

POLICY

Number:
NCOA 001

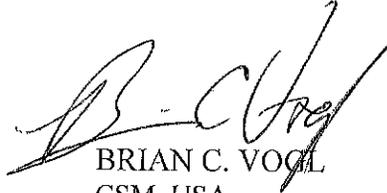
SUBJECT:

Commander's Open Door Policy

Date:
1 OCT 2014

1. Reference: AR 600-20.
2. Concern for Soldier's problems is my priority. It is my intent to see any Soldier who wishes to speak with me at the earliest opportunity.
3. Soldiers are encouraged to use their Noncommissioned Officer Support Channel to solve their problems or schedule an appointment with the Commandant. No Soldier, however, will be required to talk with the Chief of Training or his/her Senior SGL either before or after this appointment.
4. To make an appointment to see me call my office at 568-5538. Soldiers may speak to me without making an appointment, on a walk-in basis, or contact the Deputy Commandant, if the situation is sensitive and I am not available for an office call.
5. All leaders will ensure that all subordinates and students are familiar with procedures for reporting, investigating and correcting sexual harassment incidents. Additionally, all reported instances of such behavior will be investigated. I will take action to combat sexual harassment. Such action may include disposition under the Uniform code of Military Justice or other appropriate actions.
6. This memorandum will be posted in the NCO Academy area.

This policy is approved by the undersigned effective 1 OCT 2014.



BRIAN C. VOEL
CSM, USA
Commandant

ORIGINATING OFFICE:
NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 002

SUBJECT:

Soldier's Shortcomings

Date:

01 OCT 2014

1. Reference: AR 600-20.
2. All personnel are accountable for their conduct during both on and off duty hours. Members of this Academy are expected to conduct themselves in an orderly manner at all times. Conduct inconsistent with or adversely affecting the high standards of this Academy will not be tolerated. The Commandant will deal very stringently with conduct unbecoming to Soldiers and the NCO Academy.
3. Military courtesy is an integral part of this Academy and will be practiced and observed by all members of this unit. This includes saluting, reporting, and correctly addressing superiors of all services and allied forces. Salutes will be exchanged between enlisted Soldiers and Officers when required.
4. The use of first names by personnel breeds familiarity and may lead to disrespect or the implication of a lack of discipline, and therefore will not be condoned.
5. Gambling or card playing of any form is prohibited in the NCO Academy and all its assigned areas.
6. Fraud, waste, and abuse will be monitored daily. Anyone with knowledge of fraud, waste, and abuse are required to report this to the Commandant or Deputy Commandant in a timely manner.
7. It is the policy of the Commandant to take appropriate action upon receipt of any verbal or written complaint involving the failure of personnel to meet their financial obligations. Personnel are advised to carefully consider their income against normal expenses and obligations before committing themselves.
8. Credit is an easy thing to get. When in doubt about signing a contract, personnel are advised and encouraged to seek legal assistance prior to execution. Personnel with financial problems are encouraged to take advantage of the family credit counseling service located in the Fort Bliss ACS building. Failure to pay just debts is punishable under provisions of the UCMJ.
9. At no time, in the Academy areas, will there be excessive noise. Quiet hours in the NCOA are in effect 24 hours a day, and horseplay will not be tolerated in any manner.
10. All blotter reports for Academy personnel are routed through command channels to the Commandant. Corrective actions will be implemented following a preliminary investigation of the circumstances by the chain of command.
11. This policy is approved by the undersigned effective 1 OCT 2014.


BRIAN C. VOGL
CSM, USA
Commandant

ORIGINATING OFFICE:

NCO ACADEMY ATSS-CDA

POLICY

Number:
NCOA 003

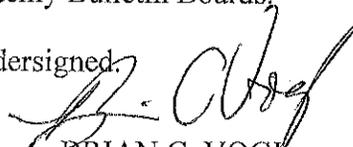
SUBJECT:

Sexual Harassment / Assault Response & Prevention (SHARP)

Date:
01 OCT 2014

1. Reference: AR 600-20, Army Command Policy, Rapid Action Revision, 20 Sep 2012
2. Sexual assault is a criminal offense that has no place in the Army. It degrades mission readiness by devastating the Army's ability to work effectively as a team. Every Soldier who is aware of a sexual assault should immediately (within 24 hours) report incidents. Sexual assault is incompatible with Army values and is punishable under the UCMJ and other Federal and local civilian laws.
3. Sexual harassment is a form of gender discrimination and is defined as deliberate, repeated, unwanted an/or unsolicited comments, gestures, or physical contact of a sexual nature. It is behavior that offends, exploits, embarrasses, inhibits, or penalizes a person because of his or her gender. Sexual harassment creates a hostile work environment for its victims and reflects questionable leadership.
4. It is important for all members of the Academy to understand that sexual harassment will not be tolerated. We must maintain the highest levels of professionalism by maximizing utilization of individual potential. We interface daily with military, civilian, and student members of both genders and all ages. In this environment, our conduct toward members of the opposite sex must be proper and professional at all times.
5. Individuals who are sexually harassed by superiors, supervisors, co-workers or peers should make it clear that such behavior is offensive and take appropriate action as prescribed by established procedures.
6. All leaders will ensure that all subordinates and students are familiar with procedures for reporting, investigating and correcting sexual harassment incidents. Additionally, all reported instances of such behavior will be investigated. I will take action to combat sexual harassment,. Such action may include disposition under the Uniform code of Military Justice or other appropriate actions.
7. It is my policy that all members of the Fort Bliss Noncommissioned Officers Academy and its students live and work in an environment, both on and off post which is free of harassment .
8. If you believe that the complaint will not be handled fairly at the lowest level or it involves a member of your Chain of Command, then you may present your complaint to the unit or school SHARP Representative
9. Unit SHARP location: BLDG 2, E WING
Telephone: 915-245-8991
Hours: 24HR
10. This memorandum will be posted on all NCO Academy Bulletin Boards.

