

Basic Officer Leaders Course

(STUDENT HANDBOOK)



ALPHA COMPANY
187th MEDICAL BATTALION
32d MEDICAL BRIGADE



Version 10 June 2024

STUDENT HANDBOOK PURPOSE

- To ensure that BOLC students are aware of Alpha Company, 187th Medical Battalion, 32d Medical Brigade and U.S. Army policies.
- To explain the administrative action policies during BOLC.
- To inform all students who are assigned or attached to Alpha Company, 187th Medical Battalion while attending training.

COMPANY OPERATIONS

“GHOST PRIDE”

Alpha Company HQ is located at the basement of Aabel Hall (Room 0017). All Brigade, Battalion, and Company 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 wellbeing, contact your TAC Officer or Platoon Advisor ASAP, so we can help you resolve the problem.

TAC Office Phone: (210)952-8941

CDR Office Phone: (210)221-8427

1SG Office Phone: (210)221-6711

REPORTING AND LODGING

- You will report to Holiday Inn Express Hotel (BLDG 592) prior to 2359 on your report date. If you are unable to report before 2359, you will find instructions for the following day on the hotel lobby's front desk.
- You may report in appropriate civilian attire (groomed in accordance with (IAW) Army Regulation (AR) 670-1).
- You will be assigned a room at any one of the IHG lodging locations at JBSA-Fort Sam Houston, at no cost to you. You do NOT need to make your own reservation; we have done this for you. Students permanently assigned to Joint Base San Antonio, and those who are local to San Antonio, are not authorized lodging.
- Students PCS'ing 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.
- Lodging requirements are paid from class report date to class end date.
- Student PCS'ing to a CONUS location are NOT authorized to report early. You are also NOT authorized to stay an additional night after graduation. You will be charged by the hotel.
- Student PCS'ing to an OCONUS location are authorized to report one day prior to the report date. You are allowed to stay one additional night after graduation. You will have to pay for the night but will be eligible to be reimbursed when you in-process your gaining unit.
- 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 Travel System (DTS) to reserve a room at an approved off-post hotel.
- All Officers attending TCMC or the Preventive Medicine Program following BOLC will be required to pay out of pocket for lodging for the duration of the course. Please ensure if you have a Government Travel Card (GTC) that it is turned on and working. Please plan financially if you do not have a GTC so you are able to support yourself through the program. All students will receive a 1610 funding their lodging that they will turn in at their follow-on duty station for reimbursement.
- Report any damage, defects, or deficiencies to the Front Desk & your TAC Office. 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.

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

ARMY COMBAT FITNESS TEST

All Officers are required to complete an Army Combat Fitness Test (ACFT).

All Officers in the **BOLC-Reserve Component (BOLC-RC)** Course (3.5 weeks) may submit a DA Form 705 that shows a passing ACFT within 6 months of their BOLC report date. Otherwise, an ACFT will be administered during the course.

All students are required to complete and pass a height/weight, even if they arrive with one on hand.

IN-POCRESSING DOCUMENTS

The following personnel and finance documents are 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) – 5 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). If neither of the above is applicable to you, bringing one with you is not necessary.

- **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 (must have been completed within the year). 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.

- **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 (must have been completed within the year). 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 days 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.

YOU WILL NOT RECEIVE your "E-pay" at Fort Sam Houston.

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) When Enrolling Stepchildren, 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:
 - 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-PROCESS DOCUMENTS

(BOLC – RC Course Students ONLY)

The following personnel Documents are required to be hand-carried to Fort Sam Houston.

- **Orders (TDY, Active Duty Training, 1610) and all amendments – 2 copies**
- **ACFT DA Form 705 and DA FORM 5500/5501 – 2 copies (*IF valid within the last six months*)**

A copy of your DA 705 for an ACFT conducted within 6 months of reporting to BOLC.

