

BRAVO COMPANY

MP BOLC OFFICIAL WELCOME PACKET

PACKET CONTENTS

Welcome letter from Bravo Company CO and 1SG
Packing list of required and recommended items
Required Officers' Supporting Documents
Arrival and in-processing information



*The following guidance is
provided by Bravo Company
of the 701ST MP Battalion to
incoming MP BOLC students.*

OF THE TROOPS, FOR THE TROOPS

701ST MP BATTALION, 14TH MP BRIGADE





TO THE MP LIEUTENANT

Welcome to MP BOLC and Fort Leonard Wood (FLW), Missouri. This welcome letter will facilitate your arrival to BOLC by providing the guidelines for the reporting process. I am CPT Trau, the Commanding Officer for Bravo Company, 701st Military Police Battalion, assisting me is 1SG Smith, the Company First Sergeant. The Bravo Company operations team will introduce you to the standards and administration of MP BOLC during your in-processing week.

**1SG COLEETA SMITH
1SG, BRAVO COMPANY**

Your report date should be reflected on your PCS orders, TDY orders, or DD Form 1610. Although the report date is reflected as 2359 on your reporting day, it is recommended you arrive earlier to facilitate your lodging. Be advised, ground transportation is not provided while attending MP BOLC. As a reminder, we cannot grant any leave or pass privileges prior to your arrival at FLW in accordance with AR 600–8–10, Leaves and Passes.

**CPT MATTHEW TRAU
COMMANDER, BRAVO COMPANY**

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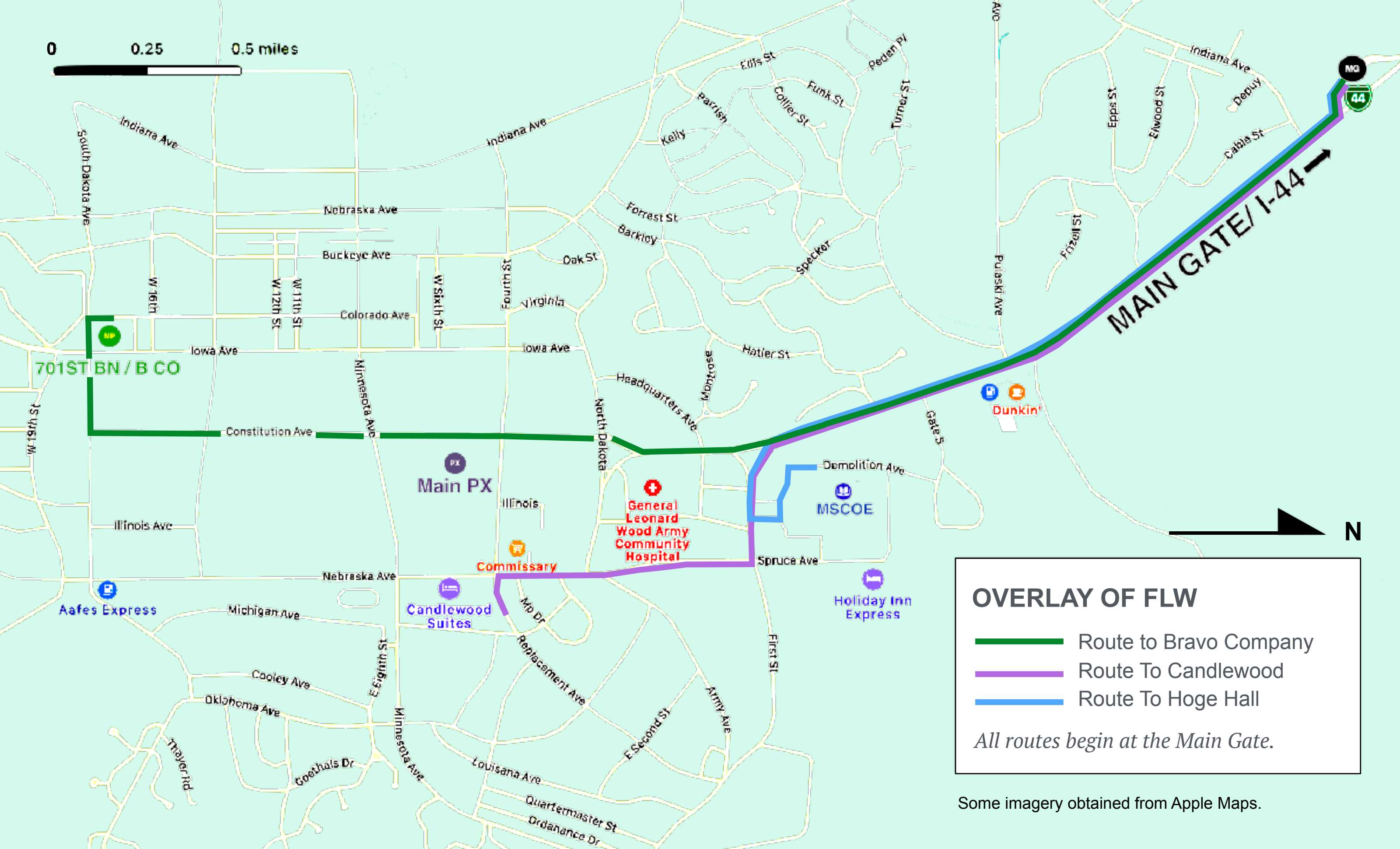




