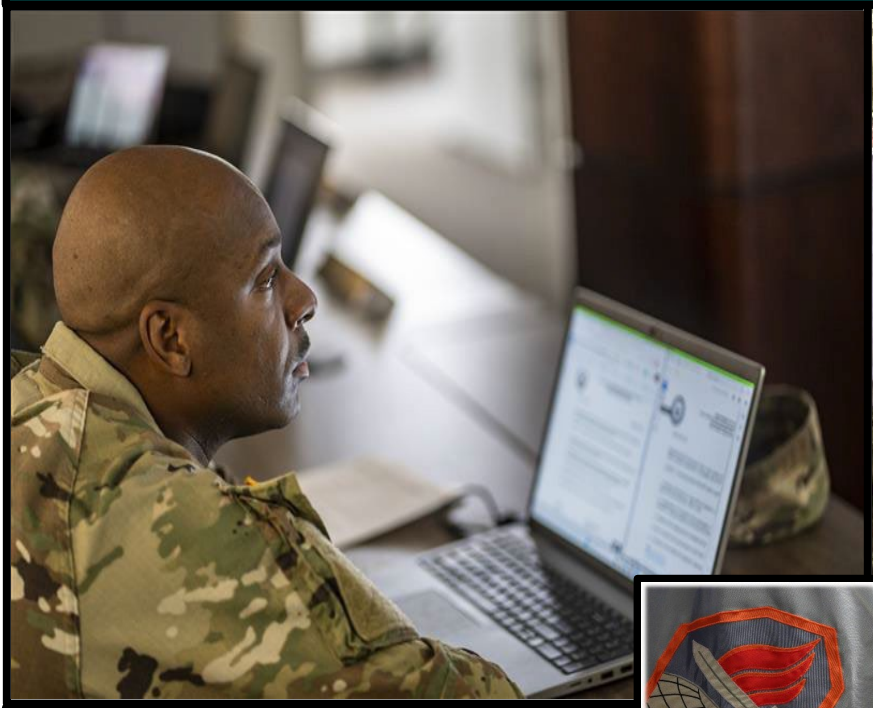
Cyber Center of Excellence

Noncommissioned Officer Academy

"We are the STANDARD; Hold the Line!"











Version 3.1 26 June 2026

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Introduction



The Cadre and Staff of the Cyber Center of Excellence Noncommissioned Officer Academy (CCoE NCOA) welcomes you to Fort Gordon, Georgia and Fort George G. Meade, Maryland. We hope your time here will be challenging, rewarding, and significant in the development and progression of your military career.

This Welcome Guide will help you understand the rules and policies that govern all NCOA students and is by no means all inclusive. We understand each Soldier has specific circumstances when they arrive to the Academy. Any questions or concerns upon arrival should be brought to the attention of your SGL or the Branch Operations.

We develop these guidelines IAW various Army publications, as well as the experiences and recommendations from previous classes. We welcome your suggestions on the content of this student guide and encourage you to relay those improvements to the Academy S3 Operation Cell.

usarmy.gordon.cyber-coe.list.ncoa-operations@army.mil

From the **COMMANDANT**



Congratulations on your selection to attend the United States Army Cyber Center of Excellence Noncommissioned Officer Academy (CCoE NCOA). Your selection to attend the Advanced or Senior Leader Course (ALC or SLC) is an indication of your overall Leadership potential and of the Army's trust and confidence in your ability to serve in roles of increased responsibility as an NCO in the Cyber, Public Affairs, or Signal Corps. I am confident that you will find this course both challenging and rewarding.

Our mission is to provide the Army with highly skilled, disciplined, and agile Signal, Cyber, and Public Affairs NCOs that think critically and creatively, communicate effectively, and can adapt to increasingly complex operating environments. We will focus on preparing you for your future leadership roles by sharpening your existing leader, technical, and warfighting skills, ensuring you are capable of integrating, leading, and supporting commanders to gain decision dominance. We are committed to providing you with world-class training experience through fair and neutral assessments. The courses are designed to challenge your personal growth and professional development at every step along the way.

