



10TH MTN DIV (LI) BASIC LEADER COURSE



STUDENT GUIDE



FY-17 Edition—As of 1 October 2016
(Previous Editions are Obsolete)



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DEPARTMENT OF THE ARMY
10TH MOUNTAIN DIVISION (LIGHT INFANTRY)
NONCOMMISSIONED OFFICERS ACADEMY
515 LEWIS AVENUE
FORT DRUM, NEW YORK 13602-5000

ATZB-NDS

30 September 2016

MEMORANDUM FOR ALL FORT DRUM NCO ACADEMY STUDENTS

SUBJECT: Student Welcome Packet, Basic Leader Course (BLC)

1. I would like to welcome you to the 10th Mountain division (Light Infantry) Noncommissioned Officers Academy and the Basic Leader Course (BLC). This student guide will give you an overview of what to expect while attending BLC.
2. The BLC is a structured, standards-based course that requires students to demonstrate the discipline of a leader in today's Army. You will be expected to demonstrate The Army Values, the attributes of an Army Leader, and core competencies in all of your actions. This is an MOS non-specific and non-resident course combining classroom instruction with practical application followed by hands-on, performance-oriented assessments. Throughout the course, Small Group Leaders (SGLs) will assess the students' leadership potential, evaluate their ability to apply lessons learned and effectively lead their classmates.
3. Upon arrival at school, students must be proficient at performing all Basic Tasks applicable to their MOS and grade. The course is fast paced and information is presented quickly. The NCOA does not seek to compromise the importance of family and personal time, but students attending BLC should be prepared to allow for a shift in what time is allocated for said purposes, based on the operational tempo and demands of course curriculum. Furthermore, students arriving at BLC with personal problems or issues that may affect performance should understand that while Academy cadre will do their best to help Soldiers within the constraints of time allowed outside the classroom, such time, as well as resources, are limited. Unforeseen emergencies are often inevitable and will be handled on a case-by-case basis, but students cannot arrive at the course with scheduled appointments, duties, or responsibilities that require them to miss training. This would severely impact the student's ability to stay on track with the pace of the course and could result in dismissal from the course.
4. The objectives of the Basic Leader Course are to graduate students who:
 - a. Make sound and timely decisions
 - b. Plan correctly
 - c. Adhere to Army professional ethics
 - d. Communicate effectively
 - e. Apply Soldier-team development



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5. Section II, Course Priorities and Prerequisites, outlines the course prerequisites all Soldiers must meet prior to enrollment. Additionally, I have included the course graduation requirements. Pay particular attention to these documents. Meeting these prerequisites and requirements will ensure your success at BLC. **Note: My Intent Is not for BLC students to spend money purchasing new equipment to start this course. My requirement is to have equipment for training and that is serviceable and clean.**

6. The entire Academy staff and cadre join me in wishing you success during your attendance at the Basic Leader Course. You will find your time at the Academy to be personally challenging and professionally rewarding.

//--ORIGINAL SIGNED--//
PHIL K. BARRETTO
CSM, USA
Commandant

FOREWORD

This student guide will assist you while preparing for and attending the 10th Mountain Division (Light Infantry) Noncommissioned Officer Academy. Each policy and procedure is based on Army regulations and is strictly enforced. Personnel attending the NCO Academy MUST read this Student Guide as soon as possible after selection for attendance. Students are subject to all NCO Academy policies as published by the Commandant. Failure to read and comply with the Student Guide or existing NCO Academy, Fort Drum, or Army policies and regulations may result in adverse counseling and may constitute a recommendation for a dismissal.

This handout is designed to provide the student with information that will ease reception and integration into the BLC. This handout is not all-inclusive; it supplements information you will receive during orientation briefs. When used in this publication, the word "he" represents both the masculine and feminine genders unless otherwise stated.

SECTION I - PROGRAM OF INSTRUCTION:

1. PURPOSE:

This section outlines the purpose and scope of the Basic Leader Course (BLC). It will also outline the general policies of the Army and the BLC.

2. GENERAL:

The BLC is the first of five levels in the Noncommissioned Officer Professional Development System (NCOPDS). The primary focus is to provide MOS non-specific, common core leader training to SPC/CPL (P) and SGT's. Since the emphasis of the course is on leadership, NCO duties and responsibilities, and the authority of the NCO; Soldiers are selected for attendance by their units based on potential to assume NCO leadership positions. This is a 23 day non-resident course designed to immerse the student in a military environment. Training is conducted five days a week. By design, it is fast paced and stressful. You will learn and be evaluated on the values, attributes, and actions that make up the requirements of an Army leader.

3. CURRICULUM:

The proponent for BLC is the United States Army Sergeants Major Academy (USASMA). This course is conducted using the small group instruction (SGI) process. BLC courseware is taught in three primary modules culminating with a situational training exercise. These modules are as follows:

a. Leadership: (49 Hours)

- 1) The Commandant's Orientation
- 2) Introduction to BLC
- 3) Army Leadership
- 4) Developmental Counseling
- 5) Army Correspondence
- 6) History of the Army and NCO
- 7) Noncommissioned Officer Evaluation Report (NCOER)

- 8) Sexual Harassment / Assault Response and Prevention (SHARP)
- 9) Personnel Recovery
- 10) Effects of Culture
- 11) Resilience
- 12) Military Justice and Discipline
- 13) Suicide Prevention for Junior Leaders
- 14) Leadership Exam (Written)
- 15) Ethical Problem Solving
- 16) NCOES Initiatives
- 17) Demonstrated Leadership Evaluation (Garrison)

b. Training (41 Hours)

- 1) Risk Management
- 2) After Action Review
- 3) Training Management
- 4) Conduct Individual Training
- 5) Health and Fitness
- 6) Drill and Ceremonies
- 7) Supply Procedures
- 8) Training Examination (Written)
- 9) Army Physical Fitness Test / Height / Weight / Tape

c. Warfighting (79 Hours)

- 1) Small Unit Combat Operations According to the Law of War
- 2) Combat Orders
- 3) Team and Squad Movement Techniques
- 4) Tactical Site Exploitation (TSE)
- 5) Tactical Operations
- 6) Tactical Reports and Requests
- 7) Casualty Evacuation (CASEVAC)
- 8) Warfighting Examination (Written)
- 9) Situational Training Exercise (STX)
- 10) Map Reading
- 11) Land Navigation

d. Individual Study Training (28 Hours)

- 1) Study Hall (8 Hours)
- 2) Training Support Activities (15 Hours)
- 3) Student Counseling (5 Hours)

e. Administrative Time (6 Hours)

- 1) In-processing (2 Hours)
- 2) Out-processing (2 Hours)
- 3) Graduation (2 Hours)

f. Physical Readiness Training

1) PRT will vary daily. All students must successfully conduct a PRT session to graduate BLC. Physical fitness training is an evaluated activity and focuses on the proper execution of the PRT session.

2) All students will participate in PRT daily. Although the purpose of PRT is to increase one's level of fitness, the primary objective of a student attending BLC is to learn the proper techniques and procedures required to conduct PRT IAW FM 7-22.

Section II - COURSE PRIORITIES AND PREREQUISITES:

1. PRIORITIES:

**Soldiers attending BLC must fall into the following priorities.

- a. **Priority One:** Staff Sergeants promoted without BLC.
- b. **Priority Two:** Sergeants that are non-BLC graduates.
- c. **Priority Three:** E4 promotable. These Soldiers are prioritized within this category as follows:

1) E4 promotable who have met the cut off score.

2) E4 promotable in MOSs which would have had additional promotions if more promotable E4s had been available and identified as "STAR MOS" by monthly HRC Promotion Cut-Off Memorandum.

3) E4 promotable in other MOS serving in an authorized NCO position based on the highest number of promotion points.

4) All other E4 promotable on a recommended list based on the highest number of promotion points.

d. **Priority Four:** E4 in leadership positions. In order to fill all BLC training seats, non-promotable E4 with demonstrated leadership potential may attend BLC only when all higher OML categories are exhausted.

2. PREREQUISITES:

a. Effective 1 April 2013, all students must complete Structured Self-Development (SSD) Level 1 prior to attending BLC. All Soldiers will include DA 87 (SSD1 Completion Certificate) as proof of course completion as part of their BLC packet.

b. Meet height and weight standards of AR 600-9.

c. Eligible for reenlistment and have a recommendation from their immediate commander.

d. Soldiers approaching transition from the active rolls may attend BLC up to their ETS date. This action will reduce the training requirement if the Soldier continues his/her military commitment in the ARNG or USAR.

e. Have no conviction of a misdemeanor crime of domestic violence (Lautenberg Amendment).

f. Have no suspension of favorable personnel action (Flags) pending.

g. Soldiers must have a completed hard copy of the pre-execution checklist in their possession when reporting on day zero. (TRADOC Form 350-18-2-R-E)

h. Have proof of a current periodic health assessment (PHA) or medical examination within the past **12 months (through the graduation date)** to attend BLC. (ERB updated with a current PHA or MEDPROS printout page showing PHA date.); PHA must be valid through course graduation date IAW AR 40-501, Chapter 8, Para 8-14(8).

i. Arrive fully capable of performing supporting individual tasks and tasks required in the next lower level course, e.g. basic training and SMCT.

j. If age 40 or over, have completed a cardio vascular screening as part of their PHA within the last five years (See page 46).

3. PHYSICAL PROFILE INFORMATION:

a. Soldiers may enroll with a non-performance temporary profile (i.e. shaving and other non-performance related issues). The profile **MUST NOT** prevent them from meeting all physical tasks and the physical graduation requirements, such as taking and passing the APFT and carrying load bearing equipment during the STX.

1) Temporary profile exceptions: Soldiers will train within the limits of their profiles. If a Soldier on a temporary profile cannot complete all the events of the APFT or meet all the physical requirements, he or she will not be allowed to enroll in BLC.

2) Permanent profiles: Soldiers possessing permanent profiles 3 or 4 must provide a copy of the DA Form 3349, with signatures from profiling officer, and the approving authority (a physician). Commanders do not need to sign unless they disagree with the profile findings. P2 profiles require only doctor's signature. Soldiers possessing permanent profile designators of "3" or "4" who have been before an MMRB, awarded medical limitations, and are allowed to retain their occupational classification, will be allowed to attend various courses and train within the limitations of their profile.

3) Pregnant Soldiers: A Soldier who is pregnant prior to the course may not attend BLC until medically cleared. If she is diagnosed as pregnant while attending BLC, then she may continue; however, the Soldier must provide written documents from the doctor that state she can participate in the course's physical requirements. Soldiers medically dismissed for pregnancy after enrollment are eligible to return to the course when medically cleared.

