



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY ENGINEER SCHOOL
US ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT
14000 MSCOE LOOP, SUITE 336
FORT LEONARD WOOD, MISSOURI 65473-8929

ATSE-DEC-WOTD

07 November 2018

MEMORANDUM FOR: 125D Warrant Officer Basic Course (WOBC) Students

SUBJECT: WOBC Welcome Letter

On behalf of the Commandant, Regimental Chief Warrant Officer, the Warrant Officer Training Division Chief, Charlie Company, 554th Engineer Battalion, and the course cadre, welcome to the 125D Warrant Officer Basic Course.

Critical Information regarding your class:

Course 4N-125D Class 001-19

Report Date 06 January 2019

Class Start 07 January 2019

Class Completion 21 May 2019

The following is general information that will help you plan for your stay at Fort Leonard Wood:

Note: All students must have a Government Travel Card (GTC) to mitigate any financial issues that you may face while attending this course.

1. Transportation Information:

Privately Owned Vehicle (POV): Take I-44 to Exit 161A (Waynesville, Saint Robert, Fort Leonard Wood). Follow signs south to Fort Leonard Wood main gate.

Air Travel: three local airports service Fort Leonard Wood: Lambert Field in Saint Louis, Springfield Regional Airport, and Forney Army Airfield located on the installation.

From Lambert Field in Saint Louis (130 miles northeast of Fort Leonard Wood) both bus and air transportation is available. Cape Air serves Fort Leonard Wood directly to Forney Army Airfield. You can also fly into Saint Louis and take a bus to Fort Leonard Wood. The Greyhound "Bus Port" is on the lower level. Note: The buses depart from Lambert Field at 0840 and 1615. Travel time to FLW is about three hours and the approximate cost is \$25.00 one-way. For the return trip to Lambert Field the buses depart at 0335, 0955, 1355, and 1930. There is a USO open 24 hours on the lower level of the terminal near the baggage pickup.

Springfield Airport is 90 miles west-south-west of Fort Leonard Wood. It has no military facilities and no air or bus transportation directly to Fort Leonard Wood. You will have to take a cab to the Springfield bus terminal or rent a vehicle to travel to FLW.

2. Reporting & Signing-In.

Familiarize yourself with the Fort Leonard Wood Map. If you are unfamiliar with Fort Leonard Wood, conduct a RECON the day of arrival. Failure to properly prepare is no excuse for being late for any event. (SEE ATTACHED MAP).

Upon arrival to Fort Leonard Wood, students will report to Building # 2020 (Candlewood Suites) the post billeting office, to obtain your room assignment and key. (1 copy of orders will be required)

Soldier Support (National Guard & Army Reserve only) if you face any difficulties before and during the course, your primary point of contact is CW4 Frank O. Davis. Senior Warrant Officer Advisor (ARNG), Office 573-563-7119, DSN 676-7119, frank.o.davis.mil@mail.mil or the Warrant Officer Training Division staff at 573-596-8200, 8201, 8202, 8203, 8204.

3. Company In-processing:

You will report for in-processing operations with Charlie Company Command Team on Training Day 1 (07 JANUARY 2018) at 0700 in ACU/OCPs at Building # 11470 on Big Piney Road (2nd Floor Room B208) C/554. You must be certain to bring 1 copy of orders with you to the company and 10 copies need to be readily available to present to Finance personnel, once your brief is complete.

Finance will be conducted on day one at Building # 470 for only USAR and ARNG students attending. In order to complete finance certain documents are needed. If applicable they are: spouse and children's birth certificates, marriage certificate, child support orders, mortgage statement, rental/lease agreement, and DA Form 5960 & DD Form 1561 (signed within 30 days of report date by your unit).

4. Lodging:

Lodging reservations can be made by calling 800-677-8356 or online at [IHG - Fort Leonard Wood](#), which is located in Building 2020. This action is also contingent upon the fact that you arrive in a 'Reserved' status. To ensure room availability, reservations must be made at least 45 days prior to course start date, and confirmed two weeks before you arrive.

5. Uniform:

The Operational Camouflage Pattern (OCP)/Army Combat Uniform (ACU) will be your duty uniform.

Bring your Army Service Uniform (ASU) for Commandant's Receptions (female officers ensure you bring your skirt) and for the course graduation requirement. **Males are to bring a bowtie.** The wear of jump boots with ASU for the Commandant's Reception is not authorized. Also ensure you have business casual attire for events throughout the course.

