

Noncommissioned Officer Academy



Student NCO Guide

9 August 2012

***United States Army Soldier Support Institute
NCO Academy Student-NCO Guide***

1. WELCOME.

a. Welcome to the Noncommissioned Officer (NCO) Academy, Fort Jackson, South Carolina. In preparation for your stay with us, we have compiled some helpful information pertaining to standards and courses taught at the NCO Academy.

b. Reporting.

(1) Report to the Welcome Center Fort Jackson Inn located at 7550 Benning Street.

(2) Once room assignment has been made, report to the NCO Academy, 2400 Jackson BLVD, to sign in. Staff duty hours are weekdays 1700 – 2100 and 1200- 2100 on weekends. The Academy will be closed all Federal Holidays.

2. ORGANIZATION:

a. The NCO Academy is an instructional institution under the United States Army Training Doctrine Command (TRADOC).

b. The NCO Academy consists of the headquarters element, which includes the Commandant, Deputy Commandant, S-1, S-3, and S-4.

c. The operational cadre consists of First Sergeant's and Senior Small Group Leaders (SSGLs) for SLC and ALC and the Small Group Leaders (SGLs) who are responsible for accountability, discipline, training and welfare.

3. MISSION: Train and educate noncommissioned officers through relevant, objective evaluation to support ARFORGEN; growing adaptive leaders fostered in an environment that facilitates competence, confidence, creativity, and team-building to achieve success in any operating environment.

4. PREREQUISITES: Must meet the following prerequisites to attend an NCOES course at the NCO Academy:

a. Have current pre-execution checklist (April 2009) 100% filled out and signed by unit commander or acting commander with assumption of command orders attached.

b. Be in ATTRS with an "R" (reserved seat) status code.

c. Meet height/weight/tape standards in accordance with Army Regulation (AR) 600-9 and AR 350-1.

d. Have no temporary profile or be on a **recovery period** of a temporary profile.

e. If you have a permanent profile with "3" or "4" for any PULHES factor, must have in possession a copy of the approved MOS/Medical Retention Board (MMRB) proceedings recommending retention. Profile and MMRB must allow participation in drill and ceremonies, physical training, and field duty.

f. Cardiovascular Medical Screening Program (CVSP).

(1) All Soldiers **MUST** have a current Periodic Health Assessment (PHA), within the first year, IAW AR 40-501, for course enrollment.

(2) For all Soldiers upon reaching the age of 40, there is no need to require the cardiovascular screen prior to continuing PT and participating in the APFT. However, if a physician feels a profile restricting physical activity is warranted, they will complete the medical profile DA Form 3349 in accordance with chapter 7 in AR 40-501. Effective immediately, Soldiers are no longer required to hand carry a copy of the cardiovascular medical screening to service schools. Units will place the physical examination date from the SF 88 (Report of Medical Examination) or DD Form 2808 (Report of Medical Examination) on the Pre-execution Checklist part II in the operator license information block. Write "Current Physical: YYMMDD." This will confirm the Soldier has been medically screened within the last 5 years. The DA Form 4970 (Medical Screening Summary Over-40 Physical Fitness Program) and DA Form 4970-E is obsolete.

g. Have the PMOS for the course you are attending.

h. Copy of DA 1059 for WLC (for ALC students), and a copy of DA 1059 for ALC (for SLC students).

i. Government charge card or enough cash to pay for lodging, meals and incidental expenses.

5. ADMINISTRATIVE REQUIREMENTS:

a. APFT Card within 30 days of course start date and DA 5500 or DA 5501 if required.

b. At least 10 copies of your orders or DD Form 1610/DTS. Reproduction facilities are limited and will not be available during in processing.

c. Basic issue of clothing – see packing list and paragraph 15 of this guide. Do not bring any TA-50; all Soldiers will sign for TA-50 prior to FTX through the academy S-4.

- d. Personal Health and Dental Records (if TDY enroute to new duty station).
- e. Copies of any medical documentation indicated in paragraphs e and f (above).
- f. ID tags, hearing protection and eye glasses (if required).
- f. Drivers DA Form 348.