4) Physical requirements: Soldiers must be able to participate in **ALL** BLC physical requirements based upon the limitations of their profiles (Note: This means a profile cannot restrict your ability to perform the physical requirements. Only exceptions are as noted for P3/P4 as noted para 3.a.2). Students must participate fully in negotiating a Land Navigation Course and the Situational Training Exercise (STX) within the following parameters:

- a. Pass APFT
- b. Conduct, demonstrate, and lead physical fitness training
- c. Negotiate rough terrain under varying climatic conditions
- d. Walk a minimum of 3200 meters with load carrying equipment (LCE) in a minimum of three hours
- e. Lift and carry all required packing list items (OCIE and CTA 50-900) for short distances
- f. Carry a 48 pound combat load that contains mission essential equipment (weapon, helmet, uniform, LCE included in 48 lbs.)
- g. Lift and carry fuel, water, ammo, MREs or sandbags
- h. Low crawl, high crawl and rush for three to five seconds
- i. Move over, through and around obstacles
- j. Carry and fire individually assigned weapon

b. Wounded Warrior: Commandants will not deny enrollment or disenrollment of Soldiers based on physical profiles resulting from MMEB or MEB rulings. These Soldiers can attend PME and MOS courses. These are Soldiers who previously were unable to meet course requirements as a result of physical limitations that have been formally acknowledged by either the wounded warriors program and/or a permanent profile as a result of a MOS/medical retention board or medical evaluation board, and are properly documented using the military physical profile for physical condition/stamina, upper extremities, lower extremities, hearing/ear, eyes, and psychiatric (PULHES) code. Commandants are authorized to adjust or waive graduation requirements to these soldiers for enrollment and attendance at professional military education courses (PME) and military occupational specialty (MOS) courses due to reclassification.

c. Soldiers with profiles will arrive with a current DA FORM 3349. The current version of the physical profile is the “e-profile” dated SEPT 2010. Any previous version of the Physical Profile is obsolete and will not be accepted.

d. The Fort Drum NCOA will deny enrollment to Soldiers failing to meet any one of the above prerequisites. Commandants may not supplement these mandatory enrollment requirements.

4. GENERAL INFORMATION

a. Soldiers reporting for training must have in their possession a completed, current, and properly signed pre-execution checklist and all other required documentation. If a Soldier reports for training without a checklist signed by himself and his Commander or Command Sergeant Major, the Commandant has the discretion to refuse enrollment based on lack of preparedness. The unit Commander's/First Sergeant's signature on the pre-execution checklist certifies that the Soldier meets all course prerequisites.

b. Soldiers who were previously enrolled and were denied, released, or dismissed from the course must have their chain of command coordinate with the NCOA Commandant prior to attendance.

c. Soldiers arriving on zero day are to bring the following additional documentation (See pages 35-49 for examples):

- 1) Current ERB (printed within 7 days prior of course start and with updated [within 12 months of the graduation date] PHA Date. If PHA is not updated on the ERB, bring a print out of MEDPROS page showing PHA completion date) (Page 40)
- 2) Copy of valid vehicle registration, insurance, and drivers' license (Page 47)
- 3) Valid and current Information Awareness training certificate (Page 43)
- 4) Student and Leader Signature page found at end of this student guide (Page 31/39)
- 5) Attachment Orders (Example on page 36)
- 6) All physical profiles (obsolete versions will not be accepted. Must be SEP 2010 e-profile or later Physical Profile; must be within 5 years) (Page 45)
- 7) DA 87 (proof of SSD Level I completion) (Page 42)
- 8) DA Form 705, APFT Card (Within 60 days) (Page 44)

d. All students will report to NCOA Quad (Auditorium, in winter if Quad is covered by snow and ice) by 0630 hours for roll call and accountability in Army Combat Uniform with ID card/tags, assigned weapon carried at low-ready, NVGs, and all above-listed Packet Requirements. Packing list items may remain in the students' vehicles until directed by their cadre to layout their gear. Initial brief, roll call and accountability will begin 0630 hours by the BLC Branch Chief (Please see NCOA strip map on page 49).

e. Soldiers missing packing list items, required paperwork, or producing unserviceable or dirty packing list items, (see "BLC Packing LIST, page 26-30) will have 72 hours to provide all required missing documents and/or items. Soldiers who fail to provide required missing documents in the established time line will be disenrolled and returned to their unit. The NCOA Commandant has the discretion to deny enrollment based on lack of preparedness for missing, unserviceable, and/or dirty equipment. If the student is permitted to be enrolled, he/she will be counseled in writing as to the amount of time he/she will have to acquire and or clean deficient equipment and/or rectify paperwork deficiencies.

Any student failing to meet that timeline will be recommended to the Commandant for dismissal from the course.

f. Soldiers' haircut, appearance, and tattoo(s) must be in accordance with AR 670-1 in order to be admitted into BLC. IAW AR 670-1, para 3-2, Hair and fingernail standards and grooming policies; para 3-3, tattoo, branding and body mutilation; para 3-4, jewelry; para 3-10, eyeglasses, sunglasses and contact lenses; para 3-7, required or prohibited wearing of the Army uniform). Violation of areas within AR 670-1 that are punitive in nature will subject a Soldier to administrative/adverse action to include denial of entry or dismissal from BLC.

g. All students must have a Fort Drum unclassified computer access account with CAC card and know their PIN in order to access class documents. TDY students need to contact the NCOA at least 30 days prior to the start of class in order to coordinate for a temporary account. (New NEC accounts typically require 2-3 weeks to activate. **(Visitor accounts will not work)**)

h. No alcohol will be consumed at any time while attached to the NCOA, to include during Commandant's time. Commandant's time is defined as any time Soldiers are released from the Academy area while attached to the NCOA. This includes all weekends.

i. There is a **NO CELL PHONE** usage policy during the duty day while attached to the NCOA. Students will not have their cell phones in their possession, (i.e. BLC barracks room, platoon dayroom, or academy dayroom, etc.), with the exception of students with special circumstances cleared by the Senior Small Group Leader.

REFERENCES:

AR 350-1, Chap 3; AR 614-200; AR 635-200, para 5-14; TRADOC Reg 351-10, Chap 2, para 2- 6; and DA MSG, R 251850Z JUL 01, DA WASHINGTON DC//DAMO-TR. SUBJECT: Clarification and Reinforcement of Army Training Policies

SECTION III - COURSE GRADUATION REQUIREMENTS:

1. REQUIREMENTS: To graduate the Basic Leaders Course, Soldiers must pass all graduation requirements. Students must score 70 percent or higher, or a passing score, on all of the following evaluated areas:

- a. Army Physical Fitness Test / Height / Weight
- b. Conduct Army Physical Readiness Training
- c. Conduct Individual Training
- d. Conduct Squad Drill
- e. Communicate in Writing
- f. Oral History Brief

g. Demonstrated Leadership Evaluation (Garrison)

h. Demonstrated Leadership Evaluation (Tactical). Perform as a leader of a squad/team in a tactical field based environment during the conduct of a Situational Training Exercise (STX).

i. Land Navigation (75%)

j. Leadership Exam

k. Training Exam

l. Warfighting Exam

2. GRADUATION:

Graduation is held on the last day of the cycle at the multi-purpose auditorium (MPA) during the winter months or NCO Academy Quad during summer months. Students will rehearse the day prior and/or on the day of graduation. The uniforms for graduation are the Army Combat Uniform (ACU) or Army Service Uniform (ASU) for students and duty uniform for guests. Family members are highly encouraged to attend.

SECTION IV - ACADEMIC RECOGNITION:

All students who have exceeded course requirements will be recognized upon completion of the course. In order for a student to be considered for any academic award, that student must achieve an initial passing score in all tested and evaluated areas, receive no adverse counseling, and have an overall course performance which is demonstrative of the "Whole Soldier" concept.

1. DISTINGUISHED HONOR GRADUATE:

This recognition will be given to the graduate who achieves the highest cumulative grade point average, and meets ALL requirements for Commandant's List (as detailed in below paragraph). Awardees receive an Army Achievement Medal, an NCO Academy plaque and coin, and a DA Form 1059 (Academic Evaluation Report) that reflects the achievement.

2. COMMANDANT'S LIST:

This recognition will be rendered to the Soldiers whose cumulative grade point averages comprise the top 20% of all enrolled Students. Awardees receive a DA Form 1059 (Academic Evaluation Report) that reflects achievement.

Commandant's List Criteria:

a. Soldier will have no negative counseling, received a first time "GO" on all graduation requirements, passed the APFT and met HT/WT/Tape as per AR 600-9.

b. Soldier will have attained a cumulative GPA of 90% or greater.

c. Soldier will have received at least 3 superior ratings (SUP) on DA Form 1059 block 12, as determined by the criteria below:

- 1) "SUP" rating in block 12a = a score of 90% or greater in the Written Communication assessment alone.
- 2) "SUP" rating in block 12b = an average of 90% or greater for the sum of scores in the Physical Readiness Training, Oral History, and Individual Training Session evaluations.
- 3) "SUP" rating in block 12c = an average of 90% or greater for the sum of scores in the Garrison and Tactical Leadership evaluations.
- 4) "SUP" rating in block 12d = received no adverse developmental counseling relating to poor class participation, disruptive behavior, etc; consistently participated in classroom discussions and projects above and beyond that of their fellow students; voluntarily provided assistance to fellow students in understanding difficult teaching points.

3. SFC JARED C. MONTI LEADERSHIP AWARD:

This award is presented to the student who demonstrates the best performance before a board convened with the purpose of determining leadership potential as illustrated through poise, knowledge, and character. Students eligible to appear before the Leadership board will have no adverse counseling, and will have received a Superior in his/her Leadership evaluation. This is a subjective award. Each platoon will nominate eligible peers as they see fit. Nominees will be vetted through a platoon vote as well as a packet review conducted by the respective Senior Small Group Leader; the nominee receiving the most votes will represent the platoon at the board. The board members will consist of the BLC Branch Chief or BLC 1SG, Chief of Training, and either the Chief of Operations or a Senior Small Group Leader. Awardees will receive a Certificate of Achievement, a Commandant's coin, and a DA Form 1059 that reflects the achievement.

4. ACADEMIC EVALUATION REPORT:

The Academic Evaluation Report (AER) is designed to portray the accomplishment and the potential that an individual demonstrates while attending the NCO Academy. The DA Form 1059 is prepared immediately before graduation or in conjunction with a dismissal. The student must ensure that he/she has a copy of the DA Form 1059 in his/her possession, and that all personal data is correct on the DA Form 1059 before departing the Academy.

SECTION V - OUT-PROCESSING:

1. CLEARING PROCEDURES:

The following tasks are to be completed at the time of out-processing:

- a. Student books/materials are recovered, inventoried, and stored.
- b. The student's weapon and NVGs are picked up by unit, and any TA-50 or Academy weapons drawn from supply by TDY Soldiers are cleaned and returned by 1200 hrs. the day prior.

- c. Comprehensive end of course developmental counseling. A copy of developmental counseling is given to the student.
- d. Student's Academic Evaluation Report (DA Form 1059) prepared.
- e. DA Form 1059s, diplomas, and certificates issued following graduation.
- f. Classrooms and barracks inspected for cleanliness and order.

2. CATEGORIES OF RELEASE

The Commandant may release students prior to graduation. There are numerous ways for students to be released from the course, but the most common are:

- a. **Administrative release:** Compassionate action for emergencies requiring the Soldier's attention such that his/her attendance at BLC is no longer feasible (Soldier's unit must submit this request).
- b. **Medical release:** If a student is unable to complete all requirements of the course due to serious illness, injury, or prohibitive (temporary) profile.
- c. **Motivational dismissals:** Results after counseling proves to be ineffective and unsuccessful in correcting a student's performance.
- d. **Disciplinary dismissals:** Results from violations of the Uniform Code of Military Justice, violations of school policies and/or conduct unbecoming of a Noncommissioned Officer.
- e. **Academic dismissals:** Results if a student fails any examination or evaluation, and is unable to pass the subsequent retest or reevaluation.