- **BOLC Distance Learning Phase 1 Completion Certificate – 2 copies**

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

HPSP (3 Week Course) ONLY

- **Report Date:** Please report on the date specified on your orders and report NLT 2359 on the day specified.
- **Uniform:** You do not Need your AGSUs/ ASUs for this course, however, please bring all ACFT and ACU uniforms as specified above.
- **Scheduling Return Flights:** All flights must be scheduled NO SOONER than 1700 the day of graduation.
- **Receiving your Orders:** Please contact usarmy.knox.hrc.mbx.rpmd-hsd-quality-management-hpsp@army.mil for any questions concerning your orders
- **DTS/1610:** For all DTS questions please email: HRC-RPMD-ManagementSupportBranch_DTS_Team@army.mil, For questions concerning Any changes or questions to ADT orders need to be addressed to OTSG or HRC HPSP team: usarmy.knox.hrc.mbx.rpmd-hsd-quality-management-hpsp@army.mil
- **Lodging:** Lodging is scheduled for you by the TAC office, you will report to Holiday Inn BLDG 592 upon arrival for check.
- **TA-50 (Military issued gear) issue:** You will be issued TA-50 here at CIF. DO NOT BRING ANY ADDITIONAL GEAR!
- **Training Before Arrival:** You are not required to complete any additional training prior to attendance.
- **Leave and Pass During Class:** There will be no leave or passes granted during this course. NO EXCEPTIONS.
- **Financing further explained:** HPSP Finance coordinator will be present to answer all your questions concerning finance.
- **Please share letter:** If you know that a counterpart has not received this letter and they are scheduled for this course with you, please share the welcome letter.
- **ACFT:** All students are required to take the ACFT within two weeks of arrival. We will NOT accept any ACFT Cards from any other organization.

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 unless your TAC Officer has made prior arrangements with Finance. 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 currently wait a couple of months, as sometimes there is a delay in the system.

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>

NOT ALL SOLDIERS ARE ELIGIBLE FOR BAH

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 \$400 of the 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: Only Active Duty and National Guard are eligible for a clothing allowance while at BOLC. This is automatic once you have in-processed through finance. Reservists will need to file for their allowance through their unit. 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 can sometimes take 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: Can I get a pay advance?

A: You are not authorized to receive a pay advance during your time at BOLC. If you are Active Duty, you might be eligible for an AER Loan. Please see the TAC officer upon arrival. Again, come to BOLC prepared to support yourself financially for at least a month.

BOLC-RC: You must request pay advance from 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 a finance 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. Again, if you have not started this process prior to the start of BOLC, you will not receive your time in service pay until you arrive at your next duty station.

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 a finance office and DFAS. You must bring ALL paperwork supporting your claim for extra pay as applicable- with you to your next unit. 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. You will need a 1506 created at your next duty station by a Career Counselor. On average, it takes 1-3 months for this pay to go through once you have a completed 1506 and for it to show on your LES. Specialty pay (including separation pay) cannot be completed until 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.

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. Note: this DOES NOT apply to our BOLC RC Course. Individuals attending the BOLC RC course due not accrue leave while attending BOLC.

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 S-1 who will send it to your TAC Officer.

FINANCE FAQs (CONTINUED)

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 these criteria, you cannot 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 and need to contact your duty station.
- If you are qualified to apply for DLA from Fort Sam Houston, you need to get with the transportation office and request further guidance. (Fort Sam Houston Transportation Office: (210) 221-1605)

** 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) Office ASAP

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

COMMON ACCESS CARD (CAC)



CACs will not be issued for approximately 10-14 days AFTER in-processing. Please notify the TAC Officer upon arrival 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).

Block appointments will be set-up for small groups, by the TAC officers, to get you a new CAC. 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 driver's 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 FAQs

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: All BOLC-B students registered in ATRRS have been submitted to Fort Sam Houston security for visitor passes. 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 service member 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. You will have the opportunity to attend a brief by the Transportation Office during in-processing, however 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>). You do not need to attend the Transportation Brief to get started on your move. 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 to use your own personal 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 to be responsible for your HHG at the pick-up location.

