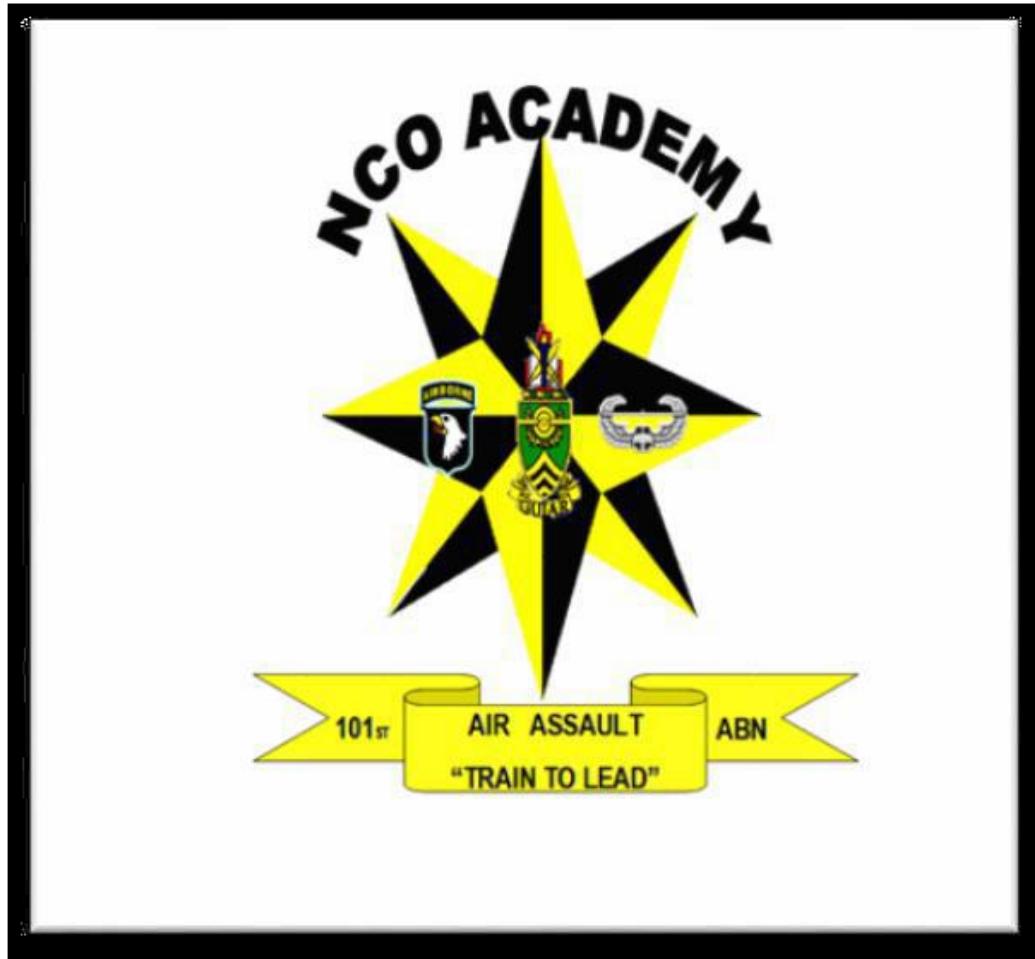


# BASIC LEADER COURSE



## STUDENT GUIDE

**“TRAIN TO LEAD”**

AS OF: 01 Oct 2026

## Basic Leader Course Student Guide

SSG John W. Kreckel NCO Academy  
Building 7523, Headquarters Loop Road  
Fort Campbell, KY 42223-5000

