

NCO ACADEMY

33009 761st TANK BATTALION AVENUE
FORT HOOD, TX 76544



WARRIOR LEADER COURSE
STUDENT SOP
(8 August 2012)

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WELCOME TO THE NCO ACADEMY
WARRIOR LEADER COURSE




AFZF-NC

1 August 2012

MEMORANDUM FOR STUDENTS

SUBJECT: Welcome Letter

1. Congratulations on your selection and welcome to the United States Army Noncommissioned Officer Academy (NCOA) at Fort Hood, Texas. Your selection indicates the Army's trust and confidence in your potential leadership ability to serve in positions of greater responsibility. Our goal and mission while you are assigned to the NCO Academy is to provide excellent academic and performance based evaluations in an institutional based environment to develop competent, confident, well trained and educated small unit leaders.
2. The Noncommissioned Officer Academy is committed to providing you with an excellent training experience. Our Cadre will treat all Soldiers as team members, challenge you mentally and physically, and treat you with dignity and respect. We accept the challenge in academic and performance oriented excellence and graduate students to the greatest extent possible. We pledge to sharpen your existing leader and war fighting skills; teach and instill the Warrior Ethos while ingraining the seven core Army Values. We intend to enhance your ability to motivate, train, and lead Soldiers.
3. A positive attitude, time management skills, and good study habits are great tools to possess. However, it is up to you to achieve excellence. Upon graduation, your tool box will be full of current and relevant information to pass on to those you lead. We hope you will confidently accept more challenging leadership positions that attest to your professional development.
4. This is probably one of the few opportunities you will have to work closely with Soldiers from all branches of the Army, so take full advantage of it and get to know as many of your peers as you can. Our differences make us a much stronger Army!
5. Make the most of your experience at the Academy and good luck during the challenging days ahead.
6. **"Train the Best to Lead the Best"**


JAMES P. DANIELS
CSM, USA
Commandant

CHAPTER 1 GENERAL ADMINISTRATION

COURSE OVERVIEW: The Warrior Leader Course (WLC) is a 17-day Program of Instruction (POI), branch immaterial course that trains the basic skills, knowledge and behaviors necessary to be a professional NCO. WLC produces competent junior NCOs who are qualified team/section/squad leaders, trainers of leader and warfighting skills. They are evaluators and counselors who conduct and participate in individual and collective training. WLC graduates are teachers of leader tasks, knowledge and attitudes. WLC instills self discipline, professional ethics and establishes the foundation for follow-on training in leader development. WLC is conducted in a challenging, leadership-intensive Noncommissioned Officer Academy environment.

1-1 PURPOSE: This guide outlines applicable policies and procedures for students reporting to the Noncommissioned Officers Academy (NCOA). All students will read this guide. Students are responsible for complying with its contents within 24 hours of arrival at the NCO Academy. Failure to comply with the policies or procedures contained herein could result in an early release from the Academy.

1-2 ENROLLMENT REQUIREMENTS:

a. Soldiers attending the NCO Academy will report for class enrollment in the proper PT uniform. The appropriate PT uniform standard is prescribed by Fort Hood directive concerning PT uniform posture and standards as noted for the season.

b. Soldiers attending the NCO Academy must meet body fat composition standards of AR 600-9. If Soldier fails HT/WT screening, one re-test will be administered no earlier than seven days after initial screening. (Soldiers who fail to meet body fat composition standards of AR 600-9 will be considered an academic course graduate, but item 11.c. of their DA Form 1059 be marked "Marginally Achieved Course Standards").

c. Soldiers eliminated from WLC for disciplinary reasons will not be eligible for further NCOES training for a period of six (6) months.

d. Soldiers must have all profiles approved by the NCO Academy ATRRS prior to enrollment. Questions should be directed to the OML Manager at 254-287-9190 or WLC Student Operations/Administration at 254-287-0222 or DSN 737-0222.

e. Soldiers must have all required documents in their student packet to include an ERB and DA Form 705 dated within **30 days of enrollment**. See Annex C, Example Student Packet, for a detailed description of all required documents.

1-3 TELEPHONE/CELL PHONES: The NCOA military cell phone is for **OFFICIAL BUSINESS ONLY**. To utilize the NCOA military phone, contact your SGL. Personal cell phones may be brought, but can only be used during breaks and on the students' evening

personal time. Cell phones may be carried and used as necessary as directed by NCOA leadership. **AT NO TIME ARE CELL PHONES ALLOWED WHILE TESTING.**

1-4 VALUABLES: You are reminded that the safekeeping of valuables is a personal responsibility. It is recommended that high dollar personal valuables not be brought to the Academy. Each student will bring one (1) combination or padlock.

1-5 MEDICAL AND DENTAL TREATMENT: Students needing to go on sick call will report to their Small Group Leader (SGL), or NCOA Staff Duty Noncommissioned Officer (SDNCO) to receive a sick call slip. TDY Soldiers will be treated at the Emergency Room. Sick call slips will be returned to (SGL, SSGL, 1SG) immediately upon returning from sick call. Students assigned to a Fort Hood unit will be transported to sick call by their sponsor. Sponsors will show up in ACU when picking up the student and TDY students will be transported by the SDNCO (**Students cannot miss more than four academic hours**). TDY students are not required to bring their health and dental records with them to the course. The uniform for sick call is IPFU. Emergency treatment is available at Darnall Army Community Hospital (DACH) at all times. Students requiring emergency treatment will report to the SDNCO located in Building 33060 (NCOA Barracks).

1-6 LAUNDRY: Washers and dryers are provided for your convenience. **Only liquid detergent will be used.** Do not bring powder detergent. Powder detergents clog and damage the washing machines. The laundry area will be cleaned daily.

1-7 CADRE ROOMS: All Cadre rooms are OFF LIMITS to students except when directed to report by the NCOA Leadership.

1-8 VISITATION: Due to the fast pace of the 17-day POI, sponsors are allowed to visit Soldiers with prior authorization from the NCO Academy Commandant and during chow times at the DFAC. **SPONSORS ARE ALLOWED TO DROP OFF/PICK UP PERSONAL ITEMS AT THE SOLDIER DEVELOPMENT CENTER BUILDING 33009 AT ATRRS ROOM H211.** All visitors will contact/report to the NCOA SDNCO. The phone number for the SDNCO is 254-289-2990.

1-9 PRIVATELY OWNED VEHICLES: The use of POVs is authorized for transportation to and from home, providing that they meet all vehicle safety, inspection and installation registration requirements. Once POVs are parked for the day, students are not allowed to go back to their POV unless permission is given by the NCOA leadership.

1-10 PHYSICAL REQUIREMENTS: Students must be able to meet the following physical requirements during the course: (Exception—Soldiers with temporary profiles due to participation in OIF/OEF).

- a. Conduct, demonstrate, and lead physical readiness training.
- b. Negotiate rough terrain under varying climatic conditions.

- c. Walk a minimum of 3,200 meters with load carrying equipment (LCE) in a minimum of three hours and 15 minutes.
- d. Lift and carry all required packing list items (OCIE and CTA 50-900) for short distances.
- e. Carry a 48 pound combat load that contains mission essential equipment (weapon, helmet, uniform, LCE included in 48 lbs).
- f. Lift and carry fuel, water, ammo, MREs, or sandbags occasionally.
- g. Low crawl, high crawl, and rush for three to five seconds.
- h. Move over, through, and around obstacles.
- i. Carry and fire individually assigned weapon.

1-11 COURSE GRADUATION REQUIREMENTS: Students must score 70 percent or higher on the following performance and written evaluations:

- a. Conduct Army Physical Readiness Training.
- b. Conduct Individual Training.
- c. Conduct Squad Drill.
- d. Communicate in Writing.
- e. Oral History Briefing.
- f. Two demonstrated Leadership Evaluations (garrison and tactical environment).
- g. Leadership Exam.
- h. Training Exam.
- i. Warfighting Exam.

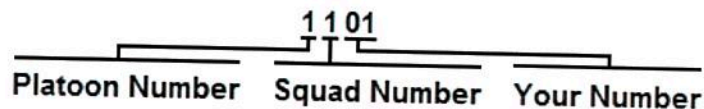
1-12 STUDENT GUIDE DISTRIBUTION: The student guide is provided to the MSC Schools NCOs at the NCO Academy Schools meeting held at building 33009 for assigned Fort Hood Soldiers. Soldiers from other installations may receive the Student Guide from their respective Schools Managers. It can also be downloaded from the Academy website at <http://www.hood.army.mil/ncoa> .

1-13 NON-RESIDENT NCOES: The NCO Academy is a branch immaterial course, taught at the NCOA in a non-resident environment (barracks rooms are provided for those who wish to stay at the NCOA Barracks and TDY Soldiers). All students will maintain a room at the NCOA Barracks for required clothes and equipment until course completion or release from the NCO Academy by the Commandant.

CHAPTER 2 STUDENT ADMINISTRATION

2-1 STUDENT CONDUCT: The NCO Academy trains and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions and directives. It is the student's responsibility to maintain this standard during the course of instruction and throughout their military career. While on and off duty, you will maintain high standards of appearance and conduct. Misconduct of any type, no matter how small, may result in an immediate disciplinary dismissal.

2-2 STUDENT ASSIGNMENT: During in-processing, you will be assigned to a platoon and receive a "Student Number". It is very important that you place your student number, rank, and name on all correspondence while assigned to the NCO Academy. Unless otherwise directed, place this information in the top right corner when filling out documents. The student ID number is comprised of your platoon number, squad number, and number for which you fall in the squad.



