

STUDENT GUIDE

Introduction. Welcome to the Battle Staff NCO Course. This course will provide you with the knowledge and skills necessary to succeed as a battle staff NCO. Upon completion of this course, you will be eligible to receive the "2S" Additional Skill Identifier (ASI).

Purpose. The purpose of the student guide is to provide you a single-source reference to help you complete the course. This guide provides a description of the course, its contents, and your requirements as a student.

NOTE: Unless otherwise stated, the use of masculine nouns and pronouns refers to both men and women.

TABLE OF CONTENTS

General Information

- Proponency
- Prerequisites
- Graduation Requirements
- Examinations
- Counseling and Evaluation
- Academic Evaluation Reports
- Feedback

Course Organization

- Course Design
- Phase I
 - Preparation
 - Training Guidelines
 - Materials Inventory
- Phase II
 - Locations
 - Curriculum
 - Contact List

GENERAL INFORMATION

Proponency

The training proponent for the Battle Staff NCO Course is the United States Army Sergeants Major Academy (USASMA), Bldg 11291, Biggs Field, Fort Bliss, TX 79918-8002.

Prerequisites

Soldiers attending the Battle Staff NCO Course must meet the following prerequisites:

- Be in the rank of SSG through SGM
- Be assigned to a position outlined in DA Pam 611-21, Battle Staff Operations
- Meet weight standards outlined in AR 600-9

- Not possess a temporary physical training profile
complete the Pre-Execution Checklist and bring to the Phase II location.

Graduation Requirements

In order to successfully complete this course, you must:

- complete all preresident materials PH I
- attend Phase II (resident portion)
- meet weight standards outlined in AR 600-9
- pass the Army Physical Fitness Test (APFT) (only one retest is authorized)
- pass all examinations
- meet all academic standards
- meet conduct and discipline standards
- participate in the command post exercise (CPX)

Examinations

All the material in the course is critical to your job performance as a Battle Staff NCO. Thus, any and all material presented during the course may appear on any examination. You will receive an advance sheet prior to each examination in Phase II indicating which lessons will be tested on. You must achieve a "GO" (a score of 70% or higher) on each examination.

You will receive five examinations. The first examination covers lessons from Phase I. This test is taken "on-line". Contact Phase I cell for access instructions. Failure of this examination and the retest will result in your not meeting the prerequisites to enter Phase II of the Battle Staff NCO Course.

The second examination tests your knowledge of graphics and overlays. The third examination tests your knowledge of plans, orders and annexes. The fourth examination tests your knowledge of military intelligence, and the fifth examination tests your knowledge of combat service support.

During all written examinations administered during this course, students may use their own personal notes to clarify information as well as calculators, and will use only lesson material and texts issued to them.

In addition, all students must receive a passing score for their presentation of a military information briefing. Students are allowed one retest for this requirement.

If a student fails to achieve a "GO" on a primary examination, he may take only one retest for each primary examination. The maximum grade allowed for a retest is 70%.

Any student who fails a primary examination during Phase II will appear before an Academic Assistance Panel. The panel will help determine the cause of the failure, schedule re-training, and provide instructions on the location and time of the retest.

If the student fails any primary exam, he is ineligible to receive an "Exceeds Course Standards" rating on his Academic Evaluation Report (AER).

Although course requirement permit retests, failure of any two primary examinations during Phase II will result in a final AER rating of "Marginally Achieved Course Standards", regardless of the results of the retests.

Finally, failure of any primary examination will give cause to remove the student from any

leadership positions, such as class or group leader.

If a student fails a retest, he will be dismissed from the course. A student facing dismissal for academic failure has the right to appeal the action. If your Phase II is located at Fort Bliss, these actions are processed through the Senior Instructor and Chief Instructor to the USASMA Commandant for final resolution. If your Phase II is located at one of the VTT locations, the installation NCO academy commandant will assist the USASMA Commandant handling appeals actions. If your Phase II is located at Fort McCoy, the commandant at Fort McCoy will handle all dismissal and appeal actions.

