



**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

REPLY TO  
ATTENTION OF:

ATSE-DOI-WOTD

13 March 2014

MEMORANDUM FOR: 120A 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 120A Warrant Officer Basic Course.

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

1. Transportation 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 Field in Saint Louis, Springfield Regional Airport, and Forney Army Airfield located on the installation.
- c. 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.
- d. 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.
- e. 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.
- f. Retain all transportation receipts for reimbursement, and retain any hotel receipts for filing with your travel voucher.

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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 and key.
- 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 for any event. (SEE ATTACHED MAP)

3. In processing:

a. Charlie Company conducts in-processing on Monday morning at 0600 in ACUs at Building 1702E. 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.**

4. Lodging:

- a. You should arrive at least one (1) day prior to the course start date.
- b. Reservations may be made by calling (573) 596-8330 / 0999 or online at <http://www.ihgarmyhotels.com/pal/en/us/home>
- c. To ensure room availability, reservations must be made at least two weeks in advance

5. Uniform:

- a. ACU is the Duty uniform.
- b. **Seasonal wet weather and/or cold weather gear is required.**
- c. **You will graduate in ASUs. Bring your ASUs.**
- d. **You will conduct PT. Pack the appropriate seasonal APFT uniforms**
- e. Packing list: other than those items listed above in 5a-d, there is no official packing list.

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6. APFT standards:

- a. Warrant Officer Basic Course students will take the Army Physical Fitness Test 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 14 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.

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.

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9. Emergency phone numbers:

- a. DUTY HOURS (573) 596-0800 (Company Orderly Room)
- b. NON DUTY HOURS (573) 596-0222 (1st EN BDE Staff Duty)

10. Class schedule:

- a. Classes are held from 0800-1700 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. Special instructions:

- a. Bring two copies of your Orders on Day one for in- processing. Bring copies of permanent profiles as applicable.
- b. Ensure your CAC card is registered. Bring a copy of your annual DOD computer security certificate (IN HAND) upon arrival. The site to obtain this is at <https://ia.gordon.army.mil>. The unit's Information Assurance Certificate will not suffice.
- c. Ensure that you visit the FLW website under Garrison and familiarize yourself with the post policy letters:
  - i. [http://www.wood.army.mil/wood\\_cms/manscen/3344.shtml](http://www.wood.army.mil/wood_cms/manscen/3344.shtml)
- d. Motorcycles are authorized and require that you meet all mandatory training requirements, mandated by Army and installation regulations.
- e. If you experience travel, arriving or reporting issues, contact C Co. 554 (9 above), as well as CW2 King (below). If you reach voicemail, leave a detailed message, as well as your contact information.

12. Distance Learning (DL) requirements for graduation (**all updated links/instructions are available on the 120A WOBC Blackboard site effective 21Mar14**). To gain access to the 120A WOBC Blackboard site:

- a. Go to [www.wood.army.mil](http://www.wood.army.mil)
  - i. Military Organizations
    - 1. Engineer School
- b. Scroll down the page, find and click the Engineer Blackboard link (USAES Blackboard); will be the Engineer school emblem (Engineer crest with the Lamp of Knowledge above) and the letters "Bb" in the lower right.
- c. Log into the Engineer Blackboard site using either your CAC card or AKO login.

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- d. Under "Courses":
  - 1. Go to "Course Search" and enter the course ID: **4A-120A-RC-2014-02a**
- e. You will request access to **120A-WOBC-RC CONSTRUCTION ENGINEERING TECH 2014-02 (available 21March14)**.
- f. An administrator will process your request; you will receive a reply email and you will officially begin the 120A Warrant Officer Basic Course.

13. In order to graduate the 120A WOBC, all students must complete and provide the training certificate for, the following:

