



## 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

02 December 2016

MEMORANDUM FOR: 120A 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, 554<sup>th</sup> Engineer Battalion, and the course cadre, welcome to the 120A Warrant Officer Basic Course.

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.

### 2. Reporting & Signing-In.

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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, non-PCSing 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)

PCSing students will In-processing Installation 10 – 15 days prior to your course start date, if able. This will allow you enough time on the front end to complete all in-processing requirements prior to starting your course.

Soldier Support (National Guard & Army Reserve only) if you face any difficulties before and during the course, listed below will be your primary point of contact: CW4 Frank O. Davis. Senior Warrant Officer Advisor (ARNG) Office 573-563-7119 DSN 676-7119 [frank.o.davis.mil@mail.mil](mailto:frank.o.davis.mil@mail.mil)

### 3. Company In-processing:

**You will report for in-processing operations on Training Day 1 (normally Monday morning) at 0700 in ACU/OCPs at Building# 5048 TA 244.** 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 WOBC-RC. 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, for unaccompanied students, 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) & for the course graduation requirement.**

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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 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.

### 6. Army Physical Fitness Test (APFT) Standards.

All Warrant Officer Basic Course students will take the Army Physical Fitness Test on Training Day 2 of the course (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. This initial APFT will be a part of your course/phase introductory requirement for Phase I (Survey & Design). 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 PCS/TCS orders.

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

In/around mileage for the Warrant Officer Basic Course students that travel by Privately Owned Vehicle (POV) should be authorized the miles/day ratings considering the course classrooms are about 10 miles one way from where they will be billeted:

**30 miles per day, if assigned on-post lodging**

**35 miles per day, if assigned off-post lodging**

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 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), dtd. 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 PCS/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>.

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

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're interested in earning the one of the following credentials while you are in WOBC, we will provide you with the appropriate steps to solidify an active application and examination fee process of the credentials. Listed below are credentials that will be discussed during the course:

Certified Associate in Project Management (CAPM)  
Project Management Professional (PMP)

Listed are curriculum that are integrated into the course and you will be evaluated:

OSHA Outreach Training in the Construction Industry  
Associate Constructors (AC) Level I

13. Emergency Contact numbers.

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

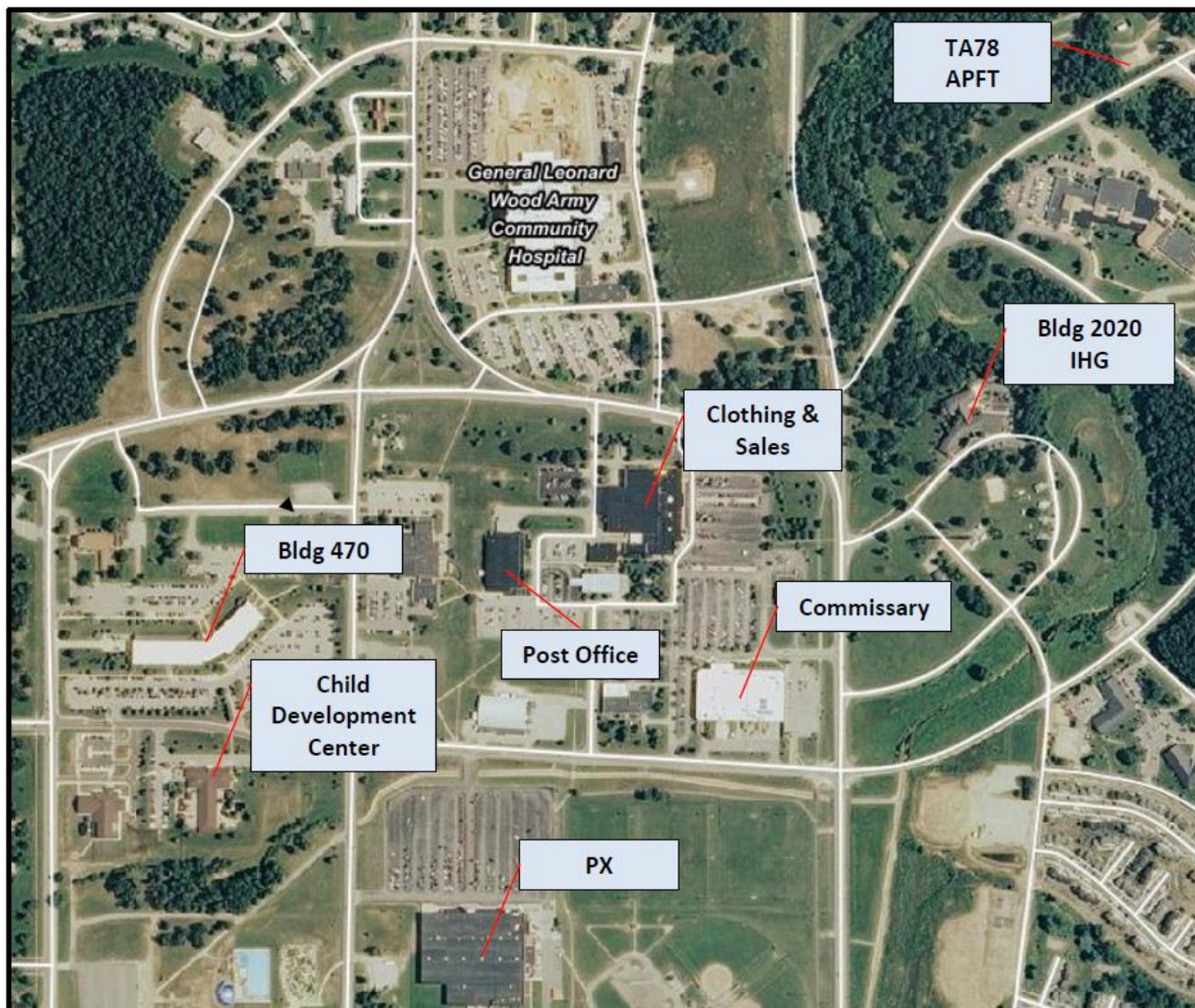
14. Thank you for your time, the point of contact for this welcome letter is listed below:

CW3 Fleck Nicholas, PMP  
Construction Engineer Technician  
120A WOBC/WOAC Instructor/Writer  
Office: (573) 596-8202  
[Nicholas.l.fleck.mil@mail.mil](mailto: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)

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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 will be in building 5048.