6. SMALL GROUP LEADER (SGL):

- a. Each small group is assigned an SGL who will remain with the group throughout the entire course. The functions and duties of these individuals are constructive in nature. The SGL is the immediate supervisor of all student-NCOs, regardless of rank, assigned to that small group.
- b. The SGL will make evaluations and perform counselings of all members of his/her small group and will prepare academic evaluation reports prior to graduation.

7. CHAIN OF COMMAND:

- a. Student-NCOs must make full use of the student-NCO and cadre chain of command in registering complaints, making suggestions or seeking assistance with an issue.
- b. Be sure you have exhausted all possibilities at one level before going higher in the chain of command.

8. OPEN DOOR POLICY:

- a. The First Sergeant, SSGL, SGL of your course is available to you on a continuous basis.
- b. Student-NCOs desiring to present complaints, request information, or assistance may do so through the SGL.
- c. The Commandant and Deputy Commandant are available to all student-NCOs. If you desire to see the Commandant or Deputy Commandant at any time, notify your Chain of Command and they will make an appointment for you.

9. BILLETING:

- a. NCO Academy student-NCOs reside in Magruder Transient Billets at the rate of \$34.00 to \$53.00 per day and the Jackson Inn at the rate of \$59.00 to \$69.00 (effective 1 Oct 10). This rate is current as of the date of this guide. The cost for billeting is figured into your TDY rate. Each room is configured as a one-person room and is equipped with a private latrine, TV with cable, internet, microwave, and phone. Some student-NCOs

may reside off post in a contract hotel if on-post quarters are not available. This choice will be made by housing, NOT the student-NCO nor the NCO Academy.

b. Student-NCOs who reside within a 50 mile radius of Fort Jackson will not be entitled to travel allowances and per diem payments. Soldiers in this category are not allowed to live in the billets and will commute to Fort Jackson daily.

10. MEALS: Student-NCOs are not issued meal cards and a government dining facility is “not available”. Therefore, student-NCOs are authorized per diem at the commercial meal rate for Fort Jackson which is \$46.00 plus \$5.00 incidentals.

11. FINANCES/ADVANCE TRAVEL PAY:

a. For those attending courses less than 45 days in length, you may use your government credit card. For those courses in excess of 45 days; it is recommended that arrangements be made with your servicing finance office to obtain travel advances.

b. Those students who can't obtain a government credit card must draw an advance prior to arrival. Student-NCOs will not be able to request an advance at Fort Jackson of any type under normal circumstances.

12. TRANSPORTATION:

a. Travel by taxi between the airport and Fort Jackson may range from \$32.00 for one to four passengers. Transportation to and from the airport includes commercial buses, limousines and taxis. Taxi anywhere on post proper (Includes 1 stop to an ATM) each additional stop is \$2.00 per person, per stop. Wait time not to exceed 15:00 minutes.

b. A Military Assistance Desk is available at the airport from 1700-0100, Monday-Friday. You may contact the Military Assistance Desk at (803) 822-8147.

c. Reimbursement for in and around mileage (POV only) should be limited to eight miles per day on Fort Jackson. Fuel is reimbursable for rental cars; however, we encourage you to save your receipts.

d. The cost of taxi service within the Fort Jackson area is a standard \$4.00 Once the taxi departs the installation an additional \$2.00 per mile will be charged. In and around mileage for taxi must be authorized on orders to receive payment.

13. WEIGH-IN/ PHYSICAL TRAINING: Every Student-NCO will participate in height/weight upon arrival to the NCOA. If a Student-NCO fails to meet the standard they will be counseled and re-taped no earlier than 7 days after initial weigh-in. Student-NCO will also be given a diagnostic APFT in order to compete for honors IAW AR 350-1 Chapter 3-12c(1). AR 350-1 Chapter 3-12c(1) states with courses less than 8 weeks an

APFT may be administered at the discretion of the Commandant or Commander. This APFT requirement pertains to graduation honors only. See NCOA Policy#23.

14. SICK CALL PROCEDURES:

a. Individual Sick Slip (DD Form 689) may be obtained from the student First Sergeant or SGL at the first morning formation. Student-NCOs will be present at the first formation in duty uniform and will ensure their student-NCO chain of command and SGL are aware of their intent to proceed to sick call. Student-NCOs will be treated at the troop medical clinic located at Hill Street and Marion Avenue (adjacent to Moncrief Army Community Hospital). Sick call is from 0730 to 1800, all student-NCOs will report to their SGL upon the completion of sick call. Uniform for sick call is ACU.

b. Only emergency medical and dental care is authorized during training (Student NCOs are allowed to miss a maximum of 4 hours of training).

