

## APPENDIX B - STUDENT GUIDE

### SECTION I

#### INFORMATION FOR NCO ACADEMY STUDENTS

1. The Noncommissioned Officer Academy (NCOA) cadre and staff welcome you to Redstone Arsenal (RSA) and hope that your tour of duty will be challenging, rewarding, and significant in the development of your military career.
2. This guide is provided to help you understand the rules and policies that govern student soldiers. Each guideline is based on experience gained from previous classes and recommendations from the field.
3. Student guides are maintained on the NCOA Homepage on the internet. If students call requesting a student guide, they will be directed to the web page at <http://www.redstone.army.mil/ommcs/NCOA/ncoahome.htm> If they have no internet capability, the Operations Office will record their rank, name, and complete address and forward to the Admin Clerk for mailing within 24 hours

#### NEUTRAL LANGUAGE

When used in this publication, “he”, “she”, “him”, “her”, “his”, and “men” and “women” represent both masculine and feminine genders unless otherwise stated.

#### ARRIVING AT REDSTONE ARSENAL

1. Redstone Arsenal is located in the northern part of Alabama, approximately 90 miles north of Birmingham and 110 miles south of Nashville, Tennessee.
2. Huntsville International Airport is located 10 miles west of Redstone Arsenal. Taxi service is available in front of the terminal. Military Transportation may be available depending on arrival times and driver availability. Call the USAOMEMS Staff Duty NCO at **876-7381** to determine if shuttle service is available. Civilian contractors operate shuttles.

#### REPORTING FOR DUTY

1. The NCO Academy headquarters and classrooms are located in building 3329. ANCOC and BNCOC, billeting areas are located in building **3497**. Students reporting for ANCOC or BNCOC should sign in at building 3497 not later than 1600 on their report date.
2. During duty hours: Report to building 3329 Headquarters. Duty uniform is BDUs.
3. During non-duty hours: Report to the CQ at building 3497 South to sign in. It is not necessary to report in uniform.

#### IN-BRIEF / PROCESSING

1. The In-briefing will commence at 1700 on the reporting date. The Small Group Leader (SGL) will conduct the initial In-brief.

2. In processing will commence at 0800 on the day following reporting date. You must have these items in your possession for inprocessing.

- a. Ten (10) copies of your orders.
- b. Health records, and if required, over 40 medical clearance.
- c. Copy of your permanent profile, if applicable.
- d. Copy of MMRB if appropriate.
- e. Pre-Execution Checklist or a Copy of your ERB and 2-1.
- f. Copy of your security clearance.

## **HOUSING AND BILLETING**

1. All students attending NCOA will be billeted in building 3497. **DO NOT** bring family members. Barracks will be maintained in the highest state of police at all times. All rooms will be thoroughly clean and present a neat and orderly appearance at all times. Students are responsible for ensuring the Academy areas are clean and in a high state of police at all times. These areas include individual rooms, common areas, stairwells, activity room, latrines, laundry rooms, and outside areas. Cleaning supplies will be ordered as needed from the Supply Sergeant through the individual Small Group Leader (SGL)

2. You will maintain your room in accordance with the BNCOC / ANCOC Standard Operating Procedure. Cadre and student leaders will conduct inspections. An example of a room display and SOP is provided. You may use the one provided or develop your own display as a class.

## **PRIVATELY OWNED VEHICLES (POV)**

1. POVs must be registered with the Provost Marshall's Office (PMO), building 3423, within three working days after arrival, if not already registered with another DOD installation. To register POVs you must have a valid driver's license, proof of ownership of the vehicle (registration in your name), automobile insurance policy, and a copy of your orders.

2. All students POVs will be parked in the side parking lot of building 3497. Use of your POV is at the discretion of your SGL during Common Leader Training (CLT) which is trained from 0500-1700 on normal duty days except during lunch.

## **PERSONAL MAIL**

1. Incoming mail will be- addressed:

***YOUR RANK AND NAME***

YOUR SSN (optional)

Class #

ANCOC (or BNCOC), NCO Academy

Redstone Arsenal, AL 35897-6079

2. Your mail drop is located near the dining facility. Packages may be mailed at the RSA Post Office, building 3648.

### **TROOP DINING FACILITY**

1. Students subsistence allowance is not terminated while in school, however, meal cards are available if requested. Government billeting and subsistence are available. Students will not receive a statement of non-availability; you are not authorized per diem. Even though the dining facility is available you may decide to eat at other available facility's.

2. The dining facility's dress code is the following: Proper duty uniform, BDUs or Class A/B uniform, will be worn IAW AR 670-1. Personnel off duty, TDY, or on leave wearing civilian attire will dress according (conservatively) to regulation.

a. No tank tops exposing the armpits will be worn.

b. No shower shoes will be worn in the dining facility.

c. No bathing suits will be allowed.

d. Military headgear will not be worn in the facility.

e. Denim jeans are authorized, but must be presentable. Fashionable designer jeans with holes in them will not be worn in the dining facility.

f. Bermuda length shorts and T-shirts may be worn.

g. No PT uniforms

### **TELEPHONE SERVICES**

1. DSN access telephones located in building 3497 are available 24 hours. DSN phones are also available for student use during duty hours at Bldg 3329, Woodyard Hall.

