

Series 33

supersedes

WVMA (Army) 351-3

dtd 11-4-89

STATE OF WEST VIRGINIA  
ADJUTANT GENERAL'S DEPARTMENT  
CHARLESTON 25311-1085

18 November 1991

WV MILITARY REGULATION (ARMY)  
NUMBER 351-3

TRAINING  
NONCOMMISSIONED OFFICER'S EDUCATION SYSTEM

SECTION I - GENERAL  
SECTION II - ADMINISTRATION  
SECTION III - COURSES

SECTION I - GENERAL

1. REFERENCES.

- a. NGR 351-5 (State Military Academies)
- b. NGR 351-3 (Noncommissioned Officer Education System)
- c. WVMR (Army) 351-5 (West Virginia Military Academy)
- d. WVMR (Army) 10-1 (Organization and Functions)

2. PURPOSE. This regulation outlines policies and procedures for conducting the RCNCOES by the West Virginia Military Academy.

3. ORGANIZATION. The West Virginia Military Academy is responsible for the operation of the RCNCOES courses. The courses are conducted under the direction of the Deputy Commandant NCOES, who is responsible to the Commandant, WVMA. The WVMA is under the direct supervision of the Deputy Chief of Staff for Operations DCSOPS), WVARNG.

4. OBJECTIVES. Provide career development instruction to actual and potential noncommissioned officers of the West Virginia Army National Guard by instilling in them:

- a. A thorough understanding and willingness to assume their responsibilities.
- b. Self-confidence to apply their technical knowledge.
- c. Leadership techniques that apply to their duties.
- d. A thorough knowledge of NCO responsibilities of taking care of and leading soldiers.
- e. High personal and professional standards that must be maintained in the NCO corps.
- f. Role of training their soldiers in "how to train, how to fight" skills IAW FM 25-100, dtd NOV 88 and FM 25-101 dtd SEP 90.

5. PERSONNEL.

- a. Students will be those applicants who have met the prerequisites for the course presented.
- b. The WVMA staff and faculty will consist of instructors, administrative, and supply personnel and other such soldiers necessary for the effective conduct of the RCNCOES schools.

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**SECTION II - ADMINISTRATIVE**

**6. APPLICATIONS PROCEDURES.**

- a. RCNCOES courses are scheduled by the WVMA and published in the current TY WVARNG Circular 350-1.
- b. Each RCNCOES course is announced by a Memorandum of Instruction (MOI) ninety (90) days prior to the application suspense date. MOIs are forwarded thru the DCSOP, WVARNG, for distribution to major organizations.
- c. Applications are submitted on an NGB Form 64, Application for Training, and forwarded to: TAG-WV, ATTN: WVAR-PO-O.
- d. Orders to attend an RCNCOES Course are published by TAG-WV for courses conducted in an ADT status and by organizational elements for those courses conducted in an IDT status.

**7. DISMISSAL/RELEASE OF STUDENTS:** Student dismissal or release from an RCNCOES course may occur for the following reasons:

- a. **Disciplinary:** Applies to students who fail to cooperate in routine requirements or fail to adhere to the NCO standards of conduct. Students with identified disciplinary problems will receive immediate counseling in an effort to revert them into productive soldiers.

Documentation of counseling concerning violations of these standards is used to establish a basis for dismissal.

- b. **Academic:** Applies to students who fail to meet the established academic standards of the course. Students who are identified as academically deficient are counseled to determine the reason for their difficulty with the course. Deficiencies on the part of the student are grounds for dismissal, if adequate counseling fails to achieve the desired results.

- c. **Medical:** Applies to students whose health prevents their satisfactory completion of the course.

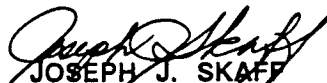
- d. **Weight Control Program:** Applies to students who report to an NCOES course exceeding the established standards IAW AR 600-9.

**SECTION III - COURSES**

**8. PROGRAMS OF INSTRUCTION:** The POI for each course is the TRADOC approved RCNCOES, developed by the Sergeants Major Academy, and contains core subjects with prescribed hours of instruction.

