



DEPARTMENT OF THE ARMY
NONCOMMISSIONED OFFICER ACADEMY FORT MCCOY
1361 SOUTH O STREET
FORT MCCOY, WI 54656-5127

FRTV-FKN-MCM

08 January 2025

MEMORANDUM FOR U.S. Army Battle Staff NCO Course, Class 005-25

SUBJECT: U.S. Army Battle Staff NCO Course (BSNCOC) Welcome Letter

1. You are receiving this letter because you have a valid reservation in ATRRS for the upcoming class. **If your unit swaps another Soldier for your reservation, please forward this welcome letter to that individual and/or your Training NCO/ATRRS operator. ATRRS is a unit responsibility.**
2. Congratulations on your selection to attend the Battle Staff Noncommissioned Officer Course. The purpose of this MFR is to provide information to help you prepare for your days here at the course. **Please read thoroughly before making any travel arrangements or calling the NCO Academy Fort McCoy with questions.** Additional information can be found at:
 - a. ATRRS E400 SH Screen for course 250-ASI2S.
 - b. NCOA Fort McCoy public website: <http://www.usar.army.mil/NCOAFortMcCoy/>
 - c. NCOA Fort McCoy Facebook: <https://www.facebook.com/NCOAFortMcCoy>
3. The dates/times/location for this course are:
 - a. Report: NET Wednesday, **07 May 2025**. Make your flights for as early as possible. There are limited flights into La Crosse, WI (LSE) so book as early as possible. In-processing runs from 1000-2300 hours in building 1361.
 - b. Start: Thursday, **08 May 2025**- The Commandant/Course Manager orientation will be completed at the given time/location provided to you at in-processing. Classes will begin after orientation.
 - c. Graduation: **29 May 2025**, time 1130 hrs. Schedule return flights as early as possible on **30 May 2025**. Drivers will also depart NET 0600 on **30 May 2025**.
4. Travel:
 - a. DTS is the unit's responsibility. The NCO Academy Fort McCoy does not prepare, review, or approve DTS Authorizations or Vouchers.

b. Commercial Air Travel: *NOTE – OCONUS TRAVELERS: You are authorized to travel up to two days early to allow for time zone acclimation. Lodging is NOT available until **07 May 2025**.

(1) Shuttle Service to Fort McCoy from the La Crosse airport are at no cost to the SM or the unit. The shuttle service can be reached at (608) 388-6765.

(a) Shuttle services run seven days a week to the La Crosse Airport. There is a kiosk in the La Crosse Airport. If you are waiting for a shuttle, it is the responsibility of the Soldier to watch outside of the airport when the shuttle arrives. The drivers will NOT enter the airport or put an announcement across the internal intercoms of the facilities.

(b) If you have a flight arriving in Rochester, Minneapolis, or Madison, Fort McCoy transportation will **NOT** pick you up. Transportation from any other location besides the La Crosse airport will not be serviced. Transportation from these remote locations is the responsibility of the Soldier attending BSNCOC and their unit. Taxi services from Madison can cost up to **\$350.00 one way**. Uber is not a common way of transportation in the rural area of Fort McCoy.

(2) Make flight arrangements to ensure you are here for in-processing between the hours of 1000 - 2300. Failure to arrive on time may constitute denied enrollment and result in a "no show." **If you are going to arrive later than 2300 hours on the report date, to include flight delays, call Staff Duty at 804-873-5964. You may contact the Course Manager or Senior Facilitator via email prior to the report date for itinerary questions (see below).**

c. Privately Owned Vehicle (POV) travel:

(1) DO NOT BRING YOUR PRIVATELY OWNED WEAPONS. CONCEALED CARRY IS NOT AUTHORIZED ON FORT MCCOY.

(2) You may be required to present a valid driver's license, vehicle registration, and proof of insurance if requested by the DoD police. The DoD police conduct random security checks on all vehicles entering Fort McCoy.

