



DEPARTMENT OF THE ARMY  
NONCOMMISSIONED OFFICER LEADERSHIP CENTER OF EXCELLENCE  
11293 SGT E. CHURCHILL STREET  
FORT BLISS, TEXAS 79918-8002

ATSS-DAO

08 September 2021

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 the Fort Bliss and the Noncommissioned Officer Leadership Center of Excellence (NCOLCoE). The Commandant offers you congratulations on your selection to attend the U.S. Army Battle Staff Noncommissioned Officer Course (BSNCOC). The BSNCOC is 22 academic days in length, with training taking place from Monday-Friday. Prepare yourself for an extremely fast paced and challenging course.

2. Course Reporting Timeline:

a. 04OCT21 (Day 0): NLT 2359: TDY students arrive and check into the Fort Bliss IHG (see attached pertinent information document).

b. 05OCT21 (Day 1): 0600: Students will report to Building 11293 to in-process and height/weight screening IAW AR 600-9.

3. In-Processing:

a. Date/Time: 05OCT21, 0600 (Day 1).

b. Uniform: Army Physical Fitness Uniform (APFU), and no spandex.

c. Location: Bldg 11293 SGT E. Churchill Street, East wing (see attached map).

d. Required Documents: Students will bring in the below documents:

1. Bio Sheet.

2. Submit Pre-execution checklist (TRADOC Form 350-18-2-R-E APR 2018).

## ATSS-DAO

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

3. Soldiers over 40, require an Individual Medical Readiness (IMR) Report from AKO MEDPROS (IAW TRADOC Reg. 350-70, AR 40-501, NGR 40-50) that shows their current Periodic Health Assessment (PHA).

4. TDY orders or DA form 1610 with amendments (1 x copy). Students to Fort Bliss (not NCOLCoE) will have a DA form 4187 signed by Unit Commander stating "Temporary duty assignment to NCOLCoE during the course. Students assigned to NCOLCoE will have a memorandum Director/ Deputy Director.

4. Day 1 (05OCT21) Classroom Facilitator/Student Operations:

- a. 1000: Classroom Instruction begins. The duty uniform is ACUs.
- b. 1200: Lunch (1 hour).
- c. 1700: Class ends.

5. Student Requirements:

- a. ACUs, authorized boots, and Patrol Cap.
- b. APFU; authorized running shoes and socks.
- c. Full Army dress uniform (BPT wear the Dress B uniform)
- d. Identification tags.
- e. COVID 19 vaccination card (if vaccinated)/ Face mask
- f. Civilian clothing (types are weather dependent).
- g. Padlock.
- h. Briefcase/backpack.

6. Additional Information:

- a. Fort Bliss is in the Mountain Standard Time zone.
- b. Prepare for class by reading week one assignments prior to Day 1.
- c. Physical Training is an individual responsibility while you are attending the BSNCOE, and it cannot interfere with the published training schedule.

ATSS-DAO

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

- d. Lodging, meals, and TDY travel: See the attached pertinent information document.
- e. Graduation:
  - 1. Date/Time: 04NOV21, 0900.
  - 2. Location: NCOLCoE East/West auditorium.
  - 3. Uniform: Army dress uniform
  - 4. Graduation Document: DA Form 87, Certificate of Training.
  - 5. Departure: Schedule departing flights that leave after 1300. Early departures are approved on a case by case basis.
- 7. For additional information, logon to our website at <https://ncolcoe.armylive.dodlive.mil/battle-staff-nco-course/> or contact the BSNCOB during duty hours at 915-6275 / 9194 (DSN 621-6275 / 9194).
- 8. Point of contact is SFC Derek Williams at [derek.williams2.mil@mail.mil](mailto:derek.williams2.mil@mail.mil) or 915-744-9211/DSN 621-6275.

LAWRENCE W. MCKNIGHT, JR.  
SGM, USA  
Chief Instructor, BSNCOB