

STUDENT WELCOME GUIDE



SIGNAL CORPS REGIMENTAL

NCCO

ACADEMY DETACHMENT



TRAINERS FIRST, LEADERS ALWAYS

MARCH 2015

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PRINTING PURPOSES

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SECTION I

INTRODUCTION

The cadre and the staff of the Signal Corps Regimental Noncommissioned Officer Academy Detachment (NCOA Det) welcome you to Fort George G. Meade, Maryland.

We hope your time here will be challenging, rewarding, and significant in the development and progression of your military career.

This Welcome Guide will help you understand the rules and policies that govern all NCOA Det students and is by no means all inclusive. It is understood that each Soldier has specific circumstances when they arrive to the NCO Academy Detachment. Any questions or concerns upon arrival should be brought to the attention of your SGL and Operations.

We develop these guidelines IAW various Army publications, as well as, the experiences and recommendations from previous classes.

We welcome your suggestions on the content of this student guide. Contact NCOA Det Operations to provide your feedback and/or suggestions.



DEPARTMENT OF THE ARMY
SIGNAL CORPS REGIMENT NCO ACADEMY DETACHMENT
8541 ZIMBORSKI AVE.
FORT GEORGE G. MEADE, MARYLAND 20755

12 January 2015

Branch Chief
SCR NCO Academy Detachment
Fort George G. Meade, MD 20755-5605

Dear SLC/ALC Selectee,

On behalf of the staff and cadre, here at the Signal Corps Regimental Noncommissioned Officer Academy Detachment (NCOA Det.), I would like to congratulate you on your selection to attend the Senior/Advanced Leader Course (SLC/ALC). Your selection is a distinct honor, which should serve as a source of considerable pride and accomplishment.

This is a guide containing information about the NCOA Det. and other areas of interest on and around Fort George G. Meade. It is imperative that you read the instructions outlined in this guide in order to make your transition smooth. Please pay special attention to Section VI: Fact Sheet that outlines the funding process for NCOA Det. students and provides specific information for your TDY Orders.

Your report date is an administrative day and training will begin the next day. All ALC and SLC students will participate in an official height and weight screening 24 hours after their report date and participate in a record APFT, 96 hours after their report date. In addition, be sure to make note of the APFT and height & weight requirements outlined in the References section of this guide. There will be a training schedule posted for your review throughout the course. Your immediate supervisor throughout the course will be your Small Group Leader (SGL).

Complete the enclosed Advance Information Sheet (AIS) and return it to your SGL within five days. Complete all other forms and bring with you on your report date. If you have any questions that cannot be answered by this Welcome Guide, then feel free to contact your SGL. You may also contact Operations at DSN 622-3069 or Comm. 301-677-3069. Again, congratulations on your selection. We look forward to your arrival and successful completion of the course.

PHILIP.JASON.AARON.
1237415341

Digitally signed by PHILIP.JASON.AARON.1237415341
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USA,
cn=PHILIP.JASON.AARON.1237415341
Date: 2015.01.12 12:31:03 -0500

JASON A. PHILIP
1SG, USA
Branch Chief



SECTION II

MISSION & VISION

Mission

The mission of Cyber COE NCOA is to prepare NCOs for success through development of a rigorous technical and tactical academic training program. We educate the NCO through the Army Learning Model employing experiential learning, enabling the NCO to lead Soldiers with competence and confidence in an ever changing and unpredictable cyber domain. Our commitment to the Cadre, DA Civilians, and their family members will never falter.

Vision

The premier NCO Academy in the Army; preparing Signal, Cyber and Electronic Warfare NCOs for the Army 2025 and beyond... providing curriculum that empowers the future NCO to be a strategic thinker that enables mission command capabilities for America's Army.

Mission (Detachment)

The mission of the Cyber COE NCOA Detachment is to train current Visual Information and Public Affairs NCOs by developing professional attributes, promoting confidence and team building, required of all NCOs; in their ability to handle modern day leadership challenges in support of the Cyber Center of Excellence Noncommissioned Officer Academy, in order to accomplish its mission for the Army 2025 and beyond.



SECTION III

GENERAL INFORMATION

Arriving at Fort Meade

It is your responsibility to arrange for transportation (air, taxi, rental, etc.) to Fort Meade. Only under very specific circumstances will NCOA Det cadre be able to provide transportation.

Reporting for Duty

The NCOA Det and classrooms are located in Bldg. 8541 Zimborski Ave. Students reporting for SLC/ALC will arrive to the academy and report in between 1200-1300. Inprocessing will begin at 1300. If you believe you will arrive after 1300, contact your SGL and/or follow any additional instructions posted on the student entrance of the NCOA Det building. Students arriving after midnight of their reporting date, without prior coordination, will be denied enrollment unless authorized by the NCOA Det Branch Chief.

In-Processing

When in-processing, all students will have in their possession the following material (see Student Record Screening Checklist):

- DA 1610 with TDY Return or TDY En route or DA 4187. Orders must contain an approved Travel Order Number and the correct MTSS Statement (see pg. 21).
- Pre-Execution Checklist (JUL 2009), signed and initialed by supervisor and signed by Command Team
- APFT (diagnostic or record) within 31 days of report date. Must be properly filled out and signed.
- Body fat worksheet with APFT date (if applicable) Must be properly filled out and signed.
- Profile (if applicable) IAW TRADOC Reg. 350-10, Para 2-6(d)
- Proof of PHA within one year for Soldiers over the age of 40.
- DA 1059 from WLC (for ALC) or ALC (for SLC)
- Copy of a current ERB to provide proof of retainability, security clearance, and award of MOS.
- Reservists, please also refer to USAR Finance section in this guide for instructions and required forms.



Clothing Information

You are encouraged to bring cold-weather gear not annotated on the packing list during October through April months. The Army Combat Uniform (ACU), Army Physical Fitness Uniform (APFU), and the Army Service Uniform (ASU) are the only authorized uniforms. You may also bring additional clothing and scholastic equipment that you feel you may need. There is a community service project that may require either business casual or casual civilian clothing. You are strongly encouraged, but not required, to bring a laptop computer and CD-RW disks.

Lodging and Barracks

All students (ALC / SLC) will reside in the Student Barracks unless you are stationed within the National Capital Region. Inprocessing of the barracks will be done at the NCOA Det on your report date and paperwork will be completed prior to being released. Family members are not authorized. All travel and lodging prior to the report date and after the end date of the course will be at the expense of the Soldier. Any concerns with lodging should be brought to your SGL or Operations. NOTE: Please ensure that your DA 1610 (TDY Orders) reflects the MTSS Statement (pg. 21) to ensure that all lodging is not at the Soldier's expense during the duration of the course.

Rental / Privately Owned Vehicles

The parking area for ALL students are the barracks or DINFOS parking lot as well as the parking area on the farside of the shoppette. Students will not park at the education center, in the front, side, or back of the academy.



Personal Mail

Incoming mail may be addressed as follows and will be picked up approximately two (2) times per week:

RANK Name
MOS / Course (SLC/ALC)
SCR NCOA Detachment
8541 Zimborski Avenue Fort Meade, MD 20755-5605

Notify your SGL if you know of any package or mail items that may be arriving. You are not authorized to pick up any mail at the Fort Meade mail facility. Outgoing letters can be sent out from the mailbox located at the entrance of the DINFOS parking lot or at the USPS building located at the PX/ Commissary Town Center. Students may also utilize off post commercial mail facilities (UPS / FED EX).

Telephone Services

Students may use their cell phones during break periods or lunch. Cell phones can only be used in the student break area or at the gazebo behind the academy, unless authorized by their SGL. Students may also use the telephone located in the computer lab during breaks for local official phone calls. Students will make all DSN and commercial calls from the Operations Office. All calls are for official business only and limited to five minutes. Students will receive authorization from their SGL prior to use. Emergency telephone calls from family members should be through the American Red Cross to the NCOA Det, (301) 677-

2421 during duty hours, and via the Military Police Non-Emergency number during non-duty hours at (301) 677-6622.

Laundry and Dry Cleaning

Quartermaster Laundry Service is not available on Fort Meade. Washers and dryers are provided at billeting and army lodging. AAFES dry cleaning and laundry services are available on post, if desired. Facilities are located next to the Military Clothing Sales Store on 6th Street between Chisholm and Chamberlin Avenues.

Banking Facilities

There are two banking facilities on Fort Meade, the Fort Meade Community Credit Union and Pittsburgh National Corporation (PNC) Bank. These facilities do not normally cash checks without an established account. ATM machines are located inside DINFOS, at the bank auto teller, between the commissary and bowling alley, the DFAC, and the 24hr Shoppette. Check cashing is available at the Post Exchange.

Leave and Passes

Leave will not be granted during the course unless under emergency and special conditions. Passes that cause students to be absent from scheduled training may result in dismissal from the course. Passes are required when leaving the area beyond 50 miles and not to exceed 150 miles.

Smoking

Students will smoke only in designated areas such as the gazebo behind the NCOA Det building or gazebos located around post. Smoking around IET Soldiers and/or NCOA Det cadre is prohibited. Smoking within 50 feet of any government building or indoors within the NCOA Det, barracks, or lodging is also prohibited.

