

DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
6055 EAST RANGE ROAD
SCHOFIELD BARRACKS, HAWAII 95857-7000

STANDING OPERATING PROCEDURES

27 June 2016

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. Basic Leader Course (BLC) Course Management Plan (CMP), 16 January 2014.
 - c. AR 600-20 (Army Command Policy), 6 November 2014.
 - d. AR 670-1 (Wear and Appearance of Army Uniforms and Insignia), 10 April 2015.
3. APPLICABILITY. This SOP applies to all students assigned/attached to the NCOAH.
4. RESPONSIBILITIES.
 - a. Commandant.
 - (1) Overall conduct and training is IAW USASMA CMP BLC and SOPs.
 - (2) The commandant is available for students wishing to exercise the open door policy. (NCOAH Policy Memorandum #2 Open Door Policy)
 - b. Chief Instructor.
 - (1) Direct daily coordination with the duty platoon (SSGL).
 - (2) All senior small group leaders (SSGL) and all small group leaders (SGL).
 - (3) All training conducted at the academy.
 - (4) Discipline, good order, and conduct here at the academy for students and cadre.
 - c. Senior Small Group Leader (SSGL).

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(1) Ensure SGLs within assigned platoon adhere to and enforce policies and standards in and out of the classroom.

(2) Schedule appointments for students wishing to utilize the commandant's open door policy.

(3) Duty platoon (SSGL) coordinates with the student 1SG for special instructions.

d. Small Group Leader (SGL).

(1) Training and direct supervision of students

(2) Present with student formations and movement.

5. RELATIONSHIPS. Relationships between students and cadre will be objective and professional to facilitate training. Multiple situations can arise. It is impossible to set forth particularities to determine what acts are prejudicial to good order and discipline. If problems of military leadership, to include good order and discipline of the academy have been prejudiced, there has been an offense.

a. Students and cadre will not associate socially with one another at any time during the training cycle attended, eliminating the perception of favoritism or inappropriate behavior.

b. Students will not have private/intimate relationships with other students while attending the BLC.

6. ARMY CORE VALUES. It is the responsibility of all members of the U.S. Army to live by and instill in their Soldiers the seven Army core values. While attending BLC, you will be expected to be the epitome of these values, as your Soldiers will be expecting you to set the example upon your return to your unit. The academy honor code is nothing more than an extension of these values.

7. 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. Presence in the Noncommissioned Officer Educational System automatically subjects the student to the honor code and its standards. The SGLs and student's sponsor are available for student's assistance only.

a. A student will not lie, nor give questionable or evasive information.

b. A student will not cheat.

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- c. A student will not steal.
 - d. A student's word and/or signature are their legal agreement. A student will not tolerate a violation of the honor code as it is considered as grave an offense as the violation itself. Failure to report a violation of the code is a violation of the honor code.
 - e. A student will not attempt to induce another student to commit an act or assist in the commission of an act that constitutes a violation of the honor code.
 - f. A student is expected to adhere and comply with the honor code at all times, without reservation.
 - g. Students will do their own work. This includes, but is not limited to lesson outlines for individual training management evaluation, communicate in writing evaluation and oral history brief evaluation. Students will not use a previous or current student's work. Plagiarism is defined as; the practice of taking someone else's work or ideas and passing them off as one's own. Any student that has been assumed to violate this may be subject to dismissal. A student will not allow another student to give them information concerning or pertaining to any of the performance evaluations.
 - h. A student is expected to respect the property rights of others. Students will not take another student's equipment without the expressed consent of that student. Theft is defined as; the taking, obtaining, or withholding of another person's property, which denies that person the use or benefit of the property. The best policy is "DON'T BORROW".
 - i. Signature. A student's signature or initials are their legal agreement and vouches for the accuracy of the document. The signature of a student on written work turned in for grading is considered their lawful designation that the written work is solely their own.
 - j. Reporting. A student who suspects or has knowledge that an honor code violation has been committed will immediately report it verbally to their SGL. They will then be directed to the chief instructor. Any student that reports this knowledge and is not party to the violation is protected from any negative repercussion that may follow the violator.
 - k. The honor code violation policy. The commandant is the approving authority for dismissal from BLC on a violation of this.
8. PROFANITY. Profanity will not be directed toward students, cadre, or staff. Any profanity used at NCOAH may result in a negative counseling and removal from honors.

