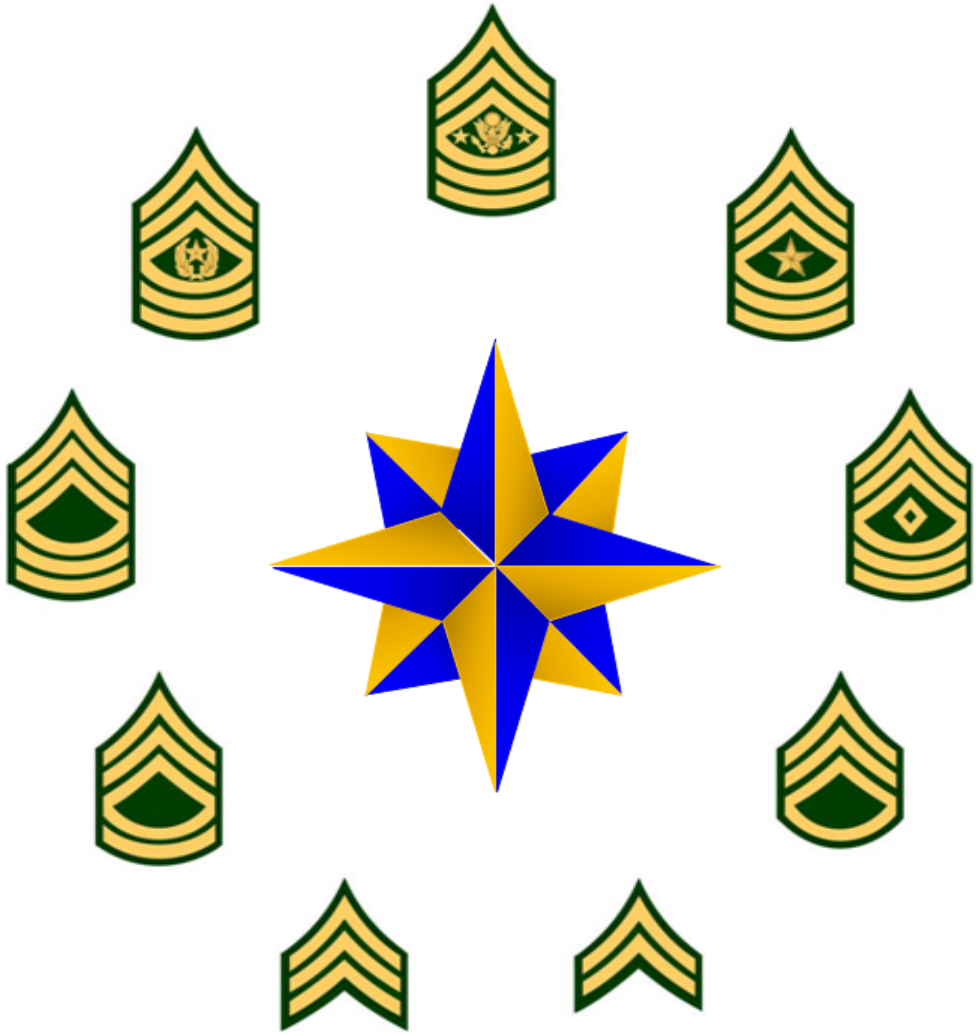
NCO ACADEMY HAWAII

TRAIN TO LEAD



MARCH 2012

This student guide is used to assist students who are attending the United States Army Noncommissioned Officer Academy (NCOA). Each student is required to have a student guide. For information on student advance readings for WLC go to http://www.usarpac.army.mil/ncoa/index.htm

TELEPHONE

Only official military calls will be received at the Academy office. The following telephone numbers will be used:

656-0460 (SDNCO - 24 hours a day)

656-0466/0576 (OPERATIONS - Monday-Friday 0900-1630)

NCO Academy Hawaii Warrior Leader Course
Packing List

Clothing Items	Required	On Hand
ID Card	1 each	
ID Tags (Complete) w/ values tag, allergy tag	1 set	
Army Combat Uniform (Complete)	4 sets	
IPFU Sweatpants and Jacket	1 set	
IPFU Trunks	2 each	
IPFU Short Sleeve Shirts	2 each	
IPFU Long Sleeve Shirts	2 each	
PT Belt	1 each	
Boots, Tan	2 pairs	
Running Shoes	1 pair	
Shower Shoes (Black)*	1 pair	
ACU Patrol Cap (w/ sew on or pin on rank)	2 each	
Cotton T-Shirts, Tan	7 each	
Underwear, Brown/White (Male)	7 each	
Underwear, White/Neutral (Female)	7 each	
Belt, Riggers (Tan)	1 each	
Socks, White (IAW AR 670-1)	7 pairs	
Socks, Green or Black	7 pairs	
Gloves Issued (Black Leather Gloves w/ inserts or Gloves, Nomex (Green)	1 pair	
Wash Cloth, Brown (Basic Issue)	2 each	
Towel, Brown Bath (Basic Issue)	4 each	
Combination / Key Lock	2 each	
Boot Cleaning Kit	1 each	
Duffle Bag	1 each	
Wire Clothes Hangar	13 each	
Personal Hygiene Kit (as needed)	1 set	

* Shower shoes must be plain (no crocs, etc.)

