



DEPARTMENT OF THE ARMY
BRAVO COMPANY, 554TH ENGINEER BATTALION, 1ST ENGINEER BRIGADE
11470 BIG PINEY
FORT LEONARD WOOD, MO 65473

Welcome Letter for EBOLC Students

As of 25 August 2020

Lieutenants,

Let me be the first to welcome you to the Engineer Basic Officer Leader Course (EBOLC). I am the Commanding Officer of Bravo Company 554th EN BN, CPT Naomie N. Joseph along with my First Sergeant, 1SG Brandon L. Forsythe. The Course Manager is Mr. Joseph Tarczynski. Your cadre for day zero and throughout Phase 1 will be CPT Newman and SSG Zandonai. You will be introduced to the cadre and the standards of EBOLC during your day zero brief.

All information for EBOLC can be found on the EBOLC Webpage at:

<https://home.army.mil/wood/index.php/units-tenants/USAES/Orgs/1stENBDE/554thENBN/EBOLC>

The following are a few administrative notes that you need to be aware of before signing into the course, particularly in the midst of COVID-19:

The report date on your orders reads NLT 2359 hours on day zero. However, it is recommended to **report NLT 1200 hrs on day zero**. For immediately inbound classes, 12-20 will report on 31AUG2020, 13-20 will report on 21SEP2020, and 01-21 will report on 19OCT2020. It is imperative to report on this date to ensure you fall into your class' two week monitoring period. If you are unable to report during the morning of your report date or have orders to report earlier than your class' start date, call the EBOLC XO at 573-596-2317, or EBOLC Operations at 573-596-6101, or lastly, the EBOLC Commander at 573-596-7346 prior to arrival to ensure we track your travel plans.

As of 25AUG20, Harper Clinic's hours have changed to Monday-Friday: 0800-1600 and Saturday-Sunday: Closed. Students planning to arrive during off-duty hours should call 573-596-2317 or 573-596-6101 during office hours prior to travel to speak with the Company XO or Operations team to receive area updates and ensure the company tracks your arrival.

If you arrive to Fort Leonard Wood on your report date during Harper Clinic's off-duty hours, report to your appropriate housing (see normal TDY or PCS arrival details below) and remain in-place until Harper Clinic's next available testing window (i.e. next morning if arriving on a weeknight or Monday if arriving during the weekend). Once in your housing, call 573-528-5806 to report your arrival to the company. **If arriving during off hours, this phone call will be your time stamp to sign you in on your DA31 once**

cleared at Harper. Failure to call could result in unnecessary usage of your leave days!

We advise for each student to secure two weeks of supplies (toiletries, snacks, books, entertainment, etc) before reporting in preparation for the administered controlled monitoring period. During controlled monitoring, students will not be authorized access to the post exchange, commissary, restaurants, or off post shopping. Additionally students are not permitted to consume alcohol during the controlled monitoring period. If you do arrive with alcohol, it will be signed over to company leadership and secured at the company area through your monitoring period. Upon arrival at the Fort Leonard Wood gate, identify that you have been outside the local area in the past two weeks. You will be directed to sign in to Harper Dental Clinic for COVID-19 screening. Upon receipt of COVID-19 test results, students will meet the class' platoon trainers in the Harper parking lot. If your report date is not on a class start-date, please call 573-596-2317 or 573-596-6101 to inform the company of your arrival. The team will inform each student on specific COVID-19 procedures before directing students to their lodging location. You may wear civilian clothes during your initial report for screening. Housing/Billeting for TDY Students will be allocated from IHG Hotels on FLW. If TDY, you will be directed to your class' living area after screening. The phone number for Billeting is 573-586-4800. TDY Students are required to live in IHG housing. Spouses and other family members cannot stay in IHG housing.

If you are PCS'd to FLW, you will be directed back to your residence for monitoring after your screening at Harper. For this reason, you should secure housing before arrival at FLW. This will help facilitate your inprocessing to post and ensure you have suitable living arrangements. (See PCS'd STUDENTS on Page 5 for more information.) PCS'd Students are only allowed to reside in Waynesville, St. Robert and Fort Leonard Wood. Outside those city limits will be acceptable but not to exceed 20 miles.

