

Noncommissioned Officer Academy
*The Judge Advocate General's Legal
Center & School*
Charlottesville, Virginia



STUDENT GUIDE



1. **WELCOME:**

(a) Welcome to the Noncommissioned Officer Academy (NCOA), The Judge Advocate General's Legal Center and School (TJAGLCS), Charlottesville, Virginia. In preparation for your stay with us, we have compiled some helpful information pertaining to our standards and the courses taught at the NCOA.

(b) Reporting:

(1) You will report to the Security Desk at TJAGLCS, 600 Massie Road, located on the "North Grounds" of the University of Virginia. Once you sign in you will receive your room assignment, hotel reservation (if applicable) and any updated information.

(2) Students must report by midnight on the report date listed in the ATRRS notification letter. The report date may be used as a travel day however all travel arrangements must ensure that the student is able to meet the midnight report time requirements. Upon arrival at the TJAGLCS, the Security Officer (at the front desk) will have your reporting instructions from the Small Group Leader (SGL). Students will complete their in-processing on day one. The NCOA is located in the basement of TJAGLCS.

2. **ORGANIZATION:**

(a) The NCOA is an instructional element under TJAGLCS under the guidance of the United States Army Training and Doctrine Command (TRADOC).

(b) The NCOA headquarters element consists of the Commandant, Deputy Commandant, Operations NCO, Training Technician/Quality Assurance Officer.

(c) Subordinate to the headquarters element is the Senior Leaders Course (SLC) and Advanced Leaders Course (ALC). Both courses are under the control of the Deputy Commandant, the Senior SGL (SSGL) and an SGL who are responsible for your accountability, discipline, training, and welfare.

3. **MISSION:** To provide maximum support during the course and to assist you in your career enhancement. This support includes:

- (a) Administrative.
- (b) Logistical.
- (c) Morale.
- (d) Training.

3. INTERMEDIATE PARALEGAL COURSE 1 AND 2 (formally known as Pre-ALC and Pre-SLC): Soldiers selected to attend ALC and SLC are strongly encouraged to complete the respective IPC prior to attending the course. However, completion of IPC 1 and 2 is not an enrollment requirement. Completion of IPC is a graduation requirement.

NOTE: Soldiers who report to NCOA without IPC 1 and 2 completed will receive a negative counseling. IAW NCOA Course Management Plan, students who receive a negative counseling are not eligible for honors recognition. For more information on these courses, contact TJAGLCS Distance Learning Department at (434) 971-3223, TJAGLCS Training Development Department (TDD) at (434) 971-3252, DSN: 521 or (800) 552-3978 (e-mail: jag.enlistedtraining@hqda.army.mil).

4. PREREQUISITES FOR ALC AND SLC: You must meet the following prerequisites to attend either course at the NCOA:

(a) Complete SSD-3 (for SLC) and SSD-2 (for ALC) prior to attending the SLC/ALC.

(b) Be prepared to take the APFT during the first week of training.

(c) Meet height/weight standards in accordance with Army Regulation 600-9.

(d) Have no temporary profile, or be on a recovery period of a temporary profile. Exceptions may be granted to students arriving in a deployed status with prior approval.

(e) If you have a permanent profile with "3" or "4" for any PULHES factor, you must have in your possession a copy of your approved MAR2 proceedings recommending retention. Profile and MAR2 must allow participation in drill and ceremonies, physical readiness training, field duty, and the Army Physical Fitness Test. Any permanent profile with a "2", "3" or "4" must be provided prior to arrival at the NCOA for approved attendance by the Commandant NLT 10 days from RDATE. Failure to do so may result in non-enrollment from the course.

(f) Current physical for attendance at SLC/ALC.

(1) All Soldiers MUST have a current physical, within the past 5 years IAW AR 40-501, for course enrollment.

(2) Soldiers are no longer required to hand-carry a copy of the cardiovascular medical screening to service schools, however they must show proof that it has been done if the Soldier is over 40 years old.

(3) This is outlined in Memorandum, Office of the Surgeon General, DASG-HS-AS, 30 November 2000, subject: SF 88, Report of Medical Examination; SF 93, Report of Medical History; Medical Exam Requirements; and the Cardiovascular Screening Program (CVSP).

(g) Have the PMOS for the course you are attending.

