

## Welcome Logistics Basic Officer Leader Class

**\*\*Read this email in its entirety and its attachments\*\***

On behalf of the Army Sustainment University (ASU) leadership, welcome to the Logistics Basic Officer Leader Course! More information about the course can be found at the Army Sustainment University website at <http://www.alu.army.mil/officers/bold/>.

**For questions about BOLC, please email:** BOLDOPSSSTUDENTINQUIRY@army.mil

**For other questions, you can contact the ASU Staff Duty number:** 804-765-8440

**MEET AND GREET:** Your meet and greet will be at Army Sustainment University located at 562 Quarters Road, Fort Lee, VA 23801 at 1500 on the report date of your orders. This meet and greet will last approximately 2-3 hours. At that time, I will provide you with detailed information about myself and the course, complete any immediate administrative requirements, establish class leadership positions, and provide you with the opportunity to ask questions ahead of in-processing.

It is recommended to check into the hotel prior to the Meet and Greet start time. **The uniform is OCPs or for IMS, Duty Uniform**. Please ensure you are in accordance with standards outlined in AR 670-1. If you are unable to make the meet and greet to travel timelines, please notify me as soon as possible. See attached in the portfolio for maps of gates and ASU AO.

**BRING A FUNCTIONING COMMON ACCESS CARD (CAC) WITH YOU TO BOLC.** You will need a working CAC Day 1 of BOLC to access military computers in the schoolhouse and to access the installation. If you do not have a functioning CAC, please direct yourself to the nearest RAPIDS ID Card Office. Information can be found on <https://idco.dmdc.osd.mil/idco/>.

**STAFF DUTY INFORMATION:** It is not required to sign in at the Staff Duty Desk (located at the front entrance of the Army Sustainment University) upon arrival. Staff Duty Phone Number: (804) 765-8440, available 24 hours.

**INPROCESSING:** In-processing will occur during week one. In-processing includes Army Sustainment University and ASU Support Battalion Command Team in-briefs, Sexual Harassment/Assault Response and Prevention (SHARP) training, Equal Opportunity (EO) training, administrative and medical readiness tasks. All active-duty students reporting to BOLC under PCS status need to have a valid **IPPS-A Leave form, not a DA-31**. Failure to have proper documentation can adversely impact entitlements.

Have the following documents on hand Day 0:

1. 5 copies of orders w/ all amendments.
2. DA FORM 1610 – Request and Authorization for TDY Travel of DoD Personnel
3. DA FORM 71 – Oath of Office - Military Personnel
4. Prior SMP Contract
5. Full Copy of Lease (if applicable)

**ACADEMICS:** During your time at BOLC, you will utilize Moodle to receive assignments and complete assessments. You will receive instructions on how to access Moodle once you arrive. Below you will find the Individualized Student Assessment Plan (ISAP), which outlines the course graduation requirements for BOLC. You must read this and be prepared to sign on Day 0.

**STUDENT EMAIL ACCOUNTS:** During your time at BOLC, you will be asked to utilize your Army email and utilize apps such as Outlook, PowerPoint, and Excel, etc. Active-Duty students (COMPO 1) will receive Microsoft 365 provisioning upon arrival and in-processing at BOLC. National Guard (COMPO 2) and USAR (COMPO 3) students must work with their unit Entitlement Managers to receive Microsoft 365 provisioning **prior to reporting to BOLC.**

**STUDENT ADMINISTRATION:** COMPO 2 and COMPO 3 are required to have a Defense Travel System Authorization before reporting to BOLC. COMPO 1 who have Follow-on Unit of Assignment orders to OCONUS must have a Government Travel Charge Card before departing BOLC. If you are going OCONUS and do not currently have a GTCC, please utilize the documents emailed to you by cadre, 30 days before the class start date, to begin the application process.

**\*\*LOAs are not provided by BOLC. You must work with your Readiness NCO/Commissioning Source. LOAs are located on your orders to Fort Lee. See below instructions for DTS setup.\*\***

**Collegenet:** It is recommended that students bring their personal laptops or iPads/Tablets to access the Wi-Fi at ASU during the course. Please note that some laptops, particularly gaming laptops, may not be compatible. See AVD/Hypori attachment in portfolio for instructions.

