



DEPARTMENT OF THE ARMY
HEADQUARTERS/ALPHA BATTERY, 2ND BATTALION, 6TH AIR DEFENSE ARTILLERY
BUILDING 1614 RANDOLPH ROAD
FORT SILL, OKLAHOMA 73503

ATSA-TPY-BOLC

MEMORANDUM FOR RECORD

SUBJECT: Air Defense Artillery Basic Officer Leader Course Welcome Letter

1. I want to congratulate you on your selection to serve our nation as an Air Defense Artillery Officer (ADA). The training you will receive over the 18 weeks and 3 days of the Basic Officer Leader Course (BOLC) will be mentally challenging and physically demanding. Upon graduation, you will be a platoon leader who embodies the Warrior Ethos and is prepared to lead Soldiers through inspiration and motivation.

2. This is an exciting time in your career and your branch as the ADA continues to evolve. With the constant threat of aerial attack platforms and worldwide missile production, our branch is increasingly relevant in tactical through strategic operations in the current operational environment.

3. Currently, our homepage is undergoing many needed updates. Provided below is a majority of the information that historically has been useful.

a. Student Status (Permanent Change of Station vs Temporary Duty): Your orders dictate whether you will attend BOLC in a PCS or TDY enroute status. Please confirm your status prior to arriving as it will affect housing. If there are specific questions regarding your status, contact the BOLC POC listed below.

b. Vehicles: Students are encouraged to drive their Personally Owned Vehicles (POV) to Fort Sill. Ensure you have a valid driver's license, registration, insurance, and state inspection (if required). POV inspections will occur during in-processing. You will not be authorized to operate a motorcycle while attending BOLC.

c. Housing:

1) Students in a TDY status will reside at the IHG Hotel (5676 Fergusson Rd) on Fort Sill. Hotel reservations will already be completed for those individuals beginning on the BOLC Class report date and ending on the BOLC Class end date. Room types in the IHG hotel vary; the majority of rooms do not have a kitchen.

2) Students in a PCS status must find housing on your own; no housing is provided to PCS students. It is recommended to locate housing prior to arriving at Fort Sill. There are multiple apartment complexes where the majority of students elect to reside.

3) The IHG hotel may have valid reservations for PCS students, however, PCS students are not authorized to stay in the hotel for the duration of the course.

4) PCS students can reach out to the Fort Sill Housing office to gather information on the local area prior to signing a lease. ((580) 442-5190, (580) 442-3778 or (580) 442-2813).

d. Reporting and In-Processing:

1) The BOLC report date is one day prior to the class start date, typically on a Sunday. You are required to report to the 30th BDE Staff Duty (1611 Randolph Rd) at any time of day before 2359 local time. No formal class accountability will be taken on the report date. If reporting during the duty day, report to the HQ/A, 2-6 ADA Training Room (1614 Randolph Rd, 2nd floor). There are no requirements for BOLC on the report date other than signing in with Staff Duty or Training Room.

2) In-processing will occur over the first ten days of the course. During in-processing, students must bring the required documentation to the classroom in order to properly in-process into the Army and the unit. Read through the Individual Student Assessment Plan (ISAP) prior to arrival and be prepared to sign a statement of understanding on day one.

3) BOLC and Battery in-processing will occur on the BOLC Start Date in ACUs with all required documentation (see below). Arrive NLT 0750 at Patterson Hall (2675 Miner Rd) in ACUs for accountability. Students will park at Bamford DFAC (2755 Miner Rd) across from Patterson Hall.

4) Accountability formation will be held outside the fenced area on the south side of Patterson Hall.

5) If you require a new Common Access Card (CAC), ensure you have two forms of government identification on hand. ID Card screening will be conducted the first week. List of acceptable forms of ID:

https://www.cac.mil/Portals/53/List_of_Acceptable_Documents.pdf?ver=2019-08-20-130159-397

e. Finance: Students will complete finance in-processing paperwork on day one to begin their pay. It is essential that you bring the required documents on day one in order to complete this transaction. Please be aware that it may take 30-45 days before your pay will begin; plan accordingly. There are resources on the installation that can assist with loans, if required.

1) Fort Sill Finance requires an approved IPPS-A absence request bringing you to Fort Sill for BOLC. DA Form 31s will no longer be accepted for finance in-processing. Please coordinate with your commissioning source for absence request (ROTC, OCS, USMA).

2) PCS travel vouchers will be completed during in-processing for those students arriving in a PCS status. Those in a TDY status will complete their travel vouchers upon arrival to their first unit of assignments.

3) Students will be afforded time on their own during in-processing to complete transportation and household goods requirements.

f. Packing List: Ensure you have an adequate number of serviceable ACUs, ASU/AGSU, and all components of the APFU. You will need the complete winter set of APFUs. Students will be issued Organizational Clothing and Individual Equipment (OCIE) from Fort Sill CIF during in-processing. National Guard students who have issued OCIE from their units must bring their issued items (see packing list).

g. TDY/Funding: On a case-by-case basis directed by HRC, some Active Duty students will attend BOLC in a TDY and return status. National Guard students also attend in a TDY and return status.

1) Meals are available and directed seven days a week at no cost to the student through the DFACs on post. There will be multiple days (approximately 15) where students must provide their own lunch due to Senior Leader Engagements during lunch hours.

2) Lodging is available and directed at no cost to the student for the duration of course at the IHG hotel on post.

3) A rental car is not authorized. In and around mileage is not authorized.

4) A student's parent organization may elect to fund rental cars or per diem, however this must be funded through the sending unit's LOA.

4. Points of Contact are listed below.

a. BOLC Course Manager: (580) 558-5136

b. BOLC Instructor Email: ada-bolc@army.mil

c. 30th ADA BDE Staff Duty: (580) 442-2091

d. HQ/A, 2-6 ADA Training Room: (580) 558-0594

e. Fort Sill Housing Office: (580) 442-5190, (580) 442-3778 or (580) 442-2813

f. IHG Hotel: (580) 442-5000

5. The point of contact for this memorandum is CPT Brian Egan at Cell: 251-635-7383, Office: 580-558-5136, or brian.s.egan.mil@army.mil.

BRIAN S. EGAN
CPT, AD
Chief, Junior Leader Training

Required Documents

- DD Form 220 Active Duty Report (if applicable)
- DD Form 214 Certificate for Release or Discharge from Active Duty (if applicable)
- DA Form 597 Army Senior ROTC Cadet (scholarship or non-scholarship) Contract (if applicable)
- National Guard Contract Army Reserve Enlistment/Reenlistment (if applicable)
- DA Form 4 Series (if applicable)
- NGB 584-1(R) National Guard Simultaneous Membership Program (if applicable)
- DA Form 4824-R ROTC SMP (if applicable)
- DA Form 71 Oath of Office (5 copies)
- DD Form 1610 Travel Order (if applicable) (5 copies)
- Approved IPPS-A Absence Request (Leave Form)
- Marriage Certificate (if applicable)
- Adoption paperwork (if applicable)
- Proof of dependency (if applicable)
- Copies of all orders and amendments (10 copies)
- Any documentation supporting a court-ordered, child support settlement for pay reasons. (if applicable)
- SF 1199A Direct Deposit Form, LES, or Banking Information
- Commissioning Physical
- Medical Records
- Dental Records
- Common Access Card (ID Card)
- Drivers License, Vehicle Registration and Proof of Insurance
- Next Of Kin (NOK) Information
- Copy of Lease/Rental or Mortgage Agreement

Required for finance to begin pay