

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY HAWAII  
6055 EAST RANGE ROAD  
SCHOFIELD BARRACKS, HAWAII 96857-7000

STANDARD OPERATING PROCEDURES  
ANNEX V

01 October 2018

STUDENT CONDUCT

1. **PURPOSE.** To provide procedures for students conducting themselves in a professional military manner while attending the NCO Academy Hawaii (NCOAH).
2. **REFERENCES.**
  - a. TC 3-21.5 (Drill and Ceremonies), 20 January 2012.
  - b. AR 600-20 (Army Command Policy), 6 November 2014.
  - c. Change 1, 11 October 2017, to AR 670-1 (Wear and Appearance of Army Uniforms and Insignia), 25 May 2017.
  - d. Memorandum, USASMA NCOL CoE, ATSS-CD, 9 March 2018, subject: Exception to Policy (ETP) to the Non-Live-In Policy for the Basic Leader Course.
  - e. NCOL CoE, Basic Leader Course (BLC) Course Management Plan (CMP), June 2018 (CH 2).
3. **APPLICABILITY.** This SOP applies to all students assigned/attached to the NCOAH.
4. **RESPONSIBILITIES.**
  - a. It is the responsibility of all students to conduct themselves IAW Army Regulations, the Army Values, and Command Policies.
  - b. Violations of Army Regulation, Command Policies to include this SOP, or behavior not in keeping with the Army Values may be grounds for an adverse developmental counseling which will remove the student from consideration for any graduation honors. Multiple violations may be grounds for dismissal from the course.
5. **RELATIONSHIPS.** Relationships will be professional in nature to facilitate training only. Multiple situations can arise.
  - a. Students and cadre will not associate socially with one another at any time during the course.

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- b. Students will not have intimate relationships with other students while attending BLC.

6. HONOR CODE. The honor code is designed to instill in each student personal and professional standards of integrity and character expected and required of all NCOs. The maintenance of the honor code is therefore the responsibility of each student. The honor code is a set of ethical precepts to which each student must adhere to at all times. Presence in the Noncommissioned Officer Professional Development System automatically subjects the student to the honor code and its standards. Student will not:

- a. Lie, give questionable or evasive information, or assist another student in doing so.
- b. Cheat nor assist another student in doing so.
- c. Will not steal or assist someone else in stealing.

d. Plagiarize, copy, or submit work they did not complete themselves. Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. This also includes taking previous work one has submitted and applying it to another assessment. Any student that commits plagiarism may be subject to dismissal.

e. Reporting. A student who suspects or has knowledge that an honor code violation has been committed will immediately report it verbally to their facilitator.

## 7. PROFANITY.

- a. Students will not direct profanity toward peers, cadre, or staff.

b. Students may sound off with tasteful and appropriate cadences. Students will not utilize cadences that are derogatory, degrading, or deemed inappropriate.

8. APPEARANCE. AR 670-1 and DA PAM 670-1 will be enforced at the NCOAH. Students will ensure their personal appearance to include uniform wear and grooming are in compliance.

## 9. MILITARY COURTESY.

a. Students will assume and maintain the position of Parade Rest when addressing a Noncommissioned Officer. Cadre in rank of SPC and below will be greeted cordially and treated with proper respect.

b. When the commandant enters the dining facility (DFAC) during meals, students will sound off with "At Ease," but **REMAIN SEATED.**

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c. Bldg 6055 is a "NO HAT, NO SALUTE" area. This includes the lanais surrounding the building.

d. The unit motto "TRAIN TO LEAD" will be used for all academy formations and ceremonies when called to attention.

e. Students will not sound off while conducting training in the classroom.

### 10. MOVEMENT.

a. Students will not depart on any mission outside the academy fence without cadre present to accompany the movement.

b. Students moving around the academy area during the training day will do so quietly without congregating on the lanai, walkways, or parking lot.

c. Students will march when moving in groups of three or more.

d. When students are in line for the DFAC, they will be in a single line and will maintain good order and discipline. It is the responsibility of the individuals in line as well as that of the student leadership to enforce this standard.

### 11. SEXUAL HARASSMENT/SEXUAL ASSAULT.

a. Students will treat each other with fairness, dignity, and respect at all times.

b. Sexual harassment is not conducive with the Army Values and will not be tolerated.

c. Soldiers will report any and all acts of either sexual harassment, sexual assault, or misconduct using any of the following methods.

(1) DIVARTY SARC/VA 655-5942/4564

(2) Cadre NCO Support Channel or academy appointed representatives.

