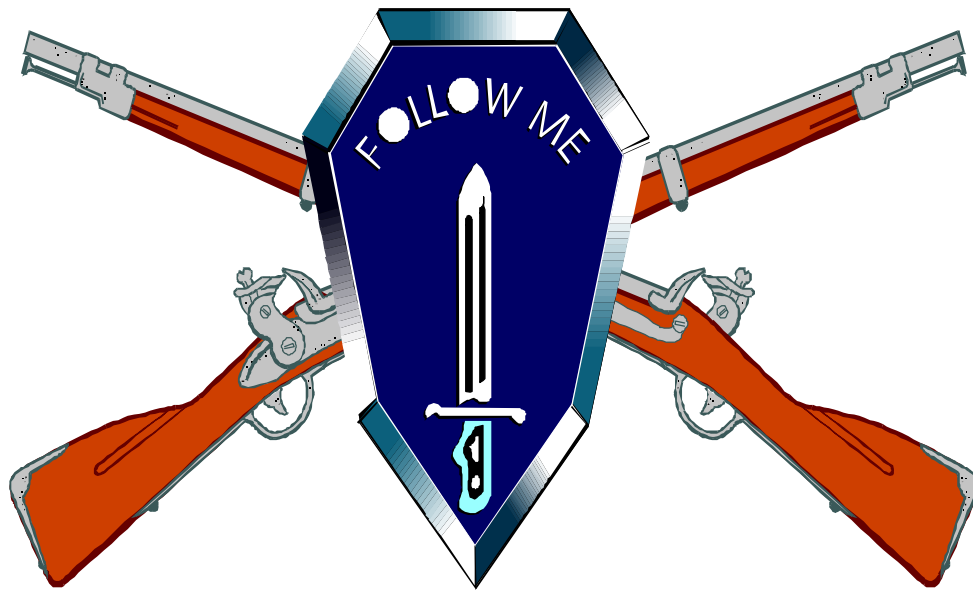


# **BASIC NONCOMMISSIONED OFFICER COURSE**

**Welcome Packet**



**Fort Benning's  
Noncommissioned Officer Academy  
United States Army Infantry School  
Fort Benning, Georgia**

MEMORANDUM FOR Personnel Selected for Attendance of Career Management  
Field 11, Basic Noncommissioned Officer Course

SUBJECT: Welcome Memorandum

1. **GENERAL:** Congratulations for your selection to attend the Basic Noncommissioned Officer Course. You have demonstrated to your subordinates, peers, and superiors that you possess the qualities and attributes of an Infantry Squad Leader.

You will find the course challenging and very rewarding. The curriculum is demanding and constantly updated with current doctrine and technical advances. Therefore, your ideas are highly encouraged.

In order for a learning process to be effective, there are times that the mind should be in a relaxed state. Therefore, we do not normally train on the weekends. In fact you should bring athletic equipment for weekend fun. We have sports facilities in walking distance.

Again, I congratulate you on your selection to attend this prestigious academy. We understand the pressure that this course puts upon the students. I am committed to doing everything within my realm of control to ensure you successfully complete this course "trained to standard."

2. **RECOMMENDATION:** This memorandum, and the enclosures that accompany it, will provide you with the information required prior to arrival. Please read this memorandum and the enclosures carefully. Normally, the information included will sufficiently answer any questions. However, if after carefully reviewing these documents and you have additional questions feel free to call the BNCOC Operations NCO at: DSN 835-3684 or Commercial (706) 545-3684.

3. **UNIFORMS:** The NCOA enforces strict compliance with local uniform policies. Uniformity is a paramount concern due to the variety of units represented by students. All students will be in the same uniform during the course, you will graduate in the dress uniform which you wear at your unit.

