiers and Families. The BLC produces competent junior NCOs who are qualified team, section, and squad leaders, trainers of leaders and warfighting skills. BLC graduates are teachers of leader tasks, knowledge, and attitudes; they are evaluators and counselors who conduct and participate in individual and collective training. The BLC instills self-discipline, professional ethics, and establishes the foundation for follow-on training in leader development.

1-2. THE ARMY LEARNING MODEL & CURRICULUM: The Army has shifted its classroom learning from an instructor-centered, lecture-based method to a Learner-centered, experiential methodology that engages the Learners in collaborative practical and problem solving exercises that are relevant to their work environment and provides an opportunity to develop critical 21st Century Soldier Competencies such as initiative, critical thinking, teamwork, and accountability along with the learning content. The POI contains four phases of instruction: Foundations Phase, Leadership Phase, Readiness Phase and Assessment Phase. The Noncommissioned Officer Leader Center of Excellence (NCOL CoE) designed an educational philosophy to challenge the student/ Learners with a thorough academic regime. The POI enhances those skills with which student/ Learners are familiar and develops new skills that student/ Learners will need to perform their duties as Noncommissioned Officers.

1-3. DUTY UNIFORM: The duty uniform for the BLC is the Army Combat Uniform (ACU) or Operational Camouflage Pattern (OCP) with organizational headgear. NCOA cadre/faculty will announce any special uniform requirements. Uniforms will be neat, clean, and serviceable. Unit insignia, insignia of rank, name tapes, U.S. Army tapes, and special skills badges and tabs will be correctly positioned and affixed. Learners will not wear special duty assignment brassards (i.e. CBRNE, CID, EOD, MP, FD) while attending the course. Uniform and grooming standards will be enforced IAW AR 670-1. Only military issued eye protection and gloves or those approved for wear through Program Executive Office (PEO) Soldier will be authorized during the course. Information pertaining to authorized eye protection and gloves can be found at the following link as well as the required packing list items for attendance: <https://actnow.army.mil/communities/service/html/communityview?communityUuid=4fe0857d-15e6-45e4-aa2c-273eed72359a>
(CAC login required).

1-4. PRIVATELY OWNED VEHICLES (POVs): Learners are allowed to bring their POVs to the Basic Leader Course. During in processing, BLC Small Group Leaders will counsel Learners on the NCOA parking policy. Learners will park only in designated areas while attending the course. POVs must meet post and state safety inspection and installation registration requirements.

1-5. CELL PHONES: Learners may bring personal cell phones to the BLC; however, the phones will **ONLY** be used on the Learners' personal time and/or in the designated break areas. Cadre will ensure that Learners with special circumstances (i.e. pregnant spouse, or sick dependents) will be able to receive emergency calls. Learners will not have a cell phone in their possession during any assessment or evaluation.

1-6. RELIGIOUS SERVICES: The Fort Bragg area offers a wide variety of religious services at different locations. You can obtain the required information from the Fort Bragg Chaplain's Office online at: <https://www.bragg.army.mil/index.php/about/garrison/religious-services> or calling the Fort Bragg Religious Support Office at COMM (910) 396-1121 or, for after-duty religious concerns or emergencies, the on-call chaplain at COMM (910) 396-HELP (4357). Learners do not receive academic training on Sunday and are afforded every opportunity to attend religious services on their own time.

1-7. VALUABLES: The safekeeping of valuables is a personal responsibility. It is strongly recommended that high-dollar personal items (cost of more than \$50) are not brought to the Academy.

1-8. MEDICAL AND DENTAL TREATMENT: Learners that require routine medical or dental attention during academy duty hours will notify their Small Group Leader (SGL). Learners assigned to Fort Bragg will make an appointment with their servicing Troop Medical or Dental Clinic and notify their sponsor. The sponsor is responsible for transporting the Learner to and from the appointment. TDY Learners, with assistance from their SGL, will make appointments with the Womack Army Medical Center Family Medicine Clinic or a local dental clinic. One of the Academy cadre will transport the TDY Learner to and from the appointment. For emergency medical requirements and requirements after duty hours, Learners will utilize the Womack Army Medical Center emergency room and one of the Academy cadre will transport the Learner to and from the emergency room if an ambulance is not required. Learners must sign out and in from medical and dental appointments at the staff duty desk, Building A-4375 in the Academy area. The uniform for sick call is the duty uniform. Note that Learners are not required to bring their health and dental records to the course.

