



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
3d CHEMICAL BRIGADE,
UNITED STATES ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL
AND NUCLEAR SCHOOL
495 IOWA AVE
FORT LEONARD WOOD, MO 65473

ATSN-CBZ-IR

1 September 2011

MEMORANDUM FOR Students Attending Training at the Incident Response Training Department (IRTD)

SUBJECT: Welcome Letter

1. Welcome to the IRTD located at the Lieutenant Terry Facility. You are about to take part in a fast paced program of instruction that will qualify you to perform some of the essential duties needed as a member of a specialized CBRN team or unit. You will be provided instruction on hazards associated with chemical, biological, radiological and nuclear materials. Depending on the course, you will certify HAZMAT Awareness, HAZMAT Operations, HAZMAT Technician or Incident Command Level IAW 29 CFR 1910.146. IRTD courses are designed to provide instruction to Active Army and Reserve Component, National Guard, USMC, USN, USAF, USCG, DA or contract civilians, and selected foreign military personnel whose duties require close contact with surety or hazardous material. All students regardless of grade are carried in a student status and should arrive physically fit and prepared to study.
2. Students may fly to the Waynesville Regional/Fort Leonard Wood Airport (city code TBN), St. Louis Regional Airport (city code STL - a 2.5 hour drive from FLW) or Springfield/Branson Regional Airport (city code SGF - a 1.5 hour drive from FLW). Rental cars are readily available at all airports.
3. Prior to arrival contact Intercontinental Housing Group (IHG) Office to reserve on post lodging if available. The phone number for IHG is (573) 596-0999 or toll free (800) 677-8356. IHG Office is located in the Soldier Service Center, Building 470, West 4th Street and Constitution Avenue (see enclosed map). When you arrive at FT Leonard Wood, all students will report to building 470 in order to check into billeting. Do not obtain off post lodging. If post lodging is unavailable, the G3 Registrar will block rooms at government contracted hotels for the duration of your class. All off-post student room requirements will be handled by the G3 Registrar Office. If you are told you will stay off post, ensure you get a Statement of Non-availability number. This will be required when you file your travel voucher.
4. On the start day of the course, all students will report to Building #2130 at 0730 for in-processing. Duty uniform is ACU or service equivalent. We are located on the corner of 2nd and Army just past the 43rd Initial Entry Reception Battalion. Transportation to and from training is not provided. Students driving POVs or rental cars must have current car registration, current insurance card (or rental car agreement) and drivers license. Bring the following items for inprocessing:

ATSN-CBZ-IR

SUBJECT: Welcome Letter

- 10 copies of 1610 and orders if on TDY en-route
- 201 File (TDY en-route only)
- Optical inserts and/or contacts

5. Personnel will complete a medical screening during in-processing on the start date of the course. No individual will be allowed to enroll into an IRTD course that is not able to meet the physical requirements of the course, i.e. possessing a temporary profile that limits standing, lifting or requires movement with crutches.

6. All students who will be attending the CBRN Responders Course must be DOD, IFSAC or Proboard HAZMAT Awareness certified prior to arrival. CBRN-R students must present certificates with legible certificate seal numbers during in-processing. The HAZMAT Awareness training can be accessed at: <https://afcesa.csd.disa.mil/kc/login/login.asp>. NOTE: If any issues with logging onto the above website contact the help desk at (210) 652-3274, DSN 487-32741.

7. Several written and performance-oriented examinations are incorporated into each course. Successful completion of IRTD courses requires DoD certification for HAZMAT Awareness, Operations and/or Technician. There will be additional non-duty study requirements. Please come prepared to learn. A score of 80% is required to successfully pass written exams. Students failing any written exam or performance-oriented testing will be given time to retrain and will be allowed one retest. Any student failing the retest will be disenrolled from the course. Portions of the course require computer based testing. In order to accomplish this, all students must have and be able to recall their AKO or DKO login and password. Units need to ensure all students can utilize their CACs as time will not be allowed to have their passwords reset upon arrival. Any student unable to recall their passwords will potentially jeopardize their ability to successfully complete the course.

