DEPARTMENT OF THE ARMY
BATTLE STAFF NONCOMMISSIONED OFFICER COURSE
UNITED STATES ARMY SERGEANTS MAJOR ACADEMY
11293 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918-8002

ATSS-DAO 4 December 2015

MEMORANDUM FOR Student, U.S. Army Battle Staff Noncommissioned Officer Course, Fort Bliss, TX 79918-8002

SUBJECT: Welcome to the U.S. Army Battle Staff Noncommissioned Officer Resident Course

1. Welcome to Fort Bliss and the U.S. Army Sergeants Major Academy (USASMA). On behalf of the Commandant, congratulations on your selection to attend the U.S. Army Battle Staff Noncommissioned Officer Course (BSNCOC). The BSNCOC is 22 academic days in length and is scheduled for a 5-day work week. Prepare yourself for an extremely fast paced and challenging course.

2. It is mandatory for all Temporary Duty / Active Duty for Training (TDY) / (ADT) students to sign-in on the Master Roster at the front desk of the InterContinental Hotels Group (IHG) Army Hotels (Bldg.1744 Victory Ave.). When you arrive you will need a copy of your orders or DA Form 1610 and **write down your room number.** We will need your room number during in processing. All students will be assigned a student number during in processing. Students assigned to Fort Bliss do not need to sign in at the Fort Bliss IHG Army Hotels.

3. All BSNCOC Students will report as stated below:

Date / Time	**10 January 2016 (Day 0) / 0800-2359hrs. / NCOs w/ATRRS reservations. (After 1800 report to the staff duty NCO BLDG 11291).**
Uniform	Civilian Attire (CA)
Location	Bldg. 11293 East Wing (indicated on the attached map)
Date / Time	**11 January 2016 (Day 1) / 0800 <u>NCOs w/ ATRRS</u> <u>reservations report for inprocessing. 1300 inprocessing for WAIT reservations, and WALK-ONs.</u>**
Uniform	Improved Physical Fitness Uniform (IPFU)/Army Physical Fitness Uniform (APFU) for in processing **No Spandex/ ALL MANDATORY PAPERWORK.**

Location Bldg. 11293 East Wing (indicated on the attached map)

4. Bring the following paperwork with you for in processing:

a. **It is the student's responsibility to have all paperwork complete prior to reporting to the Battle Staff course for in processing, NOT THE UNIT'S RESPONSIBILITY. Complete paperwork includes: COMPLETED Battle Staff Graphics Student Workbook. Any student showing up with incomplete paperwork will be told to come back at 1400 on day of inprocessing. Not following these instructions could cause a student to be denied admittance into the course.**

b. Completed Bio Sheet printed **double sided** on a sheet of paper (see attachment).

c. Completed Pre-execution checklist (TRADOC Form 350-18-2-R-EJUL 2009) (see attachment).

d. For Soldiers over 40, an Individual Medical Readiness (IMR) Report from AKO MEDPROS (IAW TRADOC Reg. 350-70, AR 40-501, NGR 40-501), that shows current Periodic Health Assessment (PHA).

e. One copy of TDY orders or DA Form 1610 with amendments. Personnel assigned to Fort Bliss (not assigned to USASMA) will have a DA Form 4187 signed by Unit Commander stating Temporary Duty Assignment to USASMA during duration of the course (see attachment). USASMA permanent party will have a memorandum signed by their Commander (see attachment).

f. 1 x Copy of DA Form 3349 permanent or temporary physical profile (if applicable, signed by a Physician and CDR).

g. 1 x Copy of Memorandum for Record (MFR) signed by an O-5 or above verifying the Soldier is in a ASI 2S coded position (see attachments) or 1 x Copy of Unit Manning Report (UMR) with name, paragraph and line # verifying the Soldier is in a ASI 2S position. If you are not in a 2S coded position, you must provide request for exception to policy for 2S not coded position (see attachments) signed by O-5 or above. **The**

exception to policy memorandum for 2S not coded position must be sent to the BSNCOC two weeks prior to attendance for approval.

h. All exceptions to policy need to be submitted through the Battle Staff NCO Course Director. Mailing address is: Commandant, U.S. Army Sergeants Major Academy, ATTN: ATSS-DAO, Fort. Bliss, TX. 79918-8002 **two weeks prior to course** execution. Exceptions to policy and can also be emailed to MSG Erica Haywood, erica.l.haywood.mil@mail.mil or MSG Thomas Yaudas, thomas.d.yaudas.mil@mail.mil or faxed to (915) 744-8480 (DSN 621-8480). **If the memorandum is not submitted before arrival you will be denied attendance in the course** (see attachments).

i. Enrollment will be denied to any Soldier who fails to arrive with the above mentioned paperwork and will be returned back to their home unit as course pre-requisite failures.