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ARRIVAL INFORMATION

TDY STUDENTS

Report immediately to IHG (InterContinental Hotel Group) Candlewood Suites, Building 2020, to secure lodging. If you have any further questions about IHG lodging, you can contact the front desk at 573–586-4800 or visit ihgarmyhotels.com/pal/en/us/home. You can call to confirm your reservation, but be aware that a reservation for your lodging has already been made IAW your course reservation.

PCS STUDENTS

Report to Bravo Company 701ST Military Police Battalion located at BLDG 840, Suite B, 7130 Colorado Ave, Fort Leonard Wood Missouri during duty hours, or sign in to the Watch Officer located at Hoge Hall in the Maneuver Support Center of Excellence, 573–563–6126. It is Building 3200 at 14000 MSCOE Loop, Fort Leonard Wood, MO.

ALL STUDENTS

You must report in OCPs or your respective military duty uniform IAW AR 670–1. If you complete your IHG check-in during duty hours (Monday through Friday, 0900–1700) you will report to Bravo Company, Building 840 on Colorado Avenue (see above map). If you are Active Duty and you arrive after duty hours or on a weekend/holiday, you will sign-in with the Watch Officer located at Hoge Hall in the Maneuver Support Center of Excellence, Building 3200, (Contact: 573–563–6126), and you will report to Bravo Company on the following duty day during regular duty hours. If you are National Guard (NG) or US Army Reserve (USAR) and arrive after duty hours or on a weekend/holiday, report to Bravo Company on the **next** duty day.

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TRAVEL INFORMATION

In and around mileage is not authorized unless such an allowance is annotated on your orders via DA Form 1610. While en route to FLW, do not share the cost of a room as you will not be reimbursed if you are not the person paying for the room. Do not leave any valuables or important documents in vehicles at any time, as there is always a possibility of vehicles being stolen and/or broken into.

Ensure you have a full Military Duty Uniform (OCP, etc.), Army Physical Fitness Uniform, and all paperwork accessible in your carry-on luggage if flying. If you are flying into Springfield-Branson or St. Louis-Lambert airports, transportation to FLW is not free and it is the responsibility of the students to research the most reliable means of transportation from the arrival airport to post. Bravo Company does not provide transportation from any airport to post.

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IN-PROCESSING

DAY 1

You will in-process at 0700, BLDG 838, 7130 Colorado Ave Fort Leonard Wood Missouri on Day 1. (This will be the Monday following your report date. In the case of a federal holiday, it will be the next duty day.) IAW AR 670–1, the uniform for in-processing is the student's respective military duty uniform. Failure to report in the proper uniform will result in a negative counseling. Ensure uniforms are serviceable, and IAW AR 670–1 and DA PAM 670–1, and the MSCoE Standards and Discipline Book. Your hair and grooming standards must be IAW with the applicable regulations for males and females. You should familiarize yourself with the above listed regulations prior to arrival to facilitate your success at MP BOLC.

A NOTE ON FINANCE

It is extremely important that you have all necessary documents during your in-processing. Finance may take up to one month to process your paperwork which will impact your pay, allowances, and entitlements. Come to the course financially ready for it to take at approximately one month for your pay to reflect properly.

Students with dependents, be prepared to present additional paperwork as required by Defense Finance and Accounting Services (DFAS). This is critical to ensuring your financial readiness can be taken care of as quickly as possible.

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OFFICERS' SUPPORTING DOCUMENTS

DA Form 31, Leave Request:

Reserve Component (RC) and National Guard (NG) Soldiers are not required to have a DA 31.

