

IDAHO ARMY NATIONAL GUARD
Headquarters, 1st Battalion (AR) 204th Regiment
5050 S Junker Street
Boise, Idaho 83705-8150

IDRT-AT

1 October 2008

MEMORANDUM FOR 19K BNCOC Student

SUBJECT: 19K Basic Noncommissioned Officer (BNCOC) Phase II Course

1. Welcome to Phase II BNCOC. The purpose of this letter is to provide information to assist you in advance planning. I believe you will find that this course provides you with a challenge and a great learning opportunity. Your cooperation and participation can make this experience particularly rewarding. **Information about this course is available at our Battalion website;**
<http://www.idahoarmyguard.org/204/1204.asp> .

2. Phase II BNCOC is 16 days in duration. The course is designed to provide you with NCOES training for duties at skill level three (SSG) in accordance with Training Doctrine Programs of Instruction (TRADOC POI). While you are here, we expect the highest standards of appearance and conduct.

3. 19K BNCOC Phase II is largely computer based. Students should possess 10th grade reading comprehension and vocabulary levels, and may choose to take the Test for Adult Basic Education (TABE) before arrival. This can be done through contacting your respective State Education Officer. It is recommended that students enroll in a basic computer familiarization course that includes the use of Microsoft Word, Excel and Acrobat Reader.

4. The CAC Cryptographic Login (CLL) program is part of Department of Defense (DOD) compliance with AR 25-1, Homeland Security Presidential Directive 12 and the Army CIO/G-6. **In order to use course computers issued by the 1/204th Regional Training Institute (RTI) Armor (AR) all students are required to take the Ft Gordon Computer Security Test, obtain a current Common Access Card (CAC) and know your PIN number.**

Arriving at the course without a CAC is strongly discouraged. Students who are unable to take the Ft Gordon Computer Security Test at their home state will be given the opportunity to take the test during in-processing. However, this will demand your personal time and may put you at a disadvantage within your class. It is absolutely imperative that you log into <https://ia.gordon.army.mil/UserMngmt/default.asp> and take the **DOD Information Assurance Awareness Exam**. You must take this exam and print your certificate of successful completion in order to provision your CAC. Successfully completing the exam and furnishing your certificate will be required when you in-process.

5. Due to the potential of lost airline baggage, students should carry a travel bag with toiletry items and a complete Army Combat Uniform (ACU). Students must hand carry their Military Orders and Combat Vehicle Crewman's (CVC) Helmet.

6. PREREQUISITE FOR COURSE ATTENDANCE:

a. Students must arrive at the course with a CAC provisioned for use by their home state or comply with the steps outlined in Appendix E for CAC provisioning in the state of Idaho.

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b. Active Army or Reserve Component enlisted Soldiers qualified in MOS 19K. First priority will be given to SSG and SGTs promotable. Second priority will be given to SGTs performing in positions for which the training is designed. All must have successfully completed the Warrior Leader Course/Primary Leadership Development Course at least six months before attending this course.

c. Soldiers that meet all course requirements but fail HT/WT and/or APFT will have the statement "marginally achieved course standards" entered in the comments block of their DA Form 1059.

d. Soldiers with a valid permanent/temporary physical profile must provide a copy during in-processing. Students with a temporary profile will only be permitted to be admitted if the profile does not "prevent full participation" in the course

7. REPORTING IN:

a. Report to 1/204th RTI (AR), Building 810, Gowen Field.

b. Reporting dates and time: No later than (NLT) 1600 on the course report date. Students may report in civilian attire.

(1) Air: Transportation to Gowen Field from the Boise Municipal Airport is available for students arriving prior to 1600 by calling 272-4850.

(2) Privately Owned Vehicle (POV): No earlier than 0900 and no later than 1600 on report date.

c. If you cannot meet the reporting time, you must notify the school by calling (DSN) 422-4850 or (Com) 208-272-4850 prior to 1600 on the report date.

d. Students arriving after the 1600 report time:

(1) Call 272-4850 for a phone message that will instruct you to pick-up your room key at the front gate and report to the class leader.

(2) You will be required to take a taxi to Gowen Field (approximate cost is \$15 which is reimbursable when you return home by filling out DA 1351-2). Keep your receipt.

(3) The Gowen Field dining facility closes at 1800. We recommend you eat at the airport if you arrive late.

e. Early arrivals: Do not arrive prior to the report date as quarters and rations may not be available. If you have no alternative you must coordinate with this office for advance billeting. Gowen Field will not issue statements of non-availability for billeting. If your orders indicate otherwise, contact your headquarters to have them corrected.

