NCO ACADEMY

33009 761st TANK BATTALION AVENUE
FORT HOOD, TX 76544

WARRIOR LEADER COURSE
STUDENT GUIDE

(1 MARCH 2012)

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WELCOME TO THE NCO ACADEMY
WARRIOR LEADER COURSE

AFZF-NC

1 March 2012

MEMORANDUM FOR 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 your 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 and educated small unit leaders.

2. The Noncommissioned Officer Academy is committed to providing you with an excellent training experience. Our Cadre will 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 war fighting 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"**

WILLIAM E. MAY
SGM, USA
Commandant

CHAPTER 1
GENERAL ADMINISTRATION

COURSE OVERVIEW: The Warrior Leader Course (WLC) is a 17-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 within 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 PRIVATELY OWNED VEHICLES: The use of POVs are authorized for transportation to and from home, providing that they meet 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.

1-3 TELEPHONE/CELL PHONES: The NCOA military cell phone is for **OFFICAL 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 on the students evening personal time. Cell phones may be carried and used as necessary as directed by NCOA leadership. **AT NO TIME ARE CELL PHONES ALLOWED WHILE TESTING.**

1-4 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 or padlock.

1-5 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 will be treated at the Thomas Moore Clinic. Sick call slips will be returned to (SGL, SSGL, 1SG) immediately upon returning from sick call. Students assigned to a Fort Hood unit will be transported to sick call by their sponsor. Sponsors will show up in ACU before picking up the student and TDY students will be transported by the SDNCO. (Students cannot miss more than four academic hours). TDY students are not required to bring their health and dental records with them to for the course. The uniform for sick call is ACUs. Emergency treatment is available at Darnall Army Community Hospital (DACH) at all times, and those students will report to the SDNCO located in Building 33060 (NCOA Barracks).

1-6 LAUNDRY: Washers and dryers are provided for your convenience. **Only liquid detergent will be used**. Do not bring powder detergent. Powder detergents clog the machines and damage the washing machines. The laundry area will be cleaned daily.

1-7 CADRE ROOMS: All Cadre rooms are OFF LIMITS to students except when directed to report by the NCOA Leadership.

1-8 VISITATION: Due to the fast pace of the 17-day POI, sponsors are allowed to visit Soldiers with prior authorization from the NCO Academy Commandant and during chow times at the DFAC. SPONSORS ARE ALLOWED TO DROP OFF/PICK UP PERSONAL ITEMS AT THE SOLDIER DEVELOPMENT CENTER BUILDING 33009 AT AATRS ROOM H211. All visitors will contact/report to the NCOA SDNCO. The phone number for the SDNCO is 254-289-2990.

1-9 ENROLLMENT REQUIRMENTS:

a. Soldiers attending the NCO Academy will report for class enrollment in the proper PT uniform. The appropriate PT uniform standard is prescribed by Fort Hood directive concerning PT uniform posture and standards as noted for the season.

b. Soldiers attending the NCO Academy must meet body fat composition standards of AR 600-9. If Soldier fails HT/WT screening, one re-test will be administered no earlier than seven days after initial screening. (Soldiers who fail to meet body fat composition standards of AR 600-9 will be considered an academic course graduate, but item 11.c. of their DA Form 1059 be marked "Marginally Achieved Course Standards").

c. Soldiers eliminated from WLC for other than academic reasons will not be eligible for further NCOES training for a period of six (6) months.

d. Soldiers must have all profiles approved by the NCO Academy ATRRS prior to enrollment. Questions should be directed to the OML Manager at 254-287-9190 or WLC Student Operations/Administration at 254-287-0222 or DSN 737-0222.

1-10 PHYSICAL REQUIRMENTS: Students must be able to meet the following physical requirements during the course: (exception—Soldiers with temporary profiles due to participation in OIF/OEF).

a. Conduct, demonstrate, and lead physical fitness training.
b. Negotiate rough terrain under varying climatic conditions.
c. Walk a minimum of 3,200 meters with load carrying equipment (LCE) at a minimum of three hours.
d. Lift and carry all required packing list items (OCIE and CTA 50-900) for short distances.
e. Carry a 48 pound combat load that contains mission essential equipment (weapon, helmet, uniform, LCE included in 48 lbs).

f. Lift and carry fuel, water, ammo, MREs, or sandbags occasionally.
g. Low crawl, high crawl, and rush for three to five seconds.
h. Move over, through, and around obstacles.
i. Carry and fire individually assigned weapon.

