

III CORPS AND FORT HOOD
NON-COMMISSIONED OFFICER
ACADEMY

33009 761st TANK BATTALION
AVENUE FORT HOOD, TX 76544



WARRIOR LEADER COURSE
STUDENT GUIDE

(15 April 2014)

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REPLY TO
ATTENTION OF

ATZF-NC

DEPARTMENT OF THE ARMY
NONCOMMISSIONED OFFICER ACADEMY
33009 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5064

7 March 2014

MEMORANDUM FOR WLC Students

SUBJECT: NCO Academy Standards and Expectations of a Professional Soldier

1. Soldiers attending WLC will live the Army Values and Warrior Ethos. You are also expected to maintain a high degree of professionalism and military bearing commensurate with the professional Army Ethic. The topics listed below serve as the expectable standards and expectations of a professional Leader and Soldier.

- a) Treat all team members and fellow Soldiers with dignity and respect.
- b) Display proper military courtesy to seniors and peers alike.
- c) Display loyalty to your peers, seniors, and the NCO Academy; represent your tireless pride and self commitment to strive for excellence and assist others to do the same.
- d) Act professionally, refuse defeat, never quit and complete all missions.
- e) Total commitment and motivation to duty – no matter how long it takes or what it takes.
- f) Rise above yourself to fulfill your obligations and always expect the same from others.
- g) Comply with all Army Regulations and NCO Academy policies.
- h) Have faith and confidence in yourself, your team members and others.
- i) Learn as much as you can from the Cadre, curriculum and team members.
- j) Work well together with others as a cohesive team.
- k) Fight through the mental and physical challenges.
- l) Be at the right place, at the right time and in the right uniform with the correct equipment.
- m) Take responsibility for your actions and do what's right, no matter how tough it is, even when no one is watching.
- n) Be a good steward of Academy resources; do not damage or lose accountability of equipment.
- o) Duty calls for the highest levels of integrity; do what's right, legally and morally.
- p) Remember the Soldiers Creed – disciplined, physically and mentally tough, trained and proficient in your Warrior tasks and drills; place the mission first, never accept defeat and never quit – no matter how hard or difficult the challenging days ahead may become.
- q) The NCO Creed is your guide, learn it and live it.

2. The above standards and expectations while assigned to the NCO Academy serve as your azimuth and course of direction, in coalition with the Army Values, Warrior Ethos, Soldier Creed and the NCO Creed.

\\Original Signed\\
JOSEPH T. MCFARLANE, JR.
CSM, USA
Commandant



DEPARTMENT OF THE ARMY
NONCOMMISSIONED OFFICER ACADEMY
33009 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5064

REPLY TO
ATTENTION OF

ATZF-NC

7 March 2014

MEMORANDUM FOR WLC Students

SUBJECT: Welcome Letter

1. Congratulations on your selection and welcome to the United States Army Noncommissioned Officer Academy (NCOA) at Fort Hood, Texas. Your selection indicates the Army's trust and confidence in your potential leadership ability to serve in positions of greater responsibility. Our goal and mission while you are assigned to the NCO Academy is to provide excellent academic and performance based evaluations in an institutional based environment to develop competent, confident, well trained, educated, and adaptive leaders.
2. The Noncommissioned Officer Academy is committed to provide you with an excellent training experience. Our Cadre treat all Soldiers as team members, challenge you mentally and physically, and treat you with dignity and respect. We accept the challenge in academic and performance oriented excellence and graduate students to the greatest extent possible. We pledge to sharpen your existing leader and warfighting skills; teach and instill the Warrior Ethos while ingraining the seven core Army Values. We intend to enhance your ability to motivate, train, and lead Soldiers.
3. A positive attitude, time management skills, and good study habits are great tools to possess. However, it is up to you to achieve excellence. Upon graduation, your tool box will be full of current and relevant information to pass on to those you lead. We hope you will confidently accept more challenging leadership positions that attest to your professional development.
4. This is probably one of the few opportunities you will have to work closely with Soldiers from all branches of the Army, so take full advantage of it and get to know as many of your peers as you can. Our differences make us a much stronger Army!
5. Make the most of your experience at the Academy and good luck during the challenging days ahead.
6. **"Train the Best to Lead the Best"**

\\Original Signed\\
JOSEPH T. MCFARLANE, JR.
CSM, USA
Commandant

CHAPTER 1

GENERAL ADMINISTRATION

COURSE OVERVIEW: The Warrior Leader Course (WLC) is a 22-day Program of Instruction (POI), branch immaterial course that trains the basic skills, knowledge, and behaviors necessary to be a professional NCO. WLC produces competent junior NCOs who are qualified team/section/squad leaders, trainers of leader and warfighting skills. They are evaluators and counselors who conduct and participate in individual and collective training. WLC graduates are teachers of leader tasks, knowledge and attitudes. WLC instills self discipline, professional ethics and establishes the foundation for follow-on training in leader development. WLC is conducted in a challenging, leadership-intensive Noncommissioned Officer Academy environment.

1-1 PURPOSE: This guide outlines applicable policies and procedures for students reporting to the Noncommissioned Officers Academy (NCOA). **All students will read this guide.** Students are responsible for complying with its contents prior to attending, but not later than (NLT) 24 hours of arrival at the NCO Academy. Failure to comply with the policies or procedures contained herein could result in an early release from the Academy.

1-2 COURSE PRE-REQUISITES:

- 1) Effective 15 April 2014 Privates First Class are no longer authorized to attend the Warrior Leader Course
- 2) Proof of SSD-1 completion (**See sample student packet located in Annex C of this guide**). EFFECTIVE 1 April 2013, Structured Self Development 1 (SSD-1) is a prerequisite to attend the Warrior Leader Course (WLC), IAW ALARACT 216/2012 – Structured Self Development (SSD) Prerequisite for NCOES.
- 3) Meet height and weight standards IAW AR 600-9.
- 4) Be eligible for reenlistment and have a recommendation from their immediate commander.
- 5) Soldiers approaching transition from the active rolls may attend WLC up to their ETS date. This action will reduce the training requirement if the Soldier continues his/her military commitment in the ARNG or USAR.
- 6) Soldier must arrive fully capable of performing supporting individual tasks and tasks required in the next lower level course, e.g., basic training, Soldier's Manual of Common Tasks.
- 7) If age 30 or over, Soldier must have completed a periodic physical exam within the last 5 years. Without proper documentation (**ERB**), the Soldier will be denied enrollment.

- 8) Effective 1 October 2007 the automated Pre-Execution Checklist took effect for Army Reserve and Army National Guard Soldiers; Soldiers must have a hard copy of the pre-execution checklist in their possession.
- 9) Soldiers have 72 hours to provide all required missing documents. Soldiers who fail to provide required missing documents in the established time line are dismissed and returned to their unit.