POC phone number: (270) 412-4898

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

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## **TABLE OF CONTENTS**

### **COMMANDANT'S WELCOME LETTER**

### **CREED OF THE NONCOMMISSIONED OFFICER**

### **SCREAMING EAGLE SONG / ARMY SONG**

### **SYLLABUS**

<b>CHAPTER 1. GENERAL ADMINISTRATION</b>	<b>PARAGRAPH</b>
Course Overview	1-1
The Army Learning Model & Curriculum	1-2
Course Graduation Requirements	1-3
Duty Uniform	1-4
Privately Owned Vehicles	1-5
Cell Phones	1-6
Religious Services	1-7
Valuables	1-8
Medical and Dental Treatment	1-9
Offices	1-10
Student Guide Distribution	1-11
Reporting and In-processing	1-12
<b>CHAPTER 2. STUDENTS ADMINISTRATION</b>	
Student Conduct	2-1
Sexual Contact/ Intimacy, Fraternization and Harassment	2-2
Student Assignment	2-3
Formations	2-4
Classroom Procedures	2-5
Safety	2-6
Crime Prevention	2-7
Barracks and Student Residence	2-8
Study Hall	2-9
<b>CHAPTER 3. STUDENT ORGANIZATION</b>	
NCO Support Channel	3-1
Responsibilities	3-2
Student First Sergeant	3-3
Student Platoon Sergeant	3-4
Student Squad/Team Leader Duties	3-5
<b>CHAPTER 4. ACADEMY STANDARDS</b>	
Standards and Conduct	4-1
Inspections	4-2
Leaves	4-3
Visitors	4-4
Meals	4-5
Sponsorship	4-6
Training Attendance	4-7
Complaints and Grievances	4-8
COVID COMPLIANCE	4-9
Usage of Student Laptop Computer Systems	4-10

## Basic Leader Course Student Guide

### MEMORANDUM FOR Basic Leader Course (BLC) Students

### MEMORANDUM FOR PROSPECTIVE STUDENTS SUBJECT: Student Welcome Letter

1. Welcome to the SSG John W. Kreckel Noncommissioned Officer Academy, Basic Leader Course. The 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. Basic Leader Course is non-MOS specific, taught in an environment using classroom instruction accomplished through the use of the Army Experiential Learning Model (ELM) methodology. Lessons are facilitated in a small group setting with a collaborative approach, which allows you to discover information and then apply it to new and ambiguous situations.
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 BLC focuses on six Leader Core Competencies (LCC):
  - Readiness.
  - Communications.
  - Leadership.
  - Operations.
  - Training Management.
  - Program Management.
3. BLC is designed to build basic leader and trainer skills needed to lead a team size element; while providing the foundation for further development along the PME learning continuum.
4. 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.
5. 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 L. Rish*  
ROBERT L. RISH  
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 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 Eagles Song

“We have a rendezvous with destiny.

Our Strength and courage strike 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 till the battle's 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.

**CHAPTER 1**  
**GENERAL OVERVIEW**

**SYLLABUS**

LESSON #	LESSON
B100	COURSE OVERVIEW
B101	GROUP DYNAMICS
B128	SHARP
B111	PHYSICAL READINESS TRAINING
B114	DRILL AND CEREMONY
B129	EQUAL OPPORTUNITY
B108	CULTURAL COMPETENCIES
B103	WRITTEN COMMUNICATION
B106	ARMY LEADERSHIP REQUIREMENT MODEL
B105	CRITICAL THINKING
B102	EFFECTIVE LISTENING
B104	PUBLIC SPEAKING
B124	AFT GRADER CERT
B115	MISSION ORDERS / TLPs
B116	TRAINING MANAGEMENT
B109	UNIT CULTURE and THIS IS MY SQUAD
B110	LEGAL / LIMITS OF NCO AUTH.
B112	SERVANT LEADERSHIP
B113	TEAM BUILDING / CONFLICT MANAGEMENT
B107	COUNSELING
B127	FINANCIAL READINESS
B120	TALENT MANAGEMENT
B132	MAP READING AND LAND NAV
B119	SOLDIER READINESS
B118	COMMAND SUPPLY DISCIPLINE
B126	HOLISTIC HEALTH AND FITNESS
B121	RESILIENCY
B125	NUTRITIONAL READINESS
B130	ARMY BODY COMPOSITION PROGRAM

**1-1. COURSE OVERVIEW:** The 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 SSG John W. Kreckel Noncommissioned Officer 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/ students 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 teams, sections, 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 student-centered, experiential methodology that engages the students 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 modules of instruction. The Noncommissioned Officer Leader Center of Excellence (NCOL CoE) designed an educational philosophy to challenge students with a thorough academic regime. The POI enhances those skills with which students are familiar and develops new skills they will need to perform their duties as Noncommissioned Officers.

### **1-3. COURSE REQUIREMENT**

a. Entry – Students will have 72 hours from 0600 on Day 1 to provide any required documentation or may be considered for dismissal.

(1) Meet height and weight standards and body composition IAW AR 600-9.

(2) Have no suspension of favorable personnel actions (flags) or pending flags.

(3) Pre-execution Check List (PEC).

(4) Common Access Card (CAC): All Soldiers attending BLC are required to have CAC access to the post Non-classified Internet Protocol Router Network (NIPRNET). NIPRNET access is a requirement for use of classroom computers. Students must have their CAC enable for BAS (SIK) reduction prior to attending BLC.

(5) Da Form 3349 physical profile form (if applicable).

