



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
CHARLIE COMPANY, 554th ENGINEER BATTALION
1ST ENGINEER BRIGADE
FORT LEONARD WOOD, MISSOURI 65473-8963



ATSE-CH-PDB

17 April 2013

MEMORANDUM FOR All 919A Warrant Officer Course Students

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

1. **Welcome to the 919A WOAC or WOBC.** As a 919A, Engineer Equipment Repair Warrant Officer, you can expect to be constantly challenged. You will be solely responsible for the maintenance of a company or battalion's worth of equipment. To prepare you for your future responsibilities, expect to be challenged and work long hours during your time here. With the aid of your course chief, CW4 Ponds and your instructors, we will ensure you take tools away that will assist in your future assignments. Our present Army is changing fast and the maintenance world we manage is heading in new directions. The Command standards and expectation are high for maintenance technicians in the field. Your expectation and standards should also be high for your ability to perform and meet command expectation. We ask that you come prepared to learn and share your experiences with classmates which aides in the learning and development process. Remember that this is your first (WOBC) and/or last (WOAC) technical training in the future WOES. Let's apply ourselves and take advantage of the opportunity to grow together.
2. **During your time in course you will cover the following areas:** Field Maintenance and SAMS-E, Ground Support Equipment, Construction Engineer Equipment, Combat Engineer Equipment, Automotive Equipment, Bridging Equipment, and Quartermaster/Chemical Equipment, along with many other Warrant Officer Professional Development topics. Plan on working in group projects and presenting material to your peers. You will be required to learn and demonstrate your knowledge, while learning from your classmate's experiences.
3. Following is general information that will help you plan for your stay at Fort Leonard Wood:
 - a. 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.

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- (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.
- 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.
 - 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.
 - 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) RETAIN ALL TRANSPORTATION RECEIPTS FOR REIMBURSEMENT, and retain any hotel receipts for filing with your travel voucher.

(3) Transportation.

(a) Per ATRRS, transportation is not provided.

(b) A POV is the most convenient mode of transportation. I encourage you to bring a POV as in and around mileage is authorized. 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 drive the motorcycle on post.

(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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b. REPORTING AND SIGNING IN

- (1) Your first stop once you have arrived at Fort Leonard Wood is Building 470, the post Billeting Office, to obtain your room assignment and key. You will need to use a POV or taxicab to travel from Forney Airfield to Building 470 and to your quarters.
- (2) Familiarize yourself with the Fort Leonard Wood Map. If you are unfamiliar with Fort Leonard Wood, it is recommended you do a RECON the day of arrival. Failure to properly prepare is no excuse for being late.

c. IN PROCESSING

- (1) Charlie Company conducts in-processing on course start day morning, 0530 in APFT Uniform, at Building 1702E. 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 may result in dismissal from course and/or negative DA Form 1059. Professional Development Branch Operations POC is SFC Keelin, (573) 596-8223.
- (2) Weapons **must** be registered within 72 hours of your arrival at the Provost Marshal Office, Building 1000. Weapons **are not authorized** to be kept in on post billeting; Warrant Officers living on post will be required to store their weapons in the Arms Room. Those living off post can maintain their weapons in their quarters.

d. HOUSING

- (1) We strongly recommend that you do not bring your family members to Fort Leonard Wood. There are no family quarters for officers in TDY status and certificates of non-availability will not be issued for this reason.
- (2) Bachelor Officer's Quarters are available on a "first come first serve" basis. During the summer months, BOQs may not be available. BOQ rooms have a color TV (with cable), refrigerator, two-burner stove, small microwave oven, and table or desk for study.
- (3) If a BOQ room is not available, a certificate of non-availability will be issued if you are on ADT type orders. Retain all lodging receipts for reimbursement. Billeting has a list of off post hotels where lodging arrangements can be made.
- (4) Reservations may be made by calling 1-800-677-8356 or by e-mail. 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.wood.army.mil/mwr/lodging.htm>. It is requested that calls to the 1-800 number be made between 07:30 and 16:00 Monday through Friday.

