# Noncommissioned Officer Academy

# The Judge Advocate General's Legal Center & School

# Charlottesville, Virginia

# STUDENT GUIDE

**17 March 2025**

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 time at the NCOA, we have compiled some helpful information pertaining to our standards and courses taught.

(b) Reporting:

(1) You will report and sign-in at the Security Desk, TJAGLCS, 600 Massie Road, located on the "North Grounds" of the University of Virginia.

(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 TJAGLCS, the front desk Security Officer will have your reporting instructions from a Small Group Leader (SGL). Students will complete their in-person in-processing on day one of Phase 2.

(3) Students who are unable to meet the midnight report time requirement due to unforeseeable changes will contact their SGL as soon as possible with their new arrival time and date.

(4) Reporting instructions may change. Refer to your SGL's 30-day e-mail for your class reporting instructions.

2. **ORGANIZATION**:

(a) The NCOA is an instructional element within 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 Leader Course (SLC) and Advanced Leader Course (ALC). Both courses are under the Deputy Commandant, the Senior Small Group Leader (SSGL), and an SGL who are responsible for your accountability, discipline, training, and welfare.

(d) NCOA Mission Statement. Educate, develop, and cultivate principled paralegal leaders to be exceptionally competent legal professionals, ready to deliver effective and elite legal service and leadership in support of the Army, the Joint Force, and the Federal Government. Prepare paralegals to meet the challenges of an increasingly uncertain and complex operational environment through unmatched education and

training, integrating legal lessons learned and leadership development curriculum through resident and distributive learning methods and technologies.

(e) NCOA Vision Statement. The Army's preeminent Noncommissioned Officer Academy producing exceptionally competent paralegals primed to lead and deliver superior legal support that enables successful military operations at all levels of command.

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.

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

(a) Must have a current, record, and passing record Army Combat Fitness Test (ACFT) in accordance with Army Directive 2022-05 (ACFT must be within 60 days from the Phase 1 start date).

(b) Must have a current and passing height/weight and ABCP assessment record IAW AR 600-9 (within 60 days from the Phase 1 start date).

(c) 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. You must reach out to your SGL for any exceptions.

(d) 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 and field duty. 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 report date. Failure to do so may result in disenrollment or dismissal from the course.

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

(1) All Soldiers MUST have a current physical, within the past 15 months IAW Army Regulation (AR) 40-502, Medical Readiness Procedures, for course enrollment.

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

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

(h) 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 (version April 2018). The pre-execution checklist must be signed by the commander or acting commander on orders. Special Victim Paralegal NCOs will have the Commander, USALSA, or company commander supporting the installation OSJA sign as the commander.

Pre-Execution Checklist:

(1) Confirm that your Defense Travel System (DTS) authorization includes approved funding for transportation, lodging, and per diem.

(2) Verify that you have a Government Travel Charge Card (GTCC) in your possession. Ensure the card is active and has the appropriate credit limit applied.

(3) Clear, legible copy of your Soldier Talent Profile (STP).

(4) Basic issue of clothing (AR 700-84, Issue and Sale of Personal Clothing). Please check the packing list that was provided to you in your 30-day email.

**[NOTE: Ensure you bring all items that are required for the course. The packing list has been provided to you the 30-day email. Reminder, the Exchange Shoppette at TJAGLCS has limited military clothing items available.]**

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

(b) Soldiers reporting to 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 dismissed 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 their group, those students who are experiencing difficulties will be counseled by their 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 | CADRE CHAIN OF COMMAND |
|---|---|
| · Squad Leader | · SGL |
| · Platoon Sergeant | · SSGL |
| · Student First Sergeant | · Deputy Commandant |
| | · Commandant |

8. **OPEN DOOR POLICY**:

(a) You have access to all levels of leadership throughout your course, and it is important to utilize your chain of command before resorting to the open-door policy. Remember that the SGL, SSGL, Deputy Commandant, and Commandant are all here to support you in achieving success as a student.

(b) For more information on the Open Door Policy of the NCOA consult with your SGL.

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. We will try to have all students billeted in the same hotel. Lodging instructions will be provided by the SGL approximately 30 days prior to the start of class. Your unit is responsible for the Line of Accounting on DTS to pay for your training and attendance at the NCOA, including your lodging. If you are traveling from OCONUS or in a region of the country that would require you to check into lodging prior to your report date or leave a day after graduation, let your SGL know prior to Phase 1 starting, so proper arrangements can be made.

(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 may be required to commute to the NCOA TJAGLCS daily.

