



UNITED STATES MARINE CORPS

MILITARY POLICE SCHOOL
MARINE CORPS DETACHMENT
686 MINNESOTA AVE
FORT LEONARD WOOD, MISSOURI 65473-8963

IN REPLY REFER TO:
1000
MPIC
12 Nov 15

From: Officer In Charge, Military Police Officer Basic Course
To: Incoming Student, Military Police Officer Basic Course

Subj: WELCOME ABOARD LETTER AND REPORTING INSTRUCTIONS

Encl: (1) Maps of the Installation

1. Congratulations on your assignment as a 5803 Military Police Officer and welcome to the Military Police Officer Basic Course (MPOBC). It is our intent to develop you into a proficient, decisive, and adaptive police supervisor to serve as a Military Police platoon commander able to employ law enforcement capabilities to support commanders across the spectrum of operations. This letter will explain the reporting instructions, equipment, and documentation you need to bring to training.

2. Your orders from The Basic School or your parent command, to Fort Leonard Wood, Missouri may have a "No Earlier Than" (NET) date to report to training. Always follow the instructions on your orders. Checking in prior to your NET date is prohibited. If you do not have a NET date on your orders, it is imperative that you contact me to obtain your NET date. Because funding is allocated based upon the course convene dates in your World Wide Travel Funding Letter, the earliest time frame you can check in to Fort Leonard Wood varies from class to class.

a. Checking in earlier than your permissible NET date may result in loss of leave days and loss of reimbursement for lodging.

b. If you have any questions, please don't hesitate to contact me. Contacting this school prior to arrival is highly encouraged, as the training environment is dynamic and constantly subject to change.

3. Prior to arriving at Fort Leonard Wood, you must call to reserve lodging for the duration of your time in training at Fort Leonard Wood.

a. There are no government quarters available on Fort Leonard Wood. There are hotels on base, and every effort should be made to reside on base while attending MPOBC.

b. Military Police Instruction Company can provide you with assistance in making lodging reservations.

c. Upon receipt of this letter, you must call the Intercontinental Hotel Group (IHG) at 573-596-0665 or 1-800-677-8356 to confirm if on base lodging is available for the duration of your training. IHG will not automatically hold rooms for you. Ensure your reservation reflects that you are checking into your room on the No-Later-Than date listed on your orders. If you intend to check in prior to your No-Later-Than date, you must adjust your lodging reservation accordingly.

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4. If there is no availability at the on-base hotels, you must make a hotel reservation off base. When making reservations for lodging, you need to request the government rate for quarters and indicate that they are on orders. Below is a list of hotels within the area. These are not your only options, however they are the most commonly used by students. Any hotel within Saint Robert or Waynesville may be used, provided they offer the government rate and can be reserved for the length of your course.

- a. Bell's Extended Stay and Suites, Saint Robert, MO. (573-451-2222).
- b. Main Stay Suites, Saint Robert, MO. (573-451-2700).
- c. Candlewood Suites, Saint Robert, MO. (573-451-2500).
- d. Z Loft Hotel, Saint Robert, MO. (573-336-7829).

e. You **are strongly cautioned not to** rent a house or apartment while at Fort Leonard Wood for training, if there is no availability at the on base hotels. You are prohibited from renting a house or apartment if there is availability at the hotels on base. Your housing reimbursements will only cover the cost of rent, provided it is equal to or less than the cost of a Government rate hotel. You will not receive any reimbursement nor aid for additional costs such as; utilities, cable/internet, city fees, renters insurance and taxes. Additionally, you do not rate a house-hold goods move to Fort Leonard Wood for training and will be responsible for furnishing your quarters yourself. Finally, you will not be in training at Fort Leonard Wood for the length of a standard lease for a house or apartment (typically six or 12 months). Because of this, you will most likely have to move out prior to the end of your lease (resulting in loss of security deposit, breach of contract and/or additional fines).

f. Lodging aboard Fort Leonard Wood is civilianized, which means the lodging office will not issue you a Statement of Non Availability if needed. You will receive this documentation upon check-in to the Marine Detachment Administration Section (S-1), if you are on TEMINS orders (meaning you have not yet reported in to your gaining command). If you are coming to Fort Leonard Wood in a TAD status (meaning you have already reported in to your gaining command), you will need the Statement of Non Availability prior to leaving your gaining command. If you need a Statement of Non Availability, please do so by emailing me.

g. While in training, you will be reimbursed for your lodging expenses via partial travel claims submitted to the Marine Detachment Administration Section every 30 days. You should be prepared to pay out of pocket for lodging up front at an average of \$80 per night. Reimbursements take 7 to 10 business days from the day of submittal to be paid out. You will be reimbursed for lodging costs, but reimbursements for travel from TBS to Fort Leonard Wood will be settled at your gaining command upon completion of training. You are reminded that if you are using a government travel card, you are responsible for the balance when it is due, regardless of the status of your travel claim or Per Diem reimbursement.