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9. APPEARANCE. The Army is a uniformed service where discipline is judged, in part, by the manner in which a Soldier wears a prescribed uniform, as well as by the individual's personal appearance. Therefore, a neat and well-groomed appearance by all Soldiers is fundamental to the Army and contributes to building the pride and esprit de corps essential to an effective military force.

a. BLC enrollment has both male and female students, because of this it is required to maintain a professional appearance at all times. While at NCOAH, students must maintain a complete uniform i.e. (IPFU, ACU or UCP, Class "B" uniform) at all times when outside of the students barracks room and latrines. This is strictly enforced and any student caught out of uniform may receive a negative counseling that will remove them from honors.

b. Males will keep their face clean shaven when in uniform. Shaving profiles will be IAW with current DA regulations. Mustaches are authorized, but must be in compliance with AR 670-1.

c. Army authorized boots will be IAW AR 670-1 and from the Army prescribed footwear list. Army authorized boots will be serviceable and cleaned at all times. Shower and running shoes will be clean and in serviceable condition. Clean is defined as free from dirt, unsoiled, and unstained. Serviceable is defined as being mission capable without any signs of massive wear to include complete soles.

d. Clothing will fit properly, be clean, and serviceable. Students will be counseled once on the appearance of their uniform. The student is responsible for getting a clean and serviceable uniform/boots delivered to them by their unit or self-purchase.

e. Unit insignia, rank, name tags, U.S. Army tags, and badges will be correctly positioned IAW AR 670-1. Rank and tabs commonly used, worn or issued by units for motivation are unauthorized for wear on the ACU / UCP. This is a violation of the regulation and may result in a negative counseling.

f. All pockets will be buttoned, snapped, or velcroed. Uniforms may be sewn IAW Army Directive 2011-11 dated 13 June 2011.

g. Soldier's hair and grooming practices will be IAW AR 670-1.

h. Sunglasses, tinted lenses, or transitional lenses will not be worn while in formation unless specifically prescribed by medical authorities. These profiles must be on the Soldier while in formations.

i. Student leadership will also inspect uniforms and make on the spot corrections as needed.

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j. Violations of AR 670-1 may result in the student receiving appropriate counseling and may include removal from the running for honors. Any subsequent counseling on the same infraction may result in a request for dismissal.

10. MILITARY COURTESY.

a. When speaking to cadre, students will assume and maintain the position of parade rest until instructed otherwise. This includes all cadre in the rank of CPL and above, regardless of that NCOs duty position. Cadre in rank of SPC and below will be greeted cordially and treated with proper respect.

b. In a classroom environment, the SGL may waive the requirement for students to be at parade rest, for learning purposes.

c. When cadre (i.e. SGL, SSGL, chief instructor, 1SG, or CSM) enter a room, students will come to the position of Attention, sound off with "At Ease", assume the position of parade rest, and remain so until the order "Carry On" is given by the NCO.

d. When class is in session, students will not disrupt class by sounding off. The instructor will take appropriate action when a senior NCO enters.

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

11. MOVEMENT.

a. Students will not move out on any mission outside the academy fence without cadre present (for example but not limited to Individual Training, Land Navigation practical exercise, STX, etc.) to accompany the movement. The only exception to this rule is setting up designated PRT areas which must be completed before the student formation.

b. Student leadership marching a formation outside the fence will maintain the formation to the right side of the road with no more than three columns with an SGL present.

c. Students are required to march in groups of at least three students at all times when moving inside the academy area. When inside the academy area or outside the academy fence, students may sound off with tasteful and appropriate cadences. Students who utilize cadences that are derogatory, degrading, or deemed inappropriate may be considered as a violation of paragraph 8 PROFANITY. Students will not sound off while class is in session.

d. When marching with weapons, students will be at the position of "port arms". When marching and carrying other equipment, students will sling weapon across their back with the muzzle pointed down and to the right.

