



DEPARTMENT OF THE ARMY
XVIII AIRBORNE CORPS AND FORT BRAGG NCO ACADEMY
BLDG A-4375 E. DEGLOPPER STREET
FORT BRAGG, NORTH CAROLINA 28310

MEMORANDUM OF AGREEMENT
BETWEEN
FORT BRAGG NCOA COMMANDANT AND

SUBJECT: Memorandum of Agreement for Use of Fort Bragg NCOA PT Field and Track and / or Parade Field

1. Reservations will not be accepted or confirmed greater than sixty (60) days prior to the scheduled date of the event.
2. The Academy POC for facility reservations is SFC Vicky Jeter.
Email: vicky.n.jeter.mil@army.mil Office: 910-396-9320.
3. Using unit will provide all equipment necessary to conduct their event. The Academy will not provide supporting equipment unless coordinated and approved through the Academy Deputy Commandant.
4. Using unit is responsible for policing the field and track area prior to departure.
5. Vehicles and vehicle trailers of any type are not allowed on the track or the field.
6. Using units will not move or shift the bleachers without permission from the NCOA Deputy Commandant. Also, using units will ensure event attendees observe safe practices while occupying the bleachers (no standing on seats, jumping from seats, leaning over railings, etc.).
7. If the Deputy Commandant approves use of Academy audio equipment, the Academy POCs to coordinate with are Mr. Graham, Roscoe and/or SSG Burns, Larry, NCOA room 136, at (910) 432-8951 or (910) 908-2114, email at roscoe.p.graham2.civ@army.mil or larry.l.burns.mil@army.mil. All requests for Academy audio equipment support must be made at least two weeks prior to the scheduled event. If using unit needs to borrow wireless microphones, the Academy POC is Mr. Dewayne Clayton, NCOA room 152B, at (910) 908-5073, email at dewayne.r.clayton.civ@mail.mil.
8. If the Deputy Commandant approves use of Academy ACFT equipment, the Academy POC is SFC Maldonadoortiz, Juan E., NCOA room 247, at 910-908-5074, email at

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juan.e.maldonadoortiz.mil@mail.mil. All requests for Academy ACFT equipment must be made at least two weeks prior to the scheduled event.

9. Using unit is solely responsible for coordinating use of and paying for portable latrines, if applicable. The event NCOIC or OIC must inform the Academy reservation POC if they plan on emplacing portable latrines on Academy property. Portable latrines cannot be left in place greater than 24 hours past the event end time.

10. Using unit requires clearance from the NCOA Staff Duty NCO prior to departure. Units that do not obtain proper clearance prior to departing the Academy area will be denied future use of NCOA facilities. The NCOA SDNCO is located in NCOA room 102A (near main entrance), phone at (910) 396-5705 (desk) or (910) 303-5825 (cell phone if away from the desk).

11. When using the PT track and field conducting an ACFT, please use the left side of the bleachers. This prevents units from degrading the field when conducting the sled drag event.

12. The person assuming responsibility for the NCOA PT field and/or track **(E-8/O-4 or higher)** will fill in the highlighted portions on page one and below, sign the document, and email the completed form to the POC listed in paragraph 2 of this memorandum.

13. Area(s) requested **(circle one or both)**: PARADE FIELD/TRACK ON LEWIS STREET OR PT FIELD ON EAST DEGLOPPER STREET.

14. Date(s) and time(s) requested:

15. Responsible party's unit, rank, name, and duty position:

16. Responsible party's office and cell phone numbers:

17. Responsible party's email address:

18. Type of event:

19. Approximate number of attendees:

20. The undersigned must be present on the day of the reservation to serve as unit POC to clear the PT field and/or track.

21. The undersigned will strictly enforce all requirements listed in this memorandum.

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22. While unlikely, the NCOA reserves the right to alter or cancel reservations in the event of unexpected Academy parade field/PT field/track needs. The Academy will notify the affected unit immediately upon cancellation of a reservation. It is best to call the Academy several days prior to your event to confirm reservation status.

PRINTED NAME/SIGNATURE/DATE