2. Official military calls using the telephone located in the company area is authorized. Procedures are located in the Charge of Quarters SOP. Calls must be authorized by your SGL and will be logged IAW DA Form 360

3. Incoming emergency telephone calls should be routed through the American Red Cross. The Red Cross and NCOA Commandant are the only authorized agents to authenticate emergencies. During in processing you will be given the opportunity of having a civilian telephone line turned on in your barracks room. You will have to provide your own phone.

### **FINANCE / STUDENT PAY**

1. There will not be a Representative from the Installation Finance and Accounting Office. This Installation is not authorized to give any advanced travel or TDY pay for attached students. You must complete these actions prior to leaving your duty station or upon completion of school and return to your duty station.

2. Bring pay inquiries to the attention of your current NCO Support Channel.
3. You must make prior arrangements for checks to be forwarded to you from your previous duty station. You should obtain a notarized power of attorney prior to departing your unit, if you want your spouse or representative to receive and cash your checks.
4. You are encouraged to arrive at the NCOA with sufficient funds to defray unexpected expenses

### **LEAVES AND PASSES**

1. Students must obtain permission from the Small Group Leader, the Branch Chief, and the Commandant to be absent from training. If you obtain permission to be absent from training, you will report to the Branch Chief or designated representative and sign out. Upon return from your absence, you will return to the Branch and sign in. Leaves will not be granted during the course except for emergency reasons. Leaves that cause a student to miss more than four hours of training during Phase I will result in the student being dropped from the course. Leaves that cause the student to miss more than three days of training during Phase II will result in the student being dropped from the course.
2. Students released from training early will follow the procedures established by their respective branch. Training departments can not authorize or grant a pass, leave, or time off to any NCO Academy personnel. Students released from the technical track will return to their respective branch for further training or reinforcement training in deficient areas.
3. Passes may be permitted during non-training days limited not over 300 miles. Passes may be permitted and limited to 50 miles without a DA Form 31. Passes that require students to be absent from any type of training is not authorized.

### **ABSENCES**

1. You must obtain permission from your SGL prior to being absent from any class. Students must check with their respective Class Leader, who will notify the Student Platoon Sergeant, prior to departing the NCOA area. Students absent without permission will be reported to the Branch Chief for further action. Students that miss more than 4 hours of Phase I training or 24 hours of Phase II training will be dropped from the course.
2. You must coordinate with your SGL to arrange for any makeup examination or classroom work pertaining to an authorized absence.

### **PHYSICAL SECURITY - CONTROL MEASURES**

1. Only authorized personnel (NCOA Staff and Cadre) will be allowed in the company area without an escort.
2. Barracks rooms and wall lockers will be locked when not occupied or in use.

### **VEHICLE SECURITY - CONTROL MEASURES**

1. All POVs must be registered with the Provost Marshall's Office (PMO) building 3423 within

three working days after arrival if not already registered with another DOD installation.

2. All POVs will be locked when not in use.

## **CRIME PREVENTION**

1. Crime prevention is the responsibility of all NCOA personnel assigned or attached.

2. In the event of a break in or theft, the individual suffering the loss should immediately report the incident to their SGL and/or the CQ/SDNCO.

3. Unauthorized visitors, to include family members, members of other units, or other NCOA students not performing an official duty will be denied entrance to the individual rooms.

Visitation is allowed in the dayroom, however all suspicious personnel loitering in the NCOA area will be reported to the Branch Chief, SGL, or CQ/SDNCO immediately.

## **PERSONAL APPEARANCE**

1. You will maintain high personal and professional standards that will make you an example for emulation by all soldiers in the Army. Strict adherence to appearance standards will be constantly enforced.

2. All male NCOs will have a fresh and complete shave prior to the first scheduled formation of the day. Mustaches, if worn, will be neatly trimmed and meet standards established in AR 670-1.

3. Leather military footgear must be highly shined. High shine definitions will be to the discretion of the NCOA cadre. You may wear issued combat boots or optional boots to include black Jungle boots. Boots made of patent leather or corframe are not authorized for wear.

### **Please be Prepared!**

4. All clothing will be neat, clean, serviceable, and fit properly. There is a clothing sales store available locally if sergeants fall short of AR 670-1 compliance.

5. BDUs, including those in wall lockers, will be pressed. All other items (i.e. Class B shirts) will be pressed and ready for inspection as needed.

6. Unit insignia, chevrons, and cloth badges will be correctly positioned and affixed to the appropriate uniform IAW AR 670-1.

7. All Pockets designed to be buttoned or snapped will be closed. No materials (pens, pencils, combs, or papers) will protrude from pockets.

