



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 554TH ENGINEER BATTALION,
1ST ENGINEER BRIGADE
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
5872 MICHIGAN AVENUE
FORT LEONARD WOOD, MO 65473



ATSE-DEC

15 January 2015

MEMORANDUM FOR All Engineer Captain Career Course Students

SUBJECT: Welcome Letter from the Commander, Charlie Company 554th Engineer Battalion

1. If you are receiving this letter it is because you currently hold a Reserved or Wait status in ATRRS for the ECCC Course 1-15 with a report date of **9 January 2015**. The graduation date is **26 June 2015**.

2. **Welcome to 554th EN BN.** My name is CPT Rodney Lorenzen and I am the commander for C Co., 554th EN BN, to whom you will be assigned upon your reception at Fort Leonard Wood. Prior to your arrival I wanted to take a minute to send you some information about requirements and standards of the course and what you can expect during your time here.

3. **Welcome to the ECCC.** Welcome to the Engineer Captain's Career Course. I hope you will enjoy your stay at Fort Leonard Wood. I encourage you to make the most of your time here. Be advised that while this is a good opportunity to enjoy time with your family and / or recover from deployments, this course is challenging and will require long hours of study time and preparation. Do not take your academics lightly, but whenever possible get out and enjoy all the good things this installation and the surrounding areas have to offer. If you have any questions, do not hesitate to call the company.

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

a. REPORTING AND SIGNING IN

(1) Your first stop once you have arrived at Fort Leonard Wood is the company, located in BLDG 1702E on Cooley Avenue (see enclosure 6). If you arrive after working hours (**during block Holiday Block Leave (HBL), 20 December 2014 – 2 January 2015, see enclosure 9**), you may go directly to BLDG 470, the post Billeting Office, to obtain your temporary room assignment and key while you look for your permanent residence. Outside hotel arrangements have to be approved by billeting on post. If you decide to stay off post without billeting approval, you may not be authorized for a refund. If you arrive during the weekend, please report to the company at 0800 on Monday (**0900 during HBL, 20 December 2014 – 2 January 2015, see enclosure 9**).

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(2) **PTDY**- You may take your 10 days of PTDY in conjunction with regular leave. PTDY is used to find a place to live, not as free time to travel or "hang out". You may stop by the company first to check in (**during block HBL, 20 December 2014 – 2 January 2015, see enclosure 9**), and obtain guidance for inprocessing and then resume your PTDY or you may report after your PTDY is completed. Either way we will give you 10 days to secure a residence. In order to take PTDY, you must have an O5 signature in block 13 of your DA-31 permitting you to take PTDY. If you do not have permission from your losing unit, you may request PTDY from the 554 BN Commander. Requests must be submitted during duty hours M-F 0800-1700 at C/554 operations in (**during block HBL, 20 December 2014 – 2 January 2015, see enclosure 9**). You do not have to stop by the unit if you have an O5 signature. Go to the housing office at bldg. 470 and get a stamp from the housing office. If you fail to get the stamp from housing, you will be charged leave instead of PTDY.

IN-PROCESSING

(1) Upon arrival at C Co., 554th, the company operations personnel will guide you through the in-processing steps in (**during block HBL, 20 December 2014 – 2 January 2015, see enclosure 9**). **Do not attempt to inprocess in civilian clothes.** Have a pair of ACUs with you when you travel. All inprocessing on post will be done in ACUs.

(2) Please note that in ATRRS the report date is stated as 9 January 2015. This is a date that is dictated by ATRRS, which only reflects course content dates and not dates required to in-process post. As this course dictates a PCS move, we ask that you arrive NLT than 10 December 2014 so that we can give you ten days to find a home, receive household goods, in-process post and get yourself and your family settled into the community before Holiday Block Leave which is **TENTATIVELY** scheduled from **20 December 2014-2 January 2015** and all the organizations on post will be on a half day schedule. **Soldiers may submit leave and pass requests up to Friday, 12 December 2014.**

(3) The first hit time for all U.S. Students is at **0500 on 9 January 2015** at Charlie Company for Height and Weight (H/W), uniform is IPFUs. Subsequent timeline will be provided following H/W.

