



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

REPLY TO  
ATTENTION OF:

ATSW-TA

1 September 2004

MEMORANDUM FOR: Attendees, Warrant Officer Staff Course (WOSC)

SUBJECT: Warrant Officer Staff Course Information

1. Welcome to the Warrant Officer Career Center (WOCC). Provided below is information that may prove helpful as you in-process and begin the Warrant Officer Staff Course.
2. Personnel will sign in no later than one day prior to the first academic day of the course at the Headquarters & Headquarters Company, Building 5910, on Andrews Avenue. Do not sign in at the Fort Rucker Welcome Center. Contact HHC at (334)255-1371/1374 or DSN 558-1371/1374.
3. Personnel requiring temporary quarters during attendance at the WOSC should proceed to the Fort Rucker Billeting Office located in Building 308. The billeting office will provide you with either a room assignment or statement of non-availability. Block reservations for your class were made by the Advanced Studies Branch (ASB) staff. If a BOQ room is unavailable, you will be provided information about local motel and hotel lodging. Contact the Fort Rucker billeting branch at (334) 598-5216 or DSN 558-3426 regarding room status or reservations.
4. Report for duty in BDUs to Building 5302, Room #6 or #7, at 0745 on Training Day 1 with the following:
  - a. Two copies of your orders.
  - b. The Army physical fitness training uniform: shorts and shirt.
  - c. Verification of Security Clearance.
  - d. Local address and telephone number. Personnel residing in the BOQ should include their building number, room number and a four digit telephone extension number.
  - e. Address, phone number and Unit Identification Code (UIC) for your unit of assignment.
5. **UNIFORMS:** The daily duty uniform during the course is the BDU. Bring a Class A uniform for the class photo on training day four, and any WOCS reception you may choose to attend. Height/weight screening is in the Army PT uniform.
6. **OER/AER:** This is an official Army professional development course; therefore, you will receive an Academic Evaluation Report (AER) upon graduation. All students (except ARNG,

non Title 10) must have received an Officer Evaluation Report (OER) from their unit as outlined in para 3-43c, AR 623-105 within the 90-day period preceding the start date of the course. The ASB staff will need the close out date of your last OER during in-processing.

7. **HEIGHT/WEIGHT – BODY FAT:** At approximately 9:30 hours on Training Day 1, a weigh-in will be administered. The uniform for this will be the APFT uniform IAW AR 670-1 (shorts, T-shirt, socks). As a prerequisite to enrollment in the WOSC, you are required to weigh-in to determine compliance with authorized weight tables outlined in AR 600-9. Students over their screening weight are taped for body percentage. Personnel not meeting the body-fat authorizations are denied enrollment to the course and returned to their unit. This is an Army Regulation, therefore non-negotiable. The Commandant, WOCC, is required to "immediately send a memorandum to the soldier's unit commander", informing the command of the non-compliance with AR 600-9.

Also, "The Command may be held responsible for reimbursing the training open allotment for all travel related cost". If you cannot comply with height/weight or body fat authorizations set forth in AR 600-9, it is advisable that you do not attend at this time.

8. Most of the four-week course is conducted using the Small Group Instruction method. SGI emphasizes team interaction and group dynamics as the basis for problem resolution and information dissemination. Classes are divided as equally as possible into two groups, each of which is subdivided into teams. Each group has two faculty advisors who serve as Small Group Instructors (SGIs) throughout the duration of the course. Upon completion of each project, students are evaluated by their SGI. SGIs provide students with individual assistance and counseling as necessary. Class instruction focuses on staff skills, training doctrine, force integration, and special projects research. For more class and WOCC information, please visit the rest of the web site.

9. **TRANSPORTATION:** Government transportation is NOT available to individuals attending the WOSC. Rental car has been determined to be the most cost effective mode of transportation for individuals arriving from OCONUS. It is the student's unit/installation commander's responsibility to authorize the appropriate mode of transportation for the student. The WOCC does NOT authorize, nor fund, transportation for students attending the WOSC.

10. **GOVERNMENT MEALS:** Adequate mess facilities are not available for students attending the WOSC.

11. **PERSONAL MAIL:** USPS does not deliver personal mail to the BOQ, Army Lodging, or guest housing. Students needing mail services will need to in-process with CMR #3, building 6201. Otherwise, mail will be returned to sender.

12. Phone numbers of the Advanced Studies Branch (ASB) staff and faculty that may prove useful are listed below. Feel free to contact any member of the WOCC [ASB staff](#) if you need assistance.

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Chief, Advanced Studies Br:	DSN 558-3364	Comm (334) 255-3364
Training Technician:	DSN 558-2786	Comm (334) 255-2786
HHC WOCC:	DSN 558-1371	Comm (334) 255-1371
WOCC Fax:	DSN 558-1173	Comm (334) 255-1173



GLENWOOD NORRIS JR.  
COL, AV  
Commandant