

EBOLC Welcome Letter **(Last Updated: 27 December 2024)**

Welcome to the Engineer Basic Officer Leadership Course (EBOLC). EBOLC is a strenuous and challenging course that provides the skills and knowledge base necessary for Junior Engineer Officers to succeed in future conflicts. B/554th EN BN and the Department of Instruction (DOI) are excited about your arrival and success in this course.

Reporting Instructions:

Transportation is your responsibility in-and-around Fort Leonard Wood (FLW). The Schoolhouse will not provide transportation other than to field training exercises or specific DOI events. The recommendation is use of a rental car, a personally owned vehicle (POV), or sharing rides with other students in your class. Per HQDA G357 Directive dated 13MAR2019, in and around mileage is not authorized during BOLC when using a POV. The average total driving distance per day during EBOLC is 20 miles. If you are coming here TDY, your orders should state “Meals are directed 7 days a week and holidays at no cost to the Soldier”.

Note: Google Maps will direct you through the East Gate when entering FLW, which has limited hours. Please use the Main Post Gate located near the Visitor Center to gain access. Location to Fort Leonard Wood’s Visitor Center at the Main Gate: [316 Missouri Ave BLDG 100, Fort Leonard Wood, MO 65473](#). You do not need to go into the Visitor Center; use this address to get to the Main Gate, as they are adjacent to each other.

Note: Gate Access Policy Update – REAL ID. Beginning 01 June 2023, Fort Leonard Wood physical security specialists will no longer solely accept state-issued identification that does not meet the REAL ID Act of 2005 standards. Anyone with a non-compliant ID will also need to provide a secondary form of identification, such as a U.S. passport or a certified birth certificate. More information – including the full list of acceptable secondary ID – is available at <https://home.army.mil/wood/index.php/my-fort/visitors-access>.

Once you gain access to post through the Main Gate, go to B/554. If you use the B/554 address first, then it may take you through the East Gate. Location to B/554: [Bldg 11470, Big Piney Rd, Fort Leonard Wood, MO 65473](#). Upon arriving at B/554, park in the **large parking lot** (the small South parking lot is for cadre only) and then locate **RM B128**. You will receive further instructions from your Platoon Trainer in person, or follow the instructions posted on the doors. You will report in uniform in accordance with Army Regulation (AR) 670-1. Arrive during the day between **0900-1600**.

For all students prior to arrival:

Computer Account: If you have an active computer account at another military installation, you must deactivate it prior to arriving at Fort Leonard Wood. ARNG and USAR Soldiers need to have their email (army.mil) setup prior to arrival.

Cyber Awareness Training: [CS Signal Training Site, Fort Eisenhower \(army.mil\)](#). Log in with your CAC and complete the “DOD Cyber Awareness” Training. Electronically sign the “Mandate Army IT User Agreement.” Download and print the certificates.

Required Documentation: Ensure you have all these items prior to arrival.

- Orders x 10 (Single-Sided)
- IPPSA Absence Request bringing you to FLW x 1 (Active Duty Only)
- Medical Records/Dental Records (if Applicable)
- Oath of Office x 1
- Marriage and Birth Certificates for any dependents x2 (non-official copies)
- Divorce Decree or Custodial Documents x2 (non-official copies)
- DD Form 1610 x 1 (USAR Only)
- DA Form 5960 x 1 (USAR only: completed within the last 6 months as well with the same correct address on your orders because this should be re-certified every year. This will prevent a lapse in pay or pay issues while at EBOLC)
- Copy of Lease or Mortgage Agreement (commercial lease; not from a relative; signed by both parties; no sub-leases; signed prior to ORDERS publication date)
- DOD Cyber Awareness Challenge Training Certificate x2 (if you do not have a Common Access Card (CAC) or it has expired you can complete this training once you have arrived to FLW)

Packing List: Please review before arrival at [Engineer Basic Officer Leadership Course \(EBOLC\) :: FORT LEONARD WOOD \(army.mil\)](#).

For Reserve and NG Component Students:

Orders: Please ensure your orders either state “report to” or “attached to” B/554th EN CO or that they have the UIC: W4K71F. You must ensure your address on your orders for your home residence is correct or risk failure to receive Basic Allowance for Housing (BAH) while attending EBOLC. The DA Form 5960 must match what is on your orders as well or you will not receive BAH. All orders for ARNG and USAR students must be corrected and amended prior to attending EBOLC. (ARNG and USAR Soldier's orders will not be Permanent Change of Station (PCS) orders.)

