



BASIC OFFICER LEADERS COURSE (BOLC) STUDENT HANDBOOK



**ALPHA COMPANY
187th MEDICAL BATTALION
32nd MEDICAL BRIGADE**

Version 10 as of 10 DEC 2021

Student Handbook Purpose

- To ensure that new students are aware of Alpha Company, 187th Medical Battalion, 32nd Medical Brigade 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 Medical Battalion while attending training.



Company Motto
"Panther Pride"
Company Operations

Alpha Company HQ is located in Room 017, in the basement of Abel Hall. All brigade, battalion, and company policies are posted at the company for review.

TAC Office hours for students are 0900-1700hrs daily.

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

TAC Office Phone: (210)221-6707

CDR Office Phone: (210)221-8427

CDR IPhone: (210)371-5115

1SG Office Phone: (210)221-6711

1SG IPhone: (918)949-1753

REPORTING & LODGING

- You will report to BLDG 592 (Holiday Inn Express Hotel) between 0900 and 1500 hrs. If you are unable to report during these hours, please proceed to the hotel's front desk and their will be instructions located there.
- You may report in appropriate civilian attire (groomed in accordance with (IAW) Army Regulation (AR) 670-1).
- You will sign in with the TAC Officer, and provide a copy of your orders, a copy of your permanent profile (if applicable), and confirm contact information. The TAC will provide an in-processing packet and provide the following days schedule and uniform.
[REDACTED]
- You will be assigned a room at any one of the IHG lodging locations at Fort Sam Houston, at no cost to you; NO RESERVATIONS ARE NECESSARY. ***Students permanently assigned to Joint Base San Antonio, and those who are local to San Antonio, are not authorized lodging.***
- Students PCSing to JBSA Fort Sam Houston must in-process JBSA Fort Sam-Houston before class start date. These students will be considered local and are not authorized lodging under the class code.
- LODGING REQUIREMENTS ARE PAID FROM CLASS REPORT DATE TO CLASS END DATE.

- Officers who do not depart on the last day of the course (graduation) will be charged for that night of lodging and can be eligible for reimbursed when they in process at their gaining installation.
- All Officers will have individual rooms if lodged on-post.
- BOLC students are top priority for on-post lodging; In the event on-post lodging is not available, students will be informed by email from the TAC officer NLT 30 days prior to the start of the course, the student must log on to the Defense TravelSystem (DTS) to reserve a room at an approved off-post hotel.

No family members, children, pets, or bicycles are allowed in your room unless approved by Lodging/IHG.

Report any damage, defects or deficiencies to the Front Desk & your TAC Officer. After duty complaints can be made at the front desk of the officer's assigned hotel.

Any damage done to the room by you or your guests, will be charged to you.

Army Physical Fitness Test

All Officers are required to take the Army Combat Fitness Test for successful completion of BOLC. Students must be prepared to execute the ACFT upon arriving to BOLC, with the proper uniform.

All Officers in the BOLC-RC Course (3.5 weeks) may submit a DA Form 705 that shows a passing APFT/ACFT AND Body Composition within ANY TIME FRAME of their BOLC report date (DA Form 705 dated ANY MONTH and ANY YEAR will be accepted regardless of how old it is); otherwise an ACFT is required.

The following personnel and Finance Documents are required to be **hand-carried to Fort Sam Houston - we will NOT check or pull iPERMs to retrieve documents!**

(Not applicable to BOLC-RC course)

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

Even if you are in the military pay system, you must still bring photocopies of your marriage license, and birth certificates for all dependent children.

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. These will be provided to Personnel Office and the BOLC TAC Office.

Orders (PCS, TDY) and all amendments – 5 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 5 copies.** These will be provided to various offices at Fort Sam Houston.

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).

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. This will be provided to the Personnel Office. 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.

Not applicable to BOLC-RC Course

Service Members 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. This will be provided to the Personnel Office.