5. IHG Army Hotels will provide billeting for Soldiers attending the BSNCOC based on the seven day Army Training Requirements and Resources System (ATRRS) report. If you would like to **confirm your reservations** you can contact the IHG Army Hotels at (915) 565-7777 prior to leaving your home station. **When calling be sure to mention that you are coming to Fort Bliss for the BSNCOC and the dates you will be attending. DO NOT make reservations to reside in a Hotel / Motel off the installation.** Upon arrival to Fort Bliss, report to IHG Army Hotels **(Bldg.1744 Victory Ave.)**. IHG Army Hotels will receive students who report earlier than the class report date, but the **student will be responsible for making reservations for that time period** and payment of the early arrival days **(students can claim reimbursement when they return to home station)** (unless arriving from overseas). Students are required to check out on **Graduation Day**. **NO SHOWS will be billed for any unused rooms that were held for your class based on the seven day ATRRS report. STATEMENTS OF NONAVAILABILITY cannot be given and Soldiers will not request one from the Billeting Office. DO NOT make arrangements to depart USASMA prior to 1200hrs on graduation date.**

6. During the Battle Staff NCO Course you will use the Command Post of the Future (CPOF) for all class work. If you have not used this system before, I highly recommend that you watch the following Interactive Multimedia Instruction (IMI) at the following link to become familiar with the CPOF system and its capabilities.

7. **TDY/ADT BSNCOC students are directed to subsist at the installation dining facilities weekdays at no cost to the student. You will be on full meal per diem status on weekends and federal holidays only (ALARACT: 320/2011 DTG:R 232122Z Aug 11). The Academy does not issue meal cards**. The Centennial Club on Biggs

Army Airfield offers a lunch meal during the duty week only, with brunch on Sunday. There is a snack bar and Subway located in the Sergeants Major Academy complex that is open from 0700-1500 Monday through Friday. The distance to the PX Food Court is four miles. There is an Arby's restaurant located on the corner of Luke St. and Sergeants Major Blvd. DFAC schedules and times will be provided. **Transportation to and from Fort Bliss must be included on the Soldiers' TDY orders. Sponsoring commands are encouraged to support rental car usage and mileage, as applicable.**

8. Travel Information / Directions:

a. If you arrive at the El Paso International Airport:

(1) Take a taxi or military / IHG shuttle from the airport to the IHG Hotel (Bldg. 1744) or;

(2) In a Rental Car, from the Airport Service Road take a right on Airway Road continue straight (west) to Buffalo Soldier Gate. (It's well marked and less than one mile from the airport)

(3) As you enter Fort Bliss, ask the gate guard for directions to the Fort Bliss Inn or simply follow the signs at each intersection to the Fort Bliss Inn (It's well marked)

a. If you arrive by POV:

(1) From 1-10 East or West, take U.S. 54 (Patriot Freeway)

(2) Take Cassidy Road exit and enter the gate

(3) As you enter Fort Bliss, follow Cassidy Road to Marshall Road; turn left onto Marshall Road; follow Marshall Road to the intersection of Victory Ave and Marshall Road; turn right onto Victory Ave; Fort Bliss Inn will be on your left.

9. How to get to USASMA from the IHG Army Hotels: Leave the IHG Army Hotels by turning left from the lodging entry onto Victory Road; follow this road to the intersection with Haan Road; follow Haan Road to the intersection with Luke Street (approximately 2 miles); turn left onto Luke Street and proceed to the stop light at Sergeants Major Blvd.; Turn right, follow Sergeants Major Blvd; the United States Army Sergeants Major Academy will be on your left; turn left into the academy area then proceed around the right (East) side of the Academy. There will be a sign for incoming BSNCOC students in the entrance way, centered on the academy's east wing.