8. Lodging and Meals.

a. Dismounted Recon students:

(1) This course IS NOT covered under Institutional Training Directed Lodging and Meal Policy (ITDLMP, formerly MTSS) and all students MUST be on full per diem for lodging and meals.

b. CSSC, CBRN Responder, Mass Casualty Decon and Technical Escort Course for Active Army, Reserve Component and National Guard personnel ONLY:

(1) As stated in Fort Leonard Wood Institutional Training Directed Lodging and Meal Policy Army students under these courses are covered under Institutional Training Directed Lodging and Meal Policy (ITDLMP, formerly MTSS).

(2) Government meals for ITDLMP students of all ranks in the CSSC and Technical Escort courses will be provided five days per week (except holidays) at post dining facilities. Weekends and holidays will be per diem. Government meals for ITDLMP students of all ranks in the CBRN Responder and Mass Casualty Decon courses will be provided seven days per week. Orders will be used at the dining facility until the meal card is issued.

c. Marine Corps Personnel.

ATSN-CBZ-IR

SUBJECT: Welcome Letter

(1) All Marines reporting for an IRTD course must sign into the Marine Corps Detachment, Ft Leonard Wood, on the report date of the course which is the day prior to the course start date.

(2) It is highly recommended that personnel utilize the lodging facility on Fort Leonard Wood. Marines who coordinate lodging off-post will be required to provide the IRTD staff with name and contact information for lodging facilities.

9. Your mailing address during your time as a student is:

Rank and name
ATTN: (Course Name) #XXX-XX
IRTD, 3d Chemical Brigade
Bldg 2130
2130 E 2nd ST
Fort Leonard Wood, MO 65473

10. Equipment and Uniform Requirements.

Military Personnel

- Min. 2 sets of service specific uniforms (to include T-shirt and socks)
- 1 pair of regulation boots
- 2 sets of complete Phys Trng (PT) uniforms (seasonal)
- 1 pair of approved athletic shoes
- Reflective vest/belt
- Appropriate civilian attire

CIVILIAN

- Business casual or relaxed work clothes (jeans / knit shirts)
- 1 pair of work boots
- 2 sets of physical training clothes (Shorts, T-Shirts)
- 1 pair of athletic shoes
- No open toed shoes

NOTE: Daily PT uniforms should reflect current temperatures in Missouri. Classrooms can feel cold after exercises. PT jacket and pants are recommended.

11. Point of contact at IRTD for the appropriate courses are listed below:

Tech Escort SFC Kareem Stewart at 573-596-4172/4175 or 573-433-6599

Civil Support Skills Course Mr. Greg Bryan 573-528-6351

CBRN-Responder and Mass Casualty Decontamination course Mr. Terry Gulley 573-433-6799

Dismounted Recon Course Mr. Roberto Dacamara 573-855-6705

Installation Emergency Management Michael Reed 573-855-6705

IRTD NCOIC MSG Jose Hernandez 573-528-0171

IRTD Front desk (573)596-1308

ATSN-CBZ-IR
SUBJECT: Welcome Letter

IRTD FAX number is (573) 596-1371. Ensure that all faxes have a cover sheet stating ATTN: IRTD, 3d Chemical Brigade, Course Name and class number before sending