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. This will be provided to the Personnel Office and finance office (if you are not receiving your correct pay)

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.**

Any applicable Army contract (ROTC, HPSP, ENLISTED) – 3 copies. This will be provided to the Personnel Office and finance office (NEEDED especially for Time in Service pay and E-pay)

Enrolling in DEERS and Common Access Card (CAC) 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 (Original or Certified Original)
 - Social Security Card (Original or Certified Original)
 - Photo ID – if over 21 years (Original or Certified Original)
- 6) *IF 21 YEARS OLD AND OVER, (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:
 - Acceptable Forms of Photo ID are: (ONE PHOTO ID REQUIRED)
 - Driver License • State ID
 - Valid Passport
 - Secondary Forms of ID are:
 - Social Security Card (Original)
 - Voter Registration Card (Original)
 - Birth Certificate (Original)
- 8) 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 or Certified Original)
 - Social Security Card (Original or Certified Original)

In-Processing Documents

BOLC-RC Students ONLY

The following personnel and Finance Documents are required to be **hand-carried to Fort Sam Houston - we will not check or pull iPERMs to retrieve documents!** For BOLC-RC see following page:

Orders (TDY, Active Duty Training, 1610) and all amendments – 3 copies

APFT DA Form 705 and DA FORM 5500/5501 – 2 copies

- A copy of your DA 705 for an APFT/ACFT conducted AT ANY TIME PRIOR to reporting to BOLC.
- If you do not have a current, valid APFT/ACFT, you will be required to take an ACFT upon in-processing.

BOLC Distance Learning Phase 1 Completion Certificate – 2 copies

- This must be completed prior to registering for the “Phase 2” portion of BOLC.

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 ASAP!
- BOLC-RC: . If you need assistance in the form of an advance or casual pay loan please speak to your unit administrator prior to departing for BOLC!

UNIFORM ALLOWANCE

You may 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. Reservists and National Guardsman will receive only \$400 of this during BOLC, and the remaining \$200 will be paid after the 2nd year of drill. It may take 30 days or more to receive this allowance. **Not receiving this allowance is not an excuse to not purchase required uniforms.**

BOLC-RC – Uniform allowance must be processed at your home unit.

Finance FAQs

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

A: No. Initially, you must submit a pay inquiry through your TAC Officer. 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 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>

PLEASE KEEP IN MIND NOT ALL SOLDIERS ARE ELIGIBLE FOR BAH

Finance FAQs

– continued –

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 in-processing.

BOLC-RC students, due to the short length of your course, you will NOT be paid until you return to your home unit!

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 in-processing 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. On average, it takes 1-3 months for this pay to go through and for it to show on your LES. Specialty pay will be processed at your next duty station.

BOLC-RC: Your home unit is responsible for processing all E-pay and specialty pay claims. Provide documentation to your unit administrator.

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

A: Upon reporting to BOLC, 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 or local to San Antonio are not authorized lodging.

Finance FAQs

– continued –

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 if they were here longer than 30 days.

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

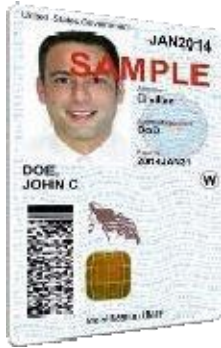
A: Fill out a pay inquiry form and attach a copy of your most recent LES and orders, give the pay inquiry to your TAC Officer.

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.

Common Access Cards (CAC)



CACs will not be issued for approximately **10-14 days** AFTER in-processing. You will be able to notify the TAC Officer if you need a CAC, or if your CAC is expired or the rank is incorrect (expired CACs or incorrect ranks on CACs may be confiscated at the Fort Sam Houston gate) upon arrival .

Block appointments will be set-up for small groups, by the TAC officers, to get you CAC cards. At the time of your appointment, if any information is missing from your DEERS account you will not be able to get your CAC until the error or omission is corrected. Please see your TAC officer.

Until you are issued a CAC keep a copy of your orders on you for use of base facilities.

To Obtain a CAC you must bring the following items:

- Two forms of original ID. Both IDs must be listed on [the List of Acceptable Documents](#). At least one must have a photo (e.g. passport or drivers license).
- Be prepared to provide a six (6) to eight (8) digit number to use as a Personal Identification Number (PIN).
- Your government email address to associate to your CAC for use on government computers.

CAC FAQ

Q. Why does it take so long to get a CAC?

A: In order to have a CAC issued, all your documents must be input into DEERS and verified. Due to the volume of Initial Military Training students at Fort Sam Houston it typically takes 10-14 days for all student information in a Class cycle to get input into the proper systems.

