

1. Report NET 0700 and NLT 0800 to Bldg 7573, NCO Academy, in the seasonal Improved Physical Fitness Uniform with ID card and ID tags worn (IAW) AR 670-1. Have in possession and M4/16 series rifle with no STANO attachments (iron sights only).
2. Sponsors report to Bldg 7527, NCO Academy at 0800 for Sponsor Brief.
3. Have completed TRADOC form 350-18-2-R-E (Unit Pre-Execution Checklist) prior to reservation of training seat in the Army Training Requirements and Resources System (ATRRS) and Schools' NCO has turned it into Academy S3.
4. Have in possession any Medical profiles (if applicable). P3 and P4 require MMRB results. Over 40 physicals and required.
5. Must have a meal card if attending from Fort Campbell or a DD Form 1610 if attending in a TDY status.
6. Must have combination or pad lock to secure items issued from the Academy.
7. Packing list is not required for day zero, but will be inspected on day one and throughout the course.
8. Student roster numbers are issued to BDE School NCO's after students are assigned numbers (normally sent via e-mail on the following day).
9. All Soldiers need to ensure that their "CAC card" is able to be used and they know their PIN. Ensure that Students CAC card is registered with AKO.
10. The NCO Academy does not provide a breakfast meal on Day Zero. Ensure that you eat before arriving to the course.
11. POC for this memo is Mr. Butler or Mrs. Vance at (270) 798-9421/6865 or (270) 798-4813/4814.

