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# **Signal Corps Regimental Noncommissioned Officer Academy Detachment**



8541 Zimborski Avenue  
Fort George G. Meade, Maryland 20755-5605 09175

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Department of the Army  
SIGNAL CORPS REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY DETACHMENT  
8541 ZIMBORSKI AVENUE  
FORT GEORGE G. MEADE, MARYLAND 20755-5605 09175

DECEMBER 15, 2008

Branch Chief  
SCR NCO Academy Detachment  
Fort George G. Meade, MD 20755-5605

Dear SLC/ALC Selectee,

On behalf of the staff and faculty, I would like to congratulate you on your selection to attend the Senior/Advance Leaders Course (SLC/ALC). Your selection is a distinct honor, which should serve as a source of considerable pride and accomplishment.

Enclosed is a packet containing information about the Signal Corps Regimental Noncommissioned Officer Academy Detachment, Fort George G. Meade, and other areas of interest. It is imperative that you read the instructions outlined in the Welcome Guide in order to make your transition smooth. Pay special attention to the DA Message at Appendix A (MTSS - Military Training Service Support). It outlines a new TDY funding process for Fort Meade students and provides specific information for your TDY Orders.

Your reporting date is an administrative day. You will begin in-processing the next day with a weigh-in. All ALC and SLC students will take a Record APFT within the first 72 hours of arrival. Training starts the same day. We will provide you with a training schedule during your in-processing. Refer to AR 670-1, Appendix E for the appropriate packing list. Your immediate supervisor throughout the course will be your Small Group Leader (SGL).

Please complete the enclosed Advance Information Sheet (pg 27) and return it to us as soon as possible. If you have any questions that cannot be answered by the Welcome Guide, contact your SGL. You may also contact Operations at DSN 622-3069/3094/2421, if necessary. Our fax number is 622-4595. Commercial number is (301) 677-3069. Again, congratulations on your selection. We look forward to your arrival and successful completion of the course.

ROBERT A. HYATT  
1SG, USA  
Branch Chief



# Section I - Introduction

## Forward

When used in this publication. "he", "him", "his", and "men" represent both genders unless otherwise stated For further information on CMF 25 & 46 ALC/SLC Active and Reserve Component courses, look on the World Wide Web for the SCR NCOA Home page at: <http://www.gordon.army.mil/rncoa/meade/index.html>

The cadre and the staff of the Signal Corps Regimental Noncommissioned officer Academy Detachment welcome you to Fort George G. Meade. We hope your time here will be challenging, rewarding and significant in the development of your military career.

This Welcome Guide will help you understand the rules and policies that govern all Academy students. We develop these guidelines IAW TRADOC Regulations 350-10,350-18 and from the experiences and recommendations from previous classes. We welcome your suggestions on the content of this student guide.

## Mission

Develop professional attributes and promote leadership skills that will ensure the necessary self-confidence and sense of responsibility required of a Noncommissioned Officer.

Increase the confidence of the students and inspire them to willingly assume and carry out their responsibilities as leaders and trainers.



## Section II - General

### Arriving at Fort Meade

Fort Meade is located in Odenton, Maryland, halfway between Washington D.C. and Baltimore, Maryland. The Baltimore/Washington International (BWI) Airport serves the post, located approximately 8 minutes away. Taxis are available in front of the terminal. Approximate taxi fare from BWI to the Academy is \$40. (Some taxi companies are not allowed on the installation, so make sure you bring your SGLs contact phone number with you in case of difficulty upon arrival at the gate.)

Students encountering unusual situations en route (snowed in, flight cancellation, vehicle trouble, etc.) Must call their SGL or the NCO Academy at (301) 677-3069 and notify Operations of the situation, or leave a message after duty hours. The Baltimore/Washington D.C. corridor has a high volume of traffic during most hours of the day; please drive carefully while traveling to Fort Meade.

From Washington: Take MD-295 (Baltimore-Washington Parkway) North towards Baltimore to US 175 East. Follow US 175 East, turn right onto Reece Road, which turns into the Main Gate. Once on the installation stay on Reece Road and then turn left onto Cooper Avenue. Follow Cooper Avenue to Mapes Road and turn right. Continue on Mapes Road to Zimborski Avenue and turn left. The NCO Academy is at the top of the hill, across from the Defense Information School (DINFOS). The address: Bldg. 8541 Zimborski Ave, Ft George G. Meade, Maryland 20755-5600

From Baltimore: Take 295 (Baltimore-Washington Parkway) South towards Washington to US 175 East. Follow US 175 East, turn right onto Reece Road, which turns into the Main Gate. Once on the installation stay on Reece Road and then turn left onto Cooper Avenue. Follow Cooper Avenue to Mapes Road and turn right. Continue on Mapes Road to Zimborski Avenue and turn left. The NCO Academy is at the top of the hill, across from the Defense Information School (DINFOS). The address: Bldg. 8541 Zimborski Ave., Fort George G. Meade, Maryland 20755-5600.

### Suggested Taxi Numbers

Here is a list of some of the area taxi numbers. It is your responsibility to arrange for transportation from BWI to Ft. Meade.

Associated Cab	(410) 766-1234
EZ Transportation	(410) 761-9987
Veterans Taxi	(410) 729-0244
AA Cab	410) 674-6660

### Reporting for Duty

The SCR NCO Academy Detachment and classrooms are located in Building 8541 Zimborski Ave. Students reporting for SLC/ALC will sign in at the NCO Academy between 1500 and 1700 on their reporting date. Students arriving after 1700 must contact their SGL and follow any additional instructions posted on the doors of the NCO Academy building. Students arriving after midnight past their reporting dates are denied enrollment unless authorized by the SCR NCO Academy Detachment Branch Chief.



## Section II - General (Continued)

### In-Processing

When in-processing, all students will have in their possession the following material:

1. Unit Pre-execution checklist, signed by student and commander (TRADOC Reg.350-18, Appendix H; included at the end of this Guide, pg. 27-28)
2. Medical and Dental records (unless assigned to Ft Meade; Ft Meade records remain in their respective clinics)
3. Verification of 6-month retainability upon graduation.
4. Identification tags and identification card
5. 10 copies of TDY orders with MTSS funding specified.
6. DA 31 (if applicable)
7. A copy of current APFT DA Form 705 (within 30 days) and the body composition worksheet, DA Form 5500-R or 5501-R (if applicable)(8)
8. A copy of over-40 physical (SF88,SF93, CVSP DA Form 490E) (if applicable).
9. A copy of DA Form 3349, permanent profile (if applicable) with all PEB/MMRB paperwork.
10. A copy of ERB (Enlisted Records Brief)

Present items (1) through (10), above, upon sign-in/report.