I challenge each of you to set some goals for yourself prior to your arrival. Think about what you want to take away from your training experience that will improve not only yourself as a leader, but your organization as well. A positive attitude and self-awareness as a leader are key attributes. Step out of your comfort zone and challenge your leadership abilities and areas you are not the strongest in. Your active participation in the experiential learning model and honest feedback is essential. Take full advantage of not only the doctrinal training, but learning from your peers, guest speakers, and each other by sharing best practices, and developing your network.

Again, congratulations on taking this next step in your professional development. We look forward to your arrival, good luck during the challenging days ahead.

"We are the STANDARD; Hold the Line!"

Digitally signed by DAVIS.DOMINIQUE.MONE.1074158885
Date: 2026.01.07 17:20:24 -05'00'

DOMINIQUE M. DAVIS
CSM, USA
Commandant

Mission & Vision

Mission

The CCoE NCOA trains, educates, and inspires disciplined NCO leaders to master the capabilities of Signal, Cyber, Public Affairs; delivering technically proficient and tactically sound warfighters ready to lead teams and win in multi-domain operations.





Vision

To build a TRUSTED REPUTATION as the Army's premier 21st-century NCO Academy. We strive to be the alma mater of choice for the NCO Corps—producing technically expert and tactically sound leaders who warfighters trust to lead, who students trust for lifelong mentorship, and who the enterprise trusts to drive innovation across Signal, Cyber, and Public Affairs.

Arrival at Fort Gordon

The Augusta Regional Airport is approximately 20 minutes from Ft. Gordon. Transportation from the airport is not provided, but taxis are available. All Soldiers either driving or flying will immediately check in to their hotels before proceeding to report.

Important: If transportation cannot be coordinated, please call the Academy Staff Duty desk (see page 7, Additional information).

Arrival at Fort Meade

The Baltimore/Washington International (BWI) Airport, located approximately 20 minutes away, is the recommended Airport to fly into. Taxis are available in front of the terminal. Approximate taxi fare from BWI to Ft. Meade is $50. UBER/LYFT average fare from BWI to FT Meade is $25.

Reporting for Duty

- **ALC Branch - Bldg. 24410, 25th Street**
- **SLC Branch - Bldg. 24403, 23rd Street**
- **PA Branch - Bldg. 8501, Simonds Street**

Students reporting for school will arrive and report NLT 1500hrs. Students will report in their Operational Camouflage Pattern uniform with appropriate headgear. If you believe you will arrive after 1500hrs, contact your SGL immediately. Students arriving after midnight of their reporting date, without prior coordination, will be denied enrollment unless authorized by the Branch Chief.

Important: Some taxi companies are not allowed on the installation, make sure you coordinate with the company prior to ensure they can gain access.

Early Reporting

CONUS Soldiers are NOT Authorized to report early to the Academy or bring dependents/Family members. Fort Gordon and Fort Meade do not have sufficient facilities to provide adequate support. Your unit is responsible for any costs incurred until report time.

OCONUS students may be authorized one night prior to class report date and one night after class end date in order to accommodate travel arrangements, as required.

Prerequisites / In-Processing

All students attending Ft. Gordon will have their S1/MPD/ Admin Office create a Temporary Assignment in IPPS-A attaching you to NCOA. This will facilitate proper student accountability and allow the NCOA to process any student's
IPPS-A Absence Request for leave or pass while attending. Failure to create the necessary student attachment will result in the student's inability to take leave or pass

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

NOTE: *Soldiers assigned to Ft. Gordon or Gillem Enclave are considered "local" students, all others are considered "nonlocal" students. Soldiers assigned to the National Capital Region (NCR) are not required to have travel orders issued for official travel in the Washington local commuting area.*

- **Non-Local Students:** Authorization Order with TDY Return or TDY in-route. Authorization Orders must contain an approved Travel Order Number and the correct ITDLM Statement.

