



**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 # 17, Student Living Standards

1. The living standards and security of our students is of essential importance in providing a challenging leadership intensive environment.
2. Students attending the Warrior Leader Course (WLC) will reside in their place of residence, when student's residences are less than a 20-mile radius from Fort Sill. Students residing outside the 20-mile radius will reside in the WLC barracks, unless the WLC School Chief releases them for specific circumstances.
 - a. All Soldiers are required to report 10 minutes prior to all formations. The first time a Soldier fails to report on time will result in the Soldier receiving an adverse counseling and will be referred to the Commandant for possible dismissal from the course, IAW with Policy Letter #15.
 - b. Students attending the WLC are required to maintain a room in the barracks the entire length of the course, regardless of their residence. Student leaders will develop their own plan of action to keep the barracks clean and policed.
 - c. For the duration of the WLC, the consumption of alcohol is strictly prohibited on all training days and all days prior to training. Alcohol is strictly prohibited in the barracks.
 - d. Students are not authorized to remove any Academy equipment from the school grounds (i.e. student laptops, PT belts). This equipment will be stored in the Soldier's personal wardrobe locker in their assigned room.
 - e. Resident students reside in their designated barracks room during quiet hours. Quiet Hours are from 2300-0500 daily and are subject to change IAW the training schedule.
 - f. Fire Guards are posted during quiet hours. They will assist the NCOA Staff Duty NCO in the accountability of resident students.
 - g. The student parking area is located at the corner of Pitman Road and Thomas Street (overflow parking of the Bamford Dining Facility).

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- h. Visitation between male and female Soldiers in barracks living areas is unauthorized.
 - i. Visitors are not allowed in the barracks.
 - j. There is no tobacco use in the barracks. The only designated smoking area for WLC students is located on the south side of building #3668.
 - k. To prevent embarrassing situations after duty hours, Soldiers are required to wear the PFU (not just undergarments) when walking down hallways and walking to and from showers, latrines and washrooms.
 - l. After weapons are issued, all students are limited to the barracks and the WLC grounds. During this time, students are not allowed to operate POV's.
 - m. To avoid transportation issues; on the night prior to Land Navigation and STX, all students will reside in the barracks in order to be present once transportation arrives.
 - n. In the interest of safety (adverse weather, late training.), WLC School Chief or the Commandant both have the option to restrict all students to the barracks at any given time, instead of allowing students to travel to their place of residence.
3. Advanced/Senior Leaders Course (ALC/SLC) students are billeted in the BEQ or in hotels downtown that are contracted under MTSS program. Student will maintain their rooms according to the BEQ or hotel rules. Problems with BEQ or hotel should first be handled with the front desk. If issue cannot be resolved to satisfaction, use the ICE website (ice.disa.mil/) and the attached "Student Billeting Issue Worksheet".
4. Accountability of student personnel is both a cadre and student leader responsibility. Cadre will ensure that student leaders are aware that rendering a false report jeopardizes their continuance in the course.

Encls.
NCOA Student Billeting Issues Sheet


BRYAN A. PINKNEY
CSM, USA
Commandant

NCOA Student billeting issues sheet

1. Student name: _____ Date: _____

2. Course attending: _____

3. Name of Hotel: _____

4. Room Number: _____

Instructions for Students that have issues: First- contact the front desk of the hotel to try and resolve any issues with your accommodations. Second- if issues cannot be resolved with the hotel fill out this form and any other pertinent information and turn it in immediately to your SGL. The SGL, in turn, will turn it into the School Chief who will turn it into the Chief of Training office to turn into Directorate of Contracting and FCOE G3/5/7. *** *(write legibly)* ***

1. List the issues with the facility (be specific and list details):

2. Personnel at hotel notified of your issues and the corrective actions they took:

3. Any comments that can further help explain your situation:

NOTE: if additional room is needed to further the explanation, use the reverse side of this form