# Welcome Letter for EBOLC Students

# As of 27 January 2020

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 554th EN BN, CPT Gates B. Benson along with my First Sergeant, 1SG Brandon L. Forsythe. The Course Manager is Mr. Joseph Tarczynski. Your cadre for day zero and throughout Alpha module will be CPT Davel and SSG Zandonai. You will be introduced to the cadre and the standards of EBOLC during your day zero brief.

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 following are a few administrative notes that you need to be aware of before signing into the course:

The report date on your orders reads NLT 2359 hours on day zero. However, it is recommended to **report at 0520 hrs on day zero to EBOLC** at BLDG 11470 to RM B108. Bravo Company is located in building 11470 if there are any issues. Parking is located just north of the building. To facilitate your arrival at Fort Leonard Wood (FLW) and to ensure that you are at the company by 0520 for height/weight on day zero, the housing office will allow you to check in to a room the day prior to day zero, typically a Sunday. Housing/Billeting for TDY Students is located at BLDG 2020 (Candlewood Suites) on FLW. Please refer to the map sent with this Welcome Letter or the above website for directions. The phone number for Billeting is 573-586-4800. TDY Students are required to live in IHG housing.

If you are PCS’d to FLW please arrive at least one week early and report directly to Bravo Company. This will help facilitate your inprocessing to post and ensure you have suitable housing. (See PCS’d STUDENTS on Page 5 for more information.) PCS’d Students are only allowed to reside in Waynesville, St. Robert and Fort Leonard Wood. Outside those city limits will be acceptable but not to exceed 20 miles.

***If you arrive during non-duty hours you must contact the BN Staff-Duty Officer @ BLDG 1016. Phone number to contact SDO is 573-596-2343.***

**Day Zero**: Day Zero is typically a Monday and begins at 0530 hours at BLDG 11470 RM B108. The uniform will be APFU: Google “Army physical fitness weather chart” for appropriate uniform combination. The reason for being in PTs is to conduct the initial height and weight requirements of all Soldiers entering EBOLC.

**Inclement Weather:** Prior to reporting for Day Zero, 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 of reporting times have been pushed back to facilitate weather conditions. Also, contact 554th Engineer Battalion staff duty for an even more up-to-date report on current battalion reporting times. Staff Duty’s phone number is: ***573-596-2343.***

**UNDERSTAND**: During in-processing in the first week, do not fail height and weight. If you are National Guard or Army Reserve and 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 do. If you fail height and weight, you will placed into a program that will track your weight and percentage of body fat throughout the course. If you fail to meet the height and weight requirements set forth by AR 600-9, you will not graduate this course; no exceptions.

Additionally, if you do not meet initial Height/Weight requirements you will not be allowed to take any leave or pass while in EBOLC and you will be restricted to the Fort Leonard Wood area on Weekends/Training Holidays.

Once Height/Weight is conducted, students will then receive their day zero in-brief, meet their Platoon Trainers and complete other inprocessing required training tasks.

**Reporting**: You will report in accordance with Army Regulation 670-1/Department of the Army Pamphlet 670-1. You must have military standard haircuts, be clean shaven and in proper uniform. Failure to do this will result in immediate negative counseling on day zero. Ensure that your uniforms are serviceable and to the Army Standard. You will wear subdued Army Rank while at EBOLC. Also, refer to the unauthorized boot list attached in the Welcome Letter email. You will not be allowed to use any boots on the list while at EBOLC. I highly suggest that you familiarize yourself with the above mentioned regulations prior to Day Zero.

The following is a list of documents you will be required to have for inprocessing/accession:

-Orders x 10 (Single Sided)

-DD Form 1610 x 5 (AGR Only)

-DA Form 31 x 5 (Active Duty Only)

-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)

***Ensure that at a minimum you have the suggested amount of copies on Day Zero. We will not be able to make copies for you.***

**Finance**: It is extremely important that you bring all necessary documents for inprocessing. Finance will take up to a month to process all of your paperwork which will impact when your pay, allowances and entitlements begin. Come to the course prepared for your Basic Allowance for Subsistance (BAS) and Basic Allowance for Housing (BAH) to take at least a month before reflecting on your pay check and plan accordingly.