1-9. BREASTFEEDING: The Chain of Command and Academy Cadre support your continued effort to express breast milk. In accordance with Army Directive (AD) 2015-43, you will be provided the appropriate space and reasonable breaks for expressing milk. Lactation support, including counseling and equipment, is available through military treatment facilities and TRICARE.

REF: AD 2015-43 Breastfeeding and Lactation Support Policy, 10 Nov 2015
AR 600-20 Army Command Policy
AR 635-200 Active Duty Enlisted Administrative Separations

Notification: Learners are required to notify their Small Group Leaders (SGL) on day one of in processing if they require breastfeeding in garrison. This notification allows the command and staff to prepare a location to support Soldiers who desire to express breast milk. Please use this time to address any other questions or concerns you may have regarding lactation support.

Responsibility: Proper equipment operation, maintenance, and storage of breast pump equipment is the responsibility of the Soldier.

a. Your supervisor will provide reasonable lactation breaks to express milk.

- b. If you have any questions regarding the storage or transportation of expressed milk, please talk with your SGL.

1-10. OFFICES: All NCOA offices are off limits to Learners except when directed to report to a specific location by NCOA cadre.

1-11. LEARNER GUIDE DISTRIBUTION: The Learner guide is provided online at the Fort Bragg Noncommissioned Officer Academy ACT page:

<https://actnow.army.mil/communities/service/html/communityview?communityUuid=4fe0857d-15e6-45e4-aa2c-273eed72359a>

1-12. NCOA CONTACT NUMBERS:

Commandant	DSN: 236-9320	COMM (910) 396-9320
Deputy Commandant	DSN: 236-7855	COMM (910) 396-7855
BLC Training Section	DSN: 236-5073/5074	COMM (910) 396-5073/5074
BLC Operations Center	DSN: 236-2917	COMM (910) 396-2917 COMM (910) 396-5705 COMM (910) 303-5825 (duty cell phone)
SDNCO	DSN: 236-5705	

1-13. REPORTING AND INPROCESSING:

a. Soldiers assigned to Fort Bragg will report with all required equipment NLT 0445 on Day 1 (report day) as listed on the Army Training Requirements and Resources System (ATRRS). The report location is the parking lot centered on the NCOA HQ / Classroom building flagpole. NCOA personnel will be present to guide Learners to the correct location. The uniform is the seasonally appropriate Army Physical Fitness Uniform (APFU). All Learners will have the following items with them for inprocessing:

- (1). TDY orders (if applicable, a minimum of three copies required).
- (2). Any physical profile documentation (to include annotations regarding recovery time Learners with temporary profiles will be denied enrollment in the course).
- (3). Military Identification Card (CAC) and identification tags.
- (4). Pen and Paper
- (5). Two (2) MREs
- (6). Camelbak or 2QT Canteen
- (7). Weather appropriate APFU

b. Soldiers assigned to Fort Bragg must provide their own meal cards from their assigned units if applicable.

c. Soldiers attending the BLC on TDY status from installations other than Fort Bragg must report to the

NCOA NLT 1600 on the day prior to Day 1 (report day) as listed on ATTRS. They will report to the NCOA SDNCO located in building A4375 on Deglopper Street. If applicable, Learners are responsible for their own transportation from local airports, train stations, and bus stations to the Academy. The NCOA SDNCO will assign quarters and issue instructions to TDY Learners after they report. TDY Learners require the same documentation and items as listed in paragraph 1-13a.

- (1) Soldiers arriving from other installation and provided government transportation (ie. Charter Bus, Government Vehicle) must return to home station in the same manner.
- (2) Exceptions may be made with one (1) week prior coordination with Learners' Chain of Command (COC) prior to graduation/ departure. A notification to SSGL/ SGL is required before approval.

d. Additional information regarding reporting procedures, to include a diagram of the reporting location, is located on the Fort Bragg NCO Academy ACT Page:

<https://actnow.army.mil/communities/service/html/communityview?communityUuid=4fe0857d-15e6-45e4-aa2c-273eed72359a>

The site requires a Common Access Card (CAC) to view the information.