1-11 COURSE GRADUATION REQUIRMENTS: Students must score 70 percent or higher on the following graduation requirements:

a. Conduct Army Physical Readiness Training.
b. Conduct Individual Training.
c. Conduct Squad Drill.
d. Communicate in Writing.
e. Oral History Briefing.
f. Two demonstrated Leadership Evaluations (garrison and tactical environment).
g. Leadership Exam.
h. Training Exam.
i. Warfighting Exam.

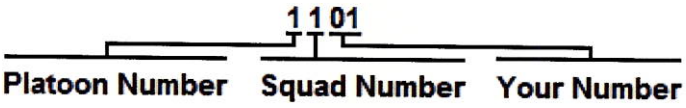
1-12 STUDENT GUIDE DISTRIBUTION: The student guide is provided to the MSC Schools NCOs at the NCO Academy Schools meeting held at building 33009 for assigned Fort Hood Soldiers. Soldiers from other installations may receive the Student Guide from their respective Schools Managers. It can also be downloaded from the 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, you 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, you will be 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 will be 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 "Penny" and it is to be worn for PT only, unless otherwise directed (at no time will the penny leave the academy area). Civilian clothes are allowed only for TDY students after the close of business day and on non-scheduled classroom days (Saturdays & Sundays), and when specifically authorized for Commandants time.

2-4 TRAINING SCHEDULE: A copy of the training schedule is posted on the bulletin board in each wing of the student barracks. A schedule will be issued to each student Squad Leader, Platoon Sergeant, and First Sergeant to be maintained in their Leader's Books.

2-5 FORMATIONS:

a. Students will march to and from all formations for training.

b. SGLs are in charge of any marching element moving outside of the Academy grounds.

c. SSGLs are responsible for the overall movement for each training day.

d. If a student is late for any formation, he/she will receive an adverse developmental counseling.

e. If a student is late for two or more formations, he/she will be recommended for dismissal from WLC.

2-6 CLASSROOM PROCEDURES: Classroom norms will be established by the SGL at the beginning of the course. A Classroom Leader will be appointed for each classroom and be 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 classroom is prohibited except for approved water source. End of day procedures will be adhered to everyday as instructed by the SGL, i.e. computers restarted and left open, reciting NCO Creed, etc…

2-7 SPECIAL INSTRUSTIONS:

a. All inspectable items such as billets, field equipment, uniforms, lockers, etc…, will be prepared for inspection prior to first formation daily.

b. Brooms, mops and cleaning materials will be kept in appropriate areas.

c. Lights will be turned off when billets are unoccupied. Student leaders will inform subordinates of the time and place of any evening details to be performed.

d. Fire extinguishers will not be removed or tampered with.

e. Unless changing in your assign room, a complete and appropriate uniform will always be worn.

f. Students will not leave the Academy area for any reason unless authorized specifically by their Senior Small Group Leader (SSGL).

g. Students will ONLY use cleaning materials issued by the SGL to clean the barracks.

h. 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).

i. 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.

j. No smoking in the barracks. Tobacco products will only be used in designated areas; this includes smokeless tobacco (dip).

k. Student will be allowed to have fast food delivered to them, however, students will meet the delivery man at building 33070 (Mail Room). The delivery man **IS NOT** authorized to go to the students' room in building 33060 or in the Academy Area.

2-8 SAFETY: SAFETY IS FORCE PROTECTION.

a. 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. Safety in training and training safety are not synonymous. Safe training is achieved by integrating safety in the planning, development, and conduct of training (FM 7-0 and FM 7-1). Leaders must commit to accomplishing mission without unnecessarily jeopardizing lives and equipment. They must recognize unsafe behavior while making prudent risk decisions, and developing operational processes to minimize hazards.

b. Training safety consists of three interlocking tiers:

(1) **Tier 1:** The Commander: Validating soundness of training and evaluation plans for safety and resolving safety issues.

(2) **Tier 2:** The First Line Leader: Identifying necessary actions by responsible individuals, establishing a system to monitor training safety, and focusing on adherence to standards.

(3) **Tier 3:** The Individual: Ensuring Soldier look after themselves, others and know how to recognize unsafe conditions and acts.

2-9 BARRACKS SECURITY MONITORS (BSM): The monitors may be 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 will be 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 a 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 will be 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.

a. **Academy** NCO Chain of Command
   (1) Commandant
   (2) Deputy Commandant
   (3) First Sergeant
   (4) Senior Small Group Leader
   (5) Small Group Leader

b. **Student** NCO Chain of Command
   (1) Student First Sergeant
   (2) Platoon Sergeant
   (3) Squad Leader
   (4) 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.

