

SIGNAL CORPS REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY

DETACHMENT

WELCOME GUIDE



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DEPARTMENT OF THE ARMY
SIGNAL CORPS REGIMENTAL
NONCOMMISSIONED OFFICER ACADEMY DETACHMENT
8541 ZIMBORSKI AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5605

10 AUGUST 2012

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

Dear SLC/ALC Selectee,

On behalf of the staff and faculty, 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.

Enclosed is a packet containing information about the Signal Corps Regimental Noncommissioned Officer Academy Detachment and other areas of interest on and around Fort Meade. It is imperative that you read the instructions outlined in the Welcome Guide in order to make your transition smooth. Ensure special attention to the MTSS Message in Appendix A which outlines the TDY funding process for NCOA Det students and provides specific information for your TDY Orders.

Your reporting date is an administrative day and you will begin in-processing with a weigh-in. Training starts the next day. All ALC and SLC students will take a record APFT within the first 72 hours of arrival. Also, be sure to make note of the newly implemented APFT and Height & Weight requirements for completion of ALC/SLC (pg 9). There will be a training schedule posted for your review throughout the course. Refer to the enclosed packing list for required items. Your immediate supervisor throughout the course will be your Small Group Leader (SGL).

Complete the enclosed Advance Information Sheet (AIS) and return it to us within five (5) days. 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.

A handwritten signature in black ink, appearing to read "Tanisha M. Aiken", is located below the main body of text.

TANISHA M. AIKEN
1SG, USA
Branch Chief

Section I - Introduction

Foreword

When used in this publication. “he”, “him”, “his”, and “men” represent both genders unless otherwise stated. For further information on CMF 25 & 46 ALC/SLC Active and Reserve Component courses, look on the World Wide Web for the SCRNCOA Det Home page at: <http://studioblock.com/ncoa>.

The cadre and the staff of the Signal Corps Regimental Noncommissioned officer Academy Detachment (NCOA Det) welcome you to Fort George G. Meade. We hope your time here will be challenging, rewarding and significant in the development of your military career.

This Welcome Guide will help you understand the rules and policies that govern all Academy students. We develop these guidelines IAW TRADOC Regulations 350-10, 350-18, and in accordance with (IAW) various other Army publications, as well as, the experiences and recommendations from previous classes. We welcome your suggestions on the content of this student guide.

Mission

To develop professional attributes and promote leadership skills that will ensure the necessary self-confidence and sense of responsibility required of a Noncommissioned Officer.

To increase the confidence of the students and inspire them to willingly assume and carry out their responsibilities as leaders and trainers.



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 8 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 bring 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 NCO Academy at (301) 677-3069 and notify Operations of the situation, or leave a message after duty hours. The Baltimore/Washington D.C. corridor has a high volume of traffic during most hours of the day; please drive carefully while traveling to Fort Meade.

From Washington: Take MD-295 (Baltimore-Washington Parkway) North towards Baltimore to US 175 East. Follow US 175 East, 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 at the top of the hill, across from the Defense Information School (DINFOS). The address: Bldg. 8541 Zimborski Ave, Ft George G. Meade, Maryland 20755-5600

From Baltimore: Take 295 (Baltimore-Washington Parkway) South towards Washington to US 175 East. Follow US 175 East, 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 at the top of the hill, across

from the Defense Information School (DINFOS). The address: Bldg. 8541 Zimborski Ave., Fort George G. Meade, Maryland 20755-5600.

Suggested Taxi Numbers

Here is a list of some of the area taxi numbers. It is your responsibility to arrange for transportation from BWI to Ft. Meade.

Associated Cab	(410) 766-1234
EZ Transportation	(410) 761-9987
Veterans Taxi	(410) 729-0244
AA Cab	410) 674-6660

Reporting for Duty

The SCR NCO Academy Detachment and classrooms are located in Building 8541 Zimborski Ave. Students reporting for SLC/ALC will arrive to the academy no later than (NLT) 1245 to begin inprocessing at 1300. Students arriving after 1700 must contact their SGL and follow any additional instructions posted on the student door of the NCO Academy building. Students arriving after midnight of their reporting date will be denied enrollment unless authorized by the SCR NCO Academy Detachment Branch Chief.



Section II - General

In-Processing

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

1. Orders (DA1610 or DA 4187) with TDY Return or TDY Enroute. Orders must also be in accordance with (IAW) ALARACT message 210/2011 for funding purposes (Appendix A).
2. Pre-Execution Checklist (JUL 2009), signed and initialed by supervisor and signed by Command Team.
3. APFT (diagnostic or record) within 31 days of report date. Must be signed by NCOIC and initialed by grader.
4. Body fat worksheet with APFT date (if applicable).
5. Profile (if applicable) IAW TRADOC Reg. 350-10, para 2-6(d)
6. Proof of PHA within one year for Soldiers over the age of 40.
7. DA 1059 from WLC (for ALC) or ALC (for SLC).
8. Copy of a current ERB to provide proof of retainability (IAW AR 614-200, para 4-6(g), security clearance, and award of MOS.

Clothing Information

Gortex Jackets are not initial clothing issue; however, you are permitted to wear them during seasonal field training exercises. You are encouraged to bring cold-weather gear and any other TA-50 not annotated on the packing list during October through April months.

The Army Combat Uniform (ACU) and Improved Physical Fitness Uniform (IPFU) are the only authorized uniforms. You may bring additional clothing and scholastic equipment that you feel you may need. You are strongly encouraged, but not required, to bring a laptop computer and CD-RW disks.

Lodging and Barracks

All active duty students attending ALC will reside in the Freedom Center barracks and all reserve/national guard students will reside in on-post lodging. All students attending SLC will reside in on-post lodging. Inprocessing of the barracks will be done at the Academy on your report date and paperwork is to be turned in the following day to Freedom Center staff. Check-in for on-post lodging is done after you have reported to the academy at Abrams Hall, Bldg. 2793, adjacent to Burger King. A reservation will automatically be made for you under the NCO Academy account. The commercial telephone is (301) 677-5884/6529 or (410) 674-7700. Any concerns with lodging should be brought to your SGL or Operations. **Students may not bring family members.**



Section II - General

Rental / Privately Owned Vehicles

The parking area for ALC students is in the barracks or DINFOS parking lot. The parking area for SLC students is the parking lot between the NCO Academy and the Shoppette. Students will not park at the shoppette, education center, in front of the academy (on Zimborski Avenue), or the parking lot behind the academy and 55th Signal Company.