(3) Commandant's open door policy.

(4) Unit chain of command.

(5) IG main office phone number 655-0847.

(6) U.S. Army Hawaii SHARP office 655-9474.

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(7) USAG-HI SHARP office 438-2111.

(8) Main post chapel 655-9307.

(9) DoD Safe Helpline 877-995-5247

12. SAFETY. All Soldiers at the NCOAH are responsible for their safety and the safety of those around them. If an unsafe act is witnessed, take appropriate action to rectify the situation.

- a. Prior Hot weather injuries. Apply a band of red tape in front of the canteen.
- b. Prior Cold weather injuries. Apply a band of blue tape in front of the canteen.
- c. Allergies. Apply a band of yellow tape in front of the canteen.
- d. Prescription Medication. Facilitator must be notified of any prescription medication students may be taking.
- e. PT belts will be worn around the waist in summer IPFU.
- f. PT belts will be worn across the chest, right shoulder to left hip, in winter IPFU.
- g. MRE heaters will be activated prior to disposal.
- h. Students will conduct a 100% hands-on inventory of all equipment before and after each movement to training sites. Student leadership will report inventory to their assigned facilitator immediately.

13. DINING FACILITY (DFAC).

- a. Students will stand in the DFAC line in a neat and orderly fashion.
- b. Student 1SG and PLT SGT will monitor the line to ensure all Soldiers are maintaining good order and discipline.
- c. Student 1SG and PLT SGT will ensure that all students go through the DFAC line. Students will sign only for themselves for accountability whether they decide to eat or not.
- d. Student leadership will not eat prior to their Soldiers
- e. DFAC times may change during the duty day due to student movement, mission, etc. Facilitator will give guidance to student leadership as necessary for extension to meal times.

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14. OFF LIMITS AREAS. The following areas are off-limits to students without cadre present, unless specifically directed by a cadre.

- a. Arms room.
- b. Supply office.
- c. Command group suite.
- d. Conference room.
- e. Cadre latrines on the first floor of Bldg 6055.
- f. Room 305 (senior facilitator office) in Bldg 6055.
- g. Electrical and boiler rooms on the 1st floor of Bldgs 6056, 6057, and 6058.
- h. Students will not walk on the grass unless directed to by cadre.

15. CLASSROOMS.

- a. Classroom rules will be discussed during Day 0.
- b. The facilitator's table, visitor's table, files, computer, reference cabinet, slide screen, and slide projector are off limits at all times unless directed by the facilitator.
- c. Students are prohibited from using the internet during instruction, unless directed by their facilitator.
- d. Good cyber security will be practiced at all times. Students are required to remove their CAC/ID Card from the computers when they are not in use, and when exiting the classroom unless specifically directed by the facilitator.

16. BILLETING.

- a. Billeting and students rooms are subject to inspections (both announced and unannounced), at any time to verify and validate student rooms to be to the standard described in this SOP including but not limited to; quality of life, student leadership standards, security, inventory, etc. Wall lockers must be secured at all times when a student is not in their room.

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b. BLC is a resident course. Students are required to live in the barracks. The commandant reserves the right to afford students the opportunity to be non-resident should their behavior warrant such privileges. If granted, students must reference Annex AK (Semi-Open Campus SOP) for further guidance.

c. Students are required to maintain a barracks room at the NCOAH. The student's room will remain **organized and in a high state of cleanliness at all times.**

d. At no time are Soldiers allowed to leave the academy area unless it is for sick call, weekend pass, or cleared through the chief of training.

e. Snacks and beverages with a sealable container may be stored or consumed in the barracks, and must be kept in the student's wall locker. Students will ensure that they are properly sealed, any food or drinks dropped or spilled are to be cleaned up immediately. Failure to follow these standards may result in loss of privileges for that student and a counseling from their facilitator.

f. Smoking is prohibited for any student under the age of 21 IAW Hawaii State law. This includes electronic smoking, smokeless tobacco, e.g. dip, chew, pouches, etc. Students that are of age will be permitted to use these items in the student break area only.

g. Personal electronic devices are permitted in the academy area for students. They will **ONLY** be played with headphones after mandatory study hall is complete and **ONLY** in the student's individual rooms or break area. At no time will the students play any of the authorized devices outside their room.

h. Student leadership will inspect their Soldiers' rooms for cleanliness and uniformity. However, Soldiers of the opposite sex must notify the SDNCO prior to going into the Soldiers' living area and a facilitator must be present. Upon completion of inspection, the student will inform SDNCO. Males reporting to female areas and vice versa will announce themselves by stating "**MALE/FEMALE ON THE FLOOR!**" await for those on the floor to announce "**ALL CLEAR!**", and are then allowed to move through the area. During inspection of opposite sex quarters, students must have a battle buddy and the door must remain open. From 1900 to 0500, no inspections are allowed.

