



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

ATSF-W

6 December 2024

MEMORANDUM FOR All Personnel, Assigned or enrolled in the USA NCO Academy,
Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Memorandum # 1, Open Door Policy

1. Reference: Army Regulation 600-20. Army Command Policy, 24 July 2020.
2. Policy: A leader's responsibility is to accomplish the unit's mission and to take care of the team entrusted to them. A significant part of that involves listening to their input, ideas and suggestions, and if needed, helping them solve personal or professional problems quickly and fairly.
3. I am available to all Soldiers and DA Civilians assigned or training at the Fort Sill Noncommissioned Officer Academy.
 - a. I will listen to both good ideas and complaints – I ask that if you identify a problem or have a complaint, that you also propose a suggestion as to how to fix it. We will work together to find a solution.
 - b. If you request assistance with an issue – either professional or personal, I ask that you give your NCO support channel a chance to address your issue first. If they are unable to resolve the issue satisfactorily, then you may request to meet with me. No one may prohibit you from requesting a meeting with me.
4. The request process is simple. After discussing with your NCO Support Channel, have them contact my administrative assistant through the point of contact below and schedule a time to meet or speak.
5. The point of contact for this memorandum or to request to utilize this Open Door Policy is the NCOA Administrative assistant at 580-442-2417/3141

A handwritten signature in black ink, appearing to read "Jason A. Obermuller".

JASON A. OBERMULLER
CSM, USA
Commandant



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6 December 2024

MEMORANDUM FOR All Personnel, Assigned to the USA NCO Academy, Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Memorandum # 2, NCOA Re-enlistment Incentive Awards

1. References.
 - a. Army Regulation 601-280, Army Retention Program
2. Success is achieved through the retention of high-quality Soldiers and is indicative of the involvement and quality of engaged leadership. I am personally committed to supporting the Army's mission in retaining the best Soldiers and leaders.
3. I authorize the following incentives for all re-enlistments and Reserve transfers:
 - a. Day of and day after their reenlistment off from duty.
 - b. A four-day pass to be taken within three months of reenlistment.
 - c. Exempt from Staff Duty for 30 days beginning the following month.
 - d. NCOA coin from the Commandant.
 - e. The reenlisting Soldier will be able to select his/her reenlisting officer, date, time, and location.
4. The NCOA Commandant and all NCOA school Chiefs will be informed of re-enlistments. They will be added to the NCOA calendar to ensure maximum participation.
5. The POC for this memorandum is the HQDET Career Counselor at (502) 802-3392.

A handwritten signature in black ink, appearing to read "Jason A. Obermuller", with a stylized flourish at the end.

JASON A. OBERMULLER
CSM, USA
Commandant



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6 December 2024

MEMORANDUM FOR All Personnel, Assigned or Enrolled at the USA NCO Academy,
Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Memorandum # 3, Equal Opportunity

1. Equal Opportunity is a right and expectation for every member and student of the NCO Academy. Everyone, Soldiers, Employees and Contractors will receive equal treatment without regard to their race, sex, color, religion, sexual orientation, or national origin.

2. I fully support the Army Values and have no tolerance for any form of prejudice or mistreatment of others. I am fully committed to the objectives of the Army Equal Opportunity Program outlined in AR 600-20 and USAFCOEFS REG. 600-7, Army command Policy 24 July 2020, DOD 1020.02E, Diversity management and Equal Opportunity in the DOD 8 June 2020, Incorporating Change effective June 2018. I am equally committed to ensuring that all members of the NCO Academy, their Families, and students are provided equal opportunity and receive proper courtesy and respect, free from all forms of discrimination.

3. I encourage all Soldiers to commit themselves to providing an environment free from racial or other prejudices. Our commitment to this principle is simply good leadership and professional behavior.

4. Soldiers and Family members having complaints or concerns regarding any form of discrimination are strongly encouraged to notify their chain of command. If complaints involve personnel in the chain of command, report the issues to their next higher command, the EOC, the EAO or the FCOE IG Office. There are other agencies including the Chaplains, Installation EO Channels, Provost Marshall, CID, and the Housing Referral Office to assist anyone seeking resolution to their complaints or concerns. The Fort Sill Equal Opportunity Hotline, (580) 442-6648, is also available to seek information concerning complaint processing. The following are the types of complaints made:

- a. The MEO complaint processing system.
- b. Basis of Complaints.

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SUBJECT: NCO Academy Policy Memorandum # 3, Equal Opportunity

1. Discrimination based on race, color, national origin, religion, sex (to include gender identity and pregnancy), and sexual orientation or harassment.
2. Harassment which includes hazing and bullying (See CG Policy Memorandum #5D).
3. Discriminatory Harassment based on race, color, national origin, religion, sex (to include gender identity and pregnancy), and sexual orientation or harassment.
4. Other acts of misconduct that may or may not meet the definitions of the above yet may violate the dignity and respect of others.
5. Online misconduct which is the use of electronic communications to inflict harm that include but are not limited to: hazing, bullying, harassment, discriminatory harassment, stalking, retaliation, or any other types of misconduct that undermines dignity and respect.

c. Types of Complaints.

1. Anonymous Complaints where the complainant remains unidentified may be handled as either an informal or a formal complaint and entered in MEO database, as such. The commander will determine if sufficient information is provided to proceed as either an informal or formal complaint.
2. Formal complaint is one that a complainant files in writing using a DA Form 7279 and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken.
3. Informal complaint is one that a Soldier, Student, or Family member does not wish to file in writing on a DA Form 7279. Informal complaints may be resolved directly by the complainant addressing the offending party, a peer, or another person in or outside the complainant's chain of command or NCO chain of command, or the MEO professional.
5. Prevention of reprisal. DA personnel are prohibited from restricting a Soldier's lawful communication with a Member of Congress or an IG, and from taking acts of reprisal against a Soldier for making, preparing to make, or being perceived as making a protected communication.
 - a. Reprisal. No person will take an unfavorable personnel action, or withhold or threaten to withhold a favorable personnel action, as a reprisal against a member of the Armed Forces for making or preparing or being perceived as making or preparing to make a protected communication.

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SUBJECT: NCO Academy Policy Memorandum # 3, Equal Opportunity

b. Prevention of retaliation. No Soldier may retaliate against a victim, an alleged victim, or another member of the Armed Forces based on that individual's reporting or planning to report a criminal offense or discourage the individual from reporting a criminal offense.

c. Retaliation. Any person subject to the UCMJ who wrongfully takes or threatens to take an adverse personnel action, or wrongfully withholds or threatens to withhold a favorable personnel action with the intent to discourage or retaliate against any person for reporting or planning to report a criminal offense, or making, or planning to make a protected communication.

6. NCOA Soldiers work to prevent any form of prejudice or harassment. If they hear or see it going on, they quickly intervene to correct the situation and, if appropriate, report it up the chain of command. Although addressing MEO complaints through the chain of command is advised, it will not serve as the only channel to resolve complaints. They can also report it to the alternative agencies of MEO, Inspector General, Religious Services, Provost Marshal, Medical agency, Staff Judge Advocate, or Housing.

7. The ability to effectively address MEO complaints in a fair manner enhances trust in organization. Trust, Teamwork and Cohesion are essential to our readiness and a positive quality of life. NCOA leaders will ensure that our command climate at all levels sustains these three important concepts.

8. The Commandant will afford all Soldiers, students, and Civilians the opportunity to attend the Army heritage Month activities based on mission requirements.

9. This policy supersedes all other commandant policy letter from the NCOA.

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JASON A. OBERMULLER
CSM, USA
Commandant



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6 December 2024

MEMORANDUM FOR All Personnel, Assigned or enrolled in the USA NCO Academy,
Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Memorandum # 4, Drug or Alcohol Abuse/Incidents

1. Evaluate each alcohol or drug abuse situation individually and treat anyone seeking assistance for a drug or alcohol problem with respect and dignity. If you feel that you have a problem, seek assistance immediately from the Schools First Sergeant or myself. Requests will remain confidential, and assistance will be sought. Seeking help after an alcohol or drug incident is often too late. I expect all leaders to understand their responsibility for the welfare of Soldiers. Your responsibility extends to Soldiers' personal lives as well as their professional lives. Impairment of duty performance or personal life due to abuse of alcohol or drugs is detectable. Talk to someone if you have a problem, or suspect a peer, subordinate, or any Soldier of having alcohol or drug problem. Help is available.
2. There is no excuse for a Soldier, in the NCO Academy to drink and drive. All Soldiers will carry on their person a "Smart Card" with phone numbers of NCO Academy leaders who will go anywhere in the Lawton metropolitan area to get impaired Soldiers and ensure they arrive safely back at the NCO Academy. School Chiefs and Staff supervisors will support this initiative.
3. The definition of an alcohol related incident is where alcohol consumption is the causative factor. Examples of alcohol related incidents include but are not limited to, driving while intoxicated, driving under the influence, assault while intoxicated, and spouse or child abuse while intoxicated. The definition of a drug related incident is involving the use, distribution, or association with illegal drugs. Both types of incidents are punishable under UCMJ and are grounds for dismissal from the NCO Academy.
4. As leaders, it is our responsibility to uphold high standards in both our professional and personal lives.

A handwritten signature in black ink, appearing to read "Jason A. Obermuller", is positioned above the typed name.

JASON A. OBERMULLER
CSM, USA
Commandant



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6 December 2024

MEMORANDUM FOR All personnel assigned or enrolled in the USA NCO Academy,
Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Memorandum #5, Sexual Harassment/Assault
Response and Prevention Program

1. References:

- a. Army Regulation 600-20, Army Command Policy, 24 July 2020.
- b. Report of the Fort Hood Independent Review Committee, 6 November 2020.
- c. Title 10, U.S. Code, Subtitle A, Part II, Chapter 47 (uniform Code of Military Justice), Articles 90 and 92.
- d. Department of Defense Instruction 6400.06 (Domestic Abuse Involving DoD Military and Certain Affiliated Personnel), 15 December 2021, incorporating Change 2 16 May 2023.
- e. Army regulation (AR) 15-6 (procedures for Administrative Investigations and Boards of Officers).
- f. AR 190-45 (Law Enforcement Reporting).
- g. AR 600-20 (Army Command Policy).
- h. Army Directive 2021-16 (Immediate Actions to Improve the Sexual Harassment/Assault Response and Prevention Program).

2. The Noncommissioned Officer Academy upholds all Army prevention of sexual harassment, sexual assault, and treatment of complainant and victim policies. We are committed to the Army's policy of promoting the prevention of sexual harassment, sexual assault, and the appropriate treatment of victims. Our goal is to completely eliminate of any form of sexual harassment/assault.

3. Sexual harassment and sexual assault are incompatible with the Army Values and will not be tolerated. We will eliminate these acts through a comprehensive program of awareness and prevention, training and education, victim advocacy, accountability, and support through the Sexual Harassment Assault Response Prevention (SHARP) Program.

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SUBJECT: NCO Academy Policy Memorandum #5, Prevention of Sexual Assault and Treatment of Victims

4. This memorandum serves as the policy letter for these prevention measures. I expect the environment within the Noncommissioned Officers Academy (NCOA) to be one in which Soldiers care so much about trust, teamwork, and cohesion, that they never allow trust, teamwork and cohesion to fray or disintegrate by allowing any form of sexual harassment/assault to happen. This applies to all members assigned, enrolled or present for duty at the NCOA, on or off duty, and on or off post.

5. Trust, the foundation of teamwork and cohesion, is essential in any organization and directly drives our readiness. NCOA leaders will ensure that our command climate levels sustain these three important principles. Even in training, our lives are frequently in the hands of our fellow Soldiers. All Soldiers, Civilians, and Family Members at the NCOA must live the Army Values and the Soldier's Creed. We always treat others with dignity and respect. Any instance of someone who is not treated with dignity and respect, or a failure to display adherence to the Army Values, will be immediately addressed and corrected.

6. Sexual harassment is any conduct that involves unwelcome sexual advances, requests for sexual favors, deliberate or repeated offensive comments, and gestures of a sexual nature or use of disparaging and/or sexualized terms. Any person in a supervisory role or command position, who uses or condones implicit or explicit sexual behavior, to control, influence, or affect the career, pay, or job of a Soldier or Civilian employee engages in sexual harassment. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance and creates an intimidating, hostile or offensive working environment. Any form of sexual harassment occurring in person, through electronic communication, including but not limited to social media and other forms of communication is unacceptable and is not compatible with an environment that fosters trust, teamwork, and cohesion. Under SHARP there are three complaint procedures anonymous, informal, and formal. Commanders at all levels will immediately contact the full-time (O-6 level) Sexual Assault Response Coordinator (SARC) when they become aware of a sexual harassment complaint to ensure a coordinated response. Refer to AR 600-20 para. 7-7, page 104.

