



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 (351-600e)

17 September 2025

MEMORANDUM FOR Students attending the Maneuver Support Center of Excellence (MSCoE) Noncommissioned Officer Academy Military Police Advance Leader Course

SUBJECT: Military Police Advance Leader Course Welcome Letter

1. On behalf of the Commandant of the MSCoE, Noncommissioned Officer Academy (NCOA), congratulations on your selection to attend the Military Police Advanced Leader Course (MP ALC). Your selection for attendance is indicative of your performance and is a testimony of your future potential for 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. We are 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 designed to support incoming students with reporting and in-processing procedures. Upon receiving the welcome email, please read the letter and all attachments thoroughly, as they contain essential information including reporting instructions, required administrative documents, the MP ALC packing list, and the ISAP. You must acknowledge receipt by replying to both the Senior Small Group Leader and the First Sergeant. Prior to arrival, ensure you have reviewed all materials and are familiar with your Army Knowledge Online (AKO) username, which is typically different from your Department of Defense Enterprise email address.

b. 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 learners and be successful managers of their time. The objective is to build and maintain confident and committed leadership techniques. The course will promote critical 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. To attend Phase I of MP ALC, you must have a Microsoft Teams account and access to a government-issued computer equipped with both audio and visual capabilities. If you're unable to obtain these, please notify us immediately and, in the meantime, use Azure Virtual Desktop on your personal device as an alternative. Classes will begin at 0800 CST unless otherwise directed by your Small Group Leader (SGL) or Senior Small Group Leader (SSGL), and any changes to the course schedule will be communicated via your assigned SGL or email. We strongly encourage you to regularly check Microsoft Teams (MS Teams) and your email to stay informed of updates and announcements.

a. The documents listed below will be required to submit on the start of Phase II to your SGL. Ensure you adhere to the packing list that is attached in welcome email.

b. The Integrated Personnel and Pay System - Army (IPPSA) leave printout (only if you plan to take leave after completing the course or if signing-in off leave).

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

d. The Army School System (TASS) Unit Pre-execution Checklist signed by your commander.

e. DA Form 3349 (Permanent Profile), (if you have a P3/P4 you must have a copy of MMRB results). No temporary profiles.

f. IPPSA Personnel Action Request if you are a returning student to MP ALC.

4. When submitting the above documents within your MS Teams, please title with your name and label each document as follows:

a. Rank Last name_IPPSA Leave Printout

b. Rank Last name_Travel Authorization

c. Rank Last name_TASS Checklist

d. Rank Last name_DA Form 3349

e. Rank Last name_IPPSA PAR

f. An example of this would be "SSG Snuffy_TASS Checklist

5. Please ensure that you have all the required items during in-processing. If you are missing any of these items, you must plan accordingly to submit them within 72 hours. Failure to adhere to this requirement may result in withdrawal from the course. It's advisable to keep extra copies of these documents for your personal records, as copies will not be made during in-processing.

6. On report date for Phase II, students will report to the billeting office located at BLDG 2020, Candlewood Suites (directly across from the post commissary located on Nebraska Ave), where they will check-in and be assigned a room. Please utilize the Visitor Center main gate entrance. There is no requirement to inform the NCOA of your arrival. Prior to arrival you may call (573) 586- 4800, 1-800-6778356 or visit the following site (<http://www.ihg.com/armyhotels/hotels/us/en/reservation>) if you have any questions. Hotel reservations through DTS are not needed since you will be provided with 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 1600hrs. Check-out 1100 hrs. Your dependents are not authorized to stay in IHG lodging with you.

g. The first formation of Phase II will be held on the Start Date (the following day of the Report Date) at 0700 hours at Thurman Hall, BLDG 3203 (MSCoE), room 1521/1522 for in-processing. The uniform for the first formation will be ACU (Army Combat Uniform). Attendance check will be conducted at 0700.

h. The Army Fitness Test (AFT) will be administered as a record event. If you have a permanent profile, ensure that your profile is evaluated by your Primary Care Manager to determine which alternate events you are allowed to participate in. The AFT is a graduation requirement and will be annotated on your DA Form 1059 and Digital Training Management System.

i. All Students will still undergo height and weight screening as it is a graduation requirement. You will be screened for compliance with the ABCP IAW AR 600-9, (The Army Body Composition Program, 16 July 2019) and Army Directive 2023-11 (Single sight measurement requirements) between day four and six after taking the AFT. The ABCP screening is for record per AR 350-1. Results will be recorded in DTMS. Please prepare for the course accordingly. Should you fail your initial screening, you are authorized one retest which will serve as your final recorded result into DTMS.

j. Students who fail the ABCP screening will conduct a retest no earlier than seven days and no later than 24 days after the initial failure. Students who subsequently fail to meet body composition standards will be dismissed from the course with a referred DA Form 1059 IAW AR 350-1.

k. Students who take all five primary events of the AFT and score 465 or above with at least 80 points in each event are exempt from the Army body fat circumference-based tape assessment.

l. You will be allowed to wear business casual clothes, which you will wear for the MP museum tour and the first Friday of the month during the course. The exact dates will be provided once you arrive and have seen the training calendar. Appropriate business casual includes, slacks or khakis, with a dress shirt, long sleeve button up for males, optional tie, a dress or skirt at knee-length or below, blazer, blouse, dress

shoes that cover all the feet. Sneakers, blue jeans, and t-shirts are not business casual. Please refer to the MP ALC Packing list for more guidance on appropriate business attire.

m. 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. Meals will be provided M-F at BLDG 3223 (NCOA footprint) and closed on the weekends. Students will use BLDG 1792 (Outside NCOA footprint) on the weekends and transportation will need to be determined by your organization prior to arrival. There are no shuttle services from the hotels to the DFAC outside of NCOA footprint. The NCOA will not provide any documentation to claim meals within the Defense Travel System. This paragraph does not apply to local students.

n. 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 needed prior to attending the course.

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. We encourage everyone to always strive for excellence. If you have any questions or concerns, please feel free to contact us.

8. If you have any questions, comments, or concerns prior to the start of the course, you may contact your assigned SGL or SSGL.

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 1SG Luis R. Ventura at (573) 563- 7451 or luis.r.ventura.mil@army.mil.

LUIS R. VENTURA
1SG, USA
First Sergeant