



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

A Company, 187th Medical Battalion, 32nd Medical Brigade
U.S. Army Medical Department Center and School
2250 Stanley Road, Bldg 2840
Fort Sam Houston, Texas 78234-6116

MCCS-ABA

MEMORANDUM FOR 6-8-C20 Class Students, Fort Sam Houston, TX 78234-6116

SUBJECT: Army Medical Department Basic Officer Basic Leaders Course (AMEDD BOLC)

1. Welcome to the Army Medical Department (AMEDD), and Congratulations on your Commission! I will serve as your Training, Advising and Counseling (TAC) Officer for the course. CPT Eric Mies is your Class Advisor. You will be assigned to Alpha Company, 187th Medical Battalion for the duration of your Basic Officer Leaders Course (BOLC) training.

2. This course is designed to instruct you in the "basics" of being an Army and Army Medical Department (AMEDD) officer. It will greatly assist you in making your transition into the Army a smooth one. This course will provide you with an increased understanding of the U.S. Army, its various missions and most importantly, how you contribute to the success of those missions. Your focus here at the AMEDD Center & School will be discipline, teamwork, basic soldier skills, tactical medical doctrine, and learning the principles behind becoming an effective, agile leader.

3. Please refer to the attachments included with this welcome letter, as well as the BOLC webpage <https://www.us.army.mil/suite/page/663148>. It contains valuable information about your course. If you have any questions or concerns this letter does not address, please email A187@amedd.army.mil.

4. **REPORTING:** You must report to Building 592, 592 Dickman Road, Fort Sam Houston, Texas 78234, (210) 357-2705, **no later than 1600hrs on your report date**. Upon check-in, you will be provided instructions pertaining to the in-processing time, location and uniform for that day. I highly recommend arriving early in order to begin in-processing and get settled into lodging. Class begins very early the following morning.

- a. If you are an Army Enlisted Commissioning Program (AECPP) student who has orders to report prior to the start of the course, please email A187@amedd.army.mil to inform us of your arrival date. We will reserve your lodging beginning on the date your orders start.

5. **LODGING:** Upon check-in at BLDG 592, you will be assigned a room on Ft. Sam Houston at no cost to you. **No reservations are necessary**. Students permanently assigned to Fort Sam Houston are not authorized lodging.

- a. 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.
- b. 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.
- c. Officers in the rank of Major or above should contact lodging (210) 357-2705 to secure a room at BLDG 592 or in distinguished visitor quarters.

6. **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 inprocessing, I strongly advise all students to 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.

- a. 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.
- b. 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.
- c. Students are not authorized to drive motorcycles while in BOLC.

7. **INPROCESSING:** Below is a list of documents that you must have in order to successfully complete Personnel and Finance in-processing. It is vital you have these documents with the listed number of copies on Day 1 of in-processing. At this time, there are no copiers available to students in the AMEDD Center and School. If you do not have these documents in the right quantities, you could encounter serious pay or personnel issues.

- a. DA form 71 (Oath of Office) – **3 copies**
 - 1) 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.
- b. Orders (PCS, TDY) and all amendments – **10 copies**
 - 1) 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 these 10 copies.**
- c. SF 1199A (Direct Deposit Form) – **2 copies**
 - 1) 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 inprocessing.
- d. DD 93 (Record of Emergency Data) – **2 copies**
 - 1) All Soldiers are required to have a DD93 on file in case of emergency. If you have one, bring it with you to inprocessing.
 - 2) If you do not have one, you will complete the DD93 during inprocessing. If you already have one in the system, but not with you, you will complete another one.
- e. Servicemembers Group Life Insurance (SGLI) form – **2 copies**
 - 1) All Soldiers are required to have a SGLI form on file in case of emergency. If you have one, bring it with you to inprocessing.
 - 2) If you do not have one, you will complete the SGLI form during inprocessing. If you already have one in the system, but not with you, you will complete another one.
- f. DD Form 214 (if applicable) showing any prior service – **2 copies**
 - 1) 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).

- 2) 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 1640 points.
- 3) We will make every attempt to start your "E" at Fort Sam Houston. However, priority processing goes to starting base pay and allowances for new soldiers.

8. **ID CARDS / DEERS:** As a result of receiving a direct commission into the U.S. Army, you are eligible to receive a Common Access Card (CAC), also known as a military ID Card.