7. Sexual assault is a crime. Sexual assault is intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when a victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following UCMJ offenses: rape, sexual assault, aggravated sexual assault, abusive sexual contact, or attempts to commit these acts. Under SHARP there are two reporting options for sexual assault: restricted and unrestricted reporting. Refer to AR 600-20 para. 7-7, page 105.

8. All personnel have the right to be treated with dignity and respect. Crime victims have the following additional rights: to be reasonably protected from the accused, to be notified of the court proceedings, to be present at public court proceedings, to confer with the government attorney on the case, available restitution, and information about

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SUBJECT: NCO Academy Policy Memorandum #5, Prevention of Sexual Assault and Treatment of Victims

the conviction, sentencing, imprisonment, and release of the offender. This list is not all-inclusive but outlines some of the rights of the victim.

9. All individuals seeking assistance will be able to do so without fear of retaliation. Retaliation may include reprisal, ostracism, acts of cruelty, oppression or maltreatment. Retaliation against victims, alleged victims, witnesses, bystanders, SARCs, Victim Advocates (VAs) and first responders will not be tolerated and may be punished under Article 92, UCMJ. Acts of retaliation may be reported to Command, Fort Sill Inspector General's Office (580) 442-3172, the Criminal Investigative Division (580) 442-5404 or the SHARP hotline at (580) 94-SHARP.

10. All Soldiers, Family Members and DA Civilians can receive assistance from the SHARP Program. Information and assistance provided will be specific to the eligibility of the individual seeking services. Commanders and leaders will ensure medical treatment and counseling, chaplain, legal services, law enforcement, military and civilian protective orders, expedited transfers, a Victim Advocate (VA) and/or Sexual Assault Response Coordinator (SARC) are available to victims and complainants who are eligible for services. Tenant units will receive support through their SHARP program. To reach an advocate 24 hours a day, 7 days a week, please call the Fort Sill SHARP Hotline at (580) 917-4277 or the DoD Safe Helpline at 1-877-995-5247 or visit the SHARP Resource Center, 2913 Custer Road.

11. This policy is punitive, violations may be punished under UCMJ, ART 92. Leaders who fail to address complaints or document sexual harassment may also be subject to punitive and/or adverse administrative action.

12. The point of contact for this policy is the NCOA SHARP Representative, (253) 304-4399.



JASON A. OBERMULLER
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MEMORANDUM FOR All Personnel, Assigned or Enrolled at the USA NCO Academy,
Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Memorandum # 6, Safety

1. The Army functions as a team. When any member of that team is lost because of an accident, the entire team suffers. If you are in charge, you are accountable. The three (3) tiers of safety specify force protection responsibilities for the chain of command and every individual.

a. Tier One (1): The Commander validates soundness of training and evaluates plans for safety and resolving safety issues. Provide command climate surveys which ties safety into force protection; plan/resource for safety; Establish standards for safety; Train consistently with abilities; Make risk acceptance decisions.

b. Tier Two (2): The first line leader will identify necessary actions by responsible individuals, establish a system to monitor training safety and focus on adherence to standards. Reinforce command climate on safety; Identify and eliminate/control safety hazards; emphasize performance to standards; make risk decisions; supervise/follow-up; assess risks.

c. Tier Three (3): Individual ensures Soldiers look after themselves and others and know how to recognize unsafe conditions and acts.

- (1). Take responsibility
- (2). Do something about unsafe acts
- (3). Modify your own risk standards
- (4). Be part of the buddy system
- (5). Work as a team (crew coordination)

2. Leaders at every level will be aware of correct safety procedures during training. Subordinates follow and learn from the actions of leaders in the performance of their duties. Safety is no exception. Expose Soldiers to repetitive words and deeds to develop a "sixth sense of safety" to reflect the leader's safety awareness and concern. Moreover, Soldiers will be aware that they are accountable for accidents when they fail

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SUBJECT: NCO Academy Policy Memorandum # 6, Safety

to exercise prudent caution or fail to accomplish a task as they were trained or instructed. There is no choice between safety and realism. Safety always prevails.

3. Risk Management: Cadre/Students at all levels will utilize risk management procedures to integrate safety into planning and implementation phases of all operations to effectively accomplish the mission and provide protection against accidental losses of personnel and equipment. Leaders will utilize the following guidance throughout the NCO Academy.

a. Leaders' Risk Management Guide Process: All training events require a risk assessment. Maintain written risk assessments for the duration of the mission. Perform, categorize, and approve risk assessments utilizing the risk assessment worksheets.

1. Identify the Hazards: Determine the risks associated with the operation. Risk identification involves a close look at each phase of the training or operation. Identifying hazards or factors that may adversely affect the mission's accomplishment. These are the sources of danger potentially encountered while performing a task or function.

2. Assess the Hazards: Determine risk implications by answering these two questions: What is the likelihood of a mishap? What is the degree of injury or equipment damage is possible? A low likelihood of happening and high probability of minor injury equals a low risk. A low likelihood of happening with a high probability of a fatal injury equals a high risk. Good understanding of the facts is the foundation for good risk decisions. Continuously assess risk for the duration of training. Determine the extent of hazards detrimental to the mission. Consider the risk to the individual, equipment, and/or mission. This is more of an art than a science but is crucial in deciding whether to accept the risk or not.

3. Develop Controls and make Risk Decisions: If risk elimination is not possible, then risk must be controlled without sacrificing essential mission requirements. Some risk control alternatives are in the form of new or revised task standards, operational procedures, parameters, training requirements, maintenance standards, etc. Decisions take several forms, such as, but not limited to selecting from among available controls; trading off mission elements against risk controls or vice versa; making a final decision whether controls are adequate to make risk acceptable and considering mission benefits. Reducing risks is mission essential. Select control measures for risks you cannot eliminate. For example, require eye protection while cutting, mowing, or sharpening. Accept the risk only if the benefits outweigh the potential losses. The responsibility to decide is commensurate with the level of risk present in the operation. The higher the risk, the more senior the leader is required to accept it.

4. Implement Controls: Integrating procedures for controlling risk in plans, orders, standing operating procedures, preliminary training, and through other channels

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SUBJECT: NCO Academy Policy Memorandum # 6, Safety

time, they must understand the difference between a risk and a gamble. We don't gamble here. Gambling is making nonsystematic risk decisions.

4. Leaders must use risk management actively and with precision and not become complacent allowing it to digress into an unproductive administrative task. Resolute commitment to the five-step risk management process will protect our Soldiers. Forms and matrices will not accomplish this.

A handwritten signature in black ink, consisting of a series of loops and a horizontal line, positioned above the printed name.

JASON A. OBERMULLER
CSM, USA
Commandant

Encls:

Risk Management Tips

Hazards to Consider in Risk Management

Control Measures to Consider in Risk Management

1-1. Risk Management Tips

1-2. Risk Management is a five-step process that enables leaders to identify and control risks. It helps you identify trouble areas and improve or isolate them before they affect other operations. Some points to assist in using risk management follow the below guidance:

a. Put your greatest emphasis in hazard identification, development, and enforcement of controls. As with any mission, you must identify essential components (hazards), war game courses of action (develop potential control measures) and decide how to execute (implement controls). Equally important is your execution (enforcing controls); leaders must envision the process and ensure appropriate leadership is in position to influence the process where there is risk.

b. Ensure the decision-makers accepting risk have the experience/background to commensurate with the level of risk they're accepting. The higher the risk, the more senior the leader required to decide to accept it.

c. Use the risk management process creatively. Risk management is a tool for more than just safety. Risk to a project with a short suspense could take many forms; appropriate control measures will reduce the probability of missing the suspense.

d. Continually assess risk and adjust controls. As conditions in a process change, so do hazards. Make sure you adjust for variables, such as weather, age/experience, condition of equipment, etc., as they change.

e. Do not "average out" overall risk for an operation. The overall risk for an operation/action is equal to the highest risk component of that operation/action.

f. Accept no unnecessary risks.

g. Integrate risk management into planning. Identify hazards and controls early in the planning process. Continue to look for hazards and controls as you develop and execute your operation.

1-3. Hazards to Consider in Risk Management.

Inherent dangers of equipment conditions

Operational

Personnel/organizational proficiency

Weather

Condition of personnel

Adequacy

of site

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Availability of protective equipment	Soldier
experience	
Disease	Opposing
forces	
Friendly forces	Animal
hazards	
Unexploded ordnance	Traffic
density	
Night live fire exercise (LFX).	
Overhead fire	
Fire and movement	Weapon/munitions
hazards	
Pyrotechnics/Simulators	Soldier
condition	
Ammunition handling/accountability	Movement
techniques	
Environmental concerns	Complexity of
movement	
Supervision	Complexity of
mission	
Level of planning	Accident
frequency	
Leadership experience	Hazardous
materials	
Plant life hazards	
Sanitation	
Food and water sources	Medical
services	
Nonstandard weapons	Language
barriers	
Day live fire	Military operations on urbanized
terrain	
Maneuver element size	Operational
hazards	
Terrain assessment	
Misfire/malfunctions	
Dragon/TOE/law/AT -4	Over-watch/support
by fire	

1-4. Control Measures to Consider in Risk Management

Rehearsals Military Occupational Specialty (MOS) training

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SUBJECT: NCO Academy Policy Memorandum # 6, Safety

Use protective equipment briefing	Safety
Use phase lines guides	Use ground
Night vision goggles (NVG) training prior to mission training	Review principles of
Incorporate safety in mission essential task list controls (METL) standards	Fire and maneuver
Consider vehicle hazards plans	Rest
Limit maneuver in live fire exercise (LFX) preparation time	Increase
Dig in troops observer/controller	Use
Set speed limits training	Driver
Train to standards planning	Assess risk when
Use the buddy system by fires	Control support



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MEMORANDUM FOR All Personnel, Assigned or Enrolled the USA NCO Academy,
Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Memorandum # 7, Student and USA NCO Academy
Assigned Permanent Party Relationships.

1. The NCO Academy requires Students/Cadre assigned/enrolled to the NCO Academy to present an impeccable image as moral, professional, and uncompromising role models. Students/Cadre will not have social relationships and involvement with students and/or subordinates, or Soldiers of lesser rank within the Academy unless sponsored as an Academy event.

2. Prohibited Practices: As outlined below, any actual, attempted, or solicited unprofessional personal associations between NCO Academy assigned permanent party or students are prohibited practices. This includes, but are not limited to, the following actual or attempted personal relationships, associations, contacts, or socializing between any NCOA assigned personnel and students.

a. Engaging or attempting to engage in an unprofessional personal association to include, but not limited to, dating, socializing, and meeting for the purpose of entertainment, dining, dancing, consumption of alcoholic beverages, recreation, or any other meeting that is not official in nature.

b. Engaging in or attempting to engage in physical contact or touching, to include, but not limited to, caressing, kissing, embracing, hugging, handholding, stroking, pinching, touching, massaging, fondling, sexual intercourse, sodomy, or any other physical contact that is not official in nature.

c. Borrowing or lending money, property, or any item of value or attempting to borrow or lend such items.

d. Playing cards, gambling, or engaging in games of chance or attempting or offering to play cards, gamble, or engage in games of chance.

e. Viewing or showing sexually explicit publications, videos, websites, or other sexually explicit materials or items.

f. Accepting, receiving, or soliciting money, property, favors (including sexual favors), or anything of value by permanent party personnel in return for government

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SUBJECT: NCO Academy Policy Memorandum # 7, Student and USA NCO Academy Assigned Permanent Party Relationships

property, leaves, passes, documents, privileges, or other preferential treatment for any student.

g. Allowing students to use or inviting students to living quarters, on or off Fort Sill, that are assigned to, occupied, rented, owned, or maintained by any NCOA assigned personnel, unless required by official duties, in the case of an emergency, or under circumstances authorized by the Commandant. This also prohibits students from entering any quarters, on or off Fort Sill, that are assigned to, occupied, rented, owned, or maintained by any NCOA assigned personnel, unless required by official duties, in the case of any emergency or under circumstances authorized by the Commandant. This prohibition does not apply to circumstances where students are invited to homes during a holiday period as part of a program to ensure they do not spend the holidays alone.