- **Reserve/ National Guard:** DD Form 1561 Family Separation Allowance. Active-Duty Training School Orders
  NOTE: ***Family separation will NOT be paid until TDY voucher is processed and paid out. It is the Parent Units responsibility to compete this action.***

All Students:

- Pre-Execution Checklist: The entire document will be completed. Ensure all blocks are initialed and signed by the Student and Student's Commanding Officer.
- Current AFT using DA Form 705-Test; must be properly filled out with passing scores. (within 60 days of report)
- Valid DA Form 5500/5501 must be properly filled out and signed within 30 days of the report date (if applicable).
- DA Form 3349 (Profile) must be properly filled out and evaluated for the AFT by a Medical Provider (if applicable). ***Signed by Commander***
- Proof of PHA within one year for Soldiers over the age of 40.
- DA 1059 from BLC or ALC.
- DA Form 3955: Change of address and directory card **(Fort Gordon Only)**.
- Copy of a current Soldier Talent Profile (STP) to provide proof of eligibility in MOS and time remaining service (dated within 30 days of the report date).
- Current DoD Cyber Awareness Training certificate
- If a student has a home station NIPR account it must be enabled and not marked as "Deployed". (Home station NIPR accounts are not required to attend any course at the CCoE NCOA.
- **All students must be registered with Army Azure Virtual Desktop (AVD) Prior to Arrival at Fort Gordon.**

NOTE: *Guide for AVD registration can be found on the NCOA website Non Commissioned Officer Academy (army.mil) under the Student Information tab.*

**** All pre-requisites must be met within 72 hours of arrival to the resident course. Failure to meet pre-requisites may result in dis- enrollment.**

Pregnancy and Postpartum

All postpartum Soldiers who attend Professional Military Education (PME) are exempt from body composition requirements up to 365 days after a pregnancy ends. The last record height/ weight screening will be used to satisfy PME eligibility and graduation requirements, provided it is not more than 730 days (24 months) old at the time of PME course enrollment. Soldiers who do not have a record screening dated within the last 730 days (24 months) must contact their SGL to coordinate receiving a waiver from the Commandant before attending PME.

Enlisted Soldiers are not required to attend mandatory PME during the first 365 days postpartum. However, if a Soldier volunteers to attend PME within their 365- day postpartum window, the Soldier must meet all physical requirements for attendance and graduation, including any record physical fitness testing. Soldiers who do not have a passing physical fitness test of record dated within the last 730 days (24 months) must contact their SGL to coordinate receiving a waiver from the Commandant before attending PME.

Postpartum Soldiers through the end of their postpartum profiles (normally 42 days) will be cleared, in writing, to attend PME by a healthcare provider. Soldiers who are no longer on a postpartum profile do not require medical clearance

Non-Commissioned Officers will not be permitted to participate in BLC, ALC, SLC, or MLC while pregnant but may volunteer to attend while postpartum. If a soldier arrives with a pregnancy profile, that soldier will be denied enrollment. For more information on this matter, please see Army Directive 2025-02

Postpartum Checklist:

- Medical Provider MFR
- Profile
- DA 705-Test within the last 730 days.

DA 5501 within the last 730 days (if applicable

DTS Expectations

To reduce the cost of Unit Training Funds on the operational units the academy will prioritize students in the following order:

Ft. Meade ALC & SLC: Students will stay at the Candlewood Hotel on post located at 4690 Cooper Rd. Student reservations are made 30 days prior to the course start date by Public Affairs Branch Operations.

Fort Gordon ALC:
Priority 1: Barracks, if space is available (non-availability notification 30 days out) ***Students accommodating the barracks will not be issued linen and must bring their own.***

Priority 2: On-post lodging, if space is available students will be required to make on-post lodging in DTS. (non-availability notification 30 days out)

Priority 3: Off-post lodging (operational unit funding)

Fort Gordon SLC:
Priority 1: On-post lodging, if space is available students will be required to make on-post lodging in DTS. (non-availability notification 30 days out)

Priority 2: Off-post lodging (operational unit funding)

Soldiers attending courses who receive an e-mail from the schoolhouse outlining the non-availability of on-post facilities (Lodging or DFAC) will be required to make off- post lodging reservations in accordance with their TDY/ ADT Defense Travel System (DTS)/Manual (Authorization Orders) travel order process. See Appendix A-1 for Off Post Hotel information.

Funding will be through your unit of assignment. DTS travel orders for those lodged off-post will cover all authorized costs, such as lodging, meals and incidentals to include a rental car for those who travel by air.

Rental car authorization is based upon unit approval. Please contact your Unit Training Manager to determine authorization for a rental car. We highly encourage commands to authorize rental cars for their Soldiers, due to location of classrooms, op-tempo of the course, and dining facilities not being co-located in the academy footprint. Gas receipts will be monitored to avoid excessive mileage. In an around mileage is not authorized to those who use their privately owned automobile. Disapproval must be annotated on the travel order.