15. UNIFORMS: The items listed on the packing list (see enclosure) are required for Active and Reserve Component personnel. If your school dates fall between 1 May and 30 September, you are not required to bring winter attire (i.e. field jacket, gloves). Wear of Improved Physical Fitness Uniform (IPFU) at off-post establishments, AAFES main exchange, barber shops, clothing sales store, commissary, bowling centers or theater is prohibited (brief stops at the gas station, shoppette, and laundry annexes are authorized). Additionally, wearing the IPFU after 0900 is prohibited on Fort Jackson unless engaged in physical fitness enhancement or remedial PT. No military uniform will be worn off-post after 1900 unless otherwise authorized.

16. INSPECTIONS: Student Leadership will conduct daily inspections to reinforce the standards of AR 670-1.

17. FORMATION: Formations are conducted by the student-NCO chain of command at times indicated on the training schedule, and at any other time so directed by the cadre chain of command.

18. MARCHING TROOPS IN FORMATION:

a. Student-NCOs will reinforce leadership, drill and ceremony skills by marching troops to and from all formations and to and from the NCO Academy. Road guards will be posted twenty feet in front of the formation and the crossing area to stop all traffic.

b. Student-NCOs in formation will have priority of movement along streets and roads at all times. When not in formation and walking to and from the NCO Academy, student-NCOs will walk clear of roadways whenever possible, using the shoulders, sidewalks, and footpaths. At no time will a student-NCO ever be caught walking on an unauthorized path (i.e. grass).

19. CLASSROOM INSTRUCTION.

a. Conduct in the classrooms:

(1) Smoking and the use of any smokeless tobacco products in any installation building is prohibited. Designated smoking areas have been identified and their location will be shown to you by your SGL during inprocessing.

(2) Eating and drinking in a classroom are at the discretion of the SGL. Student-NCOs will use appropriate waste containers located both inside and outside the classrooms. Regardless of the individual classroom rules on eating or drinking, no open containers (to include soda cans) will be allowed in the hallways of the Academy. Eating is also prohibited in the hallways. Again, designated break areas have been identified and will be shown to you by your SGL during inprocessing. At no time will drinks be allowed on the desk where computers are located.

20. LEADERSHIP POSITIONS: Student-NCOs may serve in leadership positions during the course. There are several positions in which you may serve. These positions include team leader, squad leader, Platoon Sergeant, and student First Sergeant. Student-NCOs may also serve in leadership positions during mission platoon and FTX. Each student will be evaluated as a Leader during the duration of the course at all time.

21. RESPONSIBILITIES OF STUDENT-NCO CHAIN OF COMMAND.

a. General: The basic duties of student-NCOs assigned to leadership positions in the student-NCO chain of command are listed below. Each student-NCO must familiarize themselves with the responsibilities of that position. Additional duties may be added by the SGL, SSGL, or First Sergeant.

(1) Student-NCO First Sergeant responsibilities:

(a) Form the unit at the prescribed time.

(b) Report all student-NCO absentees by name and location to the cadre, SSGL or First Sergeant.

(c) Ensure the student-NCOs are informed as to the prescribed uniform, proper equipment and materials as dictated by the training schedule/cadre.

(d) Performs other duties as prescribed by the appropriate cadre.

(2) Student-NCO Platoon Sergeant responsibilities:

(a) Report all student-NCO platoon absentees by name to the student-NCO First Sergeant.

(b) Ensure platoon members are informed of the prescribed uniform and the proper equipment/material required daily as directed by the student-NCO First Sergeant.

(c) Perform other duties as directed by the student-NCO First Sergeant regardless of rank.

(3) Student-NCO squad leader responsibilities:

(a) Report all student-NCO squad absentees by name and location to the student-NCO Platoon Sergeant.

(b) Ensure squad members are informed of the prescribed uniform and proper equipment/material needed each day.

(c) Perform other duties as directed by the student-NCO Platoon Sergeant. Responsible for enforcing the classroom policies.