h. Allowing or inviting a student to enter or be transported by a privately owned vehicle (POV) owned or used by any NCOA personnel. This prohibition shall not preclude such transportation in cases of medical emergency or other emergency when military transportation is not available or under circumstances authorized by the Commandant. This prohibition does not apply to circumstances where students are invited to homes during a holiday period as part of a program to ensure they do not spend the holidays alone.

i. Soliciting or attempting to solicit gifts, contributions for gifts, services, or other gratuities.

j. Influencing, offering to influence, attempting to influence, or threatening the career, student status, military rank, benefits, privileges, or transfer of a student in exchange for sexual or economic favors.

k. Soliciting, requesting, allowing, or attempting to procure personal services to be performed by a student, regardless of compensation.

l. Making abusive or offensive comments or gestures, of a racial, ethnic, religious, or sexual nature toward anyone.

m. Smoking with or providing tobacco products to students.

n. Writing letters, notes, or sending electronic mail of an unprofessional, personal nature or having telephone conversations of an unprofessional, personal nature with any student.

o. Entering any living quarters or latrines designated for students of the opposite sex, unless required by official duties or in the case of an emergency. This also prohibits students from inviting any NCOA assigned personnel to enter any living quarters or

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SUBJECT: NCO Academy Policy Memorandum # 7, Student and USA NCO Academy Assigned Permanent Party Relationships

latrines designated for students of the opposite sex, unless required by official duties or in case of an emergency.

p. Attendance by any NCO Academy personnel at a party or social gathering at which a student is present, unless such party or social gathering is sponsored by the Fort Sill Morale, Welfare, and Recreation Fund or the NCO Academy on Fort Sill and NCOA assigned personnel, as well as students, have been invited by the activity sponsoring the party or social gathering. This prohibition does not apply to circumstances where students are invited to homes during a holiday period as part of a program to ensure they do not spend the holidays alone.

q. Arranging dates for after graduation is prohibited. Using first names by either cadre members or students is prohibited.

3. Prohibited Associations Between Students: Any actual or attempted:

a. Consensual contact or socializing (that is not platonic) between or among students that involves conduct including, but not limited to, caressing, kissing, embracing, hugging, handholding, stroking, pinching, touching, massaging, fondling, sexual intercourse, sodomy, or any other physical contact.

b. Writing of letters, notes, sending electronic mail of a personal nature or having telephone conversations of an unprofessional, personal nature between or among students.

c. Use by a student of sexually explicit, suggestive, or obscene language or gestures directed towards, or with respect to another student.

d. Gender-based or race-based harassment or disparaging language or actions by a student or a group of students directed towards another student or group of students.

e. Entry into the living quarters, latrines, or other areas designated for the exclusive use of students of the opposite sex, unless required by the training mission, official duties, or emergencies. There will be no unauthorized visitation between genders in living areas.

4. Reporting Procedures: Report all suspected violations of this policy to the student chain of command, the Small Group Leader, Senior Small Group Leader, the School 1SG, or directly to the Deputy Commandant or Commandant. The Commandant will take appropriate action to investigate and process the case. Failure to report violations constitutes a violation of their policy and may be grounds for disciplinary action. If an incident qualifies as a serious incident, such as incidents of sexual harassment, fraternization, or serious misconduct IAW AR 190-40, TRADOC Supplement 1 to AR

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SUBJECT: NCO Academy Policy Memorandum # 7, Student and USA NCO Academy Assigned Permanent Party Relationships

190-40, or USAFACFS Supplement 1to AR 190-40, it will be reported pursuant to those regulatory requirements.

5. RESPONSIBILITIES. All personnel assigned or enrolled to the NCO Academy will ensure compliance with this policy.

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JASON A. OBERMULLER
CSM, USA
Commandant



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

ATSF-W

6 December 2024

MEMORANDUM FOR All Personnel Assigned or Enrolled at the USA NCO Academy, Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Memorandum #8, Course Dismissal for Misconduct

1. All students enrolled at the NCO Academy are subject to dismissal for misconduct. IAW AR 350-1:

a. The NCO Academy operates on an honor principle, in word and in deed. Students attending USAFCOEFS, NCO Academy (NCOA) courses will demonstrate positive and strong moral character; uphold all Army Values, live the Warrior Ethos, exercise discipline, display empathy, and demonstrate humility. These leader attributes are replete in character of good leaders. Ethical and professional behavior are the expectations and standards for all Soldiers and involves Soldier's demonstrating respect for key moral principles including honesty, fairness, equality, dignity, diversity, and other individual's rights. Violation or deviation from these attributes will subject Students to be dismissed.

(1). AR 350-1 Paragraph 3-15 b. Personal conduct is such that continuance in the course is not appropriate (for example but not limited to, students who violate regulations, policies, or established discipline standards). No formal adjudication of guilt by a military or civilian court, or by a commander under Article 15 of the UCMJ is necessary to support dismissal under this paragraph.

(a). Any violations of the Army's leader attributes, (not demonstrating positive and strong moral character; upholding all Army Values, living the Warrior Ethos, exercising discipline, displaying empathy, and demonstrating humility), are subject to immediate dismissal, such violations include but are not limited to: stealing, lying, cheating, using artificial intelligence to the extreme, unwanted advances towards other personnel, inappropriate relationships, SHARP related incidences, drug or alcohol abuse, DUI/DWI, and derogatory comments referencing anyone's race, religion, or sexual orientation will not be tolerated.

(b). For students enrolled who receive two (2) negative counseling's for the same offense the School Chief will recommend course dismissal. For students enrolled receiving three (3) or more negative counseling's, regardless of the situation, the School Chief will recommend course dismissal. Excluded from these negative counseling's are anything relating to academic, ACFT, and height and weight counseling's. Examples include but are not limited to negative counseling's, late to formation, writing on a test, wrong uniform, lack of class participation, and motivation.

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SUBJECT: NCO Academy Policy Memorandum #8, Course Dismissal for Misconduct

(2). Students demonstrating negative or poor attitudes, and/or a lack of motivation is prejudicial to the interest of the other students in the class, and such behavior is subject to dismissal from NCOA courses.

(a). AR 350-1 Paragraph 3-15 f. Enrolled students who receive a dismissal for misconduct, lack of motivation, academic deficiency, or failure to maintain physical fitness, or height and weight standards will reflect as such on student's DA Form 1059, Academic Evaluation Report (AER) when applicable, and in accordance with (IAW) AR 623-3. Foreign student dismissals are IAW with AR 12-15.

(b). The Commandant will dismiss students for demonstrating plagiarism on any essay or other written assignments. Students will also receive a "failed to achieve course standards" on their AER. The Commandant will dismiss students turning in work that is not their own, i.e., the work of a fellow or previous student, also referred to as cheating. The Commandant will dismiss students who submit any essay or other written assignments who used artificial intelligence. The Commandant will dismiss students submitting any essay or other written assignment that the student or someone else has previously submit to any institution, such as an NCO Academy or college level school for academic credit. All assignments will be new and original work of that student.

(c). (Note) to avoid plagiarism: your research paper is a collaboration between you and your sources. To be fair and ethical, you must acknowledge your debt to the writers of these sources. If you do not, you are guilty of plagiarism, a serious academic offense.

(d). Plagiarism: failing to cite quotations and borrowed ideas, failing to enclose borrowed language in quotation marks, and failing to put summaries and paraphrases in your own words. Students must ensure they read and follow the handouts and instructions in each school.

(e). Artificial Intelligence: AI resources may be utilized for further investigation of the content presented in each course (e.g., gathering information to brainstorm for an assignment). However, all formative and summative assignments evaluated by the instructor must be the original work of the student. Submitting content that has been generated or altered by an AI-content generator is prohibited and considered an act of deception, which violates the NCOA academic integrity of this policy which is considered academic misconduct. This includes but is not limited to word spinners, Chat GBT, ChatAI GBT, QuillBot, Grammarly, Jasper, Copy.ai, Anyword, Sudowritre, Writer, Writesonic, Rytr, Frase.io, Hemingway Editor, HyperWrite, etc. All work submitted will be reviewed through Turnitin.com.

(3). IAW AR 600-8-2, officers, warrant officers, and enlisted Soldiers disenrolled for disciplinary reasons may be subject to suspension of favorable personnel actions, or Flag from their home station unit, because of their disenrollment. Enlisted Soldiers dis-enrolled for misconduct, may receive a BAR from reenlistment IAW AR 601-280 and AR 140-111.

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SUBJECT: NCO Academy Policy Memorandum #8, Course Dismissal for Misconduct

Commanders' may initiate separation proceedings IAW AR 635-200, AR 600-8-2, AR 600-8-24, AR 135-175 and AR 135-178.

2. All Soldiers will adhere to the policies and procedures outlined in AR 600-20, Army Command Policy and are subject to UCMJ proceedings under AR 27-10. When Soldiers do not comply with the standards, example: inappropriate relationship, late to formation, drunk on duty, DUI or arrests, SHARP, unprofessional conduct, and disrespect to a senior NCO/SSGL, their Small Group Leader, Senior Small Group Leader, or School Chief will counsel the enrolled student using DA Form 4856, General Counseling Form (GCF). School Chiefs will forward the GCF to the Commandant for further action.

3. The NCO Academy is a place where professionals come to enhance their abilities as leaders. It is imperative that all Soldiers act in a professional manner so that they can improve themselves.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, positioned above the printed name.

JASON A. OBERMULLER
CSM, USA
Commandant



DEPARTMENT OF THE ARMY
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6 December 2024

MEMORANDUM FOR All Personnel, Assigned or Enrolled at the USA NCO Academy,
Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Memorandum # 9, Student Leave and Pass

1. The NCOA Commandant is the only approval authority for students to take any type of leave, or pass. Enrolled Students attending courses at the Fort Sill Noncommissioned Officers Academy who desire leave, pass or travel outside of Lawton-Fort Sill. must obtain permission from the Commandant through their NCO support channel.
2. Enrolled Students desiring a milage pass for outside the milage radius will need to coordinate with their Small Group Leaser (SGL), who will coordinate with their Senior Small Group Leader (SSGL) to obtain permission from the School Chief and Commandant. If the milage pass is approved the enrolled students will need to stay in contact with their SGL to ensure that they are properly accounted for.
3. Emergency Leave (as defined by AR 600-8-10) and other unique situations will be determined on a case-by-case basis by the Commandant.
4. The point of contact for this memorandum is the Deputy Commandant of the NCOA at 580-442-2417/3141.

A handwritten signature in black ink, appearing to read "Jason A. Obermuller", written over a horizontal line.

JASON A. OBERMULLER
CSM, USA
Commandant



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6 December 2024

MEMORANDUM FOR All Personnel, Assigned or Enrolled to the USA NCO Academy,
Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Memorandum #10, Motorcycle Rider, and
Prospective Rider Information.

1. I do not allow Students attending NCO Academy to ride their Privately Owned
Motorcycle while attending PME courses.

2. All Personnel assigned to the NCOA will in process through the Motorcycle Mentor
or Alternate Motorcycle Mentor.

a. If a Soldier owns a motorcycle, they will turn in all documentation to be
maintained on file by the motorcycle mentor until they are reassigned from the NCOA or
sell their motorcycle. School Chiefs will conduct a Commander's evaluation of each
rider with the motorcycle mentor or alternate present to assess the rider's qualification
to operate their motorcycle. If it is deemed that the Soldier is not capable of riding their
motorcycle, the School Chief will counsel the Soldier on what they need to do to gain
the skills necessary to ride on their own. The Soldier will not be able to ride without the
motorcycle mentor primary or alternate present. Once the Soldier is deemed able to
ride, they will undergo a follow up evaluation by the School Chief and motorcycle
mentor primary or alternate to authorize them to ride their motorcycle. The documents
that are required for riding a motorcycle are:

- (1). Current registration of motorcycle.
- (2). Current insurance on motorcycle.
- (3). Copy of current drivers license authorizing Soldier to ride a motorcycle.
- (4). Commanders motorcycle change evaluation worksheet.
- (5). NCOA: T-CLOCS inspection checklist.
- (6). Motorcycle operator's qualification record.
- (7). Required eight (8) additional rider training.
- (8). Motorcycle safety contract.

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SUBJECT: NCO Academy Policy Memorandum #10, Motorcycle Rider, and Prospective Rider Information.

(9). Commanders' rider evaluation worksheet.

