



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

ATSF-W

2 October 2014

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

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

1. Students attending courses at the NCO Academy will be present at all activities on the appropriate school training schedule. The Commandant at the recommendation of the School ISG must approve any exception to this.
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 for misconduct.
4. Any Soldier who fails to report on time will result in the Soldier receiving an adverse counseling and the School First Sergeant will refer the Soldier to the Commandant for possible dismissal from the course.
5. Students will inform their Small Group Leader verbally or through a phone call prior to going to sick call. Informing does not include text messages from a cell phone or device. Students going to sick call will report to accountability formation prior to their SGL releasing them for sick call, unless there is an emergency. An emergency is a condition that would lead to a student's absence of immediate medical attention that could result in a threat to his/her life, limb or eyesight. Any students who believe they have an emergency should report to the nearest emergency room or call 911.

NCO Academy students will report to Reynolds Army Community Hospital Urgent Care for emergencies or sick call. Urgent Care is available 24 hours a day, seven days a week, and 365 days a year. Fort Sill students that attending NCO Academy will see their primary care provider, unless their situation is an emergency (threat to his/her life, limb or eyesight). Failure to follow sick call procedures may result in a student's dismissal from their course.

6. SGLs and SSGLs will strictly always monitor attendance and accountability of students.

A handwritten signature in black ink, appearing to read "Philip J. Brunwald".

PHILIP J. BRUNWALD
CSM, USA
Commandant