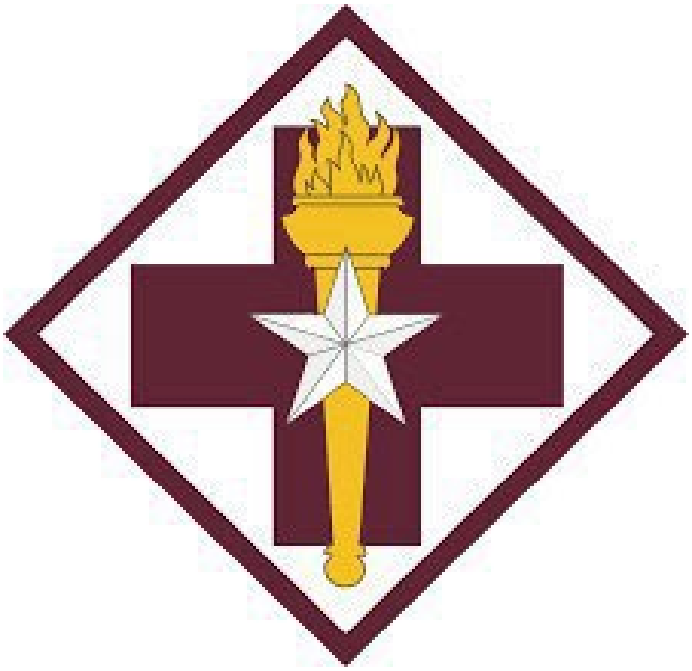
Basic Officer Leaders Course

STUDENT HANDBOOK



ALPHA COMPANY

187th MEDICAL BATTALION

32d MEDICAL BRIGADE

As of 20 July 2026

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STUDENT HANDBOOK PURPOSE

- To ensure that BOLC students are aware of Alpha Company, 187th Medical Battalion, 32d Medical Brigade, and U.S. Army policies.

- To explain the administrative action policies during BOLC.

- To inform all students assigned or attached to Alpha Company, 187th Medical Battalion, while attending training.

COMPANY OPERATIONS
"PANTHERS"

Alpha Company HQ is located in the basement of Abel Hall (Room 0017). All Brigade, Battalion, and Company policies are posted at the Company for review.

TAC Office Hours: 0900-1500 (duty days)

If you have any issues with lodging, family, pay, personnel, or spiritual well-being, contact your Platoon Advisor ASAP or a Training, Advising, and Counseling (TAC) Officer during in-processing days so we can help you resolve the problem.

TAC Office Phone: (210) 221-6707/6714
CDR Office Phone: (210) 221-8427
1SG Office Phone: (210) 221-6711

REPORTING AND LODGING

- You will report to assigned hotel in the welcome letter prior to 2359 on your report date. If you are unable to report before 2359, you will find instructions for the following day posted at the hotel lobby's front desk.

- You may report in appropriate civilian attire (groomed in accordance with (IAW) Army Regulation (AR) 670-1).

- Students will received their assigned off-post hotel and room from the TAC team. Lodging is centrally reserved and MEDCoE funded. Army National Guard/Reserves will reimburse MEDCoE upon completion of the course. All students will be at double occupancy throughout the duration of the course.

- Students PCS'ing to JBSA-Fort Sam Houston must in-process JBSA-Fort Sam-Houston before the class start date. These students will be considered local and are not authorized for lodging at the hotel.

- Lodging requirements are paid from the class report date to the class end date.

- Students PCS'ing to a CONUS location are NOT authorized to report early. You are also NOT authorized to stay an additional night after graduation. The hotel will charge you.

- Students PCS'ing to an OCONUS location are authorized to one additional night after graduation. You will have to pay for the night but will be eligible to be reimbursed when you in-process your gaining unit. Students arriving from an OCONUS location are authorized to report one day early to the hotel.

- All Officers attending TCMC or the Preventive Medicine Program following BOLC will be required to pay out of pocket for lodging for the duration of the course. Please ensure that if you have a Government Travel Card (GTC), it is turned on and working. Please be prepared financially if you do not have a GTC so you can support yourself through the program. All students will receive a DD1610 funding for their lodging that they will turn in at their follow-on duty station for reimbursement.

- Report any damage, defects, or deficiencies to the Front Desk & your Platoon Advisor. After-duty, complaints can be made at the front desk of the officer's assigned hotel.

- Any damage done to the room by you will be charged to you.

- Dependents/family members are NOT authorized to accompany students to accompany students to TDY sites due to limited accommodations and services. Any cost incurred to support dependents/family members at the TDY location are the responsibility of the service member.

IN-PROCESSING DOCUMENTS

The following personnel and finance documents are to be hand-carried to Fort Sam Houston - we will NOT check or pull IPERMs to retrieve documents!

IF YOU ARE MISSING ANY OF THESE ITEMS IT WILL DELAY YOUR PAY BEING STARTED AND YOUR FAMILY BEING ENROLLED INTO DEERS.

Even if you are in the military pay system, you must still bring photocopies of your marriage license and birth certificates for all dependent children.

- **DA form 71 (Oath of Office) – 5 copies**

If you are on active duty and have NOT been administered the oath, you will complete an Active-Duty Oath of Office on Day 1 of the course. If you have a Reserve and/or Active-Duty oath, bring copies of both. These will be provided to the Personnel Office and the BOLC TAC Office.

- **Orders (PCS, TDY) and all amendments – 5 copies**

Officers arriving from ROTC will typically only have one order that serves as both a PCS and TDY order. It is very important to report with five copies. These will be provided to various offices at Fort Sam Houston.

- **SF 1199A (Direct Deposit Form) – 2 copies**

If you are not in the military pay system (DFAS) or want to change your banking information in DFAS, you will need to submit either a completed SF1199A (with the correct routing number). If neither of the above is applicable to you, bringing one with you is not necessary.

- **DD 93 (Record of Emergency Data) – 2 copies**

All Soldiers are required to have a DD93 on file in case of emergency. If you have one, bring it with you to in-processing (must have been completed within the year). This form will be provided to the Personnel Office. If you do not have one, you will complete the DD93 during in-processing. If you already have one in the system but not with you, you will complete another one.

- **Service Members Group Life Insurance (SGLI) form – 2 copies**

All Soldiers are required to have an SGLI form on file in case of emergency. If you have one, bring it with you to in-processing (must have been completed within the year). This will be provided to the Personnel Office. If you do not have one, you will complete the SGLI form during in-processing. If you already have one in the system but not with you, you will complete another one.