SECTION VI - NCOA POLICIES & PROCEDURES:

1. PURPOSE:

This section outlines general policies of the Academy and explains the standards of behavior, conduct and performance expected of students. To develop a sense of responsibility, all students are managed as Noncommissioned Officers. The program is designed to test each student, every day on every aspect of performance. Students organize teams, squads, platoons and themselves to carry out assigned tasks to the highest standards. The ultimate goal is excellence and all BLC students are expected to attain it.

2. CHAIN OF COMMAND:

The Student Chain of Command is designed to give each student the opportunity to function in various leadership positions throughout the course. Each student will hold a minimum of two leadership positions throughout the course. Students will exercise the authority and assume the responsibilities of the position they are holding. Students must understand that while at BLC, they must respond to the orders of the student chain of command without hesitation, regardless of a student's actual rank. Any student caught "pulling rank" on other students of lesser actual rank will be disciplined accordingly. The combined student/cadre chain of command for students attending BLC is listed below:

- a. Student Team Leader
- b. Student Squad Leader
- c. Student Platoon Sergeant
- d. Student First Sergeant
- e. Small Group Leader
- f. Senior Small Group Leader
- g. BLC 1SG
- h. BLC Branch Chief
- i. Deputy Commandant
- j. Commandant

3. OPEN DOOR POLICIES:

a. BLC 1SG: Any student that has a problem may request to see the BLC 1SG, provided that they have attempted to resolve the problem with either the Small Group Leader, or the Senior Small Group Leader.

b. Deputy Commandant: Any student that has a problem may request to see the BLC Branch Chief, provided that they have attempted to resolve the problem with either the BLC 1SG, Senior Small Group Leader, or the Small Group Leader.

c. Commandant: All students should try to resolve their problems through the BLC Chain of Command. If the problem cannot be resolved this way, the student may then request to see the Commandant.

4. SEXUAL HARRASSMENT & FRATERNIZATION:

a. Sexual Harassment is a type of sex discrimination. Sexual harassment violates acceptable standards, and interferes with mission accomplishment and unit cohesion. It is the attempt to control, influence, or affect the career, pay, or job of a Soldier or civilian employee by using sexually oriented behavior. Any verbal comments, gestures, or physical contact of a sexual nature will not be tolerated.

b. Fraternization between students and cadre will not be tolerated. Infractions will be investigated and handled accordingly.

5. VISITORS' POLICY:

The only authorized visitors are sponsors and the chain of command. All visitors must park in the parking lot located next to BLDG # 515. All visitors will be in duty uniform. If visiting on the weekend and/or training holiday, visitors will be in ACU uniform. Student living areas are off limits to visitors. If adverse weather conditions exist, the Academy day room may be utilized for visits with sponsors on weekends and/or training holidays.

6. STUDENT STANDARDS OF CONDUCT AND RESPONSIBILITIES:

The Noncommissioned Officers Academy is dedicated to the principle of "Lead by Example." Standards are high, yet attainable. The conduct of student personnel must be in compliance with Department of the Army, 10th Mountain Division (LI), Fort Drum and NCOA regulations and policies. Students are representatives of the Noncommissioned Officers Corps and are expected to conduct themselves accordingly. Military courtesy and discipline is emphasized and enforced.

a. THE HONOR CODE: Honor is the guiding principle of every endeavor involving the profession of a Soldier. Integrity is a basic attribute demanded of every Noncommissioned Officer. This personal quality requires, among other things, that "your work be uniquely your own." Examinations and performance-oriented training evaluations are given throughout the course. Moreover, each individual student prepares presentations that are likewise assessed and count towards the student's GPA. This work is evaluated based on individual effort. Therefore each student's work will be original in every way. Any and all duplication of another student's work will be considered a direct violation of the Honor Code. While students are encouraged to work together towards common goals, the final result must be original. The honor system does not cease with academic honor and integrity. It also applies to the observance and adherence to rules, regulations, and policies. To knowingly violate a rule, regulation or policy, whether discovered or not, is a discredit to your own word and honor. It is your responsibility as a student and a Noncommissioned Officer to report violations of rules, regulations and policies immediately to the chain of command. Failure to do so is a lie of omission, a violation of the Honor Code, and grounds for dismissal. The following is a list of examples of Honor Code violations. These are only examples and this list should not be interpreted as all inclusive:

- 1) Cheating: Any attempt to provide or receive unauthorized assistance for a written test or any evaluation.
- 2) Plagiarism: The use of another person's ideas or written work with the intent of presenting the work as the student's own.

- 3) Unauthorized documents: Unauthorized documents or information includes tests, solutions, study guides, instructional material or any other documents obtained without proper permission from the Small Group Leader or not authorized by the Small Group Leader / Instructor for student use at the time the student uses or intends to use the document.
- 4) Forgery: Any alteration or misuse of scorecards, document or academic records.
- 5) Lying: Or otherwise furnishing false or incomplete written/verbal information with the intent to deceive.

b. MILITARY COURTESY:

When addressed by or addressing an officer you will remain at the position of attention until told otherwise. When a field grade officer or a general officer enters the Academy area, the first person to recognize them as such will call "ACADEMY ATTENTION." While in the classroom when class is in session, "ATTENTION" will not be called. If a group is outside or in a break area, the first person to recognize the officer will call the group to attention and render the proper courtesy accompanied by the greeting of the day.

When addressed by or addressing a Noncommissioned Officer you will remain at parade rest. When a 1SG/MSG or higher enters the NCO Academy area the first person to recognize them as such will call "AT EASE." While in the classroom when class is in session, "AT EASE" will not be called. If a group is outside or in a break area, the first person to recognize the Noncommissioned Officer is approaching will call "AT EASE" and render the greeting of the day. The greeting of the day will be rendered to officers and Noncommissioned Officers alike.

c. MARCHING AND FORMATION:

Student leadership will be in place and responsible for student movement to and from all formations and appointed places of duty on Academy grounds. While in formation students will conduct themselves as professional Soldiers. The practice of calling cadence is encouraged; however the use of "Jody calls" and/or any cadence that can be construed as distasteful or disrespectful is strictly prohibited. Soldiers will use only routes that have been prescribed for movement and will remain on Academy grounds for all movements. The student leadership will ensure that all safety measures are enforced (i.e. road guards with reflective vests and flashlights, minimum of two in front and two in the back of formations in the case of PT formation).

Formations are held by the student chain of command and the report will be given to the SGL present. Once the command "Fall In" is given, anyone outside the formation will be considered late or absent and will receive disciplinary counseling and may be recommended for dismissal from the course. Student leaders will station themselves so as to exercise the maximum possible control over the formation IAW FM 3-21.5 (Drill & Ceremonies).

7. WEAR & APPEARANCE OF THE MILITARY UNIFORM:

Uniforms will be worn IAW Army regulation at all times. Each student must strive to maintain the high standards which are representative of all professional Soldiers in the Noncommissioned Officers Corps, and will conform to the standards prescribed by AR 670-1. All students will maintain a clean and neat military appearance at all times. Male Soldiers will shave prior to first formation each day. Mustaches are authorized, but must be in compliance with AR 670-1.

Females with excessive facial hair must remove the hair or trim the hair; otherwise they must have an appropriate profile. Jewelry is to be worn IAW AR 670-1. Clothing will be clean and serviceable. Unit insignia, chevrons, nametags, US Army tags, and cloth badges will be correctly positioned IAW AR 670-1 and DA Pamphlet 670-1.

a. IPFU/APFU - The Improved Physical Fitness Uniform or the Army Physical Fitness Uniform will be worn during PT. Seasonal IPFU uniform will be announced the night prior with adjustments the morning of. See AR and DA Pam 670-1, Chapter 12 for guidance on the IPFU.

b. ACU – Soldiers will be authorized to wear the Army Combat Uniform (ACU) based on the Operational Camouflage Pattern. The various combinations of uniform items and ACU patterns Soldiers will be authorized to wear after 1 July 2015 until the full transition is complete on 1 October 2019. During the transition period, Soldiers will be authorized to wear uniforms based on three camouflage patterns:

1) Operational Camouflage Pattern

2) Operation Enduring Freedom Camouflage Pattern

3) Universal Camouflage. After 30 September 2019, only ACUs (with new accessories) in the Operational Camouflage Pattern will be worn.

c. Patrol Caps – The patrol cap is the only authorized headgear worn with the duty uniform in the Academy area. Patrol caps will be worn IAW AR 670-1. During the winter months, Soldiers are authorized to wear the micro-fleece cap as the primary headgear during periods when the temperature is 32 deg. F or below. All guidance for wear and appearance of the micro-fleece cap can be found in the Fort Drum Blue Book.

d. Berets – The beret is worn at the NCOA for ceremonial functions and during the Commandant's Inspection. It is to worn so that the headband (edge binding) is straight across the forehead, 1 inch above the eyebrows. The flash is positioned over the left eye, and the excess materials is draped over to the right, ear, extending to at least the top of the ear, and no lower than the middle of the ear. Personnel will cut off the ends of the adjusting ribbon and secure the ribbon knot inside the edge binding at the back of the beret. When worn properly, the beret is formed to the shape of the head; therefore, Soldiers may not wear hairstyles that cause distortion of the beret.

e. Jewelry – Soldiers may wear a wristwatch, a wrist identification bracelet, and a total of two rings (a wedding set is considered one ring) with Army uniforms, unless prohibited by the Commander for safety or health reasons. Any jewelry worn must be conservative and in good taste. Identification bracelets are limited to medical alert bracelets and MIA/POW identification bracelets. Soldiers may wear only one item on each wrist.

f. Body Piercings – When on any Army installation or other places under Army control, Soldiers may not attach, affix, or display objects, articles, jewelry, or ornamentation to or through the skin while they are in uniform, in civilian clothes on duty, or in civilian clothes off duty (this includes earrings for male Soldiers). The only exception is for female Soldiers, as indicated in AR 670-1 paragraph 3-4d. (The term “skin” is not confined to external skin, but includes the tongue, lips, inside the mouth, and other surfaces of the body not readily visible).

g. ID Tags – ID Tags will be worn at all times.

h. Fort Drum Pamphlet 600-5, dated 20 April 2015 will be carried by Soldiers attending BLC at all times except while conducting physical training.

8. STUDENT ATTENDANCE:

Disciplinary dismissal will result from any unauthorized absences. A recommendation of appropriate UCMJ actions will also be forwarded to the chain of command. Attendance is mandatory for all classes. Students missing more than two hours of training will be considered for release from the course. Student may not miss any part of a graduation requirement. If an absence is foreseen, prior coordination with the Small Group Leader (SGL) is required. In the case of an emergency, the Senior SGL, BLC 1SG and BLC Branch Chief will be notified immediately; if unavailable notify the SDNCO at (315) 778-8187.

a. Ordinary Leave: Ordinary leave and special passes are not authorized while a student is at the NCO Academy.

b. Emergency Leave: In the event of an emergency requiring leave, Soldiers will be administratively released from the course. To expedite processing, the unit should immediately notify the NCO Academy Operations Office (or SDNCO, if after duty hours) and deliver any Red Cross messages with a unit letter of release.

c. Passes: The following pass restrictions apply to all students:

1) Pass is only authorized during scheduled Commandant's time, and will not exceed the limits of Fort Drum cantonment area and local area.

