



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY FINANCIAL MANAGEMENT SCHOOL
10,000 HAMPTON PARKWAY
FORT JACKSON, SC 29207-7025

ATSG-FMS

11 October 2016

MEMORANDUM FOR Financial Management Captains' Career Course Students

SUBJECT: FMCCC Welcome Letter

1. On behalf of the Commandant, US Army Financial Management School, welcome to Fort Jackson and the Financial Management Captains' Career Course (FMCCC). Congratulations on reaching this milestone in your career. The course is challenging and professionally rewarding.
2. Prior to the start of the FMCCC, you must complete the following:
 - a. The Multi Source Assessment and Feedback (MSAF) survey. Initiate at least 30 days prior to your PCS move. Provide respondents at least 30 days to complete. The survey is available at <https://www.msaf.army.mil>.
 - b. The designated distance learning (dL) GFEBs courses (15) through the Army Learning Management System (ALMS). See PowerPoint titled "FMCCC GFEBs" for the list of required courses to complete and "How to access ALMS" for step-by-step instructions on how to access the course material through AKO.
 - c. You are highly encouraged to join or follow the Army Financial Management Milbook at the following link: <https://www.milsuite.mil/book/community/spaces/afms>
3. Reporting.
 - a. Initial arrival to Fort Jackson. All incoming students reporting during normal duty hours (0830-1700, Monday-Friday) are to report to Echo Company, 369th Adjutant General Battalion, located inside the Soldier Support Institute at 10,000 Hampton Parkway, in the Adjutant General School wing on the second floor, room 2044.
 - b. All students that report after normal duty hours are to sign in at the IHG Army Hotel, Fort Jackson Inn, located at 7550 Benning Road (even if you are not staying on-post) and have the front desk day-stamp your orders showing the date/time you arrived to Fort Jackson. When you report to E Co, 369th AG BN the next working/duty day, the cadre will sign you in effective the day that lodging stamped your orders. For additional information, visit the Fort Jackson Home Page for newly assigned Soldiers at <http://www.jackson.army.mil/NewAssigned/assigned.htm>.
 - c. You should arranged to arrive at least 10 days in advance to make housing arrangements, to accept delivery of household goods, and to start in-processing before class starts. Once the course begins there is very little free time scheduled to complete your relocation. The first nine weeks consists of Common Core

ATSG-FMS
 SUBJECT: FMCCC Welcome Letter

curriculum. Expect to have at least two hours of reading every evening and at least one major assignment due (paper/brief) every week. The only authorized absence throughout the duration of the course is emergency leave, which instructors will manage on a case-by-case basis.

- d. A schedule for the week will be provided as the course commences. See the schedule below for the first day of in-processing:

| When | What | Where | Uniform |
|------|-----------------------------|-----------------------------------------|---------|
| 0600 | Class Weigh- In | Bldg. 10000 SSI-E-Co Orderly Room #2044 | IPFU |
| 0830 | Personnel In-processing | Bldg. 10000 SSI-FMS Wing RM 408 | ACU |
| 1030 | Tricare In - processing | Bldg. 10000 SSI-FMS Wing RM 408 | ACU |
| 1100 | Webster University Info Brf | Bldg. 10000 SSI-FMS Wing RM 408 | ACU |
| 1200 | Lunch | OYO | ACU |
| 1300 | G8 In-processing (GTC/DTS) | Bldg. 10000 SSI-FMS Wing RM 408 | ACU |
| 1330 | Student Demo Job Aid | Bldg. 10000 SSI-FMS Wing RM 408 | ACU |
| 1500 | ACS/AER In- processing | Bldg. 10000 SSI-FMS Wing RM 408 | ACU |

- e. Bring the following documents with you for the first day of “group” in processing:

- 10 copies of your orders
- DD Form 93 (Record of Emergency Data)
- SGLV documentation
- Finance documents (leave form signing out and in, hotel receipts, etc.)
- Birth certificates (Children)
- Marriage certificate
- BAH waiver approval (as applicable)
- Army Accident Avoidance Certificate. Go to the following site and follow the instructions:

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

4. Academic Start Date is 9 January 2016. Report at 0600 to Echo Company, Orderly Room (#2044), Building 10,000 in the Army Physical Fitness Uniform for an official weigh-in. Coming to the course unable to pass an APFT and meet height/ weight requirements is unacceptable and grounds for dismissal from the course. At 0830, report to room 408 (Blue Room) in the ACU/OCP uniform ready to begin class.
5. Ensure you have your Army Service Uniform (ASU) accessible for the first week of class (female officers will wear ASU trousers with low quarters). Be prepared to wear our ASUs during the first week of the course. Ensure your ASUs fit properly and that you have all the appropriate ribbons and awards. For branch transfer officers, you will now wear the Finance shoulder boards, Finance colored piping on sleeves, Finance branch insignia, and the Finance Regimental Crest.

ATSG-FMS
SUBJECT: FMCCC Welcome Letter

6. Routine Absences. We do not grant absences for TDY, passes, leaves, conferences, conventions or special projects. Only the course director 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 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 instructions.
 - 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 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.
7. Echo Company will conduct an APFT within the first week of your arrival for all incoming FMCCC Students. I encourage you to come to FMCCC physically fit and prepared. Those with permanent profiles will bring copies of their profiles and submit to Echo Company and FMCCC cadre upon in-processing. Those on temporary profile cannot enroll into FMCCC. Please read the attached Army Directive 2012-20 (Physical Fitness and Height and Weight Requirement for Professional Military Education).



Army Directive
2012_20.pdf

8. Please read the Soldier Support Institute (SSI) Regulation 350-11, Student Dispositions, dated 1 September 05.



Student
Dispositions.pdf

ATSG-FMS
SUBJECT: FMCCC Welcome Letter

9. We look forward to meeting you and stand ready to assist you in any way possible as you proceed to Fort Jackson. Feel free to contact MAJ Christina Logan at (803) 751-8602 / DSN 734-8602 or MAJ Jeffrey Jennings at (803) 751-2016 / DSN 734-2016 by email: Christina.l.logan.mil@mail.mil or Jeffrey.l.jennings2.mil@mail.mil if you have any additional questions or concerns.

//ORIGINAL SIGNED//
BOBBY H. DAVIS
LTC, FI
Director of Training