8. Haircuts will conform to AR 670-1.

9. Unless specified by competent medical authority, eyeglasses with tinted lens will not be worn in formations.

10. BDU trousers will be properly bloused not wrapped or present a peg-legged appearance, IAW AR 670-1.

## **PHYSICAL FITNESS UNIFORM**

1. You will wear the appropriate seasonal Army PT uniform with running shoes and white ankle or calf-length socks (stripes or logos not authorized).
2. A commercial version of the PT uniform is not authorized.
3. Gray or black spandex shorts, without logos, are authorized for wear under PT shorts or sweat pants.

## **HIGH VALUE ITEMS**

All high value items (any items costing \$50 or higher) will be annotated on a Personal Property Record Form (DA Form 4986). Any items reported will be locked in the night stand drawer or secured inside the student's closet, if possible. High dollar items such as computers, TVs, VCRs, and bicycles will be recorded with serial numbers. If there are no high dollar value items to report, the soldier will annotate on DA Form 4986 in block letters "I Have Nothing to Declare". A copy of this form will be maintained in the SOP located in each barracks room and the other copy is maintained by the students' SGL.

## **ADDITIONAL INFORMATION**

1. You will open your closet locker upon request of student leaders and cadre.
2. The curtains or blinds in student rooms will remain open during duty hours.
3. Any person occupying a designated duty position of authority (e.g., CQ) is the direct representative of the Branch Chief. All personnel will comply with instructions from such persons in the performance of their official duties.

## **PHYSICAL FITNESS AND WEIGHT STANDARDS**

1. Soldiers who fail to meet height and weight requirements IAW 600-9 will be denied enrollment IAW TRADOC REG 350-18 and TRADOC REG 351-10.
2. Successful completion of the Army Physical Fitness Test (APFT) is a graduation requirement for NCOES courses. You will be administered a record APFT within 72 hours of the reporting date. Failures will be dropped from the course.

## **PROFILES**

1. Soldiers with permanent profiles that prevent them from participation in the APFT must provide a copy of the profile and the MMRB results to enroll in the Academy.
2. Soldiers with temporary profiles will not be allowed to enroll. This also includes the recovery time period after the end date of the profile. (Twice the amount of the profile not to exceed 90 days). Exception is temporary profiles that do not prevent you from taking the APFT (i.e. shaving profile, eyes, or hearing profiles).

## **MEDICAL**

1. Sick call hours are from 0630 to 0900 Monday through Friday. Sick Call is located at the Fox Army Medical Center. Should you require medical attention on weekends and holidays you must contact by telephone the Triage Nurse located at the Fox Army Medical Center for instructions. Instructions from the hospital are very important concerning emergency and non-emergency conditions. If your condition is deemed less than emergency and you go to the emergency room anyway, the Fox Army Medical Center can hold you liable for expenses inquired from the visit.
2. Unless it is an emergency, you must obtain an Individual Sick Slip (DD Form 689) from the CQ. You must attend the PT Formation to notify your student NCO Support Channel of your intent to go on sick call.
3. Students hospitalized for three or more training days will be subject to an administrative drop for medical reasons.

## **LAUNDRY AND DRY CLEANING**

1. Washers and dryers located in the barracks are available to students at no expense. Quartermaster Laundry Service is not available at Redstone Arsenal.
2. The Post Exchange Laundry and Dry Cleaners is located in the PX Shopping Mall and is open from 0900-1800, Monday through Friday and 0800-1700 on Saturday.
3. Sheets and pillowcases will be exchanged weekly through NCOA supply. See your SGL for time and location.

## **BANKING FACILITIES**

1. Regions Bank is located in the PX complex, building 3226.
2. Redstone Federal Credit Union is located in the PX complex, building 3227.
3. These financial institutions are located one mile from the academy in the PX and Commissary area.

## **CLUB ESTABLISHMENT**

Students are authorized to use the club system facilities. You will not associate with junior enlisted (SPC & below) soldiers in the clubs on or off post. Cadre will check periodically to ensure compliance with this directive.

## **MILITARY COURTESY**

1. The Noncommissioned Officers Academy is led by a Command Sergeant Major with the assistance of the Deputy Commandant (Master Sergeant). The ANCOC and BNCOC are led by First Sergeants. When reporting to the Commandant, Deputy or First Sergeant, you will knock on their door, enter the room when told to do so, halt two paces in front of the desk and report by saying, "[Sergeant Major], [First Sergeant] or [Sergeant], [state your] [rank] and [name] reports. You will remain at attention until told otherwise. When excused, return to the position of

attention, do an about face and then exit the room in the most expeditious manner Saluting is not permitted.

2. The Commandant's title is Sergeant Major; SGLs will be addressed as Sergeant. Sergeants will be addressed by their appropriate title. Slang terms, such as "Sarge" will not be tolerated. Civilian staff members will be addressed according to their gender as Mister or Miss/Mrs.

3. Profanity is prohibited and will not be tolerated.

4. The first person to observe any of the following will call, "At ease!"

a. Any time the Commandant enters and exits the training area, common area, or billets.

b. The first time each day that the Deputy Commandant, First Sergeant, Senior SGL or SGL enters or leaves a training area, common area or billets.