- **DD Form 214 (if applicable) showing any prior service – 2 copies**

This will be provided to the Personnel Office and Finance Office (if you are not receiving your correct pay)

If you have at least 4 years + 1 day of prior service, you are eligible for "E-pay" (listed as O-1E on pay charts). Active-duty time for Reservists and National Guard Soldiers can count towards "E pay"; therefore, bring your reserve retirement points report, if applicable. In order to qualify for "E-pay" as a USAR/ARNG Soldier you must have at least 1,640 points.

DO NOT EXPECT TO RECEIVE your "E-pay" at Fort Sam Houston.

IN-PROCESSING DOCUMENTS

(BOLC – RC Course Students ONLY)

The following personnel documents are required to be hand-carried to Fort Sam Houston.

- **Orders (TDY, Active-Duty Training, DD1610) and all amendments – 2 copies**

- **BOLC Distance Learning Phase 1 Completion Certificate (Reserve Course Only) – 2 copies** (This must be completed prior to registering for the "Phase 2" portion of BOLC)

HPSP COURSE ONLY

- **Report Date:** Please report on the date specified on your orders and report NLT 1500. If for any reason you cannot make the 1500 deadline, please contact the duty phone ASAP.

- **Uniform:** You will need your Army Green Service Uniform or Army Service Uniform for this course; additionally, please bring all Army Physical Fitness Uniform and Army Combat Uniforms.

- **Scheduling Return Flights**: All flights must be scheduled NO SOONER than 1700 on the day of graduation.

- **Receiving your Orders:** Please contact usarmy.knox.hrc.mbx.rpmd-hsd-quality-management-hpsp@army.mil for any questions concerning your orders.

- **DTS/1610:** For all DTS questions please email: HRC-RPMD-ManagementSupportBranch_DTS_Team@army.mil
  For questions concerning any changes or questions to ADT orders, address them the OTSG or HRCHPSP team at usarmy.knox.hrc.mbx.rpmd-hsd-quality-management-hpsp@army.mil

- **Lodging:** Lodging is scheduled for you by the TAC office; you will report to the assigned hotel in the welcome letter upon arrival for check.

- **TA-50 (Military issued gear):** distribution is based on your current military status. Initial entry officers with no prior equipment issues will draw a full tactical field array locally at Fort Sam Houston. Prior-service, component-transfers, or any officers who currently hold an active OCIE clothing record from a previous unit or home station must hand-carry the items that they have been issued AND are on the packing list. Fort Sam Houston CIF will not issue duplicate gear items already appearing on your active clothing record. If you fail to bring your required, previously issued gear, you will not receive a double issue and will be unable to complete the mandatory field training exercise.

- To verify your equipment, students who have previously drawn gear from a Central Issuing Facility or Unit Supply must bring one copy of their current clothing record. Locate it by using these steps:
  Follow this link to the SEAM homepage: https://seam.army.mil/tacom
  Click “log in” in the top right corner
  Click “View My OCIE Record”
  Click “Export OCIE Record”
  Once the export is complete, print the page [1]

- Additionally, you must bring any previously issued ballistic eye protection. Local CIF will not issue a duplicate pair to anyone with an open eye pro line item unless a Statement of Charges or an eFLIPL is fully processed. Finally, bring your ASUs/AGSUs for the graduation ceremony and business casual attire for the last Friday of each month.

- **Training Before Arrival:** You are not required to complete any additional training prior to attendance.

- **Leave and Pass During Class:** No leave or passes will be granted during this course. NO EXCEPTIONS.

- **Financing further explained:** The HPSP Finance coordinator will be present to answer all your questions concerning Finance.

- **Please share the letter:** If you know that a counterpart has not received this letter and they are scheduled for this course with you, please share the welcome letter.

ARMY FITNESS TEST/WAIST TO HEIGHT RATIO

All BOLC Common Core (Long Course) students are required to complete an Army Fitness Test (AFT). If students have a permanent profile, ensure to bring a copy. BOLC students cannot attend the course on a temporary profile. The only exception are those students who are pregnant or on a post-partum profile.

Reserve Course (Short Course) Students will hand carry a signed record AFT (DA Form 705) scorecard completed within 6 months of course start date. If the student did not complete a record AFT within 6 months of the course date or does not have a signed copy of their record DA Form 705, they will conduct a record AFT after arriving at BOLC-B.

All students are required to complete and pass Waist to Height Ratio (WHtR) standards. This will be conducted within the first 48 hours of course start date. Refer to Army Directive 2026-13.

ENROLLING IN DEERS AND COMMON ACCESS CARD (CAC) DOCUMENTS

****** ALL DOCUMENTS MUST BE ORIGINAL OR CERTIFIED ORIGINAL (NO COPIES) ******

1) Social Security Card (Original or Certified Original)

2) Birth Certificate (Original or Certified Original)

3) Marriage Certificate (Original or Certified Original)

4) Divorce Decree (Original or Certified Original with Judge's Signature)

5) Adoption Decree (Original or Certified Original with Judge's Signature)

6) When Enrolling Family Members, the FOLLOWING ARE REQUIRED:
   - Birth Certificate (Original or Certified Original)
   - Social Security Card (Original or Certified Original)
   - Photo ID – if over 21 years (Original or Certified Original)

7) When Enrolling Stepchildren, the FOLLOWING ARE REQUIRED:
   - Marriage Certificate (Original or Certified Original)
   - Birth Certificate (Original or Certified Original)
   - Social Security Card (Original or Certified Original)

8) When an ID is issued, THE FOLLOWING TWO FORMS OF ID ARE REQUIRED - ONE MUST BE A PHOTO ID

Acceptable Forms of Photo ID are:
   - Driver's License
   - State ID
   - Valid Passport

Secondary Forms of ID are:
   - Voter Registration Card (Original)
   - Birth Certificate (Original)

9) Dual Military must also provide the following, in order to be enrolled under each other's record:
   - Marriage Certificate (Original or Certified Original)

- Photo ID (Original or Certified Original)
- Social Security Card (Original or Certified Original)

COMMON ACCESS CARD (CAC)

CACs will not be issued for approximately 10-14 days AFTER in-processing. Please annotate on the QR code questionnaire upon arrival if you need a CAC or if your CAC is expired or the rank is incorrect (expired CACs or incorrect ranks on CACs may be confiscated at the Fort Sam Houston gate).

Block appointments will be set up for small groups by the TAC officers to get you a new CAC. At the time of your appointment, if any information is missing from your DEERS account, you will not be able to get your CAC until the error or omission is corrected.

Until you are issued a CAC keep a copy of your orders on you for use of base facilities.

To Obtain a CAC, you must bring the following items:

- Two forms of original ID. Both IDs must be listed on the List of Acceptable Documents. At least one must have a photo (e.g., passport or driver's license).

