



**DEPARTMENT OF THE ARMY**  
**BRAVO COMPANY, 554TH ENGINEER BATTALION,**  
**1ST ENGINEER BRIGADE**  
**U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE**  
**1702D COOLEY SVENUE**  
**FORT LEONARD WOOD, MO 65473-9182**

September 15, 2015

SUBJECT: Welcome Letter for EBOLC Students

Lieutenants,

Let me be the first to welcome you to the Engineer Basic Officer Leader Course (EBOLC). I am the Commanding Officer of Bravo Company, 554<sup>th</sup> EN BN CPT Scotty D. Gurley along with my First Sergeant, 1SG Douglas Leboeuf. Your cadre for day zero and throughout "Alpha" module will be CPT Watrous, SFC Cavanaugh, and SSG Needham. You will be introduced to the cadre and the standards of EBOLC during your day zero brief.

All information for EBOLC can be found on the EBOLC Webpage at:  
<http://www.wood.army.mil/USAES/EBOLC.html>

The following are a few administrative notes that you need to be aware of before signing into the course:

First, the report date on your orders should read NLT 2400 hours on day zero. However, it is highly encouraged and recommended to report at 0600 hrs on day zero to Company B, 554<sup>th</sup> Engineer Battalion (Bldg 1702D-entrance located in the back). Students are not authorized to enter from the front of the building so please use the back entrance. To facilitate your arrival at Fort Leonard Wood (FLW) and to ensure that you are at the company by 0600 for Height/Weight on Day Zero the housing office will allow you to check in to a room the day prior to Day Zero, typically a Sunday. Housing/Billeting is located at BLDG 470 on FLW. Please refer to the map sent with this Welcome Letter or the above website for directions. The phone number for Billeting is 576-596-0999.

***If you arrive during non-duty hours you must contact the Bn Staff-Duty Officer @ BLDG1014. Phone number to contact SDO is 573-596-0606.***

**Day Zero:** Day Zero is typically a Monday and begins at 0600 hours (if possible) at building 1702D. The uniform will be PT's: PT shirt, PT shorts, white socks, and running shoes (NOV-MAR full winter PTs). The reason for being in PTs is to conduct the initial height and weight requirements of all Soldiers entering EBOLC.

**Inclement Weather:** Prior to reporting for Day Zero, if inclement weather should occur either the weekend before or the morning of Day Zero, please check the FLW website SNAIR report for reporting conditions and work call status. This report will give you information if reporting times have been pushed back to facilitate weather conditions. Also, contact 554<sup>th</sup> Engineer

Battalion staff duty for an even more up-to-date report on current battalion reporting times. Staff Duty's phone number is: **573-596-0606**.

**UNDERSTAND:** During in-processing on the first week, do not fail height and weight. If you are National Guard or Army Reserve and do not think you will meet the standards of AR 600-9, it is highly recommended you remove your ATTRS reservation and reapply when you do. If you fail height and weight you will be placed into a program that will track your weight and percentage of body fat throughout the course. If you fail to meet the height and weight requirements set forth by AR 600-9 you will not graduate this course; no exceptions.

Additionally, if you do not meet initial Height/Weight requirements you will not be allowed to take any leave or pass while in EBOLC and you will be restricted to the Fort Leonard Wood area on Weekends/Training Holidays.

Once Height/Weight is conducted students will then receive their day zero in-brief, meet their Platoon Trainers and Company Command Team and end the day with an In-Ranks inspection.

**Reporting:** You will report in accordance with Army Regulation 670-1/Department of the Army Pamphlet 670-1. You must have military standard haircuts, be clean shaven and in proper uniform. Failure to do this will result in immediate negative counseling on day zero. Ensure that your uniforms are serviceable and to the Army Standard. You will wear subdued Army Rank while at EBOLC. Also, refer to the unauthorized boot list attached in the Welcome Letter email. You will not be allowed to use any boots on the list while at EBOLC. I highly suggest that you familiarize yourself with the above mentioned regulations prior to Day Zero. OCP pattern for the ACU is authorized if students have to correct Engineer School House Patch for that pattern.