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e. EXPENSES

- (1) Bring sufficient cash to cover your needs during your stay. Billeting accepts VISA, Master Card, Diner's Club, and American Express for payment.
- (2) Automatic tellers are located in the Ft. Leonard Wood Armed Forces Bank, the Main Exchange, the Engineer Center, the Hospital, Building 470 and the Shopettes; connecting to six networks, CIRRUS, THE EXCHANGE, AFFN, AMEX, MASTERCARD/VISA, and QUEST.
- (3) The Mid Missouri Credit Union uses CIRRUS, BANKMATE, CUE, AFFN, MEMBER EXCHANGE, MEMBER ACCESS ATMs.

f. FINANCE

- (1) Home station servicing Finance and Accounting Offices (F & AO) will pay Troop Unit students upon return. TPU MEMBERS WHO WANT A TRAVEL ADVANCE SHOULD OBTAIN IT BEFORE THEY DEPART THEIR HOME STATION.
- (2) USAR students may follow the guidelines in enclosure 2 to obtain a travel advance.

g. UNIFORM

- (1) ACU is the class uniform. All warrant officers will continue to wear their unit patch.
- (2) Your packing list WILL include: safety boots and coveralls. **OPTIONAL EQUIPMENT:** prescription safety glasses, hearing protection, Safety boots and coveralls will be provided for IMT, (WOBC) students only.
- (3) Seasonal wet weather and/or cold weather gear is also recommended.
- (4) **The Army Service Uniform (ASU) is required for graduation and an evening formal.**

h. APFT STANDARDS

- (1) Warrant Officer Advanced Course students will take the Army Physical Fitness Test on training day 2. Students must pass the APFT .One retest is allowed and will be administered no earlier than seven days and no later than 24 days Failure of the retest will result in removal from course and DA Form 1059 will be annotated in block 11d as "Failed to Achieve Course Standards." If APFT is failed The DA Form 1059 will reflect UNSAT in leadership; leaders do not fail APFTs. The DA Form 1059 is filed as a part of your official military performance file.

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NON DUTY HOURS (573) 596-0222 (1st Engr Bde Staff Duty)

Enclosure 1 is an information sheet to leave with your family members and parent unit. It lists the procedures to follow in case of an emergency.

1. RESERVE COMPONENT LIAISONS

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

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

m. 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 start day.

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

n. COURSE STANDARDS

(1) Current policy requires officers to have a grade point average greater than 90 percent, a minimum score of 270 on the APFT, and a first time go on all practical exercises, written tests, and oral presentations to receive a recommendation of "EXCEED COURSE STANDARDS" on their Academic Evaluation Report (AER), but limited to 20% enrollment.

(2) The minimum course standard for each written test, oral presentation and written assignment is 80%.

(3) WO Course Small Group Leader will cover specific course conduct and additional course graduation requirements and awards in detail during orientation.

4. The Warrant Officer Course prepares officers by providing them with the technical skills they will utilize for follow on assignments and positions. I look forward to working with you soon and hope that you find your stay at Fort Leonard Wood a worthwhile experience. If there is anything we can do to help you or if you have any questions, do not hesitate to call.

5. **Please email or call** if you have any questions.

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PBD OIC: CW4 Artis Ponds (573) 596-0012 artis.r.ponds.mil@mail.mil

C CO XO:

C CO CDR: CPT Aida Davis (573) 596-7008

AIDA DAVIS
CPT, EN
Company Commander

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Enclosure 1 (Emergency Notification Procedures)

EMERGENCY PROCEDURES

(LEAVE THIS FORM WITH YOUR FAMILY OR UNIT)

How to reach a student in an Emergency:

Emergency Phone Numbers:

<u>DAY</u>	<u>CENTRAL TIME</u>	<u>PHONE NUMBER</u>
M-F	0830-1630	(573) 596-8223
Non duty hours		(573) 571-6476
Non duty hours and SAT/SUN		(573) 596-0222

