



Signal Corps Regimental  
**Noncommissioned Officers Academy**  
Detachment

# Welcome Guide



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## Foreword

*“When used in this publication he, him, his, and men represent both genders unless otherwise stated.”*

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 REGIMENTAL  
NONCOMMISSIONED OFFICER ACADEMY DETACHMENT  
8541 ZIMBORSKI AVENUE  
FORT GEORGE G. MEADE, MARYLAND 20755-5605

28 October 2014

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 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 take a record APFT and participate in a height and weight screening, 72 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 the Welcome Guide, then feel free to contact your SGL. You may also contact Operations at DSN 622-2421 or Comm. 301-677-2421. Our fax number is DSN 622-4595 or Comm. 301-677-4595. Again, congratulations on your selection. We look forward to your arrival and successful completion of the course.

  
JASON A. PHILIP  
1SG, USA  
Branch Chief

# Section I: Introduction

## 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 II: General

### Arriving at Fort Meade

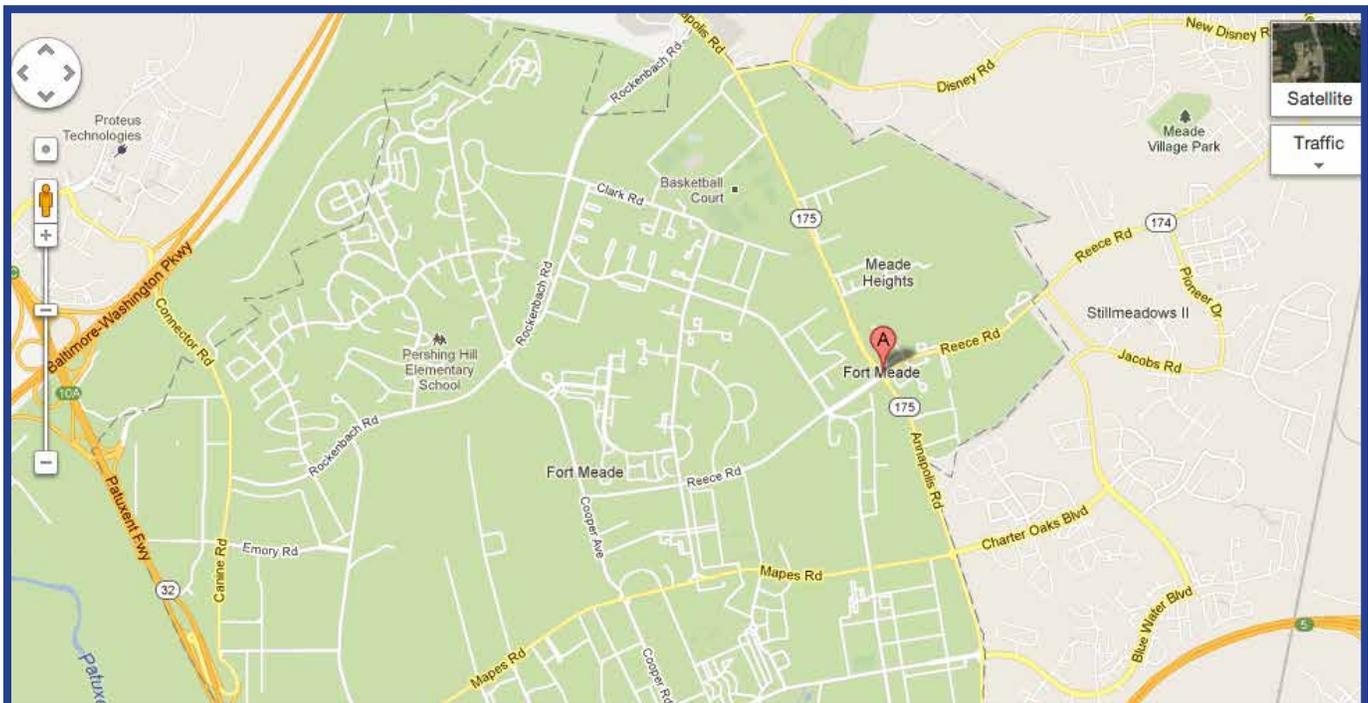
Fort Meade is located in Odenton, Maryland, halfway between Washington D.C. and Baltimore, Maryland. The Baltimore/Washington International (BWI) Airport serves the post, located approximately eleven miles (10 minutes) away. Taxis are available in front of the terminal. Approximate taxi fare from BWI to the Academy is \$40 (some taxi companies are not allowed on the installation, so make sure you have your SGLs contact phone number with you in case of difficulty upon arrival at the gate).

