



DEPARTMENT OF THE ARMY
MANEUVER SUPPORT CENTER OF EXCELLENCE NONCOMMISSIONED OFFICER ACADEMY
401 MANSCEN LOOP
FORT LEONARD WOOD, MISSOURI 65473-5000

ATZT-NCW

MEMORANDUM FOR Warrior Leader Course Students, MSCoE NCO Academy, Fort Leonard Wood, MO 65473-8840

SUBJECT: Reception Information Letter

1. Students that are TDY from another installation will be billeted within the IHG hotel here on post. The buildings are located on Gate Street across from the MSCoE NCOA dining facility.

2. Students reporting for the Warrior Leader Course from another installation must report to IHG Lodging, which is located in building 470 for room assignments on the Course REPORT DATE as identified in ATRRS.

3. All Soldiers will report to the main entrance of MSCoE Building 3203 (by the cannons) at 0445hrs, on the Course START DATE for the weigh-in, followed by in-processing. The uniform for first formation is the seasonal APFU, IAW AR 670-1 (short or long-sleeve shirt, and shorts WITHOUT spandex). The following items are necessary for in-processing:
 - Over 40 verification of health assessment/physical (see course requirements document)
 - ID card and black-ink pen
 - DA Form 1610 (TDY orders are necessary for lodging assignment)
 - Complete TASS Unit pre-execution checklist Signed by your Commander (This is a two-page document)
 - 1 copy of your ERB
 - Copy of permanent profile (if applicable)**Temporary profiles (see course requirements document)

- Class A/ASU with associated items readily available (Items do NOT have to be affixed to uniform, only available)

- ALL STUDENTS MUST HAVE A VALID WORKING CAC CARD AND YOU MUST KNOW YOUR PIN!!

- Meal Card for Soldiers stationed at FLW, TDY Personnel will be issued a Meal Card during in-processing.

4. The ACU (non flame resistant) is the only authorized uniform for wear during normal duty hours while at the Warrior Leader Course except for graduation with will be the Class A/ASU.

5. IMPORTANT NOTE: Students who do not appear in ATRRS with a valid “Reserved” or “Wait” status WILL NOT be enrolled into the course. “Wait” Soldiers are enrolled according to the WLC priority categories and only to fill “No-Show” slots.

6. The following websites listed pertain to driving directions and information once you get to the Airport on how to get to Fort Leonard Wood either by Rental Car, Taxi, or Shuttle Service.

http://www.wood.army.mil/grad/getting_to_fort_leonard_wood.htm

http://www.wood.army.mil/wood_cms/mncoa/1425.shtml

7. Points of contact are SFC Raeder: christopher.t.raeder@conus.army.mil (912)202-5241, or 1SG Collado: charles.collado@us.army.mil (573)842-9375.

//Original Signed//
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Course Chief