



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
NONCOMMISSIONED OFFICER ACADEMY
14030 MSCoE LOOP SUITE 2520
FORT LEONARD WOOD MO 65473-9118

ATZT-NCM-B

23 June 2021

MEMORANDUM FOR Students attending Military Police ALC Class 007-21, Corrections Detentions ALC Class 005-21, and Criminal Investigations Division Special Agent ALC 005-21

SUBJECT: Welcome Memorandum

On behalf of the Commandant of the Maneuver Support Center of Excellence, Noncommissioned Officer Academy, congratulations on your selection to attend the Military Police Advanced Leaders Course at the premier NCO Academy in the United States Army. Your selection for attendance is indicative of your performance and promotion potential.

1. This information memorandum is a courtesy intended to assist incoming students with reporting and in processing.

2. Students will be billeted in Unaccompanied Enlisted Personnel Housing (UEPH) located on Fort Leonard Wood or a designated hotel off the installation.

a. All students reserved in ATRRS will have a room allocated by InterContinental Hotels Group (IHG) unless they are permanent party on Fort Leonard Wood.

b. Upon arrival at Fort Leonard Wood, all students attending MP ALC will report to the IHG Lodging office located in **BLDG 2020 on Nebraska Avenue on 3 Aug 2021** to obtain billeting. The building is directly across from the FLW Commissary. Feel free to call (573) 586-4800 for any questions or concerns.

3. First formation is on **4 Aug 2021 at 0530** for all personnel attending the Military Police Advanced Leaders Course.

a. The formation will be held in building **3203**, Thurman Hall, Room **1521** located on the first floor.

b. Uniform is Army Physical Fitness Uniform (APFU): APFU short-sleeve shirt, shorts, all white/black socks and PT shoes.

c. You will be screened IAW AR 600-9, (The Army Body Composition Program, 16 July 2019), **spandex will not be worn**.

d. All students must have their ID card in their possession for the screening process.

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e. Students not in compliance with the Army body composition standards IAW AR 600-9, (The Army Body Composition Program, 16 July 2019) will conduct a retest on **13 Aug 2021 at 0530**.

b. Students who subsequently fail to meet physical fitness and/or body composition standards will receive a the DA Form 1059 (Service School Academic Evaluation Report) that will be annotated as a "referred" DA Form 1059.

4. Once weigh-in is complete, you will bring the following items back at **0830 to building 3203, Thurman Hall, Room 1521** to continue in-processing. You must have these items in your possession **NLT 0830**:

a. 1 copy of your DD Form 1610 or DTS paperwork with amendment orders (if applicable).

b. 1 copy of the Total Army School System (TASS) Unit Pre-Execution Checklist, TRADOC Form 350-18-2-R-E, **APR 2018**. Attached in email. (**Must be signed by unit Commander**).

c. 1 copy of Unit DA Form 705 (most recent in DTMS)

d. 1 copy of DA Form 5500-R/5501-R (if applicable).

e. 1 copy of DA Form 3349 Permanent Profile (if applicable).

f. 1 copy of over 40 physical, EKG and **memo from health care provider stating you can conduct APFT** (if applicable).

g. 1 copy of SRB.

h. Original DA Form 31 if you are TDY enroute (leave must encompass date of departure thru report date of next duty station).

5. If you are missing any of these items, you must make arrangements to have them faxed to you at commercial: (573) 593-8134 within **72 hours** of in-processing.

a. You must have extra copies of these documents for personal records.

b. Copies will not be made at the time of in-processing.

6. Your graduation is on **22 Sept 2021 at 1000** in building 3203, Lincoln Hall Auditorium. Last day of the course is on **22 September 2021**. You are not allowed to depart Fort Leonard Wood until **22 September 2021**. Therefore, **do not** schedule any return flights **before 1500** on **22 September 2021**.

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8. Students are encouraged but not required to bring a printer and paper with them as there will be several documents required for the course. Students without printers can use printing resources at Clark Library and the Fort Leonard Wood Army Community Service, provided they supply their own paper.

9. The point of contact for this memorandum is SFC Duhachek, Aaron D. at aaron.d.duhachek.mil@mail.mil.

///Original Signed///
ALLISTER A. HAWKINS
1SG, USA
Course First Sergeant