Upon arrival, you must present a signed leave form from your current unit. *(For most students this will be your ROTC or OCS unit).* You will be signed in off leave minus travel time for MP BOLC students.

Ensure your leave form has line 14 (a) (b) and (c) filled out. ROTC commissioned officers assigned to Active Duty (AD) must be signed out on chargeable PCS leave. ROTC commissioned officers assigned to AD that instructed at Fort Knox summer training prior to MPBOLC must also have a leave form from the unit they were assigned to at Fort Knox. Failure to have a properly filled out leave form may result in interruption of pay.

Orders and Any Amendments: 10 Copies

DD Form 93 and SGLI 8286 (Service member's Group Life Insurance), digitally signed within 60 days prior to report date. Your SGLI can be updated via milconnect at the following link: <https://milconnect-pki.dmdc.osd.mil/milconnect/protected/portlet/soes>. If you cannot perform your DD 93 or SGLI prior to arrival, you will be scheduled time to conduct this task during in-processing.

Medical, Dental, and Shot Records *(as applicable).*

Lodging Information to include the IHG Building and Room Number or off-post address *(as applicable).*

Cell Phone Number and Emergency Contact Info

Finance Records to include any previous pay vouchers that may have been submitted or need to be submitted to DFAS. Be prepared to complete Family Separation Allowance (FSA), Basic Housing Allowance (BAH), and Certificates of Performance (COP) as they apply.

Marriage License, Marriage Certificate, Divorce Decree, Proof of Child Support Payments, Dependent Birth Certificates, and Child Custody Documents: 3 Certified Copies *(as applicable).*

Mortgage or Lease to file for BAH, students must provide a current copy of their mortgage contract/statement or rental agreement. In order to be accepted by DFAS, a mortgage/rental document must reflect a start date prior to the date that the student's orders to report to MP BOLC were first issued. A sub-lease will not be accepted.

POV Documentation A state-issued driver's license, proof of vehicle insurance, and current vehicle registration.

Flight Itinerary *(as applicable).*

Bank Account Information Routing number, Account Number, Account Title, Financial Institution

Motorcycle Riders Safety Cards *(as applicable).*

Spouse Identification For dual military Families, bring a front and back copy of your spouse's CAC or ID card.

Family Care Plan for couples who are dual military with dependents and those who are single with dependents in the care of another person.

Oath of Office DA Form 71: 10 copies

Enlistment Documents DD Form 4/1 and 4/2 *(as applicable).*

Cadet Contract DA Form 597 or 597-3 *(as applicable).*

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FINANCE IN-BRIEF REQUIRED DOCUMENTS

PRIOR SERVICE ACTIVE

- Orders** that bring you to FLW
- DA 31** Leave Form (*Active Duty*)
- DA Form 71** Oath of Office
- DD Form 4/1, 4/2, 4/3** (*if applicable*) Enlistment/ Re-Enlistment Document Armed Forces of the United States
- DA Form 597** Army Senior Reserve Officers' Training Corps (*ROTC*) Non-Scholarship Cadet Contract
- DA Form 597-3** Army Senior Reserve Officers' Training Corps (*ROTC*) Scholarship Cadet Contract
- DA Form 4824** Addendum to Certificate and Acknowledgement of Service Requirement
- DD 214** Certificate of Release or Discharge from Active Duty

RESERVE / SMP / PRIOR

- Orders** that bring you to FLW
- DA Form 71** Oath of Office
- DD Form 4/1, 4/2** (*if applicable*) Enlistment/ Re-Enlistment Document Armed Forces of the United States
- DA Form 597** Army Senior Reserve Officers' Training Corps (*ROTC*) Non-Scholarship Cadet Contract
- DA Form 597-3** Army Senior Reserve Officers' Training Corps (*ROTC*) Scholarship Cadet Contract
- DA Form 4824** Addendum to Certificate and Acknowledgement of Service Requirement

OCS

- Orders** that bring you to FLW
- DA 31** Leave Form (*Active Duty*)
- DA Form 71** Oath of Office
- Orders** that brought you to OCS

ROTC

- Orders** that bring you to FLW
- DA 31** Leave Form (*Active Duty*)
- DA Form 71** Oath of Office (*Reserve and Active*)
- DD Form 4/1, 4/2, 4/3** (*if applicable*) Enlistment/ Re-Enlistment Document Armed Forces of the United States
- DA Form 597** Army Senior Reserve Officers' Training Corps (*ROTC*) Non-Scholarship Cadet Contract
- DA Form 597-3** Army Senior Reserve Officers' Training Corps (*ROTC*) Scholarship Cadet Contract

