

## FREQUENTLY ASKED QUESTIONS (FAQS)

Welcome letters get sent to the email that's part of the ATTRS roster at least a month out. If you have not received one email the email below and you will be sent a welcome packet by your small group instructor directly.

### Email / AKO

#### Q: What email address should I send my questions to?

A: Please send all email correspondences to [usarmy.leonardwood.chemical-schl.mesg.officer-training-usacbrns@mail.mil](mailto:usarmy.leonardwood.chemical-schl.mesg.officer-training-usacbrns@mail.mil)

#### Q: How do I change my email address in your records?

A: The email addresses used by BOLC were taken from ATTRS – the Army's training system, which is usually the student's AKO email address (i.e. @us.army.mil). If students believe they are not receiving necessary emails, they should contact [CBRN.officer.training.mil@mail.mil](mailto:CBRN.officer.training.mil@mail.mil) to have their names and contact information added to the list.

#### Q: Do I need to have an Army Knowledge Online (AKO) account?

A: Students who have not used AKO, or aren't familiar with its functionality, need to educate themselves on its functionality. AKO is one of the Army's major resources of mass communication, particularly email. It is also necessary to have an AKO email address to receive a Common Access Card (CAC) ID card.

#### Q: I don't remember my AKO username and/or password. How do I reset it?

A: Students who do not remember their password, need to reset their password or do not have an AKO account, need to go to the AKO website (<https://www.us.army.mil>), click login, then click on the particular assistance needed.

#### Q: What if I don't have an AKO account?

A: If students don't have an AKO account, they are eligible for a sponsored account. Their ROTC department or recruiter should sponsor them and walk them through the setup process.

### Travel / Lodging

#### Q: How much travel time am I authorized?

A: For ground travel, the government authorizes 400 miles/day for the first day and 350 miles/day after that (e.g. a 751 mile trip is considered 3 days of travel). Most students' orders have travel time factored into them already. For more travel information you can find the JFTR Volume 1 at: <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

#### Q: Am I authorized to report a few days early?

A: Student orders will state if they are eligible to report early or not. If a student is eligible, they may arrive at Fort Leonard Wood prior to the report date; however, they will be responsible for paying for their hotel/lodging expenses until their class begins. Your orders also state the date that you are authorized to commence travel.

**Q: I don't have a military ID card. How do I gain access to Fort Leonard Wood?**

A: If student is driving into Fort Leonard Wood, they must provide the security guard at the entrance to the post with a valid drivers' license. If arriving by Taxi, they will need to provide only their orders and a valid photo ID. DoD stickers are not required to access Fort Leonard Wood.

**Q: Will there be a shuttle from the airport to Fort Leonard Wood on report day?**

A: No. Students are encouraged to arrive on the arrival date according to their orders to prevent them from being a no show. Additionally, there are multiple flights, shuttles and taxi services to and from Saint Louis to Fort Leonard Wood. Students are encouraged to keep the receipt to ensure a smooth payment reimbursement.

**Q: I am permanently assigned to Fort Leonard. Am I authorized to stay in lodging?**

A: If student's orders direct them to report to their unit (e.g. A Company, 84th Chemical Battalion) prior to the course start date, they must provide their own lodging. If student's orders direct them to report AFTER the course completion date, their orders need to be amended to – PCS them here prior. Students who fall into this category should contact their SGI for further guidance and/or instructions. If you are unclear of your status of either permanent party of TDY, please email us a copy of you orders at CBRN.officer.training.mil@mail.mil.

**Q: Who pays for my travel to Fort Leonard Wood?**

A: Students are responsible for paying for all travel expenses to get them to and from Fort Leonard Wood. They will be reimbursed when they get to their final duty location. Students are encouraged to keep all receipts to ensure a smooth payment reimbursement process.

**Q: Who pays for my lodging at Fort Leonard Wood?**

A: The Army is responsible for paying student's lodging for the entire duration of BOLC at no cost to student or their parent unit. If student arrives early, they are responsible for paying all lodging costs up until their report date. If student is permanently assigned to Fort Leonard Wood, they will receive Basic Allowance for Housing (BAH) pay and reside off-post.