### Clothing Information (Appendix D)

Gortex Jackets are not initial clothing issue; however, you are permitted to wear them during seasonal field training exercises. You are encouraged to bring Gortex Jacket, cold-weather gear and any other TA-50 not annotated on the packing list during October through April months.

The Army Combat Uniform is the prescribed uniform. You should bring at least one pair of running shoes and cross trainers or court shoes.

You may bring additional clothing and scholastic equipment that you feel you may need. You are strongly encouraged, but not required, to bring a laptop computer and CDRW.



**“The BDU is no longer authorized for wear.”**



## Section II - General (Continued)

### Housing and Billeting

All students attending ALC and SLC will reside in billeting. Check-in is done at Abrams Hall, Bldg. 2793, adjacent to Burger King. A reservation will automatically be made for you under the MTSS program. The commercial telephone is (301) 677-5884/6529 or (410) 674-7700.

Students may not bring family members.



### Privately Owned Vehicles (POV)

POVs not registered at another installation must be registered with the Fort Meade Vehicle Registration after reporting (this also includes rental cars). PMO will only issue you a temporary vehicle registration sticker unless stationed at Fort Meade.

To register POVs on the post, you must have a valid driver's license, military identification, vehicle registration in soldier's name, and proof of insurance for the vehicle. Vehicle Registration is located in the Visitor's Control Center at the Reece Road gate. POV authorization is not required - but strongly recommended for SLC students.

The parking area for ALC students' POVs is in the barracks parking lot. The parking area for SLC students is the parking lot between the NCO Academy and the Shoppette.

### Personal Mail

Prior to arriving, incoming mail may be addressed as follows:

RANK NAME MOS / Course  
SCR NCOA Det. - SLC/ALC  
8541 Zimborski Avenue  
Fort Meade, MD 20755-5605

If you wish to receive personal mail while at the Academy, you must obtain a mailbox at USASSD Bldg. 8609, to receive mail. A change of address card will be filled out at that time.

Personal mail will not be accepted at the Academy after in-processing. Outgoing letters can be sent out from the mailbox located at the entrance of the DINFOS parking lot.

**"The use of profanity does not portray a professional image and is discouraged."**

## Section II - General (Continued)

### Telephone Services

Use of cell phones in the Academy area is limited to break periods and lunch.

Students may use the telephone located in the student break room during breaks in the training day for local military telephone calls. Students will make all DSN and commercial calls from the Administrative Office. All calls are for official business only and limited to five minutes.

Your SGL must give authorization and you must annotate the call in the telephone log.

Emergency telephone calls from family members should be through the American Red Cross to the SCR NCO Academy Detachment, (301) 677-3069 during duty hours, and via the Installation Staff Duty during non-duty hours at (301) 677-4805.

### Laundry and Dry Cleaning

Quartermaster Laundry Service is not available on Fort Meade. Washers and dryers are provided at billeting. AAFES dry cleaning and laundry services are available on post, if desired. Facilities are located at the PX/Commissary Town Center and next to the Military Clothing Sales Store.

### Banking Facilities

There are two banking facilities on Fort Meade, the Fort Meade Federal Credit Union and Citizens National Bank. These facilities do not normally cash checks without an established account. ATM machines are located inside DINFOS, at the bank auto teller, between the commissary and bowling alley, and the 24hr Shoppette. Check cashing is available at the Post Exchange.

### Leave and Passes

Leave will not be granted during the course unless under emergency and special conditions.

Passes that cause students to be absent from scheduled training may result in dismissal from the course. Passes are required when leaving the MDW area 50 miles or greater.

### Smoking

Smoking can have a negative impact on the readiness of a Soldier's health, immensely impair physical fitness, and can cause chronic illness; therefore, it is discouraged by the NCO Academy Staff.

Students will smoke only in designated areas. Smoking indoors within the NCO Academy or billeting is prohibited.

### Crime Prevention

Crime prevention is the responsibility of all personnel assigned or attached to the NCO Academy. DA Form 4986, Personal Property Record is required per AR 190-31. In the event of a break-in or theft, the individual suffering and/or discovering the loss should immediately report the violation to the SGL or Staff Duty NCO and the Military Police. Any unauthorized weapons will be confiscated and could lead to dismissal from the course.

### Medical Records

Students must bring their medical records with them while attending school. At a minimum, the student should bring their outpatient medical folder (yellow folder). However, the complete record is preferred. Students will keep their medical records with them through out the course unless needed.

If the student's dental clinic will not release their records, a copy of your dental status will suffice.



## Section III – Policies & Procedures

### Introduction

This is not an all-inclusive guide, but an overview of the key items. You will be required to read the policy letters after reporting.

### Small Group Leader (SGL) / Instructors

An SGL will guide each class for the duration of the course. The SGL is the immediate supervisor of all students regardless of their rank. The SGL is the student's first link in the Academy chain of command.

The SGL maintains academic records, presents lessons, monitor classes, and counsels students throughout the course. He will administer various academic and performance evaluations on all students.

The SGL compiles all training data, both academic and performance, and prepares an Academic Evaluation Report (AER), DA Form 1059. You will receive the completed form at graduation.



### Absences

Students will obtain permission from their SGL prior to leaving the Academy area for authorized absences. Any unauthorized absence will be reported and may result in possible elimination from the course. It is the responsibility of the student to make up training missed due to absences.

### Physical Fitness and Weight Standards

Students attending SLC and ALC will be administered a Record APFT within 72 hours of reporting unless they are within 90 days of redeployment.

Those who fail to pass the APFT or fail to meet the standards of AR 600-9 will be placed on a remedial PT program.

Students attending ALC will participate in a height and weight screening within the first 72 hours of their class start date.

Students must pass the Record APFT (standard or approved alternate) and be in compliance with the Army's weight standards to receive an "Achieve course standards" rating on the DA Form 1059.

Failure to comply with weight/body fat and physical fitness standards IAW AR 600-9, AR 350-41, and TR 350-10 will result in "Marginally achieved course standards" rating on the DA Form 1059.

**"Smoking is prohibited in the presence of IET students."**

## Section III – Policies & Procedures (Continued)

### Profiles

Soldiers possessing permanent profiles must provide a copy DA Form 3349 Physical Profile, Physical Evaluation Board (PEB) or Military Medical Review Board (MMRB) proceedings in order to enroll in the Academy. Soldiers possessing permanent profiles that would prevent them from meeting the minimum course graduation requirements will be denied enrollment. IAW ALARACT Message 140/2004, paragraph 6 "Soldiers with temporary medical profiles due to participation in OIF/OEF will be permitted by their immediate commanders to attend PME (NCOES) within the guidelines of their temporary profile."

Soldiers must arrive at the course of instruction with a copy of their current temporary profile and memorandum signed by their commander stating the temporary profile is a direct result of injuries sustained due to participation in OIF/OEF. "Soldiers possessing temporary profiles of another kind, or in their recovery period, will be denied enrollment."

