



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY  
ADVANCED LEADER COURSE  
BUILDING 3661, SWARTZ ROAD  
FORT SILL, OKLAHOMA 73503-5600

ASTF-WB

15 October 2015

MEMORANDUM FOR: ALC STUDENTS

SUBJECT: Advanced Leader Course Welcome Letter

Congratulations on your selection to attend the Advanced Leader Course (ALC). 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 instructors, staff and I are committed to ensure your stay with us is both challenging and professionally rewarding. Report in accordance with your ATRRS report date/Welcome Letter; although you technically have until 2359 hours, we ask that you report at 0900 to begin in-processing. Report to Bldg #3661, ALC office (SW corner of the building, first floor) in ACUs with all of your required documents (see paragraph 3). If you arrive after duty hours or prior to your report date please sign in with Staff Duty located in Bldg #3662, (580-442-2417) and you will receive further instructions. Keep in mind that you need to arrive in enough time to get sufficient rest prior to signing in and are fully ready to meet the Army Physical Fitness Standards of FM 7-22 and Height/Weight Standards IAW AR 600-9 which will be evaluated on day 1. If you are in a wait status on ATRRS, you must understand that you are not guaranteed enrollment. We will enroll students who have reserved seats first and then enroll wait status students in any remaining seats. Any personnel arriving in a wait status who are not enrolled and seats are not available, will be returned to their unit.

1. Your lodging reservations should have been made for you at IHG Army Hotels, Holiday Inn Express located in Bldg #5678, (Aultman Hall) here on Fort Sill. You need to call 1(580) 355-4475 at least one week prior, (I recommend one month) to departure from your home station to confirm your reservation. On-post Lodging is located three miles from the NCO Academy. So it is imperative that you and your Schools NCO plan accordingly. If you do not have a **Reserved** seat in ATRRS, then you will not have a lodging reservation at Aultman Hall. If you are on Wait Status or a Walk-on, then you should be prepared to stay at a hotel off the installation if lodging is not available. It is up to your unit to authorize you the use of a rental car. **The NCO Academy cannot authorize you a rental car**, but it is highly recommended by the NCO Academy to students and Schools NCO's to authorize the use of a rental car due to the distance from On-post Housing to the NCO Academy.

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

NCO Academy  
SSG Joe Name Class #002-10  
3662 Swartz Rd.  
Ft. Sill, OK 73503-4403

3. When you report you will need at least two copies of the following completed documents:
  - a. DA Form 3349 / MMRB (if applicable)
    - 1) Permanent profiles must have the same or later date as your physical examination or it is not valid.
    - 2) If you have a temporary “Wounded Warrior” profile you will need a copy of the profile and a memorandum signed by your battalion commander or higher verifying you are a “Wounded Warrior”.
    - 3) Students with a temporary profile will be denied enrollment.
  - b. TRADOC Form 350-18-2-R-E (Pre-Execution Checklist)
    - 1) Your PEC must be complete.
    - 2) Pre-Execution Checklist must be signed your commander (Battery, Company or Troop)  
If signed by a delegated authority, assumption of command orders must accompany.
  - c. ERB; your ERB must be current, no more than one month old.
  - d. DD Form 2808 (only if not on ERB)
    - 1) Everyone must have a physical or Periodic Health Assessment (PHA) within the last 12 months. No exceptions!
      - a. Everyone who is 40 or older must have a CVSP (over 40 physical) with EKG Results.
      - b. You must either bring a copy of your physical or have it annotated on your ERB, but you must have your EKG results.
    - 2) Promotion orders (if the current grade does not reflect accurately on the ERB).
    - 3) BLC DA Form 1059s (if not currently reflected on the ERB).
    - 4) Assignment orders, DA Form 1610 or DTS orders.
    - 5) Medical record (everyone not stationed at Fort Sill).
    - 6) SGLV-8286 (SGLI) DD Form 93 (Emergency data).
    - 7) All non-Fort Sill students will be required to verify, update and if necessary fill out new SGLI and DD 93 forms. These forms will take the place of the ones you currently have on record.
  - e. DA Form 31 (if applicable)
    - 1) If TDY enroute you must have a completed DA Form 31 from your losing unit.
    - 2) If taking leave between graduation and returning to your unit you must have an approved DA Form 31 from your unit or losing unit.
    - 3) The NCO Academy ***will not*** process leave requests except for emergencies.
  - f. Mandatory Contact Information  
You must have your 1SG, Battalion, Brigade and Division CSM’s name, phone number and e-mail addresses when you arrive at the Fort Sill NCOA. Again this is **mandatory** information.
  - g. Additional funds (optional, but highly recommended). The following is a breakdown of the additional funds that you should be prepared to spend while at ALC.
 

1) AUSA Membership -	\$25	4) Class T-Shirt -	\$15
2) ADA Association -	\$35	5) Legacy Gift -	\$10
3) Class Photo -	\$12	6) Social (Breakfast/Dinner) -	\$24
4. An official height and weight screening and APFT will be administered within 72 hours of your signing into the NCO Academy. Come prepared to meet the Army standards for height,

weight and physical fitness. If you do not pass the APFT or meet the body fat standards outlined in AR 600-9, then I strongly encourage you to meet the standard, retrain, overcome the flag, bar to reenlistment and then attend the course. If you fail, you will be given a retest seven days from the initial test. In accordance with AR 350-1 Par 3-13, Physical Readiness and Height and Weight Requirements for Professional Military Institutional Training “Soldiers who subsequently fail to meet physical fitness and/or height and weight standards will be removed from the course” and receive Failed to Achieve Course Standards on his/her DA Form 1059.

5. I also recommended that you have your finances in order prior to arrival and have a government credit card for your expenses. 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 Saturdays, Sundays and holidays.

6. **Possession and use of privately owned weapons is not authorized while you are attached to the NCO Academy. Do not bring them!**

7. Do **not** schedule any return flights to your home station or next duty station prior to 1700 on your scheduled Graduation Day!

8. Please visit the NCO Academy website, <http://sill-www.army.mil/usancoa> for additional information. You can also access the [Refresher/Reach back Training link](#), on the Fires Knowledge Network (FKN) through AKO.

9. You may contact one of the Small Group Leaders or me at DSN 639-2619/4968/6970 or commercial (580) 442-2097/6127.

Once again, congratulations on your selection and I look forward to your attendance.

//original signed//  
ANTONIO T. MORRIS SR.  
1SG, USA  
ALC School Chief