(6) Soldiers/students must show proof of vaccination (Vaccination Card/MEDPROS) upon arrival for training. Soldiers/students pending a COVID vaccine exemption will not travel until their exemption is adjudicated. Unvaccinated Soldiers/students should not travel for training unless an exemption for travel has been approved by the Undersecretary of the Army.

b. **Graduation** - To achieve course graduation requirements, you must achieve a minimum of 70 percent or a “GO” on the following Performance Assessments:

- (1) Assessing Competencies & Attributes, 1009A.
- (2) All Essays, 1009W (SHARP, Informative, Compare & Contrast).
- (3) Physical Readiness Training.
- (4) Public Speaking, 1009S.
- (5) Conduct Individual Training.
- (6) Squad Drill.

**Note:** If you should fail an initial Assessment; you will receive remedial training and one Remedial Education Assessment (REA). You must take the retest in its entirety. If you fail the initial and REA on the same Assessment, you will be recommended for dismissal from the course. Fail an Assessment and pass the REA, you will receive 70 percent as the passing score for that Assessment.

**1-4. DUTY UNIFORM:** The duty uniform for the BLC is the 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. Students 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 camelbacks, eye protection, and gloves or those approved for wear through Program Executive Office (PEO) Soldier will be authorized during the course. Assault packs must be military issue or civilian purchased tactical Tan or Black assault packs.

**1-5. PRIVATELY OWNED VEHICLES (POVs):** Students are allowed to bring their POVs to the Basic Leader Course. During in processing, BLC Small Group Leaders will counsel students on the NCOA parking policy. Students will park only in designated areas while attending the course. Students will only be allowed to return to their vehicles during the duty day when permitted by cadre. During PT hours students will park along Headquarters Loop Road. During classroom hours students must park in the student parking lot identified by the chain link fence. Students must remain on Academy grounds unless authorized by a Senior Facilitator or higher.

**1-6. CELL PHONES / SMART WATCHES:** Students may bring personal electronic devices to the BLC; however, the phones will **ONLY** be used on the Students' personal time or breaks and in the designated break areas.

- Cell phones / smart watches will be off or in silent mode so as to not be a distraction during course hours.
- Cell phones will not be on the student desk or visible from first formation to the last formation of the duty day.
- Cadre will ensure that students with special circumstances (i.e. pregnant spouse, or sick dependents) will be able to receive emergency calls.
- The student is responsible for the security of their personal electronic devices.

**1-7. RELIGIOUS SERVICES:** The Fort Campbell area offers a wide variety of religious services at different locations. You can obtain the required information from the Fort Campbell Chaplain's Office online at:

<https://home.army.mil/campbell/index.php/chaplains/services> or, for after-duty religious concerns or emergencies, the on-call chaplain at (270) 798-2273. Students do not receive academic training on Sunday and are afforded every opportunity to attend religious services on their own time.

**1-8. VALUABLES:** The safekeeping of valuables is a personal responsibility. We strongly recommended that high-dollar personal items (cost of more than \$50) are not brought to the Academy.

**1-9. MEDICAL AND DENTAL TREATMENT:** We recommended for all students attending BLC to re-schedule any appointments taking place during the course. Students that require routine medical or dental attention during academy duty hours will notify their Small Group Leader (SGL). Students assigned to Fort Campbell will make an appointment with their servicing Troop Medical or Dental Clinic and notify their sponsor. TDY students, with assistance from their SGL, will make appointments with Blanchfield Army Community Hospital (BACH) or a local dental clinic. One of the Academy cadre will transport the TDY student to and from the appointment. For emergency medical requirements and requirements after duty hours, students will utilize the BACH emergency room and one of the Academy cadre will transport the student to and from the emergency room if an ambulance is not required. Students who need to visit sick call will report to first formation for accountability first. Students must sign in and out from medical and dental appointments at the staff duty desk. Students will be responsible for driving themselves to sick call and back. The uniform for sick call is the duty uniform. 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. Quarters 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.

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

**1-11. STUDENT GUIDE DISTRIBUTION:** The student guide is provided online at the SSG John W. Kreckel Noncommissioned Officer Academy Blackboard page:

**1-12. REPORTING AND INPROCESSING:**

a. All Soldiers assigned to the resident course of BLC will have all required equipment on Day 0. The report location is the student parking lot on the west side of the NCOA compound. NCOA personnel will be present to guide students to the correct location. The uniform is the seasonally appropriate Army Physical Fitness Uniform (APFU). All students will have the following items with them for inprocessing:

[https://usasma.ncoes.army.mil/webapps/portal/execute/tabs/tabAction?tab\\_tab\\_group\\_id=42\\_1](https://usasma.ncoes.army.mil/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=42_1)

- TDY orders (if applicable, a minimum of three copies required).

