



DEPARTMENT OF THE ARMY
MANEUVER SUPPORT CENTER OF EXCELLENCE NONCOMMISSIONED OFFICER ACADEMY
401 MANSCHEN LOOP
FORT LOENARD WOOD MO 65473-5000

ATZT-NCE-B

28 August 2017

MEMORANDUM FOR Students attending Engineer Advanced Leader Course

SUBJECT: 12B, 12C, 12H, 12N, 12T, 12Y, and 91L Engineer ALC information Letter

1. Congratulations on your selection to attend the Engineer Advanced Leader Course. On behalf of all members of the Maneuver Support Center of Excellence (MSCoE) Non Commissioned Officer Academy (NCOA), it is my pleasure to welcome you to the Engineer Advanced Leader Course (EN ALC). This information letter is intended to assist incoming Engineer Advanced Leader Course students with reporting and in-processing procedures.
2. This course is a very important milestone as the second phase of technical training Received in the Non-Commissioned Officer Professional Development System (NCOPDS). Students should expect to be challenged. Please ensure that all personal affairs are resolved prior to attendance. Students will find themselves studying and preparing in the evenings and weekends. The goal of the course is to enhance technical and tactical knowledge, leadership skills, and prepare students to successfully assume the duties and responsibilities of a Staff Sergeant.
3. You will be billeted at one of five locations on Fort Leonard Wood due to the Privatization of Army Lodging (PAL). IHG Army Hotels, located at Building 2020, will determine your building, room number and mailing address at check-in. You must call 573-586-4800 to make and verify reservations. You must check in with IHG Army Hotels upon arriving to the FLW area. Due to the high volume of students, IHG may give you a hotel referral form signed by the local G3 authority for a hotel room off post. If you have been provided the Off-Post Hotel Referral form, there will be no requirement to pay out of pocket. Ensure that your CAC Card (know your PIN) is functional and it has NO restrictions on it. If you do not do this it will cause a delay in your training and in some cases it will cause disruption of activities. You are not authorized to bring your dependents with you to stay in IHG billeting during the course.
4. Army students attending institutional training will be issued a meal card to eat meals from the NCO Academy S-1. All students that are TDY will be issued an Institutional Training Directed Lodging and Meal (ITDLM-7) Meal Card for the duration of the course. Students will have meals provided seven (7) days per week at no cost.

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5. Non Fort Leonard Wood personnel must check into Fort Leonard Wood lodging by the Report Date that is identified in ATRRS. The Report date is the date you must be here and get your room, and the Start Date is the day you in-process and begin day 1. Please don't confuse the two days, again this is for TDY Students only. All students will report to building #3203 Thurman Hall room 1521, 0430 hours on the Start Day for initial HT/WT screening IAW AR 600-9. Uniform for will be is the seasonal APFU (short sleeve shirt or long sleeve shirt, shorts, white/black socks, and running shoes). Spandex is not authorized for the initial AR 600-9 screening. The following documents are necessary for in-processing:

- Update copy of the Over 40 PHA Cardiovascular Screening Results IAW 350-1 Chapter 1 section 24 subsection d paragraph 5. (EKG) if applicable.
- ID card, ID tags, notebook and black-ink pen.
- 1 copy of your DA Form 1610 (TDY orders are necessary for lodging assignment).
- 1 copy of your complete TASS Unit pre-execution checklist Signed by your Commander.
- 1 copy of your ERB (within 30 days).
- 1 copy of permanent profile (if applicable).
- Temporary profiles that are not a result of operational deployment that prevent full participation in the course will be removed from school attendance.
- DA Form 705 (within 60 days) and DA Form 5500 or 5501 (if applicable).
- 12Y Self-Assessment and Pre-execution checklist (12Y only).
- Bring your chain of command contact information to include names, phone numbers and email from your First Sergeant to your 1st General Officer.
- Any student previously dismissed from the course, other than for compassionate or medical i.e. (disciplinary must be IAW AR 350-1, Chapter 3, Section 15, subsection f paragraph (4) (b) must provide documentation that they reappeared before the local promotion board.
- The ACU/OCP/MCU (non-flame resistant) is the only authorized uniform for wear during normal duty hours while at the Course except for graduation which will be the ASU. The only exception to this is while in the field, or during PRT.

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- ASU with associated items readily available.
6. The Individual Student Assessment Plan (ISAP) has been designed to assist students in understanding the operational and administrative aspects of the Academy and Engineer ALC. Review it carefully and ensure to understand its contents. Any questions should be addressed during in-processing.
 7. You are ***NOT*** authorized to bring Privately Owned Weapons (POW) to the course, this includes but is not limited to personal firearms, ammunition, knives with a blade length over 3 inches (or any lock blade knives/throwing knives), pyrotechnics or fireworks, bow and arrows, nunchaku or oriental fighting instruments, taser or taser equivalent, and pepper spray.
 8. Students bringing their POV must have proof of automobile insurance, current registration and valid driver's license. Insurance must remain in the POV at all times while in the State of Missouri (State Law). You may be fined, if found without proof of insurance even if you are insured. POV inspections will be conducted on rental cars as if it belonged to the student.
 9. Students bringing their ATV/Motorcycle must have proof of the Fort Leonard Wood mandatory training and rider safety card; which is provided on the installation through the Safety Office at no cost to the riders.
 10. Graduation will be in the Army Service Uniform. You are required to bring your ASU and must be ready for wear on day one of the course. Failure to bring any items could result in dismissal from the course.
 11. All equipment IAW with the EN ALC packing list is required and will be inspected Upon reporting. Ensure you have clean and serviceable ACU's/OCP/MCU and boots When while attending this course. Optional boots - soldiers may wear Commercial boots of a design similar to that of the army combat Boot (tan), 8 to 10 inches in height as authorized by the commander. The boots must be made of tan rough side out cattle-hide leather, with a plain toe, and have a tan, rubber outsole.
 - 12. Engineer Regimental Sapper Leaders Course Initiative (Effective 01OCT2017):**
This initiative allows EN ALC 12B/C/N graduates the ability to walk-on and attend the Sapper Leader Course immediately following successful completion of EN ALC. Students will be allowed to attend no more than 72hrs prior to EN ALC graduation, or if Sapper Leader Course day one starts within 10 days from the EN ALC graduation date. Students are required to have written endorsement from their current assigned Battalion Leadership, Proficiency memo IAW Sapper Leader Course entry, Ranger physical, and required Sapper Leader Course packing list. Students will be required to report to Sapper Leader Course immediately after EN ALC graduation for layover lodging and

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meals. Students may come with valid ATRRS reservation for Sapper Leader Course.

For more about Sapper Leader Course see the following link:

<http://www.wood.army.mil/sapper/>.

13. All Soldiers being assigned to Fort Leonard Wood and also scheduled to attend institutional training, must sign into their local unit before class starts.

14. IMPORTANT NOTE: Students who do not appear in ATRRS with a valid "Reserved" class seat are not enrolled in the course/class.

15. 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/gettingtofortleonardwood.htm>
http://www.wood.army.mil/wood_cms/mncoa/1425.shtml.

16. Additional information pertaining to the Engineer Advanced Leader Course can be found at http://www.wood.army.mil/newweb/mncoa/eng_alc.html.

17. Points of contact is the Senior Small Group Leaders at 573-563-7437 or 7439.

///ORIGINAL SIGNED///
NOAH J. KEIB
1SG, USA
First Sergeant