



The 168th Regiment
Regional Training
Institute

Basic Leader Course (BLC)

STUDENT GUIDE

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Proponent: The proponent for this student guide is the commandant, 168th Regiment (RTI) Basic Leader Course (BLC).

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Purpose: The purpose of this student guide is to provide a single-source document outlining policies and procedures for students reporting to and attending the BLC. All students must carefully read this guide; students are responsible for being familiar with its contents and for compliance within 24 hours after arrival to BLC. Failure to comply with the policies or procedures contained herein could result in an early release from BLC.

Distribution: The Student Guide will be uploaded to Blackboard current course copy. Students will have the opportunity to download prior to course start date.

Student Guide Approval: This student guide has been approved by the Commandant of BLC.

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CHAPTER 1

GENERAL INFORMATION

1-1. COURSE OVERVIEW: The Basic Leader Course (BLC) is the institutional first step in the Noncommissioned Officer Professional Development System (NCOPDS). The BLC is a 22-day Program of Instruction (POI) which is non-MOS specific, resident environment using the Army Experiential Learning Model (ELM) methodology. Lessons are facilitated in a small group setting with a collaborative approach. The BLC produces competent junior NCOs who are qualified team/section/squad leaders, trainers of leader and warfighting skills. BLC graduates are teachers of leader tasks, knowledge and attributes; they are evaluators and counselors who conduct and participate in individual and collective training. BLC instills self-discipline, professional ethics and establishes the foundation for follow-on training in leader development.

1-2. CURRICULUM: The POI contains four modules with a total of 30 lessons totaling 169 hours of instruction. The Non-Commissioned Officer Leadership Center of Excellence (NCOLCoE) has designed an educational philosophy to challenge the students through a thorough academic regimen. The POI enhances those skills with which students are familiar and develops new skills that students will need in the performance of their future NCO duties.

1-3. DUTY UNIFORM: The duty uniform for the BLC is the Operational Camouflage Pattern (OCP) or Improved Hot Weather Combat Uniform (IHWCU) with Patrol Cap. Uniform and grooming standards will be enforced per AR/ DA PAM 670-1. A complete Improved Army Physical Fitness Uniform (IPFU) will be required with the NCOA training schedule.

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

1-5. CELLPHONES: Cell phones may be carried and used as necessary when directed by NCOA leadership. At no time are cell phones allowed during any assessment or classroom instruction without SGL or SSSL approval.

1-6. STUDENT PAY: The parent unit has the responsibility for all pay issues.

1-7. VALUABLES: You are reminded that the safekeeping of valuables is a personal responsibility. It is recommended that high dollar personal valuables not be brought to BLC.

1-8. LAUNDRY: Laundry rooms are located on all floors of the buildings. Washers and dryers are provided for student convenience. Only liquid detergent will be used.

1-9. OFFICES: All BLC offices are OFF LIMITS to students except when directed to report by the BLC Leadership.

1-10. VISITATION: PSG and above are highly encouraged to visit students during meal times; however, due to the fast-pace of the course, prior authorization is required from the commandant. To schedule a visit call the staff duty phone at (303) 264-8892.

1-11. PHYSICAL REQUIREMENTS: All students must be able to meet the physical requirements of BLC in order to graduate.

a. Army Directive 2022-05 states: For all PME courses starting on 1 October 2022 or later, Soldiers must pass a record ACFT to graduate, pursuant to reference 1g, paragraph 3–13c. Proponents of troop schools and functional training courses may require an ACFT as either an entrance or graduation requirement, regardless of course length, for any course starting on or after 1 October 2022. These requirements apply to all components.

b. Conduct, demonstrate, and lead physical readiness training.

c. All Students must meet height and weight (HT/WT) Standards in accordance with AR 600-9 and Army Directive 2023-08 and be able to pass the Army Combat Fitness Test (ACFT).

d. Soldiers with medical profiles due to an operational deployment will be permitted by their immediate commander to attend appropriate courses (to include PME) within the guidelines of their profile. Soldiers must arrive at the course mentioned above of instruction with a copy of their current profile and memorandum signed by their commander, stating the profile has been continuous and is a result of injuries sustained due to operational deployment.