**Students encountering unusual situations en route (snowed in, flight cancellation, vehicle trouble, etc.) must call their SGL or the NCOA Det Operations at (301) 677-2421.** The Baltimore/Washington D.C. corridor has a high volume of traffic during most hours of the day; obey all speed limits and please drive carefully while traveling to Fort Meade.

*Note: For GPS purposes, “1901 Annapolis Road Odenton, MD” will navigate you to the front of the Reese Road Gate.*

**From Washington (South):** Take MD-295 (Baltimore-Washington Parkway) North towards Baltimore to US 175 East. Follow US 175 East and turn right onto Reece Road, which turns into the Main Gate. Once on the installation stay on Reece Road and then turn left onto Cooper Avenue. Follow Cooper Avenue to Mapes Road and turn right. Continue on Mapes Road to Zimborski Avenue and turn left. The NCO Academy is across from the Defense Information School (DINFOS) parking lot. The address is Bldg. 8541 Zimborski Ave, Ft. George G. Meade, Maryland 20755-5605

**From Baltimore (North):** Take 295 (Baltimore-Washington Parkway) South towards Washington to US 175 East. Follow US 175 East and turn right onto Reece Road, which turns into the Main Gate. Once on the installation stay on Reece Road and then turn left onto Cooper Avenue. Follow Cooper Avenue to Mapes Road and turn right. Continue on Mapes Road to Zimborski Avenue and turn left. The NCO Academy is across from the Defense Information School (DINFOS) parking lot. The address is Bldg. 8541 Zimborski Ave., Fort George G. Meade, Maryland 20755-5605.



## Section II: General

### Transportation to Fort Meade

It is your responsibility to arrange for transportation from BWI to Ft. 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. 15).
- 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 attending ALC will reside in the / Student Barracks and all students attending SLC will reside in on-post lodging unless you are stationed at Fort Meade. Inprocessing of the barracks will be done at the NCOA Det on your report date and paperwork will be completed prior to being released. Check-in for on-post lodging is done **after** you have reported to the NCOA Det. Lodging is located at Abrams Hall, Bldg. 2793, adjacent to Burger King. Family members are not authorized. OCONUS Soldiers will have one extra day prior to report and one day after graduation for lodging. A reservation will automatically be made for you under the NCOA Det account. The commercial telephone for lodging is (301) 677-5884/6529 or (410) 674-7700. Any concerns with lodging should be brought to your SGL or Operations.

**NOTE: If you do not have an approved Travel Order Number on your DD 1610, you may be charged for your stay at lodging.**

## Section II: General



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.

### 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 shoppette, education center, in the front (on Zimborski Avenue), side (student entrance), 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/

### 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.

## Section II: General

### 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 III.



## **Section III: Policies & Procedures**

### **Introduction**

This is not an all-inclusive guide, but an overview of the key items. You will be required to read the Fort Meade and NCOA Det policy letters after reporting.

### **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 Fitness 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, unless they are within 90 days of redeployment.

As of November 1, 2012, the APFT and height & weight standards have become a graduation requirement. Students who fail to pass the APFT or meet height & weight standards, IAW AR 600-9, will receive one additional retest/rescreening and will participate in supplemental physical training. Students who fail the retest/rescreening will subsequently fail the course. The students' DA 1059 will also reflect failure. For more information, review the Army Directive 2012-20 within this guide.