1-3 ENROLLMENT REQUIREMENTS:

- 10) Soldiers attending the NCO Academy will report for class enrollment in ACUs, in accordance with AR 670-1 dated March 2014.
- 11) Soldiers must have all profiles approved by the NCO Academy ATRRS prior to enrollment. A brief overview of profiles are listed below:
 - a) **Temporary Profiles:** Soldiers may enroll with temporary profiles. The profile must not prevent them from meeting all physical tasks and the physical graduation. **Temporary Profile Exceptions:** Soldiers will train within the limits of their profiles. If a Soldier on a temporary profile cannot complete all the events of the APFT or meet all the physical requirements, they will not enroll in WLC. The physical requirements to meet course standards are as follows:
 - (1) Pass APFT
 - (2) Conduct, demonstrate, and lead physical readiness training (PRT)
 - (3) Negotiate rough terrain under varying climatic conditions
 - (4) Walk a minimum of 3200 meters with Fighting Load Carrier (FLC) in a minimum of three hours
 - (5) Lift and carry all required packing list items (OCIE and CTA 50-900) for short distances, no more than 300 meters
 - (6) Carry a 48 pound combat load that contains mission essential equipment (weapon, helmet, FLC, uniform)
 - (7) Lift and carry fuel, water, ammunition, MREs, or sandbags
 - (8) Jump, Low crawl, high crawl, and rush for three to five seconds
 - (9) Move over, through, and around obstacles
 - (10) Carry and fire individually assigned weapon
 - b) **These course requirements cannot be supplemented.** Any further questions should be directed to the OML Manager or WLC Student Operations/ Administration at 254-287-0222 or DSN 737-0222.
 - c) **Permanent Profiles: Soldiers possessing permanent profiles 3 or 4 must provide a copy of the DA Form 3349, with signatures from the profiling officer, and the approving authority (a physician).** Commanders do not need to sign unless they disagree with the profile findings. **P2 profiles require only a doctor's signature.** Any Soldier possessing permanent profile designators of "3" or "4" who have been before an MMRB, awarded medical limitations, and allowed to retain their occupational classification are permitted to attend WLC and train within the

limitations of their profile (Soldier are required to present this paperwork to ATTRS/ Commandant upon request).

- d) **Pregnant Soldiers:** Prior to the course may not attend WLC until medically cleared. If diagnosed while attending WLC, the Soldier may continue, but must provide written documents from a doctor stating they can participate in all course physical requirements. Soldiers medically dismissed are able to return to the course when medically cleared. ***Note:** Soldiers must participate in all WLC physical requirements based upon the limitations of their profiles.

- e) **Wounded Warriors: The III Corps and Fort Hood NCO Academy Commandant will not deny enrollment or disenrollment of Soldiers based on physical profiles resulting from MMEB or MEB rulings.** These Soldiers can attend professional military education (PME) and military occupational skill (MOS) courses. These are Soldiers who previously were unable to meet course requirements as a result of physical limitations that have been formally acknowledged by either the **Wounded Warriors Program and/or a permanent profile as a result of a MOS/Medical Retention Board or Medical Evaluation Board**, and that are properly documented using the military physical profile for physical condition/stamina, upper extremities, lower extremities, hearing/ear, eyes, and psychiatric (PUHLES) code. **The Commandant will adjust or waive graduation requirements for Soldiers in this category for enrollment and attendance at the Fort Hood NCO Academy due to reclassification.** Students seeking additional information should approach their chain of command or contact the WLC OML Manager at 254-287-9190 or DSN 737-9190 or 254-289-2990 after hours.

12) **APFT/HT/WT IAW SECARMY Memorandum 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education) EFFECTIVE 01 November 2012.** All students are administered the initial height/weight screening on day one and the APFT within three days of enrollment.

- a) Soldiers attending the NCO Academy must meet body fat composition standards of AR 600-9. If Soldier fails HT/WT screening, one rescreen is be administered no earlier than seven days and no later than ten days after the initial assessment.

- b) **Soldiers who fail to meet the body fat composition standards of AR 600-9 after a rescreening are dismissed from the course. In addition to dismissal from the course, the student will receive a “Failed To Achieve Course Standards” rating and an “UNSAT” mark for the leadership portion of their DA Form 1059 (AER).** If students meet HT/WT standards IAW AR 600-9 after a rescreening no paperwork is required.

13) Soldiers must have all required documents in their student packet to include an ERB, DA Form 705 **dated within 30 days of enrollment**, and a meal card or DD Form 1610 if TDY. See Annex C, Example Student Packet for a detailed description of all required documents.

14) Soldiers eliminated from WLC for disciplinary reasons **are not eligible** for further NCOES training **for a period of six (6) months**.

1-4 TELEPHONE/CELL PHONES: The NCOA military cell phone (staff duty phone – 254-289-2990) is for **OFFICIAL BUSINESS ONLY**. To utilize the NCOA military phone, contact your SGL. Personal cell phones may be brought, but can only be used during breaks and at the SGL's discretion. Cell phones are collected during instruction and used as necessary as directed by NCOA leadership. **AT NO TIME ARE CELL PHONES ALLOWED WHILE TESTING. NO TALKING/TEXTING WHILE WALKING OR DRIVING.**

1-5 VALUABLES: You are reminded that the safekeeping of valuables is a personal responsibility. It is recommended that high dollar personal valuables not be brought to the Academy. Each student will bring one (1) combination lock or padlock.

1-6 MEDICAL AND DENTAL TREATMENT: Students needing to go on sick call will report to their Small Group Leader (SGL), or NCOA Staff Duty Noncommissioned Officer (SDNCO) to receive a sick call slip. TDY Soldiers are treated at the Emergency Room. Sick call slips will be returned to (SGL, SSGL, or 1SG) immediately upon returning from sick call. Students assigned to a Fort Hood unit are transported to sick call by their sponsor. Sponsors will show up in ACU when picking up their student(s). TDY students are transported by the SDNCO **(Students cannot miss more than four (4) academic hours)**. TDY students are not required to bring their health and dental records with them to the course. The uniform for sick call is the Improved Physical Fitness Uniform. Emergency treatment is available at Carl R Darnell Army Medical Center (CRDAMC) at all times. Students requiring emergency treatment will report to the NCOA SDNCO located in Building 33060 (NCOA Barracks).

1-7 LAUNDRY: Washers and dryers are provided for your convenience. **Only liquid detergent will be used.** Do not bring powder detergent. Powder detergents clog and damage the washing machines. The laundry area will be cleaned daily.

1-8 CADRE ROOMS: All Cadre rooms are **OFF LIMITS** to students except when directed to report by the NCOA Leadership during instructional hours.

1-9 VISITATION: Due to the fast pace of the 22-day POI, sponsors are allowed to visit Soldiers with prior authorization from the NCO Academy Commandant and during dining facility times at the DFAC. **SPONSORS ARE ALLOWED TO DROP OFF/PICK UP PERSONAL ITEMS AT THE SOLDIER DEVELOPMENT CENTER, BUILDING 33009, SECOND FLOOR, ATRRS ROOM - H211.** All visitors will contact/report to the NCOA SDNCO or the operations section, S3. The phone number is 254-289-2990, 254-287-0223.

1-10 PRIVATELY OWNED VEHICLES: The use of POVs is authorized for transportation to and from home, providing that the POV meets all vehicle safety, inspection and installation registration requirements. Once POVs are parked for the day, students are not allowed to go back to their POV unless permission is given by the NCOA Leadership.

1-11 COURSE GRADUATION REQUIREMENTS:

- 1) Students **must score 70 percent or higher** on the following performance and written evaluations:
 - a) Pass the Army Physical Fitness Test (APFT) by scoring a minimum of 60 points in each event, or if on a physical profile pass the alternate event.
 - b) Conduct Physical Readiness Training
 - c) Conduct Individual Training
 - d) Conduct Squad Drill
 - e) Communicate in Writing
 - f) Oral History Brief
 - g) Two demonstrated Leadership Evaluations (garrison and tactical environment)
 - h) Leadership Exam
 - i) Training Exam
 - j) Warfighting Exam
 - k) Land Navigation Evaluation (75%)

1-12 STUDENT GUIDE DISTRIBUTION: The student guide is provided to the MSC Schools NCOs at the NCO Academy Schools meeting held at building 33009 for assigned Fort Hood Soldiers. Soldiers from other installations may receive the Student Guide from their respective Schools Managers. It can also be downloaded from the Fort Hood NCO Academy website at <http://www.hood.army.mil/ncoa>.