(h) If attending SLC, be a Staff Sergeant or Sergeant First Class and a graduate of ALC.

(i). If attending ALC, be a Sergeant or Staff Sergeant and a graduate of WLC/BLC.

5. ADMINISTRATIVE REQUIREMENTS:

(a) Soldier must have in their possession a properly completed pre-execution checklist. The pre-execution checklist must be signed by the commander or acting commander on orders.

Pre-Execution Checklist:

(1) Copy of your orders or DD Form 1610.

(2) Clear, legible copies of your Enlisted Record Brief (ERB) if you are in the Active Army, or clear, legible copy of a DA Form 2-1, if you are in the Army Reserves or National Guard.

(3) Basic issue of clothing (CTA 50-900, page 4-2 and AR 700-84, Supply Update)

Ensure you bring all items that are required for the course. The packing list has been provided to you in your welcome letter. Reminder, there is no clothing and sales available at TJAGLCS.

(4) TA-50 type items needed for the FTX will be provided by the NCOA. However, you are encouraged to bring your own issued equipment from your home station.

(5) Personal Health and Dental Records, if TDY enroute to new duty station.

(6) Copies of any medical documentation indicated in paragraph 4a.(4).

(7) ID tags, hearing protection, eye glasses w/retaining strap (as required).

(b) Soldiers reporting for ALC and SLC without the required documents will have 72 hours from the report date to provide the required documentation to the SGL. Soldiers failing to provide the required documents to the SGL within 72 hours of the report date may be dis-enrolled from the course and returned to their home unit.

6. **SMALL GROUP LEADER (SGL):**

(a) Each small group is assigned an SGL, who remains with the group throughout the entire course. The SGL is the immediate supervisor of all students, regardless of rank.

(b) The SGL will make periodic evaluations of students and will prepare academic evaluation reports prior to graduation.

(c) Since the SGL is responsible for the student's performance within his/her group, those students who are experiencing difficulties will be counseled by his/her SGL on all matters, whether administrative or personal in nature.

7. **CHAIN OF COMMAND:**

(a) Students must make full use of the student and cadre chain of command in registering complaints, making suggestions, or seeking help with a problem.

(b) Be sure you have exhausted all possibilities at one level before going higher in the chain of command.

STUDENT CHAIN OF COMMAND

- Squad Leader
- Platoon Sergeant
- First Sergeant

CADRE CHAIN OF COMMAND

- SGL
- SSGL
- Deputy Commandant
- Commandant

8. **OPEN DOOR POLICY:**

(a) Every level of leadership of your course is available to you on a continuous basis. Use your chain of command to the fullest extent before utilizing the open door policy. Understand that the SGL, SSGL, Deputy Commandant and Commandant are all here to assist you to the fullest extent in attaining success while a student here.

(b) More information on the Open Door Policy of the NCOA can be found posted in the NCOA area on the Policy Letter board.

9. **LODGING:**

(a) The decision of where a student stays will be made by the NCOA in conjunction with the billeting office, not the individual student. Students are responsible for all charges and will be reimbursed upon completion of TDY. Students will be billeted in the same hotel. Lodging instructions will be provided by the SGL around 30 days prior to the start of class.

(b) Students who reside within a 50 mile radius of Charlottesville may not be entitled to travel allowances and per diem payments. Soldiers in this category also may not be permitted to reside in lodging and will be required to commute to the NCOA TJAGLCS daily.

10. **AAFES TYPE SERVICES:** TJAGLCS does not have many of the normal AAFES style services. While the Shoppette does include some clothing and sales items in addition to its normal inventory, students are strongly encouraged to double check their packing lists before departing home station, as the limited availability of such services may cause difficulty in obtaining certain items. Hair Salons/Barber shops, dry cleaning and other services are available in the Charlottesville area.

11. **MEALS:** Students are not issued meal cards and a government dining facility is “**NOT AVAILABLE**”. Therefore, students are authorized per diem at the commercial meal rate for Charlottesville which may be found here:

<http://www.defensetravel.osd.mil/>

12. **FINANCES/ADVANCE TRAVEL PAY:**

(a) Students must obtain a government credit card prior to attending the NCOA. Make sure that your government travel card limit is no less than \$7500.00. This should suffice during your attendance at the NCOA. Students may wish to draw an advance prior to arrival as limited finance services are available at TJAGLCS. Students are also encouraged to sign up for the split disbursement option for ease of payment.

