**DEPARTMENT OF THE ARMY**

**YOUR UNIT**

**YOUR ADDRESS**

**YOUR POST**

(OFFICE SYMBOL) Date

MEMORANDUM FOR RECORD

SUBJECT: Company Commander Validation of Infantry Mortar Leader Course (IMLC) Prerequisites

1. (Insert SM’s name[s] alphabetically with rank and DODID) completed the requirements listed below to standard, IAW TC 3-22.90 / 3-22.91 / 3-20.33 or followed performance measures outlined in individual task list, verified by myself or my appointed representative.

a. Completion of “FDC Team Drill 1 and Solutions” on the IMLC website (URL:

<https://www.benning.army.mil/infantry/198th/Mortar-Company/IMLC/Resources.html>). Verified by B1/3Z qualified personnel within the formation IAW TC 3-22.91.

b. Achieve a passing score on a Mortar Gunner’s Examination (DA FORM 5964)

administered within 60 days of class start date. Test administered in accordance with standards stated in TC 3-22.90 / TC 3.20.33.

c. Displayed map literacy by utilizing CATS training numbers 071-COM-1002, 071-COM-1008, 071-COM-1016 (Determine the Grid Coordinates of a Point on a Military Map, Measure Distance on a Map, Convert an Azimuth; findable by using CATS within ATN). Proficiency was validated by a B1/3Z within the formation.

1. SM has completed all tasks listed above.

SM has not completed task(s) identified below:

 Team Drill 1 Gunners Examination Plotting Comprehension

1. I understand that failure to submit a signed copy of this memorandum within 72 hours of course start date will result in recommendation of SM’s removal from IMLC.
2. The point of contact for this memorandum is the undersigned at (xxx) xxx-xxxx, or company.commander.mil@mail.mil.

 COMPANY COMMANDER

 CPT, IN

 Commanding