e. Soldiers with a permanent designator of “2” in the physical profile must include a copy of DA Form 3349 (Physical Profile) as part of the course application. They will be eligible to attend courses (to include PME) and train within the limits of their profile, provided they can meet course graduation requirements. Soldiers with a permanent designator of “3” or “4” in their physical profile must include a copy of DA Form 3349, and the results of their MOS Administrative Retention Review as part of the course application.

f. Soldiers who have been before a MOS Administrative Retention Review and retained in their MOS or reclassified into another MOS are eligible to attend appropriate courses (to include PME) and train within the limits of their physical profile (DA Form 3349). Commandants will not dis-enroll or deny enrollment of Soldiers into the course based on physical limiting conditions on their physical profile, IAW MOS Administrative Retention Review adjudication.

g. Pregnant Soldiers: Soldiers who are pregnant prior to the course may NOT attend BLC. A Soldier who is diagnosed as pregnant while attending BLC may continue, provided written documentation from the doctor states she can participate in all course physical requirements. Soldiers medically dis-enrolled for pregnancy after enrollment are eligible to return to the course when medically cleared.

h. Postpartum Students: IAW Army Directive 2022-06 para. 4e.(2)(a), Enlisted Soldiers who volunteer to attend BLC within their 365-day postpartum window must meet all physical requirements mandatory for attendance and graduation, including any record physical fitness testing.

(1). IAW Army Directive 2022-06 para. 4e.(4), All Soldiers who attend BLC are exempt from body composition requirements up to 365 days after pregnancy ends. The last height and weight screening will be used to satisfy eligibility and graduation requirements, provided it is not more than 730 days (24 months) old at the time of course enrollment. During this time they will not be entered into the ABCP or flagged.

(2). IAW Army Directive 2022-06 para 4e.(1)(b) Postpartum Soldiers through the end of their postpartum profile will be cleared, in writing, to attend BLC by a healthcare provider. Soldiers who are no longer on a postpartum profile do not require a medical clearance.

1-12. STUDENT GUIDE DISTRIBUTION: The student guide will be uploaded to the Blackboard website, as well as the Fort Carson BLC Homepage and downloaded by the students prior to the course start date after self-enrollment.

1-13. REPORTING AND IN-PROCESSING:

1. Reporting. All students with a valid ATRRS reservation status will report to BLC for in-processing NLT 0900 on ATRRS Report Date. Uniform is Army Combat Uniform (ACU) IAW AR 670-1. Walk-ons will report at 1000.

a. Accountability will be taken at 0900 in the traffic circle in front of Bldg. 9121. No Call/ No Show (Failure to Report) Soldiers will be dropped from the course. Do not congregate in the parking lot.

2. Course Prerequisites:

a. Meet height and weight standards IAW AR 600-9 and Army Directive 2023-08.

b. Be eligible for reenlistment and have an attendance recommendation from their immediate commander.

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

d. Arrive fully capable of performing supporting individual tasks and tasks required at the previous lower level course, e.g., basic training, SMCT Skill Level 1, SSD I/DLC I.

e. Been medically cleared IAW AR 40-501, para 8-14 (8). A current (within the last 12 months) periodic health assessment or medical examination, to include all lab tests and consults, for Active Army Soldiers and ARNG and USAR Soldiers will be valid for attendance at Army schools. Soldiers on temporary profile may not attend BLC.

f. All Soldiers must bring an automated TASS Unit Pre-execution Checklist (PEC), TRADOC Form 350-18-2-R-E with them, completely filled out and signed.

g. Have sufficient remaining service obligation to complete the course.

h. BLC will deny enrollment to Soldiers failing to meet any of the above prerequisites.

