



DEPARTMENT OF THE ARMY
UNITED STATES ARMY WARRANT OFFICER CAREER COLLEGE
BLDG 5302 OUTLAW STREET
FORT RUCKER, ALABAMA 36362-5000

ATSW-EDO-I

7 NOV 2025

MEMORANDUM FOR Students, Warrant Officer Advanced Course

SUBJECT: Welcome Letter and Pre-course Instructions WOAC Class 26-003

Welcome, and congratulations on your selection to attend Warrant Officer Advanced Course (WOAC). WOAC is an MOS immaterial course that provides advanced learning opportunities that benefit you as a senior Army leader. We look forward to having productive interactions with you during this course.

Below are pre-course requirements and other information that may help you plan your trip to Fort Rucker, AL. You must enroll in and receive a Blackboard username and password by proceeding to the United States Warrant Officer Career College (USAWOCC) web page at the following web address:

<https://armyuniversity.edu/wocc/student-quick-links>

Use the "Course Registration" link under the "Courses" tab at the top of the webpage to request Blackboard access. You will receive an email to the email address you provided during the registration once it is processed. I will check weekly and add soldiers to the class. It is not instant or automated so you may register and wait a few days to get your log-in information.

BEFORE COURSE

1. Administrative Requirements – The following administrative requirements must be submitted before your arrival. Please submit the form, even if you are awaiting orders so we can populate all required information ensuring processing is efficient. **Have all forms turned in NLT 26DEC2025.**

- a. Orders bringing you to Fort Rucker (i.e., travel orders, 1610, etc.). Ensure you **rename the form “LAST NAME, FIRST NAME ORDERS”**.
- b. USAWOCC Admin data form captures required demographics and student record information. This is the link for the form: [USAWOCC WOAC Demographics Form](https://armyuniversity.edu/wocc/student-quick-links)

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- c. Medical Profiles. **Rename the file to “LAST NAME, FIRST NAME PROFILE”.**
 - d. Please send orders and permanent profiles (if applicable) to Ms. Jessica McAlister at jessica.m.mcalister4.civ@army.mil and
Cc WO.ILE@army.mil. SUBJECT: WOAC 26-003
2. **Document Copies** – Ensure you bring a copy of your orders (i.e., travel orders/authorization, 1610, etc.) and permanent profile/ Medical Clearance Memo IAW AD 2022-06 (if applicable) at that time (if not provided via email). If precluded from AFT/HT-WT due to a temporary fertility/pregnancy/postpartum profile bring your last DA 705 dated **within 24 months** from class start date IAW Army directive 2025-02. Traditional Guard and Reserve Soldiers will need a hard copy of orders for their finance brief. Students who do not provide these documents will not sign into the class.
3. **Security Clearance** – Classified briefings and classes may be part of the course. Before you depart from home station, contact your unit S2 or Security Manager to ensure your security clearance is reflected accurately in the Defense Information System for Security (DISS). DISS must indicate that you have an adjudicated Secret or higher clearance regarding the Eligibility Level. Otherwise, you will not be able to attend WOAC. Your Unit S2 or designated representative must send a Visitor Access Request (VAR) via DISS to the following SMO code: W0H0AA5S. Direct the attention to the USAWOC S2 POC, CW3 Harrison, Jeffrey (334-255-2086).
4. **Required Uniforms** – Officers reporting without required uniforms will be released from the course. The following uniforms are required.
- a. **Army Uniform.** The daily class uniform is the ACU (OCP) with a patrol cap or authorized beret.
 - b. **THE ASU/AGSU IS A REQUIREMENT FOR WOAC.** The only exception is for those soldiers on pregnancy/post-partum profile while pregnant or 365 days after the conclusion of pregnancy with a valid profile.
 - c. **The A2CU flight uniform is not an authorized uniform while attending USAWOC.**
 - d. **ARMY Physical Fitness Uniform (APFU).** Students are required to participate in Commandant's runs. For classes held during the fall, winter, and spring months, bring the complete winter uniform; depending on the temperature, the uniform will be adjusted.

- e. A **blue reflective belt** is a required uniform item for all officers while in APFU at Fort Rucker. You will be issued one if you do not have it.
 - f. **Cold Weather/ Wet Weather Gear.** Bring appropriate seasonal and uniform clothing.
5. **Institutional Training Directed Lodging and Meals (ITDLM) Program-** Fort Rucker has implemented the ITDLM, which provides lodging and meals at no charge.
- a. **Lodging** – Reservations are made for you at the Fort Rucker Army Hotel under the ITDLM program. USAWOCC will assist but is not responsible for reservation issues. The Fort Rucker Army Hotel is owned and operated by the InterContinental Hotels Group, IHG, located in building 308. You should call them at **(334) 598-5216** to ensure you have a reservation or if you have lodging-specific questions. You can also visit their website at <http://www.ihgarmyhotels.com/pal/en/us/home>.
 - b. If you are stationed at Fort Rucker or if you have plans of staying off-post, please notify the WOAC Course Director to inform him that a reservation at the Fort Rucker Army Hotel is not required. This will avoid making a reservation in your name when one is not needed.
 - c. **Meals** – Students are required to contact their unit S-1 to register their CAC on the Meal Entitlement Program. You are authorized under the ITDLM program to eat in the dining facility Monday through Friday and as such will not receive per diem for meals on those days. Weekends and Federal Holidays Dining Facility meals are at the student's expense, and your orders should state that you are authorized to have the government meal rate per diem on those days. **Students should be coded “ITDLM 5” not “TDY”** on the MEM system from the drop-box. We can fix it here, but it could affect your day 1. Please have your S1 accomplish this task if able.
- <https://prdweb.afmiscloud.army.mil/MEM/MEMWebApp/WebHome/Login.aspx?ReturnUrl=%2fMEM%2fMEMWebApp%2fCACUpdateUtility%2fCACUpdateUtility.aspx%3fmnu%3d1&mnu=1>
- d. **Transportation-** For students flying in, we recommend that your carry-on luggage has a set of ACU and APFU uniforms. It may take up to one week to receive misplaced luggage.
 - e. DTS funding code is coordinated through your unit, as USAWOCC does not provide funding for this course.