2) No alcohol will be consumed at any time.

d. Commandant's Time: This time is reserved to satisfy haircuts for graduation, as well as Post Exchange and military clothing and sales store visitation as it pertains to needs for graduation. Students should also use Commandant's Time to study and/or complete written assignments and for preparation of Individual Training Sessions.

e. Sick Call:

1) Emergency and routine sick call will be handled through your SGL or the SDNCO.

2) DD Form 689 (sick slip) will be obtained from your Small Group Leader or SDNCO.

3) Student will arrange for transportation through their sponsors. Time of departure and return will be annotated appropriately on DA Form 4856 for any missed training.

4) During field training exercises, sick call screening is conducted in the field.

5) Quarters, for medical reasons, will result in an administrative release. Pending a determination of their status, Soldiers receiving quarters will be billeted in the Academy. Soldiers receiving profiles will continue to train to the maximum extent of their profile, pending an evaluation by the Commandant for continued enrollment.

6) Sick Call is conducted at 0700 hours Monday- Friday at their respective units TMC. TDY Soldiers will go to the CTMC with the SDNCO or Duty Senior. Sick call times do not negate a student's mandatory attendance requirement at normally scheduled formations prior to 0700.

7) Sick call on weekends/Holiday or after hours is conducted in the closest local Emergency Room.

SECTION VII - BILLETS & BOARD:

1. PURPOSE:

Students are not required to reside in the NCO Academy billets. However, designated billets for male and female Soldiers are available. During periods of severe weather (e.g. lake effect snow storms), students will be required to stay in NCOA billets. Students are NOT authorized to leave the NCOA once the Commandant determines the need to safeguard students in the NCOA billets. NCOA buildings and grounds will be maintained to a high state of order and cleanliness at all times. While residing in NCOA billets, students will adhere to the following guidelines:

a. Quiet hours are from 2200-0500. Lights-out will be IAW the current class training schedule. Students will be in their designated billets during quiet hours.

b. The SDNCO will conduct a check at quiet hours (2200) to ensure all students are in their billets and Academy-wide quiet hours are being observed.

c. There is no use of tobacco products in billets or any building at the NCO Academy. Students are allowed to smoke in designated areas only. Gambling is strictly prohibited. Loud, profane, or boisterous behavior is also prohibited. No student may enter or visit the room of a Soldier of the opposite sex unless he or she is a member of the current student chain of command, conducting official military business and accompanied by NCOA cadre for such a purpose. Consumption of food and drinks in the barracks is unauthorized.

2. MAINTENANCE:

Everyone is responsible to report through the student Chain of Command anything inoperative, broken, damaged, or missing throughout the Academy area. The Student First Sergeant will turn in a consolidated list of maintenance requirements to the Senior Small Group Leader for each platoon. The student NCO Support Channel is responsible for the upkeep and police of the Academy buildings and outside areas. Areas of responsibilities are inspected daily. These areas are itemized for specificity below:

a. Barracks: The following will be accomplished before first class of each day:

1) Floors cleaned

- 2) Windows and window sills cleaned and dusted
- 3) Wall lockers properly displayed
- 4) Trash cans emptied
- 5) Lights out when not in use
- 6) Bay will be properly ventilated when weather permits
- 7) Footgear cleaned and properly displayed
- 8) Top of wall lockers cleaned
- 9) Base boards cleaned
- 10) Beds made

b. Latrines: The following will be accomplished before the first class of the day:

- 1) Floors cleaned and mopped
- 2) Urinals and commodes cleaned
- 3) Toilet tissue in each stall
- 4) Windows and window sills cleaned and dusted
- 5) Trash cans emptied
- 6) Lights out when not in use
- 7) Pipes and doors cleaned and dusted
- 8) Water spots and stains removed from all fixtures
- 9) Sinks cleaned
- 10) Shower room walls/floor cleaned

c. Laundry Rooms: The following will be accomplished before the first class of the day:

- 1) Floors cleaned and mopped
- 2) Washers/dryers cleaned, doors/lids opened, dryer screens cleaned
- 3) Wall lockers properly displayed and aligned
- 4) Brooms stored with heads up (lint free)

- 5) Lights out when not in use
 - 6) Mops cleaned and stored outside on mop racks
 - 7) Cleaning material stored in a neat manner
- d. Classrooms: The following will be accomplished before lights out at 2200:
- 1) Floors cleaned
 - 2) Windows and window sills cleaned and dusted
 - 3) Furniture cleaned, dusted and aligned
 - 4) Lights out when not in use
 - 5) Base boards cleaned
 - 6) Desk tops clean, neat and orderly

4. MEAL PLAN:

Basic Leader Course students will be released for most meals. During the STX and while conducting Land Navigation or certain Academy events, students are provided meals when the opportunity to eat at the dining facility is not available. It is the responsibility of each unit S-1 to deduct accordingly for those students receiving Basic Allowance for Subsistence with dependents (BAS) in those circumstances.

5. UTILITIES & STORAGE:

a. Excess baggage will be marked with name, rank, and student number and will be stored in a designated area within the Academy billets IAW CAM Reg 190-1.

b. Privately owned vehicles must be parked IAW applicable traffic laws and seasonal parking bans; Soldiers attending BLC may not park in areas designated for cadre.

SECTION VIII – PHYSICAL SECURITY:

SENSITIVE ITEMS SECURITY:

Positive control of weapons and sensitive items will be constantly maintained. Students not in physical possession of their assigned weapon during the Situational Training Exercise will be recommended for disciplinary release. Weapons, NVGs, and any other sensitive items, will be accounted for at all times from the time the weapon is issued until it is turned over to the Sponsor the day prior to graduation. Weapons and sensitive items will be within an arm's reach at all times unless secured in the NCOA Arms Room.

UNAUTHORIZED WEAPONS:

Unauthorized personally owned weapons will be confiscated, and the student released from the course. Hand tools and knives with blades up to 3 inches in length may be retained (Leatherman tools / Gerber tools). Absolutely NO "field knives," "switch blades," or "gravity knives" are allowed at this Academy and are illegal in the state of NY.

WALL LOCKER SECURITY:

When assigned a room in the NCOA billets, wall lockers will be secured when not in use by the assigned student, and from the start of quiet hours until first call. Excess cash will not be brought to or stored in the Academy area. At no time will loose change, checkbooks, credit cards, Social Security Numbers or high value items etc., be left unsecured in the billets. These items must be secured in the wall locker when not in use.

AREAS OFF LIMITS TO STUDENTS:

- a. The Commandant's entrance to Building T-515 (entrance on Lewis Ave).
- b. Building T-513, unless escorted by a cadre member.
- c. Cadre offices, unless told to report.
- d. Cadre billets and/or latrines.
- e. Female Billets (off limits to male Soldiers and vice versa).
- f. All grass. Students will only use designated walkways for movement within the Academy area.
- g. Any areas listed as off limits or restricted areas IAW current 10th Mountain Division (LI) and Fort Drum policy letters.

SECTION IX - SAFETY:

- a. A deliberate risk assessment worksheet will be prepared for each major training activity/operation IAW AR 385-10 and DA Pam 385-1.
- b. A daily deliberate risk assessment will be prepared by each classroom's ranking student leader. The student leader and SGL will review and correct the student leader's daily risk assessment prior to the start of training. Both the student leader and SGL will sign the daily deliberate risk assessment.
- c. BLC's daily deliberate risk assessment during Field Training will be posted in the classrooms. The BLC Branch Chief and BLC 1SG will update it based on changes to hazard(s), probability or residual risk.

d. The BLC Branch Chief, BLC 1SG and Senior SGLs will maintain good communications with all elements and range control in order to keep everyone abreast of any risk assessment changes, heat/cold weather categories, and control measures. SGLs will continually reevaluate their risk assessments as well. Be particularly alert for new or changing hazards and notify cadre of needs or concerns.

SECTION X - PRIVATLY OWNED VEHICLES

a. POV's are authorized by students attending the course and must have a valid drivers license, vehicle registration, proof of insurance and vehicle inspection. Student POV's will be parked in the student parking area (See page 49).

b. Loud Noise: Soldiers will not operate vehicles with radios or other such loud systems at a volume that impairs the drivers ability to hear outside sounds or another vehicles horn. Playing a radio, CD player, stereo, or any sound system too loud, in a vehicle, walking on the street, in the barracks, or in housing is prohibited. No audio equipment may be played loudly enough to be heard more than 30 feet away. Fort Drum quiet hours are between 2100-0800, no loud or unusual noises during this time (IAW Fort Drum Blue Book).

c. TA 50 storage is not authorized in a POV.

d. Motorcycle use is **NOT AUTHORIZED** by any student while in attendance to BLC. This includes duty days and Commandants time (weekends).

BLC PACKING LIST

This section of the website contains the packing/TA-50 list for the course. When preparing your equipment and uniforms for BLC, ensure that you read and comply with notes starting on page 24 of this Student Guide. NOTE: The summer packing list is from 1 May through 30 September. The winter packing list is from 1 October through 30 April. The appropriate seasonal packing list will be determined by the start date of the class.

DO NOT PURCHASE NEW EQUIPMENT OR CLOTHING FOR BLC. THE ONLY REQUIREMENT IS THAT EQUIPMENT AND CLOTHING MUST BE CLEAN, SERVICEABLE, AND PRESENT.

