

20 November 2006

**BNCOOC
Course
SOP**

209TH RTI SOP - Senior Course SOP

ADMINISTRATIVE DATA

PURPOSE: The purpose of the SOP is to provide the BNCOC Course Students a single definitive source for course requirements and conduct.

REFERENCE: BNCOC TATS Course Managers Plan and Program of Instruction (CMP/POI), AR's 351-1, 670-1, 600-9, and TRADOC Regulations 350-18, 350-10, FM 3-21.5, and FM 21-20. Senior courses will comply with all policy letters that are applicable.

RESPONSIBILITY: It is each student's responsibility to become familiar with this SOP. It is particularly important for the Student Leadership to know the contents of this SOP. The SOP is constructed to aid the student leader and enhance their ability to be successful in a Leadership position.

CHANGES: Recommendations for change to this SOP are solicited; these changes must be brought through the chain of command. Small Group Leaders (SGL) will forward their input to Senior Small Group Leader (SSGL) who will then forward it to the Branch Chief for consideration.

Contents

CHAPTER 1

1. CHAIN OF COMMAND.....Page 4
2. SAFETY.....Page 4
3. SIREN AND STORM SHELTER.....Page 5
4. FIRE.....Page 5
5. DAY ROOM OPERATING PROCEDURE.....Page 5
6. SUPPORT SECTION HOURS OF OPERATION.....Page 5
7. WEAPONS AND FIREARMS.....Page 6
8. BUILDING 509 GENERAL.....Page 6
9. CLASSROOM CONTENT.....Page 6
10. SMOKING AND BREAK AREAS.....Page 6
11. SIGN IN AND SIGN OUT POLICY.....Page 7
12. BILLETING.....Page 7
13. SICK CALL.....Page 7
14. CLUB PROCEDURES.....Page 8
15. RELIGIOUS SERVICES.....Page 8
16. ADVERSE WEATHER TRAINING.....Page 8

CHAPTER 2

1. STUDENT APPEARANCE STANDARDS.....Page 9
2. PHYSICAL FITNESS UNIFORM.....Page 9
3. MEAL PROCEDURES.....Page 9
4. MARCHING REQUIREMENTS.....Page 9
5. STAFF DUTY RUNNER (SDR)Page 10
6. BUILDING MAINTENANCE.....Page 10

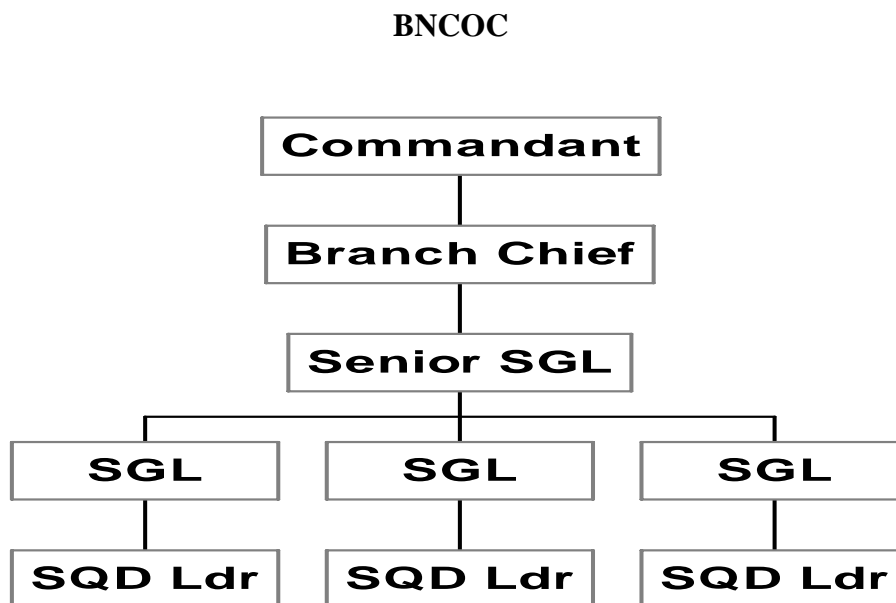
CHAPTER 3

1. COUNSELING.....Page 11
2. TESTING PROCEDURE.....Page 11
3. RETESTING PROCEDURES.....Page 11
4. STUDY HALL PROCEDURES.....Page 11
5. EVALUATIONS.....Page 11
6. MISSED TRAINING.....Page 12
7. ACCOUNTABILITY FORMATION.....Page 12
8. PHYSICAL FITNESS TRAINING REQUIREMENTS.....Page 12
9. PLATOON SERGEANT/SQUAD LEADER BAG.....Page 12

