



DEPARTMENT OF THE ARMY
ALPHA COMPANY
84TH CHEMICAL BATTALION
3RD CHEMICAL BRIGADE
5872 MICHIGAN AVENUE, BUILDING 1704
FORT LEONARD WOOD, MO 65473-8958

ATSN-CBB-TTD

24 February 2015

MEMORANDUM FOR Students Attending the Biological Integrated Detection System Course (ASI-L4)

SUBJECT: Course Welcome Letter

Welcome to the 84th Chemical Battalion. You are receiving this letter on the premise that you are scheduled to attend the Biological Integrated Detection System Course (BIDS, ASI-L4). Please read the general information below.

1. Course Prerequisites.

a. United States Army Reserve (USAR), Army National Guard (ARNG) enlisted (PVT/SFC)/officer (2LT-1LT) personnel qualified in MOS 74D or AOC 74A. Soldiers that have a temporary profile or whom are pregnant are not eligible for course attendance. Military Occupation Specialty- Transition (MOS-T) personnel are not eligible to attend this course.

b. All personnel attending must complete Distance Learning Phase 1 through the Army Learning Management System (ALMS). The link is located in the self service drop-down menu, under my education on Army Knowledge Online (AKO) website.

2. Academic Standards and Performance Evaluations. All Soldiers attending the Biological Integrated Detection System Course are required to meet the following requirements.

a. Receive a passing score on all performance evaluations; evaluated on a "GO / NO- GO" criteria.

b. Successfully complete all performance evaluations during Biological Surveillance Drills and the Field Training Exercise.

c. Receive a passing score on the end of course written examination.

d. Must not be pending any disciplinary/Student Status Review actions during the course.

e. Meet Army body fat standards of AR 600-9 (entry requirement).

ATSN-CBB-TTD
MEMORANDUM FOR Students Attending the Biological Integrated Detection System
Course (ASI-L4)

3. Reporting/Inprocessing. All personnel will report to Nord Hall (Bldg 890), on the corner of South Dakota Avenue and Alabama Avenue (Enclosure 1) at **0500 hours** on the first day of class in IPFU. Bring the following items with you for inprocessing. Soldiers failing to provide required documentation during inprocessing will be referred to the Chain of Command for course retention/dismissal.

- a. Military Identification Card.
- b. 2 copies of TDY orders (1610) and any amendments.
- c. DA Form 31 for leave (if applicable).
- d. Copy of Permanent Profile, DA Form 3349 (if applicable).
- e. Medical records for those personnel in PCS status for overseas.
- f. Building and room number of your billeting and room phone extension.
- g. Hotel name, room and phone number (if billeted off post).
- h. Valid Civilian Drivers License.
- i. Military Drivers License and copy of your DA Form 348/DA Form 348-E.
- j. Accident Avoidance Certificate (within four years) or AAC/DDC Safety Card.
- k. Prescription glasses, if required (no contacts lenses).

4. Army Military Training Service Support (MTSS). Soldiers attending the Biological Integrated Detection System Course fall under the provisions of the Army's MTSS for lodging, transportation, and meal purposes.

<http://www.wood.army.mil/newweb/mncoa/mtss.html>

- a. **Lodging.** <http://www.ihg.com/armyhotels/hotels/us/en/reservation>

1) All TDY Soldiers regardless of rank will report to IHG Army Hotels (privatized lodging) located in the Soldier Service Center (Bldg. 470), on the corner of Constitution Avenue and Replacement Avenue. Do not obtain off post lodging accommodations unless directed to do so by a Maneuver Support Center of Excellence (MSCoE), G3 representative. You will be billeted in on post lodging unless circumstances dictate off post lodging accommodations. You are not authorized and will not be reimbursed for off post lodging that you acquire without coordination of MSCoE, G3 representatives.

2) IAW IHG Army Hotels privatized Army lodging procedures (Enclosure 2), you are attending a functional course that gives you a priority for assignment to on post lodging of either "Priority 4 (ASI functional courses that fill with SGT and below)" or "Priority 7 (ASI functional courses that fill with SSG and above)". We recommend and encourage you to call IHG Army Hotels at either 1-800- 677-8356 or (573) 596-0665 thirty days prior to course attendance to verify placement in either on or off post lodging.