Personal Mail

Prior to arriving, incoming mail may be addressed as follows:

RANK NAME MOS / Course
SCR NCOA Det. - SLC/ALC
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.

Telephone Services

Students may have and 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.

Students may also use the telephone located in the computer lab during breaks for local military 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.**

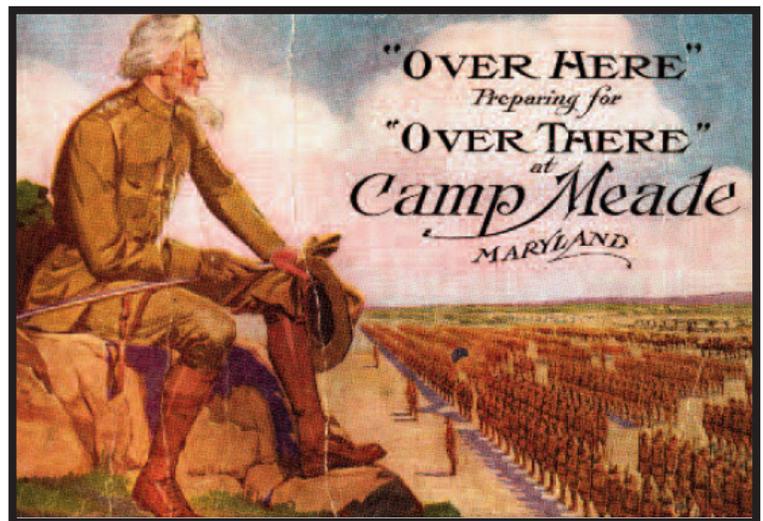
Emergency telephone calls from family members should be through the American Red Cross to the SCR NCO Academy Detachment, (301) 677-3069 during duty hours, and via the Installation Staff Duty during non-duty hours at (301) 677-4805.

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 at the PX/Commissary Town Center and next to the Military Clothing Sales Store.

Banking Facilities

There are two banking facilities on Fort Meade, the Fort Meade Federal Credit Union and Citizens National 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, 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 or greater.

Smoking

Students will smoke only in designated areas. Smoking around IET Soldiers and/or NCO Academy cadre is prohibited. Smoking indoors within the NCO Academy, barracks, or lodging is also prohibited.

Crime Prevention

Crime prevention is the responsibility of all personnel assigned or attached to the NCO Academy. 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 with them. Students, upon arrival, will notify their SGL of any prescribed medications and/or allergies. Students must ensure they have sufficient medication for the duration of the course. NCOA cadre will attempt to

accommodate any food allergies or prohibited food items due to religious beliefs.

For information regarding profiles and Periodic Health Assessments for Soldiers over 40 years of age, see Section III, Policies and Procedures under Profiles (pg10).



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 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 the Academy 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 at graduation.

Absences

Students will obtain permission from their SGL prior to leaving the Academy area for authorized absences. Any unauthorized absence will be reported and may

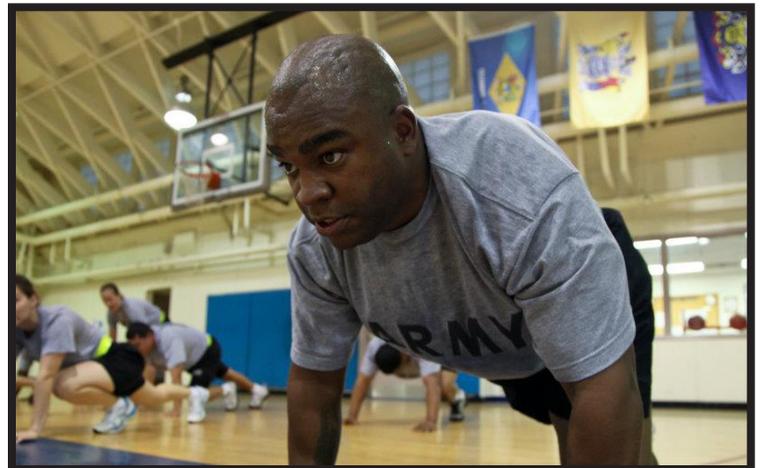


result in possible elimination from the course. It is the responsibility of the student to makeup training missed due to absences.

Physical Fitness and HT & WT Standards

Students attending SLC and ALC will be administered a height & weight screening on their report date and a diagnostic APFT within 72 hours of reporting, 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, outlined in AR 600-9, will subsequently fail the course. The students's DA 1059, Academic Evaluation Report, will also reflect failure. For more information, review the memorandum on page 23 of the Welcome Guide.



Section III – Policies & Procedures

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 Academy. IAW ALARACT Message 140/2004, paragraph 6” “Soldiers with temporary medical profiles due to participation in OIF/OEF will be permitted by their immediate commanders to attend PME (NCOES) within the guidelines of their temporary profile.” Any other temporary profiles 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 due to participation in OIF/OEF.”

Soldiers possessing a temporary profile or in their recovery period, will be denied enrollment.

Students acquiring a temporary profile after enrollment are subject to dismissal from the course without prejudice and may return when convenient. If there are any questions about the above requirements, refer to TRADOC Regulation 350-10, para 2-6d.

Checks and Letters Of Indebtedness

A dishonored check is a serious problem and may lead to disciplinary action against the individual who writes it. The Army continues to take a hard view on a NCO who has financial management concerns.

A Letter of Indebtedness is as serious and adverse as a bad check. Indebtedness, like bad checks, may lead to relief action, disciplinary action, or both.

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 NCO Academy. 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 Regulations and NCO Academy SOP, will be constantly enforced.

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.

Section III – Policies & Procedures

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 cadre at the 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.

Social contact between ALC/SLC students and IET students is strictly prohibited and there will be no exceptions.

Exceptions to visiting permanent party Soldiers or units may be granted, in writing, on a case-by-case basis. Contact your SGL for details.