NATIONAL GUARD

- Orders** that bring you to FLW
- DD Form 1610** Request and Authorization for TDY Travel of DOD Personnel
- NG Simultaneous Membership Program** (*SMP* prior service)
- DD Form 4/1, 4/2, 4/3** (*if applicable*) Enlistment/ Re-Enlistment Document Armed Forces of the United States
- DA Form 597** Army Senior Reserve Officers' Training Corps (*ROTC*) Non-Scholarship Cadet Contract
- DA Form 597-3** Army Senior Reserve Officers' Training Corps (*ROTC*) Scholarship Cadet Contract
- NGB Form 594-1** Annex to DD Form 4 ARNG Simultaneous Membership Program Agreement
- NGB Form 22** Report of Separation and Record of Service
- NGB Form 23A** Army National Guard current Annual Statement.
- Request NGB 22 and 23A at least 36 days prior to report date in order to mitigate delays in receiving pay.**





LIFESTYLE INFORMATION

FAMILY MEMBERS

Your orders will state if you are authorized to bring dependents while attending school. Only accompanied (with dependents) students under PCS orders will be authorized on-post housing. Students in a temporary duty (TDY) are not authorized to bring their dependents.

WEAPONS

Students are strongly discouraged from bringing any weapons (pistols, rifles, shotguns, bows, etc.) to MP BOLC. Bravo Company does not have a unit arms room and weapons are not authorized in on-post lodging nor are they authorized to be stored in vehicles. If a student bring any type of weapon to MP BOLC, then it is the student's responsibility to arrange for proper weapon storage off post at the student's expense. ALL weapons brought to MP BOLC will be reported to the Bravo Company chain of command upon arrival to MP BOLC.

PETS

Students are not authorized to keep pets while staying at IHG. Students with PCS orders to FLW are authorized to have pets and are responsible for making necessary care arrangements at their own expense during extended periods of field training.

MEAL ENTITLEMENTS

All students that are not assigned as permanent party will receive a five-day meal entitlements during in-processing. Your CAC will serve as your meal card. Your meal entitlement code will be activated during in-processing by 701ST Military Police Battalion S-1. Certain DFACs give priority to Basic Training / OSUT Soldiers and can refuse service to other service members based on time and schedule. More information on the use of DFACs will be provided during in-processing.

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UNIFORM INFORMATION

FORMAL EVENTS

All students will participate in an evening social event requiring them to wear business casual attire.

Business casual attire is defined as black or tan pair of slacks with a polo or button-up shirt and dress shoes. Females may wear a dress or skirt.

All students will also participate in a formal banquet and must wear the Army Service Uniform. Students should arrive at BOLC with their ASUs prepared to include proper tailoring and adjustments as needed to ensure a professional fit IAW AR/DA PAM 670–1.

UNIT TA–50

While attending MP BOLC, you will be required to draw a full student issue of TA–50 for training.

If you have your own personal gear, **DO NOT** bring it because you will be required to use your issued equipment here. However, it is recommended you bring with you tactical gloves, as the issued pair are not ideally suited for all forms of training. Gloves should be black, or coyote brown. Refer to AR 670–1 for additional guidance on gloves. If you have been issued a camel back (LIN DA562Q) or tan fleece jacket (LINJ21883) you will not be issued an additional one here. Check your clothing record on AKO (<https://www.us.army.mil/content/armyako/en.html>) prior to arrival if you think you have been issued these items. A Military Clothing and Sales is located on Fort Leonard Wood where students can purchase additional items as needed. Clothing and Sales is closed Mondays.

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MP BOLC PACKING LIST

FORMAL UNIFORMS

- Army Service Uniform Jacket (or Army Green Service Uniform)
- Black bow tie (Males)
- Neck tab (Females)
- Long sleeve shirt
- Short sleeve shirt
- Black tie (Males)
- Black low quarter shoes
- Beret
- Socks, black
- Belt and buckle, brass
- Army Service Uniform Skirt (Optional for Females)
- Army Service Uniform Pants (Males and Females)
- Uniform Heels for ASU (Females)
- Shoulder boards (ASU & Class B)

See PAM 670-1 for more information.

