



DEPARTMENT OF THE ARMY
MUNITIONS EXPLOSIVE ORDNANCE DISPOSAL TRAINING DEPARTMENT (MEODTD)
BUILDING 18016, JUDKINS HALL, BRIGADE LOOP
FORT LEE, VIRGINIA 23801

ATSD-DTM-E

1 October 2014

MEMORANDUM FOR E-EOCA Student Welcome Letter, MEOD-TD, Fort Leonard Wood, MO 65473.

SUBJECT: E-EOCA Student Welcome Letter

1. WELCOME.

Welcome to the Engineer Explosive Ordnance Clearance Agent Course at Fort Leonard Wood, MO. This is a mentally challenging and rigorous course which requires each individual's full attention.

2. IN-PROCESSING.

Personnel should arrive the day prior to class start date and report to the lodging office located in Bldg 470 for billeting. Report to building 12115, Range 36 Complex, on the first day of class at 0730 and be prepared to start in-processing at 0800.

Students will bring the following documents with them for in-processing:

- a. Five (5) copies of their orders
- b. Official ERB, no more than one month old or the National Guard and Army Reserve equivalent (2-1A)
- c. Completed TASS Unit Pre-Execution Checklist (TRADOC Form 350-18-2-R-E) signed by their first line supervisor and unit commander.
- d. Completed E-EOCA Personal Data Sheet with JPAS attached to verify security clearance or show that an investigation has been initiated.

E-EOCA no longer furnishes student meal cards. If a student is receiving Basic Allowance for Substinance (BAS), that Service Member (SM) is responsible for providing for their own meals unless otherwise stated. In order to eat, students are required to show a copy of their orders at the Dining Facility.

Contact information:

- a. During duty hours, 0900-1700 (CT): E-EOCA Office, 573-596-0131 ext: 6-6187/6087

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b. After duty hours: Will be provided following arrival at the E-EOCA Course.

3. TRAINING.

Training begins at 0900 immediately following in-processing. Students should arrive on the first day well rested and prepared to receive fast paced instruction. The E-EOCA course is 4 weeks in length (20 class days). For course breakdown, please see the E-EOCA Administrative Pamphlet.

If there are multiple students arriving from the same duty station that are utilizing a rental car it is strongly advised that there be 1 to 2 alternate personnel authorized to take over responsibility of that rental vehicle(s). This is due to E-EOCA's high student attrition rate. Accordingly, if there are multiple students from the same duty station that are authorized to drive their Privately Owned Vehicles (POVs) to Fort Leonard Wood to attend class it is encouraged that there be more than one vehicle brought for transportation to and from the training complex. This is also due to the high student attrition rate. We have had students in the past be left stranded without a vehicle to get to the airport or return to their home station because the driver of their rental/POV was dropped from the course. Should this happen, it is the student's home station that is responsible for arranging transportation.

Students must provide their own personal protective equipment (PPE). Students that have a profile that limits their ability to wear their PPE should not attend the course. Please see the E-EOCA Administrative Pamphlet for additional information.

Study handouts are provided however note taking is highly encouraged to assist the student with some of the open book/note tests. Students should bring their own supplies to class i.e. pencils, pens, highlighters, note tabs, and writing tablets.

Leaves/ Passes. The E-EOCA OIC, NCOIC or Operations NCOIC can sign a student in/out for SMs taking leave prior to or immediately following course graduation. If a training holiday occurs during a student's time at Fort Leonard Wood it is the SMs home station that is responsible to authorize the SM to take a pass. Students that fail to return from a pass on time will be dropped from the course.

All electronic devices that possess the ability to take still photos or video recordings are prohibited on Range 36 at all times unless under direct supervision of course cadre.

4. POC is the E-EOCA Course Operations NCOIC/OIC at (573) 596-0131, ext 66187.

Original Signed
Chief, Explosive Ordnance Disposal
Training Division