



REPLY TO  
ATTENTION OF

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



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01 August 2011

MEMORANDUM FOR All 120A Warrant Officer Basic Course Students

SUBJECT: Welcome Letter from Company Commander, Charlie Company 554<sup>th</sup> Engineer Battalion

- 1. Welcome to 554<sup>th</sup> EN BN.** My name is CPT Aida Kuilan and I am the commander for C Co., 554<sup>th</sup> 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.
- 2. Welcome to the 120A WOBC.** On behalf of the Regimental Chief Warrant Officer and staff here at Fort Leonard Wood welcome to the Warrant Officer Basic Course. As a 120A, Construction Engineering Technician, you can expect to be constantly challenged. Your challenge begins soon and preparation is the key to success. You will be the construction spearhead/mastermind providing technical expertise to commanders at every level. Your expertise will cover the areas of Survey and Design, Vertical Construction in a Theater of Operation, and Prime Power applications. Each of us will play a role to ensure your successful integration into the course and out in the field. Of course we anticipate your enthusiasm and willingness to learn. The standards are high. I will ask you to think about what you want out of this course and come prepared to learn.

**During your time in course you will cover the following areas:** Soils engineering, survey applications, drainage and culvert design, vertical construction application, TCMS and project management, interior electrical and plumbing application, Environmental Management, TO water, wastewater and electric, prime power safety, transformers, load survey, distribution methods and design. You will be required to learn and demonstrate your knowledge, and in the process also learn 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.

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- (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.
  - 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) 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. ALL motorcycle riders will come see the company commander and enroll in the company’s motorcycle mentorship program.
- (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.

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 temporary room assignment and key while you look for your permanent residence. Your second stop is C/Co 554<sup>th</sup>.
- (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) Upon arrival at C/Co 554<sup>th</sup>, the company operations personnel will guide you through the in-processing steps. The company commander will allow you up to 10 days to secure a residence and get situated.
- (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.
- (3) Please note that in ATRRS the report date is stated as 30 SEP 2011. 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 predicates a PCS move, we ask that you arrive on 21 SEP 2011 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. Class Roll Call will be at 0800 on 03 OCT 2011 at Brown Hall BLDG, Classroom 210. In-briefs begin on the course start date of 03 Oct 2011. For Active Duty and AGR personnel you are required to be signed in by COB on 30 SEP 2011 (early reporting is authorized). Reporting late can only be authorized, via waiver, by the Battalion Commander. For NG/USAR individuals whose report date is 30 SEP 2011, 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.
- (4) 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](http://www.ahrn.com), as well as checking with the FLW Housing office, <http://www.ftlwoodfamilyhousing.com/defaultFamily.aspx?cid=11>

d. HOUSING

- (1) 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.

e. RECORDS

- (1) Please review your ORB and iPerms prior to arriving to the WOBC. You will need a printout of your current ORB at the Roll Call. If you have the time prior to your arrival, square your record away with your current S1. If this isn't possible you can make an appointment to get it updated with the 554<sup>th</sup> EN BN S1 once you arrive and in-process post. 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.

f. UNIFORM

- (1) ACU is the class uniform. All warrant officers will continue to wear their unit patch.
- (2) Your packing list: NO official packing list
- (3) Seasonal wet weather and/or cold weather gear is also recommended.
- (4) **Army Service Uniform (ASU) is required for graduation and an evening formal (including your bowtie)**

g. APFT STANDARDS

- (1) It is a TRADOC requirement to take a record APFT during the course. Alternate event profiles are authorized. However, if you are on profile, cannot take an alternate event, and will not come off of the profile during the course, you will not be admitted into the course per AR 350-1 standards.

- (2) Passing the APFT is not a graduation requirement; however the same standards pertaining to Height/Weight apply to the APFT. If you fail to meet APFT standards during the initial test, you will be enrolled in the course and flagged. You may take an

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APFT at any time during the duration of the course in order to get your flag lifted (please get with 1SG Kimble to schedule). Additionally, a final APFT will be given one month out of graduation. If you do not pass the second APFT, you will still complete the academic requirements for the course, but will immediately be processed for elimination IAW AR 600-8-24 paragraph 4-2-a-10 if standard is not met within 30 days of graduation.

