



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 Senior Staff Course (WOSSC)

SUBJECT: Warrant Officer Senior 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 Senior Staff Course.
2. Personnel requiring temporary quarters during attendance at the WOSSC 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 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.
3. Report for duty in the Class B uniform to Building 5302, Room #6 & 7, at 0745 on Training Day 1 with the following:
  - a. Two copies of your orders.
  - b. Verification of Security Clearance.
  - c. The Army physical fitness training uniform.
  - d. Local address and telephone number. Personnel residing in the BOQ should include their building number, room number and a five-digit telephone extension number.
  - e. Address, phone number and Unit Identification Code (UIC) for your unit of assignment.
4. **UNIFORM:** The uniform for class attendance and research is the Class B uniform. The Class A uniform is required for the class photo only, and will not be needed until Training Day 2 of the course.
5. OER/AER: This is an official Army professional development course; therefore, you will receive an Academic Evaluation Report (AER) upon graduation. All students (except National Guard, 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 (**90-day gaps will have to be explained**). The staff will need the closeout date of your last OER during in-processing.

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6. **HEIGHT/WEIGHT – BODY FAT:** At approximately 1100 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-shirts, socks). As a prerequisite to enrollment in the WOSSC, 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-fat 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. If you cannot comply with the height/weight or body fat authorizations set forth in AR 600-9, it is advisable that you do not attend at this time.

7. **TRANSPORTATION:** Government transportation is NOT available to individuals attending the WOSSC. 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 WOSSC.

8. **GOVERNMENT MEALS:** Adequate mess facilities are not available for students attending the WOSSC.

9. **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.

10. The WOSSC is conducted using Small Group Instruction. Small Group Instruction emphasizes team interaction and group dynamics as the basis for resolving problems and disseminating information. Classroom instruction will focus on Army leadership and management. For more class and WOCC information, please visit web site:  
<http://www.leavenworth.army.mil/wocc/woes/wossc.htm>.

11. 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.

Chief, Advanced Studies Br:	DSN 558-3364	Comm (334) 255-3364
Training Technician:	DSN 558-2786	Comm (334) 255-2786
HHC WOCC:	DSN 558-1372/1374	Comm (334) 255-1371
WOCC Fax:	DSN 558-1173	Comm (334) 255-1173



GLENWOOD NORRIS JR.  
COL, AV  
Commandant