

# NCO Leader's Book

## Forms Listing – Basic Book

1. Schedules
  - a. Appointments - (Form IB10110-0)
  - b. Leave & Pass Tracking - (Form IB10130-0)
  - c. Major Upcoming Events - (Form IB10140-0)
2. Personnel Section
  - a. Awards Tracking - (Form IB10210-0)
  - b. Battle Roster Unit Level - (Form IB10220-0)
  - c. Counseling Tracking - (Form IB10230-0)
  - d. Phone Numbers
    - i. Installation Phone Numbers - (Form IB10250-A)
    - ii. Unit Level Phone Numbers - (Form IB10250-B)
  - e. Personal Data Sheets - (Form IB10260-0)
  - f. Unit PerStat - (Form IB10270-0)
  - g. Unit Demographics - (Form IB10280-0)
3. Personnel Actions
  - a. APFT Roll-Up - (Form IB10310-0)
  - b. Flagging Actions - (Form IB10320-0)
  - c. High Risk Soldier Assessment for Leaders - (Form IB10330-0)
  - d. NCOER Tracker - (Form IB10340-0)
  - e. Personnel Action Log - (Form IB10350-0)
4. Medical Information
  - a. Sick Log Tracking - (Form IB10410-0)
  - b. Overweight Tracking - (Form IB10420-0)
  - c. Physical Profile Functional Capacity Guide – and Profile Codes - (Form IB10430/40-0)
  - d. Profile Tracking - (Form IB10450-0)
5. Training Section
  - a. Combat Life Saver Certifications - (Form IB10520-0)
  - b. Local Training - (Form IB10530-0)
  - c. METL Assessment (Mission Essential Tasks List) - (Form IB10540-0)
  - d. NCOES - (Form IB10550-0)
6. Tasking/Issues
  - a. To Do List - (Form IB10610-0)
  - b. Guard Roster - (Form IB10620-0)
  - c. Staff Duty/CQ Roster - (Form IB10630-0)
  - d. Unresolved Issues to Follow Up On - (Form IB10660-0)
7. Equipment
  - a. PCC Combat Check List - (Form IB10750-0)
  - b. PCC/PC Checklists - (Form IB10760-0)
  - c. Specialized Equipment - (Form IB10790-0)
  - d. Vehicle Assignments / Non-Mission Capable Report - (Form IB10795-0)
  - e. Weapons Serial Numbers - (Form IB10780-0)
8. Field Forms
  - a. Call for Fire - (Form IB10835-0)
  - b. CAS Briefing Form (9-line) - (Form IB10840-0)
  - c. CCIR (Commanders Critical Information Report - (Form IB10850-0)
  - d. Combat Patrol Brief - (Form IB10860-0)
  - e. Combat Patrol Warning Order-(Form IB10870-0)
  - f. Confirmation Brief - (Form IB10880-0)
  - g. Convoy Execution Checklist - (Form IB10890-0)
  - h. IED/UXO Report – 9-Line - (Form IB10910-0)
  - i. IED / UXO Report/Shell Report (Crater Analysis) - Laminated - (Form IB10920-0)
  - j. Med EVAC Request - Laminated - (Form IB10930-0)
  - k. Navigation Worksheet - (Form IB10940-0)
  - l. NBC-1 Report & NBC-4 Report - (Form IB10950-0)

## Forms Listing - Continued

- m. Risk Assessment (Hasty) - (Form IB10970-0)
- n. Salute Report - (Form IB10980-0)
- o. Supply Requests - (Form IB10995-0)
- 9. Reference Information
  - a. Calendars - Julian
    - i. Non-Leap Year - (Form IB10R10-1)
    - ii. Leap Year - (Form IB10R10-2)
  - b. Conversion Tables - (Form IB10R30-0)
  - c. Creeds, Values, & Oaths
    - i. Army Values - (Form IB10R40-1)
    - ii. Creed of the Non-Commissioned Officer - (Form IB10R40-2)
    - iii. Officer's & Enlisted Oaths - (Form IB10R40-3)
    - iv. Soldier's Creed - (Form IB10R40-4)
  - d. Duties & Responsibilities
    - i. Convoy Duty Descriptions - (Form IB10R50-1)
    - ii. Convoy Troop Leading Procedures - (Form IB10R50-2)
    - iii. First Sergeant & Master Sergeant Duties - (Form IB10R50-1/2)
    - iv. Platoon Sergeant's Duties - (Form IB10R50-3)
    - v. Platoon Leader's Duties - (Form IB10R50-4)
    - vi. You Are an NCO - (Form IB10R50-5)
  - e. Heat & Wind Index Charts
    - i. Heat Index Chart - (Form IB10R60-1)
    - ii. Wind Chill Chart - (Form IB10R60-2)
  - f. Judicial
    - i. 1 – 76a / Articles of the UCMJ - (Form IB10R70-1)
    - ii. 77 – 133 / Punitive Provisions - (Form IB10R70-2)
    - iii. 134 -General Provisions-(Form IB10R70-3)
    - iv. 135 – 140 Miscellaneous Provisions - (Form IB10R70-4)
    - v. AWOL Procedures - (Form IB10R70-5)
    - vi. Guidelines for Involuntary Separation IAW AR 635-200 - (Form IB10R70-6)
    - vii. How to Inform Accused Persons of Their Rights - (Form IB10R70-7))
  - g. Notification Schedules
    - i. 24-Hour Notification - (Form IB10R80-1)
    - ii. 12-Hour Notification - (Form IB10R80-2)
    - iii. 6-Hour Notification - (Form IB10R80-3)
  - h. Rehearsals
    - i. Directed Rehearsals - (Form IB10RB0-1)
    - ii. Rehearsal Techniques - (Form IB10RB0-2)
    - ii. Rehearsal Types - (Form IB10RB0-3)
  - i. Resources & Forms
    - i. Sources of Information for NCO's - (Form IB10RG0-1)
    - ii. Form Index - (Form IB10RG0-2)
  - j. Risk Assessment Matrix & Mitigation Procedures - (Form IB10RA0-1)
  - k. Songs
    - i. National Anthem - (Form IB10RC0-1)
    - ii. Army Song - (Form IB10RC0-2)
  - l. Supply Classes – Code List - (Form IB10RE0-0)
  - m. 8-Step Training Model – (FORM IB10RH0-0)

### Platoon Sergeant Packet:

Personal Data Sheet – 4 copies  
PerStat Sheet – 4 copies  
High Risk Soldier Assessment Sheet – 4 copies

### Squad Leader Packet:

Personal Data Sheet – 13 copies  
High Risk Soldier Assessment – 13 copies