READ THIS DOCUMENT CAREFULLY AND IN ITS ENTIRETY. It will answer the most frequently asked questions and help you arrive fully prepared for the course. If at any time, you are not completely clear on any aspect of your attendance, ask us…we will either answer your question or direct you appropriately.

Welcome to 554th EN BN. My name is CPT Brad McPherson and I am the Commander for C Co, 554th EN BN, to whom you will be assigned upon your reception at Fort Leonard Wood. Prior to your arrival I wanted to take a minute to send you some information about requirements and standards of the course in order to give you a preview on what you can expect during your time here.

Welcome to the ECCC. Welcome to the Engineer Captain's Career Course. I hope you will enjoy your stay at Fort Leonard Wood. I encourage you to make the most of your time here. Be advised that while this is a good opportunity to enjoy time with your family and/or recover from deployments, this course is challenging and will require long hours of study time and preparation. Do not take your academics lightly, but whenever possible get out and enjoy all the good things this installation and the surrounding areas have to offer. If you have any questions, do not hesitate to call the company.

In accordance with Army Regulation 350-1, dated 19 August 2014, ALL US ARMY, ACTIVE and RESERVE COMPONENT (USAR and ARNG) OFFICERS, will be administered the MANDATORY Army Physical Fitness Test (APFT) **All US Active Army officers, and US Reserve Component (USAR and ARNG) officers**, will complete the Army physical fitness test within the first two to three days of day zero**. Army height and weight screening will be conducted at 0500 on Day Zero in the C Co classroom. **Failure to meet APFT or height and weight standards will result in disenrollment from the course**. Uniform for the weigh-in is APFU.

a. Officers with temporary medical profiles WILL NOT be admitted into ECCC. Officers with special circumstances i.e. profile due to operation injury, can be admitted into ECCC with the expressed approval from the company commander if the profile does not prevent full participation in the course (i.e., *pass APFT and comply with Army Height and Weight standards*). If it does prevent full participation, you **will not be** enrolled in ECCC. Officers with a permanent profile must arrive with a copy of their profile to provide C Co.

b. Officers with a permanent designator of "2" in their physical profile **must provide** a copy of DA Form 3349 (Physical Profile) during Day Zero in-processing. ECCC attendance is contingent upon their **ability to pass** the APFT and comply with Army Height and Weight standards **during testing week**. An officer with a P2 Profile must be able to complete an APFT aerobic event.

c. Officers with a permanent designator of "3" or "4" in their physical profile **must provide** a copy of DA Form 3349 and the results of their Military Medical Review Board (MMRB) or Medical Evaluation Board (MEB) on Day Zero prior.

d. Officers who are pregnant prior to the start of ECCC will NOT be admitted into ECCC. Women recovering from childbirth are not exempt from fitness testing and weight standards. They will be tested with the remainder of their classmates during in-processing.

   (1) Officers who become pregnant may remain in the course, as long as pregnancy or postpartum recovery will not interfere with scheduled instruction, academic requirements, or course completion. Enrollment may be terminated if conditions develop that preclude regular class attendance and completion of course academic requirements.

   (2) Guidelines to the Secretary of Defense Memorandum, dated February 5, 2016, subject, "DoD-Wide Changes to Maternity Leave" will be followed following course completion (PDP program/PCS leave).

  e. Officers will submit their profiles (temporary and permanent) to the company commander upon arrival.

  f. Losing units requiring sponsorship information may use CPT Brad McPherson, Commander, C Company 554th Engineer Battalion, BLDG 11470, Big Piney Rd, Fort Leonard Wood, MO 65473, 573-596-0800.

MEDICAL REQUIREMENTS: All US military students (all Services) must each go through the medical in processing station regardless of their arrival date at Fort Leonard Wood. **You will in-process Fort Leonard Wood prior to day zero**. In processing for Fort Leonard Wood is done on an individual basis. All MEDPROS must be up-to-date prior to the start of the course and will be closely monitored throughout the course to ensure compliance.

  ALL US ARMY Officers attending ECCC must be Fully Medically Ready (FMR) throughout their ECCC experience. Go to your AKO "My Medical Readiness" page and ensure that ALL FMR Indicators will be GREEN before you arrive.

