



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY LOGISTICS UNIVERSITY  
COMPANY C, 71<sup>ST</sup> TRANSPORTATION BATTALION  
2401 QUARTERS ROAD  
FORT LEE, VIRGINIA 23801-1705

REPLY TO  
ATTENTION OF

ATSZ-BNC

1 October 2012

MEMORANDUM FOR INCOMING STUDENT OFFICERS

SUBJECT: Ordnance/Transportation Basic Officer Leader Course-B, Welcome Letter & In-processing Instructions

1. Welcome to Fort Lee, Virginia—the *new* home of the Ordnance/Transportation Corps! Your time here at Fort Lee can be a challenging and rewarding experience; it all depends on the level of motivation and dedication you invest in your future as an Ordnance/Transportation officer and leader.
2. Upon arrival, report NLT 1400 hrs on report day to C Co 71<sup>st</sup> Transportation Battalion office located at building 12420 – Room 1450 (1<sup>st</sup> floor, west wing) Army Logistics University to sign in from leave. After you sign in, report to the Fort Lee Lodging Office (Bldg 8025) to request government quarters. If you arrive to Ft. Lee more than 24hrs before the start of your class, identify yourself as a BOLC Snowbird to the lodging office. **Do not make arrangements on your own, work through the lodging office. Their number is 1-800-403-8533.** On day 1, you will report to the Multi-Purpose Room in the ALU building in your physical training uniform (unless otherwise directed); from 1 May – 30 September (shorts & short sleeve shirt); from 1 October – 30 April (jacket, pants, shorts, long-sleeve shirt).
3. I encourage you to take seriously the training you will receive during your assignment. There is a large amount of information for which you are responsible for learning during the weeks ahead of the Basic Officer Leader Course. The Basic Officer Leadership Department (BOLD) is structured to assist you in learning the basic concepts you need to be an Ordnance/Transportation Officer. They have a knowledgeable staff with many years of experience, including many instructors with recent operational deployment experience. They are here to ensure that you receive applicable, relevant, and current training that you will be able to utilize once you arrive at your new duty assignment. Take advantage of their experience and knowledge—ask questions!
4. Be advised that there is zero tolerance for the following transgressions; and these are certain to adversely impact, if not terminate, your career as an Army officer:
  - a. Failure to adhere to the Student Honor Code.
  - b. Driving under the influence.
  - c. Fraternalization with Initial Entry Training (IET) Soldiers and other enlisted personnel.
  - d. Testing positive on the urinalysis test.

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5. BOLC B provides you with an excellent opportunity to make connections with your classmates that could serve you well throughout your career. In each class, there is a wide range of experience, backgrounds, and knowledge; I encourage you to foster those friendships and connections both in and out of the classroom.
6. In-processing will be extremely busy. You will receive a tremendous amount of information in a short period of time. Officers are expected to arrive able to meet height and weight standards in accordance with AR 600-9 and the physical fitness standards of AR 350-1. **You will be administered HT/WT and an Army Physical Fitness Test (APFT) within the first week of your arrival to the course. Both the HT/WT and APFT are requirements for course graduation. BE IN SHAPE WHEN YOU ARRIVE!**
7. Take advantage of your time here. Study and complete your academic assignments, but take the time to experience the greater Richmond and historical local areas. Virginia Beach, America's Historic Triangle of Yorktown, Jamestown, and Williamsburg, and the nation's capitol, Washington, D.C. are all within a two hour drive of Fort Lee, all with plenty of activities and events available for Soldiers and their Families.
8. POC for this memorandum is the undersigned.

//Original Signed//  
GLEN A. BROWN  
CPT, IN  
Commanding

C Co, 71<sup>st</sup> Transportation BN, ALU  
Document Requirement List

10 copies of orders and any amendments  
5 copies of DD Form 1610 (if applicable)  
5 copies of DD Form 93  
5 copies of SGLV  
2 copies of marriage license (if applicable)  
2 copies of children's birth certificates (if applicable)  
2 copies of mortgage/lease agreement  
Current driver's license  
Current vehicle registration  
Proof of insurance

**Note: Make copies prior to your arrival to the course.**