



DEPARTMENT OF THE ARMY  
SEVENTH ARMY NONCOMMISSIONED OFFICER ACADEMY  
UNIT 28125  
APO AE 09114-8125

AETT-NCO-CO

19 April 2012

MEMORANDUM FOR RECORD

SUBJECT: Warrior Leader Course Command Sergeants Major Classroom Visits

1. All Command Sergeants Major and Sergeants Major are cordially invited and encouraged to visit the 7<sup>th</sup> Army Noncommissioned Officer Academy (NCOA) Warrior Leaders Course (WLC). Visits can be scheduled and coordinated for any duration of the training throughout the cycle with emphasis on WLC in-processing procedures on Day 1; the Iron Warrior Soldier Competition on Day 3; during classroom Program of Instruction (POI) training, and graduation ceremonies. However, CSMs and SGMs can make coordination to attend at any time throughout the course. The WLC Training calendar is available on the Joint Multinational Training Command website: [http://www.hqjmtc.army.mil/Organization/NCO\\_Academy/WLC.html](http://www.hqjmtc.army.mil/Organization/NCO_Academy/WLC.html)
2. The purpose of these visits is to provide the commands an opportunity to:
  - a. Observe and assess in- processing procedures.
  - b. Observe training Soldiers receive throughout the course.
  - c. Provide mentorship to students in terms of what is expected of them upon graduation.
  - d. Participate in the end of cycle course run.
3. Prior coordination is mandatory; classrooms are limited in size and can only facilitate three visitors at one time. Visitors must coordinate in advance and report to the NCO Academy headquarters Building 3380 located on Camp Normandy. Upon completion of the visit, an out brief from the visitor is requested by the Commandant.
4. Battalion level and higher Command Sergeants Major (or SGM delegate) are also invited to eat lunch and or dinner with their Soldier(s) attending the WLC. Coordination must be made NLT than 1 day prior. Company 1SGs, Detachment NCOICs, Platoon Sergeants, Squad Leaders and Sponsors are also authorized to eat lunch and or dinner with their Soldier(s) attending the WLC. Coordination by units will be made directly through the WLC 1SG / Operations Sergeant to visit Soldiers while attending the course.
5. Visitors are allowed to bring missing items to their Soldier(s) during the hours designated for lunch and or dinner. Coordination must be made by contacting the WLC Company Operations Office: A Co 475- 6144; B Co 475-8461; C Co 475-8104. Meal times are as follow: lunch is served from 1130-1230; dinner is served from 1630-1730hrs. Due to the limited amount of seating in the dining facility, the number of visitors during meals should be kept to a maximum of two Leaders per Soldier.

AETT-NCO-CO

SUBJECT: Warrior Leader Course Command Sergeants Major Classroom Visits

6. The Noncommissioned Officer Academy looks forward to your visit, as we are dedicated to providing Soldiers with the best training possible.

7. The point of contact for this memorandum is Mrs. Silvia Apfelbacher at 475-8451 or email: [silvia.j.apfelbacher.ln@mail.mil](mailto:silvia.j.apfelbacher.ln@mail.mil).

  
JIMMY J. SELLERS  
CSM, USA  
Commandant