### **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

## Section III: Policies & Procedures

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

## Section III: Policies & Procedures

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

## **Section IV: Examinations & Evaluations**

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.

### **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.

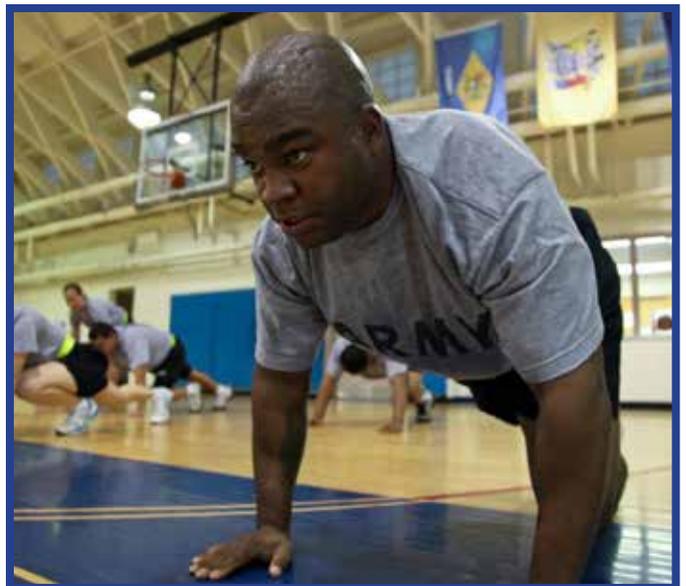
IAW AR 350-41 and FM 7-22, a physical fitness training program will be conducted and evaluated. Physical training is held Monday through Friday. A record APFT will be conducted after 72 hours of report date.

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)



## Section IV: Examinations & Evaluations

- 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.

- 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.

### 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.



# Section V: Student Organization & Responsibilities

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 301-677-2421 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.

1. Students will report as follows:

All ALC and SLC students will report to the NCOA Det, Building 8541 after 1200 to begin in-processing 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.



## **Section VI: Fact Sheet**

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

2. 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. When on-post lodging is not available, Fort Meade lodging will secure a contracted room off-post. 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) 677-2421/3069 or DSN 622-2421/3069, in case of complications.

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

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

**ALC: “Meals are provided at no cost to the Soldier, seven days a week.”**

**SLC: “Meals are provided at no cost to the Soldier on weekdays with full per diem for meals on weekends and Federal holidays.”**

4. 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.

5. 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.

6. 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).



SECRETARY OF THE ARMY  
WASHINGTON

17 SEP 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education)

1. This directive revises Army policy for the Army Physical Fitness Test (APFT) and height and weight standards for Soldiers to attend Professional Military Education (PME) in Army Regulation (AR) 350-1 (Army Training and Leader Development). A complete list of references is at the enclosure.
2. This policy is effective 1 November 2012 and applies to the following PME schools and courses: Senior Service College, Sergeants Major Academy, Joint Special Operation Forces Senior Enlisted Academy, Captains Career Course, Intermediate Level Education, Warrant Officer Advance Course, Warrant Officer Staff Course, Warrant Officer Senior Staff Course, Advanced Leaders Course, Senior Leaders Course, and Warrior Leader Course.
  - a. Soldiers who are flagged for failure to pass the APFT or comply with Army height and weight standards are not eligible for selection, scheduling or attendance at the PME schools and courses listed in paragraph 2. Any Soldier who is flagged becomes eligible for scheduling and attendance at the PME schools and courses once the flag is removed.
  - b. Successful completion of the APFT and height and weight screening are mandatory for course graduation. Soldiers attending the identified PME schools and courses will be administered an initial APFT and height and weight screening. For PME courses with multiple phases, the initial APFT and height and weight screening will be administered during the first phase of the resident course. One APFT retest and/or height and weight screening is allowed and will be administered no earlier than 7 and no later than 24 days after the initial failure of the APFT and/or height and weight screening. Soldiers who subsequently fail to meet physical fitness and/or height and weight standards will be removed from the course.
3. The DA Form 1059 (Service School Academic Evaluation Report) of Soldiers who fail to pass the APFT and/or meet height and weight standards will be annotated in block 11d "Failed to Achieve Course Standards." Soldiers who fail to achieve course standards are not eligible to enroll in any PME courses for 6 months after their dismissal. The 6-month waiting period begins on the day after the DA Form 1059 is signed. Soldiers who fail to pass the APFT and/or meet height and weight standards a second time are not eligible to enroll in any PME courses for 1 year after the second

