**Welcome to the 12H30 Construction Engineering Supervisor**

**Advanced Leader Course (ALC)**

This letter is intended to assist incoming students with reporting and in-processing.

**In-processing:**

In-processing will be located at Building (BLDG) 1394A on Fort Leonard Wood, MO. This is located in the motor pool behind BLDG 1390. There is a guard shack at the entrance of the motor pool with the numbers BLDG 1393 and address 7888 Nebraska Ave on it. Park across the street at the Army Reserve Center, BLDG 1350 and walk into the motor pool to BLDG 1394A. A map of post and the schoolhouse area is attached. Note that Reserve Center is located at the south end of post. Our office phone number is 573-596-6787. You may report in civilian clothing but will need to change into the Army Physical Fitness Uniform (APFU) for Height / Weight Screening. You must arrive with a valid Military ID Card.

**Report time**:

**1300 - 1800 hours**

It is your unit’s responsibility to ensure you arrive at Fort Leonard Wood on time. If you cannot arrive on time due to the length of travel, make arrangements to arrive the day prior. Soldiers arriving in advance of course report date will be responsible for their own lodging and meals.

**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 flying into Springfield or Saint Louis Airports,** **units MUST coordinate for a taxi, shuttle, or rental car, as transportation to and from airports other than Fort Leonard Wood (TBN) is NOT provided by the schoolhouse**. There is shuttle and taxi services available if the student cannot fly into TBN. Options for shuttle service are USA Express (800-872-9399) or Greyhound (800-231-2222). Rental cars are highly encouraged, but at the approval of the orders publishing authority.

Departing Flights on the last day of the course:

Fort Leonard Wood airport - scheduled **no earlier than 0730 hours**

Springfield or St. Louis - scheduled **no earlier than** **1100 hours**

**No Students will be released prior to 0600 hours on the last day of the course. You must adhere to the flight departure times listed above.**

**Travel by POV:**

You are required to have a valid military ID card, driver’s license, registration, proof of insurance, and orders to be admitted onto FLW.

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, taser or taser equivalent, and pepper spray.

**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 course manager to notify them of your arrival. You will report to BLDG 1394A the next morning at **0630 in APFU’s**.Bring your ACU’s to change over following height and weight.

**LODGING / MEALS:**

**Lodging and meals are provided at no cost to the Soldier**. IAW AR 600-38 dtd 17 August 2017 and Fort Leonard Wood Training Travel Guidance dtd 28 August 2017, meals and lodging are provided at no cost to all Soldiers in a Reserved ATRRS seat.

Meal cards will be issued to all Soldiers (TPU/M-DAY, AGR, AC) and meals are provided at no cost to the student 7 days a week. It is the unit's responsibility to initiate BAS collection.

Soldiers will report to Candlewood Suites BLDG 2020 to receive their lodging assignments. BLDG 2020 is located on Nebraska Avenue (across the street to the east from the Commissary, between Replacement Avenue and MP Drive). IHG Lodging will extract names of students from ATRRS and make reservations approximately 30 days from the start of the class. IHG Lodging will determine your building and room number at check-in. Due to the high volume of students, you may be referred to a hotel off the installation. If this occurs, there will be no requirement to pay out of pocket. IHG does offer a shuttle from FLW airport to BLDG 2020. Soldiers will have to call once they arrive at FLW airport. Students should contact IHG Lodging at (573) 586-4800 to verify their lodging reservations 48 hours prior to arrival.

**ORDERS:**

If you are staying for both Phase 1 and Phase 2, it is recommended that your unit complete two sets of orders (13 days and 14 days). This will generate an LES payment at the end of Phase 1 as well as Phase 2. If your orders are 27 day orders, you will not receive your pay until the end of Phase 2.

**APFT & HEIGHT / WEIGHT REQUIREMENT:**

All Soldiers attending Professional Military Education (PME) are required to take and pass the APFT and HT/WT screening. Soldiers who fail the initial APFT or HT/WT screening will be given one retest no earlier than 7 days after the initial failure. Soldiers who subsequently fail to meet the physical fitness and/or height and weight standards will be removed from the course. The DA Form 1059 (Service Schools Academic Evaluation Report) of Soldiers who fail to pass the APFT and/or meet height and weight requirements will be annotated in block 11d “ Failure to Achieve Course Standards.” The APFT will be administered during Phase 1 of ALC.

**DOCUMENTATION REQUIRED FOR IN-PROCESSING:**

* 4 copies of your orders (DD 1610 for Active Duty / TDY Soldiers)
* Copy of SSD 2 certificate or ALC CC certificate or 600-BNCOC 1059
* Copy of DA 1059 from previous NCOES course (BLC, WLC or PLDC)
* Copy of DD 214 from AIT or DA 1059 (if attended re-class school) verifying feeder MOS of 12K, 12R, or 12W
* Copy of flight itinerary / travel arrangements
* Copy of your Cyber Awareness Training Certificate - Must be completed through the Ft. Gordon IA Website (https://cs.signal.army.mil). 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 (attached)
* USAR Form 75-R – Acceptable Use Policy (attached)
* Copy of DD 3349 permanent profile (if applicable). If you have a P3 or P4 you need to bring the results of your Military Medical Review Board (MMRB) with you.
* DA 705 – Passing APFT within 60 days of class start date (Ref TR 350-18, 1 May 2018).
* DA 5500/5501 – Passing Height / Weight Screening within 60 days of class start date (Ref TR 350-18, 1 May 2018).

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.

**Temporary Profiles** of any kind will prevent admittance into this course **UNLESS** a memorandum from the Student’s Commander states that the profile was a result of a deployment injury.

**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.

**PACKING LIST: See attachment for packing list**

**GRADUATION:**

**Graduation will be held in ASU’s w/ beret on the last scheduled day of training. There is a an alterations shop and Clothing / Sales store on Fort Leonard Wood but due to the short duration of the class and the LIMITED SELECTION of unit crests and badges available at the Clothing / Sales, it is HIGHLY recommended to bring your uniform in a ready-to-wear state (altered, sewn, and with all required badges / ribbons).**

**PHONE NUMBERS:**

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

12H30 Course Manager

Attachments:

1 - FLW Map (post)

2 - FLW Map (1394 area)

3 - Packing List

4 - Student Data Sheet

5 - USAR Form 75-R  
6 - PRT Quick Reference Card