CHAPTER 2

STUDENT/ LEARNER ADMINISTRATION

2-1. LEARNER CONDUCT: The NCOA trains and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions, directives, and the customs and courtesies of the Army. It is the student/ Learner's responsibility to maintain these standards during the course of instruction and throughout their military career. While on and off duty every Learner must display the attitude, courtesy, bearing, and appearance required to bring credit to the service and themselves. These standards of conduct directly reflect the respect one has for the Army, the Nation, and the citizens that we serve. Misconduct of any type, no matter how minor, may result in an immediate disciplinary dismissal. In addition to other standards specifically listed in this guide, note the following:

- a. Gambling of any kind is prohibited.
- b. The possession of narcotics or medication NOT prescribed by a medical officer is prohibited. Prescriptions must be stored in the issued prescription bottle. Outdated prescription medication is considered an illegal drug.
- d. Learners will not bring televisions, stereos, and large radios to the Academy. Small clock radios, portable MP3 or other music devices, and cellular phones are authorized. SGLs will provide additional guidance during inprocessing.
- e. Pornographic and offensive material of any type is not authorized.
- f. Use of tobacco products (to include electronic cigarettes and cigars) is limited to designated smoking areas. Learners will not use tobacco products in any building or while walking in the Academy area.
- g. Female barracks rooms are off limits to male Learners at all times and male barracks rooms are off limits to female Learners at all times. Learner leaders, when accompanied by cadre/faculty, are authorized to check opposite sex barracks during Learner-led inspections.

- h. Learners are responsible for complying with information outlined on the training schedule.
- i. Visitors and sponsors are not allowed to enter the barracks without permission from Academy cadre. Visitors are allowed only in designated areas.
- j. A Learner caught lying to cadre or cheating will be processed for disciplinary release / Honor violation. Learners will not acquire or provide inappropriate assistance before or during any written or performance evaluation throughout the course except as instructed (i.e. group activities) and report any such inappropriate assistance before, during, or after any written or performance evaluation administration. You cannot copy, receive, or use another Learner's work; all work submitted must be your own original work.
- k. Learners are issued laptop computers for use during the course. Learner-caused damage or loss will result in the initiation of a statement of charges or a Financial Liability Investigation of Property Loss (FLIPL). Learners will not install/play computer games, place unauthorized programs, files, or photographs on, or otherwise abuse Academy computers. No Learner will use any form of electronic communication devices to: harass, bully, haze, stalk, discriminate, retaliate, or any other type of misconduct that undermine dignity and respect. When engaging in electronic communication, Members off the Army Team should apply "Think, Type, Post": "Think" about the message being communicated and who could potentially view it, "Type" a communication that is consistent with Army Values, and "Post" only those messages that demonstrate dignity and respect for self and others. (ALARACT Message 058 2018, Professionalization of Online Conduct).
- l. IAW with the BLC Course Management Plan and The U.S. Army Learning Concept for Training and Education 2020 - 2040, it is your responsibility, as a Learner, to properly prepare for the next day's lessons by completing all required research, reading, or other homework assignments. Your preparation is essential to a successful learning environment. Failure to prepare for class could result in negative performance counseling, a poor rating on classroom participation, a marginal or unsatisfactory performance rating on the DA Form 1059, or possibly a dismissal from the course for academic deficiency, negative attitude, or lack of motivation.
- m. If in doubt at any time regarding any Academy policy or standard, Learners will seek guidance from their SGL.
- n. The XVIII ABN CORPS NCOA supports Army Directive 2016-35 (Army Policy on Military Service of Transgender Soldiers). In accordance with this directive, all Soldiers will be treated with dignity and respect regardless of their gender identification. Learners will be held to any graded or regulatory standard IAW their current DEERS gender marker.

2-2. SEXUAL CONTACT/INTIMACY, FRATERNIZATION, AND HARASSMENT:

a. **Sexual Contact/Intimacy:** Acts of sexual contact to include physical touching of a romantic or sexual nature, acts of sexual intimacy, and acts of sexual intercourse among/between Learners and/or staff/ cadre members of the same or opposite sex is strictly forbidden. This applies to incidents on or off post, 24 hours a day.

b. **Fraternization:** Personal relationships between staff members/ cadre and Learners are forbidden when they exceed the scope of what is necessary to foster a learning environment between instructors/ facilitators and Learners. This includes social media such as Facebook, Twitter, Instagram, cell phone texts, and email. This does not prevent a text message or phone call between an instructor/ facilitator and Learner required for the performance of their duties. For example, a small group leader calling a Learner to apprise him/her of a postponed formation due to inclement weather would be permissible. This should be distinguished from unnecessary personal familiarity between Learners and instructors/ facilitators. Learners who initiate contact with an instructor through social media will be considered for dismissal. Moreover, Learners have a duty to report any cadre member who initiates contact through social media.

c. **Harassment:** Harassment of individuals on the basis of their sex (Including Gender Identity), race, color of skin, age, disability, national origin, religion, or creed is a violation of the Civil rights Act of 1964. Harassment violates the fundamental policy to provide equal opportunity and equal treatment to personnel. Military personnel will treat other Learners and cadre with sensitivity, dignity, and respect at all times. Personal conduct, which violates these policies or standards, will not be tolerated. Likewise any verbal, nonverbal, or physical sexual harassment towards a Learner by another Learner or cadre member will not be tolerated. Any incident of sexual harassment should be immediately reported to the appropriate level of Cadre Chain of Command.