(10.) Rider emergency contact information.

b. If a Soldier does not own a motorcycle, they will be briefed on installation requirements and must see the motorcycle mentor primary or alternate prior to purchasing a motorcycle for advice and mentorship to ensure they purchase the appropriate motorcycle within their riding capabilities and will include their Chain of Command in the process of their purchase.

3. The motorcycle mentor will maintain on file the following documentation:

- a. Appointment orders signed by the Commandant.
- b. NCOA motorcycle rider tracker.
- c. Current CG policy memorandum for motorcycle safety program.
- d. Driver's license with motorcycle endorsement
- e. Motorcycle safety foundation basic and expert rider cards.
- f. Sport bike rider cards (if applicable).
- g. Current insurance and registration for motorcycle.
- h. Motorcycle operator information sheet.
- i. Commander's evaluation sheet.
- j. Rider's safety contract.
- k. Quarterly training memorandums for all riders.

4. Motorcycle mentors or their alternates will conduct quarterly training and maintain training files for one (1) year. Annual training will include an NCOA ride where the motorcycle mentor primary or alternate will inspect personal protective equipment and assess riding capabilities of each individual rider. The motorcycle mentor and alternate will conduct a T-CLOCS inspection of each rider prior to each NCOA sponsored ride.

5. Prospective riders will schedule their basic rider course prior to the purchase of their motorcycle. If they cannot accomplish this due to the scheduling constraints, they will not be authorized to ride their motorcycle until completion of the course. They will be

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SUBJECT: NCO Academy Policy Memorandum #10, Motorcycle Rider, and Prospective Rider Information.

authorized to ride their motorcycle to the course the day of training. The Prospective rider will be authorized to ride their motorcycle once they have all required documentation and are cleared through their Chain of Command and the motorcycle mentor.

6. Motorcycle riders must inform the motorcycle mentor primary or alternate and their Chain of Command when they intend to sell their motorcycle so that their records are current and up to date. All motorcycle riders will out-process the motorcycle mentor.

7. The Points of Contact for this Memorandum are the primary motorcycle mentor, alternate motorcycle mentor and School Chiefs.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, positioned above the printed name.

JASON A. OBERMULLER
CSM, USA
Commandant



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6 December 2024

MEMORANDUM FOR DISTRIBUTION

SUBJECT: NCO Academy Policy Memorandum #11, Civilian Professional Development Program

1. References:

- a. Army Civilian Education System, HQDA, Policy.
- b. TRADOC Regulation 570-4, Management of Civilian Manpower.
- c. AR 350-1, Training, Army Training and Leader Development, Section VI, Civilian Training, RAR page 80.
- d. AR 690-950, Civilian Personnel Career Management.

2. I am committed to preparing agile and innovative Army civilians who can lead during times of change and uncertainty; who prepare for the rigors of service as multi-skilled leaders; possess the values, skills, and mindset to serve as competent, resilient supervisors and managers. The Civilian Education System (CES) is progressive, sequential leader development training and education program for Army civilians at all levels. A series of course instruction is provided through blended learning - distributed learning (DL) and resident instruction and self-development opportunities as individual's progress from entry to senior level positions to represent the FCoE NCO Academy (NCOA) across the FCoE, TRADOC and USASMA.

3. Implementation of the Civilian Leader Development Program (CLDP) will ensure development of our civilian force through two (2) parts, the Civilian Education System (CES) and the Advanced Learning Training (ALT).

4. Civilian Education System (CES). The CES program is progressive, sequential leader development training and education program for Army civilians at all levels. A series of course instruction is provided through blended learning - distributed learning (DL) and resident instruction. The sequence for attending these courses is as follows:

- a. The Foundation Course (FC) is a Web-based course and available to all Army civilians. It is a requirement for all interns, team leaders, supervisors and managers hired after 30 September 2006 to complete the FC.

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SUBJECT: NCO Academy Policy Memorandum #11, Civilian Professional Development Program

b. The Action Officer Development Course (AODC) is a Web-based course and required for all interns before completing the intern program. The AODC is available for all Army civilians as self-development.

c. The Supervisor Development Course (SDC) is a Web-based course and is a required course for supervisors and managers of Army civilians. The SDC is available for all Army civilians as self-development.

d. The Basic Course is a combination of DL and resident training. The DL and resident training are required for team leaders, supervisors, and managers. The DL is available to all Army civilians as self-development.

e. The Intermediate Course (IC) is a combination of DL and resident training. The DL and resident training is required for supervisors and managers. The DL is available to all Army civilians as self-development.

f. The Manager Development Course (MDC) is a web-based course and available to all Army civilians.

g. The Advanced Course is a combination of DL and resident training. The DL and resident training are required for supervisors and managers GS-13 - GS-15 or equivalent pay band. The DL phase is available to all Army civilians as self-development.

5. Self-registration process through the Civilian Human Resources Training Application System web site: [CHRTAS - Login \(army.mil\)](#). Common Access Card (CAC) is required to enroll. Approved training is authorized during duty hour's reference Part 5 Code of Federal Regulations (CFR) Section 410 and Chapter 7 (Army Distributed Learning Program) of this regulation. Supervisors and managers are responsible for setting guidelines that allow employees duty time to complete 80 hrs. according to AR 350-1 required DL portions of CES courses. Guidelines can be in the form of a written or verbal agreement and should articulate a study schedule and timeline for the employee to complete the course. Training made available to employees as a voluntary self-development tool will be undertaken by the employee outside regular working hours and will not be considered hours of work.

6. Foundation Course (FC), Distance Learning (DL), Course number ATRRS (1-250-C59 (DL)).

a. Purpose: Provides employees with an understanding of the structure of the U.S. Army, the Army's leadership doctrine and the personnel system of Department of Army Civilians.

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SUBJECT: NCO Academy Policy Memorandum #11, Civilian Professional Development Program

b. Eligibility Requirements: FC is required for all Army civilian employees, military and other DOD employees, interns, team leaders, and supervisors employed after 30 September 2006 within six (6) months.

c. Army employees employed before 30 September 2006 are not required to take the FC and will receive credit for this course.

7. Basic course (BC), DL and Resident, Course numbers ATRRS (1-250-60 (DL) and 1-250-C60 phase 2).

a. Purpose: The basic course develops Army civilians skilled in leading; managing human and financial resources; implementing change; directing program management and systems integration; displaying flexibility, resilience, and focus on mission.

b. The Basic Course is conducted through distance learning.

c. Course Credit - Equivalency and Constructive.

1. Credit may be granted to individuals who have successfully completed similar or more advanced training and education courses when training completion date is less than 10 years.

2. Army courses validated for Basic Course Equivalency: Leadership, Education and Development (LEAD) Course, BOLC, WOAC, ANCOC/SLC. Documentation is required for equivalency credit.

3. Other training, education or experiences may be submitted for constructive credit approval using the approval process identified in the course credit section.

8. Intermediate Course (IC), DL and resident, course number ATRRS (1-250-C-61 (DL) and 1-250-C61 phase 2).

a. Purpose: The IC target audience is Army civilians in supervisory or managerial positions. This target population is by necessity more agile, innovative, self-aware, and prepared to effectively lead and care for personnel and manage assigned resources. Training and developmental exercises focus on "mission" planning, team building, establishing command climate, and stewardship of resources.

b. The IC is conducted through blended learning - DL and three (3) weeks resident training. Resident training is taken after successful completion of distance learning and takes place in a university setting. It encompasses a classroom environment and small group seminars.

c. Eligibility for the resident training.

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SUBJECT: NCO Academy Policy Memorandum #11, Civilian Professional Development Program

1. Army civilians in permanent appointments.
2. Military supervisors of Army civilians, DOD and other Federal agency leaders, and term and temporary employees.
3. Army civilians must have a current performance rating of successful and be in good standing regarding conduct.
4. Employees must have successfully completed the FC and BC or been granted course credit.

d. Admission priorities for resident training:

1. The IC is required for all employees in a permanent appointment to a supervisory or managerial position. Employees in supervisory or managerial positions must complete this course no later than two (2) years from placement.
2. Priority One (1). Is Army civilians in a permanent appointment to a supervisory or managerial position.
3. Priority two (2). is Army civilians in permanent appointment to non-supervisory position. Army civilians, DOD and other Federal agency employees who are participating in an Army endorsed supervisor or management development program (for example, the DELDP, the Army Fellows Program and DA Fellows). (Army civilians who are recommended by their supervisor to attend the course and have completed the legacy civilian or military leader development course equivalent five (5) or more years prior to date of course consideration.)
4. Priority Three (3). Are Military supervisors of Army civilians, DOD and other Federal agency leaders, Army civilians in term or temporary appointment who are responsible for leading or supervising Army civilians. Priority 3 is funded by their organization.

e. Course Credit: Equivalency and Constructive.

1. Course Credit may be granted to individuals who have successfully completed similar or more advanced training and education courses when training completion date is less than 10 years.
2. Army courses validated for IC Equivalency: Organizational Leadership for Executives (OLE), Captains Career Course (CCC), Warrant Office Senior Course (WOSC), and First Sergeant Course (FSC). Documentation required for equivalency credit.

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SUBJECT: NCO Academy Policy Memorandum #11, Civilian Professional Development Program

9. Manager Development Course # ACCP 131 F31

a. The MDC is a Web-based course with lessons that focus on managing, leading and human resources management. The MDC includes modules in organizational culture; time management; objectives and plans; problem solving and decision making; planning, programming, and budgeting; manpower management; communications; information technology applications; the Army environmental program; equal employment opportunity; professional ethics; internal management control; and Army family team building.

b. The MDC is available as a self-development tool for all Army employees and is recommended for all Army civilians in supervisory or managerial positions before attending the advanced course.

10. Advanced Course (AC), DL and resident, course number ATRRS (1-250-C-62 (DL) and 1-250-C2- phase 2).

a. Purpose: The advanced course focuses on Army civilians skilled in leading a complex organization in support of national security and defense strategies; integrating Army and Joint systems in support of the Joint Force; inspiring vision and creativity; implementing change; and managing programs.

b. The advanced course is conducted through blended learning - DL and four (4) weeks resident training. Resident training is taken after successful completion of distance learning and takes place in a university setting. It encompasses a classroom environment and small group seminars.

c. Eligibility for resident training:

1. Army civilians in permanent appointment to GS-13/14/15 or equivalent for Army non-appropriated fund (NAF), wage grade (WG) or local national (LN).

2. Army civilians in permanent appointment current position description indicates a GS-13/14/15.

3. Active-duty military supervisors of Army civilians.

4. DOD leaders in permanent appointment GS-13/14/15 and current position description indicates a GS-13/14/15.

5. Term and temporary employees at the appropriate level of responsibility.

6. Applicants must have a current performance rating of successful and be in good standing regarding conduct.

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SUBJECT: NCO Academy Policy Memorandum #11, Civilian Professional Development Program

7. Successfully completed the FC, BC, and IC or have received course credit for each.

d. Admission priority for resident training:

1. The advanced course is required for all employees with a permanent appointment to a supervisory or managerial position. Employees must complete this course no later than two (2) years from placement.

2. Priority One (1). Army civilians in permanent appointment to a supervisory or managerial position.

3. Priority Two (2). Army civilians in permanent appointment to a non-supervisory position. Army civilians and DOD employees who are participating in an Army endorsed supervisor or management development program (for example, the DELDP, the Army Fellows Program, and DA Fellows). Army civilians who are recommended by their supervisor and have completed equivalent training five (5) or more years prior to date of course consideration."

4. Priority Three (3). Military supervisors of Army, DOD, and other Federal agency leaders. Army civilians in term and temporary appointments who are responsible for leading or supervising Army civilians. Priority three (3) is funded by their organizations.

e. Course Credit - Equivalency/Constructive:

1. Course Credit may be granted to individuals who have successfully completed similar or more advanced training and education courses when training completion date is less than 10 years.

2. Army courses identified for Advanced Course Equivalency: Army Management Staff College (AMSC), Sustaining Base Leadership and Management (SBLM), CGSC, Intermediate Level Education (ILE), Warrant Officer's Senior Staff Course (WOSSC), and SMC. Documentation is required for equivalency credit.

3. Other training, education or experiences may be submitted for Constructive Credit using the approval process identified in the course credit section.