NCO Academy Hawaii Warrior Leader Course
Packing List Continued

TA 50 Items	Required	On Hand
Bag, Waterproof	1 each	
Bag, Barracks Laundry	1 each	
LBV / LCE / MOLLE vest complete	1 set	
Large Rucksack, Complete w/ frame	1 each	
Poncho	1 each	
Poncho Liner	1 each	
Wet Weather Top / Bottom	1 set	
Sleeping Mat / Pad	1 each	
M16 / M4 Blank Firing Adapter	1 each	
M16 / M4 Weapons Sling	1 each	
Weapons Cleaning Kit (Complete)	1 each	
Helmet, Complete w/ camo band and rank	1 each	
L-Shaped flashlight w/ red lens and batteries	1 each	
Assault Pack (ACU pattern) as issued by CIF		
30 round magazine	7 each	
Canteens (2) or Camelbak (water reservoir) - ACU Pattern as issued by CIF	1 each	

Commandant's Required Items	Required	On Hand
Eyewear, Ballistic Protective (Army approved)	1 each	
Lensatic Compass	1 each	
Protractor GTA: 05-02-012	1 each	
Sewing Kit	1 each	
Knee & Elbow Pads (if issued)	1 set	
Commandant's Suggested Items		
Additional IPFU		
Spandex (Black or Gray) **No logos		
Pens and Pencils		
Laundry Detergent		
Tactical Gloves		
Notebook		

NCO Academy Hawaii Warrior Leader Course
Packing List Continued

****Must use all Army Green Service Uniform or all Army Service Uniform items. Dress skirts are not authorized.**

Army Service Uniform**	Required	On Hand
ASU Coat	1 each	
Shirt, White long sleeve (male & female)	1 each	
Shirt, White short sleeve (male & female)	1 each	
ASU Trousers, low waist w/ belt loops (male)	1 each	

OR

Army Green Service Uniform**	Required	On Hand
Army Green (AG) Coat	1 each	
Shirt, Long sleeve AG shade 415 (male & female)	1 each	
Shirt, Short sleeve AG shade 415 (male & female)	1 each	
Army Green (AG) Trousers	1 each	

AND

Army Service / Army Green Uniform Additional Items	Re-quired	On Hand
ASU slacks, low waist (female)	1 each	
Shoes, oxford black	1 each	
Shoes, pumps, black (female)	1 each	
Necktie, black, four-in-hand (male)	1 each	
Tab, Neck (female)	1 each	
Namplate	2 each	
Undergarments, white (as appropriate for male or female Soldiers)	1 pair	
Socks, Black dress (worn with trousers/slacks)	1 each	
Stocking, Sheer (female)	1 each	
Belt, Black w/ brass tip	1 each	
Beret	1 each	
Shirt, White	1 each	
All Insignias, accouterments worn with the service uniform	1 set	

Sponsorship

1. On Report Day all sponsors will ensure that their Soldiers have the Pre-Execution Checklist filled out correctly. The 1SG and Commander's contact data must be correct. Student must possess a valid CAC card with valid IA certificate. Sponsors will not depart the Academy until they are briefed by the Deputy Commandant or a representative.

2. During the first 72 hours, military service members, in the rank of SGT (E-5) or above may drop off items at the Academy. The first 72 hours start at 1800 on Report Day and end at 1800 on Day 3. All items will be dropped off at the staff duty desk during the hours of 1800-2000 only. The only uniform for sponsors dropping off items or money will be ACUs. Civilians are not allowed to drop off items at any time.

3. WLC is a live-in course. Students will reside in the barracks Monday thru Friday. Student may be released for the weekend and federal holidays depending on the training schedule. If a student is late to formation, first offense, he/she will receive a negative counseling and will be ineligible for any awards (Distinguished Honor Graduate, Commandant's List, etc) and will not be allowed to go home until graduation. If a student is late and misses a graduation required event (performance evaluation, exam, STX, etc) he/she will be dismissed from the course.

4. NCOs in the rank of SGT (E-5) or above may schedule a lunch appointment. Dates for lunch appointments are pre-determined by the training schedule. Appointments will be made with the administrative support tech at (808) 656-0460. No other Soldiers or civilians are permitted to have lunch with a student.

5. Early release of a student will be the decision of the Commandant. The BN CSM will notify the Commandant of his/her request for early release of a student.

6. The student's bags and weapon will be picked up by Soldiers in ACUs and in a government vehicle only.

7. Sponsor parking is not allowed inside the Academy. All sponsors dropping off items will park outside the Academy in the gravel parking lot.