2-3. LEARNER ASSIGNMENT: Learners are given a Learner roster number and assigned to a platoon during inprocessing. It is important that you place your Learner number, rank, and name on all correspondence while assigned to the NCOA. Unless otherwise directed, place this information in the top right corner when filling out documents. Also ensure your sponsor and appropriate members of your assigned command know your roster number. Learners will rotate classrooms throughout the phases of the course, but will maintain their original roster number.

2-4. UNIFORM AND EQUIPMENT: Learners are required to have the correct uniform and serviceable equipment as required by the class training schedule and directed by the SGLs.

2-5. TRAINING SCHEDULE: A copy of the approved BLC training schedule is posted in every classroom and is available for viewing on the Academy web site.

2-6. FORMATIONS:

- a. Learners will conduct formations IAW the training schedule and as directed by BLC cadre. Authority for conducting formations may be delegated at times to the Learner chain of command. Cadre and Learners will conduct formations in strict accordance with FM 3-21.5.
- b. Learners will march in formation to and from all training.
- c. SGLs are in charge of any marching element moving outside of the Academy grounds.
- d. Senior SGLs (SSGL) are responsible for the overall movement each training day.
- e. If a Learner is late to any formation (including any scheduled training event), he will receive developmental counseling. If a Learner is late a second time, he/she may be considered for dismissal.
- f. Learners should immediately call the SDNCO at (910) 396-5705 if they become aware of any unforeseen emergency circumstances that will cause them to be late. (Failure to set an alarm or improper planning on the part of the Learner will not be considered an unforeseen emergency circumstance)

2-7. CLASSROOM PROCEDURES: SGLs will establish classroom standards at the beginning of the course and assign a Learner classroom leader who will perform duties as directed. While the emphasis of classroom conduct is to foster the best learning environment possible, Learners will maintain their professionalism and military bearing at all times. Learners will maintain classrooms in a high state of organization, cleanliness, and repair. Learners will adhere to end of day procedures as directed by the SGLs.

2-8. SAFETY :

- a. Safe training and training safety are not synonymous. Safe training is achieved by integrating safety in the planning, development, and conduct of training (FM 7-0 and FM 7-1). Leaders must commit to accomplishing the mission without unnecessarily jeopardizing lives and equipment. They must

recognize unsafe behavior while making prudent risk decisions, and developing operational processes to minimize hazards. Force protection must be an integral part of mission accomplishment by including risk assessment and risk management in the decision making process. Risk assessment/management eliminates unnecessary risk, minimizes fratricide, and avoids accidental injury to Soldiers and damage to equipment. Force protection responsibilities continue around the clock, both on and off duty.

b. Training safety consists of three interlocking tiers:

- (1) The Commandant: Validating soundness of training and evaluation plans for safety and resolving safety issues.
- (2) The First Line Leader: Identifying necessary actions by responsible individuals, establishing a system to monitor training safety, and focusing on adherence to standards.
- (3) The Individual: Ensuring Soldiers look after themselves, others and know how to recognize unsafe conditions and acts.

2-9. CRIME PREVENTION: Crime prevention is the responsibility of all personnel assigned to and attending the Academy. Individuals are responsible for providing adequate locks to secure all personal equipment in the barracks. Learners should not bring high dollar items (valued at \$50 or more). If a break-in or theft occurs, the Learner suffering the loss will report the incident immediately to their SGL (during training hours) or the Academy SDNCO (after training hours).

2-10. BARRACKS AND LEARNER RESIDENCE: All TDY Learners will reside in the NCOA barracks until graduation. BLC cadre will explain specific standards for barracks maintenance and hygiene. Soldiers assigned to Fort Bragg who wish to reside in the Academy barracks during the course may do so, however, they will abide by all barracks policies and will reside there for the duration of the course. Learners may, and are encouraged, especially if they reside off post, to utilize the barracks for personal hygiene after PT. Those using the barracks will be responsible for cleaning prior to the next formation or at the time specified by the SGLs or Academy First Sergeant.