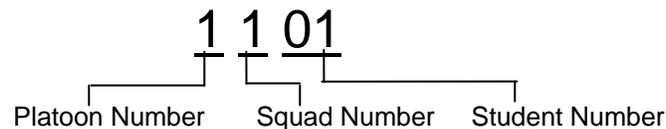
1-13 NON-RESIDENT NCOES: The NCO Academy is a branch immaterial course, taught at the NCOA in a non-resident environment (barracks rooms are provided for those who wish to stay at the NCOA Barracks and TDY Soldiers). All students will maintain a room at the NCOA Barracks for required clothes and equipment until course completion or release from the NCO Academy by the Commandant.

CHAPTER 2

STUDENT ADMINISTRATION

2-1 STUDENT CONDUCT: The NCO Academy trains and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions and directives. It is the student's responsibility to maintain this standard during the course of instruction and throughout their military career. While on and off duty, students will maintain high standards of appearance and conduct. Misconduct of any type, no matter how small, may result in an immediate disciplinary dismissal.

2-2 STUDENT ASSIGNMENT: During in-processing, students are assigned to a platoon and receive a "Student Number". It is very important that you place your student number, rank, and name on all correspondence while assigned to the NCO Academy. Unless otherwise directed, place this information in the top right corner when filling out documents. The student ID number is comprised of your platoon number, squad number, and number for which you fall in the squad.



2-3 UNIFORM AND EQUIPMENT: You are required to have certain items of clothing and equipment in your possession while at the academy. Personnel with prescription eyewear must have their military issued glasses. **Wearing of contact lenses is not authorized in the field environment.** An inventory of all equipment is conducted during your in-processing to determine accountability and serviceability. The uniform for each day is indicated on the training schedule. Students will be issued a jersey and it is worn for PT only, unless otherwise directed.

2-4 TRAINING SCHEDULE: A copy of the training schedule is posted on the bulletin board in each wing of the student barracks, as well as in every classroom. Each student Squad Leader, Platoon Sergeant, and First Sergeant are required to write the daily schedule in their Leader's Books.

2-5 FORMATIONS:

- 1) Students will march to and from all formations for training.
- 2) SGLs are in charge of any marching element moving outside of the Academy grounds.
- 3) SSGLs are responsible for the overall movement for each training day.

- 4) **If a student is late for any formation the following actions are taken:**
(NOTE: If a student has PROOF they missed formation at no fault of their own (I.E. flat tire, family member in E.R.) then the following action will be taken.
- a) **First offense** – Student will receive a verbal warning, corrective training and the unit will be notified.
 - b) **Second offense** – Student will receive a counseling statement, corrective training, and removed from honors eligibility.
 - c) **Third offense** – Student will be given a counseling statement and be dismissed from the Warrior Leader Course at the discretion of the Commandant.

2-6 CLASSROOM PROCEDURES: Classroom norms are established by the SGL at the beginning of the course. A classroom leader is appointed for each classroom and is responsible for greeting all visitors IAW class leader instructions. While the emphasis of the classroom conduct is to foster the best learning environment possible, students are expected to maintain their professionalism and military bearing at all times. Classrooms will be maintained in a high state of organization, cleanliness and repair at all times. Smoking, eating and drinking in class is strictly prohibited (only exception is an approved water source, i.e. camelbak, 1 qt. canteen). End of day procedures will be adhered to everyday as instructed by the SGL, i.e. computers restarted and left open, reciting NCO Creed, and other daily requirements.

2-7 SPECIAL INSTRUCTIONS:

- 1) All inspectable items such as billets, field equipment, uniforms, lockers, etc. will be prepared for inspection prior to first formation daily.
- 2) Brooms, mops, and cleaning materials are kept in appropriate areas.
- 3) Lights are turned off when billets are unoccupied. Student leaders will inform subordinates of the time and place of any evening details to be performed.
- 4) Fire extinguishers will not be removed or tampered with.
- 5) Unless changing in your assigned room, a complete and appropriate uniform will always be worn.
- 6) Students will not leave the Academy area for any reason unless authorized specifically by their Senior Small Group Leader (SSGL).
- 7) Students will ONLY use cleaning materials issued by the SGL to clean the barracks (i.e. toilet paper, brown paper towels, Windex, comet, bleach, etc.). Students **WILL NOT** purchase cleaning supplies or toilet paper.
- 8) Students will observe all proper customs and courtesies at all times. Whenever a Soldier of lesser rank is addressing a senior, that Soldier will assume the position of parade rest (if addressing an enlisted senior) or attention (if addressing an officer).

- 9) Pocket sized radios, CD players or MP3 players are the only audible equipment authorized. They will only be used when inside the barracks during personal time with headphones. Larger radios are not authorized.
- 10) No smoking in the barracks. Tobacco products will only be used in designated areas; this includes smokeless tobacco (dip).
- 11) Students are allowed to have fast food delivered to them, however, students will meet the delivery person at building 33070 (Mail Room). **The delivery person IS NOT authorized to go to any student's room in building 33060 or in the Academy area.**

2-8 SAFETY: SAFETY IS FORCE PROTECTION:

- 1) Force protection must be an integral part of mission accomplishment by including risk assessment and risk management in the decision making process. Risk assessment/management eliminates unnecessary risk, minimizes fratricide, and avoids accidental injury to Soldiers and damage to equipment. Force protection responsibilities continue around the clock, both on and off duty. Safe training is achieved by integrating safety in the planning, development, and conduct of training (ADP & ADRP 7-0 and ATN (Army Training Network: <https://atn.army.mil/>). Leaders must commit to accomplishing the mission without unnecessarily jeopardizing lives and equipment. They must recognize unsafe behavior while making prudent risk decisions, and developing operational processes to minimize hazards.
 - a) Training safety consists of three interlocking tiers:
 - b) **Tier 1** – The Commander: Validating soundness of training and evaluation plans for safety and resolving safety issues.
 - c) **Tier 2** – The First Line Leader: Identifying necessary actions by responsible individuals, establishing a system to monitor training and safety, and focusing on adherence to standards.
 - d) **Tier 3** – The Individual: Ensuring each Soldier looks after themselves, others, and knows how to recognize unsafe conditions and acts.

2-9 BARRACKS SECURITY MONITORS (BSM): The monitors are called CQs. The primary responsibilities of the BSM are to ensure no unauthorized personnel enter the building and to alert the occupants in the event of an emergency. The uniform for duty is ACUs with a water source. The BSM roster is prepared and posted by the Company student 1SGs with SGL guidance for length of duty and type. Each roster will be posted. A DA Form 1594 (Duty Journal) will be kept by SDNCO. All events or incidents will be logged and briefed to the 1SG no later than first call. No one is exempt from this duty, regardless of their position within the student chain of command.

CHAPTER 3 STUDENT ORGANIZATION

3-1 NCO SUPPORT CHANNEL: Throughout the course, students are assigned and evaluated at least two times (once in garrison and once in the field) in a leadership position. Responsibility for the control and discipline of the students rests with the NCO Academy Chain of Command.

- 1) **Academy** NCO Chain of Command
 - a) Commandant
 - b) Deputy Commandant
 - c) First Sergeant
 - d) Senior Small Group Leader
 - e) Small Group Leader

- 2) **Student** NCO Chain of Command
 - a) Student First Sergeant
 - b) Platoon Sergeant
 - c) Squad Leader
 - d) Team Leader

3-2 RESPONSIBILITIES: The SGLs are responsible for the overall administration, billeting, messing and processing of all students. In addition, SGLs have the responsibility of conducting squad training and rendering evaluations of the students to include making on the spot corrections and counseling.