This policy is approved effective: 1 OCT 2014 by the undersigned.


BRIAN C. VOGEL
CSM, USA
Commandant

ORIGINATING OFFICE:
NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 003-A

SUBJECT:

Sexual Harassment

Date:

01 OCT 2014

1. Reference AR 600-20, Army Command Policy, dated 7 Jun 06.
2. Explanation: Sexual harassment is a type of sexual degradation. Sexual harassment violates acceptable standards of integrity and impartiality required of all Army personnel and interferes with mission accomplishment and unit cohesion. It is the attempt to control, influence, or affect the career, pay or job of a Soldier or civilian employee using behavior of sexual nature; deliberate or repeated verbal comments or gestures of a sexual nature that are offensive to the person to whom addressed, to include abusive physical contact of a sexual nature.
3. Sexual harassment continues to be a problem within the United States Army. As standard setters, the NCO Academy and assigned personnel will not tolerate sexual harassment to any degree. Infractions of this nature will be dealt with severely.
4. Instructor/student relationships are especially sensitive because of the great possibility of actual perceived favoritism and are, therefore, potentially destructive of discipline, authority, morale, and Soldier welfare. The use of common sense and treatment of all Soldiers with dignity and respect will eliminate all possible dangers.
5. Anyone with a complaint is encouraged to bring it to the attention of the Chain of Command for assistance, guidance and/or investigation to see if a problem exists. Discretion by all parties will help dispel rumors. Rumors have a tendency to undermine the morale and discipline of a unit whether based on fact or fiction.
6. Supervisors at all levels are instructed to continuously teach and educate their Soldiers about the effects of sexual harassment and fraternization. Sexual harassment of any kind is a very sensitive issue; improper handling of these problems can be very damaging.
7. This memorandum will be posted on all NCO Academy Bulletin Boards.

This policy is approved effective: 1 OCT 2014 by the undersigned.


BRIAN C. VOGL
CSM, USA
Commandant

ORIGINATING OFFICE:

NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 003-B

SUBJECT:

Equal Opportunity (EO)

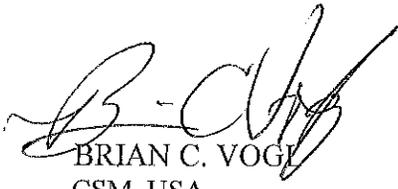
Date:

01 OCT 2014

1. Reference: AR 600-20, Army Command Policy, dated 20 Sep 14.
2. It is my policy that all members of the Fort Bliss Noncommissioned Officers Academy and its students live and work in an environment, both on and off post which is free of harassment and discrimination. All Soldiers have the right to fair and unbiased treatment, free of prejudices of race, color, gender, religion, and national origin.
3. I charge all Soldiers attending and/or assigned to the NCO Academy to adhere to this policy. Further, all personnel are encouraged to promote, consistently and continuously, an environment conducive to harmonious relations. I stand on the premise that if directly reflects and relates to effective mission accomplishment. My door remains open to address any problems arising from discrimination and/or harassment at all times.
4. It is the right of every member of this command to present a discrimination complaint based on race, color, religion, national origin or gender to the command without fear or intimidation, reprisal, or harassment. The chain of command will protect Soldiers from acts of reprisal or retaliation for filing an equal opportunity complaint. If the complaint cannot be resolved at the lowest level of the Chain of Command it will then elevate up the chain until the problem is resolved. Similarly, Soldiers who submit a false Equal Opportunity complaint, a complaint containing information or allegations that the individual knew to be false, are subject to punishment under the UCMJ
5. If you believe your unit or school Equal Opportunity Representative has not been fair or fails to comply with Regulations or directives, then the Soldier has the right to present the complaint to the Post Equal Opportunity at 568-1205. When appropriate, individuals should attempt to resolve a complaint by first informing the alleged offender that the behavior must stop. If the behavior continues, advise the command on the specifics of discrimination complaints and provide the command an opportunity to take appropriate action to rectify/resolve the issue. Although the processing of equal opportunity complaints through the chain of command is strongly encouraged, it will not serve as the only channel available to Soldiers and Family Members. Complaint procedures are clearly outlined in AR 600-20, Army Command Policy, and Appendix D, dated 20 September 2012.
6. If you believe that the complaint will not be handled fairly at the lowest level or it involves a member of your Chain of Command, then you may present your complaint to the unit or school Equal Opportunity Representative or the Commandant.

Unit EO location: BLDG 2, E WING
Telephone: 915-568-2440
Hours: 0830-1730
7. If you believe your unit or school Equal Opportunity Representative has not been fair or fails to comply with Regulation or directives, then the Soldier has the right to present the complain to the Post Equal Opportunity at 568-1213.
8. Should a complainant feel uncomfortable in filing a complaint with his/her Chain of Command, or should the complaint be against a member of the Chain of Command, listed below are the agencies that are available to provide assistance in resolving potential concerns of complainants:
 - a. Higher echelon in the Chain of Command
 - b. Equal Opportunity Advisor
 - c. Inspector General
 - d. Chaplain
 - e. Provost Marshal
 - f. Medical Agencies
 - g. Staff Judge Advocate
 - h. Housing Referral Office
9. Soldiers desiring to discuss a complaint or grievance with the Commandant must coordinate through their Chain of Command and the First Sergeant.
10. This memorandum will be posted on all NCO Academy Bulletin Boards.

This policy is approved by the undersigned effective 1 OCT 2014.


