

BASIC OFFICER LEADERS COURSE (BOLC) STUDENT HANDBOOK



**ALPHA COMPANY,
187th MEDICAL BATTALION
ACADEMY BRIGADE (PROV)**



Student Handbook Purpose

- To ensure that new students are aware of Alpha Company, 187th MED BN , Academy Brigade (Prov), and U.S. Army policies.
- To explain the administrative action policies during BOLC.
- To inform all students that are assigned or attached to Alpha Company, 187th MED BN while attending training.



Company Motto

"Panther Pride"

BOLC-B Purpose

Provide newly commissioned Army Officers with continued progressive and sequential training at branch schools to produce an adaptive officer, steeped in the profession of arms, who is technically and tactically competent, confident, and capable of leading in Unified Land Operations (ULO) within their branch upon arrival at their first unit of assignment.



Warrior Tasks and Battle Drills

U.S. ARMY MEDICAL DEPARTMENT

The U.S. Army Medical Department (AMEDD) was formed on 27 July, 1775, when the Continental Congress authorized a Medical Service for an army of 20,000 men. It created the Hospital Department and named Dr. Benjamin Church of Boston as Director General and Chief Physician. Numerous times over the course of the Army's history, reorganization has occurred to keep up with current tactics. As a result, however, some Army units lost their identity— their history—their lineage. This loss did not go unnoticed and the US Army Regimental System was created.

The U.S. Army Medical Department Regiment was activated on 28 July, 1986, during ceremonies at Fort Sam Houston, in San Antonio, Texas.

The mission of the AMEDD Regiment is to enhance combat effectiveness by developing loyalty and commitment, fostering an extended sense of belonging, improving unit esprit, and institutionalizing the warfighting ethos. To that end, the AMEDD Regiment provides a number of services to perpetuate our history, heritage, traditions and sense of belonging.



In 2014 The Surgeon General received permission for the Medical Department to adopt the former Medical Corps coat of arms as the AMEDD's Regimental Insignia. The central part of the insignia is a silver shield with a representation of the national flag on the left side of the shield. The flag's union contains 20 stars for the 20 states in the Union in 1818, the date of the establishment of the Medical Department. On the right of the shield is the symbol of medicine, the Staff of Aesculapius, a rod wrapped by a single serpent. Above the shield is the crest, with a rooster, also a symbol of Aesculapius and ancient medicine, moving forward (to the viewer's left), but looking backwards. This symbolizes the department's motto, *Experientia et Progressus*, Latin for Experience and Progress.

The phrase "To Conserve Fighting Strength" gives testimony to our mission as combat multipliers and guardians of our Nation's strength and peace.

The Regimental Distinctive Insignia for the AMEDD Regiment is known as a "Shield" when located on the Flag or the Coat of Arms.

CSA Strategic Priorities

- **Readiness**
- **Future Army**
- **Take Care of the Troops**

MARK A. MILLEY
General, 39th Chief of Staff
United States Army

U.S. ARMY

MEDCOM Strategic Imperative

Create Capacity – Our collective ability to develop the capabilities and core competencies necessary to deliver services and programs that improve healthcare, influence overall health, and make Army Medicine a strategic enabler for the Army in the future environment. This includes optimization, innovation, and organizational learning.

Enhance Diplomacy – Participating and shaping dialogue on healthcare delivery and individual health in Army, DoD, national and international enduring relationships that use medical diplomacy to advance Army values, interests and objectives.

Improve Stamina – Increase organizational depth, resiliency and endurance in order to withstand periods of intense change and unexpected challenges, and ensure that the Army Medicine System for Health is sustainable over the long-term.

Chain of Command

BARACK OBAMA
PRESIDENT OF THE U.S.
& COMMANDER IN CHIEF



ASH CARTER
SECRETARY OF DEFENSE



ERIC FANNING
SECRETARY OF THE ARMY



GEN Milley
CSA, U.S. Army



CSM Dailey
SMA, U.S. Army



LTG West
MEDCOM CG



CSM Ecker
MEDCOM CSM



MG Jones
AMEDDC&S CG



CSM Rhoades
AMEDDC&S CSM



Chain of Command



Academy Brigade (Prov)



COL Drennon
Brigade CDR



CSM Chapman
Brigade CSM



187th Medical Battalion



LTC Dugai
Battalion CDR



CSM Broadnax-
Rogers
Battalion CSM



Alpha Company



CPT Gregory
Company CDR



1SG Parker
Company 1SG

BOLC Leader/Student Contract

- 1. We are all on the same team.** Look at your left and right – these are your battle buddies for the next several weeks. Each member of your team has something to contribute, given your diverse backgrounds and experiences. Learn from each other – a combination of our skills and background will make our team strong to accomplish each goal.
- 2. Expectation Management.** Most people can stand on their head for 7 weeks. I challenge you to give 100% and in return I will do the same. Expect to leave your comfort zone routinely. You will be a better officer and leader for it. You never know what the future may hold for you. Apply classroom knowledge to your present and/or future assignments.
- 3. Process is as important as product.** I will facilitate the process throughout the course; you as the student are expected to participate in this process and properly develop products when required. Take all assignments seriously, take notes and ask questions.
- 4. Get over it.** If your feelings get hurt easily, wear body armor. Develop tough skin. I am charged with the responsibility of arming you with the knowledge and tools to make you an effective leader, whether you are getting ready to be a platoon leader in a Brigade Combat Team or a staff officer in a hospital. In order to accomplish this, we'll have candid and constructive discussions.
- 5. Be an effective leader in the group.** When in charge, take charge. When not in charge, listen and contribute to the group. Leadership and Followership are equally important. This group is a TEAM...individuals who all contribute to the working of the whole. Support each other.
- 6. Be Professional.** Conduct yourself accordingly, both on and off duty. Perception is reality. You are under constant observation. Be accountable for not only your actions; but the actions of others as well. Remember LDRSHIP.

BOLC Leader/Student Contract

7. **Be on time.** On time in my book is at least 10 minutes prior to start time for an event. Do NOT be “that guy/girl” who walks in late. If you will be late for some reason, call your squad leader and/or PSG prior to tardiness.
8. **Personal issues.** Let me know if something happens to you here or at home that will affect your performance. The sooner you let me know, I can get involved and help to resolve the issue if needed. I don't want you personal life to affect you or the group during class hours. (situation dependent)
9. **After actions reviews.** This process is what makes our Army different from others. We must learn from our mistakes and improve. Do not keep your opinions to yourself or talk about the course without first bringing the issue to me or the group collectively. Much of what the course is today was developed through effective AAR's from students.
10. **Don't be rude.** Things I will not allow: sleeping in class, talking while someone is briefing, testing or utilizing your personal electronic device (PED) during class, not paying attention and finally, skipping class. I do not tolerate any of these.
11. **Everything has a home.** Keep the classroom neat and clean up before leaving daily.
12. **Remain flexible.** The schedule will have changes at some time or another. You will be informed.
13. **Have a sense of humor.** It's alright to laugh and have fun with what you're doing. However, know when to balance between having fun and learning the material.

Student Computer Access

- **JBSA Post Library (Keith A. Campbell Memorial Library)**
 - **Location:** BLDG 1222, Harney Road
 - **Hours:** Tue-Fri 0900-2000hrs, Sat-Sun 1100-2000hrs
 - **Phone:** (210) 221-4702
 - **Website:** <http://www.fortsammwr.com/recreation/library.html>
 - **Notes:** Print services available
- **Army Community services (ACS)**
 - **Location:** BLDG 2797, 3060 Stanley Road
 - **Hours:** Mon-Fri 0800-1600hrs, closed on weekends
 - **Phone:** (210) 221-2705
 - **Website:** <http://www.fortsammwr.com/home-family.html>
 - **Notes:** Print services available
- **Stimson Library**
 - **Location:** BLDG 2840 (Aabel Hall), Room 106
 - **Hours:** Mon-Fri 0700-2000hrs, closed on weekends
 - **Phone:** (210) 221-6390/6900
 - **Website:** <http://www.cs.amedd.army.mil/stimlib/>
 - **Notes:** Print services available
- **Learning Resource Center (LRC) Computer Lab**
 - **Location:** BLDG 2841 (Willis Hall), Room 0520 (*in basement*)
 - **Hours:** Mon-Fri 0715-1745hrs
 - **Notes:** Print services available
- **Buildings 1384, 592, and 2426 (Student Lodging)**
 - **Notes:** 2 computers with no CAC Card Access

Money Matters!

Ensure you have enough money for 30 days of living expenses. It can take up to a month or longer to start your pay; you should be prepared for the worst case scenario. If you need assistance in the form of an emergency loan please speak to your Training, Advising, and Counseling (TAC) Officer/NCOIC ASAP!

Active Duty officers will be offered a \$2,500 pay advance on the 2nd day of in-processing. If you have already taken a pay advance then you can only receive enough money to bring the total amount of advances to \$2,500. The advance will be paid back in installments over a 12-month period.

If BOLC-B is your first time on active duty you can request a one time uniform allowance of \$600. If you are prior service and were due to receive an annual enlisted clothing allowance then you will still receive that money in addition to the \$600.

If you have dependents (spouse or children) that were physically living with you prior to BOLC-B then you will receive family separation allowance of \$250 per month.

If you are single and are TDY enroute you will not receive Basic Allowance for Housing (BAH) or Dislocation Allowance (DLA), until you are in processed at your Duty Assignment!

If you are paying child support then you will receive BAH-Diff. BAH-Diff ranges from \$142.80 to \$210.30 per month depending on your rank.

Your lodging is covered for the duration of your orders and you will receive meals in the DFAC during training days. Students will be issued meal cards and have separate rations deducted from their pay while attending BOLC. On non-training days you will receive per diem to reimburse you for the meals you buy. However, the per diem will not be paid to you until you ¹³ in-process at your permanent duty station.

Advance Pay

The purpose of an advance pay incident to Permanent Change of Station (PCS) is to provide a Service member with funds to meet the extraordinary expenses of a Government-ordered relocation, per DODPM Part 4.

An advance pay shall not be authorized for the specific out-of-pocket expenses covered by advances of other pays and entitlements if such advances are used. The Service member may be authorized an advance of pay to the extent that incurred or anticipated expenses exceed those covered by the following advances or reimbursements, or are outside the scope of those entitlements:

- a. Overseas station housing allowance;
- b. Service member and/or dependent travel allowances and per diem;
- c. Dislocation allowance;
- d. Basic allowance for quarters and/or variable housing allowance.

An advance is not intended to provide funds for such items as investments, vacations, or the purchase of consumer goods that are not the result of direct expenses resulting from the Service member's PCS orders. Except under extraordinary conditions, an advance pay must be repaid before an advance for a subsequent PCS may be paid.

The Alpha Company Commander can approve an advance pay of up to \$2,500.00 for Active Duty Officers, this advance will be paid back over a 12-month period – **it can take up to 30 days to receive this pay advance.**

Advance Pay requests will be processed on **Day 2** of in-processing and can take up to 3 weeks to be credited to your account.

Clothing Allowance

- Both officers and enlisted members are entitled to an initial clothing allowance
- Upon first reporting for active duty (other than for training) for a period of more than 90 days
- Upon completing at least 14 days of active duty or active duty for training as a member of a Reserve Component. *(processed at your home stations)*
- Upon completing 14 periods of inactive-duty training as a member of the Ready Reserve (Each period must be of at least 2 hours duration). *(processed at your home stations)*
- Upon reporting for the first period of active duty required of a member of the Armed Forces Health Professions Scholarship Program. NOTE: Upon transfer to another Reserve Component that requires a different uniform, a Reserve officer may receive another initial uniform allowance. Regular officers may not receive this allowance when transferring to another Military Service.
- The one time clothing allowance is \$600 (AD); National Guard will receive \$400 initial payment and another \$200 after the 2nd year of Drill. You will complete the request during Day 2 of in-processing, be advised that it may take up to 30 days to receive this entitlement.

Finance FAQs

Q: Can I go directly to the finance office to get my finance questions answered?

A: No. You must be accompanied by your TAC Officer/TAC NCOIC unless your TAC Officer/TAC NCOIC has made prior arrangements with Finance. Initially, you must submit a pay inquiry through your TAC Officer/TAC NCOIC. The finance office will set up an appointment with you if necessary. At no time during your stay at Ft. Sam Houston are you allowed to go to the finance office without going through your TAC Officer/TAC NCOIC first.

Q: How do I request a copy of my Leave Earning Statement?

A: Once you are in the system and being paid, you should receive an LES at the middle and end of every month. In order to access your LES you must register at the DFAS website <https://mypay.dfas.mil/mypay.aspx> . If you do not receive an LES at this time and *you are being paid* fill out a pay inquiry form and request your LES.

Q: How much should I get for basic pay, BAH, and BAS?

A: There are several helpful websites with pay scales:

<http://www.dfas.mil/militarymembers/payentitlements/militarypaytables.html>

<http://www.defensetravel.dod.mil/site/bahCalc.cfm>

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Q: How much is my clothing allowance?

A: The Clothing Allowance for Active Duty Army is \$600. The Clothing Allowance for Reservists and National Guard is the same however, you only receive the initial allowance due to the length of your tour. Reservists and National Guard only get the clothing allowance when they are ADT (Active Duty for Training) for fourteen days or more. Your orders state for how many days you are ADT. Allowable travel days do not count as ADT days.

Finance FAQs

– continued –

Q: How do I get my clothing allowance?

A: You will fill out paperwork for the allowance during the personnel briefing as part of inprocessing. However, you won't receive your allowance until towards the end of BOLC-B due to the high volume of students needing to be processed. If you have already received your clothing allowance upon entering active duty, you will not get it again.

Q: How long will it take for me to get paid once I get to BOLC-B?

A: Due to the high volume of new Soldiers, enlisted and officers, that are in-processed at Fort Sam Houston, it takes at least a month for your pay to be processed. Come prepared to not get paid for **at least** the first month you are at BOLC. You will be briefed on this during inprocessing.

Q: Can I get a pay advance?

A: If you have never received pay advances from the Army totaling more than \$2,500, you will have an opportunity to request as much as \$2,500 in advance pay at the finance briefing during inprocessing. Most BOLC students are qualified for this advance. The advance is an interest free loan deducted from your pay over the course of a year. The finance briefing is your only opportunity to request this advance so come prepared to accept or decline it then. Keep in mind you may request as much or as little of the advance as you see necessary. The most important thing to remember is that the advance also takes a long time to process and sometimes does not appear in your account until a few days before your pay is deposited which can take up to a month or more. Again, come to BOLC prepared to support yourself financially for **at least** a month.

Q: My LES shows my years in service but I am not receiving my years in service pay.

A: This means that the Fort Sam Houston office has processed your years in service pay but it is still being processed by DFAS. Your extra and back pay should be reflected in your next EOM (End of Month) LES.

Finance FAQs

– continued –

Q: I am entitled to extra pay due to years in service or other specialty pay, when will I get this?

A: Prior service and years in service pay takes even longer to process because it needs to be processed by the Fort Sam Houston finance office and DFAS. You must bring ALL paperwork supporting your claim for extra pay as applicable. Bring all documentation that proves your years in service such as NGB 22, DD214, SMP contracts, Career/Reserve Retirement Credit Report, and oaths of office. Not having any of these documents at the finance brief at inprocessing will delay your receipt of this pay. In any case, you may not receive this pay before you leave BOLC-B because it does not get processed until the entire class's basic pay is in the system. Basic pay takes priority so that everyone can get paid as quickly as possible.

