



REPLY TO
ATTENTION OF

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

ATSF-WD

04 JUNE 2021

MEMORANDUM FOR Students attending the Senior Leader Course

SUBJECT: Senior Leader Course Welcome Letter

1. On behalf of the Commandant of the Fires Center of Excellence Noncommissioned Officer Academy, congratulations on your selection to attend the Senior Leader Course, Your selection for attendance is indicative of your performance and promotion potential.
2. Your selection is an indicator that you are a proven leader and up to the challenges that await you here at the Senior Leader Course. The Small Group Leaders (SGL), NCO Academy Staff and I are committed to ensuring your training with us is both challenging and professionally rewarding.
3. **Upon your arrival to Fort Sill, all TDY students must report to the Urgent Care Clinic (UCC) 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 SLC. 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, please see the attached Fort Sill Travel Training Guidance. NCOA will deny enrollment 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.
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-

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5. NCOA has reduced classroom occupancy from 16-20 students, down to 12 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.

6. Report to IHG with Name, Class#, MOS, and School attending. 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. See Fort Sill Travel Training Guidance.

7. The NCO Academy student mailing address is,

NCO Academy

SSG Last, First, 13B40, Class #002-21 745 Geronimo Rd

Fort Sill, OK 73503-4403

8. 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 SLC 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 current PHA completed and signed by a medical professional.

(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) ALC 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 SLC, applicable students' may be either denied enrollment or dropped from the course for failure to meet SLC 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, and phone

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number and e-mail addresses when you arrive at SLC, 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. The Commandant does not authorize students' possession or use privately owned weapons or use of Motorcycles while attending PME. Students are not authorized to bring weapons or motorcycles to the NCOA.

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

12. While attending 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. POC is the undersigned at 580-442-2619 or julio.a.martinez8.mil@mail.mil.

JULIO A. MARTINEZ
1SG, USA
SLC School Chief