

SSG JOHN W. KRECKEL NONCOMMISSIONED OFFICERS ACADEMY
101ST AIRBORNE DIVISION (AIR ASSAULT)
FT. CAMPBELL, KY 42223
STANDARD OPERATING PROCEDURE BRIEFING

1. Please inform your sponsor and chain of command of the following information

- a. Your sponsor must be a member of your unit and must be a graduate of BLC and the same or higher rank than you.
- b. All visitors must be in uniform, such as ACUs or ASUs. No APFU or civilian attire is allowed regardless of the time of day.
- c. Your sponsor and chain of command are permitted to visit you during the day to drop off administrative documents. They must report to the SDNCO desk first in building 7523. Family members cannot serve as sponsors.
- d. Emergencies will be handled on a case by case basis through your Senior and Branch Chief.
- e. BLC is scheduled to take place five days a week, Monday through Friday. Saturday is an optional day for any missed instruction during the course. Students must understand working Saturday is available to be used as needed for course completion.

2. Requirements

- a. TASS Pre-execution Checklist (TRADOC Form 350-18-2-R-E, APR 2018) signed by Unit Commander and Ft. Campbell NCOA Student In-processing Data Sheet (Ver 4.0 15OCT19).
- b. Passing DA Form 705
- c. Passing DA Form 5500/5501
- d. Physical Profile DA Form 3349 if applicable

3. Standards and Discipline

- a. Conduct yourself in a professional manner at all times.
- b. Assume the position of Parade Rest when speaking to any NCO.
- c. Give all NCO Academy Cadre the same respect as your own Facilitator.
- d. Sound off with "At Ease" when your Facilitator enters the room, or when another Cadre member enters the room when your Facilitator is not present.
- e. You must be present at all formations.
- f. You must eat all scheduled meals in the dining facility. "To Go" plates will not be issued from the dining facility.
- g. Do not take food or drinks out of the dining facility. No Exceptions.
- h. Respect and obey the student chain of command. Student leaders are responsible for the accountability of their Soldiers at all times.
- i. Present a good military appearance at all times. Serviceability and wear of the uniform apply IAW AR 670-1.
- j. Common areas and areas of responsibility are subject to inspection at any time.

SSG JOHN W. KRECKEL NONCOMMISSIONED OFFICERS ACADEMY
101ST AIRBORNE DIVISION (AIR ASSAULT)
FT. CAMPBELL, KY 42223

- k. Tobacco use in designated smoking areas only. This is to include chewing tobacco, e-cigarettes, and other nicotine products.
- l. Do not leave the Academy area unless authorized by a Senior Facilitator or higher.
- m. Profanity is not acceptable or tolerated.
- n. Alcoholic beverages may be consumed while attending BLC on your off time; however, we recommend that you drink in moderation. There is no alcohol allowed on Academy ground, to include inside of your vehicles.
- o. All visitors must comply with all Academy Policies and check in at Staff Duty.
- p. Fraternalization among male / female students is prohibited.
- q. All sensitive items will be accounted for at all times.

4. Honor Code

- a. Your work must be your own. Do not copy another student's work (past, present, or future). You will not share your work in physical or digital form.
- b. Honesty in word and deed. If you deceive by your actions or tell a lie, you will be recommended for dismissal.
- c. Your personal conduct during the course will not violate regulations, policies, or established discipline standards.

5. Sick Call Procedures

- a. Students who need to visit sick call will report to first formation for accountability first.
- b. Students will be responsible for driving themselves to sick call and back. If the student is unable to drive due to severity, then the Academy will provide transportation.
- c. Once the student is complete with sick call they will report back to their facilitator with the sick call slip, and any additional medical documentation.
- d. Quarter for medical reasons will result in a medical dismissal from the course unless the student has completed all graduation requirements. Any and all medical dismissals will be taken into consideration by the Deputy Commandant and BLC Branch Chief before a decision is made.

6. Attendance

- a. You will notify cadre via message or call by 0530 that they are green or red on all four medical questions concerning COVID-19.
- b. You will wear a mask at all times while on Academy grounds regardless of indoors or outside.

SSG JOHN W. KRECKEL NONCOMMISSIONED OFFICERS ACADEMY
101ST AIRBORNE DIVISION (AIR ASSAULT)
FT. CAMPBELL, KY 42223

- c. You will have your temperature checked every morning prior to entering the Academy for class.
- d. You will not use the middle stairwells or foyers at all.
- e. It is recommended for all students attending BLC to re-schedule any appointments taking place during the course.
- f. You will not park in spots labeled for NCOA Cadre and Staff. Do not park near or around the COVID-19 quarantine barracks (BLDG 7580 and 7520).
- g. All students will utilize the chain link parking lot on Academy grounds located next to the gym.
- h. You are not permitted to go to your car after the first class begins unless instructed to do so by Cadre.