**17. ACCOUNTABILITY FORMATIONS. When students are released for the weekend or scheduled holidays, it is the responsibility of all students to report to training on time. Accountability formations will be depicted by the training schedule.**

a. Students that are released for the weekend or scheduled holidays, who are late to first formation per the training schedule may/will receive an adverse developmental counseling and will be ineligible to receive any academic award i.e. distinguished honor graduate, commandant's list, SHARP awardee, Iron Soldier, Leadership awardee etc.

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b. Students who return from a weekend pass that are late to first formation on their **evaluation day**, may be dismissed from the course immediately.

c. Students who are late to first formation per the training schedule for the second time will be recommended for dismissal from the course for patterns of misconduct.

d. Students who are late for first formation by one hour at any time may be dismissed from the course based on circumstances and/or situation on a case by case review.

### 18. SICK CALL.

a. The academy provides morning sick call.

b. If you are referred to go to the acute care clinic, you will notify your senior facilitator. The senior facilitator will notify the chief of training who will authorize the student to call their sponsor and go straight to sick call. The sponsor will sign out the student. Upon the student's return, the sponsor will sign the student in with SDNCO.

c. You must have constant communication with the academy during your medical situation. SDNCO number is **808-656-0460**. Keep SDNCO informed if you are seeking more medical attention at another facility.

d. Profiles, quarters given, and medications you might have received will be discussed with the chief of training. Be prepared to provide a copy of any necessary paperwork for NCOAH records.

e. If you have to go on sick call before the first formation, you will contact SDNCO to inform them of your sick call request. This is important for accountability of Soldiers. If the student is reported OUT-OF-RANKS, it will lead to counseling for missing formation and FAILURE TO REPORT.

### 19. CELL PHONES/GPS DEVICE OR WATCH.

a. Cell phones to include smart watches capable of communicating are a privilege, and will only be authorized for use during break time allotted from classroom instruction as determined by the facilitator, student time as determined by the training schedule, and after the completion of any additional duties/details.

b. Cell phones may be used during breaks, chow times, and personal time. Students are allowed to use their cell phone anywhere on academy grounds minus the classrooms, anywhere outside Bldg 6055 and the DFAC. Students will not be allowed to use their cell phone while academy maintenance is being conducted.

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### 20. LAPTOPS/TABLETS.

- a. Laptops/tablets are authorized for use during student time only.
- b. Laptops/tablets, chargers, and accessories will remain secured in student wall lockers at all times except during student time.

### 21. SECURITY.

- a. The safekeeping of valuables is a personal responsibility. Students will not have more than \$50.00 in their possession. Items costing more than \$50.00 will be the responsibility of the student to secure. All valuable items must be secured in the student wall lockers. Students are required to keep barracks rooms closed and locked at all times when not physically present in their room. All valuable items must be secured in the student wall lockers.
- b. Unsecured cell phones, laptops, electronic accessories, money, wallet, credit cards, keys of any sort, unlocked wall locker, or items of any value are considered a security violation.
- c. Students' barracks room key is a sensitive item and should be maintained on the person at all times.

### 22. THE CREED OF THE NONCOMMISSIONED OFFICER, ARMY SONG & 25th ID SONG.

- a. All students will have a copy of the Creed of the Noncommissioned Officer no later than the first student formation on Training Day 1.
- b. Students will maintain the Creed of the Noncommissioned Officer with them at all times thru out the course.
- c. The Creed of the Noncommissioned Officer will be recited daily during the first formation and last formation of the day.
- d. The 25th ID Song and the Army Song will be played after reveille every morning and everyone will recite the song in formation. When both songs are played, all students will be at the position of attention.

### 23. STUDY HALL.

- a. Students are mandated to attend study hall as per the training schedule.

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b. Students will use study hall to prepare for the next day's lessons and any upcoming evaluations, examinations or assignments, i.e. Individual training classes, public speaking, informative essay, etc.

