

**US ARMY SOLDIER SUPPORT INSTITUTE**

**ADAMS CAMPUS**

NONCOMMISSIONED OFFICER ACADEMY

# Student Welcome Guide

EMBRACE THE CHALLENGE...



# NCOA

EXCEED THE STANDARD





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## **Welcome**

The Small Group Leaders (SGLs) and Cadre members of the United States Army Soldier Support Institute, Noncommissioned Officer Academy (USASSI, NCOA), welcomes you to Fort Jackson, SC. The Student Welcome Guide provides the necessary information for all student NCOs to understand the course pre-requisites, standards of discipline, and other important information pertaining to Phase I and Phase II of the Senior and Advanced Leader Courses for the Adjutant General Corps and Finance Corps.

The guidelines established in this Student Welcome Guide are established based on multiple regulations, Army Directives, and TRADOC policies. Any questions or concerns should be brought to your SGL.

## **Mission**

The USASSI, NCOA is committed to developing highly adaptive, agile, and knowledgeable Force Sustainment NCOs during the 42A and 36B Senior and Advanced Leader Courses. The USASSI, NCOA cultivates leaders who are equipped with skills and ethical standards to support commanders in multi-domain environments.

## **Vision**

A second-to-none NCOA producing disciplined, skilled, and adaptive NCOs who continuously evolve to meet the needs of a dynamic and diverse military force. We strive to contribute to the well-being of NCOs while fostering a culture of integrity, professionalism and service.





### **Commandant Welcome**

Congratulations on your selection to attend the 42A and 36B Senior and Advanced Leader Courses. I am confident this will be a rewarding experience for you. These courses are designed to ensure that you are adequately prepared to perform your duties as a Noncommissioned Officer in our current operating environment. As you all embark on this journey of institutional training, I ask that you learn and understand your specific core competencies and build relationships.

Our dedicated cadre and Small Group Leaders are committed to providing you with an engaging, highly relevant and educational experience. We are here to assist you by offering guidance and mentorship to help you succeed. Upon completion of this course, you will have a sense of accomplishment and pride in knowing that you are prepared to serve as one of the best leaders in the United States Army.



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## Arrival at Fort Jackson

NCOs will be reported as “NO-SHOW” for failure to report to Phase I or Phase II after two hours of the course start time. Phase I starts at 0900 EST. Communicate with your Small Group Leader if you are experiencing extenuating circumstances.

The Columbia Metropolitan Airport is approximately 30 minutes from Fort Jackson, SC. Transportation from the airport is not provided, but taxis are available. All NCOs either driving or flying will immediately check in to their hotels before proceeding to report.

**ADDRESS: 10000 Liberty  
Division Road, Fort Jackson SC  
29207**

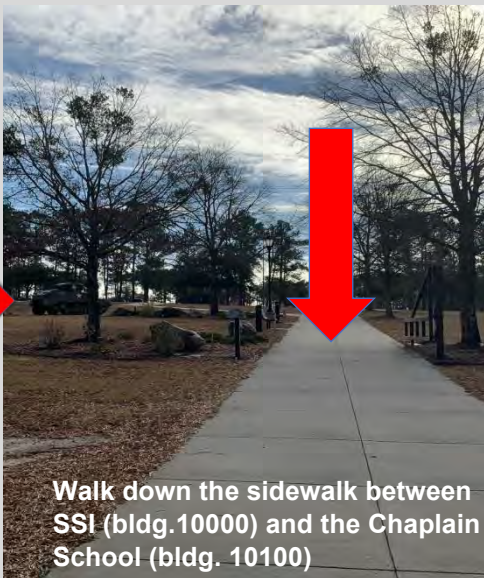
**STAFF DUTY: 803-319-1013**

## Reporting to First Formation

All student NCOs will report for height and weight in the Army Physical Fitness Uniform. All student NCOs will ensure their uniform is clean, serviceable, and the socks should not have any logos or different tones (only black or white).

The assigned SGL will provide the time, and the variation of the uniform based on weather conditions. All student NCOs will report with their ID Card, ID Tags, their BDE CSM's contact information (email), and ACFT card (not older than 30 days). Student NCOs with a 540/80 in each ACFT event will be exempt from the taping procedures IAW [AD 2023-08](#).

**LOCATION: Building 10000,  
sidewalk between SSI and  
Chaplain School**





### Pre-requisites / In-Processing

All students attending SLC and ALC at Fort Jackson, SC will have their S1/MPD/Admin Office create a Temporary Assignment in IPPS-A attaching you to the NCOA. *This will facilitate proper student accountability and allow the NCOA to process any student's IPPS-A Absence Request for leave or pass while attending.* Failure to create the necessary student attachment will result in the student's inability to take leave or pass.

### STUDENT TEMP ASSIGNMENT

W1PT57: Attending SLC or ALC at Fort Jackson, SC.