3. Students must have in their possession a hard copy of the following documents for in-processing on report day:

a. DA Form 4187. Active Duty Soldiers and Active Guard Reserve Soldiers must have a complete DA Form 4187, 168TH RTI BLC enrollment template. This must be signed by their Commander and Schools NCO.

b. DD Form 1610 and pay orders (Army Reserve or National Guard Soldiers). UIC must be on the orders, Unit Name and location, Unit Representative and Unit Phone Number. DD Form 1610 for Active Army, Army Reserve, and National Guard AGR Soldiers. UIC must be on the orders, Unit Name and location, Unit Representative and Unit Phone Number.

c. All Soldiers, AC, RC, and NG will be required to report with a signed copy of their Pre-Execution Checklist.

d. Soldiers who have been before a MOS Administrative Retention Review and retained in their MOS or reclassified into another MOS are eligible to attend appropriate courses (to include PME) and train within the limits of their physical profile (DA Form 3349).

e. Commandants will not dis-enroll or deny enrollment of Soldiers into the course based on physical limiting conditions on their physical profile, IAW MOS Administrative Retention Review adjudication.

f. DoD Common Access Card (with working PIN) that does not expire during the course.

g. Students traveling through commercial air must provide and send their flight itinerary to ng.co.coarnng.mbx.blc@army.mil. Include your Rank, Name, and phone

number contact. If there are travel issues students must call BLC Staff Duty at (303) 264-8892 and make the SDNCO aware of changes in travel.

h. Documentation of SSD 1 or DLC 1 completion.

i. Soldiers must provide an updated Individual Medical Readiness report from MEDPROS, generated within 30 days of the report day.

4. Students have 72 hours to provide all required missing documents. Soldiers who fail to provide required missing documents within the established timeline will be considered for disenrollment and returned to their unit.

5. BDE schools and Division schools NCOs are authorized to be present during in-processing day.

6. Students will be in compliance with AR 670-1 prior to arriving to BLC. This includes, but is not limited to, grooming standards, uniform appearance and fit, and authorized footwear.

1-14. MEDICAL AND DENTAL TREATMENT: Students that require medical or dental attention during academic hours will notify their facilitator. Students assigned to Fort Carson will use their servicing Troop Medical Clinic. TDY students will use the emergency room at Evens Army Community Hospital. A cadre member will escort any student needing emergency medical or dental care. Students that miss more than 4 POI hours may be considered for disenrollment from the course.

1-15. ENVIRONMENTAL COMPLIANCE: Students will adhere to all facilities managers and environmental compliance NCO for guidance, in compliance with building environmental Safety procedures.

1-16. STUDENT RECORDS: Student records will be held in the office archives for 12 months after the completion of the course, and 24 months for Soldiers released prior to the completion.

1-17. DAILY ROUTINE: The duty day is generally 0615-1700; due to training requirements the duty day may shift earlier and/or later. Students must review the daily training schedule. SGLs will notify student leadership of changes. The training schedule will be posted in each classroom, in the visitor binder. Study hall hours begin at the conclusion of the last POI of the day, and will end one hour later or until complete.

1-18. LOCAL POLICIES: Students must familiarize themselves with all 168TH RTI, BLC policy memorandums. These memorandums are posted in the common area near the LC's, as well as digitally on Blackboard. They are also enclosed in Appendix A of this document.

1-19. COMPUTER USAGE: Student computers will be signed for, and given detailed instructions in relation to Information Awareness training and certificates. Students will adhere to all IA acceptable use policies.

1-20. BLACKBOARD ADMINISTRATION: Students will be utilizing Blackboard via <https://usasma.ncoes.army.mil/>. The students will receive self-enrollment instructions as well as how to operate the web based system in the welcome letter. These very detailed instructions and passcodes are needed to access the system. Senior SGLs will communicate changes to Blackboard per guidance from the Chief of Training.

1-21. SOLDIERS DISTRESS PLAN: Soldiers that have an emergency or any type of distress will notify their assigned SGL immediately. If the Soldier cannot reach their SGL they will utilize the chain of command in reference to the POC numbers provided in the first page of this student guide.