Additionally, the following (taken directly from ALARACT 120/2008) will apply:

*“Soldiers who meet academic course requirements, but fail APFT standards, will be considered an academic course graduate and receive a DA Form 1059 with item 11 marked “Marginally achieved course standards,” and item 14 containing the statement “Soldier met academic requirements, but failed to meet APFT standards IAW AR 350-1 during this course.”*

h. HEIGHT AND WEIGHT STANDARDS

- (1) All students are required to report in compliance with AR 600-9, the Army Weight Control Program.
- (2) If you fail to meet height/weight standards during the initial weigh-in you will maintain your enrollment in the course, but you will be flagged and enrolled into the Army Weight Control Program (AWCP). You will have the duration of the course to meet the standard. Soldiers enrolled in the AWCP will come in for monthly weigh-ins the first Wednesday of every month until the standard is met.
- (3) Once the standard is met the flag will be lifted. One month prior to graduation we will conduct a final weigh-in for the entire class. If you met the standard during the initial weigh-in, but then fail to meet the standard at the end of the course, you will be flagged and enrolled into the AWCP, and your follow-on unit will deal with your situation. If a student remains on AWCP during the entirety of the WOBC they will graduate but will immediately be processed for elimination IAW AR 600-8-24 paragraph 4-2-a-9 if standard is not met within 30 days of graduation.

Additionally, the following (taken directly from ALARACT 120/2008) will apply:

*“Soldiers who meet academic course requirements, but fail body fat composition standards, will be considered an academic course graduate and receive a DA Form 1059 with item 11 marked “Marginally achieved course standards,” and item 14 containing the statement “Soldier met academic requirements, but failed to meet body composition standards IAW AR 600-9 during this course.”*

i. EMERGENCY PHONE NUMBERS

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

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

j. 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.

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 start day.

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

l. COURSE STANDARDS

(1) WO Course Coordinators will cover specific academic standards 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.

**WOBC Coordinator (primary):** CW3 Johnson, Rodney:

Work: (573) 563-5310 email: [rodney.johnson3@us.army.mil](mailto:rodney.johnson3@us.army.mil)

(Secondary): CW3 Davis, Simone:

Cell: (270) 872-6032 Work: (573) 563-5537 email: [simone.davis@us.army.mil](mailto:simone.davis@us.army.mil)

AIDA M. KUILAN  
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 the Black Board, nor outlook. You are required to bring your completed certificate for Information Assurance Training. Without this certificate you will not be given a Fort Leonard Wood Email Account. Additionally, you MUST ensure that your email account at your present duty station, failure to do so will only extend the time for you to obtain a Fort Leonard Wood Email Account.
- b. Attached you will find a Personal Data Sheet. It is imperative that you fill it out and send it back to Mr. Williams via email. You must fully complete the personal data sheet prior to your first day in class. The vital information that must be on the personal data sheet is a valid phone contact preferably cell phone and an address where you will or are staying. This information is crucial in the case we have to contact you for an emergency.
- c. 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. Have a copy of your annual DOD computer security certificate (IN HAND) upon arrival. Failure to do so could delay start of training. **The certificate must be valid through the month of November 2011.** If your certificate expires prior to November, redo 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.
- d. DAU: Contracting Officer Rep and the Surveying I and Surveying III Courses 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>: CLM 024 Contracting Overview, CLM 003 Ethics Training for Acquisition Technology, CLC 011 Contracting for the Rest of Us, and CLC 106 COR with a Mission Focus.
- e. ALMS: You also have to enroll into two surveying courses: EN0591 Surveying I and EN0593 Surveying III (Topographic and Geodetic Surveys). Access these courses through your AKO account by going to "MY TRAINING". Find the "Army Learning Management System (ALMS)". Click on the link provided and then click on "CATALOG Search". Once you enter the two courses, register, complete, and print certificate.  
Or simply click on the following link and sign in with your AKO user and password:  
<https://www.lms.army.mil>
- f. I also need you to ensure that you go to the FLW website under Garrison read and familiarize yourself with the post policy letters:  
[http://www.wood.army.mil/wood\\_cms/manscen/3344.shtml](http://www.wood.army.mil/wood_cms/manscen/3344.shtml)

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