- a. Any transactions to list you as "Active Duty" cannot be made until you arrive at Fort Sam Houston. Your status will be changed **within in 5 days of signing-in and in-processing Fort Sam Houston**. You are not eligible to receive a CAC card until this transaction is complete.
- b. You must have an Army Knowledge Online (AKO) email account in order to receive a CAC Card. **If you do not have an AKO account please make every effort to register for an account prior to arrival**. Your recruiter or ROTC cadre can help you establish a guest or a sponsored account in only a few minutes. If you need further guidance, please contact Mr. Willie Green at 703-325-3650. Once you are listed as "active duty" in the personnel system, you can convert your account to a non-guest/sponsored account.
- c. Please see the attached guidance from the ID card section at Fort Sam Houston. It outlines the items required to receive a CAC card and the steps to enroll your Family members in the Defense Enrollment Eligibility Reporting System (DEERS).
- d. **KEY NOTE – please pay close attention to the documents that need to be either originals or certified copies (Notarized copies are not the same as certified copies)**

9. **OCONUS PCS:** If you are transferring outside the continental U.S. (OCONUS) after BOLC-B please ensure your dependents (spouse, children) are listed on your orders. Direct all questions to your orders issuing authority (USAREC, Cadet Command, HRC Saint Louis, HRC Virginia/Fort Knox etc).

- a. On occasion, your orders issuing authority may require your dependents to be listed in DEERS prior to making orders amendments. We will enroll you in DEERS within a few weeks of arrival.

10. **HOUSEHOLD GOODS (HHG):** If you are authorized shipment of HHG to your permanent duty station at government expense, please **contact the installation transportation office at the military installation closest to your current location in order to arrange shipment**.

- a. Please make every effort to register in the Defense Property System (DPS) prior to arrival to ensure a quick move. The website is www.move.mil.

11. **MEDICAL:** Medical and dental screenings will be completed at Fort Sam Houston for all Active Duty personnel PCSing to their first duty assignment. Every effort will be made to facilitate your completion of PHAs and Well Woman exams, if needed. Keep in mind that some individuals may be exempt based on data from your records or in the medical (MEDPROS) and dental computer database.

- a. Bring a copy of immunization records or proof of immunity as well as medical and dental records, to include a copy of a well woman exam completed within the past 12 months. If

you do not have your records and they are not already in the system you may need to get them done again at Fort Sam Houston.

- b. If you wear glasses you will need to **bring 2 pairs of professional style eyeglasses in accordance with AR 670-1 (i.e. no adornments or labels on the frames, conservative color)** with you to Fort Sam. **Contact lenses cannot be worn during the field training exercise (FTX).** If you have a copy of your eyewear prescription, bring this as well.

12. **PAY:** If you are new to the Active Duty Army, or the U.S. Army Reserves, including Individual Ready Reserve and National Guard, it can take up to 30 days before your pay is established. Ensure that you report to Fort Sam Houston with enough money to cover your expenses such as purchasing uniforms.

- a. After your pay is started, you will receive monthly Leave and Earning Statements (LES) which will show all your entitlements, deductions and net pay. Once established, you can access this information at <https://mypay.dfas.mil>.
- b. A/187 will provide lodging at no cost to you. Meals are provided at government expense Monday-Friday and on Federal Holidays with your meal card (issued at inprocessing). You are responsible for paying for your meals on the weekend. You will be reimbursed for your weekend meals at the Ft. Sam Houston per diem rate once you complete your travel at your final duty station.
- c. Active Duty Officers who have not received a previous Clothing Allowance are authorized \$600 for uniforms. **It may take up to 30-45 days before the clothing allowance is paid.** I highly recommend you have enough funds in advance to purchase your uniforms prior to or upon arrival to Fort Sam Houston (approximately \$1,000.00).
- d. Depending on your orders, students may be authorized to receive full BAH, BAS and family separation pay while at the course.
 - 1) Soldiers without dependents will receive BAH at the CONUS "T" Rate (active duty).
 - 2) Soldiers without dependents typically receive BAH at the rate of their spouses/children's location.
 - 3) All USAR/ARNG are paid BAH based on their home location regardless of dependent status.
 - 4) If you are separated from your dependents by more than 250 miles for longer than 30 days, you are entitled to Family Separation Allowance. This will not be processed by finance until day 31 of the course.

13. **PHYSICAL CONDITIONING:** Please report to BOLC in good physical condition. You will be required to **take and pass** the Army Physical Fitness Test **and meet the height weight standard** in order graduate from the course. Officers who fail to meet these standards by the course graduation date may be chaptered out of the Army. Unfortunately, we don't always have the time and staffing to "get you in shape when you get here". If you are not currently participating in a physical fitness regimen, I highly recommend you begin immediately.

- a. Please bring a copy of your permanent profile with you to be turned in on Day 0. If you are a Female and pregnant, please contact your Recruiter or HRC in order to reschedule this class. **You cannot attend BOLC if you are on a Temporary PROFILE or injured. Please**

contact your recruiter, HRC or your S-1 in order to be rescheduled for a later course date, if necessary.

- b. During your course, Field Training Exercises (FTX) will be conducted at Camp Bullis. Our staff takes every precaution to reduce or eliminate risk of heat/cold injuries during training. Risk factors that contribute to heat/cold injuries include: being in poor physical condition, medications, prior heat/cold casualty among others. In addition, you may not become fully acclimated to the south Texas climate during the short period of time before our field training begins. If you have any of these risk factors, please let me or another cadre know.
- c. Camelbacks are not required but are strongly recommended for hydration, as the course will involve a significant amount of walking, marching, and running, both with and without combat loads. Black, OD Green and ACU print are authorized.

