



DEPARTMENT OF THE ARMY
MANEUVER SUPPORT CENTER OF EXCELLENCE NONCOMMISSIONED OFFICERS ACADEMY
14030 MSCOE LOOP SUITE 2520
FORT LEONARD WOOD MISSOURI 65473-8929

ATZT-NCE-A

4 October 2017

MEMORANDUM FOR Students attending Engineer Senior Leader Course (SLC)

SUBJECT: Welcome Letter

1. On behalf of the Commandant of the Maneuver Support Center of Excellence Noncommissioned Officers Academy, congratulations on your selection to attend the Engineer Senior Leader Course at the Premiere NCO Academy in the United States Army. Your selection for attendance is indicative of your performance and promotion potential.
2. This information letter is intended to assist incoming students with reporting and in processing. Be sure you thoroughly read the MNCOA Student Guide available on the Academy Web site http://www.wood.army.mil/newweb/mncoa/eng_slc.htm for more information prior to arriving to your course. The Student Guide contains important information as to reporting instructions and administrative documentation required for in processing.
3. When you report to Fort Leonard Wood you will report to IHG that is now located at the Candlewood Suites Hotel on post. This is located across from the post commissary on Nebraska Avenue. This is a 24-hour location so you can report there at any time of day.
4. Your **report date** is the day you will need to sign in to IHG housing on Fort Leonard Wood. Your **start date** is day one of class and you will need to report for school on that day. The start day reporting time is 0500 on the first floor of Thurman Hall. The uniform will be weather appropriate IPFU uniform with your ID card, ID tags, and all day one paperwork. Day one will consist of height and weight. You will be expected to meet height and weight standards upon arrival.
5. This is a professional environment and you will be expected to act like a Senior Non-Commissioned Officer. You will be held to a high standard while in attendance at the Academy. Your uniform and appearance will be within accordance with all Army Regulations; this will play a factor in your leadership evaluation within the academy and throughout the course.
6. The Fort Leonard Wood Central Issue Facility will no longer issue items to Soldiers that are already in their clothing inventory (AKO). It is imperative that you bring all required items listed on the packing list.

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7. Students are encouraged to bring a printer and paper with them, as there will be several documents required for the course. Students without printers can use printing resources at Clark Library and the Fort Leonard Wood Army Community Service, provided they supply their own paper.

8. The Engineer Regimental Commandant's Reception will be held during your course. Pay close attention to the packing list as it describes the required uniform for the event. The event will be held in either business casual attire consisting of simple dress, skirt, blouse or dress slacks for women and slacks and open neck shirt, and jacket if desired for men or ASU with bow tie.

9. You will be receiving a MTSS-7 meal card when in processing Engineer Senior Leader Course. This will give you access to the Dining Facilities seven days a week while you are in attendance at the Academy.

9. The point of contact for this memorandum is 1SG Jason R. Thomas (573) 563-7435 or jason.r.thomas48.mil@mail.mil

JASON R. THOMAS
1SG, USA