8. IN-PROCESSING/OUT-PROCESSING:

a. A valid Military Identification Card and two copies of your orders assigning you to the course are needed for in-processing. You must bring a completed TASS Unit Pre-Execution Checklist (PEC), Appendix H, TRADOC REG 350-18 to in-processing. A copy of this is enclosed and can also be downloaded from our website. Please ensure that Part II – Routine Prerequisites are completed in all areas. Failure to provide a completed PEC may prevent course enrollment and return to home station.

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b. Orders assigning you to the course should specify you are to report for in-processing NLT1600 on the report date.

c. In-brief and weigh-in will follow in-processing on report day. Weigh-in will be conducted in the Army Physical Fitness Uniform (APFU).

d. Graduation and out-processing begins at 0900 on day 15. **Ensure your orders and plane ticket reflect a departure time no earlier than 1200. Soldiers not able to arrange flights after 1200hrs should schedule for next day flights.**

9. BILLETS:

a. Billets are co-located with the school. Rooms are designed to accommodate two students with a bathroom between two rooms, to be used by four students. All rooms have a small refrigerator and microwave.

b. All students are required to pay for billeting by the end of the course at the rate of \$15.00 per day. This is not optional and is for all students regardless of the status of orders (i.e. ADT, AT). This is a reimbursable fee that you may claim on your travel voucher when you return to your home station. The Billeting Office will issue a receipt to the soldier; this is all that is required for reimbursement. Students are reminded that under Public Law 105-264 use of the government travel card is mandatory for all lodging expenses. Preparations for obtaining or activating a government travel card should be made through your home unit prior to arrival.

10. RATIONS:

a. Traditional enlisted soldiers are provided rations at no cost to the soldier.

b. Active Guard Reserve/Active Duty Personnel are required to pay for rations. Current meal rates are: \$4.00 for breakfast, \$5.00 for lunch and \$6.00 for dinner.

11. UNIFORM/EQUIPMENT:

a. Uniforms for the course are: ACU, CVC uniform and the APFU.

b. Uniforms will be prescribed per the training schedule and worn in accordance with (IAW) AR 670-1. Jungle/canvas sided boots are not authorized.

c. Refer to Appendix A for clothing and equipment requirements for the course.

12. PAY AND ALLOWANCE: Home unit will process pay and allowances.

13. ADDITIONAL INFORMATION:

a. Students should bring adequate funds for personal needs, billeting and rations if required.

b. Mailing Information

Student Name

Armor Training Battalion, BNCOC Class # _____
5050 S Junker St
Boise, ID 83705-8150

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c. Phone Numbers:

Administration: (Com) 208-272-4850 (DSN) 422-4850
(FAX) 208-272-4860 (DSN) 422-4860

Security Police (208) 272-5366

Leave this information with your family so they may contact you.

The last number listed is for the Gowen Field Security Police. If a student must be contacted in the event of an emergency after 1700 or on weekends, the student's family may call the Security Police. They will need to provide them with the student's name, building and room number. Security Police will deliver the message to the student.

d. Students should bring appropriate civilian attire for Commander's time.

14. SICK CALL PROCEDURES: There is no medical treatment available on Gowen Field; all students who require care are transported to local civilian health care facilities. For traditional National Guard soldiers a DA Form 2173 will be forwarded for to their state J1 from 1/204th RTI (AR). Active Duty student's claims will be sent directly to Tricare by the treating facility.

15. STUDENT ELIMINATION: Students may be dismissed prior to course completion IAW AR 351-1, Section VIII, Paragraph 5-30 for the following:

a. Administrative Reasons: An administrative reason may be granted for emergencies, personal problems or extenuating circumstances and the individual will be released back to their home unit. In addition, a medical release may be granted when illness, hospitalization or a physical profile prevents successful completion of the course. Course completion credit will be given only to those students who can successfully complete the entire course.

b. Disciplinary Reasons: Students may be dismissed for infractions of school policies, the Honor System or violation of the Uniform Code of Military Justice.

c. Motivation: Demonstrating lack of motivation (i.e., receipt of more than two counseling sessions for minor violations of school policy) may facilitate dismissal from the course.

d. Academic Reasons:

(1) Academic dismissal will occur when a student fails to achieve course standards.

(2) Students who fail the first test will be counseled, retrained and retested. Students who fail to meet established HQ TRADOC test standards on the second retest may be dismissed from training for academic deficiency.

