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 your orders authorize early arrival, you will receive guidance from and work for Alpha Company, TSB, until your class start date. If arriving via air transportation through Columbia Metropolitan Airport, a shuttle is provided from the airport at the cost of the officer, to be reimbursed.

(2) All officers must check in to the Fort Jackson Inn (Welcome Center), Building 7550 Benning Road, in order to receive their lodging assignment. **Rooms are reserved for students in advance—students do not have to coordinate or make reservations for lodging.** The Fort Jackson Inn (Welcome Center) can be reached at 1-800-276-6984 or (803) 782-9802. A shuttle is available to transport you from the Fort Jackson Inn (Welcome Center) to your assigned on-post lodging.

(3) Alpha Company, TSB, is your unit of assignment for the duration of the course. In case of personal or safety emergencies, you may contact the unit at (803) 751-8141. If calling after duty hours, you can reach the SSI Staff Duty Officer at (803) 751- 3684.

b. Class Dates/Location. Your specific class dates are in your travel orders. The AGBOLC course is 12 weeks long; the AGWOBC course is 8 weeks and 3 days 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 Physical Fitness Uniform (IPFU).** Students will be provided a short break following the weigh-in to change into the ACU (bring your ACUs with you).

c. Required items. 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), if leave is taken prior to the course.

(3) DD 93 & SGLI (provide most recent copies).

(4) Dental records (AGBOLC only).

(5) Medical records and eye glasses (AGBOLC only).

(6) Vaccination/shot records, to include civilian shot record (AGBOLC only).

(7) Copy of profile (if applicable).

(8) Common Access Card (CAC).

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. To get a CAC card you must bring a copy of your orders, two forms of photo identification and your Social Security card.

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. Spouses will also need a photo ID and marriage certificate. All documents must be originals or notarized copies.

(9) Finance documents.

a. Direct Deposit Slip (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.

c. Copy of Oath of Office (DA71).

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).

j. Copy of Officer Appointment Letter

(10) Weapon registration. If you bring a privately owned weapon (POW) to Fort Jackson, you will need the following information for registration: 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.

(11) Additionally, you will need to bring 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) on the first day of class.

d. Uniforms. All officers will 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.

(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 gray fleece cap). You will be issued a PT belt. You must purchase and attach subdued rank to your PT belt. In addition, **you will need a mouthguard for Combatives training.**

(4) Formal events. You can expect at least one formal function. The uniform for active duty officers is the Dress Blue or Army Service Uniform (ASU). For Reserve and National Guard (TPU) component officers, the uniform is the Class A or Army Service Uniform (ASU). If you currently do not own any dress uniform, you are required to purchase one prior to or immediately upon your arrival at Fort Jackson, in accordance with AR 670-1. Be advised that both the Dress Blue and Class A (Greens) uniforms are being phased out in October 2014 and replaced with the Army Service Uniform as the standard dress uniform. 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. Hotels are equipped with Internet access. **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.**

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
A Co, TSB, AGBOLC or AGWOBC (Class ##-##)
10,000 Hampton Parkway
Fort Jackson, SC 29207

g. Transportation.

(1) There is no transportation provided to students while on Fort Jackson. It is recommended for students to bring their own Privately Owned Vehicle (POVs).

(2) 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) 751-4237. 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. Refer to FM 7-22.

i. Dining Facilities. Meals are provided Monday through Friday, unless a federal holiday occurs during the week. Students are authorized per diem for weekends and holidays.

j. Laundry Facilities. All on-post lodging locations have free washers and dryers available for use.

k. Special Events. There are social and professional special events throughout the duration of the course. Students can anticipate spending approximately $100 for admission and/or participation in these events.

l. 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.

m. Common Core. AGBOLC-B 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. AGWOBC common core curriculum instruction includes leadership, oral communication, written communication and physical fitness.

n. 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.

o. 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 (AGBOLC only), M4/M16 weapon qualification (AGBOLC only), 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 achieve is 70 percent on all exams.

(3) 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.

p. Prerequisites. Prior to arriving at Fort Jackson to attend AGBOLC/AGWOBC you should read and become 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 2010.

(2) ADP 3-0, Unified Land Operations, October 2011.

(3) FM 6-22, Army Leadership, October 2006.

(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/ 8301/8326/8314.