10. Students and parent units are responsible for scheduling transportation to and from Fort Bliss for the purpose of attending the course. **Schedule yourself appropriately to make your ATRRS designated report date.**

11. The duty uniform for the course is the Army Combat Uniform (ACU) or Operational Camouflage Pattern Uniform (OCP). In processing will be conducted in complete seasonal Improved Physical Fitness Uniform (IPFU) **No Spandex. Student will arrive in and maintain a hairstyle IAW AR 670-1.** Graduation will be conducted in ACUs or OCPs.

12. Packing list:

a. ACUs or OCPs with authorized boots and patrol cap

b. Complete Improved Physical Fitness Uniform (IPFU)

c. White or black socks over the ankle (no stripes, rings or logos)

d. Athletic running shoes

e. Identification Tags

f. Field Jacket or authorized Gortex (winter months only)

g. Personal Hygiene Kit

h. Civilian Attire

i. Padlock

j. Briefcase or backpack to transport numerous documents and or field manuals Army regulations to and from class

k. Military Symbols Template (Pickett 1700I)

l. Fine and Super Fine Alcohol Pens (Blue, Black, Red, Green)

m. Alcohol or alcohol correction pens

n. Post it Flags or Tabs

o. Laptop highly recommended

13. Civilian Attire: Summer weather in El Paso is typically hot and dry; therefore, we recommend lightweight clothing. Winter weather is generally cool, dry, and windy. We recommend a jacket or sweater. Social attire is normally casual, for example slacks, sport shirt, etc.

14. Family Members are not authorized for travel to this course.

15. Mail may be forwarded to you at the following Address:

Rank, Name
BSNCOC Class #_____, USASMA
11291 SGT E. Churchill Street
Fort Bliss, TX 79918-8002

16. Advance TDY Pay Information: All students must possess the Government Credit Card. Units must issue the Government Credit Card prior to departure. If a Government Credit Card is not available, ensure that all advances are issued by your servicing finance office prior to your departure. No advances will be issued at Fort Bliss.

17. Physical Training is an individual responsibility while you are attending the BSNCOC. It is important that each Soldier strive for a level of physical fitness that permits total performance of assigned duties in a combat environment. Soldiers will be weighed in during in processing. If the Soldier does not meet height / weight and body fat composition standards IAW AR 600-9 during in processing, a second screening will be administered IAW AR 350-1. The second screening will not be conducted earlier than 7 days and no later than ten days, IAW AR 350-1. If the Soldier fails the second screening, he / she will be dismissed from the course with a DA Form 1059 reflecting reason for dismissal from the course.

18. Miscellaneous Information:

a. Bring your health records and keep them in your possession at all times.

b. Recommend you have your eyes checked for proper vision. Some students have difficulty focusing on graphic details for long periods of time.

c. Protestant services are available on Biggs Army Airfield. Other denominational services are available on Fort Bliss.

d. Ensure you complete any unit administrative requirements (i.e. NCOERs, Awards, DA Form 31) prior to leaving your unit.

e. Do not try to conduct daily operations at your unit via telephone while you are attending this course. Inform your unit that constant distraction from classes may result in you being administratively dropped from the course.

f. You may incur some incidental expenses if you wish to purchase class memorabilia, for example, T-Shirts, class / group photo(s), group social event, etc.

g. Military transportation is not available on or to Biggs Army Airfield from lodging.

h. **Do not bring privately owned weapons.**

i. **Travel to Mexico is off limits!!!**

j. **There will be no passes or leaves granted.**

k. Fort Bliss is in the Mountain Standard Time Zone, the Area Code is (915) DSN Access: 621.

l. Students need to know their CAC pin number to sign their Academic Evaluation Report.

19. For additional information, logon to our AKO Homepage or contact the BSNCOC during duty hours at (915) 744-9211 / 9194 / 9165 (DSN 621-9211 / 9194 / 9165). The fax number is (915) 744-8480 (DSN 621-8480).

20. Point of contact is the undersigned at (915) 744-9194 or DSN 621-9194.

//--Original Signed--//
RICHARD L. TUCKER
SGM, USA
Director, Battle Staff
Noncommissioned Officer Course