

NCO Academy  
Fort McCoy, Wisconsin

# STUDENT GUIDEBOOK



## Table of Contents

<b>Chapter 1 – Course Overview and Introduction .....</b>	<b>2</b>
1-1. Commandant's Welcome Message .....	2
1-2. Course Overview and Design.....	3
1-3. Project Athena and Leader 180 .....	3
1-4. Course Prerequisites, Enrollment Requirements, Lactation Accommodations ....	4
<b>Chapter 2 – General Policies and NCOA Fort McCoy Chain of Command.....</b>	<b>5</b>
2-1. Student Guide Distribution .....	5
2-2. Local Policies (Including Sexual Harassment/Assault Response and Prevention (SHARP)/Alcohol/Tobacco).....	6
2-3. Noncommissioned Officer Academy (NCOA) Fort McCoy Support Channel .....	6
2-4. Honor Code .....	7
2-5. Off-Limit Areas .....	8
2-6. Soldier Distress Plan, Complaints and Grievances .....	8
2-7. Environmental Compliance, Safety, and Risk Management .....	8
<b>Chapter 3 – Student In-Processing and Out-Processing.....</b>	<b>10</b>
3-1. Student Reporting and In-Processing .....	10
3-2. Student Attendance .....	12
3-3. Lodging .....	14
3-4. Leave and Passes .....	14
3-5. Failure to Report (FTR).....	15
3-6. Out-processing .....	15
<b>Chapter 4 – Uniform and Equipment .....</b>	<b>15</b>
4-1. Duty Uniform and Equipment .....	15
4-2. Personal Appearance and Grooming.....	16
<b>Chapter 5 – Student Conduct and Misconduct.....</b>	<b>18</b>
5-1. Standards and Student Conduct .....	18
5-2. Military Courtesy.....	19
5-3. Prohibited Relationships / Fraternization .....	20
5-4. Treatment of Fellow Soldiers.....	20
5-5. Crime Prevention and Valuables .....	21
<b>Chapter 6 – Daily Activities and Student Responsibilities .....</b>	<b>21</b>
6-1. Training Schedule .....	21

6-2. Daily Routine .....	21
6-3. Classroom Procedures .....	22
6-4. Study Hall .....	23
6-5. Dining Facility .....	23
6-6. Laundry .....	23
6-7. Cleaning Supplies .....	24
<b>Chapter 7 – Student Records and Administrative Tasks .....</b>	<b>24</b>
7-1. Student Pay .....	24
7-2. Student Records .....	24
7-3. Student Counseling .....	24
7-4. Emergency Medical and Dental Treatment .....	26
7-5. Sick Call Procedures .....	26
<b>Chapter 8 – Technology and Communication .....</b>	<b>27</b>
8-1. Computer Usage .....	27
8-2. Blackboard Administration .....	27
8-3. Microsoft Teams (MS Teams) .....	27
8-4. Electronic Devices .....	28
<b>Chapter 9 – Student Leadership Responsibilities and Chain of Command .....</b>	<b>28</b>
9-1. Student Chain of Command .....	28
9-2. Student First Sergeant .....	29
9-3. Student Platoon Sergeant .....	30
9-4. Squad Leaders .....	31
9-5. Team Leaders .....	31
<b>Chapter 10 – Course Graduation Requirements and Honors .....</b>	<b>31</b>
10-1. Course Graduation Requirements .....	31
10-2. DA Form 1059 – Academic Evaluation Report (AER) Preparation .....	32
10-3. Academic and Performance Honors/Recognition .....	32
10-4. Commandant's List (Top 20% of Class Enrollment) .....	33
10-5. Superior Academic Achievement (21% to 40% of Class Enrollment) .....	33
10-6. Graduation .....	33
<b>Chapter 11 – Academic and Performance Standards .....</b>	<b>35</b>
11-1. Retraining and Retesting (Failed Evaluations/Assessments) .....	35
11-2. Dismissals .....	36

11-3. Failure to Achieve Course Standards and Referred Reports.....	37
11-4. Appeals.....	38
<b>Chapter 12 – Focus Groups and End of Course Critiques (EOCC).....</b>	<b>39</b>
12-1. Mid and End of Cycle Focus Groups .....	39
12-2. End of Course Critiques (EOCC).....	39
<b>Appendices .....</b>	<b>40</b>

---

## Summary of Changes

v1.07 (effective 01 June 2025)

- Throughout: changed “ACFT” to “AFT”, “ALARACT 053/2024” to “ALARACT 032/2025”, adjusted spacing and made minor grammatical corrections.
- Paragraph 5-4: Changed “gender” to “sex”.
- Paragraph 10-1c: Added guidance related to ETP for AFT prior to 1 June 2026.
- Paragraph 10-3f: Removed “(one male and one female)” per Errata (Iron Soldiers) dated 9 May 2025.
- Paragraph 12-1: Changed to reflect submission of focus group AARs using the online forms.
- Appendices: reordered section A appendices so ISAP appears first, added Policy Memo #13 to A-2, changed A-4 to ALARACT 032/20205 added A-6 (HQDA EXORD 218-25), and updated B-4a to include a diagram to help navigate to the NCOA from the Fort McCoy main gate. Updated B-5a (Packing List).



## Preface

1. **Purpose:** This student guide serves as a single-source document pertaining to the administration and attendance of the Basic Leader Course (BLC). All times in this guide are listed in Central Standard Time (CST).

2. **Applicability:** This student guide applies to all students attending BLC at Noncommissioned Officer Academy (NCOA) Fort McCoy, Wisconsin. This guide outlines applicable policies and procedures for students reporting to the Noncommissioned Officer Academy (NCOA) Fort McCoy. All students are required to read this guide and be familiar with its contents prior to attending, but no later than Day 3 of the course. Failure to comply with the policies or procedures could result in denied enrollment or an early release from the course.

3. **Program of Instruction (POI) and Reference:** The current Basic Leader Course (BLC) Program of Instruction (POI) aligns with the BLC (600-C44) Course Management Plan (CMP) validated in October 2020. This student guide was developed to reflect the guidance in the CMP and all subsequent proponent Errata, the BLC Individual Student Assessment Plan (ISAP) dated October 2020, and all applicable Army regulatory guidance.

4. **Supersession Information:** This student guide supersedes all previous versions.

5. **Proponent:** The NCOA Fort McCoy Commandant in accordance with (IAW) the NCO Leadership Center of Excellence (NCOLCoE).

6. **Point of Contact:** MSG Isaac K. Pardonvarde, commercial (502) 898-3526, email isaac.k.pardonvarde.mil@army.mil.

7. **Comments and Recommendations:** Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: BLC Senior Small Group Leader Inbox at usarmy.usarc.83-usarrtc.ncoa-fort-mccoy-blc-ssgl@army.mil. Refer to Appendix B for a sample DA Form 2028.

8. **Review:** The following individuals reviewed this student guide for correctness and relevancy prior to implementation at NCOA Fort McCoy.

Name	Signature	Position	Rank
Isaac K. Pardonvarde		BLC Course Manager	MSG
Charlotte Jimenezpatxot		Senior Small Group Leader	SFC
Vladimir V. Levi		Quality Assurance NCO	SFC

9. **Approval:** The Commandant approves this student guide for implementation at NCOA Fort McCoy.

## **Chapter 1 – Course Overview and Introduction**

### **1-1. Commandant's Welcome Message**

Congratulations on your selection to attend the Basic Leader Course, and welcome to the Noncommissioned Officer Academy (NCOA) Fort McCoy. This milestone reflects the Army's trust and confidence in your potential to serve in leadership positions and take on greater responsibilities. Our mission is to develop you into an agile, adaptive, and effective enlisted leader of character, competence, and commitment. You will set the standard for future generations to meet the demands of the Army.

The NCOA Fort McCoy is committed to being the Army's premier learning institution, dedicated to developing the world's best Noncommissioned Officer Corps while providing you with exceptional training experience. Cadre are committed to building a trusting team through shared respect for one another, enforcement of good order and discipline, upholding Army standards, embodying the Creed of the Noncommissioned Officer, and living the Army Values.

A positive attitude, effective time management, and disciplined study habits and initiative are valuable for your success while attending Basic Leader Course. The cadre here will assist in your endeavors, however achieving excellence in these areas is ultimately your responsibility.

This is one of your first opportunities to work closely with Soldiers from other branches and occupational specialties of the Army. Take full advantage of this experience by getting to know and learn from your peers. I challenge you to make the most of your time here at the NCOA Fort McCoy and grow from this experience. Good luck as you begin your leader development journey.

**“Strengthen the Corps”**

**“THIS WE’LL DEFEND”**

JASON D. KIRKMAN  
CSM, USA  
Commandant

## **1-2. Course Overview and Design**

a. Overview. The Basic Leader Course (BLC) is the first step in the Noncommissioned Officer Professional Development System (NCOPDS). This Program of Instruction (POI), branch-immaterial, continuous 22-day course imparts knowledge, skills, and behaviors necessary to be a professional noncommissioned officer (NCO). It instills self-discipline, professional ethics, and establishes the foundation for follow-on leader development. The BLC curriculum develops six NCO Common Core Competencies (NCO C3s): Readiness, Leadership, Training Management, Communications, Operations, and Program Management. Small Group Leaders (or SGLs - the cadre facilitating your training) will continuously assess your leadership ability and potential by observing discussions and interactions.

b. Collaborative Learning Environment. SGLs will use the Army Experiential Learning Model (ELM) to facilitate the lessons in small group Battle Room (BR) setting with a collaborative approach. Classrooms are referred to interchangeably as “classroom” and “Battle Room” throughout the guide, with “Battle Room” specifically denoting the Academy's Collaborative Learning Environment.

c. Design. The BLC Program of Instruction (POI) contains four modules with a total of 28 lessons, totaling 169 academic hours. The Noncommissioned Officer Leadership Center of Excellence (NCOLCoE) has designed an educational philosophy to challenge students through a rigorous academic regimen. A challenging, leadership-intensive Noncommissioned Officer Academy (NCOA) environment, which exalts discipline and standards, and defines BLC.

d. Outcome. The BLC prepares Soldiers to lead team size units, by providing an opportunity to acquire the leader skills and knowledge needed to be successful noncommissioned officers. The BLC is the foundation for further education and leader development.

## **1-3. Project Athena and Leader 180**

At BLC you will participate in Project Athena, a self-development tool that assesses personal, leadership, and cognitive factors that affect an Army leader's effectiveness and readiness. This tool consists of three assessments, the Self-Awareness Individual Differences Inventory (SAID-I), the Social Awareness and Influence Assessment (SAIA), and the Leader 180 (LDR180). You will use confidential feedback from these assessments for your self-development. Sharing the results in any manner is entirely up to you. Your SGLs will be ready to provide additional coaching concerning your self-assessment feedback. You must have the feedback from SAID-I and SAIA available during lesson B106 – The Army Leadership Requirements Model and lesson B107 – Counseling. These assessments are non-GPA and do not affect any class standings.

a. Self-Awareness Individual Differences Inventory (SAID-I). The SAID-I is a measurement of 12 individual differences, or personal characteristics, relevant to the

day-to-day interactions and activities of Army personnel. SAID-I personal characteristics describe and identify typical patterns of behavior and thinking. This self-awareness survey enables recognition of strengths and limitations across a range of conditions when answered honestly.

b. Social Awareness and Influence Assessment (SAIA). SAIA provides insights into social awareness and influence tendencies. It will help you with self-development and improves skills necessary to influence others. The scores from this survey provide motivation to excel in areas identified as lacking based on the results of honestly answered questions.

c. Leader 180 (LDR180) (Self- and peer assessment). The Leader 180 survey promotes leader development by providing frank, yet constructive and professional feedback to fellow students about their strengths and developmental needs. Self-awareness is a critical component of effective leadership and involves an accurate understanding of your strengths, needs, and capabilities. You will complete a self-assessment but will also receive peer assessments. All peer assessments will be conducted with the utmost respect and remain professional; no degrading or demoralizing comments are permitted. The feedback in this report is the first step to increase self-awareness, readiness, and leadership effectiveness.