- Be prepared to provide a six (6) to eight (8) digit number to use as a Personal Identification Number (PIN) and your government email address to associate your CAC for use on government computers.

CAC FAQs

Q. Why does it take so long to get a CAC?
A: In order to have a CAC issued, all your documents must be input into DEERS and verified. Due to the volume of Initial Military Training students at Fort Sam Houston, it typically takes 10-14 days for all student information in a Class cycle to get input into the proper systems.

Q. How do I access the base or base facilities without a CAC?
A: Typically, you will be allowed on base if you show a copy of your orders and another form of government ID but be prepared to get a visitor pass from the visitor center. Keep a copy of your orders on hand so you can use other base facilities such as the PX or Commissary.

Please request to be added to the base access request on Day 1 of in-processing if you do not have a CAC.

Q. I'm prior service; can I get a RAPIDS appointment to get a new CAC?
A: The short answer is no. The TAC Officer can get you appointments much faster than are typically available in RAPIDS (~30 days), on Fort Sam Houston, and at hours that won't require anyone to miss Instruction.

Q. Can the TAC schedule an appointment for my family member to get a Dependent ID? Can I miss any instruction blocks to assist my family member with an ID?
A: The TAC will only set up appointments for current students. If your family member needs a dependent ID, they will need to get an appointment through RAPIDS; refer to the DoD Common Access Card Website for information on making appointments and required documentation. You do not need to be present for your family to get ID cards, and they do not need to be at Fort Sam Houston. You will, however, need to ensure your family member has either Power of Attorney or a DD Form 1172 completed that the service member signed in the presence of the Servicing ID Card office. For additional guidance, contact your local ID Card Office and/or Legal Services.

FINANCE FAQs

Q: Can I go directly to the finance office to get my finance questions answered?
A: No. A TAC Officer must accompany you unless the TAC Office has made prior arrangements with Finance. Initially, you must submit a pay inquiry through your PA / TAC Office. The finance office will set up an appointment with you if necessary. At no time during your stay at Ft. Sam Houston are you allowed to go to the finance office without going through your PA / TAC Office first.

Q: How do I request a copy of my Leave Earning Statement?
A: Once you are in the system and being paid, you should receive an LES at the middle and end of every month. In order to access your LES, you must register at the DFAS website https://mypay.dfas.mil/mypay.aspx . If you do not receive an LES, you will need to wait a couple of months, as sometimes there is a delay in the system.

Q: How much should I get for basic pay, BAH, and BAS?
A: There are several helpful websites with pay scales:
http://www.dfas.mil/militarymembers/payentitlements/militarypaytables.html
http://www.defensetravel.dod.mil/site/bahCalc.cfm
http://www.defensetravel.dod.mil/site/perdiemCalc.cfm
NOT ALL SOLDIERS ARE ELIGIBLE FOR BAH

Q: How much is my clothing allowance?
A: The Clothing Allowance for Active Duty Army is $600. The Clothing Allowance for Reservists and National Guard is the same, however, you only receive $400 of the allowance due to the length of your tour. Reservists and National Guard only get the clothing allowance when they are ADT (Active Duty for Training) for fourteen days or more. Your orders state how many days you are ADT. Allowable travel days do not count as ADT days.

FINANCE FAQs (CONTINUED)

Q: How do I get my clothing allowance?
A: Only Active Duty and National Guard are eligible for a clothing allowance while at BOLC. This is automatic once you have in-processed through Finance. Reservists will need to file for their allowance through their unit. If you have already received your clothing allowance upon entering active duty, you will not get it again.

Q: How long will it take for me to get paid once I get to BOLC-B?
A: Due to the high volume of new Soldiers, enlisted, and officers that are in-processed at Fort Sam Houston, it can sometimes take a month for your pay to be processed. Come prepared to not get paid for at least the first month you are at BOLC. You will be briefed on this during in-processing. BOLC-RC Students: due to the short length of your course, you will NOT be paid until you return to your home unit!

Q: Can I get a pay advance?
A: You are not authorized to receive a pay advance during your time at BOLC. If you are on Active Duty, you might be eligible for an AER Loan. Please see a TAC officer upon arrival. Again, come to BOLC prepared to support yourself financially for at least a month.
BOLC-RC: You must request pay advance from your home unit.

Q: My LES shows my years in service, but I am not receiving my years in service pay.
A: This means that a finance office has processed your years in service pay, but DFAS is still processing it. Your extra and back pay should be reflected in your next EOM (End of Month) LES. Again, if you have not started this process prior to the start of BOLC, you will not receive your time in service pay until you arrive at your next duty station.

FINANCE FAQs (CONTINUED)

Q: I am entitled to extra pay due to years in service or other specialty pay, when will I get this?
A: Prior service and years in service pay may take even longer to process because they need to be processed by a finance office and DFAS. You must bring ALL paperwork supporting your claim for extra pay (as applicable) with you to your next unit. Bring all documentation that proves your years in service such as NGB 22, DD214, SMP contracts, Career/Reserve Retirement Credit Report, and oaths of office. You will need a 1506 created by a Career Counselor at your next duty station. On average, it takes 1-3 months for this pay to go through once a 1506 is completed and for it to show on your LES. Specialty pay (including separation pay) cannot be completed until your next duty station.
BOLC-**RC**: Your home unit is responsible for processing all E-pay and specialty pay claims. Provide documentation to your unit administrator.

Q: How will I pay for my billeting during BOLC?
A: Upon reporting to BOLC, students will be assigned a room on Fort Sam Houston at no cost to them; no reservations are necessary. Students permanently assigned to Fort Sam Houston or local to San Antonio are not authorized for lodging at the hotel.

Q: I am a reservist attending BOLC. How will I be paid for the leave I accrue while at BOLC?
A: Reservists will automatically be paid for their accrued leave 4-6 weeks after leaving BOLC. Note: this DOES NOT apply to our BOLC RC Course. Individuals attending the BOLC RC course do not accrue leave while attending BOLC.

Q: How do I look into a pay problem if I think I'm being overpaid or underpaid?
A: Submit a CRM ticket in IPPS-A and notify your PA so that it can be expedited and tracked for processing.

