

# *Noncommissioned Officer Academy*



## *Student NCO Guide*

**18 February 2016**

*United States Army Soldier Support Institute  
NCO Academy Student-NCO Guide*

## **1. WELCOME:**

a. Welcome to the Noncommissioned Officer (NCO) Academy, Fort Jackson, South Carolina. In preparation for your stay, we have compiled some helpful information pertaining to standards and courses taught at the NCO Academy.

### **b. Reporting**

(1) Report to the Welcome Center, Intercontinental Hotel Group (IHG), located at 7550 Benning Road for lodging accommodations.

(2) NCOA cadre or student-NCO Leadership will be located at the IHG, front desk between 1400-1800 hours on Sundays for Day 1 reporting instructions once your room assignment has been made (or if stationed at Fort Jackson). For any emergency situations and/or delays please contact the NCO Academy Cadre at 803-413-8625. On any holidays report on the last non-duty day (i.e. Holidays observed on Fridays and Mondays, Monday is the last non-duty day and class starts on Tuesday).

## **2. ORGANIZATION:**

a. The NCO Academy is an instructional institution under the United States Army Training and Doctrine Command (TRADOC).

b. The NCO Academy consists of the headquarters element, which includes the Commandant, Deputy Commandant, S-1, S-3, and S-4.

c. The operational cadre consists of Advanced Leader Course (ALC) and Senior Leader Course (SLC) First Sergeant, Senior Small Group Leaders (SSGLs) and Small Group Leaders (SGLs) who are responsible for your accountability, discipline, training and welfare.

**3. MISSION:** Train and educate noncommissioned officers to achieve success in any operating environment; growing adaptive leaders fostered in a setting that facilitates character building, competence, creativity and team-building in support of America's Armed Forces to fight and win our Nation's wars.

**4. PREREQUISITES:** Student-NCOs must meet the following prerequisites to attend an NCOES course at the NCO Academy:

a. Provide Unit Pre-Execution Checklist, TRADOC Form 350-18-2-R-E, dated July 2009, completely filled out and signed by their unit commander or acting commander with assumption of command orders attached.

b. Be in ATRRS with an "R" (reserved seat) status code.

c. Meet height/weight/tape standards in accordance with Army Regulation (AR) 600-9, Army Body Composition, 28 Jun 13 and AR 350-1, Army Training and Leader Development 19 Aug 14.

- d. Have no temporary profile or be on a **recovery period** of a temporary profile.
- e. Have in possession, a copy of the approved MOS/Medical Retention Board (MMRB) proceedings recommending retention (permanent profile with "3" or "4" for any PULHES factor).
- f. Have a current Periodic Health Assessment (PHA) within the last year IAW AR 40-501 for course enrollment.
- g. Have a copy of DA 1059 for WLC, Common Core/Structured Self Development 2 certificate (for ALC students), and a copy of DA 1059 for ALC (for SLC students).
- h. Have an active government travel charge card to ensure incidental expenses.

**5. ADMINISTRATIVE REQUIREMENTS:**

a. SGLs will maintain a Student-NCO file for all attending ALC/SLC. Each Student-NCO is required to report with:

(1) APFT Scorecard, DA Form 705 within 30 days of course start date and Body Fat Content Worksheet, DA 5500 or DA 5501, if required.

(2) At least 10 copies of your orders or DD Form 1610/DTS. Reproduction facilities are limited and will not be available during in processing.

(3) Basic issue of clothing – see packing list and paragraph 15 of this guide.

(4) ID tags, ID card, hearing protection and eye protection glasses.

(5) Civilian Driver License, proof of vehicle insurance and/or Driver's DA Form 348.

(6) Copy of ERB.

(7) Copy of MMRB for P3 or P4 profiles (if applicable).

(8) Pre-Execution Checklist TRADOC Form 350-18-2-R-E dated July 2009.

(9) DA Form 3349, Physical Profile.

(10) Copy of SGLI Form, SGLV-8286 and DD Form 93, Record of Emergency Data.

b. Failure to provide documents within 72 hours may result in disenrollment from the course.