The student leadership responsibilities include the following:

(1) Attending all classes with their assigned small group.
(2) Organizing the Student Company for formation.
(3) Giving and receiving accurate accountability reports and accountability of Soldiers and weapons at all times.
(4) Disseminating information down to the members of each team ensuring subordinate leaders are kept informed at all times.
(5) Movement of the company when directed by the training schedule.
(6) Maintaining areas of responsibility to include billets, classrooms, and outside/common areas.
(7) Ensures platoon/Academy equipment is properly stored or displayed IAW Academy SOP.
(8) Report violations of instructions or policies, to their SSGL or 1SG as soon as possible.
(9) Properly brief 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. In addition to the duties listed above, other responsibilities include:

a. Responsible for the police and orderliness of the Academy area 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. In addition to the duties listed under 3-2b, 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. In addition to the duties listed under 3-2b, 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. Have 100% accountability of squad/team members at all times.

e. Performs additional duties as directed by cadre.

(1) All students must ensure that tasks are accomplished according to standards, strictly adhere 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.

(2) 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.**

(3) 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 principle of leadership by example.

a. 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.

b. 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 III Corps Phantom Warrior Standards Guide is the rule. There are no exceptions.

c. 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.

d. Late for Formation: Any student that is late for formation while attending Warrior Leader Course will receive a counseling statement.

4-2 EVALUATIONS: Students will need to complete seven Performance Evaluations and three 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, student may be dismissed.

a. **PERFORMANCE EVALUATION:** All students must successfully complete performance tests to meet course graduation requirements. Student may use cue cards (i.e. 3x5 cards) during the performance evaluations.

(1) Army Leadership Performance Evaluation #1
(2) Army Leadership Performance Evaluation #2
(3) Communicate in Writing Performance Evaluation (Award, Sworn Statement and Memorandum)
(4) Conduct Individual Training Performance Evaluation
(5) Conduct Army Physical Readiness Training Performance Evaluation
(6) Conduct Squad Drill Performance Evaluation
(7) Oral History Brief Performance Evaluation

b. **WRITTEN EXAMUNATIONS:**

(1) Written Examination I, L234 Leadership
(2) Written Examination II, T227 Training
(3) 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:

a. An in-ranks inspection conducted by student leadership and monitored by SGLs will be conducted daily unless otherwise directed by the training schedule.

b. Individual deficiencies will be noted and the student will be required to make the necessary corrections.

c. During inclement weather, the squad will conduct their inspection outside their assigned barrack's room.

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

a. 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. After any test failure or re-test failure.

b. Comprehensive End-Of-Course-Developmental Counseling.

c. 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.

d. Adverse or other event oriented counseling is only given if the situation warrants.

4-6 PASS PRIVILEGES: Passes are **NOT** granted during attendance at the NCO Academy. During federal holidays, students may be granted Commandant's Time.

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.

a. **EXCEEDED COURSE STANDARDS:** (will not exceed 20% of the class enrollment). The following guidelines represent the minimum considerations for this rating:

(1) Displayed superior performance, Army Values, and the Whole Soldier Concept throughout the course, and

(2) Received a first time GO on all examinations/evaluations and has an overall academic average of 90% or higher on the combined requirements, and

(3) Has a SUPERIOR rating in three or more rated "DEMONSTRATED ABILITIES" in Block 12, DA Form 1059, and

(4) Did not receive any adverse developmental counseling, and

(5) 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.

b. **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:

(1) Have an academic average of 70% or higher. This includes all examinations and performance evaluations.

(2) Have not received more than two adverse developmental counseling (neither for the same offense-excludes counseling for academic shortcoming).

(3) Have as a minimum, a satisfactory rating in the demonstrated abilities block 12b, c, and e, of the AER.

c. **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.

(1) Received a minimum of "Satisfactory" ratings in block 12b, c, d and e, but required retesting on fifty percent or more course graduation requirements, or

(2) Received three or more adverse developmental counseling's (excluding counseling for academic shortcomings). Refer these students to the Commandant for dismissal consideration, or

(3) Students whose personal characteristics, behavior, attitude, conduct, or overall performance does not justify dismissal, but warrants documentation.

d. **FAILED TO ACHIEVE COURSE STANDARDS:**

(1) Failed to meet any course graduation requirement, or

(2) 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.

a. 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:

(1) 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 4 academic hours of POI will be recommended for dismissal from the Academy. 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 upon the criteria listed below will be selected for the academic honor roll. In addition, there are performance awards for Leadership Challenge and Commandant's Challenge. These awards are discussed below. All awardees will have special notations made to their academic evaluation reports.

a. 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.

b. Distinguished Honor Graduate: This graduate must meet the following prerequisites:
(1) All criteria for the Commandant's List graduate.
(2) Have the highest overall academic average.
(3) Have no adverse developmental counseling.
(4) Must receive first-time "GOs" in all performance and leadership evaluations.