3) MSCoE, G3 representatives coordinate with the management of IHG Army Hotels for lodging accommodations for TDY Soldiers attending professional courses. Every effort is made to billet Soldiers on the installation, but there are rare instances where some are required to be billeted in lodging off post.

MEMORANDUM FOR Students Attending the Biological Integrated Detection System Course (ASI-L4)

4) In cases where Soldiers are confirmed for off post lodging accommodations, request the owning command consider either privately owned vehicle (POV) travel or rental car authorization based on most beneficial cost to the government. When Soldiers are required to be billeted off the installation, MSCoE, G3 representatives coordinate lodging with Army contracted hotels (no out of pocket expense to Soldiers as part of the MTSS process). Soldiers will be provided an Institutional Training Housing Referral Form (Enclosure 3) by MSCoE, G3 that identifies they are billeted off of the installation by no fault of their own. This referral form also serves as a verification document for the necessity of rental car authorization; without this provision, it will be difficult for Soldiers that are billeted off of the installation to travel to and from training each day.

5) It is recommended that all students have a government travel card in their possession prior to school attendance. If you are unable to obtain a government travel card, it is encouraged to bring a personal credit card. As a last resort, a request for a travel advance will be considered only under extreme emergency circumstances.

b. Transportation. Soldiers attending this course will be transported to and from class via Transportation Motor Pool (TMP) assets, except those identified in para. 4b(1).

1) Soldiers in a TDY status, regardless of rank, who are authorized POV or a rental car from their owning unit are responsible for their transportation to and from class. When POV or a rental car is authorized, it is encouraged for students in a TDY status to carpool, but we cannot mandate.

2) Flights. Book your return flight no earlier than 1700 on the day of graduation to ensure sufficient travel time to the airport.

c. Meals.

1) Dining Facilities are available for breakfast, lunch, and dinner meals for all ranks at the Dauntless Dining Facility (MSCoE NCOA) or Specker Dining Facility that is located adjacent to the 84th Chemical Battalion and Specker Gymnasium.

2) Meal cards (MTSS-5) will be issued during inprocessing to all Soldiers regardless of rank. Meal cards will be returned to cadre during outprocessing prior to departing Fort Leonard Wood. MTSS-5 meal cards will cover all weekday meals Monday through Friday; it will not cover weekend meals. Based upon MTSS-5 meal provisions, upon reconciliation of your TDY training, you will receive reimbursement for the daily meal rate authorization for this location for weekend meals. Soldiers are issued a five day meal card (MTSS-5) because their servicing dining facility is not opened on weekends, federal holidays, and dependent on lodging accommodations (could be billeted off the installation).

5. Course Information/Uniform/PRT/Packing List.

a. Course Information. Refer to the USACBRNS website at the following URL. <http://www.wood.army.mil/newweb/chemical/index.htm> , look for ASI-L4 under “courses” tab.

b. Uniform. The duty uniform for the course is ACUs (see seasonal packing list requirements at 5c(4)).

c. Physical Readiness Training. Company physical readiness training is conducted Monday through Friday from 0530-0630. Davidson Fitness Center and Specker Gymnasium facilities are readily available for additional physical training at your discretion.

1) Bring all Improved Physical Fitness Uniform (IPFU) items with authorized grey fleece cap and gloves.

2) Ensure you bring running shoes, not basketball shoes. Make sure to have above ankle white socks with no logos.

3) It is mandatory that all runners wear a reflective road guard vest, which will be issued to all students attending the course. Reflective strips are not a substitute for the road guard vest.

4) Packing List.

Spring/Summer (Apr-Oct)	Fall/Winter (Nov-Mar)
Ballistic Eyewear, Army Approved (with optical inserts, if applicable)	Ballistic Eyewear, Army Approved (with optical inserts, if applicable)
Glasses (if applicable)	Glasses (if applicable)
ACUs (2 sets)	ACUs (2 sets)
Boots, Combat (2 pr.)	Boots, Combat (2 pr.)
Cap, Patrol	Cap, Patrol
Gloves, Leather, work	Gortex or GEN III Cold Weather System
APFU (Shorts, S/S Shirts)	Jacket, Fleece
Bag barracks; Cotton	Undergarments, Polypro or GEN III Lightweight/Medium-weight
Hydration System, Water Bottle, or Canteen	Hydration System, Water Bottle, or Canteen
Overshoes, Boot	Gaiter Neck, Tan/OD Green, Polypro
Wet weather Parka/Trousers	Gloves, Leather, work
Coveralls, if issued	APFU (Jacket, Pants, Shorts, L/S Sleeve Shirts)
Markers, Non-permanent (map markers)	Cap, Fleece Bag barracks; Cotton