**PHYSICAL FITNESS:** The Army requires a high level of physical and mental fitness to be ready to fight and win our nation's wars. There are several events that will take place during BOLC that will assess your level of physical fitness. BOLC will challenge you academically, mentally, and physically. By week six of this course, you will conduct an Army Fitness Test (AFT) in accordance with the Individual Student Assessment Plan (ISAP), a 4-mile run in under 36 minutes, and a 12-mile ruck march under three hours and 43 minutes. Please continue to prepare yourself physically while you await your report date. **\*\*\*\*It is highly recommended that you maintain or improve your overall physical fitness prior to arrival to BOLC—we conduct rigorous physical readiness training throughout the course.**

**LOGGING:** If you are on PCS orders to Fort Lee, you are not authorized to live at the on-post hotel and must establish your own living arrangements off-post. If you are on PCS orders, you are entitled to Basic Allowance for Housing (BAH) to cover your off-post housing requirements. For additional support for housing please call (804) 733-4100.

If you are on TDY orders to BOLC, you need to contact Army Sustainment University Privatized Army Lodging (PAL) office at 804-765-4924/0093 to confirm your arrival date and hotel reservation. Failure to do so may result in you not having a hotel room when you arrive.

**HOTEL INFORMATION:** Holiday Inn Express, Building 12015. Address: 2301 Sustainment Ave, Ft. Lee, VA 23801. If you would like to confirm your reservation, please call (804) 733-4100. Remember that you are in TDY status while attending the course and you are not authorized to bring pets and family while in the hotel.

Students that are authorized to arrive before their class date in accordance with their orders, you are responsible for coordinating your lodging prior to your arrival.

**AIRPORT:** Students arriving at Richmond International Airport are responsible for their transportation to Fort Lee, VA. You can utilize various transportation services (i.e. Uber, Lyft, and taxis), but they may not have access to the installation. The Richmond City Taxi (804-245-2648) is the only authorized taxi service to operate on Fort Lee, providing transportation on/around post and in surrounding communities. Other taxi companies may deliver and pick up customers on Fort Lee by request but may not solicit fares on post.

**PACKING LIST/EQUIPMENT ISSUES:** You must **bring** the TA-50/OCIE you have been issued at your commissioning source/unit. To access your Clothing Record to see what you are signed for, utilize: [My Clothing Record](#) (CAC enabled). If you fail to bring required equipment (already on your Clothing Record), you will need to personally coordinate/resource/fund the equipment via personal shipping, surplus store, or other means. You will be issued any shortages of OCIE/TA50 upon arrival. It is strongly recommended that you bring additional boots, eye protection, and gloves. If you have been previously issued eye protection and gloves, bring them as CIF will not reissue those items. **National Guard and Reserve Soldiers must ensure that there are no pending transactions in their records to ensure a smooth CIF issue while at BOLC.** Please see attached BOLC OCIE Reference Guide in portfolio for illustrations of all issued gear.

**IMPORTANT TO NOTE: IT IS RECOMMENDED THAT YOU ENSURE YOUR ORDERS AUTHORIZE NUMEROUS BAGS FOR TRAVEL DUE TO THE EQUIPMENT YOU ARE REPORTING WITH, OR WORK WITH YOUR COMMISSIONING SOURCE/UNIT TO ENSURE THE ORDERS ARE ADJUSTED TO REFLECT THIS AUTHORIZATION.**

**DRESS UNIFORM:** You are required to travel with and bring thr Army Service Uniform (ASU) or Army Green Service Uniform (AGSU). You are required to maintain the dress uniform in a ready-to-wear state and will undergo several inspections during your time at BOLC. The dress uniform is worn during graduation and formal events. You will have a uniform inspection during Week One, so ensure your uniform is prepared upon arrival. Additionally, you are required to bring business casual attire for your class social and other professional events.

Additional clothing shortfalls can be corrected at the Fort Lee Military Clothing Sales Store that is open Tuesdays - Sundays from 0900-1800.