Commands must ensure all Soldiers arrive with an activated Government Travel Card to support their authorized travel expenses. Specific entitlements are covered in the G3/5/7 Ft. Gordon Training Travel Guidance. See CCoE NCOA Public website: https://cybercoe.army.mil/CCoENCOA/

Important:** ***The following statement MUST be annotated on all DTS Travel Orders for non-local students assigned to on base lodging: "Meals and lodging are provided at no cost to the Soldier seven days a week for the duration of the course."

****There is no cost to operational units when staying on- post, except for rental car cost**

Additional Information

Students will not schedule flights before 1500 on Graduation Day. For any further information or questions regarding travel and entitlements should be directed to your local training manager or the Fort Gordon NCOA Staff Duty NCO at Comm: 706-589-7730 or Fort Meade Operations NCO at Comm: 301-677-3069 Expect to receive a welcome letter directly from your class SGL, 30 days prior to your class start date. If you do not receive that welcome packet, contact the NCOA Operations line.

*** All pre-requisites must be met within 72 hours of arrival to the resident course. Failure to meet pre-requisites may result in dis-enrollment.**

Physical Readiness Training and Height & Weight Standards

Students attending ALC or SLC will be administered a height & weight screening on the second week, as well as an AFT within the first week of their report date. Students who fail to meet body fat standards are allowed to receive one additional reassessment no earlier than 7 days after failure. Students who fail the retest/ reassessment will be dismissed from the course. The students' DA Form 1059 will reflect failure to achieve course requirements. For more information, review Army Regulation 350-1 (Physical Readiness and Height and Weight Requirements for Military Institutional Training).

Soldiers with temporary profiles preventing full participation in a course that are not a result of operational deployment will be removed or deferred from school attendance consideration by their immediate commander until the temporary profile is removed.

Clothing Items

All items are mandatory and Soldiers missing items will have 72 hours to meet prerequisites. Please refer to attached packing list for more information. BDE Level National Guard CSMs may reach out to Commandant for assistance if needing more time to order service uniforms for service members requiring more than the 72- hour prerequisite allotment after the resident report date. This information is sent to the Soldier 90 days prior to their course start date. All Soldiers graduate in their Service Uniform and may have community service projects that required the uniform.

Personal Mail

Incoming mail may be addressed as follows and will picked up approximately two (2) times per week:

RANK Last, First Name MOS/ Course
CCoE NCOA
24402 25th Street
Fort Gordon, GA 30905

RANK Last, First Name MOS/ Course
CCoE NCOA Detachment
8501 Simonds Street
Fort Meade, MD 20755-5605

Notify your SGL if you know of any package or mail items that may be arriving. You are not authorized to pick up any mail at the Fort Gordon/Fort Meade mail facility.

Leaves and Passes

Students that may wish to submit for leave or pass while attending must have their S1/MPD/ Admin Office attach to the following UIC in IPPS-A prior to arrival:

W6ZRA7: Attending ALC at Fort Gordon
W6ZRA8: Attending SLC at Fort Gordon

***Leave or pass that causes students to be absent from scheduled training may result in dismissal from the course. See branch specific guidance on pass requirements.**

