

ATSG-AGS-TD

INFORMATION PAPER

SUBJECT: General Information for the Adjutant General Basic Officer Leader Course (AGBOLC) Phase B and Adjutant General Warrant Officer Basic Course (AGWOBC)

1. **PURPOSE:** To provide information concerning reporting for AGBOLC/AGWOBC in order to safely plan and execute your arrival and in-processing.

2. **FACTS:**

a. Reporting Procedures.

(1) **You must report by the report date on your orders.** If you do not report by that date, your pay may be stopped and you will be reported as a no show. If your orders authorize early arrival, you will receive guidance from and work for Echo Company, 369th AG BN, until your class start date.

(2) All incoming students reporting during normal duty hours (0830-1700 Monday-Friday) are to report to Echo Company, 369th Adjutant General Battalion located inside the Soldier Support Institute at 10,000 Hampton Parkway. E Co, 369th AG BN is located in the Adjutant General School wing on the second floor in room 2044. All students who report after normal duty hours are to report to the IHG Army Hotel, Fort Jackson Inn, located at 7550 Benning Road to check in to Fort Jackson. If you are traveling on a leave form (DA Form 31), it will be signed either at E Co or the hotel upon your arrival. To in-process, all students are to report to E Co the first duty day following their arrival to Fort Jackson or to their individual class instructor. All officers must check in to the Fort Jackson Inn, Building 7550, located on Benning Road, in order to receive their lodging assignments (**no prior coordination/reservations required** – rooms are already reserved for students). The Welcome Center can be reached at 1-800-276-6984 or (803) 782-9802. The number for the Fort Jackson in is (803) 782-9802.

(3) Echo Company, 369th AG BN, is your unit of assignment for the duration of the course. In case of personal or safety emergencies, you may contact the unit at DSN 734-8141 or commercial (803) 751-8141. If calling after duty hours, you can reach the Staff Duty Officer (SDO) at DSN 734-5439 or commercial (803) 751-5439. You can find further information at their website: <http://www.ssi.army.mil/369/index.htm>

b. Class Dates/Location. Your specific class dates are published in your travel orders and sent in your welcome email from your class advisor. The AG BOLC course is 12 weeks long. The AG WOBC course is 8 weeks long. Students are normally scheduled to report NLT Sunday and class begins on Monday morning. Training is conducted Monday - Saturday. **The uniform for the first day is the Improved**

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Physical Fitness Uniform (IPFU). Students will be provided a short break following the weigh-in to change into the ACU (ensure you have your ACUs with you).

c. Required documentation. **On the first day of class, you need to bring the following, in order to in-process:**

- (1) 10 copies of your orders and/or DA Form 1610 with any amendments.
- (2) Leave form (DA Form 31).
- (3) DD 93 & SGLI (if you have recent copies).
- (4) Dental records (bring even if you are in a PCS status to Ft. Jackson).
- (5) Medical records (including prescribed contacts/eye glasses).
- (6) Vaccination/shot records (to include civilian shot records).
- (7) Copy of profile (if applicable).

(8) Common Access Card (CAC). This is your military ID. You must have one prior to arrival. Contact your closest installation to obtain a CAC.

- (9) Family Care Plan (if applicable – see AR 600-20 for guidelines)

(a) If you do not have a Common Access Card (CAC), you must do everything you can to get one prior to your arrival. In the event you cannot get a CAC prior to arriving, you will have the opportunity to get one NLT the end of week one. For more information on obtaining a CAC, please visit: <https://rapids-appointments.dmdc.osd.mil/appointment/building.aspx?BuildingId=371&AspxAutoDetectCookieSupport=1>

(b) If you have dependents who need a CAC card or need to be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS), you will need their birth certificate and social security card or passport. Spouses also need a photo ID and marriage certificate. All documents must be originals or notarized copies.

(10) Finance documents. To inprocess finance and start receiving the correct pay, you must bring the following:

(a) Direct Deposit Slip (DD Form 1199A) or voided check from home bank/savings institution. You are required to have a savings and/or checking account. All forms of military pay occur via direct deposit.

- (b) Orders with all amendments.

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- (c) Copy of Officer Appointment Letter.
- (d) Copy of DD214s (if applicable).
- (e) Certified copy of marriage certificate or divorce decree (if applicable).
- (f) Spouse's Social Security Number (SSN) and duty location (if dual military).
- (g) Official State copies of children's birth certificates (if applicable).
- (h) Copy of court order for child support (if applicable).
- (i) Mortgage/lease/rental agreement (if USAR/ARNG or Active with dependants).

(11) Officer Record Brief (ORB) updates. If you need updates made to your ORB, bring copies of pertinent source documents (such as awards, military education certificates, etc.). This only applies to officers who attend the course in a PCS status.

(12) Weapon registration. If you bring a privately owned weapon (POW) to Fort Jackson, you will need to the following information to register it: serial number, make, model, finish, and caliber. You must store the weapon in the unit Arms Room for the duration of the course. It is recommended NOT to bring POWs to the course.

(13) Additionally, you will need to know your local address and room phone number, provided to you by the Welcome Center/hotel (e.g. Dozier Hall, Room 206/Room Phone Number ext-67206).

d. Uniforms. All officers will bring and wear the required uniforms in accordance with Army Regulation (AR) 670-1, Appendix C (available online at www.apd.army.mil).

(1) Duty uniform. Throughout the course, the Army Combat Uniform (ACU) with patrol cap is the duty uniform. On your left sleeve, you will wear the shoulder patch for either your gaining unit of assignment or for the Sustainment Center of Excellence (SCoE).