Inclement Weather: Prior to reporting for Day Zero, if inclement weather should occur either the weekend before or the morning of Day Zero, please check the FLW website SNAIR report for reporting conditions and work call status.

<http://www.wood.army.mil/snair/snair.pdf>

This report will give you information of reporting times have been pushed back to facilitate weather conditions. Also, contact 554th Engineer Battalion staff duty for an even more up-to-date report on current battalion reporting times. Staff Duty's phone number is: **573-596-2343**.

UNDERSTAND: During in-processing in the first weeks, do not fail height and weight. If you are National Guard or Army Reserve and do not think you will meet the standards of AR 600-9, it is highly recommended you remove your ATRRS reservation and reapply when you do. If you fail height and weight, you will be placed into a program that will track your weight and percentage of body fat throughout the course. If you fail to

meet the height and weight requirements set forth by AR 600-9, you will not graduate this course; no exceptions.

Additionally, if you do not meet initial Height/Weight requirements you will not be allowed to take any leave or pass while in EBOLC and you will be restricted to the Fort Leonard Wood area on Weekends/Training Holidays.

Reporting: You will report in accordance with Army Regulation 670-1/Department of the Army Pamphlet 670-1. To mitigate the spread of COVID-19, haircuts must be presentable. If you cannot safely receive a haircut prior to arrival, hair will remain tidy. Failure to do this will result in immediate negative counseling on day zero. Ensure that your uniforms are serviceable and to the Army Standard. You will wear subdued Army Rank while at EBOLC. I highly suggest that you familiarize yourself with the above mentioned regulations prior to Day Zero.

The following is a list of documents you will be required to have for inprocessing/accession:

- Orders x 10 (Single Sided)
- DD Form 1610 x 5 (AGR Only)
- DA Form 31 x 5 (Active Duty Only)
- Medical Records/Dental Records (if Applicable)
- Oath of Office x 5
- DTS Travel orders (if applicable; uncommon)
- 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)
- Marriage and Birth Certificates for any dependents x5
- Divorce Decree or Custodial Documents x5 (if applicable)
- DOD Cyber Awareness Challenge Training Certificate x2
- Anti terrorism training Certificate x2
- ROTC Contract x5 (if Applicable)

Ensure that at a minimum you have the suggested amount of copies on Day Zero. We will not be able to make copies for you.

Finance: It is extremely important that you bring all necessary documents for inprocessing. Finance will take up to a month to process all of your paperwork which will impact when your pay, allowances and entitlements begin. Come to the course prepared for your Basic Allowance for Subsistence (BAS) and Basic Allowance for Housing (BAH) to take at least a month before reflecting on your pay check and plan accordingly.

Controlled-Monitoring Training: While the bulk of the course work during controlled monitoring involves inprocessing through finance, DEERS, etc., students will conduct some training events during the first few weeks, to include morning PT and land

navigation exercise. Students should bring a supply of electrolyte beverage packets (Gatorade, pedialyte, etc.) as part of their two week controlled-monitoring supply.

WEB-BASED Training: The following web-based training must be completed prior to arrival for Day Zero:

1- There are classes online that must be completed 30 days prior to starting EBOLC.

Links for all these classes are below:

- a. **Computer user training** – print and bring completion certificate to in-processing. Click on the link that says DOD Cyber Awareness Challenge Training. Ensure you sign the AUP Agreement. This will give you computer access while you are at the course.
(<https://iatraining.disa.mil/eta/cyber-awareness-challenge/launchPage.htm>)
- b. **Anti terrorism training** – print and bring certificate to in-processing.
(<http://jko.jten.mil/courses/atl1/launch.html>) or
(https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf?cid11=tab_2&tabId=2?v=Fri%20Feb%2008%2014:36:07%20EST%202019)

RECAP – Print out the certificates and bring them with you! These are periodically required training and will be done multiple times while you serve in the Army; get used to them. These certificates are necessary to ensure that you are able to access the Fort Leonard Wood network and internet server. All of the tests that you will take while in EBOLC are through Blackboard and web-based. You must complete the above courses prior to Day Zero. Once registered for the courses it may take up to 48 hours to gain access. Be sure to be proactive when it comes to these courses.

Additional Internet Guidance: If you have an active email account at another military installation (mainly concerns prior service/OCS students), you will need to **DEACTIVATE IT PRIOR TO ARRIVING TO FT. LEONARD WOOD**. This will enable you to create an account here at Fort Leonard Wood.