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e. When students are in line to draw weapons or 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.

12. FOLLOWING INSTRUCTIONS. Instructions are lawful orders given by any NCO to maintain discipline and to ensure mission accomplishment. Failure to follow instructions may result in counseling by an SGL, as determined by cadre. Instructions and orders given by student leadership to others students which are not followed may be punishable as long as the order given is not a safety violation or causes a moral, legal or ethical issue. If the infraction is considered serious in nature, the failure to follow instructions may be referred to the commandant for possible dismissal from the course.

13. SEXUAL HARASSMENT.

- a. All students, cadre, and staff will be treated with fairness, dignity and respect at all times.
- b. Sexual harassment will not be tolerated and will be dealt with appropriately.
- c. Soldiers will report any and all acts of either sexual harassment or misconduct using any of the following methods.
 - (1) Cadre chain of command or academy appointed UVA/EO representatives.
 - (2) Commandant's open door policy.
 - (3) Assigned unit chain of command.
 - (4) IG main office phone number 655-0847.
 - (5) 25th ID EO office 655-6718.
 - (6) USAG-HI EO office 438-2111.
 - (7) Main post chapel 655-9307.

14. SAFETY.

- a. Students with prior heat /cold weather injuries will be identified as per NCOAH safety SOP for markings. Any student that is allergic to bees or taking prescription medications will be identified as well.
- b. Students will use ballistic eyewear (APEL - 08 March 2013), gloves issued (FRCG APL), and hearing protection when operating lawn equipment.

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c. During PRT cardiovascular events (i.e. platoon runs) road guards will be established. Students in formation will move with traffic and will not exceed three columns. All student formations will have two road-guards to the front and two road-guards to the rear of the formation at a distance of 15 meters. In hours of darkness all road guards will carry flashlights.

d. Students with profiles for running will move back to the academy area and conduct their alternative cardiovascular event (i.e. walking at own pace/distance) inside PRT area 3. Students with profiles for muscular endurance events will conduct the modified versions of those exercises found IAW FM 7-22.

e. Students will wear their PT belts around their waist in summer PT uniform and across the chest from right shoulder to left hip when wearing the IPFU jacket.

f. MRE heaters that have not been properly activated must be disposed of as hazardous waste. Disposing of an un-activated MRE heater in a solid waste container is against the law. Un-activated MRE heaters pose a potential fire hazard if they become wet when turned in at a landfill site. Students will turn in all unused MRE heaters to appropriate collection boxes.

g. 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 SGL immediately.

15. WEAPONS.

a. When weapons are drawn, according to training schedule, students are required to carry their assigned weapon or have it within arm's reach at all times.

b. Failure to have weapons in arms reach with you may result in a negative counseling.

c. Blank firing attachments will be installed on weapons at all times and will be immediately emplaced after receiving the student's weapon.

d. At no time will weapons be secured in personal wall lockers.

e. For showering **ONLY** during personal hygiene, Soldiers can leave their weapons with their roommate or with a battle buddy. You are required to carry your own weapon at all other times.

f. If a student has to leave the academy for any reason not covered within the training schedule, they will leave their weapon with their battle buddy.

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g. While in class, weapons will be placed on the ground next to the Soldiers' desks with the muzzle facing away from the center of the classroom with the ejection port facing up and the dust cover closed. If student's seats are in the center of the classroom they will select a direction to place their weapon away from other students.

h. When moving about in a classroom, the SGL may waive the requirement for students to have their weapons within arm's reach for learning purposes. Students will take their weapon with them when they leave the classroom for any reason. No exceptions. Failure in maintaining your weapon on your person may result in a negative counseling.

i. Weapons will be slung with the muzzle pointed down and to the right when actively engaged in details, i.e. commandant's detail, flag privilege, lawn maintenance, etc.

j. Students will not lean their weapons up against any structure to include but not limited to; walls, columns, trees, desk, etc. Doing so may result in a negative counseling.

k. Weapons loading/unloading and clearing.

