



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

REPLY TO
ATTENTION OF:

ATSE-DEC-WOTD

7 June 2017

MEMORANDUM FOR: 120A Warrant Officer Advanced Course (WOAC) Students

SUBJECT: WOAC Class 002-2017 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, we welcome you to the 120A Warrant Officer Advanced Course.

Report Date: **2017-08-13** Start Date: **2017-08-14** End Date: **2017-10-06**

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/all 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.

MEMORANDUM FOR: USAES 120A Warrant Officer Advanced Course (WOAC) Students

Retain all transportation and hotel receipts for filing with your travel voucher for reimbursement.

2. Reporting & Signing-In:

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)

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)

3. Company In-processing:

C CO 554 EN BN conducts in-processing on Monday morning **at 0700 in ACUs/OCPs** at Building # 1702E (1 copy of orders will be needed for the company; 10 additional copies for Finance). You will conduct the standard three event APFT on or about day TWO. You will be weighed and taped to ensure compliance with AR 600-9. Standards are strictly enforced. Failure to report in compliance with height/weight/APFT standards will result in dismissal from course and/or negative DA Form 1059.

Finance will be conducted on day one at Building # 470 for USAR and ARNG students attending WOAC (WOAC-RC Phase 2 and 4 students will not go to finance). 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:

You should arrive one day prior to the course start date.

Lodging reservations can be made by calling 800-677-8356 or online at [IHG - FLW](#)

Note: Students arriving in "Wait Status" may be required to seek lodging off post.

To ensure room availability, reservations should be made 45 days prior to course start date, and confirmed two weeks before you arrive.

5. Uniform:

OCP or ACU is the duty uniform.

Army Service Uniform (ASU): Commandant's Reception & Graduation requirement.
(Female officers ensure you bring your skirt)

MEMORANDUM FOR: USAES 120A Warrant Officer Advanced Course (WOAC) Students

Improved Physical Fitness Uniform (IPFU)/ 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).

In anticipation of varying weather conditions, you must be proactive in bringing the most appropriate seasonal wet weather and/or cold weather gear/uniforms.

Packing list: other than those items listed above in 5a-d, there is not a standardized packing list for this course.

6. Army Physical Fitness Test (APFT) Standards:

Warrant Officer Advance Course students will take the Army Physical Fitness Test within two days of the course start date (date to be determined by faculty and staff availability). 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.

You are not authorized to attend WOAC 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.

7. Army Body Composition Program Standards:

WOAC students are required to report in compliance with AR 600-9 and will be screened immediately following the APFT. If you should fail your initial body composition screening, only one re-tape will be allowed and will be administered no earlier than seven days and no later than 14 days from the test failure date.

8. For your orders:

Per ATRRS, transportation will not be provided.

WOAC course students should be authorized the use of a POV or rental vehicle by the order issuing/approving official.

In and around mileage for the Warrant Officer Advanced Course students that travel by Privately Owned Vehicle (POV) should be authorized by the order issuing official as follows:

30 miles per day, if assigned on-post lodging

35 miles per day, if assigned off-post lodging

If you are in a 'Reserved' status, you will receive a meal card during company in-processing for weekdays only. You must be authorized full per diem for all weekends and holidays.

MEMORANDUM FOR: USAES 120A Warrant Officer Advanced Course (WOAC) Students

IAW Institutional Training Directed Lodging and Meal Policy (ITDLM), dated 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 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 TCS 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>.

Ensure that you visit the FLW website under Garrison and familiarize yourself with the post policy letters at <http://www.wood.army.mil/newweb/policies.html>

Motorcycle usage is authorized; however, mandatory training will be required and mandated by the U.S. Army and the FLW Installation Safety Office (ISO).

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.

If you experience travel, arriving or reporting issues, contact Charlie Company, 554th Engineer Battalion Chain of Command, as well as CW3 Fleck.

MEMORANDUM FOR: USAES 120A Warrant Officer Advanced Course (WOAC) Students

11. Distance Learning Requirements:

The following are distance learning requirements that must be completed prior to arrival and failure to do so may result in dismissal from course and return to unit with a "failed to meet course standards" AER.

Action Officer's Development Course (AODC) is an enrollment requirement.

- Log into <http://www.train.army.mil/>
- Click on the "my courses" tab.
- Click on the 131 P00 hyperlink and follow the instructions given.

WOAC Common Core –

- Follow this link: [EN CCC Common Core DL](#)
- Fill out the registration form for the EN CCC Common Core DL.
- Your enrollment will be processed within one working day.

Students attending WOAC-RC Phase 2 and 4 need - [120A WOAC RC Phase III](#)

Commander's Safety Course. This course should be completed before assuming command of any echelon. You only have to complete it once in your career.

- Log into AKO
- Under the "Self Service" Tab, click on My Training.
- Click on the "ATTRS" logo. This will open a new window.
- Enter course number 2G-F94V3.1 into the search box and hit enter.
- Register and complete the course.

The following courses are graduation requirements and may be completed during the resident phase: (Highly recommended to complete prior to arrival)

DSCA Phase 1 - [Defense Support of Civil Authorities](#)

ACQ 101 - [Fundamentals of Systems Acquisition Management](#)

FE 201 - [Intermediate Facilities Engineering](#)

12. 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)

MEMORANDUM FOR: USAES 120A Warrant Officer Advanced Course (WOAC) Students

13. The point of contact for this welcome letter is listed below:

NICHOLAS FLECK
CW3, EN
Chief, 120A Warrant Officer Advanced Course
Warrant Officer Training Division (WOTD)
Department of Instruction (DOI)
Work: (573) 596-0131 ext. 6-8201
Cell: (314) 682-9127
Email: nicholas.l.fleck.mil@mail.mil

//ORIGINAL SIGNED//
DONALD D. BOND
CW4, EN
Chief, 120A Warrant Officer Training Division
Department of Instruction (DOI)
Department of Training & Leader Development
United States Army Engineer School (USAES)



Fort Leonard Wood Cantonment Facilities

Proceed on Iowa Ave from main post cantonment area. Go past the Waynesville-St Robert Airport and turn right on to Winchester Rd/FLW 28. The turn is marked by a Brown sign that reads TA244, Prime Power School. Drive approx. 3/4ths of a mile and enter the TA 244 training area. You will pass through an unmanned, large steel gate. Take the first right into the parking lot. There are three identical buildings in a row, 5047-5049. Your classroom is will be in building 5049A.

MEMORANDUM FOR: USAES 120A Warrant Officer Advanced Course (WOAC) Students