2-3 UNIFORM AND EQUIPMENT: You are required to have certain items of clothing and equipment in your possession while at the Academy. Personnel with prescription eyewear must have their military issued glasses. **Wearing of contact lenses is not authorized in the field environment.** An inventory will be conducted during your in-processing to determine accountability and serviceability. The uniform for each day is indicated on the training schedule. Students will be issued a "Penny" and it is to be worn for PT only, unless otherwise directed. Civilian clothes are allowed only for students after the close of business day and on non-scheduled classroom days (Saturdays & Sundays).

2-4 TRAINING SCHEDULE: A copy of the training schedule is posted on the bulletin board in each wing of the student barracks. A schedule will be issued to each student Squad Leader, Platoon Sergeant, and First Sergeant to be maintained in their Leader's Books.

2-5 FORMATIONS:

- a. Students will march to and from all formations for training.
- b. SGLs are in charge of any marching element moving outside of the Academy grounds.
- c. SSGLs are responsible for the overall movement for each training day.
- d. If a student is late for any formation: First offense student will receive a counseling statement. Second offense student will receive a counseling statement and have pass privileges revoked and remain in the barracks for a time to be determined by the Commandant. Third offense student will receive a counseling statement and be recommended for dismissal from the course.

2-6 CLASSROOM PROCEDURES: Classroom norms will be established by the SGL at the beginning of the course. A Classroom Leader will be appointed for each classroom and be responsible for greeting all visitors IAW Class Leader instructions. While the emphasis of the classroom conduct is to foster the best learning environment possible, students are expected to maintain their professionalism and military bearing at all times. Classrooms will be maintained in a high state of organization, cleanliness and repair at all times. Smoking, eating and drinking in classroom is prohibited except for approved water source. End of day procedures will be adhered to everyday as instructed by the SGL, i.e. computers restarted and left open, reciting NCO Creed, etc...

2-7 SPECIAL INSTRUCTIONS:

- a. All inspectable items such as billets, field equipment, uniforms, lockers, etc, will be prepared for inspection prior to first formation daily.
- b. Brooms, mops and cleaning materials will be kept in appropriate areas.
- c. Lights will be turned off when billets are unoccupied. Student leaders will inform subordinates of the time and place of any evening details to be performed.
- d. Fire extinguishers will not be removed or tampered with.
- e. Unless changing in your assigned room, a complete and appropriate uniform will always be worn.
- f. Students will not leave the Academy area for any reason unless authorized specifically by their Senior Small Group Leader (SSGL).
- g. Students will ONLY use cleaning materials issued by the SGL to clean the barracks.
- h. Students will observe all proper customs and courtesies at all times. Whenever a Soldier of lesser rank is addressing a senior, that Soldier will assume the position of parade rest (if addressing an enlisted senior) or attention (if addressing an officer).
- i. Pocket sized radios, CD players or mp3 players are the only audible equipment authorized. They will only be used when inside the barracks during personal time with headphones. Larger radios are not authorized.
- j. No smoking in the barracks. Tobacco products will only be used in designated areas; this includes smokeless tobacco (dip).
- k. Students will be allowed to have fast food delivered to them, however, students will meet the delivery man at building 33070 (Mail Room). The delivery man **IS NOT** authorized to go to the students' room in building 33060 or in the Academy Area.
- l. All students will remain in the barracks the night prior to any field training exercise.

2-8 SAFETY: SAFETY IS FORCE PROTECTION.

a. Force protection must be an integral part of mission accomplishment by including risk assessment and risk management in the decision making process. Risk assessment/management eliminates unnecessary risk, minimizes fratricide, and avoids accidental injury to Soldiers and damage to equipment. Force protection responsibilities continue around the clock, both on and off duty. Safety in training and training safety are not synonymous. Safe training is achieved by integrating safety in the planning, development, and conduct of training (FM 7-0 and FM 7-1). Leaders must commit to accomplishing mission without unnecessarily jeopardizing lives and equipment. They must recognize unsafe behavior while making prudent risk decisions, and developing operational processes to minimize hazards.

- b. Training safety consists of three interlocking tiers:

(1) **Tier 1:** The Commander: Validating soundness of training and evaluation plans for safety and resolving safety issues.

(2) **Tier 2:** The First Line Leader: Identifying necessary actions by responsible individuals, establishing a system to monitor training safety, and focusing on adherence to standards.

(3) **Tier 3:** The Individual: Ensuring Soldier looks after themselves, others and know how to recognize unsafe conditions and acts.

2-9 BARRACKS SECURITY MONITORS (BSM): The monitors may be called CQs. The primary responsibilities of the BSM are to ensure no unauthorized personnel enter the building and to alert the occupants in the event of an emergency. The uniform for duty will be ACUs with a water source. The BSM roster is prepared and posted by the Company student 1SGs with SGL guidance for length of duty and type. Each roster will be posted. A DA Form 1594 (Duty Journal) will be kept by SDNCO. All events or incidents will be logged and briefed to a 1SG no later than first call. No one is exempt from this duty, regardless of their position within the student chain of command.

CHAPTER 3 STUDENT ORGANIZATION

3-1 NCO SUPPORT CHANNEL:

Throughout the course, students will be assigned and evaluated at least two times (once in garrison and once in the field) in a leadership position. Responsibility for the control and discipline of the students rests with the NCO Academy Chain of Command.

a. **Academy** NCO Chain of Command

- (1) Commandant
- (2) Deputy Commandant
- (3) First Sergeant
- (4) Senior Small Group Leader
- (5) Small Group Leader

b. **Student** NCO Chain of Command

- (1) Student First Sergeant
- (2) Platoon Sergeant
- (3) Squad Leader
- (4) Team Leader

3-2 RESPONSIBILITIES: The SGLs are responsible for the overall administration, billeting, messing and processing of all students. In addition, SGLs have the responsibility of conducting squad training and rendering evaluations of the students to include making on the spot corrections and counseling.

The student leadership responsibilities include the following:

- (1) Attending all classes with their assigned small group.
- (2) Organizing the Student Company for formation.
- (3) Giving and receiving accurate accountability reports and accountability of Soldiers and weapons at all times.
- (4) Disseminating information down to the members of each team ensuring subordinate leaders are kept informed at all times.
- (5) Movement of the company when directed by the training schedule.
- (6) Maintaining areas of responsibility to include billets, classrooms, and outside/common areas.
- (7) Ensures platoon/Academy equipment is properly stored or displayed IAW Academy SOP.
- (8) Report violations of instructions or policies, to their SSGL or 1SG as soon as possible.
- (9) Properly brief the new student leader when leadership positions are changed.

3-3 STUDENT FIRST SERGEANT: Students selected for this responsibility are done so based upon their academic standing, initiative, motivation, and professionalism. In addition to the duties listed above, other responsibilities include:

- a. Responsible for the police and orderliness of the Academy area as a whole.
- b. Supervises students in the dining facility and ensures that students are not loitering.
- c. Other responsibilities as directed by the SSGL.

3-4 STUDENT PLATOON SERGEANT: The same selection criteria as prescribed for the student First Sergeant applies to the student platoon sergeants. Student platoon sergeants are assigned by the SSGLs. In addition to the duties listed under 3-2b, other responsibilities include:

- a. Ensuring platoon members are awake at first call and preparing for formation.
- b. Have 100% accountability of platoon members at all times.
- c. Performs additional duties as directed by their SSGL.

3-5 STUDENT SQUAD/TEAM LEADER DUTIES: Squad Leader/Team Leader positions are assigned and evaluated by the SGL. In addition to the duties listed under 3-2b, other responsibilities include:

- a. Keeps the student NCO Support Channel informed of squad/team members who need help with problems.
- b. Checks each member of the squad/team at first call to ensure that they are awake and preparing for first formation.
- c. Checks the squad/team at all formations to ensure that all members are present, and in the proper uniform.
- d. Have 100% accountability of squad/team members at all times.
- e. Performs additional duties as directed by cadre.

(1) All students must ensure that tasks are accomplished according to standards, strictly adhere to instructions from the student leadership. Students performing assignments in leadership positions must ensure that they are familiar with the duties required of the position to which they are assigned.

(2) Full cooperation of students is required at all times. **Disobedience or failure to respond to orders issued by a student leader could result in a disciplinary release from the course.**

(3) The students in leadership positions must bring any disobedience or noncompliance situation to the attention of the NCOA leadership.

CHAPTER 4 ACADEMY STANDARDS AND EVALUATION

4-1 STANDARDS AND CONDUCT: The NCO Academy is dedicated to the principle of leadership by example.

a. **Military Courtesy:** Students will maintain the highest standards of military courtesy while at the Academy. Appropriate greetings and courtesies for passing/visiting officers and NCOs will be observed. One important exception is when classes are in progress. **Under no circumstances will a class be disrupted for the purpose of courtesy.** The priority of training takes precedence at the Academy and visitors will understand.

b. **Personal Appearance:** You are required to attain and maintain a high standard of appearance at all times. Strict adherence to standards outlined in AR 670-1 and III Corps Phantom Warrior Standards Guide is the rule. There are no exceptions.

c. **Honor Code:** The NCO Academy operates on the honor principle. Integrity is an accepted basic attribute of leaders. Our word (and/or signature) is our bond. Lying, cheating or stealing is not tolerated. Violation of the honor system constitutes grounds for dismissal from the course.

d. **Late for Formation:** First offense student will receive a counseling statement. Second offense student will receive a counseling statement and have pass privileges revoked and remain in the barracks for a time to be determined by the Commandant. Third offense student will receive a counseling statement and be recommended for dismissal from the Warrior Leader Course.