CHAPTER 1

1. CHAIN OF COMMAND

Students will rotate into leadership positions during the course. This will provide students the opportunity to be observed, and to demonstrate their skills as a leader. Each student's performance while in leadership positions is important. SGL's are not limited to observing students just in leadership positions. Your conduct as a student will be observed throughout the duration of the course. Rotations are normally on a daily basis; Soldiers will be informed (approximately 6 hours) before their formal assignment as squad leader. This should allow ample time to coordinate physical fitness activities with the SGL. However the SGL has the authority to modify leadership position at their discretion. As students assume leadership positions, their duties and responsibilities are taken seriously. Soldiers assigned to these positions maintain all authority and responsibility of the position assigned as outlined in AR 600-20. The Commandant together with the Branch Chief, Senior Small Group Leader and Small Group Leaders has defined their limits of authority. Student Leadership diagram is as follows: BNCOC



2. SAFETY

Safety is the highest priority in all training conducted by the Senior Courses. As students at the 209th Training Regiment Institute (RTI), you need to recognize two levels of responsibility. First Line Leaders' (student) will identify necessary actions by responsible individuals, establishing a system to monitor training safety and focusing on the adherence to standards. The Individual: ensuring soldiers look after themselves and other students. Know how to recognize unsafe acts and conditions. You have the authority and responsibility to stop any unsafe or potentially

unsafe act observed. Each student leader is required to complete risk assessments on daily events. Further guidance will be provided by the SGL.

3. SIREN AND STORM SHELTER

The siren system will sound in the event of severe weather approaching the area. The storm shelter is located in the arena area, just south of Building #50. (Building 412 is also a designated storm shelter) If alerted to a tornado warning, student leaders' will form his/her squads or platoon, account for all members and proceed to the storm shelter. At the storm shelter, the student leader will report accountability to the senior staff member present or the Staff Duty NCO (SDNCO). All students will remain in the storm shelter until the SDNCO or senior staff member gives "ALL CLEAR". In the event you are unable to go to the storm shelter, you will go to the nearest designated storm shelter, building 509 will go to 1st floor center room, building 505, 506, 507 will go to the 1st level inside the bays that have no windows. Signs are posted inside the buildings and along the running track directing you where to go. It would be wise to check out the location of the storm shelter within the first day of the cycle.

4. FIRE

All fire alarms are located near the light switches in each hallway. Your actions upon hearing the fire alarm will be:

- a. All personnel will get out of the building immediately in an orderly and safe manner.
- b. Rally point in case of fire will be west of the billet area in the parking lot.
- c. Outside, the student leaders will account for all personnel. Once all personnel are accounted for, the student leader will immediately report their information to the senior staff member or the SDNCO. The squad leader will then move their people to a safe site away from arriving emergency vehicles.
- d. Personnel will not return to the building until the staff member gives the "ALL CLEAR".

When fire alarms sound, leave the building immediately. If you are waiting until you smell smoke, it may be too late! Stay off the sidewalk on the East Side of the billet area, this is the fire truck access road for the buildings.

5. DAY ROOM OPERATING PROCEDURE

The day room is located in Bldg. 56. This building is open for all soldiers on 209th RTI and may have soldiers there until 2230 hours nightly. Students may use this day room area when given free time; however, students need to cleanup after themselves when using this area. Students will not smoke or consume alcohol in this building. The day room is equipped with some items for your leisure, Satellite TV, (no pay-per-view) ping pong, and other items. Please respect this area as if it were your own, this area is a convenience for the soldiers at 209th RTI.

6. SUPPORT SECTION HOURS OF OPERATION

BNCOC students needing access to Operations, Supply and Administration services will first coordinate these needs through their SGL. Do not contact Operations, Supply, or Administration on your own the SGL must be directly involved. Students will avoid conflict with these sections. If a conflict occurs, the student will professionally remove themselves from the situation and report this infraction to their SGL immediately. SGLs will notify the chain of command and they will handle the situation. Students will conduct themselves in a professional manner at all times.

Hours of Operation (All times are subject to change without notice. Prior coordination may prevent difficulties later especially when acquiring cleaning and bathroom supplies)
Administration: 0730 – 1600 Monday - Friday, Room 113, Building 508

Operations 0730 – 1600 Daily, Room 130, Building 509

Supply 0730 – 1400 Daily, Room 140, Building 508

Emergencies that occur during non-duty hours will be referred to the Staff Duty NCO that is located in building 508, center section, west side. Post phone number 7608; Off post (402) 309-7608.

