



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 # 26, Master Vault Files

- I. Each School Chief is responsible for maintaining and controlling a set of Master Vault Files for their school. They will appoint, in writing, one NCO to maintain the Master Vault Files and to **check with the appropriate agency or website for weekly updates.**
2. NCOs update each set of Master Vault Files with the most current changes of all Training Support Packages, VGTs, Programs of Instruction, Course Manager Guides and anything that pertains to our course instruction.
3. Each School Chief is responsible for ensuring that all **updates are in their classrooms,** in the instructor's lesson plans and packets.

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

PHILIP J. BRUNWALD
CSM, USA
Commandant