7. Cellphone Policy

- a. The use of cellular phones/smart watches are permissible under the following guidelines.
- b. Students may maintain their cell phones during the duty day. Cell phones/smart watches must be off, on vibrate or silent mode, so as not to be a distraction during course hours (first formation until after COB formation). Cell phones will not be on the computer desk or visible from first formation to last formation of the duty day. The student is responsible for the security of their cell phone/smart watches. The prescribed area below is the only area where cell phones/smart watches are authorized for use.
- c. Students are authorized to use cell phones/smart watches during authorized breaks only.
- d. Use of cell phones/smart watches anywhere or anytime other than the authorized break time or cell phone/smart watch break area is prohibited. Students caught using their cell phone/smart watch in any unauthorized areas will be recommended for a disciplinary dismissal (**FIRST OFFENSE**).
- e. Prohibited usage of a cell phone/smart watch is described as:
 - 1. Using the phone to any extent (any function that can be performed on a cellular device)
 - 2. Using the smart watch to any extent (can visually look at time, cannot physically touch the watch face or dial on side)
 - 3. Having the phone visible (not in pocket or secure location)
 - 4. Visually checking, sending, or answering text (cell phone/smart watch)
 - 5. Visually checking, answering, or making calls (cell phone/smart watch)
 - 6. Giving any type of verbal command to the cell phone/smart watch
- f. Students will keep phones on silent, vibrate, or off at all times unless they are at the authorized break area for cell phone/smart watch utilization. In the event that a cell phone/smart watch makes any type of audible sound outside of the authorized break area, that student will be:
 - 1. (**FIRST OFFENSE**) Instructed by cadre to place the phone on silent, vibrate, or off. The student will then receive a counseling for failure to

SSG JOHN W. KRECKEL NONCOMMISSIONED OFFICERS ACADEMY
101ST AIRBORNE DIVISION (AIR ASSAULT)
FT. CAMPBELL, KY 42223

- follow instructions and removed from honors.
2. **(SECOND OFFENSE)** Instructed by cadre to place the phone on silent, vibrate, or off. The student will then receive a counseling for failure to follow instructions and be recommended for disciplinary dismissal from the course.
- g. Audible sound from a cell phone/smart watch can be described as:
1. Any sound able to be heard, no matter how faint or loud, coming from a cell phone/smart watch.
 2. The only exception to audible sound is the noise made when a cell phone/smart watch vibrates. Anything other than or in addition to the sound of vibration constitutes the use of audible sound and is punishable as prescribed above.
- h. Only in emergency situations will cell phones/smart watches be allowed outside of this established standard. The NCO Academy Deputy Commandant is the approving authority for emergency use of a cell phone. All request for exception to this policy will be submitted in a memorandum format.

8. Dismissals

- a. Dismissal from the course will be on a case by case basis. You may be considered for dismissal if you(r):
1. Fail to report two times.
 2. Fail the initial and REA on the same assessment.
 3. Fail three initial assessments, or require more than two REAs.
 4. Personal conduct is such that your continuation in BLC is not appropriate.
 5. Actions make it extremely unlikely that you can meet course graduation standards.
 6. Academic progress, demonstrated motivation, attitude or conduct is prejudicial to others in the course.

9. Usage of Student Laptop Computer Systems

DOD AGREEMENT

This is a Department of Defense (DOD) computer system. Before processing classified information, check the security accreditation level of the system. Do not process, store, or transmit information classified above the accreditation level of the system. This computer system, including all related equipment, networks and network devices (includes internet access) are provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including to ensure their use is authorized for management of the system, to facilitate protection against

SSG JOHN W. KRECKEL NONCOMMISSIONED OFFICERS ACADEMY
101ST AIRBORNE DIVISION (AIR ASSAULT)
FT. CAMPBELL, KY 42223

unauthorized access and to verify security procedures, survivability and operational security. Monitoring includes, but is not limited to, active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information placed on or sent over the system may be monitored. Use of this DOD computer system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for all lawful purposes.

NCOA AGREEMENT

- Do not process, store or transmit classified information on the computer.
- The computer system, including all related equipment, networks and network devices are provided only for authorized U.S. Government use.
- The laptop computer may be monitored for all lawful purposes, including ensuring its use is authorized for management of the system to facilitate protection against unauthorized access and to verify security procedures, survivability and operational security.
- All information including personal information placed on or sent by the computer maybe monitored.
- Use of the computer, authorized or unauthorized, constitutes consent to monitoring.
- Each laptop computer has been expertly set up with everything you need to successfully complete the Basic Leader Course.
- Tampering with settings or entry into unauthorized areas, regardless of intent, will be considered an honor violation and are grounds for dismissal from the course.
- Student laptops, utilizing the Fort Camp NCO Academy standalone or network automation equipment, will be hand receipted to the individual users during in-processing.
- Students are monetarily responsible for the Automated Data Processing Equipment(ADPE) and associated peripherals hand receipted to them. In such case that the
- ADPE or associated peripherals are lost, stolen, damaged or destroyed, a complete liability investigation will be conducted in accordance with (IAW) AR 15-6.
- Users are **NOT** authorized to download and or install any software, shareware, file-sharing programs, Peer-to-Peer software (including music and video files), games, or public domain software and will not introduce executable code (such as, but not limited to: .exe, .com, .vbs, or .bat files) on their computer.
- User will scan all magnetic media (diskettes, compact disks, etc.), utilizing Norton/MacAfee Antivirus (provided on each system), before using it on a system connected or disconnected to an Army and/or Fort Campbell network.
- User will not utilize Internet Chat or instant messenger services (i.e., AOL, MSN, Yahoo, etc.). If chat service is required, user will use the chat service established with their AKO account.

**SSG JOHN W. KRECKEL NONCOMMISSIONED OFFICERS ACADEMY
101ST AIRBORNE DIVISION (AIR ASSAULT)
FT. CAMPBELL, KY 42223**

-SOLDIERS WILL ENSURE THAT THE GOVERNMENT COMPUTER IS UNPLUGGED WHEN NOT IN USE TO PREVENT DAMAGE TO NCOA EQUIPMENT. Leaving the computer plugged in all the time will cause catastrophic damage to the battery.

I have read and understand all of the above stated information:

Signature of Student

Date