Q. How do I access the base, or base facilities, without a CAC?

A: Typically you will be allowed on if showing a copy of your orders and other form of government ID, but be prepared to get a visitor pass from the visitor center. Keep a copy of your orders on hand to use other base facilities such as the PX or Commissary.

Q. I'm prior service, can I get a RAPIDS appointment to get a new CAC?

A: The short answer is no. The TAC Officer can get you appointments much faster than are typically available in RAPIDS (~30 days), are on Fort Sam Houston, and are at hours that won't typically require anyone to miss Instruction.

Q. Can the TAC set-up an appointment for my family member to get a Dependent ID? Can I miss Instruction to assist my family member with an ID?

A: The TAC will only set-up appointments for current students. If your family member needs a dependent ID they will need to get an appointment through RAPIDS, refer to the [DoD Common Access Card Website](#) for information on making appointments, and required documentation. You do not need to be present for your family to get ID cards, and they do not need to be at Fort Sam Houston. You will however, need to ensure your family member has either Power of Attorney or a DD Form 1172 completed that was signed by the servicemember in the presence of the Servicing ID Card office. For additional guidance, contact your local ID Card Office and/or Legal Services.

Moving/Transportation

Active Duty personnel on Permanent Change of Station (PCS) orders, who are authorized to ship their Household Goods (HHG), will need to set-up their move. It is highly encouraged that you try to set-up your move, and have your HHG picked-up, prior to departing your current location.

This brief will describe how to create an account, and set-up your move using the Official DoD Moving Portal (<https://www.move.mil>). Review the [Military Moving Guide](#) and review [the move.mil website](#) for guidance, and if you have questions utilize your time with the Transportation Office to get Answers.

Please note that Active Duty personnel do not have a “break” between BOLC graduation and reporting to their next duty station. If you need to return home to move your HHG, you will have use your leave to return home. Additionally, you do not need to be present for your HHG pick-up. When you create your move you may designate a person (you also have a Power of Attorney) to be responsible for your HHG at the pick-up location.

OCONUS-Shipping POV

Personnel authorized to ship a Personally Owned Vehicle (POV) to an OCONUS location will need to make every effort to ship their car en-route to BOLC or en-route to their duty station after BOLC. The closest Vehicle Processing Center (VPC) to Fort Sam Houston is >250miles away in the Dallas-Ft Worth area, and they are not open on weekends. For VPC locations, hours, contact information and requirements for shipping, please review their website (<https://pcsmypov.com/>).

Uniform

The duty uniform for BOLC Soldiers is the Army Combat Uniform (ACU) in the Universal Camouflage Pattern (UCP), Operation Enduring Freedom Camouflage Pattern (Multi-Cam), or the Operational Camouflage Pattern (OCP) with BOLC patch. Flight suits are NOT authorized in BOLC.

BOLC patches are to be worn, at all times, by order of the Brigade commander on the left sleeve of the ACU/OCP above unit patches.

All uniforms will be worn IAW AR 670-1.

Soldiers are authorized to wear the Army Physical Fitness Uniform (APFU), Army Service Uniform (ASU), and the Army Green Service Uniform (AGSU) at the discretion of the chain of command. **The IPFU (grey shirt PT uniform) is no longer authorized for wear as of 30 SEP 2017.**

Officers should arrive with all required uniforms. There will not be time made available during the duty day to purchase uniforms, but you may go to Clothing and Sales (C&S) outside of instruction times. Do not rely on C&S having all uniform components on-hand, in your size. Also take into account alteration times for the ASU or AGSU.

BOLC students are authorized the wear of the APFU upon initial arrival IAW the Company training schedule. The 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.). The APFU is authorized for wear in the main Post Exchange (PX) or Commissary if it is fresh and clean.

Clothing and Sales: Building #4188 (by Walters Gate).

Hours: Mon- Closed, Tues-Fri 0900-1900; Sat 0900-1700, Sun 1100-1600.