(3) Ensure you follow all DoD guidance on POV travel; plan for rest stops and check weather forecasts.

d. Lodging: Lodging is provided at no cost to the Soldier. All students will be housed one per room dependent on space availability.

e. Meals: The Fort McCoy Dining Facility (DFAC) is available (meals provided) at no cost to those Soldiers who are **NOT** in AC/AGR status. **AC/AGR Soldiers will follow current DTS guidelines for DFAC provided meals on an installation.** The dining facility does accept debit cards for payment. DFAC location is within the NCOA footprint. If

the DFAC location is changed and is not within reasonable (3/4 mile) walking distance, an academy van will be available to the class for the duration of the course.

a. Breakfast: \$4.35

b. Lunch: \$7.00

c. Dinner: \$6.05

f. **Rental cars during the course are highly recommended and encouraged.** The nearest town is 8 miles away and La Crosse (LSE) airport is 35 miles away.

5. On **07 May 2025**, students will sign-in, be assigned a barracks room, receive linen (if required), and receive information on the following day's events which includes in-processing, Commandants in-brief and classroom instruction.

a. Administrative:

(1) S1. Students will verify personal information and ensure all required digital copies of documents have been received by the S-1. If you are missing any required documents (**not including orders or proof of approved DTS. These two source documents are required at sign-in**), you are given **72 hours** to have the documents sent. Failure to provide required paperwork may result in dismissal from the course. See 6. below for the list of required documents.

(2) S4. Assignment of Barracks Room, Linen, and Access Cards (if required). Towels are not provided.

(3) S6. Verification/Creation of ARNet Student Account. See 6. below for the list of required documents. **ALL students must validate their Army 365 software is accessible prior to reporting. The NCOA will NOT be able to assist students once they are on ground with any Army 365 account issues. Soldiers attending courses at the NCOA Ft. McCoy must have favorable background check or you will be denied enrollment into the course. Ref: Army IT User Access Agreement, SEP 2021; AR 25-2. Para 2-37; DoDM 5200.02, April 3, 2017; Army Implementation of Department of Defense Policy on Background Investigation and National Security Adjudication Requirements for Military Personnel (09APR21)**

6. Documentation: Soldiers are required to provide the following documentation to Battle Staff Course to email address **labeled with PII redacted accordingly**. Do not send individual emails for each document. Send multiple documents in a single email. The email box you send your documents does not have the capability to respond. It is only used for collection of documents. Ensure you put your Rank, Last Name, First Name and class number for the email subject.

USARC-FC-TC80-TD100-BDE83-NCOAFortMcCoy-BSNCOC-Inprocessing@army.mil

How to label your files:

Rank Last name, First name MI – Document name

Ex: MSG Sage, Jeffrey A. – Bio Sheet

a. Orders - **You MUST provide orders before or upon arrival, or you will NOT be permitted to sign in (72 hour rule does not apply to orders).** Those who do not receive orders (Active Component or AGR) need to provide proof of approved DTS (screen shot of approved travel). Those who need signed orders when they depart the course need to keep a copy with them until the last day. The NCOA McCoy S1 will not provide copies of signed orders.

b. Flight itinerary (fliers only).

c. Individual Student Assessment Plan (ISAP); see attached.

d. TRADOC Form Pre-Execution Checklist (PEC) 350-18-2-R-E; see attached **(WALK-ON & ACTIVE COMPONENT ONLY).**

e. BSNCOC BIO Sheet; see attached.

f. Medical profile (ONLY if your profile limits your participation in the class). See section 10 below.

g. MEDPROS Individual Medical Readiness (IMR) Report (for Soldiers over 40 years old).

h. Current IA Cyber Awareness Training Certificate

i. For USAR SM's ONLY, ensure your AR net access is up to date and not restricted.

7. Dress and appearance: **All Soldiers will remain in compliance with AR/DA PAM 670-1 and all appropriate ALARACTS while attending the Battle Staff NCO Course. The Duty uniform will be OCPs (authorized pattern only). Effective FY23 students attending BSNCOC will wear either the Army Service Uniform or Army Green Service Uniform for graduation ceremonies.** The drill sergeant hat is **NOT** authorized in a school environment. The wear of "brassards" (MP, CBRN, etc.) is **NOT** authorized. Consider the time of year and length of this course when packing uniforms. Appropriate Civilian dress is recommended for evenings after class and during study hall.