SUBJECT: Army Directive 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education)

failure. School commandants and commanders will take the following actions for Soldiers who fail to meet APFT and/or height and weight standards:

a. Active Army Soldiers

(1) Soldiers in a temporary duty (TDY) and return status will be returned to their unit of assignment. School commandants and commanders will send a memorandum to the first general officer in the Soldier's chain of command stating the Soldier's deficiencies and that he/she failed to achieve course standards. The unit commander will initiate appropriate actions, to include flagging in accordance with (IAW) AR 600-8-2 (Suspension of Favorable Personnel Actions (Flags)), changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment.

(2) Soldiers in a TDY en route status will be attached to the gaining installation pending clarification of assignment instructions for their follow-on assignment. The school commandant or commander will notify U.S. Army Human Resources Command (AHRC) of the Soldier's ineligibility for training and request clarification of assignment instructions. Upon receipt of assignment instructions, the school commandant or commander will send a memorandum to the first general officer in the Soldier's chain of command at the gaining installation stating the Soldier's deficiencies and that he/she failed to achieve course standards. Upon the Soldier's arrival at the gaining installation, the unit commander will initiate appropriate actions, to include flagging IAW AR 600-8-2, changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment.

(3) Soldiers in a permanent change of station (PCS) status will be attached to the gaining installation pending clarification of assignment instructions. The school commandant or commander will notify AHRC of the Soldier's ineligibility for training and request assignment instructions. The school commandant or commander will initiate appropriate actions, to include flagging IAW AR 600-8-2, changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment.

b. Army National Guard

(1) Title 32 Man Day (M-Day) and Active Guard Reserve (AGR) Soldiers in a TDY and return status will return to their home unit. School commandants and commanders will send a memorandum to the State Adjutant General in the Soldier's chain of command stating the Soldier's deficiencies and that he/she failed to achieve course standards.

SUBJECT: Army Directive 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education)

(2) Title 32 M-Day and AGR Soldiers in a PCS status will return to their home stations. School commandants and commanders will send a memorandum to the State Adjutant General in the Soldier's chain of command stating the Soldier's deficiencies and that he/she failed to achieve course standards.

(3) Title 10 AGR Soldiers in a TDY and return status will return to their home unit. School commandants and commanders will send a memorandum to the Chief of Staff, National Guard Bureau (NGB) (NGB-ARZ-T) and the first general officer in the Soldier's chain of command stating the Soldier's deficiencies and that he/she failed to achieve course standards.

(4) Title 10 AGR Soldiers in a TDY en route status will proceed to their next permanent duty station. School commandants and commanders will send a memorandum to the Chief of Staff, NGB (NGB-ARZ-T) and the first general officer in the chain of command of the gaining unit stating the Soldier's deficiencies and that he/she failed to achieve course standards.

(5) Title 10 AGR Soldiers in a PCS status will be attached to the Office of the Senior Army National Guard Advisor at the gaining installation pending receipt of assignment instructions from NGB-ARZ-HCM. School commandants and commanders will send a memorandum to the Chief of Staff, NGB (NGB-ARZ-T) and the first general officer in the chain of command of the gaining unit stating the Soldier's deficiencies and that he/she failed to achieve course standards.

c. U.S. Army Reserve

(1) Troop Program Unit, Individual Mobilization Augmentee and AGR Soldiers in TDY and return status will return to their home units. School commandants and commanders will send a memorandum to the first general officer in the Soldier's chain of command stating the Soldier's deficiencies and that he/she failed to achieve course standards. The unit commander will initiate appropriate actions, to include flagging IAW AR 600-8-2, changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment.