4-2 EVALUATIONS: Students will need to complete seven Performance Evaluations and three Written Examinations. If a student fails any initial examination/performance evaluation, he or she will be retested with the maximum allowable score of 70 percent. If a student receives two failing scores (one initial and one retest) on any single evaluation, student may be dismissed.

a. **PERFORMANCE EVALUATION:** All students must successfully complete performance tests to meet course graduation requirements. Student may use cue cards (i.e. 3x5 cards) during the performance evaluations.

- (1) Army Leadership Performance Evaluation #1 (Garrison)
- (2) Army Leadership Performance Evaluation #2 (Tactical)
- (3) Communicate in Writing Performance Evaluation (Award, Sworn Statement and Memorandum)
- (4) Conduct Individual Training Performance Evaluation
- (5) Conduct Army Physical Readiness Training Performance Evaluation
- (6) Conduct Squad Drill Performance Evaluation
- (7) Oral History Brief Performance Evaluation

b. WRITTEN EXAMINATIONS:

- (1) Written Examination I, L234 Leadership
- (2) Written Examination II, T227 Training
- (3) Written Examination III, W228 Warfighting

4-3 BILLETS INSPECTION: The billets will be inspected daily by the student leadership and SGLs.

4-4 IN-RANKS INSPECTION:

- a. An in-ranks inspection conducted by student leadership and monitored by SGLs will be conducted daily unless otherwise directed by the training schedule.
- b. Individual deficiencies will be noted and the student will be required to make the necessary corrections.
- c. During inclement weather, the squad will conduct their inspection outside their assigned barracks room.

4-5 STUDENT DEVELOPMENTAL COUNSELING: The students will receive the following counseling while attending WLC:

- a. Initial counseling. (Reception and Integration counseling) The SGL should determine whether or not a Soldier has any personal problems or outside distracters that would interfere with the student completing the course. After any test failure or re-test failure.
- b. Comprehensive End-Of-Course-Developmental Counseling.
- c. Developmental Action Plan (DAP): The SGL will consolidate and analyze student performance evaluations near the end of the course and provide students documented feedback in the form of a Developmental Action Plan. The DAP will identify the students strengths, weaknesses, and developmental needs.
- d. Adverse or other event oriented counseling is only given if the situation warrants.

4-6 PASS PRIVILEGES: Passes are **NOT** granted during attendance at the NCO Academy. During federal holidays, students may be granted Commandant's Time.

4-7 ACADEMIC EVALUATION REPORT (DA FORM 1059): The Academic Evaluation Report (AER) is designed to portray the accomplishment and the leadership potential that an individual demonstrates while attending the NCO Academy. A maximum of 20% of class enrollment may have block 11A, "*Exceeded Course Standards*" annotated on their DA Form 1059. The Academy prepares the DA Form 1059 immediately prior to graduation or in conjunction with dismissal. The student must ensure that he/she has a copy of the DA Form 1059 in his/her possession prior to departing the Academy area. It is the student's responsibility to ensure all personal data is correct on the DA Form 1059 prior to leaving the Academy area.

a. **EXCEEDED COURSE STANDARDS:** (will not exceed 20% of the class enrollment). The following guidelines represent the minimum considerations for this rating:

- (1) Displayed superior performance, Army Values, and the Whole Soldier Concept throughout the course, and
- (2) Received a first time GO on all examinations/evaluations and has an overall academic average of 90% or higher on the combined requirements, and
- (3) Has a SUPERIOR rating in three or more rated "DEMONSTRATED ABILITIES" in Block 12, DA Form 1059, and
- (4) Did not receive any adverse developmental counseling, and
- (5) Presented superior military appearance and bearing throughout the course.

NOTE: If more than 20% of the students exceed course standards, use student academic scores to determine standing.

b. **ACHIEVED COURSE STANDARDS:** For students who achieve course standards but do not meet the above criteria, the following guidelines represent the minimum considerations for this rating:

- (1) Have an academic average of 70% or higher. This includes all examinations and performance evaluations.
- (2) Have not received more than two adverse developmental counseling (neither for the same offense-excludes counseling for academic shortcoming).
- (3) Have as a minimum, a satisfactory rating in the demonstrated abilities block 12b, c, and e, of the AER.

c. **MARGINALLY ACHIEVED COURSE STANDARDS:** For students who achieve course standards and do not meet the above criteria, the following guidelines represent the minimum considerations for this rating.

- (1) Received a minimum of "Satisfactory" ratings in block 12b, c, d and e, but required retesting on fifty percent or more course graduation requirements, or
- (2) Received three or more adverse developmental counseling's (excluding counseling for academic shortcomings). Refer these students to the Commandant for dismissal consideration, or
- (3) Students whose personal characteristics, behavior, attitude, conduct, or overall performance does not justify dismissal, but warrants documentation.

d. **FAILED TO ACHIEVE COURSE STANDARDS:**

- (1) Failed to meet any course graduation requirement, or
- (2) Dismissed from the course IAW regulatory guidance.

4-8 STUDENT STUDY HALL: Students are encouraged to attend study hall at the times listed on the training schedule to prepare for the next day of training.

a. The Commandant directs that only those students who fail in the categories listed below attend a 1-hour mandatory study hall as annotated on the training schedule:

- (1) Students who fail any performance/written evaluations.

4-9 ATTENDANCE: Any student who has an official or medical appointment, quarters, or any emergency that causes a student to miss **four academic hours of the Program of Instruction** will be recommended for dismissal from the course. The training is critical and time does not permit the student to recover before moving on to other subject material.

CHAPTER 5 ACADEMIC AND PERFORMANCE HONORS

5-1 NCOA HONORS: Not more than 20% of enrollment, based upon the criteria listed below will be selected for the academic honor roll. In addition, there are performance awards for the Leadership Board and Commandant's Challenge. These awards are discussed below. All awardees will have special notations made to their academic evaluation reports.

a. Commandant's List Graduate: These graduates will not exceed 20% of class enrollment. Placement within the top 20% is determined by GPA. This percentage includes the Distinguished Honor Graduate and Honor Graduate.

b. Distinguished Honor Graduate: This graduate must meet the following prerequisites:

- (1) All criteria for the Commandant's List graduate.
- (2) Have the highest overall academic average.
- (3) Have no adverse developmental counseling.
- (4) Must receive first-time "GOs" in all performance and leadership evaluations.

c. Honor Graduate: This graduate must meet the following prerequisites:

- (1) All criteria for the Commandant's List graduate.
- (2) Have the second highest overall academic average.
- (3) Have no adverse developmental counseling.
- (4) Must receive first-time "GOs" in all performance and leadership evaluations.

d. Leadership Board Awardee:

- (1) Must be chosen by peers.
- (2) Have no adverse developmental counseling.
- (3) Must receive first-time "GOs" in all performance and leadership evaluations.
- (4) Must pass Leadership Board.

e. Commandant Challenge Awardee:

- (1) Must be chosen by peers.
- (2) Have no adverse developmental counseling.
- (3) Must receive first-time "GOs" in all performance and leadership evaluations.
- (4) Must pass Commandant Challenge Board.

NOTE: In the event of a tie, the Commandant will establish a board or a competitive exercise as a tiebreaker for these honors.

CHAPTER 6

GRADUATION

6-1 Graduation: Check the NCO Academy website, or at Building 33009, 761st Tank Battalion Avenue, Fort Hood, TX 76544 or Phantom Distribution for changes to any graduation ceremony. It is the student's responsibility to notify their unit as to the time and place of their graduation. Students should encourage family and friends to arrive early as there are a limited number of seats.

ANNEX A:

Academy Barracks Standard Operating Procedures (SOP)

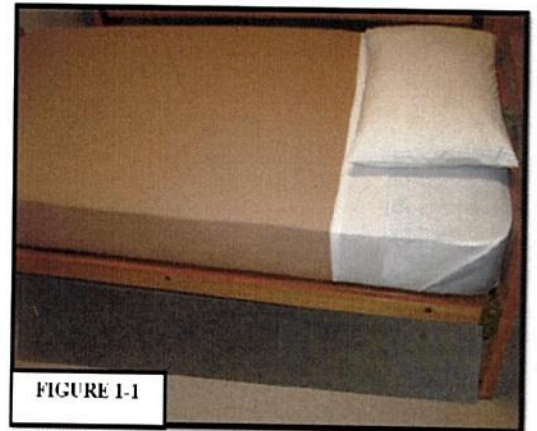
Purpose: This SOP establishes guidelines for setup and maintenance of the Academy area. Inclusive within this SOP are the students' rooms, common areas, facilities, and outside areas.

Applicability: This SOP applies to all cadre, staff, and students assigned to the Academy. All are required to adhere and enforce the standards outlined in this SOP.

Objective: The overall objective of this SOP is to ensure the highest sanitary and cleanest conditions within the Academy. Secondly, to ensure uniformity is being met by all personnel and promote good order and discipline.