Q: How will I pay for my billeting during BOLC?

A: Upon check-in at BLDG 2426, students will be assigned a room on Fort Sam Houston at no cost to them; no reservations are necessary. Students permanently assigned to Fort Sam Houston are not authorized lodging.

Q: What is a partial settlement?

A: A partial settlement is a form filled out a minimum of every 30 days. It is sent to DFAS with your billeting receipt and a copy of your TDY orders so that you are reimbursed for your food and lodging expenses.

Q: I am a reservist attending BOLC. How will I be paid for the leave I accrue while at BOLC?

A: Reservists will be paid for their accrued leave automatically 4-6 weeks after leaving BOLC.

Finance FAQs

– continued –

Q: How do I look into a pay problem if I think I'm being overpaid or underpaid?

A: Fill out a pay inquiry form and attach a copy of your most recent LES, give the pay inquiry to your TAC Officer/TAC NCOIC.

Q: What is DLA and am I qualified to receive it when I PCS after BOLC?

A: DLA is Dislocation Advance, which is offered to cover PCS expenses including shipment of household goods and family members. The following are the guidelines concerning DLA from Fort Sam Houston:

- You are not qualified if you are new to the Army and have been here in TDY status (If BOLC is your first time ever on active duty)
- You must have been active duty prior service enlisted or commissioned to receive pay from Ft. Sam Houston. Even if you meet this criteria, you can not receive DLA here if you got any portion of the \$2,500 advance when you arrived. This is due to the fact that the travel office will not process BOLC requests that have already received any type of advance. **Request the DLA at your permanent duty station.**
- If you had been at a duty station prior to BOLC for more than 20 weeks (in PCS status), you are qualified for DLA. But, if you received a pay advance here at Fort Sam Houston, you should request DLA at your next duty station.
- If you are qualified to apply for DLA from Fort Sam Houston, you need to fill out the DLA form, which is available at Alpha Company, and attach 4 copies of both your TDY and PCS orders. The DLA request should be turned in 3 weeks prior to your departure from BOLC.

IF YOU ARE MISSING ANY OF THESE ITEMS IT WILL DELAY YOUR PAY BEING STARTED AND YOUR FAMILY BEING ENROLLED INTO DEERS

Inprocessing Personnel and Finance Documents

DA form 71 (Oath of Office) – 3 copies

If you are on active duty and have not been administered the oath you will complete an Active Duty Oath of Office on Day 1 of the course. If you have a reserve and/or active duty oath, bring copies of both.

Orders (PCS, TDY) and all amendments – 10 copies

Officers arriving from ROTC will typically only have one order that serves as both a PCS and TDY order. **It is very important to report with 10 copies.**

SF 1199A (Direct Deposit Form) – 2 copies

If you are not in the military pay system (DFAS) or want to change your banking information in DFAS, you will need to submit either a completed SF1199A (with correct routing number) or a void check to finance during in-processing.

DD 93 (Record of Emergency Data) – 2 copies

All Soldiers are required to have a DD93 on file in case of emergency. If you have one, bring it with you to in-processing.

If you do not have one, you will complete the DD93 during in-processing. If you already have one in the system, but not with you, you will complete another one.

Servicemembers Group Life Insurance (SGLI) form – 2 copies

All Soldiers are required to have a SGLI form on file in case of emergency. If you have one, bring it with you to in-processing.

If you do not have one, you will complete the SGLI form during in-processing. If you already have one in the system, but not with you, you will complete another one.

DD Form 214 (if applicable) showing any prior service – 2 copies

If you have at least 4 years + 1 day of prior service, you are eligible for “E-pay” (listed as O-1E on pay charts). Active duty time for Reservists and National Guard Soldiers can count towards “E” pay; therefore, bring your reserve retirement points report, if applicable. In order to qualify for “E-pay” as a USAR/ARNG Soldier you must have at least 1,640 points.

We will make every attempt to start your "E-pay" at Fort Sam Houston. However, **priority processing goes to starting base pay and allowances for new Soldiers.**

IF YOU ARE MISSING ANY OF THESE ITEMS IT WILL DELAY YOUR PAY BEING STARTED AND YOUR FAMILY BEING ENROLLED INTO DEERS

Inprocessing Personnel and Finance Documents

Enrolling in DEERS and ID Card Documents

***** ALL DOCUMENTS MUST BE ORIGINAL OR CERTIFIED ORIGINAL (NO COPIES) *****

- 1) Social Security Card (Original or Certified Original)
- 2) Marriage Certificate (Original or Certified Original)
- 3) Divorce Decree (Original or Certified Original with Judge's Signature)
- 4) Adoption Decree (Original or Certified Original with Judge's Signature)
- 5) When Enrolling Family Members*, the FOLLOWING ARE REQUIRED:
 - Birth Certificate
 - Social Security Card

** IF 21 YEARS OLD AND OVER, PHOTO ID IS REQUIRED (MUST PROVIDE LETTER FROM REGISTRAR'S OFFICE STATING THEY ARE FULL-TIME STUDENTS AND HAVE THE EXPECTED GRADUATION DATE – MUST BE ON SCHOOL LETTERHEAD)*

- 6) When Enrolling Step-Children, the FOLLOWING ARE REQUIRED:
 - Marriage Certificate (Original or Certified Original)
 - Birth Certificate (Original or Certified Original)
 - Social Security Card (Original or Certified Original)
- 7) When an ID is issued, THE FOLLOWING TWO FORMS OF ID ARE REQUIRED:
 - One must be a photo ID
 - Secondary form of ID
- 8) Acceptable Forms of Photo ID are:
 - Driver License
 - State ID
 - Valid Passport
- 9) Secondary Forms of ID are:
 - Social Security Card (Original)
 - Voter Registration Card (Original)
 - Birth Certificate (Original)
- 10) Dual Military must also provide the following, in order to be enrolled under each other's record:
 - Marriage Certificate (Original or Certified Original)
 - Photo ID (Original)
 - Social Security Card (Original or Certified Original)

Lodging / Hotel

- Upon check-in at BLDG 2426, you will be assigned a room on Fort Sam Houston, at no cost to you; NO RESERVATIONS ARE NECESSARY. Students permanently assigned to Joint Base San Antonio are not authorized lodging.
- Officers arriving early will be charged for all nights prior to their reporting date. This cost may be reimbursed upon arrival at your permanent duty station.
- Due to limited space, Officers in the rank of Captain and below will be housed two officers per room. Students may choose their roommate at time of check-in, provided they are both present and of the same gender.
- Contact your TAC Officer, TAC NCOIC, or Platoon Advisor with any issues that pertain to your room or roommate!
- No family members, children, pets, or bicycles are allowed in your room unless approved by Lodging
- Report any damage, defects or deficiencies to the Front Desk & your TAC Officer/TAC NCOIC. After duty complaints can be made at the front desk of BLDG 2426.

Dining Facility

Meals are provided (MON-FRI) by the Rocco Dining Facility

Located at the intersection of Scott and Schofield Road.

**Please do not loiter in the Dining facility. Eat and move out!
Thousands of students must flow through the DFAC during
meal hours!**

Rocco Dining facility hours of operation are:

Breakfast: 0615-0815 hrs

Lunch: 1100-1300 hrs

Dinner: 1700-1900 hrs

YOUR MEALCARD DOES NOT COVER WEEKEND MEALS!

You will be reimbursed for weekend meals when you settle your TDY at your home station.

You must present your meal card, CAC Card or Orders to the cashier in order to eat in the Dining Facility! **NO EXCEPTIONS**

Don't throw away your meal card; it will be turned in at the end of your course.

Religious Services

Friday Service Times

Jewish (Main Post Chapel)	2000 & 2030hrs
Islamic (AMEDD)	1315hrs

Saturday Service Times

Buddhist (AMEDD)	1000hrs
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Sunday Service Times

Catholic Mass (AMEDD)	0800hrs
General Protestant (AMEDD)	1100hrs
Gospel Service (Dodd Field)	1030hrs
Latter Day Saints (AMEDD)	1300hrs

* These are religious events, therefore, attendance is completely voluntary!

Gym / Fitness Centers

Jimmy Brought Fitness Center

General Information:

This 68,000 sqft. facility opened in 1993 to provide diversified, innovative activities, offer self-fulfillment, social activity, leisure time enjoyment and the stress of daily living.

Hours of Operation:

MON – FRI: 0500 – 2200hrs
SAT-SUN/Holidays: 0900 – 1700hrs

Location: BLDG 320, Wilson Rd.

When not in uniform you must provide a CAC or some sort of picture ID and a copy of your BOLC orders to use the facility

FSH Aquatic Center

General Information:

The Aquatic Center offers summer fun and offers private and group swimming lessons, youth swim lessons, and life guarding classes.

Hours of Operation (seasonal):

Memorial – Labor Day: 1200 – 2000hrs

Location: between the METC Fitness Center and Salado Park.

Medical Sickcall

Sick call for all students is held at the McWethy Troop Medical Clinic (BLDG 2560), located at 3101 Taylor Road.

Hours: 0530-0730hrs, Monday-Friday, on a walk-in basis.

For treatment on the **weekend or after sick call hours**, report to the BAMC Emergency Room.

Dental Sickcall

Dental Sick call for all students is held at the Budge Dental Clinic, **located on Garden Avenue**.

Hours: 0530-0630hrs, Monday-Friday, on walk-in basis.

On-Call TAC Officer/ TAC NCOIC Black Berry (210) 557-6032

Leave & Pass Policy

The Alpha Company Commander is the approval authority for all Pass requests.

Travel outside the country is not authorized during the course, this includes Mexican border towns.

Ordinary leave is not authorized during this course.

You are required to have a formal pass request (DA 31) for all travel beyond a 50 mile radius, with the exception of Austin, not to exceed 400 miles per day (*unless you have a flight itinerary*).

Pass requests are routed through the Class S-1 to your TAC; **your Platoon Advisor signs as the Supervisor.**

Do not purchase tickets for flights leaving before 2000hrs (8pm) on duty days.

Passes should be submitted No Later Than (NLT) Close of Business (COB) the Tuesday prior to the requested weekend.

A Personally Owned Vehicle (POV) Risk Assessment and POV Inspection are required, which can be obtained at <https://safety.army.mil/home.html>, or a flight itinerary.

SEE EXAMPLE FOR COMPLETING DA 31 ON THE NEXT PAGE

REQUEST AND AUTHORITY FOR LEAVE

This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10.
The proponent agency is ODCSPER. (See instructions on reverse.)

1. CONTROL NUMBER

BJ -

PART I

2. NAME (Last, First, Middle Initial) DOE, JOHN L.		3. SSN 123-45-6789	4. RANK CPT	5. DATE 08 AUG 2014
6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone No.) USA MEDDAC FORT LEAVENWORTH, KS 62012 (123) 456-7890		7. TYPE OF LEAVE <input type="checkbox"/> ORDINARY <input type="checkbox"/> EMERGENCY <input type="checkbox"/> PERMISSIVE TOY <input checked="" type="checkbox"/> OTHER Granting Regular Pass		8. ORGN, STATION, AND PHONE NO. ALPHA Company, 187 th Med BN JBSA Fort Sam Houston, TX 78234 (210) 221-8355
9. NUMBER DAYS LEAVE				10. DATES
a. ACCRUED 10	b. REQUESTED 4	c. ADVANCED N/A	d. EXCESS N/A	a. FROM 18 OCT 2018
11. SIGNATURE OF REQUESTOR I		12. SUPERVISOR RECOMMENDATION/SIGNATURE <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL AARON S. GRIFFIN, CPT, MS, PLATOON ADVISOR		13. SIGNATURE AND TITLE OF APPROVING AUTHORITY BRAD J. GREGORY, CPT, MS, Commanding

DEPARTURE

14. a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY
15. EXTENSION		
a. NUMBER DAYS	b. DATE APPROVED	c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY
16. RETURN		
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY

17. REMARKS

Absences that exceed the total number of days authorized by this mileage pass will result in the entire period converted to chargeable leave. In the event of an emergency, contact 187th Medical Battalion Staff Duty at (210) 221-6877.

PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL

18. You are authorized to proceed on official travel in connection with emergency leave upon completion of your leave and travel will return to home station (or location) designated by military orders. You are directed to report to the Agent of Embarkation (AEOE) for onward movement to the authorized international airport designated in your travel documents. Official travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized special transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after your return. If you require leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for leave extension.

19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION

For return military travel reservations in CONUS call the MAC Pass and Reservation Center (PRC):
Should you require other assistance call PAP:

20. DEPARTED UNIT	21. ARRIVED HOME UNIT	22. ARRIVED APOE (return only)	23. ARRIVED HOME UNIT
24. PART III - SPECIAL TRAVEL AUTHORIZATION			
25. <input type="checkbox"/> (Space available or needed cash reimbursement)		<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ROUND TRIP
<input type="checkbox"/> (Space required) TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN BLOCK NO. 25			

DEPENDENT INFORMATION

a. DEPENDENTS (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATES OF BIRTH (Children)	d. PASSPORT NUMBER

PART IV - AUTHENTICATION FOR TRAVEL AUTHORIZATION

26. DESIGNATION AND LOCATION OF HEADQUARTERS		27. ACCOUNTING CITATION
28. DATE ISSUED	29. TRAVEL ORDER NUMBER	30. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION

Emergency Leave

You must have a verified Red Cross message sent to Alpha Company, 187th MED BN for all emergencies.

– How to Contact the Red Cross for Assistance –
(877) 272-7337 (toll-free)

An immediate family members should call the Red Cross office upon notification of an emergency involving a Service Member, stationed at Fort Sam Houston.

When calling the Red Cross, please provide the following information about the service member:

- Full name
- Rank/rating
- Branch of service (Army, Navy, Air Force, Marines, Coast Guard)
- Social security number or date of birth
- Military address
- Information about the deployed unit and home base unit *(for deployed service members only)*

Absences

Contact your TAC Officer/TAC NCOIC immediately if you are hospitalized, incarcerated, delayed and/or miss movement.

You are not authorized any unexcused absences.

Excused absences require either:

- Sick call slip, or
- Prior coordination with the Class Advisor and authorization from the Company Commander.

Mailroom Procedures

To get a mailbox:

- Go to the Student Center Mailroom, located at 3288 CPL Johnson Road, Fort Sam Houston, Texas, 78234.
- Provide a copy of your orders and ID to get a temporary mailbox.

During out-processing, you must close it out and provide a forwarding address.

Your temporary address, while attending BOLC, will be:

NAME/RANK

BOLC or CCC with Class #

3288 CPL Johnson Rd

BOX # _____

Fort Sam Houston,

Texas 78234

Do not send mail directly to Alpha Company; it will not be delivered!

Stimson Library

Hours

Monday thru Friday: 0700-2000hrs

Closed on weekends and holidays

Location

Aabel Hall
Academy of Health Sciences
BLDG 2840, Suite 106
2250 Stanley Road
Fort Sam Houston, Texas 78234

Driving On-Post

Fort Sam Houston is considered a “walking campus”. [Parking directly adjacent the AMEDD Center and School is for staff use only and is not authorized for BOLC students.](#) For in-processing, please park across the street from the AMEDD museum to avoid being ticketed. You will be given more information regarding authorized student parking areas when you in-process.