(2) Individual Ready Reserve Soldiers in TDY and return status will return home. School commandants and commanders will send a memorandum to the Commander, HRC stating the Soldier's deficiencies and that he/she failed to achieve course standards. The unit commander will initiate appropriate actions, to include flagging IAW AR 600-8-2, changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment.

SUBJECT: Army Directive 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education)

(3) AGR Soldiers in a TDY en route status will be attached to the installation where they were to receive training pending clarification of assignment instructions. School commandants and commanders will notify AHRC of the Soldier's ineligibility for training and request assignment instructions. The school commandant or commander will notify the first general officer in the chain of command of the gaining unit stating the Soldier's deficiencies and that he/she failed to achieve course standards. The unit commander will initiate appropriate actions, to include flagging IAW AR 600-8-2, changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment.

(4) AGR Soldiers in a PCS status will be attached to the gaining installation pending clarification of assignment instructions from AHRC. School commandants and commanders will immediately notify AHRC (AHRC-ARE) that a Soldier in PCS status failed to achieve course standards and that AHRC needs to clarify assignment instructions. In addition, a memorandum will be sent to the first general officer in the chain of command of the Soldier's gaining unit. The unit commander will initiate appropriate actions, to include flagging IAW AR 600-8-2, changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment.

4. Soldiers in the Judge Advocate General Corps or Army Medical Detachment who fail to achieve course standards will have a memorandum sent to the first general officer in the Soldier's chain of command from the school's commandant or commander stating the Soldier's deficiencies and that he/she failed to achieve course standards. In addition, these Soldiers will be reported as course failures to the Offices of the Judge Advocate General or Surgeon General, respectively. The unit commander will initiate appropriate actions, to include flagging IAW AR 600-8-2, changing the immediate reenlistment prohibition code as appropriate and/or initiating a bar to reenlistment. This information will be provided to the offices for Soldiers who fail to achieve course standards:

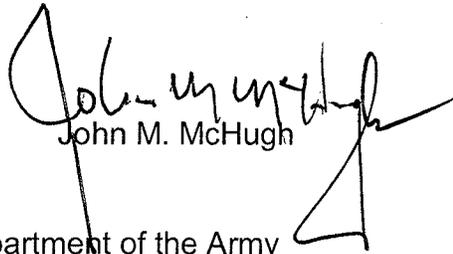
- a. name and grade,
- b. Social Security number,
- c. date of Soldier failure to achieve course standards, and
- d. a brief synopsis of the reason for Soldier failure to achieve course standards.

5. School commandants are responsible for updating the Soldier's record in the Army Training Requirements and Resources System with the appropriate reason and status codes to show that they are a course failure.

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6. The Army Deputy Chief of Staff, G-3/5/7 is the proponent for this policy and will incorporate the provisions of this directive into AR 350-1 as soon as practical.
7. This directive is rescinded upon publication of the revised regulation.

Encl

  
John M. McHugh

DISTRIBUTION:

Principal Officials of Headquarters, Department of the Army  
Commander  
U.S. Army Forces Command  
U.S. Army Training and Doctrine Command  
U.S. Army Materiel Command  
U.S. Army Europe  
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U.S. Army North  
U.S. Army South  
U.S. Army Pacific  
U.S. Army Africa  
U.S. Army Special Operations Command  
Military Surface Deployment and Distribution Command  
U.S. Army Space and Missile Defense Command  
U.S. Army Network Enterprise Technology Command/9<sup>th</sup> Signal Command (Army)  
U.S. Army Medical Command  
U.S. Army Intelligence and Security Command  
U.S. Criminal Investigation Command  
U.S. Army Corps of Engineers  
U.S. Army Military District of Washington  
U.S. Army Test and Evaluation Command  
U.S. Army Installation Management Command  
Superintendent, United States Military Academy  
Director, U.S. Army Acquisition Support Center