Crime Prevention

Crime prevention is the responsibility of all personnel assigned or attached to the NCOA Det. DA Form 4986, Personal Property Record is required per AR 190-31. In the event of a break-in or theft, the individual suffering and/or discovering the loss should immediately report the violation to the SGL or Staff Duty NCO and the Military Police. Any unauthorized weapons will be confiscated and could lead to dismissal from the course.

Medical Records

Students are not required to bring their medical records but upon arrival, students will notify their SGL of any prescribed medications, allergies, hot and/or cold weather injuries. Students must ensure they have sufficient medication for the duration of the course. NCOA Det cadre will attempt to accommodate any food allergies or prohibited food items due to religious beliefs. Information regarding profiles and Periodic Health Assessments (PHA) for Soldiers over 40 years of age can be found in Section IV.





SECTION IV

POLICIES & PROCEDURES

Small Group Leader (SGL) / Instructors

An SGL will guide each class for the duration of the course. The SGL is the immediate supervisor of all students regardless of their rank. The SGL is the student's first link in their chain of command. The SGL maintains academic records, presents lessons, monitor classes, and counsels students throughout the course. He will administer various academic and performance evaluations on all students. The SGL compiles all training data, both academic and performance, and prepares an Academic Evaluation Report (AER), DA Form 1059. You will receive the completed form upon graduation.

Physical Readiness Training and HT & WT Standards

Students attending SLC and ALC will be administered a height & weight screening, as well as, a record APFT 72 hours after their report date. Per Army Regulation 350-1, passing the APFT and meeting the height & weight standards are a graduation requirement. Students who fail to pass the APFT or meet height & weight standards, IAW FM 7-22 & AR 600-9, will receive one additional retest/reassessment. Students who fail the retest/reassessment will subsequently fail the course. The students' DA 1059 will also reflect failure. For more information, review Army Regulation 350-1, 3-13 (Physical Readiness and Height and Weight Requirements for Military Institutional Training).

Absences

Students will obtain permission from their SGL prior to leaving the NCOA Det area for any absences. Any unauthorized absence will be reported and may result in possible elimination from the course. It is the responsibility of the student to makeup training missed due to absences.

Profiles

Soldiers possessing permanent profiles must provide a copy of DA Form 3349 Physical Profile, Physical Evaluation Board (PEB) or Military Medical Review Board (MMRB) proceedings in order to enroll in the NCOA Det. IAW ALARACT Message 297/2009, "Soldiers with medical profiles (temporary or permanent) due to operational deployment will be permitted by their immediate commanders to attend PME (NCOES) within the guidelines of their profile." Any other temporary profiles or Soldiers within their recovery period following a temporary profile will be denied enrollment IAW AR 350-10. Soldiers must arrive at the course of instruction with a copy of their current temporary profile and

memorandum signed by their commander stating the temporary profile is a direct result of injuries sustained during combat operations.



SHARP / EO

The goal of the Army's Sexual Harassment/Assault Response and Prevention (SHARP) program is to eliminate these acts by creating a climate that respects the dignity of member of the Army Family. The Equal Opportunity (EO) program formulates, directs, and sustains a comprehensive effort to maximize human potential to ensure fair treatment for military personnel, family members, and civilians. The NCOA Detachment has SHARP and EO trained NCOs who guide, assist and mentor Soldiers through difficult situations and choices that fall under these policies. Violations of any Army policies may be grounds for dismissal.

Driving Under The Influence

Driving while drinking, possessing an open alcoholic beverage container, or driving under the influence of alcohol or drugs is an extremely serious offense and will not be tolerated. One incident will lead to at least a General Officer Letter of Reprimand and administrative dismissal from the NCOA Det. The state of Maryland continues to enforce a "Zero Tolerance" for DUI/DWI.

Personal Appearance

Each student will maintain high personal and professional standards. Strict adherence to standards, as prescribed in existing Army Regulation 670-1 will be constantly enforced. All uniforms must be in servicable condition. Boots must be clean and reflect a professional appearance. Commercial black or ACU-pattern backpacks, gym bags or like items, logo free, may be worn over the shoulders while in uniform, however, they may not be worn while in formation.

Military Courtesy

Common military courtesy will be displayed at all times. Sergeants will be addressed by their appropriate title. Terms such as "TOP" and "SARGE" will not be tolerated. Staff members will address students by rank and name or leadership position. All students will address all NCOA Det staff at parade rest regardless of rank.

Improper Relationships

Social contact between students and Cadre is strictly prohibited except at approved unit sponsored functions. Social contact between students and Fort Meade permanent party members (i.e. DINFOS, APAC, 55th etc.) is strictly prohibited except at approved unit sponsored functions. Exceptions to visiting permanent party Soldiers or units may be granted, in writing, on a case-by-case basis. Social contact between ALC/SLC students and IET students is strictly prohibited and there will be **no exceptions**.

Branch Chief's Open Door Policy

All students have the opportunity to present complaints, grievances, offer suggestions, or discuss problems with the Branch Chief during duty hours and after normal hours by appointment. The use of the NCO Support Channel is highly encouraged, but it will not be necessary prior to seeing the Branch Chief. In order to ensure adequate time is provided to each student who wishes to use the Open Door Policy, the NCO Support Channel is expected to have the opportunity to make an appointment. Schedule appointments through your SGL.

IG Complaints

There is no requirement for anyone to discuss any problem with the Chain of Command prior to seeing the Inspector General (IG). However, it's requested that the student express their desire to see the IG to the Chain of Command who will

assist in scheduling an appointment. The intent of this request is to assist each student in solving problems at the lowest level possible and ensure accountability at all times.

The Honor System

All personnel assigned or attached to the NCO Academy are subject to the NCO Academy Honor Code:

"I will not lie, cheat, steal, or plagiarize, nor will I tolerate those who do."

Terminology

Lying - conveying any communication that is not completely truthful. Withholding information to create a false impression is also lying.

Cheating - an attempt, or completed act, aimed at gaining an unfair advantage over other students. An example of cheating is to allow another student to receive or pass on information concerning specific questions on an examination.

Stealing - the taking, obtaining, or withholding of another person's property that denies that person the use or benefit of the property. The best rule is "Do not borrow."

Plagiarism - appropriating the thoughts, ideas, written word or credit for the thoughts, ideas, or written words of another without authority or acknowledgment.

Misrepresentation - making a statement that is technically true but either does not encompass all the facts or which presents the facts in a manner that accomplishes deception of another.

Unfair Advantage - any academic benefit, which would not have been received without the use of tactics, which are not authorized for use by all other students in the same academic activity.

Signature - A person's signature or initials, like his word, is his bond and vouches for the accuracy of a document. The signature of student on his written work, turned in for grading is considered his certificate of honor that his work is solely his own.

Graduation

A graduation ceremony completes the course of instruction. Its purpose is to recognize your accomplishments, as well as, your classmates.

Family members, friends, guests, and the NCO's Chain of Command are welcome to attend the graduation ceremony. The uniform for graduation is the (blue or green) Army Service Uniform (ASU). Students will be responsible for developing the graduation program, inviting guests, and coordination for a guest speaker.

ALC and SLC graduations are normally held at DINFOS. Graduations normally take place from 1400-1500. All reservations for departure flights should not be scheduled until after 1800 on the day of graduation.

Out-Processing / Clearing

Students must utilize the NCOA Det Student Clearance Record and may start clearing the duty day prior to graduation. Students staying in the barracks will clear through their SGL. Operations personnel will ensure all students clear all the proper locations.





SECTION V

EXAMINATIONS & EVALUATIONS

Student Evaluation Plan

Every student will be provided a copy of the Student Evaluation Plan (SEP) at the beginning of each phase of instruction. The SEP covers academic policies, graduation requirements and honors criteria in detail.

Testing Procedures

You will be evaluated on all aspects of the course. This includes material presented from the platform, observed in demonstrations, practical exercises, and required home study assignments.