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.”



Section III – Policies & Procedures

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. A NCO is expected to respect the property rights of another by not taking another student's equipment without the expressed consent of that student. 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.

Conspiracy - is defined as conscious collusion or agreement to commit any act, which would constitute a violation of the Student Honor Code.

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 cordially invited to attend the graduation ceremony. The uniform for graduation is the (blue or green) Army Service Uniform (ASU).

ALC and SLC graduations are normally held at DINFOS. Graduations normally take place from 1400-1500. All reservations for departure/departure times should not be scheduled until after 1700.

Students will be responsible for developing the graduation program and inviting guests and the guest speaker.

Out-Processing / Clearing

Students must utilize the Installation Clearance Record (DA Form 137), and may start clearing the duty day prior to graduation. All students must clear the Academy. Students staying in the barracks must also clear through the barracks management personnel.

Operations personnel will ensure all students clear the academy and forms are filled out properly.

Section IV – 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 NCO Academy 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. The following apply to all examinations:

1. The minimum passing score for all written test is 70%.
2. Students who fail to meet established academic criteria through two separate evaluations (that is, original test and one re-test), with the first failure followed by remedial training, may be dismissed from training for academic deficiency.
3. Students passing the retest will be awarded the minimum passing score for grade averaging and class standing. Students who fail an initial test are

removed from honors consideration. TR 350-10, para 2-9 b.

Examinations / Graded Exercises

An end-of-block test will be given for each period of instruction. Some practical exercises and performance evaluations are also graded. Student advance sheets and weekly schedules contain exam dates and covered subject matter.

IAW AR 350-41 and FM 21-20, a physical fitness training program will be conducted and evaluated. Physical training is held Monday through Friday.

A record APFT will be conducted within two weeks of graduation.

Students are required to do a research paper (different for each MOS) as well as class, academy and community projects.

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.

Students are also required to perform Leader Performance Evaluations during of training. These evaluations are graded on a Go/No-Go basis and include: Physical Fitness Training Session, In Ranks Inspection, After Action Review, Risk Assessment, Leadership Evaluation (Squad Leader/Platoon Sergeant).

Section V – Student Organization & Responsibilities

Elimination

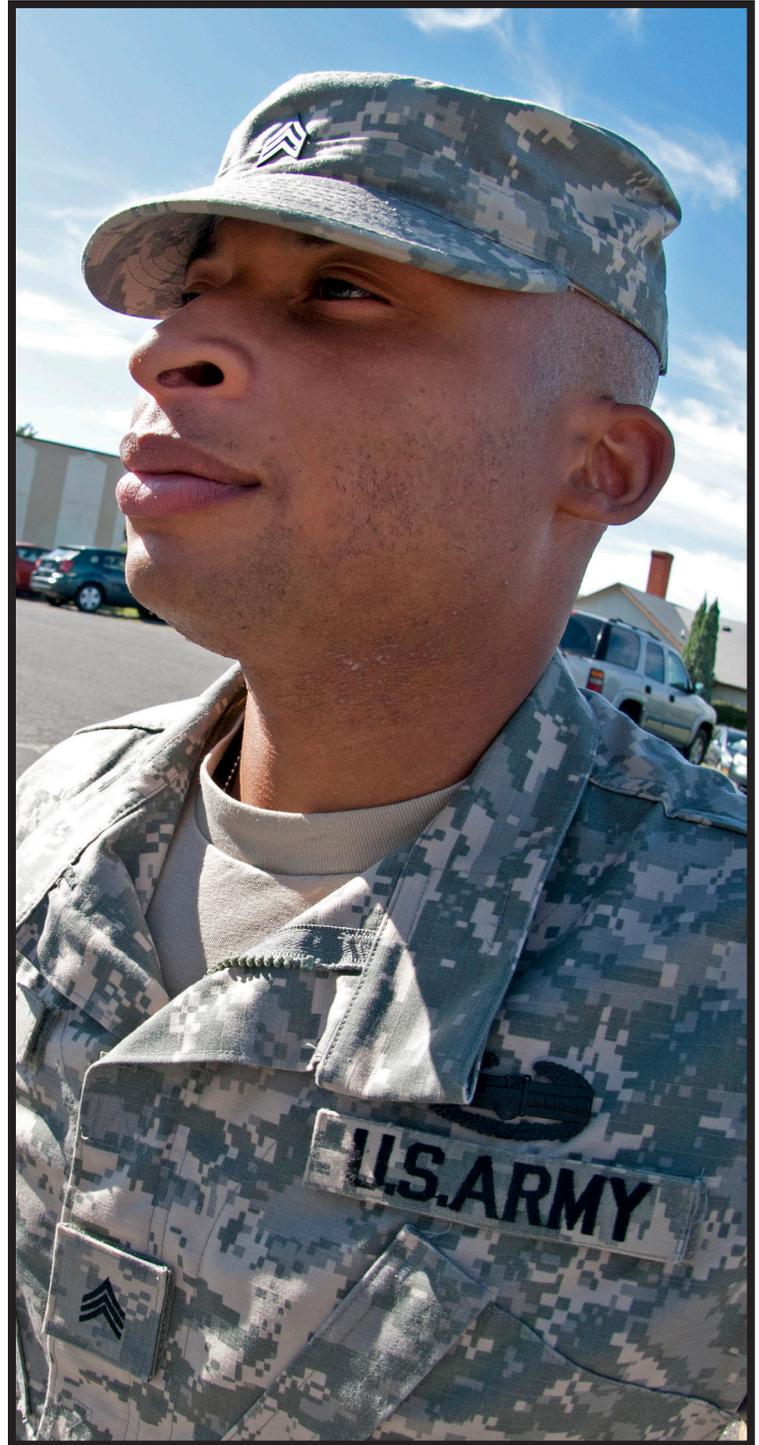
Students will be considered for elimination from the course when any of the following occurs. This list is a guide only and should not be considered as a complete listing of circumstances.