(1) The **ONLY** time you will lock and load your weapon is when you walk outside the academy fence for training and are directed to do so by the guidance of your SGL/SSGL.

(2) When the weapon is locked and loaded with the magazine, weapons will be kept on **SAFE**.

(3) Weapons will be cleared upon entry to the academy area. There are clearing barrels placed at the back gate of the academy. Weapons will be cleared with student leadership present to supervise in the following manner:

(a) Students will remove the magazine from their weapon.

(b) Students will point the muzzle of the weapon inside the clearing barrel while pulling back on the charging handle of the weapon.

(c) Students and student leadership will check the chamber to ensure there are no rounds present in weapon.

(d) Students will ride the bolt forward and squeeze the trigger.

(e) Students will then pull the charging handle to the rear once again while keeping the muzzle in the barrel.

(f) Students will then ride the bolt forward.

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(g) Students will close the dust cover, ensure the weapon is on **SAFE**, and police up the ejected round if present.

1. Weapons safety.

(1) Weapons safety will be enforced at all times while assigned to the NCOAH. A negligent discharge from improper clearing **WILL** result in a negative counseling. If the infraction is shown to be serious disciplinary issue that involves the safety of those around, it may be grounds for immediate dismissal from the course.

(2) All students will practice proper muzzle and trigger discipline at all times while assigned to the NCOAH.

(3) Weapons will be on "SAFE" at all times. Failure to adhere to this standard may result in a negative counseling.

(4) Negligent discharges that happen during the Situational Training Exercise (STX) are considered a safety violation. Negative impacts may include the personal injury to students and cadre alike. There is zero tolerance when it comes to the welfare of Soldier's, due to a direct failure of another, when weapon systems are included. Any negligent discharge will be subjected to a disciplinary dismissal. At a minimum the Student and Student chain of command will be counseled.

m. Weapon accountability.

(1) Weapons accountability will be held three times daily.

(a) The first formation of the day.

(b) At lunch while in the academy area.

(c) At the last formation of the day.

(2) Team leaders will report weapons status to the squad leaders.

(3) Squad leaders will report weapons status to their student platoon sergeants.

(4) Student platoon sergeants will report weapons status to the SSGL and the student 1SG.

(5) Student 1SG will report weapon status to the staff duty NCO (SDNCO), the chief instructor, or the SSGL of the duty platoon.

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(6) Failure to maintain accountability of your weapon may result in a negative counseling.

n. Weapon turn-in.

(1) Student leadership will conduct proper weapon clearing procedures with their platoon IAW FM 3-21.5, inspection arms.

(2) Students will line up on the edge of the lanai facing the grass with weapon pointed in the clearing apparatus.

(3) Students will pull back the charging handle of the weapon.

(4) Students and student leadership will check the chamber to ensure no rounds are present in the weapon.

(5) Students will ride the bolt forward.

(6) Students will place the selector lever on **SEMI**, and pull the trigger.

(7) Students will pull back the charging handle of the weapon and lock the bolt to the rear and leave the weapon on **SEMI**.

(8) Students will line up by roster number order along the building next to the arms room and inform the armorer that clearing procedures have been performed.

(9) When they are called forward by the armorer, they will sound off with their roster number and weapon serial number. The student will then hand the weapon to the armorer butt stock first and fully extended through the arms room door port hole. Students will receive their DA 3749 weapons card from the armorer in exchange for their weapon.

o. Weapon issue.

(1) Students will draw their assigned weapon only. **No exceptions!** During STX squad leaders will draw the M249 in place of their unit issued weapon (M4/M16).

(2) The students will file along the building next to the arms room in a single file and give their DA 3749 weapons card to the armorer at the door. The DA 3749 is an inspectable item that the student must maintain. If they lose this form or it is unavailable to be issued to the arms room to receive their weapon the student will receive a negative counseling at that time before issue of the weapon. They will then sound off with their roster number to ensure that they

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are receiving the correct weapon. The student will inspect the weapon by serial number to ensure the correct weapon was issued; they will then go to the clearing barrel located outside of the arms room and clear their weapons.