#### **1-4. Course Prerequisites, Enrollment Requirements, Lactation Accommodations**

a. Course Prerequisites. You and your unit are responsible for meeting the following course pre-requisites before attending BLC:

(1) Meet height/weight standards IAW AR 600-9 and ALARACT 032/2025. You are allowed one re-screening, administered no earlier than seven (7) days after the initial height/weight assessment. NCOA Fort McCoy offers the InBody 770 supplemental body fat re-screening upon request and subject to availability.

(a) Failure of initial height and weight screening will result in a counseling statement and removal from all academic honors/recognition consideration. If you pass the re-screening, the highest rating you may receive on the 1009A rubric and DA Form 1059 – Academic Evaluation Report (AER) for Presence and Comprehensive Fitness is a “Met Standards.”

(b) IAW AD 2025-02, Soldiers who volunteer to attend BLC within their 365-day postpartum window (after pregnancy ends) are exempt from body composition requirements but must meet all physical requirements mandatory for attendance and graduation, including any record physical fitness testing. The last record height/weight screening will be used to satisfy BLC eligibility and graduation requirements, provided it is not more than 730 days (24 months) old at the time of course enrollment. Soldiers who do not have a record screening dated within the last 730 days (24 months) must receive a waiver from the NCOA Fort McCoy commandant.

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

(3) Possess the capability of performing supporting individual Skill Level 1 tasks outlined in the Soldier's Manual of Common Tasks (SMCT).

(4) Have a functioning, unexpired Common Access Card (CAC).

b. Enrollment Requirements. The following apply equally to Active Component (AC), Active Guard Reserve (AGR), Army National Guard (ARNG), and United States Army Reserve (USAR) Soldiers:

(1) Soldiers with temporary profiles (e.g. injury, illness, pregnancy, post-partum) that are not a result of operational deployment may not attend BLC; for any questions on this matter, contact the Staff Duty NCO at (804) 873-5964.

(a) Soldiers with permanent profiles (documented on DA Form 3349) may attend BLC, provided they can meet course graduation requirements. NCOA Fort McCoy will allow students to use a demonstrator for any fitness drills that they are "restricted" from physically performing by their profile. Soldiers whose profiles state they should perform "modified" versions of specific fitness drills are responsible for adhering to their profile.

(b) Soldiers with medical profiles due to an operational deployment may attend BLC within the guidelines of their profile. Soldiers must arrive 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 an operational deployment.

c. Lactation Accommodations. IAW AD 2025-02, NCOA Fort McCoy will provide lactation accommodations to all Soldiers who attend BLC while postpartum. Participating in lactation breaks does not excuse the completion of training/work requirements except for applicable operational and training deferments.

## **Chapter 2 – General Policies and NCOA Fort McCoy Chain of Command**

### **2-1. Student Guide Distribution**

You can access the student guide from the Blackboard website under the Basic Leader Course class platform, the NCOA Fort McCoy BLC Homepage (<https://www.usar.army.mil/Commands/US-Army-Reserve-Command-USARC/Fort-McCoy-Main/Fort-McCoy/blc/>), or the "General" tab of the Microsoft Teams "BLC Classrooms" channel. Download the guide before the course start date, if possible, but no later than Day 3 of the course. Read this guide carefully, and adhere to the policies, procedures, and guidance throughout the course.

## **2-2. Local Policies (Including Sexual Harassment/Assault Response and Prevention (SHARP)/Alcohol/Tobacco)**

You must be familiar with and follow all NCOA Fort McCoy policy memorandums. These memorandums are displayed in common areas throughout the Academy footprint, available digitally on Blackboard, and included in Appendix A. The following excerpts summarize key policies.

a. Sexual Harassment/Assault Response and Prevention (SHARP). NCOA Fort McCoy has a zero-tolerance policy on sexual harassment and sexual assault. We are committed to provide a safe environment for all members of the command and promote a command climate that encourages victims to report incidents of sexual harassment and sexual assault without fear of retribution, intimidation, or retaliation.

b. Alcohol and Drugs. The abuse of alcohol and use of illegal drugs is inconsistent with Army Values and the standards of performance. Alcohol abuse and illegal drug use often results in misconduct, which undermines good order and discipline. At no time will you possess or consume alcoholic beverages on NCOA Fort McCoy campus grounds, including the parking lots. Moderate consumption of alcoholic beverages is authorized, provided you are of legal drinking age, and it occurs at local establishments, within the authorized travel area, and after duty hours. Do not glamorize over-consumption or abuse of alcohol or engage in excessive alcohol consumption that will result in intoxication and violations of law or Army policies. If you engage in alcohol-related misconduct, the Academy cadre will notify your unit leadership, up to the first General Officer (in addition to substandard performance counseling and likely recommendation for dismissal).

c. Tobacco. Tobacco use, including but not limited to cigarettes, cigars, cigarillos, smokeless tobacco, inhaled tobacco, vaping, and all other tobacco products designed for human consumption, is prohibited in all workplace locations except for designated smoking areas.

## **2-3. Noncommissioned Officer Academy (NCOA) Fort McCoy Support Channel**

Responsibility for student control and discipline lies with the NCOA Fort McCoy chain of command.

a. NCOA Fort McCoy Chain of Command. The NCOA Fort McCoy chain of command is as follows:

- (1) Commandant (CMDT)
- (2) Director of Instruction (DOI, also referred to as Deputy Commandant)
- (3) First Sergeant (1SG)

(4) BLC Course Manager (CM)

(5) Senior Small Group Leader (SSGL)

(6) Small Group Leader (SGL)

b. Responsibilities. The SSGLs and SGLs are responsible for your in- and out-processing, ensuring adequate lodging, sustenance, and safety, and administration of the course. Administration of the course entails facilitating POI, rendering evaluations, serving as academic raters and senior raters, providing feedback on performance, communicating relevant information, addressing issues that could affect learning, and upholding good order and discipline (including on-the-spot corrections and counseling). Normally, your respective SGL or SSGL will conduct required developmental counseling and document it on DA Form 4856 statements (see Chapter 9 for student leadership roles and processes). Any Academy cadre member who observes substandard student conduct may refer the student to their SGL or SSGL for counseling.

## **2-4. Honor Code**

a. Academic Integrity. Integrity is a guiding principle of the Army profession, and a fundamental value of every noncommissioned officer. Throughout the course, you will complete writing assessments and performance-oriented training evaluations, where you must demonstrate individual effort. A key aspect of academic integrity is that “your work must be your own.” While the Collaborative Learning Environment encourages teamwork as part of the learning process, the final product must be entirely original. Copying another student’s work or receiving unauthorized assistance violates the intent of the Honor Code and undermines the development of personal responsibility.

b. Adherence to Rules, Regulations, and Policies. The Honor Code extends beyond academic integrity; it also applies to the observance and adherence to rules, regulations, and policies. Knowingly violating a rule, regulation, or policy—whether the violation is discovered—discredits the Noncommissioned Officer Corps. You have the responsibility to report violations immediately to the NCOA Fort McCoy chain of command. Failure to do so is a violation of the Honor Code and may be grounds for dismissal.

c. Examples of Academic Violations. Examples of cheating on a performance exercise or writing assessment submitted to meet course requirements are:

(1) Use of unauthorized aids (ChatGPT, etc.).

(2) Copying someone else’s work without properly attributing the source (plagiarism).

(3) Soliciting, giving, and/or receiving unauthorized oral or written aid during assessments (considered academic dishonesty). This includes helping other students

by reminding them of performance steps or evaluation criteria while they are being assessed (e.g. prompting or giving hints).

(4) Any similar action contrary to the principles of academic integrity.

## **2-5. Off-Limit Areas**

These areas are off limits to you: any barracks room other than your own, all Command Post (CP) rooms in building 1364, and all rooms in building 1365 (except your barracks room, if you are assigned one in that building). You may only enter the following locations when accompanied by a cadre member:

- a. BLC Cadre Officers in building 1364
- b. BLC Cadre Lounge in building 1364
- c. Headquarters, building 1361 (NCOA Fort McCoy Command Group, Staff sections), except the Medical Aid Station (room 106).
- d. All offices in building 1363, including Grad Hall.
- e. Any other areas designated as off limits or restricted by the Command Group.

## **2-6. Soldier Distress Plan, Complaints and Grievances**

- a. Soldier Distress Plan. If you experience an emergency or any type of distress, notify your SGLs immediately. If you cannot reach your SGLs, utilize the chain of command. For after-hours assistance contact the Staff Duty NCO at (804) 873-5964.
- b. Complaints and Grievances. Academy cadre will make every effort to resolve issues at the lowest level. You should first address personal problems or grievances with your SGL. The cadre chain of command, including SGLs, SSGLs, and the Course Manager, is available for counseling and to address complaints at any time. The Commandant has an open-door policy; however, you should use the cadre chain of command before seeking the Commandant's assistance (refer to Policy Memorandum #1 in Appendix A). To meet with the Commandant, you must schedule an appointment through your SSGL.

## **2-7. Environmental Compliance, Safety, and Risk Management**

- a. Environmental Compliance. Fort McCoy is a green installation committed to sustainability through reuse, reduction, and recycling. You must minimize waste, sort recyclables, and use resources responsibly to support environmental conservation.
- b. Safety. Safe training and training safety are not synonymous. Safe training is achieved by integrating safety into the planning, development, and execution of training



(ADP 7-0). This requires recognizing hazards or unsafe behavior, making prudent risk decisions, and developing operational processes to mitigate hazards. Training safety consists of three interlocking tiers, with corresponding actions:

(1) The Commandant: Validates initial hazard assessments and endorses (or directs) implementation of controls to mitigate the hazards identified for each training event. Serves as the risk acceptance authority for training events with a “low” overall residual risk.

(2) BLC Cadre: Implement approved controls, provide a safety brief, monitor the training and enforce adherence to established controls, take appropriate action upon identification of unexpected or emerging hazards, and assess effectiveness of controls upon conclusion of training.

(3) You (The Student): Ensure personal safety by following approved controls and cadre guidance. Maintain situational awareness, recognize unsafe conditions or actions, and either correct them or report them to BLC cadre.

c. Risk Management. Effective risk assessment and management eliminate unnecessary risks and help prevent accidental injuries to Soldiers and damage to equipment. The Basic Leader Course requires Deliberate Risk Assessment Worksheets (DRAW) for all outdoor training events, classroom training, and any training events that have a “medium” residual risk level (regardless of setting). Your risk management responsibilities are as follows:

(1) Become familiar with the fire safety and evacuation plan posted in your Battle Room by Day 1 of the course (refer to Appendix B for fire evacuation plan).

(2) Review and adhere to all safety hazards, controls, and implementation guidance outlined in the DRAWs posted in your Battle Room by Day 3 of the course.

(3) Be alert to weather conditions and follow the Severe Weather Plan provided by SGLs. The duty Senior SGL and/or Staff Duty NCO will notify student 1SG of any weather-related changes (refer to Policy Memorandum #9 in Appendix A).

(4) To mitigate weather-related risks, you may experience facility lockdowns between October and April due to severe weather hazards (e.g., black ice, extreme cold, or snow). During these periods, you must sign out when leaving Academy grounds but are not permitted to leave post.

(5) Make mature, responsible choices with respect to your conduct and safety, and motivate your peers to do the same. Remember that personal risk management responsibilities apply on- and off-duty. Do not engage in high-risk activities (e.g. driving under influence, boating, kayaking, rock climbing, extreme mountain biking, skydiving) while attending BLC.