BRIAN C. VOGT
CSM, USA
Commandant

ORIGINATING OFFICE:
NCO ACADEMY ATSS-CDA

POLICY

Number:
NCOA 004

SUBJECT:

Leave and Pass Policy

Date:
01 OCT 2014

1. Reference AR 600-8-10.
2. The purpose of this policy is to provide guidance to Academy personnel for the submission of leaves or passes. These procedures are also established in order to maintain accountability of assigned personnel.
3. Leaves can and should be taken anytime, preferably at the convenience of each individual; however, mission accomplishment must take priority over ordinary leave. Personnel with 60 days of leave need to plan carefully and take steps to reduce the amount of accumulated leave before the end of each fiscal year. Supervisors will ensure that no leave is lost. The NCOA Commandant that all NCOs with 40 days or more take leave instead of a pass, to prevent any lost days before the next FY15 (1 OCT15).
4. Emergency leaves can be submitted anytime the situation dictates.
5. Individuals requesting leave or pass will follow the procedures below:
 - a. Leave/pass requests will be submitted to and picked up at the NCOA S1 (administrative section).
 - b. Submit a DA Form 31 and FB Form 1257-R requesting leave or pass through their supervisor. Also required in a leave/pass request packet are a safety pledge, a TRiPS report/risk assessment worksheet and POV inspection if driving, the flight itinerary if flying, Leave and Earnings Statement, and AKO MEDPROS status. Prior to purchasing any airline ticket(s), ensure either your pass or leave has been overall approved, with a control number.
 - c. Supervisor will indicate recommendation of approval/disapproval (if disapproved, give reason) and forward the request to the administrative section for action 14 days prior to the requested departure date for ordinary leave. Emergency leave requests will be accepted anytime as needed and processed in a expedited manner.
 - d. The NCOA Commandant or his designated representative is the final approving authority for all leaves of assigned personnel requesting 30 days of leave or less. The USASMA Commandant is the final approving authority for leave requests in excess of 30 days and requests for permissive TDY.
 - e. Assigned academy personnel are encouraged to maximize the use of block leave periods that are scheduled during cycle breaks.
 - f. SSGs and below will physically sign out/in on leave/pass with the USASMA S-1/administrative clerk during duty hours or after hours with USASMA's Staff Duty. SFCs and above may sign out/in telephonically or physically with the USASMA S1/administrative clerk or USASMA Staff Duty. It is the responsibility of all assigned NCOs to obtain a copy of their approved leave/pass paperwork prior to departure. The NCOA S1 will maintain copies of all leave/pass request packets on file.
 - g. Emergency situations requiring an extension of leave/pass should be requested through the NCO's supervisor with approval through the senior leader in Block 13 of the DA form 31 NCOA S1 section. Only the Commandant and Deputy Commandant possess the authority to grant leave/pass extensions. An extended pass will result in the entire period being charged as leave.
 - h. Emergency leaves will be handled on a case by case basis. The American Red Cross is the verifying authority for all emergency leaves. Once the emergency has been verified, a DA Form 31 will be immediately processed in accordance with AR 630-5.

ORIGINATING OFFICE:
NCO ACADEMY ATSS-CDA

POLICY

Number:
NCOA 004A

SUBJECT:

Leave and Pass Policy

Date:
01 OCT 2014

i. A mileage pass request must be submitted for training and federal holidays in which the NCO will be traveling outside a 250 mile radius of the Fort Bliss/El Paso, Texas area.

j. All NCOA assigned NCOs will consider any & all use or lose and leave days of their own to be included in all leave submissions with remarks with specific dates in Block 17.

6. This policy is approved by the undersigned effective 1 OCT 2014.



BRIAN C. VOGL

CSM, USA
Commandant

ORIGINATING OFFICE:
NCO ACADEMY ATSS-CDA

POLICY

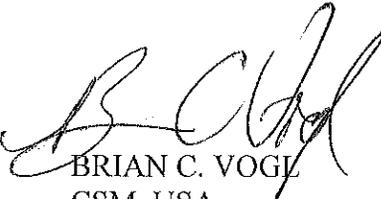
Number:
NCOA 006

SUBJECT:

Reenlistment Policy

Date:
01 OCT 2014

1. Reference AR 601-280.
2. Reenlistment is the Commandant's program, however, it is the responsibility of every supervisor to get involved and talk reenlistment with their NCOs. Supervisors are responsible for ensuring their NCOs are qualified when it is time for reenlistment.
3. The Commandant has approved the following incentives to enhance reenlistment at the Academy:
 - a. A first term reenlistee will be released from all duties on the day of and the day following their reenlistment consistent with duty requirements. If duty commitments do not allow a release from duty, the NCO will receive the time off compensation at a later date.
 - b. All other NCOs will be released from all duties on the day of reenlistment.
 - c. The reenlistee may request any Commissioned Officer or Warrant Officer IAW AR 601-280; they chose to administer the oath of reenlistment.
 - d. A special four day pass is authorized for each reenlistee consistent with duty requirements.
4. This policy is approved by the undersigned effective 1 OCT 2014.


BRIAN C. VOGEL
CSM, USA
Commandant

ORIGINATING OFFICE:
NCO ACADEMY ATSS-CDA

POLICY

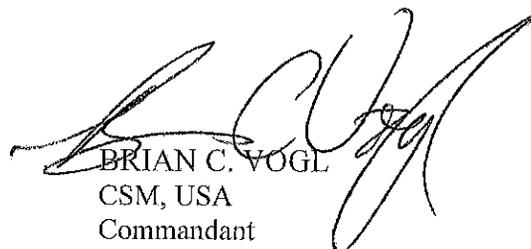
Number:
NCOA 007

SUBJECT:

Noncommissioned Officer Development Program

Date:
01 OCT 2014

1. Reference AR 350-17.
2. PURPOSE: To establish a Noncommissioned Officer Development Program (NCODP) within the NCO Academy.
3. OBJECTIVES:
 - a. To enhance development and increase the technical proficiency of all Noncommissioned Officers in the NCO Academy.
 - b. To reacquaint all Noncommissioned Officers with the duties and responsibilities inherent with their rank.
4. RESPONSIBILITIES:
 - a. The Commandant and First Sergeant have the primary responsibility for implementing the program and making it work.
 - b. A copy of this program along with training schedules will be kept on file by the First Sergeant.
5. GENERAL: Professionalism and prestige do not occur at promotion and award ceremonies. They are earned! The road to professionalism is crowded with individuals seeking the same goals. An NCO earns respect and prestige from his/her Soldiers and NCOs through his/her actions and deeds. This guidance is provided to upgrade the NCO professionalism by ensuring each NCO is technically proficient and provide them the opportunity to seek and receive additional responsibility. NCOs need to encourage, assist, and enable all military personnel to develop educationally and to maximize their career potential through educational programs at Fort Bliss. NCODP needs to contain data concerning programs that are of educational interest to military personnel.
6. IMPLEMENTATION:
 - a. The NCO Academy Cadre and or Staff will make recommendations to the First Sergeant of the Training needs and subjects available to address those needs.
 - b. Upon selection of the subject to be presented, the NCO Academy First Sergeant will approve/disapprove the subjects that will be taught during training sessions.
 - c. Supervisors will ensure all available NCOs attend the scheduled seminars.
7. This policy is approved by the undersigned effective 1 OCT 2014.


BRIAN C. VOGL
CSM, USA
Commandant

ORIGINATING OFFICE:
NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 008

SUBJECT:

Motorcycle Safety

Date:

01 OCT 2014

1. Reference AR 385-10.
2. Motorcycles are one of the largest contributors of military personnel fatalities in this area, and in the Army.
3. All newly arrived personnel must be briefed on the dangers of riding motorcycles, the requirements of attending the appropriate level of motorcycle drivers training, and possess a motorcycle operator's license prior to operating a motorcycle while assigned to Fort Bliss.
4. Motorcycles, because of their small size, are often not seen by other motor vehicles. Anyone operating a motorcycle is reminded that safety gear must be worn at all times in accordance with Fort Bliss and Army regulations and policies. Stay within the posted speed limits while on and off post, ride within your abilities and experience levels, and decrease your speed during periods of inclement weather. Note—a DOT approved helmet, a brightly colored long sleeve shirt, long pants, over the ankle sturdy footwear, and full fingered gloves are required protective gear during daylight hours. Further, a reflective vest will be worn during hours of darkness (a reflective belt is not sufficient reflective material for night time riding).
5. All assigned personnel desiring to purchase/ride a motorcycle will be required to familiarize themselves with the contents of the Fort Bliss Motorcycle Safety Policy, be counseled by the NCOA Motorcycle Mentorship Program NCOIC on motorcycle safety requirements, and subject their motorcycle, its registration/insurance, and their certification documents to the NCOA Motorcycle Mentor for inspection and validation.
6. Remember to think safety at all times when operating any motor vehicle.
7. This policy is approved by the undersigned effective 1 OCT 2014.



BRIAN C. VOGL
CSM, USA
Commandant

ORIGINATING OFFICE:

NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 009

SUBJECT:

Vehicle Safety and Accident Report

Date:

01 OCT 2014

1. Reference AR 385-10.
2. The purpose of this policy is to establish guidelines for vehicle safety, accident prevention, and reporting procedures.
3. Persons driving military or privately owned motor vehicles must assume full responsibility for the safety of their vehicle, passengers, and cargo.
4. Driving while under the influence of alcohol or drugs is against the law and can lead to accidents, injuries, and even fatalities. Personnel are reminded that drinking intoxicating beverages and driving do not mix. Driving while intoxicated (DWI) or Driving Under the Influence (DUI) are serious offenses and if charged/convicted can bring about the suspension of driving privileges on and off the installation, incarceration, punishment under the provisions of the uniform code of military justice (UCMJ), and/or separation from the military.
5. The military police issue traffic citations for on-post violations and the civilian authorities do likewise for off-post violations. Persons who receive citations are subject to attending remedial driver training, which is conducted during off-duty hours and may be further subjected to disciplinary actions and/or fines by the United States Magistrate Court. Obey traffic rules and drive defensively at all times. Accidents that destroy property or causes personal injury must be reported to the chain of command and an accident report, DA Form 285, will be prepared in accordance with AR 385-40. The form is to be forwarded to the next higher headquarters within five working days, so timeliness with regards to reporting is imperative.
6. Accidents occurring on-post must be reported to the Provost Marshall immediately. Do not leave the scene of an accident until released by the investigating military police or proper authority. Accidents occurring off-post must also be reported prior to departure from the scene of the accident.
7. All personnel will have their privately owned vehicles (POV) inspected by their supervisor or a designated individual prior to each long weekend, holiday weekend/period, or leave/pass period in which the Soldier will be driving their POV. A record will be kept of the inspections by the Safety NCO. Personnel will be given time to correct noted deficiencies prior to re-inspection. The inspection will cover the basic safety features of the automobile (tires, lights, signals, brakes, etc.) and is done in the interest of preventing accidents and saving lives. The results of each failed inspection will be reported to the chain of command for awareness/action.
8. Additionally, all students will have their POV safety inspection completed upon their arrival to WLC.
9. This policy is approved by the undersigned effective 1 OCT 2014.



BRIAN C. VOGT
CSM, USA
Commandant

ORIGINATING OFFICE:
NCO ACADEMY ATSS-CDA

POLICY

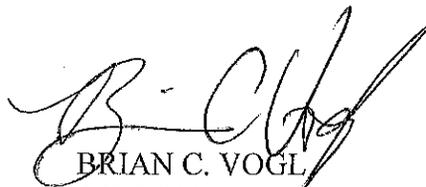
Number:
NCOA 010

SUBJECT:

Off Duty Employment

Date:
01 OCT 2014

1. Reference U.S. Code, Title 5, Section 2302, and DoD Joint Ethics Regulations 5500.7.
2. All personnel desiring to engage in off-duty employment must seek the advice of and get the approval of the Chain of Command.
3. The immediate supervisor is required to counsel anyone seeking off-duty employment. At no time will the requested employment interfere with the individual's performance of duty, availability or accomplishment of the mission. The mission requirements will take priority.
4. The supervisor will ensure that their counseling includes standards of conduct and the provisions of Fort Bliss Regulation 600-17.
5. After counseling by the Chain of Command, the NCO must submit a memorandum requesting the additional employment to the Commandant for approval. The memorandum will fully explain the conditions of employment, to include the hours and scope of work to be performed. At no time will these hours fall within the Academy's normal duty hours.
6. If the request for employment is approved it will be placed on file. At no time will personnel assigned to this academy, procure employment without the approval of the Commandant.
7. Violation of this policy and Fort Bliss Regulation 600-17 may result in punishment under the Uniform Code of Military Justice.
8. This policy is approved by the undersigned effective 1 OCT 2014.