14. **PRIVATELY OWNED WEAPONS:** You are highly discouraged from bringing any POWs to BOLC-B. There is no opportunity for you to use them during the course and you will be required to store them in the arms room. If you bring a **Privately Owned Weapon (POW), it must be registered on post immediately.** Contact A /187th before you bring the weapon on base by calling (210) 221-8335.

15. **UNIFORMS:** Please review the attached BOLC uniform procurement list thoroughly and get as many of your uniform requirements filled as possible prior to your arrival at Fort Sam Houston.

- a. It is important that you arrive at Fort Sam Houston with as many of your required uniform items on-hand as possible. Some uniform items, **particularly Army patrol caps, Army Improved Physical Fitness Uniforms (IPFUs) and some Army Combat Uniform (ACU) items** may not be available in all sizes or are in extremely limited supplies at FSH Clothing Sales store.
- b. Uniform standards are listed in AR 670-1 and on the [Army G-1 website](#). The authorized headgear while wearing ACUs is the patrol cap with sew-on rank. You still need the beret for your ASUs and graduation.
- c. It is your responsibility to ensure that you obtain the proper uniform items so that you can be in the correct uniform at the beginning and throughout the course. If necessary, we will provide you with an opportunity to obtain uniforms upon arrival at Fort Sam Houston.
- d. At a minimum, I recommend purchasing a good pair of authorized boots prior to your arrival to the course. The advantage of having a pair of boots that have already been “broken in” cannot be stressed enough.
- e. All Soldiers, regardless of component, are required to have the Army Combat Uniform (ACU), the Improved Physical Fitness Uniform (IPFU) and the Army Service Uniform (ASU). Uniforms can be obtained from an Army post near you or online through www.aafes.com or www.marlowwhite.com.

16. **MANDATORY TRAINING:** You are required to complete two online courses prior to graduating the course (**not prior to arrival**). The **DEADLINE** for completing these courses is **within three weeks of arrival**. Certificates of completion can be turned into your Platoon Advisors (a.k.a. instructors) once you move into the classroom setting.

- a. The first is Antiterrorism Awareness Level I (ATL 1). This training is available online at <https://atlevel1.dtic.mil/at/> and is an annual requirement.

- b. The second is Composite Risk Management (CRM) Basic Course. This training is available online at:

<https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx> (Will require AKO username and password). Must be completed only once in your career.
- c. United States Forces Korea (USFK) training is required for Soldiers being assigned to Korea. <http://www.usfk.mil/usfk/content.theater.required.training.52>
- d. Soldiers being assigned OCONUS must have a current AT level 1 and/or USFK training certificate. The certificate must not expire until at least 60 days after reporting to their OCONUS duty station.
- e. All BOLC-B schools are required to implement the GAT-IMT. In order to complete the GAT-IMT, you are required to have an AKO account and CAC card. Click on the following link <https://www.sft.army.mil>, which will take you to the Soldier Fitness Tracker website and also link you to the GAT-IMT based on the Alpha Company Unit Identification Code (UIC is W3VZCC) and your status as a trainee.
 - 1) The Army established Comprehensive Soldier Fitness (CSF) to increase the resilience and performance of Soldiers. Based on the CSF, the GAT was developed to assess the dimensions of emotional, spiritual, social, and family fitness. All officers in training are required to complete the mandatory GAT-IMT training.
 - 2) Please complete this training before reporting to Fort Sam Houston. If you encounter issues you will have another opportunity to complete the survey upon your arrival.
- f. You will also be afforded the opportunity to complete the online training during the course at the end of the training day. Typical days will go from 0500hrs until approximately 1745hrs. We have computers available at our library and computer labs. You may choose to bring a laptop computer for use at your quarters as well.

17. **STUDENT CHAIN OF COMMAND:** During the course, information will be provided by the cadre and disseminated through your student chain of command. The student chain of command and staff positions will be established shortly after the beginning of the course. I encourage you to seek out these valuable leadership opportunities. Come with the attitude to support those students appointed to leadership positions. The mark of a good leader is whether he/she can also be a good follower. In addition, come with an attitude to learn, share, and excel. As officers and leaders, you must actively participate and make a positive impact in your class.

18. Again, welcome to the Basic Officer Leaders Course. You have several exciting, challenging, and rewarding weeks ahead of you. Please do not hesitate to contact me at the A/187th Medical Battalion community email address, A187@amedd.army.mil, where your questions/issues/concerns can be quickly addressed by any of the TAC officers.

// Original Signed//
ERICA V. VIERA
CPT, MS
TAC Officer, AMEDD BOLC Class