4. Employees who have completed Army Management College (AMSC)/Sustaining Base Leadership and Management (SBLM), Command and General Staff College (CGSC)/Intermediate Level Education (ILE), Sergeant Majors Course (SMC), Warrant Officer Senior Staff Course (WOSSC) will receive credit for attending CES. Employees who have graduated from or are currently enrolled or participating in Senior Services College (SSC), Defense Leadership and Management Program

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SUBJECT: NCO Academy Policy Memorandum #11, Civilian Professional Development Program

(DLAMP) or the DoD Executive Leadership Development (DELDP) are exempt from attending CES.

5. Supervisor Development Course (SDC) or Human Recourses (HR) for supervisors: SDC is provided as online instruction. HR for supervisors is provided by local Civilian Personnel Advisory Centers (CPAC) and may be a substitute for SDC. TRADOC.

6. Supervisors must complete this mandatory training within six (6) months of assignment as supervisor.

7. The second part of CDLP is the Advanced Learning Training (ALT): ALT provides continued development of senior leaders after completion of CES courses.

a. Senior level assignment opportunity- To promote civilian mobility, all recruitment activity for positions at or above GS-13 level will require payment of PCS expenses.

b. Fellows Program- A five (5)-year program to attract, develop and retain experts within the FCoE. Combining Army and local intern initiatives candidates will be recruited at the GS level with target grades at the GS-12 or 13 Level.

c. Greening course- Develop and implement a course designed to orient and connect newly appointed civilians (GS-5 and above) to the Army and FCoE.

d. Career program (CP) technical training- Functionally specific training is identified within each activity career program and will be addressed as required within Individual Development Plans (IDPs).

e. Other professional development opportunities such as reading lists, (FACCC/PCC for example), are highly encouraged as well as other professional development sessions.

f. Exceptions and substitutions of required CLDP training will be in accordance with established policy. Approval of exception for mandatory training is delegated to Commandant or their deputy. This may not be further delegated. Decisions will be documented and reported at IPRs.

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SUBJECT: NCO Academy Policy Memorandum #11, Civilian Professional Development Program

14. Point of contact for this memorandum is Mr. Larry A. Smith at 442-3141.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

JASON A. OBERMULLER
CSM, USA
Commandant



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ATSF-W

6 December 2024

MEMORANDUM FOR All Personnel, Assigned or Enrolled at the USA NCO Academy,
Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Memorandum # 12, Health Risk Assessment (HRA)

1. All School Chiefs will implement the Health Risk Assessment (HRA) into their in-processing schedules for both personnel permanently assigned and enrolled to attend PME Courses.

a. All students will be given the HRA surveys upon reporting to the NCO Academy (NCOA) and must complete the surveys prior to first formation of day one, in-processing.

b. The SGL will collect all HRAs and deliver to the SSGL or School Chief for initial review. Deliver those HRAs receiving a **HIGH** to **VERY HIGH** rating to the Community Health Nurse at Reynolds Army Community Hospital (RACH), phone 442-2061. School Chiefs will also immediately notify the Deputy Commandant and the Commandant that **High** or **Very High**-risk levels exist.

c. Once the nurse has evaluated the HRAs, the nurse will contact the School Chief and inform them of the results. The nurse will also provide a written report and forward a copy to the School Chief via E-mail with recommendations concerning the "at risk" individual and their circumstances, treatment, and other precautions pertinent to Cadre awareness. **THE SCHOOL CHIEF MUST PROACTIVELY SEEK THIS INFORMATION.** Maintain a copy of the HRA in the student record.

A handwritten signature in black ink, appearing to read "Jason A. Obermuller", written over a horizontal line.

JASON A. OBERMULLER
CSM, USA
Commandant



DEPARTMENT OF THE ARMY
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ATSF-W

6 December 2024

MEMORANDUM FOR All Personnel, Assigned or Attached to the USA NCO Academy,
Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy (NCOA) Policy Memorandum # 13, Determination and Reporting of Missing, Absent-Unknown, Absent Without Leave, and Duty Status-Whereabouts Unknown Soldiers. Pursuant to Army Directive 2020-16.

1. Purpose. To provide guidance on classifying Soldiers as absent-unknown, absent without leave (AWOL), and Duty Status-Whereabouts Unknown (DUSTWUN), and on processing Soldiers for desertion.
2. Applicability: This policy memo applies to all Soldiers assigned to the NCOA and Soldiers enrolled in professional military education courses who are reportable to the Casualty and Mortuary Affairs Operations Division (CMAOD).
3. Policy: The Commandant and or School Chiefs' will change the duty status of any Soldier determined to be absent from their place of duty to "absent-unknown." This duty status change must occur within Three (3)-hours of discovering that the Soldier's whereabouts are unknown. The Commandant will not carry Soldiers in this duty status for longer than 48-hours. The Commandant must submit a CCIR and contact Military policy after the three (3)-hour mark.
 - a. During the time that the Commandant lists a Soldier as absent-unknown, NCOA leaders, and Army law enforcement will make every effort to locate the Soldier. The Commandant or School Chiefs will report Soldier's status to local Army law enforcement officials, (Directorate of Emergency Services, DES) within three (3)-hours of discovering the Soldier is absent. The Commandant or designated representative will notify the next of kin (NOK) within eight (8)-hours of discovering the Soldier is absent.
 - b. If the Soldier cannot be located within 48-hours, the Commandant will decide as to whether the Soldier's absence is voluntary or involuntary. See enclosure #2 for a checklist to help facilitate this determination. If the Commandant determines by a preponderance of evidence that the Soldier's absence is voluntary, the Commandant will change and report the Soldier's duty status to AWOL. An AWOL can occur at any time, once the Commandant discovers the Soldier is absent from their place of duty; there is no requirement to wait 48-hours. If there is credible evidence to determine the absence is involuntary, or there is insufficient evidence to conclude the absence is voluntary, the Commandant will report Soldiers as "missing." A determination that the Soldier is missing can occur at any time, once the Commandant discovers the Soldier is

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SUBJECT: NCO Academy Policy Memorandum 13, Determination and Reporting of Missing, Absent-Unknown, Absent Without Leave, and Duty Status-Whereabouts Unknown Soldiers. Pursuant to Army Directive 2020-16

absent from their place of duty; there is no requirement to wait 48-hours. The Commandant will report a Soldier as missing if they indicate the potential for self-harm and are not located within the initial 48-hours.

c. Commander's reporting Soldiers as missing will classify these Soldiers as DUSTWUN casualties, and the Army will execute casualty operations IAW this Policy Memo and Army Directive 2020-16 (AD2020-16).

1. AWOL Soldiers: Within 24-hours after the Commandant determines the Soldier is AWOL, the Commandant must submit to the FCOE DES, a DA Form 4187 (Personnel Action) annotating the duty status change from "absent-unknown" to "AWOL."

2. DUSTWUN Soldiers:

a. As soon as there is credible evidence that a Soldier's absence is involuntary, regardless of duty station, The Commandant will submit to the servicing Casualty Assistance Center (CAC) a DA Form 1156 (Casualty Feeder Card) signed by the commander with Special Courts Martial Convening Authority, requesting to declare the Soldier DUSTWUN. The Commandant must use enclosure 2 of AD2020-16 as a checklist for additional responsibilities for missing person's cases.

b. Within 24-hours after the Soldier's approved DUSTWUN status, the Commandant will submit to the FCOE DES a DA 4187 annotating "missing."

c. The NCOA Commandant, or representative is required to provide immediate telephonic notification the name of any Soldier categorized as DUSTWUN to the SC and/or Chief of Staff regardless of time of day for Category 1.16, 1.25, 1.26, and 1.28, SIR/OPPREP incident and CCIR, listed in Appendix B – Fort Sill Reportable Incidents. Units will immediately follow-up with a written SIR via email within two (2) hours of the incident or discovery to the FSOC at usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil and by calling the FSOC at 580-442-3239/3240/3241.

d. A Soldier typically remains in a DUSTWUN status for a maximum of 10-days. The Commandant will submit a DD Form 2812 (Commander's Preliminary Assessment and Recommendation Regarding Missing Person) and an informal investigation to the U. S. Army HRC via CMAOD within 10-days of the incident.

3. Status Change: In the event the Soldier returns to military control or the Commandant deems the Soldier is AWOL, after being declared DUSTWUN, the Commandant will coordinate the status change with the servicing CAC and CMAOD and forward the completed investigation to CMAOD within 10-days.

ATSF-W

SUBJECT: NCO Academy Policy Memorandum 13, Determination and Reporting of Missing, Absent-Unknown, Absent Without Leave, and Duty Status-Whereabouts Unknown Soldiers. Pursuant to Army Directive 2020-16

4. Commanders' Critical Information Requirements CCIR):

a. Incidents of CCIR will be reported to the TRADOC Operations Center (TOC) immediately upon discovery. The reporting command will notify the TOC by the fastest means possible, either telephonic, Electronic Reporting Portal (RP) at <https://hq.tradoc.army.mil/sites/ERP/default.aspx> or encrypted email. Call DSN 501-55096, commercial 757-501-5096, email to usarmy.jble.tradoc.mbx.tradoc-eoc-watch@mail.mil, or other reporting methods prescribed by the TOC. The TOC is operational 24-hours a day. Timeliness takes precedence over completeness for the initial report. Submit updated reports as appropriate to correct initial reporting.

b. Simultaneous with official reporting through operational channels the Commandant will provide CG and CDG an email with the seven (7) w's amplification of serious incidents. The Incident chart is attached to this memorandum.

5. Duration: The Commandant will update this policy Memorandum, IAW revisions of AD2020-16.

4. POC for this Memorandum is Mr. Larry Smith, Deputy to the NCOA Commandant at (580) 442-3141, or larry.a.smith.civ@army.mil.



JASON A. OBERMULLER
CSM, USA
Commandant

Encls:

Definitions

Responsibilities Checklist for Missing Persons Cases

CCIR Information Requirements

OPREP Example

& W's Format SIRs

ATSF-W

SUBJECT: NCO Academy Policy Memorandum 13, Determination and Reporting of Missing, Absent-Unknown, Absent Without Leave, and Duty Status-Whereabouts Unknown Soldiers. Pursuant to Army Directive 2020-16

DEFINITIONS

absent-unknown. A transitory duty status, applicable only to military personnel, used to report a servicemember absent from the assigned unit, organization, or required place of duty. This transitory duty status allows commanders time to determine a Soldier's duty status. Soldiers will not be carried in this duty status for longer than 48 hours.

absent without leave (AWOL). A duty status applicable for Soldiers who are voluntarily absent from a place of duty without permission or authorization for more than 24 hours. (AR 600-8-6, Table 2-1)

credible evidence. Information disclosed or obtained that, considering the source and nature of the information and the totality of the circumstances, is sufficiently believable to indicate that criminal activity has occurred and would cause a reasonable person under similar circumstances to pursue additional facts of the case to determine whether a criminal act occurred or may have occurred.

duty status-whereabouts unknown (DUSTWUN). A transitory casualty status, applicable only to military personnel, that is used when the responsible commander suspects the servicemember may be a casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a determination of missing or deceased. (Department of Defense Instruction 1300.18) Note: DUSTWUN is a *casualty code*. The correlating *duty status* is "missing."

missing. A duty status applicable for a person of any age who is missing under circumstances indicating that the disappearance was not voluntary and that the person's physical safety may be in danger. (National Crime Information Center, or NCIC) Missing is a *duty status*; the correlating *casualty code* is "DUSTWUN."

preponderance of the evidence. Evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. (AR 15-6)

ATSF-W

SUBJECT: NCO Academy Policy Memorandum 13, Determination and Reporting of Missing, Absent-Unknown, Absent Without Leave, and Duty Status-Whereabouts Unknown Soldiers. Pursuant to Army Directive 2020-16

RESPONSIBILITIES CHECKLIST FOR MISSING PERSONS CASES

This checklist is provided only for informational purposes in support of the Office of the Provost Marshal General's mission to serve as a resource center for law enforcement, Families, unit commanders, and the public to help find missing persons. This checklist is meant to provide a framework for recommended actions, considerations, and activities to perform competent, productive, and thorough investigation of missing persons' cases with the goal of better assisting Families, victims, and the military community. This checklist supplements DA Pamphlet 190-45.

RESPONSIBILITIES CHECKLIST FOR MISSING PERSONS CASES

Unit Commanders

Has an initial assessment been conducted to determine whether the Soldier's absence is involuntary?

Has absence been clarified with unit members to determine if they believe the Soldier's absence is involuntary?

Have local medical treatment facilities been contacted to determine if they know the Soldier's whereabouts?