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- f. USAWOCC does not provide transportation for PME students; therefore, sending commands are **highly encouraged** to support rental cars for Soldiers who fly.

Additionally, you need to ensure your entitlement manager gives you a G5 license for Microsoft while you are in school.

DURING COURSE

- 6. Sign in – 08JAN2026**, report to USAWOCC classroom 4/5 building 5302 (Swartworth Hall) Outlaw Street, at **0545** hours, wearing the ARMY APFT uniform.
 - a. **NOTE: 07JAN2026** is a travel day. **YOU DO NOT HAVE TO REPORT OR SIGN IN** on this day.
- 7. Height/Weight Screening** - Height and Weight screening will be conducted at **0600 hours** on **08JAN2026** in Building 5302 (Swartworth Hall). Please ensure you are prepared for height/weight and taping if required IAW Army Directive 2023-08.
 - a. Height and weight screening standards and body composition standards are in AR 600–9.
 - b. IAW AR 350-1, Soldiers attending military schools and institutional training courses, in either a PCS or TDY status, which require preparation of a DA Form 1059 (Service School Academic Evaluation Report), will be administered height and weight screening as a mandatory course requirement.
 - c. One re-screening is allowed.
 - d. Soldiers who fail to meet the body composition standards of AR 600–9 will be dismissed from the course.
- 8. Computers** - Each student has a computer workstation in our primary classrooms. There are also facilities on Fort Rucker with computers to access after duty hours. We encourage you to bring your laptop for greater flexibility when preparing your homework assignments, required readings, and research.
- 9. Army Fitness Test (AFT)** – The AFT will be administered here at the College IAW with Army Directive 2022-05, HQDA EXORD 218-25, Milper Message 25-224. AFT is scheduled for 0445 on **16JAN2026**. Failures will be re-tested between 7 and 24 days after the initial failure. Two-time AFT failures will be dismissed.

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10. Scheduled PRT Formations - All assigned students will participate in mandatory USAWOCC PRT events. Otherwise, PRT is conducted at the student's discretion.

11. Financial Contributions - Financial requirements while in the class are minimal.

- a. A tradition going back to the 1970s; each class presents a class plaque to the USAWOCC Commandant during their graduation ceremony. The total cost of the plaque is about \$225. Individual contributions vary based on the number of students in the class.
- b. Coffee Fund – Students can pay \$15 at the start of the course for unlimited coffee/cocoa/tea while attending the class.

END OF COURSE REQUIREMENTS

12. Graduation is 12FEB2026, at 0900 hours CST, in ASU/AGSU. You may invite friends and family to the ceremony. It will also be livestreamed on the USAWOCC Facebook page.

*****DO NOT plan a return flight that would require you to leave Fort Rucker, AL prior to 1200 hours Central Time on the day of graduation.*****

- a. If your return flight is out of Atlanta, GA plan your flight out of Atlanta no earlier than 1600 EST.
- b. If your return flight is out of Dothan, AL plan your flight out no earlier than 1300 CST.
- c. If your return flight is out of Panama City, FL plan your flight out no earlier than 1500 CST.

13. Evaluation: Students will receive an Academic Evaluation Report (DA Form 1059) for attending this course.

14. FAQs

a. **What to expect:** As you prepare to attend your WOAC, it is crucial that you take the initiative to minimize your home station workload and other commitments as much as possible. Your active preparation for most classes, including prior reading and quizzes, is critical to your success. Writing will be in accordance with APA 7 Format. **You can expect to read 25-80 pages of material on most nights.**

b. **Students should understand that off-duty study time is required to complete WOAC successfully.**

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c. **Students are not allowed to miss scheduled classes. The Course Director must clear special cases. Do Not plan leave or routine appointments during class times.**

d. **Weapons** – You must register your Personally Owned Weapons (POWs) within 72 hours of arrival on Fort Rucker if applicable. (**Please review AR 190- 11, para 4-5**).

e. **Traditional Guard/Reserves**- You will be on active-duty orders for over 30 days. You will turn them into Finance here day one so please ensure they are correct and cover the full TDY. You also need to coordinate with your unit to ensure you are registered in TRICARE or you will be refused services at the medical clinic on post. Additionally, you need to ensure your entitlement manager gives you a G5 license for Microsoft while you are in school.

15. I look forward to seeing you soon. Should you need assistance or have any questions, please get in touch with me via email at abraham.l.swisher.mil@army.mil or phone at DSN 334-255-3697. Please send questions to WO.ILE inbox.

ABRAHAM L. SWISHER
CW3, AV
WOAC Course Director

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