DUTY UNIFORMS

- ACUs (4 sets recommended: OCP with accessories)
- ID Card
- Dog Tags (2 sets with DOD ID Number)
- Undershirt, tan 499
- Undergarments
- Belt, rigger, tan 499
- Socks tan, green or black; cushion sole (6 pairs recommended)
- Boots, combat, coyote leather (2 pairs recommended)
- Patrol Cap (2 recommended)

ARMY PHYSICAL FITNESS UNIFORM (APFU)

- Jacket, running, black and gold with gold “Army” logo (1 recommended)
- Pants, running black and gold with gold “Army” logo (2 recommended)
- Trunks, running, black, with reflective “Army” in gold (3 recommended)
- T-shirt, short sleeve, black with “Army” in gold (3 recommended)
- T-shirt, long sleeve, black with “Army” in gold (2 recommended)
- Athletic Footwear (2 recommended)
- Black or White Socks (Above the ankle)
- Black fleece PT cap
- Gloves, black

OPTIONAL/RECOMMENDED ITEMS

- Watch
- Pens/pencils
- Notebook
- Ear protection
- Cleaning rags (For weapons)
- Brown towel
- Map pens and rubbing alcohol
- Printer (Recommended)
- Laptop with WiFi capabilities (Recommended)
- Camelpack (Camouflage, black, or solid color, in a similar color to match the shade of uniform worn)
- Shooting gloves, black
- Gerber/multi-tool
- Bug spray
- Sun block
- Flashlight with red lense
- Ballistic eye protection





GET PREPARED

SOLDIER READINESS

Soldier Readiness Program (SRP) qualifies Soldiers for training. All Soldiers will go through SRP during in-processing to ensure up-to-date medical readiness.

ACFT

All Soldiers will take an initial, mid course, and final ACFT while attending MP BOLC. You will be required to pass your final ACFT in order to graduate. There are no exceptions to this policy. You are encouraged to report to MP BOLC IAW FM 7–22 and AR 350–1, ready to perform optimally on your fitness assessment. MP BOLC is a rigorous and physically demanding course. You should prepare yourself with vigorous physical training prior to attending.

APFT

You may be administered an APFT during your time at MP BOLC. Be prepared to excel on an APFT.

RUCK MARCHES

While attending MP BOLC you will be required to execute various ruck marches with loads from 30–50 pounds. Conditioning your body prior to arrival will assist you in your success here.

GERMAN ARMED FORCES MILITARY PROFICIENCY BADGE (GAFMPB)

While attending MP BOLC, you will likely have the opportunity to earn the GAFMPB. This is a physically demanding series of tests consisting of track and field events, swimming, marksmanship, and a road march. If you desire to compete to earn this badge, Bravo Company recommends you research the standards and prepare yourself prior to arrival.

ONLINE TRAINING

In order to begin MP BOLC, students must complete the below listed Online courses. These courses are critical for you to be given computer access, and commence learning on Army enterprise systems. These courses must be complete before you complete in-processing week. Complete the following training, and print out the certificates. Should you fail to do so, you may not be able to gain access to the computers, which will be detrimental to your training.

Cyber Awareness Challenge

<https://cs.signal.army.mil/UserMngmt/UserPortal.asp>

Sign the Acceptable Use Policy

<https://cs.signal.army.mil/UserMngmt/UserAgreement.asp>

Global Assessment Tool

<https://armyfit.army.mil/Protected/Default.aspx>

Blended Retirement System Training

<https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.js>

Risk Management Basic Course

<https://www.atrrs.army.mil/atrrscc/>

*Search “risk” in the course title box, select course

“2G–F97 DL”. Click Register, agree and login with CAC





SAFETY + CONTACT INFORMATION

WEATHER AND ROAD CONDITIONS

Students are encouraged to visit the FLW homepage at www.wood.army.mil to review the Snow and Ice Report (SNAIR) and Current Road Conditions updates to ensure a timely and safe arrival to post. Students can also call 573-563-4141 for SNAIR and Road Conditions updates.

Soldiers attending MP BOLC during the winter and early spring should become familiar with road conditions and weather while traveling to and maneuvering on FLW. Take all necessary precautions to ensure safe arrival.

CONTACT INFORMATION

Feel free to contact Bravo Company at the following numbers if you have any questions regarding the contents of this welcome packet, in the case of an emergency, or if you have been unexpectedly delayed for reporting:

Contact During Duty Hours: 573-596-4195

Contact After Duty Hours: 573-842-7228

matthew.r.trau.mil@army.mil (Commander)

alec.j.ruminskizdesar.mil@army.mil (XO)

coleeta.b.smith.mil@army.mil (1SG)

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