

**1<sup>st</sup> Brigade Engineer, 102<sup>nd</sup> Division School House,**  
**Fort Leonard Wood, MO**

**Welcome to the 12B30 Combat Engineer**  
**Advance Leader Course (ALC)**

This letter is intended to assist incoming Advance Leader Course Engineer Students with reporting and in-processing at Fort Leonard Wood Mo.

**LODGING AND TRAVEL**

**Billeting:**

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, room number and mailing address at check-in. **If you need to verify your reservation, you must call 1-573-586-4800.** Due to high volume of students, you may be referred to a hotel off the installation. If this occurs, there will be no requirement to pay out of pocket while on orders for MTSS. But you will need to contact your unit to amend your orders to include Rental Car if applicable. You must check in with IHG Army Hotels upon arriving to the FLW.

**Air Travel:**

Flights into and out of **Waynesville Regional Airport located on Fort Leonard Wood (TBN)** are available but limited. If you do arrive at FLW airport, Taxi service averages approximately \$2.00 per person. IHG provides a shuttle service to and from this airport. Call upon arrival (573) 596-0999

If you are flying into **Springfield or St Louis Airports**, you will need to make arrangements for transportation to Ft Leonard Wood. A rental car is required, as transportation to and from the airports are not provided by the school house at either of these locations. Other options would be to use Greyhound (800-231-2222) or USA Express (800-872-9399) as shuttle service to and from St Louis.

**Car Rental FLW:**

**HERTZ** has a counter at Waynesville Regional Airport.

**Directions to Candlewood Suites:** Turn left on to FLW 1/ Iowa Ave., at detour turn right at the Traffic Circle onto Nebraska Ave. Continue to Replacement Ave and Candlewood Suites is on the right.

**ENTERPRISE** is located off post in St. Robert (close to 1-44) and does provide pick-up service at Waynesville Regional Airport.

**POV:**

You are required to have your driver's license, registration, proof of insurance, and orders to be admitted onto FLW. You are **NOT** authorized to bring Privately Owned Weapons (POW) to the course, this includes but is not limited to personal firearms, ammunition, knives with a blade length over 3 inches (or any lock blade knives/throwing knives), pyrotechnics or fireworks, bow and arrows, Taser or Taser equivalent, and pepper spray.

**ARRIVAL AND CHECK IN**

Upon arrival to Ft. Leonard Wood all students will need to check in to lodging at Candlewood Suites on Ft. Leonard Wood, in order to receive their lodging assignment prior to course in-processing. (Make sure lodging has you staying at the NCOA barracks. If they do not please ask them to try and move you to one of those buildings. This is for your convenience of transportation to and from dining facilities, APFT and classroom interaction. **The 1st BDE is not responsible for your travel arrangements to FLW on your report date.**

\*\*\*It is your unit's responsibility to ensure that you are able to arrive at Ft Leonard Wood with-in the reporting timeframe. If you cannot report in by the allotted report time due to the length of travel, make necessary arrangements to arrive one to two days prior depending on length of travel by air or POV. Additional cost of lodging will be the soldier's home unit's responsibility.

**Directions to Candlewood Suites from Main Gate:**

Heading South on Missouri Ave, you will run straight into the Main Gate. After going through the gate, stay straight on Missouri Ave to Replacement Avenue (4th Stop Light – Burger King on Left). Turn Left on to Replacement Ave. cross over Nebraska Ave. and turn left into Candlewood Suites parking lot.

Lodging Check-In Address: 4990 Nebraska Ave, Bldg. 2020 (Candlewood Suites), Fort Leonard Wood, Missouri 65473.

**In-Processing:**

After obtaining your BLDG # and Room # that you will be staying in. Report to the In-processing station at TA 206B with all required documentation.

**Report time** is the report date in your ATRRS reservation between 0900 - 1600 hours in Army Physical Fitness Uniform.

**Directions to TA 206B for In-Processing:**

Turn left (South) onto Nebraska Ave from the Candlewood Suites continue to the Traffic Circle and go around the circle making a left turn onto Iowa Ave (last exit of the circle). Heading South on Iowa Ave past the airport (on the right) then turn left on German Ave (gravel road, if you have passed the water tower you have gone too far). Follow this road around TA 206B to BLDG 5150 on the left. Park in the gravel parking lot on the right by the tornado shelters. Report to classroom 2 (second door looking left to right.) AGR phone number is **573-596-6450**.