Students acquiring a temporary profile after enrollment are subject to dismissal from the course without prejudice and may return when convenient. If there are any questions about the above requirements, refer to TRADOC Regulation 350-10, para 2-6d.

### Checks and Letters Of Indebtedness

A dishonored check is a serious problem and may lead to disciplinary action against the individual who writes it. The Army continues to take a hard view on a NCO who has checking account management problems. Explanations and excuses provide little defense.

A Letter of Indebtedness is as serious and adverse as a bad check. Indebtedness, like bad checks, may lead to relief action, disciplinary action, or both.

### Driving Under The Influence

Driving while drinking, possessing an open alcoholic beverage container, or driving under the influence of alcohol or drugs is an extremely serious offense and will not be tolerated. One incident will lead to at least a General Officer Letter of Reprimand and administrative dismissal from the NCO Academy.

**"SLC and ALC students will address ALL cadre at Parade Rest."**

### Personal Appearance

Each student will maintain high personal and professional standards. Strict adherence to standards, as prescribed in existing Army Regulations and NCO Academy SOP, will be constantly enforced.

Commercial black or ACU-pattern backpacks, gym bags or like items, log free, may be worn over the shoulders while in uniform, however, they may not be worn while in formation.

### Military Courtesy

Common military courtesy will be displayed at all times. Sergeants will be addressed by their appropriate title. Terms such as "TOP" and "SARGE" will not be tolerated. Staff members will address students by rank and name or leadership position.

## Section III – Policies & Procedures (Continued)

### Improper Relationships

Social contact between students and Cadre is strictly prohibited except at unit sponsored functions. Social contact between students and Fort Meade permanent party members (i.e. DINFOS, APAC, 55th etc.) is strictly prohibited except at unit sponsored functions.

Exceptions may be granted, in writing, on a case-by-case basis. Contact your SGL for details.

No one assigned or attached to the NCO Academy will fraternize with Initial Entry Trainees (IET).

### Branch Chief's Open Door Policy

All students have the opportunity to present complaints, grievances, offer suggestions, or discuss problems with the Branch Chief during duty hours and after normal hours by appointment.

The use of the NCO Support Channel is highly encouraged, but it will not be necessary prior to seeing the Branch Chief. In order to ensure adequate time is provided to each student who wishes to use the Open Door Policy, the NCO Support Channel is expected to have the opportunity to make an appointment. Schedule appointments through your SGL.

### IG Complaints

There is no requirement for anyone to discuss any problem with the Chain of Command prior to seeing the Inspector General (IG). However, it's requested that the student express his desire to see the IG to the Chain of Command who will schedule an appointment for him. The intent of this request is to assist each student in solving problems at the lowest level possible and ensure accountability at all times.

### Definitions

Lying - conveying any communication that is not completely truthful. Withholding information to create a false impression is also lying.

Cheating - an attempt, or completed act, aimed at gaining an unfair advantage over other students. An example of cheating is to allow another student to receive or pass on information concerning specific questions on an examination.

Stealing - the taking, obtaining, or withholding of another person's property that denies that person the use or benefit of the property. A NCO is expected to respect the property rights of another by not taking another student's equipment without the expressed consent of that student. The best rule is "Do not borrow."

Plagiarism - appropriating the thoughts, ideas, written word or credit for the thoughts, ideas, or written words of another without authority or acknowledgment.

Misrepresentation - making a statement that is technically true but either does not encompass all the facts or which presents the facts in a manner that accomplishes deception of another.

Unfair advantage is defined as any academic benefit, which would not have been received without the use of tactics, which are not authorized for use by all other students in the same academic activity. Conspiracy is defined as conscious collusion or agreement to commit any act, which would constitute a violation of the Student Honor Code.

Academic matter is defined as any activity derived from classroom instruction, home study assignments, research requirements or any graded exercise under the preview of course of instruction at the NCO Academy.

Signature - A person's signature or initials, like his word, is his bond and vouches for the accuracy of a document. The signature of student on his written work, turned in for grading is considered his certificate of honor that his work is solely his own.



## Section III – Policies & Procedures (Continued)

### The Honor System

All personnel assigned or attached to the NCO Academy are subject to the NCO Academy Honor Code:

**“I will not lie, cheat, steal, or plagiarize, nor will I tolerate those who do.”**

### Graduation

A graduation ceremony completes the course of instruction. Its purpose is to recognize your accomplishments. Family members, friends, guests, and the NCO's Chain of Command are cordially invited to attend the graduation ceremony. The uniform for graduation is the ACU.

ALC and Reserve Component ALC and SLC graduations are in the classroom.

Active Duty ALC and SLC graduations will take place at DINFOS.

Graduations normally take place at 1000; therefore, do not make flight reservations before 1500.

Students will be responsible for developing the graduation program and inviting the guest speaker.

### Out-Processing / Clearing

Students must utilize the Installation Clearance Record (DA Form 137), and may start clearing the duty day prior to graduation. Those assigned to Ft. Meade units only clear the academy.

All student must clear the PX in order to verify they didn't bounce any checks.

Students staying in the barracks must also clear through the barracks management personnel.



## Section IV – Examinations & Evaluations

### Student Evaluation Plan

Every student will be provided a copy of the Student Evaluation Plan (SEP) at the beginning of each phase of instruction. The SEP covers academic policies, graduation requirements and honors criteria in detail.

### Testing Procedures

You will be evaluated on all aspects of the course. This includes material presented from the platform, observed in demonstrations, practical exercises, and required home study assignments.

Examinations are an integral part of the academic process. Their purpose is to measure academic achievement and determine the effectiveness of instruction. Evaluations at the NCO Academy are prepared with primary reference to course objectives and are composed of items that sample the information, methods, and principles presented during the course of instruction.

Written examinations will test students' knowledge and understanding. Written examination and other evaluation results assist in determining final class standings. The following apply to all examinations:

- The minimum passing score for all written test is 70%.
- Students who fail to meet established academic criteria through two separate evaluations (that is, original test and one re-test), with the first failure followed by remedial training, may be dismissed from training for academic deficiency.
- Students passing the retest will be awarded the minimum passing score for grade averaging and class standing. Students who fail an initial test are removed from honors consideration. TR 350-10, para 2-9 b.

### Examinations / Graded Exercises

An end-of-block test will be given for each period of instruction. Some practical exercises and performance evaluations are also graded. Student advance sheets and weekly schedules contain exam dates and covered subject matter.

IAW AR 350-41 and FM 21-20, a physical fitness training program will be conducted and evaluated. Physical training is held Monday through Friday.

A record APFT will be conducted within two weeks of graduation.

Students are required to do a research paper (different for each MOS) as well as class, academy and community projects.

