



DEPARTMENT OF THE ARMY  
MANEUVER SUPPORT CENTER OF EXCELLENCE  
NONCOMMISSIONED OFFICER ACADEMY  
401 MANSCEN LOOP  
FORT LEONARD WOOD MO 65473-5000

ATZT-NCE-B

06 June 2025

MEMORANDUM FOR Students attending Engineer Advanced Leader Course

SUBJECT: 12B, 12C, 12H, 12N, 12T, 12Y, and 91L Engineer ALC information Letter

1. Congratulations on your selection to attend the Engineer Advanced Leader Course at the Maneuver Support Center of Excellence (MSCoE) Noncommissioned Officer Academy (NCOA). This information letter is intended to assist incoming Engineer Advanced Leader Course students with reporting and in-processing procedures. **It is extremely paramount that you read your ATTRS instructions to ensure that the school code reflects 652. If not, then you will NOT be reporting to MSCoE NCOA EN ALC.** EN ALC will have Virtual Learning (VL) for Phase 1. If you are reserved for Distance Learning (DL) for Phase 1, you are **not** attending EN ALC at the MSCoE NCOA. Contact the appropriate course Senior Small Group Leader from the point of contacts listed below if you are confused about what component ALC you are attending.

12B/C ALC (FLW)	SSG Torres	luis.g.torres22.mil@army.mil
12Y/T ALC (FLW)	SFC Larson	beth.m.larson2.mil@army.mil
12H/12N/91L ALC (FLW)	SFC Meyer	matthew.d.meyer20.mil@army.mil

2. Engineer Advanced Leader Course is separated into TWO Phases. Phase 1 will be conducted virtually on MS Teams with your Small Group Leader. You will report and start the same day as reflected on your ATTRS reservation with the MS Teams link provided by your SGL in the welcome email. Your failure to join the classroom virtually on Day 1 will result in a **NO SHOW**. The following equipment is necessary for successful completion of Phase 1:

- Computer with RELIABLE internet connection
- CAC Reader
- MS Teams

3. Phase 2 of Advanced Leader Course will be conducted at the Maneuver Support Center of Excellence, Noncommissioned Officers Academy at Fort Leonard Wood, MO. You will have between 2-5 days between the end of Phase 1 and start of Phase 2 for travel. Refer to your ATTRS reservation for exact date. Coordinate all travel with your

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unit's S4 **prior to the start of Phase 2**. Failure to arrive to Fort Leonard Wood on the Report Date will result in a **NO SHOW**.

- You **must have valid TDY orders**.
- You must have an **established NIPR account** from your home station and an @army.mil account.
- **Prior to arriving for Phase 2** you must be attached to the NCOA EN ALC Student UIC (**W0VL1E**) through IPSS-A by your S1.

4. You will be billeted at one of five locations on Fort Leonard Wood due to the Privatization of Army Lodging (PAL). IHG Army Hotels, Located at Building 202 (Candlewood Suites), will determine your building and room number at check in. All Reservations are made for you based off reservation status in ATRRS, by the MSCoE G3 PAL office. Call 573-586-4800 to verify your reservation. Due to the high volume of students, your class may be off post. In this event, the course will notify you with which hotel rooms have been blocked off for your class and provide a contact number. You must contact the hotel ASAP, but no less than 10 days from your report date and secure the room with your GTCC. If you do not, the hotel will automatically cancel the blocked rooms. If you end up not coming to course, it is your responsibility to cancel the room you secured with your GTCC. Ensure that your CAC Card (know your PIN) is functional, and it has NO restrictions on it. If you do not do this; it will cause delay in your training and in some cases, it will cause disruption of activities. You are not authorized to bring your dependents, pets, or weapons with you to stay in IHG billeting during the course.

5. Non-Fort Leonard Wood personnel must check into Fort Leonard Wood lodging by the **Phase 2 Report Date** that is identified in ATRRS. The Report date is the date you must be here and get your room, and the Start Date is the day you in-process and begin Day 1. Please don't confuse the two days, again this is for TDY Students only. All students will report to building #3203 Thurman Hall, 0800 hours on the Start Day for in-processing. The following documents are necessary for in-processing:

- ID card, ID tags, notebook and black-ink pen.
- 1 copy of TDY orders. The TDY orders are necessary for lodging assignment.
- 1 copy of your TASS Unit pre-execution checklist Signed by your Commander.
- 1 copy of your STP (within 30 days).

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- 1 copy of permanent profile (if applicable).
- Temporary profiles that are not a result of operational deployment that prevent full participation in the course will be removed from school attendance.
- Bring your chain of command contact information to include names, phone numbers and email from your First Sergeant to your 1<sup>st</sup> General Officer.

6. **IMPORTANT NOTE:** All students are required to take a record AFT while attending ALC. All scores will be recorded into DTMS. If a student fails the AFT, they will be administered a re-test, however no administrative actions will be taken IAW MILPER 25-228. All students are required to undergo a weight for height screening as a mandatory graduation requirement. Students who are exempt must ensure they bring a copy of their DA Form 705, and it must be uploaded into DTMS. When possible, all courses will administer the initial weight for height screening no earlier than four calendar days from the AFT.

7. The Individual Student Assessment Plan (ISAP) has been designed to assist students in understanding the operational and administrative aspects of the Academy and Engineer ALC. Review it carefully and ensure you understand its contents. Any questions should be addressed during in-processing.

8. You are **NOT** authorized to bring Privately Owned Weapons (POW) to the course, this includes but is not limited to personal firearms, ammunition, knives with a blade length over 3 inches (or any lock blade knives/throwing knives), pyrotechnics or fireworks, bows and arrows, nunchaku or oriental fighting instruments, taser or taser equivalent, and pepper spray.

9. Students bringing their POV must have proof of automobile insurance, a current registration and valid driver's license. Insurance must always remain in the POV while in the State of Missouri (State Law). Rental cars are highly recommended but will not be covered by MSCoE NCOA. Rental cars and travel must be unit funded.

10. Students bringing their ATV/Motorcycle must have proof of the Fort Leonard Wood mandatory training and rider safety card which is provided on the installation through the Safety Office at no cost to the riders.

11. Graduation will be in the Army Service Uniform or the Army Green Service Uniform. You are required to bring your ASU/AGSU and must be ready for wear on day one of the course. Do **NOT** plan to depart or schedule transportation through DTS prior to 1700 hours on the day of graduation.

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12. The following websites listed pertain to driving directions and information once you get to the Airport on how to get to Fort Leonard Wood by Rental Car or Taxi. There are also shuttle services available for direct transportation to and from the airport through USA Express or STL Shuttle Service.

- <https://home.army.mil/wood/my-fort/imt/directions>

13. The point of contact is the undersigned at 573-563-7436, or [steven.l.calloway4.mil@army.mil](mailto:steven.l.calloway4.mil@army.mil)

STEVEN L. CALLOWAY  
1SG, USA  
First Sergeant