



**DEPARTMENT OF THE ARMY**  
United States Army Noncommissioned Officer Academy  
3662 Swartz Rd.  
Senior Leader Course (SLC)  
Fort Sill, Oklahoma 73503

ATSF-WD

18 Jun 2014

MEMORANDUM FOR SLC STUDENTS

SUBJECT: Welcome Letter

Congratulations on your selection to attend the Senior Leader Course (SLC). Your selection is an indicator that you are a proven leader and up to the challenges that await you here at the Fires Center of Excellence. The Small Group Leaders (SGL), NCO Academy Staff and I commit to ensuring your stay with us is both challenging and professionally rewarding.

Upon your arrival to Fort Sill, report to the Fires Center of Excellence NCO Academy IAW your specific ATRRS report date. Report wearing ACUs, to **Bldg #3661, SLC office** (SE corner of the building, first floor) possessing all document requirements (see paragraph 2). If you arrive after duty hours or prior to your report date, please sign in with Staff Duty NCO located in Bldg #3662, (580-442-2417) Staff Duty NCOs will provide further instructions. If you are in a wait status on ATRRS, realize that you have no guarantee of enrollment in your applicable class. The priority is enrolling students who have reserve seats is first and then enrolling wait status students in any remaining seats. **Students arriving in a wait status and cannot enroll, will return to their parent unit.**

1. Student lodging reservations should have been made for you at billeting, BLDG #5678 (Aultman Hall), on Fort Sill. In bound students must call 580-442-5000 at least one week prior (I recommend one month), to your departure from home station to confirm your lodging reservation. The distance between On-Post Lodging and the NCO Academy is approximately three miles. **IAW ALARACT message 432/2011 effective 23 Nov 11, If Fort Sill does not have adequate official travel government quarters and non-availability control numbers for quarters are NOT required for travel.** It is imperative that you and your BN/BDE Schools NCO plan accordingly. If you do not have a **reserved** seat in ATRRS, then you will not have a lodging reservation at Aultman Hall. If you are in a wait status or a walk on, then you should be prepared to stay at a hotel downtown, as lodging is not available. It is **your unit's decision** to authorize you the use of a rental car. The NCO Academy **cannot** authorize you use of a rental car, The NCO Academy strongly recommends that student authorization of a rental car due to the above ALARACT message and distance from On-post Housing to the NCO Academy.

2. The mailing address while you are at the NCO Academy is (example below):

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NCOA  
SFC Joe Snuffy, Class #035-12  
745 Geronimo Rd  
Ft Sill, OK 73503

3. When you report you will need at least two copies of the following **completed** documents:

a. DA Form 3349 / MMRB (if applicable)

1) Permanent profiles must have the same or later date as your physical examination or it is not valid, but at a minimum no more than 5 years old.

2) If you have a temporary "Wounded Warrior" profile, you will need a copy of the profile **and** a memorandum signed by your battalion commander or higher verifying you are a "Wounded Warrior."

3) **NCO Academy will deny enrolment to Students with any temporary profiles.**

b. TRADOC Form 350-18-2-R-E (Pre-Execution Checklist)

1) Your PEC must be complete.

2) If signed by anyone other than your Commander (Battery must be a Captain) we require assumption of command orders or memorandum from the Commander authorizing someone to sign for him/her.

3) We only accept the July 2009 edition.

c. ERB; your ERB must be current, no more than one month old.

d. DD Form 2808 (only if not on ERB)

1) Possess a Physical or Periodic Health Assessment (PHA) from within the last 12 months.

2) Anyone who will be 40 or older as of 27 June 2008 must have a CVSP (over 40 physical) with EKG results.

3) You must either bring a copy of your physical or have it annotated on your ERB,

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but you must have your EKG results.