FINANCE FAQs (CONTINUED)

Q: What is DLA and am I qualified to receive it when I PCS after BOLC?
A: DLA is Dislocation Advance, which is offered to cover PCS expenses including shipment of household goods and family members. The following are the guidelines concerning DLA from Fort Sam Houston:

- You are not qualified if you are new to the Army and have been here in TDY status (if BOLC is your first time ever on active duty).
- You must have been active-duty prior service enlisted or commissioned to receive pay from Ft. Sam Houston. Even if you meet these criteria, you cannot receive DLA here if you got any portion of the $2,500 advance when you arrived. This is due to the fact that the travel office will not process BOLC requests that have already received any type of advance. Request the DLA at your permanent duty station.
- If you had been at a duty station prior to BOLC for more than 20 weeks (in PCS status), you are qualified for DLA and need to contact your duty station.
- If you are qualified to apply for DLA from Fort Sam Houston, you need to get with the transportation office and request further guidance. (Fort Sam Houston Transportation Office: (210) 221-1605)

**** Ensure you have enough money for 30 days of living expenses. It can take up to a month or longer to start your pay; you should be prepared for the worst-case scenario. ****

If you need assistance in the form of an emergency loan, please speak to your Platoon Advisor or TAC Officer during in-processing ASAP.

BOLC-RC: If you need assistance in the form of an advance or casual pay loan, please speak with your unit prior to departing for BOLC.

MOVING/TRANSPORTATION

Active-duty personnel on Permanent Change of Station (PCS) orders, who are authorized to ship their Household Goods (HHG), will need to set up their move. You will have the opportunity to attend a brief by the Transportation Office during in-processing. However, it is highly encouraged that you try to set up your move and have your HHG picked up prior to departing your current location.

This brief will describe creating an account and setting up your move using the Official DoD Moving Portal (https://www.move.mil). You do not need to attend the Transportation Brief to start your move. Review the Military Moving Guide and the move.mil website for guidance, and if you have questions, utilize your time with the Transportation Office to get answers.

Please note that active-duty personnel do not have a "break" between BOLC graduation and reporting to their next duty station. If you need to return home to move your HHG, you will have to use your own personal leave to return home unless otherwise stated in your orders. Additionally, you do not need to be present for your HHG pick-up. When you create your move, you may designate a person to be responsible for your HHG at the pick-up location.

OCONUS – SHIPPING A VEHICLE

Personnel authorized to ship a Personally Owned Vehicle (POV) to an OCONUS location will need to make every effort to ship their car enroute to BOLC or enroute to their duty station after BOLC. The closest Vehicle Processing Center (VPC) to Fort Sam Houston is >250 miles away in the Dallas-Ft Worth area, and they are not open on weekends. For additional VPC locations, hours, contact information, and shipping requirements, please review the website - https://www.pcsmypov.com/locations.

Plan on dropping off prior to start of BOLC or included as part of PCS travel plans.

UNIFORM

The duty uniform for BOLC Soldiers is the Operational Camouflage Pattern (OCP) Army Combat Uniform (ACU) with a BOLC patch. Flight suits are NOT authorized in BOLC.

BOLC patches are to be worn, at all times, by order of the Brigade commander on the left sleeve of the OCP above unit patches. You will receive this upon arrival.

Soldiers are required to wear the Army Physical Fitness Uniform (APFU), Army Combat Uniform (ACU) worn IAW DA PAM 670-1 and AR 670-1.

Solider should have at least one of the following: Army Service Uniform (ASU), Army Green Service Uniform (AGSU). Additionally, soldiers should bring a business casual outfit for payday activities.

Officers are advised to arrive with all required uniforms.

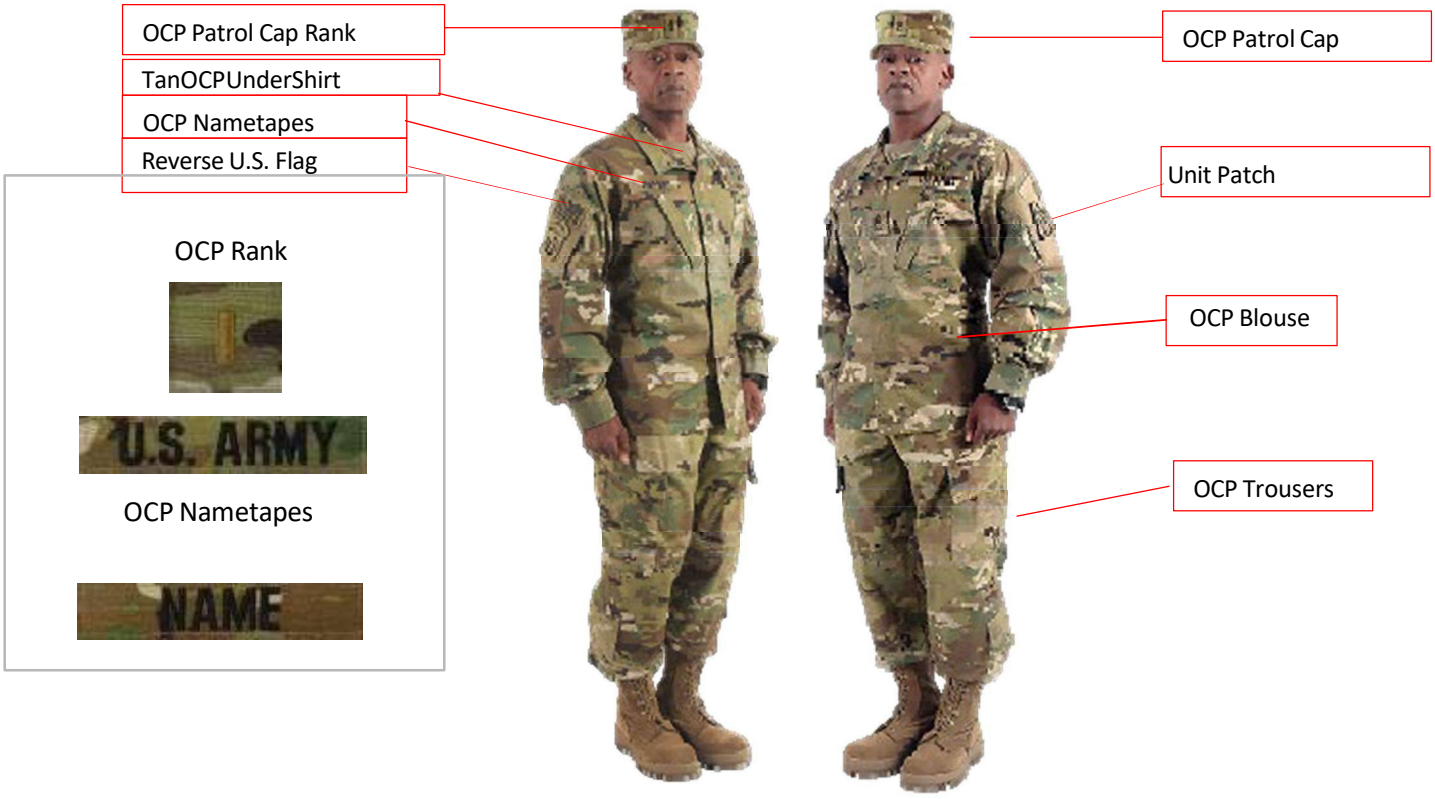
There will not be time made available during the duty day to purchase uniforms, but you may go to Clothing and Sales (C&S) outside of instruction times. Do not rely on C&S having all uniform components on hand in your size. Also consider alteration times for the ASU or AGSU.