10. **THE EXCHANGE TYPE SERVICES:** The Exchange Shoppette at TJAGLCS does not have many of the traditional consumer services. While the Shoppette does include some military clothing sales items in addition to its normal inventory, students are strongly encouraged to double check the 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: www.defensetravel.osd.mil/. Your unit is responsible for the Line of Accounting on DTS to pay for your training and attendance at the NCOA, including your meals/per diem.

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 $7,500.00. This should suffice during your attendance at the NCOA. Follow Local Organizational Policy and SOP that governs authorized use and management of your GTCC.

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

13. **TRANSPORTATION**:

(a) Transportation to and from the airport includes commercial taxis such as Uber and Lyft. Students are strongly encouraged to utilize the Charlottesville, VA airport (CHO) as additional ground transportation costs associated with flying into other airports may not be cost effective. Your unit is responsible for the Line of Accounting on DTS to pay for your training and attendance at the NCOA, including your transportation.

(b) The Security Desk at TJAGLCS is available in the event of emergencies and can be contacted by phoning 434-971-3300. TJAGLCS 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 information on how to use Tricare in the local area.

(b) In the event of emergency medical situations, call 911 or go to the emergency room. Ensure you take a battle buddy with you and immediately contact your student chain of command and SGL as soon as possible.

15. **ARMY COMBAT FITNESS TEST**: The Army Combat Fitness Test will be administered the first Friday of Phase 2. Those who score a 540 on the ACFT, with at least 80 in each event, will be exempt from taping. Every Student will conduct Height / Weight screening the first Monday of Phase 2. Those NCOs that require taping, and not otherwise exempt, will be administered the One-Site tape test IAW AD 2023-11 and AR 600-9, Appendix B. Those that fail initial taping will execute a confirmation test no more than seven (7) days after IAW AR 350-1. The student will be administered the One-Site test. If a student fails the second, confirmation taping, they will be processed for dismissal. If a qualified supplemental test result is submitted, dated within up to 30 days before the initial NCOA screening, that document will be accepted, and the student will be allowed to continue training with no adverse action.

16. **RUCK MARCH**: During Week 5 of ALC and Week 4 of SLC, a six-mile foot march will be conducted. Each student will sign out a rucksack during day one of Phase 2. Unless medically exempt, students must carry 35 lbs in their rucksacks. Students are responsible for preparing for the foot march and packing their rucksacks in accordance with ATP 3-21.18, Appendix C.

17. **UNIFORMS**.

(a) The primary uniform for duty will be OCP. You will also be required to wear a complete ASU/AGSU (Class A) for inspections and graduation. Students are required to have a complete ASU/AGSU (Class A) upon arrival of Phase 2. There will be one day identified to wear business casual as outlined in Appendix B of Department of the Army Pamphlet (DA PAM) 670-1, Guide to the Wear and Appearance of Army Uniforms and Insignia. The uniform packing list provided in your 30-day email 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 DA PAM 670-1, Appendix D. Any request to the requirement of the uniforms provided require Commandant approval.

(b) Ensure all 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 May and 30 September, you do not have to bring winter attire.

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

19. **INSPECTIONS**: Daily inspections that reinforce the standards of Training Circular (TC) 3-21.5, Drill and Ceremonies, and ensure all students comply with AR 670-1, Wear and Appearance of Army Uniforms and Insignia, will occur throughout the entire course.

20. **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) 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.

21. **LEADERSHIP POSITIONS**: Students will serve in leadership positions during the course. There are several positions; including Squad Leader, Platoon Sergeant, and Student First Sergeant.

22. **CLASSROOM INSTRUCTION**:

Conduct in the classrooms:

(1) Smoking and the use of any smokeless tobacco products inside 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.

23. **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 Deputy Commandant.

(a) Student First Sergeant Responsibilities:

(1) Form the unit at the prescribed time.

(2) Report all student absentees by name and location to the SSGL.

(3) Ensure the students are informed as to the prescribed uniform, proper equipment and materials as dictated by the training schedule and SSGL.

(4) Performs other duties as prescribed by the SSGL.

(b) Student Platoon Sergeant Responsibilities:

(1) Report all student platoon absentees by number to the Student First Sergeant (be able to provide names and locations when requested).

(2) Ensure platoon members are informed of the prescribed uniform and the proper equipment/ material required daily as directed by the training schedule and SGLs.

(3) Perform other duties as directed by the SGLs.

(c) Student Squad Leader Responsibilities:

(1) Report all student squad absentees by name and location to the student Platoon Sergeant.

(2) Ensure squad members are informed of the prescribed uniform and proper equipment/material needed each day (review the training schedule).

(3) Perform other duties as directed by the SGLs.

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

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

(a) Distinguished Honor Graduate: A Soldier whose overall course achievement far exceeded the standards of the course. The student must have earned 6 out of 6 in either Far Exceeded or Exceeded Standards rating on the Academic Evaluation Report (DA Form 1059); have an academic average of 94% or higher; and must receive no adverse counseling during the course.

