

# **The 168th Regiment Regional Training Institute Basic Leader Course (BLC) STUDENT GUIDE**

**Effective Date: 01 September 2019**

**Supersedes: All previous student guides**

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

Commandant 168th Regiment (RTI)

BLC Fort Carson, CO 80913

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**World Wide Web:** This student guide and additional student references can be downloaded from the Army Career Tracker site by selecting the link <https://actnow.army.mil/communities> or by selecting communities in the left column, under category select Other Communities, under page select NCO Academies, then select ARNG NCO Academies, and 168th RTI COARNG.

Send comments and/or recommendations for changes or additions to the proponent listed above.

Comments are welcome either written, e-mail, or telephonically.

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

Distribution: One copy per student is provided on the first day of the BLC training cycle along with other course related equipment and material.

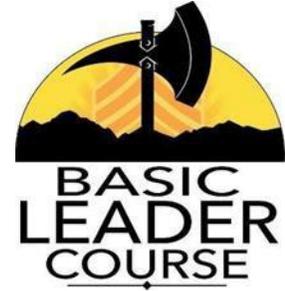
**Student Guide Approval:** This student guide has been approved by the Commandant of BLC.

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# The Soldier's Creed

I am an American Soldier.

I am a Warrior and a member of a team. I serve the people of the United States and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills. I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

## GENERAL INFORMATION

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

**1-2. CURRICULUM:** The POI contains four phases with three rotations: Foundations (Base Group), Leadership (1st Rotation), Readiness (2nd Rotation), and Assessment (3rd Rotation returning to Base Group). Soldiers will rotate to a new classroom with new facilitators at the beginning of each phase. The United States Army Sergeants Major Academy (USASMA) has designed an educational philosophy to challenge the students through a thorough academic regimen. The POI enhances those skills with which students are familiar and develops new skills that students will need in the performance of their future NCO duties.

**1-3. DUTY UNIFORM:** The duty uniform for the BLC is the Operational Camouflage Pattern (OCP) with Patrol Cap. (NOTE: ASU will be worn for graduation). Universal Camouflage Pattern (UCP) Army Combat Uniform (ACU): Soldiers are currently authorized to wear the Universal Camouflage Pattern ACU. The wear-out date for the UCP ACU is **30 SEP 2019**. Uniform and grooming standards will be enforced per AR 670-1. A complete Improved Army Physical Fitness Uniform (IPFU) will be required with the NCOA training schedule.

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

**1-5. CELLPHONES:** Students may bring personal cell phones; however, they can only be used on the students' evening personal time and/or in the designated break areas. Cell phones may be carried and used as necessary when directed by NCOA leadership. **AT NO TIME ARE CELL PHONES ALLOWED DURING ANY ASSESSMENT.**

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

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

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

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

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

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

1. Pass APFT.
2. Conduct, demonstrate, and lead physical readiness training.

**1-12. STUDENT GUIDE DISTRIBUTION:** The student guide is provided online at the Army Career Tracker site by selecting the link <https://actnow.army.mil/communities> or by selecting communities in the left column, under category select Other Communities, under page select NCO Academies, then select ARNG NCO Academies, and 168th RTI COARNG.

**1-13. REPORTING AND INPROCESSING:**

1. Students will report in IPFU without spandex.
  - a. All personnel will report for Roll Call at 1300 on Day 0 (Thursday) for In-Processing.
  - b. Those students flying into Colorado Springs (COS) Airport can call the Staff duty phone at (303) 264-8892 for shuttle services.
  - c. The academy will consider the student a **“No Show”** if they are not present for Roll Call at 1300 on Day 0, **regardless of component (Active Duty, National Guard, and Army Reserve)**.
  - d. Any student that cannot make the required time on Day 0 due to extenuating circumstances **must make contact with the Academy 72 hours in advance** to facilitate a late in-processing.
  - e. Any student that has flight delays or cancelled flights must make contact with academy immediately upon status notification to not be counted as a NO-SHOW.