**6. SMALL GROUP LEADER (SGL):**

a. Each small group is assigned a SGL who will remain with the group throughout the entire course. The functions and duties of these individuals are constructive in nature. The SGL is the immediate supervisor of all student-NCOs, regardless of rank.

b. The SGL will make assessments and perform counseling of all members of his/her small group. SGLs will use assessments and counseling to prepare academic evaluation reports prior to graduation.

c. Small Group Instruction/Army Learning Concept 2015 is the means of delivering training which places the responsibility for learning on the student-NCO through participation in small groups facilitated by Small Group Leaders. It also uses small group processes, methods and techniques to stimulate learning by leveraging technology without sacrificing standards so we can provide credible, rigorous, relevant training and education for our force of NCOs.

## **7. NCO SUPPORT CHANNEL:**

a. Student-NCOs must make full use of the student-NCO and cadre NCO Support Channel in registering complaints, making suggestions or seeking assistance with an issue.

b. Student-NCOs will exhaust all possibilities at one level before elevating to the next higher in the chain of command.

## **8. OPEN DOOR POLICY:**

a. The First Sergeant, SSGL, SGL of your course are available to student-NCOs on a continuous basis.

b. Student-NCOs desiring to present complaints, request information, or assistance will do so through the SGL.

c. The Commandant and Deputy Commandant are available to all student-NCOs. Student-NCOs desiring to see the Commandant or Deputy Commandant will notify SGLs to make appointments.

## **9. BILLETING:**

a. All student-NCOs not assigned to Fort Jackson will lodge on Fort Jackson. The cost for billeting is figured into your TDY rate. Each room is configured as a one-person room and is equipped with a private latrine, TV with cable, internet, microwave, and phone. Some student-NCOs may reside off post in a contract hotel if on-post quarters are not available. The Housing/Lodging office will make the decision. (Recommend bringing personal computer or CD for use outside the classroom).

b. Student-NCOs who reside within a 50 mile radius of Fort Jackson will not be entitled to travel allowances or per diem payments. NCOs in this category will not live in the billets and will commute to Fort Jackson daily.

**10. MEALS:** On day one all student-NCOs, except for those who are stationed at Fort Jackson, will be issued a meal card. Government dining facilities are available on post. Therefore, student-NCOs are not authorized per diem at the commercial meal rate other than weekends and Federal holidays for Fort Jackson.

### **11. TRANSPORTATION:**

a. Travel by taxi between the airport and Fort Jackson may range from \$32.00 for one to four passengers. Transportation to and from the airport includes commercial buses, limousines and taxis. The cost of taxi service within the Fort Jackson area is a standard \$4.00. The taxi will charge an additional \$2.00 per mile when traveling off the installation. The student-NCOs must have orders authorizing in/around mileage in order to receive monetary compensation.

b. A Military Assistance Desk is available at the airport from 1700-0100, Monday-Friday. You may contact the Military Assistance Desk at (803) 822-8147.

c. Reimbursement for in and around mileage (POV only) should be limited to 12.7 miles per day on Fort Jackson. Fuel is reimbursable for rental cars; however, you must save your receipts.

**\*\*\*It is highly recommended that all student-NCOs be authorized rental car or use of POV for the duration of the course. The distance to and from lodging, school and dining facilities may present a challenge.**

**12. WEIGH-IN/ PHYSICAL TRAINING:** In accordance with Army Regulation 350-1, Army Training and Leader Development, dated 19 August 2014, every Student-NCO is required to successfully complete the APFT and Height/Weight screening. The NCO Academy will administer an initial APFT and Height/Weight screening for all student-NCOs within the first week. Student-NCOs are allowed one APFT retest and/or Height/Weight screening no earlier than 7 days after the initial failure of the APFT and or Height/Weight screening. Student-NCOs who subsequently fail to meet physical fitness and or Height/Weight standards will not continue training, will receive a DA Form 1059 for failure to meet course requirements and will return to their home station. The APFT and Height/Weight screening is a graduation requirement. Also see NCOA Policy # 23 as related to Graduation Honors.

### **13. SICK CALL PROCEDURES:**

a. Student-NCOs requesting to visit the TMC for sick-call will report to the first formation in duty uniform (ACU) and will ensure their student-NCO chain of command as well as SGL are aware of their intent to proceed to sick call. Student-NCOs will report to the Troop Medical Clinic located at Hill Street and Marion Avenue which is adjacent to Moncrief Army Community Hospital, for sick-call. Sick call is from 0730 to 1800. All student-NCOs will report to their SGL upon the completion of sick call with documentation from the medical clinic. Should any student-NCO require weekend emergency services or should an incident take place off post, that student-NCO or representative must contact their SGL as soon as possible. The student-NCO must follow up via sick-call on the first available working day.