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a. Duty Uniform: Uniform will be BDU and BDU hat with all patches worn in accordance with (IAW) AR 670-1. Combat or Speed Lace Combat Boots, Jungle Boots, or Jump Boots are authorized. Tanker boots and the Hi Tech boots will not be authorized for wear at anytime during the course. Matterhorns, Danners, Herman Survivors, etc... are authorized for wear during field training.

b. PT Uniform: Uniform for physical training will be the Army Gray PT Uniform, the only authorized printing on the uniform is the word "ARMY" on the chest of the Jacket and the T-Shirt. Students authorized to wear the Army Physical Fitness Excellence Patch will wear it IAW AR 670-1. Only calf height all white socks is authorized. Socks will not have stripes of any color. Serviceable running shoes will be worn.

c. Class A Uniform: Uniform will include low quarter shoes and garrison hat. Berets. The Army Gray Green Shirt will be worn, short or long sleeve shirt will be the prerogative of the student.

#### **4. PHYSICAL TRAINING:**

a. General: Infantry soldiers, and particularly infantry squad leaders, have historically been required to perform physically demanding tasks in training and in combat. The infantry's mission demands that infantrymen must maintain a higher standard of physical fitness than is required for soldiers in other MOS's. Physical training is conducted five days a week.

b. Physical Training Goals: BNCOC has established the following "goals".

(1) Score 275 points or higher on their Record APFT. Students who achieve a score of 275 points or higher, and achieve minimum standards in all events, will be recognized by the NCOA Commandant in an official memorandum. This memorandum may be placed in the student's official military personnel file (OMPF) for consideration by DA Selection Boards.

(2) All students are expected to maintain the same level of fitness required in their units. Students whose appearance does not conform to AR 600-9 and have problems performing physical training with their platoons, will be recommended for release from the course.

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c. APFT and HEIGHT/ WEIGHT REQUIREMENTS:

(1) Students will be administered an APFT and have their height/weight checked on the first day of enrollment. Students who fail to achieve minimum Army standards in either area will be denied enrollment.

(2) Students who are denied enrollment will be processed as follows:

(a) A memorandum addressing their failure to maintain standards will be forwarded by the Commandant to the first general officer in their chain of command.

(b) TDY and RETURN: Soldiers will be returned immediately to unit of assignment. The Commandant will immediately send memorandum to soldier's unit commander, which addresses soldier's denied enrollment. The unit commander is responsible for initiating actions to include flagging and removing soldier from DA selection list and local OML as applicable. The command may be held responsible for reimbursing the training open allotment for all travel related costs.

(c) TDY ENROUTE: Soldier will be attached to the installation pending clarification of assignment instructions for follow-on assignment. The commandant will notify PERSCOM of the soldier's ineligibility for schooling and request clarification of assignment instructions.

**5. PROGRAM OF INSTRUCTION:**

a. General:

(1) Scope: BNCOC is designed upon the premise that students who graduate from the course will be fully capable of performing the duties and responsibilities of the infantry TO&E squad leader in combat. The course emphasizes war-fighting skills, combat leadership and the planning and conducting of squad level training. BNCOC students receive additional instruction in infantry-related skills and administrative responsibilities. Because the course is a squad leader level course, the majority of the instruction will be Skill Level 3. The goal of BNCOC is to conduct all training in a Small Group Instruction (SGI) environment. Currently, 95% of the instruction is conducted in this manner. The SGI method is the preferred method because it involves a student to instructor ratio of 8:1. This equates to increased student participation in the classroom and a closer bonding of students within the group with their designated instructor. Additionally, the "TRADOC NCOES Model" directs that the students become more involved in the conduct of training. For the first 4 weeks and 2 days, students will share MOS knowledge by been assigned to a MOS mixed classroom for Common Leader Training (CLT) and Career Management Field 11 (CMF11). The last 3 weeks students will be assigned to a MOS specific classroom.

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(2) Applicable Regulations: TRADOC Regulation 351-10, in conjunction with Army Regulation 351-1, are the primary regulations for the course administration. Students are required to be familiar with these regulations, applicable areas within the regulations will be briefed upon arrival.