(b) Students attending courses in excess of 30 days may qualify for family separation pay. Contact your local finance office for more details.

(c) An ATM is located in TJAGLCS near the shoppette for your convenience (fees may apply). Various other institutions have ATMs readily available throughout the community as well.

13. **TRANSPORTATION:**

(a) Transportation to and from the airport includes commercial buses and taxis. Students are strongly encouraged to utilize the Charlottesville, VA airport (CHO) as additional ground transportation costs associated with flying in to other airports may not be cost effective.

(b) The Security Desk at TJAGLCS is available in the event of emergencies and can be contacted by phoning (434) 971-3300. The SDO does not offer a shuttle service.

14. **SICK CALL PROCEDURES:**

(a) Students are required to notify their student chain of command and SGL if they need to go to sick call. There is no military medical treatment facility or staff available in the Charlottesville area. Your SGL will provide you with additional information if you must go to sick call, and how to use Tricare in the local area after coordinating with your local provider.

(b) In the event of emergency medical situations, call 911 or go to the emergency room. Immediately contact your student chain of command and SGL as soon as possible.

15. **ARMY PHYSICAL FITNESS TEST:** To be eligible for honors you must take and pass the APFT, Height and Weight screening. Height and Weight screening will take place on the first day and the APFT will be administered at another time during the first week of attendance.

16. **UNIFORMS.**

(a) The primary uniform for will be your ACU or OCP. You will also be required to wear the Class B uniform and a complete ASU for inspections and graduation. There will be one day identified to wear business casual as outlined in DA PAM 670-1 Appendix F. The uniform packing list provided on the NCOA website is a minimum standard of required gear. Soldiers should arrive prepared to the maximum extent for compliance with these uniform requirements. As a courtesy reminder, also bring items mandated for possession IAW AR 670-1, Appendix E.

(b) Ensure all of your uniforms are in a presentable and highly professional state upon arrival. Army regulations may provide for laundry reimbursement, contact your local finance office for more details.

(c) The items listed in the packing list are required for Active, Reserve, and National Guard Soldiers. If your school dates fall between 1 April and 30 September, you do not have to bring winter attire.

(d) Students are encouraged to bring their own TA-50 such as helmet, rucksack, LBV/LCE, wet weather gear and similar items. TA-50 will be issued if Soldier does NOT have any.

17. **FORMATION:** Formations will be conducted by the student chain of command as indicated on the training schedule; and at any time as directed by the cadre chain of command.

18. **INSPECTIONS:** Daily inspections to reinforce the standards of Field Manual (FM) 3-21.5 and ensure all students comply with AR 670-1, will occur throughout the entire course.

19. **MARCHING TROOPS IN FORMATION:**

(a) Due to the remote location of NCOA, TJAGLCS marching of troops in formation will be extremely limited and only when directed by NCOA Cadre.

(b) You will be evaluated on your ability to march an element within a specific amount of space.

(c) The residents, university students and faculty of the area may be unfamiliar with the concept of road guards and priority to Soldiers marching in formation. If formation marching does occur, all students will stay alert to their environment paying special attention to safety issues such as traffic and construction.

20. **LEADERSHIP POSITIONS:** Students will serve in leadership positions during the course. There are several positions; including Squad Leader, Platoon Sergeant, Student First Sergeant, and Command/Chief Paralegal, etc... Student will serve in a leadership positions during both the garrison and FTX portions of training.

21. **CLASSROOM INSTRUCTION:**

Conduct in the classrooms:

(1) Smoking and the use of any smokeless tobacco products in TJAGLCS is prohibited. Designated smoking areas will be identified and their locations will be shown to you by your SGL.

(2) Eating and drinking in a classroom will be permitted within limitations. Students will be briefed during in-processing on the particulars of this policy. In addition, designated break areas will be identified and will be shown to you by your SGL.

22. RESPONSIBILITIES OF STUDENT CHAIN OF COMMAND:

The basic duties of students assigned to leadership positions in the student chain of command are listed below. Each student must familiarize themselves with the responsibilities of that position. Additional duties may be added by the SSGL or First Sergeant.

