DEPARTMENT OF THE ARMY
HEADQUARTERS HENRY CARO NONCOMMISSIONED OFFICER ACADEMY
UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
FORT BENNING, GEORGIA 31905-3022

ATZB-NCB (1K) 1 June 2021

MEMORANDUM FOR RECORD

SUBJECT: Attendance to Basic Leader Course for SPC John Doe

1. The following personnel is authorized to attend Basic Leader Course, Class 007-21, with the start date of (Day Zero) thru (Graduation Date).

Rank	Last Name	First Name	Last Four
SPC	Doe	John	1234

2. The POC for this memorandum is the undersigned at (123)456-7890.

JOHN A. DOE
CPT, IN
Commanding