(3) Testing: Students will be given only two opportunities to pass either a written exam or a performance oriented test. All students will be administered the initial exam/test. Students who fail to achieve minimum standards for the exam/test (70% for academic exams and a "GO" , as outlined in the task standards, on performance oriented tests) will receive retraining and be given one additional attempt to meet minimum standards. Students who fail to achieve minimum standards on the retest will be recommended for immediate release from the course.

b. Land Navigation: Certain infantry tasks experience an irrefutable degree of skill decay. Many BNCOC students work out of their PMOS for extended periods of time. It is necessary to verify that BNCOC students have retained sufficient proficiency in these infantry skills commensurate with the responsibility of the infantry TO&E squad leader. It is for this reason that these skill level tasks are tested. All students will have two opportunities to achieve minimum course standards on a written exam, and a day and night land navigation course. Students who fail to achieve minimum course standards will be recommended for immediate release. Students are not allowed on the Land Navigation course unless authorized. Violators will be considered for elimination from the course.

c. M16A1/A2 Rifle Marksmanship: Similar to land navigation, marksmanship is another of those infantry skills that experiences decay. Students will receive classroom instruction and performance oriented Train the Trainer instruction.

d. Academic Examinations: Students will receive instruction in a variety of infantry or infantry related subject areas.

### **COMMON CORE TRAINING (CCT) USASMA**

(1) APFT

(2) CCT EXAMINATION

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**CAREER MANAGEMENT FIELD 11**

- (1) LAND NAVIGATION EXAMINATION WRITTEN/DAY/NIGHT
- (2) CMF-11 EXAMINATION

**MOS 11B**

- (1) TACTICS EXAMINATION
- (2) DEMO AND MINES EXAMINATION
- (3) MACHINEGUN TRAINING

**MOS 11C**

- (1) GENERAL SUBJECTS EXAMINATION
- (2) FDC M16 PLOTTING BOARD
- (3) FDC MBC (BASIC)
- (4) FDC MBC (ADVANCE)

**MOS 11H**

- (1) VEHICLE ID
- (2) TACTICS
- (3) MACHINEGUN TRAINING
- (4) TOW GUNNERY AND MAINTENANCE

**MOS 11M**

- (1) TACTICS
- (2) GUNNERY
- (3) BGST

e. Graduation Prerequisites: The prerequisites for graduation are at enclosure 4.

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## 6. ADMINISTRATIVE REQUIREMENTS:

a. General: This section of the memorandum outlines specific areas of importance regarding: In-processing, administrative requirements, documentation and required records.

b. Medical Records: All students are required to have medical records in their possession for in processing. Non-compliance with this directive will result in non-acceptance and return to the sending unit.

c. Profiles: AR 351-1 governs the acceptance of soldiers who are currently on a permanent or a temporary profile.

(1) Temporary Profiles: Students who arrive with a temporary profile will be returned to their units if the temporary profile prohibits their full participation in the course, or who cannot by virtue of their profile meet all course prerequisite standards. STUDENTS WHO SUSTAIN INJURY OR ILLNESS PRIOR TO COURSE START DATE SHOULD IMMEDIATELY NOTIFY THEIR MILPO THROUGH NORMAL COMMAND CHANNELS. The MILPO should contact the BNCOC Quota Source Manager at DA, SFC Smith at DSN 221-9166/9425.

(2) Permanent Profiles: Regular Army Personnel students who are on a permanent profile must have been medically boarded and the determination of the Medical Board must have been to retain the student in his infantry PMOS. Students who arrive with a permanent profile that do not meet this criteria will be returned to their unit. NOTE: ARNG and USAR personnel with permanent profiles will be accepted, so long as the student can participate in an alternate event APFT and the profile does not prohibit his full participation in the course.

d. TABE Test: Personnel are encourage to take a TABE test prior to arrival to BNCOC. Students should have at least a tenth grade reading level. Those students with less than a tenth grade level will be given the opportunity after duty hours to raise their score.

e. Height and Weight Standards: AR 351-1 specifies that soldiers who are in a TDY and return status must be in compliance with the standards established in AR 600-9 upon arrival. In accordance with DA Message 081650Z Mar 95, personnel arriving at any DA board select school who do not meet body composition standards will be denied enrollment.

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SUBJECT: Welcome Memorandum

f. Copies of TDY Orders: All students will have 15 copies of their orders in their possession. The following statement will be on all orders: Student will be attached for quarters, meals and administration purpose to include UCMJ. Student will comply with DA PAM 351-4 as pertains to uniform requirements. Soldiers will be issued a meal card by their unit for the duration of TDY status as rations are available at the school.

g. Privately Owned Vehicles: Students are authorized to have POV's providing they meet the following criteria:

(1) Liability Insurance: Georgia State Law requires that the driver of a vehicle have a "proof of liability insurance" card in his possession while operating the vehicle, current registration, and a valid drivers license. Insurance coverage minimums are as follows: \$10,000 per occupant, \$20,000 per accident, \$5,000 property damage and \$5,000 "No Fault".

