



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-DOI-WOTD

26 June 2015

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

SUBJECT: WOBC Welcome Letter

On behalf of the Regimental Chief Warrant Officer and the Warrant Officer Training Division, welcome to the 125D Warrant Officer Basic Course.

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

1. Travel information:

- a. 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.
- b. Air Travel: Three local airports service Fort Leonard Wood: Lambert - Saint Louis International Airport (STL), Springfield Regional Airport (SGF), and Waynesville – St. Robert Regional Airport (TBN) (known as Forney Army Airfield) located on the installation. Most major carriers fly into both Springfield, and Lambert-St. Louis Airports.
- c. From Lambert - Saint Louis International Airport (STL) (130 miles northeast of Fort Leonard Wood) both bus and air transportation is available. Cape Air® airlines serves Fort Leonard Wood directly to Waynesville – St. Robert Regional Airport (TBN) and you can take a bus to Fort Leonard Wood from the Greyhound “Bus Port” from the lower level. There is a USO open 24 hours on the lower level of the terminal near the baggage pickup.
- d. Springfield Airport is 90 miles west-south-west of Fort Leonard Wood. It has no military facilities and no direct air or bus transportation to Fort Leonard Wood. Take a cab to the Springfield bus terminal for a Greyhound Bus or take it directly into Fort Leonard Wood.
- e. Bus transportation into Ft. Leonard Wood is serviced by Greyhound. Greyhound “Bus Port” at Lambert Int’l Airport is on the lower level. Buses depart from Lambert Int’l Airport at 0840 and 1615. Travel time to Ft. Leonard Wood (FLW) is about three hours and the approximate cost is \$25.00 one-way. For the return trip to Lambert Int’l Airport, buses depart FLW at 0335, 0955, 1355, and 1930. Springfield bus transportation is at the Springfield Greyhound terminal. Buses depart at 0735 and 1810. Travel time to FLW is about two hours and the approximate cost is \$30.00

one-way. For return trip to Springfield Airport, buses depart FLW 0345, 1135, and 2050.

- f. For taxi service, check local phone book for listings. Use approved taxi services such as Yellow Cab, limousine, and airport van shuttle that will produce a receipt.
- g. Fort Leonard Wood has an airline ticket and travel office, which handles leisure as well as official travel arrangements. The phone number is (573) 329-4141.
- h. Retain all transportation receipts for reimbursement and retain any hotel receipts for filing with your travel voucher.

2. Reporting and signing in:

- a. Upon arrival to Fort Leonard Wood, report to Building 470, the post Billeting Office, to obtain your room assignment, key, and request a mailbox at your quarters.
- b. 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 to any event. Be vigilant of heightened security on government and military installations; ATTACHED MAP is UNCLASSIFIED.

3. In-processing:

- a. Charlie Company, 554<sup>th</sup> Engineer Battalion conducts in-processing on Monday morning at 0730 in in Army Physical Fitness Uniform (APFU) at 1702E Cooley Ave. (**Building across the parking lot from Pizza Hut – see attached map**). 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.
- b. **Temporary profiles that preclude you from taking the APFT are not authorized. You may not attend WOBC with a temporary profile.**
- c. A prerequisite to enrollment into WOBC, a weigh-in is conducted to determine compliance within authorized weight tables outlined in AR 600-9 will be administered. Students over their screening weight will be taped for body percentage. Failing to meet height and weight standards will result in a record of the failed standard on the Academic Evaluation Report. This is an official Army Professional Development course; you will receive an Academic Evaluation Report (AER) upon graduation or if dropped from the course.

4. Lodging:

- a. You should arrive at least one (1) day prior to the course start date.

- b. Reservations may be confirmed by calling (573) 596-8330 / 0999 or checked online at <http://www.ihgarmyhotels.com/pal/en/us/home>.
  - c. To ensure room availability, reservations should be confirmed at least two weeks in advance with the receptionist.
5. Uniform:
- a. Authorized duty uniform is Army Combat Uniform (ACU).
  - b. **Seasonal wet weather and/or cold weather gear is required.**
  - c. **Army Service Uniform (ASU) is required for graduation and the Commanding General's reception. Bring your ASUs.**
  - d. **You will conduct and lead PT. Pack the appropriate seasonal APFT uniforms and GTA 07-08-003 Quick reference Card to assist with Physical Readiness Training (PRT).**
  - e. **Casual or Smart Casual clothing for social gathering on offsite events is required.**
  - f. Packing list: other than those items listed above in 5a-e, there is no official packing list.
6. APFT standards:
- a. Warrant Officer Basic Course students will take the Army Physical Fitness Test (APFT) within two days of the course start date (date to be determined by faculty and staff availability). One retest is allowed and will be administered no earlier than seven days and no later than 30 days from the test failure date.
7. Height and weight standards:
- a. All students are required to report in compliance with AR 600-9, the Army Weight Control Program.
  - b. You are not authorized to attend WOBC with a temporary profile that precludes you from taking the standard three (3) event APFT.
  - c. Permanent profiles are authorized and must be presented prior to taking the APFT event.