22. MISSION PLATOON/DETAIL ROSTER: Student-NCOs will perform various details while attending the NCO Academy (SDNCO, SSI Staff Duty, Flag Detail, clean-up details, etc.) IAW AR 220-45 (Duty Rosters).

23. GRADUATION HONORS: Noncommissioned Officers graduating from the Senior Leader Course (SLC) and the Advanced Leader Course (ALC) may be recognized with five honors: Commandant's List, Distinguished Honor Graduate, Leadership Award Recipient, Iron Person Award and Leadership Essay Award.

a. **Honors Criteria:** Students whose overall course achievement is significantly above the standards of the course will be placed on the Commandant List. This list will not exceed 20 percent of the cycle. Soldiers must meet the following requirements to be considered for Commandant's List:

(1) Have an academic average of 90 percent or above.

(2) Have no examination or evaluation failures.

(3) Have no negative counseling statements.

(a) Only the SGL, Senior SGL, First Sergeant, Deputy Commandant or Commandant have authority to issue negative counseling statements.

(b) The student-NCO must be informed, in writing, that he or she is receiving a negative counseling and that they are no longer eligible for Honors of any kind.

(4) Must receive a minimum of three superior ratings on their Academic Evaluation Report Block 14. One of the superior ratings must be in the area of leadership.

(5) To determine Commandant's List authorizations, round up or down as follows: Cycle size is 14, 20 percent equals 2.8, this means three students may exceed course

standards. Cycle size is 12, 20 percent equals 2.4, this means two students may exceed course standards.

(6) Meet APFT requirement:

(a) Score 250 or above on the APFT.

(b) If the student has a permanent profile which allows pushups, situps, and the alternate event, add the pushup and situp score, obtain an average score, and apply that score to the alternate event. If the total is 250 or higher, the student is eligible.

(c) If the student has a permanent profile, which allows only the pushup or the situp event and the alternate event, multiply the pushup or sit-up score by three; if the total is 250 or higher, the student is eligible.

(d) If the student has a permanent profile which allows only the pushup or the situps and the 2-mile run; add the pushup or situp score and the 2-mile run score, obtain an average score, and apply that score to the event the Soldier did not take. If the total is 250 or higher, the student is eligible.

(e) If the student has a permanent profile which allows only the alternate event, the student is ineligible for the Commandant's List.

b. **Type of Awards:** The student-NCO who has the highest academic average and is also eligible for Commandant's List honors.

(1) Distinguished Honor Graduate: Highest GPA of those on the Commandant List per cycle.

(2) Distinguished Leadership Award Recipient: Exemplary leadership ability voted by peers in Small Group. Must receive a minimum of three superior ratings on their Academic Evaluation Report Block 14, with one of them in the area of leadership; have an academic Grade Point Average (GPA) of 85% or better, cannot have more than two academic retests, have no negative counseling statements; this does not include academic retest counselings, passes the initial height/weight standards and meet APFT standards. Award recipient will not receive exceeded course standards rating, unless eligible to be placed on the Commandant's List.

(3) Iron Person: Student must score 300 points or above to be considered for the award. All NCOs will take the APFT. The student-NCO who has demonstrated exceptional physical fitness by attaining the highest APFT score in the cycle, (minimum of 300 points or above [extended scale]), is eligible for the Iron Person Award.

(4) NCO Academy Leadership Essay Award: The best leadership essay of the cycle, see policy letter #31 for specifics.

24. GRADING PROCEDURES: This policy standardizes the NCO Academy grading procedures for scoring tests and evaluations, approving second re-test, and academic dismissals.

a. Scoring tests and evaluations: Tests are scored in accordance with the NCO Academy test control SOP. The minimum passing score for all examinations is 70 percent, except for SLC Finance Track (Phase II) examinations, which are 80 percent.

b. Re-tests:

(1) Student-NCOs will get an initial test and only one re-test per subject.

(2) All re-tests are scored as a "Go" or "No-Go". For GPA purposes, if the student-NCO passes a re-test, the test score will reflect 70 percent.

(3) No second re-test are authorized **unless extenuating circumstances exist. IAW TRADOC REGULATION 350-10.** An appeal process is in place and will be briefed to the Student-NCO by the SGL during initial counseling.

(4) The Commandant is the final approval/disapproval authority for appeals.