Army Physical Fitness Uniform (APFU): Students are required to conduct Physical Readiness Training (PRT) on a daily basis (Monday – Friday from 0530hrs – 0630hrs) at Davidson Fitness Center (DFC). **Be aware that the Improved Physical Fitness Uniform (IPFU) is no longer an authorized uniform in the Army.**

In anticipation of inclement weather conditions, you must be proactive in bringing the most appropriate seasonal uniform clothing. Other than those items listed above there is not a standardized packing list for this course. **Fort Leonard Wood does not authorize any Mix and Match for OCP/ ACU inclement weather gear on the installation, ensure all cold/wet weather gear matches your basic uniform prior to coming. CIF here will not issue these items.**

6. Army Physical Fitness Test (APFT) Standards.

All Warrant Officer Basic Course students will take the Army Physical Fitness Test within the first week of the course (tentative date is 11 January 2019, final date to be determined by cadre and staff availability), which will be administered by Charlie Company Operations Team at 0500hrs at Training Area (TA) 78. If you should fail your initial test, only one retest is allowed and will be administered no earlier than seven days and no later than 14 days from the test failure date. Standards are strictly enforced. Failure to report in compliance with height/weight & APFT standards will result in early dismissal from course and/or a negative (Failed to Achieve Course Standards) DA Form 1059.

You are not authorized to attend WOBC with a temporary profile, which may preclude you from taking the standard three-event APFT. Permanent profiles are the only authorized means of course participation with the understanding of conducting an alternate event. Bring copies of permanent profiles as applicable.

7. Army Body Composition Program Standards.

All students are required to report in compliance with AR 600-9, the Army Body Composition Program. You will be weighed and taped to ensure you're within compliance following your APFT.

If you should fail your initial body composition screening, only one re-tape will be allowed for that phase and will be administered no earlier than seven days and no later than 14 days from the test failure date.

8. For your TDY orders.

Per ATRRS, transportation will not be provided by the U.S. Army Engineer School (USAES) or Charlie, Company, 554th Engineer Battalion. WOBC course students should be authorized the use of a POV or rental vehicle by the order Issuing/ Approving Official.

Motorcycle usage is authorized; however, mandatory training will be required and mandated by the U.S. Army and Installation Safety Office (ISO), if you currently do not possess the United States Army valid certifications.

If you are in a 'Reserved' status, you will receive a meal card on Training Day 1 for weekdays only, and you should be authorized full per diem meals rates on weekends and/or holidays. You must be authorized full per diem for all weekends and holidays (PCS students will not receive a meal card) IAW MTSS. IAW Institutional Training Directed Lodging and Meal Policy (ITDLM) April 2016, if you are arriving in a 'Wait' status, then you will not be able to receive direct billed lodging and meals support. ITDLM excerpt: *d. Class inputs without a valid ATRRS R reservation will not be covered under the centralized billing process (ITDLM). The soldiers lodging and meal expenses will be the sole responsibility of the sending command.*

Soldiers travelling "TDY En-route" to a new duty assignment must have a valid DA31 that covers the entire duration of transition. Through dates must start on the "Final Out" date and end on your report date to your gaining unit. You will not be charged for leave during the course dates.

Report with orders covering the entire period of training (dates should begin with the first day of travel through the entire training period and return travel date (IAW Joint Federal Travel Regulation). Partial or split orders are not acceptable and should be avoided.

9. Class Overview & Schedule.

Classes are held from 0800hrs -1700hrs Monday through Friday, excluding Federal holidays. A training schedule will be provided to you on Day One. In the event that the weather is unfavorable or other delays occur, training will be executed on Saturdays, if necessary.

10. Special instructions:

Bring 11 copies of your TDY orders with you on Day One of in-processing. Ensure your Common Access Card (CAC) is registered and you know your AKO login and password. This will assist in negating any issues accessing the Fort Leonard Wood NIPR domain.

Bring a copy of your annual DOD Computer Security certificate. The site to obtain your certificate information is listed at <https://ia.gordon.army.mil>.

To ensure computer access upon arrival, all students must have their information officer (usually the unit S6) release them from their home station.

Ensure that you visit the FLW website under Garrison and familiarize yourself with the post policy letters: [Fort Leonard Wood Policy Letters](#).

There will be a trip to the National Geospatial-Intelligence Agency in St. Louis during this course. You are required to pass on your clearance to the MSCoE G2 in order for them to send a visitor pass to NGA. You will pass your information to:

MSCoE G2 SMO Code: WOVLAA3
MSCoE Security Manager: John Fleming
Email: john.b.fleming22.civ@mail.mil
Your POC is: CW3 Teresa Crossman

11. Privately Owned Weapon (POW).

Privately owned weapons (POW) are NOT authorized in post lodging. All weapons will be secured in Charlie Company's Arms Room. It is recommended that you do not bring your POW's. See C CO 554 EN BN for the policy letter.

12. Credentialing Opportunities.

If you are interested in earning the one of the GEOINT Professional Certification credentials while you are here, we will provide you with the opportunity to take one of the exams depending upon proctor availability and the course schedule.

