



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

18 August 2015

MEMORANDUM FOR ALL INCOMING STUDENTS

SUBJECT: Noncommissioned Officer Academy Welcome Letter

1. Congratulations on your selection to attend the NCOES Course. 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 the **day prior to the start date of the course**, to IHG, 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); proceed through the fork and continue onto Benning Road. The hotel is on the right. From Gate 4, continue on Boyden Arbor Road, turn right on Dixie Road, turn left on Hampton Parkway, turn right on Marion, and turn left on Benning Road. The hotel is on the right. **Day 1 reporting instructions will be given by the staff duty NCO between 1600 and 1800 in the IHG building lobby close to the front desk. If you arrive after 1800, the Day 1 reporting instructions will be posted in the IHG building lobby.**
3. The only authorized student parking is located on Lee Road across from Building 10000, rows 9 – 20. You must have your CAC, 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.
4. The after lunch formation time will be determined by your SGL. Ensure that you have the following items with you after lunch:
  - a. Two copies of your orders or DD Form 1610.
  - b. Two copies of your permanent profile, DA Form 3349. If you have a P3/P4, you must have two copies of your MMRB results.
  - c. Two copies of TRADOC Form 350-18-2-R-E, Pre-Execution Checklist, dated Jul 09, completely filled out with your commander's signature. If someone other than your commander signs the checklist, assumption of command orders must be provided.

ATSG-NC

SUBJECT: Noncommissioned Officer Academy Welcome Letter

- d. Two copies of your WLC DA Form 1059.
- e. Structured Self Development Level 2 certificate.
- f. ERB.
- g. Individual Medical Readiness (IMR) sheet from AKO within the last year.
- h. If you have any allergies, make sure you bring your proper identification tags and medication.
- i. Accident Avoidance Course certificate.
- j. DA Form 705 within 30 days of start date of the course.
- k. Two copies of DA Form 5500 or DA Form 5501 within 30 days of the start date of the course.

5. Personal appearance and conduct during your attendance at the Academy is extremely important. Ensure your uniforms are serviceable and worn in accordance with 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 during your first week. The administrated APFT is used to determine graduation honors. Memorize **the Creed of the Noncommissioned Officer, the Soldier's Creed and the Army Song** before you arrive. The NCOA Website link (<http://www.ssi.army.mil/ncoa/default.htm>) will help you with your preparation for your course.

6. Take special note of Policy Memorandum #23, Graduation Honors. This is the policy memorandum that explains what is required to obtain honors while attending your course. 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.

7. Once again, welcome to NCOA and much success.

**EMBRACE THE CHALLENGE!!!**

//ORIGINAL SIGNED//  
FABIAN MURRILLO  
1SG, USA  
NCOA First Sergeant