5. You will conduct yourself in accordance with the highest traditions of military bearing. Misconduct or conduct unbecoming a noncommissioned officer will not be tolerated and will be punished IAW UCMJ.

6. Stand at "parade rest" while conducting business with cadre or staff members.

### **NCOA QUARTERS / STAFF / SGL**

1. You will not enter staff offices without receiving permission or being instructed to do so.

2. You must knock prior to entering staff offices. Once inside, conduct business while standing in the position of "at ease". Be seated when told to do so.

### **IMPROPER RELATIONSHIPS**

Social contact between students and cadre is strictly prohibited except at unit sponsored functions. ABSOLUTELY no students assigned or attached to the NCOA will socialize with initial entry trainees (IET). **Do not socialize with IET soldiers!**

### **OPEN DOOR POLICY**

1. You have the opportunity to present complaints, grievances, offer suggestions, or discuss problems with your First Sergeant, or NCOA Commandant. The NCO support channel is available during duty hours and after normal hours by appointment through your SGL.

2. Using the NCO support channel is highly encouraged. It is not necessary to use it before you see your First Sergeant or Commandant. To provide time for each student wishing to use the Open Door Policy, it is more advantageous for you to make an appointment. If an emergency comes up, you may contact the First Sergeant, the Deputy Commandant, or the Commandant directly.

### **IG-COMPLAINTS**

There is no requirement for anyone to discuss a problem with the NCO Support channel prior to an appointment with the IG. However, please bring your desire to visit the IG to the attention of

the NCO support channel and an appointment will be made for you. Try to solve all problems at the lowest level possible, which is in keeping with NCO responsibilities.

### **LETTERS OF INDEBTEDNESS**

1. A dishonored check could lead to disciplinary action against the individual who writes it. The Army takes a hard view on a NCO who has financial management problems. Explanations and excuses on the part of the individual provide very little defense.
2. Letters of indebtedness could lead to disciplinary action.

### **DRIVING UNDER THE INFLUENCE**

Driving while drinking, having an open alcoholic beverage container in your automobile, driving under the influence of alcohol or using drugs are extremely serious offenses and will not be tolerated in the Academy.

### **SMOKING**

1. Smoking is prohibited in federally owned buildings and military vehicles. You are permitted to smoke in outside designated areas.
2. Smoking could have a negative impact on the readiness of a soldier's health, immensely impair physical fitness, and can cause chronic illness.

**3. *You are not permitted to smoke in formation areas.***

### **DETAILED DUTIES**

The Branch 1SG will place you and other students on a DA Form 6.

- a. You will be added to the Unit DA Form 6 upon arrival to the Academy.
- b. You will be removed from the DA Form 6 one day prior to graduation

### **SEXUAL HARASSMENT**

1. Sexual harassment is "deliberate or repeated unsolicited verbal comments, gestures, or physical contact of sexual nature which are unwelcome." Rules of evidence from the Manual for court-martial will determine if any acts committed by an individual are criminal in nature. Sexual harassment, under certain conditions, is also a violation of Section 103 of Title VII; Civil Rights Act of 1964.
2. Sexual harassment, in any form, will not be tolerated. Every individual assigned or attached to NCOA will refrain from such practice.
3. If you experience or witness sexual harassment, immediately report the incident directly to your SGL, First Sergeant, and Commandant. Allegations of such conduct will be investigated through the appropriate agencies.

## **CONSIDERATION OF OTHERS PROGRAM**

1. You will comply with the Department of the Army and the U.S. Army Ordnance Missile and Munitions Center and Schools race relations and equal opportunity programs. All personnel in the Army will be treated equally, fairly, and justly, regardless of race, creed, sex, marital status, or national origin.
2. All personnel are given equal opportunity and consideration for various self-improvement and educational programs.
3. Should disciplinary action become necessary, individuals will be treated equally, fairly, and justly.
4. Members of NCOA who observe, experience, or perceive discrimination will notify personnel in the NCO support channel. The NCO support channel can assist you in problem solving or someone in the chain will make appointments with outside agencies to provide a satisfactory answer or solution to the problem.

## **STUDENT BRIEFING**

1. The Academy cadre will brief each class at 1700 hours on the report day. The briefing consists of the following topics:
  - a. Welcome to the NCOA.
  - b. Small Group Instruction (SGI) awareness.
  - c. Your duty uniform(s) to include appearance as a student and soldier (AR 670-1).
  - d. Conduct as a NCOA student.
  - e. NCO and student support channels.
  - f. Your physical training program, including APFT
  - g. Your SGL contact numbers and company phone numbers.
  - h. The enrollment denial, dismissal, and appeal procedures.
  - i. The fraternization policy for both IET and Cadre.
  - j. The leave and pass policy.
  - k. Your issued copy of the barracks SOP and student guide.
  - l. The Army and OMMCS NCOA Drug and Alcohol Program.
  - m. Medical and dental hours of operation.
  - n. Privately owned weapons policy.
  - o. Privately owned vehicles policy.
  - p. Command open door policy.