CF:

Commander, U.S. Army Cyber Command  
Director, Business Transformation  
Executive Director, Army National Cemeteries Program  
Director, Army National Guard

## 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](mailto: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 <b>(CMF 25 ONLY) **</b>	1	1
IBA/IOTV BALLISTIC VEST W/ PLATES <b>(CMF 25 ONLY) **</b>	1	1
POUCH, M4 THREE MAG <b>(CMF 25 ONLY) **</b>	2	2
SET, FIGHTING LOAD <b>(CMF 25 ONLY) **</b>	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 <b>(OCT-APR)</b>	1	1
APFU PANTS <b>(OCT-APR)</b>	1	1
APFU T-SHIRT LONG <b>(OCT-APR)</b>	2	2
FOLIAGE GREEN MICRO FLEECE CAP <b>(OCT-APR)</b>	1	1
APFU T-SHIRT	2	2
APFU TRUNKS	2	2
SOCKS, WHITE, OVER THE ANKLE	*	*
RUNNING SHOES	1	1
BERET, BLACK <b>(UNIT SPECIFIC, I.E. MAROON BERET)</b>	1	1
UNDERSHIRT, WHITE	2	2
SHOES, DRESS BLACK	1	/
SHOES, PUMP, BLACK	/	1
JUMP BOOTS <b>(IF APPLICABLE)</b>	1	1
SOCKS, DRESS, BLACK	1	1
ARMY SERVICE UNIFORM, COMPLETE <b>(REQUIRED)</b>	1	1
PADLOCK	2	2
PERSONAL HYGIENE ITEMS	*	*
SHEET SET, TWIN SIZE W/ PILLOW & BLANKET <b>(SUGGESTED)</b>	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**



# REGIMENTAL NCO ACADEMY DETACHMENT

## Advance Information Sheet

### Student Information

Name	Rank	MOS	
<input style="width: 95%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	
Course Attending	E-mail Address (AKO or Webmail)		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Cell Phone Number	LandWarNet Account	Highest Education Level	
<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input style="width: 80%;" type="text"/> <input style="width: 80%;" type="text"/>	
BASD	DOR	ETS	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Permanent Profile	Type of Profile	APFT Alternate Event	Current PHA (40+)
<input type="radio"/> Yes <input type="radio"/> No	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Additional Restrictions (must be annotated on profile)			
<input style="width: 100%; height: 100%;" type="text"/>			
Travel Status (During Course)	Transportation	ETA (If After 1700)	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Allergies (food, insects, etc)	Weather Injuries		
<input style="width: 100%; height: 100%;" type="text"/>	<input type="radio"/> Hot Weather <input type="radio"/> Cold Weather <input type="radio"/> Both		
Additional Comments (include any religious food preferences, if applicable)			
<input style="width: 100%; height: 100%;" type="text"/>			

USE EMAILED VERSION

USE EMAILED VERSION

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**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**

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:** \_\_\_\_\_

TO BE FILLED BY CADRE



PART II - ROUTINE PREREQUISITES												
TASK	REGULATION DATA					SOLDIER DATA						
Minimum Aptitude Score (ASVAB) (if applicable)	CO	CL	FA	GM	MM	CO	CL	FA	GM	MM		
	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT		
Color vision requirements (if applicable)												
Physical demand rating/profile (PULHES) <b>*See Part III for P/T profiles</b>	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)												
<b>OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED:</b>												
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.												
<b>Student's Signature:</b>								<b>Date:</b>				
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.												
<b>Commanding Officer (typed name):</b>								<b>Date:</b>				
<b>Signature:</b>												

