



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY NONCOMMISSIONED OFFICER NCO 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 # 4, Drug or Alcohol Abuse/Incidents

1. Evaluate each alcohol or drug abuse situation individually and treat anyone seeking assistance for a drug or alcohol problem with respect and dignity. If you feel that you have a problem, seek assistance immediately from the School First Sergeant or myself. Requests will remain confidential and assistance will be sought. Seeking help after an alcohol or drug incident is often too late. I expect all leaders to understand their responsibility for the welfare of Soldiers. Your responsibility extends to Soldiers' personal lives as well as their professional lives. Impairment of duty performance or personal life due to abuse of alcohol or drugs is detectable. Talk to someone if you have a problem, or suspect a peer, subordinate, or any Soldier of having alcohol or drug problem. Help is available.
2. There is no excuse for a Soldier, student or cadre, in this NCO Academy to drink and drive. All Soldiers will carry on their person a "Smart Card" with phone numbers of NCO Academy leaders who will go anywhere in the Lawton metropolitan area to get impaired Soldiers, students or cadre and ensure they arrive safely back at the NCO Academy. School Chiefs and Staff supervisors will support this initiative.
3. The definition of a alcohol related incident is where alcohol consumption is the causative factor. Examples of alcohol related incidents include but are not limited to, driving while intoxicated, driving under the influence, assault while intoxicated, and spouse or child abuse while intoxicated. The definition of a drug related incident is involving the use, distribution or association with illegal drugs. Both types of incidents are punishable under UCMJ and are grounds for dismissal from the NCO Academy.
4. As leaders, it is our responsibility to uphold high standards in both our professional and personal lives.

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

PHILIP J. BRUNWALD  
CSM, USA  
Commandant