



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE**  
**HENRY CARO NONCOMMISSIONED OFFICER ACADEMY**  
**ARMOR ADVANCED LEADER COURSE**  
**FORT BENNING, GEORGIA 31095**

ATZB-NCA

02 August 2012

MEMORANDUM FOR Incoming Advanced Leader Course Students

SUBJECT: Welcome from the Armor ALC Branch Chief

1. Congratulations! On behalf of the cadre of the Maneuver Center of Excellence Henry Caro Noncommissioned Officer Academy at Fort Benning, GA, it is my honor and pleasure to welcome you to the Advanced Leader Course.
2. The mission of Armor ALC is to evaluate and enhance professional attributes and leadership skills, which will promote self-confidence and a sense of responsibility expected of a Noncommissioned Officer. With your maximum effort, Armor 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 this task. 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. I am sure that you will find the course both challenging and rewarding. We will place you in a challenging environment, but it will be up to you to achieve and maintain graduation standards.
4. You are required to report on your reporting date between the hours of 0900 – 1700 in the Army Combat Uniform (ACU) to room A-22, located on the second floor of the Armor ALC Student Barracks, building 73. It is at this time that you will begin in-processing for the course. The start date is the date that the course will begin, reporting on the start date means that you will miss valuable class time. If you report after duty hours, a POC's number will be posted for the students to contact.
5. You are required to report to this course meeting all of the prerequisites as stated in the Army Formal School Catalog (DA Pam 351-4). You must have with you the following: DA Form 1610, DTS orders or a Service School Worksheet / OML Memorandum signed by your 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); DD Form 3349 reflecting an authorized alternate event (for Soldiers having a P2, P3 or P4 Profile); over 40 cardiovascular screening (if applicable); current ERB reflecting WLC completion, current duty position and not flagged; and two (2) copies of the TASS pre-execution checklist (dated July 2009) reflecting APFT completion within 30 days of the start of the course and that you are IAW AR 600-9, signed by your commander (with assumption of command orders if not signed by your Commander). You must also have all Packing List items.
6. Visit the Academy Webpage at <https://www.us.army.mil/suite/files/25057422> and once again, welcome to the Armor Advanced Leader Course.

STEPHEN A. WRIGHT  
1SG, USA  
AR ALC Branch Chief