(3) A student may also be dismissed for missing more than 10% of the course instruction.

(4) If a student repeatedly fails tasks and continues to progress slowly, causing hardship on instructors and/or fellow students, the 1/204th RTI (AR) Commander can dismiss a student.

16. CHAIN OF COMMAND: The 1/204th RTI (AR) chain of command will be explained to students during orientation, and will be strictly adhered to. All matters will be handled through the chain of command beginning at the lowest level.

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17. COUNSELING, COMPLAINTS, AND GRIEVANCES:

- a. The cadre are available at any time for counseling and grievance. Students with personal problems or grievances should utilize the chain of command. Every effort will be made to resolve student problems at the lowest level.
- b. Students will be counseled as required for disciplinary actions, substandard performance and attitude problems.
- c. Grievances will be handled IAW appropriate regulations.

18. GOWEN FIELD & FACILITIES

- a. Gowen Field is located south of and in conjunction with the Boise Municipal Airport. Gowen Field is a closed post which means you are required to present your ID card and proof of insurance (if driving POV) every time you enter the post. Personal weapons and knives with blades longer than 6" are prohibited on post.
- b. Bikes, obtained from the class leader, and taxis are the only transportation available while assigned to the course. Gowen Field is not included in the Boise City bus system and the closest bus stop is about 5 miles away. All facilities on Gowen Field are within easy walking distance.
- c. The Base Exchange (BX) is open from 1000-1700 Monday through Friday and 1000-1600 on Saturday during drill weekends. They carry limited quantities of military and civilian clothing, food and beverages. There is a stamp machine in the lobby and an ATM located at the entrance. The Barber Shop is co-located with the Base Exchange and has the same hours of operation.
- d. A gym with free weights, nautilus equipment, treadmills and stationary bikes is available in building 951.
- e. An Officer's Club, NCO Club and the Red Dog Cafe are also located on Gowen Field.
- f. Mail: Outgoing mail can be sent out through the school admin section if it is properly stamped. We do not have the capability of weighing packages. Incoming mail is delivered daily and distributed to the students by the class leader.
- g. Laundry: A commercial laundry facility is available at the main BX (open M,W,F from 1000-1400). A no cost laundry facility is also located on post for student use in building 714.

19. If you need assistance in preparation for the course, please do not hesitate to call SFC McConnell at (Com) (208) 272-4850 or (DSN) 422-4850.

4 Encls
Appendix A - Clothing & Equip List
Appendix B - Base Map
Appendix C - Pre-Execution Checklist

//Original Signed//
HAROLD R. WILLIAMSON
MSG, IDARNG
Chief Instructor

Appendix D - APFT as Graduation Requirement Memo
Appendix E - CAC Card Provisioning

