

In-processing Information

Key In-processing Documents (BRING AS NEEDED FOR PAY ISSUES):

- DA Form 31 (Leave Form)
- A certified copy of your marriage certificate, divorce decree, and official state copies of birth certificates for your children, if applicable.
- Receipts for all expenses you have incurred while traveling to Fort Jackson (ex. airline tickets, cab fare, hotel receipts, etc).
- Ten copies of your orders (to include all amendments) assigning you to FMBOLC. Ensure your orders reflect your correct name, social security number, and current pay entry basic date (PEBD). Almost all prior active duty, reserve, and national guard time counts for pay.
- Medical, dental, and personnel records for students who possess them.
- The mortgage/lease/rental agreement where your dependents reside. If you move your dependents to the Columbia area you need to bring the rental agreement with you.
- Prior enlisted personnel must bring DD Form 214 and, if applicable, all reserve component active duty for training (ADT) orders.
- Soldiers with a P2, P3 or P4 permanent profile must bring a copy of DA Form 3349 (Physical Profile) and documentation showing the results of a medical screening board, the awarded medical limitations, and the authority to retain their AOC/MOS.
- Your 201 file or personnel record.
- DA 348 - Equipment Operator's Qualification Record (military driver's license)
Note: Only if you have one.

Early Reporting:

If you are on active duty and plan to report to Fort Jackson prior to your actual reporting date, your orders must authorize early reporting. If you arrive early at Fort Jackson on a weekday and during normal business hours, report to Alpha Company, Training Support Battalion, located in Building 10,000 (Gates-Lord Hall), room 2044. If you arrive after normal hours, sign in with staff duty, located in Building 10,000. Reserve and National Guard officers may also report early, but will not be paid for any time other than what is stated on your orders. All active duty students arriving early will work on special projects prior to their class start date.

Reporting:

You must report by the report date on your orders. Your report date allows you to sign in with the welcome center for a lodging assignment. The Fort Jackson Welcome Center is located at Bldg 7550, Benning Road, Fort Jackson, SC 29207. The welcome center will assign you a room on post, if available. If there is no availability on post, you will stay off post in a nearby commercial hotel. Once you have been assigned lodging, you must report to Alpha Company, Training Support Battalion, located in Building 10,000 (Gates-Lord Hall), room 2044. If you arrive after normal hours, sign in with staff duty, located in Building 10,000; you will need your DA 31 to prove when you signed in, ensure to keep a copy of the DA 31 as you will need it the first day of class. The first day of class is the day following your report date. A letter from your course director will be sent out 45 days prior to your report date with additional information and the location and time you will be required on day one of training.

Transportation: It is highly encouraged that you arrive in your privately owned vehicle. If you do arrive by air, the closest airport to Fort Jackson is the Columbia Metro Airport (CAE). You are responsible for paying upfront the cost from the airport to the Fort Jackson Welcome Center. You will be reimbursed once you submit your first 30-day travel voucher, so ensure to keep your receipts.

Personal Computers: Students are encouraged to bring their personal computer for class and non class activates. Internet will be provided within your lodging facilities at no extra charge.

Mailing Address: While attending BOLC, your mailing address is as follows:

Your Rank and Name
A Co, TSB
10,000 Hampton Pky
BOLC Class #_____
Fort Jackson, SC 29207-7040

Key Phone Numbers:

- Welcome Center/Billeting.....(803) 782-9802
- Alpha Company, Training Support Battalion(803) 751-8121/8188
- FM Officer Basic Course Director.....(803) 751-8689
- Transportation, Inbound(803) 751-7695

Vehicle Registration:

- When: Monday thru Friday 0800-1200 and 1300-1600; phone number (803) 751-5887
- Where: Strom Thurmond BLVD, BLDG 4395
- Documents Needed: Current driver's license, proof of insurance, registration and military ID

If you do not have a post decal, you must enter through Gate 2. Merge into the right lane (temporary pass lane) to obtain a permit to continue on post.