7. WEAPONS AND FIREARMS

Personal weapons are not allowed on the premises of the 209th RTI. Any students bringing personal weapons will promptly report that you have a weapon in your possession. Coordination will be made to turn in the weapon to Supply for safe keeping during your time as a student. The only weapons students will have are weapons issued to them from the Supply Arms room. Students will not carry a knife with a blade length greater than 3 inches. If it is greater than 3 inches it is considered contraband. Nebraska State Law prevents individuals from possessing a knife with locking, or assisted opening and closing devices. Students are given 24 hours to declare any contraband. After 24 hours, any student caught with contraband will be released from the course and proper officials notified.

8. BUILDING 509 GENERAL

Students are not allowed to have any electronic device while in building 509. These include cell phones, laptops, IPODS, and CD players.

9. CLASSROOM CONTENT

Students should report missing material or damaged equipment to the SGL. Students are welcome to use the classroom area for studying (up to 2400); however, there is a lateral responsibility of the student leaders to ensure the classrooms are secured and all equipment belonging to classroom is present. This also includes equipment being shut down and lights are off.

10. SMOKING AND BREAK AREAS

In accordance with Department of Defense, United States Army, National Guard Bureau, and Nebraska Army National Guard policies, no one may use tobacco products (including chewing tobacco) in any building located on 209th RTI except for the Club (building 415). Designated smoking and chewing area for building 509 is the East End (riverside) underneath the building. Designated smoking and chewing areas for the billet area is under the building at the center. The Command Group of the Regiment will deal with personnel violating this policy.

11. SIGN IN AND SIGN OUT POLICY

BNCOC students are allowed to leave 209th RTI; you are restricted to a 50-mile radius. You will “sign-out” prior to leaving, and you will “sign-in” immediately upon return. No other person will sign you in or out. The sign in/out log is located in building 508 at the Staff Duty desk. Students who violate this policy will lose off post privileges as well as any other actions the Branch Chief deems necessary. The Branch Chief is the only one who can modify or lift restrictions. More than one violation could be grounds for dismissal from the course.

12. BILLETING

Billeting for the BNCOC personnel are in the semi-private buildings (Bldgs 505, 506 and 507). These are rented at the expense of the soldier. Soldiers will ensure that payments are made promptly. If there is a payment problem the soldier needs to inform billeting and arrange alternate payment. Alcohol is allowed in your room. Alcohol can only be consumed within confines of the semi-private building/room. Alcohol will not be consumed outside of the building. Students are reminded to use good judgment in consuming alcohol. If this policy is violated, it is grounds for dismissal from the course.

Maid service is provided. The maids will not clean the room if clothing and other articles are left out. Keep your room picked up and orderly. Refer to instructions provided by FMO.

There are phones in each room, they are able to call locally and long distance. Long distance calls can only be made using a calling card or credit card. If someone is calling in, they can call direct; they must dial (402) 309-7600 Ext 6 and the three digits of your room number. This should be listed on the phone in your room.

13. SICK CALL

Personnel requiring non-emergency medical attention will need a completed DD FORM 689 (Sick Slip) to report (at 0630) to the medics for triage. The soldier will make every reasonable effort to inform his chain of command that he intends to go to sick call. The Medic is located in building 508, Room 160. Ask the staff duty for assistance if you have any problems. The student and medic will then decide the best course of action. If needed, transportation to the hospital will be arranged for the student. All soldiers will have in their possession a copy of their orders and ID card prior to being seen at the hospital. See you SGL to complete your DD FORM 689.

911 will be called for soldiers critically ill or injured. The ambulance crew will assess and transport to Offutt or the nearest medical treatment facility. The Staff Duty or a qualified staff

member will determine whether 911 will be called and will lead ambulance to victim, if necessary.

14. CLUB PROCEDURES

BNCOC students must wear civilian attire in the club when off duty. Use of the club on post is a privilege; students will conduct themselves in a professional manner at all times. BNCOC students will limit their contact with Warrior Leadership Course (WLC) students.

Except for your room, you will not consume alcohol anywhere outside of the limits of the club (building 415) area.