**Appendix A
Individual Clothing and Equipment List For
19K BNCOC Phase II**

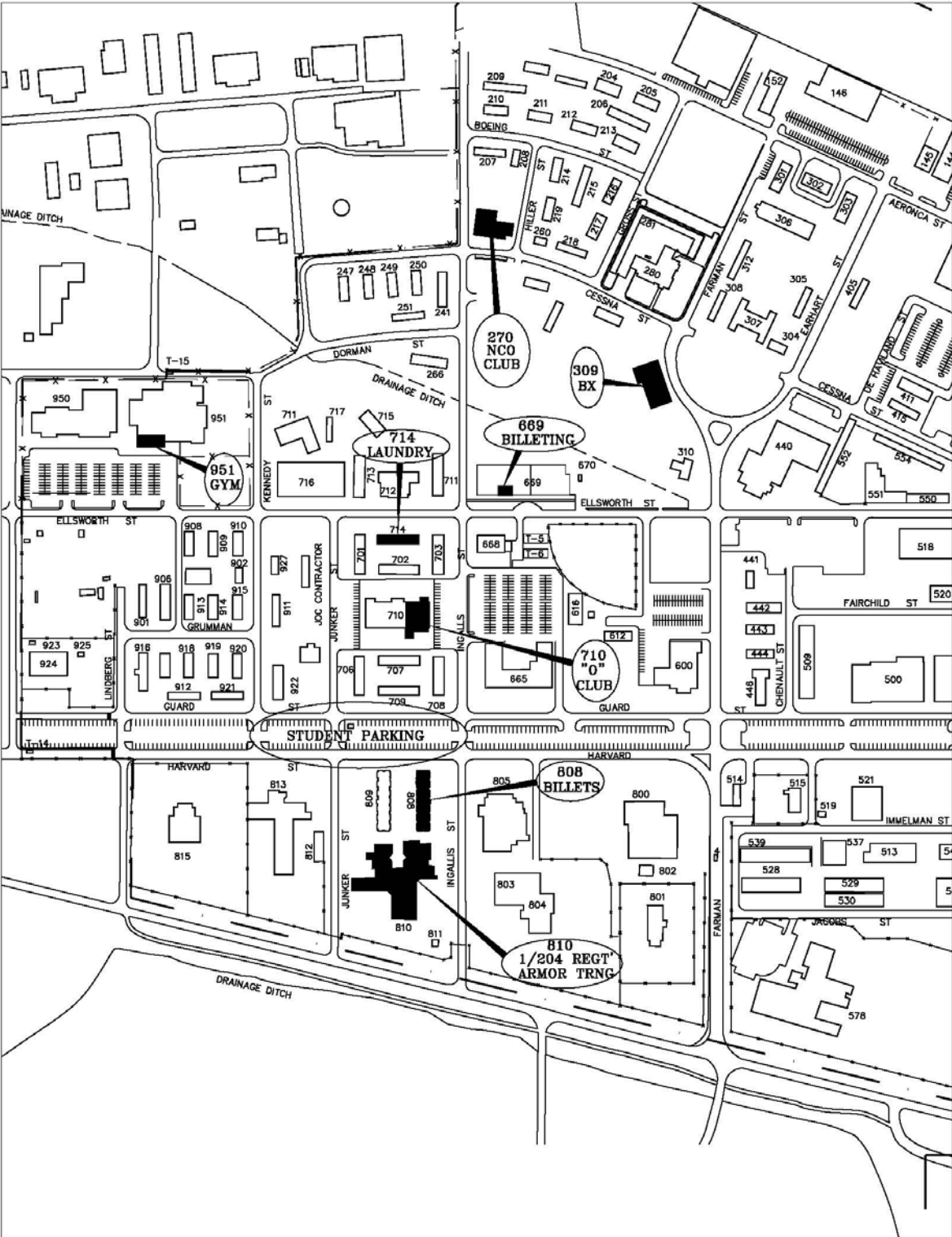
The following list of clothing and equipment is required. The school does not have equipment available for issue.

**** Graduation uniform is ACU's ****

<u>ITEMS</u>	Minimum Requirements
Bag, Duffle	1 ea
Belt, Trousers	1 ea
Beret, Wool Black	1 ea
Boots, Combat	2 pr
Cap, Utility, ACU	1 ea
Coat, ACU w/rank	3 ea
Coat, Cold Weather, Gore-Tex	1 ea
CVCU w/gloves	1 pr
Gloves, Leather, Shell w/inserts	1 pr
Jacket, Cold Weather (CVCU)	1 ea
Socks, Cushion Sole	5 pr
Trousers, ACU	3 pr
Trousers, Cold Weather, Gore-Tex w/suspenders	1 ea
Undershirt, Tan	5 ea
PFU (Physical Fitness Uniform) w/shoes	1 ea
Personal Hygiene Items	As Required
Inclement/Cold Weather gear (Winter Months)	As Required
Clothes Hangers	15 ea
Sewing Kit	1 ea

<u>EQUIPMENT</u>	
Ear Plugs	1 pr
Helmet, CVC w/Cord for VIC3 and Flight Bag	1 ea
Helmet, Kevlar w/camo cover and band	1 ea
Flashlight	1 ea
Goggles, dust, wind, sun	1 ea
Canteen w/cover and cup, first aid kit	1 ea
Pencils, Pens and Note Paper	As Required

Appendix B
Base Map



THE ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

(FOR USE OF THIS FORM SEE TRADOC REG. 350-18; PROPONENT IS DCSOPS&T, TASSD)

Please Type or Print

1. NAME:	2. LAST FOUR:
3. UNIT:	4 DOR:
5. COURSE TITLE:	6. REPORT DATE:

1st line leader initials	Soldier's initials	PART-I Unit Pre-execution (D-90 to D-1)
		Coordination between customer unit and TASS unit to identify the Soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets/prerequisite testing complete? (if needed)
		All required clothing/equipment IAW school/course info packet?
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school. (as required)?
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual orders received?
		Individual has current periodic physical (within 5 years)?
		Individual meets remaining TIS requirements?
		School Mailing address/Telephone numbers received? (for family)
		10 copies of orders
		Transportation verified/approved (ticket picked up)
		Current/valid identification card
		ID tags (1 pair)
		If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts.
		Notify soldier of requirement to take APFT and be weighed, as required.