5. If you are reporting to Fort Leonard Wood during normal business hours (Monday-Friday from 0730-1630 central time) you will report to the Military Police Officer Basic Course (MPOBC) Officer in Charge (OIC), in Service Alphas. Coordination will be made for you to check

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in with the School Director at a later date, time and uniform. The MPOBC OIC is located at Building 692 Minnesota Avenue.

6. If you are reporting to Fort Leonard Wood after normal business hours, over the weekend, or during a holiday period you must complete the following steps in order:

a. Report to your lodging facility and check into your room.

b. Contact the Marine Corps Detachment Fort Leonard Wood Command Duty Officer for further reporting instructions for the next work day.

7. The following details uniforms, documents, equipment and items that you should bring to Fort Leonard Wood.

a. Uniforms. You will bring all uniforms to Fort Leonard Wood.

(1) All items of the Blue Dress Uniform (to include white trousers, and all appropriate ribbons/badges/medals).

(a) Fort Leonard Wood is an Army post, being such, the military clothing store does carry basic Marine Officer uniform items available for purchase. There are several places available for uniform alterations.

(b) It is strongly advised that you ensure you have all uniform items, and that all items are serviceable and fit properly prior to reporting to Fort Leonard Wood.

(2) All items of the Service Uniform.

(3) Seasonal MARPAT utilities. Plan accordingly for the seasonal uniform change.

(4) Warm weather and cold weather PT uniforms (to include the Marine Corps issued running suit).

b. Documents. You shall bring the following documentation to Fort Leonard Wood;

(1) Complete medical and dental records. You will not turn-in medical or dental records while in training, but are required to have records for appointments and/or treatment.

(2) Minimum of five (5) copies of original orders.

(3) Financial records (i.e. any previous pay vouchers or travel claims that have not yet been settled).

(4) Motorcycle Safety Foundation card (if applicable).

(5) Any complete, partially complete or pending documentation for overseas screening (if applicable).

(6) You should complete all MarineNet annual training requirements prior to reporting to Fort Leonard Wood.

c. Equipment.

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(1) You will receive basic CIF items necessary for the course during the check-in process.

(2) You are advised to bring all publications received at TBS (hard or soft copy) to assist during orders briefs and tactics classes.

(3) There will be a field exercise during the course. You are advised to bring any tactical aids they may need to operate in the field (i.e. five paragraph order aids, patrol overlays, terrain model aids, THULS manual, and any season specific field equipment).

(4) If you have a personal computer and printer, it is highly encouraged to bring them, in order to facilitate completion of course work.

(5) If you intend to bring privately owned weapons to Fort Leonard Wood, you will be required to comply with the weapons policy of your specific lodging facility. You are reminded that Fort Leonard Wood is under Federal Jurisdiction and no person is allowed to carry weapons while on the base (with or without a concealed weapons permit). In accordance with Fort Leonard Wood regulations, all privately owned weapons must be registered with the installation Provost Marshal Office at least 30 days prior to the weapons coming aboard the base for recreational shooting or hunting.

(6) You are not permitted to bring pets to Fort Leonard Wood.

8. You are highly encouraged to visit the following websites for further information:

a. <http://www.wood.army.mil/>

(1) Fort Leonard Wood official web site.

(2) You can access information and maps of the base, travel information, weather reports, and the base directory.

b. <http://www.trngcmd.marines.mil/Units/Southwest/MarineCorpsDetachmentFortLeonardWood.aspx>.

(1) Marine Corps Detachment Fort Leonard Wood web site.

(2) You can access information about the USMC military police school and the Marine Corps Detachment.

9. Point of contact for this letter is Captain Burton at 573-596-5607 ext. 6-5607 or by email at daniel.j.burton20.mil@mail.mil. The emergency point of contact after normal business hours or on weekends or holidays, is the Marine Corps Detachment Fort Leonard Wood Command Duty Officer phone number at (573) 596-4177.

D. J. BURTON

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**Military Police Officer Basic Course, Fort Leonard Wood, Missouri
Getting to Fort Leonard Wood**

Location: Fort Leonard Wood is located in the heart of the Ozarks off Interstate 44. The post is approximately 130 miles west of Saint Louis and 90 miles east of Springfield.

Airports:

Lambert-St. Louis International (STL) - 2 Hour Drive.

Springfield-Branson Regional (SGF) - 1 hour 15 Minute Drive.

Waynesville Regional-Forney Field (TBN) Airport- On Fort Leonard Wood.

