



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
BUILDING #3662, SWARTZ ROAD
FORT SILL, OKLAHOMA 73503-5600

ASTF-W

01 FEB 2022

MEMORANDUM FOR: Students attending the Advanced Leader Course

Subject: Advanced Leader Course Welcome Letter

1. On behalf of the Commandant of the Fires Center of Excellence Noncommissioned Officer Academy (NCOA), congratulations on your selection to attend the Advanced Leader Course. Your selection for attendance is indicative of your performance and potential.
2. Your selection is an indicator that you are a proven leader and up to the challenges that await you at the Advanced Leader Course. We rigidly hold students, and ourselves, to the established Army standard and encourage everyone to exceed the standard. Students will not be given anything, they will earn what they receive. If students fail to meet an established standard, they will have the opportunity for the education, tutoring, and mentorship necessary to meet the standard. The Small Group Leaders (SGL), NCO Academy Staff, and I are committed to ensuring your education and training with us is personally challenging and professionally rewarding. **For all NCOA classes training will be conducted Monday through Saturday, except for Federal Holidays.**
3. Personnel attending ALC are to be vaccinated IAW DOD dates NLT 16 December 2021 AC and NLT 01 January 2022 USAR and ARNG. Students/Soldiers must show proof of vaccination (Vaccination Card/MEDPROS) upon arrival for training. Fully vaccinated personnel will be tested if symptomatic. Fully Vaccinated personnel who are symptomatic will not be permitted to travel for training. Fully vaccinated personnel testing positive at the training location may be returned to home station. (ROM/Isolation before sending home) Personnel pending a COVID Exemption will not travel for course attendance until their exemption is adjudicated. Unvaccinated Soldiers/Students should not travel for training attendance, unless an exemption for travel has been approved by the Undersecretary of the Army.
4. **When reporting to the NCOA you must be in duty uniform.** Students that are not in proper uniform or not in compliance with AR 670-1 standards upon arrival, may be counseled. Students will report to the location specified by your SGL in the welcome email or on flyers posted around the NCOA footprint. Students must **physically bring all specified documentation required for in-processing** and may be counseled if items are missing (see below). Students arriving after duty hours please contact your SGL to receive further instructions.
5. Physical Fitness
 - a. Height / Weight screening and Body Fat Assessment will be conducted on Day 2 of the course. If you exceed the table weight for your height, you will undergo Body Fat Assessment IAW AR 600-9.

(1) If you do not meet Body Fat Assessment Standards, IAW with AR 600-9, you will be given minimum of seven calendar days to become compliant. After the required waiting period, you will be re-screened. If you fail the second Body Fat Assessment, you will be recommended for dismissal from ALC.

ASTF-W

SUBJECT: Advanced Leader Course Welcome Letter

b. You will also take a Diagnostic Army Combat Fitness Test (ACFT) while assigned to ALC. Your ACFT score will hold no bearing on graduation or class standings. Your results will be uploaded into DTMS for research use only by the Army.

6. Students from outside Fort Sill, OK. with an ATTRS wait, "W" status reservations, **do not have authorization to travel to the NCO Academy**. IAW the Fort Sill travel training guidance "training travel orders will not be issued in the following circumstances:"

- a. When assigned or with duty at the training location.
- b. When ATTRS reservation is in a wait "W" status
- c. When intent to train in a walk-on status.

7. The safety and well-being of the NCOA cadre and students are my top priority. NCOA is taking measures to prevent the spread of COVID-19. All cadre and students will wear masks when in close quarters (i.e. classroom, latrines etc.), regardless of vaccination status. Masks will be IAW with local uniform regulation, will be approved colors with no logos, and will fully cover the mouth and nose.