Students will participate in practical exercises designed to assist in developing a general knowledge of various subjects. In such experiences, students may role-play as a staff member, commander, platoon sergeant, or member of a small work group. Students will be observed and rated on a "GO/NO-GO" basis for their participation and manner of performance.

Students are also required to perform Leader Performance Evaluations during of training. These evaluations are graded on a Go/No-Go basis and include:

- Physical Fitness Training Session
- In Ranks Inspection
- After Action Review
- Risk Assessment
- Leadership Evaluation (Squad Leader/Platoon Sergeant).

### Elimination

## Section IV – Examinations & Evaluations (Continued)

Students will be considered for elimination from the course when any of the following occurs. This list is a guide only and should not be considered as a complete listing of circumstances.

- Students discovered cheating, lying, or plagiarizing.
- Substance use/abuse either on or off-post, as defined by AR 600-85 and AR 600-50.
- Students who fail to achieve a minimum of 70% on any examination or re-test through two separate evaluations.
- Students lacking motivation.
- Students displaying an unacceptable attitude.
- Students found guilty of Driving Under the Influence or while alcohol impaired.

### Academic Evaluation Reports

Students attending ALC/SLC will receive a DA Form 1059, Academic Evaluation Reports (AER) upon completion or dismissal from the course.

These reports are designed to portray the accomplishments, potential, and limitations of the individual as demonstrated while attending this course of instruction.

ALC students are not required to complete prior to attending. However, NCOs must successfully complete both phases to be credited with completing ALC.

### General





## Section V – Student Organization & Responsibilities

Each class is organized as a company, with a student NCO support channel as follows:

- First Sergeant
- Platoon Sergeant
- Squad Leader

Students will rotate through these positions to allow each student the opportunity for a leadership position. Small Group Leaders will verbally notify the student NCO support channel any additional responsibilities.

The assigned student leaders are responsible for ensuring the Academy area, including individual rooms, all common areas and outside areas, are clean and in a high state of police at all times.

Each class member will serve in at least one leadership position. The SGL conducts leadership evaluation on each student in each position. Expect Leadership Evaluations at any time during the course.

### Formations

The student chain-of-command conduct formations at times indicated by the training schedule and at any other time directed by the Cadre. Requests to make changes must be brought to the attention of the SGL. The SGL supervises formations to ensure that they are IAW FM 3-21.5, Drill and Ceremonies.

### Inspections



Student Leaders will conduct daily inspections of personnel. The SGL and Branch Chief closely monitor and evaluate this activity.

### Standards of Conduct

**Prohibited Items:** Unauthorized possession, use, sale, or transfer marijuana, narcotic drugs, or other dangerous drugs is prohibited. The term “dangerous drugs” refers to drugs that are habit forming; or have potential for abuse because of stimulant, depressant, or hallucinogenic effects as determined by the Surgeon General of the United States.

The building fire protection equipment will neither be tampered with, nor removed from designated locations, except for the purpose of fire fighting, inspection, or maintenance service.

All newly assigned personnel will immediately turn in any prohibited items to the Military Police or Small Group Leader. The following items are prohibited:

**Firearms.** All personnel residing on post will register privately owned firearms with the Security Police within 24 hours after arrival, or after procurement of a firearm.

**Knives.** Knives with a blade longer than 2.5 inches, switch blade knives, lock blade knives having an automatic blade opener, linoleum knives or similar hooked knives.

**Other Weapons.** Items whose primary use is as a weapon (whether defensive or offensive) such as Billy clubs, tear gas guns, mace, bows and arrows, nun chucks, throwing stars, etc.

**Explosive Devices.** Fireworks, ammunition, or any other explosive device or material.

Any student occupying a designated position of authority (i.e., 1SG, PSG) is the direct representative of the Commander.

All student personnel will comply with instructions from such persons in the performance of official duties.

# Section VI - Appendices

## Appendix A

### Fact Sheet for Military Personnel Attending Training at Fort Meade, MD Attach to Applicable Orders (PCS/TDY/ADT)

1. The Army is in the process of changing how funds are distributed to the field to support Soldiers attendance to institutional training in a temporary duty or active duty training status. Listed below are some important facts regarding the initiative and the changes that affect you.

Change in funding begins with classes that start on or after 2 May 2005.

Includes all Army military components and ranks.

Does not alter or stop your Basic Allowance for Subsistence.

Students are no longer required to call and make lodging reservations.

2. Students will report as follows:

All MOS Reclassification Advanced Individual Training (AIT) will report to DINFOS Student Detachment, Building 8609 for in-processing and housing assignment (barracks).

All ALC and SLC students will report to the NCOA, Building 8541 for in-processing. All ALC students will be assigned to barracks. All SLC students will be referred to Abrams Hall, Building 2793 for room assignment.

All other students will report to Abrams Hall, Building 2793 for a room assignment.

3. Students will no longer be required to pay for lodging (on-post or off-post). Cost of your stay will be centrally funded by the installation. When on-post lodging is not available, Fort Meade lodging will secure a contracted room off-post. Students directed to report to training site without local transportation (i.e., POV) are encouraged to call (301) 677-5884 or 6529 (DSN 622) or (410) 674-7700, extension 0 before leaving their home station so that on-post housing is assured.

4. Resident service school students attending MOS AIT reclassification, ALC and the Public Affairs Officer Course will continue to subsist at installation dining facilities, seven days per week at no cost to the soldier. All other resident Army military students will subsist at installation dining facilities weekdays with full per diem for meals on weekends and Federal holidays. Cost of meals is funded by the installation.

5. On-post bus service is available, seven days per week. Taxi service is available. If you travel by air, you are authorized taxi fare NTE \$40.00 a week. If the taxi authorization applies to your travel situation, make sure your orders authorizes. You will need to keep a daily log of taxi expenses for reimbursement. Authorization upfront makes seeking reimbursement for incurred expenses easier. In and around mileage, if approved by the order-issuing official, is limited as follows:

2 miles, per day if assigned on-post.

20 miles, per day if assigned off-post.

6. Soldiers are not to report early to training site or bring dependents/family members. Fort Meade does not have sufficient facilities to provide adequate support.

7. Any further information or questions regarding travel and per diem entitlements should be directed to your training manager.