The following is a list of documents you will be required to have for inprocessing/accesion:

- Orders x 20
- DD Form 1610 x 5
- DA Form 31 x 5
- Medical Records/Dental Records
- Oath of Office x 5
- DTS Travel orders if applicable
- Copy of Lease Agreement
- Marriage and Birth Certificates for any dependents x 5
- DOD Cyber Awareness Challenge Training Certificate x1
- Anti terrorism training Certificate x1
- Vehicle Accident Avoidance Course Certificate x1
- Army Composite Risk Management Certificate x1
- ROTC Contract x5 (if Applicable)

***Ensure that at a minimum you have the suggested amount of copies on Day Zero.***

**WEB-BASED Training:** The following web-based training must be completed prior to arrival for Day Zero:

1- There are classes online that must be completed prior to starting EBOLC. **Links for all these classes are below:**

- a. **Computer user training** – print and bring completion certificate to in-processing. Click on the link that says DOD Cyber Awareness Challenge Training. (<https://ia.signal.army.mil/DoDIAA/default.asp>)
- b. **Anti terrorism training** – print and bring certificate to in-processing. (<https://atlevel1.dtic.mil/at/>)
- c. **Vehicle Accident Avoidance Course** – print and bring certificate to in-processing. (<https://safety.army.mil/training/ARMYACCIDENTAVOIDANCECOURSE/tabid/982/Default.aspx>)
- d. **Army Composite Risk Management** – print and bring certificate to in-processing. (<https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx>) \*\*\* If you do not have a CAC then you will not be able to do this course until after in-processing the Army during week 1 of EBOLC.

***RECAP – there are up to four classes you need to take before training! Print out the certificates and bring them with you! All of the links have been confirmed as working and are posted above. These are periodic required training while you serve in the Army. Get used to them. These certificates are necessary to ensure that you are able to access the Fort Leonard Wood network and internet server. All of the tests that you will take while in EBOLC are through Blackboard and web-based. You must complete the above courses prior to Day Zero.***

**Additional Internet Guidance:** If you have an active email account at another military installation (mainly concerns prior service/OCS students), you will need to **DEACTIVATE IT PRIOR TO ARRIVING TO FT. LEONARD WOOD**. This will enable you to create an account here at Fort Leonard Wood.

**DA-31:** Upon arrival you must present a signed DA Form 31 (leave and pass form). This document must state your sign out time from your current unit. You will be signed in off of leave minus travel time here at EBOLC. This applies to Army Reserve, National Guard, and Regular Army Soldiers. For USAR/NG, this is for administrative purposes. However, if you do not provide the DA-31 your pay may be interrupted until you are able to in-process Finance.

**APFT:** You will take the initial APFT at EBOLC during your first seven days in the course. You are highly encouraged to report to EBOLC in accordance with FM 7-22 and Army Regulation 350-1. If you do not pass your final APFT you will not be allowed to graduate EBOLC. Further, you will not be granted leave/pass until you pass an APFT and will be restricted to the Fort Leonard Wood area on all weekends/training holidays.

**POV:** You must report to EBOLC with a current state drivers licence, vehicle registration and vehicle insurance that will not expire while you are attending school here at Fort Leonard Wood. Failure to have these documents upon arrival and at the POV inspection on Day One will result in immediate negative counseling. Your vehicle will not be operated until you are in compliance.

*Finally, if you are involved in a motor vehicle accident while travelling to FLW for EBOLC please notify the Battalion SDO at 573-596-0606.*

**UNIT TA-50:** If you have authorized military gear you would like to bring and wear in-lieu of the gear issued at Fort Leonard Wood's CIF, you are authorized to do so (must be a standard issue item). However, you will still be required to draw the full student CIF issue and **look uniform with the rest of your class**. It will make your out-processing a lot easier as you will have less to clean i.e. ACH, IBA/IOTV, MOLLE Vest, LBE, LBV, rucksack, sleep system, etc. (Woodland Pattern, Olive Drab, Coyote, or ACU). Currently, EBOLC students wear the ACU MOLLE RUCKS, Woodland LBVs, ACU ACH, and ACU IBA/IOTV for the Field Duty Uniform. I also recommend purchasing a few pairs of good tactical gloves for use in the Field. They should be either all black or foliage green and authorized for wear. Refer to AR 670-1/DA Pam 670-1 for specific guidance on gloves. You will be issued one pair of gloves through CIF but they may not be conducive to all types of field training.

