



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: 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 (NCOLE). The Commandant offers you congratulations on your selection to attend the U.S. Army Battle Staff Noncommissioned Officer Course (BSNCO). The BSNCO 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. (Day 0): NLT 2359: TDY students arrive and check into the Fort Bliss IHG (see pertinent information document).

b. (Day 1): 0800: Students will report to Building 11293 to in-process and receive Course Chief In-brief.

3. In-Processing:

a. Date/Time: 0800 (Day 1).

b. Uniform: OCP.

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).

- 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 them current Periodic Health Assessment (PHA).
- 4) TDY orders or DA form 1610 with amendments (1 x copy). Students assigned 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 Classroom Facilitator/Student Operations:

- a. 1000: Classroom Instruction begin.
- b. 1200: Lunch (1 hour).
- c. 1700: Class ends.

5. Student Requirements:

- a. OCPs, authorized boots, and Patrol Cap.
- b. Full Army dress uniform.
- c. Identification tags.
- d. Civilian clothing (types are weather dependent).
- e. Padlock.
- f. Briefcase/backpack.
- g. Fine/Super Fine Alcohol Pens (Blue, Black, Red, Green).

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 BSNCO, and it cannot interfere with the published training schedule.

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d. Lodging, meals, and TDY travel: See the attached pertinent information document.

e. Graduation:

1) Date/Time: Day 22 @0900hrs

2) Location: NCOLCoE East auditorium.

3) Uniform: Army dress uniform.

4) Graduation Document: DA Form 87, Certificate of Training.

5) Departure: Schedule departing flights that leave a minimum of three hours post-graduation. Early departures are approved on a case-by-case basis.

7. For additional information, logon to our website at <https://www.ncoworldwide.army.mil/Academics/Battle-Staff/> or contact MSG Joshua Schultz at (915) 744-9211 or joshua.m.schultz16.mil@army.mil.

8. Point of contact is undersigned at russell.w.bauer4.mil@army.mil or 915-742-8376/DSN 621-6275.

RUSSELL W. BAUER
SGM, USA
Chief Instructor