(2) DOD Registration: Students who arrive on post without a DOD registration sticker will have their POV temporarily registered on Fort Benning.

h. DD Form 2A: All students are required to arrive with a valid military identification card.

i. DA Form 31: The NCOA will not process any soldiers for leaves while attending BNCOC. Soldiers who desire to take leave upon completion of the course must arrive with a valid personal copy of a DA Form 31, Request and Authorization for Leave, in their possession signed by an individual with proper authority from the sending unit. Soldiers who are TDY en-route that desire to take leave before and after the course should have a DA Form 31 with a beginning date of their departure from the sending unit and an ending date of their arrival at the gaining unit. There will be no exceptions to this policy, soldiers encountering difficulty in obtaining a properly completed DA Form 31 are advised to request assistance from their unit commanders or 1SG.

j. LES: Regular Army personnel should make prior arrangements to have their LES forwarded to them while attending BNCOC. There is no provision for students to obtain a copy of their LES locally. Recommendation is that the soldier provide the unit 1SG, or his PAC supervisor, with 3 self-addressed stamped envelopes and coordinate that his LES be forwarded upon receipt at the unit.



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SUBJECT: Welcome Memorandum

k. Privately Owned Weapons: Students will not bring privately owned weapons to BNCOC. BNCOC does not possess an Arms Room. BNCOC will not accept responsibility for weapon storage or student compliance with local civil law regarding weapons.

l. Address for correspondence while attending BNCOC: Forward all correspondence to the address listed below:

Rank & Name of Soldier  
SSN  
HHD, NCOA  
BNCOC Class #: \_\_\_\_ - \_\_\_\_  
Section #: \_\_\_\_  
Fort Benning, Georgia 31905

Note: Students will be assigned platoons upon arrival.

m. Transportation and Port Call: Students who are TDY en-route Overseas or TDY and Return Overseas will have travel arrangements made for continuation of or return travel by the BNCOC Operations NCO. Students taking leave in the contiguous 48 states should be aware that transportation to their port of departure will be their responsibility. Students will settle TDY travel within 10 days upon return to or arrival at their unit. Any student who fits this description should have adequate funds available to defray this expense. Students who are TDY and Return CONUS or TDY en-route CONUS will be responsible for arranging their own transportation. The local travel office is located in Building 2626 on Fort Benning, students will have ample opportunity to accomplish this coordination while attending the course.

## 7. **BILLETING:**

a. Living Environment: BNCOC is designed, IAW TRADOC Regulation 351-17, to be a live-in course. Each student will be billeted in a two-man room in the BNCOC barracks. The responsibility for normal billets maintenance is placed upon the student. Again, BNCOC is a squad leader course and billets maintenance is the purveyance of the squad leader in any unit. Leadership positions are rotated to afford each student the opportunity to function in garrison as a squad leader. Squad leaders are designated to provide a working chain of command.

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SUBJECT: Welcome Memorandum

b. Quartermaster Laundry: A Quartermaster Laundry (QML) is located within walking distance of the barracks. BDU's are authorized for starch. Rates are by individual piece(s) or by bundle.

c. Rations: Students will remain on meal card while attending BNCOC. Students should ensure their PAC issues them a meal card for attendance to BNCOC.

d. American Express Government Card: Students must have in their possession the American Express government card upon arrival to BNCOC. This is necessary because Fort Benning does not have a finance office to grant any advances of per diem or TDY money. All advances can be drawn using the American Express government card.