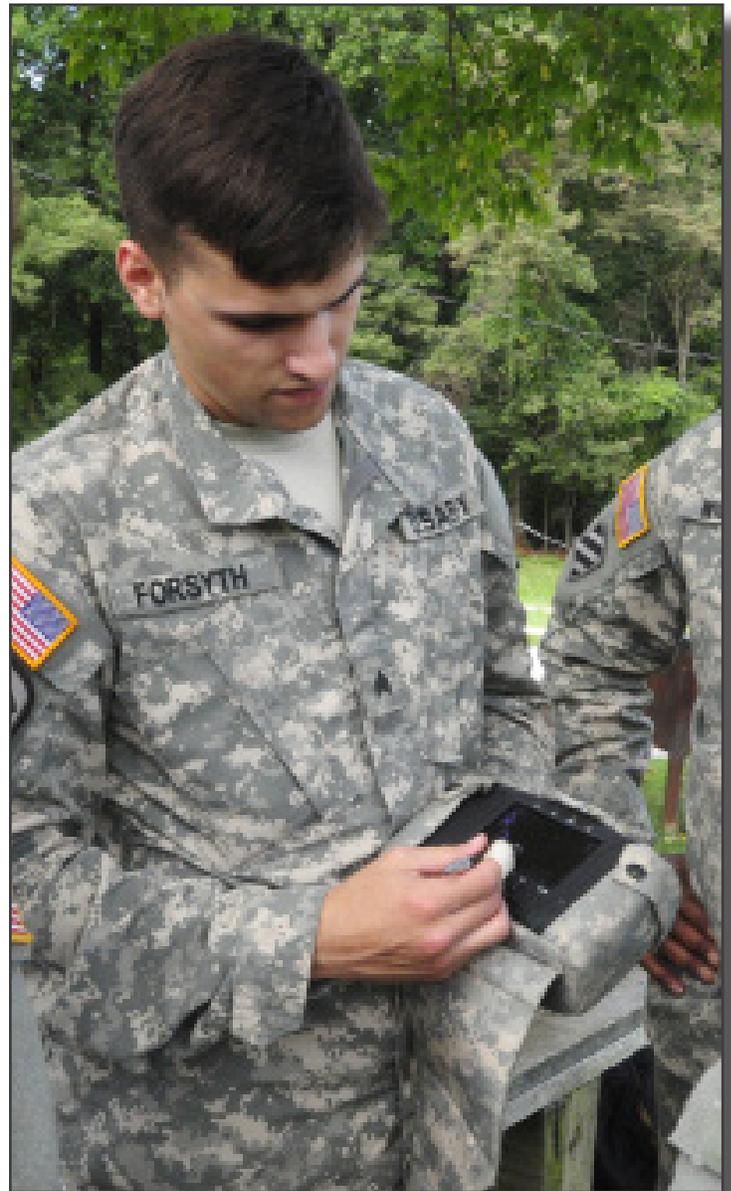
Examinations are an integral part of the academic process. Their purpose is to measure academic achievement and determine the effectiveness of instruction. Evaluations at the NCOA Det are prepared with primary reference to course objectives and are composed of items that sample the information, methods, and principles presented during the course of instruction.

Written examinations will test students' knowledge and understanding. Written examination and other evaluation results assist in determining final class standings. Students who fail an initial test are removed from honors consideration IAW TR 350-10; Para 2-9b. Students who fail to meet established academic criteria after two separate evaluations (original test and one re-test) would be dismissed from training for academic deficiency. Students passing the retest would be awarded the minimum passing score of 70% for grade averaging and class standing, regardless of actual score.

Examinations / Graded Exercises

An end-of-block test will be given for each period of instruction. Some practical exercises are also graded. Training schedules contain exam dates and covered subject matter. IAW AR 350-41 and FM 7-22, a physical fitness training program will be conducted and evaluated. Physical training is held Monday through Friday. A record APFT will be conducted after 72 hours of report date.

Students will participate in practical exercises designed to assist in developing a general knowledge of various subjects. In such experiences, students may role-play as a staff member, commander, platoon sergeant, or member of a small work group. Students will be observed and rated on a "GO/NO-GO" basis for their participation and manner of performance.



Other physical events include three foot marches of 3, 6, and 9-miles with 35lbs rucks and an FTX/MOCEX.

Students are also required to complete Performance Evaluations during training. These evaluations are graded on a Go/No-Go basis and include:

- Physical Fitness Training Session
- In Ranks Inspection (CMF 25 only)
- After Action Review
- Risk Assessment
- Leadership Evaluation

Elimination

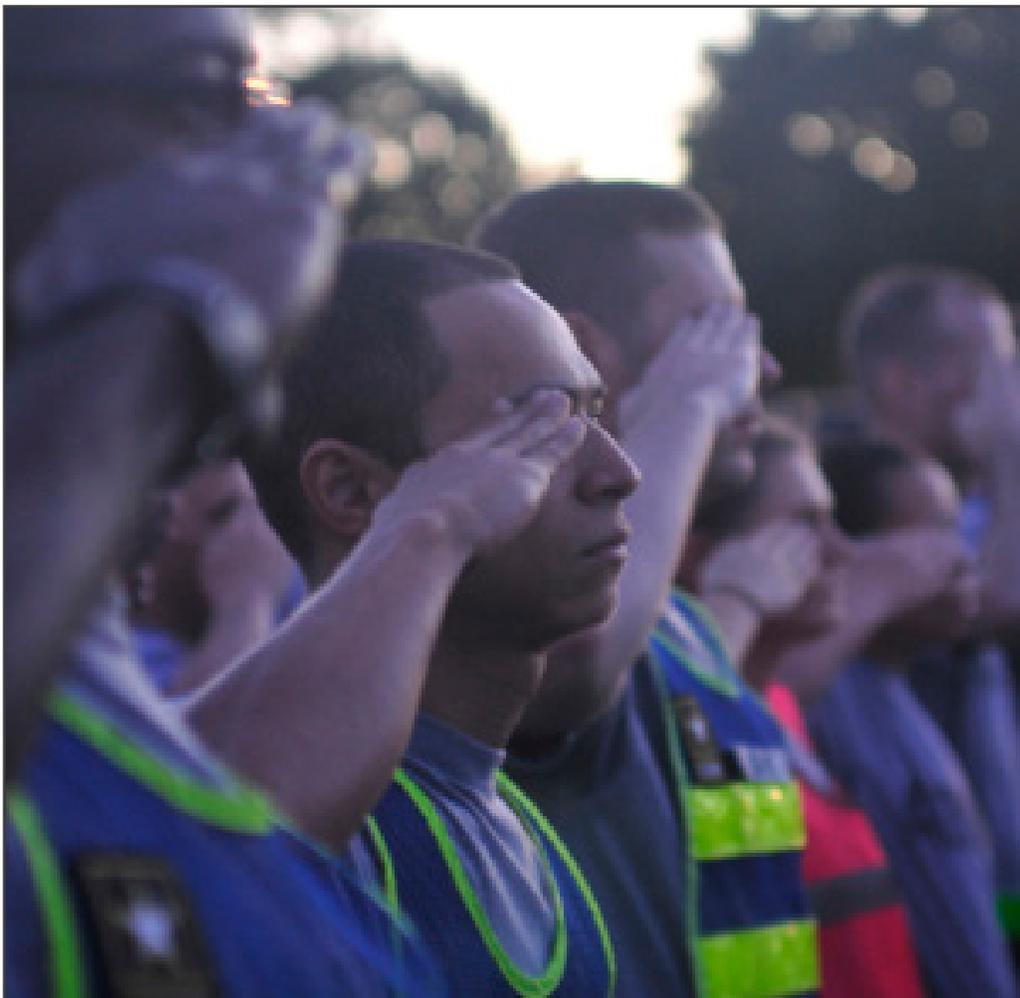
Students will be considered for elimination from the course when any of the following occurs. This list is a guide only and should not be considered as a complete listing of circumstances.

Elimination (cont)

- Cheating, lying, or plagiarizing
- Failure of the APFT and/or height and weight requirements (initial and retest)
- Substance use/abuse as defined by AR 600-85 and AR 600-50
- Failure to achieve a minimum score on any examination (initial and retest)
- Lack of motivation
- Unacceptable attitude
- Driving Under the Influence or while impaired (DUI/DWI)

Academic Evaluation Reports

Students attending ALC/SLC will receive a DA Form 1059, Academic Evaluation Reports (AER) upon completion or dismissal from the course. These reports are designed to portray the accomplishments, potential, and limitations of the individual as demonstrated while attending this course of instruction.





SECTION VI

STUDENT ORGANIZATION
& RESPONSIBILITIES

Student Support Channel

Each class is organized as a Platoon, with students rotating as Platoon Sergeant and Squad leaders. When more than one class is in house, a Student First Sergeant position is designated.

Students will rotate through these positions to allow each student the opportunity for a leadership position. SGLs will verbally notify the student NCO support channel of any additional responsibilities. The assigned student leaders are responsible for ensuring the NCOA Det area, including individual rooms, all common areas and outside areas, are clean at all times.

Each class member will serve in at least one leadership position. The SGL conducts leadership evaluation on each student in each position. Expect Leadership Evaluations at any time during the course.

Formations

The student chain-of-command will conduct formations at times indicated by the training schedule and at any other time directed by the SGL. Requests to make changes must be brought to the attention of the SGL. The SGL supervises formations to ensure that they are IAW TC 3-21.5, Drill and Ceremonies.

Inspections

Student Leaders may conduct daily inspections of personnel. The SGL closely monitors and evaluates this activity. The Branch Chief may also review any inspection, formation, or class project.

Standards of Conduct

Unauthorized possession, use, sale, or transfer marijuana, narcotic drugs, or other dangerous drugs is prohibited. The term "dangerous drugs" refers to drugs that are habit forming; or have potential for abuse because of stimulant, depressant, or hallucinogenic effects as determined by the Surgeon General of the United States and under AR 600-85, Army Substance Abuse Program. Fire protection equipment will neither be tampered with, nor removed from designated locations, except for the purpose of fire fighting, inspection, or maintenance service.

All personnel residing on post will register privately owned firearms with the Provost Marshall within 24 hours after arrival, or after procurement of a firearm. All students will immediately turn in any prohibited items to the military police or SGL.