## **Chapter 3 – Student In-Processing and Out-Processing**

### **3-1. Student Reporting and In-Processing**

a. Reporting. You will report in appropriate civilian clothing and must meet AR 670-1 and ALARACT 042/2024 standards for grooming, shaving, and jewelry upon reporting. Unauthorized facial or ear piercings are prohibited, and males must be clean-shaven. If travelling by privately-owned vehicle (POV), you must report between 1000 and 1900 hours CST. If flying, you must report between 1000 and 2300 hours CST. If you encounter travel challenges that will prevent arrival by 2300 hours CST, contact the Staff Duty NCO at (804) 873-5964. Early or late arrivals are not allowed without prior approval from the Course Manager and return flights should not be scheduled before 0600 hours CST on the end of course date. No Show (Failure to Report) Soldiers will be dropped from the course. Direct questions about the course to S3 Operations at [usarmy.usarc.83-usarrtc.mbx.ncoa-mccoy-s3@army.mil](mailto:usarmy.usarc.83-usarrtc.mbx.ncoa-mccoy-s3@army.mil) or (502)-388-2046.

b. In-Processing. Upon reporting, you will sign in at station one and receive a checklist outlining the stations you must visit on in-processing day (refer to Appendix B for sample in-processing checklist).

c. Firearms. Do not bring a firearm with you to BLC. Personally owned firearms are prohibited on post per United States Code, Section 930(c). Violation of this law is a felony offense. This prohibition applies to duty firearms used in your civilian occupation (e.g. law enforcement, U.S. Marshal, etc.) If you bring a firearm on post, then you will not be allowed to in-process. However, if you are unable to properly secure the firearm prior to reporting to BLC, you can contact the Sparta (608) 269-3122 or Tomah (608) 374-7400 law enforcement offices to seek firearm storage (subject to the discretion of the law enforcement office). Ammunition is prohibited on Academy grounds. You will have an amnesty period to dispose of any ammunition.

d. Required Items. You will hand-carry the items listed below for in-processing. IAW TR 350-18, 3-22a(1), Soldiers reporting for the course without the required documents have 72 hours from the class start to provide required documents to Small Group Leaders:

(1) Orders. If you are a National Guard (ARNG) M-Day Soldier or Army Reserve (USAR) Troop Program Unit (TPU) Soldier not on extended active-duty orders (over 30 days), then you must provide one copy of your 23-day orders upon reporting. Any issues with orders will be addressed during in-processing, if orders are not received during in-processing, you risk being denied enrollment.

(2) Walk-On / Active-Duty Soldier Course Attendance Authorization. If you are a Walk-On (regardless of component), AGR, ADOS, mobilized, or Active Component (AC) Soldier, then you must provide an approved Defense Travel System (DTS) travel authorization and a commander-approved DA Form 4187 or Memorandum for Record (MFR). If you were a last-minute substitute, you will need to know the name of the

Soldier you are replacing (and will be processed as a Walk-On). Your documentation must clearly state that the command authorizes course attendance. If you are an AC Soldier, you must also provide a printed copy of your unit Pre-Execution Checklist (PEC) (TRADOC Form 350-18-2-R-E) signed by the commander. Refer to Appendix B for a sample DA Form 4187 and MFR.

(3) Valid Common Access Card (CAC) and valid pin. The Fort McCoy Defense Enrollment Eligibility Reporting System (DEERS) office is available Monday through Friday from 0730 to 1530, students needing DEERS assistance will be escorted by Academy cadre for assistance.

(4) Command Information Sheet. You must report with a complete Command Information Sheet. If the sheet is not completed beforehand, you must have the Command Sergeant Major and Full-Time Staff (FTS) rank, full name, phone number, and email address to complete the form prior to clearing station two. Refer to Appendix B for sample sheet.

(5) DA Form 3349. Temporary profiles are not accepted; if you have a temporary profile, you will be denied enrollment. The only exception is for profiles resulting from operational deployment. If you have a permanent profile, you must provide a copy during in-processing to determine academic and physical accommodations. You are highly encouraged to contact the Staff Duty NCO at (804) 873-5964 before the course start date to request a profile review by the Academy Emergency Care NCO.

(6) Information Assurance (IA) Cyber Awareness Training Certificate (cannot expire before the last day of the course). You can access the IA website at <https://cs.signal.army.mil/login.asp> or Joint knowledge Online (JKO) at <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf> to obtain a copy of your training certificate.

e. Travel Information. Defense Travel System (DTS) authorization approval is the unit's responsibility. NCOA Fort McCoy does not prepare, review, or approve your DTS authorizations or vouchers.

(1) Commercial Air Travel. If traveling from outside the continental United States (OCONUS), you are authorized to travel up to two (2) days early to allow for time zone acclimation. You must contact the NCOA Fort McCoy Staff Duty at (804) 873-5964 if you intend to arrive early, late, or if you are unable to schedule a flight that will arrive at the La Crosse airport on in-processing day. Lodging is not available prior to course start date unless coordinated through the BLC Course Manager. You can reach Fort McCoy shuttle services at (502) 898-6765 for transportation to/from La Crosse Airport (i.e. place a call upon arrival at the airport to coordinate pick-up). You are responsible for securing transportation to/from any other airport. The post shuttle runs until the last flight of the day. On the end-of-course day, NCOA Fort McCoy coordinates a post shuttle for students flying out of La Crosse airport, with a pick-up time at or before 0900 hours CST. Regardless of your travel method, you must depart the Academy footprint no later

than (NLT) 0900 hours CST on the end-of-course date, no exceptions. If you are unable to travel on the end-of-course date, it is your unit's responsibility to ensure orders cover the length of travel days and that DTS includes lodging and per diem for those days.

(2) Privately-Owned Vehicle (POV) travel. If travelling by POV, you must report to Building 1364 between 1000 and 1900 hours CST. Do not arrive before in-processing day. Be prepared to present a valid driver's license, vehicle registration, and proof of insurance if requested by Department of Defense (DoD) or military police. These entities may also conduct random security checks on all vehicles entering Fort McCoy. You must follow all DoD guidance on POV travel, plan for rest stops and check weather forecasts. Speed limit on most Fort McCoy cantonment roads is 30 mph, and 10 mph when passing troops in formation. The speed limit on the roads outside Fort McCoy varies from 25 to 55 mph. You must adhere to all speed limits and ensure their vehicle's lights—including hazard, directional, brake, and plate lights—are fully operational, as non-compliance may result in being stopped by law enforcement. Additionally, you must park in the designated area while attending the course. Refer to Appendix B for BLC parking location.

f. In-Brief. On Day 1, you will report to Grad Hall by 0515 hours CST for a course in-brief from the NCOA Fort McCoy Command Group, BLC Course Manager, Staff Sections, and Fort McCoy support offices. After the in-brief, you will follow your Small Group Leaders (SGLs) for an orientation of the Academy grounds, barracks, and classrooms. SGLs will guide you to your classrooms and assign seats.

g. Mail. During in-processing, you will be assigned to a Battle Room (BR). It is very important that you place your BR number (assigned at in-processing), rank, and name on all correspondence and packages while assigned to the NCOA Fort McCoy to ensure receipt. Refer to Appendix B for sample mailing label.

### **3-2. Student Attendance**

a. Mandatory Participation. You must complete homework assignments, practical exercises, and participate in all curriculum activities and discussions. The course structure does not allow for recycling if you miss significant training due to illness, injury, emergency leave, or unavoidable absences. In accordance with (IAW) TR 350-18, para 3-31b, students who miss a significant portion of training may be dismissed from the course. If a situation may affect your attendance, notify your SGL during cycle or the BLC Course Manager before reporting.

b. Daily Report Times. You must report to the classroom daily no later than 0645 hours CST. Arriving at 0646 hours CST or later will result in a counseling statement for tardiness and removal from honors/recognition consideration.

c. Lunch Report Time. After lunch, you must report to the hallway of your respective floor 10 minutes prior to the next scheduled lesson and recite the Creed of the Noncommissioned Officer and the Army Song (Note: you will stop using the card

after day 7). Failure to arrive on time for this daily battle rhythm requirement will result in a counseling statement and removal from honors/recognition consideration. Additionally, NCOA Fort McCoy students are not authorized to go off post during lunch break.

d. Formations. You must attend all scheduled formations and recite the Creed of the Noncommissioned Officer and Army Song during the 1650 and 2100 hours CST formations. Arriving late, or not at all, to these formations will result in a counseling statement and removal from honors/recognition consideration. Additionally, formations may take place indoors due to weather, at the discretion of the cadre. Refer to Appendix B for formation locations.

(1) 1650 hours CST. Formation at 1650 hours CST occurs on designated days as listed on the training schedule; on days where this formation does not occur, the schedule will state "No Formation." The 1650 hours CST formation is held at the Quad (October–April) and the SGL parking lot (May–September) due to dining facility building changes.

(2) 2100 hours CST. Formation at 2100 hours CST occurs daily at the Quad and is mandatory. Arriving at 2101 hours CST or later will result in a counseling statement for missed accountability; you must wear full uniform or appropriate civilian attire to this formation.

(3) Any member in your NCOA Fort McCoy chain of command (from SGL to the Commandant) may direct additional formations, at any time, for any reason. The Academy cadre will advise you of the time, location, and uniform for these formations.

e. Curfew. You may not leave the Academy grounds after 2100 hours CST formation. After the 2100 hours CST formation, you may remain in the BR to work on your assignments, or in the common areas (i.e. hallways or day rooms) at the Academy, provided you do not engage in behavior that is disruptive to others. You must vacate common areas and proceed to your billet by lights out NLT 2359 hours CST. You may sign-out for the post gym no earlier than 0500 hours CST.

f. Commandant's Time. Commandant's Time is from 1700 to 2359 hours CST; refer to the training schedule for any cycle-specific changes. To maintain accountability, you must sign out when departing Academy grounds, whether remaining on post or going off post (this includes the gym and religious services). The sign-out roster is available at the charge of quarters (CQ) desk through CQ personnel during Commandant's Time. During this time, you are authorized to travel on post and to Tomah or Sparta (within 15 miles of Fort McCoy in either direction) but must return NLT 2050 hours CST. The Basic Leader Course dayrooms are always accessible to students. However, games, the pool table, and other entertainment items are reserved for use during Commandant's Time only and must not be used during lesson breaks.

g. Religious Services. Students attending BLC at NCOA Fort McCoy have access to the Religious Service Office (RSO), which facilitates religious services and Bible study for Fort McCoy personnel as follows:

(1) Catholic Services. Catholic services are offered at 0900 hours CST on Sunday morning. If you wish to attend Catholic services, inform your student Platoon Sergeant by 2050 hours CST each Saturday. This allows for communication with the RSO prior to 0850 hours CST on Sunday morning to schedule pick-up.

(2) Protestant and Low-Density (all other religions) Services. Protestant and Low-Density services are offered at 1130 hours CST on Sunday morning. If you wish to attend Protestant or Low-Density services, inform your student Platoon Sergeant by 2050 hours CST each Saturday. This ensures communication with the RSO prior to 0850 hours CST on Sunday morning to schedule pick-up.

(3) Bible Study. The RSO offers Bible study sessions for Fort McCoy personnel on a weekly basis, typically in the evening, with dinner provided. The time and date are determined each cycle and are subject to change. If you wish wishing to attend Bible Study, inform your student Platoon Sergeant by 2050 hours CST the day prior.

(4) Reporting location for pick-up is first-floor dayroom, Building 1364, by 0850 hours CST for Catholic services and by 1120 hours CST for Protestant and Low-Density services. Uniform for religious services is ACU; the only exception is Bible study occurring during Commandant's Time (appropriate civilian attire is authorized for Bible study). The RSO provides transportation to and from religious service locations, as well as lunch and other refreshments.

### **3-3. Lodging**

a. Lodging Requirements. You are required to stay in government quarters at NCOA Fort McCoy, even if you reside within commuting distance (50 miles).

b. Room Access and Visitors. You may only enter your assigned barracks room. You will not enter any other barracks room. You may not have visitors (e.g. family, friends) in your barracks room. Only the Academy cadre may inspect student billets; student leadership may not inspect rooms but may report concerns to the duty Senior SGL. On graduation day, you must return to your assigned room by 2200 hours CST.