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USE DIGITAL VERSION

**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 9397.											
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>START</td> <td>CANCEL</td> <td>CHANGE</td> <td>REPORT</td> </tr> <tr> <td>CORRECT</td> <td>STOP</td> <td>RECERTIFICATION</td> <td></td> </tr> </table>				START	CANCEL	CHANGE	REPORT	CORRECT	STOP	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.			
START	CANCEL	CHANGE	REPORT												
CORRECT	STOP	RECERTIFICATION													
5. DUTY LOCATION (Include Station, Name, City, State, and Zip Code)				6. DATE/ACTION (YYYYMMDD)		7. BAQ TYPE									
						<table border="1"> <tr> <td>WITH DEPENDENTS</td> <td>PARTIAL</td> </tr> <tr> <td>WITHOUT DEPENDENTS</td> <td></td> </tr> </table>		WITH DEPENDENTS	PARTIAL	WITHOUT DEPENDENTS					
WITH DEPENDENTS	PARTIAL														
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 willfully 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.

<b>1. NAME OF MEMBER</b> <i>(Last, First, Middle Initial)</i>	<b>2. GRADE</b>	<b>3. SOCIAL SECURITY NUMBER</b>	<b>4. BRANCH AND ORGANIZATION</b>
---	-----------------	----------------------------------	-----------------------------------

**PART I - MEMBER COMPLETES THIS SECTION TO SUBSTANTIATE ENTITLEMENT TO FSA**

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

<b>a. DATE (DDMMYY)</b>	<b>b. SIGNATURE OF MEMBER</b>
-------------------------	-------------------------------

**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/IT <i>(From/To)</i>	c. NO. OF DAYS

**11. TYPE II - FSA-R.** Member departed (PCS/detached) from \_\_\_\_\_ on \_\_\_\_\_ *(Last permanent duty station)* and was on leave en route \_\_\_\_\_, proceed time \_\_\_\_\_, *(Inclusive leave dates - DDMMYY)* and the member reported to \_\_\_\_\_ on \_\_\_\_\_ *(Inclusive dates)*. 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)* \_\_\_\_\_

<b>a. NAME OF SHIP/UNIT</b>	<b>b. HOMEPORT</b>
-----------------------------	--------------------

**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.

<b>15. DATE (DDMMYY)</b>	<b>16. CERTIFYING OFFICER</b>		
	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 tour completion.

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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).

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## Contact Information

### Operations NCO / Main

301-677-2421 / 3069

### CMF 25 (M/V/R/Z)

301-677-5806

### CMF 46 (Q/R/Z)

301-677-5805

### Training/Development

301-677-3033

### Staff Duty (1800-2200)

301-677-3066

### Facebook

<https://www.facebook.com/pages/Signal-Corps-Regimental-NCO-Academy-Detachment-Fort-Meade/100285574579>