GEOINT Professional Certification-Fundamentals (GPC-F)
GEOINT Professional Certification-Geospatial Analysis (GPC-GA II)
GEOINT Professional Certification- Geospatial Data Management (GPC-GDM II)
GEOINT Professional Certification-Cartography (GPC-CA II)

13. Emergency Contact numbers.

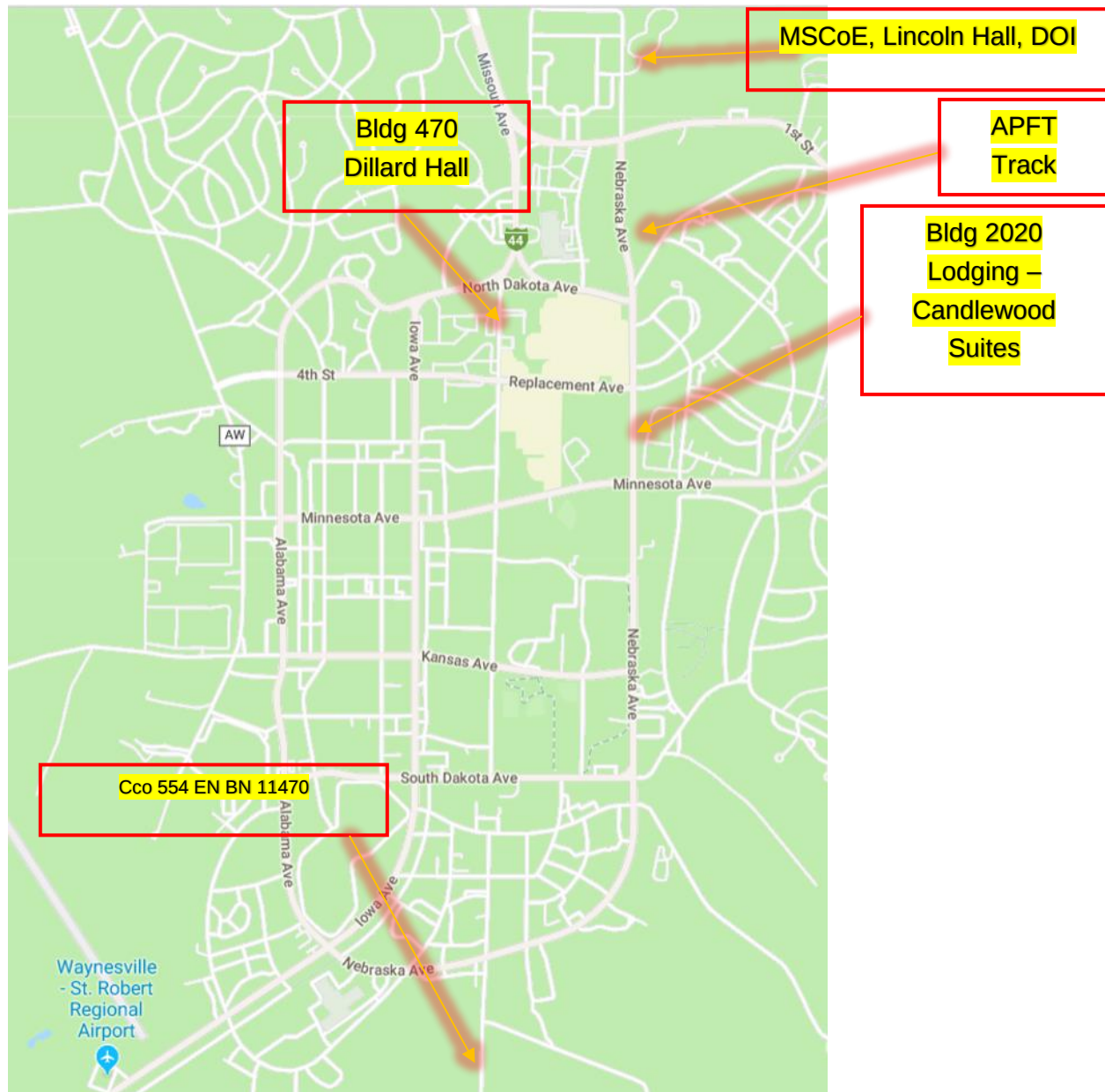
DUTY HOURS (573) 596-0800 (C CO 554 EN BN Orderly Room)
NON DUTY HOURS (573) 596-2343 (554th Engineer Battalion SD)

14. Thank you for your time, the point of contact for this welcome letter is listed below:

CW3 Teresa K. Crossman
Geospatial Engineer Technician
125D WOBC Instructor/Writer
Cell: (931) 561-7434
teresa.k.crossman.mil@mail.mil

//ORIGINAL SIGNED//

CW4 JUANITA C. COREA
125D Warrant Officer Training Division
Department of Instruction (DOTLD)
United States Army Engineer School (USAES)



FLW Overview Map



Lodging Check-in located at Bldg 2020 (IHG)



FLW C/554 Operations- Sign In