You must utilize a hands-free telephone device when talking on cell phones while driving on Fort Sam Houston. **TEXTING while driving is not authorized** within the city of San Antonio, or on Fort Sam Houston.

You are **not** required to have a Fort Sam Houston Department of Defense (DoD) registration sticker on your vehicle to obtain access to the base. For more info on accessing Fort Sam Houston, please refer to the FAQ page attached.

Students are not authorized to drive motorcycles while in BOLC.

Students are not authorized to operate a vehicle after consuming alcohol; you must use a designated driver or taxi service.

OFF LIMITS Areas

ON POST

Post housing, Barracks, FSH Guest House, and MacArthur Field (*during hours of darkness*)

OFF POST

ESTABLISHMENT / AREA	ADDRESS	EFFECTIVE DATE
CRACKER BOX	622 W. HILDEBRAND	1-Sep-97
*PLANET K	5619 EVERS RD	29-Sep-99
PLANET K	1015 E. MULBERRY	29-Sep-99
PLANET K	2803 GOLIAD RD	29-Sep-99
PLANET K	2138 AUSTIN HWY	29-Sep-99
VOODOO TATTOOS	202 ARANSAS	20-Dec-06
PLAYERS CLUB (PC) OF SAN ANTONIO	8235 VICRAR	20-Dec-06

*** Read The Policy Letters! They are posted at the Company HQs.**

Off-Duty Employment

Off-Duty Employment is not authorized while you are in training.

Company Operations

Alpha Company HQs is located in Room 017A, in the basement of Aabel Hall. All BDE, BN, and CO policies are posted at the company for review.

TAC Office hours for students are 0900-1600hrs daily.

If you are having problems with lodging, family, pay, personnel or spiritual well being...contact your TAC Officer/TAC NCOIC or Platoon Advisor ASAP, so we can help you resolve the problem.

Army Physical Fitness Test

All Officers are required to take and pass the Army Physical Fitness Test for successful completion of BOLC.

BOLC-RC Officers in the BOLC-RC course will be allowed to use a previously taken APFT and HT/WT, if they arrive to BOLC with a DA Form 705 that shows they have taken and passed the test within 6-months of their BOLC report date.

Officers competing for the Citizen Soldier Leadership Award must take and pass the APFT during in-processing at BOLC.

Uniform

The duty day uniform for BOLC Soldiers is the ACU/MULTICAM with BOLC patch.

BOLC patches are to be worn on the left sleeve of the ACU/MULTICAM above unit patches.

Soldiers are authorized to wear the Improved Physical Fitness Uniform (IPFU)/Army Physical Fitness Uniform (APFU) and the ASU, at the discretion of the chain of command.

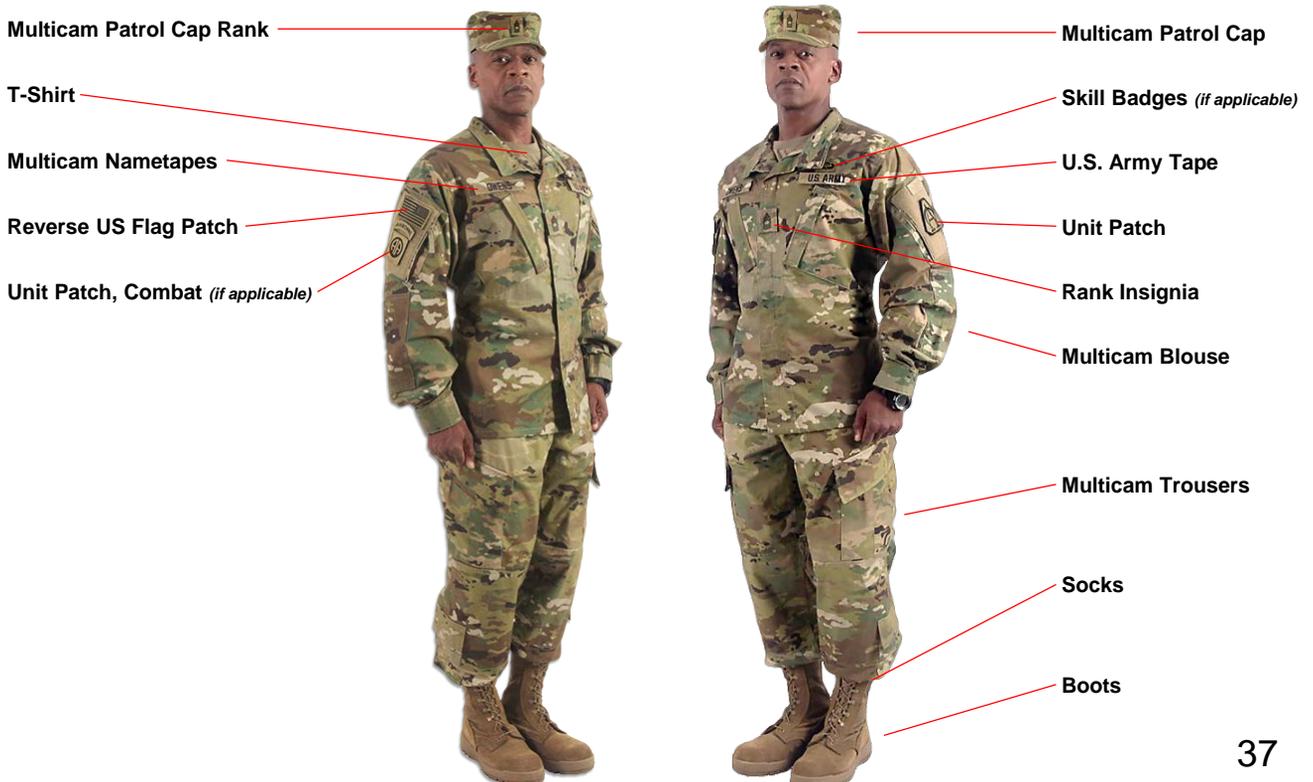
The IPFU/APFU is not authorized for wear in the main Post Exchange (PX) or Commissary.

The IPFU/APFU is authorized for wear to the Military Clothing & Sales Store for the purpose of uniform purchase/fitting, as well as, to individual medical appointments (i.e. physical therapy, intensive outpatient programs, etc.), at the discretion of the Company Commander.

BOLC students are also authorized the wear of the IPFU/APFU upon initial arrival IAW the Company training schedule until uniforms are appropriately issued/fitted.

Garrison Uniform

- Army Combat Uniform (ACU)/Multicam consisting of trousers and blouse
- Cap, ACU/Multicam x 1
- Belt, Web with open-faced Black Buckle in tan or OD green x 1
- Boots, tan
- Undershirt, tan
- Socks, OD Green
- Skill Badges (i.e. Airborne, Air Assault, EFMB), if applicable (*subdued pin-on*)
- Unit Patch
- Grade Insignia (Velcro)
- Grade Insignia, (*subdued, pin-on* for head gear)
- Name Tapes (Velcro)



Wear of Headgear

The Patrol Cap is worn with the ACU/MULTICAM.

Soldiers will wear the Patrol Cap straight on the head, so that the cap band creates a straight line around the head, parallel to the ground.

Rank will be centered on front of cap and name tape will be placed on back of cap.

Link below has information regarding all wear and appearance of the Military Uniform.

http://www.apd.army.mil/pdf/files/r670_1.pdf

Boots (General Guidelines)

Boots will be diagonally laced, with the excess lace tucked into the top of the boot under the bloused trousers or wrapped around the top of the boot.

Required to possess two pairs of issue.

As an option, boots of a similar commercial design are authorized for wear.

UNAUTHORIZED BOOTS:

- Boots with zipper inserts
- Metal cleats & side tabs



Examples of Unauthorized boots



Nike SFB –
synthetic leather



Rocky C4T –
synthetic suede



New Balance
OTB –
synthetic
suede



Danner
Tachyon –
synthetic
upper



Bates Tactical
Sport Desert –
Wolverine Warrior
leather



Tactical Research
Flyweight Boots -
micro suede



Bates Zero Mass
Desert –
Wolverine Warrior
leather



Bates GX-8 Desert
Composite –
Wolverine Warrior
leather & zipper



Under Armour
Alegant - synthetic



Under
Armour
Valsetz – 7
inch,
synthetic



McRae Temperate
Ultra Lightweight
– synthetic suede

This is not an all inclusive listing. These are boots known to be outside of regulatory guidance. Any boots that do not meet the criteria on the previous slide remain unauthorized to be worn by U.S. Army Soldiers IAW DA PAM 670-1.

Backpacks

Backpacks, civilian rucksacks, gym bags or like articles may be carried, worn over one shoulder, or both shoulders while in uniform. They may not be slung across the body with the strap over the opposite shoulder. **BAG MUST BE ALL BLACK, OR ACU/MULTICAM COLORED.**

All items worn over the shoulder must be black/ACU/MULTICAM with no other colors and may not have any logos. Logos include Army agency/organization seals, insignias, crests, etc.



Hair Standards (General)

There are many hair styles that are acceptable in the Army, so long as the Soldier's hair is worn in a **neat and conservative manner**, the acceptability of the style will be judged solely by the criteria described in AR 670-1, paragraph 1-8a.

Hair Standards (Male)

The length and bulk will not be excessive or present a **ragged, unkempt** or **extreme appearance**.

Must present a tapered appearance.

Blocked cut fullness in the back is permitted, in moderate degree, as long as the tapered look is maintained.

Hair Standards (Female)

The length and bulk of the hair will not be **excessive** or present a **ragged, unkempt, or extreme appearance**.

Will not fall over the eyebrows or extend below the bottom edge of the collar.

Wigs or hairpieces may be worn as long as it is of natural hair color and the style and length conform to appearance standards.

If Soldiers use dyes, tints, bleaches, they must choose those that result in natural hair colors.

All hair-holding devices must be plain and of a color as close to the Soldier's hair as possible or clear.

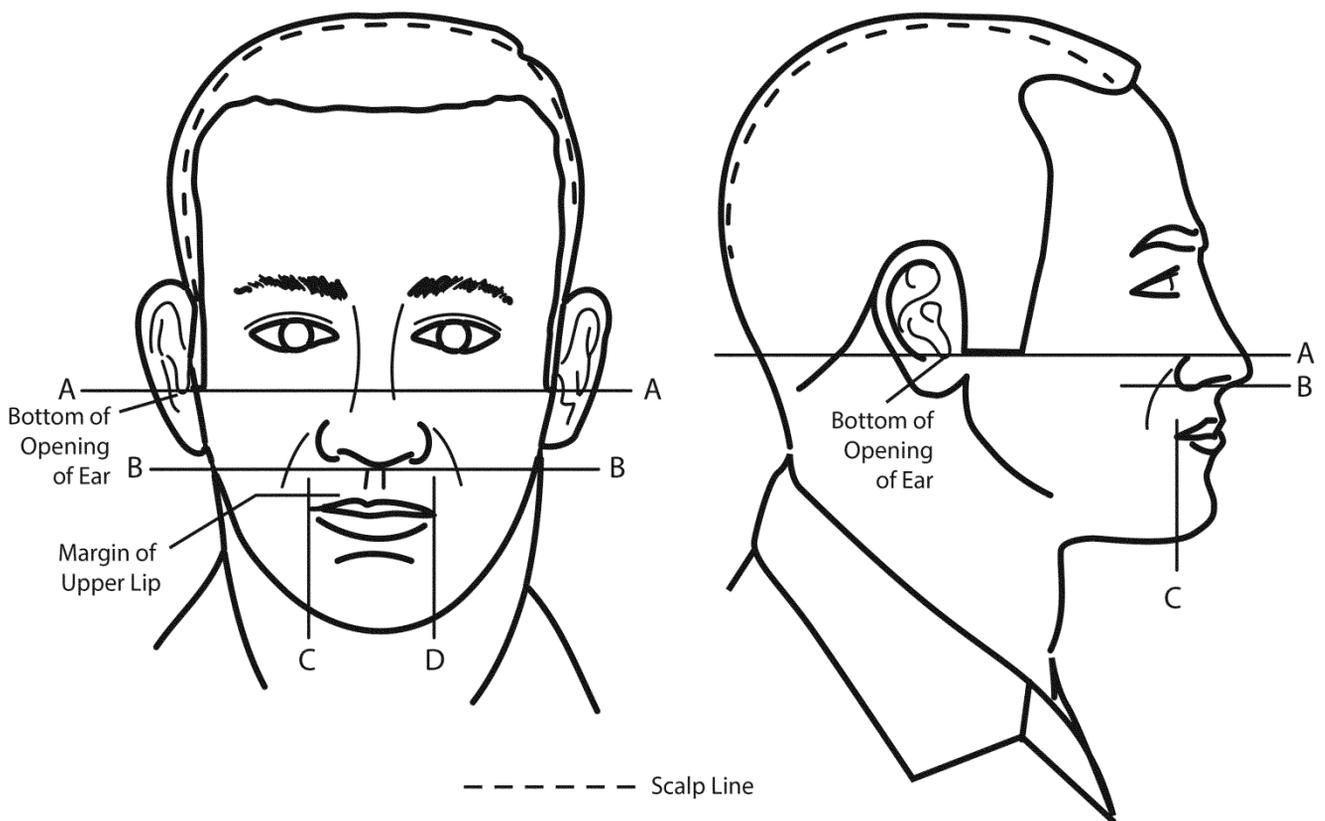
Authorized devices include but are not limited to barrettes, combs, pins, plain scrunchies, clips, rubber bands and hair bands.