### Website

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

### Army Lodging

301-677-5660

### Freedom Center Staff

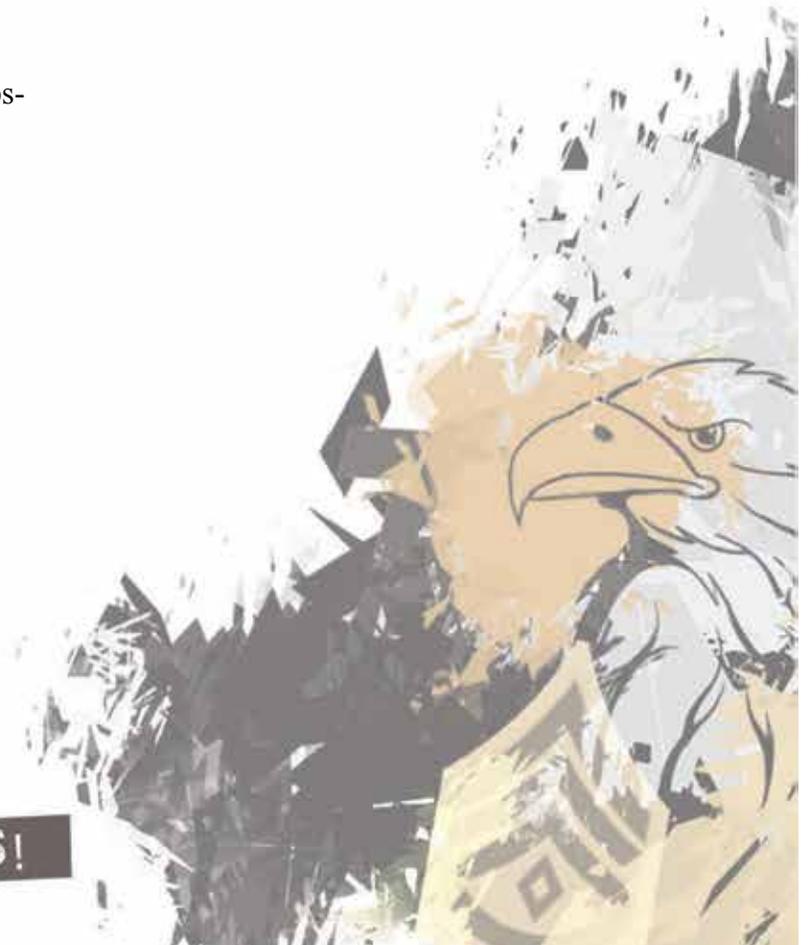
301-677-2174

### Visitor Control Center

301-677-1064

### Fort Meade Operator

301-677-6261



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LEADERS ALWAYS!**

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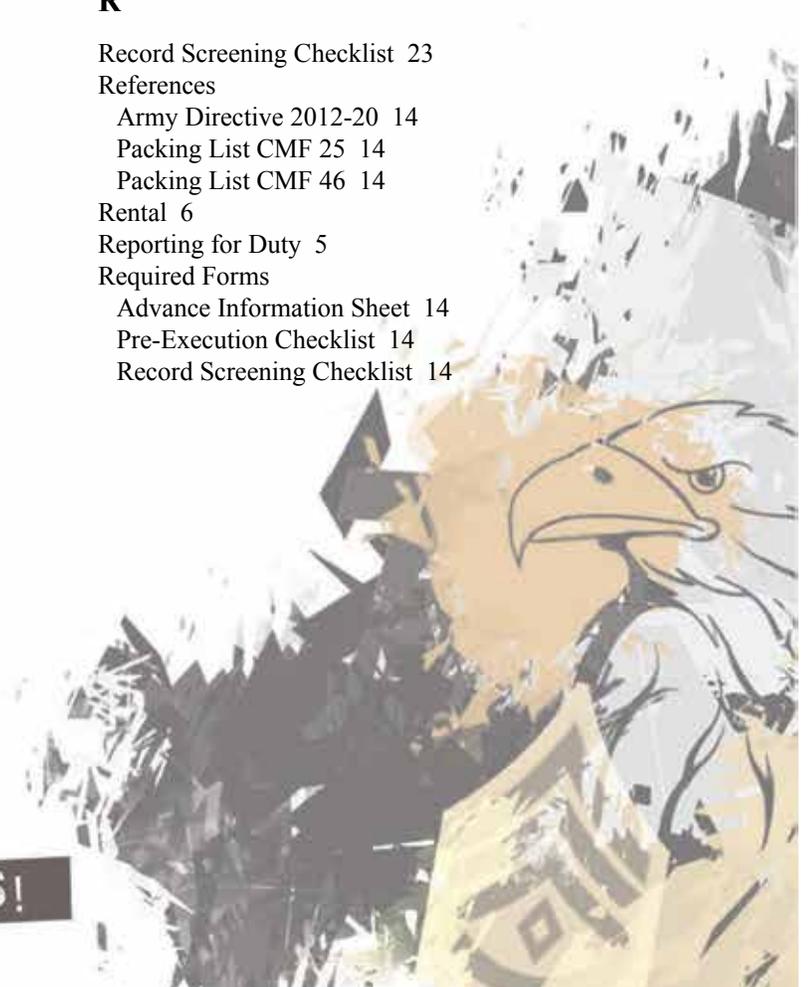
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## The Army Song

### 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.