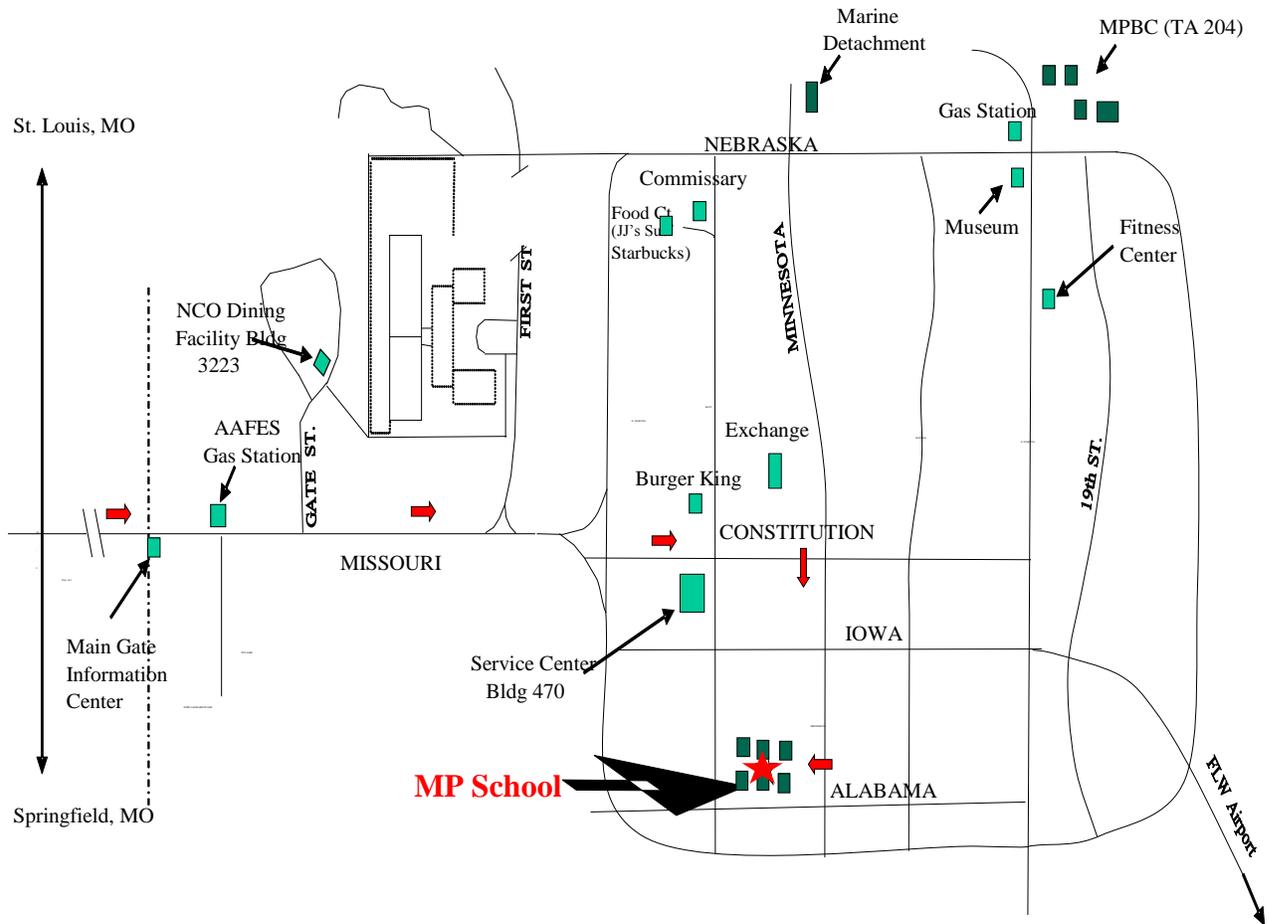
Ticket Information: (573) 329-4200 or 1(800) 554-5111

Driving Directions:

From St. Louis (East) - Drive west on I-70 about 4 miles, go south on 270 approximately 15 miles, drive west on I-44. Drive west bound on I-44 about 135 miles. Exit interstate on 161. At the stop light turn left onto Missouri Avenue. Drive approximately 3 miles at the end of the public road will be the Fort Leonard Wood Main gate. See map for further directions.

From Springfield (West) - Drive Northeast on West Kearney, turn left onto US-160 Northwest Bypass and merge eastbound onto I-44. Drive approximately 86 miles west toward St. Louis. Exit on 161 and make a right onto Missouri Avenue at the stop light. Drive approximately 3 miles at the end of the public road will be the Fort Leonard Wood Main gate. See map for further directions.

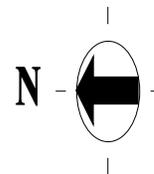
Enclosure (1)



To MP School:

From Main Gate, continue straight approximately 3 miles. Once you pass Burger King/Main Exchange, you will see the Main Post Chapel on your right. Turn right on Minnesota Avenue. Drive through the four way intersection approximately 1/2 mile and on the right hand side you will see "Marine Way". Turn right and you are at the MP School.

NOT TO SCALE



Enclosure (1)