For USAR, corrections to the address on orders can be made ONLY if your home unit updates the PERMANENT home address in IPPS-A or AORS. Then amendments are created by USARC. Amendments must be complete prior to your report date. Once your report date occurs, no amendments to orders can be made without HRC CG approval. All your travel expenses while moving to and from EBOLC are covered by DTS. If you need any help utilizing DTS, see these slides: [DTS Setup - Leonard Wood - EN.pptx](#)

For ARNG students, your state must make all amendments prior to your arrival. Note that your individual states' orders may vary. Your orders will likely order you to use your Government Travel Card (GTC) as needed for your travel expenses. You will also likely be told to use the Defense Travel Services (DTS). I encourage you to read them thoroughly before your arrival.

TA-50: You may bring home station TA-50 gear to FLW. However, any gear necessary for training will be drawn from the FLW Central Issuing Facility (CIF). See attached CIF Issue List PDF. If you bring TA-50 from home, you will do a layout on day zero with the cadre for your cycle. Any gear annotated as being present by the cadre will not have to be drawn from CIF. You must bring all pieces of each equipment for it to be considered as present (i.e. all components of the sleep system or all associated pouches with the rifle man kit (TAPS/FLC) IOT not draw those respective items from CIF). Only IOTV's will be allowed while at EBOLC, no plate carriers (issued or personally owned) will be accepted. Refer to the attached OCIE list to verify which equipment you would be drawing from the FLW CIF.

Housing: You will be on Active-Duty for Training (ADT) or Full -Time National Guard Duty-Other Training-Duty (FTNG-OTD) orders to EBOLC. Your orders will state that you are to receive billeting on post. USAR and ARNG students will be housed in the IHG Hotels on FLW. You will be billeted at one of five locations on Fort Leonard Wood due to the Privatization of Army Lodging (PAL). IHG Army Hotels, located at Building 2020 (Candlewood Suites), will determine your building and room number at check-in. All TDY Reservations are made for you based off reservation in ATRRS, by the MSCoE G3 PAL office. Call 573-586-4800 to verify your reservation. You are not authorized to bring your dependents, pets or weapons with you to stay in IHG billeting during the course.

Location: [Click here for Candlewood Suites.](#)

For Active-Duty Students:

Orders: Please ensure your orders either state **report to** or **attached to B/554th EN CO or W4K71F**. You must ensure that you are either TDY or PCS'd to EBOLC.

Housing: You may be *TDY* or PCS'd to EBOLC.

TDY students will be housed in the IHG Hotels on FLW. You will be billeted at one of five locations on Fort Leonard Wood due to the Privatization of Army Lodging (PAL). IHG Army Hotels, Located at Building 2020 (Candlewood Suites), will determine your building and room number at check-in. All TDY Reservations are made for you based off reservation in ATRRS, by the MSCoE G3 PAL office. Call 573-586-4800 to verify your reservation. You are not authorized to bring your dependents, pets or weapons with you to stay in IHG billeting during the course.

Location: [Click here for Candlewood Suites.](#)

PCS'd students will secure and occupy housing before your class start date. If you want to live on post, call [Fort Leonard Wood Homes](#) at 573-329-0122 as soon as possible to secure living arrangements. Students are free to make any living arrangements they please. However, the student's apartment/home must have either a Waynesville, MO or St. Robert, MO address. You are only authorized to bring your dependents if you are PCS'd to FLW, and they are on your orders. TDY per diem does not cover your dependents if they accompany you.

TA 50: Active-duty soldiers will receive TA-50 at the FLW Central Issuing Facility.

Closing Notes:

Pets:

TDY: While living in IHG facilities, pets are not authorized. **Do not bring pets.**

PCS: You may bring pets to your residence. I strongly recommend against this due to EBOLC's tempo and field training exercises.