- Any physical profile documentation
- Military Identification Card (CAC) and identification tags.
- Weather appropriate APFU (**no unit shirts**)
- COVID Vaccine Card

b. Soldiers are required to get their CAC card coded (SIK) for meal deductions by your respective unit S1; this is not an option. If you are already getting meals deducted, check with your unit S1 prior to BLC and verify that the CAC code is operational IOT de-conflict issues during BLC.

## CHAPTER 2

### STUDENT ADMINISTRATION

**2-1. STUDENT 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. Students are responsible to maintain these standards during the course of instruction and throughout their military career by conducting yourself in a professional manner at all times. While on and off duty every student 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. 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.
- c. 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. Pornographic and offensive material of any type are not authorized, to include displayed on any POV.
- e. Use of tobacco products (to include electronic cigarettes and cigars) is limited to designated smoking areas. Student will not use tobacco products in any building or while walking in the Academy area.
- f. Female barracks rooms are off limits to male student at all times and male barracks rooms are off limits to female student at all times. Student leaders, when accompanied by cadre/faculty, are authorized to check opposite sex barracks during inspections.
- g. Student are responsible for complying with information outlined on the training schedule.

h. 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 Student, 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.

i. If in doubt at any time regarding any Academy policy or standard, Students will seek guidance from their SGL.

## **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 students and/or staff/ cadre members of the same or opposite sex is strictly forbidden. The above also applies to incidents on or off post, 24 hours a day.

b. **Fraternization:** Personal relationships between staff members/ cadre and students are forbidden when they exceed the scope of what is necessary to foster a learning environment between instructors/ facilitators and students. Types of relationships also includes social media such as Facebook, Twitter, Instagram, cell phone texts, and email. Fraternization does not prevent a text message or phone call between an instructor/ facilitator and student required for the performance of their duties. For example, a small group leader calling a student to apprise him/her of a postponed formation due to inclement weather would be permissible. Fraternization should be distinguished from unnecessary personal familiarity between Students and instructors/ facilitators. Students who initiate contact with an instructor through social media will be considered for dismissal. Moreover, students 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 students 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 student by another student or cadre member will not be tolerated. Any incident of sexual harassment should be immediately reported to the appropriate representative/leadership.

**2-3. STUDENT ASSIGNMENT:** Students are given a student roster number and assigned to a platoon during inprocessing. It is important that you place your student 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.

## **2-4. FORMATIONS:**

- a. Students will conduct formations IAW the training schedule and as directed by BLC cadre. Authority for conducting formations may be delegated at times to the student chain of command. Cadre and students will conduct formations in strict accordance with FM 3-21.5.
- b. Students 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. If a student is absent to any formation (including any scheduled training event), he/she will receive event-oriented counseling. A dismissal recommendation will occur if a student misses more than four hours (one occurrence) or if he/she fails to follow the counseling plan of action for the first offense. Any student that is Failure to Report (FTR) for a second time will be recommended for dismissal by the cadre to the Branch Chief/Commandant.
- e. Students should immediately call their student leadership if they become aware of any unforeseen emergency circumstances that will cause them to be late. Student leadership will immediately inform their cadre of the current situation. An unforeseen emergency is not setting an alarm or improper planning on the part of the student.

**2-5. CLASSROOM PROCEDURES:** SGLs will establish classroom standards at the beginning of the course and assign student leadership that will perform duties as directed. While the emphasis of classroom conduct is to foster the best learning environment possible, students will maintain their professionalism and military bearing at all times. Students will 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. Students will maintain classrooms in a high state of organization, cleanliness, and repair. Students will adhere to end of day procedures as directed by their SGL.

**2-6. SAFETY:** 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.

**2-7. 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. If a break-in or theft occurs, the Student suffering the loss will report the incident immediately to their SGL (during training hours) or the Academy SDNCO (after training hours).

**2-8. BARRACKS AND STUDENT RESIDENCE:** All TDY students will reside in the NCOA barracks until graduation. BLC cadre will explain specific standards for barracks maintenance and hygiene. Soldiers assigned to Fort Campbell 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. Students 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.

**2-9. STUDY HALL/RESEARCH:** Students are encouraged to attend every study hall/research time on the training schedule – it is in the student's best interest to do so. The Commandant directs that only those students who fall in the categories listed below attend a one-hour mandatory study hall as annotated on the training schedule:

- a. Students who fail any assessment or evaluation or whose academic average falls below 70%.
- b. When SGLs have determined a student has poor study habits or is having difficulty retaining information.
- c. Students who are not adequately preparing themselves for the next day's training as identified by their SGL.