(4) **IMPORTANT:** The weigh-in will be a discriminator in the event the class is overbooked; missing this event can cause you to be deferred to a later class. **All events on 9 January 2015 and thereafter are mandatory;** do not try to get out of them by scheduling in-processing or household goods delivery during that time. Roll Call will be at 0500 on **12 January 2015** at Lincoln Hall Auditorium.

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(5) **IMPORTANT:** There will be a record APFT given the second week after arrival. Profiles or recovery time from previous profiles will not be an acceptable excuse to miss the APFT. If you PCS with a profile preventing you to take the APFT, you will be pulled from the class and held until a later class when you are deemed physically capable of conducting/passing the APFT. This is a course requirement and nonnegotiable. Your orders state that you must be capable of passing an APFT prior to attending the course.

(6) **For Active Duty and AGR personnel you are required to be signed in by COB on 9 January 2015 (early reporting is authorized).** Reporting late can only be authorized, via waiver, by the Battalion Commander. For NG/USAR individuals whose report date is **9 January 2015**, we understand that your state and orders issuing authority follow ATRRS guidance. We ask that you talk to your orders issuing authority about a possible amendment to allow you to report earlier so that you can properly PCS to Ft. Leonard Wood and get settled in – otherwise you will be missing valuable classroom instruction within the first week in order to finish in-processing post and getting settled. Just like your Active Duty/AGR counterparts you will be required to secure your own housing on or off post. Please remember that for all NG/USAR individuals this is a PCS move; you will not be in TDY status.

(7) For those of you who have not yet found a place to live in the area, please view what is available on www.ahrn.com, as well as checking with the FLW Housing office, <http://www.ftlwoodfamilyhousing.com/defaultFamily.aspx?cid=11>

(8) Weapons **must** be registered within 72 hours of your arrival at the Provost Marshal Office, Building 1000 IAW FLW Reg 210-25. Weapons **are not authorized** to be kept in on-post temporary billeting. Those living off post can maintain their weapons in their quarters. Concealed weapons and storing weapon in vehicles on post is illegal. If you have a weapon and you don't have someone who lives off post who can store it, you can come by the company and we can store it in the B Company's arms room until your housing is established. An alternate location to store your weapon is the St. Robert Police department.

b. HOUSING

(1) Reservations may be made by calling 1-877-711-8326 or by e-mail but are not necessary. To ensure room availability, reservations must be made at least two weeks in advance. E-mail reservations may be made by going to the Lodging web page, which can be accessed from the Fort Leonard Wood Home page. The Lodging URL is <http://www.ihgarmyhotels.com/pal/en/us/home> . It is requested that calls to the 1-800 number be made between 07:30 and 16:00 Monday through Friday. Temporary billeting fills quickly especially during the summer months. The earlier you arrive and reserve, the better.

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c. TRANSPORTATION INFORMATION

(1) Transportation to Fort Leonard Wood.

(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 Field in Saint Louis, Springfield Regional Airport, and Forney Army Airfield located on the installation.

i. From Lambert Field (130 miles northeast of Fort Leonard Wood) both bus and air transportation is available. Trans World Express 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.

ii. 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.

iii. 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.

(2) Transportation.

(a) Per ATRRS, transportation is not provided.

(b) A POV is the most convenient mode of transportation. The only other means of transportation are taxi cabs and a very limited shuttle bus service. All POVs must be insured (with proof of insurance), and registered with valid license tags. POVs are not required to be registered on Fort Leonard Wood.

(c) Motorcycles are authorized and require the same insurance and registration as automobiles. **You must report to the Provost Marshall Office (PMO) building 1000 to receive a temporary authorization to operate the motorcycle on post. ALL motorcycle riders will come see the company commander and enroll in the company's motorcycle mentorship program IAW Command Policy #4.**

(d) There is a commercial taxi cab service on Fort Leonard Wood for any trip on post, from point to point. The taxi service will go on and off post and pick-up from off post for an additional fee.

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e. RECORDS

(1) Please review your ORB and iPerms prior to arriving to the ECCC. You will need a printout of your current ORB during inprocessing. If you have the time prior to your arrival, square your records away with your current S1. If this isn't possible you can visit the 554th EN BN S1 once you arrive and in-process post and they will schedule an appointment with BLDG 470 for you. This is important as all Active Duty officers will be required to turn in a copy of their updated ORB (with picture) to me during the in-briefing process. This is critical as HRC will be utilizing your ORB and iPerms to assist in their determination of your follow-on assignments. Do not be that student that has an ORB without a photo or outdated one (with LT rank, Class A's, etc).