TA-50 / and Combat Equipment

Description	Required Winter (1 OCT – 30 APR)	Required Summer (1 MAY – 30 SEP)	On Hand
INDIVIDUAL ASSIGNED WEAPON WITH SLING (Rifle, M16A2 or M4 only-STRIPPED (no optics, etc)) (SEE NOTE 7)	1	1	
MAGAZINES	7	7	
NIGHT VISION GOGGLES WITH ALL APPROPRIATE BII (SEE NOTE 7)	1	1	
APPROPRIATE BLANK FIRING ADAPTER (BFA) FOR M16A2/M4 (Red for M16 and Yellow for M4)	1	1	
WEAPONS CLEANING KIT COMPLETE	1	1	
ASSAULT PACK	1	1	
LENSATIC COMPASS (Army issue, no GPS styles) NSN: 6605-01-196-6971	1	1	
HELMET (ACH) COMPLETE: The ACH will be complete with ACU cover, 7 pad suspension system, retention system (chinstrap), camouflage band, and NVG mount. Soldier's last name in block letters centered on the front of the camouflage band (may be offset with the NVG mount). Soldiers will not be required to have rank attached to camouflage cover beneath the NVG mount. [NO CAMO net or other unit specific extra	1	1	
IOTV / IBA w/o SAPI: The following components must be included: IOTV (yoke/collar front and back assembly) IBA (neck protector, yoke and collar outer shell, groin protector)	1	1	
MOLLE COMPLETE (rucksack, external frame, shoulder strap assembly, kidney pad, 2x sustainment pouches)	1	1	
FLC (Must have MOLLE Small Arms Cases, enough to carry 6 magazines)	1	1	
IFAK COMPLETE (IFAK case, Insert with folding panels and cord attached, Two pair of latex gloves, Adhesive Tape Surgi- cal 2" 6's Roll, Bandage Gauze 4-1/2", Bandage Kit, Elastic, Tourniquet)	1	1	
HYDRATION SYSTEM (CAMELBACK)/ CIF-RFI ISSUE	1	1	
ELBOW PADS (CIF ISSUE)	1 PAIR	1 PAIR	
KNEE PADS (CIF ISSUE)	1 PAIR	1 PAIR	
EAR PLUGS WITH CASE	1	1	
FLASH LIGHT OR HEAD LAMP WITH BATTERIES AND RED LENS	1	1	
PONCHO	1	1	
PONCHO LINER	1	1	
WET WEATHER PARKA	1	1	
WET WEATHER TROUSERS	1	1	
SLEEP SYSTEM, COMPLETE to include :(Foliage Patrol Bag, Urban Intermediate Bag, Waterproof Bivy Cover, Foliage - Small Stuff Sack, Foliage Large Stuff Sack)	1	1	
WATERPROOF BAG	2	2	

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EYE PROTECTION (AUTHORIZED PROTECTIVE EYEWEARLIST APPROVED ONLY) http://www.peosoldier.army.mil w/CLEAR and SHADED Lenses (with Inserts if applicable for eyeglass wearers)	1	1	
MICRO FLEECE CAP (with or without/ 10 TH MTN DIV logo)	1	0	
GEN 3 ECWCS SOFT SHELL JACKET or GORTEX PARKA WITH RANK AND NAMETAPE	1	0	
GEN 3 ECWCS SOFT SHELL or GORTEX TROUSERS	1	0	
LIGHT-WEIGHT COLD WEATHER UNDERSHIRT AND DRAWERS (Silk)	1	0	
GEN 3 MID WEIGHT COLD WEATHER OR POLY PRO TOP AND BOTTOM	1	0	
BALACLAVA	1	0	
ECW COLD WEATHER BOOTS w/Inserts	1 PAIR	0	
ECW MITTENS (Bear Paws)	1 PAIR	0	
NECK GAITER (BROWN ISSUE ONLY)	1	0	
GLOVES, BLACK GORTEX OR CIF ISSUED EQUIVALENT (RFI issued Intermediate Cold Flyers Glove may be substituted)	1 PAIR	0	
SNOWSHOES (Unit Issued)	1 PAIR	0	

DO NOT PURCHASE NEW EQUIPMENT OR CLOTHING FOR BLC. THE ONLY REQUIREMENT IS THAT EQUIPMENT AND CLOTHING MUST BE CLEAN, SERVICEABLE, AND PRESENT.

Clothing Bag Issue and Required Equipment

FOR MALE AND FEMALE

Item	Required	On Hand
STANDARDS, Fort Drum Pamphlet 600-5, dated 20 April 2015: (Commonly referred to as the Fort Drum Blue Book).	1	
ID CARD	1	
ID TAGS w/ both short and long chain, (and allergy tags if applicable)	1 SET	
BOOTS, TAN or Coyote Brown Summer (SEE NOTE 4)	1 PAIR	
BOOTS, TAN or Coyote Brown Intermediate (SEE NOTE 4)	1 PAIR	
BELT, TAN or SAND (RIGGER OR RFI ISSUED) (SEE NOTE 4)	1	
AUTHORIZED PATROL CAP (SEE NOTE 4) WITH NAMETAPE AND RANK	1	
AUTHORIZED JACKET TOP (SEE NOTE 3 & 4)	4	
AUTHORIZED TROUSERS (SEE NOTE 4)	4	
UNDERSHIRT, TAN or SAND (SEE NOTE 4)	5	
SOCKS, CUSHION SOLE (GREEN OR TAN) (SEE NOTE 4)	5 PAIR	
GLOVES, BLACK LEATHER 2 PAIRS OF INSERTS or CIF ISSUED GLOVES OF SIMILAR DESIGN	1 PAIR w/ 2 PAIR INSERTS	
IPFU/APFU JACKET	1	
IPFU/APFU TROUSERS	1	
IPFU/APFU SHORTS	2	
IPFU/APFU SHORT SLEEVE SHIRT	2	
IPFU/APFU LONG SLEEVE SHIRT	1	
RUNNING SHOES (SERVICEABLE)	1 PAIR	
SOCKS, WHITE (Solid, no markings, and above the ankle)	6 PAIR	
TOWEL, BROWN BATH	2	
SHOWER SHOES	1 PAIR	
WASHCLOTHS, BROWN	2	
EYEGLASSES WITH CASE (only if worn)	2 PAIR	
POCKET NOTEBOOK	2	

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PENS	2 EACH	
PENCILS	2 EACH	
FOOT POWDER, ANTIFUNGAL	1	
SUN SCREEN with RATING OF SPF #15 OR ABOVE	1 BOTTLE	
CLOTHES HANGARS, not mismatched	10	
WRIST WATCH	1	
550 CORD	20 FEET	
NOTEBOOK	1	
PADLOCK (KEY OR COMBINATION)	2	
BARRACKS BAG (LAUNDRY BAG)	1	
DUFFLE BAG	2	
BUTCHER BLOCK PAPER (utilized for individual class)	2 SHEETS	
PROTRACTORS; 1:50,000 SCALE (GTA 05-02-012)	2	
PERSONAL HYGIENE ITEMS(Must include the following items: Toothpaste, Toothbrush, Soap, Shaving Cream, Razors (or Electric Razor), and Deodorant	Enough to last 3 weeks	
WHISTLE, BALL	1	
SUPER FINE POINT COLORED MAP MARKERS (permanent only) WITH ERASER MARKER	1 SET	
BUSINESS CASUAL (Slacks, Short or Long Sleeve Collar Shirt and Dress Shoes	1	

DO NOT PURCHASE NEW EQUIPMENT OR CLOTHING FOR BLC. THE ONLY REQUIREMENT IS THAT EQUIPMENT AND CLOTHING MUST BE CLEAN, SERVICEABLE, AND PRESENT.

Dress Uniform Components for Females Only *SEE NOTE 1 BELOW*****

Item	Required	On Hand
BERET WITH FLASH AND UNIT CREST	1	
NECKTAB, UNIVERSAL	1	
SOCKS, BLACK OR STOCKINGS, SHEER	1 PAIR	
SHOES, BLACK	1 PAIR	
ASU SLACKS, LIGHTBLUE	1	
ASU COAT, DARK BLUE, (properly fitted, clean, and presentable) WITH AWARDS AND DECORATIONS COMPLETE (awards and decorations worn must match ERB.)	1	
COAT, BLACK ALL WEATHER (With solid gold rank affixed)	1	
SHIRT, WHITE, SHORT-SLEEVED	1	
SHIRT, WHITE, LONG-SLEEVED	1	
SHOULDER BOARDS (CPL, SGT, SSG)	1 SET	
BRASS RANK (Junior Enlisted) for Dress Shirt	1 SET	
BELT, BLACK WEB WITH BRASS TIP AND SOLID BRASS BUCKLE	1	

Dress Uniform Components for Males Only*SEE NOTE 1 BELOW*****

Item	Required	On Hand
BERET WITH FLASH AND UNIT CREST	1	
NECKTIE, BLACK	1	
UNDERSHIRT, WHITE	1	
SOCKS, DRESS BLACK, NYLON	1 PAIR	
SHOES, OXFORD, BLACK	1 PAIR	
ASU TROUSERS, LIGHT BLUE	1	
ASU COAT, DARK BLUE (properly fitted, clean, and presentable) WITH AWARDS AND DECORATIONS COMPLETE (awards and decorations worn must match ERB.)	1	

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COAT, BLACK ALL WEATHER (With solid gold rank affixed)	1	
SHIRT, WHITE, SHORT-SLEEVED	1	
SHIRT, WHITE, LONG-SLEEVED	1	
SHOULDER BOARDS (CPL, SGT, SSG) for Dress Shirt	1 SET	
BRASS RANK (Junior Enlisted) for Dress Shirt	1 SET	
BELT BLACK WEB WITH BRASS TIP AND SOLID BRASS BUCKLE	1	

DO NOT PURCHASE NEW EQUIPMENT OR CLOTHING FOR BLC. THE ONLY REQUIREMENT IS THAT EQUIPMENT AND CLOTHING MUST BE CLEAN, SERVICEABLE, AND PRESENT.

NOTES:

1. ASU Uniform must include 2 x name plates, Branch Insignia, all authorized ribbons and decorations, 2 x Unit Crests, Special Skill Badges (if authorized), and Combat Leader Tabs (if authorized). All items for Infantry personnel are authorized as well as Foreign Badges and Unit Awards. Marksmanship and Driver Badges are also authorized. Soldiers will arrive to BLC with their Dress Uniform properly fitted, clean, presentable, free of all awards, decorations, badges, and name plates.
2. All ASU items that are normally worn are authorized while attending the BLC with the exception of Jump Boots and Cavalry items. This is for uniformity purposes at the BLC graduation. No Stetsons or spurs will be worn while attending the Basic Leader Course.
3. ACU/OCP Velcro unit patches, rank, nametapes and U.S. ARMY tapes are required for two set of uniforms; pin-on special or sew-on skill subdued badges are authorized IAW AR 670-1. The Velcro, colored US Flag is the only authorized US Flag. No IR Flags are authorized for wear at this course. Name tape, US ARMY, rank, and special skills badges MAY be sewn on uniforms.
4. Soldiers will be authorized to wear the Army Combat Uniform (ACU) based on the Operational Camouflage Pattern. The various combinations of uniform items and ACU patterns Soldiers will be authorized to wear after 1 July 2015 until the full transition is complete on 1 October 2019. During the transition period, Soldiers will be authorized to wear uniforms based on three camouflage patterns. In that period, Soldiers will be authorized to wear uniforms based on three camouflage patterns: (1) Operational Camouflage Pattern (2) Operation Enduring Freedom Camouflage Pattern and (3) Universal Camouflage. After 30 September 2019, only ACUs (with new accessories) in the Operational Camouflage Pattern will be worn.
5. All uniforms and uniform components brought for wear and layout purposes must be ***clean and serviceable***. At no time will Soldiers bring uniforms or uniform components that are faded, have holes, rips, tears, stains, and are dirty or missing pieces of the component. Soldiers bringing unserviceable items to the packing list layout will not receive credit for the unserviceable item and will fall into the missing item / unserviceable category.
6. The following is a list of items that are recommended while attending the Basic Leader Course; they are NOT mandatory:

- Surefire Flashlights

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- Aviator Gloves or RFI issued equivalent
- Extra MOLLE small arms attachments (for pens, flashlights, etc)
- Baby Wipes and additional personal hygiene items for the field
- Insect Repellant (summer months)
- Chap Stick
- Undergarments
- One additional ACU Velcro Nametape (for computer workstation)
- Laundry detergent

NOTE: Personal GPS technology of any kind is unauthorized at the Basic Leader Course.

7. Soldiers will bring their M-16 or M-4 Rifle and NVGs on Zero Day, transported by the unit in a government vehicle. **Weapons will be stripped of any optics, etc, and those items will be left in the unit Arms Room.** Students will Fall In to formation with weapon slung at the low-ready. Units will pick up their Soldier's weapon and NVGs at a time TBD and briefed.