- 1) The student leadership responsibilities include the following:
 - a) Attending all classes with their assigned small group.
 - b) Organizing the Student Company for formation.
 - c) Giving and receiving accurate accountability reports and accountability of Soldiers and weapons at all times.
 - d) Disseminating information down to the members of each team ensuring subordinate leaders are kept informed at all times.
 - e) Moving the company when directed by the training schedule.
 - f) Maintaining areas of responsibility to include billets, classrooms, and outside/common areas.
 - g) Ensuring platoon/Academy equipment is properly stored or displayed IAW Academy SOP.
 - h) Reporting violations of instructions or policies, to their SSGL or 1SG as soon as possible.
 - i) Properly briefing the new student leader when leadership positions are changed.

3-3 STUDENT FIRST SERGEANT: Students selected for this responsibility are done so based upon their academic standing, initiative, motivation, and professionalism.

- 1) In addition to the duties listed above, other responsibilities include:
 - a) Responsible for the police and orderliness of the Academy areas as a whole.

- b) Supervises students in the dining facility and ensures that students are not loitering.
- c) Other responsibilities as directed by the SSGL.

3-4 STUDENT PLATOON SERGEANT: The same selection criteria as prescribed for the student First Sergeant applies to the student platoon sergeants. Student platoon sergeants are assigned by the SSGLs.

- 1) In addition to the duties listed under 3-2, other responsibilities include:
 - a) Ensuring platoon members are awake at first call and preparing for formation.
 - b) Have 100% accountability of platoon members at all times.
 - c) Performs additional duties as directed by their SSGL.

3-5 STUDENT SQUAD/TEAM LEADER DUTIES: Squad Leader/Team Leader positions are assigned and evaluated by the SGL.

- 1) In addition to the duties listed under 3-2, other responsibilities include:
 - a) Keeps the student NCO Support Channel informed of squad/team members who need help with problems.
 - b) Checks each member of the squad/team at first call to ensure that they are awake and preparing for first formation.
 - c) Checks the squad/team at all formations to ensure that all members are present, and in the proper uniform.
 - d) Has 100% accountability of squad/team members at all times.
 - e) Performs additional duties as directed by cadre.
 - i) All students must ensure that tasks are accomplished according to standards, strictly adhering to instructions from the student leadership. Students performing assignments in leadership positions must ensure that they are familiar with the duties required of the position to which they are assigned.
 - ii) Full cooperation of students is required at all times. **Disobedience or failure to respond to orders issued by a student leader could result in a disciplinary release from the course.**
 - iii) The students in leadership positions must bring any disobedience or noncompliance situation to the attention of the NCOA leadership.

CHAPTER 4 ACADEMY STANDARDS AND EVALUATION

4-1 STANDARDS AND CONDUCT: The NCO Academy is dedicated to the principles of leadership by example.

- 1) Military Courtesy: Students will maintain the highest standards of military courtesy while at the Academy. Appropriate greetings and courtesies for passing/visiting officers and NCOs will be observed. One important exception is when classes are in progress. **Under no circumstances will a class be disrupted for the purpose of courtesy.** The priority of training takes precedence at the Academy and visitors will understand.
- 2) Personal Appearance: You are required to attain and maintain a high standard of appearance at all times. **Strict adherence to standards outlined in AR 670-1 and Ill Corps Phantom Warrior Standards Guide as the rule. There are no exceptions.**
- 3) Honor Code: The NCO Academy operates on the honor principle. Integrity is an accepted basic attribute of leaders. Our word (and/or signature) is our bond. Lying, cheating or stealing is not tolerated. Violation of the honor system constitutes grounds for dismissal from the course.

4-2 EVALUATIONS: Students will need to complete nine (9) Performance Evaluations and three (3) Written Examinations. If a student fails any initial examination/performance evaluation, he or she will be retested with the maximum allowable score of 70 percent. **If a student receives two failing scores (one initial and one retest) on any single evaluation, students are dismissed from the course.**

- 1) **PERFORMANCE EVALUATIONS:** All students must successfully complete all listed performance evaluations to meet course graduation requirements. Students may use cue cards (i.e. 3x5 cards) during the performance evaluations.
 - a) Army Physical Fitness Test (APFT & HT/WT screening)
 - b) Conduct Army Physical Readiness Training (PRT)
 - c) Conduct Squad Drill
 - d) Communicate In Writing (Award, Sworn Statement and Memorandum)
 - e) Conduct Individual Training
 - f) Oral History Briefing
 - g) Land Navigation
 - h) Army Leadership Performance Evaluation #1 (Garrison)
 - i) Army Leadership Performance Evaluation #2 (Tactical)
- 2) **WRITTEN EXAMINATIONS:** All students must successfully complete written exams to meet course graduation requirements. Students may use notes during the examinations. Students must score a minimum of 70% to receive a GO.

- a) Written Examination I, L234 Leadership
- b) Written Examination II, T227 Training
- c) Written Examination III, W228 Warfighting

4-3 BILLETS INSPECTION: The billets will be inspected daily by the student leadership and SGLs.

4-4 IN-RANKS INSPECTION:

- 1) An in-ranks inspection conducted by student leadership and monitored by SGLs will be conducted daily unless otherwise directed by the training schedule.
- 2) Individual deficiencies will be noted and the student will be required to make the necessary corrections.
- 3) During inclement weather, the squad will conduct their inspection outside their assigned barracks room.

4-5 STUDENT DEVELOPMENTAL COUNSELING: The students will receive the following counseling while attending WLC:

- 1) Initial counseling. (Reception and Integration counseling). The SGL should determine whether or not a Soldier has any personal problems or outside distracters that would interfere with the student completing the course. A follow-up of this counseling will also be conducted after any test failure.
- 2) Comprehensive End-Of-Course-Developmental Counseling.
- 3) Developmental Action Plan (DAP): The SGL will consolidate and analyze student performance evaluations near the end of the course and provide students documented feedback in the form of a Developmental Action Plan. The DAP will identify the students strengths, weaknesses, and developmental needs.
- 4) Adverse or other event oriented counseling is only given if the situation warrants.

4-6 PASS PRIVILEGES: Passes are **NOT** granted by the NCO Academy!!! During training holidays/federal holidays, students may be granted Commandant's Time. **It is the responsibility of the student to report to their unit and complete all necessary paperwork to initiate and/or be granted a pass prior to the holiday weekend. In the event of a serious incident taking place due to failure to follow proper protocol, the student's chain of command will be notified, and they may be recommended for dismissal from the Warrior Leader Course. (If there are any questions concerning pass privileges for scheduled holidays do not hesitate to ask your SGL).**

***AT NO TIME will a student be granted a pass during scheduled course activities. As per the Course Management Plan, students who have missed classroom instruction that cannot be made up will be considered**

for dismissal at the discretion of the Commandant on a case by case basis

4-7 ACADEMIC EVALUATION REPORT (DA FORM 1059): The Academic Evaluation Report (AER) is designed to portray the accomplishment and the leadership potential that an individual demonstrates while attending the NCO Academy. A maximum of 20% of class enrollment may have block 11a, "Exceeded Course Standards" annotated on their DA Form 1059. The Academy prepares the DA Form 1059 immediately prior to graduation or in conjunction with dismissal. The student must ensure that he/she has a copy of the DA Form 1059 in his/her possession prior to departing the Academy area. It is the student's responsibility to ensure all personal data is correct on the DA Form 1059 prior to leaving the Academy area.

