

## **ANNOUNCING BNCOC / ANCOC 2015**

The enrollment process for BNCOC & ANCOC will open 1FEB15 and close 15JUL15. The courses will be by digital transmission of separate modules of instruction with quizzes at the end of each, requiring a 100% score before receiving the next module. A short orientation is planned for the March MUTA, Saturday evening, for those already enrolled or interested in enrolling. The rank required for enrolling in BNCOC is PFC. The rank required for enrolling in ANCOC is SSG.

The application will be in a memorandum format to be executed in MS Word. A word doc sample is provided (separate) for use.

1. Service member applies by Memorandum attached to an email, sent to his/her 1SG. Information to be included in the memorandum:
  - a. Last name, first name, middle initial
  - b. VDF ID number
  - c. Rank
  - d. Mailing address, phone numbers, email
2. Company Commander reviews/approves.
3. 1SG sends up to REGT CSM for review/approval.
4. REGT CSM seeks REGT Commander's approval.
5. REGT CSM sends up to FORHQ G3 PME NCO, SGT Eric Miller, e.k.miller.vdf@gmail.com.
6. PME NCO sends out blocks of instruction back to the student, copies REGT CSM and Co 1SG on transmissions.
7. Student studies a block of instruction, completes the module quiz. The quiz is open book, and when answering each question, the student notes the page and para #, where the answer was found.
8. Student then sends the quiz back to REGT CSM for grading, copies 1SG in transmission. Student must complete quiz to 100% correct. If not 100%, student gets quiz back for correction.
9. When the CSM has received an exam with 100% correct, the REGT CSM will forward same to Force HQ PME NCO, and the next block of instruction will be sent to the student by the PME NCO. The student maintains a copy of the 100% quiz as a study guide for a closed book final exam.
10. Once completion of all blocks of instruction has been achieved, student will take a closed book final exam and evaluations during a fall PME MUTA.
11. Record copy sent to REGT Training S-3.

Official:

**MILLER**  
Training/PME NCO, G3  
FORHQ

**GRANDIS**  
VDF Command Sergeant Major