CHAPTER 2 STUDENT ADMINISTRATION

2-1. STUDENT CONDUCT: The BLC trains and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions and directives, and customs and courtesies of the Army. It is the student's responsibility to maintain these standards during the course of instruction and throughout their military career. 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 (See Ch. 5-1 para. 4). In additions 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.
- c. Prescriptions must be stored in the issued prescription bottle. Outdated prescription medication is considered an illegal drug.
- d. Students are prohibited from handling or possessing live ammunition, pyrotechnics, or explosive devices of any type in the BLC area.
- e. Students will not bring televisions, stereos, and large radios to BLC. Small clock radios, portable MP3 or other music devices, cellular phones, and beepers are authorized. The Senior Small Group Leader (SSGL) and SGLs will provide additional guidance during in-processing.
- f. Pornographic and offensive material of any type are not authorized.

g. Use of tobacco products (to include electronic cigarettes, vaping products, smokeless tobacco, cigars) is limited to the designated smoking areas. Students will not use tobacco products in any building or while walking in the BLC area.

h. Students will not consume alcohol while enrolled in the course. Students will be processed for dismissal from the course upon a positive test.

i. Female lodging is off limits to male students at all times and male lodging is off limits to female students at all times. Student leaders, when accompanied by cadre, are authorized to check opposite sex lodging during student-led inspections.

j. When issued, assigned weapons will remain within arms-reach of the assigned operator or under guard at all times. Weapons will remain on "safe" unless being discharged for training.

k. Students are responsible for complying with the information outlined on the training schedule.

l. Visitors and sponsors are not allowed to enter the Students lodging without permission from the BLC cadre. Visitors are allowed only in designated areas.

m. A student caught lying to cadre or cheating will be processed for disciplinary dismissal.

n. Students are issued laptop computers for use during the course. Student-caused damage or loss will result in the initiation of a statement of charges or a Financial Liability Investigation of Property Loss (FLIPL). Students will not install/play computer games, place unauthorized programs, files, or photographs on, or otherwise abuse BLC computers. Soldiers utilizing personal computers must be able to access all Army websites, courseware, and able to digitally sign documents.

o. IAW the BLC Course Management Plan and TRADOC Pam 525-8-2, the Army Learning Concept, 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, or lower rating on the BLC Form 1009A, or possibly a dismissal from the course for motivational, disciplinary, or academic reasons.

p. Students that fail to complete 4 hours of POI due to missing instruction and are counseled will be recommended for dismissal prior to the completion of the course.

q. If in doubt at any time regarding any BLC policy or standard, students will seek guidance from their facilitator.

2-2. FRATERNIZATION, HARASSMENT, SHARP/SAPR, and EO:

1. Reference 168TH RTI BLC Policy Memorandums #5, #6, #7, #8 in Appendix A.

a. Fraternization: Acts of sexual intercourse, sexual intimacy, or other physical touching of a romantic or sexual nature, or public displays of affection among/between students and/or staff members of the same or opposite sex on or off post, during or after duty hours, are strictly forbidden. Any other acts of association by or between staff members and students whether on or off post, during or after duty hours which, pursuant to Article 134, UCMJ are prejudicial to good order or discipline or tend to bring discredit to the BLC and the NCO Corps, are strictly forbidden. Personal conduct which violates these policies or standards WILL NOT BE TOLERATED.

b. Harassment: Harassment of individuals on the basis of their gender, race, 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. Personal conduct which violates these policies or standards WILL NOT BE TOLERATED.

c. SHARP/SAPR: To ensure all members of the Basic Leader Course (BLC) are aware that incidents of sexual harassment and sexual assault will not be tolerated. This guide establishes the requirement that leaders and members alike support a command climate, which encourages victims to report incidents of sexual harassment and sexual assault without fear, retribution, or intimidation. It is imperative that we work to foster a positive, productive, and team environment, free from sexual harassment and sexual assault. Personal conduct which violates these policies or standards WILL NOT BE TOLERATED.

d. Equal Opportunity: Military personnel have a grave responsibility under the policies of the Department of Army, the Federal Code of Ethics and the Civil Rights Act for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the government business and the maintenance of public interest. Personal conduct which violates these policies or standards WILL NOT BE TOLERATED.