2-11. STUDY HALL: Learners are encouraged to attend every study hall on the training schedule – it is in the Learner's best interest to do so.

a. The Commandant directs that only those Learners who fall in the categories listed below attend a one- hour mandatory study hall as annotated on the training schedule:

- (1) Learners who fail any assessment or evaluation or whose academic average falls below 76 %.
- (2) When SGLs have determined a Learner has poor study habits or is having difficulty retaining information.
- (3) Learners who are not adequately preparing themselves for the next day's training as identified by their SGL.

CHAPTER 3

LEARNER ORGANIZATION

3-1. NCO SUPPORT CHANNEL: A Learner chain of command is designated and rotated periodically, allowing each Learner the opportunity to be evaluated in a leadership position. The Learner leaders are responsible for the actions of the Learners in his squad. Learner leaders exercise normal authority and responsibilities in the execution of their appointed command functions. Learners will cooperate and obey the orders of those appointed above them. Failure to cooperate with or disobeying directives of the Learner Chain of Command may result in adverse actions such as dismissal from the course or adverse comments entered on the Learner's Academic Evaluation Report.

a. Academy NCO Chain of Command (descending order)

- (1) Commandant
- (2) Deputy Commandant
- (3) First Sergeant
- (4) Senior Small Group Leader
- (5) Small Group Leader

b. Student/ Learner NCO Chain of Command (descending order)

- (1) First Sergeant
- (2) Platoon Sergeant
- (3) Squad Leader
- (4) Team Leader

3-2. RESPONSIBILITIES: The SGLs are responsible for the overall administration, billeting, safety, messing and processing of all Learners. In addition, SGLs have the responsibility of conducting squad training and rendering evaluations of the Learners to include making on the spot corrections and counseling. General Learner leadership responsibilities include:

- a. Attending all classes with their assigned small group.
- b. Organizing the Learner company for formation.
- c. Giving and receiving accurate accountability reports and accountability of Learners and equipment.
- d. Disseminating information down to the members of each team ensuring subordinate leaders are kept informed at all times.
- e. Movement of the company when directed by the training schedule.
- f. Maintaining areas of responsibility to include barracks, classrooms, and outside/common areas.
- g. Ensuring equipment is properly stored or displayed IAW NCOA Barracks SOP.
- h. Reporting violations of instructions or policies to the SGL or SSSL as soon as possible.
- i. Briefing the new Learner leader when leadership positions change.

All Learners will ensure that tasks are accomplished according to standards and strictly adhere to instructions from the Learner leadership. Learners performing assignments in leadership positions must ensure that they are familiar with the duties required of the position to which they are assigned. Full cooperation of Learners is required at all times. Disobedience or failure to respond to orders issued by a Learner leader could result in a disciplinary release from the course. The

Learners in leadership positions must bring any disobedience or noncompliance situation to the attention of the NCOA leadership.

3-3. LEARNER FIRST SERGEANT: Learners selected for this responsibility are chosen based upon their academic standing, initiative, motivation, and professionalism. In addition to the duties listed under 3-2, other responsibilities include:

- a. Responsible for the police and orderliness of the Academy area as a whole (to include barracks day room that will be opened by NCOA).
- b. Other responsibilities as directed by the SSGL.

3-4. LEARNER PLATOON SERGEANT: The same selection criteria as prescribed for the Learner First Sergeant applies to the Learner platoon sergeants. Learner platoon sergeants are assigned by the SSGLs. In addition to the duties listed under 3-2, other responsibilities include:

- a. Have 100% accountability of platoon members at all times.
- b. Performs additional duties as directed by their SSGL.

3-5. LEARNER SQUAD/TEAM LEADER DUTIES: Squad Leader/Team Leader positions are assigned and evaluated by the SGL. In addition to the duties listed under 3-2, other responsibilities include:

- a. Keeps the Learner NCO Support Channel informed of squad/team members who need help with problems.
- b. Checks the squad/team at all formations to ensure that all members are present, and in the proper uniform.
- c. Have 100% accountability of squad/team members at all times.
- d. Performs additional duties as directed by cadre.

CHAPTER 4 ACADEMY STANDARDS

4-1. STANDARDS AND CONDUCT: The XVIII Airborne Corps and Fort Bragg NCOA BLC is dedicated to the principle of leadership by example.

a. 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. Subordinates require and rely on the honesty and integrity of their leaders. The basic concept of the honor code is that a NCO does not lie, cheat, or steal - nor tolerate those that do. This is reflected in the Creed of the Noncommissioned Officer.