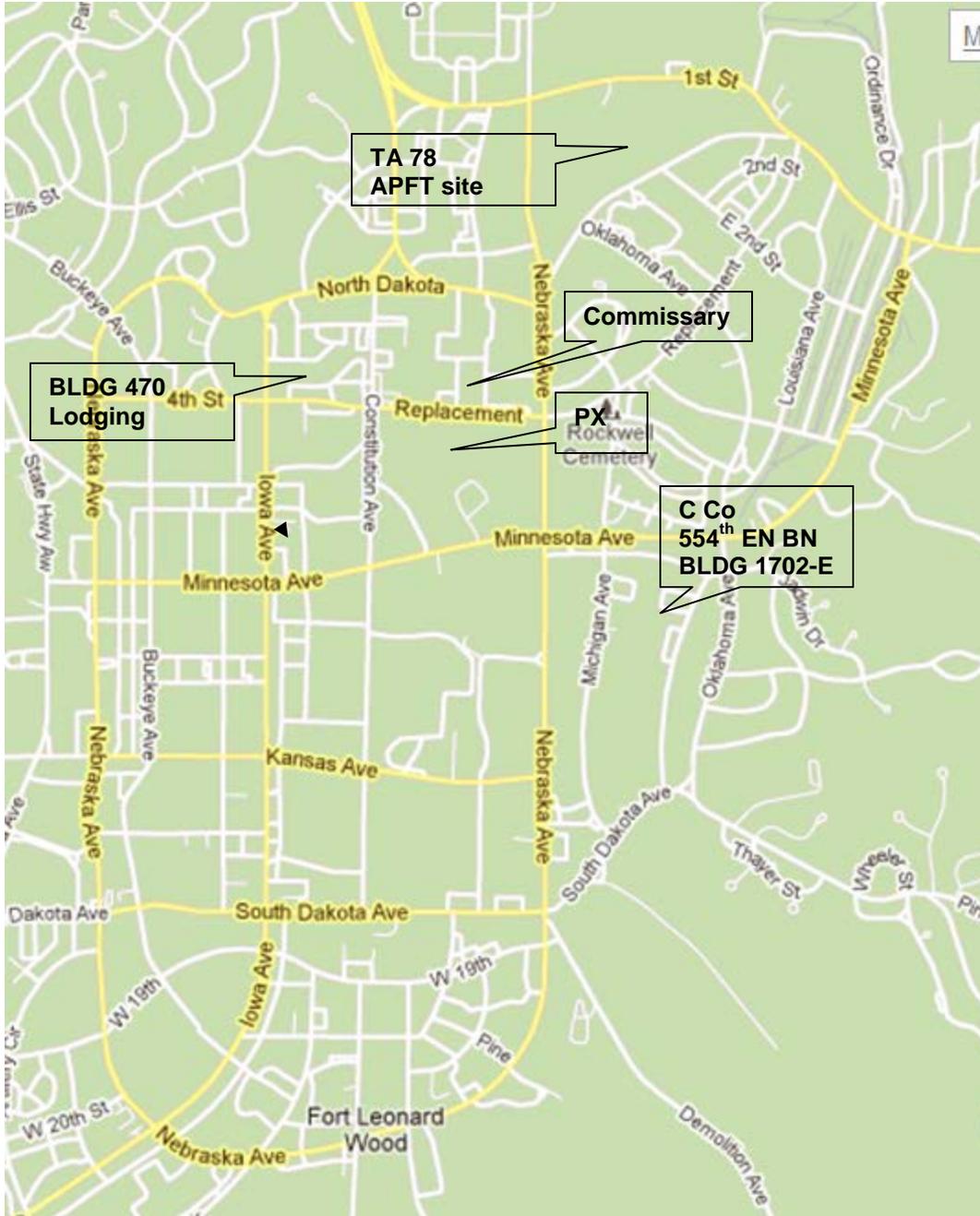
- a. Completion of the Composite Risk Management Course
- b. Environmental Officer Course
- c. Defense Acquisition University DL Training Available through the DAU portal at:
  - 1. CLC 011 Contracting for the Rest of Us
  - 2. CLC 222 Contracting Officers Representative (COR)
  - 3. CLC 106 Contracting Officers Representative (COR) with a Mission Focus
  - 4. CLC 206 Contracting Officers Representative (COR) in a Contingency Environment
  - 5. CLC 006 Contract Terminations

14. Please email or call me if you have any questions.

CW2 Paul J. King  
Work: (573) 596-0131 ext 6-8204  
Cell: (940) 224-1013  
Email: [paul.j.king10.mil@mail.mil](mailto:paul.j.king10.mil@mail.mil)

*//ORIGINAL SIGNED//*  
PAUL J. KING  
CW2, EN  
WOBC Coordinator

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Proceed from main post on Iowa Ave. Go past the Airport and turn right on to Winchester Rd/FLW 28. The turn is marked by a Brown sign that reads TA244, Prime Power School. Drive approx 3/4ths of a mile and enter the TA 244 training area. You will pass through an unmanned, large steel gate. Take the first right into the parking lot. There are three identical buildings in a row, 5047-5049. Your classroom is 5048.