### **3-4. Leave and Passes**

You will not take ordinary leave or special passes while attending BLC. If you require emergency leave, you will be administratively released from the course, with support from your unit through the BLC Course Manager or NCOA Fort McCoy 1SG. If the emergency involves an immediate family member, as identified in your DEERS record, you may provide the NCOA Fort McCoy staff duty phone number, (804) 873-5964, for a Red Cross message. If the situation does not warrant a Red Cross message, your unit

commander must submit a unit recall memorandum citing the emergency. Refer to Appendix B for a sample Red Cross message and memorandum.

### **3-5. Failure to Report (FTR)**

You must report for BLC on the course report date as identified in the in the Army Training Requirements and Resource System (ATRRS). If travel delays or other circumstances affect your ability to report on time, you (or your unit) must notify the BLC Course Manager via the staff duty phone at (804) 873-5964. Failure to report will result in an administrative “No Show” status in ATRRS. If you do not coordinate with Academy staff duty within 24 hours of report day (excluding walk-ons), you may also be classified as a “No Show” based on circumstances. Your unit will determine re-enrollment eligibility, which may require a waiting period of six months to a year.

### **3-6. Out-processing**

On departure day (end of course date), you will report to your Battle Room in appropriate civilian clothing NLT 0445 hours CST to return PT belts and linen. You will then conduct barracks cleaning and Battle Room reset. At 0600 hours CST, you will stand by your barracks rooms for inspection, with all personal belongings packed and staged either outside of building 1364 or neatly in the dayrooms. Once inspection is complete, you will return to your Battle Room to certify orders and await clearance from the Senior SGL prior to receiving your graduation packet. You may not sign out earlier than 0630 hours CST. If you are traveling by commercial air on the end of course date, you will take the 0900 hours CST Fort McCoy shuttle to La Crosse Airport. If flying out by 0600 hours CST, you will take the 0345 hours CST Fort McCoy shuttle to the La Crosse Airport and must sign out with the Staff Duty NCO to receive your graduation packet (call (804) 873-5964 if the Staff Duty NCO is not present at the Staff Duty office).

## **Chapter 4 – Uniform and Equipment**

### **4-1. Duty Uniform and Equipment**

a. Duty Uniform. The duty uniform for BLC is the Army Combat Uniform (ACU) with patrol cap. The required physical training uniform is the Army Physical Fitness Uniform (APFU). The uniform for each day is specified in the training schedule. Academy cadre will enforce uniform standards IAW AR/DA PAM 670-1. You must always keep your uniforms buttoned, zipped, and snapped. Items stored in your ACU cargo pockets must not create a bulky appearance. You will not wear any uniform items inappropriately (e.g. using a fleece jacket as a cape, rolling sleeves outside the allowed timeframe per Academy policy #11). Additionally, you will not mismatch uniforms or wear uniforms that are visibly unclean, ripped, or stained. Inappropriate wear of Army uniforms, or the wear of inappropriate civilian attire, will result in a counseling statement and removal from honors/recognition consideration.

b. **Uniform for Graduation.** The uniform for graduation is the Army Service Uniform (ASU) or Army Green Service Uniform (AGSU), IAW AR/DA PAM 670-1. If you have not been issued a complete ASU or AGSU, you must provide a memorandum approved by your commander for an exception to policy (refer to Appendix B for sample memorandum). Failure to provide the memorandum or a complete ASU/AGSU will result in a counseling statement and removal from honors/recognition consideration. Fort McCoy Military Clothing Sales does not offer alteration services, and access to local alteration shops is not guaranteed.

c. **Civilian Clothing.** Civilian clothing is only authorized during Commandant's Time or when specifically approved by the Commandant. When in civilian clothes, you will present an image that does not detract from the profession and ensure that your dress and personal appearance are in line with the high standards traditionally associated with Army service. While you are a student at BLC, the Academy cadre has the authority to discern whether your civilian attire is appropriate based on standards in AR 670-1, their sound judgement, and interests of good order and discipline. You may not wear clothing that is revealing, excessively tight, or otherwise inappropriate (e.g., short shorts, crop tops, exposed undergarments, or offensive graphics depicting drugs or drug paraphernalia, gang affiliation, obscene, slanderous, or vulgar words, or negative/derogatory comments about the US Government).

d. **Equipment Requirements.** Academy cadre will inspect all your mandatory packing list items on report day. If you are missing any required items, you must provide proof of correction no later than 1600 hours CST on Day 3 (Sunday) of the course. Acceptable proof includes a tracking number confirming shipment to the academy, physically presenting the item to your SGL, or a memorandum signed by your commander explaining the deficiency. The only valid reasons for exemption from a counseling statement are pre- or post-mobilization equipment lockdown, or never being issued the item, which must be supported by your clothing record. Failure to provide the missing items or valid proof by the deadline will result in a counseling statement and removal from honors/recognition consideration. Refer to Appendix B for packing list and sample memorandum.

## **4-2. Personal Appearance and Grooming**

You must always maintain a high standard of appearance. Strict adherence to AR 670-1, DA PAM 670-1, and ALARACT 042/2024 is mandatory—there are no exceptions. You must arrive at BLC fully compliant with AR 670-1, including grooming standards and uniform appearance. Per AR 670-1, paragraph 3-6a(4), you will not place your hands in your pockets while in uniform, except momentarily to place or retrieve objects.

a. **Religious Jewelry and Accommodations.** You may wear religious jewelry, apparel, or articles (hereafter referred to as religious items) while in uniform if they are "neat and conservative." You may not wear religious items that do not meet the standards of AR 670-1, unless you have an approved religious accommodation IAW AR 600-20. Practices requiring approved religious accommodation include the wear of



Hijab (Head Scarf), beard, Turban and under-turban, and commercial leggings. If you have an approved religious accommodation, you will carry a copy of your memorandum in your uniform as an inspectable item. Without an approved religious accommodation exemption to standards in AR 670-1, you must comply with all applicable regulations.

b. Earrings and Piercings. ALARACT 042/2024 allows female Soldiers to wear earrings in ACU, but they must be plain, unadorned, spherical, or square and cannot exceed 6mm or ¼ inch in diameter. Earrings must fit snugly against the ear; hoop, two-sided, or drop earrings are not authorized. Female Soldiers may wear only one earring per standard earlobe, they cannot wear earrings along the cartilage, industrial, transverse lobe, tragus, or conch of the ear. Earrings are not authorized in APFU or during tactical/field environments, including CIT evaluation, Map Reading and Land Navigation, and Leader Stakes events. Except earrings (for female Soldiers), you will not attach, affix, or display objects, articles, jewelry or ornamentation to, through, or under the skin, tongue, or any other part of the body (including lips, inside of the mouth, and other surfaces of the body not readily visible). Prohibited items include nose rings or studs, tongue piercings, eyebrow piercings, dental ornaments, ankle bracelets, toe rings, necklaces, medallions, amulets, personal talismans, as well as clear, transparent, or “hidden” jewelry. You cannot conceal piercings with makeup, bandages, or any other covering.

c. Other Jewelry. You may wear one wristwatch, one wrist bracelet (religious or identification), and a total of two rings (a wedding set is considered one ring) with Army uniforms, unless prohibited by the Commandant for safety reasons. You may also wear one activity tracker, pedometer, or heart rate monitor. Any jewelry or monitors you wear in uniform must be conservative in appearance. You may not expose any jewelry beyond what is authorized above while in uniform or in civilian clothing.

d. Hair Standards. Army regulation authorizes various hairstyles if they are neat and conservative. Your hairstyle should allow proper wear of all types of headgear. You may not dye your hair with colors that detract from a professional military appearance. You may cut a part into the hair (no wider than 3mm) if the hair does not part naturally; the part cannot be slanted or curved. Academy cadre will exercise good judgement in determining the appropriateness of your hairstyle IAW AR 670-1 and ALARACT 042/2024.

(1) Male Grooming Standards. The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive and must present a neat and conservative appearance. The hair must present a tapered appearance. When the hair is combed, it will not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the back of the neck. Sideburns will not extend below the bottom of the opening of the ear, or be styled to taper, flair, or come to a point. Males will keep their face clean-shaven when in uniform. Mustaches are permitted. If worn, males will keep mustaches neatly trimmed, tapered, and tidy. Mustaches will not present a chopped off or bushy appearance, and no portion of the mustache will cover the upper

lip line, extend sideways beyond a vertical line drawn upward from the corners of the mouth, or extend above a parallel line at the lowest portion of the nose.

(2) Female Grooming Standards. There is no minimum hair length for female Soldiers. Female Soldiers may wear ponytails in all uniforms but must ensure hair is neatly and inconspicuously secured in a bun, a single ponytail, a single braid, or two braids. Multiple locs, braids, twists, or cornrows may come together in one or two braids or a single ponytail. Regardless of style, hair must fall down the center of the back and cannot extend beyond the bottom of the shoulder blades when standing at attention (refer to Appendix A for ALARACT 042/2024). Buns must be centered on the back of the head, cannot be wider than the width of the head, and must not extend more than 3 ½ inches from the scalp as measured outward. Ponytails are authorized while wearing the Advanced Combat Helmet (ACH) but must be tucked inside the ACU top.

e. Eyelash Extensions. In accordance with AR 670-1, paragraph 3-2b(2), eyelash extensions are not authorized unless medically prescribed. If you report to BLC with eyelash extensions, you will be required to correct the deficiency.

## **Chapter 5 – Student Conduct and Misconduct**

### **5-1. Standards and Student Conduct**

a. Student Conduct Expectations. The Basic Leader Course (BLC) is committed to leading by example and upholding the standards and discipline of the United States Army as prescribed by regulations, traditions, directives, and customs. You must maintain these standards throughout the course and your military career. You must also demonstrate the attitude, courtesy, bearing, and appearance that bring credit to the Noncommissioned Officer Corps and the Army, both on and off duty. The guidance and resources below will help you understand some of those expectations; once you start the course, you should address any questions regarding these to your SGLs.

b. Standards and Discipline. You should be familiar with the newly redesigned Army Blue Book which you can access at <https://rdl.train.army.mil/catalog-aws/view/Army-Blue-Book/index.html>. It highlights commonly violated or misunderstood standards, emphasizing the need for junior NCOs to uphold them. You should also become familiar with expectations of you as a BLC student outlined in the BLC Course Management Plan (CMP), Individual Student Assessment Plan (ISAP), and the Reception and Integration and SHARP counseling statements. For anything not explicitly covered in the aforementioned documents, remember that all other Army regulations, ALARACTs, directives, etc., remain applicable to you as a Soldier. In addition, you must adhere to the following:

(1) Do not engage in gambling of any kind.

(2) Do not possess narcotics or unprescribed medication.

(3) Store prescription medications in their original containers and secure them when not in use.

(4) Do not possess or handle live ammunition, pyrotechnics, firearms, or explosives on Academy grounds.

(5) Do not bring televisions, stereos, large radios, coffee makers, electric kettles or any other heat producing device to BLC. Small clocks, small speakers or radios, and mobile phones are authorized.

(6) Do not possess, display, or promulgate any pornographic or offensive material.

(7) Maintain positive control (within arm's reach or under guard) and safe operation (on "safe" when not practicing; a blank firing adaptor always mounted on the M4 carbine) of your assigned weapon.

(8) Do not use or tolerate abusive language under any circumstances, including profanity, vulgarity, and obscenity—whether between cadre, cadre and students, or among students.

(9) Comply with The Hatch Act. For additional information, visit <https://osc.gov/Services/Pages/HatchAct.aspx>, or seek clarification from your SGLs.

c. **Misconduct.** Misconduct, no matter how minor, may result in immediate dismissal for disciplinary reasons. IAW AR 350-1 and the ISAP, Soldiers disenrolled from BLC for disciplinary or motivational reasons will not be eligible for further NCOPDS training for a period of six months. See chapter 10 for Academic and Administrative Dismissal Procedures. If you engage in misconduct, you will receive a substandard performance counseling statement on DA Form 4856 from your Small Group Leader (SGL) or Senior SGL. Continued misconduct will result in a second DA Form 4856 and a recommendation for dismissal from BLC.

d. **Hazing and Bullying.** The Army is a values-based organization where everyone is expected to do what is right by treating all people with dignity and respect. All personnel deserve the right to work and live in an environment free of hostility. Hazing, bullying, and other behaviors that undermine dignity and respect are fundamentally in opposition to our values and are prohibited.