The following items are prohibited: Knives with a blade longer than 2.5 inches, switch blade knives, lock blade knives having an automatic blade opener, linoleum knives or similar hooked knives.

If you have any questions, contact your SGL, Operations at 301-677-3069 or the Fort Meade Military Police at 301-677-6622.

Staff Duty

Students are required to perform staff duty from 1800-2200, Mon-Fri. They are responsible for cleaning all areas and floor maintenance. Details of staff duty will be briefed on your report date and specific instructions will come from the Staff Duty Officer (SDO) prior to each shift.





SECTION VII

FACT SHEET

Reporting

Students will report as follows:

All ALC and SLC students will report to the NCOA Det, Building 8541 after 1200 to begin inprocessing at 1300 on their REPORT DAY. All ALC students will be assigned to the Student Barracks. All SLC students will be assigned to on post lodging, Abrams Hall, Building 2793 for room assignment.

Soldier stationed or on orders for Fort Meade are not authorized any type of billeting.

Early Reporting

CONUS Soldiers are NOT to report early to the training site or bring dependents/family members. Fort Meade does not have sufficient facilities to provide adequate support. Any early arrivals will be the responsibility of their individual unit and for any costs incurred until report time. OCONUS Soldiers are authorized lodging one day prior to reporting and one day after graduation.

Lodging

Students are not required to pay for lodging (on-post or off-post) for the duration of the course. Cost of your stay will be centrally funded by the installation through the Military Training Service Support (MTSS) program.

Students directed to report to training site without local transportation (i.e. POV) are encouraged to contact their SGL or NCOA Det Operations at Comm. (301) 677-3069 or DSN 622-3069, in case of complications.

All Courses: "Lodging is provided at no cost to the Soldier for the duration of the course."

Meals

Cost of meals is funded by the installation through the MTSS program.

All Courses: "Meals are provided at no cost to the Soldier, seven days a week."

Transportation

On-post bus service is available, seven days per week. Taxi service is also available. If you travel by air, you are authorized taxi fare NTE \$40.00 a week. If the taxi authorization applies to your travel situation, make sure your orders authorizes it. You will need to keep a daily log of taxi expenses for reimbursement. Authorization up-front makes seeking reimbursement for incurred expenses easier. In and around mileage, if approved by the order-issuing official, is limited to two (2) miles per day if assigned on-post and twenty (20) miles per day if assigned off-post.

Additional Information

Any further information or questions regarding travel and per diem entitlements should be directed to your training manager or NCOA Operations at comm. (301) 677-2421/3069 or DSN 622-2421/3069 or review ALARACT 081-2013 Fort Meade Institutional Training Travel Guidance on Army Knowledge Online (CAC Required).



SECTION VIII

REFERENCES

References

ALARACT 081/2013

DTG: R 021923Z APR 13

THIS MESSAGE HAS BEEN TRANSMITTED BY USAITA ON BEHALF OF//DAMO-TRI//

SUBJECT: FORT MEADE INSTITUTIONAL TRAINING TRAVEL GUIDANCE

A. ALARACT (043/2005), MESSAGE 041424Z MAR 05, SUBJECT: MILITARY TRAINING SERVICE SUPPORT (MTSS) PROGRAM.

B. INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL (ITDLM) POLICY HANDBOOK, 1 JUNE 2008.

C. DA ALARACT (018/2010), DAMO-TRI, 152022Z JAN 10, SUBJECT: TRAINING TRAVEL POLICY

D. DA ALARACT, DAMO-TRI, 032043Z FEB 12, SUBJECT: PRIVATIZATION OF ARMY LODGING (PAL).

1. PURPOSE OF THIS MESSAGE IS TO UPDATE INSTITUTIONAL TRAINING TRAVEL POLICY FOR SOLDIERS ATTENDING TRAINING UNDER THE PURVIEW OF THE DEFENSE INFORMATION SCHOOL (DINFOS) AND THE U.S. ARMY SIGNAL CORPS REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY (SCRNCOA) DETACHMENT, FORT MEADE, MD. THIS MESSAGE SUPERSEDES REFERENCE A. REFERENCE B REMAINS IN EFFECT AS THE ARMY TRANSFERS ARMY LODGING UNDER REFERENCE D. PRIVATIZATION OF ARMY LODGING AT FORT MEADE IS EFFECTIVE 1 MAY 2013.

2. REFERENCE B APPLIES TO SOLDIERS IN A TEMPORARY DUTY (TDY)/ACTIVE DUTY FOR TRAINING (ADT) STATUS ATTENDING BELOW COURSES:

2.A. BASIC PUBLIC AFFAIRS SPECIALIST COURSE (BPASC).

2.B. BPASC, PHASE 2.

2.C. BASIC COMBAT CORRESPONDENT COURSE.

2.D. BASIC MULTIMEDIA ILLUSTRATOR COURSE.

2.E. ELECTRONIC FUND BASIC TV EQUIPMENT COURSE.

2.F. BASIC STILL PHOTOGRAPHY COURSE.

2.G. VIDEO PRODUCTION/DOCUMENTATION COURSE.

2.H. MULTIMEDIA ILLUSTRATOR ADVANCED LEADER COURSE (ALC).

- 2.I. VISUAL INFORMATION EQUIPMENT OP-MAINTAINER (ALC).
- 2.J. COMBAT DOCUMENTATION PRODUCTION SPEC (ALC).
- 2.K. PUBLIC AFFAIRS SUPERVISOR (ALC).
- 2.L. PUBLIC AFFAIRS QUALIFICATION COURSE (PAQC).
- 2.M. PAQC, PHASE 2.
- 2.N. BROADCAST MANAGEMENT COURSE.
- 2.O. CHIEF PUBLIC AFFAIRS NCO SENIOR LEADER COURSE (SLC).
- 2.P. VISUAL INFORMATION OPERATIONS CHIEF (SLC).
- 2.Q. ADVANCED ELECTRONIC JOURNALISM COURSE.
- 2.R. BROADCAST RADIO/TELEVISION SYSTEM MAINTENANCE COURSE.
- 2.S. COMBAT CAMERA LEADERSHIP COURSE.
- 2.T. CONTENT MANAGEMENT COURSE.
- 2.U. DIGITAL MULTIMEDIA COURSE.
- 2.V. ELECTRONIC JOURNALISM COURSE.
- 2.W. INTERMEDIATE PUBLIC AFFAIRS SPECIALIST COURSE.
- 2.X. INTERMEDIATE PHOTOJOURNALISM COURSE.
- 2.Y. INTERMEDIATE VIDEOGRAPHER COURSE.
- 2.Z. JOINT EXPEDITIONARY PUBLIC AFFAIRS COURSE.
- 2.A.1. JOINT INTERMEDIATE PUBLIC AFFAIRS COURSE.
- 2.B.2. JOINT SENIOR ENLISTED PUBLIC AFFAIRS COURSE.
- 2.C.3. JOINT SENIOR PUBLIC AFFAIRS COURSE.
- 2.D.4. VISUAL INFORMATION MANAGEMENT COURSE.

3. SOLDIERS ATTENDING THE FOLLOWING MOS AIT TRANSITION TRAINING COURSES WILL REPORT TO THE SIGNAL SCHOOL DETACHMENT, 15TH SIGNAL BRIGADE, BUILDING 8609 FOR IN PROCESSING AND ASSIGNMENT TO BARRACKS. SOLDIERS SSG (E-6) AND ABOVE ATTENDING THE FOLLOWING TRAINING CAN BE REFERRED TO ON-POST LODGING ONLY IF BARRACKS CANNOT BE SECURED.

- 3.A. BPASC AND BPASC, PHASE 2.
- 3.B. BASIC COMBAT CORRESPONDENT COURSE.
- 3.C. BASIC MULTIMEDIA ILLUSTRATOR COURSE.
- 3.D. ELECTRONIC FUND BASIC TV EQUIPMENT COURSE.
- 3.E. BASIC STILL PHOTOGRAPHY COURSE.
- 3.F. VIDEO PRODUCTION/DOCUMENTATION COURSE.

4. SOLDIERS ATTENDING THE SCRNCOA WILL REPORT TO BUILDING 8541 FOR IN-PROCESSING. SOLDIERS ATTENDING ALCS AND SLCS WILL BE ASSIGNED TO BARRACKS. SOLDIERS ATTENDING SLCS WILL BE REFERRED TO LODGING ONLY IF BARRACKS CANNOT BE SECURED.

References

5. ALL OTHER SOLDIERS WILL REPORT TO ARMY LODGING, BUILDING 2793, ABRAMS HALL FOR ROOM ASSIGNMENT.

6. GOVERNMENT DINING FACILITY IS AVAILABLE AND DIRECTED AS FOLLOWS:

6.A. FOR SOLDIERS ATTENDING MOS AIT TRANSITION TRAINING (PARAGRAPHS 2.A THROUGH 2.G, ALCS (PARAGRAPHS 2.H THROUGH 2.K) AND PAQC (PARAGRAPH 2.L AND 2.M), THEY WILL CONTINUE TO SUBSIST SEVEN DAYS PER WEEK AT NO COST TO THE SERVICE MEMBER.