**WEB-BASED Training**: The following web-based training must be completed prior to arrival for Day Zero:

1. There are classes online that must be completed prior to starting EBOLC. **Links for all these classes are below:**
	1. **Computer user training** – print and bring completion certificate to in-processing. Click on the link that says DOD Cyber Awareness Challenge Training. Ensure you sign the AUP Agreement. This will give you computer access while you are at the course.

 (<https://iatraining.disa.mil/eta/cyber-awareness-challenge/launchPage.htm>)

* 1. **Anti terrorism training** – print and bring certificate to in-processing. (<http://jko.jten.mil/courses/atl1/launch.html>) or

(<https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf?cid11=tab_2&tabId=2?v=Fri%20Feb%2008%2014:36:07%20EST%202019>)

***RECAP – Print out the certificates and bring them with you! These are periodically required training and will be done multiple times while you serve in the Army; get used to them. These certificates are necessary to ensure that you are able to access the Fort Leonard Wood network and internet server. All of the tests that you will take while in EBOLC are through Blackboard and web-based. You must complete the above courses prior to Day Zero. Once registered for the courses it may take up to 48 hours to gain access. Be sure to be proactive when it comes to these courses.***

**Additional Internet Guidance:** If you have an active email account at another military installation (mainly concerns prior service/OCS students), you will need to ***DEACTIVATE IT PRIOR TO ARRIVING TO FT. LEONARD WOOD***. This will enable you to create an account here at Fort Leonard Wood.

**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 current unit. You will be signed in off of leave minus travel time here at EBOLC for Regular Army Soldiers. For USAR/NG, this is for administrative purposes and is up to the individual’s home unit. However, if you do not provide the DA-31 your pay may be interrupted until you are able to in-process Finance.

**APFT**: You will take the initial APFT at EBOLC within your first seven days in the course. You are highly encouraged to report to EBOLC in accordance with FM 7-22 and Army Regulation 350-1. If you do not pass your final APFT you will not be allowed to graduate EBOLC. Understand you will not be granted leave/pass until you pass an APFT and will be restricted to the Fort Leonard Wood area on all weekends/training holidays. Upon failing any APFT (diagnostic or record), you will be placed on remedial PT and will retest with each class until the standard is met.

**RUCK MARCHES:** You will complete several ruck marches here at 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)

**POV**: If you intend to operate a POV, you must report to EBOLC with a current state drivers licence, vehicle registration, and vehicle insurance that will not expire while you are attending school here at Fort Leonard Wood. Failure to have these documents upon arrival and at the POV inspection on Day One will result in immediate negative counseling, and revocarion of driving privileges until you are in compliance.

***Finally, if you are involved in a motor vehicle accident while travelling to FLW for EBOLC please notify the Battalion SDO at 573-596-2343.***

**UNIT TA-50**: Regardless of what personal gear you own, you will still be required to draw the full student CIF issue while in-processing. You should **NOT** bring any of your personal gear to EBOLC as you will be required to use the gear that you are issued. You will receive all the gear you need for training here when you arrive. The only exceptions to this rule are for the green fleece jacket (LIN:J21883 JACKET COLD WEATHER) and your issued camel back (LIN: DA651E BLADDER, HYDRATION SYSTEM & LIN: DA562Q CARRIER HYDRATION SYSTEM). If you have already been issued these items, you will not receive them from CIF here, so you **must** bring your own. Look at your CIF records on AKO to confirm whether or not you have been issued these items. If you have these items but are unsure if they are on your clothing record, you should bring them anyway. I also recommend purchasing a few pairs of good tactical gloves for use in the Field. They should be either all black or foliage green and authorized for wear. Refer to AR 670-1/DA Pam 670-1 for specific guidance on gloves. You will be issued one pair of gloves through CIF but they may not be conducive to all types of field training.

**PETS**: No pets are allowed in EBOLC unless you are on PCS orders to Fort Leonard Wood. If you are under TDY orders then pets are not allowed in student housing and will not be allowed.

