

**Welcome Letter**

**Class #: 01-22**

**Report Date: NLT 12 OCT 21**

**C/554 In-processing: 18-26 OCT 21**

**Class Dates: 27 OCT 21 - 22 APR 22**

READ THIS DOCUMENT CAREFULLY AND IN ITS ENTIRETY**.** This welcome letter explains the requirements for ensuring you make a seamless transition. It is important to understand you have prerequisite requirements for two organizations in preparation for the course: Charlie Company, 554th EN BN, the unit you are administratively assigned to, and the USAES Department of Instruction (DOI**)**, the organization that conducts the ECCC with operational control of all students.

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**1. Introduction**

Welcome to the Engineer Captain’s Career Course. We hope you will enjoy your time in Fort Leonard Wood. This is an opportunity to enjoy your time with your family and/or recover from deployments but 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 ask.

The AC-ECCC educates graduates to a comprehensive understanding of Engineer and Army doctrine and tactical and technical proficiency over 23 weeks in order to polish command skills at the company level and lead engineer planning at the battalion and brigade levels in support of large-scale combat operations.

A graduate of AC-ECCC will be prepared to command an Engineer company and able to support Engineer battalion and maneuver task force planning within a brigade combat team or engineer echelons above brigade (EAB) battalion. They will have a strong technical and tactical foundation in Engineer doctrine, a sound understanding of Army doctrine and how the Army fights in the context of large-scale combat operations. Graduates understand the concepts of contemporary and Multi-Domain Operations. Graduates are good verbal and written communicators. Orders are clear, succinct, and analysis can be presented as a professional argument.

Graduates understand the Army’s planning processes and are able to use the art and science of war to conduct detailed planning. This ensures supported commanders’ plans are feasible and achievable and that doctrine is the central foundation of tactical actions. Comprehension of tactical art has developed, allowing captains to apply doctrinally nested, unconventional approaches to resource and time-constrained problems in complex operational environments, enabling tactical advantage and tempo.

**2. Prior to Arrival at FLW**

**Administrative Requirements (C Co, 554th EN BN)**

* **Physical Fitness & Height/Weight Screening**

a. Ensure you are able to meet the minimum requirements for physical fitness and height/weight screening. Due to Army Directive 2020-06 the ACFT will not be an entry or graduation requirement for ECCC. This is, however, subject to change IAW current Army Policy. You will take a minimum of one diagnostic ACFT while you are in course. Height & Weight will be conducted and is a requirement for course enrollment and graduation.

b. Officers with temporary medical profiles will notbe admitted into ECCC. Officers with special circumstances such as a profile due to operation, can be admitted into ECCC with the approval from the company commander if the profile does not prevent full participation in the course (i.e., pass ACFT 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.

c. 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.

d. 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.

e. Officers will submit their profiles (temporary and permanent) to the C/554 commander upon arrival.

f. All non-Army U.S. Studentsmust meet the physical fitness and height/weight standards of their respective service to enroll and graduate. However must be prepared to take the ACFT. Enrollment for these officers is determined as the date in which they accomplish formal in processing with their Fort Leonard Wood service element.

* **Medical Requirements**

All U.S. ArmyOfficers attending ECCC must be medically ready throughout the duration of ECCC. Navigate to “https://medpros.mods.army.mil/MEDPROSNew/” to access your Individual MEDPROS Record and ensure that all“Medical Readiness Indicators” are **GREEN** before you arrive.

* **Personnel Records Review**

Your ORB and iPERMS must be updated prior to arriving to FLW, you will need a printout of your current ORB during in-processing.

* **Security Clearance**

Attendance at ECCC requires a current SECRET security clearance.