1. Room Setup:

a. The bunk will be made daily. When made, the bunk will have a neat and tight appearance, free of wrinkles and debris. The corners of the blanket will be made with a 45-degree angle. The blanket will have a white collar of approximately 6 inches in width (about the size of a dollar bill) and flushed with the bottom edge of the pillow. (See Figure 1-1)



NOTE: The bunk will be stockaded on the day of linen exchange.

b. The pillow will be displayed with a flat and smooth appearance. The open end of the pillow will face away from the center aisle and will be folded neatly with all four corners complementing each other.

c. When stockaded the blanket will be folded neatly, flat and aligned evenly at the head of the bed. The blanket is to be folded the width of the bed and approximately the width of the pillow. The blanket will be placed beneath the pillow. The room inspection sheet will be placed neatly and slightly under the fold of the blanket centered with the pillow.

d. Footwear will be displayed as worn. They will be clean, laced, tied and tucked in as applicable. Each student will display their footwear directly below their uniform display. Footwear will be displayed in the following order from left to right; boots (beginning directly below the wet weather parka), low quarters, running shoes, and shower shoes. Whenever a pair of footwear is removed the remaining pairs will be shifted to close any gaps. All footwear toes will be evenly aligned and all shoes touching side by side. (See Figure 1-2)

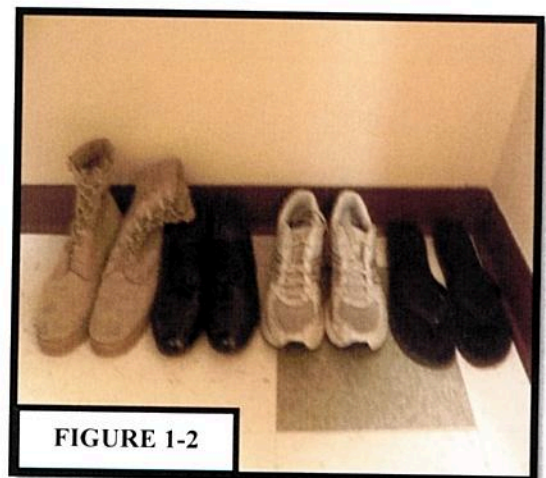




FIGURE 1-3

e. The towel, laundry bag and washcloth will be displayed on the top rail of the footboard or on the second rail of the headboard. The laundry bag will be centered with the drawstrings forming an “X” on the top of the bag and the excess tucked in. Laundry bags should not touch the floor. To the left of the laundry bag will be a towel folded in thirds and to the right will be a washcloth folded in half with the opening towards the center of the laundry bag. These items will be neatly folded with all edges aligned. (See Figure 1-3)

f. All windows and doors will be closed whenever you leave your room. Curtains will be open and blinds will be completely extended down resting on the windowsill with the flaps opened and parallel to the ground.

g. Before leaving the room, ensure that all lights and electrical appliances to include stove, washer, and dryer are turned off.

h. The room is to be clean at all times. The floors will be swept and mopped daily. The windows will be cleaned and shined on the inside and out. Everything within the room is to be dusted and cleaned daily to ensure a sanitary living environment.

NOTE: Do not limit the cleaning only to the items indicated. Everything within the room such as light fixtures, walls, bed frames, door hinges, ceiling fans, and latrines are subject to be inspected.

i. Trash will be emptied daily prior to movement to class. Trash cans will be left upright with a fresh trash bag. Wash the trash cans every week.

j. All cleaning supplies will remain in the cabinets in the common area.

k. Do not store food or snacks in room at any time.

2. Facilities:

a. Outside walkways, adjacent floors, and landings will be swept daily.

b. Walls will be free of markings.

c. Room doors will be KEPT CLOSED at all times.

d. Stairs will be swept daily. Railings on the stairwell will also be wiped down daily.

3. Common Area Laundry Rooms:

a. Washing machines and dryers will be wiped down, inside and out daily. Washing machine doors will remain open when not in use.

b. No clothes will be left in the machines during the day.

c. Lint filters will be cleaned daily before PT.

d. Laundry detergent (Liquid only) will be labeled and placed inside the cabinet (right side) directly above the washing machine.

4. Latrine:

a. Sinks, showers, shower curtains, and toilets will be clean and dry on a daily basis.

b. Mirrors will be cleaned and shined with no streaks.

c. Shower curtains will be clean, dry, and fully extended.

d. Toilets will be free of debris and will at all times have a roll of toilet paper on the holder.

- e. Floor will be swept and mopped with a clean mop.
- f. All brass and chrome like items or fixtures will be clean and shined.

5. Supply Closet:

- a. The supplies in the supply closet are managed by the Small Group Leaders (SGLs).
- b. Students will keep the supply closet stocked and clean at all times.
- c. Brooms will be dress right dress and the brush will be free of debris.
- d. Mops and mop buckets will be dress right dress and free of any debris.

6. Common Areas (outside):

- a. Refer to the layout provided by your Cadre in order to know which platoon has which designated area.
- b. Each platoon has the responsibility to ensure that their area is in a high state of police, clean and organized as applicable.
- c. Each area must be to standard before PT, before any movement formation and before lights out for that day.

PREPARATION FOR INSPECTION

The purpose of this section is to describe how each item will be setup and displayed. Attention to detail is extremely important. Inspections will be conducted daily to ensure that these guidelines are being followed. The word right and left are used to describe placement of items as you stand at the entrance to the closet and look into it. Refer to diagrams/photos for further instructions.

ACH – The ACH will be displayed with rank properly positioned, the cover will be clean and properly secured. The chinstrap and webbing will be clean with excess straps taped with OD Green tape. The ACH will be placed on the top shelf of the closet on the right side next to the patrol cap. No extra pads/cushioning will be inside the ACH while displayed. (See Figure A-1)

PATROL CAP – The patrol cap will be displayed with the rank in place. The front of the bill will be flush with the front edge of the top shelf. The second patrol cap will be placed directly on top of the first. Patrol caps will be clean, serviceable. (See Figure A-1)

BERET – The beret will be displayed as worn with the front edge flushed with the front edge of the top shelf. The flash will be facing front with the Distinctive Unit Insignia attached. Beret will be clean and serviceable. (See Figure A-1)

FLEECE PT CAP – The PT Cap will be displayed folded in half with the opening flushed with the front edge of the top shelf.

BLACK GLOVES – Black gloves will be displayed on top of the PT Cap with palms facing together, fingers of gloves pointing toward the rear of the shelf. Glove inserts will be placed inside of the leather shells as worn; the excess will be folded inward and flushed with the shells opening. The open end of the gloves will be flush with the front edge of the top shelf. (See Figure A-1)



FIGURE A-1

UNIFORM DISPLAY – Uniforms will be displayed in the following order; Wet Weather Parka w/pants, Class A or ASU, Army Green/White Shirt, ACU (3), IPFU Jacket w/pants, Long Sleeve T-Shirt w/shorts, Short Sleeve T-Shirt w/shorts, and penny.

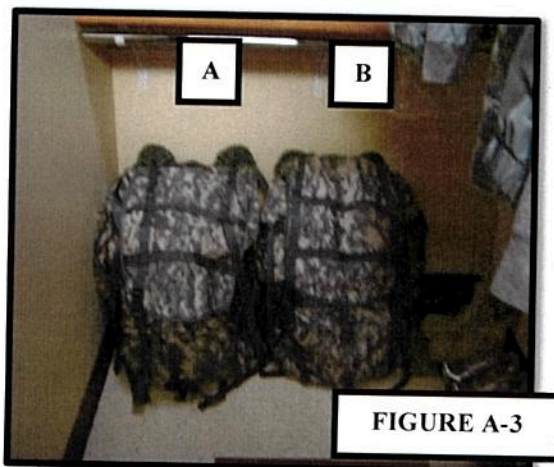
WET WEATHER PARKA – The wet weather parka will be displayed as worn. Zipper, Velcro, and strings will be fastened as worn. The wet weather trousers will be hung on the same hanger so that the waistband falls to the left side of the hanger and the button fly to the front. (See Figure A-2)

CLASS A/ASU UNIFORM – The Class A/ASU jacket will be displayed as worn. Pants will be hung on the same hanger as the corresponding jacket so that the waistband falls to the left side of the hanger and the button fly to the front. (See Figure A-2)

ACUs – Uniforms will be displayed as worn. The top velcro of the jacket will be undone, and all other velcro will be fastened as worn. The jacket will be hung so that the front is to the right. Pants will hung on the same hanger as the corresponding jacket so that the waistband falls to the left side of the hanger and the button fly to the front. (See Figure A-2)

ARMY GREEN/WHITE SHIRT – The Army green or white shirt will be displayed as worn. All buttons will be fastened. Females will fold their skirt in half and place it on the same hanger so that the waistband falls to the left of the hanger and the fold on the skirt faces to the front. (See Figure A-2)

IMPROVED PHYSICAL FITNESS UNIFORM (IPFU) – The IPFU will be displayed the same as the above uniforms. The jacket will be zipped and the pants folded over the same hanger with the front of the pants toward the front of the closet. A pair of shorts will also be placed on the same hanger of the long sleeve and short sleeve t-shirt. Shorts will be hung so that the waist band falls to the left. (See Figure A-2)



NOTE: No dirty uniforms will be displayed. No pin-on insignia of rank is to be displayed on any hanging item in the closet. You are authorized to have sew-on or hook-and-loop rank as long as it is properly attached. Hanging extra uniforms is authorized as long as they are hanging with the corresponding uniforms, and do not create a crowded appearance. Hangers within each display must be spaced approximately 4 fingers width apart and be of the same style, color, and material.

