



DEPARTMENT OF THE ARMY
UNITED STATES ARMY WARRANT OFFICER CAREER COLLEGE
FORT RUCKER, ALABAMA 36362-5000

REPLY TO
ATTENTION OF

ATSW-Z

6 October 2010

MEMORANDUM FOR Students, Warrant Officer Staff and Senior Staff Courses

SUBJECT: Warrant Officer Staff and Senior Staff Course Student Information

1. Welcome to the Warrant Officer Career College (WOCC). We look forward to providing you with an opportunity to further develop your professional military education and leadership skills, thereby enhancing your ability to serve the Army and our Nation. Key course details are provided below to better prepare you for training day one.
2. Reporting: Upon arrival at Fort Rucker, Alabama you are required to sign in. If you are reporting on a weekend, holiday, or day of no scheduled activities, you will need to sign in at Fort Rucker's Army Hotel, Building 308. If you are reporting on a weekday (before the first day of training), sign in at building 5302 (Swartworth Hall), Registrar's Office.
3. Lodging: IAW the Military Training Service Support (MTSS) Program, you **WILL NOT** be reimbursed for off-post lodging if rooms are available on post. A reservation will be made for you by the WOCC Registrar's Office for a room at Fort Rucker's Army Hotel. The Fort Rucker Army Hotel is owned and operated by the InterContinental Hotels Group, IHG, located in Building 308. Their phone number is (334) 598-5216 or DSN 558-5216. For more information refer to their website <http://www.ihgarmyhotels.com/pal/en/us/home>.
4. Uniforms: Report for training in duty uniform (bring your PT uniform). Authorized duty uniform is the Army Combat Uniform (ACU) with beret. Patrol caps **ARE NOT** authorized.
5. Required items/information when reporting to class:
 - a. One copy of your orders.
 - b. Confirmation (through viewing the Joint Personnel Adjudication System (JPAS)) that you have a valid and current SECRET or higher security clearance and access to classified material. The clearance and access must have been granted to you as an Army Warrant Officer by your current command. Please have your unit S2 send a "visit" request via JPAS to SMO code W0H0AA6S. If you are not certain that you meet these requirements, you should check with your unit S2 or Security Manager prior to departing your home station.

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c. Your local address and telephone number. If you are residing in the Fort Rucker Army Hotel, we will need your building, room, and 4-digit telephone extension numbers.

d. Unit address, phone number, and unit of assignment Unit Identification Code.

6. Height/Weight - Body Fat: On the first day of class you will be checked for compliance with AR 600-9 height/weight standards. You will be provided adequate time to change into your PT uniform prior to your weigh-in, worn consistent with AR 670-1 (e.g. shorts, T-shirt, and socks). If you fail to meet the prescribed weight standard, your body fat percentage will be determined IAW AR 600-9. Should you fail to meet body fat percentage standards you will be allowed to attend and graduate; however, your Academic Evaluation Report (AER) will reflect non-compliance with AR 600-9, in accordance with AR 350-1.

7. AER/OER: The Warrant Officer Staff and Senior Staff Courses are official Army professional development courses; therefore, you will receive an Electronic AER upon graduation. (Note: You **WILL NOT** be required to have a close-out OER prior to coming to the course.)

8. Course Overview: Classes are conducted Monday through Saturday (as required). Your class will be divided into small groups as course instruction is primarily facilitated by group discussion, underscoring the importance of team interaction and group dynamics as the basis for problem solving. The WOCC educational goal is to provide senior Army Warrant Officers with the education, knowledge, and critical leadership skills necessary to apply their technical expertise in support of leaders at all levels during full spectrum operations. The course curriculum focuses on topics relevant to today's Army such as staff skills, training doctrine, force integration, leader development, contemporary operational environment, insurgency, counterinsurgency, creative thinking, and critical thinking techniques.

9. Transportation: Government transportation **WILL NOT** be available to you while you are attending either the Warrant Officer Staff or Senior Staff Courses. The WOCC **DOES NOT** authorize or fund transportation for students. In view of these facts, it is very beneficial for a senior warrant officer attending either course to have the flexibility afforded with personal transportation however, with an understanding that any rental vehicle or POV authorization and funding is the responsibility of the officer or the officer's organization.

10. Government Meals: Under the MTSS program you are authorized to eat in the installation dining facility at no charge. There will be a memorandum provided to the dining facility with the class roster after class begins the first day. You may still eat in the dining facility on the first morning, simply inform the dining facility head count that

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you are attending this course and you will not be charged. You will receive full per diem for meals on weekends and holidays during this course.

11. Points of Contact: Listed below are phone and fax numbers for WOCC staff and faculty. Feel free to contact any member of the staff for assistance.

Chief, Academics Division - (334) 255-3364, DSN 558-3364

WOSSC Course Director/Manager - (334) 255-3697, DSN 558-3697

WOSC Course Director/Manager - (334) 255-3753, DSN 558-3753

Registrar's Office - (334) 255-9932, DSN 558-9932

HHC, WOCC - (334) 255-1371, DSN 558-1287/1967/1372

WOCC Fax - (334) 255-1395, DSN 558-1395

12. Again, welcome to the WOCC. We genuinely look forward to meeting you and providing you with an enjoyable, worthwhile professional military educational experience.

STRENGTH IN KNOWLEDGE!



STANLEY O. SMITH
COL, AV
Commandant