6.B. FOR SOLDIERS ATTENDING ALL OTHER COURSES (PARAGRAPHS 2.N THROUGH 2.D.D.), THEY WILL SUBSIST AT NO COST TO THE SERVICE MEMBER ON WEEKDAYS AND WITH FULL MEAL PER DIEM ON WEEKENDS AND FEDERAL HOLIDAYS.

7. MEAL CARDS WILL BE ISSUED TO STUDENTS DURING IN-PROCESSING. THE MEAL CARD WILL BE OVER-PRINTED WITH ITDLM (5) OR (7), SIGNED BY THE APPROPRIATE MEAL CARD CONTROL OFFICER AND LAMINATED TO PERMIT USE IN MULTIPLE TRAINING CYCLES. AT THE COMPLETION OF TRAINING ALL MEAL CARDS WILL BE RETURNED AND ACCOUNTED FOR DURING OUT-PROCESSING. STUDENTS WILL BE REQUIRED TO SHOW THEIR MEAL CARDS AND SWIPE THEIR MILITARY ID CARDS BEFORE BEING SERVED. DAILY STATISTICS WILL BE AVAILABLE BY COMPONENT, STUDENT AND MEAL.

8. GOVERNMENT TRANSPORTATION IS AVAILABLE AND DIRECTED FOR SOLDIERS ATTENDING MOS AIT TRANSITION TRAINING AND ALC. A GOVERNMENT SHUTTLE BUS IS AVAILABLE FOR THE GENERAL STUDENT POPULATION. HOWEVER, THE SHUTTLE BUS DOES NOT SUPPORT MANDATORY PHYSICAL FITNESS TRAINING REQUIREMENTS. THEREFORE, SENDING COMMANDS ARE ENCOURAGED TO AUTHORIZE RENTAL CARS (COMPACT ONLY) FOR THOSE WHO MUST FLY. PER REFERENCE C, IN AND AROUND MILEAGE MAY BE AUTHORIZED UP TO TWO MILES A DAY EXCEPT WHEN GOVERNMENT TRANSPORTATION IS AVAILABLE AND DIRECTED.

9. THE SENDING COMMAND IS RESPONSIBLE TO EDUCATE/BRIEF SOLDIERS ON TRAVEL ENTITLEMENTS/AUTHORIZATIONS. SOLDIERS SHOULD CONFIRM THEIR ROOM RESERVATION BY CALLING FORT MEADE LODGING AT (410) 674-7700 BEFORE TRAVEL COMMENCES. CERTIFICATION OF NON-

AVAILABILITY WILL NOT BE ISSUED. TEMPORARY DUTY ORDERS WILL DIRECT GOVERNMENT HOUSING (BARRACKS) OR GOVERNMENT PROVIDED QUARTERS AND GOVERNMENT DEDUCTIBLE MEALS AT NO COST TO THE SOLDIER AS SPECIFIED ABOVE.

10. THE ISSUANCE AND APPROVAL OF ACTIVE COMPONENT (AC) TDY TRAINING TRAVEL ORDERS AND ASSOCIATED FUNDING IS THE SOLE RESPONSIBILITY OF THE SENDING COMMAND/ORDER ISSUING OFFICIAL. TRAINING TRAVEL ORDERS PUBLISHED BEFORE LODGING TRANSFER WILL NOT BE AMENDED. SOLDIERS WILL BE DIRECTED TO SETTLE THEIR ARMY LODGING ACCOUNT BEFORE THE TRANSFER BECOMES EFFECTIVE NO LATER THAN 28 APRIL 2013.

11. TEMPORARY DUTY TRAVEL ORDERS WILL NOT BE ISSUED IN THE FOLLOWING CIRCUMSTANCES:

11.A. WHEN ASSIGNED OR WITH DUTY AT THE TRAINING LOCATION.

11.B. WHEN TRAINING LOCATION AND UPCOMING PERMANENT CHANGE OF STATIONS (PCS) ARE THE SAME. SOLDIER MUST PCS TO THE INSTALLATION BEFORE COURSE OF INSTRUCTION BEGINS.

11.C. WHEN TRAINING AND LOSING COMMAND LOCATION ARE THE SAME, SOLDIER MAY NOT PCS UNTIL TRAINING IS COMPLETED.

11.D. WHEN TRAINING IS EXECUTED IN A PCS STATUS.

11.E. WHEN ATRRS RESERVATION IS IN A WAIT STATUS.

12. PER DEPARTMENT OF DEFENSE DIRECTIVE 4514.14, SOLDIERS ASSIGNED TO DOD ACTIVITIES WITHIN THE NATIONAL CAPITAL REGION (NCR) ARE NOT REQUIRED TO HAVE TRAVEL ORDERS ISSUED FOR OFFICIAL TRAVEL IN THE NCR. SENDING ACTIVITIES IN THE NCR MAY ISSUE TRAVEL ORDER FOR REIMBURSEMENT OF TRAVEL EXPENSES AND PAYMENT OF PER DIEM ONLY IN APPLICABLE CIRCUMSTANCES WHEN PERMITTED BY THE JFTR, VOLUME 1.

13. SOLDIERS ATTENDING DINFOS COURSES OF INSTRUCTION ARE TO ARRIVE NO EARLIER THAN 1200 HRS ON REPORT DATE FOR IN-PROCESSING. DUAL-MILITARY PERSONNEL WHO ELECT TO ATTEND THE SAME COURSE/CLASS ARE NOT AUTHORIZED SEPARATE ACCOMMODATIONS. EXCEPTIONS TO THIS POLICY MUST BE ADDRESSED TO HQDA, G-3/5/7, INSTITUTIONAL TRAINING DIVISION BEFORE EXECUTION OF TRAVEL. DEPENDENTS/FAMILY MEMBERS OF TDY/ADT STUDENTS ARE DISCOURAGED AT THE TDY SITE DUE TO CONSTRAINED ACCOMMODATIONS AND SERVICES.

References

COST INCURRED TO SUPPORT DEPENDENTS/FAMILY MEMBERS AT THE TDY SITE IS THE PERSONAL RESPONSIBILITY OF THE SERVICE MEMBER.

14. THE US ARMY SIGNAL SCHOOL DETACHMENT (USASSD), 15TH SIGNAL BRIGADE IN COORDINATION WITH DINFOS IS RESPONSIBLE FOR BLOCK RESERVATIONS WITH THE PAL VENDOR AND INVOICE VALIDATION PROCEDURES FOR ARMY STUDENTS ASSIGNED TO GOVERNMENT PROVIDED LODGING.

15. ACCOUNTABILITY AND REQUIRED ADMINISTRATIVE REQUIREMENTS FOR SOLDIERS ATTENDING TRAINING AT DINFOS IS THE RESPONSIBILITY OF THE USASSD, 15TH SIGNAL BRIGADE.

16. SOLDIERS ATTENDING THE SCRNCOA ARE TO ARRIVE NO EARLIER THAN 1200 HOURS ON REPORT DATE FOR IN-PROCESSING. ACCOUNTABILITY AND REQUIRED ADMINISTRATIVE REQUIREMENTS FOR SOLDIERS ATTENDING SCRNCOA ALC AND SLC REMAIN THE RESPONSIBILITY OF THE SCRNCOA. THIS INCLUDES THE RESPONSIBILITY FOR SLC BLOCK RESERVATIONS WITH THE PAL VENDOR AND INVOICE VALIDATION PROCEDURES, IF REQUIRED.

17. THE U. S. ARMY MISSION INSTALLATION CONTRACTING COMMAND (MICC), FORT MEADE WILL BE RESPONSIBLE FOR AWARD AND ADMINISTRATION OF OFF-POST CONTRACTS FOR COMMERCIAL LODGING PER POLICIES AND PROCEDURES AS SPECIFIED IN THE FEDERAL ACQUISITION REGULATION (FAR).

18. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF ON-POST LODGING COSTS WILL BE ALLOCATED TO THE USA CORPS OF ENGINEERS (USACE) BY THE ODCS, G-37/TR, OCAR/USARC, AND DIRECTOR, ARNG. SOLDIERS' LODGING WILL BE FUNDED FROM REPORT DATE TO CLASS END DATE. THE USACE WILL ADMINISTER FUNDS VIA IN-LICENSE AGREEMENTS FOR EACH COMPONENT.

19. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF OFF-POST LODGING COSTS WILL REMAIN WITH THE USA INSTALLATION COMMAND FOR A MAXIMUM OF THREE YEARS. FUNDS WILL BE ALLOCATED BY RESPECTIVE COMPONENTS AS INDICATED IN PARAGRAPH 17. THIS ACTION IS TO SUPPORT ARMY SOLDIERS THAT MUST BE PLACED OFF POST UNTIL THE COMPLETION OF THE NEW CANDLEWOOD SUITE IS READY FOR OCCUPANCY.

20. VALIDATION OF THE LODGING INVOICES IS A MANDATORY

REQUIREMENT AND IS THE SOLE RESPONSIBILITY OF USASSD, 15TH SIGNAL BRIGADE AND SCRNCOA. ADEQUATE INTERNAL CONTROLS MUST BE IN PLACE TO VALIDATE THE CENTRALIZED BILLING PROCESS. VALIDATION OF GOVERNMENT PROVIDED LODGING MUST BE DONE IN COORDINATION WITH USACE. PERIODIC AUDITS WILL BE DONE TO EVALUATE THE ADEQUACY OF INTERNAL CONTROLS.

21. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF SUBSISTENCE REQUIREMENTS WILL BE ALLOCATED TO ARMY MATERIEL COMMAND (AMC) BY HQDA, G-37/TR, USARC AND DIRECTOR, ARNG, RESPECTIVELY. SOLDIERS' MEAL REQUIREMENTS WILL BE FUNDED FROM CLASS START DATE TO CLASS END DATE. SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE B.

22. THIS MESSAGE WILL BE POSTED TO THE ODCS, G-37/TR TRAINING DIRECTORATE WEB SITE AT
[HTTPS://WWW.G357EXTRANET.ARMY.PENTAGON.MIL/AKO/ITTG/DEFAULT.HTM](https://www.g357extranet.army.pentagon.mil/ako/ittg/default.htm).

23. POC FOR THIS MESSAGE IS MRS. MARY ELLEN MCCRILLIS, ODCS, G-3/5/7 AT (703) 614-9702 OR MARY.MCCRILLIS.CIV@MAIL.MIL.

24. EXPIRATION DATE CANNOT BE DETERMINED.

RNCOA DETACHMENT PACKING LIST

ITEM DESCRIPTION	MALES	FEMALES
ID TAGS	2	2
ID CARD	1	1
ACH HELMET W/ COVER & STRAPS (CMF 25 ONLY) **	1	1
IBA/IOTV BALLISTIC VEST W/ PLATES (CMF 25 ONLY) **	1	1
POUCH, M4 THREE MAG (CMF 25 ONLY) **	2	2
SET, FIGHTING LOAD (CMF 25 ONLY) **	1	1
APPROVED WATER SOURCE: CAMELBAK, CANTEEN, ETC	2	2
POUCH, CANTEEN (IF APPLICABLE)	1	1
ASSAULT PACK OR RUCK SACK	1	1
BAG, CLOTHING, WATERPROOF	1	1
SAFETY GLASSES, EYEPRO W/ EXTRA LENSES	1	1
SLEEPING MAT	1	1
SLEEPING BAG, SET COMPLETE W/ COMPRESS STUFF SACK	1	1
GLOVES, LEATHER SHELL CW, BLACK	1	1
GLOVE, INSERTS, BLACK OR GREEN	2	2
LAUNDRY BAG	1	1
BELT, WEB, TAN	1	1
BOOTS, COMBAT, TAN	2	2
UNDERSHIRT, TAN	4	4
SOCKS, GREEN OR BLACK	4	4
CAP, ACU	1	1
COAT, ACU	4	4
TROUSER, ACU	4	4
DRAWERS	*	*
APFU JACKET (OCT-APR)	1	1
APFU PANTS (OCT-APR)	1	1
APFU T-SHIRT LONG (OCT-APR)	2	2
FOLIAGE GREEN MICRO FLEECE CAP (OCT-APR)	1	1
APFU T-SHIRT	2	2
APFU TRUNKS	2	2
SOCKS, WHITE, OVER THE ANKLE	*	*
RUNNING SHOES	1	1
BERET, BLACK (UNIT SPECIFIC, I.E. MAROON BERET)	1	1
UNDERSHIRT, WHITE	2	2
SHOES, DRESS BLACK	1	/
SHOES, PUMP, BLACK	/	1
JUMP BOOTS (IF APPLICABLE)	1	1
SOCKS, DRESS, BLACK	1	1
ARMY SERVICE UNIFORM, COMPLETE (REQUIRED)	1	1
PADLOCK	2	2
PERSONAL HYGIENE ITEMS	*	*
SHEET SET, TWIN SIZE W/ PILLOW & BLANKET (SUGGESTED)	1	1
REFLECTIVE BELT	1	1

* Undetermined Amount/Item; Bring as necessary

**CMF 46 Soldiers may bring items to make ruck sack weight for foot marches

All items amount are required but you may bring additional quantities as necessary



SECTION IX

REQUIRED FORMS



REGIMENTAL NCO ACADEMY DETACHMENT

Advance Information Sheet

Student Information

Name

Rank

MOS

Course Attending

E-mail Address (AKO or Webmail)

Cell Phone Number

LandWarNet Account

Yes

No

Highest Education Level

BASD

DOR

ETS

DOB

Permanent Profile

Yes

No

Type of Profile

APFT Alternate Event

Current PHA (40+)

Additional Restrictions (must be annotated on profile)

Travel Status (During Course)

Transportation

ETA (If After 1700)

Allergies (food, insects, etc)

Weather Injuries

Hot Weather

Cold Weather

Both

Additional Comments (include any religious food preferences, if applicable)

USE EMAILED VERSION

USE EMAILED VERSION

Unit Information

Unit Name	Unit Phone Number (Comm)	Unit Phone Number (DSN)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Unit Address

First Sergeant	Contact Number (Comm or DSN)
<input type="text"/>	<input type="text"/>
E-mail Address (AKO or Webmail)	
<input type="text"/>	

Command Sergeant Major	Contact Number (Comm or DSN)
<input type="text"/>	<input type="text"/>
E-mail Address (AKO or Webmail)	
<input type="text"/>	

General Officer	E-mail Address (AKO or Webmail)
<input type="text"/>	<input type="text"/>
Physical Address	Contact Number (Comm or DSN)
<input type="text"/>	<input type="text"/>



**SIGNAL CORPS REGIMENTAL
NONCOMMISSIONED OFFICER ACADEMY
DETACHMENT**

RECORD SCREENING CHECKLIST

TO BE FILLED BY CADRE

STUDENT NAME: _____ RANK: _____ ALC / SLC _____
 COURSE (CIRCLE ONE): 25M 25R 25V 25Z 46QR 46Z

SCREENER'S INSTRUCTIONS

ENSURE EACH ITEM IS PROPERLY VERIFIED. SUPPLYING A CHECK IN THE BOX STATES THE ITEM IS IAW SCRNCOA GUIDELINES. DEFICIENCIES SHOULD BE ANNOTATED IN THE SPACE PROVIDED WITH "MISSING", "INCORRECT", OR A DESCRIPTION OF WHAT IS MISSING OR INCORRECT. ANY QUESTIONS WILL BE DIRECTED TOWARD THE NCOIC OR OPERATIONS PERSONNEL. NO ITEM WILL BE LEFT BLANK. SIGNING AND INITIALING CONFIRMS PACKET HAS BEEN REVIEWED AND ALL MARKINGS ARE CORRECT AND ACCURATE.

- DD 1610 / DA 4187; MUST READ "TDY RETURN" OR "TDY ENROUTE"
- DD 1610 / DA 4187 IAW "MTSS MESSAGE"
- PRE-EXECUTION CHECKLIST (JUL 2009); MUST BE SIGNED/INITIALED BY SUPERVISOR & SOLDIER
- PT TEST (DA 705) (WITHIN 31 DAYS); MUST BE SIGNED BY NCOIC & INITIALED BY GRADER
- BODY FAT WORKSHEET (DA 5500-R/5501) (IF APPLICABLE)
- PROFILE (DA 3349) (IF APPLICABLE) AND/OR PROOF OF PHA WITHIN ONE YEAR FOR OVER 40YRS (IF APPLICABLE)
- DA 1059 FROM WLC (FOR ALC) OR ALC (FOR SLC)
- COPY OF ERB (NATIONAL GUARD/RESERVES: 2A FILE TO VERIFY ITEMS BELOW)
- SIX (6) MONTHS RETAINABILITY (UPON COMPLETION OF COURSE) IAW AR 614-200 PARA 4-6(G)-ERB
- CLEARANCE VERIFICATION (SECRET MINIMUM)-ERB OR ORDERS
- AWARD OF MOS-ERB OR AIT/MOS-T DIPLOMA

TO BE COMPLETED BY SGL

- SGL BRIEF/INITIAL COUNSELING
- ADVANCE INFORMATION SHEET
- POV INSPECTION/PROOF OF INSURANCE (WHEN APPLICABLE)
- TA-50 LAYOUT COMPLETE (FOR COMMENTS, USE BACK OF FORM)

SIGN ONLY UPON REVIEW OF ENTIRE PACKET

SCREENER'S SIGNATURE: _____ **INITIALS:** _____ **DATE:** _____

THE ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST (FOR USE OF THIS FORM SEE TRADOC REG 350-18; PROPONENT IS DCSOPS&T, TASSD)		
Please print or type.		
1. NAME:		
2. UNIT:		3. DOR:
4. COURSE TITLE:		5. REPORT DATE:
First line leader's initials	Soldier's initials	PART I - UNIT PRE-EXECUTION (D-90 to D-1)
		Coordination between customer unit and TASS unit to identify the Soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets/prerequisite testing complete? (If applicable.)
		All required clothing/equipment IAW school/course information packet?
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school? (As required.)
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual orders received?
		Individual has current periodic physical (within 5 years)?
		Individual meets remaining TIS requirements?
		School mailing address/telephone numbers received? (For family.)
		Ten (10) copies of orders?
		Transportation verified/approved (ticket picked up)?
		Current/valid identification card?
		ID tags (1 pair)?
		If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts?
		Notify soldier of requirement to take APFT and be weighed, as required?
Unit POC List:		
CDR: B: ()		H: ()
1SG: B: ()		H: ()
FTM: B: ()		H: ()
Unit POC FAX: ()		
Unit POC E-mail:		

PART II - ROUTINE PREREQUISITES

TASK	REGULATION DATA					SOLDIER DATA						
	CO	CL	FA	GM	MM	CO	CL	FA	GM	MM		
Minimum Aptitude Score (ASVAB) (if applicable)												
	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT		
Color vision requirements (if applicable)												
Physical demand rating/profile (PULHES) *See Part III for P/T profiles	P	U	L	H	E	S	P	U	L	H	E	S

Prerequisite phase/course attendance (if applicable): _____ School code: _____ Course completed: _____
 Date of completion: _____ Phase completed: _____

Military and civilian vehicle operator license(s) (if applicable): _____
 Military license number: _____ Expiration date: _____
 Civilian license number: _____ Expiration date: _____ State: _____

PART III - REQUIRED DOCUMENTS

Security clearance (if applicable, attach as required)

*Permanent profile attendees (if applicable): AC & AGR must have copy of MRB (P3, P4) results with completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT). TPU/Traditional Guardsmen must have copy of completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT).