## **8. REPORTING INFORMATION:**

a. Telephone Numbers: Soldiers scheduled to attend BNCOC that experience difficulty during travel should contact the BNCOC Operations during duty hours of 0845 to 1630 at DSN 835-3684 or Commercial (706) 545-3684. If you are unable to contact the BNCOC Operations, then contact the NCOA SDNCO at DSN 835-2233 or Commercial (706) 545-2233.

b. When to Report: Report in accordance with the reporting instructions in your orders. If you are in doubt or your orders fail to specify, you should report NLT 2400 hours on the Tuesday prior and no earlier than 1300 on the Monday prior to the first day of the course. The APFT is the following morning, so students should not wait until the last minute to report.

c. Where to Report: Report to Building 2760B. You should park in the vicinity of the heating plant if arriving by POV. See enclosure 1 for a map of the area.

d. How to Report: Report to the BNCOC CQ. The CQ will be a BNCOC Small Group Instructor. He will issue you linen, platoon equipment and assign you to a room within a platoon area. You may report in civilian clothes or military uniform. The CQ will provide you information pertaining to in processing and orient you to the BNCOC/NCOA facilities.

e. What to Report with: See enclosure 5 for a complete list of required items and an BNCOC Packing List.

ATZB-NC  
SUBJECT: Welcome Memorandum

9. **CONCLUSION:** Once again, let me take this opportunity to congratulate you on your selection. BNCOC is a demanding, challenging and extremely rewarding course. The Henry Caro Noncommissioned Officer Academy is renowned as one of the finest training facilities available Army wide. I am sure you will find the course everything you expect and more. I look forward to officially welcoming you upon your arrival. God speed and a safe trip.

"Maintain the Standards"

4 Encls  
1-BNCOC Graduation  
Prerequisite Letter  
2-BNCOC Packing List  
3-BNCOC TA 50 Packing List  
4-BNCOC Checklist

GEORGE R. MONK  
CSM, USA  
Commandant

## MEMORANDUM FOR BNCOC Students

SUBJECT: Welcome Letter, BNCOC Graduation Prerequisites

1. **PURPOSE:** This prerequisite letter provides specific information about the standards and performance required for graduation from the Infantry Basic Noncommissioned Officer Course(BNCOC). General academic policies, procedures, and responsibilities for resident students are contained in USAIS Regulation 351-6.
2. **GENERAL:** The staff and faculty at the Infantry School endeavor to make your training as meaningful, beneficial, and professional as possible. To fully accomplish this objective, you must thoroughly understand the academic policies, programs, and procedures established for BNCOC. This letter explains the various policies, programs, and procedures that are applicable to your class. Questions, which are not sufficiently answered within this letter, should be directed to your student chain of command or cadre team leader for resolution.
3. **ACADEMIC DEFINITIONS:** The following definitions apply to the academic status of students in the BNCOC Program:
  - a. **Academically Proficient Student:** One who has passed all combat/ mission critical skills and has an academic average of 75% or above.
  - b. **Academically Marginal Student:** A student with an academic average of 70 to 74.99%. Study Hall will be conducted by the student chain of command for students with an academic average below 75%.
  - c. **Academically Deficient Student:** A student with an academic average of less than 70% or having failed a retest of any combat/mission critical skill.
4. **STANDARDS FOR GRADUATION:**
  - a. A student who completes the course in an academically proficient status will normally be graduated.
  - b. A student who is academically deficient will be referred to the NCOA Commandant for appropriate disposition. The Commandant will consider the following factors: Course performance, cadre chain of command recommendations, and a discussion with the student if necessary.

ATZB-NC

SUBJECT: BNCOC GRADUATION PREREQUISITES

c. Students are required to attend all scheduled instruction unless otherwise excused by the proper authority (Branch Chief). All matters that fall under the Uniform Code of Military Justice (UCMJ) will be handled IAW USAIC policy. This includes honor violations by students, which are punishable as violations of the UCMJ.

d. Students who are academically deficient are subject to referral to the NCOA Commandant for release at any time during the course.

e. Students who do not maintain the standards of professional conduct, moral, ethics and discipline will be immediately released with an adverse AER and possible UCMJ action.

## **5. GRADUATION REQUIREMENTS:**

a. Students must complete the course with an overall average of 70%.

b. Students must take all examinations and perform all course taskings, unless exception is granted under the provisions of USAIS Regulation 351-6.

c. Students must pass all combat/mission critical skills. All examination subject areas have been designated combat/mission critical skills.

d. All students must maintain weight standards IAW AR 600-9. Those who fail to maintain weight standards will be declared non- graduates.

e. All students must pass the APFT, prior to enrollment.

f. All students must pass the written exam, day land navigation test, and night land navigation test.

