



DEPARTMENT OF THE ARMY
MANEUVER SUPPORT CENTER OF EXCELLENCE NONCOMMISSIONED OFFICER ACADEMY
14030 MANSCEN LOOP
FORT LEONARD WOOD, MISSOURI 65473-5000

ATZT-NCW

MEMORANDUM FOR Basic 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 in the IHG Army Hotels. Complex A consists of bldg 3230 thru bldg 3234 located on Gate Street across from the MSCoE NCOA dining facility.
2. Students reporting for the Basic Leader Course from another installation must report to the IHG lobby, which is located in building 470 for room assignments on the Course **REPORT DATE** as identified in ATRRS. You can find out more information on their website at <http://www.ihgarmyhotels.com/pal/en/us/hotel/MFLWD>
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:
 - a. Over 40 verification of health assessment/physical (see course requirements document).
 - b. ID card and black-ink pen.
 - c. DA Form 1610 (TDY orders are necessary for lodging assignment).
 - d. **Complete** TASS Unit pre-execution checklist Signed by your Commander (**This is a two-page document**).
 - e. 1 copy of your ERB
 - f. Copy of permanent profile (if applicable).
 - g. **Temporary profiles** (see course requirements document).
 - h. Class A/ASU with associated items readily available (Items do **NOT** have to be affixed to uniform, only available).
 - i. Meal Card for Soldiers stationed at FLW must be provided by the Soldier's unit.
 - j. TDY Personnel will be issued a Meal Card during in-processing.
 - k. **ALL STUDENTS MUST HAVE A VALID WORKING CAC CARD, MUST KNOW YOUR PIN AND MUST KNOW YOUR AKO USERNAME AND PASSWORD!!**

4. The ACU is the only authorized uniform for wear during normal duty hours while at the Basic 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 BLC 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 1SG Hunter (573) 767-7488 or SFC Fregiste at (573)-563-7495

// Original Signed//
ANTHONY T. HUNTER
1SG, USA
Course Chief