2. Course Prerequisites

- a. Meet height and weight standards IAW AR 600-9.
- b. Be eligible for reenlistment and have an attendance recommendation from their immediate commander.
- c. Have no suspension of favorable personnel actions (flags) or pending flags.

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

e. Been medically cleared IAW AR 40-501, para 8-14 (8). A current (within the last 12 months) periodic health assessment or medical examination, to include all lab tests and consults, for Active Army Soldiers and ARNG and USAR Soldiers will be valid for attendance at Army schools.

f. Pre-execution Check List (PEC), Post Reservation Check List (PRCL), and complete NCOA packing list

(1) Active Component (AC) Soldiers must bring an automated TASS Unit Pre-execution Checklist (PEC), TRADOC Form 350-18-2-R-E with them. This form is available for download from the TRADOC website: <http://adminpubs.tradoc.army.mil/forms.html>. (Completely filled out and signed).

(2) Reserve Component (RC) Soldiers must report with the Post Reservation Checklist (PRCL), which took effect in April 2011, for U.S. Army Reserve and Army National Guard Soldiers. The PRCL must be completed by the Soldier's unit two days prior the report date. If the PRCL is not completed, the Soldier's reservation will be cancelled. g. BLC will deny enrollment to Soldiers failing to meet any of the above prerequisites.

3. Students must have in their possession:

a. DA Form 4187 (Only for Active Component; only if unit did not turn in to Schools NCO prior to the start of BLC). UIC must be on the orders, Unit Name and location, Unit Representative and Unit Phone Number.

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

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

d. All Soldiers, AC, RC, and NG will be required to report with a signed copy of their PEC.

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

f. DoD Common Access Card (with working PIN). The CAC must remain valid for the length of the course.

g. Identification Tags, and medical alert tags if necessary, on required chains.

h. Meal Card (Active Component Only – Orders for Reserve and National Guard).

i. BLC packing list.

j. Flight Itinerary or Bus Itinerary.

k. Documentation of SSD 1 or DLC 1 completion.

l. Students have 72 hours to provide all required missing documents and NCOA packing list items. Soldiers who fail to provide required missing documents and/or items within the established timeline will be disenrolled and returned to their unit.

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

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

**1-14. MEDICAL AND DENTAL TREATMENT:** Students that require medical or dental attention during academic hours will notify their facilitator. Students assigned to Fort Carson will use their servicing Troop Medical Clinic. TDY students will use the emergency room at Evens Army Community Hospital. A cadre member will escort any student needing emergency medical or dental care. Keep in mind that there is a zero appointment policy.

## **CHAPTER 2 STUDENT ADMINISTRATION**

**2-1. STUDENT CONDUCT:** The BLC trains and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions and directives, and customs and courtesies of the Army. It is the student's responsibility to maintain these standards during the course of instruction and throughout their military career.

While on and off duty every student must display the attitude, courtesy, bearing, and appearance required to bring credit to the service and themselves. These standards of conduct directly reflect the respect one has for the Army, the Nation, and the citizens that we serve. Misconduct of any type, no matter how minor, may result in an immediate disciplinary dismissal (See Par. 5-2d). In additions to other standards specifically listed in this guide, note the following:

1. Gambling of any kind is prohibited

2. The possession of narcotics or medication NOT prescribed by a medical officer is prohibited.

3. Prescriptions must be stored in the issued prescription bottle. Outdated prescription medication is considered an illegal drug.

4. Students are prohibited from handling or possessing live ammunition, pyrotechnics, or explosive devices of any type in the BLC area.