1. Students discovered cheating, lying, or plagiarizing.
2. Substance use/abuse either on or off-post, as defined by AR 600-85 and AR 600-50.
3. Students who fail to achieve a minimum of 70% on any examination or re-test through two separate evaluations.
4. Students lacking motivation.
5. Students displaying an unacceptable attitude.
6. Students found guilty of Driving Under the Influence or while alcohol impaired.

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 V – Student Organization & Responsibilities

Student Support Channel (SSC)

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. SmallzGroup Leaders will verbally notify the student NCO support channel any additional responsibilities.

The assigned student leaders are responsible for ensuring the Academy area, including individual rooms, all common areas and outside areas, are clean and in a high state of police 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 conduct formations at times indicated by the training schedule and at any other time directed by the Cadre. Requests to make changes must be brought to the attention of the SGL. The SGL supervises formations to ensure that they are IAW FM 3-21.5, Drill and Ceremonies.

Inspections

Student Leaders will conduct daily inspections of personnel. The SGL and Branch Chief closely monitor and evaluate this activity.

Standards of Conduct

Prohibited Items: 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.

The building 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 newly assigned personnel will immediately turn in any prohibited items to the Military Police or Small Group Leader. The following items are prohibited:

Firearms. All personnel residing on post will register privately owned firearms with the Security Police within 24 hours after arrival, or after procurement of a firearm.

Knives. 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.

Other Weapons. Items whose primary use is as a weapon (whether defensive or offensive) such as Billy clubs, tear gas guns, mace, bows and arrows, nun chucks, throwing stars, etc.

Explosive Devices. Fireworks, ammunition, or any other explosive device or material.

All student personnel will comply with instructions from such persons in the performance of official duties.

Section VI - References

Fact Sheet for Military Personnel Attending Training at Fort Meade, MD

Attach to Applicable Orders (PCS/TDY/ADT)

1. The Army is in the process of changing how funds are distributed to the field to support Soldiers attendance to institutional training in a temporary duty or active duty training status. Listed below are some important facts regarding the initiative and the changes that affect you.

Change in funding begins with classes that start on or after 2 May 2005.

Includes all Army military components and ranks.

Does not alter or stop your Basic Allowance for Subsistence.

Students are no longer required to call and make lodging reservations.

2. Students will report as follows:

All ALC and SLC students will report to the NCOA, Building 8541 for in-processing. All active duty ALC students will be assigned to Freedom Center barracks. All reserve/national guard ALC students will be assigned to on post lodging. All SLC students will be referred to on post lodging, Abrams Hall, Building 2793 for room assignment.

All other students will report to Abrams Hall, Building 2793 for a room assignment.

3. Students will no longer be required to pay for lodging (on-post or off-post). Cost of your stay will be centrally funded by the installation. 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 call (301) 677-5884 or 6529 (DSN 622) or (410) 674-7700, extension 0 before leaving their home station so that on-post lodging is assured.

4. All ALC students will be provided meals at no cost to the Soldier, seven days a week. All SLC students will be provided meals at no cost to the Soldier on weekdays with full per diem for meals on weekends and Federal holidays. Cost of meals is funded by the installation.

5. On-post bus service is available, seven days per week. Taxi service is 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. You will need to keep a daily log of taxi expenses for reimbursement. Authorization upfront makes seeking reimbursement for incurred expenses easier. In and around mileage, if approved by the order-issuing official, is limited as follows:

2 miles, per day if assigned on-post.

20 miles, per day if assigned off-post.

6. Soldiers are not to report early to 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.

7. 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 or DSN 622-2421.

Sample Orders

Type of Orders: TDY/ADT – MTSS

Itinerary: Home Unit to Fort Meade, MD and return

Comments for Remarks/Additional Instructions Section:

Use paragraphs as appropriate:

ALC Students: Government deductible meals are directed at no cost to the student, 7 days per week. Government quarters are directed at no cost to the Soldier. Soldier will report to the NCOA, Building 8541 for in-processing. Early report is not authorized.

SLC Students: Government deductible meals are directed at no cost to the student, 5 days per week with full per diem on weekends and federal holidays. Government quarters are directed at no cost to the Soldier. Soldier will report to the NCOA, Building 8541 for in-processing. Early report is not authorized.

Air travelers will be authorized taxi fare NTE \$40 a week. Authorization on orders is required before TDY commences. Soldier is directed to keep a daily itemized list of expenses incurred for taxis.

In and around POV travel, if approved by the order-issuing official, is limited as follows:

On-Post: 2 miles, per day if lodged on-post.

Off-Post: 20 miles, per day if lodged off-post.



MTSS Message

DTG R 041605Z AUG 11

UNCLASSIFIED//

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//DAMO-TRI//
SUBJECT: FORT GORDON INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY

A. DA MSG, DAMO-TRI, 231148Z DEC 02, SUBJECT: FORT GORDON MILITARY TRAINING SERVICE SUPPORT (MTSS) TEST POLICY AND PROCEDURES.

B. DA MSG, DAMO-TRI, 112233ZMAR 03, SUBJECT: FORT GORDON MILITARY TRAINING SERVICE SUPPORT (MTSS) TEST POLICY AND PROCEDURES.

C. DA MSG, DAMO-TRI, 171855ZOCT 03, SUBJECT: MILITARY TRAINING SERVICE SUPPORT (MTSS) TEST-FY 04.

D. MEMORANDUM, DAMO-TRI, 2 JUNE 2008, SUBJECT: INSTITUTIONAL TRAINING DIRECTED LODGING AND MEAL POLICY.

E. ALARACT 018/2010, SUBJECT: TRAINING TRAVEL POLICY.

F. ALARACT 323/2010, SUBJECT: TRAINING TRAVEL ORDERS IN CONJUNCTION WITH A PERMANENT CHANGE OF STATION.

G. DA MSG, DAMO-TRI, 181848Z APR 11, SUBJECT: PRIVATIZATION OF ARMY LODGING (PAL).

1. THIS MESSAGE SUPERSEDES TRAINING TRAVEL AND GARRISON SUPPORT GUIDANCE ISSUED IN REFERENCES A THROUGH C. REFERENCE D, REMAINS IN EFFECT AND EXCLUDE SOLDIERS ATTENDING INDIVIDUAL READY RESERVE RAPID TRAIN-UP AND OVERSEAS CONTINGENCY OPERATIONS COURSES. TRAVEL AND PER DIEM FOR THESE SOLDIERS ARE FUNDED UNDER SEPARATE FUNDING SOURCES.

