ATSG-AGS-TD 18 October 2011

INFORMATION PAPER

SUBJECT: General Information for the Adjutant General Warrant Officer Basic Course (WOBC)

1. PURPOSE: To provide information concerning reporting for AG WOBC in order to safely plan and execute your arrival and in-processing. The information presented below is an overview of your in-processing requirements. Alpha Company and the Training Support Battalion (TSB) S-1 section will give you more specific information on in-processing upon your arrival.

2. FACTS:

a. Reporting Procedures.

(1) **You will report by the report date on your orders, but no later than ____.** If you do not report by that date, your pay may be stopped. If your orders authorize early arrival, you will receive guidance from and work for Alpha Company, TSB, until your class start date.

(2) To sign in, all officers must report to the Fort Jackson Welcome Center, (Jackson Inn) Building 7550, located on Benning Road, in order to receive their lodging assignments (no prior coordination/reservations required – rooms are already reserved for students). The phone number for the Welcome Center is Defense Switch Network (DSN) 782-9802 or commercial (803) 751-9802. If on-post lodging is not available, officers must ensure they receive a Statement of Non-availability from the Welcome Center.

(3) Upon receipt of lodging, the Officer must also sign in to the TSB. During duty hours, the officer must sign in to Alpha Company, TSB, located in Room 2044 of the Soldier Support Institute (SSI), Building 10,000, at the corner of Lee Road and Hampton Parkway. After duty hours or on the weekend, the officer must sign in with the TSB Staff Duty Officer (SDO), also located in Building 10000, by the main entrance on Lee Road, and then report on the morning of the next duty day to Alpha Company.

(4) Alpha Company, TSB, is your unit of assignment for the duration of the course. In case of personal or safety emergencies, you may contact the unit at DSN 734-8141 or commercial (803) 751-8141. If calling after duty hours, you can reach the TSB SDO at DSN 734-3635 or commercial (803) 751-3635.

b. Class Dates/Location. **Your class begins on _____, 12 _____ at 0600 hours and ends on _____, _____.** Training is conducted Monday through Saturday, when applicable.

c. Your classroom for Week1 is Room ___. Your classroom beginning Week 2 is Room ___ located in SSI (Bld 10,000). The Uniform **first day is the Improved Physical Fitness Uniform (IPFU).** Students will be provided a short break following the weigh-in to change into the Army Combat Uniform (ACU).

c. Required documentation. On the first day of class, you need to bring the following, in order to in-process:

(1) 10 copies of your orders and/or DA Form 1610 with any amendments.

(2) Leave form (DA Form 31).

(3) DD 93 & SGLI (if you have recent copies).

Dental records (bring even if you turned them into Hagen Dental Clinic because you are in a PCS status to Ft. Jackson).

(4) Medical records.

(5) Vaccination/shot records (to include civilian shot records).

(6) Copy of profile (if applicable).

(7) Common Access Card (CAC).

(a) If you do not have a CAC, you must receive one on Day 1 of class. You must bring: orders; two forms of photo identification (ID); Social Security card.

(b) If you have dependents that need an ID card or need to be enrolled in DEERS, you will need their birth certificate and social security card. Spouses will also need a photo ID and marriage certificate. All documents must be originals or notarized copies.

(9) Finance documents. To inprocess finance and start receiving the correct pay, you must bring the following:

(a) Direct Deposit Slip (Form 1199A) or voided check from home bank/savings institution. You are required to have a savings and/or checking account. All forms of military pay occur via direct deposit.

(b) Orders with all amendments.

(c) Copy of Officer Appointment Letter.

(d) Copy of DD214s (if applicable).

(e) Certified copy of marriage certificate or divorce decree (if applicable).

(f) Spouse's Social Security Number (SSN) and duty location (if dual military).

(g) Official State copies of children's birth certificates (if applicable).

(h) Copy of court order for child support (if applicable).

(i) Mortgage/lease/rental agreement (if USAR/ARNG).

(10) Officer Record Brief (ORB) updates. If you need updates made to your ORB, bring copies of pertinent source documents (such as awards, military education certificates, etc.).

(11) Vehicle registration. If you need to register your vehicle (to receive a windshield decal), you will need vehicle registration, CAC, Driver's License, and proof of insurance. If you are not the registered owner of the vehicle, you also need a notarized letter from the owner, stating that you have possession of the car.

(12) Weapon registration. If you bring a privately owned weapon to Fort Jackson, you will need to the following information to register it: serial number, make, model, finish, and caliber. You must store the weapon in the unit Arms Room for the duration of the course. It

(13) Additionally, you will need to know your local address and room phone number, provided to you by the Welcome Center (e.g. Dozier Hall, Room 206/Room Phone Number ext-67209).

d. Uniforms. All officers will bring and wear the required uniforms in accordance with Army Regulation (AR) 670-1, Appendix C (available online at www.apd.army.mil).

(1) Duty uniform. Throughout the course, the Army Combat Uniform (ACU) with patrol cap is the duty uniform. On your left sleeve, you will wear the shoulder patch for either your gaining unit of assignment or for the Soldier Support Institute.

(2) Field training. All officers will sign for a basic issue of TA-50. This includes a Kevlar; however, if you have an Army Combat Helmet (ACH), you may use that instead. The Kevlar/ACH must have an ACU-patterned cover with subdued rank and a helmet band with your last name embroidered. You will also need two patrol caps with subdued sewn-on or pin-on rank.