**b. Only emergency medical and dental care is authorized during training as Student-NCOs are allowed to miss a maximum of 5% of the CMF POI instruction.**

**14. CLOTHING REQUIREMENTS:** Upon arrival all student-NCOs are required to have in their possession the items listed on the packing list based on the Career Management Field Program of Instruction (CMF POI) (see enclosure). If student-NCO's school dates fall between 1 May and 30 September, the student-NCO is not required to bring winter attire (i.e. field jacket, gloves). Wear of Improved Physical Fitness Uniform (IPFU) or Army Physical Fitness Uniform (APFU) at off-post establishments, AAFES main exchange, barber shops, clothing sales store, commissary, bowling centers or theater is prohibited. Brief stops at the gas station, shoppette and laundry annexes are authorized. Additionally, wearing the IPFU/APFU after 0900 is prohibited on Fort Jackson unless engaged in physical fitness enhancement or remedial PT. Student-NCOs will not wear any military uniform off-post after 1900 unless otherwise authorized.

**15. INSPECTIONS:** Student-NCO Leadership will conduct daily inspections to reinforce the standards of AR 670-1.

**16. FORMATION:** The student-NCO chain of command will conduct formations at times indicated on the training schedule, and at any other time so directed by the cadre chain of command.

**17. MARCHING TROOPS IN FORMATION:**

a. Student-NCOs will reinforce leadership, drill and ceremony skills by marching troops to and from all formations unless directed to drive. Post road guards twenty feet in front of the formation and the crossing area to stop all traffic.

b. Student-NCOs in formation will have priority of movement along streets and roads at all times. When not in formation and walking to and from the NCO Academy, student-NCOs will walk clear of roadways whenever possible, using the shoulders, sidewalks, and footpaths. At no time will a student-NCO ever be caught walking on an unauthorized path (i.e. grass).

**18. CLASSROOM INSTRUCTION:**

a Conduct in the classrooms:

(1) Smoking and the use of any smokeless tobacco products in any installation building is prohibited. Designated smoking areas are identified and their location will be shown to you by your SGL during in-processing.

(2) Only authorized drinks will be allowed in the class during the block of instruction. Those drinks are: Water, coffee, and tea. All drinks will be in a closed container. No food is permitted in the classrooms. Student-NCOs are allowed to take food and eat in the designated break areas. Student-NCOs will use appropriate waste containers located both inside and outside the classrooms.

(3) Student-NCOs will not utilize cell phones or any other electronic devices (i.e. IPADs, tablets and E-Reads) within the classroom; only in designated student break areas.

**19. LEADERSHIP POSITIONS:** Student-NCOs will serve in leadership positions during the course. There are several positions in which you may serve. These positions include Team Leader, Squad Leader, Platoon Sergeant, and student-NCO First Sergeant (while on mission platoon). Student-NCOs will also serve in leadership positions during the Culminating Training Event (CTE). Each student-NCO will have the opportunity to be evaluated as a Leader during the duration of the course.

**20. MISSION PLATOON/DETAIL ROSTER:** Student-NCOs will perform various details while attending the NCO Academy (SSI Staff Duty, Flag Detail, clean-up details, etc.) IAW AR 220-45 (Duty Rosters).

**21. CULMINATING TRAINING EVENT (CTE).** The CTE is a graduation requirement. It is an authentic exercise that combines the aspects of a staff exercise (STAFFEX) and Field Training Exercise (FTX) into a single event.

**22. GRADUATION HONORS:** Noncommissioned Officers graduating from the SLC and ALC may be recognized with five honors: Commandant's List, Distinguished Honor Graduate, Distinguished Leadership Award Recipient, Iron Person Award and Leadership Essay Award.

a. **Honors Criteria:** The Commandant's List consists of those student-NCOs whose overall course achievement is significantly above the course standards. This list will not exceed 20 percent of the cycle. Student-NCOs must meet the following requirements for consideration of Commandant's List placement:

(1) Have an academic average of 90 percent or above.

(2) Have no examination or evaluation failures.

(3) Have no negative counseling statements.

(a) Only the SGL, Senior SGL, First Sergeant, Deputy Commandant or Commandant have authority to issue negative counseling statements.

(b) The cadre will inform the student-NCO, in writing, that he or she is receiving a negative counseling and that they are no longer eligible for Honors of any kind.