- q. Linen exchange.
- r. Formation times and places.
- s. CLT training schedule (issued and explained).
- t. Issue student study material and explain TLOs and ELOs.
- u. In-processing packet.
- v. How to handle personal problems (one-on-one).
- w. Mail procedures since there is no mailbox issued.
- x. Charge of quarters (CQ) policy and schedule.
- y. Bulletin board policy.
- z. Dining facility location and hours of operation.

2. There will be other academy cadre present to assist with the Student Brief.

## **PLAGIARISM**

Plagiarism is the improper use, or failure to attribute another person's writing or ideas. Students at the NCO Academy will avoid plagiarism by giving credit whenever they use another person's ideas, another's actual spoken or written words and sources of information that are not common knowledge. Each student will complete all course work. Students will not use another student's work, to include notes and computer files. More information concerning plagiarism can be found at <http://www.plagiarism.org> and <http://www.indiana.edu/~wts/wts/plagiarism.html>.

## **COMPUTERS**

During the various stages of training students will be issued and/or have access to computers. Students will **not alter** the settings or hard drives of any computer they come in contact with. If the student creates a file, whether it be in MS Word, Excel, Power point etc., it will be saved to a floppy disk not to the hard drive. If the student does not have a floppy disk, one will be provided. Students will be briefed on computer security during in processing.

## **SECTION II**

### **GENERAL INFORMATION ON EXAMINATIONS**

#### **TESTING PROCEDURE RETEST**

1. During the course you will be evaluated on all aspects of the course to include material presented from the platform, observed in demonstrations, practical exercises, and material contained in required home study assignments. Examinations are an integral part of the academic process. Their purpose is to measure academic achievement and determine the effectiveness of instruction.
2. Evaluations at NCOA are prepared with primary reference to course objectives and are

composed of items that sample the methods, information, and principles presented during the course. Written examinations are multiple choice and open book.

3. Written examination and other evaluation results assist in determining final class standings and are used by the SGL as an aid to determine student academic capabilities for future military schooling.

4. The following apply to all examinations:

- a. The minimum passing score for all written tests is 70%.
- b. Students who fail to meet established academic criteria through two separate written exams (i.e.; original test and one retest) will be dismissed from training for academic deficiency. The NCOA Commandant IAW AR 351-1 will review the records of students who fail an examination, followed by remedial training, retesting and failure again. These soldiers may be considered by their chain-of-command for reclassification or retraining to another MOS.
- c. Soldiers who pass a retest will be given credit for passing at the minimum passing score (70%) regardless of the actual retest grade.

## **ACADEMIC DEFICIENCIES**

Students failing written examinations will be counseled by the SGL. The First Sergeant and/or Commandant of the NCO Academy will counsel students on a case by case basis based on First Sergeant recommendations.

## **EXAMINATION / GRADED EXERCISES**

1. End of block tests will cover subjects taught during that block of instruction. In addition, there will be graded practical exercises (PE's) and performance evaluations. You will receive advance notification of the written examination date, subject matter sheets, and weekly schedules. A test proctor will monitor all examinations.
2. The physical fitness training program will be conducted Monday through Friday and evaluated IAW FM 21-20.
3. You will participate in practical exercises (PE's) designed to assist in developing a general knowledge of various subjects. In such experiences, you will role-play as staff members, commanders, platoon sergeants, or members of a small work group. You will be observed and rated on a "GO/NO-GO" basis for your participation and manner of performance.

## **DISMISSAL**

When a student fails to complete the course successfully, is denied enrollment, or is dismissed, The Commandant must provide written notice to the first general officer in the student's chain of command and to the orders issuing authority, if appropriate. The Commandant may remove students from ANCOC or BNCOC before course completion for any one or combination of the following:

- a. You are discovered cheating, lying, or flagrantly plagiarizing.
- b. You become involved with substance use/abuse either on or off-post, as defined by AR 600-85 and AR 600-50.
- c. You fail any approved examination retest.
- d. You lack motivation.
- e. You display an unacceptable attitude.
- f. You are involved in an alcohol-related incident.
- g. Illness, injury, compassionate, or other reasons beyond the student's control (made without prejudice and requires a written notice informing the unit that the soldier may reenroll as soon as convenient).

### **ACADEMIC EVALUATION REPORTING (AER)**

An Academic Evaluation Report (AER), DA Form 1059 will be prepared for each student attending NCOA. This report is designed to portray the accomplishments, potential, and limitations of the individual demonstrated while attending a course. The document will become a permanent part of your Official Military Personnel File.

### **TEAM CONCEPT**

There will not be a Distinguished and Honor Graduate. The NCO Academy and Small Group instruction is set up for Team concept, not individual. We all work as a team to learn from each other.

