



DEPARTMENT OF THE ARMY  
HEADQUARTERS HENRY CARO NONCOMMISSIONED OFFICER ACADEMY  
UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE  
FORT BENNING, GEORGIA 31905-3022

REPLY TO  
ATTENTION OF

ATZB-NCI

27 July 2016

MEMORANDUM FOR RECORD

SUBJECT: Welcome Letter from the Infantry Advanced Leader Course 1SG

1. Congratulations! On behalf of the cadre of the Maneuver Center of Excellence (MCoE) Henry Caro Noncommissioned Officer Academy at Fort Benning, Georgia. It is my honor and pleasure to welcome you to the second level of the NCOES system the Infantry Advanced Leader Course (IN ALC).
2. The mission of IN ALC is to evaluate and enhance professional attributes and leadership skills, which will promote self-confidence and a sense of responsibility expected of a professional Noncommissioned Officer. With your maximum effort, IN ALC will improve your confidence and inspire you to willingly assume and carry out your responsibilities as a leader and trainer.
3. The Academy has no challenges or obstacles that students cannot achieve. With this in mind, prepare yourself with a positive mental attitude and the confidence that you can and will graduate. We will provide you with the training and motivation to accomplish every task and I have instructed my cadre to help aid and assist you in every way. In order to accomplish this, a basic set of standards and discipline must be developed within each student and you will be required to follow our Individual Student Assessment Plan commonly referred to as your ISAP. I am sure you will find the course both challenging and rewarding as we place you in both a challenging environment and increased positions of responsibility. In the end it will be left up to you to achieve and maintain all graduation standards and leave here a successful graduate of IN ALC.
4. You are required to report, as per your orders, on the reporting date listed between the hours of 0900 – 1700 in the Army Physical Fitness Uniform to classroom 115 in building 496 of IN ALC. It is at this time, that you will begin in-processing for the course and be evaluated on your Height and Weight as per AR 600-9. The following day is the official day one start of the course and you begin your classes at that time, reporting on the start date means that you may miss valuable class time and could not be allowed into the course. Make sure you keep in contact with my office if there are any issues with your travel to IN ALC. If you report after duty hours, a POC's number will be posted for the students to contact on the main door of BLDG 496 or you may call NCOA BN Staff Duty at (706) 464-7723.
5. You are required to report to IN ALC meeting all of the prerequisites as stated in the Army Formal School Catalog (DA Pam 351-4) and have the following:

- a) 3 copies of DA Form 1610, DTS orders or a Service School Worksheet / OML Memorandum signed by your Battalion/Squadron Commander for Soldiers assigned to Fort Benning; PCS orders (if in a TDY EN-route status); DA Form 31 (if wanting leave after course completion).
  - b) DD Form 3349 reflecting an authorized alternate event (for Soldiers having a P2, P3 or P4 Profile); over 40 cardiovascular screening (if applicable).
  - c) Memorandum from BN/SQN Commander stating separate rations will be stopped while enrolled in IN ALC.
  - d) Current ERB reflecting BLC completion, current duty position and not flagged.
  - e) Copy of Certificate of Completion of SSDII or Common Corp Certificate (see ALARACT 126\_2014).
  - f) TASS pre-execution checklist (dated May 2016) reflecting APFT completion within 30 days of the start of the course and that you are IAW AR 600-9, and active government travel card, signed by your commander (with assumption of command orders if not signed by your Commander).
6. Dismounted Land Navigation is part of the 11B and 11C courses as an individual testable event. This is typically a high failure rate test due to lack of physical conditioning and experience. Ensure you have practiced land navigation prior to arriving to the course and that you are physically prepared to conduct operations in austere conditions. You must provide your own military issued 3H Lensatic Compass.
  7. CIF will be issued to those reporting from special duty assignments who have not been issued CIF and the appropriate items on the packing list. Students who are issued TA-50 from their units must report with these items or you will be released immediately from the course. All other items listed on the packing list are the individual's responsibility to have upon reporting to IN ALC. You will be given 24 hours to purchase any missing items.
  8. Graduation will be conducted in the ASU Class A uniform. Short sleeve and long sleeve are required as per the packing list complete with all items.
  9. Personnel wanting to attend follow on a course (Ranger School) must have a memo authorizing attendance signed by their BN/SQN Commander or CSM. If a physical is required for your follow on school it must be completed prior to your arrival at IN ALC. Please see the Academy webpage concerning follow on schools and a memo example. However every opportunity will be given to each eligible Soldier to attend follow on training provided by the MCoE.

10. Privately Owned Weapons (POW) will not be allowed at Fort Benning for the duration of the course regardless of your home station POW regulations and norms.
11. Visit the Academy Webpage at <http://www.benning.army.mil/MCoE/ncoa/> for the packing list and information on follow on schools. Once again, welcome to the Infantry Advanced Leader Course.
12. Please read this memorandum and all the enclosures at the above web address carefully. Normally, the information included will sufficiently answer any questions however if after carefully reviewing these documents you have additional questions feel free to call the me at (706) 545-0986 or the Branch Chief at (706) 626-3218. You can reach the 11B Senior SGL at: Commercial (706) 545-6531 or DSN 835-6531 and the 11C Senior SGL at: Commercial (706) 545-9944 or DSN 835-9944.

(Original Signed)  
KENTE L. BRYANT  
1SG, USA  
INFANTRY ALC