(4) Must receive a minimum of three superior ratings on their Academic Evaluation Report Block 12. The student-NCO must receive a superior in the area of Leadership.

(5) To determine Commandant's List authorizations, round up or down as follows: Cycle size is 14, 20 percent equals 2.8, this means three student-NCOs may exceed course standards. Cycle size is 12, 20 percent equals 2.4, this means two student-NCOs

may exceed course standards.

(6) Meet APFT requirement:

(a) Score 250 or above on the APFT with a minimum of 80 points in each event.

(b) If the student-NCO has a permanent profile which allows pushups, sit-ups, and the alternate event, add the pushup and sit-up score, obtain an average score, and apply that score to the alternate event. If the total is 250 or higher, the student is eligible. Student must score a minimum of 80 points on the pushup and sit-up event.

(c) If the student-NCO has a permanent profile, which allows only the pushup or the sit-up event and the alternate event, multiply the pushup or sit-up score by three; if the total is 250 or higher, the student is eligible.

(d) If the student-NCO has a permanent profile which allows only the pushup or the sit-ups and the 2-mile run; add the pushup or sit-up score and the 2-mile run score, obtain an average score, and apply that score to the event the Soldier did not take. Student-NCO must score a minimum of 80 points on the pushup or sit-up and 2-mile run event.

(e) If the student-NCO has a permanent profile which allows only the alternate event, the student-NCO is ineligible for the Commandant's List.

b. **Type of Awards:** The student-NCO who has the highest academic average is also eligible for Commandant's List honors.

(1) Distinguished Honor Graduate: Highest GPA of those on the Commandant's List per cycle.

(2) Distinguished Leadership Award Recipient: Exemplary leadership ability selected by the Small Group Leader (peers in small group may nominate). Student-NCOs must receive a minimum of three superior ratings on their Academic Evaluation Report Block 12, with one of them in the area of leadership; have an academic Grade Point Average (GPA) of 85% or better, cannot have any retests, have no negative counseling statements, passes both the initial height and weight standards and APFT IAW Policy Memo # 23, score 250 or above and 80 or higher in each event. Award recipient will not receive exceeded course standards rating, unless eligible to be placed on the Commandant's List.

(3) Iron Person: Student-NCO must score 300 points to be considered for the award. All student-NCOs will take the APFT. The student-NCO who has demonstrated exceptional physical fitness by attaining the highest APFT score in the cycle, minimum of 300 points is eligible for the Iron Person Award.

(4) NCO Academy Leadership Essay Award: The best leadership essay of the cycle, see policy letter # 31 for specifics.



**23. GRADING PROCEDURES:** See Policy Letter # 25 (Test Administration) this policy standardizes the NCO Academy grading procedures for scoring tests and evaluations, approving second re-test and academic dismissals.

a. Scoring tests and evaluations: Tests are scored in accordance with the NCO Academy Test Control SOP. Student-NCOs will obtain the minimum passing score for all examinations, determined using each MOS' Individual Student Assessment Plan (ISAP). SGLs will cover the ISAP at the start of each course.

b. Re-tests:

(1) Student-NCOs will get an initial test and only one re-test per TLO.

(2) All re-tests are scored as a "Go" or "No-Go". For GPA purposes, if the student-NCO passes a re-test, the test score will reflect the minimum required score as stated in each ISAP.

(3) No second re-test is authorized **unless extenuating circumstances exist, IAW TRADOC REGULATION 350-10**. An appeal process is in place and SGLs will brief the Student-NCO during initial counseling.

(4) The Commandant is the final approval/disapproval authority for appeals.

**24. RELEASE PROCEDURES:** Student-NCOs are dropped from the course for the following reasons:

a. Disciplinary Reasons: Student-NCOs may fall into the following categories for elimination, not all inclusive; lack of motivation, failure to report at appointed place of duty at the time prescribed, disciplinary reasons, or failure to meet course standards. The Academic Evaluation Report, DA Form 1059, will reflect the reason the student-NCO was released from the NCO Academy.

b. Other Valid Reasons. Disenrollment without prejudice may occur for illness, injury, compassionate transfer, or other reasons beyond the control of the individual. The student-NCO may re-enroll at the earliest possible convenience based on ATRRS availability.

c. Academic Deficiencies. Student-NCOs eliminated for academic deficiency will not reenter the course prior to six months after disenrollment date. HRC will make the reservation.

