

**NCO LEADERSHIP CENTER OF EXCELLENCE
FACULTY AND STAFF DEVELOPMENT OFFICE (FSDO)
FY23 COURSE ENROLLMENT REQUEST FORM**

For use of this form see NCOLCoE SOP

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5 USC Section 301; Title 5 USC Section 552a; Privacy Act of 1974; AR 340-21
PRINCIPAL USE: To request enrollment into NCO Leadership Center of Excellence Faculty and Staff Development Office courses.
ROUTINE USES: Maintain documented requests into NCO Leadership Center of Excellence Faculty and Staff Development Office courses and place Soldiers into course enrollment rosters. Disclosure is voluntary. However, failure to provide the information may result in delay or error in processing or may result in incorrect identification in ATRRS.
DISCLOSURE: Title 5 USC Section 301; Title 5 USC Section 552a; Privacy Act of 1974; AR 340-21

SECTION I – SOLDIER INFORMATION

NAME: Last, First MI.		RANK: (if CIV, GS or CNTR)	GRADE: (GS Grade if CIV)
MOS: (Job Series if CIV)	BRANCH:	COMPO:	SECURITY CLEARANCE:
INSTALLATION:	UNIT:	CONTACT#:	TIME ZONE:
SSN: (required for ATRRS credit)	ENTERPRISE EMAIL: (@army.mil)		AKO ACCOUNT:

SECTION II – COURSE INFORMATION

COURSE REQUESTED:	START DATE: (primary selection)	START DATE: (alternate selection)
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SECTION III – ACKNOWLEDGEMENT AND VERIFICATION

READ EACH SECTION CAREFULLY AND CHECK EACH BOX TO ACKNOWLEDGE

<input type="checkbox"/>	If requesting enrollment into a virtual course, access to Microsoft Forms within Army 365 and the following MS Team capabilities have been validated: audio, visual, chat, break-out room, and screen sharing.
<input type="checkbox"/>	Personnel assigned to NCOLCoE and the SGM-A as instructors or training and education developers will have priority for all courses.
<input type="checkbox"/>	Personnel enrolled in courses will receive a welcome letter with instructions approximately two weeks prior to course start date. Training coordinators/supervisors will receive notification in the event that any training requests cannot be accommodated.
<input type="checkbox"/>	Training coordinators/supervisors will notify FSDO of any course withdrawals.
<input type="checkbox"/>	Soldier personal data has been verified and the Soldier meets all prerequisites for requested course.

REMARKS:

SECTION IV – TRAINING COORDINATOR/SUPERVISOR INFORMATION

NAME: Last, First MI.	RANK:	CONTACT#:
ENTERPRISE EMAIL: (@army.mil):		SIGNATURE:

AUG 2020

FORM MUST BE SUBMITTED NO LATER THAN 2 WEEKS PRIOR TO CLASS START DATE