**Welcome to the 12H40 Construction Engineering Supervisor**

**Senior Leader Course (SLC) - Class 502-19**

**06 January – 20 January 2019**

Congratulations on your selection to attend the 12H40 Construction Engineering Supervisor Course. On behalf of the 1St Brigade Engineer. 102ND Division School house. This information letter is intended to assist incoming Senior Leader Course students with reporting and in-processing procedures.

IMPORTANT NOTE: Students who do not have a Reserved seat in ATRRS will not be enrolled into the course/class without prior arrangements to walk on to the course.

This course is a very important milestone as the second phase of technical training Received in the Non-Commissioned Officer Professional Development System (NCOPDS). Students should expect to be challenged. Please ensure that all personal affairs are resolved prior to attendance. Students will find themselves studying and preparing in the evenings and weekends. The goal of the course is to enhance technical and tactical knowledge, leadership skills, and prepare students to successfully assume the duties and responsibilities of a Senior NCO.

 You will be billeted at one of five locations on Fort Leonard Wood due to the Privatization of Army Lodging (PAL). IHG Army Hotels, located at Building 2020, will determine your building, room number and mailing address at check-in. You must call 573-586-4800 to make and verify reservations. You must check in with IHG Army Hotels upon arriving to the FLW area. Due to the high volume of students, IHG may give you a hotel referral form signed by the local G3 authority for a hotel room off post. If you have been provided the Off-Post Hotel Referral form, there will be no requirement to pay out of pocket. Ensure that your CAC Card (know your PIN) is functional and it has NO restrictions on it. If you do not do this it will cause a delay in your training and in some cases it will cause disruption of activities. You are not authorized to bring your dependents with you to stay in IHG billeting during the course.

**IMPORTANT NOTE:** Army students attending institutional training will ***NOT*** be issued a meal card to eat meals from the NCO Academy S-1. All students that are TDY ***MUST*** add the Joint Data Model (JDM) certificates (JDM Meal Card Certificate) to their individual CAC in order to obtain (ITDLM-7) meals for the duration of the course. Failure to add JDM certificate to CAC will slow process to obtain (ITDLM-7) meals at no cost.

Non Fort Leonard Wood personnel must check into Fort Leonard Wood lodging by the Report Date that is identified in ATRRS. The Report date is the date you must be here and get your room, and the Start Date is the day you in-process and begin day 1. Please don’t confuse the two days, again this is for TDY Students only. All students will report to the United States Army Reserve Center Building 1350 7901 Nebraska Ave, Fort Leonard Wood, MO, **Note that Reserve Center is located at 2375 Nebraska Avenue and is at the south end of post. In-processing time is 0900- 1600 hours on Sunday, 06 January 2019**  you may report in civilian clothing but will need to change into the Army Physical Fitness Uniform (APFU) for Height / Weight Screening. AR 600-9 screening. The following documents are necessary for in-processing:

* Updated copy of the Over 40 PHA Cardiovascular Screening Results IAW 350-1 Chapter 1 section 24 subsection d paragraph 5
* 5 copies of your orders (DD 1610 for Active Duty / TDY Soldiers).
* Copy of SSD 3 certificate
* Copy of 12H40 Phase 1 Distance Learning certificate
* Copy of DA 1059 from previous level of NCOES (ALC / BNCOC)
* The Army School System (TASS), Unit Pre-Execution Checklist
* Copy of flight itinerary / travel arrangements
* Copy of your Cyber Awareness Training Certificate - Must be completed through the Ft. Gordon IA Website (<https://ia.signal.army.mil/dodiaa>). Certificates are good for 1 year and must not expire prior to the end date of the class. If you completed previously within the year, you can get a copy of your certificate off the website
* Personal Data Sheet
* Copy of DD 3349 permanent profile (if applicable). If you perform the bike or swim as an alternate aerobic event, please notify the school PRIOR to arrival for the course as these events require additional planning / reservations. If you have a P3 or P4 you need to bring a Military Medical Review Board (MMRB) with you
* FA Form 705 (Within 30 days) and DA Form 5500 or 5501 (if applicable)
* **NAME AND ADDRESS of the first General Officer (One Star) in your Chain of Command. If National Guard, the Adjutant General of your state**
* The ACU/OCP/MCU (non-flame resistant) is the only authorized uniform for wear during normal duty hours while at the Course except for graduation which will be the ASU. The only exception to this while in the field, or during PRT

Students need to have all required documentation present for in-processing. Soldiers will have 72 hours to produce any missing documentation, and failure to produce required documents will result in the student being released from the course.

