



DEPARTMENT OF THE ARMY
US ARMY SOLDIER SUPPORT INSTITUTE
NONCOMMISSIONED OFFICER ACADEMY
10000 HAMPTON PARKWAY
FORT JACKSON, SC 29207-7025

REPLY TO
ATTENTION OF

ATSG-NC

8 March 2015

MEMORANDUM FOR ALL INCOMING ALC STUDENTS

SUBJECT: Advanced Leaders Course (ALC) Welcome Letter

1. Congratulations on your selection to attend Advance Leaders Course (ALC). I'm confident that this will be a challenging and rewarding experience for you. This course is designed to ensure you're adequately prepared to perform your duty as a Noncommissioned Officer in our current Operating Environment. The daily training, mentoring, and feedback regimen in a "task saturated" environment will help you develop the leadership skills and attributes the Army expects its Noncommissioned Officers to possess. Upon your completion of the course, you'll have a justifiable sense of accomplishment and pride in knowing that you are truly prepared to serve as one of the best Leaders in our Army.

2. You need to report to the Fort Jackson Inn, Building 7550, located at the intersection of Marion and Benning Road, to sign in for lodging. Directions from Gate 2, continue on Strom Thurmond Boulevard and make a left turn on Marion Avenue (third traffic light); use the right lane at the fork and the hotel is on the right. From Gate 4, make a right turn on Dixie Road, turn left on Hampton Parkway, turn right on Marion, and turn left on Benning Road and the hotel is on the right. Day one begins with your first formation and weigh-in. The uniform is the Improved Physical Fitness Uniform (IPFU) or Army Physical Fitness Uniform (APFU). This will include trunks, short sleeve shirt, jacket, pants, fleece cap, black gloves (depending on weather). Do not wear restrictive clothing (girdles, spandex, etc.) underneath the IPFU/APFU. You must have your Military ID card, ID tags, and a pen with you for the weigh-in. After the weigh in, you will return to your classroom for further processing and guidance.

3. You will need the following items with you when you report to the NCO Academy for ALC:

- a. Two copies of your orders or DD Form 1610.
- b. Two copies of your permanent profile (if you have a P3/P4, you must have your MMRB results).
- c. Two copies of TRADOC Form 350-18-2-R-E Pre-Execution Checklist (version April 07 or later) completely filled out with your commander's signature. **(If someone other than your commander signs the checklist, assumption of command orders must be provided).**
- d. Two copies of your WLC DA Form 1059.
- e. Copy of ERB.
- f. Two copies of your MEDPROS print out, If age 40 and over, an over 40 physical (Periodic Health Assessment) along with the cardiovascular screening printout and doctor notes page.

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- g. If you have any allergies, make sure you bring your proper identification tags and medication.
- h. Enroll in, complete, and print your certificate from the Commanders Safety Course.
- i. Accident Avoidance Course certificate.
- j. Current DA Form 705 w/in 30 days of start date of the course.
- k. Current DA Form 5500 or DA Form 5501 w/in 30 days of the start date of the course.
- l. Full APFU/IPFU.
- m. Army Service Uniform (Females must wear pants for graduation. No skirts are allowed and no heels over 3 inches if not wearing low quarters)

4. Personal appearance and conduct during your attendance at the Academy is extremely important. Ensure your uniforms are serviceable and worn IAW AR 670-1. Standards will be enforced by SGLs but your active involvement in the policing of your peers will mitigate the need for an SGL to correct deficiencies. Your first week of class will be extremely busy. You will receive a tremendous amount of information in a short period of time. You will be administered an APFT within 72 hours after your arrival to the course. The APFT that will be administered is used to determine graduation honors. See the attached Policy Memorandum #23 for details. Memorize **the Creed of the Noncommissioned Officer, the Soldiers Creed, and the Army Song** before you get here. The NCOA Website link (<http://www.ssi.army.mil/ncoa/default.htm>) will help you with your preparation for ALC. The link contains the following: Student Guide, FTX/STX, Graduation Information, NCO Links, Safety Note, Organization Telephone Directory, NCO Academy History, Course Description, Class Schedules and Packing List. In addition to the items on the packing list, you are highly encouraged to bring your own canteen.

5. Attached are some files that will help in you preparing for the class. Take special note of Policy Memorandum #23, Graduation Honors. This is the policy memorandum that explains what is required to obtain honors while attending ALC. If you know that you are having problems with some of the course material, please review prior to coming. Internet access is available in lodging. If you have any questions, please don't hesitate to call 803-751-8787.

6. Once again, welcome to your Academy and much success.

EXCEED THE STANDARD!

//ORIGINAL SIGNED//
FABIAN A. MURILLO
1SG, USA
ALC First Sergeant