DA-31: Upon arrival you must present a signed DA Form 31 (leave and pass form). This document must state your sign out time from your current unit. You will be signed in off of leave minus travel time here at EBOLC for Regular Army Soldiers. For USAR/NG, this is for administrative purposes and is up to the individual's home unit. However, if you do not provide the DA-31 your pay may be interrupted until you are able to in-process Finance.

ACFT: You are highly encouraged to report to EBOLC in accordance with FM 7-22 and Army Regulation 350-1. The Army Combat Fitness Test is the test of record for all EBOLC students, and is taken for record mid-way through the course. If you do not pass your final ACFT you will not be allowed to graduate EBOLC. Understand you will not be granted leave/pass until you pass an ACFT and will be restricted to the Fort Leonard Wood area on all weekends/training holidays. Upon failing any ACFT

(diagnostic or record), you will be placed on remedial PT and will retest with each class until the standard is met.

RUCK MARCHES: You will complete several ruck marches here at EBOLC, culminating in a 12 mile road march for time. It is highly recommended that you condition your body to Ruck Marching prior to arrival. (Typical Load is 40-50 lbs)

POV: If you intend to operate a POV, you must report to EBOLC with a current state drivers licence, vehicle registration, and vehicle insurance. Failure to have these documents upon arrival and at the POV inspection on Day One will result in immediate negative counseling, and revocation of driving privileges until you are in compliance.

Finally, if you are involved in a motor vehicle accident while travelling to FLW for EBOLC please notify the Battalion SDO at 573-596-2343.

UNIT TA-50: Regardless of what personal gear you own, you will still be required to draw the full student CIF issue while in-processing. You should **NOT** bring any of your personal gear to EBOLC as you will be required to use the gear that you are issued. You will receive all the gear you need for training here when you arrive. The only exceptions to this rule are for any issued baklava, crew hood, or other face covering to wear as part of COVID-19 response, the green fleece jacket (LIN:J21883 JACKET COLD WEATHER) and your issued camel back (LIN: DA651E BLADDER, HYDRATION SYSTEM & LIN: DA562Q CARRIER HYDRATION SYSTEM). If you have already been issued these items, you will not receive them from CIF here, so you **must** bring your own. Look at your CIF records on AKO to confirm whether or not you have been issued these items. If you have these items but are unsure if they are on your clothing record, you should bring them anyway. I also recommend purchasing a few pairs of good tactical gloves for use in the Field. They should be either all black, coyote brown, or foliage green and authorized for wear. Refer to AR 670-1/DA Pam 670-1 for specific guidance on gloves. You will be issued one pair of gloves through CIF but they may not be conducive to all types of field training.

PETS: No pets are allowed in EBOLC unless you are on PCS orders to Fort Leonard Wood. If you are under TDY orders, pets are not allowed in student housing areas.

PERSONALLY OWNED WEAPONS (POW): Privately owned firearms or weapons are **not** authorized to accompany an Service member in a TDY status or in a TDY en-route status to a new duty station. Students are only authorized to bring personal weapons if on PCS orders to FLW. **However, it is strongly discouraged.** If you decided to bring your personal weapon and have PCS orders to FLW, you will have to store the weapon off post. If you live off post you may store it in your private residence, but if you live on post you will have to store it off post with an outside agency at your own expense. In order to bring your POW onto post (i.e. hunting) it must first be registered in the visitors center at the main gate. **IF BRINGING A WEAPON ON TO POST, YOU MUST DECLARE POSSESSION OF THE WEAPON TO THE GATE GUARD BEFORE ENTERING POST.** If you plan to bring a weapon to the FLW area during your time at

EBOLC, please call the Company XO at 573-596-2317 or Company Operations at 573-596-6101 prior to arrival. Additional specific details concerning POWs will be briefed during Day Zero.

LEAVE AND PASSES: There is NO authorized leave during your time at EBOLC. Only Emergency Leave will be authorized. Paternity leave for those with expecting spouses will be handled on a case by case basis. Passes will only be given for Holiday weekends (i.e. 4th of July, Labor Day, Memorial Day, and Thanksgiving). There are NO authorized passes for two day weekends to attend weddings, visit friends/ family, or to travel. This is outlined in more detail in the Bravo Company Policy Letter #4.