Counseling and Evaluation

You will receive an initial counseling and two periodic counselings during Phase II. The Battle Staff NCO Course uses two standardized forms to provide evaluation and counseling feedback to students. These are the Student Evaluation and Counseling Record (Fort Bliss Form 0379h), and the Academic Evaluation Report (AER) (DA Form 1059). The course uses the "total soldier" concept in the evaluation of each student. It takes into consideration the student's academic performance, group participation, military bearing, appearance, physical condition, and overall potential.

Academic Evaluation Reports

The DA Form 1059 is used to evaluate each student in the Battle Staff NCO Course. The areas in which students are evaluated and the ratings they may earn are explained below.

Performance Summary--In the "Performance Summary" (Block 13), the student can expect one of four ratings - "exceeded", "achieved", "marginally achieved", or "failed to achieve" course standards. These ratings are explained in greater detail below.

"Exceeded Course Standards"--This rating is limited to no more than 20% of class enrollment. To be considered for this rating, the student must consistently demonstrate superior competency. To be eligible, the student must receive a first time "GO" on all examinations and lesson exercises, consistently demonstrate superior military appearance and bearing, receive a "Superior" in all applicable areas of Demonstrated Abilities (Block 14), and receive a "Superior" rating on his military information briefing.

"Achieved Course Standards"--This rating is for students who achieve course standards but do not meet the criteria given above for "Exceeded Course Standards".

"Marginally Achieved Course Standards"--This rating will result from the failure of any two primary examinations, regardless of the results of the retests. Additionally, any student receiving an "Unsatisfactory" rating in any area of Demonstrated Abilities (Block 14), will also result in a "Marginally Achieved" rating.

"Failed to Achieve Course Standards"--The student who fails to meet academic standards, conduct and discipline standards, or APFT standards, will receive this rating.

Demonstrated Abilities--In the "Demonstrated Abilities" block (Block 14), the student may receive a rating of "superior", "satisfactory", or "unsatisfactory". Ratings of "superior" and "satisfactory" in each area are explained below. A rating of "unsatisfactory" means that the student, despite extra training, failed to achieve satisfactory competency in that area even though the overall course standards were met. Students may also receive an "unsatisfactory" rating due to administrative or disciplinary reasons.

Written Communication - This item is not evaluated.

Oral Communication - To earn a "superior" in this area, the student must articulate himself in a superior manner during group discussions and in the military information briefing. A rating of "satisfactory" is awarded to a student who uses his conversational skills in group discussions and expresses himself during the military information briefing in a satisfactory manner. If a student fails the initial military information briefing and passes the retest, the highest rating the student will receive is "satisfactory".

Leadership Skills - To earn a "superior" in this area, the student must exhibit exemplary leadership behavior during his attendance. A rating of "satisfactory" is awarded to a student who displays leadership skills commensurate with his rank. If a student fails the initial APFT and passes the retest, the highest rating he will receive is "satisfactory". A rating of "unsatisfactory" is given to a student who fails both the initial APFT and the retest, or is dismissed for misconduct reasons.

Contribution to Group Work - To earn a "superior" rating in this area, a student must consistently go out of his way to help fellow classmates understand difficult teaching points without being asked to do so. A rating of "satisfactory" is awarded to a student demonstrating helpful attributes normally expected within the group. A rating of "unsatisfactory" is given to a student for failure to contribute to the small group process and the group's goals.

Evaluation of Student's Research Ability - This item is not evaluated.

Feedback

Your feedback on the course content, organization, and effectiveness is important. It helps us update and improve the course. We encourage you to provide us with individual lesson critiques and send us any comments you have regarding the course.

COURSE ORGANIZATION

Course Design

The Battle Staff NCO Course is a two phase course. Phase I is the nonresident portion. Phase II is the resident portion. Both phases must be completed in order to graduate.

Phase I

Phase I is a self-taught and self-paced activity. (Selected materials from Phase I will receive additional explanation during Phase II.) You will work through a series of 20 lessons over a 60-day (8-week) period. All of these lessons include instructions on how to complete them and list any additional references you may require.