OCONUS – SHIPPING A VEHICLE

Personnel authorized to ship a Personally Owned Vehicle (POV) to an OCONUS location will need to make every effort to ship their car enroute to BOLC or enroute to their duty station after BOLC. The closest Vehicle Processing Center (VPC) to Fort Sam Houston is >250 miles 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.

UNIFORM

The duty uniform for BOLC Soldiers is the Operational Camouflage Pattern (OCP) Army Combat Uniform (ACU) 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 OCP above unit patches. You will receive this upon arrival.

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.

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 consider 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 only authorized for wear in the main Post Exchange (PX) or Commissary if it is a clean pair.

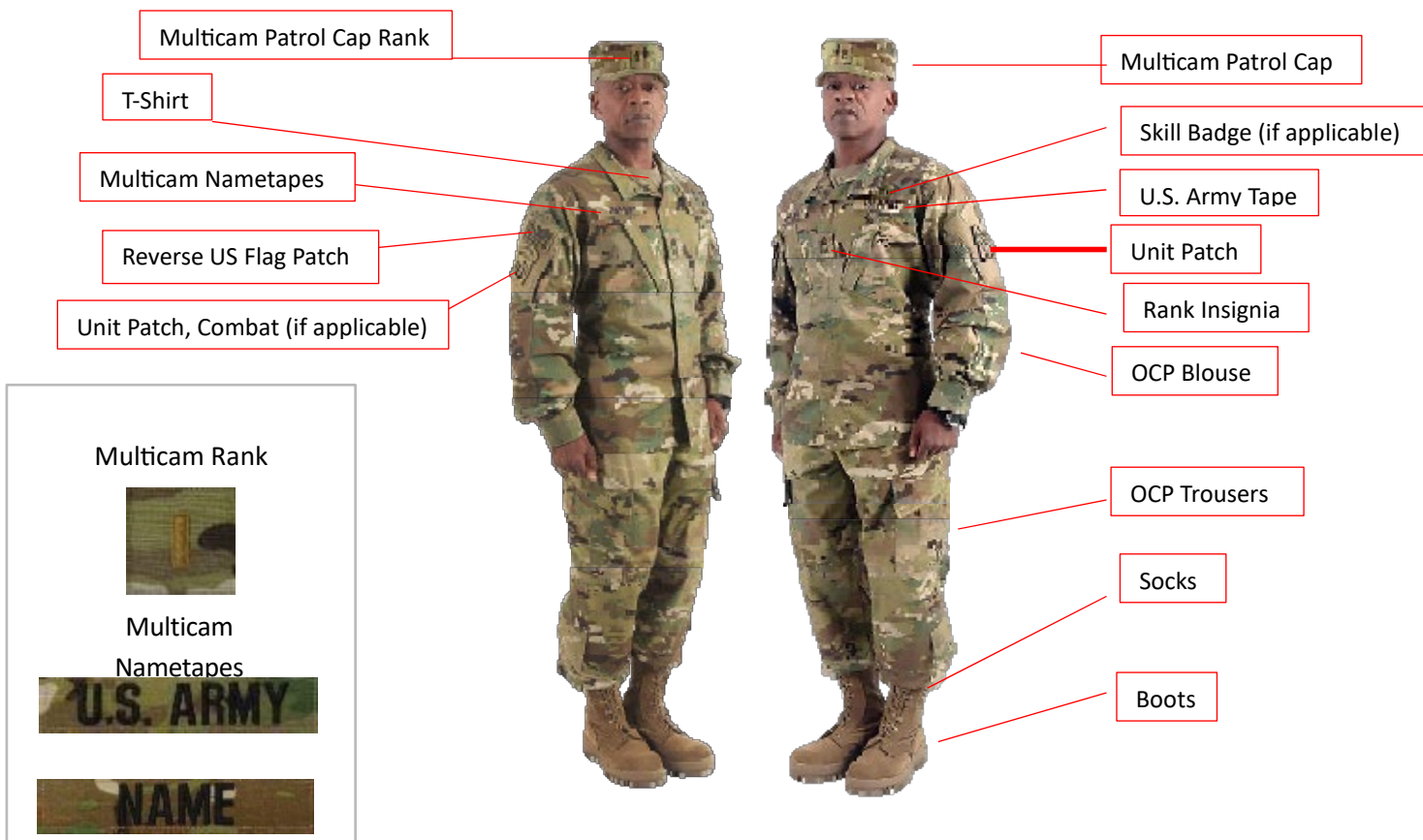
Military Clothing and Sales: Building #4188 (by Walters Gate).

