

## **FC BOLC INPROCESSING FAQ**

### **1. Is there a certain time I must report to Fort Jackson on reporting day?**

- You must sign in no later than 1700 HRS on your report day. If there is a situation that may cause you to arrive early or late, please call Alpha Company at (803) 751- 8189 for further instructions.

- When you arrive to Fort Jackson you will need to sign in at the Fort Jackson Inn, BLDG 7550 at the corner of Benning and Marion road; this is where you will get your room assignment. You can reach Fort Jackson Lodging at (803) 782-9802. You will be required to give them a copy of your orders, show an ID, and place a credit card on file.

### **2. How do I get from the airport to Fort Jackson?**

- From the Columbia Metropolitan Airport, take a commercial taxi. Taxis are always available and fares are from \$30-\$50. Have the taxi take you to the Fort Jackson Inn, and have them wait for you so that they can take you to whichever building your room is located. If you have any problems or questions, a Military Assistance Desk is located in the baggage claim area at the airport and can assist you with information until about 2200 hours daily. Save the receipt from your travel from the airport to Fort Jackson for you travel voucher.

### **3. When is the weigh-in and APFT?**

- The weigh-in normally is at 0530 on the first day of class. Due to COVID-19, students will be in isolation for the first two weeks of class. Weigh-in will be conducted on the third week of the class. The APFT will be conducted within the first 4 weeks. Currently, FC BOLC only conducts one APFT and one ACFT, so you need to ensure you are prepared and do your best. This score will be the only score used for your evaluation and to determine the end of course graduation honors. If you fail, you will be flagged and required to re-take the test; you cannot graduate FC BOLC without passing the test. Many outstanding students have come unprepared and failed to do well on the test preventing them from receiving graduation honors. Do not let this happen to you. Not only should you be able to pass your test upon arrival, but you should have a goal to do the best in each event.

### **4. Where will I live?**

- You will live on post in temporary housing; these quarters range from something similar to a dorm room to a small hotel suite. We have no way of influencing which building or type of room you will be in; Fort Jackson Lodging is tracking your arrival and will assign you a room. You will be assigned an individual room and, at a minimum, each room will have a bed, a latrine with a shower, a mini fridge, and a microwave. In addition, internet access and laundry facilities are available on site, and free of cost.

### **5. How do I prepare for FC BOLC?**

- The biggest thing you can do is arrive physically fit and come motivated to learn, participate, and contribute. Remember, you are a professional leader now; you are no

longer college students. I cannot stress how important it is that you are able to pass the APFT/ACFT upon arrival. This will shape our PRT plan, as well as your free time.

- If you want to get ahead you can ensure you have your GFEBs training complete (see directions on how to enroll), as well as the Army Traffic Safety Introductory Course, and Risk Management Basic Course on the ALMS web site.

## **6. If I do not have CAC or Common Access Card (Military ID) what do I do?**

- If you are unable to obtain a CAC prior to your arrival, then email your orders and DA 71, Oath of Office to USARMY.KNOX.HRC.MBX.TAGD-DEERS@MAIL.MIL. Once you have completed that step, you may have to wait up to 45 days for the documents to process. Once your documents have processed, you should be able to get issued a CAC. If you don't have enough time to set up an appointment while waiting for your documents to process, then still send the email and you can make an appointment to get your CAC after BOLC starts. Waiting to send the email will only delay your CAC issuance and there is nothing your instructor, or anyone at the Finance and Comptroller School, can do to expedite the process. This statement can be found on your orders:

o (s) "You may apply for a Common Access Card (CAC) based in the effective date you will enter Active Duty (AD) identified in your orders which authorizes full benefits and entitlements for yourself and dependents to include medical care in Civilian and Uniformed Services medical facilities. Transition from your current duty station to AD are not processed in advance of your date of commission or accession date. The Defense Manpower Data Center data base should be updated within two working days of your AD accession date enabling CAC issuance and access to the full range of AD benefits. If you are having trouble receiving your RC ID Card or AD CAC, you will need to FAX a copy of your active duty orders and your DA FM 71 to 502-613-9535 or email USARMY.KNOX.HRC.MBX.TAGD-DEERS@MAIL.MIL Please allow a minimum of 48-72 hours for a response to your email address provided in your inquiry".

## **7. What documents should I bring?**

In addition to bringing all the documents listed below, you should scan these documents as well in case we have to do virtual in-processing you will be able to submit the documents digitally.

- 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 FC BOLC. 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. Ensure that you bring a copy of a lease- the finance office here will not work with sub-leases.
- 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 their 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.
- DA 348 - Equipment Operator's Qualification Record (military driver's license) Note: Only if you have one.
- DA 71, Oath of Office, and other documents you received from your ROTC department.

*- IT IS A GOOD PRACTICE TO KEEP ALL YOUR MILITARY DOCUMENTS NEATLY ORGANIZED IN A BINDER. THIS ENSURES YOU HAVE ALL YOUR DOCUMENTS CENTRALIZED FOR FUTURE USE.*

### **8. What additional items should I bring?**

- You will be required to have your issued clothing items, Army Combat Uniforms (ACU), Army Service Uniform (ASU), and the complete Improved Physical Fitness Uniform (IPFU). We will have an ASU inspection within the first two week to ensure proper fit; females will be required to wear the pants and low quarters for graduation. There is a Military Clothing and Sales here at Fort Jackson where you can buy any required items that you do not have.
- Bring a laptop and a CAC reader if able so you can complete your homework in your room
- Bring face mask(s) in solid color of black, brown, or green due to COVID-19
- You will be here for 13 weeks, bring whatever you need to make that time enjoyable.

### **9. Will I be working on the weekends?**

- Saturday is considered a training day, Sunday is not; however, unless we are behind in the class, we will not be in the classroom on Saturdays. Training on Saturdays will be individual homework based assignments that you are aware of well in advance. How you manage your time is up to you as long as you successfully complete your assignments.

### **10. Will I receive full meal per diem?**

- On your first day of class you will receive a meal card which entitles you to meals in the dining facility during your stay at Fort Jackson. This means you will not receive any additional money to purchase meals.

If you have any further questions, please contact CPT Di Wu via phone at (803) 751-6679 or via e-mail at [di.wu15.mil@mail.mil](mailto:di.wu15.mil@mail.mil); or CPT(P) William Kennedy via phone at (803)751-2016 or via email at [william.p.kennedy36.mil@mail.mil](mailto:william.p.kennedy36.mil@mail.mil).