  Human Immunodeficiency Virus (HIV) tests are required every 24 months IAW AR 600-110, however the HIV status must not expire during the complete duration of the class.

  All immunizations must be up to date. Please ensure you have received the Tdap and the Flu immunization. Contact the immunization clinic located in your Medical Treatment Facility (MTF) at your current station to receive the injection.

  If you returned recently from deployment and you are AMBER or RED for the Post Deployment Health Re-assessment (PDHRA), complete the PDHRA before you arrive to Fort Leonard Wood by:

  (1) Complete the Online portion of the PDHRA by going to your AKO RIGHT Side: See My Professional Data, (Click on MY MEDICAL STATUS); LEFT Side: See Medical Readiness Tools (Click on DEPLOYMENT HEALTH ASSESSMENTS); (Click blue highlighted text (DEPLOYMENT HEALTH ASSESSMENTS); A new window will open up; Click DD2900 for POST DEPLOYMENT HEALTH REASSESSMENT; Complete online portion.

  (2) Set up an appointment with your provider at current station.

  (3) Complete appointment, the provider will update MEDPROS.

ALL US ARMY NON-AVIATOR Officers have the following additional special PERIODIC HEALTH ASSESSMENT (PHA) requirement for ECCC: You must complete a new annual PHA

AFTER 15 August 2016. This will require many Officers complete their PHA out of their traditional birth-month cycle. To complete the PHA, perform the following steps:

   (1) Complete Online portion of PHA by going to your AKO RIGHT Side: See My Professional Data, (Click on MY MEDICAL STATUS); LEFT Side: See Medical Readiness Tools (Click on PERIODIC HEALTH ASSESSMENT); (Click blue highlighted text (Periodic Health Assessments); New window will open up; See New Form, (Click text click here); Complete online portion.

   (2) Set up an appointment with your provider. If you are over 40, Labs and an EKG are required.

   (3) Complete appointment, the provider will update MEDPROS.

ALL US ARMY AVIATORS and all other Non-ARMY Students ONLY: You are exempt from the above PHA special requirement and will continue to complete your flight physical or Service branch physicals according to current cycle and requirements.

These ECCC requirements are in order to maximize Soldier availability for class participation and ensure Soldier medical readiness throughout ECCC.

Complete these requirements BEFORE you start ECCC. You do not want to lose credit or miss important class information for an appointment you can complete before you get here.

Once you ARRIVE to Fort Leonard Wood contact TRICARE West Region at 1-877-988-9378 and enroll in TRICARE in order to receive medical care. Prior to departure, officers must dis-enroll from the managed care health program thru the Composite Health Care System (CHCS) or the medical eligibility for your family members will be denied at your next duty station.

   ALL of the above MUST be complete to in process the Medical Portion of ECCC.

1-1. MANDATORY REQUIREMENTS - UPON RECEIPT OF THIS CORRESPONDENCE

As you are likely aware, the Army transitioned from Army Knowledge Online (AKO) E-mail to DoD Enterprise E-mail service a number of years ago. Although AKO email service is no longer accessible, AKO (the site) is still alive and well. All students will still need an AKO Username (aka the AKO identifier) for online registration purposes (see below).

Enterprise E-mail considerations:

   (1) Enterprise email requires Common Access Card (CAC) authentication; consequently any device used to access Enterprise email must have a CAC reader installed; this includes your personal or official duty devices. All on-campus classroom computers have CAC readers.

   (2) During PCS transition and upon arrival at Fort Leonard Wood, students will only be able to access Enterprise email through the web browser-based Outlook Web Access application (OWA), ensure you understand how to access and use OWA before departing your current duty station URL https://web-okcd01.mail.mil/. Mr. George Cottrell will set up your computer account upon your arrival. You must have a current DoD Cyber Awareness Challenge Training Certificate and an Acceptable Use Policy (AUP) that will take you thru the entire course, both can be found at website https://ia.signal.army.mil . All students must have an active Army Training and Certification Tracking System (ATCT) account. This can be found on

website https://atc.us.army.mil. Ensure you have two emails accounts listed (AKO and Enterprise). All questions regarding computer accounts must be directed towards Mr. Cottrell.