### **STANDARD GRADUATION REQUIREMENTS AND AWARDS**

1. Standard graduation requirements for BNCOC/ANCOC are:
  - a. Achieve a passing grade of 70% or higher on each written examination and graded exercise in the course and achieve a Go on any evaluation graded on a Go/No Go basis.
  - b. Achieve a passing score on the Army Physical Fitness Test IAW FM 21-20. \*
  - c. Meet height/weight standards IAW AR 600-9.

\* Note – **Permanent Profiles:** Those soldiers with a permanent physical profile for the sit-up and/or push-ups events will be granted 60 points for each event waived and use the actual score for each event taken and must qualify on the 2-mile run or approved alternate test according to FM 21-20. Soldiers taking an alternate event for the 2-mile run receiving a GO, receive a score for that event equal to the average of the scores for the other two events. Soldiers may use this adjusted score to compete for post-graduate honors but cannot use this score to compete for the Iron Soldier Award or the Certificate of Achievement for scoring 270 points on the APFT with 90 points in each event.

2. All students, upon completion of training, may be eligible for the following diplomas,

certificates and awards:

**a. Distinguished Honor Graduate must:**

- (1) Receive a first time GO on all Initial written and performance evaluations.
- (2) Have the highest cumulative grade point average (written and performance) of at least 95% or higher. \*
- (3) Receive no negative counseling, demonstrate the total soldier concept and display superior performance throughout the course.
- (4) Score 270 or higher on the Army Physical Fitness Test (APFT) with a minimum score of 90 points in each event. \*\*

\* Note – The recipient of this award will also receive the AUSA Award for academic excellence.

\*\* Note – In the event of a tie, the score of the APFT will be used to select the winner.

**b. Honor Graduate must:**

- (1) Receive a first time GO on all Initial written and performance evaluations.
- (2) Have the second highest cumulative grade point average (written and performance) of at least 90% or higher.
- (3) Receive no negative counseling, demonstrate the total soldier concept and display superior performance throughout the course.
- (4) Score 270 or higher on the Army Physical Fitness Test (APFT) with a minimum score of 90 points in each event.

\* Note – In the event of a tie, the score of the APFT will be used to select the winner.

**c. John D. Woodyard Leadership Award must:**

- (1) Be the student that displays the highest degree of leadership, dedication, commitment, and motivation. This recipient must consistently demonstrate the *Can-Do* attitude, positive character and competence. This student stands for what is right, possess a high degree of dedication to duty, physical and moral courage and serves as an ethical standard bearer.
- (2) Receive a superior in “Leadership” and “Contribution to Group Work”.
- (3) Receive a first time GO on all Initial written and performance evaluations.
- (4) Fully participate in all NCOA activities.

**d. Iron Soldier Award:**

- (1) The Iron Person Award (IPA) provides ANCOC/BNCOC students an opportunity to excel in the area of physical fitness

(2) The following are the standards to receive the Iron Person Award:

(a) Obtain 300 on Iron Person APFT.

(b) Obtain 300 points (100 points per event) on the Iron Person APFT. To fairly determine the points earned each push-up and sit-up beyond the maximum is worth one point as is every five (5) seconds decrease in the run time.

(3) The SGL for each class will coordinate an IPA APFT for students who want to compete. No IPA will be conducted prior to finishing Common Leader Training (Phase I). In addition we will not use the IPA APFT as an avenue to retest for the APFT or improve the Record APFT score. The Iron Person APFT must be conducted during Phase II at least two weeks prior to graduation. The only exception will be for 55D ANCOC classes, which must conduct the Iron Person APFT during their first week of Phase II training.

g. **NCO Academy Certificate of Achievement.** The NCO Academy Commandant will prepare certificates of achievement for:

(1) Overall military performance.

(2) 270 or above on the APFT. You must obtain 90 points or more in each event.

## GRADUATION

1. A graduation ceremony will be conducted at the completion of the course to recognize student accomplishments. Family members, guests, friends, and commanders are cordially invited to attend the graduation ceremony.

2. All graduating students will physically attend the graduation ceremony in Class "A" uniform with all medals, badges, and unit awards. Male NCOs will graduate in Class A uniform with low quarters. Female NCOs will graduate in Class A uniform with skirt and pumps. Exceptions will be NCOs who are assigned to Airborne units. Those soldiers will be allowed to wear their Class A uniform IAW the guidelines prescribed by their unit.

## OUT-PROCESSING/CLEARING

1. Prior to out-processing from NCOA, your Senior SGL will inspect your assigned room and equipment for accountability and serviceability and/or damaged equipment are your responsibility. Bedding will be turned in to the supply room on the morning of graduation. Those students acquiring meal cards must return them to the Student MILPO, building 3209. Room keys must be returned to the SGL following a thorough room inspection.

2. You must use the Installation Clearance Record (DA Form 137) and may start clearing when permitted by your SGL. Students assigned to Redstone Arsenal (RSA) will report to building 3300 following graduation to pick up an Intra-Brigade Movement Form.