**3. Reporting Instructions**

* **PTDY**

You may take 10 days of PTDY in conjunction with regular leave. In order to take PTDY, you must have an O5 signature in block 13 of your DA-31 permitting you to take PTDY. You must stop by C/554 first to check in and obtain guidance for in-processing and then resume your PTDY. Keep in mind that you are prohibited from completing your post in-processing while on PTDY; you are required to sign-in off of PTDY in order to begin in-processing. If you are taking PTDY, ensure you allocate enough time to complete in-processing after PTDY and prior to the start of your course.

* **Preparing for Post In-Processing**

You will receive an in-processing schedule once you sign-in to C Co**.** Uniform is OCP. Post in-processing can take up to 10 business days to complete and may involve some waiting at various stations. Ensure you arrive 10 days prior to Fort Leonard Wood to give yourself ample amount of time to in-process post and find housing.

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

Each officer’s situation is different, you are required to bring the following documentation – as appropriate – with you during in-processing.

* 1. CAC and ID tags**.**
  2. At least six copies of your PCS orders and all amendments.
  3. Your PCS request and authority for leave (DA Form 31) to substantiate all periods of leave or delay en route. 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.
  4. Thefinance packetprovided 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).
  5. 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).
  6. Medical and dental 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.
  7. 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.
  8. 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.
  9. Bring a copy of your DD Form 93 and your SGLV Form. These documents are required by Fort Leonard Wood, Student Records Section.
  10. Copy of your last DA 705 and DA 5500.

All Officers are required to complete a Records Review Tool (RRT), a 2-part records review of a soldier’s iPERMS record (Finance Review and Personnel Review). This is a requirement by Department of the Army IAW MILPER MESSAGE 14-046 that is to be completed annually and/or during in-processing. As mentioned before, your ORB and iPERMS must be updated prior to arrival and you will need a printout of your current ORB during in-processing. Documents needed for review include your most current Leave and Earnings Statement (LES) and Officer Record Brief (ORB).

1. **Part 1: Finance Review**. Ensure you have the required Key Supporting Documents included in your iPERMS record for each pay entitlement you are receiving.

(a) PCS orders (most current)

(b) Promotion orders (most current)

(c) Enlistment documents (appointment orders, oath of office, etc.)

(d) Marriage certificate and children’s birth certificates

(e) Housing allowance for BAH-DA 5960 (If available)

**2.** **Part 2: Personnel Records Review.**

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 C Co and arrange to store it in the B Co arms room until your housing is established. An alternate location to store your weapon is the St. Robert Police Department.

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 must see the company commander and enroll in the company’s motorcycle mentorship program. You WILL NOT ride until your packet is complete and you have received permission from the Company Commander

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 disenroll from the managed care health program through the Composite Health Care System (CHCS) or the medical eligibility for your family members will be denied at your next duty station.

* **Reporting Instructions**

Your first stop upon arrival to FLW is Charlie Company at BLDG 1009 where you will receive your in-processing checklist. The uniform is OCP or Service equivalent. Upon reporting bring all required documents and you will be given a student packet. Subsequently, all will meet at 0600 in BLDG 1009 for height/weight screening and in processing on 25 OCT.

* **ECCC Admin In Processing**

Prior to the first day of class, C/554 will conduct two days of administrative in processing. You will not be excused from course in-processing to run personal errands. Once course in-processing is complete, you will begin reporting directly to your small group leaders (SGLs) in the Department of Instruction. Day one of ECCC class will consist of your formal in-brief from the Department of Instruction, this will occur on 27 October 2021 at 0830.

**4. General Course Information**

* **Laptop Computer Issue**

Laptop computers will be issued to students via DA 2062 for personal use both inside and outside of the classroom for the duration of the course. Classrooms are equipped with hard-wire access to NIPRNet. All laptops come equipped with CAC readers and access to the Microsoft suite, to include Outlook for Enterprise email.

* **Uniforms**

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

All U.S. Army officer students will wear the U.S. Army Engineer school shoulder sleeve patch.