Instructions to Students On Report Day

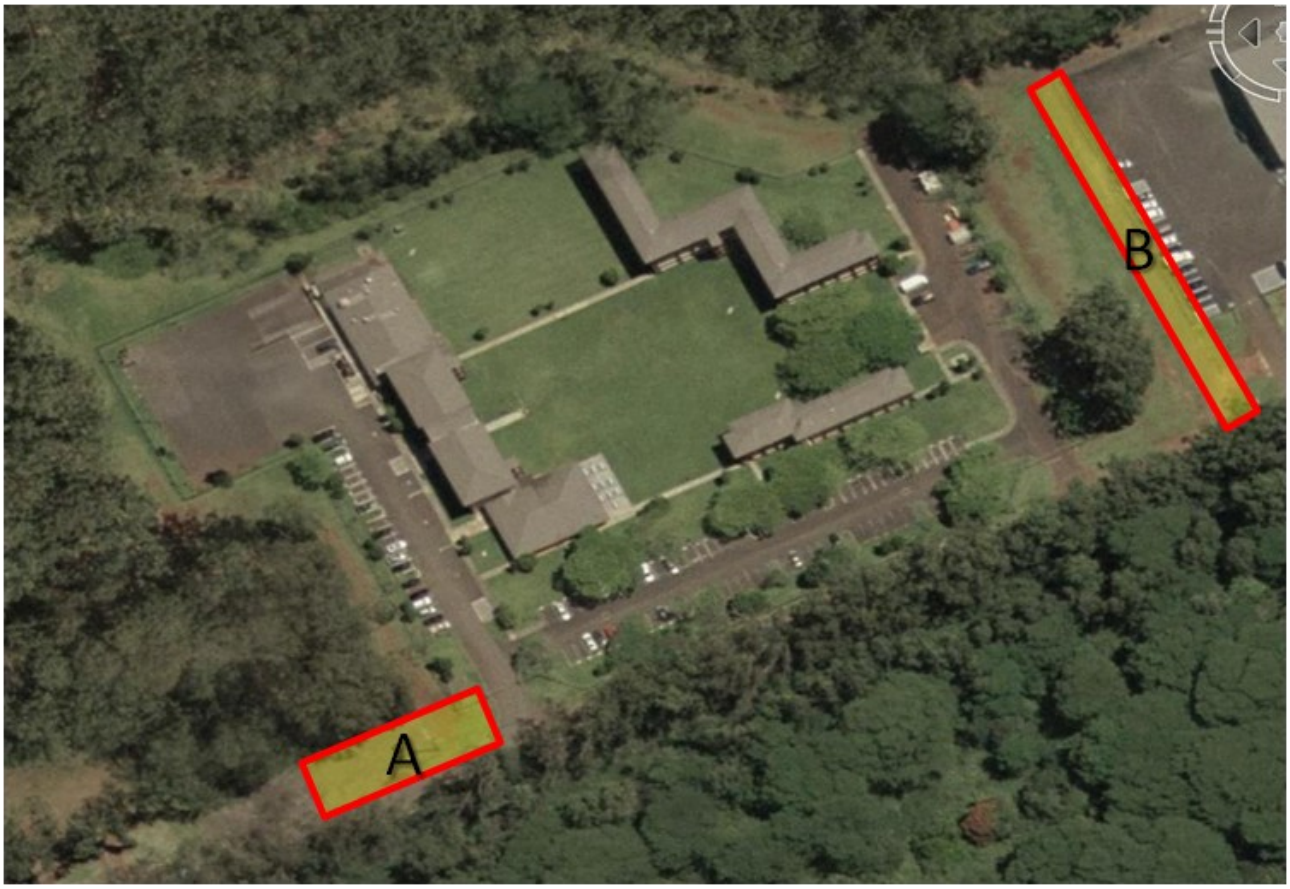
Students will not bring a POV to the Academy on day zero. Gates open for students at 0700, and students must report NLT 0630. Uniform for reporting is Summer PT uniform with the PT Jacket. Students will report to the Academy with their assigned weapon. Before arriving at the Academy, students will strip off all optical and reflex sighting systems (i.e. ACOG, CCO, M68, EoTech etc.) as well as fore grips ("gangster grip") and bipods and turn them into their unit armorer. Students are not authorized to store these items in wall lockers. Students should have their blank firing adapter already mounted on their weapons upon entering the Academy.

Students from Japan/Off Island

Soldiers from Japan that will be attending WLC should ensure that they are in contact with their local sponsor well in advance of arriving in Hawaii. Cell phones from Japan may not work in Hawaii, and students may consider a cheap pre-paid cell phone for use while at the Academy. Space will be allotted for extra baggage to be stored. Soldiers from Japan with unauthorized items (i.e. hand-held gaming systems, civilian clothes, etc.) will be allowed to secure these items without penalty. These items can be retrieved upon graduation.

Parking

Parking in the Academy is limited and students are not allowed to bring POVs to WLC. The picture below shows an overhead view of the Academy. The area labeled A is the primary parking area for sponsors. Area B is the gravel parking area immediately outside the West gate along Higgins Road. If there is not sufficient parking in area A, the overflow will be in area B. Area B is the West side of the asphalt track and grass area immediately adjacent to it that runs along the West side of the neighboring warehouse fence.



Some Helpful Information for Prospective Students

Students should report to WLC ready to train. Course pre-requisites can be found on the WLC website. Students should be in compliance with AR 670-1 upon reporting. Some common deficiencies seen among previous students include:

Haircuts not within regulation. Males MUST report with a fresh haircut. Females should ensure that their hair is in compliance and will remain so for the duration of the course.

White ankle socks too short. Socks must cover the entire ankle and if you are uncertain about your socks, assume that they are too short.