(b) 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. Students must have earned 5 out of 6 in either Far Exceeded or Exceeded Standards rating on the Academic Evaluation Report (DA Form 1059); have an academic average of 92% or higher; and must receive no adverse counseling during the course.

(c) Distinguished Leadership Award: The student who, by their performance, best represented the leadership traits and competencies outlined in ADP 6-22. The student who has demonstrated superior leadership achievement throughout the course, as determined by cadre and must receive no adverse counseling during the course. Must be nominated by classmates, through cadre, to Commandant.

(d) Superior Academics List: Soldiers whose overall course achievement is significantly above the standards of the course. This list is restricted to the top 21-40 percent of the class. Students must have earned 4 out of 6 in either Far Exceeded or Exceeded Standards rating on the Academic Evaluation Report (DA Form 1059); have an academic average of 88% or higher; and must receive no adverse counseling during the course.

(e) Iron Sergeant Award: The male and female student who scores the highest on the Army Combat Fitness Test for each class will receive the physical medallion of excellence.

**NOTE: The Commandant is the final authority on all Honors.**

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

26. **GRADING PROCEDURES**: This policy standardizes the NCOA grading procedures for scoring examinations and approving second re-examination.

(a) Scoring examinations, evaluations, and essays.

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

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

(3) Essays are scored according to the Essay Guidance Memo (Appendix H of the CMP).

(b) Re-examinations:

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

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

27. **GRADUATION**: Graduation ceremony normally begins at 1000 hours but are subject to change. 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 1700 when leaving from Dulles Airport in Washington, D.C., or Richmond International Airport in Richmond, Virginia.

28. **RELEASE PROCEDURES**: Students may be considered for dismissal from the course for the following reasons IAW AR 350-1, Army Training and Leader Development:

(a) Personal conduct is such that continuance in the course is not appropriate.

(b) Negative attitude or lack of motivation, either of which is prejudicial to the interests of other student in the class.

(c) Academic deficiency demonstrated by failure to meet course standards or lack of academic progress that makes it unlikely that the student can successfully meet the standards established for graduation.

(d) Illness or injury (as determined by a physician) or added physical profile limitation.

(e) Compassionate reasons.

(f) Students enrolled as a military member retiring or leaving the military and not continuing in a federal civilian capacity.

(g) Soldiers who subsequently fail to meet physical fitness and/or height and weight standards.

(h) 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 re-enroll as soon as conditions that led to the dismissal no longer exist.

(i) Soldiers dismissed from ALC or SLC for other than compassionate or medical reasons may apply to reenter and be re-scheduled for the course when the unit commander and the Soldier determines that the student is prepared to complete the course, IAW AR 350-1, paragraph 3-15f(4)(a).

(j) 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, decertified, or separated from the Army.

**NOTE: The Academic Evaluation Report (AER) will reflect the reason why a Soldier was released from the NCOA.**

29. **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.

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

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

32. **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 laptops being left in rooms over the weekend when on pass (if applicable).

33. **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.

34. **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.

35. **SUPPLY PROCEDURES**:

(a) Students will be issued supplies and equipment required for training including laptops and rucks. Students will sign for all property and equipment.

(b) Students are reminded of the DoD Policy on use of government computers specifically regarding 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 NCO:

(1) No student will be authorized to clear their 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 their 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.

36. **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.

37. **IMPORTANT TELEPHONE NUMBERS**:

| | | |
|---|---|---|
| Deputy Commandant | 1SG Anisah Turner | 434-971-3313 |
| SSGL | SFC Rebeca Mendieta | 434-971-3319 |
| SLC SGL | SFC Natacha Perkins | 434-971-3191 |
| ALC SGL | SFC Khiree Washington | 434-971-3189 |
| OPS NCO/SGL | SFC Maria Green | 434-971-3186 |
| Quality Assurance Officer | Vacant | 434-XXX-XXXX |
| DSN | | 521-XXXX |

38. **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 distractions associated with such items.

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

39. **PERSONAL HYGIENE**: Students will ensure that good personal hygiene is always maintained during the course.

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 a peer instructor. It will be conducted by a SGL, only when requested. 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 if they are more than 150 miles (one way) away from NCOA, TJAGLCS or

planning to be absent away from their billets overnight. Refer to the NCOA Student Pass Policy Letter #11 and other current policies that may restrict a Soldier's movement while at the NCOA.

42. Point of contact for this Student Guide is the Senior Small Group Leader at DSN 521-3319 or commercial 434-971-3319.

SHELLYANN M. CORBIN
CSM, USA
Commandant