Military Clothing and Sales: Building #4188 (by Walters Gate).
Mon- **Closed**, Tues-Fri 0900-1900; Sat 0900-1700, Sun 1100-1600.

AMEDD BOLC PACKING LIST

QTY	ITEM
4 SETS	ACU/OCP*
1 EA	ACU/OCP Patrol Cap*
5 EA	Undershirts
1 EA	Belt
5 PR	Boot Socks
2 PR	AR 670-1 Compliant Boots
2 EA	Reverse U.S. Flag Patch Full color
2 EA	Unit Patch - MEDCOM or gaining unit after BOLC

*ACU/OCP top must have U.S. Army tape, name tape and rank. The patrol cap must have name tape and rank. They can be Velcro or sewn-on, but **all must be the same.**



ARMY SERVICE UNIFORM (ASU) – MALE

QTY	ITEM
1 EA	Beret with Rank Insignia
1 EA	Coat
1 EA	Branch Sleeve Braid (sewn on)
1 EA	Trousers with Belt Loops
1 EA	Long-Sleeve ASU Shirt
1 EA	Short-Sleeve ASU Shirt
1 EA	Four-in-Hand Tie
1 EA	Belt with Buckle and Tip
1 SET	Corps Insignia
1 SET	US Insignia
1 EA	AMEDD Insignia
1 EA	Shoulder Boards
2 EA	ASU Nameplates
1 PR	Black Socks
1 PR	Black Oxford Shoes
1 SET	Appropriate Badges/Ribbons

***** Ensure you are purchasing your branch insignia not what is pictured*****

ARMY SERVICE UNIFORM (ASU) – FEMALE

QTY	ITEM
1 EA	Beret with Rank Insignia
1 EA	Coat
1 EA	Branch Sleeve Braid (sewn on)
1 EA	Slacks with belt loops OR Skirt
1 EA	Trousers with Belt Loops
1 EA	Long-Sleeve ASU Shirt (tucked or untucked version)
1 EA	Short-Sleeve ASU Shirt
1 EA	Black Neck Tab
1 EA	Belt with Buckle and Tip (Pants only)
1 SET	Corps Insignia
1 SET	US Insignia
1 EA	AMEDD Insignia
1 EA	Shoulder Boards
2 EA	ASU Nameplates
1 PR	Black Socks
1 PR	Black Oxford Shoes
1 SET	Appropriate Badges/Ribbons

***** Ensure you are purchasing your branch insignia not what is pictured*****

ARMY GREEN SERVICE UNIFORM (AGSU) – MALE

QTY	ITEM
1 EA	Heritage Green Belted Coat with Bi-Swing Back
1 EA	Heritage Taupe Trousers
1 EA	Heritage Tan Officer Short Sleeve Shirt (w/ loops) (Authorized for both Class A and Class B Uniforms)
1 EA	Heritage Green Necktie
1 EA	Heritage Walnut Web belt, Buckle & Tip
1 EA	Heritage Green Garrison Cap
1 SET	Rank, Branch & U.S. Non-Tarnish Insignia
1 SET	Green Shoulder Mark Rank
1 PR	Heritage Walnut Oxford Leather Shoes
1 PR	Heritage Walnut Socks
1 SET	Unit, Combat, & Skill Patches

***** Ensure you are purchasing your branch insignia not what is pictured*****

ARMY GREEN SERVICE UNIFORM (AGSU) – FEMALE

QTY	ITEM
1 EA	Heritage Green Belted Coat with Bi-Swing Back
1 EA	Heritage Taupe Trousers
1 EA	Heritage Tan Officer Short Sleeve Shirt (w/ loops) (Authorized for both Class A and Class B Uniforms)
1 EA	Heritage Green Necktie
1 EA	Heritage Walnut Web belt, Buckle & Tip
1 EA	Heritage Green Garrison Cap
1 SET	Rank, Branch & U.S. Non-Tarnish Insignia
1 SET	Green Shoulder Mark Rank
1 PR	Heritage Walnut Oxford Leather Shoes
1 PR	Heritage Walnut Socks
1 SET	Unit, Combat, & Skill Patches

***** Ensure you are purchasing your branch insignia not what is pictured*****

Business Casual

This is a dress code that is less formal than traditional business wear but still intended to give a professional and polished impression. It strikes a balance between casual comfort and workplace-appropriate attire.

Universal:

Tops: Collared shirts (button-downs or polos)
Bottoms: Dress pants, chinos, or khakis

For Men:

Shoes: Loafers or dress shoes
Optional: Blazers or sports coats (not required, but acceptable)

For Women:

Shoes: Flats, loafers, or low-to-mid heels
Optional: Cardigans or casual blazers

Prohibited: Jeans, shorts, skirts, dresses, flip-flops, tight or revealing clothes

ARMY PHYSICAL FITNESS UNIFORM (APFU)

QTY	ITEM
2 EA	APFU T-shirt Short Sleeve
2 EA	APFU T-Shirt Long Sleeve
2 EA	APFU Trunks (shorts)
1 EA	APFU Pants
1 EA	APFU Jacket
1 PR	Running Shoes (Good condition IAW DA PAM 670-1)
5 PR	Socks (White/black; calf/ankle length (must cover the ankle); NO LOGOS
1 EA	PT Belt Worn around the waist when in shorts
1 EA	Fleece Cap, Black
1 EA	Gloves