(2) Current copy of DD-93 and SGLV.

(3) Three copies of PCS Orders bring you to the ECCC.

(4) Current IA (Cyber Awareness Challenge) Certificate. You must be deleted from your losing unit's computer network prior to arrival. We cannot issue you a Fort Leonard Wood computer network account if you are attached elsewhere. Please ensure your IA training is up to date and will not expire while in class.

f. UNIFORM

(1) ACU is the class uniform. The PC is the authorized daily headgear. All students will wear the Engineer School patch (pictured below) which can be found at the PX or Clothing and Sales Store, located across from the Commissary.



(2) Seasonal wet weather and/or cold weather gear is also recommended.

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(3) **Army Service Uniform (ASU)** is required for graduation and an evening formal (including your Army bowtie). Females are required to wear both skirt and pants during different formal events. Red socks, Stetsons and spurs are not authorized.

g. APFT STANDARDS: Per Army Directive 2012-20, passing the APFT is a graduation requirement. If you fail to meet APFT standards during the initial test, you will be flagged. You will be retested no earlier than 7 days and no later than 24 days. Failure to pass the APFT and/or meet AR 600-9 body fat standards will result in course failure and you will be removed from the course immediately. Alternate event profiles are authorized. However, if you are on profile, cannot take an alternate event, you will not be admitted into the course per AR 350-1 standards. **No temporary profiles are authorized.**

h. HEIGHT AND WEIGHT STANDARDS

(1) IAW Army Directive 2012-20, all students are required to report in compliance with AR 600-9. Meeting height and weight standards is mandatory for course graduation.

(2) If you fail to meet height/weight standards during the initial weigh-in you will be allowed one retest no earlier than 7 days and no later than 24 days. You will be flagged and enrolled into the Army Body Composition Program (ABCP).

(3) Failure to meet AR 600-9 standards during second screening will result in immediate removal from the course.

i. EMERGENCY PHONE NUMBERS

DUTY HOURS (573) 596-0800 (Company Orderly Room)

NON DUTY HOURS (573)-596-0606 (554th EN BN Staff Duty)

j. RESERVE COMPONENT LIAISONS

(1) ARNG: Deputy Assistant Commandant-National Guard
DSN 676-4034, Commercial (573) 563-8046

(2) USAR: Deputy Assistant Commandant-USAR
DSN 676-4033, Commercial (573) 563 8045

k. CLASS SCHEDULE

(1) Classes begin on the first Monday of the course and continue five days a week throughout the course. You will be provided a training schedule on or around the start date of the course.

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(2) Depending on the time of year you will be at course, Federal Holidays and some Training Holidays will be observed.

(3) Passes and leave during POI Training hours for reasons other than emergencies are prohibited. Do not request passes or leave in advance during scheduled training time. Do not plan on taking leave during class hours.

2. Please email or call if you have any questions. Due to the limited amount of cadre no individual sponsors will be assigned but you may ask questions/assistance at any time before and after your arrival at FLW.

SSG Efrain Arias efrain.a.arias.mil@mail.mil
SGT Emily Stevens emily.w.stevens.mil@mail.mil
Work: (573) 596-0800

1SG Jose Munoz jose.a.munoz.mil@mail.mil
Work: (573) 596-0131, ext 67351

Encl:

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Information

//Original Signed//
RODNEY S. LORENZEN
CPT, EN
Commanding

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Enclosure 1 (Special Instructions)

a. IMPORTANT!!!!!! It is critical that you **DO NOT** log on to any computer here at Fort Leonard Wood prior to obtaining a Fort Leonard Wood Email account, failure to follow this direction will cause great hardship for you. You will be given a guest account which will only allow you to visit certain sites. Without a Fort Leonard Wood Email account you will not be able to access Black Board or Outlook. **You are required to bring your completed certificate for Information Assurance Training (Cyber Awareness Challenge). The certificate must be valid and not expire while here. IA training is mandatory and is valid for one (1) year. Without this certificate you will not be given a Fort Leonard Wood Email Account. Additionally, you MUST ensure that your email account is deleted at your present duty station, failure to do so will only extend the time required for you to obtain a Fort Leonard Wood Email Account.** We will verify that you have signed up on Army Training and Certification Training System (ATCTS) and that you are moved under our hierarchy.

