



**DEPARTMENT OF THE ARMY  
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY  
FORT SILL, OKLAHOMA 73503-5600**

ATSF-W

7 June 2011

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

SUBJECT: NCO Academy Policy Letter # 15, Student Accountability and Attendance

1. Students attending courses at the NCO Academy are required to be present at all activities on the appropriate school training schedule. Any exception to this must be approved by the Commandant at the recommendation of the School 1SG.
2. Missing four or more hours of events on the Training Schedule may result in dismissal from the course.
3. Being late or missing accountability formation may result in dismissal from the course.
4. SGLs and SSGLs must ensure that they monitor attendance and accountability of students.

A handwritten signature in black ink, appearing to read "B.A. Pinkney".

**BRYAN A. PINKNEY  
CSM, USA  
Commandant**