BOLC FTX PACKING LIST					
ITEM	**UNIT**	**WORN / CARRIED[1]**	**ASSAULT PACK**	**RUCK SACK**	**DUFFLE BAG**
REQUIRED[2]					
Common Access Card (CAC)	EA	1			
Identification Tags (if issued)	SET	1			
OCP Top Complete	EA	1		2	1
OCP Bottom	EA	1		2	1
T-Shirt, Coyote Brown	EA	1		4	5
Undergarment(s)	EA	1		4	5
Belt, Coyote Brown	EA	1			
Socks, Boot (Additional Socks Highly Recommended)	PR	1		4	5
Boots, Combat	PR	1		(2nd Pair Optional)	(3rd Pair Optional)
Patrol Cap w/ Rank	EA	1			
Wrist Watch **(Non-GPS Enabled)**	EA	1			
Assault Pack	EA	1			
Notebook	EA		1		
Pen, Black	EA		2		
Pencils	EA		2		
Eye Protection (Dark **and** Clear Lenses) Apel approved	SET	1 Dark & Clear			
Advanced Combat Helmet (ACH)	EA		1		
ACH Cover	EA		1		
Tactical Assault Panel TAP	EA	1			
Canteen 1QT	EA	1			
Cup, Canteen	EA	1			
Pouch, Canteen Cover	EA	1			
Overshoes, Waterproof	PR			1	
Parka and Trouser, Cold or Wet Weather (as issued)	SET			1	
Individual Body Armor (IBA), with insert/plates	SET			1	
Sleeping Bag **NOTE:** Will be issued at BSA Freedom	EA			1	
Sleep Mat	EA			1	
Laundry Bag	EA			1	1
Gloves NOTE: Highly Recommended Black/Tan	EA		1		
Army Physical Fitness Uniform (APFU) Shorts	EA				1
APFU Shirt S/S (Apr-Oct) or L/S (Nov-Mar)	EA				1
APFU pants, jacket, gloves and fleece cap (Nov-Mar)	SET				1
Reflective Belt, Red BOLC	EA				1
Socks, White/Black	PR				1
Running Shoes	PR				1
FTX Study Guide/Study Material: Issued by PLT	EA		1		
Compass: Issued by PLT	EA		1		
Camp Bullis Map: Issued by PLT	EA		1		
Protractor: Issued by PLT at BSA/FTX	EA		1		
Flashlight or Headlamp W/ Red Lens/Light: Purchase	EA		1		
Baby Wipes	EA		1	1	1
Towel	EA			1	1
MRE: Issued at BSA/FTX	EA		1		
Personal Hygeine Items (10 Day Supply)	SET				1
Prescription Eye Glasses IAW AR 670-1 (If Applicable)	EA		1		
Feminine Hygiene Items (Females Only)	EA	As Needed	As Needed	As Needed	As Needed

Prescription Medications (If Applicable)	EA		As Required		
HIGHLY RECOMMENDED (OPTIONAL)					
Large Plastic Bags x4 & ZipLock bags					
Insect Repellent, Sunscreen, Foot Powder					
Allergy/Cold Medication/Moleskin/Bandaids					
Electrolyte Powder Mix Example: Gatorade					

1:Students may bring Ruck Sack and Assault Pack to FTX only. Worn/Carry column indicates what is worn, on your person or attached/carried on the TAP, to the FTX; anything else must fit in ruck sack or assault pack. Nothing may hang off or be attached to the ruck sack. **Based on weather Cold/Wet gear may need to be worn or easily accessible in the ruck sack.** Anything needed on first day of training week should be carried or top loaded in the ruck sack.

2: NOTE: These are minimal numbers and items. If you desire to bring more boots or uniforms please do so. All uniforms and wear IAW AR 350-1.

3: Duffel bag will serve as a foot locker under cot to keep items in during training days while ruck sack or assault pack is being worn.

4: DO NOT rely on electric razors as you may not be able to charge them in the field.

Students are **NOT PERMITTED** to bring the following items: Knives with a blade longer than 4 inches, Nutritional Supplements other than daily vitamins, Contact Lenses, Reflective lens sunglasses or frames/lens other than black or clear, tobacco or nicotine products.

If you are unclear about any item on this Packing List, contact your PLT Advisor or Class Advisor

«« CONTRABAND NOTICE »»»

Students found to have contraband in their possession during the Field Training Exercise (FTX) are subject to disciplinary measures and/or UCMJ.

Please ensure you have 10-days' worth of supplies

Be Advised:

TA-50 (Military issued gear): distribution is based on your current military status. Initial entry officers with no prior equipment issues will draw a full tactical field array locally at Fort Sam Houston. Prior-service, component-transfers, or any officers who currently hold an active OCIE clothing record from a previous unit or home station must hand-carry the items that they have been issued AND are on the packing list. Fort Sam Houston CIF will not issue duplicate gear items already appearing on your active clothing record. If you fail to bring your required, previously issued gear, you will not receive a double issue and will be unable to complete the mandatory field training exercise.

To verify your equipment, students who have previously drawn gear from a Central Issuing Facility or Unit Supply must bring one copy of their current clothing record. Locate it by using these steps:
Follow this link to the SEAM homepage: https://seam.army.mil/tacom
Click “log in” in the top right corner
Click “View My OCIE Record”
Click “Export OCIE Record”
Once the export is complete, print the page

Additionally, you must bring any previously issued ballistic eye protection. Local CIF will not issue a duplicate pair to anyone with an open eye pro line item unless a Statement of Charges or an eFLIPL is fully processed. Finally, bring your ASUs/AGSUs for the graduation ceremony and business casual attire for the last Friday of each month.

ID TAGS AND GLASSES

- Soldiers will wear identification tags at all times while on duty in uniform (if they possess them) unless otherwise directed by the commander.

- Commanders may authorize sunglasses in formations or field environments, as appropriate.

- Personnel will not hang eyeglasses or eyeglass cases on the uniform and may not let glasses hang from eyeglass restraints down the front of the uniform.

- Glasses may not be worn on top of the head at any time.

- Soldiers are authorized to wear ballistic spectacle eye protection issued by the Army, including lens colors or logos, in garrison or field environments unless otherwise directed by their chain of command.

COURTESIES

- Soldiers will not walk while engaged in activities which would interfere with the hand salute, giving the greeting of the day, or would detract from a professional image.

- Examples include walking and texting, walking and talking on a cell phone, walking while eating, using electronic devices, or smoking.

- Walk in formation for groups larger than three while in any uniform.

BACKPACKS/BAGS

Backpacks, civilian rucksacks, gym bags, or similar articles may be carried or worn over one shoulder or both shoulders while in uniform. They may not be slung across the body with the strap over the opposite shoulder.
All items worn over one or both shoulders **MUST BE ALL BLACK OR MATCH THE COLOR OF YOUR UNIFORM (Unless issued by CIF)** and may not have any logos. Logos include Army agency/ organization seals, insignias, crests, etc. Any other color bag must be hand-carried.

Hand-carried bags will be conservative and professional in appearance. Bags (to include civilian gym bags, civilian backpacks, or other similar civilian bags) must be carried only in the hand if they do not meet the criteria above. **Pay attention to what you buy. Just because Clothing and Sales sells an item, it does not necessarily mean it is authorized for wear by your Service Branch**.

CIVILIAN CLOTHES

BOLC Students are authorized to wear civilian clothes outside of duty hours while at Fort Sam Houston. Civilian clothing is NOT authorized while at Camp Bullis. Army personnel will present a professional image on- and off-duty that does not detract from the profession.