BRIAN C. VOGL
CSM, USA
Commandant

ORIGINATING OFFICE:
NCO ACADEMY ATSS-CDA

POLICY

Number:
NCOA 011

SUBJECT:

Drug and Alcohol Abuse

Date:
01 OCT 2014

1. Reference AR 600-85, The Army Substance Abuse Program, Rapid Action Revision, dated 2 Dec 09.
2. The unauthorized use or abuse of drugs or alcohol by personnel assigned or attached to this Academy will not be tolerated. The Commandant will deal harshly with anyone involved in a drug or alcohol related incidents with the following as possible consequences:
 - a. Recommendation for UCMJ (with maximum punishment imposed).
 - b. Relief for Cause.
 - c. Bar to Reenlistment.
 - d. Administrative discharge.
 - e. Other actions as appropriate.
3. Army Regulations strictly forbid the unauthorized use of narcotics, sedatives, cocaine, hallucinates (including mescaline, peyote, LSD, DMT, STO, crack and marijuana) tranquilizers, stimulants, and other drugs.
4. No person under the age of 21 is permitted to induce, buy, possess, or consume any alcoholic beverages on Fort Bliss.
5. Absolutely no alcohol beverages are authorized in the barracks or academy area.
6. No person assigned/attached to the Academy (cadre or student) will consume alcohol within eight (8) hours of an announced formation, class or detailed duty. The Commandant or Deputy Commandant may direct a breathalyzer or blood test to be conducted for any Soldier attached or assigned to the NCOA who has the aroma of alcohol on their person.
7. During in-processing, all individuals will be briefed by Chief Instructor on drug and alcohol/abuse prevention and the assistance available through existing agencies.
8. If anyone wants or has information concerning drug/alcohol abuse, use or prevention, and related incidents, it is their responsibility to inform the First Sergeant or Commandant.
9. This policy is approved by the undersigned effective 1 OCT 2014.


BRIAN C. VOGL
CSM, USA
Commandant

ORIGINATING OFFICE:
NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 012

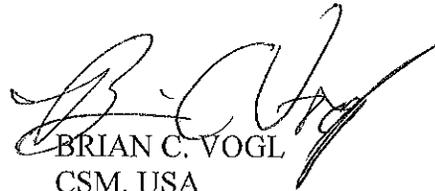
SUBJECT:

Privately Owned Firearms and Ammunition Storage

Date:

01 OCT 2014

1. Reference AR 190-11 and FB Regulation 275-5.
2. This policy will be used as guidance in the disposition of privately-owned firearms and ammunition for all assigned/attached personnel and students in attendance at the NCO Academy.
3. All soldiers possessing privately owned firearms and weapons will properly register and store them in accordance with Fort Bliss regulations and policies. Privately owned firearms of assigned Soldiers living in the barracks will be turned in the NCOA Arms Room, build 1005, upon arrival to the Academy, and then registered on post with the Provost Marshal within 72 hours.
4. Student's will not bring privately owned weapons to the Warrior Leader Course.
5. This policy is approved by the undersigned effective 1 OCT 2014.



BRIAN C. VOGL

CSM, USA

Commandant

ORIGINATING OFFICE:

NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 013

SUBJECT:

Improper Relationships

Date:

01 OCT 2014

1. Reference AR 600-20.
2. The purpose of this policy is to emphasize the importance of establishing an environment free of sexual discrimination and clearly outline the procedures for reporting incidents of sexual harassment, verbal abuse, physical abuse, and offensive comments. This policy supplements the Headquarters Command Policy Memorandum.
3. This policy applies to all military members and civilians assigned to the NCO Academy. All personnel assigned to this Academy are responsible for understanding and complying with this policy and Post command Policies, concerning sexual harassment and equal opportunity policies, within 24 hours of assignment to the Academy.
4. Instructors are required to present an impeccable image as moral, professional, and uncompromising role models. Social relationships and involvements with students, graduated students or subordinates are prohibited.
5. Soldiers coming to this Academy as students must feel safe from harassment of all types. Making suggestive and offensive comments to any soldier is prohibited. Any soldier observing or receiving any type of harassment must report it as soon as the situation presents itself. This report will go directly to the Commandant or Deputy Commandant. Those who fail to report incidents will be considered accessory to the incident itself.
6. Social affairs, unless scheduled as part of the POI, are prohibited prior to graduation. The Commandant will approve all social affairs.
7. Dating between cadre and students is prohibited. Arranging dates before or after graduation is prohibited. Using first names for both cadre and students is prohibited. Text messaging between cadre and students to pass information is prohibited. Making suggestive comments or using profanity by students or cadre is prohibited. Physical abuse, verbal abuse, sexual harassment, or racial comments will be treated as a serious incident report and be reported within four (4) hours to the Commandant.
8. Cadre and students must conduct themselves in a professional manner at all times. Any action that gives even the impression of a personal relationship is wrong.
9. Cadre and students of this Academy are charged to protect the organization from discredit in their relationships. Common sense, good judgment, and moral correctness will guide you to avoid situations that can embarrass you, cause you divorce, subject you to UCMJ actions, or cause you to receive a Relief for Cause NCOER.
10. Due to the transient nature of students and the need to resolve their problems quickly so they may concentrate on their studies, students will address problems directly to the Chief Instructor of the respective course. The Chief Instructors will report the complaint verbally to the Commandant within one (1) hour. If they are not available, the first cadre NCO that it is reported to has the responsibility to report directly to me (office 568-2440 or cell 892-8816). Anyone perceived as impeding, covering up, or slowing down this process will be severely dealt with. Chief instructors will personally brief all cadre and students prior to each new class enrollment.
11. Any violation of this policy by a member of the military may be the basis for disciplinary action, nonjudicial or judicial punishment under the Uniform Code of Military Justice, Article 92(1), 10 USC, Section 892(1), or appropriate administrative action.
12. Any violation of this policy by a DA civilian employee may result in administrative or disciplinary action.
13. Any violation of this policy, especially where suggestive or offensive comments are made, discredits the professionalism of the entire Academy. All personnel must know that I will go the distance to protect anyone who is in the right; I will go just as far to eradicate anyone who is wrong.
14. Contact the Commandant or Deputy Commandant for clarification of any situation about which you have questions or concerns. If any doubt, ask for guidance.