This requires, among other things, that "Your work must be your own." Assessments and performance-oriented training evaluations are given throughout the course. Each individual student/Learner prepares presentations. This work is evaluated based on individual effort. Each Learner's work will be entirely original in every manner. The copying of another Learner's work violates the intent of the Honor Code. Learners 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 Learner and as an NCO to report violations of rules, regulations, and policies

immediately to the chain of command. Those who observe an honor violation and do not report the fact are themselves guilty of the violation, and any violation of the Honor Code is grounds for dismissal.

b. Military Courtesy: Learners will maintain the highest standards of military courtesy while at the Academy. Learners will render appropriate greeting of the day or "ATW!" when passing a visiting Officer or NCO senior in rank. One important exception is when classes are in progress. Under no circumstances will a class be disrupted for the purpose of rendering military courtesy to a visitor. The priority of training takes precedence at the Academy and visitors do not expect instruction to stop.

c. Personal Appearance: Learners are required to attain and maintain a high standard of appearance at all times. Strict adherence to standards outlined in AR 670-1.

4-2. INSPECTIONS: Military inspections are required to ensure adherence to standards and overall preparedness. BLC cadre and Learner leaders will conduct in-ranks, classroom, standby, and barracks (for safety and general cleanliness only) inspections –announced and unannounced. Learners will be properly prepared for inspections at all times while attending the course.

4-3. LEAVES: Individuals departing on emergency leave will receive an administrative release. The Learner's parent organization is responsible for preparing and processing the leave request.

4-4. VISITORS: Visitors are not authorized on the NCOA grounds or parking lot, to include periods during Commandant's time or Refection time. Members of a Learner's chain of command or senior NCO Support Channel may request to speak with or visit a Learner. Advance coordination should be made no less than 24 hours from planned visitation with the Deputy Commandant or 1SG. Visitors must be in duty uniform.

4-5. MEALS: The NCOA does not have a designated dining facility. Small Group Leaders will release Learners for meals IAW the BLC training schedule. The Learners will choose where to consume their meals, but are required to return to the academy NLT the time designated on the training schedule. Learners are required to bring two (2) MREs as part of their packing list – two (2) MREs for the morning and lunch of day one. The NCOA will NOT issue MREs to student/ Learners.

4-6. SPONSORSHIP: The purpose of BLC sponsorship is to support a Learner by providing documents and/or mission essential equipment not brought to the course by the Learner and to serve as the liaison between the Learner and his/her parent unit. Sponsors also transport Soldiers assigned to Fort Bragg to and from authorized medical and mission essential appointments. BLC sponsors must be in the rank of Sergeant or above, assigned to the Learner's parent unit. A Learner will not have a Family member assigned as a sponsor. Sponsors will only visit Learners on the days and times indicated on the training schedule unless a specific situation dictates otherwise. When visiting the Academy, sponsors must wear an Army uniform. Exceptions are made for CID personnel. Sponsors will not wear civilian clothing or medical scrubs. For appointments and "by exception" visits, sponsors will call the BLC Operation Assistant, at COMM (910) 396-2917 to make appropriate coordination.

4-7. NON-SCHEDULED TRAINING TIME and DONSA: SGLs will release Learners for non-scheduled training time upon conclusion of training each day. When released, Learners are authorized to leave Academy grounds unless otherwise specified. TDY Learners are required to return to the Academy at 22:00 each evening. When released for DONSA on the last duty day, TDY Learners are released until 22:00 before the next duty day.

4-8. TRAINING ATTENDANCE: Attendance at training events is mandatory for all Learners. Any Learner who has an official or medical appointment, quarters, or any emergency that causes him to miss four or more academic hours of programmed instruction will be considered for release from the course. The Commandant will consider special circumstances on a case-by-case basis. Learners should not be recalled to their parent unit for routine training or administrative duties during or after duty hours. If this should happen, inform your Senior SGL.

4-9. COMPLAINTS AND GRIEVANCES: Learners should address complaints and grievances to their SGLs. Every effort will be made to resolve issues at the lowest level possible. The Commandant's Open Door Policy applies to all Learners enrolled in the course. Should a Learner's concerns not be resolved while utilizing the NCO Academy instructor chain of command, they may request to speak with the Commandant. No Learner will be denied the right to speak with the Commandant IAW his Open Door Policy, nor there any repercussions for such a request.