Preparation

To ensure you successfully complete this phase, you must devote adequate study time and follow the instructions provided. Complete this training using the guidelines below.

Training Guidelines

Step 1 - Read the entire student guide.

Step 2 - Go "On-Line" to USASMA Battle Staff NCOC website at <https://www.bliss.army.mil/usasma/bsncoc/default.htm>. The website hosts the class schedule for Phase II, PDF files of Phase I material, a Cadre contact list, Frequently Asked Questions (FAQ), and the latest changes.

Step 3 - Inventory your Phase I materials. If all materials are present, continue to Step 4. If any material is missing, contact the Phase I Instructor Cell.

Step 4 - Complete each lesson.

Step 5 - If you have questions about the lesson material, contact the Phase I Instructor Cell

Step 6 - Review any material that you do not feel comfortable with at least one week prior to taking the Phase I examination.

Step 7 - Bring the preresident materials with you to the Phase II training.

Step 8 - Download the Pre-Execution Checklist from the BSNCO website. Complete the checklist and bring it with you to Phase II.

Course Schedule (Suggested)

Lesson ID	Lesson Title	Estimated hours to complete
WEEK 1		
W101-PTP	Army Operations	5.0
W112-PTP	Military Decision Making Process (MDMP)	4.5
WEEK 2		
W105-PTP	Offensive Operations	2.0
W106-PTP	Defensive Operations	2.0
W107-PTP	Tactical Enabling Operations	4.0
W108-PTP	Rear Operations	1.5
WEEK 3		
W103-PTP	Command and Staff	3.0
W104-PTP	Command Post Operations	4.5
L102-PTP	Fratricide	2.0
WEEK 4		
W102-PTP	Operational Symbols and Graphics	5.0
W121-PTP	The Division	2.0
W126-PTP	Joint Operations	4.0
WEEK 5		
W109-PTP	Combat Fire Support	3.5
W111-PTP	NBC Operations	3.0
W124-PTP	Information Operations	4.0
WEEK 6		
W115-PTP	Intelligence Operations	5.0

R101-PTP	Combat Service Support	3.0
WEEK 7		
R103-PTP	Maintenance Support	3.0
R105-PTP	Personnel Support	4.0
R107-PTP	Field Services	2.0
WEEK 8		
E101	Phase I Examination (Internet)	3.0

Instructions for Completing the BSNCOE Phase I Exam on the Internet

All students scheduled to attend the resident Phase II portion of the Battle Staff NCO Course must take and pass the pre-resident Phase I examination electronically on-line through the Army Correspondence Course Program (ACCP) web-site https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm prior to attending Phase II. Students may take the Phase I on-line examination anytime they are ready after their Phase II reservation has processed through Army Training Requirements and Resources System (ATRRS). (but NLT five days prior to the Phase II report date).

When the student passes the Phase I on-line examination, a completion code of (G) will be entered on the student's ATRRS record signifying that he/she successfully completed the Phase I portion and is eligible to attend Phase II.

If the student does not receive a passing score (70% or greater) on the Phase I on-line examination, he/she will be required to retest. Students will be locked out of retesting for 24 hours allowing the student time to restudy the material. If the student fails the retest, he/she should call the Phase I Cell, Email address: bsncoc-ph1@bliss.army.mil immediately for further instructions.

The following are instructions on how to use the Internet to enroll with the Army Correspondence Course Program (ACCP) to take the Phase I on-line examination.

Go to https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm

If you have an ACCP USER-ID and PASSWORD: Key in your USER-ID and PASSWORD and press "LOGON" button. The next screen will have eight buttons on the left. Go to Steps 1-7 below.

If you do not have an ACCP USER-ID and PASSWORD, press the "REGISTER" button on the right side of the screen. At the next screen, key in your SSN (use your tab key to advance) and your mother's maiden name or a key word you can remember. Key your last name, first name and middle initial (if applicable). Press the "REGISTER" button. At the next screen, create a unique USER-ID containing a 6 to 10 character string, and a password with an 8 to 10 character string (must have at least two numeric characters). Use A through Z and 0 through 9 only (no special characters such as & * % etc.) Go to Steps 1-7 below.