**PERSONALLY OWNED WEAPONS (POW)**: You are authorized to bring personal weapons if you are PCS’d or on TDY enroute orders to FLW. However, it is strongly discouraged. If you decided to bring your personal weapon because you are on TDY enroute or PCS’d you will have to store it off post, or in the company arms room. If you live off post you may store it in your private residence, but if you live on post you will have to store it off post with a outside agency at your own expense, or in the company arms room. In order to bring your POW onto post (i.e. hunting) it must first be registered in the visitors center at the main gate. Specific details concerning POW will be briefed during Day Zero.

**LEAVE AND PASSES**: There is NO authorized leave during your time at EBOLC. Only Emergency Leave will be authorized. Paternity leave for those with expecting spouses will be handled on a case by case basis. Passes will only be given for Holiday weekends (i.e. 4th of July, Labor Day, Memorial Day, and Thanksgiving). There are NO authorized passes for two day weekends to attend weddings, visit friends/ family, or to travel. This is outlined in more detail in the Bravo Company Policy Letter #4.

**DEPENDENTS**: You are only authorized to bring your dependents if you are PCS’d to FLW. Per Diem will not cover your dependents if they should live on/around FLW. In addition, if you arrive here on PCS orders then you will draw Fort Leonard wood BAH. Students that typically PCS here are Federal OCS, West Point and (most) ROTC Commissionee’s. Reserve and National Guard students are not allowed to be PCSed.

**PCS’d STUDENTS**: If you arrive during duty hours, please come straight to the company and check in BLDG 11470 RM B108 with 1LT Jenkins or SFC Harrison to receive instructions. If you arrive after duty hours follow the reporting instructions on Page 1 and come to the company the next business day at 0900. This will greatly help in facilitating your pay, move and inprocessing to post. Do not check out of your hotel prior to coming to the company unless you have a place to move into that day. Ensure you have sufficient funds in your account or credit card to cover yourself for two weeks, 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 immediately, so we can assist you before you arrive. You are limited to living in St. Robert, Waynesville or On Post. Some past students of EBOLC have found success in finding housing through “Investment Realty” or “Realty Executives” in St. Robert.

**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, Class Social Functions (Dining Out, MWR, Graduation and Class Projects, etc.).

**RANGER/SAPPER TRAIN-UP:** Bravo Company 554th 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 allowed the oportunity to walk on to Sapper if they meet the minimum qualifications. Students will **NOT** be allowed to walk on to Ranger. If Ranger isn’t already on your orders, you will not be able to receive a slot through BOLC or HRC. Be advised, this program has minimum requirements. General requirements are as follows: student in good academic standing, and 270 APFT score (90 points in each event). APFT will be administered the 1st week of EBOLC. 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 in shape as initial APFT scores are used for program qualifications.

**UNIT WEBSITES**: The B CO, 554th Engineer Battalion Facebook page is 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>

Additionally, 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 prior to your arrival that hasn’t been answered through any of the venues provided to you please email 1LT Jenkins hayden.p.jenkins.mil@mail.mil. Finally, there is a a course information tab on the website that explains the course concept and the general breakdown of EBOLC. Please familiarize yourself with this information so that you will be aware of the course requirements. The website link is below:

<https://home.army.mil/wood/index.php/units-tenants/USAES/Orgs/1stENBDE/554thENBN/554thENBN_BCO>

***All Students are required to attend all class social functions wearing the Army Service Uniform (ASU).*** Females can wear either pants or skirts as the uniform dictates. However, ***Females need to bring both to the course***.

To ensure a smooth transition throughout the course, you should begin preparing your ASU, which translates to having them purchased and tailored prior to arriving or within the first few weeks. There will be inspections to ensure your uniforms are correct prior to any formal events. **ALL** EBOLC students will wear the Engineer Schoolhouse patch regardless of component or follow on assignment. Patch is shown below in OCP and ACU patterns respectively.

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Show up in a good uniform with a regulation haircut.

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

 // SIGNED //

 GATES B. BENSON

 CPT, EN

 Commanding