(3) The SGL will instruct the students to point their weapons into the clearing apparatus and conduct clearing procedures JAW Annex V, paragraph K(3)a-g.

(4) Students will pull back the charging handle of the weapon.

(5) Students will ride the bolt forward.

(6) Students will place the selector level on **SAFE**.

(7) Students will close the dust cover of weapon.

(8) Student will place their blank firing attachment on their weapon at this time. If the student does not have the blank firing attachment available during the time of issue for the weapon they will receive a negative counseling and be issued one from the arms room to be returned with the weapon upon weapon tum-in.

p. Weapons security; military weapons will be stored in the academy arms room. When a weapon is drawn from the arms room, it will be in the student's possession at all times. If a student comes in from the field for any reason, that student will tum in their weapon to the SSGL in charge of the TOC until the weapon can be secured in the academy arms room. Immediately after use and prior to tum-in, weapons will be properly cleared by student leaders and cadre. SGLs will supervise all weapons draws and tum-ins.

16. DINING FACILITY.

a. Students will stand in the DFAC line in a neat and orderly fashion. If they have their weapons, they will be slung with the muzzle pointed down and to the right.

b. Student leadership will monitor the DFAC line to ensure all Soldiers are maintaining good order and discipline.

c. Students will seat themselves by filling the tables closest to the door first and working their way back until all seats have been filled. There is adequate seating for all students. If necessary the NCOAH cadre will assist in the control of flow into the DFAC.

d. SGLs and student leadership (student 1SG & platoon sergeants) will ensure that all students will go through the DFAC line. Students will sign only themselves in for accountability whether they decide to eat or not. It is not the student's decision to bypass the DFAC for times of chow. At a minimum each student is responsible for signing themselves in and inputting their

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pin with their CAC. Students that avoid this or students that attempt to sign in other students will receive a negative counseling. Student leadership will not eat prior to the Soldiers they are responsible for to ensure they have signed in. For example: Student 1SG will eat after all students have signed in. Student platoon sergeant will eat after all students within their platoon have signed in. Squad leaders will eat after their entire squad has signed in.

e. DFAC times may change during the duty day due to login, student movement, mission, etc. SGL/SSGL will give guidance to student leadership as necessary for extension to meal times.

17. OFF LIMITS AREAS.

a. The following areas are off-limits to students without cadre permission to enter or in performance of their daily duties and details. In order to gain access, students must knock and wait to be told to enter unless otherwise directed by cadre.

- (1) Arms room.
- (2) Supply office.
- (3) Command group.
- (4) Conference room.
- (5) Cadre Latrines on the first floor of Bldg 6055.
- (6) Room 305 (SSGL's office) in Bldg 6055.
- (7) Electrical and boiler rooms on the 1st floor of Bldgs 6056, 6057, and 6058.
- (8) Students will not walk on the grass unless directed by cadre.
- (9) The STX/maintenance sheds behind Bldg 6057 unless escorted by cadre.

18. CLASSROOMS. The instructor's table, visitor's table, files, computer, slide screen, and slide projector are absolutely off limits at all times. The cadre area in the back of the classroom and the reference cabinet are also off limits. Classroom rules will be discussed during SGL orientation received on Day 0.

a. Students are prohibited from using the internet during instruction or study hall, unless directed by their SGL. Any internet usage during periods of instruction not authorized by the students SGL may result in a negative counseling.

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b. Students **can only use** AKO webmail to save and transfer assignments, i.e. communicate in Writing, Oral History Brief, Individual Training, etc.

c. Students are required to remove their CAC/ID Card from the computers when they are not in use, and when exiting the classroom. A student's CAC/ID Card is an inspectable and sensitive item that must be maintained on the person. This is a security violation and will result in a negative counseling.

19. DAY 0.

a. Sponsors/Drop Off.

(1) Sponsors will accompany the student to the academy during the enrollment process and remain at the academy until notified by the chief instructor that student enrollment is complete.

