

STUDENT GUIDE

PURPOSE: This student guide is designed to inform you as to what you may expect while attending Senior Leaders Course/Advance Leaders Course. These provisions are official and are subject to change only with the Commandant's approval. Read this guide and understand it fully. You will be accountable for complying with its contents.

OBJECTIVE: To inform each Noncommissioned Officer enrolled in SLC/ALC of school policies and individual responsibilities.

SCOPE: This guide is applicable to all NCOs attending SLC/ALC and serves as the basis for standards of conduct. NCOA policies are based upon existing regulations governing the course of instruction and further define established policies implemented by the Commandant.

ORGANIZATION OF THE UNITED STATES ARMY LOGISTICS UNIVERSITY (ALU) SENIOR/ ADVANCE LEADER COURSE:

- a. The **1SG** has overall responsibility for their course (SLC/ALC). The 1SG is also responsible for implementing and maintaining established standards.
- b. **Operations Sergeant** is responsible for in/out-processing of all students, all administrative functions of the course and coordination with outside agencies in support of all students assigned/attached to SLC/ALC.
- c. **Small Group Leaders:** The 1SG assigns a Small Group Leader to each class for the entire course. They are the immediate supervisors of all students regardless of rank or grade. The Small Group Leader is responsible for conducting classes, assigning leadership positions, evaluating, training, and counseling their students.

MISSION OF THE NCO ACADEMY: Exercise operational control and provide administrative, logistical and moral support for all personnel assigned or attached. Conduct training in small group environment in the areas of leadership, logistics, and physical readiness, utilizing technically competent and tactically proficient Small Group Leaders to mentor, lead, and train NCOs to be trainers and leaders of the Non-commissioned Officer Corps.

OBJECTIVE OF THE NCO ACADEMY: The objective of SLC/ALC is to better prepare selected Sergeants through Sergeant First Class to be technically competent and tactically proficient leaders and trainers of Soldiers. This is accomplished by placing emphasis on:

- a. Standards.
- b. Practical application of leadership skills.
- c. Esprit de Corps.
- d. Technical competence through conference, hands-on and Small Group Instruction (SGI).

RULES AND GUIDELINES: The following are rules and guidelines which apply to all members of SLC/ALC: Each student will serve and be evaluated in a minimum of two leadership positions; i.e., Squad Leader, Platoon Sergeant, or First Sergeant. Leadership skills will be evaluated using the leadership competencies.

CONDUCT: The conduct of an NCO, both off and on duty, must be above reproach. Tardiness is an indicator of poor leadership and will not be tolerated. Drunkenness displays poor judgment on the part of the individual and violators will be subject to UCMJ action. Driving while intoxicated (DWI) is inexcusable and will be dealt with severely. (This includes possible removal from the course. You are a NCO and should conduct yourself accordingly. Anything less than this is unacceptable.)

LEAVE AND PASS POLICY:

- a. Personnel should have a leave DA Form 31 covering travel time for the TDY period and leave time if authorized at the completion of the course.
- b. Leaves are given for emergencies or compassionate reasons only. If more than three training days of POI are missed as a result of an emergency leave, you could be subject to possible dismissal for compassionate reasons.
- c. You may go on pass anytime that you are not on duty or training. To avoid unnecessary complications, use good judgment and do not be late returning.

FINANCE:

- a. Ensure all finances are taken care of before attending the course.
- b. Students are responsible for Lodging and all meals.
- c. Students may be housed on or off post lodging facilities.

CRIME PREVENTION: It is the job of each and every individual to be security conscious and be on the lookout for criminal acts and violations of the command directive.

CURRENT INFORMATION:

- a. All current policy letters are provided for the student at the monitors table in each classroom. Individuals are required to be familiar with unit policy letters at all times. In addition, you must read and follow the training schedule.
- b. Any questions regarding the information on the monitors table or on the unit training schedule, will be directed to the Small Group Leader or 1SG immediately.

PRIVATELY OWNED WEAPONS: NOTE: Privately owned weapons are **NOT** authorized to be brought to the course; storage capability is not available.

DRUGS AND ALCOHOL: Driving while drinking; possessing an open container; driving under the influence of alcohol or drugs is extremely serious; under the influence of alcohol or drugs during duty hours will not be tolerated. One incident will lead to an administrative relief from the course.

EQUAL OPPORTUNITY AND SEXUAL HARASSMENT:

- a. It is the policy of the commandant that all individuals receive equal opportunity and treatment irrespective of their race, color, national origin or sex.

- b. Any member of this command who feels he or she has been discriminated against, on or off post, should register that complaint with the SLC/ALC 1SG immediately.
- c. It is essential that all members of this command not accept practices which promote sexual harassment, but continually work together to eliminate all forms of sexual harassment, both in and out of the work place.
- d. All reported incidents of sexual harassment will be investigated.

OPEN DOOR POLICY:

- a. It is the right of each person assigned or attached to this unit to present complaints, grievances, and/or problems to the SLC/ALC 1SG, Deputy Commandant, the Inspector General or higher headquarters.
- b. The Commandant's door is always open to each member of this unit. Appointments are needed, everyone must go to their chain of command prior to presenting complaints, grievances or problems to me for resolution.