## **5-2. Military Courtesy**

a. **Classroom (Battle Room) and Group Etiquette.** You must uphold the highest standards of military courtesy while at the Academy, rendering appropriate greetings and courtesies to passing or visiting officers and NCOs. In the Battle Rooms, where Small Group Leaders (SGLs) are typically Staff Sergeants, students will call "At Ease" when a Sergeant First Class or above enters—unless actively engaged in facilitation.

Do not disrupt the classroom during facilitation for military courtesy, even for the Commandant, unless directed by the Commandant. Senior SGLs may authorize students to call "At Ease" only during their first and last entry of the day. Rank-specific courtesy will be extended to all visitors provided it does not disrupt facilitation. The Classroom Leader will tactfully ask all visitors to sign in and out in the Visitor Binder.

b. Flag Salute Etiquette. You will render a salute to the flag during Reveille at 0600 hours CST and Retreat at 1700 hours CST. If in a group other than a formation, one student will be expected to call the group to attention and issue the commands "Present, Arms" and "Order, Arms." IAW AR 600-25 you will face the flag or the direction from which the music is coming if the flag is not visible. You will render respects to the flag even when in civilian clothing, IAW AR 600-25, Appendix B.

### **5-3. Prohibited Relationships / Fraternization**

a. Prohibited Relationships. Certain relationships are prohibited in the Army to maintain order and discipline. Per NCOA Fort McCoy Policy Memorandum #2, unauthorized personal relationships include any actual or perceived romantic or sexual involvement, such as dating or physical contact. Prohibited relationships include those between NCOs and junior enlisted Soldiers, supervisors and subordinates, and Soldiers in positions of trust (e.g., instructors, recruiters, cadre, and drill sergeants). Violations are punitive and may result in judicial or nonjudicial punishment under the UCMJ. Any behavior discrediting the student, Academy, or Army may warrant dismissal for misconduct.

b. Fraternization. In accordance with AR 600-20, fraternization, including sexual activity with a subordinate, is considered criminal activity under UCMJ. Fraternization and unprofessional relationships between Academy cadre and students, or among students, are strictly prohibited. All communication must remain professional, and sharing personal photos, contact information, or social media accounts is not authorized. To maintain discipline and mission focus, avoid engaging in unofficial romantic or sexual relationships, such as dating or physical contact with fellow students. Any behavior violating Army regulations, Academy policies, or discrediting the NCO Corps may lead to dismissal for misconduct. See Policy Memorandum #2 in Appendix A.

### **5-4. Treatment of Fellow Soldiers**

NCOA Fort McCoy is committed to providing high-quality training experience. Cadre will treat all Soldiers with dignity and respect while challenging them mentally and physically. You will receive equal opportunity and fair treatment regardless of race, color, sex, religion, national origin, or sexual orientation. The Academy fosters an environment free from unlawful discrimination and offensive behavior.

Harassment based on sex, race, age, disability, national origin, religion, or creed violates the Civil Rights Act of 1964 and Army policy. We must uphold honesty, integrity,

and impartiality per Army policies, the Federal Code of Ethics, and the Civil Rights Act. Violations of these standards will not be tolerated.

## **5-5. Crime Prevention and Valuables**

Crime prevention is the responsibility of all BLC personnel, but safeguarding personal items is an individual responsibility. You must secure your belongings with adequate locks and should avoid bringing valuables over \$50. In case of theft or break-in, you will report the loss immediately to your SGL, Senior SGL, Staff Duty NCO, or any other cadre member. If necessary, NCOA Fort McCoy chain of command will notify military law enforcement.

## **Chapter 6 – Daily Activities and Student Responsibilities**

### **6-1. Training Schedule**

A copy of the training schedule is posted on the first-floor whiteboard, in the Visitor Binder in each Battle Room, on each classroom door, in student leadership binders, and on Blackboard. The training schedule may change due to mission requirements; you must maintain situational awareness of these changes. All student leadership roles include the responsibility of disseminating pertinent information in a timely manner.

### **6-2. Daily Routine**

The duty day is generally from 0645 to 1700 hours CST; however, due to training requirements, the duty day may shift to start earlier and/or end later. You need to have breakfast before reporting to the classroom (do not bring to-go trays into the Battle Room; no DFAC runs authorized during scheduled lesson breaks). You will participate in the Operational Environment (OE) brief or Center for Army Lessons Learned (CALL) discussion and recite the Creed of the Noncommissioned Officer and Army Song by 0700 hours CST. You must review the training schedule and follow guidance from student leadership. SGLs will notify students of sudden changes that cannot be feasibly communicated through student leadership. Student leadership will write the schedule for the next 24 hours on the student notification board by the southwest entrance (common rear door for students).

a. Daily Report Times. Students must report to the classroom daily no later than 0645 hours CST. Arriving at 0646 hours CST or later will result in a counseling statement for tardiness and removal from honors/recognition consideration.

b. Lunch Report Time. After lunch, students must report to the hallway of their respective floor 10 minutes prior to the next scheduled lesson and recite the Creed of the Noncommissioned Officer and Army song. Failure to arrive on time for this daily battle rhythm requirement will result in a counseling statement and removal from honors/recognition consideration. Additionally, students are not authorized to go off post during lunch time.

c. Formations. Students must attend all scheduled formations and recite the Creed of the Noncommissioned Officer and Army Song during the 1650 and 2100 hours CST formations. Duty platoon will designate a guidon bearer who will ensure the guidon is present in every formation.

d. Charge of Quarters (CQ). There are two daily shifts for CQ duty: the first shift is from 1700 to 1900 hours CST, and the second shift is from 1900 to 2050 hours CST. Personnel conducting CQ are assigned from the duty platoon for that module and will assume CQ duties immediately following the 1650 hours CST formation, or 1700 hours CST if no formation is held on that day. The CQ uniform is ACU, and the location is the desk in front of the first-floor dayroom.

e. Daily After Action Review (AAR). You will also participate in daily AARs, during which you provide feedback on daily activities and recognize peers who performed actions beyond normal classroom instruction to assist and develop others (include student's name and the specific actions, not just name). AARs must be submitted no later than 2000 hours CST daily, following the naming convention: YYYYMMDD\_00##\_##\_BR# BLC DAILY AAR (e.g., 20250201\_003-24\_BR4 BLC DAILY AAR). Students will send one AAR per Battle Room to the Senior SGL Outlook inbox at [usarmy.usarc.83-usarrtc.ncoa-fort-mccoy-blc-sssl@army.mil](mailto:usarmy.usarc.83-usarrtc.ncoa-fort-mccoy-blc-sssl@army.mil). Refer to Appendix B for sample AAR.

f. Daily Cleaning. Classroom and barracks cleaning must be completed by 1900 hours CST daily. Refer to Appendix B for cleaning duties.

### **6-3. Classroom Procedures**

At the beginning of the course, each SGL will establish classroom norms, and a Classroom Leader will be appointed to greet visitors per the SGL's instructions. Additionally, the classroom must be kept organized, clean, and in good condition. Eating and drinking in classrooms will be at the discretion of the primary and assistant Small Group Leaders for each Battle Room.

a. Center for Army Lessons Learned (CALL). Small Group Leaders will lead a group discussion about new Army-related information gathered from the CALL website (not to exceed 15 minutes) three times during the course. This discussion is part of the morning battle rhythm, prior to the start of a lesson. You must read the articles for CALL discussions, available in the Microsoft Teams classroom files for each Battle Room.

b. Operational Environment (OE) Brief. You will participate in a group discussion, not to exceed 10 minutes, on various news articles through the lens of OE variables (Political, Military, Economic, Social, Information, Infrastructure, Physical Environment, and Time, abbreviated as PMESII-PT) from Day 2 through Day 21 of the course. These discussions will be part of the morning battle rhythm, held before the start of each day and DA Form 6 – Duty Roster is used to designate a representative each day.

Preparing to conduct an OE brief entails reading your assigned article at least one day prior, organizing the information in terms of OE variables, and rehearsing. Articles are available in the Microsoft Teams classroom files for each Battle Room. Anticipate conducting more than one OE brief during the course depending on the schedule, training requirements, and class size.

c. Uniform and Gear. You will maintain organization and uniformity within the classroom. Hang your patrol cap, fleece jacket, and wet weather or extreme cold weather top neatly on the hooks outside your classroom. You will store your backpack neatly to prevent slips, trips, and fall hazards.

#### **6-4. Study Hall**

If you fail a GPA assessment, you will be required to attend a mandatory study hall session with a Small Group Leader (SGL). Study hall begins immediately following the 1650 hours CST formation (or the last activity of the day, if there is no scheduled formation), and continues for one and a half hours or until tasks are complete. If you feel you need more study hall time, inform your SGL or Senior SGL to schedule additional study hall sessions. During study hall, Academy rules and uniform standards remain in effect. The lead SGL will release you upon completion of study hall. On the date of re-assessment, a Senior SGL will re-assess you, conduct a feedback session, and collect required signatures upon completion; the training schedule will contain re-evaluation dates for all GPA assessments.

#### **6-5. Dining Facility**

Government meals will be available to you for breakfast, lunch, and dinner at a local dining facility (DFAC). These meals may be provided at no cost, depending on your Army component and status (review additional instructions on your orders or contact your unit for confirmation). The DFAC is located at Building 1362 (Academy grounds) from October to April and Building 50 (0.4 mi or a 10-minute walk from the Academy) from April to September. On Day 1, the duty Senior SGL will march students to Building 50 for breakfast and lunch. Thereafter, you will walk to chow; however, if moving in a group of more than two, you must march in formation. Use of POVs for transportation to DFAC is not authorized. You may encounter personnel of all ranks at the DFAC, from Privates to Colonels, and occasionally General Officers. You will conduct yourself as a professional and enter the DFAC in an orderly fashion. Military courtesy extends beyond the classroom, and you must always render proper greetings and courtesies. Refer to Appendix B for DFAC hours and locations.

#### **6-6. Laundry**

Laundry rooms are located on the first and second floor of Buildings 1364 and 1365. Washers and dryers are free, but NCOA Fort McCoy does not provide laundry supplies. Be considerate of others and promptly remove your laundry once the cycle is complete.

## **6-7. Cleaning Supplies**

All cleaning supplies are stored in the lockers within the laundry rooms on the first and second floor of Building 1364, and in the cabinets of the second-floor laundry room in Building 1365. You are responsible for submitting supply orders through the student chain of command to maintain adequate reserves.

## **Chapter 7 – Student Records and Administrative Tasks**

### **7-1. Student Pay**

NCOA Fort McCoy cannot process pay for students regardless of component. Consult your unit S-1 representative or pay officer if you expect to receive duty pay by the end of course date.

### **7-2. Student Records**

NCOA Fort McCoy will maintain complete individual student records for at least 12 months after successful completion of the course, and 24 months for those released from the course prior to completion. Upon graduation, you will receive a copy of the End-of-Course counseling statement, DA Form 705, DA Form 5500/5501 (if applicable), DA Form 87 Certificate of Training, graduation certificate, and draft DA Form 1059 (Academic Evaluation Report); complete DA Form 1059 will be uploaded directly to your interactive Personnel Electronic Records Management System (iPERMS).

### **7-3. Student Counseling**

a. Developmental Counseling. Developmental counseling helps guide and develop Soldiers. NCOA Fort McCoy Small Group Leaders strive to be precise, objective, and fair throughout the counseling process. Any adverse counseling for substandard performance will make you ineligible for academic honors/recognition consideration. Academy cadre will counsel you using DA Form 4856 for the following reasons or occurrences:

- (1) Initial reception and integration, and SHARP policy.
- (2) Failure of any assessment or graduation requirement.
- (3) Violation of student conduct, SHARP, or local policy.
- (4) Danger of Failing Form 1009A – Assessing Attributes and Competencies.
- (5) DA Form 1059 – AER Referred Report.
- (6) End-of-Course results.