PACKING LIST

INSPECTABLE ITEMS	Quantity
ASU/AGSU to include all authorized accessories for "Class A" and "Class B"	1
BUCKLE, BRASS, DRESS BELT	1
UNDERSHIRT, WHITE	2 *
SOCKS, DRESS (ASU / AGSU)	1
SHOES, DRESS or designated dress unit footwear (ASU / AGSU)	1
SHOES, PUMP (optional)	*
SERVICE CAP OR GARRISON CAP (AGSU)	1
COAT, OCP	4
TROUSER, OCP	4
BELT, WEB, COYOTE	1
UNDERSHIRT, COYOTE	4
SOCKS, GREEN / TAN / BLACK	4
BOOTS, COMBAT, COYOTE	2
CAP, OCP	1
BERET	1
GLOVES, LEATHER, BLACK / GREEN (PT/WORK)	1
ID TAGS (with 1 Large and 1 Small breakaway chain)	1
SAFETY GLASSES, EYEPRO W/ EXTRA LENSES	1
HEARING PROTECTION W/ CASE	1
CAMELBACK	1
APFU, T-SHIRT SS	2
APFU, TRUNKS	4
SHOES, RUNNING	1
SOCKS, ATHLETIC, WHITE / BLACK	4
WET WEATHER TOP	1
WET WEATHER BOTTOM	1
GLOVES, COLD WEATHER **(Seasonal)**	1
APFU, T-SHIRT LS **(Seasonal)**	2
APFU PANTS **(Seasonal)**	1
JACKET, FLEECE **(Seasonal)**	1
CAP, PT, MICRO FLEECE BLACK **(Seasonal)**	1
APFU, JACKET **(Seasonal)**	1
Business casual (example: slacks, buttoned shirt, skirt, dress shoes *SEE APPENDIX B-1)*	1

NOTES:

1) Organizational headgear is authorized IAW AR670-1 (DS Hat, Berets, etc) but does not replace OCP cap

2) Items listed will be a minimum quantity required

3) All students with missing TA-50 items are required to have a signed memorandum from the Company commander

4) * Denotes male or female specific uniform items, NCO discretion.

5) All Items must be serviceable and in compliance with AR 670-1, DA PAM 670-1, and appropriate Army Regulations/Policies in order to be acceptable for use during the course.

6) **SEASONAL DATES: 01 OCT – 01 APR**

Appendix A: Off Post Lodging Information

Fort Gordon Defense Travel Authorized Per Diem Surrounding							
County Location	**Season (Beg-End)**	**Max Lodging**	**Local Meals**	**Proportional Meals**	**Incidental**	**Maximum Per Diem**	**Effective Date**
Columbia County	01/01-12/31	110	63	41	5	178	10/1/2023
Richmond County	10/01 - 04/30	125	69	44	5	199	10/01/2025
Richmond County	05/01 - 06/30	110	69	44	5	184	10/01/2025
Richmond County	07/01 - 09/30	125	69	44	5	199	10/01/2025

Fort Meade Defense Travel Authorized Per Diem Surrounding							
County Location	**Season (Beg-End)**	**Max Lodging**	**Local Meals**	**Proportional Meals**	**Incidental**	**Maximum Per Diem**	**Effective Date**
Anne Arundel County	10/01 - 10/31	161	75	47	5	241	10/01/2025
Anne Arundel County	05/01 - 09/30	161	75	47	5	241	10/01/2025
Harford County	01/01 - 12/31	113	69	44	5	187	10/01/2025
Howard County	01/01 - 12/31	113	81	50	5	199	10/01/2025
Prince George's County	09/01 - 09/30	275	87	53	5	367	10/01/2025
Prince George's County	10/01 - 10/31	275	87	53	5	367	10/01/2025
Prince George's County	11/01 - 02/28	196	87	53	5	288	10/01/2025
Prince George's County	10/01 - 10/31	275	87	53	5	367	10/01/2025
Prince George's County	03/01 - 06/30	276	87	53	5	368	10/01/2025
Prince George's County	07/01 - 08/31	183	87	53	5	275	10/01/2025

Per Diem Rate Lookup | Defense Travel Management Office (dod.mil)

Hotel Recommendations Ft Gordon

1. **Holiday Inn Express & Suites Augusta West**
   4087 Jimmie Dyess Parkway, Augusta, GA, 30909
   (4.5 miles from TDY)
2. **Hampton Inn Augusta**
   306 Timbercreek Lane, Augusta GA, 30909
   (4.7 miles from TDY)
3. **Avid hotel Augusta W - Grovetown, an IHG Hotel**
   900 Husk Box Way, Grovetown GA, 30813
   (5.2 miles from TDY)
4. **Home2 Suites by Hilton Grovetown Augusta Area**
   903 Husk Box Way, Grovetown, GA, 30813
   (5.2 miles from TDY)
5. **DoubleTree by Hilton Hotel Augusta**
   2651 Perimeter Parkway, Augusta, GA, 30909
   (6.2 miles from TDY)
6. **Baymont Inn & Suites Augusta West**
   629 NW Frontage Rd, Augusta GA, 30907
   (6.6 miles from TDY)