Out processing of former duty station: All in bound students MUST out process their losing duty station and confirm that both NIPR and SIPR network accounts are deleted PRIOR to arrival and in processing at Fort Leonard Wood. This cannot be stressed enough. Network accounts at Fort Leonard Wood cannot be created/enabled until your corresponding network account at your former duty station is deleted. If you have not be released from your post's network by your final day at your losing duty station, you need to call 866-335-2769, press #4, and state the following: "I'm going to school and I need my account deleted from (Your post name, for example JBLM) active directory".

As mentioned above; the AKO Username (aka the AKO identifier) is still required for all students (your AKO Username/identifier usually consists of all characters before "@us.army.mil" in your old AKO email address). If you do not have an AKO Username/identifier, go to the Army Knowledge Online website to register for an account (https:// www.us.army.mil).

1-2 MANDATORY TRAINING REQUIREMENTS: Certificates that are greater than 90 days as of the course start date will **NOT** be accepted. You will be required to re-do the training. Mandatory training certificates will be collected two weeks after the course start date.

   a.   DoD Cyber Awareness Challenge and Acceptable Use Policy (AUP): Complete the training and exam and sign an updated AUP requirements at the Fort Gordon web site. The URL is https://cs.signal.army.mil/DoDIAA/default.asp. DoD Cyber Challenge is a yearly requirement and the AUP is every 2 years.

   b.   Army Training and Certification Tracking System (ATCT): All military personnel are required to have an active ATCT account, this is a way of tracking your training. The URL is https://atc.us.army.mil.

   c.   AT / FP Level 1 2Hours: https://jkodirect.jten.mil Right on the front page in bold red letters JS-US007-14: Level I Antiterrorism Awareness Training.

   d.   Annual Security Refresher Training 2hours: https://www.lms.army.mil once you log into ALMS, Click search and entire Information Security program training.

   e.   SHARP on Line 2hours: https://www.lms.army.mil once you log into ALMS, Click search and entire Sexual Harassment / Assault Response Prevention Training Course FY15.

   f.   Personnel Recovery 1hour: https://www.lms.army.mil once you log into ALMS, Click search and entire "Personnel Recovery". Look for "Army PR 101A: Intro to Personnel Recovery Concepts"

   g.   Operations Security (OPSEC): https://www.lms.army.mil. Go to ALMS homepage. Under course search, type "OPSEC." Click "begin registration" under the "Army OPSEC Level 1 (Newcomers and Refresher."

   h.   Code of Conduct: https://jkodirect.jten.mil. Click "ok". Login using my CAC. Under course search, type "code of conduct." Then click "enroll" followed by "launch content."

i.   Personally Identifiable Information:
https://ia.signal.army.mil/a/pii_module/pii_module/launchpage.htm. Then click "launch new personally identifiable information."

1-3. Required Pre-Course work for the ECCC. All Officers are required to complete pre-course work prior to arrival for the ECCC. This pre-course work covers General Engineering topics that are covered during EBOLC and that Students must be familiar with in order to successfully complete the General Engineering Module during the ECCC. The pre-course format is done via blackboard. Upon completion of the pre-course work, a certificate of completion will be made available that you must print and provide to C CO upon arrival. Failure to complete the pre-course work will prevent you from starting the ECCC. The pre-course is open enrollment. You must log on to the Engineer School Blackboard site, which can be found at https://www.blackboard.wood.army.mil. From there, do a course search for ECCC_AC_Pre-Course FY18. Select the drop down arrow and click enroll.

1-4. REPORTING INSTRUCTIONS, APPLIES TO EVERYONE regardless of local home station status or PCS. **Report to C Co Ops at BLDG 11470, RM 208, Big Piney Road**, upon arrival during the duty day **(0900 to 1600),** or if arriving after duty hours, the next duty day at **0900** to sign in. When you sign in, you will receive an in processing packet/schedule. **The uniform is ACU/OCP**. Your first stop upon arriving to Fort Leonard Wood is C Co regardless of whether or not you plan to take PTDY.

a. **USN and USMC officers**. Your PCS orders will reflect your required reporting date. Detailed reporting instructions will be mailed by your respective service element. You will attend your service specific Indoctrination Course, where you should complete most of the centralized in processing requirements.

1-5 BOOK ISSUE. No book bundles will be issued. ECCC courseware is almost entirely in digital media (PDF format). Students are encouraged to have a portable or mobile computing platforms (e.g., laptop, notebook, or netbook e-Reader, tablet/iPad) compatible with PDF-format files.