(2) All sponsors of students with missing items and/or equipment have 72 hours to drop off necessary items to complete their inventory. The sponsor must be in the rank of SGT or above and will be allowed to drop off equipment to the student on days 1-2 from 1800-2000 hours.

(3) All sponsors must be in ACUs with CAC/ID card available for validation of identity. There are NO CHILDREN and other family member allowed with the sponsor. There will not be any exception to this rule.

(4) Sponsors are to proceed to the student/sponsor reception table to sign in and have their drop off items inspected by the SDNCO. Packages, bags, items, and equipment will be marked outside with the student's roster number for identification. Only mission essential items and select personal items. The academy decides whether or not these items will be accepted.

(5) No drop off items will be left overnight in the SDNCO area.

(6) Students will not have visitors except their sponsor. Sponsors are required to sign in at the SDNCO desk. After items have been inspected, the sponsor must leave unless they have official business to conduct with the student that has been brought to the attention of the SDNCO.

(7) Any student that leaves the academy area to meet with a sponsor, meets with their sponsor anywhere on the academy grounds outside of the student/sponsor reception table, or attempts to meet outside of the sponsor drop off hours to include items being thrown over the fence will result in a negative counseling and possible recommendation for dismissal.

20. BILLETING.

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- a. Billeting and students rooms are subject to inspections (both announced and unannounced), at any time to verify and validate students 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 currently in their room.
- 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 instructor.
- e. Food and beverages may be stored or consumed in the barracks, they must be kept in the student's wall locker and 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 will result in loss of privileges for that student and a counseling from their SGL.
- f. Chewing gum is prohibited.
- g. 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. Any student in violation of this will be subject to punishment under UCMJ and will be recommended for dismissal. Students that are of age will be permitted to use these items in the Student break area only.
- h. 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 the dayroom. At no time will the students play any of the authorized devices outside their room. Anyone violating this policy may have their item(s) confiscated.
- i. Violations of these rules may result in a negative counseling.

21. 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.**

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- a. Students that are released for the weekend or scheduled holidays, who are late to first formation per the training schedule will result in a negative counseling and will be ineligible to receive any academic award (distinguished honor graduate, commandant's list, etc.).
- 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.

22. 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 SSGL. The SSGL will notify the chief instructor. The chief instructor 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. If you have a weapon during your medical need, you will leave your weapon with a battle buddy.
- d. You must have constant communication with the academy during your medical situation. SDNCO number is **808-656-0460**. Keep SDNCO informed and if you are seeking more medical attention at another facility.
- e. Profiles, quarters given, and medications you might have received will be discussed with the chief instructor. Be prepared to provide a copy of any necessary paperwork for NCOAH records.
- f. 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.

23. CELL PHONES/GPS DEVICE OR WATCH.

- a. Cell phones are a privilege and will only be authorized for use during break time allotted from classroom instruction as determined by the instructing SGL or student time as determined by the training schedule and after the completion of any additional duties/details.

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b. Cell phones may be used during breaks, chow times, and personal time unless authorized by the SSGL/SGL; students are allowed to use their cell phone anywhere on academy grounds minus the classrooms, anywhere outside Bldg 6055 and the DFAC, during the times stated in the previous paragraph. Students will not be allowed to use their cell phone while academy maintenance is being conducted.

c. Cell phones are prohibited at the Land Navigation site and STX. Students who do not adhere to this standard will be recommended for immediate dismissal.

d. Hand held GPS devices, watches, or any device capable of determining location or distance is strictly prohibited while enrolled as a student at the NCOAH.

e. Students violating the cell phone policy may receive a negative counseling statement and their cell phone may be surrendered to the SGL/SSGL at the time of the infraction to be picked up by their sponsor during standard item drop off hours with the SDNCO.

24. LAPTOPS/TABLETS.

a. Laptops/tablets are only authorized for use during student time and **ONLY** in the area's as described under paragraph 23.b. definition of student areas.

b. Laptops/tablets, chargers, and accessories will remain secured in student wall lockers at all times except during student time. If any of these items are found unsecured the student may receive a negative counseling as described in paragraph 25.b.

c. Students violating the laptop/tablet policy may receive a negative counseling statement.