Male Grooming Standards

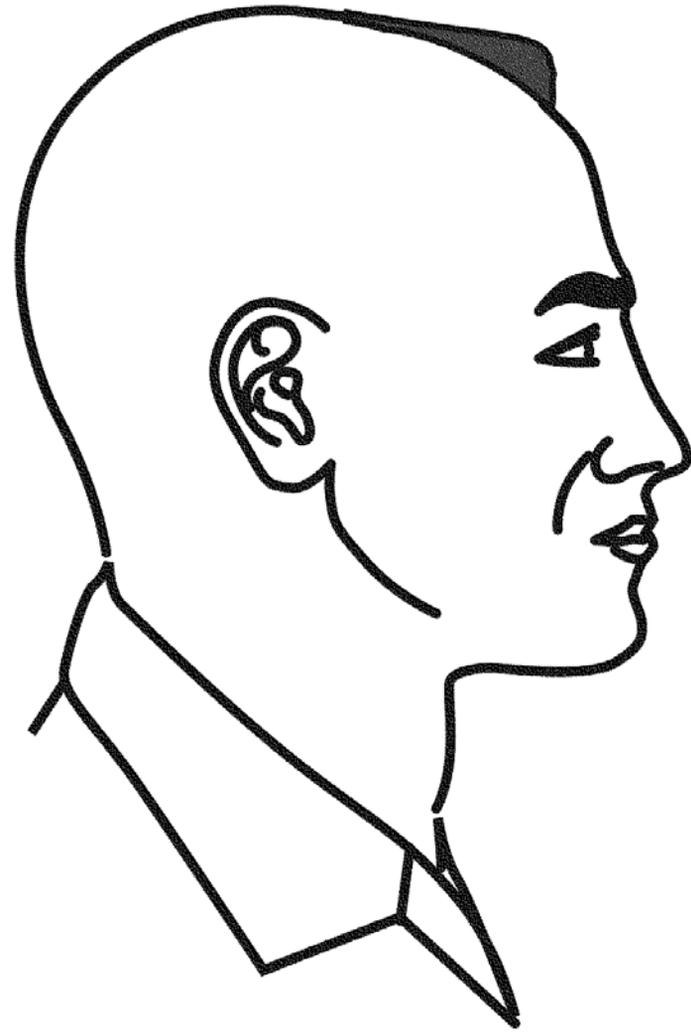
Side burns will not extend below the bottom of the ear opening (A)

No mustache will extend sideways beyond a vertical line drawn upward from the corners of the mouth (C,D)

No portion of the mustache will cover the upper lip line or extend beyond (B,C, or D)

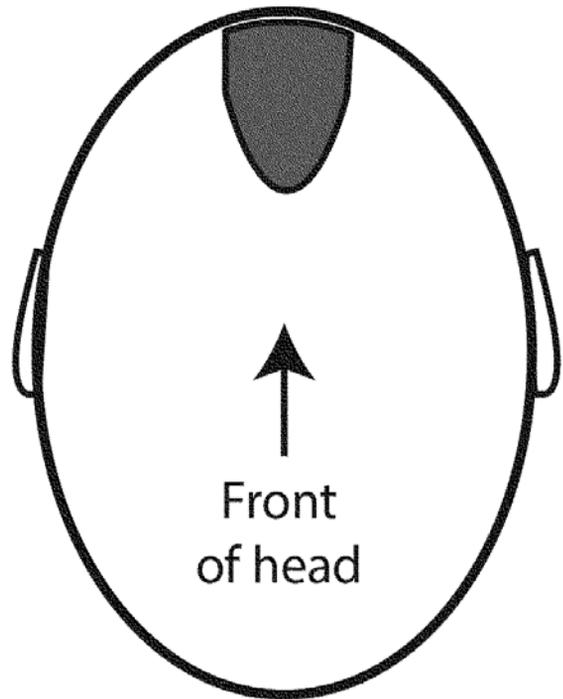


Unauthorized Male Hairstyles



NOT an authorized hair style
"Tear Drop"

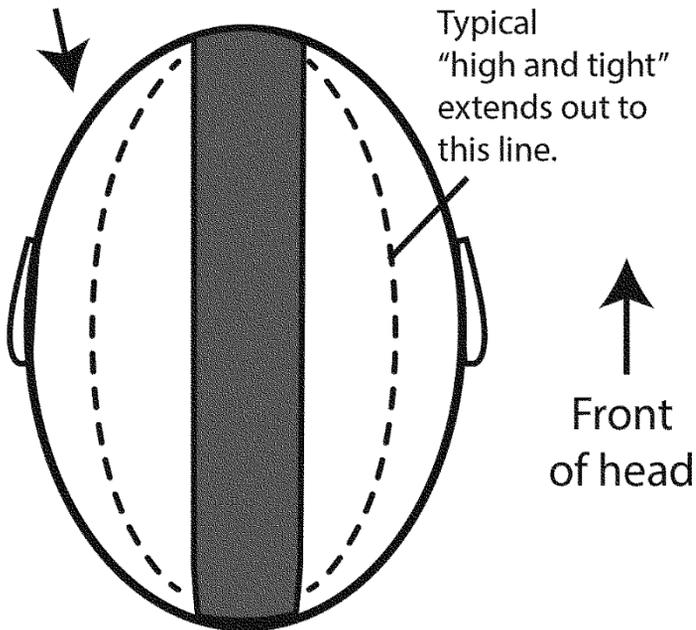
Head is shaved all the way
around the patch of hair



Unauthorized Male Hairstyles

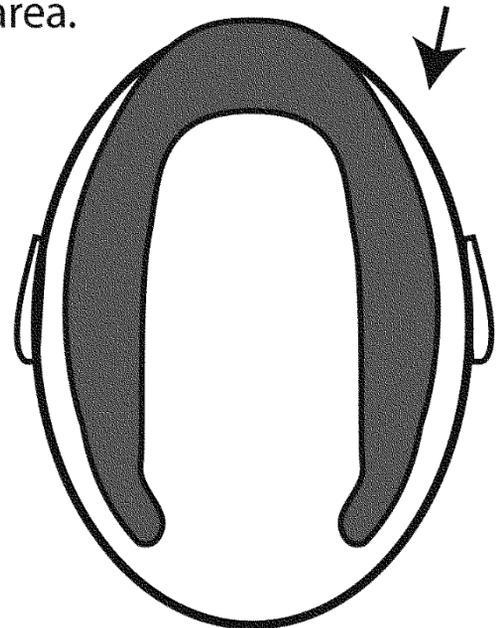
NOT an authorized hair style "Landing Strip or Mohawk"

Head is shaved all the way around the strip of hair.



NOT an authorized hair style "Horse shoe"

Head is shaved all the way around the "U" shaped hair area.

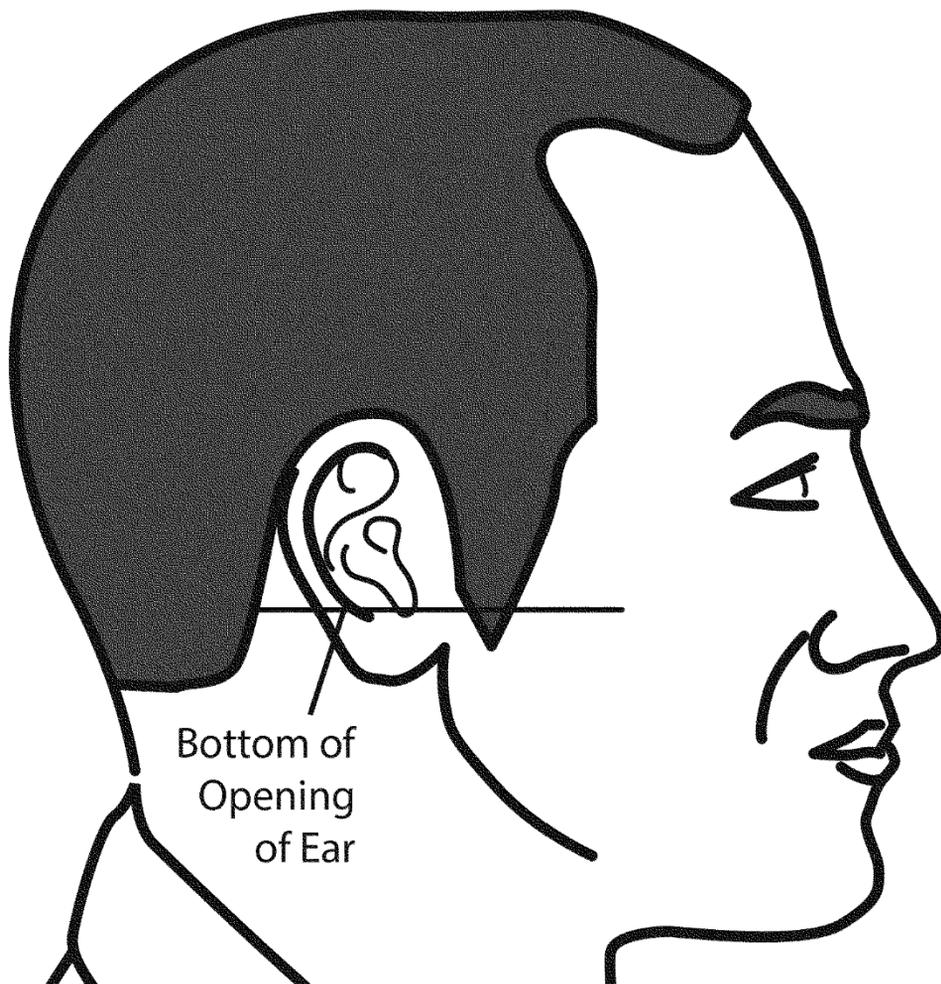


Sideburns

- Sideburns are hair grown in front of the ear and below the point where the top portion of the ear attaches to the head
- Sideburns will not extend below the bottom of the ear opening
- Sideburns will not be styled to taper, flair, or come to a point
- The length of an individual hair of the sideburn will not exceed 1/8" when fully extended

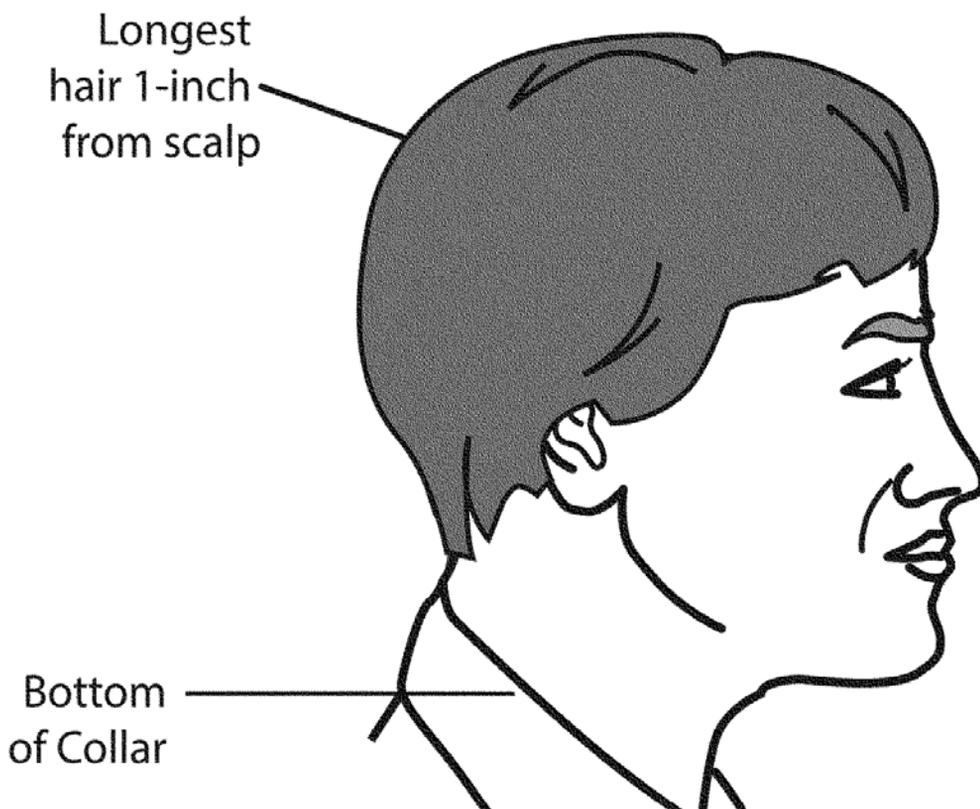
Unauthorized Sideburns

- Sideburn extends below the bottom of the ear opening
- Sideburn is pointed
- Hair of sideburn is more than 1/8" in length



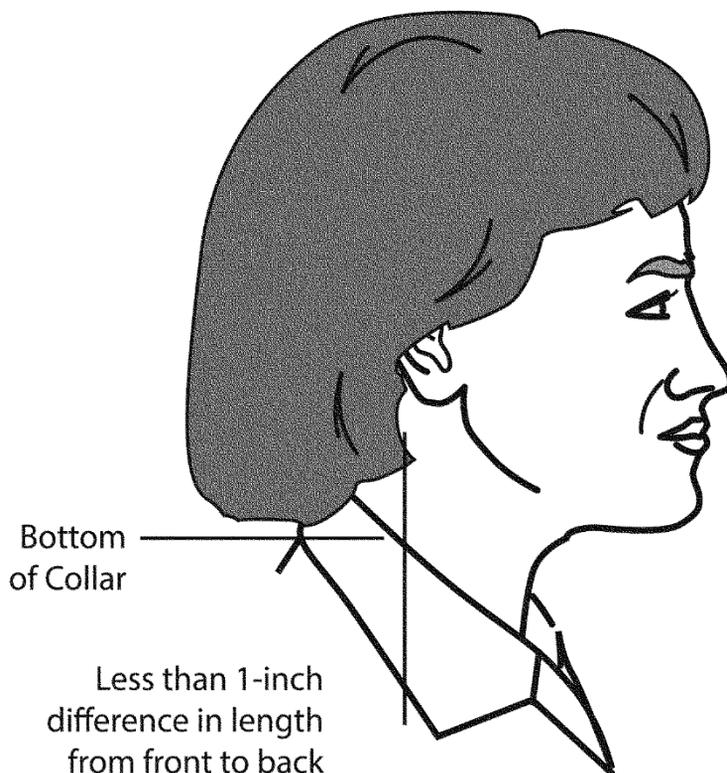
Female Short Hair Length

- Defined as hair length that extends no more than 1" from
- scalp (excluding bangs)
- Hair may be no short than 1/4" from scalp, but may be evenly tapered to the scalp within 2" from the hair line edges
- Bangs may not fall below the eyebrows & may extend to the hairline at the temple



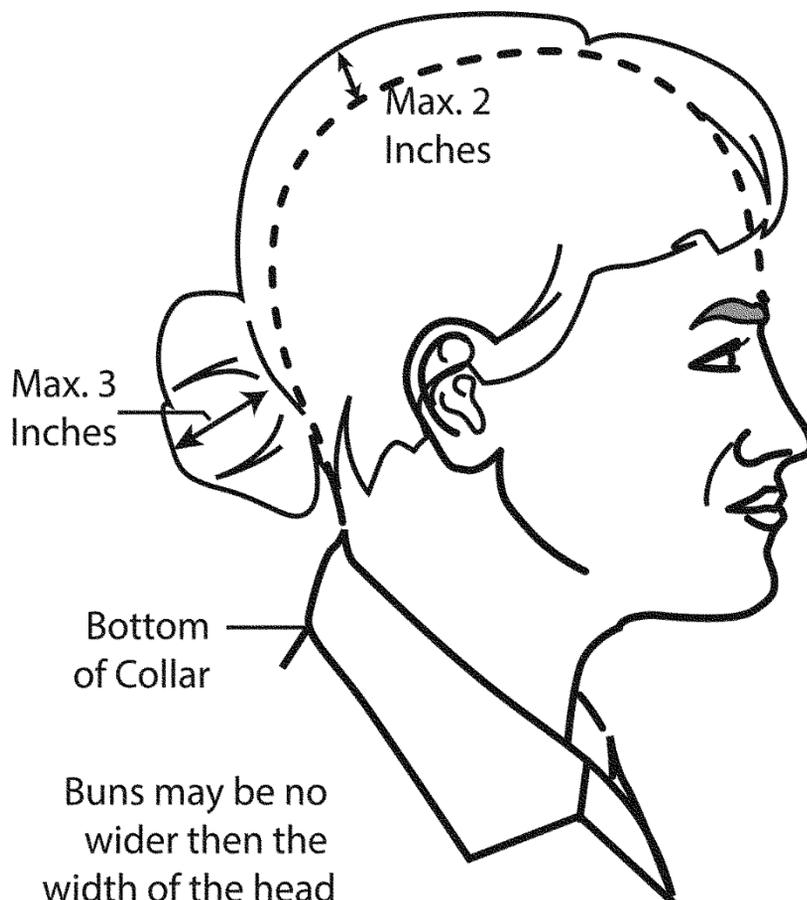
Female Medium Hair Length

- Defined as hair length that extends more than 1" from scalp (excluding bangs) and does not extend beyond the lower edge of the collar
- Hair may be worn loosely
- Graduated hairstyles are authorized provided the length has no more than 1" difference from front to back
- Layered hairstyles are authorized provided each hair's length is generally the same length
- Bulk of hair (measured from the scalp) will not exceed 2"



Female Long Hair Length

- Defined as hair length that extends beyond the lower edge of the collar
- Hair must be neatly and inconspicuously fastened or pinned
- Bangs are authorized
- Bulk of hair (measured from the scalp) will not exceed 2" (except a bun, which may extend a maximum of 3" from the scalp) and be no wider than the width of the head.