Information technology:

(1)   Computers are issued for personal use outside of the classroom. Classrooms are equipped with individual student laptop computers operating on the NIPRNet.

(2)   If bringing a Government computer from the sending command for personal use, ensure you have sufficient administrator rights on the machine to continue operating for the duration of the course. Campus IT support personnel cannot access and try to support such devices without user administrator rights.

1-6. **PHYSICAL FITNESS/WEIGHT CONTROL**: **USN and USMC** officers must meet the physical fitness and height/weight standards of their respective service to enroll and graduate. Enrollment for these officers is determined as the date in which they accomplish formal in processing with their Fort Leonard Wood service element.

 1-7. **IN PROCESSING**:

a. The first 2 days of the course consists of **MANDATORY** ECCC in-processing**. You will not be excused from in-processing to run personal errands.** All post in-processing, to include your HHG **MUST BE COMPLETE** prior to the start of Day Zero. Once it is complete, you will begin reporting directly to your small group leaders in the Department of Instruction.

b. You will receive an in-processing schedule once you sign in to C Co. Uniform is ACU/OCP.

    c. Post in-processing can take up to ten business days to complete and may involve some waiting at various stations. Do not bring your family to in-process. Do not leave your family in the car while you in process - leaving unattended children under the age of 9 in your car is prohibited. **Ensure you arrive 10 days prior to fort Leonard Wood to give you ample amount of time to in process post and find housing.**

    d. Installation agencies represented during in processing include; Adjutant General (AG); Finance; On- and Off-Post Housing; Provost Marshal; Dental Clinic; Munson Army Health Center; Army Community Service; Transportation; Government Travel Card; US Student Detachment; and others. **Ensure you meet all in processing requirements during this time.**

    e. You may take your 10 days of PTDY in conjunction with regular leave. PTDY is used to find a place to live, not as free time to travel, or "hang out". You **MUST** stop by the company first to check in and obtain guidance for in-processing and then resume your PTDY. In order to take PTDY, you must have an O5 signature in block 13 of your DA-31 permitting you to take PTDY. Keep in mind that you cannot complete your in-processing if you are on PTDY. You must COMPLETE in-processing prior to the start of your course and it cannot be completed while on PTDY.

    f. Each officer's situation is different, but you should plan on bringing the following documentation, as appropriate, with you during centralized in processing:
     - CAC Identification card and tags.
     -At least six copies of your PCS orders and all amendments are required for in processing.
     -Your PCS Request and Authority for Leave (DA Form 31) to substantiate all periods of leave or delay enroute. Care should be taken to ensure the original and individual copies of this form are properly authenticated on arrival at, and departure from each permanent or TDY station.
     - The finance packet provided from your losing installation to include any termination of quarters, advance travel pay, or other finance-related documents. Also, copies of leases or documentation for mortgage payments necessary to request basic allowance for housing (BAH).
     - Also, make sure you have up to date addresses and phone numbers for anyone listed on your Record of Emergency Data (DD Form 93), and your Service Member's Group Life Insurance Election and Certificate, (SGLV 8286).
     - Medical records for you and your family members. You will turn in records for you and your family. You will also turn in your dental records. You will not turn in dental records for family members.
     - Exceptional Family Member Program (EFMP): All incoming ECCC Students are required to in process through the Army Community Service/EFMP Station**. Students enrolled in their Service Branch EFMP are required to complete the one page EFMP Questionnaire, located on the Blackboard site under the Prerequisite forms, PRINT AND HAND CARRY with you**. Students who have EFMP Enrollments in process and/or pending EFMP Enrollment are also required to complete the one page EFMP Questionnaire. This requirement will assist Students and their Families during their assignment here at Fort Leonard Wood; so that information, resources, advocacy support, can provide continuity of care.
     -Government Travel Card. All official travel during ECCC requires a Government Travel Card. During in processing you are highly encouraged to apply for the Government Travel Card, or transfer authorizations from the losing station.

g. Everyone is required to complete a **RECORDS REVIEW TOOL** (RRT), a 2-part records review of a Soldier's iPERMS record. This is a new requirement by Department of the Army IAW MILPER MESSAGE 14-046 that is to be completed **annually** and/or during **in processing.** Your ORB and iPerms MUST be updated prior to arriving to the ECCC. You will need a printout of your current ORB during in-processing. This is important as all Active Duty officers will be required to turn in a copy of their updated ORB (with picture) during the in-briefing process. This is critical as HRC will be utilizing your ORB and iPerms to assist in their determination of your follow-on assignments. Do not be that student that has an ORB without a photo or outdated one (with LT rank, Class A's, etc).