- i. Promotion orders (only if not on ERB)
- ii. WLC and BNCO/ALC DA Form 1059s (only if not on ERB)
- iii. Assignment orders, DA Form 1610 or DTS orders
- iv. SGLV-8286 (SGLI)
- v. DD Form 93 (Emergency data)

1) All non-Fort Sill students will be required to verify, update and if necessary fill out new SGLI and DD 93 forms. These forms will take the place of the ones you currently have on record.

e. DA Form 31 (if applicable)

- 1) If TDY enroute you must have a completed DA Form 31 from your losing unit.
- 2) If taking leave between graduation and returning to your unit you must have an approved DA Form 31 from your unit.
- 3) The NCO Academy **will not** process leave requests except for emergencies.

f. Certificate of completion for Structured Self-Development 3 (SSD3).

g. Comprehensive Soldier Fitness Soldier Survey results from the Global Assessment Tool (GAT). You must bring a copy of your mandatory GAT results with your name at the top of the form or you will be required to take the survey while attending the course. You can go to the following link, log in using your CAC or your AKO User ID and password and then take the survey prior to attending the course:  
<https://www.sft.army.mil/>

h. Complete the **Multi-Source Assessment and Feedback (MSAF360) online:**  
<http://msaf.army.mil/LeadOn.aspx>

**The Multi-Source Assessment and Feedback (MSAF) 360** program is designed to enhance leader adaptability and self-awareness and to identify Army Leaders strengths and developmental needs. Assessments are made by the leader and from those who surround the leader: subordinates, peers and superiors. The 360-degree

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assessment builds on the Army's standard practice of conducting after action reviews for units.

MSAF will provide all army leaders information that will benefit them in current and future leadership positions. It requires candid and honest assessment by those asked to participate in the process. Leaders who have been assessed must expend serious effort to understand their feedback and work diligently to use it for their continued development and for the good of the Army.

i. Additional funds (optional, but highly recommended). The following is a breakdown of the additional funds that you should be prepared to spend while at SLC.

1) AUSA Membership	\$25
2) ADA Association	\$20
3) Class Photo	\$12
4) Social (Breakfast/Dinner)	+\$24
5) Total Cost	\$71

j. **Mandatory Contact Information**

You must have your First Sergeant's, Battalion, Brigade and Division CSM's names, phone numbers, along with all e-mail addresses when you arrive at Fort Sill NCOA.

4. An official height and weight screening will be administered in the first 24 hours and an APFT will be administered in the first 48 hours of your course here at the NCO Academy. Come prepared to meet the Army standards for height, weight, and APFT. If you cannot meet the body fat standards outlined in AR 600-9, then I **strongly discourage** you from attending. If you fail, you will be dismissed from the course IAW ALARACT message 267/2012, Army Directive 2012-20, paragraph 4.

5. I also recommended that you have your finances in order prior to arrival and have a government credit card for your expenses. If you are flying, do not schedule your return flight any earlier than 1700 on graduation day. All Soldiers not stationed at Fort Sill **will be issued a meal card** for use Mondays through Fridays. You will still receive per-diem for Saturdays, Sundays and holidays.

6. Possession and use of privately owned weapons is **NOT** authorized while you are attached to the NCO Academy.

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7. Students are **NOT** authorized to ride their motorcycles during the duration of their respective course.
8. While at the course, you will be required to write two Essay Papers in MLA format.

The following links will prepare you in advance in how to write MLA format essay paper correctly in the above format:

Obtain Information from A Guide for Writing Essay Papers Based on Modern Language Association (MLA) Documentation at this website

<http://www.webster.edu/academic-resource-center/writingcenter/writing-tips/mla.html>

Obtain Information on Writing a Essay Paper at this website

<http://owl.english.purdue.edu/owl/resource/658/01/>

Obtain Guidelines for Essay Papers at this website

<http://www.auburn.edu/~burnsma/papers.html>

9. Please make time and visit the NCO Academy website for additional information at this website

[http://sill-www.army.mil/usancoa/slc\\_fa.htm](http://sill-www.army.mil/usancoa/slc_fa.htm).

You can also access the Refresher/Reach-back Training at this website

[https://firescoe.sill.army.mil/index\\_FA.htm#\\_your\\_MOS](https://firescoe.sill.army.mil/index_FA.htm#_your_MOS) ,

on the Fires Knowledge Network (FKN) through AKO. You will find all course materials listed by MOS.

10. If you have any questions, please feel free to contact one of the Senior Small Group Leaders (SSGL) at DSN 639-6970 or commercial (580) 442-6970.
11. If your Chain of Command has any questions please have them contact me at DSN 639-2619 or commercial (580) 442-2619.

Once again, I congratulate you on your selection and look forward to your attending

SLC.  
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12. POC is the undersigned at DSN 639- commercial 580-442-2619.

///ORIGINALLY SIGNED///  
JAMES H. PLATT  
1SG, USA  
SLC School Chief