2. SOLDIERS ATTENDING TRAINING AT THE USA SIGNAL CENTER AND SCHOOL (USASIGCEN) IN A TEMPORARY DUTY TRAVEL/ACTIVE DUTY FOR TRAINING (TDY/ADT) STATUS WILL CONTINUE TO REPORT TO GRIFFITH HALL, BUILDING 250 FOR A ROOM ASSIGNMENT EXCEPT AS FOLLOWS:

2.A. SOLDIERS ATTENDING MILITARY OCCUPATIONAL SPECIALTY (MOS) ADVANCED INDIVIDUAL TRAINING (AIT) TRANSITION TRAINING (MOS-T) REMAIN ASSIGNED TO BARRACKS.

2.B. ADVANCED LEADER COURSE (ALC) ATTENDEES REMAIN ASSIGNED TO BARRACKS.

3. THE ARMY'S GOAL IS TO LODGE ALL ARMY RESIDENT SERVICE SCHOOL AND TASS BATTALION STUDENTS ON POST UTILIZING GOVERNMENT HOUSING (BARRACKS) OR GOVERNMENT PROVIDED LODGING. THOSE ASSIGNED TO OFF-POST CONTRACTED HOTELS MAY BE RECALLED TO ON-POST FACILITIES BY THE GOVERNMENT. THE RECALL PROCESS WILL BE EXPLAINED DURING INITIAL CHECK IN BY A LODGING REPRESENTATIVE. SOLDIERS WILL BE ADVISED IN WRITING WHEN ON-POST LODGING BECOMES AVAILABLE. RECALL TO ON-POST GOVERNMENT PROVIDED LODGING IS MANDATORY AND NOT WAIVED. SOLDIERS LODGING WILL BE FUNDED FROM

MTSS Message

REPORT DATE THROUGH CLASS END DATE EXCEPT FOR ACTIVE COMPONENT (AC) BASIC OFFICER LEADER COURSE-B (BOLC-B) STUDENTS CALLED TO IMMEDIATE ACTIVE DUTY IN A TDY STATUS. LODGING FOR THESE STUDENTS WILL BE PAID FROM ARRIVAL DATE TO CLASS END DATE.

4. EFFECTIVE 11 AUGUST 2011, THE USASIGCEN, G-3 IS RESPONSIBLE FOR THE IDENTIFICATION OF LODGING REQUIREMENTS, OFF-POST LODGING AUTHORIZATIONS AND INVOICE VALIDATION PROCEDURES FOR ARMY STUDENTS ASSIGNED TO GOVERNMENT PROVIDED LODGING.

5. RESIDENT SERVICE SCHOOL MEAL SUBSISTENCE AT GARRISON DINING FACILITIES IS AVAILABLE AND DIRECTED, AS FOLLOWS:

5.A. SOLDIERS ATTENDING MOS TRANSITION TRAINING WILL CONTINUE TO SUBSIST SEVEN DAYS PER WEEK AT NO COST.

5.B. SOLDIERS ATTENDING ALCS WILL CONTINUE TO SUBSIST SEVEN DAYS PER WEEK AT NO COST.

5.C. ALL OTHER SOLDIERS IN A TDY/ADT STATUS WILL BE DIRECTED TO SUBSIST WEEKDAYS AT NO COST WITH FULL MEAL PER DIEM ON THE WEEKENDS AND FEDERAL HOLIDAYS.

6. THE GARRISON WILL CONTINUE TO FUND SUBSISTENCE REQUIREMENTS BASED ON ABOVE GUIDANCE. FUNDING TO SUPPORT THE CENTRALIZED PAYMENT OF CONSUMED GOVERNMENT MEALS REMAINS UNCHANGED. FUNDS ARE ALLOCATED TO IMCOM BY THE ODCS, G-3/5/7, OCAR/USARC AND DIRECTOR, ARNG, AS APPLICABLE. SUBSISTENCE POLICIES, PROCEDURES AND SUPPORT REQUIREMENTS ARE OUTLINED IN REFERENCE D.

7. THE GARRISON DOES NOT PROVIDE GOVERNMENT TRANSPORTATION FOR STUDENTS ATTENDING THE US ARMY SIGNAL CENTER AND SCHOOL EXCEPT FOR AIT STUDENTS. SENDING COMMANDS ARE ENCOURAGED TO SUPPORT COMPACT RENTAL CARS FOR SOLDIERS WHO MUST FLY. IN AND AROUND MILEAGE IS NOT AUTHORIZED FOR STUDENTS WHO TRAVEL BY POV AND ATTEND AIT TRAINING SINCE GOVERNMENT TRANSPORTATION IS PROVIDED. PER REFERENCE E, IN AND AROUND MILEAGE MAY BE AUTHORIZED BY THE ORDER- ISSUING OFFICIAL UP TO:

7.A. TWELVE MILES PER DAY IF ASSIGNED TO ON-POST LODGING.

7.B. TWENTY-FIVE MILES PER DAY IF ASSIGNED TO OFF-POST GOVERNMENT PROVIDED LODGING.

8. THE 80TH TRAINING COMMAND (USAR), G-7 WILL SUBMIT THE TOTAL ARMY SCHOOL SYSTEM BATTALION (TASS BN) LOGISTIC REQUIREMENTS ON FG FORM 7469-R (DATED 29 OCTOBER 2008) THROUGH THE SIGCEN, G-3 ON OR BEFORE THE NLT DATE OF SUPPORT. THE REQUEST WILL BE USED BY THE

SIGCEN, G-3 AND GARRISON TO DETERMINE THE TASS BN SUPPORT REQUIREMENTS, AS FOLLOWS:

8.A. ALL TASS BN STUDENTS AND CADRE (ADMINISTRATIVE STAFF AND INSTRUCTORS) WILL BE HOUSED IN BARRACKS, IF AVAILABLE. SOLDIERS WILL BE HOUSED IN GOVERNMENT PROVIDED LODGING WHEN BARRACKS

MTSS Message

SPACE IS NOT AVAILABLE.

