



**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

12 July 2014

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 Armor 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 0800 – 1700 in the Army Combat Uniform (ACU) to the Armor ALC Student Barracks, building 17. 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 the following:
 - a. 3 copies of 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).
 - b. DD Form 3349 reflecting an authorized alternate event (for Soldiers having a P2, P3 or P4 Profile); over 40 cardiovascular screening (if applicable).
 - c. Memorandum from Bn / Sqn Commander stating separate rations will be stopped while enrolled in AR ALC.
 - d. Current ERB reflecting WLC completion, current duty position and not flagged.
 - e. Copy of Certificate of Completion of SSDII (see ALARACT 126_2014).
 - f. 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, and active government travel card, signed by your commander (with assumption of command orders if not signed by your Commander).
 - g. Packing list complete.
6. Dismounted Land Navigation is now part of the 19D and 19K courses as an individual testable event. This is typically a high failure rate test due to lack of physical conditioning and experience. Ensure you have practiced land navigation prior to arriving to the course and that you are physically prepared to conduct operations in austere conditions. You must provide your own Lensatic Compass

7. Graduation will be conducted in the ASU Class A uniform. Short sleeve and long sleeve are required as per the packing list.

8. CIF will be issued to those reporting from overseas or special duty assignments. All other items listed on the packing list are the individual's responsibility to have upon reporting to AR ALC. You will be given 24 hours to purchase any missing items.

9. Personnel wanting to attend follow on a course must have a memo authorizing attendance signed by their Sqd / Bn Commander or CSM. If a physical is required for your follow on school it must be completed **prior** to your arrival at AR ALC. Please see the Academy webpage concerning follow on schools and a memo example.

10. Privately Owned Weapons (POW) will not be allowed at Fort Benning for the duration of the course regardless of your home station POW regulations and norms.

11. Visit the Academy Webpage at <https://www.us.army.mil/suite/files/25057422> for the packing list and information on follow on schools. Once again, welcome to the Armor Advanced Leader Course.

(Original Signed)
CHRISTOPHER R. CAREY
1SG, USA
Branch Chief