AMEDD BOLC Packing List

ARMY COMBAT UNIFORM (ACU)/OCP

QTY	ITEM
3 SE	ACU/OCP sets*
1 EA	ACU/OCP Patrol Cap*
1 EA	Belt, Web
2 PR	Boots, Combat
5 EA	Undershirts
5 PR	Boot Socks
1 EA	Skill Badges (if applicable) ¹
2 EA	Reverse US Flag Patch- Full Color
2 EA	Unit Patch MEDCOM or gaining unit after BOLC

* ACU/OCP top must have U.S. Army tape, name tape and rank. Patrol cap must have name tape and rank. They can be Velcro or sewn-on, but all must be the same.



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	Long-Sleeve ASU Shirt	
1 EA	Short-Sleeve ASU Shirt	
1 EA	Four-in-Hand Tie	
1 EA	Belt with Buckle and Tip	
1 SE	Corps Insignia	
1 SE	US Insignia	
1 EA	AMEDD Insignia	1
EA	Shoulder Boards	2
EA	ASU Nameplates	1
PR	Black Socks	
1 PR	Black Oxford Shoes	
1SE	Appropriate Badges/Ribbons	



ARMY SERVICE UNIFORM (ASU) – FEMALE

QTY	ITEM
1 EA	Beret with rank insignia
1 EA	Coat
1 EA	Branch Sleeve Braid (<i>sewn on</i>)
1 EA	Slacks with belt loops <u>OR</u> Skirt
1 EA	Belt with Buckle and Tip (Pants only)
1 EA	Long-Sleeve ASU Shirt (tucked or untucked version)
1 EA	Short-Sleeve ASU Shirt
1 EA	Black Neck Tab
1 SE	Corps Insignia
1 SE	US Insignia
1 EA	Rank Insignia
1 SE	Shoulder Marks
2 EA	ASU Nameplates
1 PR	Black Socks <u>OR</u> Nylons
1 PR	Black Oxford Shoes <u>OR</u> Black Pumps
1 SE	Appropriate Badges/Ribbons



Army Green Service Uniform (ASGU) – Male

QTY	ITEM
1 EA	Heritage Green Belted Coat with Bi-Swing Back
1 EA	Heritage Taupe Trousers
1 EA	Heritage Tan Officer Short Sleeve Shirt (w/ loops) (Authorized for both Class A and Class B Uniforms)
1 EA	Heritage Green Necktie
1 EA	Heritage Walnut Web Belt, Buckle, & Tip
1 EA	Heritage Green Garrison Cap
1 SE	Rank, Branch & U.S. Non-Tarnish Insignia
1 SE	Green Shoulder Mark Rank
1 PR	Heritage Walnut Oxford Leather Shoes
1 PR	Heritage Walnut Socks
1 SE	Unit, Combat, & Skill Patches



Army Green Service Uniform (ASGU) – Female

QTY	ITEM
1 EA	Heritage Green Belted Coat with Bi-Swing Back
1 EA	Heritage Taupe Slacks
1 EA	Heritage Tan Officer Short Sleeve Shirt (w/ loops) (Authorized for both Class A and Class B Uniforms)
1 EA	Heritage Green Necktie
1 EA	Heritage Walnut Web Belt, Buckle, & Tip
1 EA	Heritage Green Garrison Cap
1 SE	Rank, Branch & U.S. Non-Tarnish Insignia
1 SE	Green Shoulder Mark Rank
1 PR	Heritage Walnut Oxford Leather Shoes
1 PR	Heritage Walnut Socks
1 SE	Unit, Combat, & Skill Patches



PHYSICAL FITNESS UNIFORM (APFU)

QTY	ITEM
2EA	APFU T-shirtShort Sleeve (APR-SEP)
2EA	APFU T-ShirtLong Sleeve (OCT-MAR)
2EA	APFU Trunks (shorts)
1 EA	APFU Pants
1 EA	APFU Jacket
1 PR	Running Shoes (Must be in good condition)
5 PR	Socks (White/black; calf/ankle length <u>(must cover the ankle); NO LOGOS</u>)
1 EA	YELLOW Reflective Belt Worn around waist when in shorts
1 EA	Fleece Cap, Black (Oct-Mar; or Temp dependent)
1 EA	Gloves (Oct-Mar; or Temp dependent)



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	Fighting Load Carrier (FLC)	
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 <u>OR</u> Cold-Weather parka ^{2,3}	
1 EA	Wet-Weather <u>OR</u> Cold-Weather trousers ^{2,3}	

