MEMORANDUM FOR Regimental Noncommissioned Officer Academy

SUBJECT: Policy Memorandum #12 – Wear of the NCO Academy Identification Badge

1. References:
   a. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 15 September 2014.

2. This policy letter applies to all military and civilian personnel assigned or attached to the RNCOA. The purpose of this memorandum is to establish policy for the wear of the NCO Academy Identification Badge.

3. The NCO Academy Identification Badge serves as an excellent means of identification and will be worn in the following manner:

   a. The badge will be worn two inches up from the bottom of the left breast pocket flap on the ACU’s. The badge will have engraved Regimental Noncommissioned above the Regimental Distinctive Insignia (RDI) and Officer Academy beneath the RDI as depicted in Fig. 1. Only three lines will be engraved on the badge beneath the above described engravings. The first line will state RNCOA, the second will depict branch or in the case of staff, STAFF, the third line will depict your duty position (i.e. BRANCH CHIEF, SENIOR SGL or SGL).

   b. The badge will not be worn on any configuration of the ASU or APFU.

   c. The NCO Academy Identification Badge will only be worn in the Academy area, areas of instruction, any area where a cadre member is actively engaged in leading or training student NCOs or where identification as RNCOA cadre is required. The badge will be removed in all other instances to include but not limited to unofficial trips to the Post Exchange, Military Clothing and Sales, eating establishments and off installation when not working in connection with an official RNCOA activity.

   d. Civilian personnel will wear badge on their outer most garments.
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4. The Point of Contact for this memorandum is the Deputy Commandant, 1SG Thomas M. Gonzales at 706-791-7882 or thomas.m.gonzales.mil@mail.mil.

Encl. Fig. 1

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Fig. 1