

NCOA REPORTING PROCEDURES

Students must report NLT 2400 hours on the report date. Students will report to Bldg 12420 SDO. The QM, OD and TC Branch Operations will prepare and post instructions in Bldg 12420 3 days prior to report date. Enrollment (unless otherwise stated) is at 0530. Soldiers will report in Physical Fitness Uniform (PFU) with **NO SPANDEX** worn. Soldiers must bring **ALL** of the documents for inprocessing:

- A. Signed Unit Pre-Execution Checklist with all necessary attachments (Appendix H, TRADOC Reg 350-18 and CMP). Ensure that the checklist is signed and has appropriate signature block, to include name of signing officer, rank, title and signature. Students that report without a signed Unit Pre-Execution Checklist will be identified, and must obtain one within 72 hours. After 72 hours, the student will be denied enrollment in the course.
- B. TDY orders (minimum of 10 copies)
- C. Profiles (P3 and P4 require MMRB results)
 - (1) Small Group Leaders (SGL) will report any student with temporary or permanent profile that prevents them from fully participating in the course of instruction to the Deputy Commandant.
 - (2) Personnel with permanent profiles must present a valid DA Form 3349, complete with three (3) physician's signatures and Unit Commander's recommendation. The student must be able to do a cardio respiratory event, either standard or alternate.

“TRAIN TO LEAD, LEAD TO TRAIN, NCOs MAKE IT HAPPEN”