ORIGINATING OFFICE:

NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 013(CONT)

SUBJECT:

Improper Relationships

Date:

01 OCT 2014

15. Military personnel must recognize that any form of social contact which can be perceived as favoritism, preferential treatment, or exploitation by rank, is improper. The Army's policy on inappropriate relationships applies equally to senior to subordinate and cadre to student relationships. AR 600-20, paragraph 4-14 through 4-15 states that relationships between soldiers of different rank are prohibited if they:
- Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command.
 - Cause actual or perceived partiality or unfairness.
 - Involve, or appear to involve, the improper use of rank or position for personal gain.
 - Are, or are perceived to be, exploitative or coercive in nature.
 - Create an actual or clearly predictable adverse impact on discipline, authority, or morale, or the ability of the command to accomplish its mission.
16. It is punishable under the Uniformed Code of Military Justice for any personnel assigned, attached or performing duties in any capacity within the NCO Academy.
- Attend private parties with students, unless the party is authorized by the Academy or higher command, as appropriate.
 - Use or consume alcohol at events with subordinates or students, unless authorized by this command, as appropriate.
 - Date subordinates, or solicit dates from subordinates, to include students.
 - Visit the personal residence of students, or invite students to personal residence, unless authorized by this command, as appropriate.
 - Touch or engage in any form of sexual activity with subordinates, to include students.
17. The directives above mentioned are rules, which govern senior to subordinate and cadre to student relationships. Rules alone are not sufficient to eliminate improper behavior. An organization atmosphere that does not condone illegal actions is essential for success. The success of this policy is dependent upon implementation at every level. Get the word out, be vigilant, and take prompt corrective or punitive action when appropriate.
18. This memorandum will be posted on all NCO Academy bulletin boards.
19. This policy is approved by the undersigned effective 1 OCT 2014.


BRIAN C. VOGL
CSM, USA
Commandant

ORIGINATING OFFICE:

NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 014

SUBJECT:

Monitoring Suicide Gestures and Attempts

Date:

01 OCT 2014

1. Reference: Army Pamphlet 600-24, Health Promotion, Risk Reduction, and Suicide Prevention
2. Purpose: To provide clear guidance regarding the monitoring for suicide gestures and attempts of all civilian and military personnel assigned and attached to the NCO Academy.
3. Commandant's Intent: We must all take suicide very seriously. Our Soldiers, civilians and family members are enduring a significantly high level of stress with today's military OPTEMPO. Every person (cadre, staff and students) must be actively watching for suicide indicators.
4. Procedures: The best preventive measure is "active engagement" by anyone who sees an individual exhibiting the signs of distress. The procedures below will be followed to identify and "act" when monitoring for suicide gestures and attempts:
 - a. Soldiers and civilians will:
 - (1) Live up to the Army Values in caring for supervisors, peers, and subordinates
 - (2) Seek out advice, protection and support
 - (3) Recognize that seeking help is a sign of strength
 - (4) Report all concerns that anyone may have in harming themselves
 - (5) Maintain "resiliency" by applying adaptive behaviors, thoughts and actions to mitigate the negative effects of trauma, adversity and emotional stress as listed in Army Pamphlet 600-24, paragraph 3-3.
 - b. Recognize the warning signs for 'At-Risk' individuals:
 - (1) Appears depressed: sad, tearful, hopeless, poor sleep/appetite habits
 - (2) Talks about life losing meaning
 - (3) Abuses alcohol/drugs
 - (4) Talks of death and/or suicide
 - (5) Changes behavior and/or appearance
 - (6) Suffers relationship breakup (spouse, family, friend)
 - (7) Gives away possessions
 - (8) Injures self deliberately
 - (9) Suffers significant personal loss (job, health, status)
 - c. Anyone observing any of these behaviors must take immediate action to prevent a possible suicide attempt. Report these individuals to the chain of command and advise the Commandant as soon as possible.

ORIGINATING OFFICE:

NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 014(CONT)

SUBJECT:

Monitoring Suicide Gestures and Attempts

Date:

01 OCT 2014

d. Any suicide attempt where the individual is injured, call 911 immediately and attempt any lifesaving procedures. Inform the chain of command as soon as the situation permits. The individual with the most knowledge will personally brief the Commandant on the situation.

5. Cadre will permanently post this policy letter on the unit bulletin boards in their area of responsibility.

6. This policy is approved effective 1 OCT 2014.



BRIAN C. VOGL

CSM, USA

Commandant

ORIGINATING OFFICE:

NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 015

SUBJECT:

Indecent and Offensive Language

Date:

01 OCT 2014

1. References:

- a. Army Regulation (AR) 600-20, Army Command Policy
- b. Uniform Code of Military Justice (UCMJ), Articles 90, 91 and 134

2. Purpose: To provide policy and procedures precluding the use of inappropriate language for all civilian and military personnel assigned or attached to the NCO Academy.