b. Ensure your CAC card is registered. You must sign out of your home station email server (outlook account). You will not be entered to the FLW DOMAIN unless your home station account is disabled. If your IA training certificate is not current or will expire shortly upon arrival to Fort Leonard Wood, retake the training through the following site: <https://ia.gordon.army.mil>. A Certificate of Completion will not suffice and won't be accepted by the FLW IASO personnel. FLW IASO will not accept training certificates specific to your units.

c. I also need you to ensure that you go to the FLW website and under Garrison, read and familiarize yourself with the post policy letters:
http://www.wood.army.mil/wood_cms/manscen/3344.shtml

d. You will need to bring a copy of your DD Form 93, Emergency Data Notification and your SGLV Form, Life Insurance Election (in hand). These documents are required by Fort Leonard Wood, Student Records Section.

CONTRACTING OFFICER REPRESENTATIVE (COR) ACCREDITATION:

Prior to your completion of the course you are required to sign on to the Defense Acquisition University <http://www.dau.mil>, create an account, and register for the following courses:

CLM006- Contracting Overview

CLM003- Overview of Acquisition Ethics

CLC011- Contracting for the Rest of Us

CLC106- Contracting Officer Representative with a Mission Focus

You **MUST** complete these courses prior to graduation in order to meet the Contracting Officer Representative (COR) requirement. If you sign up now you can complete these prior to the start of the course (or at least get a head start on them).

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Enclosure 2 (Snowbirding)

All Captains are required to fill empty seats if they haven't attended the ECCC. Do not ask to do the Professional Development Program prior to the course, it is not allowed!

If you are deferred to the next course (ECCC 5-15 starting 1 May 2015) due to overbooking, we will work with various agencies on-post to accommodate your desires while waiting, although we can't guarantee any given job. **If you arrive early or are deferred from the course, you will be utilized within the Battalion or Brigade as needed. Schools can be requested but not every request can be honored.**

Schools:

If you would like to further your Army education while here, there are various schools which we can work towards enrolling you in. The Counter Explosive Hazardous Center (CEHC) offers a variety of courses from EOCA to R2C2 to ITS which we can work toward enrolling you in, as well as certain search courses offered by the MP Schoolhouse.

Many have asked me about the Sapper Leader Course. All students must go through the five week battalion train-up prior to the Battalion Commander approval. Currently, all Captains are restricted from Ranger or Sapper Schools and 1LT slots are limited. We have had luck by having Soldiers walk-on, but you must have completed the battalion train-up. This is a pre-requisite for the course. Visit www.wood.army.mil/sapper for details. Please do not assume that we can just get you into Sapper school because it's in the brigade and because you are a Captain. Understand that there is an OML, and precedence on the wait list goes to Lieutenants going / assigned to a Sapper unit.

Note: The Sapper/ Ranger physical must be completed before you will be able to attend the train up. This is non-waiverable so you may need to complete the physical prior to arriving to FWL. The physical is good for 2 years.

If schools are not what you desire, in the interim we can assign you to a directorate here on the installation (USACE, CDID, CEHC, MDOT, USAES, etc.) or place you in one of the battalions within the 1st EN BDE, where you will most likely be utilized as an SPO/A-S3.

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Enclosure 3 (Blackbirds/Professional Development Program)

1. The PDP is dedicated time set aside during an officer's career that allows him or her to focus upon completing higher level educational degree requirements without competing operational demands. It is a privilege granted due to the mutual benefit gained through the professional development of the officer and improved engineer officer corps. However, its authorization is secondary to the needs of the Army, the U.S. Army Engineer School (USAES), and the 554th Engineer Battalion's mission to produce ECCC qualified captains for the force.

2. Students that are actively enrolled in the ECCC will be allowed the opportunity to start their PDP. Please remember that enrollment to the PDP is subject to enrollment to the ECCC and any enrollments done prior to your arrival are your own responsibility (both financially and academically) if you do not get into the ECCC. **No verbal agreements with HRC or previous commanders will be honored to allow you to complete your degree prior to the course start.** Once you graduate the ECCC, you will be given up to six months to focus entirely on finishing your degree. This can be further discussed with your branch manager CPT Ian O'Sullivan during his visit to your class.