## THE HONOR SYSTEM/ THE HONOR CODE

If you observe something of dishonor it will be in your best interest to report it. The student First

Sergeant will adjudicate the dispute or controversy upon its merits and upon evidence prior to the report. The Honor Code states that I will not lie, cheat, steal, or plagiarize, nor will I tolerate those who do.

## **HONOR CODE VIOLATION POLICY**

All personnel assigned or attached to the NCO Academy are subject to the Honor Code.

- a. Violations of the Honor Code will be reported through the NCO Support Chain.
- b. The proceedings are administered as disciplinary action.
- c. A student who is guilty of violating the Honor Code may be released.
- d. Provisions of Professional Development Course Academic Policies and Procedures, OMMCS Reg. 350-56, will be applied to Honor Code violators.

## **DEFINITIONS**

1. Lying is conveying any communication that is not completely truthful or withholding information to create a false impression.
2. Cheating is a completed act, or attempt, aimed at gaining an unfair advantage over other students. Allowing another student(s) to receive or pass on information concerning specific questions on an examination is an example of cheating.
3. Stealing is taking, obtaining, or withholding another person's property which denies that person the use or benefit of the property. A NCO is expected to respect the property rights of another by not taking another student's equipment without the expressed consent of that student. The best rule is "Don't Borrow".
4. Plagiarism is appropriating the thoughts, ideas, written word or credit from another without their authority or acknowledgment.
5. Misrepresentation is making a statement for the purpose of deceiving another, which is technically true, but either does not encompass all the facts or which presents the facts in a manner that misrepresents the truth.
6. Unfair advantage is any academic benefit derived which other students have not received in the same academic activity. Particularly using tactics not authorized to receive information.
7. Conspiracy is conscious collusion or agreement to commit any act that would constitute a violation of the student honor code.
8. Academic matter is any activity taken from classroom instruction, home study assignments, research requirements or graded exercise under the purview of a course of instruction at the NCO Academy.

## **SIGNATURE**

1. A person's signature or initials, like that person's word, are that person's bond and vouch for the

accuracy of a document.

2. Your signature on your written work turned in for grading, is considered your certificate of honor that this written work is solely your own.

## **REPORTING**

1. If you suspect, or have knowledge, that an honor code violation has been committed, it is your duty to immediately report it verbally through the NCO Support Channel. You will then submit the report in writing immediately.

2. Names and statements by all persons having knowledge of this matter will be processed without delay.

3. Violations discovered by staff and faculty personnel will be reported immediately through the NCO Academy Support Channel.

4. The Branch Chief is the approving authority on honor system proceedings.

5. The NCOA Commandant is the final appeal authority.

## **SECTION III**

### **STUDENT ORGANIZATION AND RESPONSIBILITIES**

#### **GENERAL**

1. Each NCOA course (ANCOC/BNCOC) is organized into platoons. New classes are organized as a separate platoon.

2. Each course will have a student support chain consisting of:

a. First Sergeant

b. Platoon Sergeant

c. Squad Leader

d. Class Leader (The Senior Class Member, a non-rotating position.)

3. Students will be rotated through these positions to allow each student the opportunity to perform in a leadership position. These positions and your duties include, but are not limited to:

a. As Class Leader, you are responsible for:

(1) The control and discipline of the class at all times.

(2) Ensuring all class members are present and ready for instruction at the time cited on the training schedule.

(3) Maintaining police of assigned training areas and classrooms.

- (4) Assisting other class members as required.
  - (5) Report any personnel status changes to the SGL.
  - (6) Identify, to the SGL, any student who may have academic deficiencies or personal problems that might hinder learning.
- b. As Student First Sergeant, you are responsible for:
- (1) Accountability of students assigned to the course.
  - (2) Conducting company formations and inspections.
  - (3) Policing, beautification, and maintenance of the training and classroom areas.
  - (4) Control and discipline of the students assigned.
  - (5) Student movement to/from class IAW FM 22-5.
  - (6) Determining the uniform of the day.
  - (7) Enforcing the standards of soldier appearance.
  - (8) Special instructions by the Branch Chief/Senior SGL.
- c. As the Platoon sergeant, you are responsible for:
- (1) Accountability of students assigned to the platoon.
  - (2) Conducting platoon formations and inspections.
  - (3) Assisting the Student 1SG in the performance of all assigned duties.
  - (4) Control and discipline of students assigned to the platoon.
  - (5) Movement of the platoon to/from class IAW FM 22-5.
  - (6) Enforcing the standards of soldier appearance.
- d. As the Squad leader, you are responsible for:
- (1) Accountability of students assigned to the squad.
  - (2) Conducting squad formations and Inspections.
  - (3) Assisting the Platoon Sergeant in all assigned duties.
  - (4) Control and discipline of the students assigned to the squad.
    - (a) Movement of the squad to/from class as either a separate formations or part of a larger formation IAW FM 22-5.
    - (b) Enforcing the standards of soldier appearance.
    - (c) Ensuring that cleaning supplies and equipment are present in sufficient quantity to expedite the squad cleanup.