(7) Recommendation for dismissal or disenrollment.

(8) Dismissal.

b. **Attributes and Competencies.** Your SGL will counsel you at the end of each module on both strengths and weaknesses in attributes and competencies (Character, Presence, Intellect, Leads, Develops, and Achieves), and capture the feedback on Form 1009A. You can ask your SGL questions on how to improve or maintain your standings. The goal is to achieve a minimum of 420 points to a maximum of 600 points, with at least 480 points required for honors/recognition eligibility. Even a single rating of 0 (“Did Not Meet Standards”), in any attribute or competency, during any module, will put you at risk of failing the course and results in an automatic “DA Form 1059 – AER Referred Report” and “Danger to Failing Form 1009A – Assessing Attributes and Competencies” counseling statement. Refer to the Individual Student Assessment Plan (ISAP) in Appendix A for the criteria defining Met, Exceed, Far Exceed, and Did Not Meet Standards for each attribute and competency and a visual of honors ranking. Ranking for academic honors is determined first by students’ Grade Point Average (GPA), and then by overall attributes and competencies scores; as such, your overall score in this area is important.

c. **Danger of Failing Attributes and Competencies.** You will receive a counseling statement for any behavior or performance that falls under any “Did Not Meet Standard” criteria as established on the ISAP.

(1) **First Offense** – You will receive a counseling statement for any behavior that meets the “Did Not Meet Standard” criteria, warning of the repercussions of a second offense and potential failure of attributes and competencies. This counseling provides you with the opportunity and tools to correct deficiencies in accordance with CMP, B-7e. You will also be removed from academic honors/recognition consideration.

(2) **Second Offense** – You will receive a “Danger to Failing Form 1009A – Assessing Attributes and Competencies” counseling statement for a second incident of behavior or performance that falls under any “Did Not Meet Standard” criteria as established on the ISAP. You will receive a zero rating in the attribute or competency in which you did not meet the standard.

(3) In accordance with AR 623-3, two or more “Did Not Meet Standards” entries on attributes and competencies result in a “Failed to Achieve Course Standards” entry on the DA Form 1059 – AER. If you receive two or more “Did Not Meet Standards” ratings on Form 1009A, whether within the same module or across different modules, you will receive a counseling statement and be recommended for dismissal from the course.

d. **Substandard Performance Counseling (Academic and Non-Academic).** Small Group Leaders (SGLs) and Senior SGLs will counsel you on all observed instances of substandard performance and document the counseling on DA Form 4856.

(1) First offense – You will receive a counseling statement and be removed from academic honors/recognition consideration and provided with an opportunity to correct deficiencies in accordance with the Course Management Plan, B-7e.

(2) Second offense – You will receive a second counseling statement, and a recommendation for dismissal from the Basic Leader Course will be submitted to the Course Manager for review.

#### **7-4. Emergency Medical and Dental Treatment**

a. Medical Treatment. Fort McCoy does not have a Military Treatment Facility (MTF). If you require emergency medical or dental care while at BLC, Academy cadre will transport you to nearby civilian facilities for treatment. You must have your benefits number available (located on the back of your CAC). The Academy's Emergency Care NCO is responsible for transporting students requiring emergency care between 0730 and 1600 hours CST Monday through Friday. If you need emergency medical care after 1700 hours CST, the Staff Duty NCO will transport you to the Mayo Clinic Emergency Room in Sparta. You are not authorized to transport yourself to the emergency room or ask a battle buddy to do so (for accountability). If a medical condition that occurred during BLC prevents you from completing all graduation requirements, you may be considered for dismissal from the course at the discretion of the Commandant, on a case-by-case basis.

b. Dental Treatment. For dental emergencies, you may contact local providers within the Tricare/United Concordia network listed below. NCOA Fort McCoy does not have agreements with these providers. You will be responsible for any bills and/or filing claims with Tricare, United Concordia (for dental), or your personal insurance provider.

(1) Scenic Bluffs Dental Center Inc (Cashton, WI): (608) 654-5100

(2) Neighborhood Smiles of West Salem (West Salem, WI): (608) 786-0909

(3) Houston, Clyde P., DDS (Tomah, WI): (608) 372-4455

#### **7-5. Sick Call Procedures**

The uniform for Sick Call is the Army Combat Uniform (ACU) uniform. Sick Call is conducted Monday through Friday at the NCOA Fort McCoy Medical Aid Station (building 1361, room 106). You will sign out on the designated sick call roster and complete a sick call slip with the Academy medic. You must inform your (SGL) of your intent to attend Sick Call no later than 0700 hours CST. Upon returning from Sick Call, you must report to your SGL, Senior SGL, or the Staff Duty NCO (if the SGL and Senior SGL are unavailable). Refer to Appendix B for sample sick call slip and sign-out sheet.

If you miss classroom instruction that cannot be made up due to Sick Call, you may be considered for dismissal from the course at the discretion of the Commandant, on a case-by-case basis.

## **Chapter 8 – Technology and Communication**

### **8-1. Computer Usage**

Upon reporting, you will receive a training account for classroom computer access, F5 license for Microsoft Office Apps, and sign a DA Form 2062 – Hand Receipt, to receive a laptop computer. You will also receive detailed instructions on Information Assurance (IA) training and acceptable use policies. You must adhere to all IA guidelines when using any Government-furnished network (e.g. commercial Wi-Fi in the barracks). Any equipment damage or loss you cause will result in a Statement of Charges or Financial Liability Investigation of Property Loss (FLIPL). You will not install or play computer games, add unauthorized programs, files, or photos, or otherwise misuse BLC computers. You may only use classroom computers for course instruction and study. You may not remove computers from the classroom; portable media devices are prohibited on these systems. Consider requesting a G5 Microsoft Office license from your unit for full application functionality prior to reporting to BLC, as the F5 license has known issues that hinder file editing. Former students indicate that creating a help-desk ticket with the Army Enterprise Service Desk (AESD) has helped alleviate computer issues. You may find a personal laptop helpful in completing coursework at BLC, but keep in mind that you will not be authorized to use it during class or connect it to Army Reserve Network (ARNet) or Department of Defense Network (DOD-NET). We recommend that you configure your computer to access all Army websites and courseware, and to apply digital signatures.

### **8-2. Blackboard Administration**

You will access course content through Blackboard using the following link <https://train.llc.army.mil>. You will receive Blackboard logon credentials during in-processing, and an orientation on the web-based system on Day 1. You may use either a civilian or Army email to request Blackboard username and password; once the request is submitted, you will receive credentials for system access. Senior SGLs are available to assist with any Blackboard credential issues throughout the course. Refer to Appendix B for Blackboard instructions.

### **8-3. Microsoft Teams (MS Teams)**

You will receive a code to join the NCOA Fort McCoy BLC Classrooms MS Teams channel during lesson B100 – Basic Leader Course Overview (Day 1). You will also receive an orientation on how to find course content, documents, and other information pertaining to the course on MS Teams. In addition to course content, the MS Teams BLC Classrooms general folder includes a post section where Senior SGLs communicate with students about the flyer/driver report, upcoming focus groups, and

graduation guest pass requests. Refer to Appendix B for sample flyer/driver report and focus group AARs.

#### **8-4. Electronic Devices**

You may carry and use a cell phone as directed by NCOA Fort McCoy leadership. You may not use a cell phone during assessments or classroom instruction without prior approval from the Small Group Leader (SGL) or Senior SGL. You may bring a personal cell phone and/or smartwatch to class but only use them during scheduled breaks. You may only make phone calls in your barracks room or the dayrooms. You will not use electronic mobile devices while walking or driving; repeated violations will result in counseling and removal from honors/recognition consideration. You may only use headphones in the classroom when authorized by a Small Group Leader, while running on the track around building 1395, or when working out at the Rumpel Fitness Center. You will not walk around Academy grounds with headphones, whether in uniform or civilian clothing.

### **Chapter 9 – Student Leadership Responsibilities and Chain of Command**

Throughout BLC, NCOA Fort McCoy cadre will address all students as "Sergeant" and treat them accordingly. You will do the same. Your SGLs will assign and evaluate you in a student leadership position at least once during BLC. Your performance in the assigned position will impact your "Leads" score in Form 1009A. You are expected to cooperate with and obey the lawful orders of students appointed above you in the student chain of command. Failure to comply or blatant miscommunication of suspense dates/times and daily requirements may result in your relief from the student leadership position, adverse/substandard performance counseling statements (and removal from honors/recognition consideration), dismissal from the course, and/or negative comments entered in your DA Form 1059 – Academic Evaluation Report (AER).

#### **9-1. Student Chain of Command**

The student chain of command exists to maintain order and structure within the training environment. All members of student leadership will wear a non-subdued rank insignia on the left collar (ACU and APFU jacket), symbolizing their leadership role and responsibilities. The student chain of command is as follows:

- a. Student First Sergeant (student 1SG)
- b. Platoon Sergeant (PSG)
- c. Squad Leader (SL)
- d. Team Leader (TL)

## 9-2. Student First Sergeant

The duty Senior SGL selects a single student for this responsibility at the start of the first and third modules, based on voluntary participation, demonstrated initiative, motivation, and professionalism. The student 1SG will receive a counseling statement outlining all responsibilities at the beginning of their leadership role, with an assessment completed at the end. Student 1SG responsibilities include:

a. Submit the Personnel Status Report (PERSTAT) no later than 0700 hours CST to the Senior Small Group Leader inbox at [usarmy.usarc.83-usarrtc.ncoa-fort-mccoy-blc-sssl@army.mil](mailto:usarmy.usarc.83-usarrtc.ncoa-fort-mccoy-blc-sssl@army.mil). If mission requirements warrant, designate a PSG to submit the PERSTAT in place of the student 1SG. Refer to Appendix B for sample email.

b. Lead formations at 1650 and 2100 hours CST in accordance with the training schedule and disseminate information to the student body through PSGs. The student 1SG will connect with the duty Senior SGL at 1640 hours CST daily to gather information before the 1650 hours CST formation, even on days identified as "No Formation". Student leadership is responsible for accountability and ensuring all students are at the right place and on time. Refer to Appendix B for formation locations.

c. Maintain order and discipline among the student body and ensure cleaning duties are completed daily no later than 1900 hours CST. Refer to Appendix B for cleaning duties.

d. Supervise students in the DFAC and ensure that students are not loitering.

e. Submit supply request orders via the provided QR code on even days (only one order per day, covering all supplies needed for the entire class). PSGs are responsible for gathering supply orders from their students and submitting the request to the student 1SG by 2000 hours CST on odd days ("even" and "odd" days refer to the cycle day (e.g., Day 1, Day 2, Day 3) as outlined in the training schedule). On even days, the student 1SG will submit the supply request via QR code by 0700 hours CST and request confirmation via email to the Senior SGL Outlook inbox at [usarmy.usarc.83-usarrtc.ncoa-fort-mccoy-blc-sssl@army.mil](mailto:usarmy.usarc.83-usarrtc.ncoa-fort-mccoy-blc-sssl@army.mil). Refer to Appendix B for a sample email.

f. Update the student 1SG binder, the notification board by the southwest entrance (common rear door for students), and ensure PSGs and Squad Leaders update their binders. Student 1SG ensures that all BLC students complete the flyer/driver report and graduation guest pass requests by the suspense date.

g. Student 1SG binder outlines additional responsibilities, which the duty Senior SGL will brief the student 1SG upon initial appointment. Outgoing student leadership will brief incoming student leadership, ensuring a thorough transition through a left-seat/right-seat or back-brief to maintain continuity of operations.

