

Headquarters
U. S. Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
22 February 1991

*USAARMC Reg 600-1

Personnel-General

STUDENT WELCOME PACKET MATERIAL

Summary. This regulation prescribes policies, procedures, and responsibilities pertaining to materials furnished to incoming students.

Applicability. These procedures apply to the G-3/Directorate of Plans, Training, and Mobilization; Maintenance Department; and 12th Cavalry Regiment.

Suggested improvements. The proponent of this regulation is the G-3/Directorate of Plans, Training, and Mobilization. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) thru channels to CDR, USAARMC and Fort Knox, ATTN: ATZK-PTN-A.

1. **Scope.** All student officers and Advanced Noncommissioned Officer (ANCOC) students will be furnished a packet prior to or upon their arrival. When possible, the packet will be mailed to the individual at their home or losing unit in sufficient time to reach them prior to departure for Fort Knox.

2. **Responsibilities.** a. G-3/Directorate of Plans, Training, and Mobilization (G-3/DPTM), Total Armor Force Training Support (TAFTS) Division, Field Support Branch will:

(1) Procure and stock sufficient quantities of the standard packet materials for students as directed in appendix A.

(2) Mail packets to Armor Officer Basic (AOB) and Armor Officer Advanced Course (AOAC) incoming students in accordance with mailing lists provided by G-3/DPTM, Training Division, Individual Training Branch.

(3) Construct wives packets and issue to 2d Squadron, 12th Cavalry Regiment, upon request.

(4) Construct Junior Officer Maintenance Course (JOMC), Senior Officer Logistics Management Course (SOLMC), and Pre-Command Course (PCC) packets. Provide packets to Maintenance Department upon request.

(5) Mail packets to incoming ANCOC students.

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(6) Review, update, and prepare, as required, the memorandums to students and the "Welcome to Armor" letters to newly commissioned lieutenants, signed by the Commanding General.

(7) Prepare and mail "Welcome to Armor" packets to the U.S. Military Academy at West Point, Officer Candidates Schools (OCS), and Senior ROTC units for presentation.

b. Maintenance Department will provide course peculiar material used for JOMC student packets to Field Support Branch.

c. G-3/DPTM, Training Division, Schools Branch will:

(1) Provide mailing list of incoming ANCOC students to Field Support Branch.

(2) Provide course peculiar materials used for ANCOC packets to Field Support Branch.

d. G-3/DPTM, Training Division, Individual Training Branch, will provide Field Support Branch with mailing list for AOB and AOAC students at intervals of 90 days, 45 days, and 30 days prior to course start date.

e. All organizations will review and update, as required, all materials pertinent to the courses or personnel.

FOR THE COMMANDER:



OFFICIAL:
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APPENDIX A
MINIMUM CONTENTS OF PACKETS

	AOAC	AOB	SOLMC/ PCC	JOMC	ANCOC	Welcome To Armor
Information Map, Fort Knox	X	X	X	X	X	
Student Handbooks	X	X				
Welcome To Armor Letter Commanding General						X
Letter, Finance Information				X		
Selected Advance Sheets, pertinent to the course					X	
Letters pertinent to the course or personnel	X	X			X	
Welcome Letter, USAARMC CSM					X	
Fort Knox (color brochure) U.S. Army Armor Center	X	X	X	X	X	X