Note: Other organizations may be using the facility at the same time; the same rules don't apply to them as to the NCO Academy students. Violations of the policy will be reported through the chain of command, do not confront the individual(s); leave it to the Command Staff to address. Operating days and time change frequently; hours should be posted on the front door.

15. RELIGIOUS SERVICES

The 209th makes attempts to provide an interdenominational service during the first week of the course. These services will be announced in advance when we have a chaplain available. Local Church services are posted on the classroom bulletin board. Transportation may be possible but not guaranteed, prior coordination with your SGL is required (minimum of 48 hours). It is the soldier's responsibility to make up any course material missed.

16. ADVERSE WEATHER TRAINING

During summer months, training may have to be altered because of extreme heat and humidity. During winter months, training may be altered because of weather. In these cases, the heat/cold index is monitored and training will be adjusted accordingly. Student leaders will need to be ready to conduct alternate plans, such as physical fitness. (Consider indoor training when the temperature is below 20 degrees.)

Training will not take place outside during lightning storms. Leaders will need to have alternate plans to ensure training continues.

CHAPTER 2

STUDENT INFORMATION GENERAL

1. STUDENT APPEARANCE STANDARDS

The student is required to have all items listed on the packing list. (Due to the uniform transitions exceptions can be made) The intent is to maintain uniformity and appearance.

All students will meet the uniform and appearance standards as specified in AR 670-1. Students must remove improper patches from uniforms they intend to wear. We require corrections only on deficiencies that the student has the ability to correct within the confines of 209th RTI.

SGL's will formally counsel students not displaying the proper motivation toward correcting their deficiencies and inform them this may have a negative impact upon their evaluation.

Students will make every attempt possible to correct noted deficiencies.

2. PHYSICAL FITNESS UNIFORM

The wearing of the Improved Army's Physical Fitness Uniform (IPFU) will be worn in accordance with AR 670-1, Chapter 14. The old PFU (no longer authorized) and IPFU will not be mixed in any form. The Commandant has authorized the wear of commercially purchased gray or black "biking" shorts underneath the black PT shorts. When wearing the IPFU soldiers will wear the entire uniform, (do not take your shirt off). Keep shirts tucked-in at all times.

Wearing of pants and jacket must be uniform within the entire element. When you are wearing the sweat jacket you will keep it zipped at least to the "break" in the "R" of ARMY. Socks will be solid white in color with no logos. Soldiers will maintain uniformity all soldiers will wear the same uniform in formation and during training events (this includes the wearing of watch caps and gloves). Safety vests/belts will be worn when conducting outdoor physical fitness.

3. MEAL PROCEDURES

Students are required to have in their possession a "Meal Card". This is issued during in processing. It is the squad leader's responsibility to remind the SGL that the mealtime is approaching; it is squad leader's responsibility to ensure students are at DFAC at the appropriate times. The student leadership will inform the DFAC, NLT 1800 each evening, the number of personnel that will not be attending the next day's breakfast, noon and evening meals. During special religious observation (i.e. Lent, Hanukkah), special consideration for those soldiers can be made. Soldiers need to make the SGL aware of this situation (48 hours in advance) in order for the DFAC personnel to make accommodations.

4. MARCHING REQUIREMENTS

BNCOC students are required to march to and from the classrooms and to the DFAC at all times. Students will also march to and from PT. Anytime three (3) or more students are moving together or going to the same destination the element will be formed and move (marched) properly. Squad leader bags (worn uniformly by the squad leaders), books and black back packs (slung over one shoulder) are allowed in formation.

b. The following will be adhered to while marching.

(1) Sidewalk - When marching on sidewalk there is no requirement to wear safety vests/belts or use flashlights.

(2) Road/Parking Lot - At night or poor visibility safety vests/belts and flashlights (positioned on the flanks) are required and safety cones need to be posted.

(3) Parking Lot/Evaluation - North parking lot is coned off, there are no safety requirements.

c. If crossing a parking lot (not coned off) or when crossing a road, safety vests/belts are required. When vests/belts and or lights are required they will be positioned front and rear of the formation.

5. STAFF DUTY RUNNER (SDR)

Beginning with Day 01 and ending with Day 12, BNCOC will provide staff duty runners. During course orientation students will be provided information concerning the duties of the runner and times to report. If a squad member is unable to perform his/her assigned duty such as an emergency, being dropped from the course, or needs to study because of failing an exam, the student leader (the leader assigned when the loss occurred) will ensure a replacement is assigned to correct the present or future Staff Duty Runner assignments. The duty runner roster is posted in the classroom on the bulletin board. If a situation involves a squad leader the SGL will assign a new leader.