RUCKSACK WITH FRAME – The rucksack will be displayed clean, serviceable, and on the floor in the closet under the first shelf with the shoulder straps to the wall. Both student's rucksacks will be displayed side by side as you look directly into the closet. (See Figure A-3)

LBE/LBV – Will be placed in the rucksack.

PONCHO – The Poncho will be combat rolled and placed in the rucksack front center pocket.

DUFFLE BAG – The duffle bag will be displayed on the shelf in the closet with the opening of the duffle bag facing the uniform display and shoulder straps tucked in and to the wall. Student A will display his/her duffle bag on the top shelf and Student B will display his/her duffle bag on the bottom shelf. A lock will be placed on the duffel bag for security. When empty, the duffle bag will be folded in thirds with opening on top facing the uniform display. (See Figure A-4)

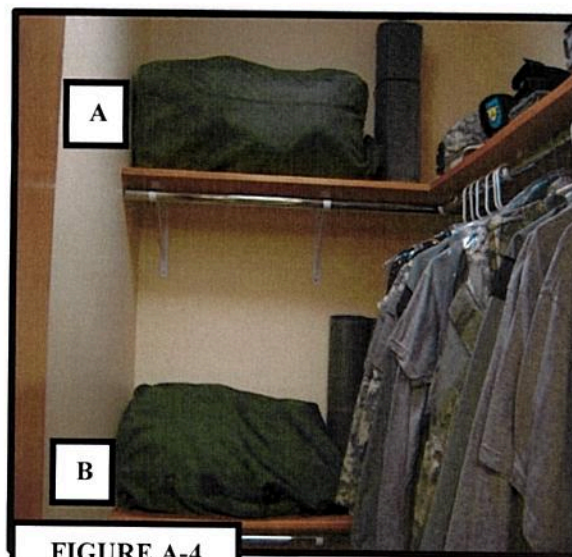


FIGURE A-4

SLEEPING MAT – The sleeping mat will be displayed upright to the opening side of the duffle bag. The sleeping mat will be rolled tight with the strings tucked in. (See Figure A-4)

(NOTE: Drawer display is NOT optional – ALL students will have a display)

TOWELS– Roll towels neatly approximately six inches in width. Place two towels next to each other on the top left rear corner. (See Figure A-5)

PERSONAL HYGIENE KIT – Display the kit in the left front corner of the drawer. The kit and all items must be cleaned at all times. (See Figure A-5) The personal hygiene kit will contain at least the following:

- a. Toothpaste.
- b. Toothbrush with case.
- c. Soap with soap dish or liquid soap.
- d. Razor with blade or electric razor.
- e. Shaving cream.
- f. Deodorant.
- g. Other personal items may be stored in the kit.

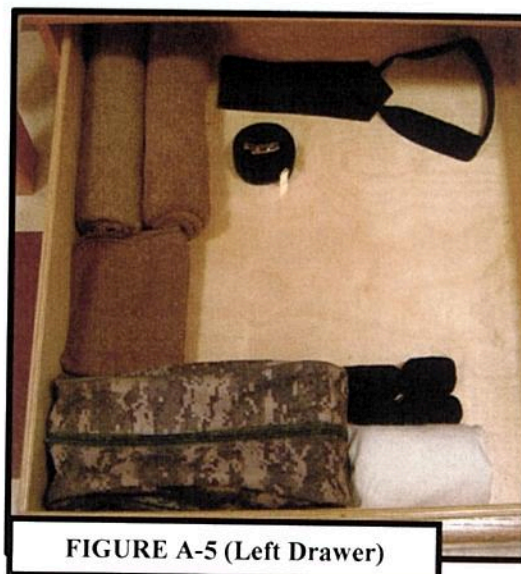


FIGURE A-5 (Left Drawer)

WASHCLOTHS – Washcloths will be neatly folded in half lengthwise then widthwise so that it forms a 4" x 4" square. Place two washcloths on top of each other in the left side above the personal hygiene kit. The smooth edges will be toward the front of the drawer. (See Figure A-5)

WHITE T-SHIRT (1) – T-shirt will be neatly rolled six inches in length with the smooth edge up. No stiffeners or tape will be used. The t-shirt will be placed to the right of the personal hygiene kit with the left side of the t-shirt touching the right side of the personal hygiene kit. (See Figure A-5)

BLACK DRESS SOCKS (2) – Socks will be neatly rolled individually with the top edges of the sock rolled inward forming a collar. Make sure the collar is flush with the rest of the rolled sock. Place socks above the white t-shirt forming two rows from front to rear with the opening of each roll facing upward. (See Figure A-5)

BROWN T-SHIRTS (5) – T-shirts will be neatly rolled six inches in length with the smooth edge up. No stiffeners or tape will be used. The t-shirts will be placed in the left front corner from left to right. (See Figure A-6)

GREEN SOCKS (4) – Socks will be neatly rolled individually with the top edges of the sock rolled inward forming a collar. Make sure the collar is flush with the rest of the rolled sock. Place socks above the brown t-shirts forming two rows from front to rear with the opening of each roll facing downward. (See Figure A-6)

WHITE SOCKS (4) – Socks will be neatly rolled individually in the same manner as the green socks. Place white socks above green socks forming two rows. (See Figure A-6)

PERSONAL DRAWER (Five Drawer Chest) – Soldier A will have the top two drawers of the chest and Soldier B will have the bottom two drawers. The middle drawer will be left empty. All items will be cleaned and displayed neatly and without a cluttered appearance. Absolutely no sensitive or high dollar items are to be maintained in this drawer.

UNDERWEAR – Underwear will be placed in the personal drawer.

BRASSIERE – Brassieres will be placed in the personal drawer.

NOTES:

1. When not in the room, the drawer will be left open with a six inch gap.
2. All High dollar items will be stored in the Soldiers locked duffle bag whenever he/she is not in the room for any period of time.





REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
NonCommissioned Officer Academy
33009 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5064

ATZF- NC

27 July 2012


MEMORANDUM FOR WLC Students

SUBJECT: NCO Academy Standards and Expectations of a Professional Soldier

1. Soldiers attending WLC are expected to live the Army Values and Warrior Ethos. You're also expected to maintain a high degree of professionalism and military bearing commensurate with the professional Army Ethic. The topics below serve as the expectable standards and expectations of a professional Leader and Soldier:

- a) Treat all team members and fellow Soldiers with dignity and respect.
- b) Display proper military courtesy to senior and peers alike.
- c) Loyalty to your peers, seniors and the NCO Academy; represent your tireless pride and self commitment to strive for excellence and assist others to do the same.
- d) Act professionally, refuse defeat, never quit and complete all the missions.
- e) Total commitment and motivation to duty – no matter how long it takes or what it takes.
- f) Rise above yourself to fulfill your obligations and always expect the same from others.
- g) Comply with all Army Regulations and NCO Academy policies.
- h) Have Faith and confidence in yourself, your team members and others.
- i) Learn as much as you can from the Cadre, curriculum and team members.
- j) Work well together with others as a cohesive team.
- k) Fight through the mental and physical challenges.
- l) Be at the right place, at the right time and in the right uniform with the right equipment.
- m) Take responsibility for your actions and do what's right, no matter how tough it is, even when no one is watching.
- n) Be a good steward of Academy resources; don't damage or lose accountability or equipment.
- o) Duty calls of the highest levels of integrity; do what's right legally and morally.
- p) Remember the Soldiers Creed – disciplined, physically and mentally tough, trained and proficient in your Warrior tasks and drills; place the mission first, never accept defeat and never quit – no matter how hard or difficult the challenging days ahead may become.
- q) The NCO Creed will be your guide, learn it and live it.

2. The above standards and expectations while assigned to the NCO Academy serve as your azimuth and course of direction, in coalition with the Army Values, Warrior Ethos, Soldier Creed and the NCO Creed.


JAMES P. DANIELS
CSM, USA
Commandant

ANNEX B

NCO ACADEMY
WLC PACKING LIST

RANK: _____ LAST NAME: _____ FIRST NAME: _____

UNIT: _____

	Item	REQ	Initials
1	Bag, Duffel	1	
2	Rucksack (complete w/straps)	1	
3	Lock (key or combination)	1	
4	Bag, Barracks	2	
5	Bag, Waterproof	1	
6	Helmet, Advanced Combat	1	
7	Cover, Helmet w/rank	1	
8	Band, Helmet w/last name	1	
9	LBV/LCE complete w/2 canteens	1	
10	First Aid Kit	1	
11	Hydration System (Camelback)	1	
12	Individual Weapon (M16/M4) (Note 2)	1	
13	Magazine	7	
14	Pouch, 3 Magazine	2	
15	Weapon Cleaning Kit	1	
16	Weapon Blank Adaptor	1	
17	Parka, Wet Weather	1	
18	Trousers, Wet Weather	1	
19	Poncho	1	
20	Cap, Patrol	2	
21	Shirt, ACU	4	
22	Trousers, ACU	4	
23	Undershirt, Tan	7	
24	Socks, Cushion Sole (green or black)	7 pr	
25	Boots, Tan	2 pr	
26	Belt, Trousers	1	
27	ID Tags w/long and Short Chain	1 set	
28	Extra Name Tape, Rank, Flag, Patches	2 ea	
29	ID Card (Note 3)	1	
30	Eye Protection, Ballistic, Clear	1	
31	Eye Protection, Ballistic, Tinted	1	
32	Ear Plugs with Case	1	
33	Knee and Elbow Pads	1 pr	
34	Assault Pack	1	
35	Whistle	1	
36	Flashlight w/batteries	1	
37	Wrist Watch	1	
38	Jacket, Gortex (Note 4)	1	
39	Drawers, CW (Note 4)	1	
40	Undershirt, CW (Note 4)	2	
41	Undershirt, CW Polyester (Note 4)	1	