**9. SPECIFIC COURSES:** The courses taught in the WVMA RCNCOES are subject to frequent change. Therefore, the different courses and their prerequisites are appended to this regulation to facilitate these changes.

**FOR THE GOVERNOR:**

  
**JOSEPH J. SKAFF**  
 Major General, WVARNG  
 The Adjutant General

## APPENDIX - A

### Primary Leadership Development Course (PLDC)

**1. Purpose.** To train soldiers to the standard expected of Corporals and Specialists with regard to leadership, NCO responsibility, and training subjects.

**2. Prerequisites.**

a. Recommended by his/her senior enlisted supervisor and commanding officer.

b. Meet the established standards IAW AR 600-9.

c. Individuals at rank/grade level of CPL/SPC.

d. SGT/E5s who have not previously attended an NCOES leadership course are also authorized to attend PLDC.

e. Physical profile compatible with requirements of PMOS/DMOS.

f. Must successfully complete the Army Physical Fitness Test prior to attendance (12 months prior to graduation date) or complete the APFT at PLDC. Individuals on profile or not medically screened are waived.

**3. Scope of the Course.** Leadership, communication skills, resource management, professional skills and military studies conducted in a 24-hour-a-day NCO Academy environment.

**4. Course Length.** Fifteen days AT/ADT.

**5. Training Location.** West Virginia Military Academy, Camp Dawson, Kingwood, WV.

## APPENDIX - B

### Basic Noncommissioned Officer Courses (BNCOC)

**1. PURPOSE.** To provide the education and training necessary for the Skill Level (SL) 2 noncommissioned officer to professionally and effectively perform the duties required of the Sergeant (E5).

#### **2. SCOPE OF THE COURSE.**

**a. Phase I:** provides Common Leader Training (CLT) instruction in common-core and leadership subjects. BNCOC students attend three consecutive IDT periods in order to complete the Phase I training.

**b. Phase II:** provides MOS-specific training for the student. Emphasis is placed upon leadership, effective communications, professional skills, resource management, military studies, assigned/inherent duties, and responsibilities authority of the SL2 NCO. Subject matter focuses on those things the RC squad/section Sergeants need to know to perform their jobs in the event of mobilization.

#### **3. Prerequisites.**

**a.** Recommended by his/her First Sergeant and Unit Commander.

**b.** Meet the established standards IAW AR 600-9.

**c.** Sergeant (E5).

#### **4. Course Length.**

**a.** Phase I is conducted on three consecutive weekends which includes forty-seven (47) hours of classroom instruction.

**b.** Phase II is the MOS-specific portion and normally 14-days in duration. However, this phase may be longer depending on course requirements.

**5. Training Location.** West Virginia Military Academy, Camp Dawson, Kingwood, WV.

## APPENDIX - C

### Advanced Noncommissioned Officer Course (ANCOC)

- 1. Purpose.** To develop leadership skills and techniques of the SSG Reserve Component (RC) soldier who has potential for advancement.
- 2. Prerequisites.**
  - a. Recommended by his/her senior enlisted supervisor and Unit Commander.
  - b. Meet the established standards IAW AR 600-9.
  - c. Current physical profile compatible with the requirement for current PMOS/DMOS.
  - d. Staff Sergeant.
- 3. Scope of the Course.** Leadership, effective communications, professional skills, resource management, military studies, assigned and inherent duties, responsibilities, and authority of the Skill Level 4 NCO.
  - a. Phase I of this course provides training in leadership skills which are common to all RC Skill Level 3 Noncommissioned Officers. The course is designed to be conducted in a "stand-alone" manner with all training conducted in an intensive manner. The instructional content is built around a central theme: Learn the leader skills to fight, win, and survive on the Airland Battlefield to counter the threat.
  - b. Phase II provides SL3 MOS-specific training. Course length depends upon the specific MOS.
- 4. Course Length.**
  - a. Phase I is conducted in an IDT status for six consecutive months.
  - b. Phase II course length is normally conducted in a 15-day ADT mode.
- 5. Training Location.** West Virginia Military Academy, Camp Dawson, Kingwood, WV.