FIELD ITEMS NOT ISSUED AT BOLC

REQUIRED ITEMS

Flashlight w/Red Lens
Wet Wipes / Baby Wipes
Shower Supplies
Shaving Kit (*Males*)
Toothbrush
Toothpaste
Deodorant
Towel
Soap
Feminine Hygiene Products
Cold/Allergy/Prescription Meds

CONTRABAND ITEMS

Knives with Blades in Excess of 4"
Nutritional Supplements
CONTACT LENSES
Sunglasses w/reflective lens or frames

««« 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 FIELD GEAR (NOT Issued at BOLC)**

QTY	ITEM	DESCRIPTION / COMMENTS
1 EA	Pocket Knife	Blade CANNOT exceed 4"
1 PR	Gloves ⁸	
1 EA	Camelback (<i>for water</i>) ⁸	Black/ACU/MULTICAM (<i>logo removed</i>)



Medical Sick Call

Sick call for all students is held at the McWethy Troop Medical Clinic, located at 2981 Garden Ave.

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

For treatment on the **weekend or after sick call hours**, report to the BAMC Acute Care/Emergency Department.

On days of PRT, students must report to first formation prior to leaving for sick call.

Dental Sick Call

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

Hours: 0600-1000hrs, Monday-Friday, on walk-in basis.

Dining Facilities

- Meals are provided (MON-FRI) by the Rocco Dining Facility (DFAC) and daily at Slagel Dining Facility. BOLC Students will eat at the Rocco DFAC Mon-Fri.
- Rocco DFAC is located at the intersection of Scott Road and Schofield Road. Slagel DFAC is located on Harney Road next to Keith A. Campbell Library.
- You must present your CAC or Orders to the cashier in order to eat in the Dining Facility! NO EXCEPTIONS.
- Please do not loiter in the Dining facility. Share tables, eat and move out! Thousands of students must flow through these DFACs during meal hours!

Rocco DFAC weekday hours of operation are:

Breakfast: 0615-0815 hrs

Lunch: 1100-1300 hrs

Dinner: 1700-1900 hrs

Slagel DFAC weekend hours of operation are:

Breakfast: 0730-0930 hrs

Lunch: 1200-1400 hrs

Dinner: 1730-1930 hrs

Student Computer Access

- **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
- **JBSA Post Library (Keith A. Campbell Memorial Library)**
 - **Location:** BLDG 1222, Harney Road
 - **Hours:** Mon & Fri 1100-1800, Tue-Thurs 0900-2000hrs, Sat-Sun 1000-1700hrs – **Phone:** (210) 221-4387
 - **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
- **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, 3625, and 2426 (Student Lodging)**
 - **Notes:** 2 computers with no CAC Card Access

Religious Service

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
Gospel Service (Dodd Field)	1030hrs
General Protestant (AMEDD)	1100hrs
Latter-day Saints (AMEDD)	1300hrs

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

Gym / Fitness Centers

Jimmy Brought Fitness Center

Hours of Operation:

MON – FRI: 0500 – 2200hrs

SAT-SUN/Holidays: 0900 – 1700hrs

Location: BLDG 320, Wilson Rd.

Central Post Gym

Hours of Operation:

MON – FRI: 0500 – 1900hrs

Location: BLDG 961, Patch Rd

Fitness Center on the METC

Hours of Operation:

MON – FRI: 0500 – 2100hrs

SAT-SUN/Holidays: 0800-1600

Location: 3569 Williams Way Rd, BLDG 1369

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.

Leave & Pass Policy

You are not allowed to travel outside a 50 mile radius of Fort Sam Houston during this course.

Do NOT expect weekend passes during the duration of BOLC; Passes for holiday weekends may be considered in extenuating circumstances with the approval of the BOLC Chief and Company Commander and will be briefed during the course.

Passes for emergency personal/family situations are considered on a case by case basis after receipt of a Red Cross Message.

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

Ordinary leave is not authorized during this course.

The 187th Medical Battalion Commander is the approval authority for all passes.

For PCS travel, or TDY-Return: Do not purchase tickets for flights leaving before 1700hrs (5pm) on the day of graduation.

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/Student Leadership/ Platoon Advisor 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

While you are assigned to JBSA Sam Houston, you may have your mail delivered to your assigned hotel. For those assigned to a hotel off-post, you may have your mail delivered to the A CO mailbox at 187th MED BN HQ.