## MTSS Message

FROM PLA: DA WASHINGTON DC//DAMO-TRC//

DTG: 041424Z MAR 05

ALARACT 043/2005

SUBJECT:MILITARY TRAINING SERVICE SUPPORT (MTSS) PROGRAM

1. THIS MESSAGE ANNOUNCES THE IMPLEMENTATION OF THE MTSS PROGRAM FOR ARMY MILITARY STUDENTS ATTENDING CLASSES AT THE AMERICAN FORCES INFORMATION SERVICES SCHOOL(DINFOS) AND THE SIGNAL NONCOMMISSIONED OFFICER ACADEMY AT FORT MEADE, MARYLAND.
2. THE MTSS PROGRAM AT FORT MEADE IS EFFECTIVE WITH CLASSES THAT BEGIN ON OR AFTER 2 MAY 05 AND IS APPLICABLE TO ALL ARMY MILITARY TDY/ADT RESIDENT SERVICE SCHOOL STUDENTS EXCEPT THOSE ATTENDING IRR RAPID TRAIN-UP COURSES. TRAVEL AND PER DIEM COSTS FOR IRR RAPID TRAIN-UP STUDENTS ARE CAPTURED UNDER A SEPARATE FUNDING SOURCE(E.G., GWOT). TEMPORARY DUTY/ACTIVE DUTY FOR TRAINING ORDERS WILL DIRECT GOVERNMENT QUARTERS AT NO COST TO SOLDIER AND GOVERNMENT DEDUCTIBLE MEALS AT NO COST TO THE SOLDIER AS DELINEATED IN PARAGRAPH FIVE.
3. ASSIGNMENT TO GOVERNMENT QUARTERS IS THE RESPONSIBILITY OF THE INSTALLATION.FORT MEADE REQUIRES THAT ALL RESIDENT SERVICE SCHOOL STUDENTS REPORT TO ABRAMS HALL, BUILDING 2793 FOR ROOM ASSIGNMENTS EXCEPT FOR MILITARY OCCUPATIONAL SPECIALTY(MOS) ADVANCED INDIVIDUAL TRAINING (AIT) RECLASSIFICATION, BASIC NONCOMMISSIONED OFFICER COURSE (ALC) AND ADVANCED NONCOMMISSIONED OFFICER COURSE (SLC) STUDENTS. ALL MOS RECLASSIFICATION AIT STUDENTS WILL REPORT TO DINFOS STUDENT DETACHMENT, BUILDING 8609 FOR IN-PROCESSING AND BARRACK HOUSING. ALL ALC AND SLC STUDENTS WILL REPORT TO BUILDING 8541 FOR IN-PROCESSING. SOLDIERS ATTENDING ALC WILL BE HOUSED IN BARRACKS. AFTER IN-PROCESSING, SLC STUDENTS WILL BE REFERRED TO ABRAMS HALL FOR ROOM ASSIGNMENT. ADVANCED ROOM RESERVATIONS FOR STUDENTS ARE NOT REQUIRED. LODGING WILL HOLD ROOMS IN SUPPORT OF MTSS SOLDIERS AND ASSIGN ROOMS AT CHECK-IN. STUDENTS THAT MUST TRAVEL BY AIR AND WITHOUT AUTHORIZATION FOR LOCAL TRANSPORTATION (I.E., RENTAL CAR) ARE ENCOURAGED TO CALL (301) 677-5884 OR 6529(DSN 622) OR (410) 674-7700, EXTENSION ZERO BEFORE LEAVING HOME STATION SO ARRANGEMENTS CAN BE MADE FOR ON-POST GOVERNMENT LODGING.
4. THE GOAL IS TO LODGE ALL ARMY RESIDENT SERVICE SCHOOL STUDENTS ON POST. ALL OFF-POST STUDENT ROOM NIGHT REQUIREMENTS WILL BE HANDLED BY FORT MEADE LODGING THROUGH CONTRACTED HOTELS. WE EXPECT THESE HOTELS TO OFFER STANDARD MID-LEVEL AMENITIES. FORT MEADE LODGING MAY RECALL STUDENTS FROM OFF-POST CONTRACTED HOTELS.THE RECALL PROCESS WILL BE ACCOMPLISHED DURING INITIAL CHECK IN. STUDENTS WILL BE ADVISED IN WRITING WHEN ON POST LODGING BECOMES AVAILABLE. FORT MEADE WILL FUND LODGING FROM REPORT DATE THROUGH CLASS END DATE.
5. RESIDENT SERVICE SCHOOL STUDENTS ATTENDING MOS AIT RECLASSIFICATION, ALC AND PUBLIC AFFAIRS OFFICER COURSE TRAINING WILL CONTINUE TO SUBSIST AT INSTALLATION DINING FACILITIES, SEVEN DAYS PER WEEK AT NO COST TO THE SOLDIER. ALL OTHER ARMY MILITARY STUDENTS WILL SUBSIST AT INSTALLATION DINING FACILITIES FIVE DAYS PER WEEK AT NO COST TO SOLDIER WITH FULL MEAL PER DIEM ON WEEKENDS AND FEDERAL HOLIDAYS.FORT MEADE WILL FUND SUBSISTENCE REQUIREMENTS FROM CLASS START DATE TO CLASS END DATE EXCEPT AS DIRECTED ABOVE. THE DINING FACILITIES ARE LOCATED AS CLOSE AS POSSIBLE TO THE STUDENTS LODGING AND CLASSROOMS FOR CONVENIENCE. FORT MEADE WILL USE AN AUTOMATED SYSTEM TO TRACK MEALS SERVED. AN IDENTIFICATION CARD READER WILL BE LOCATED AT EACH SERVING LINE. THE STUDENTS WILL SWIPE THEIR MILITARY ID CARDS AFTER BEING SERVED. DAILY STATISTICS WILL BE AVAILABLE BY COMPONENT, STUDENT AND MEAL.
6. FORT MEADE PROVIDES ON-POST SHUTTLE BUS SERVICE SEVEN DAYS PER WEEK. ON-POST TAXI



## MTSS Message (Continued)

SERVICE IS ALSO AVAILABLE. SENDING COMMANDS WILL AUTHORIZE TAXI AUTHORIZATION NOT TO EXCEED \$40.00 A WEEK FOR MTSS STUDENTS WITHOUT LOCAL TRANSPORTATION AUTHORIZATION. TAXI FARE IS SUBJECT TO CHANGE BASED ON FINAL OFF-POST GOVERNMENT CONTRACTED HOTEL LOCATIONS. IN AND AROUND MILEAGE FOR RESIDENT SERVICE SCHOOL STUDENTS THAT TRAVEL BY POV MAY BE AUTHORIZED BY THE ORDER ISSUING OFFICIAL AS FOLLOWS:

(A) TWO MILES A DAY, IF ASSIGNED ON-POST LODGING.

(B) TWENTY MILES A DAY, IF ASSIGNED TO OFF POST LODGING.