Poorly fitted/unserviceable uniforms. Ensure that your uniform is neither too tight nor too loose. Common deficiencies include: Physical Fitness Uniform (PFU) too large, dirty PFUs, faded/stained ACUs, ACU bottoms too small, Army Logo missing from shorts and unauthorized footwear.

AR 670-1 requires Soldiers to wear undergarments as appropriate. Spandex is highly recommended for physical fitness training. Females should wear a sports bra appropriate for vigorous physical training.

Sunglasses are not authorized at WLC except when prescribed by medical authority. Protective eyewear may be worn during field training provided that it is listed on the APEL (Authorized Protective Eyewear List) which can be found at: https://peosoldier.army.mil/docs/apls/MCEP-poster.pdf.

Soldiers may wear tactical gloves available for purchase other than the issued black leather work gloves, provided that the gloves are listed on the APL (Authorized Product List) found at: https://peosoldier.army.mil/docs/FRCombatGlove.pdf.

Possession of these gloves does not replace the black leather gloves on the packing list.

Student Chain of Command Responsibilities

Students in leadership positions derive their authority from AR 600-20. Students who do not obey orders are subject to dismissal for disciplinary or motivational reasons.

The student chain of command is responsible for the conduct of the students at all times (i.e., student time, study hall, breaks, all meals, return to classroom on time, etc). The student chain of command is authorized to be in the rooms of their Soldiers to inspect their areas from 0530 – 0800 hours daily. Leadership may also check their rooms during student time, however they must check in at the Staff Duty desk, before and after. Males and females must sound off with "Male on the floor" or "Female on the Floor" as appropriate, before moving onto the floor. At all other times, students must have permission from Cadre to be in areas of the opposite gender. While in a leadership capacity, when a male student is in a female student's room or vice versa, the door and curtains for that room will remain open and both the room occupant and the visiting student leader will have a battle buddy of the same sex present. There is no exception to this policy. Any male student found in a female room, or female in a male room, without Cadre authorization may be released from the course for disciplinary reasons. Leadership evaluations will begin on day one. Leadership positions will be rotated every third day after that until all students have been evaluated. The appropriate student leadership Brassard will be used IAW AR 670-1. Each student will be evaluated as either Squad Leader or Team Leader, (1SG & PLT SGT are not graded leadership positions).

First Sergeant: The Student First Sergeant will receive all of his or her guidance from the Chief Instructor. He or she is responsible for:

- All class formations during the day.
- Dissemination of information to the Student Platoon Sergeants.
- Inspecting common areas daily, i.e., break areas, lanais, latrines, stairwells.
- Control of Student drop off/pickup items.

Student Chain of Command Responsibilities Cont.

Platoon Sergeant: The Student Platoon Sergeant is responsible for:

- All platoon formations during the day.
- Inspecting common areas daily (break areas, lanais, floor latrines, supply closets, stairwells, and barracks common areas).
- Monitoring and controlling the platoon in the dining facility line.

Squad Leader: The Student Squad Leader is responsible for:

- Squad formations during the day.
- Supervising squad areas and clean up daily.
- Reporting accomplishment of squad area clean up to the student PSG.
- Proper distribution of work details.
- Inspecting squad's living area and common areas daily.
- Briefing squads on the next day's training each night.
- Monitor and control the squad in the DFAC line at each meal.

Team Leader: The Student Team Leader is responsible for:

- Maintaining accountability of students in the team and correctly reporting team status to the student squad leader.
- Supervision of all details assigned to the teams.
- Ensure all members have all required equipment for the entire day.
- Inspecting team's living area and common areas daily.

Students will ensure that accurate reports are given at all formations. False reporting will result in disciplinary action.

LEADERSHIP RESPONSIBILITIES DURING WEAPONS CLEARING PROCEDURES

While on the Academy grounds, weapons will be unloaded and on safe at all times. When moving outside of the Academy for training, students will chamber a round and keep their weapons on safe at all times. Weapons will be cleared upon entering the gate of the Academy following field training.

Weapons will be cleared in the following manner:

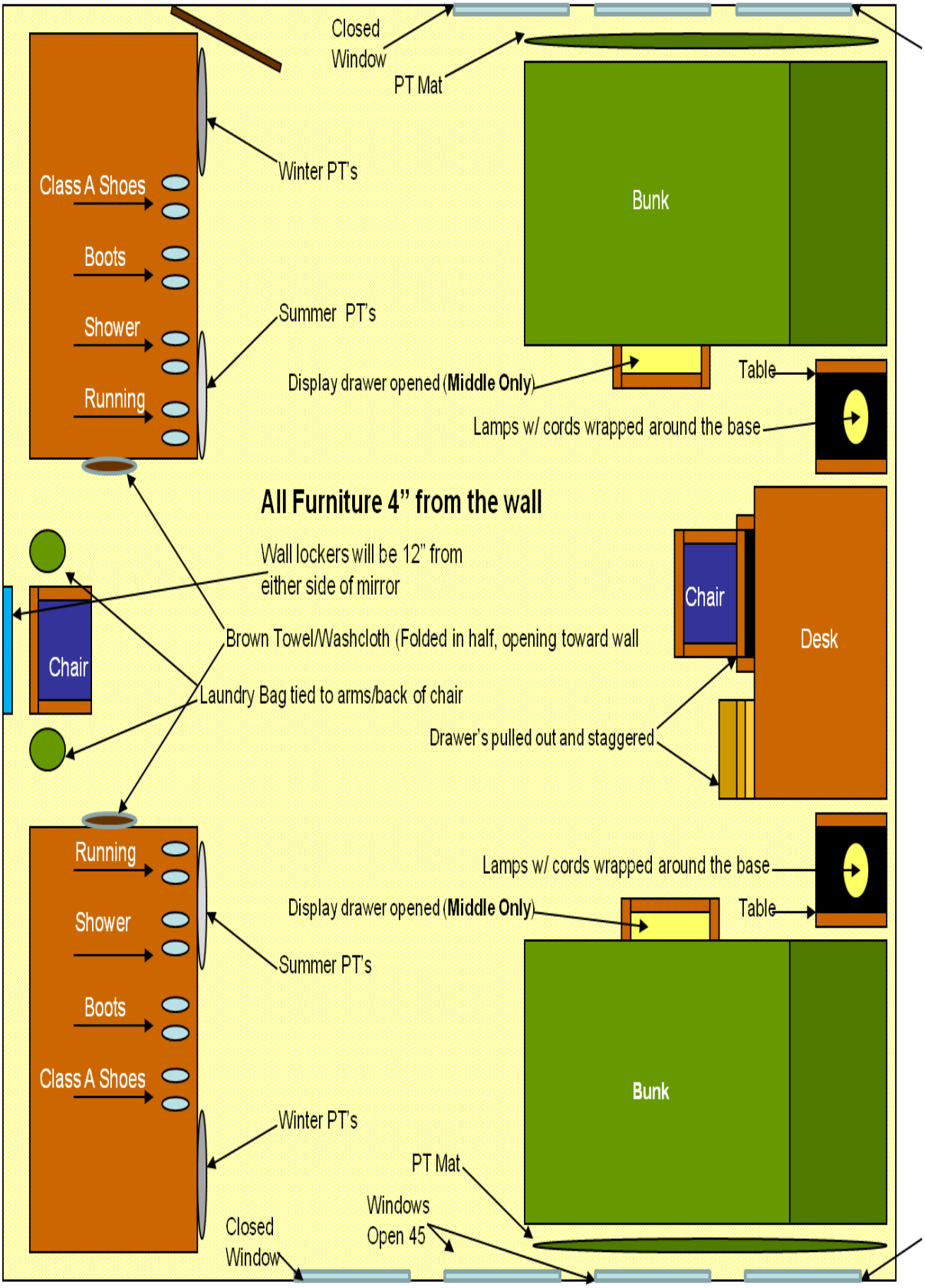
- Ensure the weapon is on safe.
- Remove the magazine from the weapon.
- Point the muzzle of the weapon inside the clearing barrel.
- Pull back on the charging handle.
- Check the chamber to ensure no rounds are present in the weapon.
- Release the charging handle allowing the bolt to go forward.
- Squeeze the trigger.
- Charge the weapon and place it on SAFE
- Close the dust cover and police up the ejected round if present.

During this time, the student leadership should be providing adequate supervision of the soldiers to ensure that there are no negligent discharges. AT ALL TIMES during clearing procedures:

- The Squad Leader will monitor the team leaders.
- The team leaders will monitor their team members.

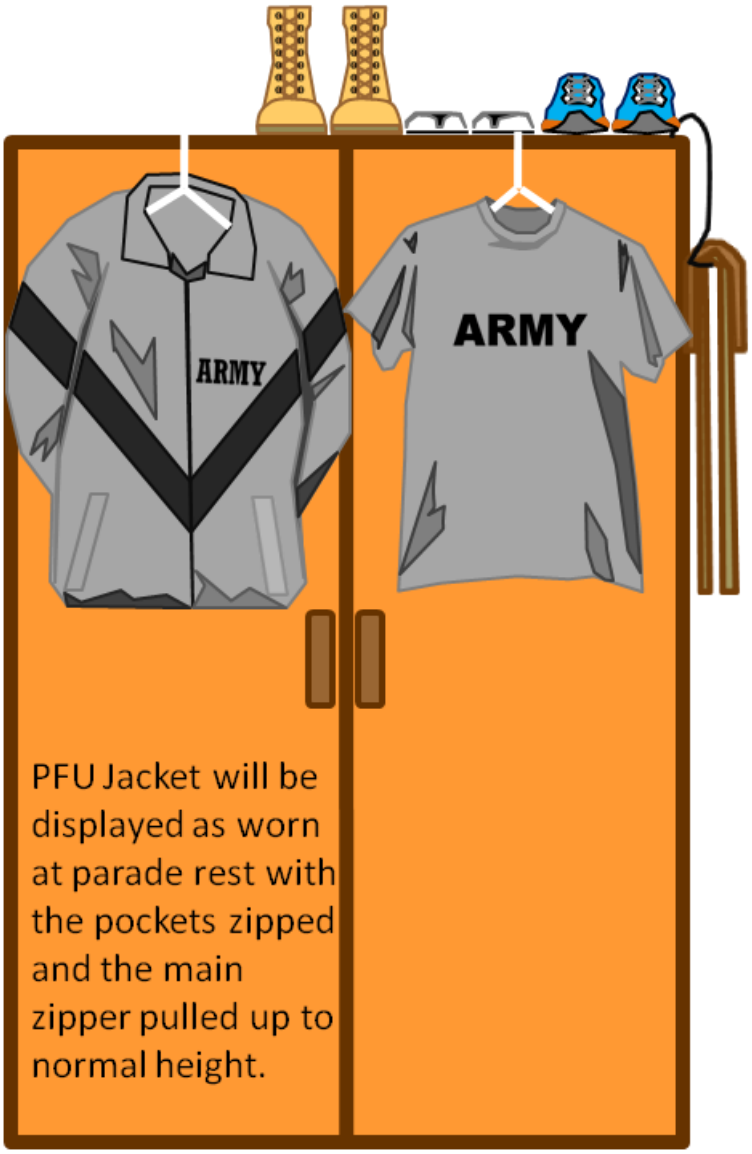
STUDENT LEADERSHIP WILL BE HELD ACCOUNTABLE FOR ANY NEGLIGENT DISCHARGES.