(2) Field training. All officers will sign for a basic issue of TA-50. This includes a ballistic helmet; however, if you have an Army Combat Helmet (ACH), you may use that instead. The Kevlar/ACH must have an ACU-patterned cover with sewn-on rank and a helmet band.

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(3) Physical fitness training (PT). The PT uniform is the Improved Physical Fitness Uniform (IPFU). Ensure you bring all components of the IPFU, to include summer and winter uniforms (with black gloves and foliage green fleece cap). The new Army Physical Fitness Uniform is authorized for wear, but not required. You will be issued a PT belt. **You need a mouthguard for Combatives training.**

(4) Formal events. You can expect at least one formal function. The uniform is the Army Service Uniform (ASU). If you currently do not own ASUs you are required to purchase one prior to or immediately upon your arrival at Fort Jackson, in accordance with AR 670-1. You will also need a black beret with pin-on rank.

e. Supplies. If you own a personal computer, you should bring it with you. **The Basic Officer Training Division will issue you a classroom laptop to use for the duration of your course, but you will NOT be able to take the computer from the classroom.** The school's computers have Microsoft Office (Word, Excel, Power Point, Access), which is the standard for the AG School and the SSI. A limited amount of basic office supplies for the purpose of student presentations is available, but is not provided for personal use; therefore, you should bring some basic office supplies with you.

f. Lodging. Officers on temporary duty (TDY) for AGBOLC/AGWOBC are projected to reside on post. **Your TDY status prohibits payment for Family lodging, and Family members are NOT authorized to accompany students while the Soldier is in TDY status at government expense.** Lodging charges an additional fee for any dependents/guests staying in your room as well, which **is not reimbursable** – this expense comes out of your pocket. Only officers whose orders specifically state that they are authorized to move their Family members to Fort Jackson will be authorized to seek off post housing. While at Fort Jackson, your mailing address will be:

Name, Rank
E Co, 369 AG BN, AGBOLC or AGWOBC (Class ##-##)
10,000 Hampton Parkway
Fort Jackson, SC 29207

g. Transportation. Soldiers who are PCS or TDY en route are entitled to a Do-It-Yourself (DITY) move, where the service member can transport their own goods from their current duty station to their final destination. Some Soldiers on regular TDY may be eligible for DITY moves if stated in their orders. **Those entitled to a DITY move must begin the process at their current duty station by preparing a DD Form 2278.** Each vehicle transporting goods must be weighed both empty and at its full weight. The weigh-in may take place at the trip's origin or destination. A weigh station is no longer available on Fort Jackson; however, the transportation office at Fort Jackson can provide you with information regarding the nearest weigh station. Their number is (803)

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751-5137. The final claims process can be done at Fort Jackson or the Soldier's follow-on duty station.

h. Physical Fitness. The school emphasizes the physical fitness program from the beginning of the course. You should evaluate your current fitness level to ensure you can pass the Army Physical Fitness Test (APFT) and meet height and weight standards before you arrive. Consult AR 600-9 or FM 7-22 for these standards. During the first 72 hours of the course, all students will weigh-in. During the first 10 days of the course all students will take a record APFT. If you do not make weight or pass the APFT within 30 days of arriving at AGBOLC/AGWOBC, you may be removed from the course. You will conduct group physical training daily. Be prepared to conduct and lead Army Physical Readiness Training (PRT) drills. PRT drills include, but are not limited to: the preparation drill, recovery drill, hip stability drill, military movement drills, conditioning drills, climbing drills, push-up and sit-up drill, guerilla drill, and strength training circuit. Refer to FM 7-22.

i. Technical Expertise. This course will broaden and reinforce your technical knowledge about Human Resources support. Some of the topics the school emphasizes are replacement operations, casualty operations, personnel readiness management, essential personnel services, personnel accountability and strength reporting.

j. Common Core. This course reinforces the Soldier and leadership skills developed in BOLC Phase A. Instruction in this area includes small unit supply and maintenance management, land navigation, convoy operations, and basic rifle marksmanship.

k. Training Exercises. You will participate in field training and staff exercises that will test the information learned during classroom instruction. These events provide the opportunity to evaluate technical proficiency.

l. Academic Evaluation Report. Class advisors assess the abilities of each officer through the use of the DA Form 1059. The four evaluated categories are demonstrated abilities, academics, physical fitness training, and professionalism.

(1) Demonstrated Abilities. Class advisors grade officers on land navigation, M4/M16 weapon qualification, written communications, oral communications, leadership skills, group work, and research ability. Officers will conduct research, write papers and memorandums, and prepare and conduct information briefings. This work will require both individual and team effort.

(2) Academics. The minimum standard to pass is 70 percent on all common core exams and AG technical exams.

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(3) Physical Fitness Training. Class advisors award points based on your record APFT.

(4) Professionalism. As officers, students must set the appropriate example for junior personnel. Class advisors expect you to exemplify the Army Values. Points are awarded in four areas: professionalism, participation, followership, and leadership.

m. Prerequisites. Prior to arriving at Fort Jackson to attend AG BOLC/AG WOBC you should read and be familiar the following field manuals, which are central to your human resources and common core instruction. These manuals are on the Army Publishing Directorate website (http://www.army.mil/usapa/doctrine/Active_FM.html).

(1) FM 1-0, Human Resources Support, April 2014.

(2) ADRP 3-0, Unified Land Operations, May 2012.

(3) ADP 6-22, Army Leadership, August 2012.

(4) FM 7-22, Army Physical Readiness Training, October 2012.

3. CONCLUSION. Although this course is demanding, you will find it personally and professionally rewarding. For additional information on the installation please visit the Fort Jackson homepage at <http://www.jackson.army.mil>. If you have questions, you may contact the Adjutant General School, Basic Officer Training Division at (803) 751-8354/ 8301/8326/8520.