ADDITIONAL NOTES:

a. The listed items of clothing/equipment are the MINIMUM required while attending the NCO Academy. Students missing items or in possession of unserviceable items will have 72 hours to fix deficiencies. Students missing too many items during the layout **may** be denied enrollment.

b. **DO NOT PURCHASE NEW EQUIPMENT OR CLOTHING FOR BLC. THE ONLY REQUIREMENT IS THAT EQUIPMENT AND CLOTHING MUST BE CLEAN, SERVICEABLE, AND PRESENT.**

c. The Commandant reserves the right to make uniform adjustments based on weather conditions

**STUDENT AND STUDENT CHAIN OF COMMAND
ACKNOWLEDGEMENT**

****I have read and understand all information contained within the Student Guide. Additionally, I understand the consequences of packing list deficiencies, whether items are missing, unserviceable and/or dirty.

STUDENT Name and Signature

DATE

FIRST LINE LEADER Name and Signature

DATE

UNIT Commander/1SG Name and Signature

DATE



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.

THE NCO CREED

No one is more professional than I. I am a Noncommissioned Officer, a leader of soldiers. As a Noncommissioned Officer, I realize that I am a member of a time honored corps, which is known as "The Backbone of the Army". I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the Military Service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

Competence is my watchword. My two basic responsibilities will always be uppermost in my mind -- accomplishment of my mission and the welfare of my soldiers. I will strive to remain tactically and technically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All soldiers are entitled to outstanding leadership; I will provide that leadership. I know my soldiers and I will always place their needs above my own. I will communicate consistently with my soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my soldiers. I will be loyal to those with whom I serve; seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders!



10TH MOUNTAIN DIVISION SONG “CLIMB TO GLORY”



We're the 10th Mountain Infantry. With a glorious history.

On our own two feet, all our foes we'll defeat
Light Fighters marching on to victory

We go where others dare not go. In the heat or cold of snow.

We are proud to be in the Army of the Free
Climb to Glory, Mountain Infantry
Climb to Glory, the Light Infantry



THE ARMY SONG



(Sung to the tune of the original Field Artillery Song)

March along, sing our song, with the Army of the free.
Count the brave, count the true, who have fought to victory.

We're the Army and proud of our name!

We're the Army and proudly proclaim

First to fight for the right,, and to build the nation's might,
And **THE ARMY GOES ROLLING ALONG.**

Proud of all we have done, Fighting 'till the battle's won,
And **THE ARMY GOES ROLLING ALONG.**

Then it's Hi! Hi! Hey! The Army's on its way.
Count off the cadence loud and strong!

For where'er we go, You will always know that
THE ARMY GOES ROLLING ALONG!

BLC Packet Checklist

Class _____ **Start** _____ **Finish** _____

- Attachment Orders
- Pre-Execution Checklist (TRADOC Form 350-18 -2-R-E, MAY 2016)
- Student and Student Chain of Command Acknowledgment (Page 31 of the Student Guide)
- ERB (Printed within 7 day prior to course starting)
- PHA (Date within 12 months of course graduation date)
- Periodic Health Assessment Printout (If not annotated on ERB)
- Structured Self Development (SSD1) Certificate
- Annual DoD Cyber Awareness Challenge Certificate
(<https://ia.signal.army.mil/login.asp>)
- DA Form 705 dated within 60 of class start date (DA Form 5500/5501 if applicable)
- DA Form 3349 Physical Profile Form (if applicable)
- Over 40 Cardiovascular Screening (if applicable)
- Copy of Driver's License, Registration, and Proof of Insurance (must remain valid through duration of course)
- Land Navigation Memorandum



DEPARTMENT OF THE ARMY

10TH MOUNTAIN DIVISION (LIGHT INFANTRY)

NONCOMMISSIONED OFFICERS ACADEMY ← NEEDS TO CHANGE TO YOUR UNIT

515 LEWIS AVENUE

FORT DRUM, NEW YORK 13602-5000

ATZB-NDS ← Needs to change to your Office Symbol

26 August 2014

MEMORANDUM FOR Noncommissioned Officers Academy, 515 Lewis Ave, Fort Drum, NY 13602

SUBJECT: Attachment Orders

The following Sensitive Items (SI) are attached to the Unit below:

Rank	NAME	MOS	SSN	UNIT
SGT	Swann, Lynn C.	11B	123-45-6789	B Co., 2-87 IN

Action: You are attached to: NCO Academy, Fort Drum, NY 13602

Effective Date: **24 AUG 2016**

Period: **24 AUG 2016-28 SEP 2016**

Purpose: BLC

Additional Instructions: You are scheduled to attend BLC, starting **24 AUG 2016** ending on or about **28 SEP 2016**. This is a self-terminating order. If you are dropped from the course, this order automatically returns you and your weapon to your parent unit.

Example

XXXXXXXXXXXXXXXXXXXXX
 CPT, IN
 Commanding

Must be signed by an O-3/Commander. If signed by a LT, a copy of assumption of command must accompany this memorandum.

UNIT PRE-EXECUTION CHECKLIST

(FOR USE OF THIS FORM, SEE TRADOC REGULATION 350-18; PROPONENT IS TRADOC G-3/5/7, TOMA)

Fillable form; may be printed and signed manually

1. NAME: SGT Swann, Lynn C.

2. UNIT: B Co., 2-87 IN, 1 BCT

3. COURSE TITLE: Basic Leaders Course

4. REPORT DATE: 20160824

Supervisor's Initials	Soldier's Initials	PART I- UNIT PRE-EXECUTION (Day-90 to Day-1)
FH	LS	Coordination between unit and school to identify the Soldier by name and reservation status?
FH	LS	Soldier in receipt of read ahead packet, school/course information, and graduation requirements?
FH	LS	Soldier completed prerequisite course/testing? (DA Form 1059 or other completion document)
FH	LS	All required clothing/equipment in accordance with school/course information packet?
FH	LS	Soldier meets physical readiness standards of AR 350-14 (APFT within 60 days)
FH	LS	Soldier meets height/weight and body composition standards of AR 600-9?
	N/A	Soldier has Government Travel Card or Federal cash/traveler checks?
FH	LS	Individual orders received (10 copies)?
FH	LS	Soldier has current periodic health assessment?
FH	LS	Soldier meets remaining Time in Service requirement?
FH	LS	Ten (10) copies of orders?
	N/A	Transportation verified/DTS approved?
FH	LS	Soldier has current valid identification card?
FH	LS	Soldier has ID tags (1 pair)?

Unit POC List:

CDR Office: (315) 772-1234	Other: (719) 456-7890
1SG Office: (315) 772-1235	Other: (806) 321-9876
FTM Office: (315) 772-5432	Other: (903) 789-1234

Unit Fax: N/A

1SG Email: franco.harris1.mil@mail.mil

CSM Email: terry.p.bradshaw.mil@mail.mil

PART II - ROUTINE PREREQUISITES

TASK	REGULATION DATA					SOLDIER DATA						
	CL	CO	EL	FA	GM	CL	CO	EL	FA	GM		
Minimum Aptitude Score (if applicable)						112	110	108	113	116		
	GT	MM	OF	SC	ST	GT	MM	OF	SC	ST		
						118	110	112	107	109		
Color vision requirements (if applicable)												
Physical demand rating/profile (PULHES) *See Part III for PIT profiles	P	U	L	H	E	S	P	U	L	H	E	S
							1	1	1	1	1	1

Military and civilian vehicle operator license(s) (if applicable):

Military license number: **LS1234**

Expiration date: **20170830**

Civilian license number: **95-108-1234**

Expiration date: **20191015**

State: **PA**

PART III - REQUIRED DOCUMENTS

Security clearance (if applicable, attach as required)

*Permanent profile attendees (if applicable): Must have a signed copy of completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT).

All required waivers (if applicable)

Other requirements (if applicable)

Other requirements of DA PAMPHLET 611-21 not previously listed:

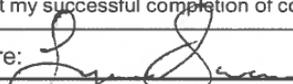
Other requirements (if applicable)

Other requirements (if applicable)

Other requirements (if applicable)

Other requirements (if applicable)

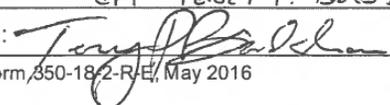
I have been counseled and have read all requirements applicable to the course I'm selected to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent my successful completion of course requirements.

Student's Signature: 

I have reviewed the above Soldier's qualifications and potential to successfully complete this course, counseled them on these requirements, and hereby verify their readiness to attend.

Commanding Officer

(typed name): **CPT TERRY P. BROSUW**

Signature: 

**STUDENT AND STUDENT CHAIN OF COMMAND
AKNOWLEDGEMENT**

****I have read and understand all information contained within the Student Guide. Additionally, I understand the consequences of packing list deficiencies, whether items are missing, unserviceable and/or dirty.

Lynn Swann
STUDENT Name and Signature

12 SEPT 2016
DATE

Franco Harris
FIRST LINE LEADER Name and Signature

12 SEPT 2016
DATE

Terry Bradshaw
UNIT Commander/1SG Name and Signature

12 SEPT 2016
DATE

Example



Medical Readiness Profile for

Overall Readiness Status: Green

Periodic Health Assessment

Your next Physical Exam is due by 2/9/2017. Your current PULHES code, which impacts your medical readiness, is: 111111.

Medical Information On File:
 Physical Exam Date: 11/9/2015
 PHA Next Date: 2/9/2017

Requirement: Soldiers with a PULHES code in this category if there is no evidence of current physical examination as defined in AR 40-501, Paragraphs 8-15, 10-8, are not eligible for deployment.

Medical Readiness Indicators

- DNA
- Dental Readiness
- HIV
- Immunization Profile
- Periodic Health Assessment
- Vision Readiness
- Hearing Readiness
- DLC Indicator

Forms

- Electronic Immunization Record
- IMR Record
- Hearing Record
- DA 7655 - Vision Summary
- Download My Profile (DA 3349)

Self-Service Links

- 68W
- Deployment Health Assessments
- Periodic Health Assessment

Get Adobe Reader

PHA completion Must be complete Within 12 months Of course graduation

Example



DEPARTMENT OF THE ARMY
CERTIFICATE OF TRAINING

This is to certify that

Lynn Swann

has successfully completed

**STRUCTURED SELF-DEVELOPMENT - LEVEL 1 (1-250-C49-
1 (DL)_)**

GIVEN AT 10/31/2013

Stanley C. Davis

Stanley C. Davis
Product Director
Distributed Learning System

DA FORM 87, 1 OCT 78

Example



DEPARTMENT OF THE ARMY
CERTIFICATE OF TRAINING

This is to certify that

E5 LYNN SWANN

has successfully completed

Annual DoD Cyber Awareness Challenge Exam (V 3.0)

Hour(s)

Example



07 July 2016

DA Form 87, 1 Oct 78



Army Physical Fitness Test Scorecard

For use of this form, see FM 7-22; the proponent agency is TRADOC.

