



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY  
BUILDING #3662, SWARTZ ROAD  
FORT SILL, OKLAHOMA 73503-5600

REPLY TO  
ATTENTION OF

ASTF-WB-1SG

15 July 2020

MEMORANDUM FOR: Students attending the Advanced Leader Course

Subject: Advanced Leader Course Welcome Letter

1. On behalf of the Commandant of the Fires Center of Excellence Noncommissioned Officers Academy, congratulations on your selection to attend the Advanced Leader Course. Your selection for attendance is indicative of your performance and promotion potential.
2. Your promotion selection is an indicator that you are a proven leader and up to the challenges that await you at the Advanced Leader Course. We rigidly hold students and ourselves, to the established Army standard and encourage everyone to exceed the standard. ALC will not give out anything; Students' will earn what they receive. Students, who fail to meet an established standard, will have the opportunity education, tutoring, and mentorship necessary to meet the standard. The Small Group Leaders (SGL), NCO Academy Staff and I are committed to ensuring your education and training with us is personally challenging and professionally rewarding.
3. **Upon your arrival to Fort Sill, all TDY students must report to the Urgent Care Clinic on the east side of Reynolds Army Health Clinic (BLDG 4301 Wilson St. Fort Sill, OK 73503) between the hours of 0700-1900 for COVID-19 screening.** Local Fort Sill students are not required to report to the UCC before reporting. Upon completion of the screening, students will receive documentation affirming his or her screening clearing students' to report to ALC. Students' must bring this documentation when they report to the NCOA. **When reporting to the NCOA you must be in duty uniform.** Students' will report to the location specified by your SGL in the welcome email sent out prior to your NCOA arrival. Students' must physically bring all specified documentation required for in-processing (see below). Students' arriving after duty hours, or prior to your report date, please contact your SGL and you will receive further instructions. Students from outside Fort Sill, OK. with an ATTRS wait, "W" status reservations, **do not have authorization to travel to the NCO Academy.** Additionally, NCOA will deny enrolment for any student arriving in a "flagged" status. According to Fort Sill training travel guidance "training travel orders will not be issued in the following circumstances:
  - a. When assigned or with duty at the training location.
  - b. When ATTRS reservation is in a wait "W" status
  - c. When intent to train in a walk-on status.

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4. The safety and well-being of the NCOA cadre and students are my top priority. In these unprecedented times, NCOA is taking measures to prevent the spread of COVID-19. NCOA has reduced classroom occupancy from 16-20 students, down to eight students, allowing for social distancing. NCOA requires Cadre and students to use hand sanitizer and/or wash their hands every time they enter their respective classrooms. Additionally, all cadre and students will wear masks when in close quarters (i.e. classroom, latrines etc.). Masks will be earth tone colors with no logos. Personnel can wear surgical masks, and military issued neck gator. Student will not wear Bandanas and shemaghs (traditional Arabian headdress) while they are in uniform.

5. Students' reporting to ALC should already possess lodging reservations made with IHG Army Hotels, Holiday Inn Express in Altman Hall, Fort Sill. Student will call (580) 355-4475 a minimum one to two weeks prior to departing from their home station and confirm their lodging reservations. On-post Lodging is located three miles from the NCOA, it is imperative that you plan accordingly. If you do not have a **reserved** seat in ATRRS, you will not have a lodging reservation at Aultman Hall. It is up to your unit to authorize you the use of a rental car. **The NCOA is not the rental car, approval authority.** NCOA highly recommends that unit's authorize students' the use of a rental car due to the travel distance from Post lodging to the NCOA.

6. The NCO Academy student mailing address is,

NCO Academy  
SGT Last, First, 13B30, Class #002-17 745 Geronimo Rd  
Fort Sill, OK 73503-4403

7. When reporting, students will provide a minimum, two copies of the following completed documents:

a. DA Form 3349 / MMRB (if applicable)

(1) Permanent profiles must have the same date, or later date as your physical examination or the profile is not valid.

(2) NCOA will deny enrolment to students' reporting to ALC with a **temporary profile**.

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

(1) Student's PEC must be complete.

(2) Your Commander must sign the PEC. PECs signed by a delegated authority, must also have the signed, assumption of command orders.

c. Soldier Record Brief (SRB); SRB's must be current, no more than one month old.

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

e. Everyone must have a physical or Periodic Health Assessment (PHA) that will be valid through the graduation of your course. **No exceptions!**

(1) Students that are 40 years old or older must have a CVSP (over 40 physical) with EKG Results.

(2) Students must either bring a copy of your physical or have it annotated on your SRB, but you must have your EKG results.

f. Promotion orders (if the current grade does not reflect accurately on the SRB).

(1) BLC DA Form 1059s (if not currently reflected on the SRB).

(2) Assignment orders, DA Form 1610 or DTS orders/ DA Form 4187 if local.

(3) SGLV-8286 (SGLI) and DD Form 93 (Emergency data).

(4) Current DD93 and SGLI.

(5) Security Clearance

Students requiring a Security Clearance must have all issues with clearances resolved prior to NCOA arrival. If clearance resolution is not resolved within the first 72 hours of ALC, applicable students' may be either denied enrollment or dropped from the course for failure to meet ALC pre-requisites.

g. DA Form 31 (if applicable)

(1) TDY enroute students must have a completed DA Form 31 from their losing unit.

(2) Students' taking leave between graduation and returning to home station must have an approved DA Form 31 from your home station or losing unit.

(3) The NCOA will not process students' leave requests except for emergency circumstances.

h. Mandatory Contact Information

You must have your 1SG, Battalion, Brigade and Division CSM's name, phone

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number and e-mail addresses when you arrive at ALC, this is mandatory information.

9. In accordance with ArmyU FRAGO 32 to OPORD 20-103 COVID-19: "A current passing APFT score and HT/WT is valid for use as the APFT and HT/WT pre-requisite for PME (enlisted and officer), functional courses, operational course credit consideration, or distant learning / education requirements." Ensure that you bring your most current DA Form 705 and DA Form 5500/5501 (if applicable)

10. Students' must have finances in order, prior to NCOA arrival. It is highly recommended students' possess an active government travel card for TDY expenses.

11. For students not home stationed at Fort Sill, S1 will be enroll students into the Meal Entitlement Maintenance Program for dinning facility use seven days a week.

12. While at the course, you will be required to write two essay papers in APA format. The following links will help prepare you in advance in how to write an APA formatted essay paper:

a. <https://owl.english.purdue.edu/owl/resource/560/01/>

b. <http://psychology.about.com/od/apastyle/a/apageneral.htm>

13. Please visit the NCO Academy website for additional information:

<http://sill-www.army.mil/usancoa/>

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

15. You may contact one of the ALC Senior Small Group Leaders or the School Chief at DSN 639-2619/4968/6970 or commercial (580) 442-2097/8480.

//Original Signed//  
CLAY A. ROSE  
1SG, USA  
ALC School Chief