



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

REPLY TO
ATTENTION OF

ATSW-ZA

15 September 2011

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 a professional military education that will expand your leadership and integrating skills, enhancing your ability to serve the Army and our Nation.
2. Reporting: Sign in upon your arrival. If reporting on a weekend, holiday, or day of no scheduled activities, sign in at Fort Rucker's Army Hotel, Building 308. If reporting on a weekday (before the first day of training) sign in at Building 5302 (Swartworth Hall), Registrar's Office, Room 110.
3. Lodging: The Institutional Training Directed Lodging and Meals (ITDLM) Program (also called Military Training Service Support, or MTSS) applies; you will not be reimbursed for off-post lodging if rooms are available on post. The WOCC Registrar Office will request a reservation for you at the Fort Rucker Army Hotel; however, lodging remains an individual responsibility and WOCC is not responsible for reservation issues. InterContinental Hotels Group (IHG), located in Building 308, owns and operates the Fort Rucker Army Hotel. Contact them at (334) 598-5216 if you have lodging-specific questions. You may also access the IHG Army Hotels website at <http://www.ihgarmyhotels.com/pal/en/us/home>.
4. Meals: Under the ITDLM program you are authorized to eat in the installation dining facility at no charge. After the first day the dining facility will have a class roster of students authorized meals. On the first morning simply inform the dining facility head count that you are attending the WOSC or WOSSC and you will not be charged. You will only receive full per diem for meals on weekends and holidays during the course.
5. Uniforms: Report for training in the uniform specified in your separate course welcome letter. The authorized duty uniforms are the Army Combat Uniform (ACU) or the Universal Camouflage Pattern (UCP) with patrol cap and subdued rank. The A2CUs uniform is not authorized for wear while attending WOCC courses of instruction; likewise, the ASUs will not be required while you are attending the WOSC or WOSSC.

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6. Required items/information when reporting to class:
 - a. One copy of your orders.
 - b. We must be able to confirm that you have a valid current SECRET or higher security clearance. The clearance and access must have been granted to you as an Army warrant officer by your current command. If you are unsure that you meet this requirement you should check with your unit S2 or Security Manager prior to departing your home station. Also, have your unit S2 send a "visit" request via JPAS to SMO code W0H0AA6S.
 - 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 the unit identification code (UIC) of your unit of assignment.
7. AR 600-9 Standards: We will check for compliance with AR 600-9 height and weight standards on the first day of class. You will have time to change into your PT uniform, consistent with AR 670-1 (e.g. shorts, T-shirt, and socks), prior to weigh-in. 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.
8. AER/OER: You will receive an Academic Evaluation Report (AER) upon graduation. You are not required to have a "close-out" OER prior to coming to the course.
9. Course Overview: Class days are Monday through Saturday (as necessary). Much of your course will be small group discussion; leveraging team interaction and group dynamics in problem solving activities. The WOCC educational goal is to provide intermediate and senior-level Army warrant officers with the education, knowledge, and critical leadership skills necessary to apply their technical expertise in support of leaders at operational and strategic levels across the full spectrum Army and Joint, Interagency, Intergovernmental, and Multinational (JIIM) environments. Course curricula focus on topics relevant to today's Army, force integration, leader development, JIIM operational environment, insurgency, counterinsurgency, creative thinking, and critical thinking techniques.
10. Transportation: Government transportation will not be available, and the WOCC can neither authorize nor fund transportation for students. In view of this, it is often beneficial to have the flexibility afforded with personal transportation, with an understanding that any rental vehicle or POV authorization and funding is the responsibility of the officer or the officer's organization.

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11. Points of Contact: Listed below are phone and fax numbers for WOCC staff and faculty. Please contact them if you need assistance.

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

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

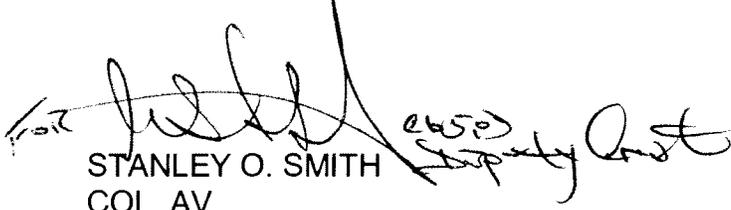
Registrar's Office - (334) 255-9932, DSN 558-9932

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 look forward to meeting you and providing you with a challenging and worthwhile professional military educational experience.

STRENGTH IN KNOWLEDGE!



STANLEY O. SMITH
COL, AV
Commandant