2-3 STUDENT ASSIGNMENT: During in-processing, you will be assigned to a Learning Center (LC). Once you have split into your LCs, you will be assigned a "Student Number". It is crucial that you place your student number, rank, and name on all correspondence while assigned to the BLC. Unless otherwise directed, place this information in the top right corner when filling out documents.

2-4 UNIFORM AND EQUIPMENT: **Uniform for graduation is the Army Service Uniform, or Army Green Service uniform, complete IAW AR/ DA PAM 670-1, Class A Uniform.** You are required to have certain items of clothing and equipment in your possession while at BLC. Students requiring prescription eyewear must have their military issued glasses. Wearing of contact lenses is not authorized in the field

environment. An inventory needs to be conducted by the Student's first line supervisor prior to initial processing to determine accountability and serviceability. The uniform for each day is indicated on the training schedule. Civilian clothes are allowed only during personal time, on nonscheduled academic days, and when specifically authorized by the commandant.

a. ARNG Students that have not been furnished either a complete ASU or AGSU uniform, must abide by the enclosed exception to policy guidance. Failure to provide the attached MFR or a complete class A uniform will result in a negative counseling, and removal from honors. All mandatory packing list items will be inspected on report day. Soldiers that are missing a mandatory item will be given 72 hours to correct the deficiency. If a Soldier does not correct the deficiency, they will be counseled and removed from honors.

2-5 TRAINING SCHEDULE: A copy of the training schedule is posted on the bulletin board, visitor's book and on Blackboard. The training may change due to mission requirements, students must maintain situational awareness of these changes.

2-6 FORMATIONS: Students will march in formation to and from all training. SSGLs are responsible for the overall movement each training day. If a student is late to any formation (including any scheduled training event), he/she will receive a developmental counseling. If a student is late a second time, he/she will be considered for dismissal. Students should call the SDNCO at (303) 264-8892 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 student will not be considered an unforeseen emergency circumstance)

2-7 CLASSROOM PROCEDURES: Classroom norms will be established by the SGL at the beginning of the course. A Classroom Leader will be appointed for each classroom and be responsible for greeting all visitors IAW SGL instructions. While the emphasis of the classroom conduct is to foster the best learning environment possible, students are expected to maintain their professionalism and military bearing at all times. Classrooms will be maintained in a high state of organization, cleanliness, and repair. Cursing, smoking, smokeless tobacco, eating, and drinking in the classroom is prohibited except for specific items approved by the SGL. End of day procedures will be adhered to everyday as instructed by the SGL.

2-8 SAFETY: Safe training and training safety are not synonymous. Safe training is achieved by integrating safety in the planning, development, and conduct of training (ADP/ADRP 7-0). Leaders must commit to accomplishing the mission without unnecessarily jeopardizing lives and equipment. Leaders 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.

1. Training safety consists of three interlocking tiers:

a. The Commandant: Validating soundness of training and evaluation plans for safety and resolving safety issues.

b. The Facilitator: Identifying necessary actions by responsible individuals, establishing a system to monitor training safety, and focusing on adherence to standards.

c. The Individual: Looks after himself, others, and knows how to recognize unsafe conditions and acts.

2. Risk Management requirement certification:

a. Students are required to certify their classroom risk assessment (DD Form 2977) prior to the beginning of training each day.

2-9. LODGING: Out-of-state students to include students not assigned to Ft. Carson living beyond 40 miles from Fort Carson will be required to stay in government quarters at the RTI. Lodging is \$65 a night and must be charged to a valid Government Travel Card. Note: It is authorized to report the day prior to the report date. On-post lodging may be full due to PCS moves.