7. SENDING COMMANDS HAVE THE RESPONSIBILITY TO EDUCATE/BRIEF STUDENT TRAVELERS ON MTSS. TEMPORARY DUTY/ACTIVE DUTY FOR TRAINING ORDERS WILL DIRECT GOVERNMENT LODGING AT NO COST TO THE SOLDIER AND GOVERNMENT DEDUCTIBLE MEALS AT NO COST TO THE SOLDIER AS DIRECTED IN PARAGRAPH FIVE ABOVE. SOLDIERS ARE NOT AUTHORIZED PER DIEM AT THEIR PERMANENT DUTY STATION (PDS). WHEN INSTITUTIONAL TRAINING IS DIRECTED AT THE NEW PDS SITE (E.G., FORT MEADE), SOLDIERS MUST PCS TO THE INSTALLATION BEFORE THEY REPORT TO COURSE OF INSTRUCTION. IN THESE CASES, TDY ORDERS ARE NOT GENERATED BY THE LOSING COMMAND. SAMPLE ORDER FORMAT AND A FACT SHEET CAN BE FOUND AT [HTTP://WWW.HQDA-ODCSOPS.ARMY.PENTAGON.MIL/MTSS](http://WWW.HQDA-ODCSOPS.ARMY.PENTAGON.MIL/MTSS). SAMPLE TRAVEL ORDER FORMAT MUST BE FOLLOWED TO REDUCE EXCESSIVE OBLIGATIONS BY THE SENDING COMMAND AND ENSURE STUDENT TRAVELERS ARE REIMBURSED APPROPRIATELY. WE ENCOURAGE SENDING COMMANDS TO ATTACH A COPY OF THE FORT MEADE FACT SHEET TO EACH ORDER SO THE SOLDIER KNOWS WHAT TO EXPECT AT THE TRAINING SITE.

8. TRAVEL SETTLEMENT VOUCHERS MUST BE CAREFULLY REVIEWED TO PRECLUDE ERRONEOUS PAYMENTS. THERE SHOULD BE NO CLAIMS FOR LODGING WHILE AT THE TRAINING SITE. THERE SHOULD BE NO CLAIMS FOR MEAL REIMBURSEMENT EXCEPT WHERE AUTHORIZED. FORT MEADE IS RESPONSIBLE FOR ALL LODGING COSTS FROM CLASS REPORT DATE TO THE CLASS END DATE AND MEAL COSTS AS OUTLINED IN PARAGRAPH FIVE. THERE SHOULD BE NO CLAIMS FOR IN AND AROUND MILEAGE OR TAXI FARES UNLESS AUTHORIZED ON ORIGINAL TRAVEL ORDER. STUDENTS ARE REQUIRED TO KEEP A DAILY LOG FOR IN AND AROUND MILEAGE AND/OR TAXI REIMBURSEMENT. THE ORDER ISSUING OFFICIAL, IF APPLICABLE, IS ALSO RESPONSIBLE FOR TRAVEL TO AND FROM TRAINING SITE TO INCLUDE ALL MISCELLANEOUS EXPENSES/ENTITLEMENTS DURING THE TDY PERIOD, IF APPLICABLE (I.E., MEAL PER DIEM, IN-AND-AROUND MILEAGE, TAXI FARE AND LAUNDRY EXPENSES).

9. SENDING COMMANDS ARE REMINDED THAT ACTIVE COMPONENT SOLDIERS WHO ATTEND TRAINING IN A TDY ENROUTE STATUS (I.E., AR 614-6 OR AR 600-8-11) DO NOT REQUIRE TWO SETS OF ORDERS (PCS AND TDY ORDER). THE FUND CITE FOR THE APPLICABLE TDY EXPENSES/ENTITLEMENTS CAN BE PLACED IN THE PCS ORDER UNDER SPECIAL INSTRUCTION O COST TO SOLDIER AND GOVERNMENT DEDUCTIBLE MEALS AT NO COST TO SOLDIER S. SPECIAL INSTRUCTIONS MUST DIRECT GOVERNMENT LODGING AT N AS DIRECTED IN PARAGRAPH FIVE ABOVE. SOLDIERS WILL FILE FOR TDY REIMBURSEMENT WITH THEIR PCS TRAVEL VOUCHER AT THE NEW PDS. SOLDIERS THAT ELECT TO RETURN TO THE OLD PDS (I.E., AR 614-6 OR AR 600-8-11) BEFORE SIGNING OUT OF PDS WILL BE ISSUED A DD FORM 1610. THE SOLDIER WILL FILE THE TRAVEL CLAIM WITHIN FIVE DAYS OF COMPLETING THE TDY OR BEFORE CLEARING THE CURRENT PDS. SOLDIERS DIRECTED TO INSTITUTIONAL TRAINING AT THEIR CURRENT OR NEW PDS MAY NOT ELECT ANY TRAVEL OPTION SINCE SOLDIERS MAY NOT BE ON TDY AT PERMANENT DUTY STATION. ORDER ISSUING OFFICIALS WILL NOT AUTHORIZE TDY UNLESS THE SOLDIER HAS A VALID ATRRS RESERVATION. SOLDIERS ARE NOT TO REPORT EARLY TO THE TRAINING BASE OR BRING DEPENDENTS/FAMILY MEMBERS. FORT MEADE DOES NOT HAVE SUFFICIENT FACILITIES TO SUPPORT

## MTSS Message (Continued)

DEPENDENTS/FAMILY MEMBERS.

10. PER DEPARTMENT OF DEFENSE DIRECTIVE 4515.14, SOLDIERS ASSIGNED TO DOD ACTIVITIES WITHIN THE NATIONAL CAPITAL REGION (NCR) ARE NOT REQUIRED TO HAVE TRAVEL ORDERS ISSUED FOR OFFICIAL TRAVEL IN THE NCR. SENDING ACTIVITIES IN THE NCR MAY ISSUE TRAVEL ORDERS FOR REIMBURSEMENT OF TRAVEL EXPENSES AND PAYMENT OF PER DIEM ONLY INAPPLICABLE CIRCUMSTANCES WHEN PERMITTED BY THE JFTR, VOLUME 1. SOLDIERS NOT ISSUED OFFICIAL TRAVEL ORDERS THAT INCUR OFFICIAL EXPENSES (I.E., LOCAL TRAVEL AS PERMITTED BY JFTR, VOLUME 1) CAN USE STANDARD FORM 1164 (CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS).

11. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF AC STUDENTS LODGING AND SELECTED MEALS AS DELINEATED ABOVE WILL BE ALLOCATED TO FORT MEADE THROUGH THE INSTALLATION MANAGEMENT AGENCY. FUNDS TO SUPPORT USAR AND ARNG LODGING AND MEAL REQUIREMENTS WILL BE ISSUED BY OCAR/USARC AND NGB UTILIZING A MILITARY INTERDEPARTMENTAL PURCHASE REQUEST.