* **Leave and Passes**

Ordinary leave is not normally granted during regularly scheduled class sessions. The company pass policy will be briefed in detail as part of the course in processing.

a. Emergency and Time-Sensitive Leaves and Passes. 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. Approval by the Commander is considered for situations that are obviously serious or time sensitive, but do not meet the criteria for emergency leave. Full maternity and paternity leave periods are not authorized during the course work, however we will work with students on a case by case basis to accommodate the birth of their child.

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

c. Per the Individual Student Assessment Plan, dated 01 May 2021, the DOI Director may dismiss a student that misses critical academic training detrimental to their Professional Military Education.

* **Branch Brief**

In coordination with Human Resources Command (HRC), ECCC conducts a 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. Students will have an opportunity to conduct one-on-one interviews with the Engineer Junior CPT Branch Manager during this time.

**5. Special Instructions**

* **Account & Email Access**

Your Cyber Awareness certificate and Acceptable Use Police (AUP) must be current and not expire while in course. Both are mandatory and are valid for one (1) year. With one of these not being current, you will not be given a Fort Leonard Wood Email Account. Use <https://cs.signal.army.mil/> for updating your Cyber Awareness certificate and AUP.

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 been 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.”

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-okcd02.mail.mil/>. Mr. George Cottrell will set up your computer account upon your arrival. All students must have an active Army Training and Certification Tracking System (ATCT) account. This can be found on the 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.

* **System Authorization Access Request**

Fill out the attached DA-2875 (System Authorization Access Request). Follow the attached instructions. Send the SAAR to Mr. Cottrell, [george.f.cottrell.civ@mail.mil](mailto:george.f.cottrell.civ@mail.mil). Do not send Mr. Cottrell the Cyber Awareness Cert or the AUP.

* **Other Instructions**

Read and familiarize yourself with the post policy letters: <http://www.wood.army.mil/wood_cms/manscen/3344.shtml>

Current motorcycle riders must have completed BRC 1 and maintain a valid driver’s license with motorcycle endorsement to legally operate a motorcycle on and off Fort Leonard. Riders will take BRC II (Cruisers) or MSRC (Sport Bikes) NLT 12 months from completing BRC 1. Riders will not be allowed to ride if BRC 1 exceeds 12 months. Service Members must also complete required training to operate All-Terrain Vehicles (ATVs) and specialty vehicles on and off Fort Leonard Wood. Commanders will issue a no-ride order all delinquent riders/operators.

**6. Hold-Under Program**

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. You are required to meet specific GPA requirements in your first half of ECCC in order to be eligible to participate in PDP.

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 Students request slotting for Sapper Leader Course (SLC) and Ranger School either prior to ECCC (while being a hold-under) or following course completion. All students must go through the five week Battalion train-up prior to the Battalion commander’s approval. This is a pre-requisite for both courses. Visit [www.wood.army.mil/sapper](http://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 you will be assigned 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 during your hold under or over time.

**7. Professional Development Program**

The Professional Development Program (PDP) is dedicated time set aside during an officer’s career that allows him or her to focus upon completing higher level educational degree (i.e. Master’s 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.

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 on finishing your degree. This can be further discussed with your branch manager during his visit to your class.

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. If you use TA you will owe two years, from your last day of class. Your 3:1 ADSO will be concurrently and will likely be shorter than the one year PCS ADSO you will occur after you graduate.

Any Student 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 and the Mid-Level Learning Curriculum Exam.

b. Not subject to any adverse personal action. Any Student 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 ACFT IAW FM 7-22 and pass the Army Height/Weight Standards IAW AR 600-9.