**PETS:** According to Company Policy letter number 40; no pets are allowed in EBOLC unless you are on PCS orders to Fort Leonard Wood. If you are under TDY orders then pets are not allowed in student housing and will not be allowed.

**PERSONALLY OWNED WEAPONS (POW):** You are authorized to bring personal weapons if you are PCS'd or on TDY enroute orders to FLW. However, it is strongly discouraged. If you choose to bring them they must be stored in the B/554 arms room for the duration of the course. Specific guidance concerning POW will come out during Day Zero.

**LEAVE AND PASSES:** There is NO authorized leave during your time at EBOLC. Only Emergency Leave will be authorized. Passes will only be given for Holiday weekends (i.e. 4<sup>th</sup> of July, Labor Day, Memorial Day, and Thanksgiving). There are NO authorized passes for two day weekends to attend weddings, visit friends/ family, or to travel. This is outlined in more detail in the Bravo Company Policy Letter #4.

**DEPENDENTS:** You are only authorized to bring your dependents if you are PCS'd to FLW. Per Diem will not cover your dependents if they should live on/around FLW. In addition, if you arrive here on PCS orders then you will draw Fort Leonard wood BAH. Students that typically PCS here are Federal OCS and West Point Commissionee's.

**CLASS DUES:** Be expected to pay class dues within the first month of arriving. Class dues are 90 dollars per student and will be used to pay for the class Guidon, Class Social Functions (Dining Out, MWR, Graduation, etc.), and Class Projects, etc.

**RANGER/SAPPER TRAIN-UP:** Bravo Company, 554<sup>th</sup> Engineer Battalion offers a Ranger/Sapper Train-up program for Students that would like the opportunity to go to these schools in the future. Be advised, this program has minimum requirements. General requirements are as follows; Student in good academic standing, and 270 APFT score. APFT will be administered the 2<sup>nd</sup> week of EBOLC. In-brief for the program will be conducted on Day Zero. Funding for follow-on schools has recently changed. It is now up to your home-station unit (Guard/Reserves) or "gaining" unit (Active Duty) to extend your orders and fund the follow

on course. This process will be detailed during the in-brief. If this is something you want to do, show up to EBOLC in shape as initial APFT scores are used for program qualifications.

**UNIT WEBSITES:** The B CO, 554<sup>th</sup> Engineer Battalion Facebook page is an excellent resource to stay connected with EBOLC. It can be found using the link below:

<https://www.facebook.com/pages/B-Co-554th-Engineer-Battalion/223028521058772>

Additionally, for those of you that may have unanswered questions. The EBOLC website has a Frequently Asked Questions (FAQ) Tab that has a multitude of questions and answers from past EBOLC students. I recommend that you utilize this information to help you prior to your arrival. If you have a question prior to your arrival that hasn't been answered through any of the venues provided to you please email CPT Watrous Bryant at [bryant.d.watrous.mil@mail.mil](mailto:bryant.d.watrous.mil@mail.mil) or SFC Cavanaugh William at [William.h.cavanaugh4.mil@mail.mil](mailto:William.h.cavanaugh4.mil@mail.mil). Finally, there is a course information tab on the website that explains the course concept and the general breakdown of EBOLC. Please familiarize yourself with this information so that you will be aware of the course requirements. The website link is below:

<http://www.wood.army.mil/USAES/EBOLC.html>

***All Students are required to attend all class social functions wearing the Army Service Uniform (ASU), aka the Blues. The Green Class A uniform is not authorized for Officers. Females need to be uniform and wear either pants or skirts. Bring both to the course.***

To ensure a smooth transition throughout the course, you should begin preparing your ASU, which translates to having them purchased and tailored prior to arriving or within the first few weeks. There will be inspections to ensure your uniforms are correct prior to any formal events. I would also suggest contacting your assigned unit (if you already have orders for a follow on assignment) for patches and unit insignia required for your uniforms. If not, you will need to go to the Clothing and Sales store on post and purchase the EBOLC School House patch.

Show up in a good uniform with a good haircut. In Ranks inspection will be on DAY Zero.

***Bayonets! Straight Ahead! Sappers First! Essayons!***

// SIGNED //  
SCOTTY D. GURLEY  
CPT, EN  
Commanding