25. 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. 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. TA-50 must be secured at all times.

b. 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 outside of items required for display. Items valued at the amount in paragraph 25.a. will not be placed in unsecure locations (i.e. night stand, desk, under bed storage, etc.) may result in a negative counseling.

c. Students' barracks room key is a sensitive item. Loss of their key may result in a negative counseling.

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d. Students that commit any security violation may receive a negative counseling. The second security violation will be referred to the chief instructor for possible disciplinary removal from the course.

26. 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 or until determined by the BLC Chief instructor. Failure to have a copy of the Creed of the Noncommissioned Officer with you may result in a negative counseling until it no longer is necessary to maintain from the previous statement.

c. The Creed of the Noncommissioned Officer will be recited daily during the breakfast, and dinner formations as an academy.

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 and cadre will be at the position of attention.

27. STUDY HALL.

a. Study hall is beneficial to your overall academic success at BLC.

b. Students are required to attend study hall as per the training schedule.

c. Students will use study hall to prepare for the next day's lessons, any upcoming evaluations or examinations or to complete assignment's (i.e. Individual training classes or Army Correspondence).

28. STUDENT BREAKS.

a. Students leaving the classroom for break will not talk on the lanais or upon returning to class. Understand that other classrooms may still be conducting instruction and any unnecessary distractions will not be allowed. If an instructing SGL must pause their class to confront a student about disruptive behavior, that student may receive a negative counseling.

b. 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. Dip bottles

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will be disposed in trash cans immediately after initial use, to ensure they are not accidentally left unattended. Recyclable items will be placed in appropriate recycle bins. Failure to comply will result in privileges being revoked.

- c. No horse playing or visitors in the break area.

29. COUNSELING. Soldiers who receive a negative counseling for any reason while attending BLC will no longer be eligible for distinguished honor graduate, leadership awardee, or commandant's list. Students may be counseled for violating anything found in this SOP. First offense or violation will result in a counseling from the SGL who identified the violation, the second time a student is in violation of the SOP, they will be counseled and the students 1SG will be contacted and required to come to the academy and speak to the student to address the issue. The third time a student violates the SOP, the student will be counseled for the violation and a recommendation for immediate dismissal will be submitted to the chief instructor.

30. SDNCO RUNNER.

- a. BLC students will relieve the SDNCO or clerk during all meals.
- b. The duty platoon will provide the runners. Student chain of command will ensure rotation of runners for each meal.
- c. Breakfast runner will be from 0700 to 0755 hours or during breakfast hours on specified days.
- d. Lunch runner will be from 1200 to 1255 hours.
- e. Dinner runner will be from 1700 to 1755 hours.
- f. Students will not accept any equipment, money, or clothing from other students or sponsors.
- g. Students will not accept nor schedule any lunch appointments.
- h. Students will not utilize the academy loud speaker system.
- i. While in resident status (live-in), the duty platoons 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 PT's per shift from 2200-0530 hours.

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

- a. Classroom and billets cleanup.

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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. TA-50 will **not** be cleaned utilizing the washer/dryer.

d. Students may use internet in the classroom only after all details are complete and verified by the SDNCO. Any student found on classroom laptops before completion of details and release by the late SSGL to the student 1SG may result in a negative counseling.

32. CONDUCT DURING STUDENT TIME.

a. Students are not authorized in opposite sex personnel's room. Males and females wishing to socialize may do so in the day room or break area **only**.

b. Student leadership is 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. Upon completion of inspection, the student will inform SDNCO. During all visitation of opposite sex quarters, students must have a battle buddy and the door must remain open. From 2200 to 0500, no visitation is allowed.

c. 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.

