



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 11 June 2021

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 Kristin L. Arteaga along with my First Sergeant, 1SG Brandon L. Forsythe. The Course Manager is Mr. Joseph Tarczynski. Your cadre throughout Phase One will be led by SFC Morris. 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:

The report date on your orders may read NLT 2359 hours on Day Zero (the day before the class' start date); however, it is recommended to **report NLT 1200 hrs on Day Zero**. To sign in from your travel day(s) during the week, you are to report to Bravo Company, 554th Engineer Battalion during duty hours (0900-1700). If reporting outside of duty hours or on the weekend, report to Delta Company, 554th EN BN's CQ desk, located in Bldg. 1016 Big Piney Road (the building immediately north of Nebraska Ave).

Students are to secure two weeks of supplies (toiletries, snacks, books, entertainment, etc), and **have at least two black masks** on hand before reporting; this is in preparation for the possible event of controlled monitoring following initial COVID testing. During a controlled monitoring period, students will not be authorized access to the post exchange, commissary, restaurants, or off-post shopping. The consumption of alcohol is also not permitted during that period.

Housing/Billeting for all TDY Students will be allocated from IHG Hotels on FLW. The phone number for Billeting is 573-586-4800. If you cannot make contact through that phone number, you will report with your orders to the Candlewood Suites Bldg 2020 for guidance on your TDY living arrangements. **Spouses and other family members cannot stay in IHG housing.**

If you are PCS'd to FLW, you will secure and occupy housing before your class' start date. This will help facilitate your in-processing to post and ensure you have suitable

living arrangements for the duration of EBOLC. (See PCS'd STUDENTS on Page 5 for more information.) PCS'd Students will reside in Waynesville, St. Robert and Fort Leonard Wood. If no housing is available at the time of your arrival, outside those city limits will be acceptable but may 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.

UNDERSTAND: During in-processing in the first week, 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 ATTRS 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 and 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 or training holidays.

Reporting: You will report in presentable appearance, IAW Army Regulation 670-1/Department of the Army Pamphlet 670-1. 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/accesion:

- 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.

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 inprocessing. 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://dl.dod.cyber.mil/wp-content/uploads/trn/online/cyber-awareness-challenge/launchPage.htm>)

b. **Anti-Terrorism Training** – Print and bring certificate to in-processing. (<http://jko.jten.mil/courses/at1/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. For Regular Army personnel, you will be signed-in off of leave (minus travel time) at FLW. For USAR/NG personnel, your DA-31 is for administrative purposes and is up to the individual's home unit to provide; however, if you do not come with a DA-31, your pay may be interrupted until you are able to in-process Finance.

ACFT: You are to report to EBOLC in accordance with FM 7-22 and Army Regulation 350-1. The Army Combat Fitness Test (ACFT) is the primary fitness evaluation for all EBOLC Students, and is taken mid-way through the course. If you do not pass your ACFT then you will retest with each following 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 Company Commander at 573-528-5806.

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. **DO 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.

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 PCS'd.

PCS'd STUDENTS: Secure residence before reporting to your Platoon Trainer 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 EBOLC 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 Metcalfe walter.a.metcalfe.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/unitstenants/USAES/Orgs/1stENBDE/554thENBN/554thENBN_BCO

All Students are required to attend all class social functions wearing the Army Service Uniform (ASU) or Army Green Service Uniform (AGSU). Females can wear either pants or skirts as the uniform dictates. However, **Females need to bring both to the course.** In addition, to ensure a smooth transition throughout the course, you should begin preparing your ASU – have 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!

A handwritten signature in black ink that reads "Kristin Arteaga". The signature is written in a cursive, flowing style.

KRISTIN L. ARTEAGA
CPT, EN
Commanding