



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
United States Army Noncommissioned Officer Academy
Senior Leader Course
Fort Sill, Oklahoma 73503

ATSF-WD

6 November 2015

MEMORANDUM FOR SLC STUDENTS

SUBJECT: Welcome Letter

Congratulations on your selection to attend the Senior Leader Course (SLC). Your selection is an indicator that you are a proven leader and up to the challenges that await you here at the Fires Center of Excellence. The Small Group Leaders (SGL), NCO Academy Staff and I are committed to ensuring your training with us is both challenging and professionally rewarding.

Upon your arrival to Fort Sill, report to the Fires Center of Excellence NCO Academy IAW your specific ATRRS report date. Report wearing duty uniform, to the location specified by your SGL in the welcome email, possessing all document requirements (see below). If you arrive after duty hours or prior to your report date, please contact your SGL and you will be provided further instructions. If you are in a wait status on ATRRS, realize that you have no guarantee of enrollment in your applicable class. The priority is those students that have a reserved status in ATRRS. Students arriving in a wait status that cannot enroll (i.e. class is full), will return to their parent unit.

1. Student lodging reservations will be made at billeting, BLDG #5678 (Aultman Hall), on Fort Sill. Inbound students must call 580-442-5000 at least one week prior (I recommend one month), to your departure from home station to confirm your lodging reservation. The distance between on-post lodging and the NCO Academy is approximately two miles. The NCO Academy cannot authorize you a rental car; it is your unit's decision to authorize you the use of a rental car. The NCO Academy strongly recommends that your unit authorizes you a rental car.

2. The mailing address while you are at the NCO Academy is (example below):

SFC Joe Snuffy
5676 Ferguson Rd.
Aultman (or Allen) Hall, Room ###
Fort Sill, OK 73503

3. When you report you will need at least two copies of the following completed documents:

- DA Form 3349 for Permanent Profile (if applicable).
 - NCO Academy will deny enrollment to students with most temporary profiles.
- Completed TRADOC Form 350-18-2-R-E (Pre-Execution Checklist – July 2009 edition only).
- Current ERB – no more than one month old.
- Current physical/PHA annotated on ERB.
 - If not on ERB, must bring a copy of physical.
 - Over 40 must have an over 40 physical with EKG results.
- Promotion orders (if not on ERB).
- Assignment orders, DA Form 1610 or DTS orders.
- SGLV/DD Form 93.

- DA form 31 if applicable:
 - If TDY en route, you must have a completed DA Form 31 from your losing unit.
 - If taking leave after graduation you must have a completed DA Form 31 from your unit.
 - The NCO Academy will not process leave requests except for emergencies.
- Certificate of completion for Structured Self Development 3 (SSD3).
- Comprehensive Soldier Fitness Soldier Survey results from the Global Assessment Tool (GAT).
 - <https://www.sft.army.mil>
- Complete the Multi-Source Assessment and Feedback (MSAF360).
 - <http://msaf.army.mil/LeadOn.aspx>
- Copy of completed Commanders Safety Course certificate and Accident Avoidance Course.
 - <https://www.lms.army.mil>
- Mandatory Contact Information.
 - You must have your 1SG's, Battalion, Brigade and Division CSM's names, phone numbers, and .mil email addresses.

4. An official height and weight screening will be administered in the first 24 hours and an APFT will be administered in the first 48 hours of the start of your course here at the NCO Academy. Come prepared to meet the Army standards of AR 600-9 and APFT. If you fail either H&W or APFT you will be tested again in one week. If you fail the retest, you will be dismissed from the course IAW ALARACT message 267/2012, Army Directive 2012-20, paragraph 4.

5. It is recommended that you have your finances in order prior to arrival and have a government travel card for your expenses. If you are flying, do not schedule your return flight any earlier than 1700 on graduation day to allow time for final outprocessing. All Soldiers not stationed at Fort Sill will be issued a meal card for use Mondays through Fridays. You will still receive per-diem for weekends and holidays.

6. Possession of privately owned weapons is not authorized while you are attached to the NCO Academy.

7. Students are not authorized to ride their motorcycles during the duration of the course.

8. While at 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 format essay paper:

- <https://owl.english.purdue.edu/owl/resource/560/01/>
- <http://psychology.about.com/od/apastyle/a/apageneral.htm>

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

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

10. If you have any questions, please feel free to contact one of the Senior Small Group Leaders (SSGL) at commercial 580-442-6970 or DSN 639-6970. If your Chain of Command has any questions please have them contact me at the number or email address below.

11. POC is the undersigned at 580-442-2619 or david.r.hickman4.mil@mail.mil



DAVID R. HICKMAN
1SG, USA
SLC School Chief