



**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 15 June 2022

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, 554<sup>th</sup> EN BN, CPT Kristin L. Arteaga along with my First Sergeant, 1SG David A Alsup. The Course Manager is Mr. Joseph Tarczynski.

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 course ISAP (Individual Student Assessment Plan) is on the website and can be accessed via the QR Code below. It explains the course and the general breakdown of EBOLC requirements. Please familiarize yourself with this information.



The B CO, 554<sup>th</sup> Engineer Battalion Facebook page is also 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>

## **THINGS TO KNOW/DO BEFORE ARRIVAL:**

**Computer Account:** *If you have an active computer account at another military installation, you will need to ensure it is deactivated prior to arriving at Ft. Leonard Wood.*

**Required Online Training:** The following web-based training must be completed prior to arrival for Day Zero. Bring completion certificates with you

**a. Cyber Awareness and Army IT User Agreement**

- go to this link <https://cs.signal.army.mil/>
- click "login" in the top right corner
- check the "I acknowledge..." box, and select "Proceed to EAMS-A Login"
- log in with your CAC
- complete the "DOD Cyber Awareness Training"
- electronically sign the "Mandated Army IT User Agreement"
- download and print the certificates

**b. Anti-Terrorism Training**

**- IF YOU DO NOT HAVE A CAC ENABLED COMPUTER**

- go to this link <http://jko.jten.mil/courses/at11/launch.html>
- enter you first and last name in the boxes
- click "Start" in the top left corner to begin training – **YOU MUST COMPLETE TRAINING IN ONE SITTING**
- download and print the certificate

**- IF YOU DO HAVE A CAC ENABLED COMPUTER**

- go to this link [JKO LCMS \(jten.mil\)](http://jko.lcms.jten.mil)
- log in with your CAC
- go to "Course Catalog" and type "Level I Antiterrorism Awareness Training" in the course name search bar
- select the training, complete it, and print certificate

**Basic Math Exam:** EBOLC is a math intensive course. If you have not taken a math class in several years, please ensure that you refresh your memory. *There is an "EBOLC Basic Math concepts Workbook" link on the EBOLC webpage. We recommend that you study this prior to arrival to ensure you are successful.*

You will take a basic math exam within the first 30 days of the course to test your mathematical knowledge. Passing this assessment is a requirement for continuation in the course.

**Required Documentation:** Please ensure you have all required documents organized prior to arrival. The following is a list of documents you will be required to have for inprocessing:

- Orders x 10 (Single Sided)
- DD Form 1610 x 5 (AGR Only)
- DA Form 31 x 5 (Active Duty/Guard)
- 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)

**Finance:** Please review the “Finance Packet Checklist” attached in the e-mail accompanying this letter (if you did not receive an e-mail, reach out to 1LT Justin O’Brien at [justin.m.obrien5.mil@army.mil](mailto:justin.m.obrien5.mil@army.mil)). It is extremely important to bring all necessary documents for inprocessing. Finance may take up to a month to process all of your paperwork which will impact your pay, allowances and entitlements. Come to the course prepared for your Basic Allowance for Subsistence (BAS) and Basic Allowance for Housing (BAH) to take at least one month before reflecting on your pay check and plan accordingly. If you have any concerns please reach out to the Company XO at [justin.m.obrien5.mil@army.mil](mailto:justin.m.obrien5.mil@army.mil)

**Personally Owned Vehicles (POVs):** 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 may result in revocation of driving privileges until you are in compliance. The post gates conduct regular inspections of all documents.

***If you are involved in a motor vehicle accident while travelling to FLW for EBOLC please call or text the Company Commander immediately at 573-528-5806.***

**Housing/Billeting:**

- TDY students will be housed in the 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.
- PCS students 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. 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, you can go through Real Estate agencies in St. Robert or Waynesville, or utilize online resources to find a residence. Most websites and Real Estate agencies can conduct virtual tours and complete leasing agreements 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 to cover the 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 so we can assist you before you arrive. You are limited to living in St. Robert, Waynesville or on-post.

**Dependents:** You are only authorized to bring your dependents if you are PCS'd to FLW and they are in your orders. Per diem will not cover your dependents if they accompany you, but are not on your orders.

**Pets:** *If you are TDY, you are not authorized to have pets while in EBOLC.* If you are PCS'd you may have pets, but be aware that your hours in EBOLC can be irregular and you will be gone for several days during field training exercises.