- 1) **EXCEEDED COURSE STANDARDS:** (*will not exceed 20% of the class enrollment*).
- 2) The following guidelines represent the minimum considerations for this rating:
 - a) Displayed superior performance, Army Values, and the Whole Soldier Concept throughout the course, and
 - b) Received a first time GO on all examinations/evaluations and has an overall academic average of 90% or higher on the combined requirements, and
 - c) Has a *SUPERIOR* rating in three or more rated "*DEMONSTRATED ABILITIES*" in block 12, DA Form 1059, and
 - d) Did not receive any adverse developmental counseling, and
 - e) Presented superior military appearance and bearing throughout the course.

***NOTE:** If more than 20% of the students exceed course standards, use student academic scores to determine standing.

- 3) **ACHIEVED COURSE STANDARDS:** For students who achieve course standards but do not meet the above criteria, the following guidelines represent the minimum considerations for this rating:
 - a) Have an academic average of 70% or higher. This includes all examinations and performance evaluations.
 - b) Have not received more than two adverse developmental counseling's (neither for the same offense-excludes counseling for academic shortcoming).
 - c) Have as a minimum, a satisfactory rating in the demonstrated abilities blocks 12b, c, and e, of the DA Form 1059 (AER).
 - d) Present satisfactory military appearance and bearing throughout the course.
- 4) **MARGINALLY ACHIEVED COURSE STANDARDS:** For students who achieve course standards and do not meet the above criteria, the following guidelines represent the minimum considerations for this rating.

- a) Received a minimum of “*SATISFACTORY*” ratings in block 12b, c, d, and e, but required retesting on 50% or more course graduation requirements, or
- b) Received three (3) or more adverse developmental counseling statements (excluding counseling for academic shortcomings). Refer these students to the Commandant for dismissal consideration, or
- c) Students whose personal characteristics, behavior, attitude, conduct, or overall performance does not justify dismissal, but warrants documentation.

5) **FAILED TO ACHIEVE COURSE STANDARDS:**

- a) Failed to meet any course graduation requirement, or
- b) Dismissed from the course IAW regulatory guidance.

4-8 STUDENT STUDY HALL: Students are encouraged to attend study hall at the times listed on the training schedule to prepare for the next day of training.

- 1) The Commandant directs that only those students who fail in the categories listed below attend a 1-hour mandatory study hall as annotated on the training schedule:
 - a) Students who fail any performance/written evaluations.

4-9 ATTENDANCE: Any student who has an official or medical appointment, quarters, or any emergency that causes a student to miss **classroom instruction that cannot be made up** will be recommended for dismissal from the course. The training is critical and time does not permit the student to recover before moving on to other subject material.

CHAPTER 5 ACADEMIC AND PERFORMANCE HONORS

5-1 NCOA HONORS: Not more than 20% of enrollment, based on the criteria listed below will be selected for the academic honor roll. In addition, there are performance awards for the Leadership Board and Commandant's Challenge. These awards are discussed below. All awardees will have special notations made to their academic evaluation reports.

- 1) **Commandant's List Graduate:** These graduates will not exceed 20% of class enrollment. Placement within the top 20% is determined by GPA. This percentage includes the Distinguished Honor Graduate and Honor Graduate.
- 2) **Distinguished Honor Graduate:** This graduate must meet the following prerequisites:
 - a) All criteria for the Commandant's List graduate.
 - b) Have the highest overall academic average.
 - c) Have no adverse developmental counseling.
 - d) Must receive first-time "GOs" in all performance and leadership evaluations.
- 3) **Distinguished Leadership Graduate:**
 - a) Must be chosen by peers.
 - b) Have no adverse developmental counseling.
 - c) Must receive first-time "GOs" in all performance and leadership evaluations.
 - d) Must pass Leadership Board.
- 4) **Commandant's Challenge Awardee:**
 - a) Must be chosen by peers.
 - b) Have no adverse developmental counseling.
 - c) Must receive first-time "GOs" in all performance and leadership evaluations.
 - d) Must pass the Commandant's Challenge
- 5) **300 Club:**
 - a) **Must score 300 points on the APFT**

***NOTE:** In the event of a tie, the Student with the highest APFT score will be declared the winner. In the event the APFT scores are the same, the Commandant will establish a board or competitive exercise as a tiebreaker for these honors.

CHAPTER 6 GRADUATION

6-1 GRADUATION:

- 1) Check the III Corps and Fort Hood NCO Academy website for updated graduation information. You may also go to Building 33009, 761st Tank Battalion Avenue, Fort Hood, TX 76544 for changes to any graduation ceremony.
- 2) It is the student's responsibility to notify their unit/family/friends as to the time and place of their graduation. Students should encourage family and friends to arrive early as there are a limited number of seats.
- 3) **Students will wear either patrol caps or berets for the graduation ceremony.** Students are not authorized to wear their Stetsons for this ceremony. The decision to wear patrol cap or beret will be made by the Commandant.

III CORPS AND FORT HOOD
NON-COMMISSIONED OFFICER
ACADEMY
ANNEX A



WARRIOR LEADER COURSE

STUDENT PACKING LIST

(As of: 15 April 2014)

WARRIOR LEADER COURSE

STUDENT PACKING LIST

As of 15 April 2014

All previous editions obsolete

	Item	REQ	Student Initials	Leader Initials
1	Bag, Duffel	1		
2	Rucksack, (complete w/straps)	1		
3	Lock (key or combination)	1		
4	Bag, Barracks	2		
5	Bag, Waterproof	1		
6	Helmet, Advanced Combat	1		
7	Cover, Helmet (Unit SOP)	1		
8	Band, Helmet (Unit SOP)	1		
9	FLC complete w/2 canteens	1		
10	First Aid Kit (IFAK)	1		
11	Hydration system (Camelbak)	1		
12	Individual Weapon (M16/M4) (Note 3)	1		
13	Magazine, 30 rnd, 5.56mm	7		
14	Pouch, three-magazine capacity	2		
15	Weapon Cleaning Kit	1		
16	Weapon, Blank Firing Adapter (BFA)	1		
17	Parka, Wet Weather	1		
18	Trousers, Wet Weather	1		
19	Poncho	1		
20	Poncho Liner	1		
21	Cap, Patrol	2		
22	Shirt, ACU	4		
23	Trousers, ACU	4		
24	Undershirt, Tan	7		
25	Socks, Cushion Sole (Green or Black)	7 pr		
26	Boots, Tan per AR670-1	2 pr		
27	Belt, Trousers per AR 670-1	1		
28	ID Tags w/long and short chain	1 set		
29	Extra Name Tape, Rank, Flag, Patches	2 ea		
30	ID Card (Note 4)	1		
31	Eye Protection, Ballistic Clear lens	1		
32	Eye Protection, Ballistic Tinted lens	1		
33	Ear Plugs w/case	1		
34	Knee and Elbow Pads	1 pr		
35	Assault Pack (Unit SOP)	1		
36	Whistle	1		
37	Flashlight w/batteries	1		
38	Wrist Watch	1		
39	Jacket, Gortex (Note 5)	1		
40	Drawers, CW (Note 5)	1		
41	Undershirt, CW (Note 5)	2		