ATSN-CBB-TTD

MEMORANDUM FOR Students Attending the Biological Integrated Detection System Course (ASI-L4)

	Fall/Winter (Nov-Mar)
	Overshoes, Boot
	Wet weather Parka/Trousers
	Coveralls, if issued
	Markers, Non-permanent (map markers)

6. **Home Station Unit Training.** We recommend Soldiers, regardless of rank conduct refresher training in the following areas prior to course attendance IOT better the training experience during the culminating training events of the field training exercise.

- a. Operate SINCGARS.
- b. Hand/Arm Signals and Ground Guiding Procedures.
- c. Map Reading/Land Navigation.
- d. Troop Leading Procedures.
- e. OPORD (5 paragraph).

7. **Contact Information.** Your mailing address during course attendance is:

Rank and Full Name
Alpha Company, 84th Chemical Battalion
ATTN: NBCRV, ASI-L4 (Class Number)
495 Iowa Avenue
Fort Leonard Wood, MO 65473

Ensure to fill out a Change of Address Card prior to departing FLW.

8. **Point of Contact.** The Reconnaissance and Surveillance (R&S) Division cadre can be reach at (573) 596-1414 or post operator (573) 596-0131ext. 6-4149; Fax (573) 596-1414 from 0830-1700. After normal working hours (1700 CDT), contact the 84th Chemical Battalion Staff Duty NCO at (573) 528-7831.

