



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

ATZT-NCE-A

28 May 2014

MEMORANDUM FOR Students attending Engineer Senior Leader Course

SUBJECT: Engineer Senior Leader Course Information Letter

1. Congratulations on your selection to attend the Engineer Senior Leader Course. On behalf of all members of the Maneuver Support Center of Excellence (MSCoE) Noncommissioned Officers Academy (NCOA), it is my pleasure to welcome you to the Engineer Senior Leader Course (EN SLC). This information letter is intended to assist students with reporting and in-processing procedures.
2. This course is a very important career milestone as the second phase of technical training received in the Noncommissioned Officer Education System (NCOES). Students should expect to be challenged. Please ensure 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 Platoon Sergeant or Section Sergeant.
3. During the course we will cover the skills and tasks expected to be completed by a Senior Noncommissioned Officer at the platoon or section level. Attitude, hard work, time management, and cooperation with other students are significant factors that will determine the degree of success and professional growth received as a result of attendance.
4. The Individual Student Assessment Plan (ISAP) has been designed to assist students in understanding the operation and administrative aspects of the academy and EN SLC. Review it carefully and ensure to understand its contents. Any questions should be addressed during in-processing.
5. The following documents will be hand carried to in-processing (Items are found within the Student Guide at the following link:
https://www.wood.army.mil/newweb/mncoa/eng_slc.html

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- a. Multi-Source Assessment and Feedback (MSAF) 360. The minimum requirement is assessed by three superiors, three peers, and five subordinates at least 45 days prior to arrival to the course.
- b. SSD III completion certificate.
- c. Soldier Leader Risk Reduction Tool (SLRRT). This tool will assist NCOA cadre in identifying potential risk and issues with incoming students.
- d. Over 40 Physical / Periodic Health Assessment (PHA) with Cardiovascular Screening (CVS) results (IAW 350-1 Chapter 1 section 24 subsection d paragraph 5). A copy of PHA will not be accepted without CVS results annotated for those students 40 years of age and older (ECG).
- e. Student Safety questionnaire. This tool will assist NCOA cadre in raising their awareness of activities students participate in and facilitate minimizing the residual risks associated with those activities.
- f. Bring students Chain of Command contact information to include names, phone numbers, and e-mail addresses for First Sergeant to first General Officer.
- g. CAC card, ID Tags, notebook, and black-ink pen.
- h. 1 copy of DA Form 1610 and amendment orders (if applicable) or DTS orders.
- i. 2 copies of completed Total Army School System (TASS) Unit pre-execution checklist signed by student's commander or designated individual with assumption of command orders, along with all Chain of Command contact information areas filled out.
- j. 1 copy of ERB (dated within 10 days of reporting).
- k. Copy of DA 3349 (permanent) profile (if applicable). Soldier must provide a copy of their MOS/Medical Review board for P3 or P4 profiles.
- l. Students on temporary profile that are not a result of an operational deployment injury and prevent full participation in the course will not be allowed to enroll.
- m. 1 copy of DA Form 705 and DA 5500/DA 5501 (within 30 days).
- n. 12Y Self Assessment and Pre-execution checklist (12Y students only).

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- o. Original DA 31 (if applicable).
 - p. The ACU (No FRACU) is the normal duty uniform and the Army Service Uniform (ASU) will be worn for graduation and for after duty hour social functions while in attendance. The only exception to this is when conducting PRT
 - q. Army Service Uniform with all authorized awards and decorations.
6. Students will be billeted at one of five locations on Fort Leonard Wood by International Hotels (IHG), HQ located at building 470. IHG will determine students building and room number at check in. Students must call (573) 596-0665 in order to make and verify reservations. Due to the high volume of students, some may be referred to a hotel off of the installation. If this occurs, there will be no requirement for students to pay for the expenses out of pocket. Students must check in with IHG Army Hotels upon arriving to the FLW area. Ensure that CAC card and CAC PIN is functional and card has NO restrictions on it. Otherwise this will cause delays in training and in some cases it can cause significant disruptions. It is recommended for unit to authorize a rental car (if applicable) and in and around miles. Once students arrive, the academy cannot adjust authorizations.
7. All students will be issued a Military Training Service Support (MTSS)-5 meal card by the NCO Academy for the duration of the course. SLC students will have meals provided 5 days per week with full per diem on weekends and Federal holidays, due to the dining facility being closed.
8. TDY students must check into Fort Leonard Wood lodging by the report date identified in ATRRS. The start date (ATRRS start) is inprocessing and begins day one of training. All students will report to building #3203 (Thurman Hall) Room # 2207 / 2209) at 0500 hours on the start day for initial WEIGH-IN. Uniform for weigh-in is the seasonal IPFU (short sleeve shirt or long sleeve shirt, shorts, ankle length white socks, ID card, ID tags, and running shoes). Spandex is not authorized for the initial weigh-in.
9. Students are **NOT** authorized to bring privately owned weapons (POWs) to the course. This includes, but is not limited to, personal firearms, ammunition, knives with a blade length over 3 inches, any length fixed blade knives, throwing knives, pyrotechnics, fireworks, bows and arrows, nunchaku or oriental fighting instruments, taser or taser equivalent, and pepper spray and other such items.
10. Students bringing their privately owned vehicle (POV) must have proof of automobile insurance, current registration and a valid driver's license. Insurance must remain in the vehicle at all times in the state of Missouri. Students may be fined if found without proof of insurance even if students are insured. Inspections will be conducted

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on rental cars as if the vehicle belonged to the student. The same documentation must be presented upon request as for a POV.

11. Students bringing their ATV / Motorcycle must have valid Motorcycle Safety Foundation (MSF) card within 3 years (Beginner Rider Course, Experienced Riders Course, Sport Bike Riders Course as applicable), drivers license with proper endorsement, registration, and proof of insurance. Student must bring copy of complete motorcycle packet from home station unit approved by unit commander. TCLOCS inspection will be completed by a course Small Group Leader (SGL).

12. Graduation will be in the Army Service uniform or Class A uniform. ASU or Class A uniform must be ready for wear on day one inspection. Personnel authorized to wear jump boots with their service uniform will be required to bring low quarters. Students may be required to attend formal events while in attendance at the academy. (See r.)

13. All equipment IAW with the EN SLC packing list is required and will be inspected upon reporting. Ensure clean and serviceable ACU uniforms and boots are worn while attending the course. Unauthorized boots (i.e. Nike SFB and Rocky C4T) will not be worn.

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

15. 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 HRC priority categories and only to fill "No-Show" slots.

16. Additional information pertaining to attending the Engineer Senior Leader course may be found at: http://www.wood.army.mil/newweb/mncoa/eng_slc.html.

17. The point of contact for this memorandum is SFC Craig Horstman, Senior Small Group Leader of the Engineer Senior Leader Course at (573) 563-7435.

///Original Signed///
ROBERT D. FOREMAN
1SG, USA