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# 7<sup>th</sup> Army Noncommissioned Officer Academy HQ Staff Section Overview

By

Deputy Commandant  
7<sup>th</sup> Army NCO Academy  
Grafenwoehr, Germany

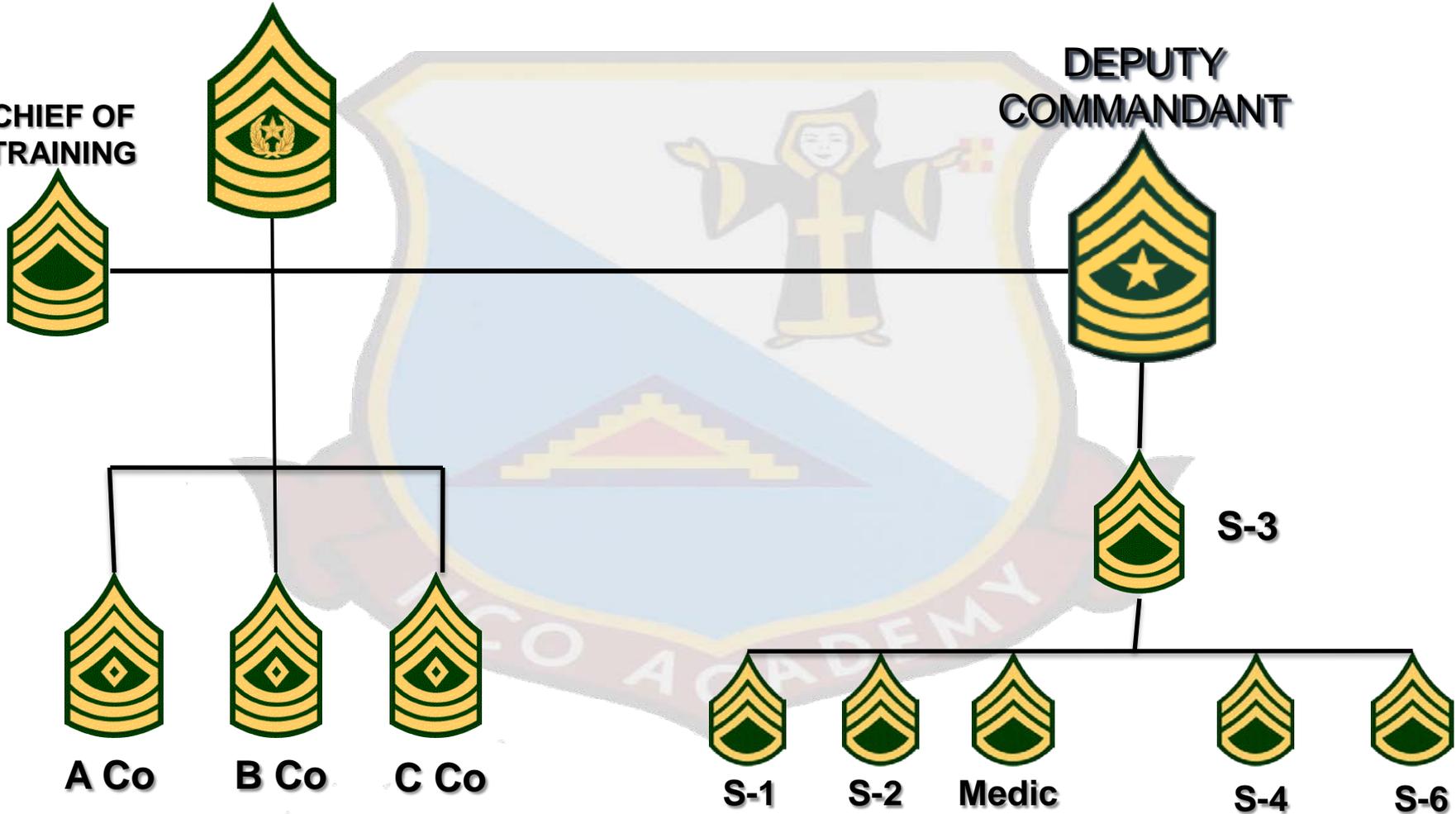
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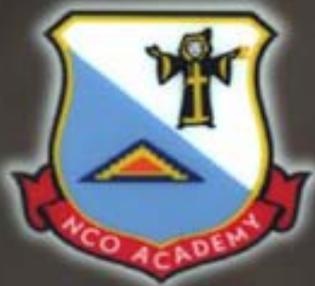
# Academy Structure

**COMMANDANT**

**CHIEF OF TRAINING**

**DEPUTY COMMANDANT**





# 7th Army NCO Academy

## Training Company Structure



Operations

1-SFC 

1-SPC 



Leaders Training Leaders

# ***S-3 SECTION***

## **S- 3 OPERATIONS**

- Directly oversees, coordinates, and actions all training and operations for the 7<sup>th</sup> Army NCO Academy

### **Operations Sergeant**

- ✓ Acts as the Headquarters 1SG and manages all Academy Staff Agencies with their daily duties and responsibilities
- ✓ Directly coordinates and advises the Deputy Commandant on all academy business and outside unit missions
- ✓ Advises the Commandant and the Deputy Commandant on Soldier strength at primary levels
- ✓ Directly coordinates with Company 1SG's for execution of all tasks and missions