FEMALE UNAUTHORIZED HAIRSTYLES



- More than 1" difference in length from front to back



- Bangs fall below eyebrows



- Scrunchie color is not similar to hair color





FEMALE UNAUTHORIZED HAIRSTYLES



❑ Hair not properly secured



❑ Unbalanced or lopsided hairstyle



❑ Part is not one straight line

Female Braids

- Multiple braiding (*more than 2 braids*) is authorized
- Must be of uniform dimension, small in diameter (approximately 1/2"), show no more than 1/8" of scalp between the braids
- Must be tightly interwoven to present a neat, professional, well-groomed appearance
- Foreign material (*beads or decorative items*) will not be braided into the hair
- Can be worn loose per medium hair length guidelines or secured to the head in the same manner as described for medium or long length hair styles
- Ends must be secured only with inconspicuous rubber bands
- Multiple braids must encompass the whole head
- When braids are not worn loosely, but braided close to the scalp, the braids must start at the front of the head

Female Twists & Dreadlocks

Twists

- Defined as twisting two distinct strands of hair around one another to create a twisted rope-like appearance
- Although some twists may be temporary (*can be easily untwisted*), they are unauthorized
- This includes twists formed against the scalp or worn in a free hanging style

Dreadlocks

- Defined as any or locked coils or ropes of hair (*or extensions*)
- Any style of dreadlock (*against the scalp or free-hanging*) are not authorized

Female Cornrows

- Defined as hair rolled (not twisted using two strands) or braided closely to the scalp producing a continuous, raised row of hair
- Cornrows must be of uniform dimension, small in diameter (approximately 1/2"), and show no more than 1/8" of scalp between the cornrows
- Must be tightly rolled or braided to present a neat, professional, well-groomed appearance
- Cornrows must start at the front of the head and continue in one direction in a straight line and end at a consistent location of the head
- Only one cornrow style (*braided or rolled*) may be worn at one time

Extensions & Wigs

- Hair extensions are authorized. Extensions must have the same general appearance as the individual's natural hair and otherwise conform to AR 670-1
- Wigs must look natural and conform to hair guidelines in AR 670-1

Female Pony Tails

- Long length hair may be worn in a pony tail when within the scope of physical training
- A single pony tail centered on the back of the head is authorized in PT uniform, except when considered a safety hazard. The pony tail is not required to be worn above the collar
- Authorized: PT formations, travel to and from PT
- Prohibited: stops when traveling to and from PT, medical appointments, organizational day, post clean-up

Finger Nails

- Males will not exceed a nail length that extends beyond the tip of the finger
- Females will not exceed a nail length of 1/4" as measured from the tip of the finger
- Females may wear only clear nail polish in all uniforms.
- Males may not wear nail polish
- Clear acrylic nails are authorized for females, provided they have a natural appearance and conform to Army standards

Jewelry

- Attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to, through, or under their skin, tongue, or any other body part is prohibited
- Rule applies to all Soldiers on or off duty. The only exception is for female Soldiers, who may wear authorized earrings
- No change to authorized earrings for females in service, dress, and mess uniforms
- When females are off duty, there are no restrictions on wearing earrings so long as the earrings do not create or support ear gauging (enlarged holes in the lobe of the ear)

Dental Ornamentation

- The use of gold caps, platinum caps, or caps of any unnatural color or texture (permanent or removable) for purposes of dental ornamentation is prohibited
- Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, and so forth
- Unnatural shaping of teeth for nonmedical reasons is prohibited

Tattoo & Branding

- Unauthorized tattoo locations:
 - 1) On the head, face, & neck, *(anything above the T-shirt line to include on / inside the eyelids, mouth, & ears)*
 - 2) On the hands, fingers, wrists *(below the wrist bone)*
- If found, Soldier must be processed in accordance with AR 670-1

Categories of Unauthorized Tattoos

- 1) **Extremist tattoos or brands.** Those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities.
 - 2) **Indecent tattoos or brands.** Those that are grossly offensive to modesty, decency, propriety or professionalism.
 - 3) **Sexist tattoos or brands.** Those that advocate a philosophy that degrades or demeans a person based on gender but may not meet the same definition of “indecent.”
 - 4) **Racist tattoos or brands.** Those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.
- Soldiers are prohibited from willful mutilation of the body or any body manner parts in any manner
 - Examples include, but are not limited to, tongue bifurcation (splitting of the tongue) or ear gauging (enlarged holes in the lobe of the ear, which are beyond the post hole size for conservative earring wearer, no more than 1.6mm)

ID Tags & Glasses

- Soldiers will wear identification tags at all times while on duty in uniform unless otherwise directed by the commander
- Commanders may authorize sunglasses in formations or field environments, as appropriate
- Personnel will not hang eyeglasses or eyeglass cases on the uniform and may not let glasses hang from eyeglass restraints down the front of the uniform
- Glasses may not be worn on top of the head at any time
- Soldiers are authorized to wear ballistic spectacle eye protection issued by the Army, including lens colors or logos in garrison or field environments unless otherwise directed by their chain of command

Bags

Hand carried bags will be conservative and professional in appearance. Bags (to include civilian gym bags, civilian backpacks, or other similar civilian bags) must be carried only in the hand if they do not meet the criteria below.

Shoulder carried bags must be black or matching the camouflage pattern of the worn uniform, and may not have any commercial logos. The contents of the bag may not be visible; therefore, see-through plastic or mesh bags are not authorized. Soldiers may carry authorized bags by hand, on one shoulder using a shoulder strap, or over both shoulders using both shoulder straps.

Wear of Army Uniform at National, Regional, & Local Events

When Army participation in a public event has been approved in accordance with AR 360-1, commanders are responsible for determining the appropriate uniform for the event.

Commanders should make use of their protocol or other appropriate supporting staff for decision on wear.

Courtesies / Use of Electronic Devices

- Soldiers will not walk while engaged in activities which would interfere with the hand salute and greeting of the day or detract from a professional image
- Examples include, but are not limited to, walking while eating, using electronic devices, or smoking cigarettes, cigars, or pipes
- Soldiers are not authorized to wear wireless and non-wireless devices such as earpieces while wearing Army uniforms
- Hands-free devices while operating a commercial or military vehicle (to include a motorcycle or bicycle) are allowed if not otherwise prohibited by policy or law IAW AR 385-10
- Tobacco-free cigarettes (*or similar devices*) have the same restrictions as cigarettes

Official Travel

- Personnel on official travel and traveling by commercial travel means will wear the service uniform or appropriate civilian attire. Combat uniforms are no longer authorized.
- Soldiers may wear the combat uniform on commercial flights only when deploying/redeploying or on rest and recuperation leave to and from the combat theater.
- Commanders may authorize service or utility uniforms for Soldiers when traveling by commercial travel for emergency leave or casualty assistance duties.

Civilian Clothes

When on duty in civilian clothes or off duty and outside of their personal dwelling, Army personnel will present a professional image that does not detract from the profession, unless specifically exempted by the commander for specific mission requirements.

Umbrellas

- Soldiers may carry a plain, black umbrella, only during inclement weather, when wearing the service (Class A and Class B), dress, and mess uniforms
- Umbrellas are not authorized in formations or when wearing field or utility uniforms
- Commanders may further restrict Soldiers' use of umbrellas, as appropriate.

Uniform (DA Pam) Clarification

Badges on Army Combat Uniforms (ACUs)/Multicams

- Personnel may wear up to five badges above the U.S. Army tape, so long as, space allows for the badges on the individual's uniform. Personnel may only wear one combat or special skill badge from either group 1 or group 2
- Soldiers may wear up to five badges from groups 3 and 4
- Worn in order of group precedence, from top to bottom and from the wearer's right to left
- When one, two, or three badges are worn, they are centered 1/8" above the U.S. Army tape and worn vertically with 1/4" between badges
- When four badges are worn, they are centered 1/8" above the U.S. Army tape, and worn vertically and side-by-side in stacks of two with 1/4" between badges vertically and 1/2" between badges horizontally
- When five badges are worn, they are worn the same as four badges with the additional badge centered 1/4" above the top two badges

Uniform (DA Pam) Clarification

Badges on Service and Dress Uniforms

- May not wear more than 6 total badges (does not include metal tab replicas)
- May wear up to 3 combat and special skill badges above the ribbons. Personnel may only wear one combat or special skill badges from either group 1 or group 2 above the ribbons. Soldiers may wear up to three badges from groups 3 and 4 above the ribbons
- May not wear more than 3 badges on pocket (does not include metal tab replicas)

Special Skill Tab Replicas

- Males wear the special skill tab metal replicas with highest precedence (from the wearer's right to left) 1/8" below the top of the pocket. Females wear these badges with the upper portion of the badges 1/4" below the ribbon bar
- Soldiers may wear special skill badges or marksmanship badges 1/4" below the metal tab replica(s) only if the Soldier has more than three combined special skill tab metal replicas, special skill badges, marksmanship badges on the pocket flap

Army Service Uniform (ASU)

The **Army Service Uniform (ASU)** is the military uniform worn by United States Army personnel in situations where formal dress is called for. It is worn in most workday situations, in which business dress would be called for, while the Army Combat Uniform (ACU)/Multicams are used in combat situations. It can also be worn at most public and official functions.

The blue ASU was adopted for optional wear in 2008. It was issued to new Soldiers starting in the fall of 2010, and must be worn army-wide after 1 October 2014. The ASU is replacing two uniforms already in use, the "army green" service uniform and the "army white" service uniform.

It will be based on the current dress uniform known as the "dress blue" uniform. It has its roots in the "army blue" uniform, which dates back to the Revolutionary War, in which the Continental Army outfitted its' Soldiers in blue to distinguish them from the red uniform coats of the British Army. It also recalls the Civil War Union Army's blue uniforms.



Physical Fitness Uniform

Summer



Physical Fitness Uniform

Winter

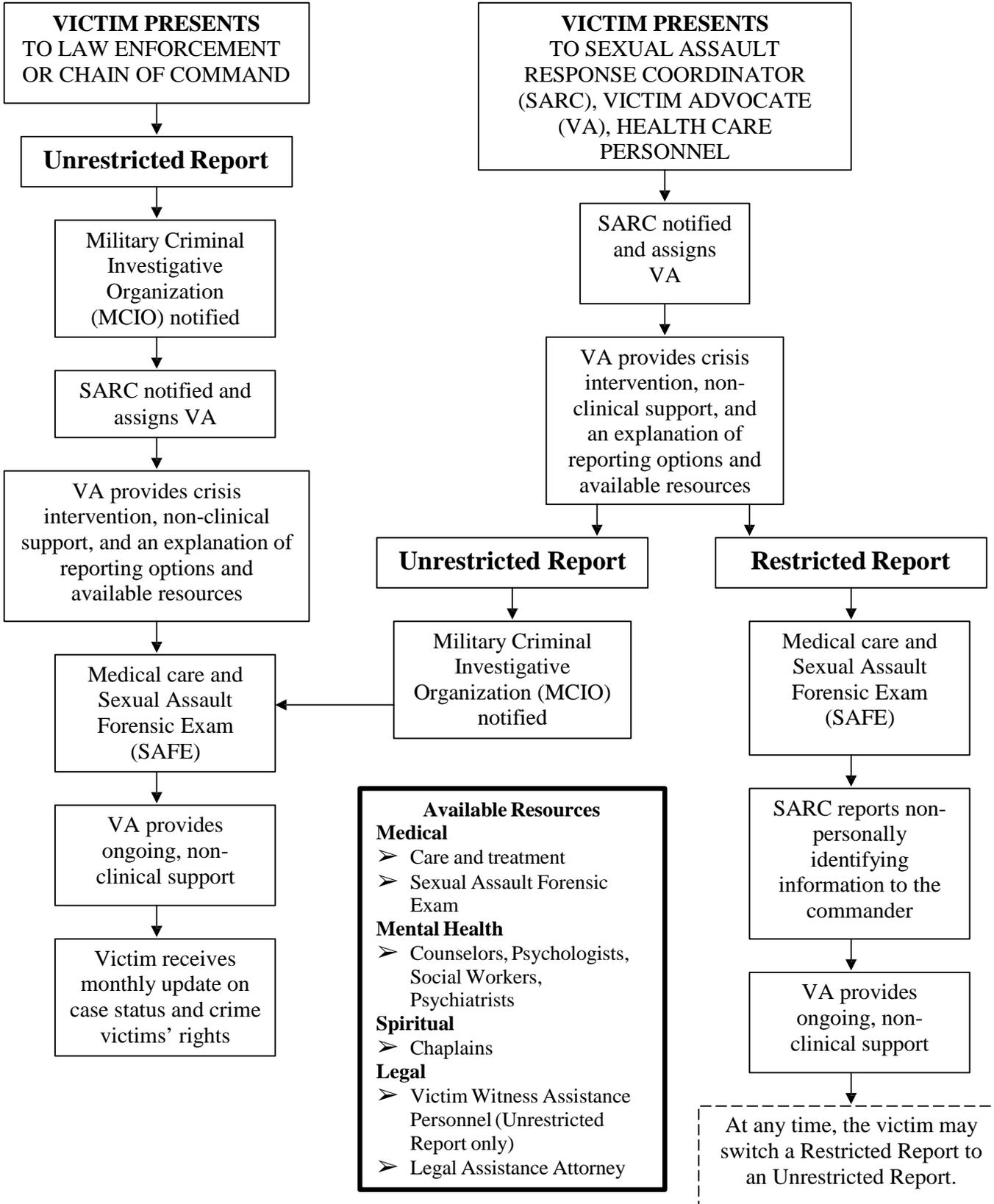


Techniques of Dealing with Sexual Harassment

ALL SOLDIERS AND CIVILIANS HAVE A RESPONSIBILITY TO HELP RESOLVE ACTS OF SEXUAL HARASSMENT

- **DIRECT APPROACH.** Confront the harasser and tell him/her that the behavior is not appreciated, not welcome and that it must stop.
- **INDIRECT PARTY.** Send a letter to the harasser stating the facts, personal feelings about the inappropriate behavior and expected resolution.
- **THIRD PARTY.** Request assistance from another person. Ask someone else to talk to the harasser, to accompany the victim, or to intervene on behalf of the victim to resolve the conflict.
- **CHAIN OF COMMAND.** Report the behavior to immediate supervisor or others in chain of command and ask for assistance in resolving the situation.
- **FILING A FORMAL COMPLAINT.** Is one that a complainant files in writing and swears to the accuracy of the information, it requires actions, is subject to timelines, and require documentation of the actions taken.

Sample Sexual Assault Response Flow Chart



- Available Resources**
- Medical**
 - Care and treatment
 - Sexual Assault Forensic Exam
 - Mental Health**
 - Counselors, Psychologists, Social Workers, Psychiatrists
 - Spiritual**
 - Chaplains
 - Legal**
 - Victim Witness Assistance Personnel (Unrestricted Report only)
 - Legal Assistance Attorney

At any time, the victim may switch a Restricted Report to an Unrestricted Report.

NOTE: These steps are based on DoD Directives 6495.01 and 1030.01 and DoD Instructions 6495.02 and 1030.2. The response procedures may vary by Service or installation but must still comply with the requirements in these policies.

Policy Letter 16

(Privileges and Restrictions for Soldiers in Training)

BASIC OFFICER LEADERS COURSE (BOLC)

BOLC training is designed to transform civilian volunteers into Army officers capable of leading, upon arrival at their first unit of assignment; as well as, to instill the skills, knowledge, and attributes required for Soldiers to contribute to their first unit of assignment.

Officers attending BOLC will be granted the privileges afforded by their rank and are subject to all policies that govern permanent party officers, but remain subject to TRADOC and AMEDDC&S requirements.

Commanders determine specific privileges, based on such factors as grade, training performance, self-discipline, motivation, and conduct.

Policy Letter 16

(Privileges and Restrictions for Soldiers in Training)

Uniform

- The duty day uniform for BOLC Soldiers is the ACU/MULTICAM with BOLC patch.
- BOLC patches are to be worn on the left sleeve of the ACU/MULTICAM above unit patches.
- Soldiers are authorized to wear the Improved IPFU/APFU and the ASU, at the discretion of the chain of command.
- The IPFU/APFU is not authorized for wear in the main Post Exchange or Commissary.
- The IPFU/APFU is authorized for wear to the Military Clothing & Sales Store (for the purpose of uniform purchase / fitting), as well as, to individual medical appointments (i.e. physical therapy, intensive outpatient programs, etc.), at the discretion of the Company Commander.
- BOLC students are also authorized to wear the IPFU/APFU upon initial arrival, IAW the Company training schedule, until uniforms are appropriately issued/fitted.

Policy Letter 16

(Privileges and Restrictions for Soldiers in Training)

Alcohol Use

- BOLC students may consume alcohol on or off the installation provided they are of legal age.
- BOLC students may not socialize with, provide alcohol to, or consume alcoholic beverages in the presence of IET/AIT students.
- Prior to consuming alcohol, BOLC students must develop a risk management plan that incorporates using a designated driver or taxi service.
- Good order, discipline, and professionalism will be maintained while drinking alcohol.
- Excessive intoxication or misconduct while under the influence of alcohol will not be tolerated.
- The Brigade Commander may immediately revoke by written order the privilege of consuming alcohol.

Policy Letter 16

(Privileges and Restrictions for Soldiers in Training)

- **Battle Buddy:** Mandatory during POI time except for those Soldiers residing off-post when off-post or those Soldiers residing on-post in government contracted housing. The use of Battle Buddy's while off-post is strongly encouraged.
- **Tobacco Use:** Electronic cigarettes and tobacco use is not authorized during POI time (0500-1700hrs) by any student, regardless of phase or category (Prior Service, BOLC, MOS-T). Smoking outside of POI time will only be done in authorized smoking areas.
- **POV/Motorcycle Use:** Students are authorized the use, registration, purchase and possession of POVs, but **motorcycles are not authorized** while attending BOLC.
- **Passes:** Passes for BOLC students residing on post are at the discretion of the 187th MED BN Commander and will be governed by policy.

Policy Letter 16

(Privileges and Restrictions for Soldiers in Training)

Troop Movement

- Trainee personnel (and international students enrolled in AIT courses), except those authorized to move by military vehicle, will march to and from the classroom and training area under the control of unit cadre or appointed personnel
- All Soldier movements, regardless of phase or course, in uniform consisting of three or more personnel will, at all times, march in a formation led by a cadre member when available or by a designated student leader
- When cadre or student leadership is not available, a student will assume the lead of the formation

Electronic Devices

- While in uniform, Soldiers will not talk or text on cell phones or play music while walking, and will not use ear pieces or headphones
- Headsets / headphones are not authorized in the IPFU/APFU uniform
- Ear pieces are authorized for wear while running on a closed track while in civilian attire

Policy Letter 16

(Privileges and Restrictions for Soldiers in Training)

Authorized Facilities

All Soldiers are permitted to use the following facilities IAW their phase privileges:

- Student Activity Center
- Library
- Exchange and facilities
- Clothing Sales
- Commissary
- MWR Facilities not specifically placed off limits
- PXtra and Mini-Mall Stores
- Dining establishments on the installation
- Fort Sam Houston Community Center
- Aquatics Center on Post

Phase / BOLC Patches

Worn by students in training only **(including Track Phases)**, and will not be worn by Cadre, TAC Officers, TAC NCOICs, or other staff not in a student training status.

What's Available at ACS?

ACS Services

- Relocation Assistance
- Information on your next duty station
- Guidance, counseling, and advocacy – before, during and after the move
- Outreach for waiting families
- Lending Closet
- Training for pre-move / post-moves
 - Overseas Briefings

Contact Information

Telephone: (210) 221-2705 / (210)221-2418

Address: Building #2797, 3060 Stanley Road, Fort Sam Houston, Texas 78234

Hours: Monday thru Friday, 7:00am - 4:30pm

Tips...from prior BOLC Students

Bring your personal laptop computer and printer!

Bring your car in order to facilitate getting around Fort Sam Houston

Some items to consider **that may not be on your packing list:**

- **Moleskin plus** (*many people developed blisters*)
- **Luggage tags** for your duffel bag (*they all look the same*)
- **Small knife/multi-purpose tool** (*always useful in the field*)
- **Sunscreen** (*this is Texas!*)
- **Bug repellent** (*these mosquitoes and chiggers can be vicious; also recommend a small container of repellent you can carry with you*)
- **Hand sanitizer**
- **Earplugs** (*up to 38 Soldiers per tent, some snore!, alarms beeping, storms, etc.*)
- **Wet wipes**
- **Electric razor**
- **Plastic bags** (*to keep stuff dry*)
- **Plenty of socks** (*many times they will get soaked from trekking through wet fields or if it is raining*)
- **Small pillow**
- **Bed cushion**
- **Hydrocortisone/Benadryl cream** (*for those inevitable bug bites*)
- **Small notebook**
- **An extra pair of eyeglasses** and a copy of prescription
- **Extra sets of ACUs/Multicams**

Enlisted Ranks

Junior Enlisted Members

Insignia	Pay Grade	Rank
None	E-1	Private (PVT)
	E-2	Private (PV2)
	E-3	Private First Class (PFC)
	E-4	Specialist (SPC)

Enlisted Ranks

Noncommissioned Officers

Insignia	Pay Grade	Rank
	E-4	Corporal (CPL)
	E-5	Sergeant (SGT)
	E-6	Staff Sergeant (SSG)
	E-7	Sergeant First Class (SFC)

Enlisted Ranks

Noncommissioned Officers

Insignia	Pay Grade	Rank
	E-8	Master Sergeant (MSG)
	E-8	First Sergeant (1SG)
	E-9	Sergeant Major (SGM)
	E-9	Command Sergeant Major (CSM)
	E-9*	Sergeant Major of the Army (SMA)

* Receives additional Special Pay due to position

Officer Rank Chart

O-1 O-2 O-3 O-4 O-5 O-6 O-7 O-8 O-9 O-10 SPECIAL

ARMY

										
										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)

MARINES

										
Second Lieutenant (2ndLt)	First Lieutenant (1stLt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (LtCol)	Colonel (Col)	Brigadier General (BGen)	Major General (MajGen)	Lieutenant General (LtGen)	General (Gen)	

NAVY

										
										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)

AIR FORCE

										
										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (Lt Gen)	General (Gen)	

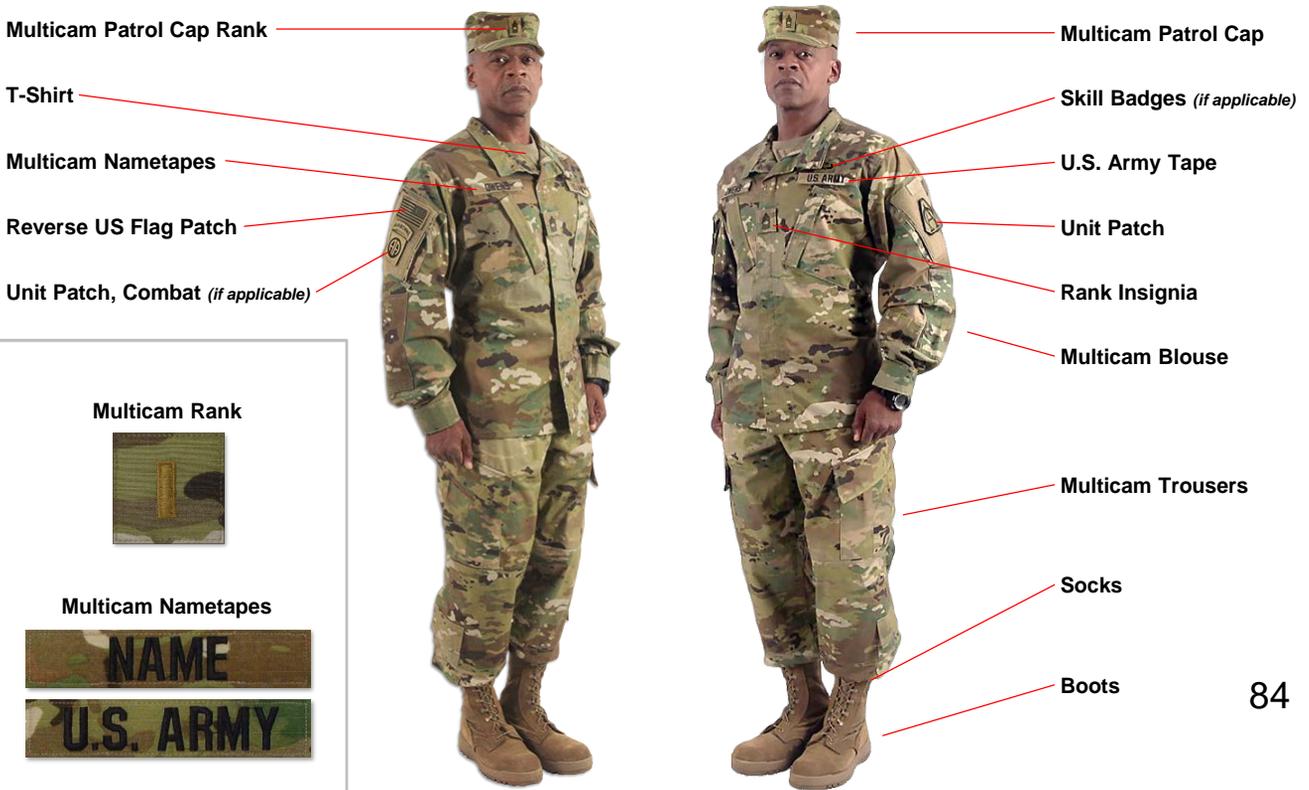
COAST GUARD

										
										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	

AMEDD BOLC Packing List

ARMY COMBAT UNIFORM (ACU)/MULTICAM

QTY	ITEM	DESCRIPTION / COMMENTS
3 SE	ACU/MULTICAM sets	Trousers and Blouse
1 EA	ACU/MULTICAM Patrol Cap	
1 EA	Belt, Web (Tan/OD green)	With open-faced black buckle
2 PR	Boots, Combat	Tan
8 EA	Undershirts	Tan
5 PR	Socks	Tan or OD Green
1 EA	Skill Badges (if applicable) ¹	Subdued pin-on or sewn-on
2 EA	Rank Insignia	Velcro or sewn-on <i>(for ACUs/Multicams)</i>
1 EA	Rank Insignia	Subdued pin-on or sewn-on <i>(for Patrol Cap)</i>
3 EA	Name Tapes	Velcro or sewn-on <i>(one Velcro for Patrol Cap)</i>
2 EA	U.S. Army Tapes	Velcro or sewn-on <i>(for ACUs/Multicams)</i>
2 EA	Reverse US Flag Patch	Full color
2 EA	Unit Patch	MEDCOM or gaining unit after BOLC



PHYSICAL FITNESS UNIFORM (APFU)

QTY	ITEM	DESCRIPTION / COMMENTS
2 EA	IPFU/APFU T-Shirt	Short-Sleeved
2 EA	IPFU/APFU T-Shirt	Long-Sleeved
2 EA	IPFU/APFU Trunks (shorts)	Ensure they fit properly
1 EA	IPFU/APFU Pants	
1 EA	IPFU/APFU Jacket	
1 PR	Running Shoes	Must be in good condition
5 PR	Sweat Socks	White; calf/ankle length (<i>must cover the ankle</i>); NO LOGOS
1 EA	Yellow Reflective Belt	Worn around waist when in shorts and T-shirt



ARMY SERVICE UNIFORM (ASU) – MALE

QTY	ITEM	DESCRIPTION / COMMENTS
1 EA	Beret with Rank Insignia	
1 EA	Coat	
1 EA	Branch Sleeve Braid (<i>sewn on</i>)	
1 EA	Trousers with Belt Loops	
1 EA	Pleated Long-Sleeve ASU Shirt	
1 EA	Pleated Short-Sleeve ASU Shirt	
1 EA	Black Bow Tie	
1 EA	Four-in-Hand Tie	
1 EA	Belt with Buckle and Tip	
1 SE	Branch / US Insignia	
1 EA	Rank Insignia	
1 EA	Shoulder Marks	
1 EA	Overseas Bars (<i>as applicable</i>)	
2 EA	ASU Nameplates	
2 PR	Black Socks	



ARMY SERVICE UNIFORM (ASU) – FEMALE

QTY	ITEM	DESCRIPTION / COMMENTS
1 EA	Beret with rank insignia	
1 EA	Coat	
1 EA	Branch Sleeve Braid (<i>sewn on</i>)	
1 EA	Slacks with belt loops	
1 EA	Skirt	
1 EA	Pleated Long-Sleeve ASU White Shirt	
1 EA	Pleated Short-Sleeve ASU White Shirt	
1 EA	Black Neck Tab	
1 EA	Belt with Buckle and Tip	
1 SE	Branch / US Insignia	
1 EA	Rank Insignia	
1 SE	Shoulder Marks	
1 EA	Overseas Bars (<i>as applicable</i>)	
2 EA	ASU Nameplates	
2 PR	Black Socks	



TA-50 (FIELD GEAR) ISSUED AT BOLC*

QTY	ITEM	DESCRIPTION / COMMENTS
1 EA	Laundry bag	
1 EA	Duffel bag	
1 EA	Army Combat Helmet (ACH)	
1 EA	ACH cover ²	
1 EA	Helmet, Chin Strap	
1 EA	Helmet, Pad Set	
1 EA	MOLLE Vest	
2 EA	Ammo Pouch	
1 EA	Assault Pack	
2 EA	Canteen Pouch	
2 EA	1-QT Canteen	
2 EA	Canteen Cup	
1 EA	Eye-Protection (<i>w/dark lenses</i>)	
1 EA	Sleeping Bag	
1 PR	Overshoes	
1 EA	Wet-Weather parka ^{2,3}	
1 EA	Wet-Weather trousers ^{2,3}	
1 EA	Cold-Weather parka (Gore-Tex) ^{2,4}	
1 EA	Cold-Weather trousers (Gore-Tex) ^{2,4}	