Unit POC List:

CDR B: () H: () _____

1SG: B: () H: () _____

FTM: B: () H: () _____

Unit POC FAX: () _____

Unit POC Email _____

PART II - ROUTINE PREREQUISITES												
TASK	REGULATION DATA					SOLDIER DATA						
Minimum Aptitude Score (ASVAB) (IF APPLICABLE)	CO	CL	FA	GM	MM	CO	CL	FA	GM	MM		
	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT		
Color vision requirements (if applicable)												
Physical demand rating/profile (PULHES)	P	U	L	H	E	S	P	U	L	H	E	S
Prerequisite phase/course attendance (if applicable)	_____ School code _____ Date of completion _____ Course completed _____ Phase completed											
Military and civilian vehicle operator license(s) (if applicable,)												
PART III REQUIRED DOCUMENTS												
Security clearance (If applicable, attach as required)												
Permanent profile attendees (if applicable): AA & AGR must have copy of MRB (P3, P4) results with completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT). TPU/Traditional Guardsman must have copy of completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT)												
All required waivers (if applicable)												
Other requirements (if applicable)												
OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED												
Other requirements (if applicable)												
Other requirements (if applicable)												
Other requirements (if applicable)												
Other requirements (if applicable)												
I have been counseled and read all requirements applicable to the course I am attending. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent my successful completion of course requirements.												
Student's Signature						Date						
I have reviewed the above Soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.												
Commanding Officer (typed name)						Date						
Signature												

TRADOC FORM 350-18-2-R-E, (APR 2007) PREVIOUS EDITIONS ARE OBSOLETE

Section II
Completion Instructions for TRADOC Form 350-18-2-R-E

C-1. TRADOC Form 350-18-2-R-E, TASS unit Pre-execution Checklist (PEC), is a pre-enrollment requirement for all TASS courses/institutions except OCS, CCC, CGSOC, and the resident (SGM) course. The PEC will be used to verify routine prerequisites such as line scores, physical capacity or stamina, upper extremities, lower extremities, hearing, ears, psychiatric (PULHES), and prerequisite training. The unit commander can further certify the completion of prerequisite testing/evaluation (i.e., typing test). Documentary evidence of security clearance, physical profile and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the PEC will suffice as certification that the soldier meets routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4, and the ATRRS prerequisite screen.

C-2. The soldier's unit commander will ensure all soldiers, including walk-ons, enrolled in institutional training meet course prerequisites (Parts II and III). Soldiers reporting for training must have in their possession a completed and properly signed TRADOC Form 350-18-2-R-E, PEC. The purpose of the PEC is to assist the unit in preparing soldiers for school attendance (Part I), while providing one single document, with appropriate attachments, for the training institutions (Parts II and III). This checklist will be completed by appropriate unit personnel and verified and signed by the unit commander or the commander's designated signature authority (must be in writing and accompany the PEC). Soldiers reporting for training without a completed Pre-execution checklist, signed by the soldier and unit commander, will be given 72 hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second multiple unit training assembly (MUTA)-4. After this time, soldiers will be returned to their units. Students requiring medical waivers will arrive with the approved waiver in-hand. Medical waivers for training will be processed through the unit chain-of-command and by the proponent for final approval, prior to the student's arrival for training. Commander, AR-PERSCOM will ensure IMA/IRR students are eligible to attend the identified course.

C-3. Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA Pam 351-4) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.

C-4. Instructions for completing TRADOC Form 350-18-2-R-E.

Items 1 through 6, self explanatory

Part I, Unit Pre-execution

First line leader and soldier initial blocks: first line leader and soldier attending training must initial each line item no earlier than 90 days from course report date.

Unit POC List: Unit must complete all information.

Part II, Routine Prerequisites

Minimum Aptitude Score (ASVAB): Enter only those line scores required for DMOSQ (reclassification) courses IAW DA Pam 611-21 (or current published requirements) in each column (regulatory data and soldier data).

- As stated in DA Pam 611-21, line scores are for initial MOS training (IET/OSUT) and are a guide for soldiers reclassifying. The RC unit commander may base his decision for a soldier attending reclassification training on performance or experience. Commanders must request justification for training to the proponent school and receive concurrence before the soldier attends the course. The request and concurrence may be submitted either electronically, or in writing. Training institutions will not routinely coordinate for line score waivers but, may receive proponent school concurrence, only if the TASS commander determines that time allows.