You are ***NOT*** authorized to bring Privately Owned Weapons (POW) to the course,

this includes but is not limited to personal firearms, ammunition, knives with a blade length over 3 inches (or any lock blade knives/throwing knives), pyrotechnics or fireworks, bow and arrows, nunchaku or oriental fighting instruments, taser or taser equivalent, and pepper spray.

Students bringing their POV must have proof of automobile insurance, current registration and valid driver’s license. Insurance must remain in the POV at all times while in the State of Missouri (State Law). You may be fined, if found without proof of insurance even if you are insured. POV inspections will be conducted on rental cars as if it belonged to the student.

Students bringing their ATV/Motorcycle must have proof of the Fort Leonard Wood mandatory training and rider safety card; which is provided on the installation through the Safety Office at no cost to the riders.

Ensure you have clean and serviceable ACU’s/OCP/MCU and boots. When while attending this course. Optional boots - soldiers may wear Commercial boots of a design similar to that of the Army Combat Boot (tan), 8 to 10 inches in height as authorized by the commander. The boots must be made of tan rough side out cattle-hide leather, with a plain toe, and have a tan, rubber outsole.

**TRAVEL INFORMATION:**

**Travel by AIR:**

Flights into and out of Waynesville-St. Robert Regional Airport (Airport Code TBN) located on Fort Leonard Wood are available but limited. \*\*Soldiers should fly directly into Fort Leonard Wood when possible. If you are flying into Springfield Airport or Saint Louis Airport, **shuttle services or rental car are an option, as transportation to and from the airports is not provided by the schoolhouse**. Options for shuttle service would be to use USA Express (800-872-9399) or Greyhound (800-231-2222).

Departing Flights on the last day of the course:

Fort Leonard Wood airport - scheduled **no earlier than 1000 hours**

Springfield or St. Louis - scheduled **no earlier than** **1300 hours**

**No Students will be released prior to 0900 hours on the last day of the course. You must adhere to the flight departure times listed above.**

**Travel by POV:**

Make sure you allow enough time and complete a TRIPS report prior to departing your home unit. You are required to have a valid military ID card, driver’s license, registration, proof of insurance, and orders to be admitted onto FLW.

**Late Arrivals**:

If you arrive at FLW airport after hours, Taxi service averages approximately $2.00 per person. Go directly to Candlewood Suites (BLDG 2020) to secure lodging and call the Staff Duty at 804-873-5956. If you are unable to contact anyone, report to BLDG 1394A the next morning at **0630 in APFU’s**.Bring your ACU’s to change over following height and weight.

**Army Reserve (USAR) Soldiers:**

If you currently have an AR-Net Account, you need to verify all information in ARAMP and the Army Training and Certification Tracking System (ATCTS) is correct and current. Failure to do so may prevent computer log-in or cause program functionality issues.

**GRADUATION:**

**Graduation will be held in ASU’s w/ beret on the last scheduled day of training. it is recommended to bring your uniform in a ready-to-wear state (altered, sewn, and with all required badges and ribbons).**

Exceptions to policy for Soldiers that do not have ASU’s will require a memorandum from your Commander.

**PHONE NUMBERS:**

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| --- | --- | --- |
| Vertical Engineer Office | TTC-FLW | (573) 596-6787 |
| Staff Duty | TTC-FLW | (573) 476-8154 |
| IHG Lodging / IHG Shuttle | FLW | (573) 586-4800 |
| Greyhound | St. Louis Airport Transportation | (800) 231-2222 |
| USA Express | St. Louis Airport Transportation | (573) 368-4656 |
| Post Cab | FLW | (573) 336-0111 |

Point of contact Course Manager (414) 630-3202.

Attachments:

1- FLW Map (pdf))

2- Student Data Sheet

3- USAR Form 75-R
4- Pre-Execution Checklist