

Schools
U.S. ARMY NONCOMMISSIONED OFFICER ACADEMY, III CORPS

SUPPLEMENTATION. Local supplementation of this regulation is prohibited except upon approval of AFZF-NCOA.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the Noncommissioned Officer (NCO) Academy. Users are invited to send their comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-NCOA.

OVERVIEW

1

Purpose

This regulation

- provides commanders and prospective students with information concerning the courses of instruction provided at the U.S. Army NCO Academy, III Corps, not provided in AR 351-1
- prescribes local operation procedures for the NCO Academy, and
- standardizes administrative policies governing the selection, processing, and training of NCO Academy students.

1a

References

AR 351-1 (Individual Military Education and Training)
AR 350-15 (The Army Physical Fitness)
AR 600-9 (The Army Weight Control Program)
FH HO 62 (NCOA - Student Guide)

1b

Abbreviations

Abbreviations used in this regulation are explained in the glossary.

1c

General

The NCO Academy provides resident courses of instruction at the primary and basic skill levels under the concept of the Enlisted Personnel Management System (EPMS) and Noncommissioned Officer Education System (NCOES).

To meet these objectives, the NCO Academy provides

- the Basic Noncommissioned Officer Course (BNCOC) for Combat Arms for skill level (SL) 3 training
- the Primary Leadership Development Course (PLDC) for SL 2 training, in accordance with (IAW) AR 351-1, and
- the applicable program of instruction (POI).

Refer to AR 351-1 when questions arise concerning items not covered in this regulation.

The Academy provides a locally established senior leadership course (SLC).

- The commanding general, III Corps and Fort Hood, directs SLC to provide leadership refresher training to soldiers in grades E6 and E7 that are stationed on Fort Hood.
- This course is also available to off-post units within region 9, on an as requested basis
- The SLC is a nonaccredited course.

1d

RESPONSIBILITIES

2

NCO Academy
Commandant

The overall operation of the Academy is the responsibility of the NCO Academy commandant.

2a

Major
Subordinate
Commands
(MSC)

Each MSC complies with and implements AR 351-1.

Each MSC, G3/S3

- distributes quotas to units within the command
- ensures soldiers are scheduled for attendance at least 4 weeks before the class enrollment date, and
- ensures soldiers programmed for attendance are present for enrollment or replaced with an alternate (stand-by) on the date and time established for enrollment.

2b

Academy
Staff

The Academy staff provides quality NCOES training to qualified soldiers throughout the regions as indicated below:

<u>Region</u>	<u>Training Responsibility</u>
9	PLDC, BNCOC
8, 11	BNCOC (MOS: 19D/D3)

2c

Department
of the Army
(DA)

DA

- fields and directs the core POI for each of the Academy courses with the exception of SLC
- ensures each of the course's curriculum is standardized throughout the Army.

The core POI is

- mandatory instructional material and
- not altered unless the proponent specifically directs.

Students demonstrate task mastery of the core POI subject matter before they can successfully complete the course.

2d

QUOTA MANAGEMENT

3

Allocations

DA establishes the quotas

- allocated to MSCs and
- announced in letters published through III Corps.

A proportion of the number of eligible students in the MSCs is the basis of allocations.

3a

Quota
Requests

Commands not allocated quotas or desiring additional quotas may obtain a quota on a space available basis through contacting the NCO Academy commandant.

Request such quotas 6 weeks before the start date of the class.

3b

SELECTION PROCEDURES

4

General

The NCO Academy prepares selected NCOs to perform duties as squad or section leaders or comparable positions.

General
(Continued)

Involve the chain of command in the NCOES selection process to ensure that the "right" soldier, receives the "right" training at the "right" time in his career, AR 351-1, paragraph 6-3c(7).

An order of merit list

- is unit established
- places soldiers on the list
- meets the prerequisites outlined in AR 351-1, and
- meets the following priorities
 - prospective students for PLDC
 - first priority - in the grade of E6
 - second priority - in the grade of E5
 - third priority - in the grade of E4(P) or E4 and in a leadership position.