## 8. For your orders:

- a. **Per ATRRS, transportation is not provided.**
- b. **All NCOES, WOES, and OES course attendees should be authorized the use of a POV or rental vehicle by the order issuing/approving official.**
  - i. In and around mileage for all other resident service school students that travel by POV may be authorized by the order issuing official as follows (excluding Sapper Leader Course):
    1. **15 miles per day, if assigned on-post lodging**
    2. **20 miles per day, if assigned off-post lodging**
  - ii. A POV or rental car is the most convenient mode of transportation. It is STRONGLY RECOMMENDED that you drive a POV or rent a car. The only other means of transportation are taxi cabs. There is NO shuttle service available to meet the course requirements. All POVs must be registered and insured. POVs are not required to be registered on Fort Leonard Wood.
- c. **You will receive a meal card for week-days only, no meals are provided on weekends or holidays. You must be authorized partial per diem for all weekends and holidays.**
- d. 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.

## 9. Emergency phone numbers:

- a. DUTY HOURS: (573) 596-0131 ext. 6-0800 (Charlie Company Orderly Room)
- b. NON DUTY HOURS: (573) 596-0131 ext. 6-0989 or 6-0855 (554 EN BN Staff Duty)
- c. NON DUTY HOURS (573) 596-0131 ext. 6-0224 (1st EN BDE Staff Duty)

## 10. Class schedule:

- a. Classes are held from 0830-1700 Monday through Friday, excluding federal holidays. A training schedule will be provided on day one. In the event that the weather is unfavorable or other delays occur, training will be executed on Saturdays, as necessary.

## 11. The following web-based training must be completed prior to arrival for Day Zero:

- a. Computer user training – print and bring completion certificate to in-processing. Click on the link that says DOD Cyber Awareness Challenge Training. The unit's Information Assurance Certificate will not suffice.  
(<https://ia.signal.army.mil/DoDIAA/default.asp>)
- b. Anti-terrorism training – print and bring certificate to in-processing.  
(<https://atlevel1.dtic.mil/at/>)
- c. Vehicle Accident Avoidance Course – print and bring certificate to in-processing.  
(<https://safety.army.mil/training/ARMYACCIDENTAVOIDANCECOURSE/tabid/982/Default.aspx>)
- d. Army Composite Risk Management – print and bring certificate to in-processing.  
(<https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx>)

## 12. Special instructions:

- a. Report in Army Physical Fitness Uniform (APFU) to 1702E Cooley Ave at 0730 with the following documents (copies) in your possession (listed below):
  - ❖ PCS Assignment Orders if TDY en-route) x 2
  - ❖ DA Form 3349 (Permanent Profile) x 2
  - ❖ DD Form 93 (Record of Emergency Data) x 1
  - ❖ SGLV 8286 (Service Member Group Life Insurance Certificate) x 1
  - ❖ DA Form 31 (Request And Authority For Leave ) x 2
  - ❖ DD Form 1610 (Authorization For TDY Travel) x 2
  - ❖ Forwarded clearance via Joint Personnel Adjudication System (JPAS) to Security Management Office (SMO) code: W0VLAA3
  - ❖ Marriage and Birth Certificates of dependents accompanying you x 2
  - ❖ Shot Records (Oct – Dec for FLU shot)
  - ❖ Copy of ORB (Branch Manager Visit) x 1
  - ❖ Student Personal Data Sheet (found on C Company [website](#))
  - ❖ DOD Cyber Awareness Challenge Training Certificate x1
  - ❖ Anti-terrorism training Certificate x1
  - ❖ Vehicle Accident Avoidance Course Certificate x1
  - ❖ Army Composite Risk Management Certificate x1
- b. Ensure your CAC card is registered through your local DEERS and NIPRNet Enterprise Center (NEC) facility for access and administrative processing throughout the Fort Leonard Wood's network enterprise domain. Ensure that the CAC is not restricted to only your local installation and your Outlook profile is up to date with the appropriate administrative, location and contact information. Current exception will be for Soldiers arriving from OCONUS and Hawaii, as those accounts are not part of

CONUS domains requiring student to have student accounts or have their accounts be temporarily transferred to Fort Leonard Wood.

- c. Have your SIPR token card available for access onto the Fort Leonard Wood SIPRNet network. Ensure your SIPR token card is registered through your local NEC facility before arrival to Fort Leonard Wood.
- d. Ensure that you visit the FLW website under Garrison and familiarize yourself with the post policy letters: <http://www.wood.army.mil/newweb/policies.html>
- e. Motorcycles are authorized and it is required that you meet all mandatory training requirements, mandated by Army and FLW installation regulations. See <http://www.wood.army.mil/newweb/safety/index.htm> for FLW vehicle safety information.
- f. If you experience travel, arriving or reporting issues, contact C Co., 554 (9 above), as well as CW3 Hashagen (below). If you reach voicemail, leave a detailed message, as well as your contact information.

13. Please email or call if you have any questions.

CW3 Scott E. Hashagen  
Work: 573-596-0131 extension: 35102  
Email: [scott.e.hashagen.mil@mail.mil](mailto:scott.e.hashagen.mil@mail.mil)

*//ORIGINAL SIGNED//*  
SCOTT E. HASHAGEN  
CW3, EN  
WOBC Instructor/Writer



**Overview Map of key locations**

See links for more information:

<http://www.wood.army.mil/FLWmaps.htm>.

[http://www.wood.army.mil/DPWHSG/flw\\_information.htm](http://www.wood.army.mil/DPWHSG/flw_information.htm).