

Noncommissioned Officer Academy

*The Judge Advocate General's Legal
Center & School*

Charlottesville, Virginia



STUDENT GUIDE



June 2020

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 and sign-in.

(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.

(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.

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 Leaders Course (SLC) and Advanced Leaders Course (ALC). Both courses are under the Deputy Commandant, the Senior Small Group Leader (SSGL), and a SGL who are responsible for your accountability, discipline, training, and welfare.

(d) NCOA Mission Statement. Educate, train, and develop paralegals to be agile, adaptive, and committed leaders of the Army and legal professions capable of providing timely and competent legal support to the Army and Joint Force. Prepare paralegals to meet the challenges of an increasingly uncertain complex operational environment through resident and distributive learning methods and technologies.

(e) NCOA Vision Statement. The Army's premier Noncommissioned Officer Academy and Advanced Individual Training, producing highly skilled, agile and adaptive paralegals prepared to lead and provide exceptional legal support at all levels of

command. A world-class faculty who are the Army's model of professionalism, demonstrate superior moral character and unwavering commitment to Soldier development.

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) Complete DLC-3 or SSD-3 (for SLC) and DLC-2 or SSD-2 (for ALC) prior to attending SLC or 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 or dismissal 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 over 40 years old are required to hand-carry a copy of their cardiovascular medical screening (EKG) to service schools. Screening date must be after their 40th birthday.
 - (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. Special Victim Paralegal NCOs will have the Commander, USALSA, or company commander supporting the installation OSJA sign as the commander.

Pre-Execution Checklist:

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

(2) Clear, legible copy of your Enlisted Record Brief (ERB) if you are in the Active Army or National Guard, or clear, legible copy of an Automated Record Brief (ARB), if you are in the Army Reserves.

(3) 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 in your welcome letter. Reminder, the Exchange shoppette at TJAGLCS has limited military clothing items available.]

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

(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 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

- 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) 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.

(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/

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

16. UNIFORMS.

(a) The primary uniform for duty will be your OCP. You will also be required to wear the Class B uniform and a complete ASU (Class A) 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 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 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 June and 30 September, you do not have to bring winter attire.

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 that reinforce the standards of Training Circular (TC) 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, and Student First Sergeant.

21. 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.

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 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.

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) Distinguished Honor Graduate: A Soldier whose overall course achievement far exceeded the standards of the course. The student must have passed the APFT, 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 passed the APFT, 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) Iron Sergeant Award: The student who has demonstrated exceptional physical fitness by attaining a score of 300 on the APFT – taking all three scored events. In the event more than one Soldier scores 300 on the APFT, the Commandant will make the final decision IAW the Comprehensive Soldier Fitness Concept. APFT scores are calculated IAW FM 7-22.

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

(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 examinations and evaluations and for students taking a second examination.

(a) Scoring examinations, evaluations, and essays.

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

(2) All evaluations (i.e. D&C, PRT, and 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 to 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 will be initiated for dismissal from the course.

26. GRADUATION: Graduation ceremony normally begins at 1100 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.

27. RELEASE PROCEDURES: Students may be considered for dismissal from the course for the following reasons IAW AR 350-1:

(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, para. 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.

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, etc. This equipment will not be left unsecured.

33. **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).

34. 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.

35. 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.

36. SUPPLY PROCEDURES:

(a) Students will be issued supplies and equipment required for training including laptop computers. 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 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.

37. 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.

38. IMPORTANT TELEPHONE NUMBERS:

Deputy Commandant	1SG Claro	434-971-3313
SSGL	SFC Tracy	434-971-3263
SLC SGL	SFC Hillberry	434-971-3191
ALC SGL	SSG Song	434-971-3269
OPS NCO/SGL	SFC Loughran	434-971-3187
Quality Assurance Officer	Mr. Bobby Baker	434-971-3298

39. PHONE USAGE:

(a) The use of cell phones by students during the duty day is strongly discouraged during classroom instruction and prohibited during testing. Cellular phones, when permitted by SGL will be on silent or vibrate.

(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.

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

41. 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.

42. 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 150 miles one way. Refer to the NCOA Student Pass Policy Memorandum.

43. Point of contact for this Student Guide is the Senior Small Group Leader at DSN 521-3191 or commercial (434) 971-3191.



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Commandant