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

AMEDD BOLC PACKING LIST

QTY	ITEM
3 SETS	ACU/OCP*
1 EA	ACU/OCP Patrol Cap* 1 EA Belt, Web
1 PR	Boots, Combat 5 EA Undershirts
5 PR	Boot Socks
1 EA	Skill Badges (if applicable)
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.



1 PR	Black Oxford Shoes
1 SET	Appropriate Badges/Ribbons

AMEDD SERVICE UNIFORM (AGSU) – FEMALE



QTY	ITEM
1 EA	Beret with Rank Insignia
1 EA	Coat
1 EA	Branch Sleeve Braid (sewn on)
1 EA	Slacks with belt loops OR Skirt
1 EA	Trousers with Belt Loops
1 EA	Long-Sleeve ASU Shirt (tucked or untucked version)
1 EA	Short-Sleeve ASU Shirt
1 EA	Black Neck Tab
1 EA	Belt with Buckle and Tip (Pants only)
1 SET	Corps Insignia
1 SET	US Insignia
1 EA	AMEDD Insignia
1 EA	Shoulder Boards

2 EA	ASU Nameplates
1 PR	Black Socks
1 PR	Black Oxford Shoes
1 SET	Appropriate Badges/Ribbons

AMEDD SERVICE UNIFORM (AGSU) – 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 SET	Rank, Branch & U.S. Non-Tarnish Insignia
1 SET	Green Shoulder Mark Rank
1 PR	Heritage Walnut Oxford Leather Shoes
1 PR	Heritage Walnut Socks
1 SET	Unit, Combat, & Skill Patches

AMEDD SERVICE UNIFORM (AGSU) – FEMALE



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 SET	Rank, Branch & U.S. Non-Tarnish Insignia
1 SET	Green Shoulder Mark Rank
1 PR	Heritage Walnut Oxford Leather Shoes
1 PR	Heritage Walnut Socks
1 SET	Unit, Combat, & Skill Patches

ARMY PHYSICAL FITNESS UNIFORM (APFU)



QTY	ITEM
2 EA	APFU T-shirt Short Sleeve (APR-SEPT)
2 EA	APFU T-Shirt Long Sleeve (OCT-MAR)
2 EA	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 (must cover the ankle); NO LOGOS
1 EA	PT 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
1 EA	Laundry Bags
1 EA	Duffel Bags
1 EA	Army Combat Helmet (ACH)
1 EA	ACH cover
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
1 EA	Eye-Protection (w/dark lenses)
1 EA	Sleeping Bag
1 PR	Overshoes
1 EA	Wet-Weather OR Cold-Weather parka
1 EA	Wet-Weather OR Cold-Weather trousers

OPTIONAL FIELD GEAR (NOT ISSUED AT BOLC)

QTY	ITEM
1 EA	Pockets knife (Cannot exceed 4")
1 EA	Gloves
1 EA	Camelback (for water)



FIELD ITEMS NOT ISSUED AT BOLC

REQUIRED ITEMS:

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

CONTRABAND ITEMS:

- Knives w/ 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.

MEDICAL SICK HALL

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 Acute Care/Emergency Department.