*Note: Students will receive briefs from respective civilian Missouri Science and Technology education organizations within the first weeks of the course.*

**8. C Co, 554th EN BN Location**

**Charlie Company, 554th EN BN**

**BLDG 1009, 7673 New Battery Street**



Student Parking

Bldg 1009

C Co 554

Bldg 1008

554 EN BN

**10. Department of Instruction**

The Department of Instruction (DoI) is responsible for organizing the class. 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. Small groups may have students from other US services and multiple international military students. The ECCC Team looks forward to providing world class instruction and leading you through the rigorous 23 week Engineer Captains Career Course

* **Reporting**

The report date for this class is 22OCT21. DoI will begin instruction on 27OCT21 for all students. To enable expected virtual instruction needs, students need to meet all requirements for network access and have a working MS Teams account prior to 22OCT21. Failure to obtain necessary access to required systems used for instruction may result in student inability to attend virtually-delivered instruction. If students fail to attend instruction they may be dismissed from the course in accordance with the ECCC Individual Student Assessment Plan.

* **Entrance Assessment**

An entrance assessment will be administered at the start of the ECCC. Attached is a study guide for topics that will be assessed, as well as some primary references. Students will take the entrance exam on/about 27OCT21. Those not achieving a passing score of 70% will be required to complete additional training during the initial phase of the ECCC and be re-assessed on the topics. Students will sign an acknowledgement sheet when in-processing showing they understand these requirements.

* **GRE**

The Secretary of the Army, through the Army Talent Management Task Force, has directed that all active component officers attending the captain’s career course will take the GRE while attending their course. All ECCC 01-22 students will take the GRE on 11 or 12 December 2021. Disciplinary action may result for students that fail to meet the Secretary of the Army GRE testing requirements, i.e. you have to take the GRE. Students need to sign up for a login ID on the ETS website, www.ets.org/gre, prior to arrival to Ft. Leonard Wood in order to obtain payment vouchers through Army U. Do not sign up for a test until told to do so. There will be specific guidance given once you are classed up and the date is closer. The following link discusses many frequently asked questions about the GRE. <https://www.milsuite.mil/book/docs/DOC-682259>. If you have taken the GRE within the last five years you will be eligible to retain your previous score, you will be given an exemption code but will be required to pay $27.00 in order for ETS to deliver your scores to HRC.

**9. Packing List**

• OCPs or Service-equivalent (serviceable)

• Patrol Cap (PC) for everyday use

• Beret for ceremonies/receptions

• Army Service Uniform (not Dress Blues)

• Business casual outfit (there is one scheduled social event)

• Males will wear a jacket (sports coat or blazer)

• Authorized cold weather gear, as desired

• Army Physical Fitness Uniform – all components, or service-equivalent

• Short sleeve PT shirt

• Long sleeve PT shirt

• PT shorts

• PT pants

• PT jacket

• Authorized gloves

• Fleece cap

• PT Belt

* Army issued ACU or OCP Large MOLLE Ruck Sack. – There are mandatory ruck marches every two weeks whilst in attendance at ECCC and an X-Mile graded ruck march event at the end of the course. If unable to bring your assigned Large MOLLE you will be required to draw one from CIF through ECCC at an appointed date/time.

• 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.

**12. Points of Contact**

* **ECCC**

Cell 1 Cell Leader: CPT Cory Plymel - 573-563-5044

Cell 2 Cell Leader: Capt Christopher Hawley - 573-563-5036

* **C/554**

Company Commander: CPT Jennifer Ward - 573-596-7008

First Sergeant: 1SG James Taylor- 573-596-7351

Executive Officer: 1LT Jacob Savage - 573-596-7514

Operations Assistant: Mr. George Cottrell - 573-596-0830

Operations: SFC William Voelker - 573-596-0800

554th Engineer Battalion Staff Duty: 573-596-0131 x6-0606

Battalion Motorcycle Mentor: SSG Dwight A. Massally – (573)-596-5303

Deputy Assistant Commandant-USNG: DSN 676-4034, Commercial 573-563-8046

Deputy Assistant Commandant-USAR: DSN 676-4033, Commercial 573-563-8045

c. Tricare Appointment Line: 866-596-1490

d. Emergency Room: 573-596-0456

e. Pharmacy: 573-596-0128