All required waivers (if applicable)

Other requirements (if applicable)

OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED:

Other requirements (if applicable)

Other requirements (if applicable)

Other requirements (if applicable)

Other requirements (if applicable)

I have been counseled and have read all requirements applicable to the course I'm selected to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent my successful completion of course requirements.

Student's Signature: _____ **Date:** _____

I have reviewed the above soldier's qualifications and potential to successfully complete this course, counseled them on these requirements, and hereby verify their readiness to attend.

Commanding Officer (typed name): _____ **Date:** _____

Signature: _____



SECTION X

USAR FINANCE

INSTRUCTIONS FOR RESERVES WITH DEPENDANTS

- Soldier must have valid dependants to qualify
- Soldier must bring copies of marriage certificate (if applicable) or child's birth certificate (if applicable)
- Soldier is NOT eligible to receive BAH/Family Separation if their spouse is receiving BAH/Family Separation
- Soldier must fill out DD Form 1561, DA Form 5960, AHRC 3924, and Reserves Info Sheet
- The DA Form 1561, DD Form 5960, Reserves Info Sheet, and a copy of their orders must be turned following inprocessing
- AHRC Form will be signed on graduation day and submitted to their units upon return to finalize the pay process

Pay schedule is the same as with any pay function:

- Submission in the last week of previous month or first week of current month will be paid on the 15th of the month
- Submission prior to the 15th or the week following will be paid at the end of the month

Any questions should be brought to Operations for clarification.

DO NOT INPROCESS FINANCE OR GO TO FINANCE DIRECTLY WITHOUT COORDINATION FROM YOUR SGL AND OPERATIONS.

NAME: _____

SSN (FULL): _____

PHONE NUMBER: _____

EMAIL (AKO): _____

HOME OF RECORD: _____

COMPONENT: _____

ORDER NUMBER: _____

START DATE: _____

END DATE: _____

CHECKLIST:

- BAH FORM (DA 5960)**
- FAM SEP FORM (DD 1561)**
- CERT OF PERFORMANCE (AHRC 3924)**
- COPY OF MARRIAGE CERT (IF APPLICABLE)**
- COPY OF BIRTH CERT FOR CHILDREN (IF APPLICABLE)**

AUTHORIZATION TO START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ), AND/OR VARIABLE HOUSING ALLOWANCE (VHA) For use of this form, see AR 37-104-4; the proponent agency is ASA (FM)				PRIVACY ACT STATEMENT											
1. NAME (Last, First MI)				AUTHORITY: 37 USC 403; Public Law 96-343; EO 9897											
2. SOCIAL SECURITY NUMBER		3. GRADE		PRINCIPLE PURPOSE: To start, adjust or terminate military member's entitlement to basic allowance for quarters (BAQ) and/or variable housing allowance (VHA)											
4. TYPE OF ACTION				ROUTINE USE: To adjust member's military pay record, information may be disclosed to Army components, such as USAFAC, major commands, and other Army installations, to other DOD components; other federal agencies such as IRS, Social Security Administration and VA, GAO, members of Congress, State and local government, US and State courts, and various law enforcement agencies. Social Security Number (SSN) is used for positive identification											
<table border="1"> <tr> <td><input type="checkbox"/> START</td> <td><input type="checkbox"/> CANCEL</td> <td><input type="checkbox"/> CHANGE</td> <td><input type="checkbox"/> REPORT</td> </tr> <tr> <td><input type="checkbox"/> CORRECT</td> <td><input type="checkbox"/> STOP</td> <td colspan="2"><input type="checkbox"/> RECERTIFICATION</td> </tr> </table>				<input type="checkbox"/> START	<input type="checkbox"/> CANCEL	<input type="checkbox"/> CHANGE	<input type="checkbox"/> REPORT	<input type="checkbox"/> CORRECT	<input type="checkbox"/> STOP	<input type="checkbox"/> RECERTIFICATION		DISCLOSURE IS VOLUNTARY: Nondisclosure may result in nonpayment of BAQ and/or VHA. Disclosure of your SSN is voluntary. However, this form will not be processed without your SSN because the Army identifies you for pay purposes by your SSN			
<input type="checkbox"/> START	<input type="checkbox"/> CANCEL	<input type="checkbox"/> CHANGE	<input type="checkbox"/> REPORT												
<input type="checkbox"/> CORRECT	<input type="checkbox"/> STOP	<input type="checkbox"/> RECERTIFICATION													
5. DUTY LOCATION (Include Station, Name, City, State, and Zip Code)				6. DATE/ACTION (YYYYMMDD)		7. BAQ TYPE									
						<input type="checkbox"/> WITH DEPENDENTS <input type="checkbox"/> PARTIAL <input type="checkbox"/> WITHOUT DEPENDENTS									
8. MARITAL/DEPENDENCY STATUS				9. QUARTERS ASSIGNMENT/AVAILABILITY											
<input type="checkbox"/> a. SINGLE		<input type="checkbox"/> b. MARRIED (see blocks (1), (2) & (3))		<input type="checkbox"/> c. DIVORCED (see blocks (1), (2) & (3))		<input type="checkbox"/> a. ADEQUATE (see block (1))									
<input type="checkbox"/> d. LEGALLY SEPARATED (see blocks (1), (2) & (3))		<input type="checkbox"/> e. DEPENDENT CHILD (see blocks (4), (5) & (6))		<input type="checkbox"/> c. TRANSIENT (see block (3))		<input type="checkbox"/> b. INADEQUATE (see blocks (1), (2) & (4))									
(1) Spouse/Former Spouse SSN		(2) Spouse/Former Spouse Duty Station		(3) Date of Marriage, Divorce/Separation		(1) QUARTERS NO.									
(4) Child in Custody of: <input type="checkbox"/> Member <input type="checkbox"/> Spouse <input type="checkbox"/> Former Spouse <input type="checkbox"/> Other						(2) FAIR RENTAL VALUE \$									
(5) If you check "OTHER" above, prepare DD Form 137 to establish dependency.				(3) FROM: TO:											
(6) If child support received from another military member, complete (1), (2) & (3).				(4) <input type="checkbox"/> MEMBER ELECTION (Member in grade E7 and above) <input type="checkbox"/> COMMANDER DETERMINATION (Attached)											
10. DEPENDENTS/SHARERS (Continue on back if required)															
NAME OF DEPENDENT/SHARER		COMPLETE CURRENT ADDRESS (Include ZIP Code)			RELATIONSHIP		DOB OF CHILDREN								
11. CERTIFICATION OF DEPENDENT SUPPORT															
<input type="checkbox"/> I certify that I provide, or am will to provide adequate support for the above named dependents. I am aware that failure to support the above named dependents may result in stopping BAQ and recouping BAQ for any prior periods/nonsupport.															
<input type="checkbox"/> IAW service regulations, I certify that the dependency status of my primary dependents, on whose behalf I am receiving BAQ, has not changed so as to affect my entitlement thereto for the period.															
12. EXPENSES, IF AUTHORIZED, I AM REQUESTING VHA BASED ON															
My permanent duty station:		My dependent's location:		Both my permanent duty station and dependent's location.											
a. Monthly Expenses:		Member		Dependent		b. Sharer/Lease Information									
(1) Mortgage (PITI) or Rent						(1) Rental/Residential Address									
(2) Insurance						(1) Landlord's Name and Address:									
(3) Other						(2) Effective Date: (3) Expiration Date (2) Landlord's Phone No.									
TOTALS						(4) Number of Sharers (show name(s) and address in block 10.)									
I certify ALL information regarding this authorization is correct. I will immediately notify the FAO/HRO of any changes in the information above, due to divorce, marriage, death, living in government quarters etc, which could affect by BAQ or VHA entitlement. IMPORTANT: Making a false statement or claim against the US Government is punishable by courts-martial. The penalty for wilfully making a false claim or a false statement in connection with claims is a maximum fine of \$10,000 or imprisonment for 5 years, or both.															
13. MEMBER'S SIGNATURE				14. DATE		15. CERTIFYING OFFICER'S SIGNATURE									
						Heather Kuzio, Director, DMPO									
						16. DATE									

STATEMENT TO SUBSTANTIATE PAYMENT OF FAMILY SEPARATION ALLOWANCE (FSA)

PRIVACY ACT STATEMENT

AUTHORITY: Title 37, U.S. Code, Section 427.
PRINCIPAL PURPOSE: To evaluate member's application for FSA.
ROUTINE USES:
 a. Serves as substantiating document for FSA payments and input into the member's pay account.
 b. Provides an audit trail for validating propriety of payments and to assist in collecting erroneous payments.
 c. Provides a record in service member's pay account and for safekeeping.
DISCLOSURE: Disclosure of your social security number and other personal information is voluntary. However, if requested information is not provided, FSA will not be considered.