NOTE: Soldiers in the grade of E3 are not accepted for enrollment in primary level leadership courses.

- prospective students for BNCOC are
 - graduates of NCO Academy; PNCOC, PLC, or PLDC
 - first priority - in the grade of E6
 - second priority - in the grade of E5(P) and E5 in a leadership position.

NOTE: Soldiers in the rank of E4 are not accepted for enrollment in the BNCOC.

4a

Mathematics Test

A requisite for 11C, 12 B/C/E, 51 B/C/H/K/R, and CMF13 personnel is

- passing the BNCOC mathematics test pertaining to their MOS or
- successful completion of Basic Skills Education Program II (BSEP II).

4b

STUDENT ORDERS

5

Temporary Duty (TDY) Soldiers

Parent units identify the TDY duty station as U.S. Army NCO Academy, III Corps on DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel).

Parent installation funds the TDY.

Authorization for travel with privately owned vehicle.(POV) is recommended for region 9 soldiers.

5a

ENROLLMENT

6

Student Enrollment

The BNCOC, PLDC, and SLC students enroll

- in the parking lot adjacent to 52d Street and Central Avenue, directly in front of Building 2111
- at 0900 on the date indicated in
 - appendix E for PLDC and BNCOC and
 - appendix G for SLC.

Prospective students must arrive for enrollment with the equipment stated in appendix C.

Enrollment is conducted in duty uniform.

6a

MSC
School
Represent-
atives

MSC school representatives

- are present during enrollment and have their soldiers in formation
- ensure that the following documentation is present before enrollment begins
 - one copy of permanent profile, if any
 - one copy of pinch test, if any
 - one copy of all required waivers, if any, and
 - one copy of the FH HO 62.

6b

NCO
Academy
Training
Branch

The NCO Academy Training Branch

- conducts prerequisite screening at 0900 on the date of enrollment
- ensures that all prospective students are eligible for enrollment, and
- encourages MSC school representatives to have alternate soldiers standing-by, to the rear of their formation, to prevent possible shortfalls.

NOTE: When shortfalls exist, vacancies are given to any command that is ready to fill them.

6c

Enrollment
Selection

Members of the Academy

- do not decide which soldiers are selected for enrollment into a course of instruction and
- release those soldiers that do not meet the required prerequisites for attendance to the course.

Each MSC ensures soldiers to be enrolled

- meet the prerequisites for the course and
- are present for enrollment.

Soldiers

- are released from the course, if they do not meet the prerequisites established in AR 351-1 and this regulation
- are recorded as quota shortfalls; unless alternates are enrolled in place of the primary.

6d

PUBLICATIONS

7

FH HO 62

The NCO Academy publishes FH HO 62, which provides the prospective student and chain-of-command with information pertaining to the Academy and each of its courses.

Commanders and leaders provide students FH HO 62 to review before attending the course.

7a

ADMINISTRATIVE INSTRUCTIONS

8

Instruction

Due to the relatively short duration of the courses, the instruction is concentrated. Commanders ensure the prospective students do not have scheduled appointments or personal problems that require their absence.

The parent unit administers Uniform Code of Military Justice (UCMJ) for those soldiers attending a course of instruction.