## **6. EXAMINATIONS:**

a. Grading Standard: Students must receive a score of 70% to pass an examination.

b. Garrison Evaluations: All students will be rotated into a squad leader, or platoon sergeant leadership position two times during the course and will be evaluated on their performance using the Leadership Assessment and Development Program (LADP).

ATZB-NC

SUBJECT: BNCOC GRADUATION PREREQUISITES

c. Tactical Evaluations: Throughout the tactical portion of BNCOC, the student will be evaluated on his grasp and application of tactical doctrine. The student will be evaluated on his ability to prepare, control, and lead a squad while performing the duties of a squad leader during a tactical situational training exercise (STX). All students are required to receive a "GO" on such an evaluation. Students who fail to achieve a "GO" will be reevaluated one additional time. If a student fails to achieve a "GO" on his second attempt, he will be recommended for academic dismissal from the course.

d. Retest: All subjects designated are combat/mission critical and will be re-tested. One retest will be authorized. The maximum attainable score on a retest, for the purpose of computing the student's academic average, is 70%. It is the student's responsibility to attend all scheduled re-tests. Those students that fail to attend a scheduled retest because of an unexcused absence will be declared academically deficient.

e. Make-up Examination: Examinations missed due to authorized absences must be made up. It is the student's responsibility to contact the appropriate academic department to arrange for make-up examinations through the BNCOC operations NCO. This must be done within 24 hours of returning from an authorized absence. Students missing examinations due to unauthorized absences will receive a zero for that exam.

f. Extended Absence: Students missing two or more examinations and the supporting instruction will have their records reviewed by the Commandant of the NCOA to determine whether they should remain in the course or be released.

(1) Instructors will not re-teach a block of instruction or pre-teach the examination.

(2) Review/retraining for all re-tests will be scheduled by the BNCOC operations NCO. This information will be distributed to the class through the cadre chain of command.

## **7. HONORS PROGRAM:**

a. Twenty percent of the enrollment class may be recognized for honors by being placed on the Commandant's List. Criteria will include a student's academic and professional skills, and overall performance within the course.

ATZB-NC

SUBJECT: BNCOC GRADUATION PREREQUISITES

b. Commandant's List selection criteria is as follows:

(1) Obtain an academic average that is within the top 20% of the graduating class.

(2) Maintain the standards of discipline, moral, ethical, and professional conduct required of a senior noncommissioned officer in the United States Army.

(3) Achieve a first time "GO" in all areas (written, day and night) of the Land Navigation testing.

(4) Receive no adverse counseling statements.

(5) Complete all physical training runs and tactical road marches with the unit.

c. Distinguished Honor Graduate: The student with the highest academic average and meets all the prerequisites for the Commandant's List.

d. Honor Graduate: The student with the second highest academic average and meets all the prerequisites for the Commandant's List.

e. SMA (Ret) Glenn E. Morrell APFT Award: The noncommissioned officer having the highest score on the Army Physical Fitness Test will be presented the SMA (Ret) Glenn E. Morrell APFT Award.

f. Henry Caro Leadership Award: One student from each class will be the recipient of this award. The prerequisites are:

(1) Must meet all the prerequisites for selection to the Commandant's List.

(2) Must be selected by his peers.

## **8. ACADEMIC EVALUATION REPORTS:**

a. Preparation: Small group instructors prepare Academic Evaluation Reports (DA Form 1059) for each student within his section. The Academic Evaluation Report will state if a student was selected as a member of the Commandant's List.

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SUBJECT: BNCOC GRADUATION PREREQUISITES

b. Report Contents: Academic Evaluation Reports will indicate as a minimum the following:

(1) Whether a student successfully completes the course.

(2) Whether the student meets DA physical fitness and weight standards. Academic Evaluation Reports of those students with medical profile will be annotated to reflect the performance in each APFT event not excluded by the profile. The student's height, weight, and APFT Pass/Fail will be entered on the AER.

(3) Each student will be described as comprehensively as possible from the standpoint of his noteworthy personal qualities, demonstrated abilities, weaknesses, deficiencies, and overall manner of performance during the period of attendance in the course.