c. Honor Graduate: This graduate must meet the following prerequisites:
(1) All criteria for the Commandant's List graduate.
(2) Have the second highest overall academic average.
(3) Have no adverse developmental counseling.
(4) Must receive first-time "GOs" in all performance and leadership evaluations.

d. Leadership Challenge Awardee:
(1) Must be chosen by peers.
(2) Have no adverse developmental counseling.
(3) Must receive first-time "GOs" in all performance and leadership evaluations.
(4) Must pass Leadership Board.

e. Commandant Challenge Awardee:
(1) Must be chosen by peers.
(2) Have no adverse developmental counseling.
(3) Must receive first-time "GOs" in all performance and leadership evaluations.
(4) Must pass Commandant Challenge Board.

NOTE: In the event of a tie, the Commandant will establish a board or a competitive exercise as a tiebreaker for these honors.

CHAPTER 6
GRADUATION

6-1 Graduation: Check the NCO Academy website, or at Building 33009, 761st Tank Battalion Avenue, Fort Hood, TX 76544 or Phantom Distro for changes to any graduation ceremony. It is the student's responsibility to notify their unit 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.

Appendix A

NCO ACADEMY
WLC PACKING LIST

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

UNIT: _____

	Item	REQ	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 w/rank	1		
8	Band, Helmet w/last name	1		
9	LBV/LCE complete w/2 canteens	1		
10	First Aid Kit	1		
11	Hydration System (Camelback)	1		
12	Individual Weapon (M16/M4) **(Note 5)**	1		
13	Magazine	7		
14	Pouch, 3 Magazine	2		
15	Weapon Cleaning Kit	1		
16	Weapon Blank Adaptor	1		
17	Parka, Wet Weather	1		
18	Trousers, Wet Weather	1		
19	Poncho	1		
20	Cap, Patrol	2		
21	Shirt, ACU	4		
22	Trousers, ACU	4		
23	Undershirt, Tan	7		
24	Socks, Cushion Sole (green or black)	7 pr		
25	Boots, Tan	2 pr		
26	Belt, Trousers	1		
27	ID Tags w/long and Short Chain	1 set		
28	Extra Name Tape, Rank, Flag, Patches	2 ea		
29	ID Card **(Note 3)**	1		
30	Eye Protection, Ballistic, Clear	1		
31	Eye Protection, Ballistic, Tinted	1		
32	Ear Plugs with Case	1		
33	Knee and Elbow Pads	1 pr		
34	Assault Pack	1		
35	Whistle	1		
36	Flashlight w/batteries	1		
37	Wrist Watch	1		
38	Jacket, Gortex **(Note 2)**	1		
39	Drawers, CW **(Note 2)**	1		
40	Undershirt, CW **(Note 2)**	2		
41	Undershirt, CW Polyester **(Note 2)**	1		

	Item	REQ	Initials	
42	Towel, Bath, Brown	2		
43	Washcloth, Brown	2		
44	Shoes, Shower	1 pr		
45	Personal Hygiene Kit	1		
46	IPFU Jacket	1		
47	IPFU Pants	1		
48	IPFU Shirt, Short Sleeve	2		
49	IPFU Shirt, Long Sleeve **(Note 2)**	2		
50	IPFU Shorts	2		
51	Socks, White, Athletic	5 pr		
52	Shoes, Running **(Note 4)**	1 pr		
53	Reflective Belt, yellow	1		
54	PT Cap, Grey Fleece	2		
55	Pad, Sleeping	1		
56	Gloves, Leather Black (w/inserts) or Green	1 pr		
57	Beret, Black w/Unit Crest	1		
58	ASU or Class A Uniform	1		
59	Alarm Clock	1		
60	Laundry Detergent	1		
61	Extra Personal Hygiene Items	1		
62	Lensatic Compass	1		
63	Protractor	1		
64	Gator Neck	1		
65	STP 21-1 SMCT Book	1		
66	Mechanical Pencils	2		
67	Black Pens	2		
68	3x5 Index Cards	1 pkg		
69	550 Cord (5 ft)	1		
70	Hangers	12		

_____
Student Signature

_____
First Line Supervisor Signature

_____
1SG Signature

Notes:

1. Only authorized and serviceable equipment IAW AR 670-1 and AR 710-2 will be accepted.
2. Items necessary only during cold weather months from 1 November - 1 April.
3. ID Card must be current with working PIN for computer login/access.
4. No court, tennis, or basketball shoes are authorized for use with the IPFU.
5. Students will be notified of the date/time when the unit will drop off their weapon.