Have next of kin (NOK) been contacted to determine if they know the whereabouts of the Soldier? Which commander is designated to communicate with the family and provide routine updates? What is the engagement plan with the family?

Was the Directorate of Emergency Services (DES) and/or Criminal Investigation Division (CID) contacted immediately?

Has request been made to law enforcement to put out a local Be-On-The-Lookout (BOLO) on the Soldier and to list the Soldier as missing in the ALERTS and the National Crime Information Center (NCIC)?

If the absence is involuntary, has assistance been provided to CID in its investigation of the missing Soldier by facilitating unit interviews and visits/inspection of workplace and barracks room and/or place of residence?

Has the unit's supporting attorney been contacted to discuss the matter and provide legal advice? Who is responsible for the media engagement plan? (unit vs. installation senior commander) Who is the release authority for information related to the missing Soldier?

Military Police/First Responders

Have interviews been conducted with commander/unit leaders/parent(s)/guardian(s)/person who made the initial report?

Has the Soldier been confirmed missing?

Have the circumstances of the missing episode been identified?

Has there been a determination of when, where, and by whom the missing Soldier was last seen?

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SUBJECT: NCO Academy Policy Memorandum 13, Determination and Reporting of Missing, Absent-Unknown, Absent Without Leave, and Duty Status-Whereabouts Unknown Soldiers. Pursuant to Army Directive 2020-16

Has everyone at the scene been identified and separately interviewed? Has their interview and identifying information been properly recorded?

- Note name, address, home/business phone numbers of each person.
- Determine each person's relationship to the missing Soldier.
- Determine if any suspicious activity or people were seen in the area.
- Determine if any people were seen who seemed unusual or out-of-place.

Was an immediate, thorough search of the missing Soldier's place of residence conducted, even if the Soldier was reported missing from a different location? Was an off-post search coordinated with local law enforcement?

Was the scene and area of the Soldier's place of residence protected, including the Soldier's personal articles (such as hairbrush, journals, photos, and items with the Soldier's fingerprints/footprints/teeth impressions) so that evidence is not destroyed during or after the initial search and to help ensure items that could help in the search for and/or to identify the Soldier are preserved? Are any of the Soldier's personal items missing? If possible, have photographs/videos of these areas been taken? Has any off-post search been coordinated with local law enforcement?

Provost Marshal Office (PMO) / Directorate of Emergency Services (DES)

Was a briefing and/or written reports obtained from the first responding officer and other personnel at the scene?

- Has blotter entry been created?
- Have an LER and BOLO been submitted into ALERTS?

Has an NCIC entry into the Missing Persons File been created?

- Has an ATL from local civilian LE agencies been requested?

Has a cell phone ping been conducted and/or other immediate community-notification systems accessed, if applicable?

Are additional personnel needed to assist in the investigation?

Has a command post been established away from the Soldier's residence?

Is additional assistance necessary from State/territorial/local police, the missing persons' clearinghouse, the Federal Bureau of Investigation (FBI), or victim-witness services, etc.?

Are all the required resources, equipment, and assistance necessary to conduct an efficient investigation requested and expedited?

Has cooperation among all law enforcement personnel involved in the investigation and search efforts been coordinated?

Have all required notifications been made?

Are all policies and procedures in compliance?

ATSF-W

SUBJECT: NCO Academy Policy Memorandum 13, Determination and Reporting of Missing, Absent-Unknown, Absent Without Leave, and Duty Status-Whereabouts Unknown Soldiers. Pursuant to Army Directive 2020-16

Has Public Affairs been consulted to use media, including print, radio, television, and the Internet/social media to assist in the search throughout the duration of the case?

Criminal Investigation Division (CID) / Investigative Officer (If absence is involuntary)

Was briefing obtained from the first responding officer/MP and other on-scene personnel?

Were the accuracy of all descriptive information and other details developed during the preliminary investigation verified?

Has a unit canvass using a standardized questionnaire been initiated?

Has a brief on recent history of family and work dynamics been obtained?

Have the reasons for conflicting information offered by witnesses and other individuals been corrected and investigated?

Have article(s) of the Soldier's clothing been collected for scent-tracking purposes?

Have all available information and evidence collected been reviewed and evaluated?

Have the Soldier's latest medical and dental records been secured?

Has an investigative plan been developed and executed?

Has a criminal-history background check on all principal suspects, witnesses, and participants in the investigation been conducted?

What additional resources and specialized services are required?

Have bulletins for local law-enforcement agencies, missing persons' clearinghouse, the FBI, and other appropriate agencies been prepared and updated?

Has a phone hotline for receipt of tips and leads been established? Has an email address or other methods of electronically receiving leads been established?

Has a leads-management system been established to prioritize leads and help ensure each is reviewed and investigated?

Installation Public Affairs

Who is the designated spokesperson?

What is the media engagement plan?

What is the plan for using social media?



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NON COMMISSIONED OFFICER ACADEMY
BUILDING 3662 SWARTZ ROAD
FORT SILL, OK 73503-5600

ATSF-W

6 December 2024

MEMORANDUM FOR All Personnel, Assigned or Enrolled at the USA NCO Academy,
Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy (NCOA) Policy Memorandum #14, Student Volunteer
Community Service Projects

1. References:

- a. AR 600-20 Army Command Policy
- b. AR 608-1 Army Community Service
- c. FT. Sill Blue Book,
- d. Individual Student Assessment Plan (ISAP)
- e. NCO Academy Policy Memorandum #6,
- f. NCO Academy Policy Memorandum #8

2. Purpose: This policy memorandum prescribes the policies and guidance for the appropriate actions, timelines, and products applicable to the safety of voluntary community service projects that the NCOA supports. This policy establishes the NCOA requirements and Commandant's expectations to ensure NCOA personnel participating in volunteerism understand individual responsibilities in order to prevent cadre/student conduct/behavior that violates federal, DoD, Army, state, and local, instructions/laws/regulations, and NCOA policy memorandums and Schools' ISAP's.

3. Scope: Prescribe the safe conduct of volunteerism through supporting community service projects for all personnel and equipment to foster support to the Lawton Fort Sill and Fort Sill NCOA community relations.

4. General:

- a. All personnel will read, familiarize themselves, and act IAW the SOP while providing any form of community service. Familiarize includes thorough knowledge of applicable Army regulations and NCOA policy memorandums governing Solders' action throughout the local community, which includes understanding of federal, state, and local laws and regulations prior to execution of that event.

ATSF-W

SUBJECT: NCO Academy Policy Memorandum #14, Student Volunteer Community Service Projects

b. Concept of Operation: Documentation and briefs will adhere to the following timeline:

1. Students must present and receive verbal approval from their small group leader (SGL) on the desired community service project, ten (10)-days prior to the initiation of the community service.

2. Cadre or student's will derive a Concept of Operations (CONOP) and Deliberate Risk Assessment Worksheet (DRAW), (DD 2977) and turn them in NLT seven calendar days prior to the start of the community service project or volunteerism activity to their SGL for review and submission to their School Chief for final approval. The CONOP will address who, what, when, where, and why of the community service event. Draws will outline all potential hazards and mitigations.

3. All personnel will review the approved documents and SOP one (1) day prior to the start of the community service project.

4. All personnel will review the CONOP and conduct a safety brief before the start of the community service project.

5. All personnel will conduct a closeout brief upon completion of the community service project with the instructor.

5. Cadre and enrolled students will adhere to the below verbiages:

a. Code of Conduct: Outlines the conduct of all personnel participating in the community service project.

1. Personnel will not consume alcohol prior to, during or when returning from an NCOA volunteer community service project.

2. Personnel found in violation of any local laws, NCOA policies, and Army regulations may be subject to dismissal from the NCOA.

b. Dress Code: cadre/students can wear civilian attire. Civilian attire will fall in line of proper and professional appearance IAW Fort Sill, Blue Book guideline, AR 600-20 (Army Command Policy) and the SGL's guidance.

c. Safety Briefings: The SGL is the designated point of contact (POC), SGL's will ensure the student platoon sergeant, or student squad leader conducts a safety brief prior to the beginning of the community service project. The safety brief will address all potential hazards, associated risks and risk mitigations that may occur duration of the community/volunteer service activities, identify the community/volunteer service timeline, and community/volunteer service conclusion location and time.

ATSF-W

SUBJECT: NCO Academy Policy Memorandum #14, Student Volunteer Community Service Projects

d. Closeout Procedures: The student's chain of command will verify accountability of all community/volunteer service student personnel, inventory any equipment used during the community/volunteer service, and conduct an after-action review (AAR) immediately upon completion of the community/volunteer service project. The student platoon sergeant or student squad leader must notify their SGL of the closeout/conclusion of the community/volunteer service project and action any further SGL guidance.

5. The point of contact for this policy memorandum is undersigned at 580-442-3141 or jason.a.obermuller.mil@army.mil.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the left.

JASON A. OBERMULLER
CSM, USA
Commandant



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NON COMMISSIONED OFFICER ACADEMY
BUILDING 3662 SWARTZ ROAD
FORT SILL, OK 73503-5600

ATSF-W

6 December 2024

MEMORANDUM FOR All Personnel, Assigned or Enrolled at the USA NCO Academy,
Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Memorandum #15, Personnel Accountability,
Attendance and Sick Call Procedures.

1. Cadre and students must physically report to **ALL** accountability formations. Any student absence from training must be reported to the SGL through the SSGL. The SSGL will report to the 1SG, and the 1SG will report to the Deputy and Commandant. The Commandant is the only one who can approve a student missing training.
2. All Civilians must report to their first line supervisor with any unexcused absence.
3. Sick Call Procedures: Any student who believes they have an emergency should report to the nearest emergency room or call 911. Students will report to the Renyolds Army Health Clinic (RAHC) urgent care clinic (UCC) for emergencies or sick call. UCC is available seven (7) days a week from 0700 to 1800 except the last Wednesday of each month. If students need to be seen outside of these hours they need to go to the nearest off-post UCC or emergency room and notify their SGL of their location as soon as possible. Students are required to provide their SGL with documentation from their sick call visit. SGL's will provide the 1SG with documentation to provide the command team with the 5 w's of the situation.
4. If the student is admitted to a hospital the 1SG will complete the CCIR and submit to the command team. The 1SG and SSGL will visit the student prior to the end of business and provide the command team with any updates to the situation.
6. The 1SG will notify the students chain of command of the student's status.
7. The point of contact for this policy memorandum is undersigned at 580-442-3141 or jason.a.obermuller.mil@army.mil.

A handwritten signature in black ink, appearing to read "Jason A. Obermuller", written over a horizontal line.

JASON A. OBERMULLER
CSM, USA
Commandant



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
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FORT SILL OK 73503-5600

ATSF-W

6 December 2024

MEMORANDUM FOR All Personnel, Assigned or Enrolled at the USA NCO Academy,
Fort Sill, Oklahoma, 73505

SUBJECT: NCO Academy Policy Memorandum # 16, NCO Academy Procedures for
Pregnancy, Postpartum, Lactation/Breastfeeding accommodations for students and
cadre members, Family Care Plans (FCP), and Parental Caregiver Leave.

1. **Purpose:** To provide students and cadre with the procedures and education for pregnancy and postpartum care, family wellness, breastfeeding, and lactation support, FCP, and parental/maternity convalescent leave. This policy is to incorporate evidence-based health and wellness guidance to improve quality of life, promote flexibility, and enable all Soldiers to safely continue their duties. Return to readiness, perform critical assignments, and advance in their careers, while growing their families. This policy is grounded in the Army's People First Strategy; Diversity, Equity, and Inclusion Annex; Holistic Health and Fitness practices; Department of Defense Equal Opportunity Policy; and medical guidance.

2. **References:**

- a. AR 600-20 Army Command Policy.
- b. AR 350-1 (Army Training and Leader Development).
- c. AR 670-1 (Wear and Appearance of Army Uniforms and Insignia).
- d. Army Directive 2022-06 (Parenthood, Pregnancy and Postpartum).
- e. Army Directive 2023-04 (Command Notification of Pregnancy).
- f. ALARACT 018-2023 (Expansion Military Parental Leave Program Implementation Guidance).
- g. Milper Message 21-131 (Temporary Promotions).
- h. Memo DAPE-ZA Calendar Year 2023 (CY23) Noncommissioned Officer (NCO) Promotions.