33. BARRACKS MAINTENANCE.

a. Students will be required to perform maintenance in designated areas during breakfast hours and after study hall, maintenance will be conducted throughout the day as needed. Barracks maintenance will not be conducted during the duty day. During breakfast chow time, students will conduct either personal hygiene or barracks maintenance if not currently in the DFAC. This time is strictly for this and for the preparation of classroom instruction and its assignments. Any student found in the break area during this time may receive a negative counseling.

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 supplies needed are submitted to the student 1SG. Students will not purchase any supplies for maintenance procedures.

c. Students will report any broken or damaged property immediately to their SGL. Equipment/furniture is not authorized to be disposed of if damaged or broken.

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- 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.
- i. Latrine floors will be swept and mopped and trash emptied. Toilets, showers, and sinks will be cleaned and sanitized.
- j. Mops will be clean and hung to dry with a mop bucket placed underneath it. Personnel are cautioned that meningitis germs breed in improperly stored wet items, i.e. mops, rags, and brushes. Ensure that all such items are thoroughly wrung out before storing.
- k. Stairwells will be policed and handrails will be kept clean. Drinking fountains will be clean and free of dust and calcium deposits. Fans will be clean and free of dust.
- l. All light globes will be cleaned and free of dust inside and out. Lamps and light fixtures will be clean and free of dust.
- m. 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.
- n. All barracks lights will be **OFF** while the students are in class and before first call.
- o. 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 SGL.

34. DUTY PLATOON. Duty platoon is known as the detail platoon and rotates every week. Duty platoon will provide the runners for each meal. Duty platoons student platoon sergeant will report to the SDNCO for instructions upon the completion of study hall or training.

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a. The duty platoon will provide two students to report to the DFAC for headcount and provide 2 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. Late SSGL is responsible for direct supervision and accountable for the actions of duty platoons detail.

c. 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 SSGL at the conclusion of daily training or study hall for a briefing.

d. Cleaning supplies utilized for the duty platoon will be provided by the platoon that is responsible for the detail.

e. Areas of responsibility for the duty platoon.

(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 tum-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) Conference room will be cleaned every evening.

(7) The commandant's office, deputy commandant's office, chief instructor's office, and the SDNCO office will not be cleaned by students.

(8) All furniture dusted, floors swept, trash cans emptied, and fresh trash bags placed in cans.

(9) 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.

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(10) The duty platoons details should normally be concluded by 2100 hours. However, the student leadership may receive a negative counseling from the SDNCO for incomplete or unsatisfactory progress, and the platoon will be required to return and complete the task to standard. This must be annotated on the SDNCO journal log, DA Form 1594.

35. **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.

36. **TESTING/EXAMINATIONS.**

a. All students are required to achieve **70%** and above on all tests and evaluations in order to be a graduate of the BLC.

b. Students will be required to attend the mandatory study halls the day before any examination. The NCOAH will provide every student the opportunity to excel.

c. If a student should fail the initial test, they will be counseled and will be required to attend a retraining session given later that day. Retest will be given the next morning.

d. If a student fails the retest, they will be recommended to the chief instructor for dismissal from the course due to **ACADEMIC** failure.

37. **DISMISSALS.** The following are the different type of dismissal procedures here in the NCOAH.

a. **Academic dismissals.** Student fails initial test and retest 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.** Students are showing patterns of disciplinary, disruptive, and destructive behavior during training. Patterns of misconduct can also go along with the disciplinary dismissal.

d. **Unit recall.** Student is requested by unit to be drop due to personal or professional reasons. Dismissal requests must come from CSM and above.

e. **Medical dismissals.** Student is dropped 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.**

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

38. APPEALS. When a student is considered for dismissal and requests to appeal, they must annotate "YES" on the referred memorandum for dismissal notification. Any student considered for academic, disciplinary, or motivational dismissal from the course has a right to an appeal. An appeal is a request to the commandant to consider the recommendation to release the student from training. Other appeal information include:

a. The student will acknowledge by endorsement of the dismissal recommendation by the chief instructor within two duty days receipt of the written notification of dismissal action. The notification of the chief instructor'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.

c. If the 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. Appeals will be submitted to the commandant.

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.



SHAWN M. LOWENTHAL
CSM, USA
Commandant