



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

REPLY TO  
ATTENTION OF

ATZT-NCE-B

21 November 2013

MEMORANDUM FOR RECORD

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

1. This information letter is intended to assist incoming Engineer Advanced Leader Course students with reporting and in-processing.
2. 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 470, will determine your building, room number and mailing address at check-in. You must call 1-573-596-0665 to make and verify reservations. Due to the high volume of students, you may be referred to a hotel off the installation. If this occurs, there will be no requirement to pay out of pocket. You must check in with IHG Army Hotels upon arriving to the FLW area. Ensure that your **CAC Card (know your PIN) is functional and it has NO restrictions on it**, if you don't do this it will cause a delay in your training and in some cases it will cause disruption of activities. **Also see if your unit will authorize a rental car and in and around miles, we cannot authorize it on this end. Again you may end up at a lodging facility that is not near the classroom area.**
3. All students that are TDY will be issued a Military Training Service Support (MTSS)-7 meal card for the duration of the course. ALC students will have meals provided 7 days per week.
4. **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 (by the cannons) **0420** hours on the Start Day for initial **WEIGH-IN**. Uniform for weigh-in is the seasonal APFU (short sleeve shirt or long sleeve shirt, shorts, white socks, and running shoes). **Spandex is not authorized for the initial weigh-in. The following documents are necessary for in-processing:**
  - **Over 40 updated copy of your PHA with Cardiovascular Screening Results IAW 350-1 Chapter 1 section 24 subsection d paragraph 5**
  - **MSAF 360**
  - **ID card, ID Tags, notebook and black-ink pen**

- 5 copies of your DA Form 1610 (TDY orders are necessary for lodging assignment)
- 2 copies of your Complete TASS Unit pre-execution checklist **Signed by your Commander**
  - 1 copy of your ERB (within 30 days)
  - Copy of permanent profile (if applicable)
  - **\*\*Temporary profiles** that are not a result of operational deployment prevent full participation in a course will be removed from school attendance consideration by their immediate commander until the temporary profile is removed
  - DA Form 5500 or 5501 (if applicable)
  - DA Form 705 (within 30 days)
  - Math quiz located at the bottom of the website
  - **Bring your chain of commands contact information to include names and phone numbers from First Sergeant to 1<sup>st</sup> General Officer**
  - 12Y Self Assessment and Pre-execution checklist (12Y only)
    - The ACU (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 Class A/ASU.
    - Class A/ASU with associated items readily available

5. 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.

6. 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.

7. Students bringing their ATV 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.

8. **Graduation will be in the Army Service Uniform or Class A Uniform. You are required to bring your ASU or Class A Uniform. Your ASU or Class A's must be ready for wear on day one inspection.** Failure to bring any items listed above could result in dismissal from the course.

9. **Soldiers that are TDY en-route to FLW must first sign into their gaining unit prior to class starting. You will be denied enrollment if you are on TDY enroute to FLW status on class start date.**

10. 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 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 CATTLEHIDE LEATHER, WITH A PLAIN TOE, AND HAVE A TAN, RUBBER OUTSOLE.**

11. **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 ALC priority categories and only to fill "No-Show" slots.**

12. 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/grad/getting_to_fort_leonard_wood.htm)

[http://www.wood.army.mil/wood\\_cms/mncoa/1425.shtml](http://www.wood.army.mil/wood_cms/mncoa/1425.shtml)

13. Points of contact for the 12B, 12C, and 12T are SFC Inch (573) 563-7437, Points of contact for the 12N, 12H, 12Y, and 91L are SFC Marshall (573) 563-7445.

  
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Course Chief