



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX
BUILDING 5518 SEVER AVENUE
JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ 08640-7226

AFRC-RTC-ND

18 December 2015

MEMORANDUM FOR Academy Personnel and Students

SUBJECT: Policy Letter #20 Commandant's Time

1. Students attending the Basic Leader Course (BLC) at Fort Dix have non-instruction time, Commandant's Time, to take care of personal requirements and plan for class the next day. Commandant's Time is a privilege not an entitlement. Training preparation and execution takes priority over personal requirements. Soldiers will follow all regulations and the directives listed below.

a. Alcohol possession or consumption is not permitted. In suspected cases of intoxication, the Course Manager or a member of the Command Team will request Joint Base Security Forces to obtain a blood alcohol test on the Student. Violation of this policy will result in dismissal.

b. Soldiers attending BLC status are restricted to base. The Course Manager or a member of the Command Team may approve trips off post for Students on an individual basis. Violation of this policy will result in dismissal.

c. After Students report to the academy, civilian clothing is not authorized. Students may wear the uniform of the day or Army Physical Fitness Uniform during Commandant's time.

d. Students may retain keys to their private or rental vehicles. It is highly encouraged to limit use of vehicles during the course. The Command Team or Course Manager may suspend driving privileges for Students. During severe weather, Students will have very limited driving privileges and will follow the guidance given during the incident.

e. Barracks rooms are restricted to only the occupants of the room. Specifically, male students are not allowed in female rooms, and female students are not allowed in male rooms. Violation of this policy may result in dismissal.

f. Students will adhere to a "buddy system" in which students must travel in pairs. Travel relates to walking or riding in a vehicle. Students must be of the same gender.

g. Behavior that brings discredit upon the Student, the Academy, or the United States Army is basis for misconduct dismissal.

2. Fraternalization between NCO Academy personnel and Students is strictly prohibited, during the course of instruction, which includes Commandant's Time. Communications between

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Academy personnel and Students will remain professional at all times. Communication utilizing social media and other electronic communications media will not be personal in nature. Students and Academy personnel will not share or exchange personal photographs, phone numbers, email accounts, and social media accounts.

3. Point of contact is the undersigned at 609-562-3619.

KIMBERLY K. KEMPER
CSM, USA
Commandant