

IMLC Certification and/or ASI Recreation

1. If you are in need of recreation of your Certification or ASI follow these instructions.
 - a. Complete the memorandum below; correct the highlighted areas.
 - b. Email the signed memorandum to: *usarmy.benning.mcoe.list.2-29-in-regt-impl-course*; this is an IMLC Outlook account.

2. Process.
 - a. Soldier information will be verified against school records.
 - b. A request for recreation of the Graduation Certificate and/or ASI Orders will be submitted. The recreation may take up to 10 business days.
 - c. Graduation Certificate and/or ASI Orders will be mailed through official mail to the Unit address you provide.
 - d. Memorandum will be filled and any future requests will be weighted on a case by case basis. It is a Soldiers responsibility to keep track of paperwork.

3. If memorandum is not filled out correctly then your request will be rejected.

4. If you attended IMLC while it was still in ALC then you will need to contact HENRY CARO NCOA and follow their requirements for document recreation.

5. POC for this action is SFC Hurst, IMLC Master Trainer, (706) 626-4731

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DEPARTMENT OF THE ARMY
ORGANIZATION NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE ZIP CODE

OFFICE SYMBOL

29 May 2014

MEMORANDUM FOR RECORD

Infantry Mortar Leader Course Delta Company, 2nd Battalion, 29th IN Regt, Fort Benning, GA 31905

ATTN: SFC David Hurst, Fort Benning, GA 31905

SUBJECT: Recreation of Soldier's Graduation Certificate/ASI Orders

Purpose: To provide the Infantry Mortar Leader Course with the required information to request the recreation of documentation.

1. Reason for recreation-
2. Soldier's Information:
 1. Name:
 2. Rank:
 3. SSN:
 4. IMLC Class Number:
 5. Location of Instruction: Resident or MTT(Location)
 6. Unit Mailing Address:
 7. Unit Phone Number:

Point of contact for this memorandum is SFC Smith at 123-4567.

John R. Doe
CPT, IN
Commanding