**Personally Owned Weapons (POW):** *IF BRINGING A WEAPON ON TO POST, YOU MUST DECLARE POSSESSION OF THE WEAPON TO THE GATE GUARD BEFORE ENTERING POST.* If you live off post you may store your personal weapon in your private residence. 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. Additional specific details concerning POWs will be briefed during Day Zero.

**Leave and Passes while in EBOLC:** The only leave that will be authorized during EBOLC is emergency leave and holiday block leave. Any other leave requests will be considered on a case by case basis. *Passes outside of the state of Missouri will only be granted for Holiday weekends. Passes outside of the state for two day weekends will not be granted.* Exceptions will be considered on a case-by-case basis.

**Height and Weigh Standards:** *Ensure that you are in compliance with AR600-9 prior to arriving to EBOLC.* Within the first week of EBOLC you will be measured for height, weight, and body fat percentage. If you are out of compliance with AR600-9, you will have 7 days to meet the standard. If you do not meet standards upon re-test, you will not be allowed to continue the course. National Guard or Army Reserve students will be sent back to their home unit. Active Duty students will be removed from class, put on hold status, and placed into the Army Body Composition Program (ABCP). Once in compliance with the standard, you will be placed back into the course. Failure of ABCP will initiate an officer elimination. If you 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 are in compliance.

**ACFT:** *Passing the ACFT is a graduation requirement. All students will take a diagnostic and record ACFT during their time at EBOLC.*

**Ruck Marches:** You will complete several ruck marches during 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)

**TA-50:** Regardless of what personal gear you own or what your home unit has issued you, you will still be required to draw the student CIF gear. **This is the only gear you will utilize while in EBOLC.** The only exceptions are, any additional cold weather gear, wet weather gear, or tactical gloves that you have purchased or been issued. All gear must be in compliance with AR 670-1/DA Pam 670-1.

**Uniforms:** Day-to-day activities will occur in OCPs. All EBOLC students will wear the Engineer Schoolhouse patch regardless of component or follow on assignment. Patch is shown below in OCP.



**All Students are required to attend class social functions wearing the Army Service Uniform (ASU) or the Army Green Service Uniform (AGSU).** Females can wear either pants or skirts as the uniform dictates. You will have your uniform tailored and set up **BEFORE** arriving to EBOLC. For NG and AR students wearing the AGSU, you may keep your current unit patch sewn on. For AD students wearing the AGSU, you do not have to sew on a unit patch until you receive your follow on unit of assignment. There will be inspections to ensure your uniforms are correct prior to any formal events.

**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 and class social functions (Dining Out, MWR, Graduation and Class Projects, etc.).

**Ranger/Sapper Train-up:** Bravo Company 554<sup>th</sup> 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 given the opportunity to walk on to Sapper school after EBOLC graduation if they meet the minimum qualifications and a Sapper class start date is within 14 days of their EBOLC

graduation date. Students will not be allowed to walk on to Ranger, but may be able to receive a hard slot by participating in the train-up. Be advised, this program has minimum entry 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 motivated and in shape.

## **UPON ARRIVAL:**

**Reporting:** To sign in from your leave/travel day(s), you are to report to Bravo Company, 554<sup>th</sup> Engineer Battalion Monday-Friday (0900-1700). If you are signing in outside of those duty hours, you will still report to the Bravo Company Building; however, there will be a sign in sheet outside of office number B108. The report date on your orders may read NLT 2359 hours on Day Zero (the day before the class’ start date); however, we ask that you please **report between 1000 and 1200 hrs on Day Zero. You will report in uniform IAW Army Regulation 670-1/Department of the Army Pamphlet 670-1.** 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.

**Inclement Weather:** 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 if reporting times have been pushed back to facilitate weather conditions.

**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 previous unit. For Regular Army personnel, you will be signed-in off of leave 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 in-process finance.

## **UNANSWERED QUESTIONS?:**

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 that has not been answered through any of the venues provided, please email 1LT O'Brien at [justin.m.obrien5.mil@army.mil](mailto:justin.m.obrien5.mil@army.mil)

***Bayonets! Straight Ahead! Sappers First! Essayons!***

A handwritten signature in black ink, reading "Kristin Arteaga". The signature is fluid and cursive, with the first name "Kristin" and last name "Arteaga" clearly distinguishable.

KRISTIN L. ARTEAGA  
CPT, EN  
Commanding