Documents needed for Review:
a. Leave and Earning Statement (LES) (most current)
b. Officer Record Brief (ORB)

Part 1. FINANCE REVIEW to ensure that Soldiers have the required Key Supporting Documents included in their iPERMS record for each pay entitlement they are receiving.

a. PCS orders (most current)
b. Promotion orders (most current)
c. Enlistment documents (contracts, appointment orders, oath of office, etc.)
d. Marriage certificate and children's birth certificates
e. Housing allowance for BAH-DA 5960 (If available)

Part 2. PERSONNEL REVIEW to ensure that data on the Officer Record Brief is correct and that all source documents required for filing are in iPERMS.

a. Assignment/deployment (all prior PCS /TCS orders/Intra-Post transfer)
b. Service data (service contracts, promotion orders, language qualification, etc.)
c. Personal data (proof of birth, dependent documents, citizenship, etc.)
d. Education (civilian and military education documents (transcripts, training certificates, diplomas, etc.)
e. Awards/decorations (certificates, DA 638s, award orders, etc.)

h. Weapons **must** be registered within 72 hours of your arrival at the Provost Marshal Office, Building 1000 IAW FLW Regulation 210-25. Weapons **are not authorized** to be kept in on-post temporary billeting. Those living off post can maintain their weapons in their quarters. Concealed weapons and storing weapon in vehicles on post is illegal. If you have a weapon and you don't have someone who lives off post who can store it, you can come by the company and we can store it in the B Company's arms room until your housing is established. An alternate location to store your weapon is the St. Robert Police department.

i. Motorcycles are authorized and require the same insurance and registration as automobiles. You must have and wear all protective gear required and have a valid Motorcycle Safety Card before driving on Ft. Leonard Wood. **ALL motorcycle riders will come see the company commander and enroll in the company's motorcycle mentorship program.**

DO NOT SCHEDULE DELIVERY OF HOUSEHOLD GOODS DURING IN PROCESSING UNLESS YOUR SPOUSE OR POA holding dependent (parent, child, or sibling) CAN SIGN FOR YOUR HOUSEHOLD GOODS WITHOUT YOUR PRESENCE.

1-8. UNIFORMS

a. All Army officers are required to arrive at Fort Leonard Wood with complete, ready to wear, Army Combat Uniform (UCP/OCP), ASU, and physical fitness uniforms (APFU). Sister Service officers will bring the equivalent to these Army uniforms.

b. Additionally, all US ARMY OFFICER STUDENTS WILL WEAR THE US ARMY ENGINEER SCHOOL SHOULDER SLEEVE PATCH. It is highly recommended students arrive with the subdued USAES patch already on their uniform.

c. Officers who are pregnant during the course are required to wear the appropriate maternity ASU and ACU/OCP uniform items. Pregnant officers will NOT be excused from participation in formal events because they do not desire to purchase the correct uniform.

d. All female officers are required to wear the skirt and pumps to formal events (Commandant's Reception, Dining Out, and Graduation) in accordance with DA PAM 670-1.

1-9. LEAVES AND PASSES

a. Ordinary Leave and passes are not normally granted during regularly scheduled class sessions. The company pass policy will be briefed in detail as part of the course in processing.

b. Emergency and Time-Sensitive Leaves and Passes.

(1) To qualify as leave under emergency conditions, the situation must involve an **immediate family member of the officer or the officer's spouse** as defined by AR 600-8-10.

(2) Approval by the Commander is considered for situations that are obviously serious or time sensitive, but do not meet the criteria for emergency leave. Maternity and paternity leaves are authorized if applicable. Contact C Company Commander to report your situation and receive approval to take leave.

c. Absences related to gaining unit requirements. ECCC does not generally allow absences from class for duties related to your upcoming assignments.