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

DENTAL SICK HALL

Dental Sick call for all students is held at the Budge Dental Clinic, 3145 Garden Ave BLDG 1278.

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

DINNING FACILITIES

- Meals will be at Rocco Dining Facility (DFAC) and Slagel DFAC. BOLC Students will eat at Rocco DFAC Monday through Friday only. Students will eat at Slagel DFAC on the weekends.
- 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.

Rocco DFAC (MON thru FRI)

Hours of Operation:

Breakfast: 0615-0815 hrs

Lunch: 1100-1300 hrs

Dinner: 1700-1900 hrs

Slagel DFAC (Weekend)

Hours of Operation:

Breakfast: 0730-0930 hrs

Lunch: 1200-1400 hrs

Dinner: 1730-1930 hrs

COMPUTER ACCESS

Stimson Library

Location: BLDG 2840 (Aabel Hall), Room 106

Hours: Mon-Thurs 0630-2000hrs, Fri 0630-1800, and closed on weekends

Phone: (210) 221-6390/6900

Website: <https://amedd.libguides.com/stimson>

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 SERVICES

Friday Service Times

Muslim (AMEDD Chapel) 1200hrs

Saturday Service Times

Buddhist (AMEDD Chapel) 1000hrs

Sunday Service Times

Catholic Mass (AMEDD Chapel)	0800hrs
Traditional Protestant(AMEDD Chapel)	0930hrs
Catholic Mass (Dodd Field Chapel)	0930hrs
Contemporary Protestant (AMEDD Chapel)	1100hrs
Gospel Service (Dodd Field Chapel)	1130hrs
Latter-Day Saints ((AMEDD Chapel)	1300hrs

The AMEDD Chapel offers a daily Mass at 1100hrs

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 & PASSES POLICY

- You are not allowed to travel outside a 150-mile radius of Fort Sam Houston during this course.
- Passes are a privilege, not a right. Do NOT expect weekend passes during the duration of BOLC; Passes for holiday weekends may be considered 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 Company Commander is the approval authority for all passes.
- All student personnel scheduled for classes on Saturday and/or Sunday will not be authorized to take a pass unless approved by their respective academic staff.

*****Do not purchase tickets for flights leaving before 1800hrs (6pm) 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) OR

**Emergency Communication Services | Military Family Support
(redcross.org)**

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/Grade
- 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
- 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 78234-505

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 to the MEDCoE 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 to have your CAC to enter post.

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	ADDRESS
ARS Appliance	10903 Wayward Dr
Cracker Box Place	622 West Hildebrand Ave
Hazel Sky Smoke Shop	All (5) locations
Lazy Daze Counter Culture	Both (2) locations
Lush Rooftop Club	4553 N Loop 1604 W
Mellow Monkey	2286 Bandera Rd
MJM Autohaus	10740 Hillpoint #4
Planet K	All (6) Locations
Ruby Spa	8204 Pat Booker Rd
Smoke N More Vape and Hookah Shop	All (7) locations
Smoke Needs	5251 Timber Hill Rd
Smokerz Paradize	All (7) locations
Style Smoke	9902 Fredericksburg Rd
Super Nova Smoke & Vape Shop	All (4) locations
The Cloud Co. Smoke & Vape Shop	14415 Blanco Rd
Up N Smoke	1630 Pat Booker Rd, Ste B

OFF-DUTY EMPLOYMENT

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

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 Service Branch.



HAIR STANDARDS

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.**

MALE IAW AR 670-1

Must present a tapered appearance. Blocked cut fullness in the back is permitted, in moderate degree, if the tapered look is maintained. Sideburns and mustaches must be kept trimmed.

FEMALE IAW AR 670-1

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

Wigs or hairpieces may be worn if 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 AND GLASSES

- Soldiers will wear identification tags at all times while on duty in uniform (if they possess them) 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.

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.

IMPORTANT NUMBERS

Personnel (at ASB).....	(210)808-1582
Military Family Readiness Center	(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 BSA	(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