3. Intent: The NCO Academy is committed to providing a professional and "hostile-free" work environment and training atmosphere. Public use of indecent and offensive language by Soldiers and civilians within the academy is not only in bad taste but disrespectful to anyone exposed to it. Leaders and supervisors will assist in policing the use of indecent language within the NCO Academy's areas of operations. The following are the specific areas of concern:

a. Offensive Speech: Profanity and other types of offensive language are often prejudicial to good order and discipline, discrediting to the Army and, therefore, punishable under Article 134 of the UCMJ, Indecent Language. Article 134 defines "indecent" language as that which "is grossly offensive to modesty, decency, or propriety, or shocks the moral sense because of its vulgar, filthy, or disgusting nature, or its tendency to incite lustful thought."

b. Sexually Harassing Speech: Pursuant to AR 600-20, sexual harassment may include, among other things, sexually explicit profanity, sexual jokes, and comments of sexual nature.

c. T-Shirts, signs and gestures (Non-Verbal Communication): Standards discussed above all apply to non-verbal "speech" such as t-shirts, hats, bumper stickers, and gestures. Those using inappropriate non-verbal communication are subject to the same sanctions that apply to spoken language.

4. Procedures: Everyone has a responsibility to preclude unacceptable language. Sexually harassing speech is never acceptable and first time offenders may face immediate administrative or punitive actions. The following actions should be followed:

a. On-the-spot corrections will be made by anyone present to the individual making an offense. If corrections are not adhered (regardless of the rank or position of the individual) report the incident immediately to the chain of command. Remember, leaders may also order Soldiers to stop using offensive or inappropriate language in public and failure to abide by such an order may be punishable under Articles 90 and 91 of the UCMJ.

b. Formal counseling will be utilized if the inappropriate speech continues or if the content is offensive enough to warrant.

c. Cadre members that continually use offensive language will be relieved of their duties and face possible UCMJ. Students failing to conform will be dropped from the course. DA Civilians are subject to action in accordance with the Table of Penalties.

ORIGINATING OFFICE:

NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 015(CONT)

SUBJECT:

Indecent and Offensive Language

Date:

01 OCT 2014

15. This policy is approved effective: 1 OCT 2014.



BRIAN C. VOGL
CSM, USA
Commandant

ORIGINATING OFFICE:
NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 016

SUBJECT:

Appeals

Date:

01 OCT 2014

1. References:

- a. Army Regulation (AR) 350-1, Army Training
- b. AR 623-3, Evaluation Reporting System
- c. DA PAM 623-3, Evaluation Reporting System

2. Purpose: To provide policy and procedures for appeal to dismissal and appeal of the Academic Evaluation Report (AER).

3. Intent: To protect students from unfair, illegal, or prejudicial practices, the Commandant will publish policies and establish procedures to determine if students should be dismissed from training. Policy and procedures will ensure timely execution of review.

4. Procedures: The following procedures apply in cases where dismissal is considered for motivational, disciplinary, or academic reasons.

5. Appeal of Dismissal

a. Students being considered for dismissal must be counseled by the chain of command (Small Group Leader (SGL), Senior Small Group Leader (SSGL) and the Chief of Training (COT), and the Commandant or a designated authorized representative prior to dismissal. Counseling sessions will be documented and signed by all counselors and acknowledged by the student.

b. If a student would like to appeal this decision they have seven duty days after receipt of the written notification to submit their appeal in writing to the Academy.

c. The student will acknowledge by endorsement within two duty days of written notification of dismissal whether or not they would like to submit an appeal.

(1) Appeal with student's formal written rebuttal will be forwarded to the Office of the Staff Judge Advocate (OSJA) to determine legal sufficiency of the dismissal decision. The Commandant will make the final decision for dismissal after considering the supporting OSJA recommendation.

(2) Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeal. In cases where the decision of the appeal is delayed, students will participate in the graduation ceremony; however, the DA 1059 will be withheld until final adjudication IAW AR 350-1, pg 58, paragraph 2(b).

6. Appeal of DA Form 1059

a. If a student would like to appeal information on their DA Form 1059 after it has been sent to their Official Military Personnel File (OMPF), they may first request that a Commandant's Inquiry be conducted IAW AR 623-3, Paragraph 1-11.

b. Student will submit a written request to the Commandant of the NCOA indicating specifically the injustices and/or regulatory violation in the AER in question.

c. If a Commandant's Inquiry determines the AER is not illegal, unjust or otherwise in violation of AR 623-3 and the student still feels that their AER is incorrect, the student may appeal the AER to the Department of the Army Human Resources Command IAW the procedures set out in AR 623-3, Chapter 6

ORIGINATING OFFICE:

NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 016(CONT)

SUBJECT:

Appeals

Date:

01 OCT 2014

7. Cadre will permanently post this policy letter on the unit bulletin boards in their area of responsibility.
8. This policy is approved effective 1 OCT 2014.



BRIAN C. VOGL
CSM, USA
Commandant

ORIGINATING OFFICE:

NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 017

SUBJECT:

Student Dismissal

Date:

01 OCT 2014

1. References:

a. Army Regulation (AR) 350-1, Army Training

2. Purpose: To provide policy and procedures to determine if a student should be dismissed from NCO Academy courses.

3. Intent: To protect students from unfair, illegal, or prejudicial practices, the Commandant will publish policies and establish that ensure fair and equitable procedures are in place to determine if students should be dismissed from NCO Academy courses.

4. Procedures: The following, motivation, disciplinary, or academic reasons are a basis for possible course dismissal. This list is not all-inclusive.

- a. Failure of one test on two consecutive times
- b. Two disciplinary counseling
- c. Any alcohol related incident
- d. Physical contact with a Small Group Instructor (SGL)
- e. Twice late for formations
- f. Involvement with Military Police (MP)
- g. One time Negligent Discharge of a weapon/includes simulated weapons
- h. Two time No-Go on any evaluations
- i. Honor Code Violations
- j. Fighting
- k. Failure to follow instructions
- l. Negative attitude

5. Counseling:

Students being considered for dismissal must be counseled by the chain of command (Small Group Leader (SGL), Senior Small Group Leader (SSGL) and the Chief of Training (COT), and the Commandant or a designated authorized representative prior to dismissal. Counseling sessions will be documented and signed by all counselors and acknowledged by the student.