5. Students will not bring televisions, stereos, and large radios to BLC. Small clock radios, portable MP3 or other music devices, cellular phones, and beepers are authorized. The Senior Small Group Leader (SSGL) and SGLs will provide additional guidance during in-processing.
6. Pornographic and offensive material of any type are not authorized.
7. Use of tobacco products (to include electronic cigarettes and cigars) is limited to the designated smoking areas. Students will not use tobacco products in any building or while walking in the BLC area.
8. Students will not consume alcohol while enrolled in the course. Students will be dismissed from the course immediately upon a positive test.
9. Female barracks are off limits to male students at all times and male barracks are off limits to female students at all times. Student leaders, when accompanied by cadre, are authorized to check opposite sex barracks during student-led inspections.
10. Students are responsible for complying with the information outlined on the training schedule.
11. Visitors and sponsors are not allowed to enter the barracks without permission from the BLC cadre. Visitors are allowed only in designated areas.
12. A student caught lying to cadre or cheating will be processed for disciplinary dismissal.
13. Students are issued laptop computers for use during the course. Student-caused damage or loss will result in the initiation of a statement of charges or a Financial Liability Investigation of Property Loss (FLIPL). Students will not install/play computer games, place unauthorized programs, files, or photographs on, or otherwise abuse BLC computers.
14. IAW the BLC Course Management Plan and TRADOC Pam 525-8-2, the Army Learning Concept, it is your responsibility, as a student, to properly prepare for the next day's lessons by completing all required research, reading, or other homework assignments. Your preparation is essential to a successful learning environment. Failure to prepare for class could result in negative performance counseling, a poor rating on classroom participation, a marginal or unsatisfactory performance rating on the DA Form 1059, or possibly a dismissal from the course for motivational, disciplinary, or academic reasons.
15. If in doubt at any time regarding any BLC policy or standard, students will seek guidance from their facilitator.

## **2-2. FRATERNIZATION AND HARASSMENT:**

1. Fraternization: Acts of sexual intercourse, sexual intimacy, or other physical touching of a romantic or sexual nature, or public displays of affection among/between students and/or staff members of the same or opposite sex on or off post, during or after duty hours, are strictly

forbidden. Any other acts of association by or between staff members and students whether on or off post, during or after duty hours which, pursuant to Article 134, UCMJ are prejudicial to good order or discipline or tend to bring discredit to the BLC and the NCO Corps, are strictly forbidden. Personal conduct which violates these policies or standards **WILL NOT BE TOLERATED.**

2. Harassment: Harassment of individuals on the basis of their gender, race, age, disability, national origin, religion, or creed is a violation of the Civil rights Act of 1964. Harassment violates the fundamental policy to provide equal opportunity and equal treatment to personnel. Military personnel have a grave responsibility under the policies of the Department of Army, the Federal Code of Ethics and the Civil Rights Act for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the government business and the maintenance of public interest. Personal conduct which violates these policies or standards **WILL NOT BE TOLERATED.**

3. SHARP/EO violators will be immediately dismissed.

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

**2-4. UNIFORM AND EQUIPMENT:** You are required to have certain items of clothing and equipment in your possession while at BLC (see BLC Packing List). Students requiring prescription eyewear must have their military issued glasses. Wearing of contact lenses is not authorized in the field environment. An inventory will be conducted during initial processing to determine accountability and serviceability. The uniform for each day is indicated on the training schedule. Civilian clothes are allowed only during personal time, on non-scheduled academic days, and when specifically authorized by the commandant.

**2-5. TRAINING SCHEDULE:** A copy of the training schedule is posted on the bulletin board and Blackboard.

**2-6. FORMATIONS:**

1. Students will march in formation to and from all training.
2. SSGLs are responsible for the overall movement each training day.
3. If a student is late to any formation (including any scheduled training event), he/she will receive a developmental counseling. If a student is late a second time, he/she will be considered for dismissal.

4. Students should call the SDNCO at (303) 264-8892 if they become aware of any unforeseen emergency circumstances that will cause them to be late. (Failure to set an alarm or improper planning on the part of the student will not be considered an unforeseen emergency circumstance)

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

**2-8. SAFETY:** Safe training and training safety are not synonymous. Safe training is achieved by integrating safety in the planning, development, and conduct of training (ADP/ADRP 7-0). Leaders must commit to accomplishing the mission without unnecessarily jeopardizing lives and equipment. Leaders must recognize unsafe behavior while making prudent risk decisions and developing operational processes to minimize hazards. Force protection must be an integral part of mission accomplishment by including risk assessment and risk management in the decision making process. Risk assessment/management eliminates unnecessary risk, minimizes fratricide, and avoids accidental injury to Soldiers and damage to equipment. Force protection responsibilities continue around the clock, both on and off duty.