**ARMY PHYSICAL FITNESS TEST (APFT) AND WEIGHT STANDARDS
REQUIRED FOR ENROLLMENT/GRADUATION:**

- a. Policy: It is the responsibility of each member of the active military service to keep physically fit in order to perform his or her duties under arduous or demanding conditions.
- b. Attainment and maintenance of weight standards are part of the criteria for successful completion of SLC/ALC. Failure to meet the standards will result in a 4 marginal rating on your DA Form 1059. An APFT will be administered, to personnel attending a course which is eight (8) weeks or longer. ALARACT MSG 297/2009.
- c. Personnel who fail the initial APFT or fail to meet height and weight will be administered one retest within 7-14 days from failure date. If the soldier fails the retest, he/she will receive a marginal rating on your DA Form 1059.
- d. All personnel will participate in Physical Training daily. Personnel with physical profiles will participate within the limits of their profile.
- e. Service members over the age 40 or will reach the age of 40 prior to attending any courses must be medically cleared/screened before attending a NCOES. Service members need to provide a copy of their most recent ERB as proof or they will be denied enrollment.

PROFILES – TEMPORARY/PERMANENT:

- a. Soldiers who have permanent profiles 3 or 4 must have been before medical screening board prior to attending NCOES. Soldiers who have not been screened will not attend any courses. Soldiers who have been screened and cleared will participate to the limit of their profile. Valid medical permanent profiles (DA Form 3349) must have blocks 5, 6, 7 and physical fitness test completed with authorized exercises and alternate APFT events.
- b. Soldiers with medical profiles (Temporary or Permanent) due to operational deployment will be permitted by their immediate Commanders to attend within the guidelines of their profiles. Soldiers must arrive at the aforementioned course of instruction with a copy of their current profile and a Memorandum

signed by their Commander stating the profile is a result of injuries sustained due to operational deployment.

c. Temporary or permanent profiles will not be granted to exempt Soldiers from the requirement to meet body fat standards; therefore, such profiles will be deemed invalid.

LODGING:

a. NCOs attending the course will live in on or off post lodging.

b. Living areas will be maintained in a high state of police at all times.

c. Prohibited Items:

(1) Personal firearms.

(2) Knives with a blade length over 3 inches (or any lock blade knives). 5

(3) Pyrotechnics or fireworks.

(4) Ammunition.

(5) Bow and arrows.

(6) Throwing knives.

(7) Numchucks or oriental fighting instruments.

(8) Pets.

(9) Unauthorized prescriptions.

PERSONAL MAIL: Personal mail should be addressed as follows, all registered mail must be coordinated with your SLG prior to being mailed to the Academy.

SLC ALC

Rank, Name Rank, Name

NCO Academy, CLASS# NCO Academy, CLASS #

562 Quarters Rd 562 Quarters Rd

Fort Lee, VA 23801 Fort Lee, VA 23801

PRIVATELY OWNED VEHICLES (POVs):

a. Individuals possessing USAEUR tags (or similar tags) must take immediate action to obtain permanent stateside tags. Overseas tags are valid in Virginia for only 30 days.

b. To register a vehicle, you must furnish proof of registration and a valid driver's license. If the vehicle is owned by another person, a notarized letter authorizing you to drive it must be presented.

c. Radar detectors are prohibited in the state of Virginia.

UNIFORMS, CIVILIAN CLOTHING, AND TA-50:

a. In accordance with AR 700-84 soldiers attending the course are required to bring and maintain all items listed on the Pre-Attendance Checklist. (see Annex A). Additionally, appropriate running shoes are required for physical training.

b. Organizational clothing and equipment (TA-50) will be issued by the Fort Lee CIF upon arrival.

c. Civilian clothing is authorized for wear during off duty hours. 6

d. It is recommended that Soldiers attending SLC/ALC bring a white shirt with a black tie and Dress Blues (if available), as you may be participating in a formal dining-in during your stay. It is also recommended that you bring civilian attire for events such as NCO mixers, organizational day and Military Balls.

REPORTING TO SLC/ALC:

a. Students reporting for attendance to SLC/ALC will have formation at:

Time: **0600**

Date: Start Date

Location: Bldg 12420, ALU NCOA

Uniform: PT uniform: Appropriate to current weather conditions.

Items on hand: Items 1 through 8 on the pre attendance checklist

Contact phone number:

NCOA Operations: Commercial (804) 765-8932/8910

DSN 539-8932/8910

Staff Duty: (804) 765-8440/8441

b. Soldiers attending classes at the Army Logistics University (ALU) at Fort Lee, VA **MUST** call the US Army Lodging Success Central Reservation Center (CRC) at 1-866-363-5771 in order to secure lodging while in school. Follow the menu prompts and select the Fort Lee Student Reservations option. Student can also access the CRC website at www.lodgingsuccess.com or send an e-mail to centralreservations@redstone.army.mil. The student will be either assigned lodging on post or given a Statement of Non-availability (SNA) and information for off-post lodging. The CRC is open Mon-Fri, 0800-2200 Central Standard Time, closed on Federal Holidays.

c. Should you arrive at Richmond Airport and need transportation, there is a commercial taxi service. The cost is reimbursable when you file your travel voucher. Should you arrive at any other airport and need assistance or guidance, please feel free to contact SLC/ALC at the above telephone numbers. Any unusual occurrence or situation not covered in this guide will be brought to the attention of the cadre, Small Group Leader, or 1SG before any action is taken.

//Original Signed///
DANIEL L. REID
CSM, USA
Commandant