3. **Pregnancy Policies:**

ATSF-W

SUBJECT: NCOA Procedures for Lactation/Breastfeeding accommodations for students and cadre, Family Care Plan, and Parental Caregiver Leave.

a. A credentialed Health Care Provider will confirm pregnancy and initiate the pregnancy profile for the Soldier. The profile can be found on MEDPROs and can be printed by the PCM or Soldiers Commander.

b. Pregnant Soldiers are restricted from attending the Basic Leader Course, Advanced Leader Course and Senior Leader Course PME's during the period of the pregnancy due to the restrictions of the Temporary Profile IAW AD 2022-06

(1). Pregnant Soldiers who are exempt from PME course during the period of their pregnancy will need their Commander to submit a Commanders deferment for temporary profile (pregnancy). If a Command deferment is not processed prior to the Soldiers report date, The NCOA will initiate a denied enrollment for temporary profile.

(2). Soldiers with a pregnancy profile are eligible for a temporary promotion without regard to the completion of their respective prerequisite PME course required for promotion IAW AR 350-1 and AR 670-1.

(3). Temporary promotion requires the graduation of a requisite PME course of instruction no later than 24 months from the Soldiers delivery date.

c. Cadre members will need to notify the Command after confirmation of pregnancy. Cadre members must notify Command of pregnancy no later than 20 weeks gestation and must meet with a TRICARE-authorized healthcare provider no later than 12 weeks gestation IAW AD 2023-04.

(1). Cadre members will not be removed or replaced from their position due to a pregnancy confirmation unless profile and healthcare provider dictate as so. The Cadre member must follow the guidelines of their profile and communicate with the command of any changes or updates on their pregnancy and health.

(2). Cadre members must be counseled by their School Chief and enrolled into the pregnancy and postpartum physical fitness program (P3T). Pregnant service members are exempt from regular unit fitness training but are required to attend the installations P3T program for the duration of the pregnancy and up to 180 days after the completion of pregnancy IAW AR 350-1.

(3). Cadre members who wish to be exempt from the P3T program and participate in the NCOA PT will need an exception to policy written by the NCOA Commandant. They will still require a counseling by the School Chief, a pregnancy profile, and enrollment into the P3T Program.

4. Postpartum:

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SUBJECT: NCOA Procedures for Lactation/Breastfeeding accommodations for students and cadre, Family Care Plan, and Parental Caregiver Leave.

a. Enlisted Soldiers will not be required to attend mandatory PME courses during the first 365-days postpartum. Soldiers who volunteer to attend PME within their 365-day postpartum window must meet all physical requirements mandatory for attendance and graduation, including any record physical fitness testing or field exercises. To volunteer to attend PME, once off their temporary profile, postpartum NCOs need only to accept their PME slot.

b. If PME is scheduled during the 365-day postpartum window, and the Soldier does not wish to volunteer to attend, the Soldier can defer attendance and will not incur any adverse administrative actions solely as a result of this action (such as a drop in OML, a flag, or removal from leadership positions).

c. Soldiers who defer from PME slot due to a postpartum deferment are still eligible for the temporary promotion as outline in 3.b.(2) of this policy letter.

d. Body Composition: All postpartum Soldiers who attend the NCOA are exempt from body composition requirements up to 365-days after a pregnancy ends. IAW AD 2022-06. The last record height/weight screening will be used to satisfy PME eligibility and graduation requirements, provided it is not more than 730 days (24 months) old at the time of PME course enrollment. Soldiers who do not have a record screening dated within the last 730 days (24 months) must receive a waiver from the Commandant.

e. Postpartum Soldiers that are within their 365-day deferment for body composition, must provide proof of pregnancy to their instructor prior to the height/weight screening. Supporting documents can be a copy of child's birth certificate, PCM letter or MFR signed by Soldier's Commander.

f. The Commandant will not require postpartum Soldiers to wear the Army Service Uniform (ASU) or Army Green Service Uniform (AGSU) while pregnant and for 365-days after the conclusion of pregnancy. These Soldiers are authorized the wear of the maternity and non-maternity permethrin-free Army Combat Uniform (ACU) and Improved Hot Weather Combat Uniform (IHWCU) during and after pregnancy while safely returning to optimal fitness and body composition during the postpartum period.

(1). Soldiers exempt from wearing the ASU/AGSU while postpartum will not be prohibited from participating in the leadership board or graduation.

(2). Soldiers may voluntarily choose to end this exemption early and wear the Army Service Uniform (ASU) or Army Green Service Uniform (AGSU) prior to 365-days postpartum; however, no favorable or unfavorable action will be taken based on Soldiers' choice of uniform during the full exemption period. Leaders will not pressure Soldiers to end their exemption early.

5. Lactation Accommodations:

ATSF-W

SUBJECT: NCOA Procedures for Lactation/Breastfeeding accommodations for students and cadre, Family Care Plan, and Parental Caregiver Leave.

a. All Soldiers who attend PME during postpartum will be provided lactation accommodations in accordance with AR 600-20. Participating in lactation breaks does not excuse the completion of training/work requirements with the exception of applicable operational and training deferments.

b. Lactation breaks are authorized, regardless of time after the child's birth. Lactation room is in building 3661 room 204. Soldiers who are no longer lactating do not require lactation breaks.

c. Soldiers will have adequate time to express milk and Leaders will remain aware that each Soldier's situation is unique. Lactation breaks must be accommodated at least every two (2) – three (3) hours and for not less than 30 minutes each break. A child beginning to eat solid foods does not negate a Soldier's individual need for lactation breaks.

d. Soldiers who are attending PME who require lactation accommodations will need to provide a letter from the PCM or MFR signed by their Commander.

e. Students will communicate with their SGLs and build a lactation support plan to ensure the student is not missing any valuable course required training.

f. The Commandant has designated lactation areas for lactating Students and Cadre members. These lactation rooms meet the requirements listed in AR 600-20 of a private space, other than a restroom, with locking capabilities for a Soldier to breastfeed or express milk. This space will include a place to sit, a flat surface (other than the floor) to place the pump on, an electrical outlet, a refrigerator to store expressed milk, and access to a safe water source within reasonable distance from the lactation space.

g. While breastfeeding or expressing milk, Soldiers remain eligible for field training and mobility exercises, as long as lactation accommodations can be provided.

6. Parental Leave:

a. Maternity convalescent leave is authorized for the recovery of the birth parent after giving birth for up to six (6) weeks. Such leave will begin on the first full day after the birth of the child or the date of release of the Soldier from the hospital or similar facility where the birth took place, whichever is later.

b. Twelve (12) weeks of parental leave will be authorized during the one (1)-year period beginning on the date of birth of the child. Parental leave will be taken following any period of maternity convalescent leave, if granted. Parental leave is authorized for both the birth parent and the secondary caregiver.

ATSF-W

SUBJECT: NCOA Procedures for Lactation/Breastfeeding accommodations for students and cadre, Family Care Plan, and Parental Caregiver Leave.

(1). Maternity convalescent leave and parental leave will be submitted using two (2) separate absence requests through IPPSA.

(2). Birthing parents are authorized both the Maternity convalescent leave (six (6) weeks) and the parental leave (12 weeks), non-birthing parents are only authorized the parental leave (12 weeks).

c. Cadre should communicate with their leadership throughout, and, when nearing the conclusion of the pregnancy to ensure parental leave can be processed appropriately.

d. The military parental leave program information can be referenced in ALARACT 018/2023.

7. Family Care Plans (FCP):

a. Family care plans (FCP) are required for service members that are single parents, dual-military couples with dependent Family members; married with custody or joint custody of children whose non-custodial biological or adoptive parent is not the current spouse of the soldier, or who otherwise bears sole responsibility for the care of children under the age of 18 or other unable to care for themselves in the absence of the Soldier; or primarily responsible for dependent Family members. Refer to AR 600-20 Ch. 5-3 para-a. (1).

b. The Commandant will be the approving authority for FCP and will sign the DA Form 5305, FCP, approving the Soldiers designated guardianship. The following documents are required for an approved FCP:

(1). DA Form 5841 (Power of Attorney) or equivalent delegation of legal control.

(2). DA Form 5840 (Certificate of Acceptance as Guardian or Escort).

(3). DA Form 1172-2 (Application for Identification Card/DEERS Enrollment) for each Family member. (Note) AR 600-8-14 directs that identification cards will be issued for children under the age of ten (10) who reside with a single parent or dual-military couple.

(4). DD Form 2558 (authorization to Start, Stop, or Change and Allotment) for active duty or retired personnel unassigned until deployment, or other proof of financial support arrangements.

(5). A letter of instruction to the guardian/escort (see DA Form 5304 (Family Care Plan Counseling Checklist)).

ATSF-W

SUBJECT: NCOA Procedures for Lactation/Breastfeeding accommodations for students and cadre, Family Care Plan, and Parental Caregiver Leave.

(6). If appropriate DA form 7666 (parental Consent) as evidence of consent to the FCP from all parties with a legal interest in the custody of the minor child.

c. Dual military couples will share one (1) FCP and will not need to fill out two (2) separate DA Forms 5305 for each of parent. The primary sponsor should be the parent submitting the FCP. The FCP will need to be signed by both service members Commanders, and each will provide a copy to their designated Command.

d. Pregnant Soldiers who fall under the requirements for a FCP, must use DA Form 5304 as soon as the pregnancy is identified, but no later than 90 days prior to the expected date of birth of the child. Pregnant Soldiers should receive FCP counseling at the time of pregnancy counseling to ensure the Soldier is informed of the responsibilities if she chooses to remain active duty. The FCP must be approved by the Commandant no later than 60 days before the birth of the child and recertified no later than 45 days following the birth of the child.

e. The FCP will be recertified at least annually by initialing and dating the DA Form 5305. This must be done during the anniversary month of the Soldier's birth month. Recertification will need to happen is there is any change of circumstance requiring a change in the FCP, or whenever the Soldier is mobilized, deployed, or processed for pre-deployment. The Commandant will ensure that all information is current, and all documents are still up to date and legally valid.

f. The School Chiefs will counsel the Soldiers that are required FCP on the regulations and requirements. School Chiefs will also maintain a copy of the FCP.

g. The Commandant will maximize feasible testing of the validity and durability of the FCP's. (For example, during exercises, alerts, pre-deployments, mobilization, deployments, annual training, and other unit actives) to ensure information in a Soldiers DA form 5305 is accurate, current, and executable. FCP's found to be invalid during the above testing will be revised/recertified within 30 days of the finding.

8. All Leaders assigned to the NCOA will ensure compliance with this policy.

9. The point of contact for this policy is the undersigned at 580-442-3141 or jason.a.obermuller.mil@army.mil.



JASON A. OBERMULLER
CSM, USA
Commandant



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

ATSF-W

6 December 2024

MEMORANDUM FOR All Personnel, Assigned or Enrolled at the USA NCO Academy, Fort Sill, Oklahoma, 73503.

SUBJECT: NCO Academy Policy Memorandum #17, NCO Academy Procedures for Trust, Teamwork and Cohesion -At-Risk Behavior Mitigation Review.

1. Purpose. This policy is applicable to all personnel, Assigned or Enrolled at the USA NCO Academy (USANCOA). This policy defines the USANCOA Personnel Risk Reduction Policy and Command responsibilities.

2. This policy does not pertain to any actions or requirements associated with the following:

a. Sexual Assault Review Board (SARB) High Risk Response Team (HRRT), in accordance with Army Regulation 600-20.

b. Behavioral Health At-Risk Case Tracking (ARCT) enrollment and tracking requirements outlined in OTSG/MEDCOM Policy Memorandum 21-011.

3. Definitions:

a. **Low-Risk.** Soldier has no significant issues or issues for which they are receiving appropriate support. Potential for adverse outcomes appears to be low.

b. **Moderate-Risk.** Behaviors or concerns that place the Soldier at-risk of serious problems if not addressed through appropriate actions; Soldier exhibiting a pattern of serious risk-taking behavior.

c. **High-Risk.** Behaviors or concerns that potentially place the Soldier or others in danger or harm's way, life threatening risk-taking behavior or jeopardizing team members' safety.