8.B. ALL TASS BN STUDENTS, ADMINISTRATIVE STAFF AND INSTRUCTORS WILL SUBSIST AT THE INSTALLATION DINING FACILITIES SEVEN DAYS PER WEEK AT NO COST TO THE SOLDIER.

8.C. GOVERNMENT TRANSPORTATION IS AVAILABLE AND DIRECTED TO SUPPORT ALL TASS BN HOUSING, CLASS AND MEAL REQUIREMENTS. IN AND AROUND MILEAGE IS NOT AUTHORIZED FOR THOSE WHO TRAVEL BY POV AND RENTAL CARS FOR THOSE THAT FLY.

9. THE ISSUANCE AND APPROVAL OF ACTIVE COMPONENT TRAINING TRAVEL ORDERS AND ASSOCIATED FUNDING IS THE SOLE RESPONSIBILITY OF THE ORDER- ISSUING OFFICIAL WHETHER IN THE DEFENSE TRAVEL SYSTEM FOR TDY AND RETURN OR A DD FORM 1610 FOR THOSE GOING TDY EN ROUTE.

10. TRAINING TRAVEL ORDERS WILL NOT BE ISSUED IN THE FOLLOWING CIRCUMSTANCES:

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

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

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

10.D. WHEN TRAINING IS CONDUCTED IN A PCS STATUS.

11. SOLDIERS MAY NOT REPORT EARLY TO THE TRAINING BASE. TRAINING ACTIVITIES MAY NOT DIRECT EARLY ARRIVAL ON CLASS REPORT DATE. THE REPORT DATE IS A TRAVEL DAY. DEPENDENTS/FAMILY MEMBERS ARE DISCOURAGED AT THE TDY SITE DUE TO CONSTRAINED ACCOMMODATIONS AND SERVICES.

12. 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, AS APPLICABLE. THE USACE WILL ADMINISTER FUNDS VIA IN-LICENSE AGREEMENTS FOR EACH COMPONENT.

13. THE FUNDS TO SUPPORT THE CENTRALIZED PAYMENT OF OFF-POST LODGING COSTS WILL BE ALLOCATED TO TRADOC BY THE ODCS, G-37/TR WITH PAYMENT BY THE USASIGCEN, G-8 FOR THE AC. FUNDING TO SUPPORT THE RC OFF-POST REQUIREMENTS REMAINS THE RESPONSIBILITY OF THE USARC AND DIRECTOR, ARNG IN DIRECT COORDINATION WITH THE USASIGCEN, G-8.

14. VALIDATION OF THE LODGING INVOICES IS A MANDATORY REQUIREMENT AND REMAINS THE SOLE RESPONSIBILITY OF G-3 AND THE 80TH TRAINING COMMAND (USAR), RESPECTIVELY. VALIDATION OF ONPOST LODGING MUST BE DONE IN COORDINATION WITH USACE. ADEQUATE INTERNAL CONTROLS MUST BE IN PLACE BY RESPECTIVE TRAINING ACTIVITIES TO VALIDATE THE CENTRALIZED BILLING

MTSS Message

PROCESS. PERIODIC AUDITS WILL BE DONE TO EVALUATE THE ADEQUACY OF INTERNAL CONTROLS.

15. 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).

16. THE POINT OF CONTACT FOR THIS MESSAGE IS MRS. MARY ELLEN MCCRILLIS, HQDA, G-3/5/7 AT DSN 224-9702 OR MARYELLEN.MCCRILLIS@US.ARMY.MIL.