1-10. BRANCH BRIEF: In coordination with Human Resources Command (HRC) ECCC conduct a mandatory branch brief. This brief is designed to provide the most recent updates from HRC. Branch assignment officer brief will include updates on key developmental assignments, trends on promotion and selection boards, broadening opportunities available to

CPTs upon completion of Key Developmental Assignments, and future assignment opportunities upon completion of ECCC.

1-11. SECURITY CLEARANCE

   a. Attendance at ECCC requires a current SECRET security clearance.

1-12. STUDENT AMBASSADOR PROGRAM:

   Each International Military Student (IMS) is assigned a Student Ambassador. Student Ambassadors provide immediate in-class assistance to their assigned IMS on matters pertaining to academics and the staff group. Student Ambassadors are not tutors. There is no mandatory social component associated with the duties of a Student Ambassador. Significant academic issues and personal matters such as financial, medical or housing issues are directed to the Staff Group Advisor or IMSD as appropriate.

1-13. CLASS ORGANIZATION, LEADERS, AND POSITIONS

   a. Class Organization. The Department of Instruction is responsible for organizing the class. Students are divided into small groups. Also, all small groups will have students from another US service and one or two international military students. Each section will have no more 16 students per group

   b. Class Leadership. C Co will assign student leadership and duty positions during in-processing.

1-14. HELPFUL REFERENCES:

Company Commander: CPT Brad McPherson - 573-596-7008
First Sergeant: 1SG Mario Gonzales - 573-596-7351
Executive Officer: 1LT Tyler Altenhofen - 573-596-7514
Operations Assistant: Mr. George Cottrell- 573-596-0830
Operations: SFC Cesar Mejia - 573-596-0800
554th Engineer Battalion Staff Duty: 573-596-0131 x6-0606
Deputy Assistant Commandant-National Guard: DSN 676-4034, Commercial 573-563-8046
Deputy Assistant Commandant-USAR: DSN 676-4033, Commercial 573-563-8045

Enclosures:

1. Special Instructions
2. Snowbirds/Assignments while "snow-birding"
3. Professional Degree Program
4. FRG/Families
5. Map
6. Packing List
7. Department of Instruction
8. Course pre-arrival study

Enclosure 1 (Special Instructions)

a. IMPORTANT!!!!!! It is critical that you **DO NOT** log on to any computer here at Fort Leonard Wood prior to obtaining a Fort Leonard Wood Email account, failure to follow this direction will cause great hardship for you. You will be given a guest account which will only allow you to visit certain sites. Without a Fort Leonard Wood Email account you will not be able to access Black Board or Outlook. **You are required to bring your completed certificate for Information Assurance Training (Cyber Awareness Challenge). The certificate must be valid and not expire while here**. **IA training is mandatory and is valid for one (1) year**. **Without this certificate you will not be given a Fort Leonard Wood Email Account. Additionally, you MUST ensure that your email account is deleted at your present duty station, failure to do so will only extend the time required for you to obtain a Fort Leonard Wood Email Account.** We will verify that you have signed up on Army Training and Certification Training System (ATCTS) and that you are moved under our hierarchy.

b. Ensure your CAC card is registered. You must sign out of your home station email server (outlook account). You will not be entered to the FLW DOMAIN unless your home station account is disabled. If your IA training certificate is not current or will expire shortly upon arrival to Fort Leonard Wood, retake the training through the following site: https://ia.gordon.army.mil. A Certificate of Completion will not suffice and won't be accepted by the FLW IASO personnel. FLW IASO will not accept training certificates specific to your units.

c. I also need you to ensure that you go to the FLW website and under Garrison, read and familiarize yourself with the post policy letters: http://www.wood.army.mil/wood_cms/manscen/3344.shtml

d. You will need to bring a copy of your DD Form 93, Emergency Data Notification and your SGLV Form, Life Insurance Election (in hand). These documents are required by Fort Leonard Wood, Student Records Section.

Enclosure 2 (Snowbirding)

All Captains are required to fill empty seats if they haven't attended the ECCC. Do not ask to do the Professional Development Program prior to the course, it is not allowed!