Personally Owned Weapons (POW): IF BRINGING A WEAPON (INCLUDING CROSSBOWS) ON POST, YOU **MUST DECLARE POSSESSION OF THE WEAPON TO THE GATE GUARD BEFORE ENTERING POST.** If you live off post, you may store your personal weapon in your private residence. If you live on post, you are encouraged not to bring your personally owned weapon(s). Declare your weapon to your platoon trainer on day zero to ensure the company can complete the proper paperwork to comply with post-regulation.

Leave and Pass while in EBOLC: The only leave authorized during EBOLC is emergency leave and holiday block leave. Any other forms of leave requests will be considered on a case-by-case basis. *Passes are a privilege and should not be deemed guaranteed.*

Uniforms: Primary uniform is ACUs with OCP pattern. All EBOLC students will wear the Engineer Schoolhouse Patch.



Service Uniform: All students must bring either the Army Service Uniform (ASU) or the Army Green Service Uniform (AGSU). Appearance is IAW AR 670-1. For NG and USAR students wearing the AGSU, you may keep your current unit patch sewn on. For AD students wearing the AGSU, you do not have to sew on a unit patch until you receive your follow-on unit assignment.

Class Dues: Students pay class dues within the first month of arriving. Class dues are roughly \$90 per student. Dues fund the class guidon, dining out, and class gifts at the end of the course.

Ranger/Sapper Train-Up: B/554 Engineer Battalion offers a Ranger/Sapper Train-up program for students to go to these schools in the future. PCS'ed students will be afforded the opportunity to walk on to Sapper school after EBOLC graduation if they meet the minimum qualifications and a Sapper Leader Course start date is within 14 days of their EBOLC graduation date. A walk on slot does not ensure a student that they will attend the course. It only gives them an opportunity to attempt to receive any left-over slots not filled by the ATTRs system. ARNG and USAR students are required to work with their state or home unit to attend the SAPPER course. I encourage ARNG and USAR students to participate in the train-up. However, a seat to the Sapper Leader Course is not guaranteed. The train-up will provide you the required training to attend if a seat is available and if the state/unit will fund the student to attend on another set of orders.

Basic Math Exam: There is an "EBOLC Basic [Math Concepts Workbook](#)" link on the EBOLC webpage. Study this prior to arrival. You will take a basic math exam within the first 30 days of the course to test your mathematical knowledge.

Tactical Preparedness: I recommend reviewing GTA 07-71-001, "Combat Skills for Small Unit Leaders" prior to arrival. This will serve as a helpful refresh for the basic knowledge that we will be building on throughout the tactics instruction in EBOLC. You can download it from the Central Army Registry (CAR) online.

Credentialing: While attending EBOLC, students will be able to pursue engineer credentialing opportunities such as taking the Fundamentals of Engineering (FE) exam and Project Management Professional (PMP) exam as long as students maintain passing grades in their EBOLC courses. The United States Army Engineer School will reimburse students for examinations and study materials if they pass the exam. As long as you enroll in the program while here, you can still take the exams after completion of EBOLC and get reimbursement through the Engineer Schoolhouse. This is separate from Army Tuition and Credentialing Assistance.

ACFT: Upon arriving to EBOLC, you will take an ACFT for record between day zero and day fourteen. Any students who score below a total score of **450** or **60** points in any event must retake and pass the ACFT before graduation. This ACFT will occur in the second half of the course. Students who fail the ACFT a second time will be placed into a hold status until they have passed or processed from the Army IAW TR 350-36. Students who score above the 450 cutoff may choose to retake the ACFT one time for record to improve their OML standing if they wish.

Height and Weight: At least 7 days before or after conducting the ACFT, all students will be measured IAW AR 600-9. Height/weight failures will schedule an appointment with the GLWACH Nutrition Clinic and create a written plan of action to be approved by the Platoon Trainer and B/554 First Sergeant. They will be measured every two weeks to monitor progression until meeting the standard with AR 600-9. Additionally, they will be measured at the end of the course to ensure the standard was maintained. If a student fails to meet the Army height/weight standard by the end of the course, they will be placed in a hold status until they have met the requirements or processed from the

Army IAW TR 350-36.

The EBOLC Team is excited for your arrival. Please contact the Operations NCOIC, SSG Nathan Hale, at nathan.s.hale5.mil@army.mil if you have any questions this letter did not answer. We hope to see you soon. **Bayonets!**

QUINN B. GUTIERREZ
CPT, EN
Commanding