17. EXPIRATION DATE HAS NOT BEEN DETERMINED.



Appendix B

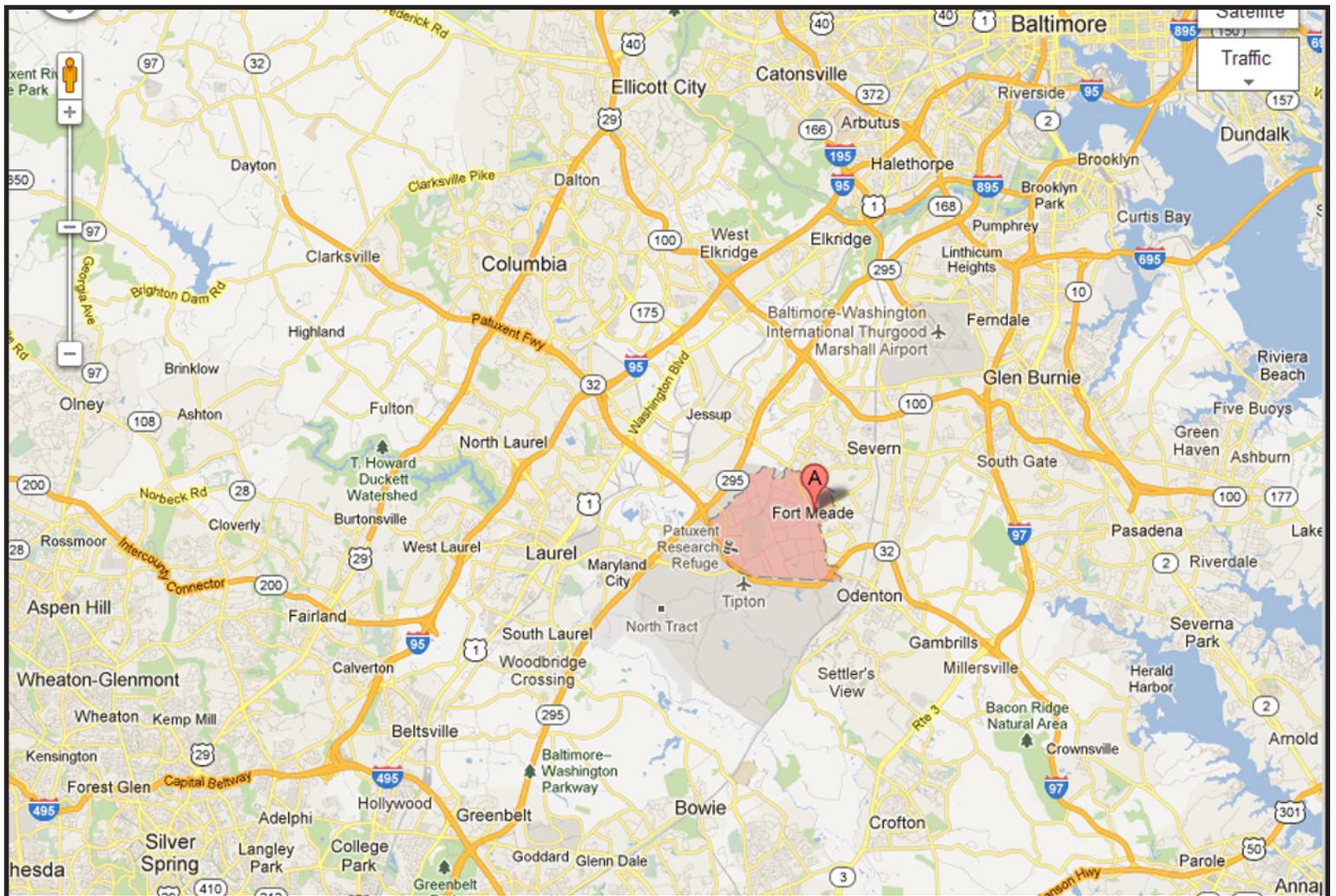
Driving Directions to Ft. Meade

From Washington DC

Take MD 295 (Baltimore-Washington Parkway) North towards Baltimore to US 175 East. Follow US 175 East, 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 at the top of the hill, across from the Defense Information School (DINFOS). The address: Bldg. 8541 Zimborski Ave, Fort George G. Meade, Maryland 20755-5600.

From Baltimore

Take 295 (Baltimore-Washington Parkway) South towards Washington to US 175 East. Follow US 175 East, 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 at the top of the hill, across from the Defense Information School (DINFOS). The address: Bldg. 8541 Zimborski Ave, Fort George G. Meade, Maryland 20755-5600.





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:

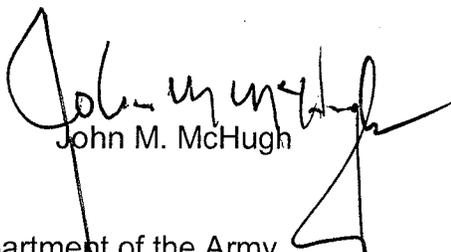
- a. name and grade,
- b. Social Security number,
- c. date of Soldier failure to achieve course standards, and
- d. a brief synopsis of the reason for Soldier failure to achieve course standards.

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.

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

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.



John M. McHugh

Encl

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
- U.S. Army Central
- 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/9th 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

1. AR 135-205 (Army National Guard and Army Reserve, Enlisted Personnel Management), 11 Mar 08.
2. AR 350-1 (Army Training and Leader Development), Rapid Action Revision 4 Aug 11.
3. AR 600-8-2 (Suspension of Favorable Personnel Actions (Flags)), 23 Dec 04.
4. AR 600-8-19 (Enlisted Promotions and Reductions), Rapid Action Revision 27 Dec 11.
5. AR 600-9 (The Army Weight Control Program), 27 Nov 06.
6. AR 601-280 (Army Retention Program), Rapid Action Revision 15 Sep 11.
7. AR 623-3 (Evaluation Reporting System), 10 Aug 07.
8. Department of the Army Memorandum, SAMR-PO, 23 Jul 09, subject: Reinstatement and Revision of the Qualitative Management Program (QMP).
9. U.S. Army Training and Doctrine Command Regulation 350-6 (Enlisted Initial Entry Training Policies and Administration), 28 Jan 11.
10. Message, ALARACT, 067/2012, subject: Army Physical Fitness Testing (APFT) Requirements for Military Institutional Training.
11. Message, ALARACT, 248/2010, subject: The Army Weight Control Program.

Enclosure



**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**" (WELCOME GUIDE v. OCT 2012)
- 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: 2-1 FILE)
- 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:** _____

ADVANCED INFORMATION SHEET

FILL OUT COMPLETELY AND RETURN WITHIN FIVE (5) BUSINESS DAYS VIA EMAIL TO SGL AND/OR OPERATIONS (SEE NCOA DET WELCOME LETTER)

RANK: _____ **NAME:** _____ **MOS:** _____

COURSE ATTENDING: Senior Leader Course Advanced Leader Course

AKO ADDRESS: _____

LANDWAR NET ACCOUNT: YES NO

UNIT NAME / ADDRESS / PHONE NUMBER / DSN (include country code for OCONUS)

BASD: _____ **DOR:** _____ **ETS:** _____ **DOB:** _____

EDUCATION LEVEL:

GED High School College (1 2 3 4)
 Degree (Associate's Bachelor's Master's Doctorate's)

DUTY STATUS (While Attending Course): TDY Enroute TDY/Return Perm Party

TRAVEL: POV / Rental Comm Air **ETA** (if after 1300 report time): _____

PERMANENT PROFILE: YES NO

If YES, a copy of the Permanent Profile [DA form 3349] must sent with this form

TYPE: P1 P2 P3 P4 **ALT APFT EVENT:**

OVER 40 YRS: PERIODIC HEALTH ASSESSMENT (within one year) YES NO

NCO SUPPORT CHANNEL (NAME / AKO EMAIL ADDRESS / PHONE NUMBER):