12. POC FOR THIS MESSAGE IS MRS. MCCRILLIS, ODCS, G-3/5/7 AT DSN 224-9706.

# Sample Orders

Type of Orders: TDY/ADT – MTSS

Itinerary: Fort Polk, LA to Fort Meade, MD and return

Comments for Remarks/Additional Instructions Section:

Use paragraphs a, b, c, d, e, f, and g, as appropriate:

- a. MOS AIT reclassification students: Government quarters are directed at no cost to student. Student will report to DINFOS Student Detachment, Building 8609 for in-processing. Early report is not authorized.
- b. ALC and SLC students: Government quarters are directed at no cost to student. Student will report to the NCOA, Building 8541 for in-processing. Early report is not authorized.
- c. All other students: Government quarters are directed at no cost to student. Students will report to Abrams Hall, Building 2793 for room assignment. Early report is not authorized.
- d. MOS AIT reclassification, ALC and Public Affairs Officer Course students: Government deductible meals are directed at no cost to the student, 7 days per week.
- e. All other students: Government deductible meals are directed at no cost to the student, 5 days per week with full locality meal rate on weekends and Federal holidays.
- f. Air travelers will be authorized taxi fare NTE \$40 a week. Authorization on orders is required before TDY commences. Soldier is directed to keep a daily itemized list of expenses incurred for taxis.
- g. In and around POV travel, if approved by the order-issuing official, is limited as follows:
  - On-Post: 2 miles, per day if lodged on-post.
  - Off-Post: 20 miles, per day if lodged off-post.

# Appendix B

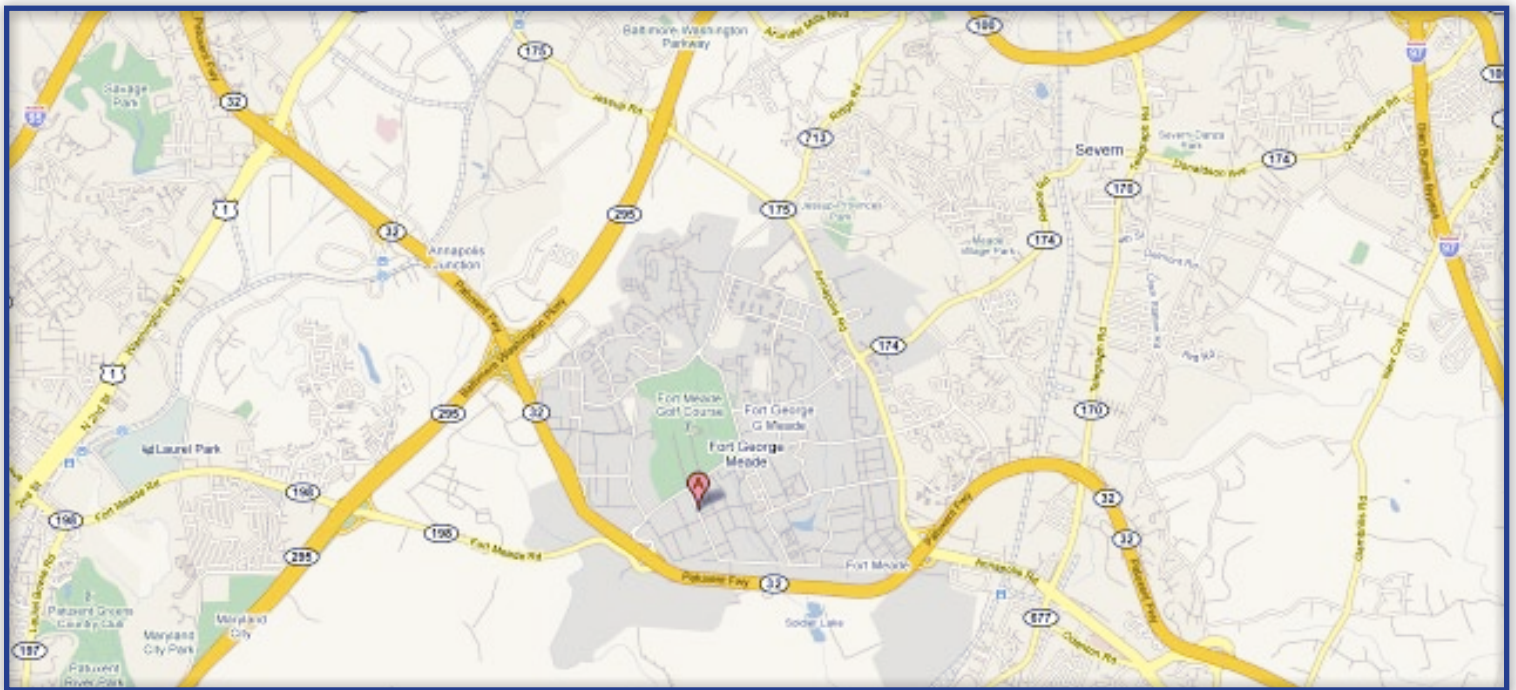
## Driving Directions to Ft. Meade

### From Washington DC

Take MD 295 (Baltimore-Washington Parkway) North towards Baltimore to US 175 East. Follow US 175 East, turn right onto Reece Road, which turns into the Main Gate. Once on the installation stay on Reece Road and then turn left onto Cooper Avenue. Follow Cooper Avenue to Mapes Road and turn right. Continue on Mapes Road to Zimborski Avenue and turn left. The NCO Academy is at the top of the hill, across from the Defense Information School (DINFOS). The address: Bldg. 8541 Zimborski Ave, Fort George G. Meade, Maryland 20755-5600.

### From Baltimore

Take 295 (Baltimore-Washington Parkway) South towards Washington to US 175 East. Follow US 175 East, turn right onto Reece Road, which turns into the Main Gate. Once on the installation stay on Reece Road and then turn left onto Cooper Avenue. Follow Cooper Avenue to Mapes Road and turn right. Continue on Mapes Road to Zimborski Avenue and turn left. The NCO Academy is at the top of the hill, across from the Defense Information School (DINFOS). The address: Bldg. 8541 Zimborski Ave, Fort George G. Meade, Maryland 20755-5600.





# Appendix C

## Required Documents

1. Advance Information Sheet
2. Fill out the Advance Information Sheet and fax/email it to the Academy within (5) working days upon receipt. If you cannot fax/email the Advance Information Sheet, you can mail it.
3. Pre-Execution Checklist
4. This form must be filled out by your S-1/PAC and brought with you to enroll into SLC or ALC. It must be initialed off by your 1st Line Supervisor, the Student, and signed by your commander. In Part II, have the S-1/PAC fill out the Soldier Data and leave the regulation data blank, or have the PAC look up the requirements in DA PAM 611-21.
5. DA Form 705 APFT Score Sheet
6. DA Form 5500-R/DA Form 5501-R
7. DA Form 3349 MMRB
8. You must have a valid APFT within 30 days of attending the course. The exception to this policy is if you just returned from OIF/OEF and are in your 90 days stabilization or you are coming from theater to attend school. If you have any questions contact your SGL.

