



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY FORT DIX
BUILDING 5518 SEVER AVENUE
JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ 08640-7226

REPLY TO
ATTENTION OF

AFRC-RTC-ND

14 May 2015

MEMORANDUM FOR Academy Personnel

SUBJECT: Policy Letter 22 Attendance at Military Schools

1. Reference AR 350-1, Army Training and Leader Development.
2. Soldiers requesting a military school will prepare a schools packet with the following documents.
 - a. Army Training Requirements and Resources System (ATRRS) application with course prerequisites.
 - b. DA Form 705, Army Physical Fitness Test (APFT) with profile if applicable.
 - c. DA Form 5500/5501 if applicable.
 - d. Enlisted Record Brief
3. Soldiers will follow the procedures below to submit the schools packet.
 - a. Basic Leader Course Soldiers will submit an ATRRS application to the Course Manager for concurrence. The Course Manager will forward to the First Sergeant for concurrence and send to the Deputy Commandant for approval.
 - b. Staff Section Soldiers will submit an ATRRS application to the Section NCOIC for concurrence. The Section NCOIC will forward to the First Sergeant for concurrence and send to the Deputy Commandant for approval.
4. After approval, the Deputy Commandant will forward the packet to the S3. The S3 will handle all ATRRS entries, track the progress of the approved class reservation, and ensure the Soldier receives orders.
 - a. The S3 will schedule the Soldier for a record APFT within 30 days of the class start date. If the Soldier passes with 60 points in each event, the S3 can recommend disapproval of the course to the First Sergeant and Deputy Commandant. Although the regulation allows for a passing score of 60 points in each event, Soldiers should attempt to receive at least 70 points in each event. The Commandant is the only approval authority for removing a Soldier from a scheduled course for low APFT scores.

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b. The S3 will conduct a weigh in during the APFT within 30 days of the class start date. If the Soldier fails the weigh in and tape, the S3 will recommend removal from the course. If the Soldier is taped at the limit allowed by regulation, a second weigh-in and tape will be performed the next day. The Master Fitness trained Soldiers will perform the second weigh-in and tape. If the Soldier remains at the limit allowed by regulation, the S3 may recommend to the Deputy to remove the Soldier from the course. The Commandant is the only approval authority for removing a Soldier the scheduled course for maximum tape allowance.

c. The S3 will coordinate with the Soldier to ensure completion of the pre-execution checklist within seven days from departure for the course. When the checklist is complete, the First Sergeant will review and send to the Deputy Commandant for approval. If the pre-execution checklist is not completed within seven days from departure, the Soldier may be removed from the course. The Commandant is the only approval authority to remove the Soldier from the course for not completing the pre-execution checklist.

4. Point of contact is the undersigned at kimberly.k.kemper4.mil@mail.mil or 609-562-3619.

KIMBERLY K. KEMPER
CSM, USA
Commandant