When civilian clothing is worn on-post, Soldiers will ensure that their attire and personal appearance are commensurate with the high standards traditionally associated with Army service. Personnel must ensure that the clothing worn is appropriate for the occasion and reflects positively on the Army. Clothing that exposes buttocks, excessive cleavage, midriff, undergarments, or otherwise presents an unprofessional appearance is not permitted. Garments will be professional in appearance and length.

When standing at the modified position of attention (fingers extended and joined), the wearer's middle finger will not extend beyond the fabric of the pants/shorts/dress/skirt. Leggings/tights may be worn if a skirt/shirt/dress/shorts are worn over them to cover the buttocks. Items worn over them will meet the same criteria as the skirt/shirt/dress/shorts listed above. Tank tops will have a **one-inch shoulder strap** and will not over expose the chest cavity. Logos or phrases depicted on clothing that discredit the service or are otherwise offensive in nature are not permitted. Additionally, clothing will not promote a political message or agenda. Cadre are empowered to determine what constitutes inappropriate clothing.

MEDICAL SICK CALL

Sick call for all students is held at the McWethy Troop Medical Clinic (BLDG 2560), located at 3101 Taylor Road.

Hours: 0530-0730hrs, Monday-Friday, on a walk-in basis.

For treatment on the weekend or after sick call hours, report to the BAMC Acute Care/Emergency Department.

On PRT days, students must report to the first formation prior to leaving for sick call.

DENTAL SICK CALL

Dental Sick call for all students is held at the Budge Dental Clinic, 3145 Garden Ave BLDG 1278.
Hours: 0600-1000hrs, Monday-Friday, on a walk-in basis.

DINING FACILITIES

- Meals will be at Rocco Dining Facility (DFAC) and Slagel DFAC.
- BOLC Students will eat at Rocco DFAC Monday through Friday only. Students will eat at Slagel DFAC on the weekends.
- Rocco DFAC is located at the intersection of Scott Road and Schofield Road.
- Slagel DFAC is located on Harney Road next to Keith A. Campbell Library.
- You must present your CAC or Orders to the cashier in order to eat in the Dining Facility.

Rocco DFAC (MON thru FRI)
Hours of Operation:
Breakfast: 0615-0815 hrs
Lunch: 1100-1300 hrs
Dinner: 1700-1900 hrs

Slagel DFAC (Weekend)
Hours of Operation:
Breakfast:0730-0930 hrs
Lunch: 1200-1400 hrs
Dinner: 1730-1930 hrs

COMPUTER ACCESS

Stimson Library
- Location: BLDG 2840 (Aabel Hall), Room 106
- Hours: Mon-Thurs 0630-2000hrs, Fri 0630-1800, and closed on weekends
- Phone: (210) 221-6390/6900
- Website: https://amedd.libguides.com/stimson
- Notes: Print services available

JBSA Post Library (Keith A. Campbell Memorial Library)
- Location: BLDG 1222, Harney Road
- Hours: Mon & Fri 1100-1800, Tue-Thurs 0900-2000hrs, Sat-Sun 1000-1700hrs
- Phone: (210) 221-4387
- Website: http://www.fortsammwr.com/recreation/library.html
- Notes: Print services available

Army Community Services (ACS)
- Location: BLDG 2797, 3060 Stanley Road
- Hours: Mon-Fri 0800-1600hrs, closed on weekends
- Phone: (210) 221-2705
- Website: http://www.fortsammwr.com/home-family.html
- Notes: Print services available

Learning Resource Center (LRC) Computer Lab
- Location: BLDG 2841 (Willis Hall), Room 0520 (in the basement)
- Hours: Mon-Fri 0715-1745hrs
- Notes: Print services available

Student Lodging
- Notes: 2 computers with no CAC Card Access

RELIGIOUS SERVICES

Friday Service Times

Muslim (AMEDD Chapel) 1200hrs

Saturday Service Times

Buddhist (AMEDD Chapel) 1000hrs

Sunday Service Times

Catholic Mass (AMEDD Chapel)	0800hrs
Traditional Protestant(AMEDD Chapel)	0930hrs
Catholic Mass (Dodd Field Chapel)	0930hrs
Contemporary Protestant (AMEDD Chapel)	1100hrs
Gospel Service (Dodd Field Chapel)	1130hrs
Latter-Day Saints ((AMEDD Chapel)	1300hrs

The AMEDD Chapel offers a daily Mass at 1100hrs

FITNESS CENTERS

Jimmy Brought Fitness Center

- Hours of Operation:
  MON – FRI: 0500 – 2200hrs
- SAT-SUN/Holidays: 0900 – 1700hrs
- Location: BLDG 320, Wilson Rd.

Central Post Gym

- Hours of Operation:
  MON – FRI: 0500 – 1900hrs
- Location: BLDG 961, Patch Rd

Fitness Center on the METC

- Hours of Operation:
  MON – FRI: 0500 – 2100hrs
  SAT-SUN/Holidays: 0800-1600
- Location: 3569 Williams Way Rd, BLDG 1369

When not in uniform, you must provide a CAC or a picture ID and a copy of your BOLC orders to use at the facility.

FSH Aquatic Center

General Information: The Aquatic Center offers summer fun and offers private and group swimming lessons, youth swim lessons, and lifeguarding classes.
Hours of Operation (seasonal): Memorial-Labor Day: 1200 – 2000hrs
Location: Between the METC Fitness Center and Salado Park.

LEAVE & PASSES POLICY

- You are not allowed to travel outside a 150-mile radius of Fort Sam Houston during this course.

- Passes are a privilege, not a right. Do NOT expect weekend passes during the duration of BOLC; Passes for holiday weekends may be considered with the approval of the BOLC Chief and Company Commander and will be briefed during the course.

- Passes for emergency personal/family situations are considered on a case-by-case basis after receipt of a Red Cross Message.

- Travel outside the country is not authorized during the course; this includes Mexican border towns.

- Ordinary leave is not authorized during this course.

- The Company Commander is the approval authority for all passes.

- All student personnel scheduled for classes on Saturday and/or Sunday will not be authorized to take a pass unless approved by their respective academic staff.

*****Do not purchase tickets for flights leaving before 1700hrs (5pm) on the day of graduation*****

EMERGENCY LEAVE

You must have a verified Red Cross message sent to Alpha Company, 187th MED BN, for all emergencies.

How to Contact the Red Cross for Assistance – (877) 272-7337 (toll-free)
OR
Emergency Communication Services | Military Family Support (redcross.org)

An immediate family member should call the Red Cross office upon notification of an emergency involving a Service Member, stationed at Fort Sam Houston.

