ATSJ-TC 11 December 2023

1. On behalf of the Commandant, United States Army Military Police School (USAMPS), welcome to the Military Police Captains Career Course (MPCCC) at Fort Leonard Wood (FLW).

2. Your attendance at this school is an important milestone in your career. This professional military education course is learner centric. The course consists of classroom instruction that allows students to share experiences with peers daily through small group instruction and facilitation. I encourage each of you to use the time during this course to prepare yourself to lead Soldiers and establish professional relationships with your peers.

3. Pre-course Requirements.

 a. Microsoft Teams: Students must have an active account and test use of it prior to the start of the course. This platform serves as a medium for holding conferences/meetings from geographically dispersed instructors and for knowledge management. Additionally, we encourage the use of Microsoft Teams for classroom briefs and presentations. Refer to Annex A for instructions to obtain, activate and test your Microsoft Teams account.

b. Fitness Requirements: Students must meet fitness requirements for course attendance. Please be prepared to provide your SGLs with a copy of your orders, a copy of your most recent DA Form(s) 705/5500/5501 in the first week of the course and during in-processing. A record ACFT will be administered two times during the course. This will occur during the beginning of the course and at the end of the course. Passing the ACFT is a graduation requirement and factors into your overall grade. Height and weight will be administered within the first few weeks of the course, mid-course and at end-of-course.

 c. Training Certificates: Multiple online classes must be completed to achieve course standards. \***YOU ARE REQUIRED TO COMPLETE ALL MODULES OF THE CAPTAINS CAREER COURSE COMMON CORE DISTANCE LEARNING ON ALMS PRIOR TO ATTENDING MILITARY POLICE CAPTAINS CAREER COURSE**.This is a course prerequisite and will be checked on ATRRS. Failure to complete this before the start of MPCCC will result in being dropped from the course. Refer to Annex A for a list of classes and instructions to complete the training. Do not send SGLs your training certificates.

 d. Computer Access: Students will not request accounts through a DA 2875. All students attending MPCCC will be granted an account through TRADOC Student Account Solutions. This should be completed during in processing week. Log onto the following site to register: https://intranet.tradoc.army.mil/sites/tso/SiteAssets/Onboard/OBClass\_v3.aspx.

4. OCONUS Students PCSing. Students PCSing for the course will contact Bravo Company, 701st MP BN in order to receive in-processing guidance. Instructions to contact Bravo Company can be found at the end of this memorandum.

5. Administrative Information.

a. Classroom Instruction: Instructors will provide a class computer (to those who require one) to enable student access to the Fort Leonard Wood computer network. Students may sign for a computer during day one and will be responsible for the accountability and care of their personal classroom computer throughout the duration of the course. Access to MS Teams is required for successful course completion.

b. ACFT: Students will complete a minimum of two ACFTs during the course, IAW Army guidance. Students will take two record ACFTs, one initial and one end-of-course. The end-of-course ACFT score will count towards each student’s overall academic grade.

c. Uniforms: The primary duty uniform is the Army Combat Uniform in Operational Camouflage Pattern (OCP). Bring with you an adequate number of uniforms, and

seasonally appropriate Army Physical Fitness Uniforms (APFU). Students reporting between September and March should bring at least one complete set of winter APFU. Students are required to bring at least one set of Army Service Uniform for formal events. Please note, females are required to wear ASU pants for graduation. One set of business casual attire is required for events such as the Commandant’s Social or CG Mixer. All required books and equipment are provided for training.

d. Physical Fitness Training: This will be conducted daily from 0630-0730. Changes to this will be dictated by the class training schedule. The uniform for physical training will be the seasonally appropriate version of the APFU IAW AR 670-1.

e. Athena: During MPCCC you will take five online assessments as part of Athena. These assessments are not graded and will have no impact on your evaluation. These assessments are designed to provide the necessary feedback in key developmental areas to enhance the self-awareness of each officer and provide the necessary tools to take action to improve in identified developmental needs. You will be provided with assessment feedback to include coaching and learning tools and other resources to “improve or enhance” any blind spots or areas of weakness in your leadership techniques and self-development. The results of these assessments are private, and it is not mandatory to share them with your SGLs, however sharing the results with the SGLs for additional coaching and mentoring is strongly encouraged. Students are encouraged to apply Athena feedback into their Individual Development Plan and will be given a “How to Translate” Job Aid from SGLs. Leaders who are self-aware and who put in the work stand apart from their peers.

f. Safety: The safety of our students our is the top priority. It is important that you review the information published by the Fort Leonard Wood Safety Office at http://www.wood.army.mil/safety/. In addition to Bravo Company policies, it is critical that you read and understand extent Fort Leonard Wood policies for which will be held accountable as a student during your time here. Those Command Policies are located at http://www.wood.army.mil/newweb/pollicies.html.

g. TRADOC: The TRADOC environment generates unique situations you will encounter while at FLW, specifically those that relate to basic trainees. Please review and understand TRADOC Regulation 350-6 prior to your arrival. This regulation can be found at http://www.tradoc.army.mil/tpubs/regs/TR350-6.pdg.

h. Reserve and National Guard: For USAR and NG students attending MPCCC on active-duty orders please see ALARACT 097/2016 for important information regarding BAH while attending the career course. Soldiers will need to check if their circumstances fall into one of the ETP categories to receive non-locality BAH, should they have dependents. Soldiers without dependents will receive Fort Leonard Wood BAH unless they fall into one of the listed ETP categories within the above ALARACT. Please contact Bravo Company directly if there are any questions regarding this situation.

i. Administrative Point of Contact: Bravo Company, 701st Military Police Battalion (573)596-4195 or via Facebook at https://facebook.com/bravo.bulldogs, for questions while on ground, Bravo Company is located at 7130 Colorado Avenue, Suite B (BLDG 840), next to the 701st MP BN HQ.

6. The point of contact for the above course information is MAJ Joshua Stribling at joshua.f.stribling.fm@army.mil or (573) 563-7838.

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JUSTIN A. PARKER JOSHUA F. STRIBLING

CPT, MP MAJ, MP

Commanding Chief, MPCCC

ANNEX A Class Instructions

ANNEX B Not Used

ANNEX C TRADOC Student Account Solutions

ANNEX D Not Used

ANNEX E Not Used