BILLETING OFFICE CENTRAL SWITCH BOARD

PHONE: (573) 596-0131

BILLETING OFFICE: 1-800-677-8356

INFORMATION REQUIRED TO LOCATE AN OFFICER STUDENT:

Name:

Rank:

Social Security Number:

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Enclosure 2 (Advance Pay for USAR)

USAR officers may get advance pay prior to attending School by following these instructions. All advance pay will be done by Electronic Fund transfer (EFT) and can normally be processed in 7-10 days. Request must be received by DFAS fifteen days prior to the reporting date on your orders

1. DD Form 1199A or voided check (needed for EFT).
2. Copy of orders and all amendments.
3. The requester's telephone number.
4. A note or memo requesting an advance and stating that the lodging rate at Fort Leonard Wood is \$25.00 for on post, \$55.00 for off post and the meal rate is \$30.00 per day. (**Note these rates will vary.**)

Submit your request for advance and /or DD Form 11351-2 to the following address:

DFAS-INDIANAPOLIS CENTER
DIRECTORATE FOR NETWORK OPERATIONS
DEPARTMENT 3714
8899 EAST 56th STREET
INDIANAPOLIS, IN 46249-3714

PHONE

DSN 699-4354
COMMERCIAL (317) 510-4354

FAX

DSN 699-4080/4143/4124/4351/6213
COM (317) 510-(same as above)

DFAS Customer service number is 1-888-332-7366.

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Enclosure 3 (Special Instructions)

- a. Ensure your CAC card is registered. Have a copy of your annual DOD computer security certificate (IN HAND) upon arrival. Failure to do so could delay start of training. You may need to complete this course again; it is an annual requirement. The site to obtain this is at <https://ia.gordon.army.mil>.
- b. DAU Contracting Officer Rep, the Fort Leonard Wood Environmental Officer Course, and 919A Warrant Officer Common Core are completion requirements. Please bring certificates to preclude you from taking course again. If you would like to get ahead of the ball you can take the four COR learning modules at <http://www.dau.mil>: CLC 222 Online Training for Contracting Officer's Representative (COR); CLM 003 Ethics Training for Acquisition Technology; CLC 206 Contracting Officers Representative in a Contingency Operation; CLC 106 COR with a Mission Focus. Environmental Officer Course fy12 is at <https://engineer.bb.wood.army.mil/webapps/login/>. For the Common core log into <https://engineer.bb.wood.army.mil/webapps/login/> and your SGL will enroll you into the 919A Engineer Equipment Maintenance Warrant Officer Course and track your progress. If you have any issues with the blackboard contact your SGL. Arriving with completed certificates will reduce your stress level.
- c. I also need you to ensure that you go to the FLW website under Garrison and read the post policy letters: http://www.wood.army.mil/wood_cms/manscen/3344.shtml
- d. Company website: http://www.wood.army.mil/wood_cms/usaes/3308.shtml
- e. Ensure your MEDPROS is up to date prior to coming and will not be due while you are in course (PDHRA and PHA).
- f. Ensure your rooms are available at lodging by calling and confirming your reservation (ASAP). Lodging may be full so you will need to have rental car and in and around mileage on your orders to travel on and off post. The number for lodging is 800-677-8356. You will get a meal card for week days only, no meals are provided on weekends or holidays.
- g. You will need the new Service uniform (Blues) for graduation and reception (formal evening event). Guard and Reserve Soldiers fill out USARC Form 30R and submit to finance for your \$400 uniform allowance. The new Army Service Uniform and items are available for purchase in military clothing sales store on Fort Leonard Wood. All Active, Reserve, and Guard students are required to have ASU for attendance in 919A WOBC and WOAC.
- h. Ensure your unit completes the TASS Pre-execution checklist TRADOC FORM 350-18-2-R-E, JUL 2009 and bring it with you.

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