	Item	REQ	Student Initials	Leader Initials
42	Undershirt, CW (Note 5)	1		
43	Towel, Bath, Brown	2		
44	Washcloth, Brown	2		
45	Shoes, Shower	1 pr		
46	Personal Hygiene Kit	1		
47	IPFU Jacket	1		
48	IPFU Pants	1		
49	IPFU Shirt, Short sleeve	2		
50	IPFU Shirt, Long sleeve	2		
51	IPFU Shorts	2		
52	Socks, White, Athletic	5 pr		
53	Shoes, Running (Note 6)	1 pr		
54	Reflective Belt, Yellow	1		
55	PT Cap, Grey Fleece	1		
56	Pad, Sleeping	1		
57	Sleeping Bag	1		
58	Gloves, Leather Utility w/Inserts	1		
59	Beret, Black w/flash and unit insignia	1		
60	ASU or Class A Uniform complete	1		
61	Alarm Clock	1		
62	Detergent, Laundry (Liquid only)	1		
63	Extra personal hygiene items	1		
64	Compass, Lensatic	1		
65	Protractor, Map	1		
66	Neck Gator	1		
67	STP 21-1 SMCT Book	1		
68	Pencils, Mechanical	2		
69	Pens, Black ink	2		
70	Index cards, 3x5 inch	1 pkg		
71	550 Cord (5 ft)	1		
72	Hanger, Clothes	12		
73	ERB & Other documents (Note 7)	1		
74	Meal Card (Note 8)	1		

Student Signature

First Line Supervisor Signature

1SG Signature

****DO NOT BRING IBA/IOTV OR PLATES TO THE COURSE****

STUDENT

RANK: _____ **LAST NAME:** _____ **FIRST NAME:** _____ **UNIT:** _____

***See Annex B for Notes**

III CORPS AND FORT HOOD
NON-COMMISSIONED OFFICER
ACADEMY
ANNEX B



WARRIOR LEADER COURSE
IMPORTANT INFORMATION (NOTES)

(As of: 15 April 2014)

ANNEX B

IMPORTANT INFORMATION - (NOTES):

1. Only authorized, clean and serviceable equipment IAW AR 670-1, dated March 2014, and AR 710-2 will be accepted.
2. Students will have 72 hours from the time of enrollment to obtain all packing list items (in serviceable condition); failure to do so will result in dismissal from the course.
3. Weapon Drop and Pick-up
 - a) Sponsors of students (assigned to Fort Hood) will drop off the students assigned weapon (M16/M4 rifle) at 1230 hours on Day 0. TDY students will be assigned a M16 rifle by the NCO Academy armsroom NCOIC on Day 0.
 - b) Sponsors of students (assigned to Fort Hood) will pick-up the students assigned weapon at 1230 hours on Day 21 of the cycle (the day before graduation).
 - c) These drop off and pick-up times will remain in effect unless otherwise directed by the NCO Academy Commandant.
 - d) Weapons must be stripped, i.e. no ACOG, M68, PAC-4/PEQ-15 lasers, scopes, bipods, etc. (sling is authorized).
4. ID card must be current with working PIN for computer login/access. Student must also have a copy of their certificate for each of the following online IA training:
 - a) Annual DoD Cyber Awareness Challenge (<https://ia.signal.army.mil>)
 - b) WNSF - Portable Electronic Devices and removable storage media v2.0 (<https://iatraining.us.army.mil>)
 - c) WNSF - Safe Home Computing
 - d) WNSF - Personally Identifiable Information (PII) v1.0

- e) Verify with your unit S6 shop that your account is current and (not disabled) prior to attending school.

If you have any further questions contact your unit S6 shop.

5. All cold weather items listed on the packing list are only necessary during cold weather months from 1 November – 1 April.
6. No court, tennis, or basketball shoes are authorized for use with the IPFU.
7. A current ERB (within 30 days of enrollment day) needs to be attached to the Enrollment Packet. **Soldiers over 30 years of age must have a physical not more than 5 years old.** Again, effective 1 APR 2013, Structured Self Development 1 (SSD 1) will be an enrollment requirement. A copy of the ATRRS transcript indicating completion must be attached as well. ***(See sample packet in Student Guide).**
8. Student must possess a valid meal card or DD Form 1610 for TDY Soldiers.
9. Any student on a profile must have a copy of their profile on their person at all times. This is especially important on the day of enrollment; students who do not have a copy of their profile will not be enrolled until they obtain a copy from their unit or health care provider.

ADDITIONAL NOTES:

1. Since re-establishment of land navigation as a course graduation requirement many students come unprepared. Although you will receive a lengthy block of instruction, it would benefit you to learn and practice basic map reading/land navigation skills. **Students are highly encouraged to review map reading/land navigation basics prior to attending the course.**
2. Students are REQUIRED to stay overnight during STX training. This is posted to allow students to plan accordingly, i.e., childcare, pet care, etc.

III CORPS AND FORT HOOD
NON-COMMISSIONED OFFICER
ACADEMY
ANNEX C



WARRIOR LEADER COURSE

SAMPLE STUDENT PACKET

(As of: 15 April 2014)



DEPARTMENT OF THE ARMY
UNIT
ADDRESS
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

UNIT-UIC

DD Month YYYY

MEMORANDUM FOR Commandant, III Corps NCO Academy, Fort Hood, TX 76544

SUBJECT: Warrior Leader Course

1. Request that the following Soldier attend the Warrior Leader Course, class # ##-##, from: DD Month YYYY through DD Month YYYY.

RANK: SGT

NAME: Soldier, Professional

SSN: 123-45-6789

DATE OF RANK: DD MON YYY

MOS: 11B

UNIT: III Corps NCO Academy

MSC: TRADOC

SEC CLEARANCE: No

GENDER: Male

AKO ADDRESS: professional.soldier.mil@mil.mil

2. POC for this memorandum is the undersigned at 254-287-5555.


JOHN J. RAMBO
CPT, IN
Commanding

THE ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

(FOR USE OF THIS FORM SEE TRADOC REG 350-18; PROPONENT IS DCSOPS&T, TASSD)

Please print or type.

1. NAME: Soldier, Professional

2. UNIT: III CORPS AND FORT HOOD

3. DOR: YYYYMMDD

4. COURSE TITLE: WARRIOR LEADER COURSE

5. REPORT DATE: YYYYMMDD

First line leader's initials	Soldier's initials	PART I - UNIT PRE-EXECUTION (D-90 to D-1)
SN	SP	Coordination between customer unit and TASS unit to identify the Soldier by name?
SN	SP	Soldier in receipt of school/course information?
SN	SP	Read ahead packets/prerequisite testing complete? (If applicable.)
SN	SP	All required clothing/equipment IAW school/course information packet?
SN	SP	Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school? (As required.)
SN	SP	Soldier meets standards of AR 600-9?
SN	SP	Transportation requirements completed?
SN	SP	Adequate cash/traveler checks/Government Credit Card?
SN	SP	Individual orders received?
SN	SP	Individual has current periodic physical (within 5 years)?
SN	SP	Individual meets remaining TIS requirements?
SN	SP	School mailing address/telephone numbers received? (For family.)
SN	SP	Ten (10) copies of orders?
SN	SP	Transportation verified/approved (ticket picked up)?
SN	SP	Current/valid identification card?
SN	SP	ID tags (1 pair)?
SN	SP	If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts?
SN	SP	Notify soldier of requirement to take APFT and be weighed, as required?

