

1. REFERENCE.

- a. Engineer Captains Career Course POI
- b. Engineer Captains Career Course Training Schedules
- c. Charlie Company, 554th EN BN Policy Letters

2. MISSION. To identify support requirements for the Engineer Captains Career Course (ECCC), for both active and reserve components.

3. ECCC CLASS OVERVIEW (21 Weeks). ECCC utilizes small-group instruction techniques in conjunction with standard classroom instruction. Branch qualified Captains and Majors serve as Small Group Leaders (SGL). All SGLs are part of the Department of Instruction (DOI) and evaluate and mentor students within their team. The ECCC program of instruction is broken down into Modules of instruction:

- Module A - Administrative
- Module B – Leaders Foundations
- Module C - Doctrinal Foundations
- Module D - Engineer Planning Tools
- Module E - Engineer Planning
- Module F – General Engineering
- Module G – Battle Focused Training
- Module H – Warfighter III Exercise
- Module I - COIN

4. KEY EVENTS.

- a. In-processing.

(1) In-processing occurs no later than the report date annotated in the ATRRs system. Most students will report 10 days prior to that ATRRS date, and can begin in-processing at any time after their arrival. In-processing is designed to provide the company time to complete all company level in-processing and administrative requirements. Key tasks for the day include having all students fill out an administrative data sheet, collecting copies of TDY/PCS orders for all students, issuing FLW computer log-on information/paperwork, and providing a general overview of the course, FLW facilities, and student expectations. *Since the active duty ECCC students PCS to Fort Leonard Wood, they are required to in-process the installation as well as the unit. When they sign in with Battalion S1, they will make an appointment to see the student records representative to pick up their installation in-processing packet.*

(2) Command in-briefings. The company commander, battalion commander, and ECCC Course Manager will each conduct an in-brief with the class on their first scheduled training day. Following the Company Commander's brief, the International Student Detachment will host the cresting ceremony for all international students. The Commandant and Assistant Commandant in-briefings will be scheduled through executive services, and will usually occur during the first two weeks of training. Training schedules for the first four weeks of the course are distributed at the conclusion of the Company Commander's in-brief/course overview.

(3) Initial Course Characteristics and Demographics. These documents will be prepared by the operations sergeant, reviewed by the company commander, and submitted to the Battalion S-3 no later than 72 hours after the start of each course.

(4) Initial follow-on school request. During the Company Commander's in-brief, the students will compile and submit to the commander an initial follow-on schools request for Ranger, Sapper, Airborne, Mechanized Leader, and SBCT Leader courses. They will also identify those who are interested in the Master's Degree program. This list will be forwarded to HRC no later than Week 2 to allow time to submit and reserve class dates in ATRRS. HRC will also use this information to determine report dates to follow-on duty stations.

(5) Spouse Orientation. Typically held during the first week of the course, the Company Commander and First Sergeant will host a meeting of all the spouses in each class. The intent of the meeting is to introduce the company cadre to the spouses, provide them an opportunity to meet one another, provide them with contact info, and provide some insight as to what demands their spouses will experience while attending the course. When available, representatives from the Army Family Team Building (AFTB) and Morale Welfare & Recreation (MWR) offices will attend to provide information on available training and local events.

(6) Meeting with Engineer Branch Representative. Typically within the first month of the course, the Non-Branch Qualified Captain Branch Manager will travel to Fort Leonard Wood to visit with each class. The purpose of the visit is to provide each active duty engineer officer with their follow-on duty station. Each student is encouraged to provide their preferences and desires for follow-on schools and the Masters Degree Program during this meeting. Any questions and/or concerns should be addressed during this face to face meeting.

b. After Action Reviews (AARs).

(1) Module AARs. Each class will prepare a formal AAR for each module of training. Using the issue, discussion, recommendation format, the student leader will typically brief the senior instructor/OIC and any other members of the instructional committee.

(2) End of Course (EOC) Critique. At the conclusion of the course, the class will conduct its final formal AAR, the EOC Critique. Using the issue, discussion, recommendation format, the student leader will typically brief the Battalion and Company Commanders on the class demographics, total years of experience, feedback on each module of instruction, and any comments or concerns from their overall academic experience. They also provide feedback on post support, 554th support, and other FLW facilities. If issues with post agencies are identified in advance, representatives of the identified agencies are asked to attend the EOC Critique.

c. Socials.

(1) Class Mixer. The class mixer will normally be held during week two or three. The intent is for students and senior leaders to get to know one another. The Engineer School Commandant, or designated representative, hosts the event. 554th

Command Group and Department of Instruction (DOI) personnel attend. Executive Services schedules and resources this function. The company commander coordinates with Executive Services to validate the event's date, time, and location and ensures that all students attend. Uniform is duty. Spouses are encouraged to attend.

(2) Assistant Commandant's Reception. The reception is typically held near the end of each Active Component course. Students in the RC course will not attend this reception. The intent is to allow the senior leaders to informally gather feedback on the course and to bid farewell and good luck to the graduates. All students will attend in Dress Blues. Executive Services schedules and resources this function. The company commander coordinates with Executive Services to validate the event's date, time, and location and ensures that all students attend. Spouses are encouraged to attend in appropriate attire.

d. Out-Processing.

(1) AC Course: All active duty officers will be required to clear both the unit and installation prior to departing Fort Leonard Wood. Students will report to Charlie Company operations to receive their company/battalion clearing papers. Students will report to S1 to make an appointment to pick up their installation clearing packet. Once all locations have been cleared, each student will report to the Company Commander and/or First Sergeant for final signatures. Immediately following the graduation ceremony, each student will be provided a folder with all administrative paperwork enclosed, to include: Certificate of Training, Diploma, copy of APFT score card, and a DA Form 5500, if applicable. All students must report to Mrs. Bee Scurlock to pick up their DA Form 1059.

(2) RC Course: Each student will be provided a folder with all administrative paperwork enclosed, to include: Certificate of Training, Diploma, copy of APFT score card, and a DA Form 5500, if applicable. Also, if the students encountered a situation of non-availability for lodging, their folder will also have a copy of their official TDY orders with a non-availability number/stamp. All students must report to Mrs. Bee Scurlock to pick up their DA Form 1059.

e. Graduation Ceremony.

(1) The graduation ceremony is conducted on the last day of each course. For RC classes, an informal graduation ceremony is conducted only at the completion of Phase V. The company commander, in close coordination with Executive Services and the instructor OICs, plans and executes this ceremony. A guest speaker, typically arranged by Executive Services, will be invited along with family and friends.

(2) The company operations officer will prepare both the graduation narrative and graduation programs approximately one week prior to the scheduled graduation ceremony.

(3) The graduation ceremonies are typically held in either Lincoln Hall Auditorium or the Regimental Room at the Engineer Museum.