	Item	REQ	Initials
42	Towel, Bath, Brown	2	
43	Washcloth, Brown	2	
44	Shoes, Shower	1 pr	
45	Personal Hygiene Kit	1	
46	IPFU Jacket	1	
47	IPFU Pants	1	
48	IPFU Shirt, Short Sleeve	2	
49	IPFU Shirt, Long Sleeve (Note 4)	2	
50	IPFU Shorts	2	
51	Socks, White, Athletic	5 pr	
52	Shoes, Running (Note 5)	1 pr	
53	Reflective Belt, yellow	1	
54	PT Cap, Grey Fleece	2	
55	Pad, Sleeping	1	
56	Gloves, Leather Utility (w/inserts)	1 pr	
57	Beret, Black w/Unit Crest	1	
58	ASU or Class A Uniform	1	
59	Alarm Clock	1	
60	Laundry Detergent	1	
61	Extra Personal Hygiene Items	1	
62	Lensatic Compass	1	
63	Protractor	1	
64	Gator Neck	1	
65	STP 21-1 SMCT Book	1	
66	Mechanical Pencils	2	
67	Black Pens	2	
68	3x5 Index Cards	1pkg	
69	550 Cord (5 ft)	1	
70	Hangers	12	
71	ERB (Note 6)	1	
72	Meal Card (Note 7)	1	
73	Butcher Board Paper (Note 8)	5sheets	

Student Signature_____
First Line Supervisor Signature_____
ISG Signature

Notes:

1. Only authorized and serviceable equipment IAW AR 670-1 and AR 710-2 will be accepted.
2. Students will be notified of the date/time when the unit will drop off their weapon.
3. ID Card must be current with working PIN for computer login/access.
4. Items necessary only during cold weather months from 1 November - 1 April.
5. No court, tennis, or basketball shoes are authorized for use with the IPFU.
6. A current ERB (within 30 days of enrollment day) needs to be attached to the Enrollment Packet.
7. Student must possess a valid meal card or DA Form 4187 for Recoupment of BAS for the time period that the Soldier will be in school.
8. Student will need butcher board paper in order to conduct their Conduct Individual Training Performance Evaluation

ANNEX C: Example Student Packet

DEPARTMENT OF THE ARMY
K CO. 159TH AVN 3RD ID
FORT HOOD, TEXAS 76544



IADA-LD

01 January 2012

MEMORANDUM FOR Commandant, III Corps NCO Academy, Fort Hood, TX 76544

SUBJECT: Warrior Leader Course

1. Request that the following Soldier attend the Warrior Leader Course, class # 01-10 , from: 01 February 2012 though: 28 February 2010

RANK: SGT

NAME: Snuffy, Joe

SSN: 000-00-0000

DATE OF RANK: 1 FEB 2008

MOS: 15T

UNIT: K Co. 159th AVN

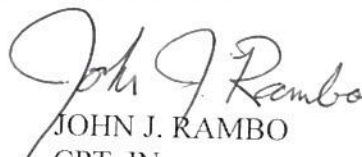
MSC: 3rd ID

SEC CLEARANCE: NO

GENDER: M

AKO ADDRESS: joe.snuffy@us.army.mil

2. POC for this memorandum is the undersigned at 287-5555.


JOHN J. RAMBO
CPT. IN
COMMANDING

ENLISTED RECORD BRIEF

BRIEF DATE 20110204	NAME SNUFFY, JOSEPH	RANK - DOR SPC	PMOS 42A	SSN XXX-XX-	COMPONENT REGULAR
SECTION I - Assignment Information			SECTION IV - Personal/Family Data		
OS/Deployment	Combat Duty	#S - 2	PEBD 19960229	BESD 19960229	Date of Birth 19730817
Start-End Date	CT MOIS/TTI	# - 1	ETS 20110306	REANI ELIG/PROHIB AG	Country of Citz US
20050208-20060217	AF 13 C	M	DIEMS 19960130	AGCM DT 20080228	Sex/Race MALE / OTHER
20050324-20040323	KU 12 1 C	C 2 2 5	# Days Lost	PV2	No of Dependent Adults/Children 1 / 1
19950807-20010605	HI 22 1 L	O 1 6	DOR 19960829	SSG	Religion ROMAN CATH
19870105-19870704	PM 6 2 O	R 0 0	DOR 20050101	SGM - CSM	Spouse Birthplace/Citz /
Dwell Time		TOT: 31	SECTION VII - CIVILIAN Education		
Start	20060217	DEROS	Level Completed 1 YR COLL		
Month - Days	60 Mo 14 Days	DROS	DESG COMPLETE SEMESTER COLLEGE		
Date Dependents Arrived OS	20010601		Institution Yr 2009		
PMOS	42A	SOI	Discipline Yr		
SMOS		PDSI/YRMO /	Institution Yr		
Bonus MOS	42A	ASI	Number Of Semester Hours Completed 20		
Bonus Enlist Elig Dt	20100701		Technical Certification		
Promotion Points/YRMO	350	991003	Course Name Dt Certified Dt Expires		
Prev Promotion Points/YRMO			JSCM 1		
Prom Seq#			ARCOM 1		
Promotion MOS	42A2		AAM 1		
ASV/AB	Test # / Dt	AECT / 20010201	MILC 1		
GT	103 ELEC 85	FOOD 96	AGCM 1		
ADMIN	95 FA 94	COMMO 93	NDSM 4		
CMBT	97 MECH 87	MAINT 80	ACM-CS 1		
Delay Separation Reason			GWTEM 1		
AEA / Dt		W / 201111	ASR 1		
Flag Code	Flag Start Dt	Flag Expiration Dt	OSR 3		
			MOVSM 1		
Date of Loss	Date of Last PCS	Date of Last NCOER	PRCHTBAD 1		
	20041213	20090113	MOBE-AG 1		
			MOBE-R 1		

SECTION VIII - Awards and Decorations		SECTION IX - Assignment Information	
JSCM 1	MOBE-GR M 1	Correspondence CRS Total # Hrs 39	BMQ 20051012/DA FORM 5790-R (M16)/38
ARCOM 1		ASGT FROM	MO UNIT NO
AAM 1		ORGANIZATION	ORGANIZATION
MILC 1		PROJ	PROJ
AGCM 1		Current	20100719
NDSM 4		1st Prev	20090923
ACM-CS 1		2nd Prev	20090113
GWTEM 1		3rd Prev	20080901
ASR 1		4th Prev	20080801
OSR 3		5th Prev	20061107
MOVSM 1		6th Prev	20060327
		7th Prev	20050209
		8th Prev	20050101
		9th Prev	20041013
		10th Prev	20030324
		11th Prev	20010615
		12th Prev	19990828
		13th Prev	19960718
		14th Prev	19960314
		15th Prev	19960229
		16th Prev	
		17th Prev	
		18th Prev	
		19th Prev	
		20th Prev	
		21st Prev	
		22nd Prev	
		23rd Prev	
		24th Prev	

SECTION II - Security Data		SECTION III - Service Data	
PSI Status	SECRET	Fld Del	PS Stat NONE
PSI Invest	INIT		19960131
PSI Invest Compl	20100726		
SECTION V - Foreign Language		SECTION VI - Military Education	
Language	Read Listen Speak	DLAB	
		MEL/IMES	NONE/NONE
		Course	COMBAT LIFE SAVERS CRS
		Year	2005
		Year	1996
SECTION VII - CIVILIAN Education		SECTION VIII - Awards and Decorations	
Level Completed	1 YR COLL	JSCM	1
DESG COMPLETE	SEMESTER COLLEGE	ARCOM	1
Institution		AAM	1
Discipline		MILC	1
		AGCM	1
		NDSM	4
		ACM-CS	1
		GWTEM	1
		ASR	1
		OSR	3
		MOVSM	1
		PRCHTBAD	1
		MOBE-AG	1
		MOBE-R	1

SECTION IX - Assignment Information		SECTION X - Remarks	
ASGT FROM	MO UNIT NO	HIV YRMO	200903
ORGANIZATION	ORGANIZATION	RGMT	AFL CORPAG
PROJ	PROJ	Date Last Photo	
Current	20100719	TRCWDS	CPOSCD TRCUAD FYCAL
1st Prev	20090923		
2nd Prev	20090113		
3rd Prev	20080901		
4th Prev	20080801		
5th Prev	20061107		
6th Prev	20060327		
7th Prev	20050209		
8th Prev	20050101		
9th Prev	20041013		
10th Prev	20030324		
11th Prev	20010615		
12th Prev	19990828		
13th Prev	19960718		
14th Prev	19960314		
15th Prev	19960229		
16th Prev			
17th Prev			
18th Prev			
19th Prev			
20th Prev			
21st Prev			
22nd Prev			
23rd Prev			
24th Prev			

THE ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

(FOR USE OF THIS FORM SEE TRADOC REG 350-18; PROPONENT IS DCSOPS&T, TASSD)

Please print or type.