## CHAPTER 3 STUDENT ORGANIZATION

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

Student NCO Chain of Command (descending order)

- First Sergeant
- Platoon Sergeant
- Squad Leader
- Team Leader

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

- a. Attending all classes with their assigned small group.
- b. Organizing the student formation.
- c. Giving and receiving accurate accountability reports of students and equipment.
- d. Disseminating information down to the members of each team ensuring subordinate leaders are kept informed at all times.

- e. Maintaining areas of responsibility to include barracks, classrooms, and outside/common areas.
- f. Ensuring equipment is properly stored or displayed IAW NCOA Barracks SOP.
- g. Reporting violations of instructions or policies to the SGL or SSGL as soon as possible.
- h. Briefing the new student leader when leadership positions change. All students will ensure that tasks are accomplished according to standards and strictly adhere to instructions from the student leadership. Students 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 students is required at all times. Disobedience or failure to respond to orders issued by a student leader could result in a disciplinary release from the course.

**3-3. STUDENT FIRST SERGEANT:** Students selected for this responsibility are chosen based upon their academic standing, initiative, motivation, and professionalism. Students are expected to respect and obey the student chain of command. 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.
- b. Other responsibilities as directed by the SSGL.

**3-4. STUDENT PLATOON SERGEANT:** The same criteria as prescribed for the student First Sergeant applies to the student platoon sergeants. Student 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. STUDENT 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. Tasking: Breakdown cleaning details and participate when needed.
- b. Classroom: Desk and coffee maker area cleaned. Trash and recycling emptied into appropriate areas.
- c. Classroom: Sweep and mop daily with bleach. All desks have been sanitized in compliance with BLC COVID SOP.
- d. Classroom: Ensure all lights are turned off prior to any accountability formation, breakfast, lunch, and dinner or when not in use.

e. Common Areas/Barracks Rooms: Sweep and mop floors, ensure beds are made to standard, ensure windows are clean and secure, top of wall lockers clean, and ensure trash is emptied.

f. Latrine: Sweep, mop, clean stalls, and ensure every stall has toilet paper (minimum of 2 roll).

## CHAPTER 4 ACADEMY STANDARDS

### 4-1. STANDARDS AND CONDUCT:

#### a. Honor Code:

(1) 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.

(2) Honesty in word and deed. If you deceive by your actions or tell a lie, you will be recommended for dismissal.

(3) Your personal conduct during the course will not violate regulations, policies, or established discipline standards.

b. Military Courtesy: Students will maintain the highest standards of military courtesy while at the Academy. Students will refer to other students as "Sergeant" while at the academy. While speaking to any NCO assume the position of parade rest.

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

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

**4-4. VISITORS:** Members of a student's chain of command, sponsor (of the same rank or higher and graduate of BLC) or senior NCO Support Channel may request to speak with or visit a Student. Advance coordination should be made no less than 24 hours from planned visitation with the BLC Branch Chief. Visitors must be in duty uniform.

**4-5. MEALS:** The NCOA has a designated dining facility. Students must eat at the Academy DFAC for breakfast and lunch; "To Go" plates will not be issued from the dining facility for students. Students are not allowed to take food or drinks out of the dining facility. Students will choose where to consume their dinner, the Academy DFAC is not open for dinner meal.

**4-6. SPONSORSHIP:** The purpose of BLC sponsorship is to support a student by providing documents and/or mission essential equipment not brought to the course by the student and to serve as the liaison between the student and his parent unit.

**4-7. TRAINING ATTENDANCE:** Attendance at training events is mandatory for all students. BLC is scheduled to take place six days a week, Monday through Saturday. Students must understand working Saturday is available to be used as needed for course completion. Students 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.

**4-8. COMPLAINTS AND GRIEVANCES:** Students 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 students enrolled in the course. Should a student's concerns not be resolved while utilizing the NCO Academy instructor chain of command, they may request to speak with the Commandant.

**4-9. COVID COMPLIANCE:** Students will wear a mask at all times while on Academy grounds when directed by the cadre. Students will notify their cadre immediately if they or their family member develop any signs or symptoms of COVID.

#### **4-10. Usage of Student Laptop Computer Systems**

##### **DOD AGREEMENT**

This is a Depart 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 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**

The following applies to all NCOA computers and students using them:

- 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 may be 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.
- No media devices are authorized to be plugged in, to include any Bluetooth devices.
- 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.
- Users will only utilize authorized internet chat or instant messenger (i.e. MS Teams, Swift Chat Client).

**4-11.** This document will be updated annually or as changes need to be made. Point of Contact for this document is Mr. Kenneth F. Newsome at (270) 798-4813.