

[Click here to get the print version of this document in Adobe Acrobat \(pdf\) format.](#)

15 Sep 01

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 Additional Skill Identifier (ASI) "2S".

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 Instructions

Administrative Information

Proponency

Prerequisites

Graduation Requirements

Examinations

Counseling and Evaluation

Academic Evaluation Reports

Feedback

Course Organization

Course Design

Phase I Description

Preparation

Training Guidelines
Materials Inventory
Phase II Description
Locations
Curriculum

Contact List

GENERAL INSTRUCTIONS

ADMINISTRATIVE 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
- attend Phase II (resident portion)
- meet height and weight standards

- pass the Army Physical Fitness Test (APFT) (only one retest is authorized)
- pass all examinations
- meet all academic standards
- meet conduct and discipline standards
- conduct and 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 1 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 plans, orders, and annexes. The third examination tests your knowledge of graphics and overlays. 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 the student fails the initial APFT and passes the retest, the following comment is a mandatory entry in (Block 16) of the Academic Evaluation Report DA Form 1059 : "failed the initial APFT, but passed the retest." IAW USASMA Memo 623-21,dtd 2 Aug 99.

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 or the VTT locations, 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 Description - 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 23 lessons over a 60 day 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: <http://USASMA.bliss.army.mil/BSNCOC/> The website hosts the class schedule for Phase II, PDF files of Phase I material, a contact list of Cadre, Frequently Asked Questions (FAQ), and the newest changes.

Step 3 - Inventory your Phase I materials using the inventory list below.

- o If all material is present, continue to Step 3.
- o If material is missing, contact the Phase I Instructor Cell.

Step 4 - Read each lesson in detail.

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 - Complete and have the Pre Execution Checklist with you when reporting to the Phase II. Download from BSNCOC Website.

Materials Inventory – The Phase I material consists of 12 compact discs (CDs). Eleven of the CDs are in an interactive multimedia instruction (IMI) format. The twelfth CD contains 12 lessons in a digital book (DB) format. You will need Adobe Acrobat version 4.0 or later to read them.

NOTE: This list also serves as the recommended sequence for completing the lessons.

Week	Lesson Title	Planning Time

Week 1	Inventory Material, Contact Phase I Cell as necessary.	
Week 1	W101 - Army Operations (DB)	3 hrs
Week 1	W121 - The Division (DB)	2 hrs
Week 1	W112 - C2 Process (DB)	3 hrs
Week 1	W104 - C2 Facilities (DB)	2 hrs
Week 2	W105 - Offensive Operations (DB)	3 hrs
Week 2	W106 - Defensive Operations (IMI)	3 hrs
Week 2	W108 - Rear Operations (DB)	3 hrs
Week 2	W110 - Combat Support Operations (IMI)	3 hrs
Week 3	W107 - Other Tactical Operations (IMI)	3 hrs
Week 3	W113 - Plans, Orders, and Annexes (IMI)	4 hrs
Week 3	W102 - Graphics and Overlays (IMI)	5 hrs
Week 4	W111 - NBC Operations (DB)	2 hrs
Week 4*	W115 - Intro to Intelligence Operations (IMI)	3 hrs

Week 4*	W116 - Intelligence Preparation of the Battlefield (IMI)	4 hrs
Week 5*	W117 - Intelligence Collection (IMI)	3 hrs
Week 5*	W118 - Intelligence Processing (IMI)	3 hrs
Week 5*	W119 - Intelligence Dissemination (IMI)	3 hrs
Week 6	W109 - Combat Fire Support (IMI)	2 hrs
Week 6	R101 - Combat Service Support (CSS) Operations (DB)	2 hrs
Week 6	R103 - Maintenance Operations (DB)	2 hrs
Week 7	R105 - Personnel Services Operations (DB)	2 hrs
Week 7	R107 - Field Services (DB)	2 hrs
Week 7	W122 - Military Briefings (DB)	2 hrs
Week 8	Review all lessons. Good luck on the Phase I Examination.	

* = These lessons must be done in sequence.

Phase 1 test is taken "on line." Contact Phase 1 for access directions.

For all Phase I administrative or academic questions contact the BSNCO C Phase I Cell at:

DSN: 978-9211 Mail:Commandant, USASMA
ATTN: ATSS-BBB (Phase I)
Commercial: (915) 568-9211 Bldg 11291, Biggs Field
Fort Bliss, TX 79918-8002
Fax: 9810

Email: [BSNCOC-
PH1@bliss.army.mil](mailto:BSNCOC-PH1@bliss.army.mil)

IMI PROBLEMS - If there are any problems with the Interactive Multimedia Instruction (IMI) CDs please contact the Phase I cell and report the nature of the problem immediately. Please be prepared to name the type of computer (Make, Model, Desktop, Laptop), location (home or work), Operating System (NT4, Win 98, Win 95), type of connection to the internet (if available), other software installed that may cause conflicts, and the type of problem on the computer. The phase I cell can often solve the problem with a phone call or can find alternate solutions to the problem. The IMI CDs were not developed for Win ME, Win 2000, or Win XP.

PHASE II Description - 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 either Fort Bliss, Fort McCoy, or a VTT site.

Curriculum - Phase II consists of the following subject areas:

- Course Overview
- 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
- Intelligence Collection
- Intelligence Processing
- Intelligence Dissemination
- Supply Support Operations
- Transportation/Tactical Movement
- Reconstitution
- Introduction to ABCS
- Information Operations
- Fratricide
- Record Keeping
- Risk Management

For all Phase II administrative or academic questions at **Fort Bliss** contact the POC at:

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

For all Phase II administrative or academic questions for **Video Teletraining (VTT)** contact the POC at:

DSN:	978-8666	Mail:Commandant, USASMA ATTN: ATSS-BBB (VTT)
Commercial:	(915) 568- 8666	Bldg 11291, Biggs Field Fort Bliss, TX 79918-8002
DSN Fax:	6353	

For all Phase II administrative or academic questions for **Fort McCoy** contact the POC at:

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

USASMA Battle Staff NCOC website at:
<http://USASMA.bliss.army.mil/BSNCOC/>