1. NAME: Snuffy, Joe

2. UNIT: K. CO. 159TH AVN 3RD ID

3. DOR: 01 Feb 08

4. COURSE TITLE: WARRIOR LEADER COURSE

5. REPORT DATE: 10 FEB 08

First line leader's initials	Soldier's initials	PART I - UNIT PRE-EXECUTION (D-90 to D-1)
JR	JS	Coordination between customer unit and TASS unit to identify the Soldier by name?
JR	JS	Soldier in receipt of school/course information?
JR	JS	Read ahead packets/prerequisite testing complete? (If applicable.)
JR	JS	All required clothing/equipment IAW school/course information packet?
JR	JS	Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school? (As required.)
JR	JS	Soldier meets standards of AR 600-9?
JR	JS	Transportation requirements completed?
JR	JS	Adequate cash/traveler checks/Government Credit Card?
JR	JS	Individual orders received?
JR	JS	Individual has current periodic physical (within 5 years)?
JR	JS	Individual meets remaining TIS requirements?
JR	JS	School mailing address/telephone numbers received? (For family.)
JR	JS	Ten (10) copies of orders?
JR	JS	Transportation verified/approved (ticket picked up)?
JR	JS	Current/valid identification card?
JR	JS	ID tags (1 pair)?
JR	JS	If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts?
JR	JS	Notify soldier of requirement to take APFT and be weighed, as required?

Unit POC List:

CDR: B: (123) 555-0111 H: ()

1SG: B: (123) 555-0011 H: ()

FTM: B: () H: ()

Unit POC FAX: (123) 555-0001

Unit POC E-mail: JANE.SNAIL@US.ARMY.MIL

PART II - ROUTINE PREREQUISITES

TASK	REGULATION DATA					SOLDIER DATA						
	CO	CL	FA	GM	MM	CO	CL	FA	GM	MM		
Minimum Aptitude Score (ASVAB) (if applicable)	95	95	95	95	94	95	96	96	97	98		
	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT		
	96	94	95	96	97	95	94	96	97	98		
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
	1	1	1	1	1	1	1	1	1	1	1	1

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: S0123 Expiration date: 01 MAR 12
 Civilian license number: 12345678 Expiration date: 01 MAR 12 State: TX

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: *Joe Snuffy* Date: Within 30 days

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): JOHN J. RAMBO CPT, IN, COMMANDING Date: Within 30 days

Signature: *John J Rambo*

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.

PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).

ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.

DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code)	2. TO (Include ZIP Code)	3. FROM (Include ZIP Code)
	CDR DMPO Fort Hood, TX 76544	CDR Your Unit Fort Hood, TX 76544

SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI) Snuffy, Joe R.	5. GRADE OR RANK/PMOS/AOC E-4 / 69R	6. SOCIAL SECURITY NUMBER 123-45-6789
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SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input checked="" type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
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SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

- Recoupment of BAS for Field Duty effective 01 February 2008 through 28 February 2008.
- Reason: Meals available during Warrior Leader Course will be considered as government meals furnished for all Soldiers.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE JOHN J. RAMBO, CPT, IN, Commanding	13. SIGNATURE 	14. DATE (YYYYMMDD) 2007 01 07
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Army Physical Fitness Test Scorecard

For use of this form, see TC 3-22.20; the proponent agency is TRADOC.

NAME (Last, First, MI)
Snuffy, Joe A.

GENDER
Male

UNIT
HQ BTRY, 2-6 ADA

TEST ONE			TEST TWO			TEST THREE			TEST FOUR		
DATE	GRADE	AGE	DATE	GRADE	AGE	DATE	GRADE	AGE	DATE	GRADE	AGE
	E-4	30									
HEIGHT (IN INCHES)	BODY COMPOSITION		HEIGHT (IN INCHES)	BODY COMPOSITION		HEIGHT (IN INCHES)	BODY COMPOSITION		HEIGHT (IN INCHES)	BODY COMPOSITION	
69	WEIGHT: 160 lbs	%		WEIGHT: lbs	%		WEIGHT: lbs	%		WEIGHT: lbs	%
	GO / NO-GO	GO / NO-GO		GO / NO-GO	GO / NO-GO		GO / NO-GO	GO / NO-GO		GO / NO-GO	GO / NO-GO
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS	PU RAW SCORE	INITIALS	POINTS
60	JM	82									
SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS	SU RAW SCORE	INITIALS	POINTS
65	JM	82									
2MR RAW SCORE	INITIALS	POINTS	2MR RAW SCORE	INITIALS	POINTS	2MR RAW SCORE	INITIALS	POINTS	2MR RAW SCORE	INITIALS	POINTS
1400	JM	92									
ALTERNATE AEROBIC EVENT	TOTAL POINTS		ALTERNATE AEROBIC EVENT	TOTAL POINTS		ALTERNATE AEROBIC EVENT	TOTAL POINTS		ALTERNATE AEROBIC EVENT	TOTAL POINTS	
		256									
TIME	GO	NO-GO	TIME	GO	NO-GO	TIME	GO	NO-GO	TIME	GO	NO-GO
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE		
MARTINEZ, JASON, ALLEN. 1188228522											
COMMENTS			COMMENTS			COMMENTS			COMMENTS		
Must be within 30 days of enrollment date											

SPECIAL INSTRUCTION: USE INK

LEGEND: PU - PUSH UPS 2MR - 2 MILE RUN

SU - SIT UPS

APFT - ARMY PHYSICAL FITNESS TEST

DA FORM 705, MAY 2010

PREVIOUS EDITIONS ARE OBSOLETE.

BODY FAT CONTENT WORKSHEET - (Male)

For use of this form, see AR 600-9; the proponent agency is DCS, G-1

NAME (Last, First, Middle Initial) SNUFFY, JOE		RANK SGT			NOTE: 1/4" = .25 1/2" = .50 3/4" = .75
HEIGHT (to nearest 0.50 inch) 67.00		WEIGHT (to nearest pound) 185		AGE 31	
STEP		FIRST	SECOND	THIRD	AVERAGE (to nearest 0.50 in.)
1. Measure abdomen at the level of the navel (belly button.) Round down to the nearest 0.50 inch. (Repeat 3 times.)		36.50	36.50	37.00	36.50
2. Measure neck just below the level of larynx (Adam's apple) Round up to the nearest 0.50 inch. (Repeat 3 times.)		16.50	16.00	16.00	16.00
3. Enter the average abdominal circumference.					36.50
4. Enter the average neck circumference.					16.00
5. Enter circumference value (step 3 - step 4).					20.50
6. Find the height in Table 3-1 (Height Factor). Enter height in inches.					67.00
7. Find the Soldier's circumference value (step 5) and height (step 6) in figure B-5 (Percent Fat Estimation for Men). Enter the percent body fat value that intercepts with the circumference value and height. This is the Soldier's Percent Body Fat.					22.00
REMARKS					

Authorized Body Fat % 24.00%
Over/Under -2.00%

NOTE: Must be within 30 days of enrollment.

CHECK ONE

- Individual is in compliance with Army Standards; is not in compliance with the standards
- Recommended monthly weight loss is 3-8 lbs.

PREPARED BY (Signature) <i>Jason A. Martinez</i>	RANK SFC	DATE (YYYYMMDD) See note	APPROVED BY SUPERVISOR (Printed Name and Signature) <i>Joe Dotson</i>	RANK SFC	DATE (YYYYMMDD) See note
MARTINEZ, JASON A.	SFC	See note	DOTSON, JOEY	SFC	See note

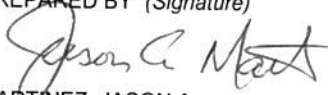

BODY FAT CONTENT WORKSHEET - (Female)

For use of this form, see AR 600-9; the proponent agency is DCS, G-1.

NAME (Last, First, Middle Initial) SNUFFY, JOSEPHINE		RANK		SPC	NOTE: 1/4" = .25 1/2" = .50 3/4" = .75	
HEIGHT (to nearest 0.50 inch) 64.00		WEIGHT (to nearest pound) 155		AGE 30		
STEP		FIRST	SECOND	THIRD		AVERAGE <i>(to nearest 0.50 in.)</i>
1. Measure neck just below level of larynx (<i>Adam's apple</i>) up to nearest 0.50 inch. Repeat three times, then average.		14.00	14.00	14.00	14.00	
2. Measure waist (<i>abdomen</i>) at the point of minimal abdominal circumference. Round down to the nearest 0.50 inch. Repeat three times, then average.		30.00	30.00	30.00	30.00	
3. Measure hips at point where the gluteus muscles (<i>buttocks</i>) protrude backward the most. Round down to nearest 0.50 inch. Repeat three times, then average.		39.00	39.00	39.00	39.00	
4. CALCULATIONS				REMARKS Authorized Body Fat % <u>34.00%</u> Over/Under <u>-5.00%</u> NOTE: Must be within 30 days of enrollment		
A. Enter average waist circumference	30.00					
B. Enter average hip circumference	39.00					
C. TOTAL (4A + 4B)		69.00				
D. Enter average neck circumference	14.00					
E. Enter circumference value (4C - 4D)		55.00				
F. Find the height in Table 3-1 (<i>Height Factor</i>). Enter height in inches.	64.00					
G. Find the Soldier's circumference value (line 4E) and height (line 4F) in Figure B-6 (<i>Percentage Fat Estimation for Women</i>). Enter the body fat value that intercepts with the circumference value and height. This is the Soldier's Percent Body Fat.		29.00				

CHECK ONE

- Individual is in compliance with Army Standards; is not in compliance with the standards
- Recommended monthly weight loss is 3-8 lbs.