1. Training safety consists of three interlocking tiers:

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

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

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

**2-9. LODGING:**

1. IAW DODI 5154.31, Volume 4, dated 2017 June (DoD Government Travel Card Regulations), all students required to stay in lodging (all USAR/ARNG who do not live within a 20-mile radius) are required to have a Government Travel Card.

2. Effective 1 June 2017 Government Lodging rates are \$45 per night.

3. Students residing in lodging are required to adhere to the standards outlined below:

- a. All items such as rooms, common areas, field equipment, uniforms, lockers, etc., will be maintained at all times.
- b. Students will not visit each other in the lodging rooms unless it is official BLC business conducted by the chain of command.
- c. Lights will be turned off and door locked when lodging rooms are unoccupied. Student leaders will inform subordinates of the time and place of any evening details to be performed.
- d. Fire extinguishers will not be removed or tampered with.
- e. Students will not leave the BLC area during duty hours for any reason unless authorized specifically by the SGL.
- f. No tobacco use in individual rooms or common areas. Tobacco products will only be used in designated areas; this includes smokeless tobacco (dip).
- g. No Alcohol is permitted in the barracks or on BLC property. Students will not consume alcohol while enrolled in the course. Students will be dismissed from the course immediately upon a positive test.
- h. When room is unoccupied, all equipment and personal items will be put away, the room itself will be locked.

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

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

- 1. BLC NCO Chain of Command (from top down)
  - a. Commandant
  - b. Deputy Commandant
  - c. Course Manager
  - d. Senior Small Group Leader

- e. Small Group Leader
- f. Staff Duty NCO (SDNCO) during non-academic hours

**3-2. STUDENT FIRST SERGEANT:** Students selected for this responsibility are chosen based upon their academic standing, initiative, motivation, and professionalism. This is not a graded position. In addition to the responsibilities listed above, other responsibilities include:

1. Responsible for the orderliness of the BLC area as a whole.
2. Supervises Students in the dining facility and ensures that Students are not loitering.

## **CHAPTER 4**

### **BLC STANDARDS AND EVALUATION**

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

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

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

**Honor Code:**

The NCO Leadership Center of Excellence (NCOL CoE) and all associated NCO Academies expect all students to abide by ethical and professional academic standards. 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. NCOL CoE's Academic Integrity Policy covers all school-related assessments, quizzes, writings, class assignments, and projects, both in and out of the classroom. The Army professional ethic is expressed in law, Army Values, creeds, oaths, ethos, and shared beliefs embedded within Army culture. It inspires and motivates the conduct of Army Professionals.

b. Plagiarism is not the same as cooperation or collaboration. Facilitators often expect, and highly encourage, students to work on assignments collectively and collaboratively. This is okay, as long as whose work being presented is clearly relayed.

(1) **Collaboration** is to work together (with permission) in a joint intellectual effort.

(2) **Plagiarism** is to commit literary theft, to steal and pass off as one's own ideas or words, and to create the production of another. When you use someone else's words, you must give the writer or speaker credit (i.e. according to the lesson B103 . . . or according to ADRP 6-0 . . .).

See Purdue OWL website for more information on how to avoid plagiarism:

[https://owl.purdue.edu/owl/teacher\\_and\\_tutor\\_resources/preventing\\_plagiarism/avoiding\\_plagiarism/index.html](https://owl.purdue.edu/owl/teacher_and_tutor_resources/preventing_plagiarism/avoiding_plagiarism/index.html)

Even if you revise or paraphrase the words of someone else, if you copy and paste from another document, if you copy and paste from a prior paper you have written, from a website, or if you use someone else's ideas you must give the author credit. Some Internet users believe that anything available online is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.

(3) **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the facilitator). Cheating also includes using, supplying, or communicating, in any way, unauthorized materials; including notebooks, cell phones, calculators, computers, or other unauthorized technology, during an assignment or assessment.

(4) **Forgery** or **stealing** includes, but is not limited to, gaining unauthorized access to assessments or answers to an exam, altering computer, or grade-book records, or forging signatures for the purpose of academic advantage.

(5) Any unauthorized use, online posting, distribution, publication, or sale of course material is strictly prohibited. Students are prohibited from photographing, dictating, copying, emailing, or otherwise reproducing faculty materials or student work without permission from the NCOL CoE.

c. The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom facilitator or other cadre, taking into consideration written materials, observation, or information from others. Students found to have engaged in academic dishonesty shall be subject to academic penalties.

**4-2. COURSE GRADUATION REQUIRMENTS:** Students must score 70% or higher on the following Assessments:

1. 1009A Assessing Attributes and Competencies
2. 1009S Public Speaking Information Brief
3. 1009W Assessing Writing Compare and Contrast Essay
4. 1009W Assessing Writing Informative Essay

5. 1009W Special Assessing Reflective Writing
6. 1009W Special Resume Writing
7. 1009W Special SHARP Essay (Commandant's Writing Award)
8. Conduct Individual Training Rubric
9. Conduct Physical Readiness Training Rubric
10. Conduct Squad Drill Rubric
11. Army Physical Fitness Test (APFT)

**4-3. RETRAINING AND RETESTING:** There are six graded assessments in the BLC that contribute to the overall student GPA.

a. Soldiers who fail to achieve a 70% GPA by failing any assessment will participate in a Remedial Educational Assessment (REA). The purpose of the REA is to serve as a "retest" and provide an opportunity for the student to improve their GPA to the graduation requirement of 70%. The REA is mandatory for Soldiers who fail to meet the minimum standard. The facilitator must counsel the student on the failure and the REA requirement. During the counseling, the facilitator discusses the reason for the failure and provides feedback to the student about how he or she can improve to meet the 70% standard. This counseling and feedback should be complete NLT 48 hours after the assessment is complete. It is the student's responsibility to acknowledge (in writing) the counseling and the facilitator feedback. It is the responsibility of the facilitator to ensure their feedback is sufficiently clear and understood by the student. When a student fails an assessment, the facilitator and student will participate in a mandatory study hall.

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

**4-4. STUDENT COUNSELING:** Students will receive the following counseling's while attending BLC:

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

At a minimum, Soldiers will be counseled using DA Form 4856, referencing assessments as appropriate, on the following events:

- Reception and integration

- Any failure of an assessment and/or graduation requirement
- Any violation of student conduct, SHARP, or local policy
- End of course results
- Recommendation for dismissal or disenrollment
- Dismissal

**4-5. PASS PRIVILEGES:** Passes are NOT granted during attendance at the BLC.

**4-6. ATTENDANCE:** Attendance at all classes and training events is mandatory. Students missing class must make the material up on their own prior to graduation, if the cadre feels you cannot make up the time you may be considered for release from the course. NO APPOINTMENTS FOR BLC STUDENTS. Emergency situations will be handled on a case by case basis and approved by the commandant.

**4-7. DINING FACILITY:** Every student attending BLC will be provided meals at government expense through the BLC Dining Facility (DFAC). Students will be required to eat all meals served in the DFAC.

1. Students will conduct themselves as professionals. If this cannot be accomplished, students will stand at Parade Rest while waiting to enter the dining facility.
2. No food, drinks, or equipment (to include coffee or cups) will be removed from the dining facility.

**4-8. COMPLAINTS AND GRIEVANCES:** Every effort will be made to solve Student problems at the lowest level. The commandant has an open door policy (see BLC Policy #1). The COURSE MANAGER, SSGL and SGLs are available to provide counseling and can hear complaints and grievances at any time. Students with personal problems or grievances should see their SGL first.