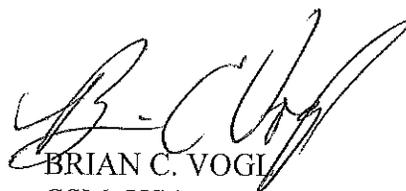
6. Records:

All counseling forms will be maintained with the student's records.

7. Notification:

The Commandant or the Commandant's designated representative will notify the Commander of the student's parent unit, when possible, before dismissing a student.

8. This policy is approved effective 1 OCT 2014.



BRIAN C. VOGI
CSM, USA
Commandant

ORIGINATING OFFICE:

NCO ACADEMY ATSS-CDA

POLICY

Number:
NCOA 018

SUBJECT:

Required OCIE to Attend the Warrior Leader Course

Date:
01 OCT 2014

1. Reference: AR 350-1, Army Training and Leader Development, dated 18 December 2009 with Rapid Action Revision (RAR) Issue Date: 4 August 2011.
2. Purpose: This policy clearly defines WLC Day 1 expectations for potential students. It is essential that students are fully prepared and ready to train so the Army maintains a high return on their investment.
3. Applicability: This policy is applicable to all individuals assigned or attached to the Fort Bliss NCO Academy.
4. Soldiers seeking enrollment in the WLC must meet all course prerequisites and have the necessary clothing and equipment (OCIE) to attend the WLC. The WLC packing list contains all necessary OCIE items required for enrollment.
5. All Soldiers must report on day zero of the course with the required items on the NCOA's current student packing list available at the NCOA's website at the link below. All Fort Bliss based Soldiers and TDY Soldiers must report with their unit issued meal card, DD Form 714 to account for meals. NCOA's website is accessible from the Army section of the USASMA homepage at: <https://usasma.bliss.army.mil/page.asp?id=43>.
6. On day one in-processing students will layout and have inspections of all packing list items. Soldiers missing more than 20% of the packing list will be denied enrollment and backfilled by the first available stand-by student. Students with less than 20% found deficiencies will be allowed up to 72hrs to reconcile the discrepancies. If these discrepancies are not reconciled within the allotted 72hrs then that student is subject to dismissal from the course.
7. Identification Card and Identification Tags will be worn and or carried at all time while assigned to the NCOA.
8. All uniforms will be worn IAW AR 670-1. Students are encouraged to reference this regulation and all applicable ALARACTs before attending the WLC.
9. The uniform worn in garrison will be clean and serviceable Army Combat Uniform, patrol cap, and desert boots. Students authorized to wear the maroon or tan beret will continue to do so.
10. The uniform while in the training areas will be IAW local installation uniform standards. At minimum students will wear the ACH with cover, camouflage band, APEL eye protection, APEL tactical gloves, knee pads and elbow pads, IBA/IOTV, individual weapon and a water source. Students assigned to unit that are issued non-standard personal protective equipment (PPE) (ie..2/75th RGR REGT) will be allowed to wear that equipment while at the NCOA providing that the standard equipment is not listed in their OCIE records.
11. Multi-Cam uniforms/equipment will not be authorized for wear while attending WLC.
12. This memorandum will be posted on all NCO Academy Bulletin Boards.
13. This policy is approved effective: 1 OCT 2014.


BRIAN C. VOGL
CSM, USA
Commandant

ORIGINATING OFFICE:
NCO ACADEMY ATSS-CDA

POLICY

Number:

NCOA 019

SUBJECT:

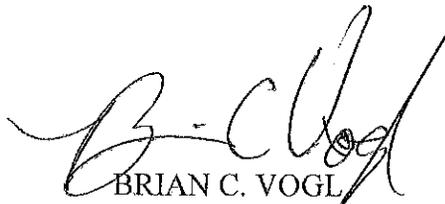
Student Visitation

Date:

01 OCT 2014

Reference: TRADOC Regulation 10-5-9, 26 July 2010, Chapter 32, paragraphs 32-2 and 32-3.

1. Unit Chain of Command and student sponsors are encouraged to visit with their student during lunch. Prior coordination with the Chief of Training (CoT) @ 568-2639 is required for all visitations. The CoT will notify the student's Senior Small Group Leader, Commandant or Deputy Commandant.
2. During the initial and reassessment phases of the TA-50 inventory and the APFT, sponsors and chain of commands are authorized to attend these events as a spectator only. All parties interested should remain on the outer perimeter of the training site that is clearly marked by a solid white line. All questions or concerns will be directed solely to the Deputy Commandant or Commandant, eliminating any and all interaction with the students and cadre.
3. For the initial and reassessment phases of the height/weight and taping procedures, only the Battalion CSM or his representative and above may attend these events. If desired to, they will participate only in a spectator role and addressing any questions or concerns directly to the Deputy Commandant or Commandant. This eliminates any contact or interaction with the students and cadre, allowing the NCOA to conduct and streamline the evaluation process.
4. Unit Chain of Command and sponsors are authorized to visit training or evaluation areas, i.e., Land Navigation, Physical Readiness Training, Situational Training Exercises or Drill and Ceremony, only with a written or verbal approval directly from the NCOA Commandant. Approved visitors will not disturb or interrupt training or evaluations, and under no circumstance will visitors be allowed in the student billeting area.
5. Requests to visit training must be made 48 hours prior to the actual visit. Approved visits will receive written or verbal approval directly from NCOA's Commandant.
6. This policy is approved by the undersigned effective 1 OCT 2014.



BRIAN C. VOGL
CSM, USA
Commandant

ORIGINATING OFFICE:

NCO ACADEMY ATSS-CDA