**Q: Can I bring my family with me to BOLC?**

A: Unless student is permanently assigned to Fort Leonard Wood they are not authorized to bring any dependents (i.e. Family Members) with them to BOLC. Single parents are required to establish a Family Care Plan prior to attending BOLC.

**Q: Can I have an animal in my room?**

A: No

**Q: Can I have weapons on post?**

A: No, Alpha Company does not have the capability to store weapons. Please leave weapons at you home of record. Weapon examples are as such: firearm, brass knuckles, knives over 4 inches, etc.

## **Inprocessing**

### **Q: Will I receive a meal card?**

A: For all students that are TDY, you will receive partial per diem during the work week and are authorized meals in the dining facility and full per diem on weekend/holidays.

### **Q: I have already in-processed my unit. Do I need to do it again?**

A: Yes. BOLC in-processing is not a typical unit in-processing. It is specifically for students in-processing into the BOLC Course and A CO, 84th Chemical Battalion.

### **Q: Can I get a copy of the inprocessing schedule?**

A: Students will receive a copy of the in-processing schedule when they arrive. More information on inprocessing times will also be sent out as they become available – keep in mind they are subject to change. Or email the email at top of page and you will be sent a welcome letter directly.

### **Q: My family members are already enrolled in DEERS. Am I still required to bring all the required documents?**

A: No, students do not need to bring all of the required documents; however, every student must provide a copy of their SGLI form and their DD Form 93 (Record of Emergency Data). If student doesn't have one, they will submit one during in-processing. If student chooses not to bring all the required documents, they need to keep in mind that, if any issues arise while they are here in any of these areas, they may need to access those documents. Those individuals entering the Army for the first time must have the required documentation.

### **Q: I would like to transfer from the USAR / ARNG to the Active Army. What is the process?**

A: This is an administrative action that begins with your unit and decided at HRC/DA.

### **Q: Do I need everything on the packing list prior to arrival?**

A: Due to the large number of students (e.g. ~50 per class), it is strongly recommended that students procure as many items as possible prior to their arrival at Fort Leonard Wood for training. However, the BOLC staff understands that many students will not be able to acquire everything on the list prior to reporting. Students will be afforded an opportunity to purchase missing items once they arrive.

## **General Class Information**

### **Q: What are my class dates?**

A: Class dates will be listed on the student's orders or on ATRRS. Please cross reference you course number to the dates listed on the CBOLC homepage.

### **Q: When is the BOLC Graduation?**

A: Graduation is scheduled the last day class (in the morning) – time and location is subject to change. Family members are welcome to attend.

**Q: Do I have to have the Army Service Uniform (ASU)?**

A: Yes. The ASU is a required uniform item for the dining in/out and graduations.

**Q: Where can I purchase uniform items?**

A: The Military Clothing Sales Store (MCSS) is located near the commissary. To purchase items without a military ID, students must provide the cashier a copy of their orders and a valid photo ID. Please see maps on CBOLC Homepage for pinpoint location.

**Q: What patch do I wear during BOLC?**

A: All Active Duty will wear a U.S. Chemical School patch and all Reserve and National Guard students will wear their unit patches. See Below for Chemical School Patch.



**Q: How much class time am I allowed to miss?**

A: There are no unexcused absences allowed in the course. Students with excused absences (sickness, administrative issues, etc.) are authorized to miss up to 24 hours of class time before potentially being removed from the class. Authorization to miss class must be approved by SGI, OTD Chief and Leadership.

**Q: Will I be allowed to attend Chaplain Services during the FTX?**

A: Yes.

**Q: Am I allowed to leave the Saint Robert area on weekends?**

A: Students will have an opportunity to take a mileage pass on most weekends to travel home or another destination. More information regarding mileage passes/leaves will be provided during their in-processing briefs. Students will not be authorized a mileage passes the first weekend of the course and if they are on academic probation. Please Click Here for Pass and Leave Policy for Alpha Company.

**Q: How do I receive mail while at BOLC?**

A: Students are authorized to sign for a mailbox once they arrive. They will need a set of orders and a photo ID.

**Q: Are there requirements for motorcycle or ATV riders on or off military installations?**

A: There are Fort Leonard Wood requirements for riding ATVs and/or any motorcycle for Service Members on or off Fort Leonard Wood. Please see you SGI before you purchase or ride and ATV and/or motorcycle.