BARRACKS ROOM LAYOUT



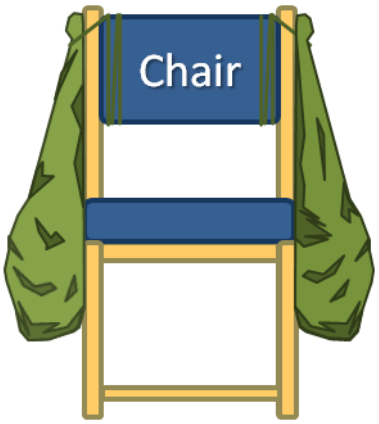
Wall Locker Layout (Exterior)

Running shoes and boots will be displayed with the laces tied and tucked in. There will be no spacing between the foot wear and the edge of the running shoe will line up on the edge of the wall locker.



The towel and wash cloth will be on a hangar with the hanger ends bent to hold the towel off of the wall locker.

Only one chair will be centered between the two wall lockers. The other chair will be placed at the desk.



Wall Locker Layout (Inside)

Two finger spacing

Personal Hygiene Kit

Reflective Belt (rolled)

Black Gloves / Inserts palms down, fingers to the rear.

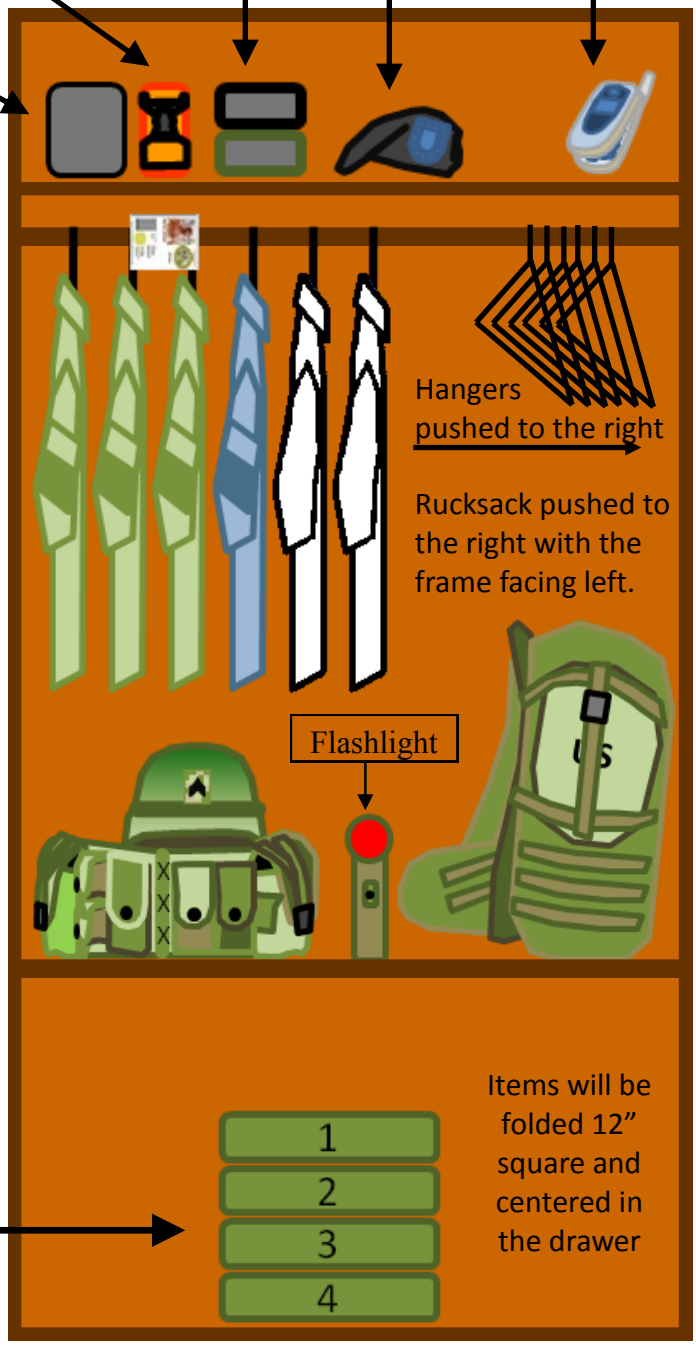
Beret

Personal items will be to the rear of the shelf.

