



DEPARTMENT OF THE ARMY
B COMPANY, 71ST TRANSPORTATION BATTALION
562 QUARTERS ROAD, BLDG 12420
FORT LEE VA 23801

ATSZ-BNB

03 January 2013

MEMORANDUM FOR INCOMING STUDENT OFFICERS

SUBJECT: Quartermaster Basic Officer Leader Course Welcome Letter & In-processing Instructions

1. Welcome to Bravo Company and Fort Lee, Virginia - Home of the Quartermaster Corps! Your time here at Fort Lee will be a challenging and rewarding experience; it all depends on the level of motivation and dedication you invest in your future as a Quartermaster officer and leader.
2. Fort Lee is no longer under the MTSS program, so lodging and meals are paid upfront by the student and later reimbursed by submitting a 30 day accrual travel voucher to DFAS. If you cannot pay for your lodging/meals upfront then fax your travel advance request form to DFAS at 317 275-0330 (RA) or 317 275-0336 (NG/AR). For your travel advance form and additional travel information go to <http://www.dfas.mil/travelpay.html> and click on Army.
3. Upon arrival, report to Bravo Company, 71st Transportation Battalion office located at building 12420 – Room 1450 (1st floor, west wing) Army Logistics University to sign in from leave. After you sign in, report to the Fort Lee Lodging Office (Bldg 12015) to request government quarters or call before arriving to Fort Lee. If no rooms are available on post, the lodging office will provide you with the phone number (866-363-5771) to the Central Reservations Center (CRC) to obtain a statement of non-availability (SNA) to procure off-post housing. When calling CRC, identify yourself as a Quartermaster Basic Officer Leadership Course (BOLC) student. If you arrive to Ft. Lee more than 24hrs before the start of your class, identify yourself as a BOLC Snowbird to the CRC agent. If you have difficulties obtaining a SNA notify B/71st Transportation Battalion leadership. **Do not make arrangements on your own.** Work through the military lodging office, their number is 804-733-4100.
4. 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 – 31 April (jacket, pants, shorts and long-sleeve shirt). The enclosure contains a list of documents you should bring with you for in-processing.
5. I encourage you to take the training you receive very seriously during this assignment. There is a large amount of information that you will be responsible for learning in this course. The Basic Officer Leadership Department (BOLD) is structured to assist you in learning the basic concepts you need to be a Quartermaster 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 current essential training that you will be able to utilize at your new duty assignment. This is also an excellent opportunity to make connections with your classmates that could serve you well throughout your career. I encourage you to foster those friendships and connections both in and out of the classroom. Take advantage of their experience and wealth of information—ask questions!

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6. Enjoy 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 2-3 hour drive of Fort Lee, all with plenty of activities and events available for Soldiers and Families. For more information about Ft. Lee go to <http://www.leemwr.com/>.

7. 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. Testing positive on the urinalysis test.
- d. Fraternization with Initial Entry Training (IET) Soldiers and other enlisted personnel.
- e. Sexual Harassment/Sexual Assault.

8. Your TAC (Teacher, Advisor, and Counselor) will be sending you information prior to your arrival at Ft. Lee. If you have any questions, concerns, or issues, be sure to address them as soon as possible with your TAC Officer. If your TAC is unable to assist you directly, contact the Bravo Company chain of command. The Bravo Company Administrative Specialist can be reached at (804)765-8107; the Bravo Company First Sergeant can be reached at (804)765-8127; the Company Commander can be reached at (804)765-8128.

9. At the direction of the Commander, Sustainment Center of Excellence (SCoE), a FaceBook page has been developed to provide public access to non-classified information about the SCoE, Ft. Lee, VA and the surrounding civilian community. Access to this page does not require a Common Access Card (CAC) and information on this page is designed for family members of Soldiers assigned to the SCoE. It is recommended that you provide this link to your family members <http://www.facebook.com/SCoECascom>.

10. POC for this memorandum is the undersigned.

—Leadership Starts Here!

Encl

//Original Signed//
JAMES A. MIRANDO JR.
CPT, LG
Commanding

Document Requirement List

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10 Copies of orders and any amendments
5 Copies of DD Form 1610/Form 400 (if applicable)
5 Copies of DD Form 93
5 Copies of SGVL
2 Copies of marriage license (if applicable)
2 Copies of children's birth certificates (if applicable)
2 Copies of mortgage/lease agreement
DA Form 31- Leave Form
Medical shot records (to include H1N1/Flu Vaccine)
Current driver's license
Vehicle registration
Proof of Insurance
Motorcycle registration/Motorcycle safety certificate
Privately own Weapons registration