When calling the Red Cross, please provide the following information about the service member:

- Full name
- Rank/Grade
- Branch of service (Army, Navy, Air Force, Marines, Coast Guard)
- Social security number or date of birth
- Military address
- Information about the deployed unit and home base unit (for deployed service members only)

ABSENCES

Contact your Student Leadership/ Platoon Advisor immediately if you are hospitalized, incarcerated, delayed, and/or miss movement.

You are not authorized any unexcused absences.

Excused absences require either:

- Sick call slip
- Prior coordination with the Class Advisor and authorization from the Company Commander.

MAILROOM

While you are assigned to JBSA Sam Houston, you may have your mail delivered to your assigned off-post hotel. Get with the front desk staff to ensure you have the correct address.

DRIVING ON-POST

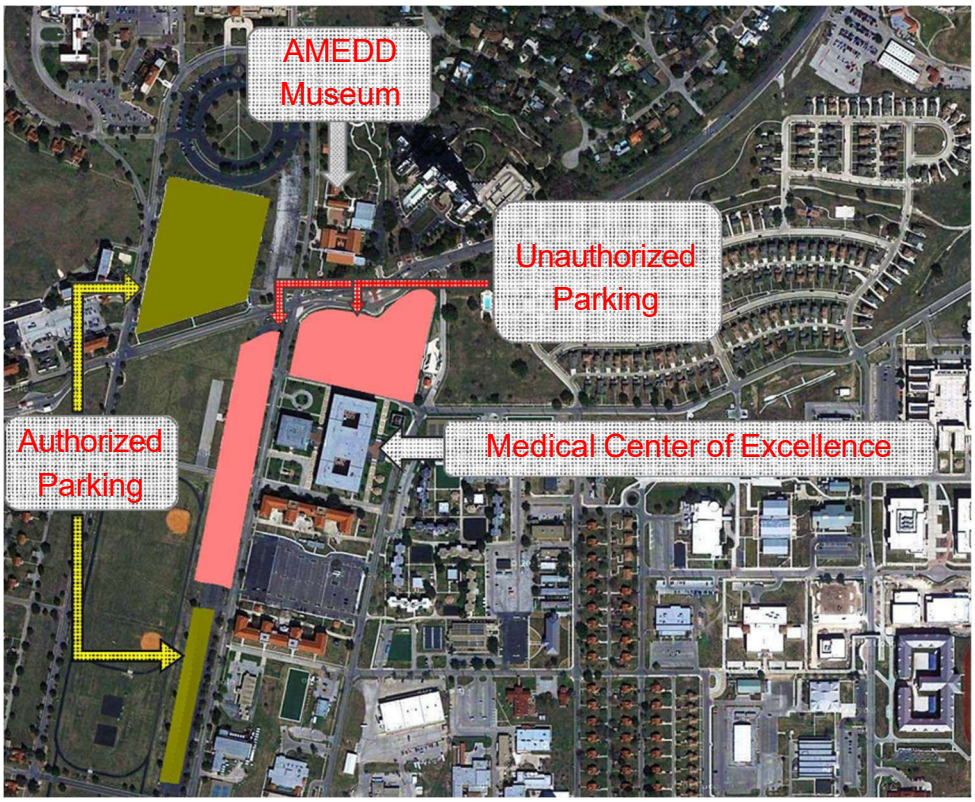
Fort Sam Houston is considered a “walking campus.” **Parking directly adjacent to the MEDCoE is for staff use only and is not authorized for BOLC students.** BOLC Students are authorized to park across the street from the AMEDD Museum. You will be given more information regarding authorized student parking areas during in-processing.

You must utilize a hands-free telephone device when talking on cell phones while driving on Fort Sam Houston. **TEXTING while driving is not authorized** within the city of San Antonio and JBSA Fort Sam Houston.

You **MUST** have your CAC to enter post.

Students are NOT authorized to drive motorcycles while in BOLC.

Students are NOT authorized to operate a vehicle after consuming alcohol; you must use a designated driver or taxi service.



OFF-LIMITS AREAS

ON POST:
Post Housing, Barracks, FSH Guest House, and MacArthur Field (during hours of darkness)

OFF POST:

ESTABLISHMENT	ADDRESS
ARS Appliance	10903 Wayward Dr
Cracker Box Place	622 West Hildebrand Ave
Hazel Sky Smoke Shop	All (5 locations)
Lazy Daze Counter Culture	Both (2) locations
Lush Rooftop Club	4553 N Loop 1604 W
Mellow Monkey	2286 Bandera Rd
MJM Autohaus	10740 Hillpoint #4
Planet K	All (6) Locations
Ruby Spa	8204 Pat Booker Rd
Smoke N More Vape and Hookah Shop	All (7) locations
Smoke Needs	5251 Timber Hill Rd
Smokerz Paradize	All (7) locations
Style Smoke	9902 Fredericksburg Rd
Super Nova Smoke & Vape Shop	All (4) locations
The Cloud Co. Smoke & Vape Shop	14415 Blanco Rd
Up N Smoke	1630 Pat Booker Rd, Ste B

OFF-DUTY EMPLOYMENT

Off-duty employment is not authorized while you are in training.

IMPORTANT NUMBERS

Personnel (at ASB)	(210)808-1582
Military Family Readiness Center	(210)221-2705
Installation Transportation Office	(210)221-9156
Passenger Air (Official Travel)	(210)221-1629
	-1502
	-2405
Optometry Clinic	(210)916-1717
DA Photo	(210)221-5453
Camp Bullis BSA	(210)295-7502
Provost Marshall	(210)221-9205
Jimmy Brought Fitness Center	(210)221-1234
Relocation Assistance	(210)221-2705
Sexual Assault Helpline (24-hour hotline)	(210)722-4920

EMERGENCY NUMBERS / 911

Military Police	(210) 221 - 2222
BAMC Emergency Room	(210) 916 - 4466
Taxi	(210) 222 - 2222

RIDERS UNDER THE INFLUENCE (RUI) PROGRAM

Provides a designated driving team to impaired customers for free.
(RUI) Program: (210) 999 - 0200

REFERENCES

Officers are expected to read and understand regulations. Ignorance is not an excuse.

Army publications can be found at: https://armypubs.army.mil

Regulations to get you started:

- AR 350-1 ARMY TRAINING AND LEADER DEVELOPMENT
- AR 670-1 WEAR AND APPEARANCE OF ARMY UNIFORMS AND INSIGNIA
- FM 7-22 ARMY PHYSICAL READINESS TRAINING
- DA PAM 670-1 GUIDE TO WEAR AND APPERANCE OF ARMY UNIFORMS AND INSIGNIA
- ARMY DIRECTIVE 2026-13 ARMY BODY COMPOSITION AND PROGRAM STANDARDS