### Orders and Other Documents

All student NCOs will have in their possession the applicable orders.

- **Non-Local Students:** DD Form 1610 with TDY Return or TDY in-route. DD Form 1610 must contain an approved Travel Order Number. Do not travel to the NCOA without an approved DD Form 1610.
- **Local Students:** Approved Temporary Assignment Orders. The student NCOs' S1 will create it on IPPS-A.
- **All Students: REQUIRED**
- Pre-Execution Checklist (April 2018). The entire document will be completed. Ensure all blocks are initialed and signed by the Student and Student's Commanding Officer.
- Current For Record ACFT using DA Form 705-Test; must be properly

filled out with passing scores and within 30 days of phase II report date.

- Valid DA Form 5500/5501 must be properly filled out and signed within 30 days of the report date (if applicable).
- DA Form 3349 (Profile) must be properly filled out and evaluated for the ACFT by a Medical Provider (if applicable). The profile must be updated with the current ACFT events.
- Proof of PHA within one year for Soldiers over the age of 40.
- DA 1059 from BLC or ALC.
- Copy of a current Soldier Talent Profile (STP) to provide proof of eligibility in MOS and time remaining service (dated within 30 days of the report date).
- Current DoD Cyber Awareness Training Certificate
- [COMPLETE Student Questionnaire](#)

**\*All pre-requisites must be met within 72 hours of arrival to the resident course. Failure to meet pre-requisites may result in dis-enrollment.**

### Physical Readiness Training, ACFT, and Height & Weight Standards

Students attending ALC or SLC will be administered a height & weight screening immediately after first formation, as well as an ACFT within the first week of their report date. Students who fail to meet body fat standards or the ACFT are allowed to receive one additional reassessment no earlier than 7 days IAW AR 350-1. Students who fail the retest/ reassessment will be provided the opportunity to go to the Wellness Center for an InBody Screening. The USASSI, NCOA will





utilize the results to determine if the student's body fat percentage is within standards. The student will be dismissed from the course if failure to pass the initial, the reassessment, and the InBody screening. The students' DA Form 1059 will reflect failure to achieve course requirements. The guidance is IAW Army Regulation 350-1 (Physical Readiness and Height and Weight Requirements for Military Institutional Training).

## **Temporary Profiles**

IAW AR 350-1 student NCOs with temporary profiles preventing full participation in a course that are not a result of operational deployment will be removed or deferred from school attendance consideration by their immediate commander until the temporary profile is removed. This applies to phase I and II.

## **Pregnancy and Postpartum**

### [IAW Army Directive 2022-06](#)

Pregnant Soldiers will submit a PAR on IPPS-A to request a deferment to reschedule the course attendance until medically cleared to attend. Noncommissioned Officers are not authorized to attend ALC or SLC while on temporary profiles. All postpartum NCOs who attend Professional Military Education (PME) are exempt from body composition requirements up to 365 days after a pregnancy ends. The last record height/weight screening will be

used to satisfy PME eligibility and graduation requirements, provided it is not more than 730 days (24 months) old at the time of PME course enrollment. Soldiers who do not have a record screening dated within the last 730 days (24 months) must contact their SGL to coordinate receiving a waiver from the Commandant before attending PME.

Enlisted Soldiers are not required to attend mandatory PME during the first 365 days postpartum. However, if a Soldier volunteers to attend PME within their 365 day postpartum window, the Soldier must meet all physical requirements for attendance and graduation, including any record physical fitness testing. Soldiers who do not have a passing physical fitness test of record dated within the last 730 days (24 months) must contact their SGL to coordinate receiving a waiver from the Commandant before attending PME. Postpartum Soldiers through the end of their postpartum profiles (normally 42 days) will be cleared, in writing, to attend PME by a healthcare provider. Soldiers who are no longer on a postpartum profile do not require medical clearance.

## **DTS Expectations**

NCOs attending SLC or ALC will be housed in on-post lodging covered by the post MTSA funding. NCOs who receive an e-mail from the schoolhouse outlining the non-availability of on-post facilities (Lodging or DFAC) will be required to make off-post lodging reservations in accordance with their TDY/ADT Defense Travel System (DTS)/Manual (DD FORM 1610) travel





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order process. Funding will be through your unit of assignment MTSA funds. DTS travel orders for those lodged off-post will cover all authorized costs, such as lodging, meals and incidentals. The Commandant will provide a Statement of Non-availability only when on-post lodging is not available. The inclusion of a rental car is covered by unit funds. Rental car authorization is based upon unit approval. Please contact your Unit Training Manager to determine authorization for a rental car. We highly encourage commands to authorize rental cars for their Soldiers, due to location of classrooms, OPTEMPO of the course, and dining facilities not being co-located in the academy footprint. Gas receipts will be monitored to avoid excessive mileage. Disapproval must be annotated on the travel order. Commands must ensure all Soldiers arrive with an activated Government Travel Card to support their authorized travel expenses. **\*Important:** The following statement MUST be annotated on all DD Form 1610s for non-local students assigned to on base lodging: "Meals and lodging are provided at no cost to the Soldier seven days a week for the duration of the course." **\*\*There is no MTSA cost to operational units when staying on-post, except for the rental car cost.**