ACUs
ID card length spacing. Uniforms will be sterile at parade rest with the coat front facing to the right.

Class A's / ASU's
Place Pants and Jacket on the same hanger followed by long sleeve shirts and then the short sleeve shirts.

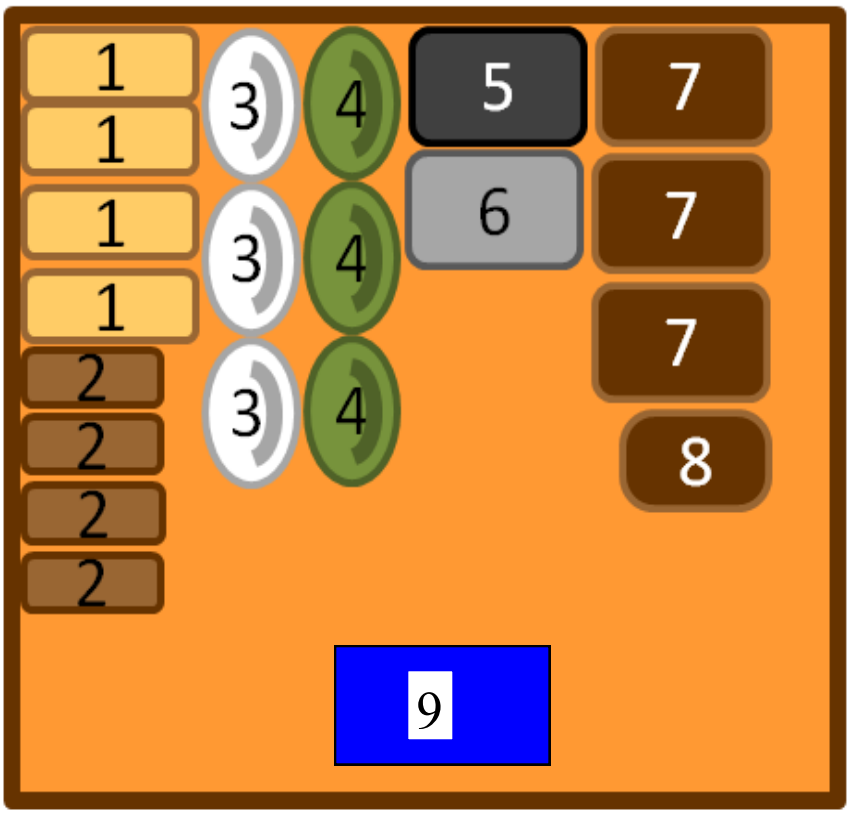
LBV/LCE/MOLLE
Complete with all pouches attached, zipped, snapped, and buckled. Pro-mask placed inside with helmet on top. Canteens will be open.



1. Wet weather bag
2. Poncho
3. Poncho liner
4. Duffle bag

Display Drawer Layout

1. T-shirt, Tan, 6” roll
2. Drawers, Brown, 4” roll
3. White Socks, pr., Canoe Roll (smile up)
4. Green Socks, pr., Canoe Roll (smile up)
5. PFU Shorts, 6” roll
6. PFU Shirt, SS, 6” roll
7. Towel, Brown, 6” roll
8. Wash Cloth, Brown, 4” roll
9. Brass Card

