



DEPARTMENT OF THE ARMY
OPERATIONS COMPANY
DIVISION HEADQUARTERS & HEADQUARTERS BATTALION
1ST INFANTRY DIVISION
FORT RILEY, KANSAS 66442

REPLY TO
ATTENTION OF

AFZN-HZ-O

11 September 2012

**MEMORANDUM FOR ALL SOLDIERS ATTENDING WARRIORS LEADERS COURSE
ON CAMP FUNSTON, FT. RILEY, KANSAS**

SUBJECT: Welcome Letter from the WLC's Branch Chief.

1. Welcome and congratulations on your selection to attend the Warrior Leader Course, NCO Academy. This is your first step in the NCOES process where you will build upon your base values, ethics, and warrior ethos. You will learn the values, attributes, skills, and actions that make up what you must BE, what you must KNOW, and what you must DO to be a better leader.
2. The academy is located at 1861B G Street, Camp Funston. You must report in ACUs with your unit sponsor and your schools NCO to WLC Operations located in BLDG 1861B on G Street. You must bring a completed Pre-Execution Check list and a copy of any profiles. Failure to bring these documents can prevent you from in processing in the academy. The authorized parking for students is at the corner of 4th Street and H Street.
3. After In processing, we will assign you to a small group, you will be greeted by your Senior Small Group Leader (SSGL) and Small Group Leader (SGL). Your SSGL will brief you on our mission, rules, and standards. You will receive a student packet which will contain your evaluation sheets and examples of your assignments. Once you complete in processing you are temporarily assigned to the academy for accountability. Upon completion of the course you will out process, graduate, and report back to your unit. This course is only a 17 day Program of Instruction (POI). You will be release daily by your SSGL until following morning.
4. On day one, you will report with your sponsor, your weapon (M4 or M16 are the only two authorized weapons in WLC), and all of your TA50 equipment, IAW Camp Funston's WLC's Packing List. For a copy of the Packing List and a copy of our Training Schedule go to the WLC web page on the Fort Riley homepage. Your unit will be responsible to transport your weapon to and from the academy. Students will have the opportunity to eat at the CAB Dining Facility located at BLDG 694. Meal card holders are accepted and normal fees apply to those students receiving separate rations. With the exception of the Field Training Exercise and the Individual Training Evaluation before and during the FTX you will eat MREs. On the day of your Individual Training Evaluation you will have a MRE for lunch.
5. Your Graduation Ceremony will be held at Barlow Theater at 1030hrs. The uniform for all students is ACUs with Black Beret. The uniform for all invited to participate is ACUs or business attire. You may invite your family and friends; this is your graduation ceremony.

SUBJECT: Welcome Letter from the WLC's Branch Chief

6. If for some reason you do not meet the course pre-requisites or are unable to attend, your BN/BDE must forward any necessary documentation through the chain of command. Your chain of command must send the request for deferments or deletion must be IAW AR 350-1 Para 3-20 to SSG Craig Division Schools 239-5157.
7. You can review your official training record on ATRRS for verification. Instructions are as follows: Log-on to AKO, under the heading of "Self Service" click on "My Education", go to the "ATRRS online" header and click on "Go to ATRRS", under the "Student Menu" click on "Individual Training Record".
8. For students with P3/P4 profiles, ensure that the profiling doctor and the approving authority doctor have signed the profile. The commander does not need to sign the profile unless he disagrees with the profile. P2 profiles only need the signature of the profiling doctor. Soldiers possessing P2 profiles must also meet course graduation requirements.
9. Soldiers who have a permanent profile designator of "3" or "4" must include a copy of their DA Form 3349 and the results of their military medical review board (MMRB) as part of the course application. Soldiers, who have appeared before an MMRB, or similar board, have been awarded medical limitations, and allowed to retain their occupational classification, may attend WLC and train within the limitations of their profile--provided they can meet course prerequisites and graduation requirements.
10. Temporary Profile Exceptions: Commanders may send Soldiers with temporary profiles due to participation in OIF/OEF to WLC. Soldiers must arrive with a copy of their current temporary profile and a memorandum bearing the commander's signature stating the profile exists as a result of injuries during participation in OIF/OEF. The Soldiers will train within the limits of their profiles.
11. The point of contact for any questions concerning this memorandum is the undersigned at (785) 240-5073 or justin.m.gulley2.mil@mail.mil.



JUSTIN GULLEY
SFC, USA
WLC Branch Chief