



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

ATSF-WD

10 February 2023

MEMORANDUM FOR Students attending the Senior Leader Course

SUBJECT: Senior Leader Course Welcome Letter

1. On behalf of the Commandant of the Fires Center of Excellence Noncommissioned Officer Academy, congratulations on your selection to attend the Senior Leader Course, your selection for attendance is indicative of your performance and promotion potential.
2. Your selection is an indicator that you are a proven leader and up to the challenges that await you here at the Senior Leader Course. The Small Group Leaders (SGL), NCO Academy Staff and I are committed to ensuring your training with us is both challenging and professionally rewarding.
3. You will complete the Phase I Virtual Learning (VL) portion of the course at your home station prior to arriving at the NCO Academy. Your SGL will provide you with the instructions for enrolling into Blackboard prior to the VL start date. You will be required to check in daily with your SGL on Microsoft Teams. Phase I VL must be completed prior to attending Phase II. Failure to complete Phase I will result in a Denied Enrollment.
4. **You must be in duty uniform upon your arrival to the NCOA.** Students' will report to the location specified by your SGL in the welcome email sent out prior to your NCOA arrival. Students' must physically bring all specified documentation required for in-processing (see below). Students' arriving after duty hours, or prior to your report date, please contact your SGL and you will receive further instructions. Students from outside Fort Sill, OK with an ATTRS wait, "W" status reservations, **do not have authorization to travel to the NCO Academy.** Additionally, please see the attached Fort Sill Travel Training Guidance. NCOA will deny enrollment for any student arriving in a "flagged" status. According to Fort Sill training travel guidance "training travel orders will not be issued in the following circumstances:

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- When assigned or with duty at the training location.
- When ATRRS reservation is in a wait “W” status
- When intent to train in a walk-on status.

5. The safety and well-being of the NCOA cadre and students are my top priority. In these unprecedented times, NCOA is taking measures to prevent the spread of COVID-19.

- NCOA does require Cadre and students to use hand sanitizer and/or wash their hands every time they enter their respective classrooms. Masks are only mandatory for wear in Reynolds Army Health Clinic and Cowan Dental Clinic.

6. Report to IHG with Name, Class#, MOS, and School attending. On-post Lodging is located three miles from the NCOA, it is imperative that you plan accordingly. If you do not have a **reserved** seat in ATRRS, you will not have a lodging reservation at Altman Hall. It is up to your unit to authorize you the use of a rental car. **The NCOA is not the rental car, approval authority.** NCOA highly recommends that unit's authorize students' the use of a rental car due to the travel distance from Post lodging to the NCOA. See Fort Sill Travel Training Guidance.

7. The NCO Academy student mailing address is,

NCO Academy
SSG Last, First, 13B40, Class #002-21 745 Geronimo Rd
Fort Sill, OK 73503-4403

8. When reporting, students will provide a minimum, two copies of the following completed documents:

- DA Form 3349 / MMRB (if applicable)
- Permanent profiles must have the same date, or later date as your physical examination or the profile is not valid.
- NCOA will deny enrolment to students' reporting to SLC with a **temporary profile**.

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- TRADOC Form 350-18-2-R-E, Pre-Execution Checklist (PEC)
- Student's PEC must be complete.
- Your Commander must sign the PEC. PECs signed by a delegated authority, must also have the signed, assumption of command orders.
- Soldier Talent Profile (STP); STP's must be current, no more than one month old.
- DD Form 2808 (only if not on SRB)
- Everyone must have a physical or Periodic Health Assessment (PHA) that will be valid through the graduation of your course. **No exceptions!**
- Students that are 40 years old or older must have a current PHA completed and signed by a medical professional.
- Students must either bring a copy of your physical or have it annotated on your SRB, but you must have your EKG results.
- Promotion orders (if the current grade does not reflect accurately on the SRB).
- ALC DA Form 1059s (if not currently reflected on the SRB).
- Assignment orders, DA Form 1610 or DTS orders/ DA Form 4187 if local.
- SGLV-8286 (SGLI) and DD Form 93 (Emergency data).
- Security Clearance

Students requiring a Security Clearance must have all issues with clearances resolved prior to NCOA arrival. If clearance resolution is not resolved within the first 72 hours of SLC, applicable students' may be either denied enrollment or dropped from the course for failure to meet SLC pre-requisites.

- TDY enroute students must have a completed DA Form 31 from their losing unit.

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

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

Mandatory Contact Information

- You must have your 1SG, Battalion, Brigade and Division CSM's name, and phone number and e-mail addresses when you arrive at SLC, this is **mandatory** information.
- DA 705 for ACFT and DA 5500/5501 if applicable

9. The Commandant does not authorize students' possession or use privately owned weapons or use of Motorcycles while attending PME. Students are not authorized to bring weapons or motorcycles to the NCOA.

10. Students not stationed at Fort Sill, S1 will enroll students into the Meal Entitlement Maintenance Program for dining facility use seven days a week.

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

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

<https://apastyle.apa.org/>

12. ASU or AGSU is the only authorized uniform for graduation. The Commandant will case by case basis decide all others. Business casual will be worn at least one day while in attendance at the FCoE NCOA.

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13. POC is the undersigned at 580-442-2619 or christopher.k.kimery.mil@army.mil

CHRISTOPHER K. KIMERY
1SG, USA
SLC School Chief