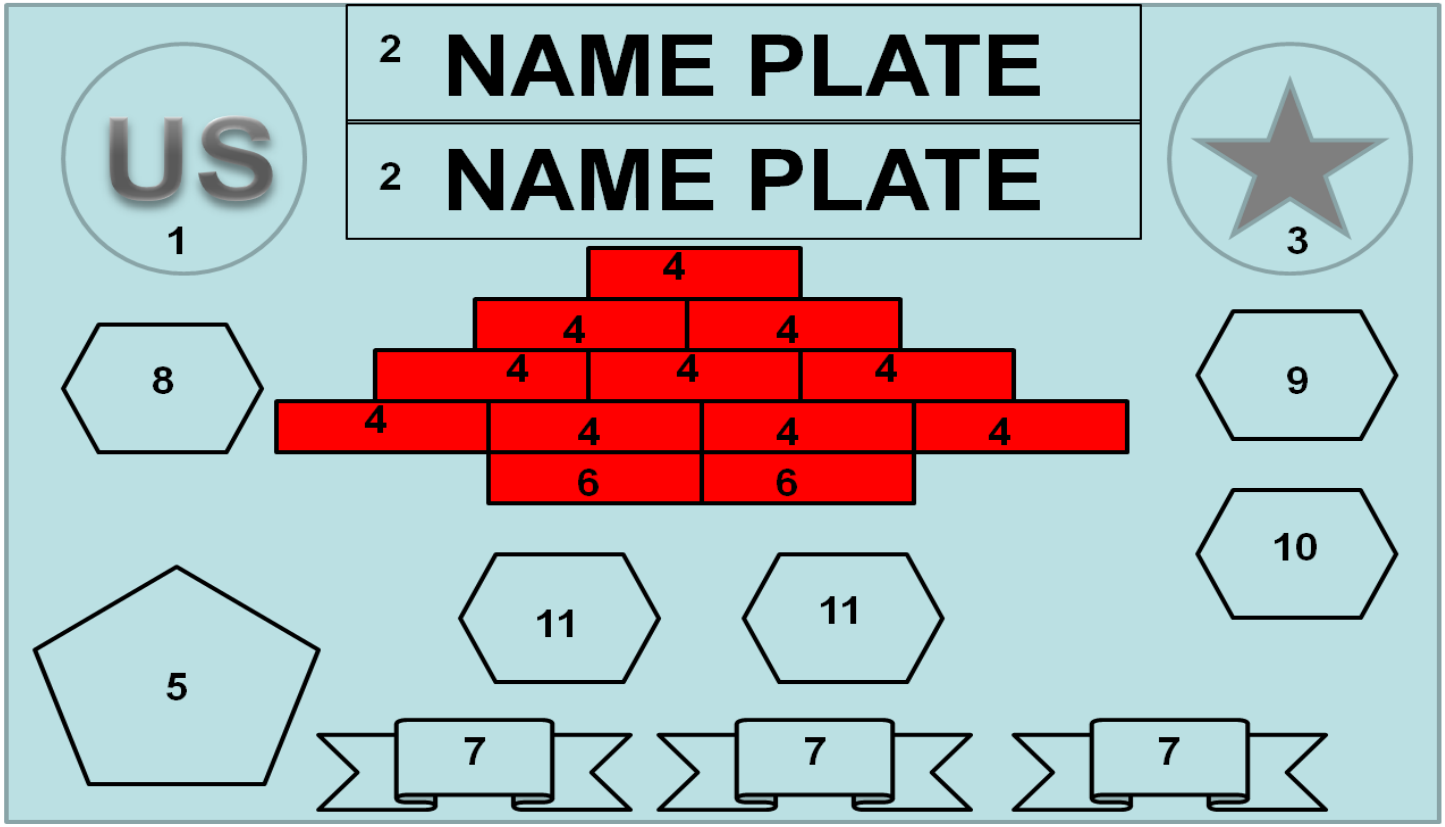


The items listed above are the ONLY items that will be displayed. All extra items will be placed inside the rucksack.

Class A/ASU Brass Card

1 US INSIGNIA
2 NAME PLATE
3 BRANCH INSIGNIA
4 RIBBONS (ALL AWARDS AND DECORATIONS
5 COMBAT SERVICE IDENTIFICATION BADGE
6 UNIT AWARDS
7 COMBAT AND SPECIAL SKILLS BADGES
8 REGIMENTAL CREST
9 MARKSMANSHIP BADGES
10 DRIVERS/MECHANICS BADGE
11 UNIT CRESTS

BRASSCARD IS A 5X8 WHITE INDEX CARD ALL OTHER ITEMS WILL BE DIPLAYED ON ASUs AS WORN



In Ranks/ Barracks Inspections

Students will conduct an In Ranks and Barracks Inspections while at the Academy.
The In Ranks and Barracks Inspections are designed to evaluate the student leadership's ability to plan, prepare for, and conduct an inspection. These inspections are student led and play a large part in determining student scores for the Garrison Leadership Evaluation. Discipline, Military Bearing, and Attention to Detail are key elements of a successful inspection. Reference for this event is FM 3-21.5.

The Soldier's Creed

I am an American Soldier.
I am a Warrior and a member of a team.
I serve the people of the United States and live the Army values.
I will always place the mission first;
I will never accept defeat;
I will never quit;
I will never leave a fallen comrade.
I am disciplined, physically and mentally tough; trained and proficient in my Warrior tasks and drills.
I always maintain my arms, my equipment and myself.
I am an expert and I am a professional.
I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.
I am a guardian of freedom and the American way of life.
I am an American Soldier!

The Army Song

First to fight for the right, and to build the nation's might,
And the Army Goes Rolling Along.
Proud of all we have done, fighting till the battle's won,
And the Army Goes Rolling Along
CHORUS: Then it's hi, hi, hey! The Army's on its way
Count off the cadence loud and strong
(two, three) For wher-e'er we go, You will always know
That the Army goes Rolling Along

CREED OF THE NONCOMMISSIONED OFFICER

No one is more professional than I. I am a Noncommissioned Officer, a leader of soldiers. As a Noncommissioned Officer, I realize that I am a member of a time-honored corps, which is known as "the BACKBONE OF THE ARMY." I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the Military Service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

Competence is my watchword. My two basic responsibilities will always be uppermost in my mind; accomplishment of my mission and the welfare of my soldiers. I will strive to remain technically and tactically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All soldiers are entitled to outstanding leadership; I will provide that leadership. I know my soldiers and I will always place their needs above my own. I will communicate consistently with my soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my soldiers. I will be loyal to those with whom I serve: seniors, peers and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, Leaders!