### 24. STUDENT BREAKS.

a. Students' designated smoking/dip/chew area will be located near the alternate gate entrance, in front of Bldg 6058.

b. Students designated break area is located along the fence line, in-between the academy front gates, bleacher area only.

c. Students will not talk on the lanais when leaving the classroom for break or upon returning to class. Understand that other classrooms may still be conducting instruction and any unnecessary distractions will not be allowed.

d. There will be no open containers left in the break area. All trash will be properly disposed of and tobacco butts and dip disposed of in cigarette disposal containers **ONLY**. Dip bottles will be disposed of in trash cans immediately after initial use. Recyclable items will be placed in appropriate recycle bins. Failure to comply may result in privileges being revoked.

e. No horse playing or visitors in the break area.

### 25. STAFF DUTY NCO (SDNCO) RUNNER.

a. BLC students will relieve the SDNCO or clerk during all meal times indicated on the training schedule.

b. The duty platoon will provide the runners. Student Leadership (chain of command) will ensure rotation of runners for each meal.

c. Students will not accept any equipment, money, or clothing from other students or sponsors while performing SDNCO runner duties.

d. Students will answer the academy phone IAW posted signs at the SDNCO runner's desk. Students will take a written message of the phone call and pass that to the SDNCO or clerk once relieved.

e. While in resident status (live-in), the duty platoon's student platoon sergeant will provide the SDNCO with a duty roster for the SDNCO runners prior to 1700 hours. The duty will consist of two students in APFU per shift from the conclusion of the training day-0530 hours.

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26. STUDENT TIME. The following activities will occur during student time.

- a. Classroom and billets cleanup.
- b. Prepare uniforms for next day.
- c. Laundry will not be left unattended and **ONLY** done during student time. Laundry will **NOT** be left overnight.
- d. Students are **NOT** authorized in opposite sex personnel's room. Males and females wishing to socialize may do so in the break area **ONLY**.

27. BARRACKS MAINTENANCE.

- a. Students will be required to perform maintenance in designated areas during breakfast hours and after study hall. Barracks maintenance will not be conducted during the duty day unless instructed to do so by a facilitator. During breakfast hours, personal hygiene and barracks maintenance are the priority if not currently in the DFAC. This time is primarily those tasks and for the preparation of classroom instruction and its assignments.
- b. Students are required to maintain all equipment and materials necessary to perform maintenance. Materials are stored on each floor and it is the responsibility of the student leadership to ensure all items for that floor remain accounted for and request's for supply shortages are submitted to the student ISG. Students will not purchase any supplies for maintenance procedures.
- c. Students will report any broken or damaged property immediately to their facilitator. Equipment/furniture is not authorized to be disposed of if damaged or broken.
- d. A high state of cleanliness and neatness will be maintained at all times.
- e. Barracks floors will be swept and mopped daily, to include underneath all moveable objects.
- f. Windows will be cleaned inside and out to include frames and sills. Items will not be displayed on window sills and ledges or hung near windows.
- g. All trash emptied and mirrors cleaned daily.
- h. Wall lockers and desks will be properly organized. The entire wall locker and mirrors will be clean and free of dust and fingerprints. Buffer marks will be immediately removed from floors.

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- i. Latrine floors will be swept and mopped and trash emptied. Toilets, showers, and sinks will be cleaned and sanitized.
- j. Mops will be cleaned and hung to dry with a mop bucket placed underneath it. Ensure that all such items are thoroughly wrung out before storing.
- k. Stairwells will be policed and handrails will be kept clean.
- l. Drinking fountains will be clean and free of dust and calcium deposits.
- m. Fans will be clean and free of dust.
- n. All light globes will be cleaned and free of dust inside and out. Lamps and light fixtures will be clean and free of dust.
- o. All areas throughout the barracks must be checked to ensure that no dust or dirt is allowed to build up. This includes areas such as doors, fire extinguishers, door panels, door kick plates, chairs, ventilator grates, bulletin boards, etc.
- p. All barracks lights will be **OFF** while the students are in class and before first call.
- q. A limited supply of washers and dryers are available on each floor. Washers and dryers are cleaned daily. This consists of sweeping under and around. All trash will be removed from the area. All washers and dryers will have the lid open with no trash or lint inside. All dryers will have lint containers cleaned and pulled half way out. Report any serviceability issues to your facilitator.

### 28. DUTY PLATOON. Duty platoon is known as the detail platoon and rotates every week.

- a. The duty platoon will provide two students to report to the DFAC for headcount and provide two staff duty runners 15 minutes prior to the start of all meal times. Student leadership should take into account those that will be conducting PRT evaluations during breakfast chow to avoid conflicts.
- b. Student platoon sergeant and squad leaders are responsible for the execution of the duty platoons detail. The student platoon sergeant for the detail will report to the late facilitator at the conclusion of daily training or study hall for a briefing.
- c. Cleaning supplies utilized for the duty platoon will be provided by the platoon that is responsible for the detail.
- d. Areas of responsibility for the duty platoon.