Meets color vision requirements: Enter only for DMOSQ (reclassification) courses if the course requires a color vision requirement IAW DA Pam 611-21 in the regulation data column and soldier's color vision as per SF 2808 or applicable color vision testing in the soldier data column. If color vision testing was used, a copy must accompany the PEC (e.g. wire test).

Physical demand rating/profile: Enter PULHES data per DA Pam 611-21 (or current published requirements) for all courses/phases. If the soldier has a P2 profile, the DA Form 3349 must accompany the PEC. If a soldier has a P3 or P4 profile, MMRB and/or DA Form 3349 must accompany the PEC (IAW para 3-22c). DA Form 3349 must include Army doctor approved alternative aerobic event for the APFT.

Prerequisite phase/course attendance: Enter school code, date of completion, name of the course/phase completed from DA Form 1059 for previous required training only if applicable.

Military and civilian vehicle operator licenses: Enter soldier's current military and civilian vehicle operator licenses when applicable for the course/phase attending IAW ATRRS SH screen. Enter expiration date for military license. Enter license number, state, and expiration date for civilian license. Licenses must be valid through course/phase end date. Soldier must have all licenses in their possession during course/phase attendance.

Part III

Required Documents

Security Clearance: Enter yes if required for course and attach copy to PEC.

Permanent Profile: Attach copy of complete MMRB or DA Form 3349 if applicable.

All required waivers: List each required waiver and attach as applicable.

Other requirements: List each requirement not previously listed above required by the ATRRS SH screen and attach copy of document, if applicable. (i.e. copy of UMR to verify soldier slotted in position requiring training for course/phase).

Other requirements of DA Pam 611-21: List each requirement of DA Pam 611-21 not previously listed and attach copy of document, if applicable.

Soldier attending training must sign and date.

Type Commanding Officer's name and date.

Commander or designated signature authority signs. If designated signature authority signs, attach a copy of the written designation memo.

IDAHO ARMY NATIONAL GUARD
Headquarters 1st Battalion, 204th Regiment (AR)
5050 S. Junker ST. BLDG. 810
Boise ID.83705-8150

IDRT-AT-Z

31 January 2005

MEMORANDUM FOR NCOES Students

SUBJECT: APFT as Graduation Requirement

1. Reference DA Message, SUBJECT: Physical Fitness and Height and Weight Requirements for Military Institutional Training. Dated 10 AUG 2006.
2. Per Part Three, Para 1: "Soldiers who meet academic course requirements, but fail APFT standards will be considered an academic course graduate and receive a DA Form 1059 with item 13 c. marked 'Marginally achieved course standards' and item 16 containing the statement '13 c. Soldier met academic requirements, but failed to meet APFT standards IAW AR 350-1 during the course.' This DA Form 1059 along with the soldier's diploma will be held at the institution until the soldier's 05 level commander (LTC for officer/warrant officer, CSM for NCO/enlisted) verifies the Army standard is met. The soldier's command will then submit supporting documents for meeting APFT standards to the proponent school, at which time the school will issue the soldier's DA Form 1059 and diploma."
3. For 19K BNCOOC, the APFT will be conducted on day three of training. The APFT will be conducted as the first training event of the day. If a student fails the first APFT a second and final test will be conducted on day 11 of training just prior to the FTX.
4. POC for this action is MSG Williamson, DSN: 422-4858, COM: (208) 272-4858.

//Original Signed//
FREDERICK P. GILSON
LTC, AR, IDARNG
COMMANDING

Appendix E CAC Provisioning in the State of Idaho

Steps for Idaho CAC Provisioning:

- 1) You must visit <https://ia.gordon.army.mil/UserMngmt/default.asp> prior to arrival.
- 2) Select the first Information Assurance Course which is titled Computer User Security Training (IA Awareness Training)
- 3) Click on “Register for Exam.”
- 4) When registering for the exam, enter NGIDIDATBTestResults@id.ngb.army.mil for the “Alternate Email Address for Score Report.” This will send a backup copy of the test results to the Operations SGT at the 1/204TH RTI (AR).
- 5) Review the lesson and take the exam.
- 6) Print the certificate of successful completion.
- 7) At this point an account will be requested for you on the Idaho domain. When an account is made you will provision your CAC to the domain.