DEPENDENTS: You are only authorized to bring your dependents if you are PCS'd to FLW. Per Diem will not cover your dependents if they should live on/around FLW. In addition, if you arrive here on PCS orders then you will draw Fort Leonard wood BAH. Students that typically PCS here are Federal OCS, West Point and (most) ROTC Commissionee's. Reserve and National Guard students are not allowed to be PCSed.

PCS'd STUDENTS: Secure residence before reporting to Harper Clinic on day zero to facilitate a smooth transition into EBOLC. If you would like to live on post, call Balfour Beatty at 573-329-0122 in advance to discuss potential living arrangements. If you would like to live off post, local realtors off post include "Investment Realty" or "Realty Executives" in St. Robert. Most realtors post listings on apps such as "Zillow" and have moved to virtual tours and leasing through video chat or email. Communicate with these agencies well in advance to ensure you find adequate housing before reporting to Harper on day zero. Ensure you have sufficient funds in your account or credit card to cover yourself for two weeks, first month's rent and any down payment. If you feel you may be in a financial hardship, please call 573-596-6101 or 573-596-2317 immediately, so we can assist you before you arrive. You are limited to living in St. Robert, Waynesville or On Post.

CLASS DUES: Be expected to pay class dues within the first month of arriving. Class dues are roughly \$90 per student and will be used to pay for the class Guidon, Class Social Functions (Dining Out, MWR, Graduation and Class Projects, etc.).

RANGER/SAPPER TRAIN-UP: Bravo Company 554th Engineer Battalion offers a Ranger/Sapper Train-up program for Students that would like the opportunity to go to these schools in the future. This program is not mandatory, nor is it a guarantee. It is a courtesy extended from Bravo Company. Every PCS'd student will be allowed the opportunity to walk on to Sapper if they meet the minimum qualifications. Students will **NOT** be allowed to walk on to Ranger. Be advised, this program has minimum requirements. To participate, a student must be in good academic standing and pass the Sapper Physical Fitness Test administered the first month of EBOLC. The In-brief for the program will be conducted during inprocessing. Funding for follow-on schools has recently changed. It is now up to your home-station unit (Guard/Reserves) or "gaining" unit (Active Duty) to extend your orders and fund the follow on course. This

process will be detailed during the in-brief. If this is something you want to do, show up to EBOLC in shape as initial SPFT scores are used for program qualifications.

UNIT WEBSITES: The B CO, 554th Engineer Battalion Facebook page is an excellent resource to stay connected with EBOLC. It can be found using the link below:

<https://www.facebook.com/pages/B-Co-554th-Engineer-Battalion/223028521058772>

Additionally, for those of you that may have unanswered questions, the EBOLC website has a Frequently Asked Questions (FAQ) Tab that has a multitude of questions and answers from past EBOLC students. I recommend that you utilize this information to help you prior to your arrival. If you have a question prior to your arrival that hasn't been answered through any of the venues provided to you please email 1LT Jenkins hayden.p.jenkins.mil@mail.mil. Finally, there is a course information tab on the website that explains the course concept and the general breakdown of EBOLC. Please familiarize yourself with this information so that you will be aware of the course requirements. The website link is below:

https://home.army.mil/wood/index.php/units-tenants/USAES/Orgs/1stENBDE/554thENBN/554thENBN_BCO

All Students are required to attend all class social functions wearing the Army Service Uniform (ASU). If already purchased, students may also choose to wear the Army Green Service Uniform (AGSU) to dining out events, but must bring the ASU for other formal reception events. Females can wear either pants or skirts as the uniform dictates. However, **Females need to bring both to the course.**

To ensure a smooth transition throughout the course, you should begin preparing your ASU, which translates to having them purchased and tailored prior to arriving or within the first few weeks. There will be inspections to ensure your uniforms are correct prior to any formal events. **ALL** EBOLC students will wear the Engineer Schoolhouse patch regardless of component or follow on assignment. Patch is shown below in OCP.



Show up in a good uniform with a regulation haircut.

Bayonets! Straight Ahead! Sappers First! Essayons!

NAOMIE N. JOSEPH
CPT, EN
Commanding