



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 # 24, Continuity Books/Desktop SOPs

1. The following persons will maintain a Continuity Book/Desktop SOP that covers all relevant information to their duties, the procedures for those duties, and any other information relevant for survival in that position or section:

- a. Deputy Commandant
- b. First Sergeants/School Chiefs
- c. Operations Sergeants
- d. Chief of Training
- e. Command Secretary
- f. SDNCO
- g. S-4 NCO
- h. Each Senior Small Group Leader
- i. Each NCO Academy-level Additional Duty NCO

2. Once semi-annually, schedule with the Commandant and Deputy Commandant to provide an overview of your book.

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

PHILIP J. BRUNWALD  
CSM, USA  
Commandant