(3) Physical fitness training (PT). The PT uniform is the Improved Physical Fitness Uniform (IPFU). Ensure you bring all components of the IPFU, to include summer and winter uniforms (with black gloves and gray fleece cap). You will be issued a PT belt, but you must provide a subdued rank insignia to affix to the PT belt. In addition, **you will need a mouthguard for Combatives training.**

(4) Formal events. You can expect at least one formal function. The uniform for Active Duty Officers is the Dress Blue or Army Service Uniform (ASU). For Reserve and National Guard (TPU) component officers, the uniform is the Class A or Army Service Uniform (ASU). If you currently do not own any dress uniform you are required to purchase one prior to or immediately upon your arrival at Fort Jackson, in accordance with AR 670-1. Be advised that both the Dress Blue and Class A (Greens) uniforms are being phased out and replaced with the Army Service Uniform as the standard dress uniform.

e. Supplies. If you own a personal computer, you should bring it with you. **The Basic Officer Training Division will issue you a classroom laptop to use for the duration of your course, but you will NOT be able to take the computer from the classroom.** The school's computers have Microsoft Office (Word, Excel, Power Point, Access), which is the standard for the AG School and the SSI. A limited amount of basic office supplies for the purpose of student presentations is available, but is not provided for personal use; therefore, you should bring some basic office supplies with you.

f. Lodging. Officers on temporary duty (TDY) for AG WOBC Class ___ are projected to reside on post. **Your TDY status prohibits payment for Family lodging, and Family members are <u>NOT</u> authorized to accompany students while the Soldier is in TDY status**. Only officers whose orders specifically state that they are authorized to move their Family members to Fort Jackson will be authorized to seek off post housing. Lodging costs range from $59-$69 per night. All students should be prepared to pay for roughly 45 days of lodging. Pre-payment of lodging is required for settlement of your travel voucher. You will file a partial voucher roughly 30 days into the course and must have a lodging receipt to get reimbursed. Please budget accordingly. Some students have experienced financial hardship in the past for failing to plan for this

expense. Students are highly encouraged to possess a credit card to assist with covering their lodging payments. While at Fort Jackson, your mailing address will be:

Name, Rank
A Co, TSB, AG WOBC ## - ##
10,000 Hampton Parkway
Fort Jackson, SC 29207

g. Transportation. Soldiers who are PCS or TDY en route are entitled to a Do-It-Yourself (DITY) move, where the Service Member can transport their own goods from their current duty station to their final destination. Some Soldiers on regular TDY may be eligible for DITY moves if stated in their orders. **Those entitled to a DITY move must begin the process at their current duty station by preparing a DD Form 2278**. Each vehicle transporting goods must be weighed both empty and at its full weight. The weigh-in may take place at the trip's origin or destination. A weigh station is no longer available at Fort Jackson; however, the transportation office at Fort Jackson can provide you with information regarding the nearest weigh station. Their number is (803) 751-4237. The final claims process can be done at Fort Jackson or the Soldier's follow-on duty station.

h. Physical Fitness. The school emphasizes the physical readiness training program from the beginning of the course. You should evaluate your current fitness level to ensure you can pass the Army Physical Fitness Test (APFT) and meet height and weight standards before you arrive. Consult AR 600-9 or TC 3-22.20 for these standards. During the first 72 hours of the course, all students will weigh-in and take a record APFT. If you do not make weight or pass the APFT within 30 days of arriving at AGWOBC, you may be removed from the course. You will conduct group physical training daily.

i. Technical Expertise. This course will broaden and reinforce your technical knowledge about human resources support. Some of the topics the school emphasizes are replacement operations, casualty operations, personnel readiness management, essential personnel services, and personnel accountability and strength reporting.

j. Common Core. This course reinforces the Soldier and leadership skills. Instruction in this area includes small unit supply and maintenance management.

k. Training Exercises. You will participate in field training and staff exercises that will test the information learned during classroom instruction. These events provide the opportunity to evaluate technical proficiency.

l. Academic Evaluation Report. Class advisors assess the abilities of each officer through the use of the DA Form 1059. The four evaluated categories are demonstrated abilities, academics, physical readiness training, and professionalism.

(1) Demonstrated Abilities. Class advisors grade officers on, written communications, oral communications, leadership skills, group work, and research ability. Officers will conduct research, write papers and memoranda, and prepare and conduct information briefings. This work will require both individual and team effort.

(2) Academics. The minimum standard to achieve is GO/NO GO or 70 percent on all common core exams and AG technical exams.

(3) Physical Readiness Training. Class advisors award points based on your final record APFT. The goal is to improve your score by at least 20 points and/or obtain a score of at least 290.

(4) Professionalism. As officers, students must set the appropriate example for junior personnel. Class advisors expect you to exemplify the Army Values. Points are awarded in four areas: professionalism, participation, followership, and leadership.

m. Prerequisites. Prior to arriving at Fort Jackson to attend AG WOBC, you should read and be familiar the following field manuals, which are central to your human resources and common core instruction. These manuals may be found on the Army Publishing Directorate website (http://www.army.mil/usapa/doctrine/Active_FM.html).

(1) FM 1-0, Human Resources Support, April 2010.

(2) FM 3-0, Operations, October 2008.

(3) FM 5-0, The Operations Process, March 2010

(3) FM 6-22, Army Leadership, October 2006.

(4) FM 7-0, Training Units and Developing Leaders for Full Spectrum Operations, February 2011

3. CONCLUSION. Although this course is extremely demanding, you will find it personally and professionally rewarding. For additional information, visit the SSI ATSG-website at http://www.ags.army.mil/ or the Fort Jackson homepage at http://www.jackson.army.mil. If you have questions, you may contact your Class Advisor, _____, at (803) 751-8354 or via email at @us.army.mil.