# ADVANCE INFORMATION SHEET

COMPLETE AND RETURN THIS SHEET WITHIN 5 DAYS OF RECEIPT TO:

Branch Chief, SCR NCO Academy Detachment

ATTN: \_\_\_\_ (MOS) ALC/SLC SGL

Fort Meade, MD 20755-5605

FAX DSN 622-4595; Commercial (301) 677-4595

NAME \_\_\_\_\_ RANK \_\_\_\_\_

SSN \_\_\_\_\_ PMOS \_\_\_\_\_

UNIT ADDRESS/E-MAIL ADDRESS/UNIT PHONE NUMBER (include area code and DSN/and country code for overseas areas)

\_\_\_\_\_  
\_\_\_\_\_

BASD \_\_\_\_\_ DOR \_\_\_\_\_ ETS \_\_\_\_\_ DOB \_\_\_\_\_

Est. Time and Date of arrival \_\_\_\_\_

1. Education (Circle: GED; high school; college 1, 2, 3, 4 years; master's; doctorate)

2. Your status at Fort Meade (circle one): TDY Enroute TDY/Return FGGM Permanent Party

3. Do you have a permanent medical profile? YES NO

a. If yes, what is the profile for?

\_\_\_\_\_ (Attach a copy of the profile).

b. If yes, which aerobic event of the APFT can you take? \_\_\_\_\_

4. If over 40, is the Over 40 physical complete and up date? YES NO

5. Is there a reason you may not attend this course or not complete it? YES NO (If yes, attach a memorandum stating the reason)

6. First General Officer in your Chain of Command is (name, address, and phone number):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. First Sergeant Major in your Support Channel is (name, address, and phone number):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. I have read and will comply with the instructions in the NCO Academy Welcome Packet.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**PART II - ROUTINE PREREQUISITES**

TASK	REGULATION DATA					SOLDIER DATA						
Minimum Aptitude Score (ASVAB) (if applicable)	CO	CL	FA	GM	MM	CO	CL	FA	GM	MM		
	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT		
Color vision requirements (if applicable)												
Physical demand rating/profile (PULHES) *See Part III for P/T profiles	P	U	L	H	E	S	P	U	L	H	E	S
Prerequisite phase/course attendance (if applicable):	School code					Course completed						
	Date of completion					Phase completed						

Military and civilian vehicle operator license(s) (if applicable):  
 Military license number: \_\_\_\_\_ Expiration date: \_\_\_\_\_  
 Civilian license number: \_\_\_\_\_ Expiration date: \_\_\_\_\_ State: \_\_\_\_\_

**PART III - REQUIRED DOCUMENTS**

Security clearance (if applicable, attach as required)

\*Permanent profile attendees (if applicable): AC & AGR must have copy of MRB (P3, P4) results with completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT). TPU/Traditional Guardsmen must have copy of completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT).

All required waivers (if applicable)

Other requirements (if applicable)

**OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED:**

Other requirements (if applicable)

Other requirements (if applicable)

Other requirements (if applicable)

Other requirements (if applicable)

I have been counseled and have read all requirements applicable to the course I'm selected to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent my successful completion of course requirements.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I have reviewed the above soldier's qualifications and potential to successfully complete this course, counseled them on these requirements, and hereby verify their readiness to attend.**

**Commanding Officer (typed name):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## Appendix D

This is the minimum packing list for ALC and SLC. For a complete packing list see Appendix E, AR 670-1.

Shirt, ACU.....	4EA
Pants, ACU .....	4EA
Drawers .....	7EA**
T-Shirt, Cotton Tan .....	7EA
Cap ACU .....	1EA
Socks, Black/Green .....	7EA
Field Jacket, ACU.....	1EA
Boot, Combat Tan .....	2EA
Beret .....	1EA
Tan Belt Web (Rigger Belt ok) .....	1EA
Belt Buckle, Subdued .....	1EA
Gloves, Black Work.....	1PR
Inserts, Gloves Wool (Green/Black/Brown) .....	2PR
Bra .....	3EA*
Panties .....	7EA*
Shoes, Running (No High Tops) .....	1PR
Sweat pants, Black, IPFU.....	1EA
Trunks, Black, IPFU.....	2EA
T-Shirt, Gray w/Army Logo (2 Short Sleeve/2 Long Sleeve) .....	4EA
Jacket, IPFU .....	1EA
Socks, White (must cover ankle).....	5EA
Cap, Green Fleece .....	1EA
Sweat Band for Kevlar .....	1EA
Class A Uniform .....	1EA/Complete
Tags, Identification w/Chains .....	2EA
Ear Plug Case, and Ear Plugs .....	1Set
Mouth Guard .....	1EA
ID Card .....	1EA

### Optional items:

- Individual Body Armor (IBA)
- Helmet/Kevlar
- Load Bearing Vest (LBV)
- Spandex Shorts (Black or Grey, NO LOGOs)
- Gortex Jacket
- Laptop Computer
- CDR/CDRW
- 1 set of ACUs for Combatives

NOTE 1: The clothing list is the minimum items required, additional items are encouraged.

NOTE 2: Students should also bring appropriate Civilian clothing for class field trips in ALC and SLC.  
(Business casual is appropriate)

\* Female

\*\* Male

## Appendix E

Students will train on and learn Level I Modern Army Combatives techniques in ALC and SLC, IAW FM 3-25.150.

The Chief of Staff of the Army's intent:

Combatives training is an important component of the Warrior Ethos. The purpose of combatives is to instill confidence and fighting skill that can only be gained through engagement of an opponent in a combative situation. Hand-to-hand combat training is a fundamental building block for preparing our Soldiers for current and future operations. Soldiers must be prepared to use different levels of physical force across the operational spectrum in an uncertain environment. Combatives training will provide this critical capability.

Soldiers will train on combatives as part of their FTX, for up to 5 hours a day. Soldiers need to mentally and physically prepare themselves prior to attending NCOES for this rigorous training, because it will be intense and motivating. Soldiers will be using different muscles than in a regular physical training session, so be prepared for a little soreness. If you are physically fit, you will have no problem conducting this training.

Equipment needed for training:

1. Uniform – ACU
2. Running Shoes
3. Mouth Guard





# THE NONCOMMISSIONED CREED

**N**o one is more professional than I. I am a Noncommissioned Officer, a leader of soldiers. As a Noncommissioned Officer, I realize that I am a member of a time honored corps, which is known as "The Backbone of the Army". I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the Military Service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

**C**ompetence is my watchword. My two basic responsibilities will always be uppermost in my mind -- accomplishment of my mission and the welfare of my soldiers. I will strive to remain tactically and technically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All soldiers are entitled to outstanding leadership; I will provide that leadership. I know my soldiers and I will always place their needs above my own. I will communicate consistently with my soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

**O**fficers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my soldiers. I will be loyal to those with whom I serve; seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders!