



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY FINANCE AND COMPTROLLER SCHOOL
10,000 HAMPTON PARKWAY
FORT JACKSON, SC 29207-7025

ATSG-FCS

07 May 2020

MEMORANDUM FOR Basic Officer Leader Course 002-20

SUBJECT: Welcome Letter

1. On behalf of Colonel Richard J. Hoerner, Commandant, United States Army Finance and Comptroller School, welcome to Fort Jackson and the Finance and Comptroller School (FCS). Congratulations on reaching this milestone of attending the upcoming Finance and Comptroller Basic Officer Leader Course (FC BOLC) and furthering your career in the United States Army and the Finance and Comptroller Branch. This course is intended to be both demanding and professionally rewarding; it is designed to challenge you both technically and tactically in order to provide you the resources to be a successful leader in the Finance and Comptroller (FC) community. As such, this welcome letter serves to provide as much information as possible in order to best prepare for your arrival and make the best use of our time. It is important for me to note that you will need to remain flexible as we work through the COVID-19 environment; our understanding of current guidance is provided below and as we continue to gain further clarity, we will share that information.

2. Your first day of class is scheduled to convene on **01 June 2020**. Use the day(s) prior to report to Fort Jackson in order to ensure adequate time for settling into billeting and to familiarizing yourself with the installation. Reporting requirements specify reporting to, and signing in at, the Fort Jackson Inn (Welcome Center), which may be reached at (803) 782-9802. In the event that lodging on post is not available, Fort Jackson Lodging will assist you in obtaining lodging at a local hotel.

3. You will need proper identification in order to gain access to Fort Jackson: either a military identification card or a DA/DoD civilian ID card. If you experience any CAC card issues, please refer to the CAC statement attached to this email. If using a rental car during the course, ensure that you maintain a copy of the rental contract in the rental car at all times in order to ease entering through a Fort Jackson traffic gate. You do not need a post decal or pass to enter the gates. Please see the enclosed map of Fort Jackson for more detail. Expect to have your temperature taken as part of Fort Jackson's routine access procedures.

4. As a result of COVID19, anticipate spending the first two weeks from the day of your arrival in isolation. While we are currently working through the specific details of what that isolation will entail, we anticipate, at a minimum, in-processing to be conducted virtually. In looking forward towards conducting in-processing virtually, please have a

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digital version of all your supporting documents listed in section 10. Further guidance in regards to isolation will be sent out in a future email(s).

5. All students are assigned to Alpha Company, 369th 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 enclosed map of the Soldier Support Institute (SSI) area for more detail. The SSI building is typically restricted access requiring a CAC card to enter. Currently, access is controlled by Soldiers checking temperature and ID; however, in the event you need to utilize the CAC system, simply place the CAC card against the key pad or insert into the slot on the bottom of the key pad located on the right side of each door entrance. Hold your CAC card in place until the light turns green. Once the light turns green, you need to stand in front of the door centered until you hear the click sound. At that time, you may open the door.

6. While assigned here as a student, lodging and meals are provided at no cost. Please see the enclosed HQDA Message Subject: Institutional Travel Training Guidance for a full explanation concerning lodging and meals while attending this course.

7. The duty uniform for the class is Operational Camouflage Pattern (OCP) uniform. 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 week of physical class, so ensure your ASU is ready and available for inspection; females must have trousers and low-quarter shoes for inspection.

8. 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. Additionally, it is recommended bringing two pairs of glasses with you as the course is 13 weeks long and includes field training exercises.

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

- a. 10 copies of your Orders
- b. DD 1610 (if applicable)
- c. DA 31 (if applicable)
- d. 1 copy of your Oath of Office (we will re-administer one for those who require it)
- e. DD 214 (for those who were issued one)

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- f. Bank account and routing number
- g. 1 copy of marriage certificate/birth certificate of child (for BAH)
- h. Copy of lease/mortgage (single soldiers who are National Guard/Reserve only)
(NO SUB-LEASES).

10. For those who like to get a head start you can start on the following courses: General Fund Enterprise Business System (GFEBS) Essentials Course (L101E, L201E, L301E); Army Traffic Safety Introductory Course; Risk Management Basic Course. These courses may be found on the Army Learning Management System (ALMS) website. You may also complete FM Certification Level 1 courses (Fiscal Law; Audit Readiness; Ethics) on the FM LMS website.

11. Finally, we will conduct a **record Army Physical Fitness Test (APFT) within the first two weeks after isolation**. You will also take a **record Army Combat Fitness Test (ACFT) during the course**. We 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. All students must wear an **orange PT Belt** as part of the PT uniform while assigned to Alpha Company.

12. We thank you for your service to our country and look forward to meeting you. If you have any questions please contact CPT Di Wu via phone at (347) 606-6628 or via email at di.wu15.mil@mail.mil.

JOSHUA M. SANDLER
MAJ, FC
Chief, Leader Development Division