FTX PACKING LIST**

QTY	ITEM	QTY	ITEM
WORN / CARRIED		ASSAULT PACK	
1 EA	Common Access Card (CAC)	1 EA	Waterproof Bag
1 PR	ACU/MULTICAM	1 PR	ACU/MULTICAM
1 EA	Patrol Cap	2 PR	Socks
1 PR	Boots	2 EA	Tan T-Shirt
1 SE	ID Tags	2 PR	Undergarments
1 EA	MOLLE Vest (<i>with all attachments</i>)	1 EA	Personal Hygiene Kit
2 EA	FULL Canteens	5 DS	Allergy / Personal Meds
1 EA	Flashlight	2 EA	Pen
1 EA	Assault Pack	2 EA	Pencils
1 EA	Kevlar (<i>w/ACU Cover, cat eyes</i>)	1 EA	Notebook
1 PR	Prescription Eyeglasses (IAW AR670-1)	1 EA	FTX Study Guide
1 PR	Gloves	1 EA	Protractor
1 PR	Protective Eyewear	1 EA	HELOTES Map
MOLLE VEST ATTACHMENTS		DUFFLE BAG WITH LOCK	
2 EA	Ammo Pouch	1 SE	Sleeping Bag
2 EA	1-QT Canteen (<i>w/ Pouch & Cup</i>)	1 PR	ACU/MULTICAM
1 EA	Magnetic Compass (<i>Issued @BOLC</i>)	1 PR	Boots
1 EA	Flashlight ⁵	3 PR	Undergarments
1 EA	NBC Protective Mask (<i>Issued @BOLC</i>)	3 PR	Socks
BOLC MOLLE STANDARD		3 EA	Tan T-shirts
•	Vest zipped up and clipped at all times	1 PR	Running shoes
•	Ammo Pouches on the front	2 SE	IPFU/APFU (sets) ^{3,4,***}
•	1-QT Canteens on the hips	1 EA	Reflective belt
•	Flashlight on the right suspender	1 SE	Over boots
•	NBC Protective Mask on the left hip	1 EA	Wet/CW Parka ^{3,4}
•	Compass between the right-side ammo pouch and canteen	1 EA	Wet/CW Trousers ^{3,4}

TA-50 (FIELD GEAR) ISSUED AT BOLC**

PERSONAL HYGIENE ITEMS

- Wet Wipes / Baby Wipes
- Shower Supplies
- Shaving Kit (*Males*)
- Déodorant
- Toothbrush
- Toothpaste
- Dental Floss
- Towel
- Soap
- Feminine Hygiene (*Females*)

CONTRABAND ITEMS

- Knives with Blades in Excess of 4"
- Personal Food and Beverages⁶
- Nutritional Supplements⁷
- CONTACT LENSES
- Reflective Lens Sunglasses or Frames
- Sunglasses w/Lenses other than Black

««« CONTRABAND NOTICE »»»

Students found to have contraband in their possession during the Field Training Exercise (FTX) are subject to disciplinary measures and/or UCMJ.

OPTIONAL TA-50 (FIELD GEAR) NOT Issued at BOLC**

QTY	ITEM	DESCRIPTION / COMMENTS
1 EA	Pocket Knife	Blade CANNOT exceed 4"
1 PR	Gloves ⁸	Black, Tan, or OD Green [‡]
1 EA	Camelback (<i>for water</i>) ⁸	Black/ACU/MULTICAM (<i>logo removed</i>)



[‡] Students cannot wear cotton gloves inserts as gloves, but only in conjunction with actual gloves

Equipment Legend / Notes

- 1 Optional
 - 2 ACU/MULTICAM Pattern
 - 3 Summer (*Seasonal*) – April thru September
 - 4 Winter (*Seasonal*) – October thru March
 - 5 Military or Civilian with RED or BLUE Lens
 - 6 Students with special dietary needs must inform their CADRE for exception consideration and/or approval
 - 7 Daily vitamins are the only supplements that are allowed while attending BOLC
 - 8 Optional, but Highly Recommended!
- † Unit of Issue: PR = Pair | SE = Set | EA = Each | DS = Days of Supply
- * If you have already received these items at your duty station, you DO NOT need to receive another TA-50 issue at Fort Sam Houston if you bring **ALL** the items with you to BOLC.
- ** These are minimums numbers and items. If you desire to bring more boots or uniforms please do so. You may also wish to add winter IPFU/APFU, even during the summer season, as the temperature will likely drop in the evenings.
- *** Summer IPFU/APFU consists of:
- 1) Short-Sleeve IPFU/APFU Shirt
 - 2) IPFU/APFU Trunks (*shorts*)
 - 3) Yellow Reflective Belt
 - 4) Sweat Socks
 - 5) Running Shoes
- *** Winter IPFU/APFU consists of:
- 1) Short-Sleeve or Long-Sleeve IPFU/APFU Shirt (*as Directed*)
 - 2) IPFU/APFU Trunks (*shorts*)
 - 3) IPFU/APFU Pants
 - 4) IPFU/APFU Jacket
 - 5) Yellow Reflective Belt
 - 6) Sweat Socks
 - 7) Running Shoes

How To Shape Your Beret

Military berets are not designed to be worn off the rack. They must first be shaved and shaped to present the sharpest military image.

DIRECTIONS

- 1) Using a cigarette lighter, burn most of the "fuzzies" off the material.
- 2) Using a disposable razor, shave the beret until you have a very smooth surface.
- 3) Cut the tag off below the beret size lettering. You've done it right if, when you put the beret on, the tag can never show even if it gets flipped over.
- 4) Pull the headband drawstring tight and tie it off in a square knot. **DO NOT CUT IT YET!**
- 5) Take the beret and submerge it in warm water. (*NOT hot!*)
- 6) Once you get it completely wet, put it on your head and pull the stiffener over your left eye. Smooth the material over your head and pull it down towards your right ear. It should just touch your ear or go just below that.
- 7) Once you've got it all set, wear it for a while until it's sort of dry.
- 8) Carefully take it off and set it down to dry. *You may need to shape it a few times to get it right.*
- 9) Once you're happy with it, cut the excess drawstring off and put the flash on it.

TIPS

- Many soldier's heads don't fit the "issued" beret. Go to the Military Clothing and Sales Store (MCSS), which is located on most military installations, and try one on there. You may have to buy one commercially, instead.
- Shave the inside as well, unless you like pulling "fuzzies" out of your high and tight.
- If you really need to shrink the material, use hotter water when you soak it.

WHAT YOU NEED

- 1) Disposable Razor
- 2) Hot Water
- 3) Cigarette Lighter



OFFICIAL ARMY UNIFORM RESOURCES

<http://www.army.mil/asu/resources.html>

<http://www.armyg1.army.mil/hr/uniform/default.asp>

Army Values

LDRSHIP

Loyalty – Bear true faith and allegiance to the U.S. Constitution, the Army, your unit and other Soldiers. Bearing true faith and allegiance is a matter of believing in and devoting yourself to something or someone. A loyal Soldier is one who supports the leadership and stands up for fellow Soldiers. By wearing the uniform of the U.S. Army you are expressing your loyalty. And by doing your share, you show your loyalty to your unit.

Duty – Fulfill your obligations. Doing your duty means more than carrying out your assigned tasks. Duty means being able to accomplish tasks as part of a team. The work of the U.S. Army is a complex combination of missions, tasks and responsibilities — all in constant motion. Our work entails building one assignment onto another. You fulfill your obligations as a part of your unit every time you resist the temptation to take “shortcuts” that might undermine the integrity of the final product.

Respect – Treat people as they should be treated. In the Soldier’s Code, we pledge to “treat others with dignity and respect while expecting others to do the same.” Respect is what allows us to appreciate the best in other people. Respect is trusting that all people have done their jobs and fulfilled their duty. And self-respect is a vital ingredient with the Army value of respect, which results from knowing you have put forth your best effort. The Army is one team and each of us has something to contribute.

Army Values

Selfless Service – Put the welfare of the nation, the Army and your subordinates before your own. Selfless service is larger than just one person. In serving your country, you are doing your duty loyally without thought of recognition or gain. The basic building block of selfless service is the commitment of each team member to go a little further, endure a little longer, and look a little closer to see how he or she can add to the effort.

Honor – Live up to Army values. The nation’s highest military award is the Medal Of Honor. This award goes to Soldiers who make honor a matter of daily living — Soldiers who develop the habit of being honorable, and solidify that habit with every value choice they make. Honor is a matter of carrying out, acting, and living the values of respect, duty, loyalty, selfless service, integrity and personal courage in everything you do.

Integrity – Do what’s right, legally and morally. Integrity is a quality you develop by adhering to moral principles. It requires that you do and say nothing that deceives others. As your integrity grows, so does the trust others place in you. The more choices you make based on integrity, the more this highly prized value will affect your relationships with family and friends, and, finally, the fundamental acceptance of yourself.

Personal Courage – Face fear, danger or adversity (physical or moral). Personal courage has long been associated with our Army. With physical courage, it is a matter of enduring physical duress and at times risking personal safety. Facing moral fear or adversity may be a long, slow process of continuing forward on the right path, especially if taking those actions is not popular with others. You can build your personal courage by daily standing up for and acting upon the things that you know are honorable.

Oath of Commissioned Officers

I, _____, having been appointed an officer in the Army of the United States, as indicated above in the grade of _____ do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic, that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservations or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter; So help me God."

Commissioned Officer Creed

I will give to the selfless performance of my duty and my mission the best that effort, thought, and dedication can provide.

To this end, I will not only seek continually to improve my knowledge and practice of my profession, but also I will exercise the authority entrusted to me by the President and the Congress with fairness, justice, patience, and restraint, respecting the dignity and human rights of others and devoting myself to the welfare of those place under my command.

In justifying and fulfilling the trust placed in me, I will conduct my private life as well as my public service so as to be free both from impropriety and the appearance of impropriety, acting with candor and integrity to earn the unquestioning trust of my fellow soldiers -- juniors, senior, and associates -- and employing my rank and position not to serve myself but to serve my country and my unit.

By practicing physical and moral courage, I will endeavor to inspire these qualities in other by my example.

In all my actions, I will put loyalty to the highest moral principles and the United States of America above loyalty to organizations, persons, and my personal interest.

THE SOLDIERS CREED

I am an American Soldier.
I am a Warrior and a member of a team.
I serve the people of the United States,
and live the Army Values.



I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills. I always maintain my arms, my equipment and myself. I am an expert and I am a professional. I stand ready to deploy, engage, and destroy, the enemies of the United States of America in close combat. I am a guardian of freedom and the American way of life.

I am an American Soldier.

**ARMY MEDICAL DEPARTMENT
BASIC OFFICER LEADERS COURSE**



"The Army Goes Rolling Along"

Verse: March along, sing our song, with the Army of the free.
Count the brave, count the true, who have fought to victory.
We're the Army and proud of our name!
We're the Army and proudly proclaim:

First Chorus: First to fight for the right,
And to build the Nation's might,
And the Army goes rolling along.
Proud of all we have done,
Fighting till the battle's won,
And the Army goes rolling along.

Refrain: Then it's hi! hi! hey!
The Army's on its way.
Count off the cadence loud and strong;
For where'er we go,
You will always know
That the Army goes rolling along.

Second Chorus: Valley Forge, Custer's ranks,
San Juan Hill and Patton's tanks,
And the Army went rolling along.
Minute men, from the start,
Always fighting from the heart,
And the Army keeps rolling along.

Refrain: (same as above)

Third Chorus: (slower, more freely)
Men in rags, men who froze,
Still that Army met its foes,
And the Army went rolling along.
Faith in God, then we're right,
And we'll fight with all our might,
As the Army keeps rolling along.

Refrain: Then it's hi! hi! hey!
The Army's on its way.
Count off the cadence loud and strong; (two! three!)
For where'er we go,
You will always know
That the Army goes rolling along! (keep it rolling!)
And the Army goes rolling along!

5-Point Contingency Plan

1. Where is the leader going?
2. Who is going with he/she?
3. What is the amount of time he/she plan to be gone?
4. What actions are and will be taken if he/she does not return?
5. Units and leader actions on chance contact while the leader is gone?

METT-TC

MISSION

Know correct Task Organization to accomplish the mission (Offense, Defense, or Stability and Support Operations).

ENEMY

Analyze the arrayal of enemy forces in and around your objective, known and suspected.

TERRAIN

Leaders conduct a detailed terrain analysis of each urban setting, considering the types of built-up areas and composition of existing structures

TROOPS

Analyze your forces utilizing their disposition, composition, strength, morale, capabilities, etc.

TIME

Operations in an urban environment have a slower pace and tempo. Leaders must consider the amount of time required to secure, clear, or seize the urban objective and stress and fatigue soldiers will encounter.

CIVILIANS

Authorities such as the National Command will establish the Rules of Engagement. Commanders at all levels, may provide further guidance regarding civilians occupying the area of operations

SALUTE Report

SIZE: What is the size of the unit? # of personnel? # of vehicles (highway, rail, etc.)? # of equipment (tents, weapons, etc.)?

ACTIVITY: What are they doing? Deploying? Redeploying? Sustainment activities? Training? Defense?

LOCATION: Where are they located at? Do you know the grid coordinates? On an Airfield? On a Military Base (OP, Kaserne, etc.)? Use terrain association.

UNIT: What unit do they belong to? What Company? Battalion? Brigade? Division (what type of uniforms are on)? BDUS, MOPP Gear? Special OPS gear?

TIME: What time did you observe them? DTG? ZULU/local?

EQUIPMENT: What type of equipment did you see? Types of Weapon (AK-47, M-16, etc.)? Types of Vehicle (HMMWV, 5-Ton truck, etc.)? Types of Aircraft (AH-64, C-130, etc.)? Types of Gear (Parachutes, Alice packs, etc.)?