8. Students reporting to ALC should already possess lodging reservations made with IHG Army Hotels, Holiday Inn Express in Altman Hall, Fort Sill. Student will call (580) 355-4475 a minimum one to two weeks prior to departing from their home station and confirm their lodging reservations. On-post Lodging is located two miles from the NCOA and it is possible that you may be lodged off-post, it is imperative that you plan accordingly. If you don't have a **reserved** seat in ATRRS, you will not have a lodging reservation at Aultman Hall. It is up to your unit to authorize you the use of a rental car. **The NCOA cannot approve rental cars**. NCOA highly recommends that unit's authorize the use of a rental car due to the travel distance from lodging to the NCOA.

9. Students are **not authorized** to ride a Motorcycle or possess a Privately Owned Weapon, at any time, while assigned as a student to the NCOA.

10. When reporting, students will provide a minimum, two copies of the following completed documents. **Failure to have all documentation on hand, may result in adverse counseling.**

- a. DA Form 3349 / MMRB (if applicable)

(1) Permanent profiles must have the same date, or later date as your physical examination or the profile is not valid.

(2) NCOA will deny enrollment to students' reporting to ALC with a **temporary profile**. (Some TEMP profiles may be admissible, CALL NCOA for VERIFICATION)

- b. TRADOC Form 350-18-2-R-E, Pre-Execution Checklist (PEC)

(1) Student's PEC must be complete.

(2) Your Commander must sign the PEC. PECs signed by a delegated authority must also have the signed assumption of command orders.

ASTF-W

SUBJECT: Advanced Leader Course Welcome Letter

c. Soldier Record Brief (SRB); SRB's must be current, no more than one month old.

d. DD Form 2808 (only if not on SRB)

e. Everyone must have a physical or Periodic Health Assessment (PHA) that will be valid through the graduation of your course. **No exceptions!**

(1) Students that are 40 years old or older must have a CVSP (over 40 physical) and EKG Results.

(2) Students must either bring a copy of your physical, or have it annotated on your SRB, but you must have your EKG results.

f. Promotion orders (if the current grade does not reflect accurately on the SRB).

(1) BLC DA Form 1059s (if not currently reflected on the SRB).

(2) Assignment orders, DA Form 1610 or DTS orders/ DA Form 4187 if local.

(3) SGLV-8286 (SGLI) and DD Form 93 (Emergency data).

(4) Updated SGLV.

(5) Security Clearance

a. **Students requiring a Security Clearance must have all issues with clearances resolved prior to NCOA arrival.** If you arrive with a revoked, expired, or other Security Clearance issues, the applicable student may be **adversely counseled and/or denied enrollment** for failure to meet ALC pre-requisite.

g. DA Form 31

(1) TDY enroute must have a complete DA Form 31 from their losing unit.

(2) Students taking leave between graduation and returning to home station must have an approved DA Form 31 from your home station or losing unit.

(3) The NCOA will not process students' leave requests except for emergency circumstances.

h. Mandatory Contact Information

a. You must have your 1SG, Battalion CSM, and Brigade name, phone number and e-mail addresses when you arrive at ALC, this is mandatory information.

9. A current passing DA Form 705, APFT scorecard, is a requirement. Ensure that you bring the most current APFT DA Form 705. **The ACFT is not the test of record, a passing ACFT DA Form 705 will not fulfill this requirement.**

10. Students that are TDY to Fort Sill will receive a MEAL CARD for dining facility use **SEVEN days a week**. You will not receive Per Diem for Meals while assigned to the NCOA.

ASTF-W

SUBJECT: Advanced Leader Course Welcome Letter

11. While at the course, you will be required to **write two essay papers** in APA format. The following link will help prepare you in advance in how to write an APA formatted essay paper:

a. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

12. Please visit the NCO Academy website for additional information:

a. <http://sill-www.army.mil/usancoa/>

13. If you have any questions, please feel free to contact one of the Senior Small Group Leaders (SSGL) at commercial 580-442-2097 / 6127 or DSN 639-2097. If your Chain of Command has any questions please have them contact me at the number or email addresses below.

14. You may contact one of the ALC Senior Small Group Leaders or the School Chief at DSN 639-2097 / 8480 or commercial (580) 442-2097 / 8480 or clay.a.rose.mil@army.mil.

CLAY A. ROSE
1SG, USA
ALC School Chief