**25. ABSENTEES:** Student-NCOs must obtain permission from their SGL prior to any absences from training (medical and dental purposes only). Student-NCOs, who obtain permission to leave, will ensure both their student-NCO chain of command and SGL are aware of their departure, destination and return. Student-NCOs may be processed for elimination if the period of absence results is more than 5% (per CMF) loss of academic training hours in accordance with the USASSI, Individual Student Assessment Plan (ISAP) located in each Class Bulletin Book. CMF Human Resources/42A = 12 hours or 1.2 academic days, CMF Recruiting/79R = 4 hours or 0.5 academic day, CMF

Retention//79S = 4 hours or 0.5 academic day, CMF Finance Management/36B = 8 hours or 1 academic day, CMF Chaplain Assistance/56M = 4 hours or 0.5 academic day. The chain of command will review each situation on a case-by-case basis.

**26. GRADUATION:** Graduation ceremonies will normally begin at 0900 hours but may vary based on the training schedule. **Do not make any departure travel arrangements until you have verified graduation times with your SGL during the first week.**

**27. SENSITIVE ITEMS SECURITY:** Periodically during the course, student-NCOs will handle sensitive items. These items include communication equipment, weapons, etc. Student-NCOs in possession of sensitive equipment are accountable and liable for said items and will not leave any items unsecured at any time.

**28. CRIME PREVENTION AND PHYSICAL SECURITY:** Each student-NCO 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 and break-ins. Do not leave your valuables visible while vehicle is unattended.

**29. WEAPONS:** Student-NCOs will register all privately owned weapons at the Barker Building 4394, Strom Thurmond Blvd (the old Welcome Center) just inside Gate 2. Once registered, the student-NCO will take the weapon to the Provost Marshal Office on Fort Jackson for storage in the Arms Room until it can be stored in the NCO Academy Arms Room (within 24 hours of arrival). Student-NCOs will make arrangements to remove weapons immediately upon graduation.

**Student-NCOs are highly encouraged to store individual personally owned weapons at their duty station prior to reporting to the NCO Academy.**

**30. S-4 PROCEDURES:**

a. S4 will issue TA50 required for training to student-NCOs traveling from overseas (i.e. Germany, Korea). Student-NCOs will sign for all property and equipment on DA Form 2062 prior to FTX.

b. Clearing S4:

(1) Student-NCO will clear S4 only when directed to do so by the cadre chain of command.

(2) If released for any reason prior to graduation, the student-NCO will clear S4 by returning all items issued on hand receipt. After the student-NCO has cleared S4, S4 will give the student-NCO his/her original hand receipt once cleared. S4 will process a Statement of Charges, DA Form 362, for any lost items.

**31. WEATHER:** South Carolina weather is extremely hot in the summer and cold in the winter. It also fluctuates unpredictably during the spring and fall. Temperatures may range from 85 to 110 degrees in the summer months (MAY-SEP) and 20 to 50 degrees in

the winter months (OCT-APR). Student-NCOs must bring appropriate clothing. Student-NCOs will have 72 hours to obtain any missing required clothing items IAW the NCOA Packing List. See enclosure.

**32. MANDATORY/ RECOMMENDED READING/REFERENCE**

**MATERIAL:** Recommended reading and reference material for all courses is located on the Army Learning Management System (ALMS) and a quick link is located on the NCO Academy's AKO web page, <http://www.ssi.army.mil/ncoa/default.htm>

**33. MAILING ADDRESS: Mail Room location:**

**10000 Hampton Parkway, Ft. Jackson SC 29207.**

**SSI building on 2<sup>nd</sup> floor. Mail Room operating hours: 1330-1500 Monday thru Friday. Mail Room is closed on weekends and holidays.**

Please use the format below for your address during the time at the NCO Academy.

RANK, NAME  
US ARMY SOLDIER SUPPORT INSTITUTE  
NCO ACADEMY  
10000 HAMPTON PARKWAY  
SLC/ALC SGL: MOS: Class #  
FORT JACKSON, SC 29207-7025

**34. IMPORTANT TELEPHONE NUMBERS:**

Commercial Prefix: (803) 751-XXXX

DSN Prefix: 734-XXXX

S1: 3130 Fax: 8020

SSI Staff Duty NCO: 3635

Billeting: 9802

Provost Marshal: 3115

Transportation (Port Call): 5128

Other: See NCO Academy web page at <http://www.ssi.army.mil/ncoa/default.htm>

**35. OFFICIAL TELEPHONE:**

a. Student-NCOs will not use official telephones for personal calls, only incoming emergency calls are accepted.

b. Student-NCOs may make DSN calls during duty hours with the permission of the SGL.

c. S1 will route telephone messages received for student-NCOs through the appropriate SGL or hand carry depending on the urgency of the message.

