



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

ATSS-CD

24 January 2025

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

SUBJECT: Pertinent information for U.S. Army Battle Staff Noncommissioned Officer  
Resident Course

1. Lodging: IHG Army Hotels will provide billeting for Soldiers attending the BSNCOE 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 BSNCOE and the dates you will be attending. **DO NOT** make reservations off the installation. Upon arrival to Fort Bliss, report to IHG Army Hotels (Bldg. 1744 Victory Ave. or Bldg. 1193 Duncan St.). IHG Army Hotels will receive students who report earlier than the class report date, but the student will be responsible for making reservations and paying for that period. Students can claim reimbursement when they return to home station unless arriving from overseas. Students are required to check out on the last day of their stay at the lodging desk. No-shows will be billed for any unused rooms that were held for your class based on the seven-day ATRRS report. The hotel counter and billeting office will not give statements of nonavailability.

2. TDY / ADT meals will be provided to students by training installation dining facilities on weekdays at no cost, however, please see paragraph 3 for recommendations. Students will be on proportional meal per diem status on weekends and federal holidays. The Academy does not issue meal cards. The Centennial Club on Biggs Army Airfield is within walking distance and offers a lunch meal during the duty week only, with brunch on Sunday. There is a snack bar located in the NCOLCoE /USASMA complex that is open from 0700-1500 Monday through Friday. The distance to the PX Food Court is four miles. Transportation to and from Fort Bliss must be included on the Soldiers TDY orders. Sending commands are encouraged to support rental cars or in and around mileage, as applicable.

3. Recommended meal authorization: Please be advised that the Warrior Restaurant for Students in Area 3 (East Bliss) will be on limited hours throughout this fiscal year. The Area 3 Warrior Restaurant will only be available to students for breakfast and lunch,

Monday thru Friday. Commercial meals are recommended for dinner Monday thru Friday and all three meals on weekends for duration of course. Please see Warrior Restaurant schedule. All other Warrior Restaurants on Fort Bliss are NOT within walking distance or the immediate area of the NCOLCoE. Any authorization for commercial meals will come from the home/parent unit. NCOLCoE IS NOT RESPONSIBLE FOR COMMERCIAL MEAL AUTHORIZATIONS.

4. 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 Fort Bliss Inn (Bldg. 1744).
2. In a Rental Car, from the Airport Service Road take a right on Airway Road, continue straight (west) to Buffalo Soldier Gate. (It is well marked and less than one mile from the airport).

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 is well marked).

b. 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.

5. Directions to NCOLCoE / 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 BSNCO students in the entrance way, centered on the academy's east wing.

6. 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.

7. In-processing will begin at 0800 on Day 1. The duty uniform for the course is the Army Combat Uniform (ACU) including day of in processing.

8. Packing list:

- a. OCPs with authorized boots and patrol cap.
- b. Identification Tags.
- c. Field Jacket, authorized Gortex or fleece (winter months only).
- d. Personal Hygiene Kit.
- e. Civilian Attire.
- f. Padlock.
- g. Briefcase or backpack to transport numerous documents and or field manuals Army regulations to and from class.
- h. Super Fine Alcohol Pens PERMENANT (Blue, Black, Red, Green).

9. 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.

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

11. Mail may be forwarded to you at the following

Address: Rank, Name  
BSNCOC Class #\_\_\_\_\_, NCOLCoE  
11291 SGT E. Churchill Street,  
Fort Bliss, TX 79918-8002

12. Advance TDY Pay Information: All students must possess the Government Travel Card. Units must issue the Government Travel Card prior to departure. If a Government Travel 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.

13. 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.

14. Additional Pertinent Information:

- a. Do not bring privately owned weapons.
- b. Travel to Mexico is off limits.
- c. Students will not be granted leave, or mileage passes during the course.
- 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/computer 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. Fort Bliss is in the Mountain Standard Time Zone; the Area Code is 915, DSN Access is 621.
- g. Be prepared to wear ASU/ AGSU prior to graduation date for inspection.

15. Graduation will start at **0900 on Day 22. The uniform** will be ASU/AGSU. You may depart the BSNCOB area after the graduation has concluded. Do not schedule your flight prior to the graduation date and time! Early departure will only be approved on a case-by-case basis. **Do Not** schedule return flight prior to 1100hrs on the graduation date.

16. For additional information, logon to our website at <https://www.ncoworldwide.army.mil/Academics/Battle-Staff/> or contact the BSNCOB during duty hours at 915-744-1066 / 6275 / 9194 / 9165 (DSN 621-1066 / 6275 / 9194 / 9165).

17. Point of contact is MSG Joshua Schultz at and can be reach at [joshua.m.schultz16.mil@army.mil](mailto:joshua.m.schultz16.mil@army.mil) or 915-744-9211.

RUSSEL W. BAUER  
SGM, USA  
Chief Instructor, BSNCOB