(1) Student First Sergeant Responsibilities:

- (a) Form the unit at the prescribed time.
- (b) Report all student absentees by name and location to the SSGL.
- (c) Ensure the students are informed as to the prescribed uniform, proper equipment and materials as dictated by the training schedule and SSGL.
- (d) Performs other duties as prescribed by the SSGL.

(2) Student Platoon Sergeant:

- (a) Report all student platoon absentees by number to the Student First Sergeant (be able to provide names and locations when requested).
- (b) Ensure platoon members are informed of the prescribed uniform and the proper equipment/ material required daily as directed by the training schedule and SGLs.
- (c) Perform other duties as directed by the SGLs.

(3) Student Squad Leader Responsibilities:

- (a) Report all student squad absentees by name and location to the student Platoon Sergeant.
- (b) Ensure squad members are informed of the prescribed uniform and proper equipment/material needed each day (review the training schedule).
- (c) Perform other duties as directed by the SGLs.

23. **DETAILS:** Students should be prepared to perform various details while attending the NCOA (clean-up details, etc.).

24. **GRADUATION HONORS:** Graduating Soldiers may be recognized with four honors.

(a) Commandant's List: Soldiers whose overall course achievement is significantly above the standards of the course. This list is restricted to the top 20 percent of the class. Student's must have passed the APFT and meet other criteria that will be covered during in-processing.

(b) Distinguished Honor Graduate: The student who has earned 4 out of 4 superior ratings, at least a 90 percent academic grade point average and is also eligible for the Commandant's List.

(c) Distinguished Leadership Award: The student who has by his or her performance, best represented the leadership traits and competencies outlined in ADRP 6-22.

(d) Iron Sergeant Award: The student who has demonstrated exceptional physical fitness by attaining the highest score 300 on the APFT. Students with permanent profiles are not eligible for the Iron Sergeant Award.

(e) Further details regarding information on the various honors outlined above will be addressed by your SGL during in-processing.

25. **GRADING PROCEDURES:** This policy standardizes the NCOA grading procedures for scoring tests and evaluations and approving second retests.

(a) Scoring test and evaluations.

(1) Tests are scored in accordance with the NCOA Test Control SOP.

(2) All evaluations are scored on a GO or NO GO basis. The minimum passing score for all examinations is 70 percent.

(b) Re-tests:

(1) Soldiers will get an initial test and only one re-test per subject during the technical phase.

(2) Soldiers failing a test and the re-test on any single exam/performance evaluation may be dismissed from the course.

26. **GRADUATION:** Graduation ceremonies normally begin at 1100 hours and students should not plan on leaving the academy until after 1400 hours on graduation day. Therefore, ensure all travel arrangements for your departure are scheduled after 1500 when leaving from Charlottesville airport or 1600 when leaving from Dulles Airport in Washington, D.C.; or Richmond International Airport in Richmond, Virginia.

27. **RELEASE PROCEDURES:** Students will be released from the course for the following reasons:

(a) Students may be eliminated for lack of motivation, disciplinary reasons, misconduct, or failure to master tasks at sufficient speed to meet course training objectives. The Academic Evaluation Report (DA Form 1059) will reflect the reason Soldier was released from the NCOA.

(b) Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The student will be eligible for reenrollment as soon as conditions that led to the disenrollment no longer exist.

(c) Students eliminated for academic deficiency may reenter the course when both the unit commander and the school commandant determine the student is prepared to successfully complete the course.

(d) Soldiers who subsequently fail to meet physical fitness and/or height and weight standards will be removed from the course IAW AR 350-1.

(e) Students eliminated for cause may, by the appropriate authority, be removed from the Army standing promotion list, barred from reenlistment, receive non-judicial punishment, be reclassified or separated from the Army.

(f) Active Army Soldiers dis-enrolled from ALC for other than compassionate or medical reasons may be reconsidered for course attendance once they reappear before the local promotion board. Reserve Component Soldiers dis-enrolled from ALC for other than compassionate or medical reasons may be reconsidered for course attendance once the Commander determines that the student is prepared to complete the course, IAW AR 350-1, para. 3-15.f.(4)(b).