STEP 1--Press "EXAMS" button

STEP 2--Press on the pull-down arrow at the "CLICK for CHOICE" box.

STEP 3--Select the subcourse number. The subcourse number for pre-resident Phase I of Battle Staff NCO Course is either BS0001 or BS0003. If neither of these subcourse numbers are

available, please contact the Phase I cell coordinator.

STEP 4--Press "ENTER" button.

NOTE: Take your time and answer the questions. The student has the opportunity to save their examination responses at any time by keeping one test question unanswered and pressing the 'SUBMIT' button. This will save their examination responses for ten days, they will be allowed to come back and to pick-up where they left off and then complete the remainder of the examination.

STEP 5--After completing all examination questions, read the certification statement and then press the "SUBMIT" button.

STEP 6--The system will grade your examination and post that grade to your ACCP record and transfer a completion code (G) to your ATRRS record. If you inserted a valid email address, the system will send you an electronic completion notice. To view your email address on record, press the "UPDATE" button. Make changes if necessary.

STEP 7--You can verify your grade by pressing the "ACTIVE" or "HISTORY" button. If you experience technical problems with the examination, contact the ACCP, Team B.

Contact List

For all Phase I administrative or academic questions contact the BSNCO C Phase I Cell at:
Email: BSNCOC-PH1@bliss.army.mil

DSN:	Commercial:	DSN Fax:	Commercial Fax:	Mail:
978-9211	(915) 568-211	978-8145	(915) 568-8145	Commandant, USASMA ATTN: ATSS-BBB (Phase I) Bldg 11291, Biggs Field Fort Bliss, TX 79918-8002

USASMA Battle Staff NCO website at: <https://www.bliss.army.mil/usasma/bsncoc/default.htm>

Phase II

Phase II is the resident training phase. This phase consists of intense academic instruction followed by a CPX. The CPX tests your ability to apply what you have learned. The last day consists of a graduation ceremony with the issuance of diplomas and AERs.

Locations

Once you are enrolled, your training NCO will inform you where you will attend Phase II. You will receive this training at Fort Bliss, Fort McCoy, or one of the VTT sites.

Curriculum

Phase II consists of the following subject areas:

- Small Group Process
- Military Briefings
- Army Operations
- Command and Staff
- Command and Control Process
- Plans, Orders, and Annexes
- Graphics and Overlays
- Intelligence Preparation of the Battlefield
- Supply Support Operations
- Transportation/Tactical Movement
- Reconstitution
- Introduction to ABCS
- Information Operations
- Fratricide
- Combat Reports and Records
- Risk Management
- Maneuver Control System (MCS)
- Force XXI Battle Command-Brigade and Below (FBCB2)

Contact List

For all Fort Bliss Resident Phase II administrative or academic issues:

DSN:	Commercial:	DSN Fax:	Commercial Fax:	Mail:
978-9194	(915) 568-9194	978-8145	(915) 568-8145	Commandant, USASMA ATTN: ATSS-BBB Bldg 11291, Biggs Field Fort Bliss, TX 79918-8002

For all Fort Bliss Video Teletraining (VTT) Phase II administrative or academic issues:

DSN:	Commercial:	DSN Fax:	Commercial Fax:	Mail:
978-8516	(915) 568-8516	979-8666	(915) 568-8666	Commandant, USASMA ATTN: ATSS-BBB (VTT) Bldg 11291, Biggs Field Fort Bliss, TX 79918-8002

For all Fort McCoy Resident Phase II administrative or academic issues:

DSN:	Commercial:	Fax:	Commercial Fax:	Mail:
280-5486	(800) 982-3585 Ext: 5486	280-5423	(608) 388-5423	Commandant USA NCO Academy 1446 South 11th Avenue Fort McCoy, WI 54656-5127

USASMA Battle Staff NCOIC website at: <https://www.bliss.army.mil/usasma/>