



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

AFRC-RTC-ND

23 October 2018

MEMORANDUM FOR NCO Academy Personnel and Students

SUBJECT: Policy Letter 20 Commandant's Time

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

a. Alcohol possession is not permitted in the academy area. If students partake of alcohol, they must not drink and drive, arrive to barracks intoxicated, drink within eight hours of class instruction, report to class intoxicated, and/or cause disruption due to intoxication. In cases of suspected intoxication, the Course Manager or a member of the Command Team will request Joint Base Security Forces to obtain a blood alcohol test on the Student. Blood alcohol levels over .01 during duty hours will result in dismissal. Violation of this policy will result in dismissal.

b. Students may drive privately owned vehicles or rental vehicles. The allowable distance of travel, from the academy, is within a radius of fifty (50) miles. Students must sign-out at the CQ desk before departure and sign-in upon their return. Students must provide a location and contact phone number. The Commandant may suspend driving privileges for Students during severe weather. Failure to sign-in before curfew begins will result in a negative counseling for the first offense, dismissal from the course for the second offense. There are no exceptions, so plan accordingly.

c. In order to maintain a learning atmosphere, BLC student curfew is 2200 hours Sunday through Thursday, and 0001 hours Friday and Saturday. Since barracks rooms are shared, it is imperative that Soldiers remain professional, courteous, and compassionate toward roommates. Adult behavior is required when sharing a room (such as not turning on overhead lights if roommates are sleeping).

d. Students are allowed to wear civilian clothing after duty hours. Students must have appropriate civilian clothing. Examples of inappropriate clothing include (but not limited to) midriff tops, short-shorts, clothing with holes, revealing or see-through clothing, clothing with curse words, provocative words, and/or disruptive words. Pants must be worn without showing underpants/underwear/underclothing. Shorts must be longer than fingertip length. Violation of this paragraph may result in a negative counseling statement and loss of the privilege to wear civilian clothing.

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e. Barracks rooms are restricted to only the occupants of the room. Specifically, male students are not allowed in female rooms, and female students are not allowed in male rooms. Sole exception is for purpose of room inspection conducted by student leadership in the presence of cadre and/or staff. Violation of this policy may result in dismissal.

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

2. Fraternalization between NCO Academy personnel and students is strictly prohibited. Communications between academy personnel and students will remain professional at all times. Communication utilizing social media and other electronic communications media will not be personal in nature. Students and Academy personnel will not share or exchange personal photographs, phone numbers, email accounts, and social media accounts.

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

ANGEL L. ORTIZGUZMAN
CSM, USA
Commandant

I have read and acknowledged Policy Letter #20.

Student First and Last Name

Signature

Date