Unit POC List:

CDR: B: (254) 287-9190 H: ()

1SG: B: (254) 833-1005 H: ()

FTM: B: () H: ()

Unit POC FAX: (254) 285-5161

Unit POC E-mail: Schools.NCO.mil@mail.mil

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)	95	95	95	95	94	110	110	110	110	110		
	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT		
	96	94	95	96	97	110	110	110	110	110		
Color vision requirements (if applicable)												
Physical demand rating/profile (PULHES) <i>*See Part III for P/T profiles</i>	P	U	L	H	E	S	P	U	L	H	E	S
	1	1	1	1	1	1	1	1	1	1	1	1

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: SP1234	Expiration date: YYYYMMDD	
Civilian license number: 123456789	Expiration date: YYYYMMDD	State: TX

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: *Professional Subber* **Date:** YYYYMMDD

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): John J. Rambo, CPT, IN, Commanding **Date:** YYYYMMDD

Signature: *John J. Rambo*

MEAL CARD		CARD NO. 5421673	
NAME (Last, first, MI) Soldier Professional			
I have read and understand the instructions on reverse side.			
SIGNATURE		<i>Professional Soldier</i>	
SSN OR BADGE NO. 123-45-6789		DATE ISSUED (YYMMDD) YYMMDD	
AUTHORIZING OFFICIAL	TYPED NAME, GRADE, TITLE, AND ORGANIZATION Rambo, John J		
	SIGNATURE <i>J. J. Rambo</i>		

DD FORM 714
1 OCT 67

PREVIOUS EDITION IS OBSOLETE

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)										1. DATE OF REQUEST (YYYYMMDD) YYYYMMDD	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME (Last, First, Middle Initial) Soldier, Professional				3. SOCIAL SECURITY NUMBER 123-45-6789			4. POSITION TITLE AND GRADE/RATING ME-05				
5. LOCATION OF PERMANENT DUTY STATION (PDS)					6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER (Include Area Code) 555.555.5555			
8. TYPE OF AUTHORIZATION AA-ROUTINE TDY/TAD		9. TDY PURPOSE (See JTR, Appendix H) TRAINING ATTENDANCE			10a. APPROX. NO. OF TDY DAYS (Including travel time) 32			b. PROCEED DATE (YYYYMMDD) YYYYMMDD			
11. ITINERARY FROM: DUTY STATION TO: FT. HOOD, TX RETURN: DUTY STATION <input type="checkbox"/> VARIATION AUTHORIZED											
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____ <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)											
CIC:											
13.		a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM (Specify)					
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM \$ 219.00		b. TRAVEL \$ 0.00			c. OTHER \$ 0.00			d. TOTAL \$ 219.00			\$
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Primary traveler of Professional Soldier OTHER I certify the TDY objective cannot be accomplished less expensively by correspondence, teleconferencing, web-based communications, or other appropriate means. Traveler is non-exempt from the mandatory provisions of the TTRA											
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)						18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) Directing Official					
AUTHORIZATION											
19. ACCOUNTING CITATION											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)								21. DATE ISSUED (YYYYMMDD) YYYYMMDD			
								22. TRAVEL AUTHORIZATION NUMBER 123ABC			

BODY FAT CONTENT WORKSHEET (Male)
 For use of this form, see AR 600-9; the proponent agency is DCS, G-1.

NAME (Last, First, Middle Initial) Soldier, Professional		RANK SGT			NOTE: ½" = .50
HEIGHT (to nearest 0.50 inch) 67		WEIGHT (to nearest pound) 185		AGE 31	
STEP		FIRST	SECOND	THIRD	AVERAGE (to nearest 0.50 in.)
1. Measure neck just below level of larynx (Adam's apple.) Round up to the nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.		16.50	16.00	16.00	16.00
2. Measure abdomen at the level of the navel (belly button.) Round down to the nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.		36.50	36.50	36.50	36.50
3. Enter the average neck circumference.					16.50
4. Enter the average abdominal circumference.					36.50
5. Enter circumference value (step 4 - step 3).					20.50
6. Enter height in inches to the nearest 0.50 inch.					67.00
7. Find the Soldier's circumference value (step 5) and height (step 6) in figure B-1 (Percent Fat Estimation for Men). Enter the percent body fat value that intercepts with the circumference value and height. This is Soldier's Percent Body Fat.					22.00

REMARKS
 24 Auth
 22 Act
 2% Under

WITHIN THIRTY DAYS

CHECK ALL THAT APPLY

Individual is in compliance with Army Standards. Is not in compliance with the standards.
 Recommended monthly weight loss is 3-8 lbs or 1% body fat.

PREPARED BY (Signature) <i>Travis Childs</i>	RANK SGT	DATE (YYYYMMDD) YYYYMMDD	APPROVED BY SUPERVISOR (Printed Name and Signature) <i>[Signature]</i> 15G BREAK & OFF	RANK	DATE (YYYYMMDD) YYYYMMDD
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M

TAB

TAB

TAB

TAB

BODY FAT CONTENT WORKSHEET (Female)

For use of this form, see AR 600-9; the proponent agency is DCS, G-1.

NAME (Last, First, Middle Initial) Warrior, Professional		RANK SGT		NOTE: ½"=.50
HEIGHT (to nearest 0.50 inch) 64.00		WEIGHT (to nearest pound) 160		AGE 25
STEP	FIRST	SECOND	THIRD	AVERAGE (to nearest 0.50 in.)
1. Measure neck just below level of larynx (<i>Adam's apple</i>). Round up to nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.	14.00	14.00	14.00	14.00
2. Measure waist (<i>abdomen</i>) at the point of minimal abdominal circumference. Round down to nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.	30.00	30.00	30.00	30.00
3. Measure hips at point where the gluteus muscles (<i>buttocks</i>) protrude backward the most. Round down to nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.	39.00	39.00	39.00	39.00
4. CALCULATIONS			REMARKS	
A. Enter average waist circumference	30.00		34 Auth	
B. Enter average hip circumference	39.00		29 Act	
C. TOTAL (4A + 4B)		68.00	5% Under	
D. Enter average neck circumference	14.00			
E. Enter circumference value (4C - 4D)		55.00		
F. Enter height in inches to the nearest 0.50 inch.	64.00			
G. Find the Soldier's circumference value (<i>line 4E</i>) and height (<i>line 4F</i>) in Figure B-2 (Percent Fat Estimation for Women). Enter the body fat value that intercepts with the circumference value and height. This is the Soldier's Percent Body Fat.		29.00	WITH IN THIRTY DAYS	

CHECK ALL THAT APPLY

 Individual is in compliance with Army standards.

 Is not in compliance with the standards.

Recommended monthly weight loss is 3-8 lbs or 1% body fat.

PREPARED BY (Signature) <i>Training Clerk</i>	RANK SGT	DATE (YYYYMMDD) YYYYMMDD	APPROVED BY SUPERVISOR (Printed Name and Signature) <i>Frank Off</i> 1963 BREAK U OFF	RANK	DATE (YYYYMMDD)
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DA FORM 5501, MAY 2013

PREVIOUS EDITIONS ARE OBSOLETE.

APD LC v1.00ES

PHYSICAL PROFILE

For use of this form, see AR 40-501; the proponent agency is the Office of the Surgeon General.