TEST ONE				TEST TWO				TEST THREE				TEST FOUR			
DATE	GRADE	AGE	DATE	GRADE	AGE	DATE	GRADE	AGE	DATE	GRADE	AGE	DATE	GRADE	AGE	
HEIGHT (IN INCHES) WEIGHT: _____ lbs GO / NO-GO <input type="checkbox"/> / <input type="checkbox"/>				HEIGHT (IN INCHES) WEIGHT: _____ lbs GO / NO-GO <input type="checkbox"/> / <input type="checkbox"/>				HEIGHT (IN INCHES) WEIGHT: _____ lbs GO / NO-GO <input type="checkbox"/> / <input type="checkbox"/>				HEIGHT (IN INCHES) WEIGHT: _____ lbs GO / NO-GO <input type="checkbox"/> / <input type="checkbox"/>			
BODY COMPOSITION BODY FAT: _____ % GO / NO-GO <input type="checkbox"/> / <input type="checkbox"/>				BODY COMPOSITION BODY FAT: _____ % GO / NO-GO <input type="checkbox"/> / <input type="checkbox"/>				BODY COMPOSITION BODY FAT: _____ % GO / NO-GO <input type="checkbox"/> / <input type="checkbox"/>				BODY COMPOSITION BODY FAT: _____ % GO / NO-GO <input type="checkbox"/> / <input type="checkbox"/>			
PU RAW SCORE INITIALS POINTS				PU RAW SCORE INITIALS POINTS				PU RAW SCORE INITIALS POINTS				PU RAW SCORE INITIALS POINTS			
SU RAW SCORE INITIALS POINTS				SU RAW SCORE INITIALS POINTS				SU RAW SCORE INITIALS POINTS				SU RAW SCORE INITIALS POINTS			
2MR RAW SCORE INITIALS POINTS				2MR RAW SCORE INITIALS POINTS				2MR RAW SCORE INITIALS POINTS				2MR RAW SCORE INITIALS POINTS			
ALTERNATE AEROBIC EVENT TIME _____ GO <input type="checkbox"/> NO-GO <input type="checkbox"/>				ALTERNATE AEROBIC EVENT TIME _____ GO <input type="checkbox"/> NO-GO <input type="checkbox"/>				ALTERNATE AEROBIC EVENT TIME _____ GO <input type="checkbox"/> NO-GO <input type="checkbox"/>				ALTERNATE AEROBIC EVENT TIME _____ GO <input type="checkbox"/> NO-GO <input type="checkbox"/>			
NCO/IOIC SIGNATURE _____				NCO/IOIC SIGNATURE _____				NCO/IOIC SIGNATURE _____				NCO/IOIC SIGNATURE _____			
COMMENTS 1. Do you understand everything that was read and demonstrated to you? 2. Is there anything preventing you from performing all three events? NCOA.ACADEMY APFT RECORD APFT				COMMENTS 1. Do you understand everything that was read and demonstrated to you? 2. Is there anything preventing you from performing all three events? NCOA.ACADEMY APFT RECORD APFT				COMMENTS 1. Do you understand everything that was read and demonstrated to you? 2. Is there anything preventing you from performing all three events? NCOA.ACADEMY APFT RECORD APFT				COMMENTS 1. Do you understand everything that was read and demonstrated to you? 2. Is there anything preventing you from performing all three events? NCOA.ACADEMY APFT RECORD APFT			

NAME (Last, First, MI)
 SWANN, LYNN
 GENDER
 MALE
 UNIT
 BCO. 2-87 IN

APFT dated Within 60 Days of start date

Information Filled out With students Parent unit

Example

PREVIOUS EDITIONS ARE OBSOLETE.

DA FORM 705, MAY 2010

SPECIAL INSTRUCTION: USE INK

LEGEND: PU - PUSH UPS
 SU - SIT UPS

2MR - 2 MILE RUN
 APFT - ARMY PHYSICAL FITNESS TEST

Page 1 of 6
 APD LC v1.03ES

PHYSICAL PROFILE
For use of this form, see AR 40-501; the proponent agency is the Office of the Surgeon General.

1. MEDICAL CONDITION: (Description in lay terminology) INJURY? Or ILLNESS/DISEASE? 2. CODES (Table 7-2 AR 40-501) 3. Temporary Permanent

4. PROFILE TYPE
a. TEMPORARY PROFILE (Expiration date YYYYMMDD) (Limited to 3 months duration) YES NO
b. PERMANENT PROFILE (Reviewed and validated with every periodic health assessment or after 5 years from the date of issue) YES NO

5. FUNCTIONAL ACTIVITIES THAT EVERY SOLDIER REGARDLESS OF MOS MUST BE ABLE TO PERFORM. IF SOLDIER CANNOT PERFORM ANY ONE OF THESE TASKS, THEN THE PULHES MUST CONTAIN AT LEAST ONE "3" AND SOLDIER MUST BE REFERRED TO A MEB. CAN THE SOLDIER:

FUNCTIONAL ACTIVITY: YES NO

a. Carry and fire individual assigned weapon? YES NO

b. Evade direct and indirect fire? YES NO

c. Ride in a military vehicle for at least 12 hours per day? YES NO

d. Wear a helmet for at least 12 hours per day? YES NO

e. Wear body armor for at least 12 hours per day? YES NO

f. Wear load bearing equipment (LBE) for at least 12 hours per day? YES NO

g. Wear military boots and uniform for at least 12 hours per day? YES NO

h. Wear protective mask and MOPP 4 for at least 2 continuous hours per day? YES NO

i. Move 40lbs (for example, duffle bag) while wearing usual protective gear (helmet, weapon, body armor, and LBE) up to 100 yards? YES NO

j. Live in an austere environment without worsening the medical condition? YES NO

6. APFT YES NO ALTERNATE APFT (Fill out if unable to do APFT and otherwise N/A) N/A YES NO

2 MILE RUN YES NO APFT WALK YES NO

APFT SIT-UPS YES NO APFT SWIM YES NO

APFT PUSH UPS YES NO APFT BIKE YES NO

7. DOES THE SOLDIER MEET RETENTION STANDARDS IAW CHAPTER 3 AR 40-501? YES NEEDS MMRB NO NEEDS MMRB

8. FUNCTIONAL LIMITATIONS AND CAPABILITIES AND OTHER COMMENTS

This temporary profile is an extension of a temporary profile first issued on _____

9. NAME, GRADE & TITLE OF PROFILING OFFICER 10. SIGNATURE 11. DATE (YYYYMMDD)

12. NAME & GRADE OF APPROVING AUTHORITY

15. Commanders can access the electronic profiles of Soldiers in their unit's applications. Commanders will be required to register and be approved in eP

16. PATIENT'S IDENTIFICATION
a. NAME: (Last, First) _____
b. GRADE/RANK: _____
c. SSN: _____
d. UNIT: _____

**EITHER VERSION
IS VALID**

DA FORM 3349, SEP 2010 PREVIOUS EDITIONS ARE OBSOLETE

PHYSICAL PROFILE RECORD
For use of this form, see AR 40-XX; the proponent agency for this form is the Office of the Surgeon General

SECTION 1: SOLDIER INFORMATION
1. NAME (Last, First, Middle Initial) 2. RANK 3. DoD ID NUMBER 4. COMPONENT 5. CURORG 6. UIC
Active Army
7. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND 8. ACC MOS SQ/JOB/TITLE
36B10 36B10

SECTION 2: PERMANENT PROFILE
9. REASON FOR PROFILE (In Lay Terminology) 10. P U L H E S 11. PROFILE CODES 12. PROFILING PROVIDER 13. APPROVING AUTHORITY 14. DATE

COMBINED PULHES: | | | | | | | |

SECTION 3: ACTIVE TEMPORARY PROFILE(S) AS OF:
15. REASON FOR PROFILE (In Lay Terminology) 16. SEVERITY 17. MECHANISM OF INJURY 18. DUTY STATUS 19. EXPIRATION DATE 20. DAYS ON PROFILE 21. PROFILING PROVIDER
Burn Wound Mild Other, not listed Yes
22. TOTAL DAYS ON TEMPORARY PROFILE IN THE LAST: 12 MONTHS: 0 24 MONTHS: 0 DATE: 23. IS SOLDIER AVAILABLE TO TAKE RECORD APFT? YES [] NO [X]
IF "NO", ANTICIPATED APFT AVAILABILITY DATE: _____

SECTION 4: FUNCTIONAL ACTIVITIES
24. A SOLDIER MUST BE REFERRED TO THE DISABILITY EVALUATION SYSTEM (DES) IF THERE IS AT LEAST ONE PERMANENT (P) "3" IN THE PULHES AND LIMITATION(S) NOTED IN THE FUNCTIONAL ACTIVITIES. TEMPORARY (T) LIMITATIONS DO NOT CAUSE REFERRAL TO DES.
INDICATE THOSE ACTIVITIES THAT THE SOLDIER CANNOT PERFORM BY PLACING AN "N" IN THE APPROPRIATE COLUMN: P T

a. Physically and/or mentally able to carry and fire individual assigned weapon? P T

b. Ride in a military vehicle wearing usual protective gear without worsening condition? P T

c. Wear helmet, body armor, and load bearing equipment (LBE) without worsening condition? P T

d. Wear protective mask and MOPP 4 for at least 2 continuous hours per day? P T

e. Move greater than 40 lbs (e.g. duffle bag) while wearing usual protective gear (helmet, weapon, body armor, LBE) up to 100 yards? P T

f. Live and function, without restrictions in any geographic or climatic area without worsening condition? P T

25. ADDITIONAL PHYSICAL RESTRICTIONS (CHECK IF APPLICABLE)
[] a. LIFTING/CARRYING RESTRICTION: MAXIMUM WEIGHT RESTRICTION: Permanent: _____ min Temporary: _____ lbs
[] b. STANDING LIMITATION: Permanent: _____ min Temporary: _____ min
[] c. MARCHING WITH STANDARD FIELD GEAR: Permanent: Time: _____ / Distance: _____ mi Temporary: Time: _____ min / Distance: _____ mi

26. MEDICAL/ADMINISTRATIVE BOARD STATUS: Not Applicable

SECTION 5: MEDICAL INSTRUCTIONS TO UNIT COMMANDER (Permanent restrictions listed in bold type)
27. Soldier is to keep wound area clean and dry, covered with dressings as instructed, and use antibiotic ointment as instructed. Estimated time to recovery 3-4 weeks. Soft shoe as needed to avoid worsening of the wounds condition.
28. ARRIVAL PHYSICAL FITNESS TEST: (See FM 7-21)

28. APFT EVENT YES NO YES NO ALTERNATE APFT (Only if Soldier is unable to do APFT 2 mile run) YES NO YES NO

2 MILE RUN YES NO YES NO ALTERNATE APFT YES NO YES NO

SIT-UPS YES NO YES NO ALTERNATE APFT YES NO YES NO

PUSH-UPS YES NO YES NO ALTERNATE APFT YES NO YES NO

SECTION 6: PHYSICAL READINESS TRAINING CAPABILITIES
29. (See FM 7-21; Activities related to permanent conditions are in bold type)
30. No running, foot marching with body armor/weight/ruck sack, jumping, or swimming. Soldier is instructed to avoid all training activities that involve putting pressure on the affected area until the wound has healed. No combatives, running drills, squats, lunges, or lifting greater than 40 lbs if it requires use of the left foot.
Walk at own pace and distance not to exceed 2.5 miles or 30 minutes. The soldier should stop immediately and rest if experiencing pain at the wound site.
Soldier may use bike/cycle for physical training as long as it does not aggravate the wound. No treadmill, stair stepper, or elliptical.
Walk to run progression: begin with 4 minute walk, 1 minute run. Repeat 4 to 6 times. Total time no longer than 30 minutes. Progress run time by 1 minute every other day as tolerated. Run only on nonconsecutive days.
No restrictions on upper body training