8. **Common Access Card: Soldiers must have in their possession a valid military ID and it must have a current valid PIN.**

9. Computers: All students are required to use computers as part of class. You will sign for your own laptop from your Facilitator. You may bring a personal laptop; however, you will conduct classroom work from your issued laptop. **DO NOT attempt to plug your personal laptop or Army issued laptop into the network. Any external data storage device (“memory stick” or portable hard drive, etc.) is prohibited from all government computers.**

10. Profiles (permanent, temporary, and pregnancy): Soldiers may attend the Battle Staff Course as long as the profile does not limit their participation in the course. Soldiers are expected to sit at a computer/desk for 8-10 hours a day, verbally interact with peers/class, stand to present briefings, produce drawn graphics/map overlays, etc. If your profile limits these activities or prevents you from fully participating, you may be recommended for removal from the course.

11. Required/Recommended items:

a. Required items: ACU, APFU; writing utensils (pens), personal hygiene items.

b. Recommended items: Alarm clock, notebook, super fine (.03 mm) permanent markers for graphics (not required, but you are welcome to bring your own). Army linen (wool blanket, sheets, pillow and pillowcase) is available upon request, **but you may bring your own.**

c. Fort McCoy can have various weather conditions depending on the time of year you are attending the course. It is recommended between the months of November and April that you bring cold weather clothing for both military and civilians. Gloves are highly recommended during this timeframe as well.

12. Wi-Fi and Cell phone use: The only public-access wireless internet offered is at McCoy's Community Center, which is within walking distance of the NCOA. Check with your cell phone carrier for quality of service. ARNET wireless is available for use in both the classroom and billets. ARNET does **not** have the bandwidth to handle streaming, college, or any other demanding internet usage.

13. Alcohol: Alcohol is **prohibited** on the NCOA Fort McCoy's campus. You are not “locked down” while attending the course. You are responsible NCO's and treated as such. NCO's can be sent home for disciplinary actions.

14. Read ahead materials: BSNCOC is research intensive. Participation in class, teamwork, and personal study are the keys to success.

a. Read: (13 pages) [13 minutes] ATP 6-22.6, Army Team Building, 30 October 2015, para 1-1 thru 1-18. This read supports team building fundamentals.

b. Scan: ATP 6-22.6, Army Team Building, 30 October 2015, para 1-19 thru 1-81. This scan supports team-building fundamentals.

c. (23 pages) [40 minutes] CMH Pub 7-6-1, The Lorraine Campaign, Chap III, The XX Corps Crossing of the Moselle 6-24 September, pp 117-146. This reading supports large-scale combat operations and the learning activity.

d. FM 1-02.1 Operational Terms and FM 1-02.2 Military Symbols. Familiarize yourself with graphics and symbols prior to your report date. Understanding the components and fields of each graphic is **vital** to your success as a BSNCOC student. Practice depicting basic symbols and plotting on a military scaled map before reporting. The template used during your course is the Pickett - military map symbols No. 1700I. **Plotting on a military scale map is required and should be understood prior to attending the course.**

e. Ensure you are aware/understand the Army writing style.

15. Your unit Training NCO, Quota Source Manager, and DTS manager did not receive a copy of this memorandum. The only information they have is found in the SH screen on ATRRS. Ensure you attach this memorandum to your DTS Authorization for their review.

16. **If you have travel issues, call the Staff Duty phone number: 804-873-5964 on the report date. Contact the Course Manager or Senior Facilitator via email prior to the report date for itinerary questions (itineraries will be discussed on Day 1 with your instructor).** Senior SGL: SFC Brandon Wertz brandon.s.wertz.mil@army.mil or Course Manager: MSG Jeffrey Sage, jeffrey.a.sage2.mil@army.mil.

17. The point of contact for this memorandum is the undersigned who can be reached at (608) 388-7648 or email at jeffrey.a.sage2.mil@army.mil..

8 Encls:

1. NCOA Map
2. Fort McCoy Map
3. BSNCOC ISAP
4. BSNCOC References
5. BSNCOC BIO Sheet
6. AGSU or ASU ETP Example
7. XX Corps Crossing the Moselle
8. Introduction to Military Symbols

JEFFREY A. SAGE
MSG, USA
Battle Staff Course Manager