9. **COUNSELING:** Periodically, throughout the course the small group instructor will counsel each student on his performance to that point. Spot counseling will also occur during exercises when a student has been in a leadership position. These counseling sessions will become a part of the student's record.

a. The USAIS honor system operates on the principle that integrity is an essential attribute; therefore, any student found guilty of a breach of integrity will be relieved from the course of instruction for misconduct as well as face possible disciplinary action. The honor code accepted at the Infantry School, while broad in application, is precise in its meaning: "Each student's work is his own."

b. The honor system does not preclude students from working together in or out of the classroom when directed to do so by an instructor. It does not preclude mutual discussion of individual solutions to ungraded out of class requirements prior to their submission. The honor system is not designed to stifle individual academic freedom, preclude the sharing of knowledge or interaction with fellow students. However, all graded requirements; oral, written or hands on must be an individual effort. Students are specifically prohibited from any act or omission, which provides an unfair advantage over their peers.



## MEMORANDUM FOR BNCOC Students

SUBJECT: Welcome Memorandum, BNCOC Packing List

1. **GENERAL:** All uniform items will be serviceable. Personnel selected for attendance will ensure that all items are properly fitted. Students will have access to the local Fort Benning Clothing Sales Store.

2. **PACKING LIST:**

<u>Item</u>	<u>Quantity</u>
Class A Uniform [all awards/accessories]	1
Tie, 4-in-hand, Black	1
Blue/Green Shirt, Long Sleeve	2
Blue/Green Shirt, Short Sleeve	3
T-Shirt, White	3
Raincoat, Black	1
Garrison Cap	2
Low Quarters	1 pr
Socks, Black	2
BDU's <b>winter</b>	2 Pr
BDU's <b>Summer</b>	2 Pr
BDU Field Jacket	2
BDU Cap	2
T-Shirts, Brown	6
Socks, OD/Black	6 Pr
Combat Boots	2 Pr
Pile Cap (seasonal)	1
Black Gloves, Leather	1 Pr
Black Gloves, Inserts	2 Pr
Sweatband, Kevlar Helmet	1
Earplugs w/case	1
Gray Army PT Uniform <b>summer</b>	2 Sets
Gray Army PT Uniform <b>winter</b>	1 Set
Running Shoes	1
Socks, White, Athletic (solid)	4 Pr
Knit Cap, Black	1
ID Card	1
ID Tags	1 Set

ATZB-NC

SUBJECT: Welcome Memorandum, BNCOC Packing List continued:

Prescription Eyeglasses, Army issue (If applicable)	2 Pr
Military Flashlight	1
M16 Cleaning Kit	1
Road Guard Vest	1
Camouflage Stick	1
Lensatic Compass	2
Swimming Shorts	1

\* Please be sure to also bring a white shirt and bow tie. These items are needed for wear at the Dining Out. If you have Dress Blues you may bring them for this event.

ATZB-NC

16 October 1998

MEMORANDUM FOR BNCOC Students

SUBJECT: Welcome Memorandum, BNCOC Checklist.

1. **GENERAL:** The following is a tool to assist you in double checking to ensure that you have all required items prior to packing up and heading out.

2. **CHECKLIST:**

<b><u>Item</u></b>	<b>[Y] [N]</b>
15 Copies of TDY Orders	[ ][ ]
Packing List Complete	[ ][ ]
Copy of DA Form 2 and 2-1	[ ][ ]
Sending unit is responsible for canceling BAS and issuing Meal Card	[ ][ ]
DA Form 31 (if applicable)	[ ][ ]
Medical Records (Bee Sting Kit if applicable)	[ ][ ]
Over 40 Physical (if applicable)	[ ][ ]
Permanent Profile (Retained in PMOS by MMRB)	[ ][ ]
Eyeglasses, Military 2 Pair (if applicable)	[ ][ ]
ID Card (Serviceable)	[ ][ ]
ID Tags	[ ][ ]
Airline Ticket (Round Trip, if applicable)	[ ][ ]
American Express Government Credit Card (if applicable)	[ ][ ]
Pens, pencils & paper	[ ][ ]