Note: Any soldier who has to re-test on a written exam will not serve as a SDR until they complete their exam. The squad leader will ensure a replacement is assigned to cover the re-tester's SDR duties.

6. BUILDING MAINTENANCE

Students will conduct daily classroom and building cleanup (per the clean up roster) posted on the classroom bulletin board. The squad leader will ensure the area detailed for clean up is policed during the day until the next squad arrives (approximately 1500) to conduct a thorough clean up.

CHAPTER 3

BNCOC COURSE REQUIREMENTS

1. COUNSELING

Refer to Student Evaluation Plan (SEP) and bulletin board.

2. TESTING PROCEDURE

Field Jackets, briefcases, etc. will be left in a neat manner in the hallway. Students may use any reference material available to them during the examination. All material must be a product of the student's own doing. Students may not use notes or summary sheets written by someone else. For further guidance reference the Examination Advance Sheet found in your student materials. No food is allowed during the examination. Drinks are allowed but must be placed on the floor during testing. At no time is the student allowed to make notes to later aid in reproduction of test questions and answers. All notes will be written on the assigned AAR sheet.

3. RETESTING PROCEDURES

Policy requires any student who fails an examination to attend retraining class conducted by a peer instructor and supervised by a SGL. Retraining periods must last at least the length of the examination period.

Soldiers who fail initial written examinations will be given at least one day before being retested. Retest notification will be given to you by your SGL during the counseling of the initial exam failure. The SGL will provide you with the time and place of the retest.

Unless changed by the SSGL, soldiers failing any evaluation will be given at least one day before being re-evaluated.

4. STUDY HALL PROCEDURES

Study hall is not a mandatory training session. If the SGL determines a student is having difficulty keeping up or understanding the material they will assign the student a mandatory study hall each night. A peer trainer is assigned and is in charge of study hall. During mandatory study halls there will be an SGL available to answer any questions the soldier may have.

Students studying in the classroom on their own will ensure they leave by 2400. They will ensure coffee pots and lights are shut off.

5. EVALUATIONS

Instructors will cover the evaluations at the start of the cycle. You will need to listen carefully to the standards and ask questions to ensure you understand the standards. (Additional information can be found in the Course Evaluation Plan (CMP) located on your computers).

Students are expected to be ready for all evaluations. Part of being ready also means the student provides his/her evaluation sheet to the SGL just prior to the evaluation. If a soldier fails to do so the failure will be noted on their Leadership Evaluation Form. The squad will wait (in place) until the soldier produces his/her evaluations sheet. If the soldier fails to provide an evaluation sheet a second time, the soldier will receive a NO-GO under planning on their Leadership Evaluation Form.

6. MISSED TRAINING

Students that miss training (for approved reasons) are responsible to make up the training. Squad leaders will inform the missing soldiers of the general areas covered. They will also ensure that the soldiers receive any handouts they missed and complete any practical exercises. SGLs will spot check to ensure that all required actions have taken place. A student missing eight or more hours of classroom time can be subject to dismissal from the course. The commandant is the final authority in this matter.

7. ACCOUNTABILITY FORMATION

The student leader will hold a formation for accountability in front of the billets no later than five (5) minutes before the beginning of training or SGL's arrival time. Any soldier (s) missing from the formation will be reported to the SGL. The official time will be established by the clock located in your classroom.

8. PHYSICAL FITNESS TRAINING REQUIREMENTS

Student leaders will conduct physical fitness training daily throughout the course (see posted training schedule). Physical fitness training evaluation will be done on each Student Leader. Once all physical fitness evaluations are successfully completed (by all BNCOC students) it will be at the discretion of the SGL whether to conduct PT. Before each of the physical training sessions the student leader will have a completed risk assessment and their approved training outline. If individual reflective belts are issued they will be required wear for all individuals conducting PT.

If for any unknown reason the SGL doesn't link up with the formation at the designated time. The squad leader is instructed to wait 20 minutes before moving to the next time block on the training schedule.

9. PLATOON SERGEANT/SQUAD LEADER BAG

The map case contains the platoon sergeant/squad leader packet. The following items are maintained in the map case.

Training schedule
Cleaning Roster & SDR roster
Senior Course Student SOP
FM 21-20
FM 3-21.5
AR 670-1
Daily Note Log
Cadence
TAG 57
DD 689 (sick slip)
DFAC Notification Slips