3. Attendance and enrollment in the PDP will make you incur an Additional Service Obligation (ADSO), even if you pay for your classes out of pocket. Acknowledgement of this agreement will be documented at the company and forwarded to HRC.

4. Eligibility. Any captain that desires to enroll in the PDP must meet the following minimum requirements for eligibility:

a. **ECCC graduate in good academic standing.** The primary purpose of any captain arriving to C/554th is successful completion of the ECCC. The 554th EN BN must fill all available ECCC slots for any given class. To do this, any pre-ECCC captain that reports early, is available to fill an empty slot, regardless of previously scheduled class dates. Pre-ECCC captains provide an "available" pool to ensure all ECCC classes begin at capacity. No Pre-ECCC captains will enroll in PDP. Students on academic probation at any time during ECCC will not be allowed to participate in PDP

b. **Not subject to any adverse personal action.** Any captain remaining at Fort Leonard Wood (FLW) following their ECCC graduation subject to adverse personal action (i.e. investigation, courts martial, or other UCMJ proceedings) or otherwise "flagged" (Suspension of Favorable Personal Action) IAW AR 600-8-2, cannot enroll in the PDP.

c. **Able to pass the Army Physical Fitness Test (APFT) IAW FM 7-22.**

d. **Able to pass the Army Height/Weight Standards IAW AR 600-9.**

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Enclosure 4 (FRG, Families)

If you will be accompanied by your Family, please forward this portion of the letter to them:

Dear Family member:

1. **Welcome to Fort Leonard Wood.** You are an integral part of our community and we want you to have a great experience here at FLW. Upon arrival, if you have any questions, please do not hesitate to call the company. You and your sponsor will have the opportunity to attend a spouse orientation given by the company on **13 January 2015 at 3:30PM**. You will have the opportunity to meet other spouses and get their information. You will also be formally welcomed by the battalion commander. If you had bad experiences in the past with FRGs, I urge you to reconsider being actively involved in ours. As the spouse of an Army leader, your contributions are crucial to our Soldiers and your input is greatly appreciated.

2. **Army Services:** The Army Community Service offers many services to include childcare and financial planning. The installation offers two pools, one go-kart track, PX, commissary, fishing, free movie theater, mini golf, bowling alley, and five gyms.

3. **Surrounding Area:**

a. Lake of the Ozarks: 75 miles away, offers boating, fishing, pools, game centers, mini golf, shopping, etc. They also have resort hotels.

b. Branson: family friendly "Las Vegas" style town that offers many attractions throughout the year.

c. St. Louis area: 134 miles, you can enjoy the Arch, Six Flags, shopping, plays, dining, etc.

d. Springfield: 75 miles away, offers shopping, dining, etc.

e. Kansas City: 203 miles away, Adventure Oasis Water Park, Worlds of Fun amusement park, National WWI Museum, Starlight Theater, shopping, BBQ, dining, and more.

4. **MWR.** The MWR website offers free or discounted tickets to many attractions and free movie passes to the Waynesville cinema. <http://fortleonardwoodmwr.com/>

5. **Contact information.** Please do not hesitate to contact me or one the following spouses and agencies if you have any questions:

a. C Co Operations: 573-596-0800

b. CPT Douglas Marsh 573-596-0800

c. Chaplain CPT Bain: 573-289-9411

d. Tricare Appointment Line: 866-596-1490

e. Emergency Room: 573-596-0456

f. Pharmacy: 573-596-0128

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Enclosure 6: Packing List

- ACUs (serviceable)
 - Patrol Cap (PC) for everyday use
 - Beret for ceremonies/receptions
- Army Service Uniform (not Dress Blues)
 - Females need both skirt and pants
 - No suspenders
- Green fleece jacket or ACU gortex for cold weather formations
 - Gloves must be black and be in the Approved Products List
- Improved Physical Fitness Uniform – all components
 - Short sleeve shirt
 - Long sleeve shirt
 - Black summer shorts
 - Long winter pants
 - Grey jacket
 - Leather gloves with black or green inserts
 - Fleece cap (no black)
 - Road-guard vest (red and white only –provided by the company)
 - No individual compartment shoes (i.e. Vibram 5 finger)
- Ranger/Sapper School
 - Ranger School is a TDY or TDY en route course. It is not funded through 554th EN BN. We are not funded to provide any items within the packing list to include markers, weapons cleaning kits, notebooks, acetate, etc.
- Sapper School
 - We can support certain item for Sapper School candidates since the course is in FLW and students are part of the company when they attend. However, bring your TA-50, if you don't, all we can do is let you draw it from CIF. You will be responsible for turning in these items upon PCSing and anything not returned will be charged.