4. Policy. All leaders are responsible and accountable for safety. All leaders and supervisors will encourage help-seeking behaviors at all levels.

a. All First Sergeants, the Commandant, and Deputy Commandant meet monthly with subordinate leaders and associated professionals to review risk behaviors and

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mitigation strategies for all personnel when appropriate. Special emphasis is taken with those identified as moderate or high-risk behavior.

b. HQ Detachment Commander will meet with higher headquarters to conduct a review of all moderate and high-risk personnel quarterly using the unit Health Promotion Team (uHPT) process.

c. My intent is that any Soldier identified as a potential harm to themselves or a harm to others will be monitored as moderate or high risk for a minimum of twelve months (or through upcoming Change of Responsibility) following a significant incident and will be cleared by behavioral health before downgrading risk.

d. Command teams at all levels provide face-to-face overviews of all moderate and high-risk personnel to incoming command teams in order to maintain visibility and continuity of care.

e. Samples of optional formats of "Soldier Risk Review Cards" can be found at the enclosures 1 thru 4.

f. The point of contact for this memorandum is the Commandant CSM Obermuller, Jason A. at (580) 442-3141.



JASON A. OBERMULLER
CSM, USA
Commandant

4 Encls

1. Soldier Risk Review Card Example 1
2. Soldier Risk Review Card Example 1
3. Soldier Risk Review Card Example 1
4. Soldier Risk Review Card Example 1

DISTRIBUTION:

Individual Concerned
School & Section File

Encl 1: SOLDIER RISK REVIEW CARD EXAMPLE

Soldier Name	SSG Snuffy, Joseph (LAST FOUR: 1234)
Date Identified as risk	January 2021.
Risk Level	High
Age/Gender/MOS/TIS	23/Male/13B/3 years
# of Deployments	1
Presenting Concerns	Has concerns of suicidal ideations, received life changing medical news that could impact mental state and increase thoughts of suicide.
Past Stressors	Few social contacts, made statements about committing suicide, referred to Southwest because of thoughts of suicide, medical concerns, ETS from the military, job responsibility.
Past Interventions	Referred and cleared by Some County Medical Center, leadership checking in on Soldier/calling regularly, saw behavior health, removed from position to reduce job stress and allow for time for preparing to ETS, holding firearms in the Battery Arms Room.
Current Plan	Continue contact from leaders, continue to urge Soldier to make BH appointments, continue to hold onto fire arms. Behavior Health has lowered SSG Snuffy to Low Risk per ARCT, has shown improvements.
Criteria for Removal	ETS November 2021

EXAMPLE

Encl 2: SOLDIER RISK REVIEW CARD

Insert Photo
(if available)

DATE REVIEWED: 19 Jul 21
RISK LEVEL: Moderate

RISK FACTOR	RISK FACTOR
BH Diagnosis	Court Martial
Anger Issues	UCMJ
Relationship	Civilian Legal
Family	Medical Issues
Financial	MEB
Unit / Work	APFT Failure
Substance Abuse	Exceeds HT-IWT
Chapter Action	Rank Reduction
Self Esteem	Alcohol
Suicide Event	POWs

Soldier Info (ERB/ORB Data)
 Position: Surplus Soldier
 TIS: 10 Years 8 months
 Race: Caucasian
 Gender: Male
 Age: 31
 Flag: MA
 Security Clearance: Revoked
 Marital Status: Divorced
 Dependents: 0
 Accompanied: No
 Residence: Off post (1508 Name Street, Lawton OK 73501)
 CoC Home visit: N/A

Action Plan:
 • Seeking Counseling/Daily touchpoints w/ SM.
 • Recommendation: Continue to monitor closely.

Background Information:
 Commander Assessment:
 Causes:
 Medical: Completed MEB
 Rad Meds/Narcotics: Hydroxyzine, fluoxetine, Nortriptyline, Prazosin, Viagra, lidocaine patch, Diclofenac Sodium topical gel
 Stressors/ Indicators: Anger issues, gets upset over self admitted trivial things. He just lost his mother 02-April-2021. February 2021 SM lost his brother in-law.
 POW: Yes; secured in off-post residence

Work Status:
 Supervisor: MSG Sergeant
 Battle Buddy: SFC Officer/ SSG Friend
 CDR: CPT Person
 1SG: 1SG People
 ETS: 20220930
 Performance: Works well

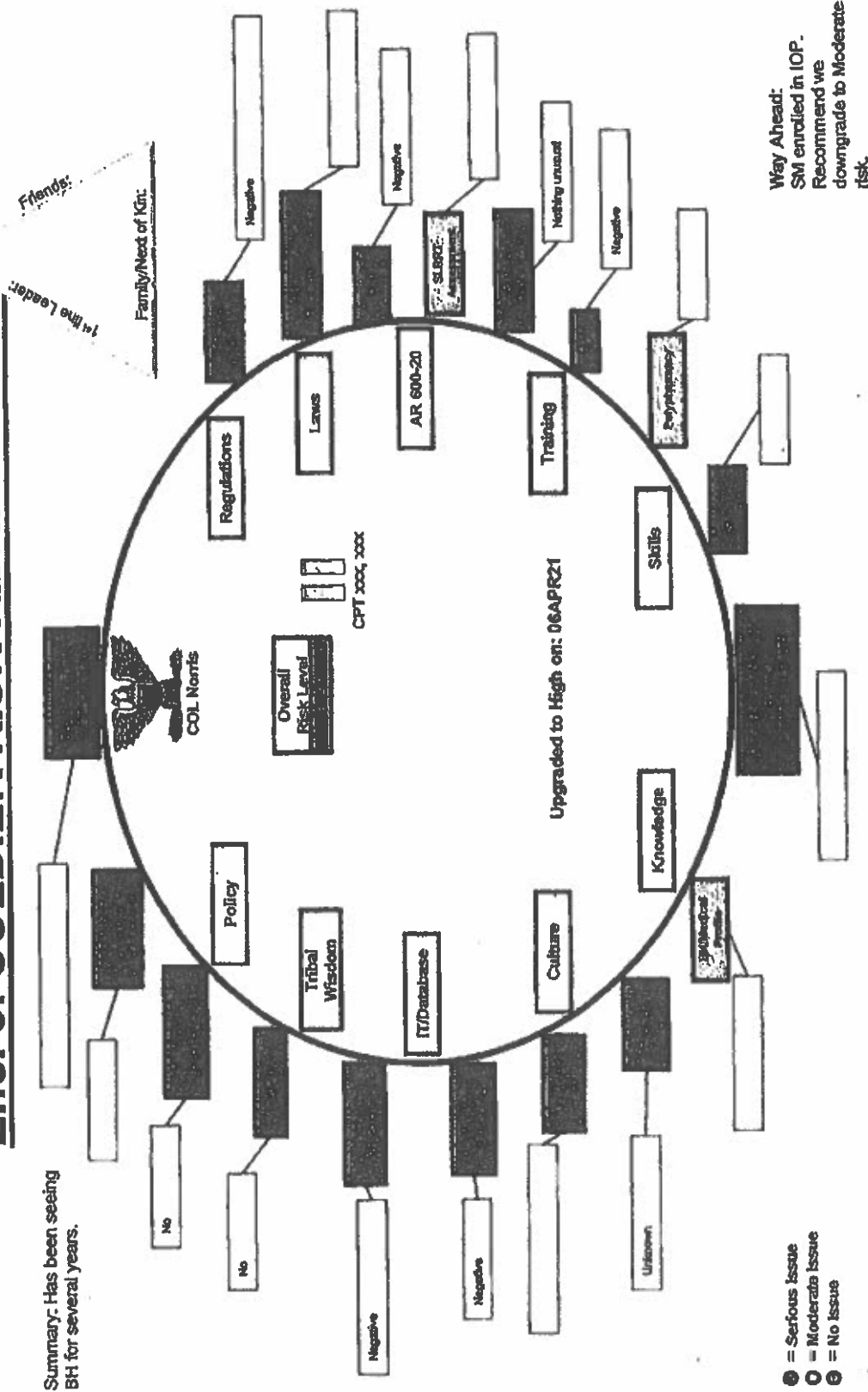
High Moderate Low

Status Update as of 19 July 21

EXAMPLE

Encl 3: SOLDIER RISK REVIEW CARD

Summary: Has been seeing BH for several years.



Marital Status/Children & Ages: Single/0

Age/Gender/MOS/TIS/Deployments: 21/M/13B/2y4m/0



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

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6 December 2024

MEMORANDUM FOR All Personnel, Assigned or Enrolled at the USA NCO Academy,
Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Memorandum #18, Privately Owned Weapons Policy.

1. I do not allow Students attending NCO Academy courses to bring carry or store any privately owned weapons at the NCO Academy.
 - a. The NCO Academy will disenroll Students found in possession of weapon (s) from their class and subject to possible UCMJ action from their parent unit.
 - b. Military personnel found on the installation, in possession of an unregistered firearm, may be apprehended, processes, and titled under Article 92, UCMJ and released to their Chain of Command IAW FT. Sill Regulation 190-11.
 - c. SGLs and SSGLs must ensure that all students are aware and understand this policy, and that they include this policy with the welcome letter.
2. Privately owned firearms will only be brought onto the installation by persons living on the installation or for the purpose of engaging in authorized activities such as hunting, dog training, use of recreational ranges or marksmanship events.
 - a. The following are considered authorized privately owned weapons for possession on the installation, except as outline below: Firearms, bows, (to include long, recurve, cam, or crossbows) air or CO2 rifles or pistols (BB/pellet guns/paintball guns), knives (excluding kitchenware), martial arts weapons, and slingshots.
 - (1). The term "firearm" means:
 - (a). Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 - (b). The frame or receiver of any such weapons.
 - (c). Any firearm muffler or firearm silencer; or
 - (d). Any destructive device. Such term does not include an antique firearm.
 - (2). The term "destructive device" means:

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SUBJECT: NCO Academy Policy Memorandum #18, Privately Owned Weapons Policy.

- (a). Any explosive, incendiary, or poison gas
 - (i). Bomb
 - (ii). Grenade
 - (iii). Rocket having a propellant charge of more than four ounces.
 - (iv). Missile having an explosive or incendiary charge of more than one (10-quarter ounce).
 - (v). Mine, or device similar to any of the devices described in the preceding clauses.

(b). Any type of weapon (other than a shotgun or a shotgun shell which the Attorney General finds is generally recognized as a particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one (1)-half inches in diameter.

b. The following are considered privately owns weapons that are prohibited on the installation: sawed-off shotgun, sawed-off rifle, a firearm with an altered or removed serial number, machine gun not registered with the ATF, rocket launcher, bazooka, recoilless rifle, mortar, hand grenade, or similar type of devices intended to injure or kill a person.

3. Registration of a firearm: Registration of a firearm (and authorized war trophies) is required before the firearm is introduced onto the installation. If personnel are denied registration, they are prohibited from bringing the firearm onto the installation.

a. Personnel assigned to the instillation must register their firearm with ten (10) working days of bringing the firearm on post,

b. If denied registration by a commander, the firearm(s) will need to be removed immediately from the installation.

c. All personnel assigned to the NCOA that reside off post are required to register each firearm they intend to introduce to the installation for engaging in an authorized activity prior to bringing the firearm onto the installation. Soldiers and family members assigned to another installation is required to comply with the registration requirements before introducing a firearm onto the instillation.

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SUBJECT: NCO Academy Policy Memorandum #18, Privately Owned Weapons Policy.

d. Persons PCSing into Fort Sill are authorized to secure a firearm in on post quarters until registration is completed with valid PCS Orders to FSOK. At no time can the firearm be removed from the quarters until weapons registration is complete.

e. Registration form must be submitted to the visitor control center T6701 NW Sheridan Rd.

f. A copy of the registration form will be returned immediately to the requesting registrant with a Provost Marshal stamp on the document. This document serves as the official record of registration. The stamped registration form must accompany the firearm when the firearm is transported or is on the installation.

g. Firearms only need to be registered once on Fort Sill. If additional firearms are purchased and intended for use on Fort Sill person must submit an updated registration form, with only the new firearm information, before the firearm is used for any recreational activity. Soldiers registering new firearms must obtain the Commandant's approval and signature on the registration form.

4. Storing and securing firearms: Privately owned firearms can only be stored at authorized locations. These locations are on post quarters, MWR lodging facilities, MWR ranger facilities, or other facilities approved by the DES Physical Security Branch. Storage of firearms in privately-owned vehicle is prohibited. Firearms will be secured in either a locked container or with an affixed trigger lock. Ammunition for the firearm will be secured separately from the firearm in a locked container that prevents opening by juvenile family member.

5. The Points of Contact for this Memorandum is the undersigned at jason.a.obermuller.mil@army.mil or 580-442-3141.



JASON A. OBERMULLER
CSM, USA
Commandant