PREPARED BY (Signature) 	RANK	DATE (YYYYMMDD)	APPROVED BY SUPERVISOR (Printed Name and Signature) 	RANK	DATE (YYYYMMDD)
MARTINEZ, JASON A.	SFC	See note	DOTSON, JOEY	SFC	See note

PHYSICAL PROFILE

For use of this form, see AR 40-501; the proponent agency is the Office of the Surgeon General.

1. MEDICAL CONDITION: (Description in lay terminology) <input checked="" type="checkbox"/> INJURY? Or <input type="checkbox"/> ILLNESS/DISEASE? Back Pain	2. CODES (Table 7-2 AR 40-501)	3. Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>
--	--------------------------------	--

4. PROFILE TYPE	P	U	L	H	E	S
a. TEMPORARY PROFILE (Expiration date YYYYMMDD) (Limited to 3 months duration)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. PERMANENT PROFILE (Reviewed and validated with every periodic health assessment or after 5 years from the date of issue)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. FUNCTIONAL ACTIVITIES THAT EVERY SOLDIER REGARDLESS OF MOS MUST BE ABLE TO PERFORM. IF SOLDIER CANNOT PERFORM ANY ONE OF THESE TASKS, THEN THE PULHES MUST CONTAIN AT LEAST ONE "3" AND SOLDIER MUST BE REFERRED TO A MEB. CAN THE SOLDIER:

FUNCTIONAL ACTIVITY:	YES	NO
a. Carry and fire individual assigned weapon?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Evade direct and indirect fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Ride in a military vehicle for at least 12 hours per day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Wear a helmet for at least 12 hours per day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Wear body armor for at least 12 hours per day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Wear load bearing equipment (LBE) for at least 12 hours per day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. Wear military boots and uniform for at least 12 hours per day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Wear protective mask and MOPP 4 for at least 2 continuous hours per day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. Move 40lbs (for example, duffle bag) while wearing usual protective gear (helmet, weapon, body armor and LBE) at least 100 yards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. Live in an austere environment without worsening the medical condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. APFT	YES	NO	ALTERNATE APFT (Fill out if unable to do APFT run otherwise N/A)	N/A	YES	NO
2 MILE RUN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	APFT WALK	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
APFT SIT-UPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	APFT SWIM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
APFT PUSH UPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	APFT BIKE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7. DOES THE SOLDIER MEET RETENTION STANDARDS IAW CHAPTER 3 AR 40-501?

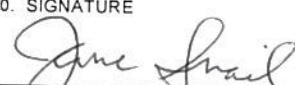
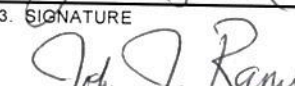
YES NEEDS MMRB NO NEEDS MEB

8. FUNCTIONAL LIMITATIONS AND CAPABILITIES AND OTHER COMMENTS:

Marching at own pace and distance.

Undergoing treatment

This temporary profile is an extension of a temporary profile first issued on _____

9. NAME, GRADE & TITLE OF PROFILING OFFICER Jane Snail, CPT, DO	10. SIGNATURE 	11. DATE (YYYYMMDD) 2012 01 01
12. NAME & GRADE OF APPROVING AUTHORITY John J. Rambo, CPT, IN, Commanding	13. SIGNATURE 	14. DATE (YYYYMMDD) 2012 01 01

15. Commanders can access the electronic profiles of Soldiers in their unit(s) by going to <http://www/mods.army.mil/> and clicking on eProfile in the list of applications. Commanders will be required to register and be approved in eProfile before they can gain access to profiles.

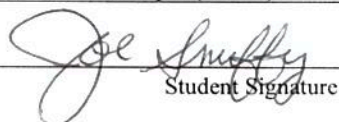
16. PATIENT'S IDENTIFICATION a. NAME: (Last, First) <u>Snuffy, Joe</u> b. GRADE/RANK: <u>E-5/SGT</u> c. SSN: <u>123456789</u> d. UNIT: <u>K Co., 159th AVN, 3rd ID</u>	17. HOSPITAL OR MEDICAL FACILITY FMRC 18. PROFILING OFFICER E-MAIL jane.snail@us.army.mil
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NCO ACADEMY
WLC PACKING LIST

RANK: SGT LAST NAME: Snuffy FIRST NAME: Joe
UNIT: K. Co. 159 AVN 31D

	Item	REQ	Initials
1	Bag, Duffel	1	
2	Rucksack (complete w/straps)	1	
3	Lock (key or combination)	1	
4	Bag, Barracks	2	
5	Bag, Waterproof	1	
6	Helmet, Advanced Combat	1	
7	Cover, Helmet w/rank	1	
8	Band, Helmet w/last name	1	
9	LBV/LCE complete w/2 canteens	1	
10	First Aid Kit	1	
11	Hydration System (Camelback)	1	
12	Individual Weapon (M16/M4) (Note 2)	1	
13	Magazine	7	
14	Pouch, 3 Magazine	2	
15	Weapon Cleaning Kit	1	
16	Weapon Blank Adaptor	1	
17	Parka, Wet Weather	1	
18	Trousers, Wet Weather	1	
19	Poncho	1	
20	Cap, Patrol	2	
21	Shirt, ACU	4	
22	Trousers, ACU	4	
23	Undershirt, Tan	7	
24	Socks, Cushion Sole (green or black)	7 pr	
25	Boots, Tan	2 pr	
26	Belt, Trousers	1	
27	ID Tags w/long and Short Chain	1 set	
28	Extra Name Tape, Rank, Flag, Patches	2 ea	
29	ID Card (Note 3)	1	
30	Eye Protection, Ballistic, Clear	1	
31	Eye Protection, Ballistic, Tinted	1	
32	Ear Plugs with Case	1	
33	Knee and Elbow Pads	1 pr	
34	Assault Pack	1	
35	Whistle	1	
36	Flashlight w/batteries	1	
37	Wrist Watch	1	
38	Jacket, Gortex (Note 4)	1	
39	Drawers, CW (Note 4)	1	
40	Undershirt, CW (Note 4)	2	
41	Undershirt, CW Polyester (Note 4)	1	

	Item	REQ	Initials
42	Towel, Bath, Brown	2	
43	Washcloth, Brown	2	
44	Shoes, Shower	1 pr	
45	Personal Hygiene Kit	1	
46	IPFU Jacket	1	
47	IPFU Pants	1	
48	IPFU Shirt, Short Sleeve	2	
49	IPFU Shirt, Long Sleeve (Note 4)	2	
50	IPFU Shorts	2	
51	Socks, White, Athletic	5 pr	
52	Shoes, Running (Note 5)	1 pr	
53	Reflective Belt, yellow	1	
54	PT Cap, Grey Fleece	2	
55	Pad, Sleeping	1	
56	Gloves, Leather Utility (w/inserts)	1 pr	
57	Beret, Black w/Unit Crest	1	
58	ASU or Class A Uniform	1	
59	Alarm Clock	1	
60	Laundry Detergent	1	
61	Extra Personal Hygiene Items	1	
62	Lensatic Compass	1	
63	Protractor	1	
64	Gator Neck	1	
65	STP 21-1 SMCT Book	1	
66	Mechanical Pencils	2	
67	Black Pens	2	
68	3x5 Index Cards	1pkg	
69	550 Cord (5 ft)	1	
70	Hangers	12	
71	ERB (Note 6)	1	
72	Meal Card (Note 7)	1	
73	Butcher Board Paper (Note 8)	5sheets	


Student Signature


First Line Supervisor Signature


ISG Signature

Notes:

1. Only authorized and serviceable equipment IAW AR 670-1 and AR 710-2 will be accepted.
2. Students will be notified of the date/time when the unit will drop off their weapon.
3. ID Card must be current with working PIN for computer login/access.
4. Items necessary only during cold weather months from 1 November - 1 April.
5. No court, tennis, or basketball shoes are authorized for use with the IPFU.
6. A current ERB (within 30 days of enrollment day) needs to be attached to the Enrollment Packet.
7. Student must possess a valid meal card or DA Form 4187 for Recoupment of BAS for the time period that the Soldier will be in school.
8. Student will need butcher board paper in order to conduct their Conduct Individual Training Performance Evaluation

CERTIFICATE *of* COMPLETION

This is to certify that:

JOE SNUFFY
successfully completed

Lesson Template Title - Structured Self-Development - Level 1 (SSDI)_Module 01_Exam

Lesson Template Id -

Product Director
Distributed Learning System

CERTIFICATE *of* COMPLETION

This is to certify that:

JOE SNUFFY

successfully completed

Lesson Template Title - Structured Self-Development - Level 1 (SSDI)_Module 02_Exam

Lesson Template Id -

Product Director
Distributed Learning System

CERTIFICATE *of* COMPLETION

This is to certify that:

JOE SNUFFY

successfully completed

Lesson Template Title - Structured Self-Development - Level 1 (SSDI)_Module 03_Exam

Lesson Template Id -

Product Director
Distributed Learning System

CERTIFICATE *of* COMPLETION

This is to certify that:

JOE SNUFFY

successfully completed

Lesson Template Title - Structured Self-Development - Level 1 (SSDI)_Module 04_Exam

Lesson Template Id -

Product Director
Distributed Learning System