



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

REPLY TO  
ATTENTION OF

APVG-NCOA

1 October 2015

MEMORANDUM FOR RECORD

SUBJECT: Sponsor Responsibilities for Basic Leader Course (BLC)

1. The responsibility of taking care of Soldiers falls directly on the shoulders of the NCO who sponsors the student. Soldier training and their welfare are the responsibility of the academy.
2. On the report day all sponsors will ensure that their Soldiers have the Pre-Execution Checklist (PEC), all required Organizational Clothing and Individual Equipment (OCIE), and DA Form 3349, if applicable. All PECs will be filled out correctly. The first sergeant's and commander's contact data must be correct. Sponsors must be annotated on their Soldier's PEC with correct contact data. Sponsors will not depart the academy until they are briefed by the Chief Instructor or a representative of the BLC.
3. During day 0, through training day 3, any military personnel in ACUs/OCPs may drop off administrative paperwork to the academy at any time for their Soldier. Training days 4 through 22, sponsors may drop off items for their Soldier during the hours of 1800-2000. Sponsors must be in ACUs/OCPs, and must be listed on the Soldier's PEC. Sponsors must be in the rank of SGT (E5) or above.
4. BLC is a live in course. Students will reside in the barracks, no exceptions. Students are not allowed to park their POVs over night at the academy. There, students are prohibited from driving their POV to the academy, to include day 0.
5. There are four scheduled lunch appointments during the BLC course. Sponsors listed on the Soldier's PEC, First Sergeants, Command Sergeants Major, Commanders, may schedule a lunch appointment. No other Soldiers or civilians are permitted to have lunch with a student. Request for lunch appointments should be made at the earliest opportunity and no later than 24 hours prior to the scheduled date, as there is a limited number of available seats. Lunch appointments are on a first come, first serve basis. Appointments will be made with the administrative assistant at (808) 656-0460.
6. Early release or unit recall of a student from the course will be the decision of the BN CSM of the student. The BN CSM must notify the commandant in writing, of their request.
7. The student's equipment and weapon will be picked up by the sponsor in ACUs and in a government vehicle. Weapon pick up must be coordinated through the administrative assistant.

APVG-NCOA

SUBJECT: Sponsor Responsibilities for BLC

8. Sponsor parking is not allowed inside the academy. All sponsors and civilians dropping off items will park outside the academy in the gravel parking lot.
9. The point of contact for this memorandum is the undersigned at (808)656-0262.

  
JOHN P. MCDWYER  
CSM, USA  
Commandant