



**DEPARTMENT OF THE ARMY  
US ARMY FINANCIAL MANAGEMENT SCHOOL  
10000 HAMPTON PARKWAY  
FORT JACKSON SC 29207-7025**

11 October 2016

Dear Lieutenant:

On behalf of Colonel Eric F. Zellars, Commandant, United States Army Financial Management School, welcome to Fort Jackson and the Financial Management School (FMS). Congratulations on reaching this milestone of attending the upcoming Financial Management Basic Officer Leader Course (FM BOLC) and furthering your career in the United States Army and the Finance Corps. You will find this course is both demanding and professionally rewarding. We will challenge you technically and tactically, and provide you the resources to be successful in the Financial Management community.

Use the day you report to Fort Jackson as your opportunity to settle into billeting and to familiarize yourself with our training post. You are required to report to and sign-in at the Fort Jackson Inn (Welcome Center), which may be reached at (803) 782-9802. The maps on the FM BOLC website will assist you. In the event that lodging on post is not available, Fort Jackson Inn will assist you in obtaining lodging at a local hotel.

You will need proper identification to enter Fort Jackson, either a Common Access Card (CAC) or a DA or DoD civilian ID card. If you use a rental car during your stay, make sure that you maintain a copy of the rental contract in the rental car in order to ease entering through a Fort Jackson traffic gate. You do not need a post decal or pass to enter the gates. If you need to obtain a CAC but you are experiencing difficulty, please refer to the FAQ sheet on the FM BOLC website. To access the SSI building, you have to use your CAC. You simply place the CAC to a key pad location on the right side of each door entrance and hold it until the light turns green. Once the light turns green, you need to stand in front the door centered until you hear the click sound. At that time, you may open the door.

All students are assigned to Echo Company, 369<sup>th</sup> Adjutant General Battalion (AG BN). The company orderly room is located on the third floor, Room 2044, in the Adjutant General School (AGS) wing office area of building 10,000 (Soldier Support Institute). Please see the map of the Soldier Support Institute (SSI) area on the FM BOLC website for more detail.

While assigned here as a student, lodging is provided at no cost; during weekdays Government Meals are directed (meal card will be provided for dining facility use), and during weekend and federal holidays service members will receive full meal per diem. Please see the All Army Activities (ALARACT) Message 078-2013 on the FM BOLC website for a full explanation concerning lodging and meals while attending this course.

Your first day of class will convene on at 0530 hours. The class will meet in Room 401/3/5 in the Financial Management School (FMS) wing of the SSI. E Co, 369<sup>th</sup> AG BN will conduct a height measurement and weigh-in at this time as well as issue meal cards. The uniform for this event is the Improved Physical Fitness Uniform (IPFU) or the Army Fitness Physical Uniform (APFU). The IPFU/APFU shorts and t-shirt is the uniform for the weigh-in. Bring your CAC and if applicable, current profile(s) that you may have.

Following the weigh-in, we will release you to change into the Army Combat Uniform (ACU) or Operational Camouflage Pattern (OCP) uniform, which will be the uniform for the remainder of the day. If you know your follow-on unit of assignment or if you are returning to your National Guard or Reserve unit, you must have the appropriate patches and badges for your uniform. For all others, you will wear the SSI patch. Unit patches (to include the SSI patch) can be purchased at the Military Clothing and Sales Store located on Lee Road (inside the PX Mini-Mall). Additionally, your class will wear the Army Service Uniform (ASU) within the first two weeks of class, so ensure your ASU is ready and available for inspection; females must have trousers and skirt for inspection.

You must bring at least ten (10) copies of your orders and your local mailing address (i.e. building, room number and phone number) with you the first day of class for in-processing. We also recommend bringing medical records, training certificates (to include DA Form 348, military vehicle license if you have one) and any documents pertaining to your travel costs.

In order to ensure timely and accurate payment of your entitlements please bring the following documents with you to the course:

- a) 1 copy of your DA 71, Oath of Office (we will be re-administering one for those who require it)
- b) DD 214 (for those who were issued one)
- c) Bank account and routing number
- d) 1 copy of marriage certificate/birth certificate of child (for BAH)
- e) Copy of lease/mortgage (single soldiers who are National Guard/Reserve only (NO SUB-LEASES))

For those who like to get a head start on work please see the instructions on the FM BOLC website in reference to registering for the General Fund Enterprise Business System (GFEBs) courses. The required courses are GFEBs Essentials and GREBS BI Reporting Fundamentals (L305E). This course is required prior to you being granted GFEBs access. You may also complete the Army Traffic Safety Program, Accident Avoidance Course and Composite Risk Management Basic Course on the Army Learning Management System (ALMS) website.

Finally, we will conduct a record Army Physical Fitness Test (APFT) within the first two weeks of the course. I expect you to arrive physically and mentally prepared for this course. Physical fitness is critical to survival on the battlefield and an integral part of your training at Fort Jackson.

We thank you for your service to our country and look forward to meeting you. If you have any questions, you can contact CPT Liliya Spurgeon at commercial (803) 751-8640, email at [lilija.m.spurgeon.mil@mail.mil](mailto:lilija.m.spurgeon.mil@mail.mil), or CPT Joshua Shelton at (803) 751-8622, email [joshua.d.shelton20.mil@mail.mil](mailto:joshua.d.shelton20.mil@mail.mil).