Hotel Recommendations Ft Meade

1. **Candlewood Suites Building 4690**
   4690 Cooper Ave, Fort Meade MD, 20755
   (Less than 1 mile from TDY)
2. **Holiday Inn Express Baltimore-Bwi Airport West**
   7481 Ridge Rd, Hanover MD, 21076
   (4.39 miles from TDY)
3. **Holiday Inn Columbia East-Jessup, an IHG Hotel**
   900 Washington Blvd, Jessup MD, 20794
   (5.92 miles from TDY)
4. **Aloft BWI Baltimore Washington**
   1741 W Nursery Rd, Linthicum MD, 21090
   (7.25 miles from TDY)
5. **Sheraton Baltimore Washington Airport Hotel –BWI**
   1100 Old Elkridge Landing Rd, Linthicum Heights MD, 21090 ***(7.68 miles from TDY)***
6. **DoubleTree by Hilton Laurel**
   15101 Sweitzer Lane, Laurel MD, 20707
   (9.04 miles from TDY)

Appendix B: Civilian Attire Guide

The primary goal of the CCoE NCOA appropriate dress guidelines is to convey a professional image within the educational environment. Every person within the CCoE NCOA is personally responsible for always maintaining a professional appearance during the workday when business casual has been deemed the uniform of the day. How individuals present themselves conveys a strong message about not only them, but about the professionalism of the organization. In general, appropriate clothing should be clean, neat, pressed or free of wrinkles, and in good condition (not excessively worn or faded). Wearing clothing defined as Inappropriate can be considered a direct contradiction of the stated guidelines.

Formal:

- Males: Black Tie or equivalent Military Formal attire
- Females: Evening gown, cocktail dress or equivalent Military Formal attire

Business:

- Males: Matching suit, dress shirt, tie, and leather dress shoes.
- Females: Suit or jacket with coordinating skirt / slacks or a dress, Low or flat closed-toe dress shoes.

Smart Business:

- Males: Business Suit or Sports jacket with dress slacks, dress shirt, without tie, open collar; and leather dress shoes.
- Females: Jacket or business top with simple skirt or slacks, or a dress, closed-toe dress shoes. Low or flat shoes are acceptable.

Business Casual:

- Males: Slacks, dress shirt (no tie), buttoned shirt, or collared polo shirt; no sport coat. Leather shoes, boat shoes, or loafers (no sneakers).
- Females: skirt or slacks with blouse or casual dress. Low or flat shoes are acceptable, no sneakers.

Casual:

- Males: Jeans, slacks, or shorts with casual shirt and sneakers/sandals.
- Females: Jeans, slacks, skirt, or shorts with casual shirt, or casual dress, and sneakers/sandals.

Combat and Functional:

- Military: Army Combat Uniform
- Civilians: Business Casual

Service Dress :

- Military: Army Service Uniform (ASU) or Army Green Service Uniform (AGSU)
- Civilians: Traditional Business

Service Dress (Class B):

- Military: Class B/ Army Service Uniform (ASU) (rank and name plate required, no jacket, tie required if wearing long sleeve shirt/ no tie with short sleeve shirt)
- Civilian: Business

Appropriate

- **Males Examples** of business casual attire for males include collared shirts (such as knit, polo, or banded collar-type), sweaters (including turtlenecks), pressed or ironed casual slacks (such as khakis or chinos), and socks and leather shoes, boat shoes, or loafers (no sneakers). Shirts with small, tasteful insignia or logo (e.g., Polo, Nautica, or golf shirts) are acceptable. Shirts should be tucked in.

- **Females** Examples of casual attire for women include casual dresses, pressed or free of wrinkles, casual slacks (such as khakis or chinos), skirts (including loose-fitting split skirts), sweaters (including turtlenecks), and blouses. Low or flat closed-toe shoes are acceptable, no sneakers.

Inappropriate

- Jeans of any kind or color
- Capri, cargo, tactical (5.11, Propper, Blackhawk, Vertex) or bellbottom pants
- Sweatshirts, sweatpants, or athletic gear
- T-shirts, halters, tank tops, or crop tops
- Athletic shoes, deck shoes, work or hiking boots
- Casual sandals or flip-flops
- Shorts
- Shirts with slogans

