



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMYNONCOMMISSIONED OFFICER ACADEMY  
16<sup>TH</sup> AND KENTUCKY AVENUE, BUILDING 2269  
FORT CAMPBELL, KY 42223-5000

ATZT-JK

17 October 2012

MEMORANDUM FOR See Distribution

SUBJECT: Warrior Leader Course (WLC) Training Seat Management Update

1. In order to efficiently manage WLC training seats and to avoid having WLC seats forfeited to units outside of Fort Campbell, the following procedures will go into effect beginning on 1 Dec 12.
2. The BDE level school NCO will submit a by name roster with appropriate information and supporting documentation to the NCO Academy S3 NLT thirty (30) days prior to the class start date. The NCO Academy S3 will then give the Soldier a reservation for the requested class in the Army Training Requirements and Resources System (ATRRS).
3. Fifteen (15) days prior to the class start date, Soldiers who hold a reservation in the ATRRS for WLC will not have their reservation canceled or changed in any way without a memorandum from the Soldiers BDE level CSM. The memorandum will be addressed to the undersigned and will outline the reason(s) for the cancellation.
4. Any requests for cancellation or changes within fifteen (15) days of a WLC class start date made without the above mentioned memorandum will be denied. If not corrected by the class report date, this discrepancy may result in the Soldier being coded as a "No Show" in the ATRRS.
5. Point of contact for this memorandum is the undersigned at 270-798-7412 or Mr. Tom Butler, NCO Academy S3 at 270-798-6865 or via e mail at [thomas.j.butler1.civ@mail.mil](mailto:thomas.j.butler1.civ@mail.mil).

//Original Signed//  
ROBERT L. MOSS  
CSM, USA  
Commandant

Distribution:

101<sup>st</sup> ABN Div (AASLT); CSM and Ops SGM  
1<sup>st</sup> BCT; CSM and Ops SGM  
2<sup>nd</sup> BCT; CSM and Ops SGM  
3<sup>rd</sup> BCT; CSM and Ops SGM  
4<sup>th</sup> BCT; CSM and Ops SGM  
101<sup>st</sup> Sustainment BDE; CSM and Ops SGM  
101<sup>st</sup> CAB; CSM and Ops SGM  
159<sup>th</sup> CAB; CSM and Ops SGM  
52<sup>nd</sup> EOD; CSM and Ops SGM  
101<sup>st</sup> HHB; CSM and Ops SGM  
5<sup>th</sup> SFG (A); CSM and Ops SGM  
160<sup>th</sup> SOAR (A); CSM and Ops SGM  
Fort Knox MSE; Mr. Hinerman