



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

ATSF-W

16 September 2014

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. Counsel and refer the Soldier to the Commandant for possible dismissal from the course, IAW with Policy Letter #15 the first time a Soldier fails to report on time
  - b. Students residing in the WLC barracks will develop their own plan of action to keep the barracks clean and policed.
  - c. Do not 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.
  - d. 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.
  - e. The student parking area is located at the corner of Pitman Road and Thomas Street (overflow parking of the Bamford Dining Facility).
  - f. Visitation between male and female Soldiers in barracks living areas is unauthorized.
  - g. Do not allow visitors in the barracks.
  - h. Do not use tobacco products in the barracks. The only designated smoking area for WLC students is located on the south side of building #3668.
  - i. 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.

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j. After the issuing of weapons, all students are limited to the barracks and the WLC grounds. During this time, students will not operate their POV's.

k. 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. The BEQ or hotels downtown that are under contract through MTSS program will house Advanced/Senior Leaders Course (ALC/SLC) students. Student will maintain their rooms according to the BEQ or hotel rules. Handle all problems with BEQ or hotel with the front desk first. If issue cannot be resolved to satisfaction, use the ICE website ([ice.disa.mil/](http://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.

Encl.  
NCOA Student Billeting Issues Sheet



PHILIP J. BRUNWALD  
CSM, USA  
Commandant