1. MEDICAL CONDITION: <i>(Description in lay terminology)</i> <input checked="" type="checkbox"/> INJURY? Or <input type="checkbox"/> ILLNESS/DISEASE? Back Pain	2. CODES <i>(Table 7-2 AR 40-501)</i> _____ _____	3. Temporary Permanent	P U L H E S	1 1 2 1 1 1
---	---	------------------------------	----------------------------	----------------------------

4. PROFILE TYPE	YES	NO
a. TEMPORARY PROFILE <i>(Expiration date YYYYMMDD)</i> <i>(Limited to 3 months duration)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. PERMANENT PROFILE <i>(Reviewed and validated with every periodic health assessment or after 5 years from the date of issue)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. FUNCTIONAL ACTIVITIES THAT EVERY SOLDIER REGARDLESS OF MOS MUST BE ABLE TO PERFORM. IF SOLDIER CANNOT PERFORM ANY ONE OF THESE TASKS, THEN THE PULHES MUST CONTAIN AT LEAST ONE "3" AND SOLDIER MUST BE REFERRED TO A MEB. CAN THE SOLDIER:

FUNCTIONAL ACTIVITY:	YES	NO
a. Carry and fire individual assigned weapon?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Evade direct and indirect fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Ride in a military vehicle for at least 12 hours per day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Wear a helmet for at least 12 hours per day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Wear body armor for at least 12 hours per day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Wear load bearing equipment (LBE) for at least 12 hours per day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. Wear military boots and uniform for at least 12 hours per day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Wear protective mask and MOPP 4 for at least 2 continuous hours per day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. Move 40lbs (for example, duffle bag) while wearing usual protective gear (helmet, weapon, body armor and LBE) at least 100 yards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. Live in an austere environment without worsening the medical condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. APFT	YES	NO	ALTERNATE APFT <i>(Fill out if unable to do APFT run otherwise N/A)</i>	N/A	YES	NO
2 MILE RUN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	APFT WALK	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
APFT SIT-UPS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	APFT SWIM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
APFT PUSH UPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	APFT BIKE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7. DOES THE SOLDIER MEET RETENTION STANDARDS IAW CHAPTER 3 AR 40-501?

YES NEEDS MMRB
 NO NEEDS MEB

8. FUNCTIONAL LIMITATIONS AND CAPABILITIES AND OTHER COMMENTS:

March at own pace and distance

Soldier is able to meet the Physical Requirements of WLC

This temporary profile is an extension of a temporary profile first issued on _____

9. NAME, GRADE & TITLE OF PROFILING OFFICER Medical Doctor, CPT, MD	10. SIGNATURE	11. DATE (YYYYMMDD)
--	---------------	---------------------

12. NAME & GRADE OF APPROVING AUTHORITY John J. Rambo, CPT, IN, Commanding	13. SIGNATURE	14. DATE (YYYYMMDD)
---	---------------	---------------------

15. Commanders can access the electronic profiles of Soldiers in their unit(s) by going to <http://www.mods.army.mil/> and clicking on eProfile in the list of applications. Commanders will be required to register and be approved in eProfile before they can gain access to profiles.

16. PATIENT'S IDENTIFICATION a. NAME: <i>(Last, First)</i> Soldier, Professional b. GRADE/RANK: SGT c. SSN: 123-45-6789 d. UNIT: Unit Here	17. HOSPITAL OR MEDICAL FACILITY CRDARMC Fort Hood, TX 76544 18. PROFILING OFFICER E-MAIL medical.doctor.mil@mail.mil
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WARRIOR LEADER COURSE

STUDENT PACKING LIST

As of April 2014

All previous editions obsolete

Item	REQ	Student Initials	Leader Initials	Item	REQ	Student Initials	Leader Initials
1	1	PS	SN	42	1	PS	SN
2	1	PS	SN	43	2	PS	SN
3	1	PS	SN	44	2	PS	SN
4	2	PS	SN	45	1 pr	PS	SN
5	1	PS	SN	46	1	PS	SN
6	1	PS	SN	47	1	PS	SN
7	1	PS	SN	48	1	PS	SN
8	1	PS	SN	49	2	PS	SN
9	1	PS	SN	50	2	PS	SN
10	1	PS	SN	51	2	PS	SN
11	1	PS	SN	52	5 pr	PS	SN
12	1	PS	SN	53	1 pr	PS	SN
13	7	PS	SN	54	1	PS	SN
14	2	PS	SN	55	1	PS	SN
15	1	PS	SN	56	1	PS	SN
16	1	PS	SN	57	1	PS	SN
17	1	PS	SN	58	1	PS	SN
18	1	PS	SN	59	1	PS	SN
19	1	PS	SN	60	1	PS	SN
20	1	PS	SN	61	1	PS	SN
21	2	PS	SN	62	1	PS	SN
22	4	PS	SN	63	1	PS	SN
23	4	PS	SN	64	1	PS	SN
24	7	PS	SN	65	1	PS	SN
25	7 pr	PS	SN	66	1	PS	SN
26	2 pr	PS	SN	67	1	PS	SN
27	1	PS	SN	68	2	PS	SN
28	1 set	PS	SN	69	2	PS	SN
29	2 ea	PS	SN	70	1 pkg	PS	SN
30	1	PS	SN	71	1	PS	SN
31	1	PS	SN	72	12	PS	SN
32	1	PS	SN	73	1	PS	SN
33	1	PS	SN	74	1	PS	SN
34	1 pr	PS	SN				
35	1	PS	SN				
36	1	PS	SN				
37	1	PS	SN				
38	1	PS	SN				
39	1	PS	SN				
40	1	PS	SN				
41	2	PS	SN				

Professional Soldier

Student Signature

Richard Thompson

First Line Supervisor Signature

Eric K. U. Off

1SG Signature

BREAK U OFF

DO NOT BRING IBA/IOTV OR PLATES TO THE COURSE

STUDENT

RANK: SGT LAST NAME: SOLDIER FIRST NAME: PROFESSIONAL UNIT: UNIT

*See Annex B for Notes

"The Link To A Trained
And Ready Force"



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Cancel	FY	SCH	CRS	Phase	CLS	Reservation Status	Input Status	Output Status	Reason	Certificate
<input type="checkbox"/>	NA	2011	582	OPER0148		001	I-NEW INPUT	G-GRADUATE COMPLETED CLASS		
<input type="checkbox"/>	NA	2011	582	FIN0211		001	I-NEW INPUT	G-GRADUATE COMPLETED CLASS		
<input type="checkbox"/>	NA	2011	582	FIN0212		001	I-NEW INPUT	G-GRADUATE COMPLETED CLASS		
<input type="checkbox"/>	NA	2011	582	FIN0213		001	I-NEW INPUT	G-GRADUATE COMPLETED CLASS		
<input type="checkbox"/>	NA	2011	582	FIN0214		001	I-NEW INPUT	G-GRADUATE COMPLETED CLASS		
<input type="checkbox"/>	NA	2011	582	FIN0215		001	I-NEW INPUT	G-GRADUATE COMPLETED CLASS		
<input type="checkbox"/>	NA	2011	582	FIN0216		001	I-NEW INPUT	G-GRADUATE COMPLETED CLASS		
<input type="checkbox"/>	NA	2011	582	FIN0217		001	I-NEW INPUT	G-GRADUATE COMPLETED CLASS		
<input type="checkbox"/>	NA	2011	4005	1-250-C49-1 (DL)		401	R-VALD RESERVATION	G-GRADUATE COMPLETED CLASS		
Title: STRUCTURED SELF-DEVELOPMENT - LEVEL 1										
Report Date: 01 Jun 2011 Start Date: 01 Jun 2011 End Date: 14 Jun 2012										
<input type="checkbox"/>	NA	2011	582	CS_CTRN_A05_IT_ENUS		001	I-NEW INPUT	G-GRADUATE COMPLETED CLASS		
<input type="checkbox"/>	NA	2011	582	250733_ENG		001	I-NEW INPUT	G-GRADUATE COMPLETED CLASS		
<input type="checkbox"/>	NA	2011	582	250773_ENG		001	I-NEW INPUT	G-GRADUATE COMPLETED CLASS		
<input type="checkbox"/>	NA	2011	582	250908_ENG		001	I-NEW INPUT	G-GRADUATE COMPLETED CLASS		
<input type="checkbox"/>	NA	2011	582	250918_ENG		001	I-NEW INPUT	G-GRADUATE COMPLETED CLASS		

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