On-Post Mailing Addresses:

(Rank, Name)

IHG Army Hotels - Bldg. 1384
3325 William Hardee Rd
Fort Sam Houston, TX 78234-5054

(Rank, Name)

3298 Chambers Pass
Powless Guest House
San Antonio, TX 78234

(Rank, Name)

Candlewood Suites – Bldg. 2426
2800 Winfield Scott Rd
Fort Sam Houston TX 78234-7662

(Rank, Name)

Holiday Inn Express - Bldg. 592
3825 Dickman Road
Fort Sam Houston, TX 78234-5051

Mailing Address for Off-Post Students:

(Rank, Name)

A CO 187TH MED BN. BOLC Class #
2745 Harney Path Ste. 187
JBSA, FT Sam Houston, TX 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.** BOLC Students are authorized to park across the street from the AMEDD Museum. 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, Track by Enlisted Barracks, and FSH Guest House & Class Six until after week 3.

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
MJM Autohaus	10740 HILLPOINT #4	7-Jan-15
VIP Spa	6136 BANDERA RD	29-Feb-16

*** 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.

Leader 180 Assessments

If you are an Active Duty Officer, you will take six assessments during your course as part of the Project Athena program. One of those assessments is a peer assessment, known as the Leader 180, based on the Leadership Competencies found in ADP 6-22.

Through a web-based program, you will identify a minimum of five of your classmates to assess your leadership abilities during your course. In turn, you may be asked to assess other student's leadership abilities. These assessments are anonymous, and tremendously important. You have started a lifelong program of improving your leadership skills every day, and any feedback you receive is a gift.

No one besides you will receive your feedback from any of the Project Athena assessments, and they are not graded nor used in any way to determine a future assignment. These assessments are provided to you so you may develop a plan for improvement (the Individual Development Plan) so that you may continue to improve through your time in the Army.

Backpacks / Bags

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.

All items worn over one or both shoulders **MUST BE ALL BLACK, OR MATCH THE COLOR OF YOUR UNIFORM (Unless issued by CIF)** and may not have any logos. Logos include Army agency/ organization seals, insignias, crests, etc. Any other color bag must be hand carried.

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 above.

Pay attention to what you buy. Just because Clothing and Sales sells an item, does not necessarily mean it is authorized for wear by your Branch. Service



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**, where the length and bulk does not create a ragged, unkempt or extreme appearance. The acceptability of the style will be judged solely by the criteria described in **AR 670-1**, paragraph 1-8a.

Male

Must present a tapered appearance. Blocked cut fullness in the back is permitted, in moderate degree, as long as the tapered look is maintained. Side-burns and mustaches must be kept trimmed IAW 670-1.

Female

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 (barrettes, combs, pins, hair bands, etc) must be plain and of a color as close to the Soldier's hair as possible or clear.

Civilian Clothes

BOLC Students are authorized to wear civilian clothes outside of duty hours while at Fort Sam Houston. Civilian clothing is NOT authorized while at Camp Bullis. Army personnel will present a professional image on- and off-duty, that does not detract from the profession.