If you are deferred to the next course due to overbooking, we will work with various agencies on-post to accommodate your desires while waiting, although we can't guarantee any given job. **If you arrive early or are deferred from the course, you will be utilized within the battalion or brigade as needed. Schools can be requested but not every request can be honored.**

Schools:

Many have asked me about the Sapper Leader Course (SLC) and Ranger school. Please be advised that although both of these schools are available, the SLC requires a waiver for captains. All students must go through the five week battalion train-up prior to the battalion commander's approval. This is a pre-requisite for the courses. Visit www.wood.army.mil/sapper or http://www.benning.army.mil/infantry/rtb/ for details. Please do not assume that we can just get you into SLC because it's in the brigade. First, understand that both schools are required only for those on orders to serve in Sapper units within the BEBs. Also understand that there is an OML, and precedence on the wait list goes to those that will be assigned to Sapper units.

Note: The Sapper/Ranger physical must be completed before you will be able to attend the train up. This is non-waiverable so you may need to complete the physical prior to arriving to FLW. The physical is good for 1 year.

If schools are not what you desire, in the interim we can assign you to a directorate here on the installation (USACE, CDID, CEHC, MDOT, USAES, etc.) or place you in one of the battalions within the 1st EN BDE.

Enclosure 3 (Professional Development Program)

1.   The PDP is dedicated time set aside during an officer's career that allows him or her to focus upon completing higher level educational degree requirements without competing operational demands. It is a privilege granted due to the mutual benefit gained through the professional development of the officer and improved engineer officer corps. However, its authorization is secondary to the needs of the Army, the U.S. Army Engineer School (USAES), and the 554th Engineer Battalion's mission to produce ECCC qualified captains for the force.

2.   Students that are actively enrolled in the ECCC will be allowed the opportunity to start their PDP. Please remember that enrollment to the PDP is subject to enrollment to the ECCC and any enrollments done prior to your arrival are your own responsibility (both financially and academically) if you do not get into the ECCC. **No verbal agreements with HRC or previous commanders will be honored to allow you to complete your degree prior to the course start.** Once you graduate the ECCC, you may be given up to six months to focus entirely on finishing your degree. This can be further discussed with your branch manager during his visit to your class.

3.   Attendance and enrollment in the PDP will make you incur an Additional Service Obligation (ADSO), even if you pay for your classes out of pocket. Acknowledgement of this agreement will be documented at the company and forwarded to HRC.

4.   Eligibility. Any captain that desires to enroll in the PDP must meet the following minimum requirements for eligibility:

   a. Maintain good academic standing while in ECCC and **score a minimum of 80% on the General Engineering Exam.** Students on academic probation at any time during ECCC will not be allowed to participate in PDP.

   b. Not subject to any adverse personal action. Any captain remaining at Fort Leonard Wood (FLW) following their ECCC graduation subject to adverse personal action (i.e. investigation, courts martial, or other UCMJ proceedings) or otherwise "flagged" (Suspension of Favorable Personal Action) IAW AR 600-8-2, cannot enroll in the PDP.

   c. Able to pass the Army Physical Fitness Test (APFT) IAW FM 7-22.

   d. Able to pass the Army Height/Weight Standards IAW AR 600-9.

Enclosure 4 (FRG, Families)
If you will be accompanied by your Family, please forward this portion of the letter to them:

Dear Family member:

1. **Welcome to Fort Leonard Wood.** You are an integral part of our community and we want you to have a great experience here at FLW. Upon arrival, if you have any questions, please do not hesitate to call the company. You and your sponsor will have the opportunity to attend a spouse orientation given by the company. You will have the opportunity to meet other spouses and get their information. You will also be formally welcomed by the battalion commander. If you had bad experiences in the past with FRGs, I urge you to reconsider being actively involved in ours. As the spouse of an Army leader, your contributions are crucial to our Soldiers and your input is greatly appreciated.

2. **Army Services:** The Army Community Service offers many services to include childcare and financial planning. The installation offers two pools, one go-kart track, PX, commissary, fishing, free movie theater, mini golf, bowling alley, and five gyms.

3. **Surrounding Area:**

   a. Lake of the Ozarks: 75 miles away, offers boating, fishing, pools, game centers, mini golf, shopping, etc. They also have resort hotels.
   b. Branson: family friendly town that offers many attractions throughout the year.
   c. St. Louis area: 134 miles, you can enjoy the Arch, Busch Stadium, Six Flags, shopping, plays, dining, etc.
   d. Springfield: 75 miles away, offers shopping, dining, etc.
   e. Kansas City: 203 miles away, Adventure Oasis Water Park, Worlds of Fun amusement park, National WWI Museum, Starlight Theater, shopping, BBQ, dining, and more.