2-10. CRIME PREVENTION: Crime prevention is the responsibility of all personnel assigned to BLC. Individuals are responsible for providing adequate locks for their wall lockers and duffel bags and must keep them locked when not in use. Individuals should not bring high dollar items (\$50.00 value or more). In the event of a break-in or theft, the individual suffering the loss should immediately report the loss to the SDNCO or other Cadre member and give all the details pertaining to the loss. Military Police are not notified without permission from the BLC course manager, deputy commandant or commandant except in cases of extreme emergency.

CHAPTER 3 STUDENT ORGANIZATION

3-1. NCO SUPPORT CHANNEL: Throughout the duration of BLC, all students will be referred to as "Sergeant", and will be treated as such by BLC cadre and other students. Students will cooperate and obey the orders of those appointed above them. Failure to cooperate with or disobeying may result in adverse actions such as dismissal from the course or adverse comments entered on the Student's Academic Evaluation Report.

1. BLC NCO Chain of Command (from top down)

- a. Commandant
- b. Deputy Commandant
- c. Course Manager
- d. Chief of Training
- e. Senior Small Group Leader
- f. Small Group Leader
- g. Staff Duty NCO (SDNCO) during non-academic hours

3-2. STUDENT LEADERSHIP POSITIONS: Students selected for this responsibility are chosen based upon their academic standing, initiative, motivation, and professionalism. This is not a GPA graded position. Your leadership score will be assessed on the form 1009a. Additional responsibilities will be briefed by the SGL/ SSGL upon appointment to a Student Leadership position.

CHAPTER 4 BLC STANDARDS AND EVALUATION

4-1. STANDARDS AND CONDUCT: The BLC is dedicated to the principle of leading by example.

a. Military Courtesy: Students will maintain the highest standards of military courtesy while at BLC. Appropriate greetings and courtesies of visiting officers and NCOs will be observed. One important exception is when classes are in progress. Under no circumstances will a class be disrupted for the purpose of courtesy, unless directed by the Commandant. The priority of training takes precedence at BLC and visitors understand this fact.

b. Personal Appearance: You are required to maintain a high standard of appearance at all times. Strict adherence to standards outlined in AR 670-1 is the rule. There are no exceptions.

c. 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." Performance assessments are given throughout the course. Each individual student prepares presentations. This work is assessed 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 an NCO 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 any violation of the Honor Code is grounds for dismissal.

4-2. COURSE GRADUATION REQUIREMENTS: It is a critical requirement for students to read and understand the Individual Student Assessment Plan (ISAP), Basic Leader Course, Course Management Plan Appendix B, dated October 2020, and all updates and addendums.

4-3. RETRAINING AND RETESTING: Soldiers who fail to achieve a passing score will participate in a Remedial Educational Assessment (REA). The purpose of the REA is to serve as a "retest" and provide an opportunity for the student to improve their GPA to the graduation requirement. The REA is mandatory for Soldiers who fail to meet the minimum standard. The facilitator must counsel the student on the failure and the REA requirement. During the counseling, the facilitator discusses the reason for the failure and provides feedback to the student about how he or she can improve to meet the standard. This counseling and feedback should be complete NLT 24 hours after the assessment is complete. It is the student's responsibility to acknowledge (in writing) the counseling and the facilitator feedback. It is the responsibility of the facilitator to ensure their feedback is sufficiently clear and understood by the student. When a student fails an assessment, the facilitator and student will participate in a mandatory study hall.

1. Soldiers are allowed no more than two REAs during their enrollment in the BLC; additional REAs are not authorized. Soldiers who require and pass a REA will receive the minimum passing score for that event and will automatically be removed from class honors consideration. The highest final grade for an assignment a student can obtain on a REA is 70% (regardless of the score obtained). If a student fails the REA or requires more than two REAs, they will be recommended for dismissal from BLC.

4-4. STUDENT COUNSELING: Feedback is essential for Soldiers to know how they are performing and where they stand in the course. Developmental counseling is one of the most important tools of leader development feedback at BLC. The facilitator must continuously counsel Soldiers on both the strengths and weaknesses of their performance throughout the course. All counseling must explain the student's progress to date. Facilitators must conduct the following counseling:

1. Initial counseling: By using reception and integration counseling you should determine whether or not a student has any personal problems or outside distracters that would interfere with his completing the course. This session must include the statement "I will not acquire or provide inappropriate assistance before or during any assessment except as instructed (e.g., group activities) and will report any such inappropriate assistance before, during, or after the administration of any assessment." This eliminates the DA Form 5160 requirement.