**36.** Point of contact for this Student Guide is the Deputy Commandant, DSN 734-3012 or commercial (803) 751-3012.

Encl:  
1-2. as  
3. NCOA Policy Memos 1-32

*// original signed//*  
ANNIE L. WALKER  
CSM, USA  
Commandant

SSI NCOA PACKING LIST

ITEM OF ISSUE	MALES	FEMALES
ACH HELMET W/ COVER AND STRAPS (**)	1	1
ASSAULT PACK	1	1
ASU TO INCLUDE ALL ACCESSORIES	1	1
BAG CLOTHING WATERPROOF (**)	1	1
BELT, WEB, TAN	1	1
BERET	1	1
BIVY COVER (8465-01-416-8517) (**)	1	1
BOOTS, COMBAT, TAN	2	2
BUCKLE, BRASS DRESS BELT	1	1
CANTEEN 1QT	1	1
CAMBELBACK (**)	1	1
CAP, ACU/OCP	1	1
COAT, ACU/OCP (OR RFU)	4	4
DRAWERS	*	*
EYEPRO	1	1
GLOVES, LEATHER, BLACK OR GREEN	1	1
GORTEX, PARKA, ACU (OCT-APR)	1	1
ID TAGS (w/allergy tags if applicable)	1	1
ID CARD	1	1
IPFU JACKET/ APFU JACKET (OCT-APR)	1	1
IPFU PANTS / APFU PANTS ( OCT-APR)	1	1
IPFU T-SHIRT LONG SLV/ APFU T-SHIRT LONG SLV (OCT-APR)	2	2
IPFU T-SHIRT SHORT SLV/ APFU T-SHIRT SHORT SLV	2	2
IPFU TRUNKS/ APFU TRUNKS	2	2
LAUNDRY BAG	1	1
MICRO FLEECE CAP (OCT-APR)	1	1
PADLOCK	2	2
PERSONAL HYGIENE ITEMS	1	1
POUCH, CANTEEN (**)	1	1
POUCH, M4 THREE MAG (**)	2	2
RUNNING SHOES	1	1
SLEEPING BAG, SET (**)	1	1
SLEEPING MAT (**)	1	1
SET, FIGHTING LOAD (**)	1	1
SHOES, DRESS, BLACK	1	1
SHOES, PUMP, BLACK	0	1
SOCKS, DRESS, BLACK	1	1

SOCKS, GREEN/TAN/BLACK	*	*
STUFF SACK, COMPRESS (8465-01-398-0685) (**)	1	1
TROUSER, ACU/OCP	4	4
UNDERSHIRT, TAN	*	*
UNDERSHIRT, WHITE	1	0
HEARING PROTECTION	1	1
WET WEATHER TOP	1	1
WET WEATHER BOTTOM	1	1
WEAPON CLEANING KIT (**)	1	1

**(\*) ASTERISK REPRESENTS AN UNDETERMINED AMOUNT  
BRING AS MANY AS YOU SEE FIT**

**(\*\*) DOUBLE ASTERIKS REPRESENTS 79R MOS, 79S MOS AND  
56M MOS (DO NOT REQUIRE THE ITEM)**

**1. ARMY SERVICE UNIFORM (ASU) ARE REQUIRED FOR  
COURSE!**

**2. ALARACT 099/2011 THE WEAR OUT DATE FOR THE ARMY  
GREEN SERVICE UNIFORM WITH ACCESSORIES IS  
THE 4TH QUARTER OF FY 2015**

**3. IF INDIVIDUALS DO NOT HAVE ITEMS ON THEIR  
MILITARY ISSUE LIST, CONTACT YOUR UNIT SUPPLY  
REPRESENTATIVE TO GET THEM ISSUED FROM YOUR  
INSTALLATION CIF**

**4. SOLDIERS COMING FROM OVERSEAS WILL BE ISSUED  
TA-50 ITEMS**