8a

Return to Duty and Recall	<p>Students are not returned to or recalled to the parent unit for reasons other than urgent administrative matters or an actual emergency.</p> <p>Unit requests for students to be returned are forwarded through the chain-of-command which in-turn request the commandant to release the student.</p> <p>Students cannot be released to take part in routine unit activities such as</p> <ul style="list-style-type: none"> ● recurring training ● parades ● inspections ● athletic events ● promotion boards ● SQT testing, or ● personnel appointments such as Levy briefings. 	8b
Extra Duty	Students are not released to perform extra duty during the period of attendance.	8c
Billeting	<p>The Academy billets all BNCOC/Combat Arms (CA) and PLDC students.</p> <p>The NCO Academy conducts PLDC and BNCOC in a live-in environment and SLC in a nonlive-in environment.</p> <p>The soldier is attached to the U.S. Army NCO Academy, III Corps, for training, rations, and billeting, effective the date of enrollment.</p>	8d
DA Form 1059	<p>Forward DA Form 1059 (Service School Academic Evaluation Reports) to MSC military personnel office (MILPO) in sufficient copies</p> <ul style="list-style-type: none"> ● to post individual soldier records and ● make required distribution within 45 days of course completion. <p>A consolidated class roster accompanies the reports to assist in posting to the Standard Installation/Division Personnel System (SIDPERS) data base.</p>	8e
STUDENT AWARDS		9
Awards Eligibility	<p>The top 10% of the graduating class are selected at the end of the course of instruction as awardees.</p> <ul style="list-style-type: none"> ● The top two graduates are designated as "DISTINGUISHED HONOR GRADUATE" and "1ST HONOR GRADUATE" depending upon their class standing. ● The number two graduate (PLDC only) is the "COMMANDANT'S LEADERSHIP AWARDEE" even though this is not an academic distinction. ● The remaining awardees are recognized as honor graduates. <p>Students are not eligible for awards if they</p> <ul style="list-style-type: none"> ● return to the academy and have in the past been released for any reason, or ● have attained 30 demerits or more at any time during the course. 	9a
Distinguished Honor Graduate	<p>Recipient of an Army Commendation Medal, a letter of commendation signed by the Commander of III Corps and Fort Hood, a special diploma, and a trophy.</p> <p>The student with the highest overall academic average in the class.</p> <p>In the event of a tie, the following criteria is used</p>	

(continued next page)

Distinguished Honor Graduate (continued) ● the student attaining the least amount of demerits without regard to merits
 ● if a tie still exists, the student attaining the highest average in demonstrated leadership.

9b

Commandant's Leadership Awardee (PLDC only) Recipient of an Army Achievement Medal, letter from the commandant, a special diploma, certificate and a 1-year membership from the NCO Association.
 The student the academy chain-of-command recommends to the commandant who most demonstrated leadership excellence throughout the course. The commandant, or in his absence, the deputy commandant, makes the final determination.
 Even though the commandant's leadership awardee is not selected according to academic standing, the student must have an overall average of 80% or higher and have no adverse counseling statements.

9c

1st Honor Graduate Recipient of a special diploma and a 1-year membership to the Association of the U.S. Army.
 The student with the second highest overall academic average in the class.
 In the event of a tie, the same criteria listed in 9b is used.

9d

Honor Graduates The remaining students in the top 10% of the graduating strength, less the commandant's leadership awardee, with the highest academic average, is designated as honor graduate and receives a special diploma. In the event of any ties, the same criteria listed in 9b is used.

9e

VISITS

10

Commander and Leaders The NCO Academy
 ● encourages commanders and leaders
 ● to periodically check on the performance of their soldiers enrolled in a course
 ● to visit the Academy
 ● to coordinate with the company 1SGs before visiting students due to scheduled field training and class times.
 ● provides escorts or grid coordinates, as necessary, during this coordination.

10a

COMMUNICATION

11

Direct Communication The NCO Academy authorizes and encourages direct communication between the NCO Academy and the supported units.

11a

FOR THE COMMANDER:



WILLIAM A. FITZGERALD, JR.
 Brigadier General, USA
 Chief of Staff

T. J. LEONARD
 COL, AG
 DOIM

- 7 Appendices
 A. Primary Leadership Development Course (PLDC)
 B. Basic NCO Course for Combat Arms (BNCOC/CA)
 C. Clothing Checklist
 D. CTA 50-900 Checklist
 E. FY 86 Class Schedule
 F. FY 87 Class Schedule
 G. FY 86/87 SLC Class Schedule

DISTRIBUTION:
 IAW FH Form 1853, B
 Less 3-6, 8, 10-17, 19-25, 27-30, 34, 38-43, 45-55, 57-60, 76-81, 84-240
 PLUS: NCO Academy (40)
 IM Pubs (200)
 IM-AO (2)
 IM-ARL (1)