(g) Active Army Soldiers dis-enrolled from SLC for other than compassionate or medical reasons may be reconsidered for course attendance by the HQDA selection board. Reserve Component Soldiers dis-enrolled from SLC for other than

compassionate or medical reasons may be reconsidered for course attendance once the first general officer in the chain of command determines that the student is prepared to complete the course, IAW AR 350-1, para. 3-15.f.(4)(c).

28. **ABSENTEES:** Students must obtain permission from their SGL to be absent from training. Students who obtain permission to leave, will ensure both their student chain of command and SGL are aware of their departure, destination, and return. Students may be processed for elimination if period of absence results in excessive loss of academic hours. The chain of command will review each situation on a case-by-case basis.

29. **URINALYSIS TESTING:** All NCOA students are subject to mandatory testing any time during the course.

30. **SENSITIVE ITEMS SECURITY:** Periodically during the course, students may handle sensitive items. These items include laptop computers, communication equipment, MILES training equipment, issued government weapons, etc. This equipment will not be left unsecured.

31. **CRIME PREVENTION AND PHYSICAL SECURITY:** Each student is responsible for crime prevention and physical security. Personal valuables, to include excess baggage and government property, will not be left unattended unless properly secured. Privately owned vehicles are susceptible to theft so do not leave your valuables visible. Additionally, if any student feels they cannot properly secure any high value or other item they should contact their SGL for assistance, this includes laptop computers being left in rooms over the weekend when on pass (if applicable).

32. **STANDARDS OF CONDUCT:** The NCOA trains and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions, and directives. It is the student's responsibility to maintain this standard during the course of instruction and throughout their military career. While on and off duty, you will maintain high standards of appearance and conduct. Misconduct of any type, no matter how small, may result in immediate disciplinary dismissal.

33. **WEAPONS:** Students are strictly prohibited from bringing personally owned firearms to the NCOA for any reason. You must notify your SGL immediately if you have brought one in error.

34. **SUPPLY PROCEDURES:**

(a) Students will be issued supplies and equipment required for training including laptop computers and TA-50 items (not those required to be brought IAW the initial issue). Students will sign for all property and equipment.

(b) Students are reminded of the DoD Policy on use of government computers specifically in regards to the prohibition of using it to download or view pornographic materials, gambling or other non-official uses. Failure to comply may result in UCMJ action and /or removal from the course.

(c) Clearing Operations/Supply:

(1) No student will be authorized to clear Supply until directed to do so by the cadre chain of command.

(2) If released for any reason prior to graduation, the student will clear Supply by returning all items on hand receipt. Students will process a Statement of Charges (DA Form 362) for any item lost. After the student has cleared Supply, the student will be given his/her original hand receipt.

35. **WEATHER:** Virginia weather can change quickly and has resulted in Soldier accidents. Always factor in weather considerations both on and off duty while at the NCOA. Risk management is everyone's responsibility.

36. **IMPORTANT TELEPHONE NUMBERS:**

Quality Assurance Officer
DSN

434-971-3298
521-XXXX

37. **PHONE USAGE:**

(a) The use of cell phones by students during the duty day is strongly discouraged and often prohibited. Cellular phones when permitted by SGL will be powered off completely to avoid allegations of cheating (through SMS or text messaging) or other distracters associated with such items.

(b) Individuals needing to contact a student during the duty day should utilize the numbers above. Messages will be distributed on a case-by-case basis depending on urgency of the message.

38. **PERSONAL HYGIENE:** Students will ensure that good personal hygiene is maintained at all times during the course.

39. **STUDY HALL:** Study Hall will be conducted for students upon completion of every block of instruction prior to being tested.

40. **REMEDIAL TRAINING:** Remedial Training will be conducted for students that are having difficulty with the instructional material or have failed an exam. Remedial Training is conducted by the SGL and in the case of an exam failure, a peer instructor. Any questions about this may be directed to the respective SGL.

41. **PASS POLICY:** Students may submit pass requests throughout the course. The SGL will provide students with the procedure for submitting a request. Students must be on pass in order to leave the Charlottesville area. On a regular 2 day weekend, if a pass is granted, students may not travel further than 200 miles one way. On a regular 3 day or 4 day weekend, if a pass is granted, students may not travel further than 500 miles one way.

42. Point of contact for this Student Guide is the Senior Small Group Leader at DSN 521-3269 or commercial (434) 971-3269.