

ETC,

I will be attending ANGNCOA school (Air National Guard Non-Commissioned Officer Academy) from January 5th through the 11th of February.

This is a very hard class to get. They only except 3-4 first class petty officers per class. I worked very hard to prepare the best application possible in order to get this class.

#### ABOUT THE CLASS:

The 6.5 week ANGNCOA course is held at McGhee-Tyson ANGB, Knoxville, TN. It's for First Class Petty Officers who desire a quality professional military educational program that will contribute significantly to their professional development and challenge them to be effective leaders and innovative risk takers. The mission of the ANGNCOA is to provide education to enlisted members in the areas of Leadership, Profession of Arms, and Communication Skills. Emphasis is placed on developing leadership and supervisory capabilities and preparing the student for increased responsibility. All attendees must be able to provide full attention and energies to accomplishing the curriculum and all ANGNCOA activities. The Noncommissioned Officer Academy is accredited by the Community College of the Air Force (CCAF). CCAF awards all graduates 12 semester hours of college credit: Military Studies II - 3, Leadership Studies II - 6, Managerial Communication II - 3.

#### INFORMATION:

Information can be found in the Special Info section under #3.

Prerequisites: 1.Be E-6 or E-5

2.Be an excellent representative of the U.S. Coast Guard, who presents a sharp military appearance.

3.In compliance with CG Allowable Weight Standards.

4.Be fit for full duty and able to participate in the Air National Guard fitness program.

5.Have one year obligated service remaining upon graduation.

#### HOW TO APPLY:

1.Application process begins each fall. Look for the leadership opportunities message. If you have any questions please contact HSCS Catherine Seybold at (202) 475-5511.

2.Applications must be done in Memo Format. Scanned Memo with signatures is preferred. Email the following information to Catherine.I.Seybold(at)uscg.mil with a CC: to your endorser.

3.This memo should be no more than two pages excluding endorsements. Each endorsement should be done as a new page endorsement as per COMDTINST M5216.4 (series). The format is single-sided, single-spaced and 12 point text.

4.The Memo is from you to "ANGNCOA Appointment Board". You must have an endorsement from you command (CO/XO or Approving official for evaluations) and your local Command Master Chief, Senior Chief or Chief.

5.The body of your memo should include the following; a.Paragraph one should contain the following basic information. Employee ID, your unit and address, phone number, email, time in service, time in rank, a statement that you are fit for full duty, and you are within your MAW and your two convening date choices.

b.Paragraph two should describe current responsibilities and collateral duties as they relateto the 28 leadership competences.

c.Paragraph three should describe how you have incorporated the Guardian Ethos with a focus on the Core Values into your life both on and off duty.

d.Paragraph four should include why you believe this training will help you become a better leader.

6. The command endorsements should state at a minimum, that you will be an excellent CG representative who presents a sharp military appearance, and the member is fit for full duty and within CG MAW and why this person should be chosen over anyone else to attend this school.

I would urge any first or second class to apply to this class as it is a great opportunity for learning excellent leadership skills and learn how to become an effective leader. I think that these are some of the things that coast guard lacks.

Thanks for your time,

V/R,  
ET1 Daniel Borgaard  
USCGC Hollyhock WLB 214