4. SGLs will verbally notify the NCO Support Channel of any additional responsibilities.
5. Each class member will serve in a minimum of one leadership position. A leadership evaluation will be conducted by the SGL. Leadership Evaluations will be conducted at any time during a course not limited only to the Common Leader Training Phase.
6. Personal tape recorders are not authorized during classroom instruction.

## **FORMATIONS**

The time, place, and uniform for all formations are located on the individual class training schedules, with the exception of the Work/School Formation. Students are required to report ten (10) minutes prior to each formation. Students reporting late for formations or students who fail to report to formation will be counseled by both the SGL and the Senior Small Group Leader (SSGL) for violating Article 86, (Failure to Repair) UCMJ.

## **INSPECTIONS**

1. The student NCO Support Channel conducts inspections of the barracks and personal appearance. This is closely monitored and evaluated by the SSGL and the First Sergeant. Inspections of the barracks rooms, laundry rooms, latrines, and other common areas (inside and outside) will be conducted on a daily basis by the Student First Sergeant (SFS) and/or the SSGL. The rooms will be kept in a neat and orderly manner at all times by Class SOP. Clothes and personal items stored in drawers will be neatly folded or rolled and present a neat appearance at all times. All deficiencies if any, will be corrected prior to the first formation the next day.
2. Wall lockers will be locked during duty hours and absences.
3. Health and Welfare inspections are unannounced.

## **ROOM APPEARANCE**

All rooms will meet the same high standards. Rooms will be vacuumed, dusted, and all trash removed from barracks prior to formation. The name card will be filled out completely with your name, rank, and the name of SGL. This information may be typed or neatly printed. Nothing will be taped, stapled, nailed, or glued to the walls or furniture. No furniture will be moved between rooms without approval from SSGL and First Sergeant. Each occupant will sign for the room key, linen, furniture, and will be held accountable for any damages, except fair wear and tear.

## **ROOM LAYOUT**

To build team cohesiveness each class will develop a room layout and provide their Class SOP to the Small Group Leader within 72 hours. If the SOP is not provided to the SGL within the allotted time, the class will be required to use the example provided.

## **AIRING/DRYING OF PFU**

After morning PT, the Physical Fitness Uniform (PFU) sweat suit will be hung up with jacket

unzipped and pants on the hanger. Hang the sweat suit on the outside closet door to allow airing and or drying. Hang the T-shirt and shorts on the outside closet door, regardless of the season to allow for airing and/or drying.

## **CLEANING SUPPLIES**

Cleaning supplies will be requisitioned through the student platoon sergeant. The student platoon sergeant will provide the request form to the SGL before morning formation. The SGL will pick-up supplies from the Supply Sergeant and deliver them to the student platoon sergeant by COB of that day.

## **THERMOSTATS**

Thermostats will be set for 68 degrees during the winter months and 65 degrees during the summer months.

## **LIGHT FIXTURES**

All light fixtures will be cleaned and in good working condition. Lights will remain off when not in use or when otherwise directed. Report any inoperative lights to the Platoon Sergeant.

## **LAUNDRY ROOMS**

The laundry rooms will be cleaned daily. Washers and dryers will be emptied of all clothing prior to 0430 on training days. Washers will be cleaned and all detergent residue removed. All trash and lint will be removed from behind the washers and dryers. Dryers and the lint filter will be cleaned and washed daily. Both the washer and dryer will be wiped free of dust and lint. The lids on the washers will remain open. The lids of the dryers will remain closed for fire and safety reasons. Students are not permitted to do laundry during the normal duty hours of 0430-1700 on training days.

## **THE FORMAL DINING-IN**

1. The Dining In is a formal military function held for the purpose of fostering cordiality, comradeship, and unit esprit de core. It is roughly comparable to a formal reception or dinner party in civilian life. Attendance at formal Dining In is mandatory for those concerned and is **restricted to military personnel.**
2. The Noncommissioned Officer Academy holds exclusively, every quarter, an Academy NCO Dining In. We honor special guests and commemorate a special occasion, such as a significant event in the academy history or to honor those who have made outstanding contributions to military service or the academy.
3. The Dining In is a training event and is prepared and executed by the academy students currently enrolled in ANCOC or BNCOC. The revival of this tradition in today's Army should not be seen as a return to outmoded customs and traditions, but as paying the proper respect to an ancient and honorable custom of the military service that has always distinguished soldiers as members of an elite profession.
4. "Black tie" is the appropriate dress for a Dining In and will be specified on the invitations.

Academy student personnel will wear a bow tie with one of the following three authorized uniforms: Army blue, Army blue mess or Army Green Class A with white shirt. Female soldiers will wear the equivalent uniforms.

5. Come to the academy prepared to gather formally and focus attention on the common bonds of the service in an atmosphere of camaraderie. As a noncommissioned officer attending our academy, you will attend a formal Dining-In and perhaps you will be called on to help organize it. Whatever your capacity, you will find the Dining-in a rewarding experience professionally and personally and one at which you should feel perfectly at ease.