2. After any assessment failure or REA failure.
3. If a student is in danger of failing, counseling will be conducted.
4. Comprehensive end-of-course developmental counseling.
5. Facilitators will include locally developed goals and objectives that support the SHARP/SAPR program in the initial counseling. Soldiers will be assessed throughout the course and their compliance will be documented on the DA Form 1059 and BLC Form 1009A. Soldiers will be advised that an adjudicated failure to adhere to the SHARP/SAPR program will result in a referred report (reference chapter 5-1 para 1a.).

4-5. END OF COURSE CRITQUES (EOCC) will be conducted during day 20-21. This is not mandatory but highly encouraged to provide the academy with the most updated comments from the students directly. Without proper assessments and or the opportunity to provide candid feedback for the current classes being conducted during the FY. We will miss valuable training points and courses of action to fix any deficiencies captured at the Soldier level.

4-6. PASS PRIVILEGES: Passes are NOT granted during attendance at the BLC.

4-7. ATTENDANCE: Attendance at all classes and training events 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. NO APPOINTMENTS FOR BLC STUDENTS. Emergency situations will be handled on a case by case basis and approved by the commandant. If any students misses 4 hours or more of POI instruction the student will be recommended for dismissal.

4-8. DINING FACILITY: Government meals are provided for lunch and breakfast through the BLC Dining Facility (DFAC). Students that are staying in lodging at the 168TH RTI will coordinate transportation to Fort Carson DFACs through the Staff Duty NCO for dinner meals. Students will be required to eat all meals served in the DFAC. Students will conduct themselves as professionals, and will stand at Parade Rest while waiting to enter the dining facility. No food, drinks, or equipment (to include coffee or cups) will be removed from the dining facility.

4-9. COMPLAINTS AND GRIEVANCES: Every effort will be made to solve Student problems at the lowest level. The commandant has an open door policy (see BLC Policy #1). The Deputy Commandant, Course Manager, Chief of Training, SSGLs and SGLs are available to provide counseling and can hear complaints and grievances at any time. Students with personal problems or grievances should see their SGL first.

CHAPTER 5 DISMISSALS

5-1. DISMISSALS: Dismissals prior to completion of the course are handled on a case-by-case basis, and are reviewed by the Chief of Training, Course Manager, Deputy Commandant and Commandant.

1. Administrative: Administrative release from BLC is reviewed by the commandant on a case-by-case basis. Reasons for release include compassionate transfer, emergencies, unit recall or other reasons beyond the control of the student. The student is eligible to return to a subsequent course as soon as the situation is resolved. Administrative releases are not adverse in nature. Released Students may return to a subsequent course as soon as the condition is resolved.

a. For dismissals resulting in a referred report on the DA Form 1059, reference AR 623-3 chapter 3-28 for processing and procedures.

b. Failure to report: Will be considered an administrative dismissal (No Show). A student that fails to coordinate with the academy staff duty within 24 hours of report day (excluding walk-on students) will be considered for dismissal according to circumstances. The student will be coded a No Show in ATRRS and will not be able to reenroll for six months.

2. Medical: Medical release is a type of administrative release and is reviewed by the commandant on a case-by-case basis. Reasons for a medical release include injury or illness resulting in unreasonable delay and/or loss of training time, or being prohibited from participating in any required training. Medical releases are not adverse in nature. Released students may return to a subsequent course as soon as the condition is resolved.

3. Academic: Academic release is based upon failure to achieve a passing score on any performance evaluation within two attempts. Academic releases are considered adverse IAW AR 600-8-19. Soldiers failing required NCOES for academic reasons will be removed from the promotion standing list. A Soldier released for academic reasons may re-enter the course when both the unit commander and the commandant determine that the student is prepared to successfully complete the course and is once again in a promotable status. Students released and categorized as "Non-Graduate" for academic reasons receive a DA 1059 with adverse comments (referred report).