4. **MWR.** The MWR website offers free or discounted tickets to many attractions and free movie passes to the Waynesville cinema. http://fortleaonardwoodmwr.com/

5. **Contact information.** Please do not hesitate to contact me or one the following agencies if you have any questions:

   a. C Co Operations: 573-596-0800
   b. CPT Brad McPherson: 573-596-7008
   c. Tricare Appointment Line: 866-596-1490
   d. Emergency Room: 573-596-0456
   e. Pharmacy: 573-596-0128

Enclosure 5 FLW Maps

http://virtual.mybaseguide.com/publications/g30/fort%20leonard%20wood/#page66

Charlie Company, 554 EN BN

Enclosure 6: Packing List

- ACU/OCPs (serviceable)
    - Patrol Cap (PC) for everyday use
    - Beret for ceremonies/receptions

- Army Service Uniform (not Dress Blues)
    - Females need both skirt and pants
    - No suspenders

- Business casual outfit (there is one scheduled social event)
    - Males will wear a jacket (sports coat or blazer)

- Fleece jacket or gortex for cold weather formations
    - Gloves must be black and be in the Approved Products List

- Improved Physical Fitness Uniform – all components
    - Short sleeve PT shirt
    - Long sleeve PT shirt
    - PT shorts
    - PT pants
    - PT jacket
    - Authorized gloves
    - Fleece cap
    - Road-guard vest (red and white only –provided by the company)*

- Ranger School
    - Ranger School is a TDY or TDY en route course. It is not funded through 554th EN BN. We are not funded to provide any items within the packing list to include markers, weapons cleaning kits, notebooks, acetate, etc.

*NO NEED TO BRING A ROAD GUARD VEST. STUDENTS WILL BE ISSUED A RED VEST FROM SUPPLY

Enclosure 7: Department of Instruction

        The AC-ECCC is part of the United States Army Engineer School (USAES) efforts to provide junior officers with the individual knowledge, skills, attributes, and abilities that will be required to execute full-spectrum operations in an era of persistent conflict. The AC-ECCC curriculum seeks to develop technically and tactically competent Engineer leaders who are capable of supporting Unified Land Operations. IAW AR 350-1, Paragraph 3-32, the Captain Career Course seeks to provide Captains with the tactical, technical and leader knowledge and skills needed to lead company sized units and serve on Battalion or Brigade staffs.

        The 23 week AC-ECCC is comprised of 7 modules as follows:

a. In-Processing (approximately 5 Days).

b. The Mid-grade Learning Continuum (MLC) Common Core (CC) (approximately 35 Days).

c. General Engineering (GE) (approximately 18 Days).

d. Introduction to Unified Land Operations (approximately 17 Days).

e. Decisive Action (approximately 30 Days).

f. War-Fighter (approximately 5 Days).

g. Finals/Graduation and Out-Processing (approximately 5 Days).

Enclosure 8: Course pre-arrival study:

The learning process in ECCC is conducted in small groups of 16 students with a Small Group Leader (SGL) to facilitate a collaborative learning process. All students take part in the learning process through sharing their knowledge and experiences.

During the first week of ECCC, you will be tested on topics from the Mid-Grade Learning Continuum (MLC) Common Core consisting of leadership, leadership responsibilities, and tactics. These exams are not graded, but they will aid you and your SGL as they seek to establish your baseline of knowledge so that SGL's can focus attention on specific areas where you need help.

A reading list is provided below for your pre-arrival study. While these references are not required reading prior to the course, skimming this material and developing a basic understanding of this material will provide you with a foundation to build on during ECCC and your career.

Reference List:
- Army Leader Development Strategy 2013
- The Army Learning Concept for 2015
- Doctrine 2015
- Army Publishing Directorate
    - ADP: 3-0, 3-90, 5-0, 6-0, 6-22
    - ADRP 1-02
    - FM: 3-34, 3-34.400
    - AR: 350-1, 670-1, 735-5

This reading list is in addition to the Pre-Course work on Blackboard that is required for students to complete.