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- (1) All lanais and sidewalks on and around Bldg 6055 will be swept.
- (2) All entrance mats in front of doors on the first floor of Bldg 6055 will be swept and shaken to remove all debris.
- (3) All trash receptacles in the vicinity of the outside assembly area, student break area, and the main lanai of the academy building will be emptied and cleaned. All recycling containers must be emptied and sorted as necessary (plastic or aluminum cans) and bagged for turn-in. Paper or boxes will be placed in the paper recyclable area.
- (4) The trophy case will be cleaned as needed.
- (5) Command group office windows will be cleaned every Tuesday.
- (6) The commandant's office, deputy commandant's office, chief of training's office, and the SDNCO office will not be cleaned by students.
- (7) All furniture dusted, floors swept, trash cans emptied, and fresh trash bags placed in cans.
- (8) Latrines on the 3rd floor will be thoroughly cleaned every evening to include trash cans emptied, paper towels replenished, toilet paper replenished, and soap dispensers filled.
- (9) The duty platoons details should normally be concluded by 2100 hours. However, the student leadership may receive an adverse developmental counseling from the SDNCO for incomplete or unsatisfactory progress, and the platoon will be required to return and complete the task to standard.

29. **POLICE CALL.** Students will conduct a police call of their platoon's designated area as needed. Police call areas will be checked on a daily basis and when attention is required throughout the day. Designated police call areas are, per platoon are outlined in the Student 1SG book.

### 30. EVALUATIONS/ESSAYS.

- a. All students are required to achieve **70%** and above on all evaluations and essays in order to be a graduate of the BLC.
- b. Students will be required/mandated to attend all study halls the day before any evaluation.

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c. If a student should fail any of the initial evaluation or essay, they will be counseled and will be required to attend a retrain session given later that day. The student will be notified of the date and time.

d. If a student fails the secondary evaluation or essay after retraining has been provided, they will be recommended to the chief of training for dismissal from the course due to ACADEMIC failure.

31. **DISMISSALS.** The following are the different type of dismissal procedures at the NCOAH. The deputy commandant is the dismissal approval authority for the NCOAH.

a. **Academic dismissals.** Student fails initial evaluation and re-evaluation of any graduation requirement.

b. **Disciplinary dismissals.** Student displays a negative attitude or appearance that is disruptive or destructive during training that takes away from the training of others and demonstrates actions that are a problem for students and cadre alike.

c. **Patterns of personal misconduct.** Student showing patterns of disciplinary, disruptive, and destructive behavior during training. Patterns of misconduct can also go along with the disciplinary dismissal.

d. **Unit recall.** Unit requests a student be dismissed due to personal or professional reasons. Dismissal requests must come from a Battalion level Command Sergeant Major or above.

e. **Medical dismissals.** Student is dismissed due to medical reasons either for a temporary performance deterring profile and/or quarters. Student must be able to complete all prerequisites and perform the BLC physical requirements in order to graduate. **NO EXCEPTIONS.**

f. **Foreign student dismissals.** This dismissal will be handled IAW AR 12-15.

32. **APPEALS.** Any student considered for academic, disciplinary, or motivational dismissal from the course has a right to an appeal to the commandant. An appeal is a request to the commandant to reconsider the recommendation to release the student from training.

a. The student will acknowledge by endorsement of the dismissal recommendation by the chief of training within two duty days receipt of the written notification of dismissal action. The notification of the chief of training's initial dismissal notice begins the dismissal action. The acknowledgement must indicate whether or not the student intends to appeal the dismissal action.

b. If a student decides to appeal, they will remain in training until the final decision is determined.

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c. If a student decides to appeal the dismissal action, the student must submit an appeal statement within seven duty days after receipt of the written notification of dismissal action.

d. After receiving the student's written request for an appeal, the deputy commandant submits the entire packet to the Office of the Staff Judge Advocate (OSJA) for legal review.

e. The OSJA review is the attorney's opinion on the legality of the packet and the reasons for dismissal. It is not the final decision as to the disposition of the appeal, but rather an unbiased legal opinion based on the items included in the packet.

f. After the OSJA review, the deputy commandant hand-carries the entire packet to the commandant. The commandant reviews the packet, considers all mitigating circumstances presented by the student in the written appeal, and renders a final decision. Using discretion, the commandant has the option to allow the student another retest, evaluation, reassess the student's behavior, or dismisses the student from the course.



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