25. RELEASE PROCEDURES: Student-NCOs are dropped from the course for the following reasons:

a. Disciplinary Reasons: Student-NCOs may be eliminated for lack of motivation, failure to be at your appointed place of duty at the time prescribed, disciplinary reasons, or failure to master tasks at sufficient speed to meet course training objectives. The Academic Evaluation Report (DA Form 1059) will reflect the reason the Soldier was released from the NCO Academy.

b. Other Valid Reasons (such as illness or injury). Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The student-NCO will be eligible for reenrollment as soon as convenient.

c. Academic Deficiencies. Student-NCOs eliminated for academic deficiency may reenter the course from the beginning when both the unit commander and the school commandant determine the student-NCO is prepared to successfully complete the course.

d. Student-NCOs eliminated for cause may, by the appropriate authority, be removed from the Army standing promotion list, barred from reenlistment, receive non-judicial punishment, reclassified or flagged upon returning/reporting to their unit.

26. ABSENTEES: Student-NCOs must obtain permission from their SGL to be absent from training for (medical and dental purposes only). Student-NCOs, who obtain

permission to leave, will ensure both their student-NCO chain of command and SGL are aware of their departure, destination and return. Students-NCOs may be processed for elimination if period of absence results in excessive loss of academic training hours. The chain of command will review each situation on a case-by-case basis.

27. GRADUATION: Graduation ceremonies will normally begin at 11:00hrs but may vary based on the training schedule. **Do not make any departure travel arrangements until you have verified graduation times with your SGL.**

28. SENSITIVE ITEMS SECURITY: Periodically during the course, student-NCOs will handle sensitive items. These items include commo equipment, weapons, etc. This equipment will not be left unsecured at any time and will be held accountable/liable while signed for.

29. CRIME PREVENTION AND PHYSICAL SECURITY: Each student-NCO is responsible for crime prevention and physical security. Personal valuables, to include excess baggage and government property, will not be left unattended unless properly secured. Privately owned vehicles are susceptible to theft and break-ins, do not leave your valuables visible while vehicle is unattended.

30. WEAPONS: All privately owned weapons will be registered with the Provost Marshal on Fort Jackson and stored in the NCO Academy Arms Room within 24 hours of arrival. Weapons will not be removed while you are attending NCOES and have a concealed handgun permit.

31. S-4 PROCEDURES:

a. Student-NCOs will be issued TA-50 equipment required for training. Student-NCOs will sign for all property and equipment on DA Form 2062 prior to FTX.

b. Clearing S-4:

(1) No student-NCO will be authorized to clear S-4 until directed to do so by the cadre chain-of-command.

(2) If released for any reason prior to graduation, the student-NCO will clear S-4 by returning all items on hand receipt. Student-NCOs will process a Statement of Charges (DA Form 362) for any item lost. After the student-NCO has cleared S-4, the student-NCO will be given his/her original hand receipt.

32. WEATHER: South Carolina weather is extremely hot in the summer and cold in the winter. It also fluctuates unpredictably during the spring and fall. Temperatures range from 85 to 110 degrees in the summer months (MAY-SEP) and 20 to 50 degrees in the winter months (OCT-APR). Please make sure that you bring appropriate clothing. You will be expected to purchase any clothing item required you failed to bring IAW the "packing list" (see enclosure).

33. MANDATORY/ RECOMMENDED READING/REFERENCE MATERIAL:

Recommended reading and reference material for all courses is located on the Army Learning Management System (ALMS) and a quick link is located on the NCO Academy's AKO web page, <http://www.ssi.army.mil/ncoa/default.htm>

34. MAILING ADDRESS:

RANK, NAME
US ARMY SOLDIER SUPPORT INSTITUTE
NCO ACADEMY
10000 HAMPTON PARKWAY
SLC/ALC SGL: MOS: Class #
FORT JACKSON, SC 29207-7025

35. IMPORTANT TELEPHONE NUMBERS:

S-1: (803) 751-3129/3130
Fax: (803) 751-3080
Staff Duty NCO: (803) 751-3137
Billeting: (803) 782-9802
Transportation (Port Call): (803) 751-5128/471
DSN Prefix: 734-XXXX
Other: see NCO Academy web page at:
<http://www.ssi.army.mil/ncoa/default.htm>

36. OFFICIAL TELEPHONE:

- a. Official telephones will not be used for personal calls and only incoming emergency calls will be taken.
 - b. DSN calls may be made during duty hours, with the permission of the SGL.
 - c. Telephone messages received by S1 for student-NCOs will be routed through the appropriate SGL or hand carried depending on the urgency of the message.
37. Point of contact for this Student Guide is the Deputy Commandant, DSN 734-3012 or commercial (803)751-3012.