First Sergeant (1SG): _____

AKO: _____

Phone: _____

CSM (BRIGADE +): _____

AKO: _____

Phone: _____

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: _____

CMF 25 PACKING LIST

ITEM OF ISSUE	MALES	FEMALES
ACH HELMET W/ COVER AND STRAPS	1	1
IBA/IOTV BALLISTIC VEST	1	1
ASSAULT PACK	1	1
BAG CLOTHING WATERPROOF	1	1
BELT, WEB, TAN	1	1
BERET	1	1
BIVY COVER (8465-01-416-8517)	1	1
BOOTS, COMBAT, TAN	2	2
BUCKLE, BRASS DRESS BELT	1	1
CANTEEN 1QT W/ WATER CUP	1	1
CAMBELBACK	1	1
CAP, ACU	1	1
COAT, ACU (OR MultiCam)	4	4
DRAWERS,	*	*
GLOVES, LEATHER, BLACK OR GREEN	1	1
GLOVES, INSERTS	2	2
GLOVES, SHELL, CW	1	1
ID TAGS	1	1
ID CARD	1	1
IPFU JACKET (OCT-APR)	1	1
IPFU PANTS (OCT-APR)	1	1
IPFU T-SHIRT LONG (OCT-APR)	2	2
IPFU T-SHIRT	2	2
IPFU TRUNKS	2	2
LAUNDRY BAG	1	1
PADLOCK	2	2
POUCH, CANTEEN	1	1
POUCH, M4 THREE MAG	2	2
RUNNING SHOES	1	1
SAFETY GLASSES EYEPRO W/ EXTRA LENSES	1	1
SLEEPING BAG, SET	1	1
SLEEPING MAT	1	1
SET, FIGHTING LOAD	1	1
SHOES, DRESS, BLACK	1	1
SHOES, PUMP, BLACK	1	1
SOCKS, DRESS, BLACK	1	1
SOCKS, GREEN OR BLACK	1	1
TROUSER, ACU (OR RFU)	4	4
UNDERSHIRT, TAN	*	*

NOTE: 1. CLASS A UNIFORM OR ARMY SERVICE UNIFORM (ASU) ARE REQUIRED FOR COURSE!
2. A LAPTOP IS HIGHLY RECOMMENDED
3. IF INDIVIDUAL DOES NOT HAVE SOME OF THESE ITEM ON THEIR MILITARY ISSUE LIST PLEASE CONTACT YOUR UNIT SUPPLY REPS TO GET THEM ISSUED FROM YOUR INSTALLATION CIF

CMF 25 PACKING LIST

UNDERSHIRT, WHITE	2	0
MOUTHPIECE	1	1
WET WEATHER TOP	1	1
WET WEATHER BOTTOM	1	1
GORTEX, PARKA, ACU (OCT-APR)	1	1
PERSONAL HYGIENE ITEMS	1	1
ASU OR CLASS A DRESS UNIFORM TO INCLUDE ALL ACCESSORIES	1	1
STUFF SACK, COMPRESS (8465-01-398-0685)	1	1
WOOL PT CAP	1	1
WEAPON CLEANING KIT	1	1
(*) ASTERISK REPRESENTS AN UNDETERMINED AMOUNT BRING AS MANY AS YOU SEE FIT	*	

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CMF 46 PACKING LIST

ITEM OF ISSUE	MALES	FEMALES
ASSAULT PACK/ MOLLE PACK/ ALICE PACK	1	1
BELT, WEB, TAN	1	1
BERET	1	1
BOOTS, COMBAT, TAN	2	2
CAMBELBACK/ 2QT CANTEEN	1	1
CAP, ACU	1	1
COAT, ACU (OR MultiCam)	4	4
DRAWERS,	*	*
GLOVES, INSERTS	2	2
GLOVES, SHELL, CW	1	1
ID TAGS	1	1
ID CARD	1	1
IPFU JACKET (OCT-APR)	1	1
IPFU PANTS (OCT-APR)	1	1
IPFU T-SHIRT LONG (OCT-APR)	2	2
IPFU T-SHIRT	2	2
IPFU TRUNKS	2	2
LAUNDRY BAG	1	1
PADLOCK	2	2
RUNNING SHOES	1	1
SAFETY GLASSES EYEPRO W/ EXTRA LENSES	1	1
SHOES, DRESS, BLACK	1	1
SHOES, PUMP, BLACK	0	1
SOCKS, DRESS, BLACK	1	1
SOCKS, GREEN OR BLACK	1	1
TROUSER, ACU (OR RFU)	4	4
UNDERSHIRT, TAN	*	*
UNDERSHIRT, WHITE	2	0
WET WEATHER TOP	1	1
WET WEATHER BOTTOM	1	1
GORTEX, PARKA, ACU (OCT-APR)	1	1
PERSONAL HYGIENE ITEMS	1	1
ASU OR CLASS A DRESS UNIFORM TO INCLUDE ALL ACCESSORIES AND SHORT AND LONG-SLEEVE SHIRTS	1	1
FOLIAGE GREEN MICRO FLEECE CAP	1	1
(*) ASTERISK REPRESENTS AN UNDETERMINED AMOUNT BRING AS MANY AS YOU SEE FIT	*	

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THE ARMY SONG

VERSE 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:

FIRST CHORUS 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.

SECOND CHORUS Valley Forge, Custer's ranks,
San Juan Hill and Patton's tanks,
And the Army went rolling along.
Minute men, from the start,
Always fighting from the heart,
And the Army keeps rolling along.

REFRAIN (same as above)

THIRD CHORUS (slower, more freely)
Men in rags, men who froze,
Still that Army met its foes,
And the Army went rolling along.
Faith in God, then we're right,
And we'll fight with all our might,
As the Army keeps rolling along.

REFRAIN Then it's hi! hi! hey!
The Army's on its way.
Count off the cadence loud and strong; (two! three!)
For where'er we go,
You will always know
That THE ARMY GOES ROLLING ALONG! (keep it rolling!)
And 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 battle field 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!**

<http://www.gordon.army.mil/band/music%20files/Signal%20Song.mp3>

CREED OF THE NONCOMMISSIONED OFFICER

No one is more professional than I. I am a noncommissioned officer, a leader of Soldiers. As a noncommissioned officer, I realize that I am a member of a time honored corps, which is known as "The Backbone of the Army". I am proud of the Corps of noncommissioned officers and will at all times conduct myself so as to bring credit upon the Corps, the military service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

Competence is my watchword. My two basic responsibilities will always be uppermost in my mind—accomplishment of my mission and the welfare of my Soldiers. I will strive to remain tactically and technically proficient. I am aware of my role as a noncommissioned officer. I will fulfill my responsibilities inherent in that role. All Soldiers are entitled to outstanding leadership; I will provide that leadership. I know my Soldiers and I will always place their needs above my own. I will communicate consistently with my Soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my Soldiers. I will be loyal to those with whom I serve; seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, noncommissioned officers, leaders!