

When certifying Soldiers in either Basic Combatives Course (Level I) or Tactical Combatives Course (Level II) Army Combatives courses you must present each soldier with a graduation certificate of your own design upon their completion of the course. The following items need to be posted on that certificate:

1. Full name and rank.
2. Social Security Number.
3. Post or facility where training took place.
4. Unit that oversaw the training (BDE or BN level).
5. What level completed Basic Combatives Course (Level I) or Tactical Combatives Course (Level II).
6. How many hours of training.
7. Dates of the training (start to end date).
8. Signatures (must be the approving authority commander and the PI; please recall that the approving authority for Basic Combatives Course (Level I) or Tactical Combatives Course (Level II) training is an O-5 or above.

The example that is included in this folder is just an example to help guide you. It is not a template designed for you to base your certificates on.

Upon completion of the course you must then complete a Memorandum of Training and a Database Shell to be submitted to the Combatives School. The Memorandum of Training needs to be signed by an O-5 or above and should include the entire class roster.

The Database Shell (spreadsheet) should also include the entire class roster and be in ALL CAPS.

****NOTE**IN THE COLUMN FOR *POST* ON BOTH THESE DOCUMENTS, IF THE SOLDIER IS NATIONAL GUARD PLEASE LIST THEIR STATE ABBREVIATION THEN “ARNG” (e.g. – KY ARNG). IF THEY ARE RESERVE, PLEASE LIST THEM AS “USAR” THEN WHATEVER STATE THEY LIVE IN, IN PARENTHESIS (e.g. – USAR (KY)).****

Any questions please email USACS at BENN.229INREGT.CBTSC@conus.army.mil or call 706-545-2811.