ID Tags & Glasses

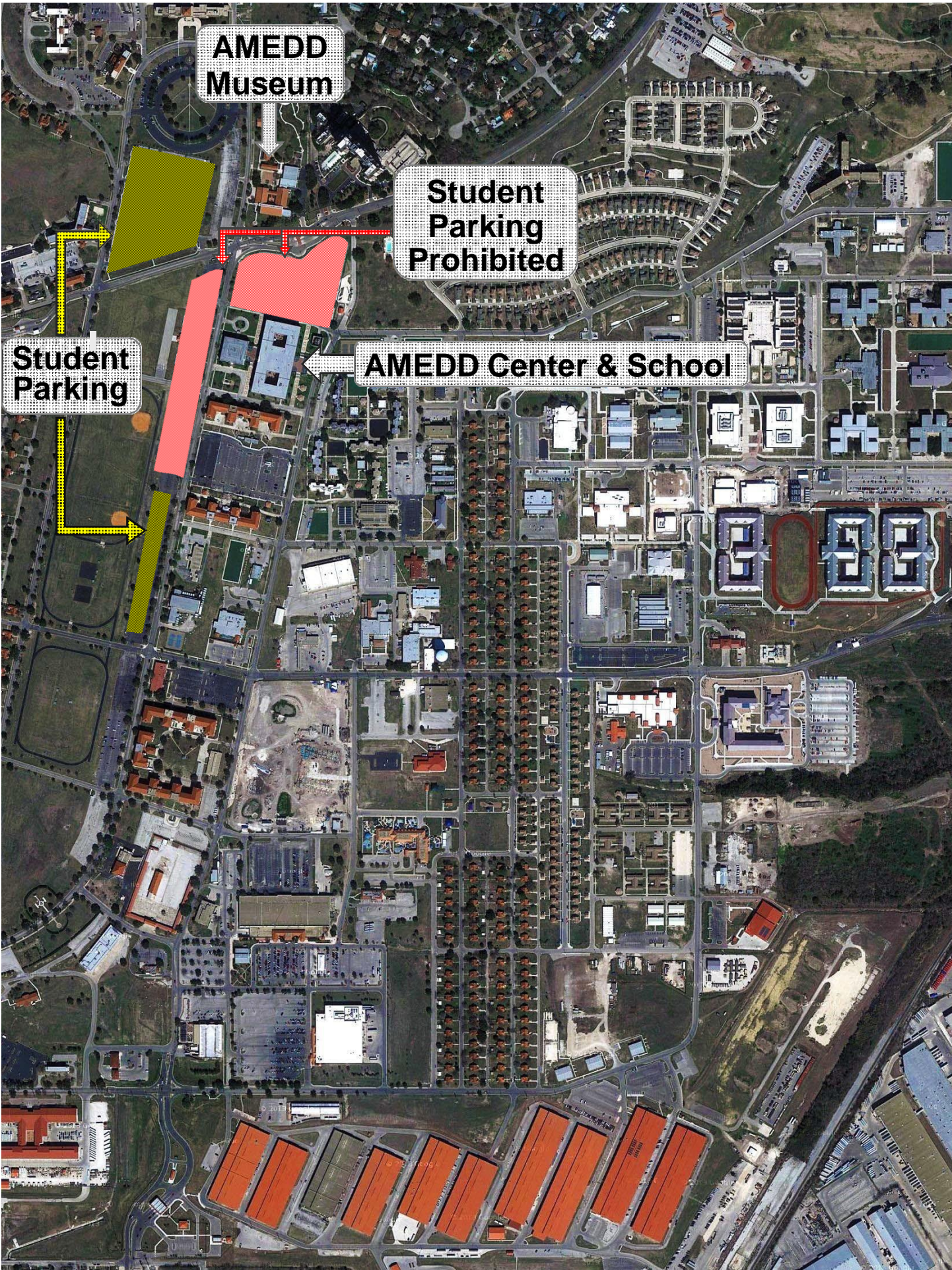
- Soldiers will wear identification tags at all times while on duty in uniform unless otherwise directed by the commander (if they possess them).
- Personnel will not hang eyeglasses or eyeglass cases on the uniform and may not let glasses hang from eyeglass restraints down the front of the uniform
- 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.

Courtesies

- Soldiers will not walk while engaged in activities which would interfere with the hand salute, greeting of the day, or detract from a professional image
- Examples include: Walking and texting, walking and talking on cell phone, walking while eating, using electronic devices, or smoking.

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.



**AMEDD
Museum**

**Student
Parking
Prohibited**

**Student
Parking**

AMEDD Center & School

Important Numbers

Personnel (at ASB)	(210)808-1582
Army Community Service	(210)221-2705
Installation Transportation Office	(210)221-9156
Passenger Air (Official Travel)	(210)221-1629
	-1502
	-2405
Optometry Clinic	(210)916-1717
DA Photo	(210)221-5453
Camp Bullis FOB	(210)295-7502
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

REFERENCES

Officers are expected to read and understand regulations. Ignorance is not an excuse.

Army publications can be found at:

<https://armypubs.army.mil>

Regulations to get you started:

- AR 350-1 ARMY TRAINING AND LEADER DEVELOPMENT
- AR 670-1 WEAR AND APPEARANCE OF ARMY UNIFORMS AND INSIGNIA
- FM 7-22 ARMY PHYSICAL READINESS TRAINING