



**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 (351-600E)

16 August 2023

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

SUBJECT: Military Police Senior 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 SLC. 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. 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 Self and your SGL. 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. On the ACT page you will also find the MP SLC packing list, the Individual Student Assessment Plan (ISAP), and the latest Fort Leonard Wood General Order. Please review these documents prior to arrival. All students must know their Army Knowledge Online (AKO) username. This is usually not the same as your Department of Defense Enterprise email address. Attached is a "How to" for your S1 to create an assignment for you. This will be done prior to you starting the course, if it is not then the NCO Academy S1 will not be able to attach you to the course.

b. The NCOA / MP SLC contact roster is located on the ACT page. The roster includes a mailing address which you can use to receive mail while in the course.

Please pay close attention to the address. The NCOA is not going to track down mail that is improperly addressed.

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 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. You will be 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 recommended to have visual capabilities. If you are not able to obtain these, please notify us. During phase one classes will begin at 0800 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 48hrs prior to day one of Phase 1 on MS Teams in the "Pre Reqs" folder under the files tab. Ensure you adhere to the packing list that is located on the ACT communities' page.

a. Students over 40; 1 copy of Cardiac Clearance memorandum. Must be within 60 days of the SLC report date (an example memorandum is provided on the ACT page).

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

c. DA Form 1610, 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. 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. Personnel Action Request if you are a returning student to MP SLC.
5. When submitting the above documents, create a folder in the "Pre Reqs" folder with your name and label each document as follows:
- a. Rank Lastname\_Over 40.
  - b. Rank Lastname\_DA Form 31.
  - c. Rank Lastname\_DA Form 1610.
  - d. Rank Lastname\_TASS.
  - e. Rank Lastname\_DA From 3349.
  - f. Rank Lastname\_Personnel Action Request.
  - g. An example of this would be "SSG Snuffy\_Over 40.
6. If you are missing any of these items, you must arrange to have them submitted within 72 hours of in-processing. If not submitted by the 72-hour deadline, removal from the course may be possible. It is encouraged to have extra copies of these documents for personal records; copies will not be made at the time of in-processing.
7. On report date for phase two, 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 Building and a room. 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. 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 1600. Check-out 1100. Your dependents are not authorized to stay in IHG lodging with you.
- a. The first formation of phase two will be held on the Start Date (the day following the Report Date) at 0700 at Thurman Hall, BLDG 1521 (MScOE) for in-processing. The uniform for the first formation will be ACU (seasonal).
  - b. The Army Combat Fitness Test (ACFT) will be administered within 2-4 training day of your arrival and as a record event. If you have a permanent profile, ensure that your profile is evaluated by your PCM to determine which alternate

events you are allowed to participate in. The ACFT is a part of graduation requirements and will be annotated on your DA Form 1059. Your ACFT final score will be inputted into DTMS.

c. You will be screened for compliance with the Army Body Composition Program IAW AR 600-9.

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 7 calendar days from the initial ABCP screening and NLT than 24 days. The results of the retest will be the results for record that are inputted into DTMS. The NCOA will conduct the single site method in accordance with ALARACT 046/2023.

f. The Army Combat Fitness Test (ACFT) will be administered as a record event. If you have a permanent profile, ensure that your profile is evaluated by your PCM to determine which alternate events you are allowed to participate in. The ACFT is a part of graduation requirements and will be annotated on your DA Form 1059. Your ACFT final score will be inputted into DTMS.

g. You are required to bring business casual clothes which you will wear twice 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 shirt, and optional tie for male students; a dress or skirt at knee-length or below, blazer, blouse, and dress shoes that cover all the foot for female students. Sneakers, blue jeans, and polos are not business casual for this course you must have a button-down shirt and slacks. A diagram can be found on the MP SLC ACT page.

h. Students will have their common access card programmed by the NCO Academy (NCOA) S-1 to receive meals at Fort Leonard Wood dining facilities during phase two. 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.

i. During phase two, 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.

8. 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 minus what has already been established above. In addition, you 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. Missouri weather is unpredictable, so it is recommended to have full winter PTs and cold weather gear. I encourage everyone to always strive for excellence. If you have any questions or concerns, please feel free to contact me. "NCOs Lead the Way!"

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

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

11. The point of contact for this memorandum is the undersigned at (573) 563- 7503/7450 or matthew.d.poole.mil@army.mil.

MATTHEW D. POOLE  
1SG, USA  
Course Chief

ATZT-NCM-A (351-600E)

SUBJECT: Military Police Senior Leader Course Welcome Letter