



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**US ARMY FINANCIAL MANAGEMENT SCHOOL**  
10000 HAMPTON PARKWAY  
FORT JACKSON SC 29207-7025

ATSG-FMS-FMTD

13 September 2010

MEMORANDUM FOR Financial Management Captains' Career Course Students

SUBJECT: Financial Management Captains' Career Course (FMCCC) 001-11  
Welcome Letter

1. On behalf of the Commandant, US Army Financial Management School, welcome to Fort Jackson and the Financial Management Captains' Career Course. Congratulations on reaching this milestone in your career. The course is challenging and professionally rewarding.

2. Reporting.

a. Initial arrival to Fort Jackson. Between the hours of 0830-1700 on duty days, sign in at Alpha Company, Training Support Battalion (TSB) Orderly Room (#2044) in Building 10000 for in-processing instructions. Building 10,000 is the US Army Soldier Support Institute (USASSI), Gates-Lord Hall, on Hampton Parkway, Fort Jackson, SC 29207. On weekends or after normal duty hours, sign in at the Fort Jackson Welcome Center located at 4394 Strom Thurmond Blvd., just inside gate 2. For additional information about Fort Jackson, you may visit the Fort Jackson Home Page for newly assigned Soldiers at <http://www.jackson.army.mil/NewAssigned/assigned.htm>. I encourage you to arrive at least 7 days in advance to make housing arrangements, to accept delivery of household goods and to complete in-processing before class starts. Once the course begins there is very little free time scheduled to complete your relocation. The **only authorized absence** throughout the duration of the course is **emergency leave**, which we will manage on a case-by-case basis.

b. First day of class: 11 January 2011. Report at **0730** to Alpha Company, TSB, Orderly Room (#2044), Building 10,000 in **IPFU** for an official weigh-in. Coming to the course unable to meet weight requirements or pass an APFT is unacceptable. Following weigh in, report to Room 401/3/5 (1<sup>st</sup> floor, middle wing) of Building 10,000 at **0930** in the **Army Combat Uniform (ACU)**. However, ensure you have your Army Service Uniform (ASU) accessible for the first week of class (female officers will wear ASU trousers with low quarters). Within the first week of the course, we will wear our ASUs, so ensure they fit properly and that you have all the appropriate ribbons and awards. For branch transfer officers, you will now wear the Finance bands, Finance colored rank insignia, Finance branch insignia, and the Finance Regimental Crest.

3. Things to bring for the first day of class include the following:

- a. 10 Copies of your orders
- b. DD Form 93 (Record of Emergency Data)
- c. SGLV documentation
- d. Any tactical vehicle licensing documents (DA 348 or 346)
- e. Army Accident Avoidance Certificate. Go to the following site and follow the instructions:

<https://safety.army.mil/training/ARMYACCIDENTAVOIDANCECOURSE/tabid/982/Default.aspx>

4. Routine Absences. We do not grant absences for TDY, passes, leaves, conferences, conventions or special projects. Only the course director/small group leaders (SGL) may approve routine absences from class. We generally do not approve absences for recreational or social events. Additionally, we do not approve absences to get a head start on or lengthen a weekend. Geographical bachelorhood is not a reason for approval to miss class.

- a. AR 600-8-10, *Leaves and Passes*, governs all absences.
- b. Ordinary Leave. We do not grant regular leave during scheduled periods of instruction.
- c. Passes. We will grant passes as long as they do not interrupt course events or result in missed classes.
- d. We reserve emergency leave procedures for situations meeting the requirements of AR 600-8-10.
- e. Absence from Instruction. Students must obtain advance permission for excusal from scheduled instruction. Course director/SGL, in coordination with instructors, may normally approve absences from class of 2 hours or less.

**NOTE:** Do not purchase any tickets (e.g., airline, concert, sports events, etc.) or make non-refundable deposits or reservations until you have fully coordinated your absence and received final approval. Even though we publish schedules in advance, they may

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*change and without a previously approved absence, you may lose money. Use of "I've already purchased my tickets" is not a valid reason for excusal from instruction.*

5. Alpha Company will conduct an **APFT** within the first week of class for all incoming FMCCC students. **Come to FMCCC physically fit and prepared.** Those with profiles (temporary or permanent) will bring copies of their profiles and submit to Alpha Company and FMCCC cadre upon in processing.

6. Please read the Soldier Support Institute (SSI) Regulation 350-11, Student Dispositions, dated 1 Sep 05. You may also download by clicking on the attached link: <http://www.ssi.army.mil/download.htm>, scroll down until you find SSI Reg 350-11.

7. Finally, you will have a required reading, *Decision in the West* by Albert Castel. You may start reading at any time with your own copy, or you can try to pick up a copy from the SSI library when you arrive. There are only 32 copies in the library available on a first-come, first-served basis.

8. I look forward to meeting you and stand ready to assist you in any way possible as you proceed to Fort Jackson. Feel free to call me at work (803) 751-8687, DSN 734-8687 or e-mail: [carl.k.kleinholz@us.army.mil](mailto:carl.k.kleinholz@us.army.mil).

//ORIGINAL SIGNED//  
CARL K. KLEINHOLZ  
CPT (P), FC  
FMCCC Course Director