Military Decision Making Process

– 7 Steps –

- 1) Receipt of mission**
- 2) Mission analysis**
- 3) Course of action development**
- 4) Course of action analysis**
- 5) Course of action comparison**
- 6) Course of action approval**
- 7) Orders production**

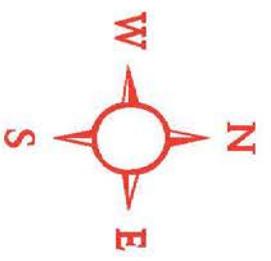
Troop Leading Procedures

– 8 Steps –

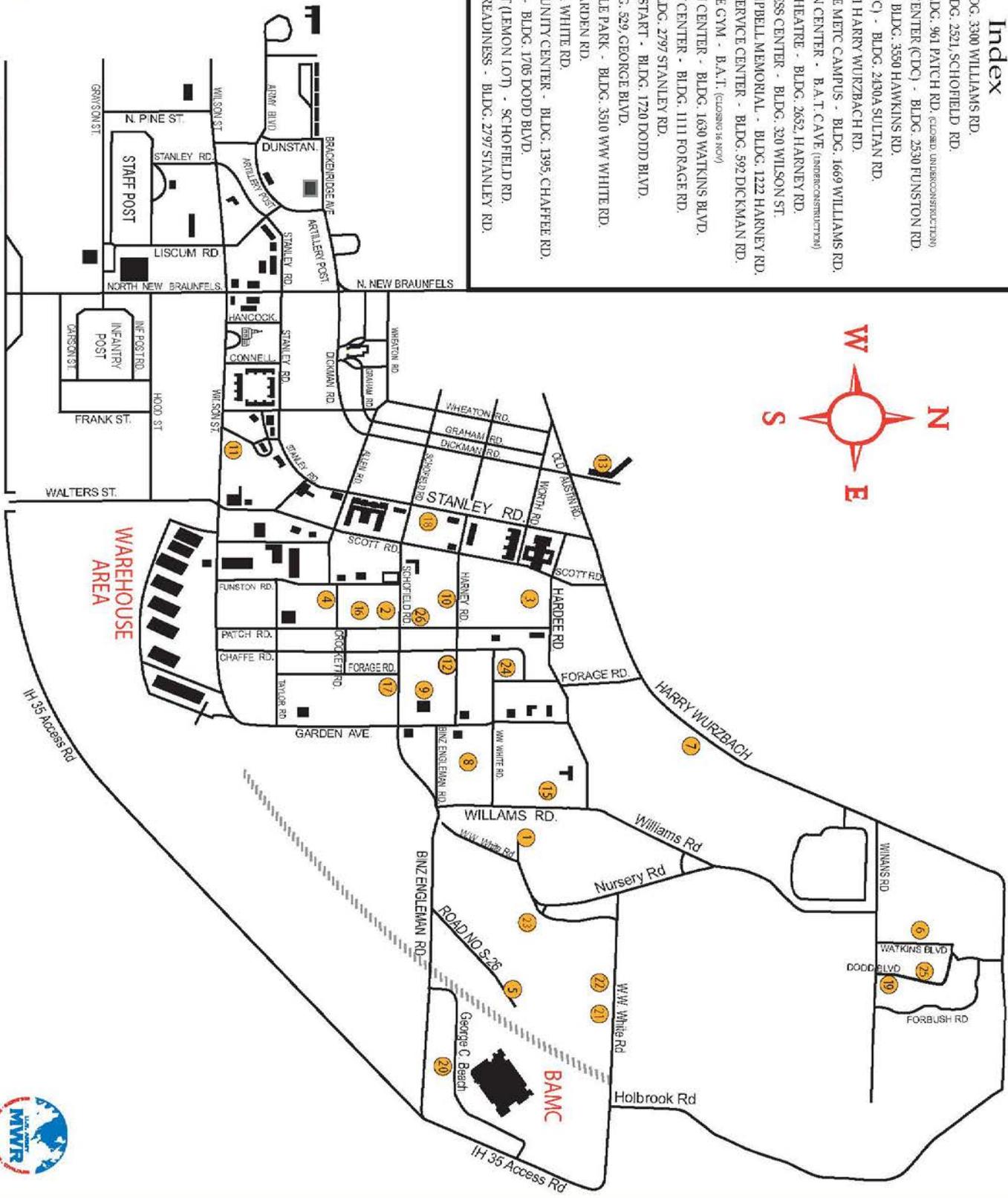
- 1) Receive The Mission**
- 2) Issue A Warning Order**
- 3) Make A Tentative Plan**
- 4) Initiate Movement**
- 5) Conduct Reconnaissance**
- 6) Complete The Plan**
- 7) Issue The Operations Order**
- 8) Supervise And Refine**

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1. AQUATIC CENTER - BLDG. 3300 WILLIAMS RD.
2. BOWLING CENTER - BLDG. 2571 SCHOFIELD RD.
3. CENTER POST CVM - BLDG. 961 PATCH RD. (CLOSED UNDER CONSTRUCTION)
4. CHILD DEVELOPMENT CENTER (CDC) - BLDG. 2530 FUNNSTON RD.
5. EQUESTRIAN CENTER - BLDG. 3550 HAWKINS RD.
6. FAMILY CHILD CARE (FCC) - BLDG. 2430A SULTAN RD.
7. GOLF CLUB - BLDG. 2901 HARRY WURZBACH RD.
8. FITNESS CENTER ON THE MERC CAMPUS - BLDG. 1669 WILLIAMS RD.
9. HACIENDA RECREATION CENTER - B.A.T. CAVE (UNDER CONSTRUCTION)
10. HARLEQUIN DINNER THEATRE - BLDG. 2652, HARNEY RD.
11. JIMMY BROUGHT FITNESS CENTER - BLDG. 320 WILLSON ST.
12. LIBRARY, KEITH A CAMPBELL MEMORIAL - BLDG. 1222 HARNEY RD.
13. LODGING CUSTOMER SERVICE CENTER - BLDG. 592 DICKMAN RD.
15. 32nd MEDICAL BRIGADE GYM - B.A.T. (CLOSED AS NOT)
16. MIDDLE SCHOOL TEEN CENTER - BLDG. 1630 WATKINS BLVD.
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22. RV STORAGE LOT - GARDEN RD.
23. SALADO PARK - W. W. WHITE RD.
24. SAM HOUSTON COMMUNITY CENTER - BLDG. 1395, CHAFFEE RD.
25. SCHOOL AGE SERVICE - BLDG. 1706 DODD BLVD.
26. USED CAR DISPLAY LOT (LEMON LOT) - SCHOFIELD RD.
18. WARRIGHTER FAMILY READINESS - BLDG. 2797 STANLEY RD.



INTERSTATE 35

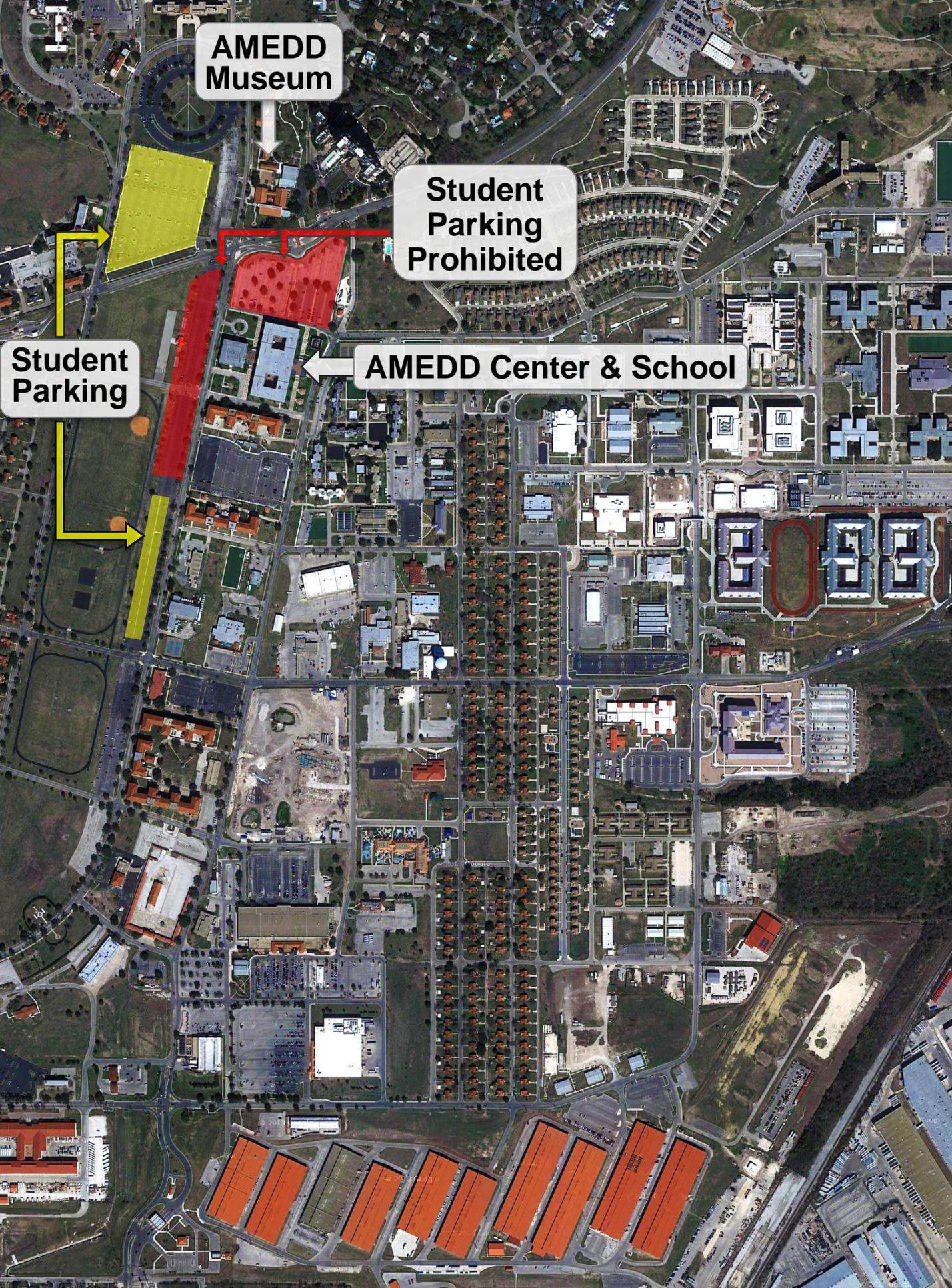


**AMEDD
Museum**

**Student
Parking
Prohibited**

AMEDD Center & School

**Student
Parking**



Point of Contacts

CDR Office Phone: (210)221-8427

CDR Blackberry: (210)313-1837

1SG Office Phone: (210)221-8424

1SG Blackberry: (210)884-5379

TAC Office Phone: (210)221-6319

-7335

-6707

TAC Blackberry: (210)439-5838

(210)557-6032



Important Numbers

Personnel (Mrs Edwards)	(210)808-6275
Army Community Service	(210)221-2705
Installation Transportation Office	(210)221-9156
Passenger Air (Official Travel)	(210)221-1629
	-1502
	-2405
Carlson Travel Network (Leisure)	(210)225-5261
Optometry Clinic	(210)916-1717
DA Photo	(210)221-5453
Camp Bullis FOB	(210)295-7502
Alpha Company Fax	(210)221-6724
Provost Marshall	(210)221-9205
Jimmy Brought Fitness Center	(210)221-1234
Relocation Assistance	(210)221-2705
Sexual Assault Helpline (24-hour hotline)	(210)722-4920



Emergency Numbers / 911

Military Police: (210) 221 - 2222

BAMC Emergency Room: (210) 916 - 4466

Taxi: (210) 222 - 2222

Riders Under The Influence (RUI) Program

Provides a designated driving team to impaired customers for free.

(RUI) Program: (210) 999 - 0200

Common Acronyms

ACRONYM / ABBREVIATION	DOCTRINAL TERM / DEFINITION
AA	Assembly Area or Avenue of Approach
AAR	After action review
AC2	Airspace command and control
AI	Area of Interest
ALARACT	All Army Activities (used under context of 'official messages')
ADC-M	Assistant Division Commander, Maneuver
ADC-S	Assistant Division Commander, Support
AKO	Army Knowledge Online
AMEDD	Army Medical Department
AO	Area of Operations
AOR	Area of Responsibility
APC	Armored personnel carrier
ARNG	Army National Guard
ASMB	Area Support Medical Battalion
ASMC	Area Support Medical Company
ASMT	Area Support MEDEVAC Team
ATM	Advance Trauma Management
AXP	Ambulance Exchange Point
BAS	Battalion Aid Station
BCT	Brigade Combat Team
BDE	Brigade
BMSO	Brigade Medical Supply Officer
BN	Battalion
BSA	Brigade Support Area
BSD	Blood Support Detachment
BSMC	Brigade Support Medical Company
BMSO	Brigade Medical Supply Officer
CA	Civil Affairs
CALL	Center for Army Lessons Learned
CAV	Cavalry
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CCIR	Commander's Critical Intelligence Requirement
CCP	Casualty Collection Point
CDR	Commander
CF	Conventional Forces
CG	Commanding General

Common Acronyms

ACRONYM / ABBREVIATION	DOCTRINAL TERM / DEFINITION
CHCS	Composite Health Care System
CINC	Commander in Chief (i.e. President of the United States)
CO	Company
COA	Course of Action
CONUS	Continental United States
COP	Combat Outpost
COSC	Combat Operational Stress Control
CP	Command Post or Check Point
CSH	Combat Support Hospital (pronounced 'cash')
CST	Cultural Support Team (formerly: Female Engagement Team)
CTIR	Critical Task Internal Review
CTSB	Critical Task Selection Board
CTSS	Critical Task Selection Survey
DASQA	Department of Academic Support and Quality Assurance
DA PAM	Department of the Army Pamphlet
DEPMEDS	Deployable Medical Systems
DMSO	Division Medical Supply Office
DNBI	Disease Non-Battle Injury
EAC	Echelon above corps
EMT	Emergency Medical Treatment
EPW	Enemy Prisoner of War
FEBA	Forward Edge of the Battle Area
FLA	Front Line Ambulance
FLOT	Forward Line of Troops
FM	Field Manual
FST	Forward Surgical Team
HHC	Headquarters and Headquarters Company
HMMWV	High Mobility Multi-purpose Wheeled Vehicle
HQ	Headquarters
IAW	In accordance with
IPB	Intelligence preparation of the battefield
ISR	Intelligence, surveillance, and reconnaissance
JTF	Joint Task Force
Klick	Kilometer, e.g. "5 clicks" means "5 kilometers"
LD	Line of departure
LOA	Limit of advance
LP	Lesson Plan

Common Acronyms

ACRONYM / ABBREVIATION	DOCTRINAL TERM / DEFINITION
MC	Medical Corps
MDMP	Military Decision Making Process
ME	Main effort
MEDCEN	Medical Center
MEDDAC	Medical Department Activity
MEDEVAC	Medical Evacuation
MEDLOG	Medical Logistics
MEDO	Medical Officer
MES	Medical Equipment Set
METL	Mission Essential Task List
METT-TC	Mission, Enemy, Terrain (& weather), Troops, Time, Civil considerations
Mike	Minute, e.g. "5 mikes" means "5 minutes"
MILPER	Military Personnel (used under context of 'official messages')
MSC	Medical Service Corps
MTF	Medical Treatment Facility
MTOE	Modified Table of Organization & Equipment
OAKOC	Observation & fields of fire Avenues of Approach Key & decisive terrain Obstacles Cover & concealment
OCO	Overseas contingency operation
OE	Operational environment
OEF	Operation Enduring Freedom (Afghanistan)
OIF	Operation Iraqi Freedom (Iraq)
OND	Operation New Dawn
OPSEC	Operations security
OPTEMPO	Operations tempo
PH	Patient hold
PL	Platoon leader
PM	Preventive Medicine
PMCS	Preventive Maintenance Checks & Services
POI	Program of instruction
POI	Point of Injury / Point of Impact
POO	Point of origin
PRT / PT	Physical Readiness Training / Physical Training
PSG	Platoon Sergeant
RC	Reserve Component
RP	Rally Point

Common Acronyms

ACRONYM / ABBREVIATION	DOCTRINAL TERM / DEFINITION
SA	Situational awareness
SME	Subject matter expert
SOP	Standard operating procedures
SP	Starting Point
TDA	Table Distribution Allowances
TOC	Tactical Operations Center
TTB	Tactical Training Base (term used as the main base during FTX)
UAS	Unmanned aircraft system (formerly 'UAV' – unmanned aerial vehicle)
USAR	US Army Reserve
XO	Executive Officer