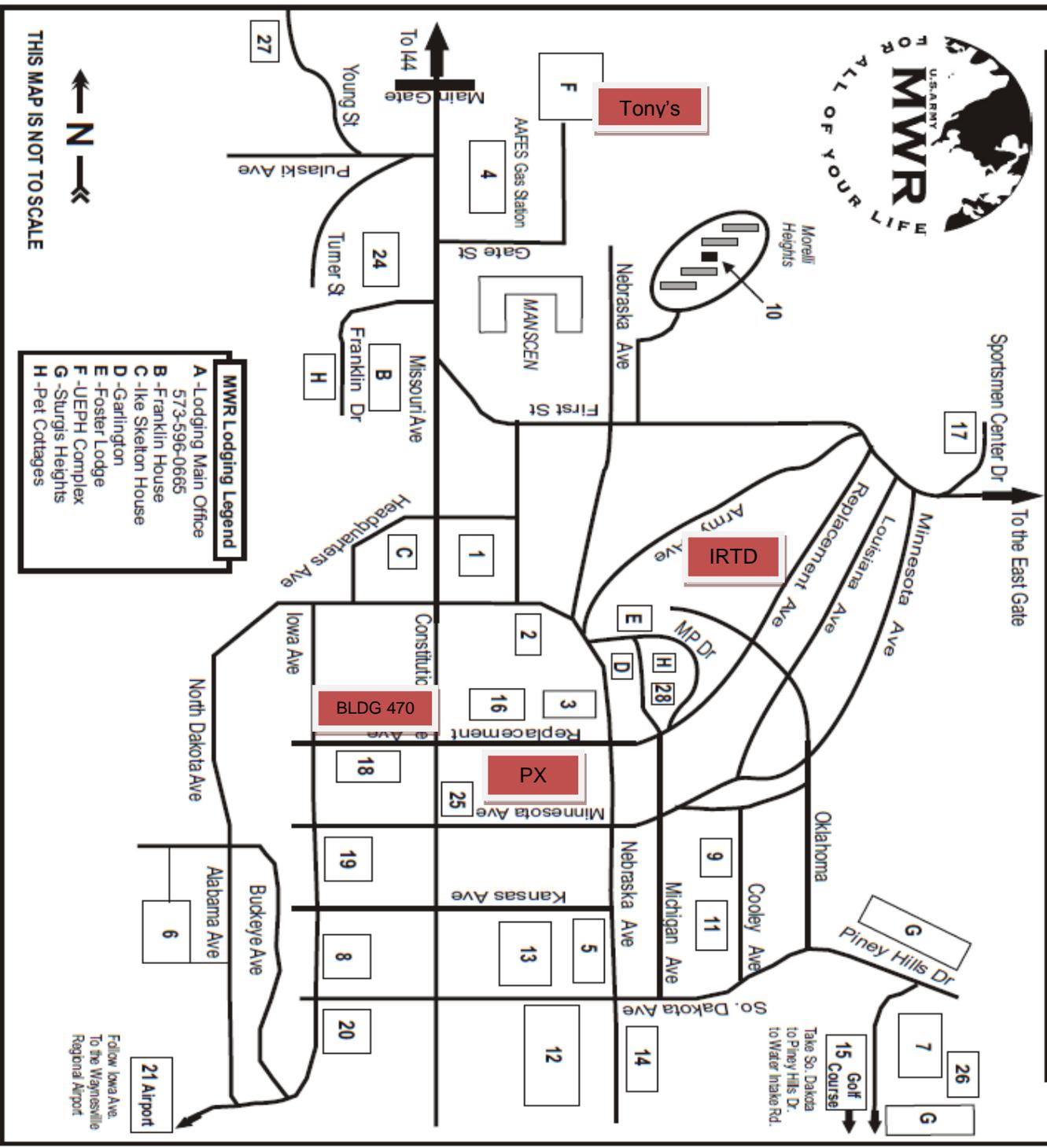
After normal duty hours contact the 3d Chemical Brigade staff duty at (573) 596-0131 ext 6-7447/6-0805. Marine Corps personnel contact the Marine Course Detachment at (573) 596-0688.

GREGORY A. BORCHERDING
LTC, CM
Director, IRTD

Encls

1. Installation Map (Fort Leonard Wood)

Fort Leonard Wood



LEGEND

- 1 - Hospital
- 2 - Main PX
- 3 - Commissary
- 4 - AAFES Gas Station
- 5 - FLW Museum
- 6 - Audie Murphy's Club
- 6 - The Medallion Room
- 6 - Endzone Bar & Grill
- 7 - Pershing Community Center
- 7 - Blackjack Lounge
- 8 - Davis Club
- 9 - Warriors' Lounge
- 10 - Tri-Corps Lounge
- 11 - Specker Gym
- 12 - Davidson Fitness Center
- 13 - Daugherty Bowling Center
- 14 - Auto Craft Shop / Car Wash
- 15 - Piney Valley Golf Course
- 16 - Arts & Crafts Center
- 17 - Sportsmen's Center
- 18 - Child Development Center
- 19 - Baker Theater
- 20 - Abrams Theater
- 21 - Wagnessville Regional Airport)
- 22 - Army Community Services (Bldg 470, Rm 1102)
- 23 - MWR Support Services (Bldg 470, Rm 1105)
- 23 - ITR (Rm 1223)
- 24 - Lieber Heights Pool
- 25 - Wallace Pool / BMX Track
- 26 - Sturgis Pool
- 27 - Pipplin Youth Center & the Station Teen Center
- 28 - Tech Park