



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

ATZT-NCE-A (351-600E)

14 March 2025

MEMORANDUM FOR Students attending Engineer Senior Leader Course (SLC)

SUBJECT: Welcome Letter

1. On behalf of the Commandant of the Maneuver Support Center of Excellence (MSCoE) Noncommissioned Officer Academy (NCOA), congratulations on your selection to attend the Engineer Senior Leader Course at the Premiere NCO Academy in the United States Army. Your selection for attendance is indicative of your performance and promotion potential.
2. The 12B/C, 12T, and 12Y EN SLC courses have transitioned to a multi-phase Program of Instruction (POI), **Note: 12H/P and 12N courses will remain a single phase, in person course.** 12B/C, 12T and 12Y Students will receive ATRRS reservation for both phases, with Phase 1 being instructed virtually via Microsoft Teams. At the conclusion of Phase 1, students will travel to Fort Leonard, MO for Phase 2. There will be a minimum of four days between phases to allow travel time for OCONUS students. Abide by ATRRS reservation for specific report and start dates. Students will need to have a CAC enabled computer with reliable internet for Phase 1 Virtual Learning (VL). If you don't possess these items work with your chain of command to obtain connectivity. **It is extremely important that you read your ATRRS reservation thoroughly, if your reservation reflects school code 652 with Phase 1 (VL) then you will be attending the active-duty Phase 2 at the Fort Leonard Wood, MO MSCoE NCOA. If you are reserved for Phase 1 (DL), you will be attending reserve component Phase 2 (POC: 573-596-6463). The phases cannot be intermixed, Phase 1 (VL) feeds into Phase 2 active component courses and Phase 1 (DL) feeds into Phase 2 reserve component. If you believe your reservations are incorrect or if you have any questions, contact HRC Schools Branch.**
3. In order to obtain information and related course documents pertaining to the attendance of the Engineer Senior Leader Course, all EN SLC students **MUST** join the FLW NCOA EN SLC ACT page; instructions on how to join are located at the following link: [://home.army.mil/wood/index.php/units-tenants/ncoa/courses/ESLC](https://home.army.mil/wood/index.php/units-tenants/ncoa/courses/ESLC).
4. On the course **REPORT DATE**, as listed on your ATRRS reservation, all Soldiers reporting to Engineer Senior Leader Course will acquire billeting through InterContinental Hotels Group (IHG). BLDG 2020, (573) 586-4800, 4990 Nebraska Ave, located across the street from the Commissary. Fort Leonard Wood permanent party personnel will reside in their local housing.

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5. On the course **START DATE**, as listed in the ATRRS reservation, Soldiers will report to Thurman Hall BLD 3203 at the time and to the classroom directed by their Small Group Leader (email). The uniform will be ACU with your ID.

6. The following documents are necessary for in-processing:

a. Students stationed on Fort Leonard Wood will require a release memo from their unit, an example can be found on the ACT page.

b. 1 copy of your completed Unit Pre-Execution Checklist (TRADOC Form 350-18-2-R-E, APR 2018) signed by your Commander. This form can be downloaded on the ACT page.

c. 1 copy of your Soldier Talent Profile (within 30 days).

d. 1 copy of your permanent profile (if applicable). Temporary profiles that are not a result of operational deployment that prevent full participation in the course will be denied enrollment.

e. Complete your chain of command contact information located on EN SLC ACT to include names, phone numbers and email from your First Sergeant to your 1st General Officer.

f. Prior to reporting to EN SLC you must be attached to the NCOA EN SLC Student UIC (**W0VL1B**) through IPSS-A by your S1.

7. 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.

8. **Engineer Regimental Sapper Leader Course Initiative:** This initiative allows EN SLC graduates the ability to walk-on and attend the Sapper Leader Course immediately following successful completion of EN SLC. Students will be allowed to attend no more than 72hrs prior to EN SLC graduation, or if Sapper Leader Course starts within 10 days from the EN SLC graduation date. Students are required to have written endorsement from their current assigned Battalion Leadership, Proficiency memo IAW Sapper Leader Course entry, Ranger physical, and required Sapper Leader Course packing list. Students will be required to report to Sapper Leader Course immediately after EN SLC graduation for layover lodging and meals. Students may come with valid ATRRS reservation for Sapper Leader Course.

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9. If traveling by air, a unit approved (and unit funded) car rental is recommended. Please refer to ATRRS and IT Travel Guidance and the Joint Travel Regulation for more information about Sustainable Defense Travel.
10. The point of contact for this memorandum is 1SG David T. Saint-Val (573) 563-7435 or david.t.saintval.mil@army.mil.

DAVID T. SAINT-VAL
1SG, USA
First Sergeant