## **CHAPTER 5 DISMISSALS**

**5-1. DISMISSALS: The NCOA Deputy Commandant is the dismissal authority and the Commandant is the appellate authority for all dismissals.**

1. Administrative: Administrative release from BLC is reviewed by the commandant on a case-by-case basis. Reasons for release include compassionate transfer, emergencies, unit recall or other reasons beyond the control of the student. The student is eligible to return to a subsequent course as soon as the situation is resolved. Administrative releases are not adverse in nature. Released Students may return to a subsequent course as soon as the condition is resolved.
2. Medical: Medical release is a type of administrative release and is reviewed by the commandant on a case- by-case basis. Reasons for a medical release include injury or illness resulting in unreasonable delay and/or loss of training time, or being prohibited from

participating in any required training. Medical releases are not adverse in nature. Released students may return to a subsequent course as soon as the condition is resolved.

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

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

- a. Violations of BLC policies or Army regulations.
- b. Lack of self-discipline or motivation (apathy).
- c. Conviction under the provisions of the Uniform Code of Military Justice (UCMJ) or conviction in civilian court (except for minor traffic violations).
- d. Violations of the Student Honor Code System.
- e. Absent from appointed place of duty, i.e. formation/classes etc.
- f. A Student receiving excessive spot reports or adverse counseling is considered a habitual offender and recommended for release from the course.
- g. Any unsafe action that endangers self or another student, resulting in an injury or illness and/or loss of training time.
- h. Other reasons as determined by the commandant.
- i. **Dismissals for misconduct, lack of motivation, academic deficiency, or failure to maintain physical readiness or body composition standards will be recorded on the individual's DA Form 1059, if applicable, in accordance with AR 623-3. Foreign student dismissals will be handled in accordance with AR 12-15.**

**5-2. APPEALS PROCESS:** The following procedures apply in cases where dismissal is considered for motivational, disciplinary, or academic reasons:

- The training supervisor will notify the s
- The following procedures apply in cases where dismissal is considered for motivational, disciplinary, or academic reasons:
  - The training supervisor will notify the student in writing of the proposed action, the basis for the action, the consequences of disenrollment, and the right to appeal. The supervisor will advise the student that any appeal must be submitted within seven (7) duty days after receipt of the written notification of the dismissal action. (Example C-5 I)
  - The training supervisor will make a recommendation to the dismissal authority that the student be dismissed from the course. (Example C-5 II)
  - The written notification must advise the student of the right to appeal within seven (7) duty days to the school commandant or commander. (Example C-5 III)
  - The student will acknowledge by endorsement within two (2) duty days receipt of the written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the dismissal action. (Example C-5 IV)
  - Appeals will be forwarded to the school commandant or commander who will refer the proposed action and the appeal to the Office of the Staff Judge Advocate to determine legal sufficiency of the dismissal decision. All appellate actions will become part of the student's case file. Commandants and commanders will make their final decision on dismissals after considering the supporting Office of the Staff Judge Advocate recommendation. In cases where an Office of the Staff Judge Advocate is not available, the commandant or commander will forward appeals to the commander who has General Court Martial Convening authority for review and final decision; General Court Martial Convening Authorities will obtain a legal review before final action.
  - Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals. When the commandant and/or commander determines that a student's continued participation with the main student body is contrary to good order, discipline or morale, the student will stay enrolled in the class and continue course work separate from the main student body. In cases where the decision of the appeal is delayed, students will participate in graduation ceremonies; however, the DA Form 1059 will be withheld until final adjudication.

### **5-3. Re-enrollment Policy:**

a. Soldiers disenrolled from BLC for disciplinary or motivational reasons will not be eligible for further NCOES training for a period of six months. Soldiers dismissed from BLC for academic deficiency may apply to reenter and be re-scheduled for the course when both the unit commander and the learner or Soldier determine that they are prepared to complete the course.

Reference: AR 350-1, page 59, paragraphs 3-15f (3) and (4)

b. Soldiers may be released from the course without prejudice for illness, injury, compassionate, or other reasons beyond the student's control. This requires a written notice informing the unit that the Soldier may re-enroll as soon as the reason for disenrollment or dismissal is overcome.

c. Soldiers previously dismissed from BLC and allowed to re-enroll must start the course from the beginning.

## **CHAPTER 6 GRADUATION**

### **6-1. GRADUATION:**

1. Graduation location is McMahon Theater, 1517 McDonald St, Fort Carson, CO 80913.

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