



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY  
25<sup>TH</sup> STREET, BUILDING 24402  
FORT GORDON, GEORGIA 30905

ATZH-NC

04 November 2011

MEMORANDUM FOR Regimental Noncommissioned Officer Academy

SUBJECT: Policy Memorandum # 25 – PCS INSTRUCTIONS

1. This policy Memorandum applies to all cadre personnel assigned or attached to the RNCOA. This memorandum outlines the procedures that will be used when out-processing the unit
2. Soldiers living on post will be allowed five (5) working days and Soldiers living off post will be allowed ten (10) working days to exclude holiday and training holidays to out process. A memorandum requesting clearing papers will be signed by the Branch Chief and submitted to the RNCOA S1.
3. While clearing PT will be conducted daily, with the exception of verified appointments and Sergeant's Time Training.
4. Soldiers will not be allowed to clear the Academy until all hand receipts are cleared and all NCOERs and awards that they are responsible for writing are signed and ready for turn-in to the Personnel Service branch (PSB). Once all items are cleared the Branch Chief will place their signature on the clearing papers indicating all items have been cleared prior to the RNCOA Commandant signing.
5. The point of contact POC for this memorandum is the Deputy Commandant, 1SG Robert Barnes III, [robert.barnes3@us.army.mil](mailto:robert.barnes3@us.army.mil) 706-791-7882.

// Original Signed//

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TYRONNE L. SMOOT  
CSM, USA  
Commandant