Encl: Packing list


CARRIE R. GLOVER
CSM, USA
Commandant

NCO ACADEMY PACKING LIST

Updated 9 August 2012

NOTE: for seasonal attire read paragraph 15 of the Student NCO Guide.

ITEMS OF ISSUE	ACTIVE DUTY		NATIONAL GUARD		ARMY RESERVE	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
BAG, DUFFEL	1	1	1	1	1	1
BELT, RIGGER, 2-INCH	1	1	1	1	1	1
BERET	2	2	2	2	2	2
BOOTS, COMBAT	2	2	2	2	2	2
CAP, ACU	2	2	1	1	1	1
CAP, COLD WEATHER	1	1	1	1	1	1
COAT, BLACK ALL-WEATHER	1	1	1	1	1	1
COAT, ACU (SHIRT)	4	4	4	4	4	4
COAT, COLD WEATHER	2	2	1	1	1	1
DRAWERS, BROWN/WHITE CTN	*	*	*	*	*	*
GLOVES, INSERTS	2	2	1	1	1	1
GLOVES, SHELL, COLD WEATHER	1	1	1	1	1	1
IPFU JACKET	1	1	1	1	1	1
IPFU LONG PANTS	1	1	1	1	1	1
IPFU LONG SLEEVE SHIRT (OCT-APR)	3	3	3	3	3	3
IPFU T-SHIRT	3	3	3	3	3	3
IPFU TRUNKS	2	2	2	2	2	2
LAUNDRY BAG	1	1	1	1	1	1
PADLOCK	2	2	2	2	2	2
PERSONAL HYGIENE ITEMS	*	*	*	*	*	*
RUNNING SHOES	1	1	1	1	1	1
SOCKS, GREEN/BLACK/TAN,	7	7	5	5	3	3
SOCKS, WHITE CALF LENGTH (over ankle)	5	5	5	5	5	5
TOWEL, BATH, BROWN	4	4	0	0	0	0
TROUSERS, ACU	3	3	3	3	3	3
UNDERSHIRT, TAN	5	5	5	5	5	5
OLD SET OF ACU	1	1	1	1	1	1
MOUTH PIECE (Optional)	1	1	1	1	1	1
BALLISTIC EYEWEAR	1	1	1	1	1	1
COAT ARMY GREEN/COAT ASU	1	1	1	1	1	1
TROUSERS ARMY GREEN/ASU	1	1	1	1	1	1

*SHIRT AG SHADE 415 LS/SS	1	1	1	1	1	1
*SHIRT AG SHADE 428	1	1	1	1	1	1
*SHIRT AG SHADE 469	1	1	1	1	1	1
BLACK FOUR IN HAND TIE	1	N/A	1	N/A	1	N/A
BLACK NECK TAB FEMALE	N/A	1	N/A	1	N/A	1
BELT BLACK WEB WITH BRASS TIP	1	1	1	1	1	1
BUCKLE SOLID BRASS	1	1	1	1	1	1
GLOVES BLACK LEATHER, UNISEX	1	1	1	1	1	1
SHOES BLACK, DRESS	1	N/A	1	N/A	1	N/A
SHOES BLACK OXFORD	N/A	1	N/A	1	N/A	1
*PUMPS BLACK	N/A	1	N/A	1	N/A	1
UNDERSHIRT WHITE	1	N/A	1	N/A	1	N/A
SOCKS, DRESS BLACK	1	1	1	1	1	1
ALL AUTHORIZED AWARDS AND DECORATIONS	1	1	1	1	1	1
OVERCOAT, BLACK	1	1	1	1	1	1
HYDRATION SYSTEM (ACU CAMELBACK)	1	1	1	1	1	1
DA FORM 348 (EQUIPMENT OPERATORS QUALIFICATION RECORD)	1	1	1	1	1	1

* AS REQUIRED