



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

13 April 2016

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 need to 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, and the uniform will be weather appropriate IPFU uniform. You will need to have your ID card, ID tags, and all day one paperwork.
5. As this is a professional environment you will be expected to act accordingly. You will be held to a higher standard while in attendance at the academy. You need to ensure that your uniform and appearance is within accordance will all Army regulations because this will play a factor in your ranking 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.

ATZT-NCM-B

SUBJECT: Welcome Letter

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 point of contact for this memorandum is the SLC Branch Chief at (573) 563-7438 or craig.l.horstman.mil@mail.mil.

///ORIGINAL SIGNED///
JOHN J. KANALY
1SG, USA