



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
COMMAND AND TACTICS DIRECTORATE
1 KARKER STREET
FORT MOORE, GEORGIA 31905-5000

ATZB-CTD

14 MAR 2025

Future MCCC-RC Student,

You have requested a seat in the Maneuver Captains Career Course Reserve Component Phase I resident course and have received either a "Reserved" or "Wait" status through ATRRS. The purpose of this letter is to provide you with information about Fort Moore and Phase I of MCCC-RC.

Course Attendance

If you know you are NOT attending, please inform your unit so that they can cancel your request. If you do not cancel, and are a no show, your unit will be billed for the slot and you will be ineligible for a future ATRRS reservation for a minimum of three months. If you are on the wait list, continue to check ATRRS for a "Reserved" seat, should one become available. "Wait" status does not guarantee you a seat in the course. MCCC-RC cannot change your ATRRS status, this is a function of your unit training manager.

Prerequisites

Students are required to complete Common Core Phase, and submit a paper prior to reporting to Phase I at Fort Moore. Students who are not complete with Common Core Phase and did not turn in their paper will not be permitted to start Phase I and will be returned to their units.

Common Core Phase is available for enrollment at any time via ATRRS and is completed via distributive learning through the Army Training Information System (ATIS).

Distributive Learning modules are a critical component of our AC-RC course equivalency and provide a common doctrinal baseline across the total force. Successful completion of Common Core Phase is a prerequisite for attendance at resident Phase I Course.

Students will write and submit a paper via email following the accompanying topic and grading rubric. The paper must be turned in NLT midnight seven days prior to reporting to the course. The assigned paper topic will be in the body of the email the Course Director sends with the welcome letter. All submitted papers will undergo a plagiarism

assessment prior to grading. Papers will be in Microsoft Word named in the following format: MCCC-RC_Phase 1_[Last Name]_[First Name]. Email completed papers to: aaron.m.hrdlicka.mil@army.mil, andrew.n.ford2.mil@army.mil, and ryan.j.ybarra.mil@army.mil. Paper topic and grading rubric can be found in the welcome letter email.

Reporting and Entitlements

Students will report to the Fort Moore lodging office at [Abrams Hall](#), Building 1670, 7350 Ingersoll Road (706-689-0067), by midnight on the report date in order to receive billeting. Students who have a valid ATRSS reservation will receive centrally funded lodging.

Students with a valid ATRRS reservation will receive centrally funded meals during the course. You will be authorized government meals at a nearby dining facility. Students names will be on an access roster at the NCOA DFAC, Building 200. Visit the Fort Moore DFAC website for additional information

<https://www.moore.army.mil/Tenant/LRC/DFAC.html>

Students who do not have a valid ATRRS reservation will be required to pay all expenses (travel, lodging, meals) out of pocket.

Daily transportation is not provided. Students are required to provide their own transportation or walk to and from Abrams Hall to class locations and DFAC locations. A rental car is recommended.

You must be present at accountability formation, at 0600 on the class start date (the day following your report date) for HT/WT and in-processing. The formation is located in front (South side) of [Building 70](#), Donovan Research Library. The uniform for HT/WT is the weather appropriate PT uniform with high visibility belt.

Late Arrival/Missed and Canceled Flights: If are delayed for any reason that will cause you to miss the 0600 formation, call 770-380-3595 and inform the MCCC-RC cadre of your situation. Many of you may be flying into Columbus with a connecting flight from Atlanta. If you miss your connecting flight, there is a shuttle that runs from the Atlanta Airport to Fort Moore, <https://groometransportation.com/columbus/>, (706) 324-3939.

Course Expectations

Phase I is a continuous 14 day course that includes instruction over weekends. There are not normally any days off between the start and end of the course. A course map can be found on the MCOE MCCC-RC website.

Phase I focuses on Troop Leading Procedures instruction and culminates with each student planning and briefing a Company Operations Order (OPORD) in accordance with applicable doctrine. Students must pass the OPORD and other critical events in addition to maintaining a 70% graded point average to complete Phase I.

Students must pass an entrance examination on the second day of the course. Knowing the information covered on this exam is a prerequisite to enable you to successfully complete the rest of the course. To help you prepare, a study guide can be found on the MCOE MCCC-RC website. One retest is permitted, students who fail the entrance examination retest will be released from the course with a referred DA Form 1059.

You are required to meet the Army Height/Weight standards when you report. Failure to pass Height/Weight standards, will result in a retest after seven days. Failure to pass the HT/WT will result in the student being dropped from the course with a failure to meet course standards Academic Evaluation Report (DA1059). A diagnostic ACFT will be conducted during Phase I. Students who have temporary profiles will not be allowed to start the course without an approved exception to policy memorandum. If you have a permanent profile, bring a copy of your current DA Form 3349 when you report. Your SGL will keep a copy of your permanent profile and you will take an alternate event as dictated by your permanent profile. Please bring appropriate PT uniform (APFU jacket, APFU pants, black fleece cap, and gloves required for November-March classes). Additionally, the OCP may be worn for PT events, but no gear is necessary.

A packing list can be found on the MCOE MCCC-RC website.

Students are issued a government laptop that is linked to a student network that will assist in your course work. Government computers from your home unit will not work on the Fort Moore Network. You must have a current Cyber Awareness Certificate and a valid Common Access Card (CAC - Military ID). If your Certificate or CAC has expired, or expires during your time in the course, you must update them prior to the course. Cyber Awareness training can be accessed at:
<https://cs.signal.army.mil/DoDIAA/default.asp>

End of Course Administration

Students who meet all course requirements will receive a Phase I Certificate of Completion and an Academic Evaluation Report (DA Form 1059) describing their Phase I performance.

Students who have met all requirements for Phase I will be complete on Saturday of the second week. Units should not schedule flights earlier than 1800 on the second Saturday of the course.

Students must check-out of Abrams Hall by 1100 the day of graduation. Baggage can be stored at the hotel during end of course administration. OCONUS students may check-in the night before class report date, and must check-out the day after course completion before 1100. Prior Coordination is required. Students dismissed from the course early, are entitled to lodging the night of dismissal, but must check-out the following day by 1100.

Day 1 Student Reading

Prior to Day 1 study the following to help you understand in class instruction:

- ATP 3-21.10 (2018), Appendix B, Section I - Planning

All current publications can be found at: <https://armypubs.army.mil/>


Maneuver Captains Career Course-Reserve Component Contact Information

Website: <https://www.moore.army.mil/MCoE/199th/CATD/MCCC/Reserve/> Cadre:

CPT Aaron Hrdlicka, CPT Drew Ford, and Ryan Ybarra

Cell Phone Numbers: (859) 396-5453

E-mail: aaron.m.hrdlicka.mil@army.mil, andrew.n.ford2.mil@army.mil, and ryan.j.ybarra.mil@army.mil



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