Course In-Processing Address: 9526 Geyser Ave., Bldg. 5150, Fort Leonard Wood, MO 65473.

**DOCUMENTATION REQUIRED FOR REPORTING**

A checklist has been provided to you as an attachment to this welcome letter.

The **12B30 DL Phase 1** is a prerequisite for this course. If you do not have it completed, you **WILL NOT** be accepted into the course. SSD 2 is not the DL Phase. The DL is auto enrolled through ATRRS upon the student receiving a wait or reserve status for this Resident Phase and can be accessed through the Engineer (FLW) Blackboard website. The school house will not be allowing you to complete this prerequisite while in attendance of the Resident Phase. If there are any questions about this please call the AGR POC.

Your **ORDERS** need to state that Lodging is provided. If your orders do not show this, contact your training NCO and have them amended.

**\*\*\*MEALS** are set up through JDM on the soldiers CAC. A JDM walkthrough has been attached to this email to ensure the soldier has installed the correct certificates. The MEM Code need to be set by the unit. (00 code for TPU/MDAY and 02 code for AGR/AC).

**Permanent Profile** (if applicable) must be provided. **Temporary Profiles** of any kind will prevent admittance into this course **UNLESS** a memorandum from the Student's Commander states that the profile was a result of a deployment injury.

## **COURSE SCOPE**

Students will demonstrate proficiency in Urban Breaching, Counter Explosives and Combat Tactics during an STX of 24hrs continuous operations. You will be evaluated in Leadership, Oral Communication skills, Written Communication, Conducting current HPDT tasks.

### **Mandatory APFT / HT/WT:**

Effective 1 November 2012, Army Directive 2012-20 revises Army policy for the Army Physical Fitness (APFT) and height weight standards for Soldiers to attend Professional Military Education (PME) in Army Reg. AR 350-1 (Army Training and Leader Development.) All Soldiers attending Professional Military Education (PME) are required to take and pass the APFT and HT/WT screening. **Soldiers who fail the initial APFT or HT/WT screening will be given one retest no earlier than 7 days after the initial failure. Soldiers who subsequently fail to meet the physical fitness and/or height and weight standards will be removed from the course.** The DA Form 1059 (Service Schools Academic Evaluation Report) of Soldiers who fail to pass the APFT and/or meet height and weight requirements will be annotated in block 11d “ Failure to Achieve Course Standards.” Initial HT/WT screening will be taken during in processing and your initial APFT date is on day 1 of training.

### **Graduation:**

Graduation will be held on the last scheduled day of training. No Students will be released prior to 0600 hours on the end date of your ATRRS reservation. This is your scheduled travel day back to your home station.

## **PACKING LIST**

As an NCO you should know what you need and do not need for operations in the field. The packing list is on you. The remainder of this section will help you make your determination.

**ASU's are a requirement for all ALC Graduations.** If you do not show up with a set of serviceable ASU's you will have 72 hours to attain them. If not, you will be dropped from the course.

**APFU-** the old grey and black APFU wear out date was September 30 2017. As of October 1 2017 the new all black with yellow APFU is the only authorized uniform for wear during organized Army physical training.

The majority of the course will be conducted in a classroom setting. NOTE: You will be developing presentations while you are here and may want to work on them after hours.

PT will be conducted during the course. This will consist of the HPDT tasks that have been provided to you in this email.

An STX will be conducted at the end of this course consisting of Ruck Marches, Vehicle Movements, Reconnaissance, Patrolling, setting in Patrol Bases, Demolitions and Breaching, Reacting to Contact and 24 hours of continuous training time out in the field where all PPE is required.

Please Note: Temperature at FLW drops to below freezing during the winter months. Soldiers need to bring the proper gear authorized equipment/ gear to maintain comfort.

If you have any questions, the points of contact for this course are listed

1<sup>st</sup> BDE (EN) email [usarmy.usarc.102-div.list.1-bde-s37@mail.mil](mailto:usarmy.usarc.102-div.list.1-bde-s37@mail.mil)  
Combat Section AGR phone 573-596-6450

### **12B30 ALC Course Manager**

Attachments:

Required Documentation Checklist

Student Data Sheet

USAR 75R

FLW Area Map

PRT Quick Reference Card

HPDT 6 NOV 17

Pre-execution Checklist (walk-ons only)