



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

ATZT-NCM-A (350-1o1)

4 June 2025

MEMORANDUM FOR Students Attending the Maneuver Support Center of Excellence (MSCoE) Noncommissioned Officer Academy (NCOA) Military Police (MP) Senior Leader Course (SLC)

SUBJECT: Military Police Senior Leader Course Welcome Letter

1. On behalf of the Commandant of the MSCoE NCOA, congratulations on your selection to attend MP SLC. Your selection for attendance is indicative of your performance and is a testimony of your future potential or assuming greater responsibility.
2. The leaders of this course will enforce Army standards and discipline. You will be expected to have a positive attitude, a professional appearance, and personal commitment to excellence aligned with the Profession of Arms. We strongly promote policies and procedures outlined in Army SHARP and MEO programs. We will ensure fair and respectful treatment of all students, therefore, fostering a positive environment throughout the course. I am committed to ensuring all students meet the established standards of the Individual Student Assessment Plan (ISAP). Students need to read the ISAP, as well as the student guide located on the website.
 - a. This welcome letter is intended to assist incoming students with reporting and in-processing. Upon receipt of this welcome letter, read the contents in its entirety. You are required to acknowledge receipt by replying to the MP SLC Senior SGL, SFC Galvin, Brandon L. Be sure you thoroughly read all the information available on the MP SLC tab in the Army Career Tracker (ACT), Fort Leonard Wood, NCOA communities' page. The ACT page contains important information such as reporting instructions and administrative documentation required for in-processing along with the ISAP. Please review these documents prior to arrival.
 - b. The NCOA/ MP SLC contact roster is located on the ACT page. Upon arrival you will be provided a mailing address which you can use to receive mail while in the course.
 - c. This course utilizes the Experiential Learning Model (ELM) which will be challenging, exciting, and meaningful. The course will leverage technology to provide credible, rigorous, and relevant training. Soldiers must strive to be continual leaders and be successful managers of their time. The objective is to build, and maintain, confident and committed leadership techniques. This course will promote critical

ATZT-NCM-A (350-1o1)

SUBJECT: Military Police Senior Leader Course Welcome Letter

thinking, adaptability, and problem solving. These skills will better prepare and equip you to train and lead the Soldiers of the Military Police Corps Regiment.

3. You are required to obtain a Microsoft Teams account to attend phase one of MP SLC. Instructions for this can be found on the ACT communities' page. You will also need a computer that must have audio capabilities and is preferred to have visual capabilities. If you are not able to obtain these requirements, please notify us. During phase one, classes will begin at 0800 Central Standard Time (CST), unless otherwise directed by your SGL. All changes made to the course will be disseminated through the ACT communities' page and e-mail. We encourage you to monitor the ACT communities' page for these changes. Students will need to ensure they have One Drive access prior to arriving.

4. The documents listed below are required to be submitted no more than 48 hours after day one of phase one on MS Teams.

a. Copy of approved IPPS-A absence request (only if you plan to take leave after completing the course or if signing in off leave).

b. Travel orders, or permanent change of station orders if temporary duty enroute, or attachment orders for local students (an example memorandum is provided on the ACT communities' page).

c. TASS Unit Pre-execution Checklist signed by your commander.

d. DA Form 3349 (Permanent Profile). If you have a P3/P4 in your PULHES, you must have a copy of your MMRB results. No temporary profiles are authorized to attend this course.

e. Personal Action Request if you are a returning student to MP SLC.

5. If you are missing any of these items, you must arrange to have them submitted within 72 hours of in-processing phase II. If not submitted within 72 hours, you will be removed from the course. It is encouraged to have extra copies of these documents for personal records; copies will not be made at the time of in-processing.

6. On the report date for phase II, students will report to the billeting office located at BLDG 2020, Candlewood Suites (directly across from the post commissary on Nebraska Avenue), where they will check-in and be assigned a building and room. Lodging is only provided for students during phase II, if a student is TDY enroute during

ATZT-NCM-A (350-1o1)

SUBJECT: Military Police Senior Leader Course Welcome Letter

phase I they should remain at home station until Phase II report. There is no requirement to inform the NCOA of your arrival. Prior to arrival you may call (573) 586-4800, 1-800-677-8356, or visit www.ihg.com/armyhotels/hotels/us/en/reservation, if you have any questions. Reservations are not needed since you will be provided a room based on your ATRRS reservation. You will need to ensure that you have your Government Travel Card when you check in. Check in starts at 1600 and check out is at 1100 on the date of graduation. Your dependents are not authorized to stay in IHG lodging with you.

a. The first formation of phase II will be held on the start date (the day following the report date) at 0800 at Thurman Hall, classroom 1521 for in-processing. The uniform for the first formation will be ACU.

b. The Army Fitness Test (AFT) will be administered within the two weeks of your arrival and documented as a record event; however, failure of the AFT will not result in removal from honors, dismissal from the course, or any adverse action. If you have a permanent profile, ensure that your profile is evaluated by your primary care physician to determine which alternate events you are allowed to conduct. Your profile must be recorded in DTMS prior to your arrival.

c. You will be screened for compliance with the Army Body Composition Program (ABCP) IAW AR 600-9. If you scored a 540 or higher on the Army Combat Fitness Test (ACFT) and are exempt from the body fat assessment, you must bring a copy of that ACFT card with you to phase II. This record ACFT must also be recorded in DTMS prior to your arrival.

d. Students who subsequently fail to meet body composition standards will be removed from the course with a referred DA Form 1059.

e. Your ABCP screening is for record per AR 350-1, chapter 3-13. Results will be recorded in DTMS. Please arrive to the course prepared accordingly. Should you fail your initial screening, you are authorized one retest no earlier than seven calendar days and no more than 24 days from the initial ABCP screening. The results of the retest will be the results for record that is recorded in DTMS.

f. You are encouraged to bring business casual clothes which you will have the opportunity to wear during the course. The exact dates will be provided during phase II. Appropriate business casual examples include slacks, khakis, collared shirt, button up shirts, dress, skirt at knee length or below, blazer, and shoes that cover all of the foot. Sneakers and blue jeans are not business casual for this course.

ATZT-NCM-A (350-1o1)

SUBJECT: Military Police Senior Leader Course Welcome Letter

g. Students will have their common access card programmed by the NCOA S-1 to receive meals at Fort Leonard Wood dining facilities during phase II. You will be provided meals seven days a week. You are not authorized per diem for meals. The NCOA will not provide any documentation to claim meals within the Defense Travel System. This paragraph does not apply to local students.

h. During phase II, students bringing a motorcycle to the course must have a valid motorcycle safety foundation card. Students will not be able to operate a motorcycle without one. If you plan on bringing your motorcycle, you will get with your unit POC to ensure you have everything required.

7. This professional military education course will prove to be career enhancing and is designed for you to share your operational experiences with your peers in a small group setting utilizing facilitation. You are in the process of becoming senior noncommissioned officers or already are. There is no packing list for this course. However, you will need to bring enough uniforms to sustain you through the course to include your ASU/AGSU for the dining in and graduation. We will conduct flag call, and all must bring wet weather gear with rank. Failure to do so could result in a counseling, removing you from honors. I encourage everyone to always strive for excellence.

8. If you have any questions, comments, or concerns prior to the start of the course, you may contact your assigned SGL or the SSGL. For 31B students, your SGL will be appointed after you report on day one.

9. Failure to comply with any of the instructions in this memorandum may lead to dismissal from the course.

10. The point of contact for this memorandum is the undersigned at (573) 563-7503/7450 or jonathan.m.petrich.mil@army.mil.

JONATHAN M. PETRICH
1SG, USA
First Sergeant