SECTION 8: UNIT COMMANDER
31. COMMANDING OFFICER: 32. DATE:
DA FORM DA 3349-SG, 2016 PREVIOUS EDITIONS ARE OBSOLETE

Over 40 Cardiovascular Screening Program (CVSP) Reference – AR 40-501 para 8-25

- a. The CVSP is required at the time of the periodic examination for all active duty, ARNGUS, and USAR (Selective Reserve) soldiers age 40 and older.
- b. The examination will consist of:
- (1) Physical examination (DD Form 2808).
 - (2) Fasting blood sugar.
 - (3) Fasting lipid profile, including total cholesterol, LDL, HDL, and triglycerides.
 - (4) EKG.
 - (5) Smoking history.
 - (6) Blood pressure.
- c. Medical follow up by a health practitioner qualified to measure, interpret and treat cardiovascular risk factors for soldiers who meet one or more of the following criteria: Use of tobacco products (any current use of cigarettes; frequent (daily) use of cigars).
- d. Medical follow up by a physician qualified to measure, interpret and treat cardiovascular risk factors for soldiers who meet one or more of the following criteria:
- (1) A HDL cholesterol less than 35 mg/dL for men, less than 45 mg/dL for women, a LDL cholesterol greater than 160 mg/dL, triglycerides greater than 400 mg/dL or non-HDL cholesterol greater than 190 mg/dL (if LDL cholesterol is unavailable).
 - (2) A systolic blood pressure equal to or greater than 140 mm Hg, or a diastolic blood pressure equal to or greater than 90 mm Hg. (Followup is not necessary if 3 day serial blood pressure readings do not confirm elevated blood pressures.)
 - (3) Elevated fasting blood sugar greater than 125 mg/dL.
 - (4) Abnormal Q waves or other electrocardiographic findings suspicious for possible heart disease.
 - (5) Other medical conditions as defined by paragraphs 2-18 and 3-21 through 3-24.
 - (6) Any symptom (chest pain, dizziness, claudication, shortness of breath) that is suspicious for possible cardiac or atherosclerotic etiology. In the case of acute cardiac findings, immediate/emergency referral will be made.
- e. The purpose of medical referral is to confirm the presence of a modifiable coronary risk factor and to advise and initiate medically appropriate treatments with the intent to modify cardiovascular risk. This followup may take place at the original examination site depending on availability of personnel (for example, smoking cessation counseling).
- Note. If the soldier is already under treatment and the values are normal while on treatment, a separate referral for the purpose of the CVSP is not required. The medical records need to document the medical history, what treatment the soldier is currently under, and where the soldier is obtaining the treatment. If the values are not normal, the soldier will be referred back to his or her primary care provider for further care.

NEW YORK STATE USA
 VETERAN DRIVER LICENSE
 Governor Andrew M. Cuomo

ID 123 456 789 Class D
 MOTORIST
 MICHAEL, M SAMPLE
 2345 ANYWHERE STREET
 YOUR CITY, NY 12345

Sex M Height 5'-09" Eyes BLU
 DOB 08/31/1978
 Expires 08/31/2021
 E NONE
 R B
 Issued 08/31/2013 Organ Donor ABC3456789

Michael Motorist
 AUG 28



Keep this document to show to the police and courts.

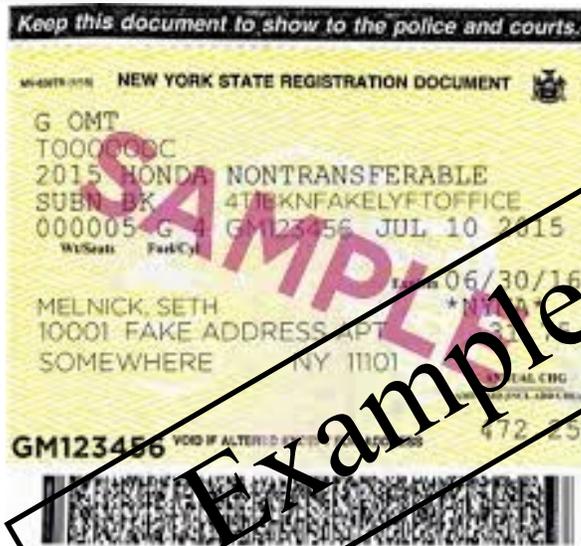
NEW YORK STATE REGISTRATION DOCUMENT

G OMT
 T000000C
 2015 HONDA NONTRANSFERABLE
 SUBN BK 4TTEKNFAKELYFTOFFICE
 000005 G 4 GM123456 JUL 10 2015
 Wt/Seal Fuel/Cyl

REGISTRATION EXPIRES 06/30/16
 *NYTA 3315

MELNICK, SETH
 10001 FAKE ADDRESS APT
 SOMEWHERE NY 11101

GM123456 VOID IF ALTERED BY ANY MEANS 472.25



Example

NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES
 INSURANCE CERTIFICATE - FOR HIRE PASSENGER VEHICLE

888 NYS DMV TEST MUTUAL

Name & Address of Issuer: **DMV All Lines Agency**
 6 Empire State Plaza
 Albany NY 12228

Policy Number: **NYPOLICY12345**

Effective Date: **03/01/2001** Expiration Date: **03/01/2002**

An authorized NEW YORK insurer certifies that it has issued a liability policy complying with Section 370 of the NEW YORK Vehicle and Traffic Law to:

FLYING ACES LIVERY SERVICE, INC
 123 SWAN STREET
 ALBANY NY 12228

Applicable with respect to the following Motor Vehicle:
All Owned Vehicles

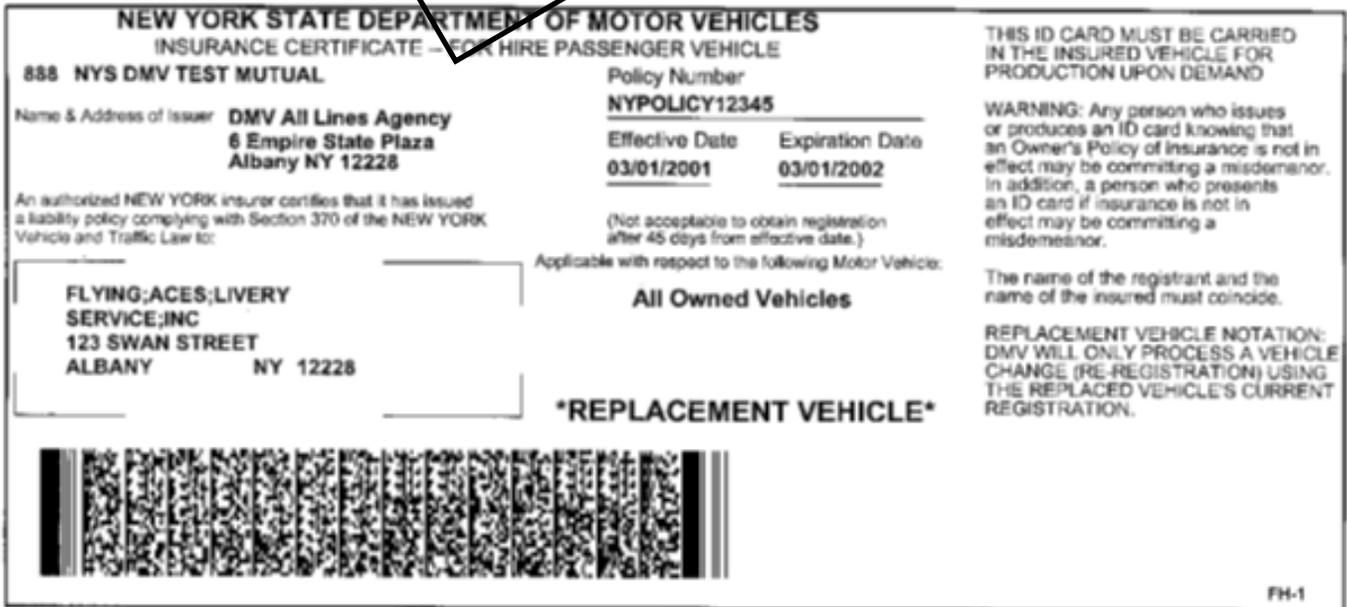
REPLACEMENT VEHICLE

THIS ID CARD MUST BE CARRIED IN THE INSURED VEHICLE FOR PRODUCTION UPON DEMAND

WARNING: Any person who issues or produces an ID card knowing that an Owner's Policy of Insurance is not in effect may be committing a misdemeanor. In addition, a person who presents an ID card if insurance is not in effect may be committing a misdemeanor.

The name of the registrant and the name of the insured must coincide.

REPLACEMENT VEHICLE NOTATION: DMV WILL ONLY PROCESS A VEHICLE CHANGE (RE-REGISTRATION) USING THE REPLACED VEHICLE'S CURRENT REGISTRATION.





REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
 10TH MOUNTAIN DIVISION (LIGHT INFANTRY)
 2ND BATTALION, 377TH PARACHUTE FIELD ARTILLERY REGIMENT
 4TH BRIGADE COMBAT TEAM ← Needs to Change to your unit
 724 POSTAL SERVICE LOOP #8900
 FORT DRUM, NEW YORK 13602-5000

MCID-M ← Needs to change to your Office Symbol 26 August 2014

MEMORANDUM FOR Commandant, U.S. Army 10TH Mountain Division NCO Academy

SUBJECT: Land Navigation Skills Certification for **SOLDIER'S NAME and RANK**

1. With the implementation of Structured Self Development (SSD) I as a requirement, it is expected that each Soldier selected to attend WLC arrives with the fundamental knowledge of map reading and land navigation. In an attempt to ensure the success of my Soldier, I have ensured that they are proficient in each of the tasks covered in SSD I.

Team Leader's Initials	ISG's Initials	Task #	Task
		071-COM-1000	Identify Topographic Symbols on a Military Map
		071-COM-1001	Identify Terrain Features on a Map
		071-COM-1008	Measure Distance on a Map
		071-COM-1002	Determine the Grid Coordinates of a Point on a Military Map
		071-COM-1005	Determine a Location on the Ground by Terrain Association
		071-COM-1012	Orient a Map to the Ground by Map-Terrain Association
		071-COM-1011	Orient a Map Using a Lensatic Compass
		071-COM-1003	Determine a Magnetic Azimuth Using a Lensatic Compass
		071-COM-1006	Navigate from One Point on the Ground to Another Point While Dismounted
		071-329-1009	Convert Azimuths
		071-510-0001	Determine Azimuths Using a Protractor

2. The point of contact for this memorandum is the undersigned at **XXXXXXXXXXXXXXXXXXXXXX**

Example

XXXXXXXXXXXXXXXXXX
 ISG, USA
 First Sergeant

Lead By Example