



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U. S. ARMY SERGEANTS MAJOR ACADEMY  
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FORT BLISS, TEXAS 79918-8002

ATSS-CD

29 March 2013

MEMORANDUM FOR All Components of Noncommissioned Officer Academies  
Instructing the Warrior Leader Course

SUBJECT: Structured Self Development I (1-250-C49-1) Proof of Completion for  
Enrollment into the Warrior Leader Course

1. IAW ALARACT 346-2012 on 1 April 2013 SSD I completion becomes a course prerequisite for reservations in ATRRS to enroll into the WLC.
2. Many training seats were assigned to future WLC classes prior to the SSD I prerequisite in ATRRS. As an interim solution NCOAs may verify SSD I completion and allow enrollment using the following methods:
  - A. Soldier has a "G" code on his/her ATRRS record.
  - B. Soldier has a copy of his/her DA Form 87 (Certificate of Training) or can pull it up in ALMS under their completed course records and verify the end of course certificate.
  - C. Soldier can log into the Army Career Tracker to show proof of completion.
3. Prior to August 2012, there was no requirement to complete a course survey. As of 1 August 2012, a survey has been added to SSD I and is a requirement to receive a "G" code in a Soldier's ATRRS record for completion of SSD I.
4. Point of contact is SGM Jerry L. Bailey, Course Manager, Structured Self Development, COMM (915) 744-1202, DSN 621-1202, [jerry.bailey1@us.army.mil](mailto:jerry.bailey1@us.army.mil) or SGM William J. Backscheider, USASMA, Curriculum Development SGM, COMM (915) 744-8633, DSN 621-8633, [william.j.backscheider@us.army.mil](mailto:william.j.backscheider@us.army.mil).

  
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