### 9-3. Student Platoon Sergeant

SGLs select students using the same criteria as the student 1SG, except PSGs rotate every module rather than only once. PSGs must update their respective binders immediately after their appointment. PSG responsibilities include:

- a. Always maintain 100% accountability of platoon members and submit PERSTAT to the Student 1SG no later than 0650 hours CST daily. Each platoon typically consists of two Battle Rooms (e.g., BR1 houses squads 1 and 2, BR2 houses squads 3 and 4, etc.), but if the total class size is 120 students or fewer, some platoons may have only one Battle Room.
- b. Lead their respective platoons during formations, ensuring Squad Leaders and Team Leaders are in position. PSGs will take accountability for their platoons and follow all commands from the student 1SG.
- c. Coordinate the Charge of Quarters (CQ) schedule for their platoon when serving as duty platoon. Selected individuals will guard the barracks entrance, monitor movement, maintain order, and ensure all students sign in and out during Commandant's Time. Refer to Appendix B for duty platoon responsibilities.
- d. Hold students accountable for following the cleaning schedule and ensuring classrooms and barracks are cleaned by 1900 hours CST daily. Refer to Appendix B for cleaning duties.
- e. Provide all platoon members with accurate information regarding uniform, timelines and any changes and ensure completion of all additional duties outlined in the PSG binder.
- f. Gather supply orders from their students and submit the request to the student 1SG by 2000 hours CST on odd days. "even" and "odd" days refer to the cycle day (e.g., Day 1, Day 2, Day 3) as outlined in the training schedule. On even days, the student 1SG will submit the supply request via QR code by 0700 hours CST and request confirmation via email to the Senior SGL Outlook inbox at [usarmy.usarc.83-usarrtc.ncoa-fort-mccoy-blc-ssgl@army.mil](mailto:usarmy.usarc.83-usarrtc.ncoa-fort-mccoy-blc-ssgl@army.mil).
- g. Establish a DA Form 6 – Duty Roster for Operational Environment (OE) briefs, cleaning duties, and CQ personnel no later than 1700 hours CST on the first day of duty appointment.
- h. Ensure their respective platoons complete the flyer/driver report and graduation gate pass requests by 2359 hours CST on Day 11. The flyer/driver report collects each student's flight time, date, airport, miles to their home of record (HOR), and state. This information is necessary to arrange Fort McCoy shuttle services and ensure students

are covered if they drive long distances on the end-of-course date. Refer to paragraph 10-6b of this guide for further details on graduation gate pass requests.

#### **9-4. Squad Leaders**

SGLs assign students to Squad Leader positions in alphabetical order using an automated formula. SGLs will post the student leadership roster in the Battle Room (BR), the student leadership binder, and Visitor Binder. Each platoon consists of two Battle Rooms (e.g., BR1 houses squads 1 and 2, while BR2 houses squads 3 and 4). The student leadership roster also designates Team Leaders, indicating each student's respective squad. Squad Leaders are responsible for the following:

- a. Aid their Platoon Sergeants (PSGs) in gathering personnel accountability for their respective squads no later than 0645 hours CST daily.
- b. Assist PSGs with maintaining order and discipline throughout the course. Refer to Appendix B for a list of duties.
- c. Conduct Precombat Checks (PCCs) and Precombat Inspections (PCIs) prior to platoon movement and major training events.

#### **9-5. Team Leaders**

SGLs assign students to Team Leader positions in the same manner as the Squad Leaders. Team Leaders assist Squad Leaders with their responsibilities.

### **Chapter 10 – Course Graduation Requirements and Honors**

#### **10-1. Course Graduation Requirements**

To graduate from the Basic Leader Course, you must pass each of the following assessments with a 70% or higher:

- a. 1009S Public Speaking and Information Briefing (GPA)
- b. 1009W Assessing Writing, Compare and Contrast Essay (GPA)
- c. 1009W Assessing Writing, Informative Essay (GPA)
- d. Conduct Individual Training (CIT) Rubric (GPA)
- e. Conduct Physical Readiness Training (PT) Rubric (GPA)
- f. Conduct Squad Drill Rubric (D&C) (GPA)

Additionally, you must complete and pass the following non-GPA assessments:

a. Achieve a cumulative score of 420 or higher of a possible 600 points on Form 1009A Assessing Attributes and Competencies (non-GPA, students must achieve "Met Standards" overall in five of six attributes and competencies to successfully complete the course).

b. Height and Weight screening (Army Body Composition Program) (non-GPA)

c. The Army Fitness Test (AFT) (non-GPA). IAW proponent Course Manager guidance dated 15 May 2025, if you fail the AFT from 1 June 2025 to 31 December 2025 there will be no adverse action, there will be no comment regarding your AFT score on your DA Form 1059, and you will still be eligible for academic honors.

d. Professional Military Subject Essay-Commandant's Writing Award (non-GPA). Contact your Senior SGL if you do not receive feedback on this assessment within 72 hours of submitting the essay.

## **10-2. DA Form 1059 – Academic Evaluation Report (AER) Preparation**

NCOA Fort McCoy will prepare a DA Form 1059 – AER for each student upon successful completion, or up to the point of disenrollment or dismissal from the course. Comments on DA Form 1059 – AER will summarize your overall performance for course completion or note reasons for disenrollment or dismissal. In accordance with AR 623-3, paragraph 2-10b(5)(6), you will review and sign your AER before departing from NCOA Fort McCoy. Your signature verifies that administrative data, including DODID, AFT, and height and weight entries on the AER are correct and confirms that you viewed the completed AER. Additionally, you can expect comments on your performance on any leadership role. If you manually sign a paper copy, are unavailable to sign, or refuse to sign the AER, Academy cadre will provide you with a digital or paper copy. Refer to Appendix B for instructions on how to sign DA Form 1059 – AER.

## **10-3. Academic and Performance Honors/Recognition**

Based on your performance throughout the course, you can earn acknowledgment, not only as a graduate—an accomplishment in itself—but also for additional honors/recognition. You may earn promotion points IAW AR 600-8-19, Enlisted Promotions and Demotions, as applicable, for the following honors/recognition:

a. Distinguished Honor Graduate (40 promotion points) (highest GPA)

b. Distinguished Leadership Graduate (40 promotion points) (winner of Leadership Board)

c. Commandant's List (20 promotion points) (limited to the top 20 percent of initial class size)



d. Honor Graduate (2nd highest GPA) (20 promotion points and Certificate of Achievement (COA))

e. Commandant's Writing Award (Professional Military Subject Essay) (determined by the Commandant) (COA)

f. Iron Soldier (highest AFT score) (COA)

Regulatory guidance allows no more than 20% of the enrolled class to receive the honors/recognition listed above. There is a possibility you may exceed course standards and not receive these recognitions. Should you require a re-evaluation on any GPA assessment, or receive any adverse/substandard performance counseling statement, you will not be considered for the above graduation honors/recognitions.

#### **10-4. Commandant's List (Top 20% of Class Enrollment)**

To be considered for Commandant's List, you must pass all initial assessments (typically with above average grades), achieve a cumulative attribute and competencies score of at least 480 out of 600 on Form 1009A, pass the initial AFT and height/weight assessments, and receive no substandard or adverse counseling statements. In accordance with AR 623-3, paragraph 3-13e(5)(a)2, this percentage includes the Distinguished Honor Graduate and Honor Graduate. Commandant's List academic standing is annotated on DA Form 1059 – AER.

#### **10-5. Superior Academic Achievement (21% to 40% of Class Enrollment)**

To be considered for Superior Academic Achievement, you must pass all initial assessments (GPA ranks under the Commandant's List threshold), achieve a cumulative attribute and competencies score of at least 480 out of 600 on Form 1009A, pass the initial AFT and height/weight assessments, and receive no substandard or adverse counseling statements in accordance with AR 623-3, paragraph 3-13e(5)(a)3. Superior Academic Achievement is annotated on DA Form 1059 – AER.

#### **10-6. Graduation**

a. Process. Upon successful completion of BLC, you will attend a graduation ceremony on Day 22 (Thursday) in Grad Hall, Building 1363. The time of the ceremony is subject to change. You must wear the Army Service Uniform (ASU) or Army Green Service Uniform (AGSU) IAW AR/DA PAM 670-1. If you do not have ASU or AGSU, you will wear ACUs. The graduation ceremony is streamed live via the NCOA Fort McCoy Facebook page at <https://facebook.com/NOCaFortMcCoy>. You will conduct a graduation rehearsal prior to the graduation ceremony. The seating arrangement is as follows:

(1) Distinguished Honor Graduate, Honor Graduate, Writing Awardee, Distinguished Leader Awardee, and Iron Soldiers (male and female) will sit in the front row in the order specified by the S-1 representative.

(2) Commandant's List awardees will sit directly behind the awardees mentioned above (seated in descending GPA order, not alphabetically).

(3) All other students will sit in alphabetical order with their respective Small Group Leaders by Battle Room order.

b. Gate Pass. You must complete a gate pass request for any adult guests you wish to invite to your graduation using the QR code provided between Day 4 and Day 11 of the cycle. You may also share the QR code with your family and friends, allowing them to complete their own requests. Upon successful completion of the gate pass requests, you will receive an approved Fort McCoy Form (FMF) 452. All guests must present a copy of FMF 452, along with their government-issued ID, when entering Fort McCoy through the main gate on graduation day. Guests who do not submit a request in advance may still attend graduation but should expect delays at the Fort McCoy Visitor Office. Visitors may contact the office via email at [usarmy.mccoy.id-readiness.mbx.des-physical-security-iacs-form@army.mil](mailto:usarmy.mccoy.id-readiness.mbx.des-physical-security-iacs-form@army.mil) or (502) 898-2357 for any questions or concerns. Refer to Appendix B for gate pass information requirements.

c. Post Graduation. After graduation, you may sign out to leave the Academy grounds, unless assigned to CQ duty. All students You must return to the Academy and sign in no later than 2200 hours CST on graduation day.

d. Wisconsin National Guard. All Wisconsin National Guard (WIARNG) students will meet with their Command Sergeant Major (CSM) on Day 22 (Thursday); training schedule will specify the time and location. Change into dress uniform prior to meeting with the WIARNG CSM.

e. Departure. On departure day (end of course date), you will report to your Battle Room in appropriate civilian clothing NLT 0445 hours CST to return PT belts and linen. You will then conduct barracks cleaning and Battle Room reset. At 0600 hours CST, you will stand by your barracks rooms for inspection, with all personal belongings packed and staged either outside of building 1364 or neatly in the dayrooms. Once the inspection is complete, you will return to your Battle Room to certify orders and await clearance from the Senior SGL prior to receiving your graduation packet. You may not sign out earlier than 0630 hours CST. If you are traveling by commercial air on the end of course date, you will take the 0900 hours CST Fort McCoy shuttle to La Crosse Airport. If flying out by 0600 hours CST, you will take the 0345 hours CST Fort McCoy shuttle to the La Crosse Airport and must sign out with the Staff Duty NCO to receive your graduation packet (call (804) 873-5964 if the Staff Duty NCO is not present at the Staff Duty office).

## **Chapter 11 – Academic and Performance Standards**

### **11-1. Retraining and Retesting (Failed Evaluations/Assessments)**

#### **a. Academic Retrain/Retest.**

(1) Reassessment Requirements. Reassessment is required if you fail to achieve a score of 70% or higher on any initial GPA assessment. A Senior Small Group Leader will conduct the reassessment after necessary retraining or study hall. NCOA Fort McCoy will attempt to schedule reassessments outside of course hours to prevent students from missing scheduled classes; however, this may change due to weather-related mission adjustments. See paragraph 6-4 for study hall information.

(2) Reassessment Limitations. You are allowed no more than two (2) GPA reassessments during BLC; a third GPA assessment in dismissal from the course. See paragraph 10-1 for the list of GPA assessments.

(3) Reassessment Scoring. If you pass a reassessment, you will receive a score of 70% for that event, regardless of your actual score.

(4) Dismissal Recommendation. Soldiers who fail a third GPA assessment will be recommended for dismissal (no further retests are authorized). The NCOA Fort McCoy Director of Instruction (DOI) or authorized representative is the dismissal authority, and the Commandant is the appeal authority for all dismissals. AFT and height/weight failures do not count toward the two authorized GPA reassessments. Refer to Appendix B for the reassessment flow chart.