## ***S-3 SECTION***

### S- 3 OPERATIONS

- ✓ Receives and disseminates all task from outside agencies
- ✓ Coordinates all Academy Duty Roster
- ✓ Ammunition Surveillance/ quality assurance inspector for WLC and Academy
- ✓ Coordinates training and events with German Partners
- ✓ Coordinates;
  - ✓ Building, ranges, training area and land request through various agencies
  - ✓ Graduation, set-up, practices and execution



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# ***MEDICAL SECTION***

## **MEDIC OPERATIONS**

Directly oversees, coordinates, and actions all medical operations for the 7<sup>th</sup> Army NCO Academy

- ✓ Track and Screen medical Profiles of the students for the WLC
- ✓ Maintains an Aid Station, conducts medical coverage and sick-call for the WLC Students while in cycle (Cadre always)
- ✓ Performs Metabolic Rate Testing for students and cadre
- ✓ Liaison between NCOA and Grafenwoehr health clinic and area hospitals
- ✓ Update and track MEDPROS. Administer Immunizations to cadre
- ✓ Medical instructor for Cadre training (Combat Life Savor Course/Recert)



# ***S-1 SECTION***

## **S-1 OPERATIONS**

- Directly Oversees all Administrative Actions for all Soldiers assigned to the Academy

### **S-1 NCOIC**

- ✓ Manages all Administrative Actions submitted to the S-1 office
- ✓ Supervises two enlisted Soldiers and the day to day activities of the S-1 shop
- ✓ Advises the Commandant and the Deputy Commandant on Soldier strength levels
- ✓ Insure quality assurance for the weekly Staff Call



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## ***S-1 SECTION***

### **S-1 Postal Operations/ Human Resource Specialist**

- ✓ Manages and turns in the Daily Status of the Academy to JMTTC G-1
- ✓ Distribution (Student Mail, and Administrative Actions)
- ✓ Processes; Awards, NCOER's, Legal, Personnel and Financial Actions for all assigned Soldiers in the Academy
- ✓ Prepares Soldiers Packets for all Boards; (SOY/NOY, Quarter, and Promotion Boards), also act as the board recorder capturing the results
- ✓ Processes all new Soldiers and all out-going Soldiers assigned to the Academy
- ✓ Processes all Reports; Personnel, FLAG, Promotion, UCFR, and UMR



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## ***S-2 SECTION***

### **S-2 Security Operations/Academy Arms Room NCO**

- ✓ Manages and processes Security Clearances for all Soldiers assigned to the Academy.
- ✓ Works directly with the JMTTC and Garrison G-2 on security issues of Soldiers
- ✓ Advises the Commandant and the Deputy Commandant on Soldier's security clearance levels and concerns
- ✓ Insures the proper destruction of all classified documents
- ✓ Manages, maintains and insures the accountability /security of the 7<sup>th</sup> Army NCO Academy's unit Arms Room



# S-4 SECTION

<b>Personnel</b>	Supply SGT: 92Y30; ASST SUP SGT: 92Y20; Armor: 92Y20; Local National Supply Tech
<b>Hand Receipts/ Clothing Records</b>	We maintain all hand receipts ( Property Book/ CFMO/ Academy Sub-Hand receipts/ Durable property), and clothing records on all soldiers assigned to the Academy.
<b>Weapons</b>	521: Rifles (M4:285; M16A4:235; M16A2:1) 52: M249; 12: 9MM; 10: PVS-7 S-4 issues/receive/turn-in and maintain all weapons assign to the Academy in the Arms room.
<b>TA-50</b>	Issue TA-50 to all students that are Approved by the CMDT.
<b>Transportation</b>	Request/ Turn-in dates for all vehicles for the Academy with CMDT/ DEPCOM approval.
<b>MRE</b>	Request/ Receive/ Issue to the Companies for STX, Land Navigation, and Qualification ranges.
<b>Linen</b>	S-4 issues all linen for academy and turns-in to quartermaster laundry cleaning bi- weekly



## ***S-4 SECTION***

<b>Equipment</b>	<b>Issue/ Receive/ Turn-in all equipment that comes into the Academy</b>
<b>Contracts</b>	<b>Arrange meeting with the company and the CMDT/ DEPCOM/ S-4 NCOIC to work out all issues on the contract.</b>
<b>TDA/ Budget</b>	<b>Resource Management Office (RMO) to get an updated copy of the TDA. Also to find out how much money the Academy has spent / allocated .</b>
<b>Local Agencies</b>	<b>S-4 establishes a good working relationship with local agencies in training area to assist in getting equipment and support to accomplish missions</b>
<b>Inspections</b>	<b>All company's have a yearly CSDP conducted on them by S-4 to ensure basic supply guidelines are met</b>
<b>Ordering/IMPAC Purchase</b>	<b>Request/ Receive/ Issue all local purchase items for the Academy with CMDT/ DEPCOM approval.</b>



## ***S-6 SECTION***

### **S-6 OPERATIONS**

- Provides the NCO Academy Command and Staff, advice, input, and interpretation regarding all Information Technology and network matters as they relate to the Academy and its mission
- Assists in the installation, operation and maintenance of the Academy telephones, its network as well as several Radio Systems used during the Field Training Exercises
- Network/ System Security: Ensures NCO Academy assets are in compliance with network security guidelines
- Provide customer and network administration services such as passwords, electronic mail accounts, security and troubleshooting
- (Maintenance on over 499 Computer systems, 31 Smart boards, military radios systems, building a Server Room.....)