## Privately Owned Weapons

Student NCOs are not permitted to bring privately owned weapons to Fort Jackson unless in a TDY enroute status. If you are in a TDY enroute status and plan to bring a firearm, notify

your SGL immediately upon arrival. Your weapon and ammunition will be registered with the Provost Marshals Office and stored in the USASSI, NCOA's arms room throughout the duration of your respective course.

## NCOA Policy Letters & ISAPs

You may find additional information by reading the NCOA policy letters and the Individual Student Assessment Plans. 36B SLC, 36B ALC, 42A SLC, 42A ALC ahead of your arrival.

[NCOA Policy Letters](#)

[36BSLCISAP](#)

[36BALCISAP](#)

[42ASLCISAP](#)

[42AALCISAP](#)

## Clothing Items Information

All items are mandatory and student NCOs missing items will have 72 hours to meet pre-requisites. Please refer to attached packing list for more information. BDE Level National Guard CSMs may reach out to Commandant for assistance if needing more time to order service uniforms for service members requiring more than the 72 hours pre-requisite allotment after the resident report date. This information is sent to the student NCOs 90 days prior to their course start date. All student NCOs graduate in their Service Uniform and may have community service projects that require civilian attire. Additionally, student NCOs are required to wear business casual attire during the course IAW NCOA policy letter #36.







**NCOA PACKING LIST**

| ITEM OF ISSUE  | AMOUNT            |
|--|-------------------|
| APFU JACKET  | 1                 |
| APFU PANTS   | 1                 |
| APFU TRUNKS  | 4                 |
| APFU T-SHIRT LONG SLV  | 4                 |
| APFU T-SHIRT SHORT SLV                                       | 4                 |
| ASSAULT PACK   | 1                 |
| ASU/AGSU***  | 1                 |
| BELT, WEB, COYOTE BROWN                                      | 1                 |
| BERET or SERVICE/GARRISON CAP                                | 1                 |
| BOOTS, COMBAT  | 2                 |
| BOOTS, JUMP (AIRBORNE SOLDIERS)                              | 1                 |
| CANTEEN, 1 QUART   | 1                 |
| ARMY COMBAT UNIFORM- OCP                                     | 4                 |
| EYEPRO (CLEAR)   | 1                 |
| GLOVES, <b>BLACK</b>   | 1 PAIR            |
| JACKET, FLEECE <b>COYOTE BROWN***</b>                        | 1                 |
| ID TAGS (W/ALLERGY TAGS IF APPLICABLE)                       | 1 PAIR            |
| MICRO FLEECE CAP, <b>BLACK</b>                               | 1                 |
| PATROL CAP, OCP  | 1                 |
| PONCHO LINER or PONCHO                                       | 1                 |
| POUCH, CANTEEN 1 QUART                                       | 1                 |
| POUCH, M4 THREE MAG  | 2                 |
| RUNNING SHOES  | 1                 |
| SET, FIGHTING LOAD (FLC)                                     | 1                 |
| SHOES, DRESS, BLACK / BROWN                                  | 1                 |
| SOCKS, DRESS BLACK / BROWN                                   | 1                 |
| SOCKS, GREEN / BLACK / TAN FOR OCP UNIFORM                   | 7 PAIRS (MINIMUM) |
| SOCKS, BLACK/WHITE (NO LOGOS/NO MULTI COLORS)                | 7 PAIRS (MINIMUM) |
| SUBDUED US FLAG  | 1                 |
| UNDERSHIRT, COYOTE BROWN                                     | 7 PAIRS (MINIMUM) |
| UNDERSHIRT, WHITE (MALES ONLY)                               | 1                 |
| WET WEATHER JACKET AND TROUSERS                              | 1 EACH            |
| BUSINESS CASUAL ATTIRE AND DRESS SHOES ( <u>POLICY #36</u> ) | 2                 |
| LAPTOP W / MIC / CAMERA / AUDIO                              | 1                 |
| ETHERNET CABLE (OPTIONAL)                                    | 1                 |

- Student NCOs will have 72 hours to correct missing gear deficiencies.
- (\*\*\*) Fleece Jacket and ASU/AGSU Jacket are required during (1 OCT – 30 MAR). Skirts are optional. Bladder/hydration system (CamelBak) are optional.
- The Army Service Uniform OR Army Green Service Uniform is required for this course.
- Students must present their military clothing record during inspection when missing any items.
- Memorandums from Student NCO's Home Unit's Chain of Command will not be accepted for missing packing list items unless currently deployed.