4. Disciplinary: Disciplinary releases are reviewed by the commandant on a case-by-case basis and are considered adverse in nature. Students released for disciplinary reasons are not allowed to return to any NCOES Course for a period of six months. Additionally, Soldiers eliminated for cause may be barred from reenlistment, receive non-judicial punishment, or be re-classed (Ref AR 350-1) at the discretion of the students parent unit. Finally, the Soldier is removed from the promotion standing list (Ref AR 600- 8-19) and receives an AER with adverse comments. Disciplinary releases include (but are not limited to):

a. Violations of BLC policies or Army regulations.

b. Lack of self-discipline or motivation (apathy).

c. Conviction under the provisions of the Uniform Code of Military Justice (UCMJ) or conviction in civilian court (except for minor traffic violations).

d. Violations of the Student Honor Code System.

e. Absent from appointed place of duty, i.e. formation/classes etc.

f. A Student receiving excessive spot reports or adverse counseling is considered a habitual offender and recommended for release from the course.

g. Any unsafe action that endangers self or another student, resulting in an injury or illness and/or loss of training time.

h. Other reasons as determined by the commandant.

5-2. APPEALS PROCESS: Any Student released from the course has a right to an appeal. An appeal is a written request to the commandant to reconsider his decision to release the student from training. Other appeal information includes:

The Student will acknowledge by endorsement within two days receipt of the written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the dismissal action.

a. If a Student elects to appeal, they immediately return to training until the matter is decided.

b. If the Student elects to appeal, they must submit an appeal statement within seven days after receipt of the written notification of dismissal action. Appeals will be submitted to the course manager.

c. After receiving the student's written request for an appeal, the commandant submits the entire packet to the Staff Judge Advocate (OSJA) for legal review.

d. The OSJA review is the attorney's opinion on the legality of the packet and the reasons for dismissal. It is not the final decision as to the disposition of the appeal, but rather an unbiased legal opinion based on the items included in the packet. The OSJA will provide a recommendation to the commandant.

e. After the OSJA review, the Quality Assurance NCO hand-carries the entire packet to the commandant. The commandant reviews the packet, considers all mitigating circumstances presented by the Student in the written appeal, and renders a final decision.

5-3. RETURNING TO BLC AFTER BEING DISMISSED: You are subject to your unit's discretion as to when or if you will return to BLC to complete the course. BLC does not

control whether or not you return to training. You will have to be reentered on your unit's order of merit list and wait your turn. Soldiers released as academic or disciplinary dismissals are removed from the promotion standing list for failure of NCOES course (Ref AR 600-8-19). Those Soldiers have to be re-recommended for promotion and return to the unit promotion board before being added to the unit order of merit list. These Soldiers also must provide proof of retraining, verified by their current unit commander, before reenrolling. Students dismissed or released before graduation (for any reason) are required to start from the beginning of the course when returning to training.

CHAPTER 6 GRADUATION

6-1. GRADUATION:

1. Graduation locations may vary see list below:

a. McMahon Theater, 1517 McDonald St, Fort Carson, CO 80913.

b. Fort Carson, 4th ID Division Parade Field (Founder's Field/Manhart Field), CO 80913

c. 168th RTI Auditorium, Fort Carson, CO 80913

2. Upon satisfactory completion of BLC, a graduation ceremony is held to recognize those Students who have successfully met all course requirements. Upon graduation, each student will receive a DA Form 1059 and Certificate of Graduation.

3. Uniform for graduation is the Army Service Uniform, or Army Green Service uniform, complete IAW AR/ DA PAM 670-1, Class A Uniform.

4. Congratulations on your selection. We look forward to your participation in this important event. Your experience in the course and critical feedback is invaluable to our effort in delivering the best outcome-based education for future Sergeants.

/// Original Signed ///

ERIK R. MILLER

CSM, COARNG

Commandant