***NO NEED TO BRING A ROAD GUARD VEST. STUDENTS WILL BE ISSUED A RED VEST FROM SUPPLY**

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Enclosure 7: Department of Instruction

The AC-ECCC is part of the United States Army Engineer School (USAES) efforts to provide junior officers with the individual knowledge, skills, attributes, and abilities that will be required to execute full-spectrum operations in an era of persistent conflict. The AC-ECCC curriculum seeks to develop technically and tactically competent Engineer leaders who are capable of supporting Unified Land Operations. IAW AR 350-1, Paragraph 3-32, the Captain Career Course seeks to provide Captains with the tactical, technical and leader knowledge and skills needed to lead company sized units and serve on Battalion or Brigade staffs.

The 23 week AC-ECCC is comprised of 7 modules as follows:

- a. In-Processing (approximately 5 Days).
- b. The Mid-grade Learning Continuum (MLC) Common Core (CC) (approximately 35 Days).
- c. General Engineering (GE) (approximately 18 Days).
- d. Introduction to Unified Land Operations (approximately 17 Days).
- e. Decisive Action (approximately 30 Days).
- f. War-Fighter (approximately 5 Days).
- g. Finals/Graduation and Out-Processing (approximately 5 Days).

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Enclosure 8: Course pre-arrival study:

The learning process in ECCC is conducted in small groups of 16 students with a Small Group Leader (SGL) to facilitate a collaborative learning process. All students take part in the learning process through sharing their knowledge and experiences.

During the first week of ECCC, you will be tested on topics from the Mid-Grade Learning Continuum (MLC) Common Core consisting of leadership, leadership responsibilities, and tactics. These exams are not graded, but they will aid you and your SGL as they seek to establish your baseline of knowledge so that SGL's can focus attention on specific areas where you need help.

A reading list is provided below for your pre-arrival study. While these references are not required reading prior to the course, skimming this material and developing a basic understanding of this material will provide you with a foundation to build on during ECCC and your career.

Reference List:

- [Army Leader Development Strategy 2013](#)
- [The Army Learning Concept for 2015](#)
- [Doctrine 2015](#)
- [Army Publishing Directorate](#)
 - ADP: 3-0, 3-90, 5-0, 6-0, 6-22
 - ADRP 1-02
 - FM: 3-34, 3-34.400
 - AR: 350-1, 670-1, 735-5

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Enclosure 9: Holiday Block Leave (HBL) Information*:

Holiday Block Leave is tentatively scheduled **for 20 December 2014 – 2 January 2015**. If requesting leave or pass during HBL through C/554, the suspense is **12 December 2014**. The Battalion Commander is the approving authority for any leave requested outside the HBL timeframe (More flexibility **MAY** be given to ECCC snowbirding students but it is not guaranteed). **It is highly recommended that leave requests be submitted and approved prior to the purchase of travel reservations/tickets.**

Note: All ECCC must physically sign out on leave and physically sign back in off of leave in ACUs. Signing in/out will be at Battalion S1 during duty hours or Staff Duty during off duty hours.

Company/Battalion HBL hours of operation are 0900-1200. Most on-post civilian agencies will also be on a half-day schedule. Inprocessing with on-post civilian agencies **MAY** be limited during HBL. Federal Holidays will be observed on **25 December 2014** and **1 January 2015**.

Students not taking leave or pass during HBL will attend first formations, complete inprocessing requirements, may be tasked to assist with company, battalion, or brigade details, and tasked to perform Staff Duty functions. Any HBL leave requested and approved will be taken (This ensures timely and fair staff duty rosters).

***Note: All HBL information is tentative and subject to change.**