**b. Height/Weight Re-Screening.** Students who fail the initial height/weight screening are allowed one re-screening, administered no earlier than seven (7) days after the initial assessment. Academy cadre will administer one re-screening, no earlier than seven (7) days after the initial assessment using one of two methods below. Your choice is final, to allow coordination for the use of Fort McCoy resources.

(1) Subsequent Method. In accordance with ALARACT 032/2025, a subsequent body fat assessment consists of the one site tape method and follows the exact same procedures as the initial body fat assessment. Refer to Appendix A for ALARACT 032/2025.

(2) Supplemental Method. The only supplemental body fat assessment method available at Fort McCoy is the InBody 770 (bioelectrical impedance analysis); however, since this resource is not organic to the Academy, availability is not guaranteed. This assessment is not an option for students who may be pregnant or have a medical implant (e.g., pacemaker). Refer to Appendix B for more information on InBody 770.

**c. AFT Retest.** Students who fail the initial AFT are allowed one retest. The Academy cadre will administer a retest no earlier than seven (7) days after the initial

AFT. If you pass AFT retest, the highest rating you may receive on Form 1009A for “Presence and Comprehensive Fitness” is a “Met Standards.”

## **11-2. Dismissals**

a. Student Dismissal. In accordance with the Course Management Plan (CMP), you may be considered for dismissal from the course for the following reasons:

(1) Misconduct/Disciplinary. Personal conduct is such that continuance in the course is not appropriate (for example, if a student violates regulations, policies, or established discipline standards). No formal adjudication of guilt by a military or civilian court or by a commander under UCMJ, Art. 15 is necessary to support dismissal under this paragraph. See paragraph 7-3c for counseling process.

(2) Lack of Motivation. Negative attitude or lack of motivation, either of which is prejudicial to the interests of other students in the class. See paragraph 7-3c for counseling process.

(3) Academic Deficiency. Academic deficiency demonstrated by failure to meet course standards or lack of academic progress that makes it unlikely that the student can successfully meet the standards established for graduation.

(4) AFT/Height Weight Failure. Students who fail the initial and retest/re-screening of one or both graduation requirements will be recommended for dismissal from the course.

(5) Academic Dishonesty. In accordance with the CMP and ISAP, Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an assessment, or individual work—is strictly prohibited and will result in recommendation for dismissal from the course.

(6) Medical. Illness or injury (as determined by a physician) or physical profile limitation obtained during the course.

(7) Compassionate reasons. Soldiers may be released from the course without prejudice for compassionate, or other reasons beyond the student’s control. Soldiers may re-enroll as soon as the reason for disenrollment or dismissal is overcome.

b. Procedures.

(1) If you are considered for dismissal for other than medical and compassionate reasons, you will receive the required counseling from your Small Group Leader (SGL) or Senior SGL and acknowledge the Course Manager’s recommendation for dismissal.

(2) The Director of Instruction (DOI) will read the “Acknowledgement of Receiving DA Form 1059 – AER Referred Report” and “Dismissal from BLC” memorandums to you. You will then initial your choice to either make a statement, not make a statement, appeal, or not appeal the report.

(3) If you do not appeal, you will be dismissed and out-processed from the Academy. This contacting Commercial Travel Office (CTO) if you traveled via commercial air to reschedule your flight, ensuring departure no earlier than 1700 hours CST on the day of dismissal, and no later than 0600 hours CST the following day. You will need your PNR locator from DTS to ensure a smooth process with CTO. Ensure to book a flight out of the La Crosse airport as Fort McCoy shuttle services will only provide transportation to this airport; you are responsible for securing transportation to any other airport. If traveling by POV, you will out-process, sign your DA Form 1059 – AER, receive copies of pertinent dismissal paperwork, return your PT belt and linen, clear the barracks, and sign out.

(4) If you wish to appeal, you will have seven (7) duty days after receipt of the written notification of the dismissal action to submit written matters to the Commandant. Command legal advisor will also review all relevant documents. However, if you fail to provide required written materials by the established deadline, then you waive the right to appeal. See paragraph 11-4 below for appeals process.

c. Re-enrollment. If you were previously dismissed from BLC and allowed to re-enroll, you must start the course from the beginning. Depending on the reason for dismissal, you may face a mandatory waiting period of at least six months before re-enrollment.

### **11-3. Failure to Achieve Course Standards and Referred Reports**

a. Reasons. In accordance with AR 623-3, paragraph 3-28, DA Form 1059 – AERs with the following entries will be referred (adverse) reports:

(1) Any “No” response to “Does Soldier fully support SHARP, EO, and EEO?”

(2) Any AER with a “Fail” for the AFT indicating noncompliance with the standards of AR 350–1 (if entries are applicable).

(3) Any “No” response to “Within Standard?” related to the height and weight indicating noncompliance with the standards of AR 600–9.

(4) Any “Did Not Meet Standard” rating on PART II, (blocks f thru k – Attributes and Competencies) (can only be assessed as a “Failed to Achieve Course Standards” or “Achieved Course Standards” within PART III of the AER and must include comments explaining the rating.

(5) A “Did Not Graduate” selection under “Reason for Submission.”

(6) A “Failed to Achieve Course Standards” rating in PART III (block a.)

(7) Any comment so derogatory that the AER may have an adverse impact on the Soldier’s career.

b. Procedures. If your performance warrants a referred AER, you will:

(1) Receive a counseling statement in accordance with paragraph 7-3b of this guide.

(2) Meet with the Director of Instruction (DOI) or authorized representative to review the “Acknowledgement of Receiving DA Form 1059 – AER Referred Report” memorandum, acknowledge receipt, and decide whether to make a comment.

(3) The Small Group Leader (SGL) or Senior SGL will guide you through the Evaluation Entry System (EES) to include making a statement (optional) and signing your DA Form 1059 – AER.

c. “Released Early (No Fault of Student)” reason for submission AERs will not be annotated as referred reports.

d. IAW AR 623-3, paragraph 3-13e(5)(a)(6)(7), if you fail to meet course requirements, the AER will reflect “Failed to Achieve Course standards” in PART III, block a. If you receive two or more “Did Not Meet Standards” rating in PART II, (blocks f through k – Attributes and Competencies), you will also be rated as “Failed to Achieve Course Standards” in PART III, block a. In both instances, the AER will reflect “Did Not Graduate” as the “Reason for Submission,” indicating you did not successfully complete the course, IAW AR 623-3, paragraph 2-17e. See paragraph 7-3b for specifics on Attributes and Competencies ratings.

#### **11-4. Appeals**

Appeal is defined as an application to a higher court for a decision to be reviewed. NCOA Fort McCoy will only consider logical or evidential appeals. For example, if you were in a competition that involved firing 10 rounds into 10 targets but failed because you only received eight (8) rounds, then you are in your right to appeal. As the appellate authority, the commandant looks at the facts surrounding a circumstance and bases their decision solely on the facts. The commandant also receives guidance from the command Staff Judge Advocate (SJA) to ensure the Academy is justified and protected in the process. You may not appeal dismissal for not meeting body composition or fitness testing standards.

a. Process. If you elect to appeal, you will remain actively enrolled in the course pending disposition of their appeal. In cases where the decision of the appeal is

delayed, you may participate in the graduation ceremony and be released back to your unit; however, the DA Form 1059 – AER will be withheld until final adjudication.

(1) You must submit your appeal request in memorandum format, which will be entered in the packet as an attachment. Staff Judge Advocate (SJA) will review the packet to determine legal sufficiency. Refer to Appendix B for sample memorandum.

(2) The SJA will return your appeal packet to the Commandant for final action. In cases where a SJA is unavailable, the Commandant will forward appeals to the 83 USARRTC Commander who has General Court Martial Convening Authority (GCMCA) for review and final decision.

b. Outcome. The Commandant will inform you in writing of the final disposition:

(1) If the appeal is approved, you will continue with the course, graduate, and receive a copy of your DA Form 1059 – Academic Evaluation Report (AER).

(2) If the appeal is denied, you will out-process from the NCOA Fort McCoy in accordance with paragraph 11-2b(3) of this guide, receive a copy of the complete packet and your AER. You will review and sign DA Form 1059 – AER in accordance with paragraph 10-2 of this guide prior to departing the Academy (or in case of delay - from your home of record or unit. See paragraph 10-2 of this guide for AER signature instructions.

## **Chapter 12 – Focus Groups and End of Course Critiques (EOCC)**

### **12-1. Mid- and End-of-Cycle Student Focus Groups**

You are required to participate in both a Mid-Cycle and End-of-Cycle focus group AAR with your classroom peers, during which you will discuss major events and address any key issues. Each Battle Room will capture feedback from students in that classroom on several course-related topics and submit it in an online survey (one submission per Battle Room for each of the two focus groups). Shortly after submitting the online survey, the students will select a representative to attend the face-to-face focus group discussion with the Academy Quality Assurance (QA) NCO. Refer to Appendix B for sample AAR.

### **12-2. End of Course Critiques (EOCC)**

The End-of-Course Critique (EOCC) is an opportunity to submit anonymous, constructive feedback on all aspects of your BLC experience directly to the course proponent (i.e. NCOLCoE, the organization responsible for designing and updating the course curriculum). IAW AR 350-1, paragraph 3-23, you will be given the opportunity to complete an EOCC prior to graduation. You will receive an email invitation from the NCOLCoE QAO to complete the EOCC, or a link and QR code, towards the end of the course.

## Appendices

### A. Official Documents and Directives

- A-1 Individual Student Assessment Plan (ISAP)
- A-2. Academy Policy Memorandums
- A-3. ALARACT 042/2024
- A-4. ALARACT 032/2025
- A-5. Army Directive 2025-02
- A-6. HQDA EXORD 218-2025

### B. Forms and Documentation

- B-1. Forms for Personnel Management and Records
  - a. DA Form 2028 – Recommended Changes to Publications and Blank Forms
  - b. DA Form 6 – Duty Roster OE Briefs
  - c. DA Form 6 – Duty Roster Cleaning Duty
  - d. DA Form 6 – Duty Roster CQ Duty
  - e. DA Form 6 – Duty Roster Daily AARs
  - f. DA Form 4187 – Personnel Action, Walk On
- B-2. Sick/Medical and Emergency Procedures
  - a. Fire Evacuation Plan
  - b. DD 689 - Individual Sick Slip Sample
  - c. Sick Call Sign-out Roster
  - d. Red Cross Message Worksheet
- B-3. In-processing and Administrative Procedures
  - a. In-processing Station Checklist
  - b. Full Time Staff Information Sheet
  - c. Sample Memorandum – Walk On
  - d. Sample Memorandum – Unit Recall
  - e. Sample Memorandum – Missing Army Service Uniform
  - f. Sample Memorandum – Missing Organizational Clothing and Individual Equipment (OCIE)
  - g. Sample Memorandum – Dismissal Appeal
  - h. GPA Reassessment Flowchart
- B-4. Facilities and Operations
  - a. BLC Student Parking, NCOA Fort McCoy and Fort McCoy Garrison map
  - b. Formation Locations
  - c. Formation Procedures
  - d. Dining Facility (DFAC) Hours and Locations
  - e. Cleaning Duties
  - f. Barracks Standards



- B-5. Student Responsibilities
  - a. BLC Packing List
  - b. Flyer/driver Report
  - c. Graduation Gate Pass Request Information
  - d. Sample PERSTAT email
  - e. Duty Platoon Responsibilities
  - f. Student 1SG Responsibilities
  - g. Student Platoon Sergeant, Squad Leader, and Team Leader Responsibilities
  - h. Creed of the Noncommissioned Officer and the Army Song Card

### **C. AARs and Miscellaneous Information**

- C-1. Focus Group AAR Forms
  - a. Mid-Cycle AAR
  - b. End-of-Cycle AAR
- C-2. Sample Daily AAR Form
- C-3. Sample Supply Request Confirmation Email
- C-4. Sample Mailing Label

### **D. Instructions and Reference Guides**

- D-1. Blackboard Instructions
- D-2. MS Teams Instructions
- D-3. InBody 770 User's Manual
- D-4. DA Form 1059 Signature Instructions