1. NAME OF MEMBER <i>(Last, First, Middle Initial)</i>	2. GRADE	3. SOCIAL SECURITY NUMBER	4. BRANCH AND ORGANIZATION
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PART I - MEMBER COMPLETES THIS SECTION TO SUBSTANTIATE ENTITLEMENT TO FSA

5. TYPE II <i>(X as applicable)</i> <input type="checkbox"/> FSA-T (Temporary) <input type="checkbox"/> FSA-R (Restricted) <input type="checkbox"/> FSA-S (Ship)	6. COMPLETE CURRENT ADDRESS(ES) OF DEPENDENT(S)
7. DATE <i>(DDMMYY)</i> DEPARTED RESIDENCE TO UNIT HOME STATION <i>(Mobilized Members)</i>	

8. I CERTIFY TO THE FOLLOWING FACTS *(X applicable box(es))*

a. I am not divorced or legally separated from my spouse.

b. My dependent child (children) was (were) not in the legal custody of another person when I received my military orders.

c. My dependent (other than my spouse; see line f. below) is not a member of the military service on active duty.

d. My sole dependent is not in an institution for a known period of over 1 year or a period expected to exceed 1 year.

e. I am claiming FSA for my parent(s) for whom I have a current and approved dependency status and am residing with, and I maintain a residence(s) for my dependent(s). I have assumed the liability and responsibilities thereof at the address(es) shown above, where I likely reside during periods of leave or such other times as my duty assignment may permit.

f. I am married to another military member currently serving on active duty and my spouse was was not residing with me immediately before being separated by execution of my military orders.
 Spouse's SSN: _____ Branch and Component: _____

g. My last TDY or deployment, if any, was was not within the last 30 days from this TDY or deployment.

9. I understand that I must notify my commanding officer immediately upon any change in dependency status and if my sole dependent or all of my dependents move to or near this station or if my dependent(s) visit at or near this station for more than 90 continuous days (more than 30 continuous days in the case of FSA-T (Temp) or FSA-S (Ship) while I am in receipt of FSA.

a. DATE <i>(DDMMYY)</i>	b. SIGNATURE OF MEMBER
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PART II - CERTIFYING OFFICER COMPLETES THE APPROPRIATE SECTION(S) BELOW

10. TYPE II - FSA-T. Member has been ordered to and has performed temporary duty (TDY) at the location(s) shown below for more than 30 continuous days. This (these) location(s) is (are) outside a reasonable commuting distance from the member's permanent duty station (PDS pertains to active component) or the home of residence (HOR pertains to reserve component). A distance of 50 miles, one way, is normally considered to be within a reasonable commuting distance of a PDS or HOR. "Within a reasonable commuting distance" also may include distances of less than 50 miles and the time required to travel, under unusual conditions, does not exceed 1-1/2 hours. *(Attach a blank page for continuation if necessary.)*

a. LOCATION	b. INCLUSIVE DATES OF TDY/T	c. NO. OF DAYS
	<i>(From/To)</i>	

11. TYPE II - FSA-R. Member departed (PCS/detached) from _____ on _____ *(Last permanent duty station)* and was on leave en route _____, *(Inclusive leave dates - DDMMYY)* proceed time _____ *(Inclusive dates)* and the member reported to _____ on _____ *(PDS)* *(DDMMYY)*. Transportation of dependent(s) is not authorized at government expense to this station or to a place near this station.

12. TYPE II - FSA-S. Member was serving on orders, on board ship, away from homeport commencing *(DDMMYY)* _____

a. NAME OF SHIP/UNIT	b. HOMEPORT
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13. Travel performed under authority of orders _____, dated _____

14. Member claiming Type II FSA, is receiving basic allowance for housing (BAH) (or residing in government type quarters) as a member with dependents or member married to a military member.

15. DATE <i>(DDMMYY)</i>	16. CERTIFYING OFFICER		
	a. TYPED NAME <i>(Last, First, Middle Initial)</i>	b. TITLE	
	c. ORGANIZATION	d. SIGNATURE	

**INDIVIDUAL ACTIVE DUTY
CERTIFICATE OF PERFORMANCE**

(SEE AHRC FORM 3925 FOR INFORMATION ON BASE PAY AND ALLOWANCES.)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: U.S. Code, Title 37, Section 101 and following.
PRINCIPAL PURPOSE: To certify duty performed as ordered for compensation IAW DOD 7000-14-R, Vol 7A1 and internal controls as a Reserve Component soldier.
ROUTINE USES: To specify and certify as correct the performance of duty.
EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION: Failure to disclose the requested information may delay the payment of compensation.

CERTIFICATION PROCEDURES

If Soldier is:	then submit:
Performing individual AT/ADT/ADSW of less than 30 days	A Certificate of Performance (AHRC Form 3924) on the last duty day or no later than 5 days after duty performance to the Pay Processing Office cited in your order. TPU members file through unit administrator.
Performing individual AT/ADT/ADSW of 30 days or more	A Certificate of Performance (AHRC Form 3924) monthly to arrive at the Pay Processing Office cited in your order NLT the 10th of the month following each month of duty. A final certificate of performance is required NLT 5 days after completion.

Date _____

I certify that _____
RANK _____ NAME _____ SSN _____

completed _____ days of the active duty period specified in order # T- _____

U.S. Army Human Resources Command - Fort Knox, KY, dated _____

Inclusive dates of duty performed are _____ to _____ (including travel).

Soldier's Signature _____ Date _____

THE CERTIFYING OFFICIAL MUST HAVE PERSONAL KNOWLEDGE OR DOCUMENTATION SUPPORTING THE FACT THAT THE DUTY WAS SATISFACTORILY PERFORMED.

SIGNATURE OF CERTIFYING OFFICIAL _____

RANK _____

BRANCH OF SERVICE _____

TITLE _____

TELEPHONE NUMBER _____

DSN: _____

COMMERCIAL _____

PENALTY

The penalty for willfully making a false claim is: A maximum fine of \$10,000 or maximum imprisonment of 5 years or both. (U. S. Code, Title 18, Sec 287).

www.apd.army.mil

USE DIGITAL VERSION



SECTION XI

CONTACT INFORMATION

Operations NCO / Main

301-677-3069

CMF 25 (M/V/R/Z)

301-677-5806

CMF 46 (Q/R/Z)

301-677-5805

Training/Development

301-677-3033

Website

<http://signal.army.mil/index.php/signal-units/rncoa/nco-academy-detachment>

Staff Duty (1800hrs -2200hrs)

301-677-3069

Army Lodging

301-677-5660

Freedom Center Staff

301-677-2174

Visitor Control Center

301-677-1064



THE ARMY SONG

INTRO:

MARCH ALONG, SING OUR SONG,
WITH THE ARMY OF THE FREE
COUNT THE BRAVE, COUNT THE TRUE,
WHO HAVE FOUGHT TO VICTORY
WE'RE THE ARMY AND PROUD OF OUR NAME
WE'RE THE ARMY AND PROUDLY PROCLAIM

VERSE:

FIRST TO FIGHT FOR THE RIGHT,
AND TO BUILD THE NATION'S MIGHT,
AND THE ARMY GOES ROLLING ALONG.
PROUD OF ALL WE HAVE DONE,
FIGHTING TILL THE BATTLE'S WON,
AND THE ARMY GOES ROLLING ALONG.

REFRAIN:

THEN IT'S HI! HI! HEY!
THE ARMY'S ON ITS WAY.
COUNT OFF THE CADENCE LOUD AND STRONG;
FOR WHERE'ER WE GO,
YOU WILL ALWAYS KNOW
THAT THE ARMY GOES ROLLING ALONG.

THE SIGNAL CORPS MARCH

FROM FLAG AND TORCH IN THE CIVIL WAR
TO SIGNAL SATELLITES AFAR.
WE GIVE OUR ARMY THE VOICE TO GIVE COMMAND
ON BATTLEFIELD OR GLOBAL SPAN.
IN COMBAT, WE'RE ALWAYS IN THE FIGHT,
WE SPEED THE MESSAGE DAY OR NIGHT.
TECHNICIANS TOO,
EVER SKILLFUL, EVER WATCHFUL,
WE'RE THE ARMY SIGNAL CORPS