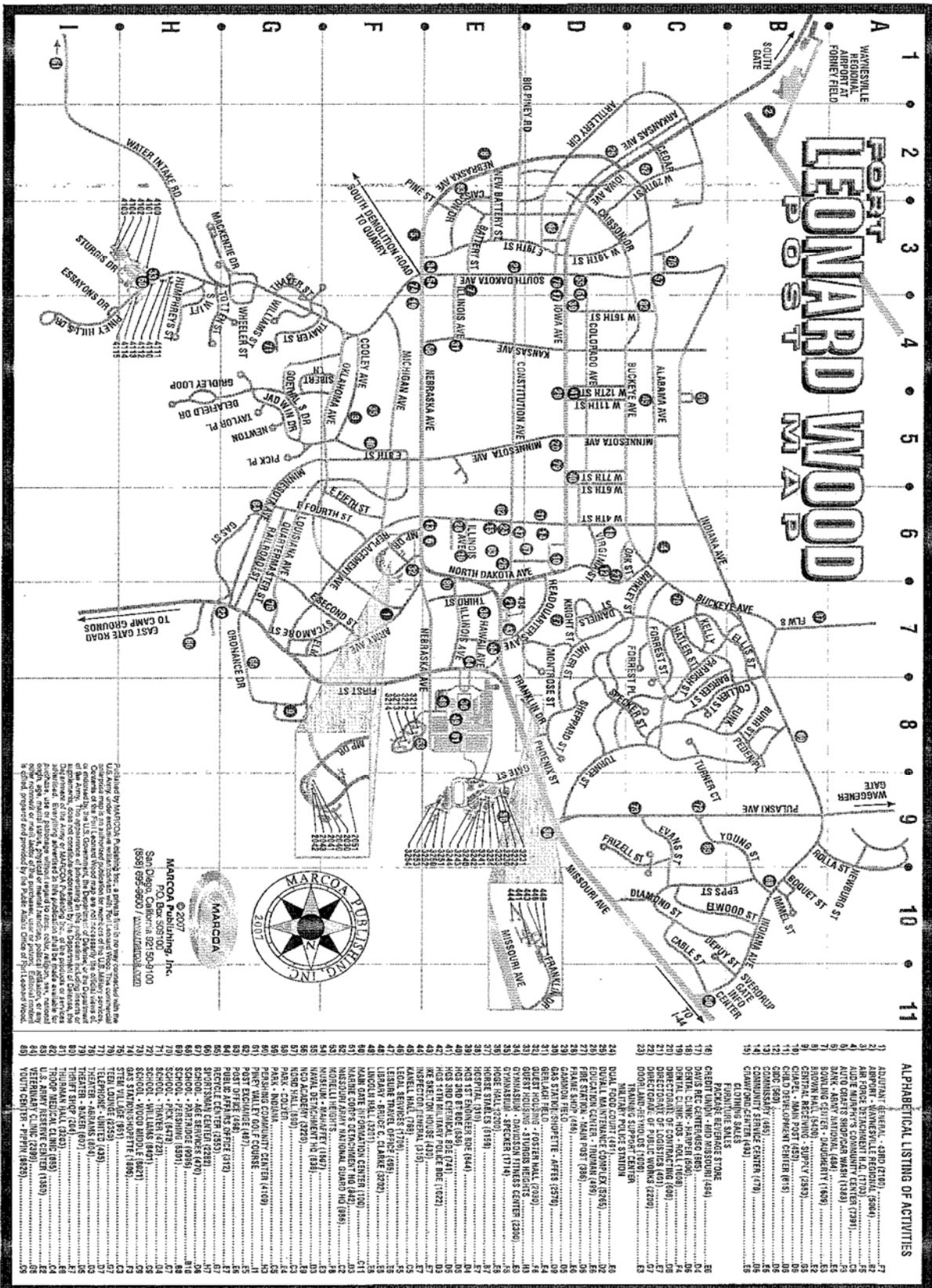
////Original Signed////

ALLAN V. GARCIA

CPT, CM

Chief, Technical Training Department

ATSN-CBB-TTD
 MEMORANDUM FOR Students Attending the Biological Integrated Detection System
 Course (ASI-L4)



INFORMATION PAPER

IMLD-PWH

22 August 2014

SUBJECT: Fort Leonard Wood Privatized Army Lodging (PAL) Procedures

1. Purpose. To provide information on priorities and procedures for placement in on-post lodging.

2. Facts:

a. Reference memorandum, ODCS, DAMO-TRI, Subject: Priority Placement of Soldiers into On-Post Lodging under the Institutional Training In-License Agreements at Fort Leonard Wood, Missouri.

1. Subject memorandum establishes the following priorities for assignment to on-post lodging for Active, USAR and ARNG Soldiers attending training in a temporary duty/active duty for training status.

a) Priority order:

1) Warrior Leader Course

2) Advanced Leader Course to include USAR TASS BN students and cadre

3) Senior Leader Course to include USAR TASS BN students and cadre

4) ASI/Functional Courses that fill with SGT and below

5) Basic Officer Leader Course

6) Warrant Officer Basic and Advanced Courses

7) Captains Career Course-Reserve Components and ASI/Functional Courses

That fill with SSG and above

b. As outlined in DA Msg, DAMO-TRI, 181848Z Apr 11, Subject: Privatization of Army Lodging (PAL), the Army's goal is to lodge all Army resident service school and The Army School System (TASS) battalion students on post utilizing government housing (barracks) and government provided lodging. Those assigned to off-post contracted hotels may be recalled to on-post facilities by the government.

ATSN-CBB-TTD
MEMORANDUM FOR Students Attending the Biological Integrated Detection System
Course (ASI-L4)

SUBJECT: Fort Leonard Wood Privatized Army Lodging (PAL) Procedures

c. Room assignment process:

1. Courses in ATTRS are uploaded to the lodging reservation system at the beginning of the fiscal year. Priority of Soldiers and assignment of rooms is based on availability of rooms at the time the course is scheduled to begin. The standard for housing institutional training students is to exhaust on post lodging capacity first.

2. Class integrity remains an overall priority when availability makes it possible. However, large classes and student loads will occasionally not be housed together.

3. Students are not segregated based on rank except when accommodations such as bathrooms/kitchens are shared. Over half of the 1,652 rooms are shared space. In those cases, like ranks share facilities (i.e., Lieutenants with lieutenants, SSG with SSG).

4. Guests that cannot be accommodated on the installation will be lodged off post in hotels contracted by the G3.

Alice Bischoff/ 573-596-0859

Alice.e.bischoff.civ@mail.mil

Encl 2a

ATSN-CBB-TTD
MEMORANDUM FOR Students Attending the Biological Integrated Detection System
Course (ASI-L4)

**INSTITUTIONAL TRAINING LODGING REFERRAL
TO OFF-POST HOTEL**

RESERVATION No: _____ DATE MADE: _____ FORM # _____

TRAVELER'S NAME: _____
Last First MI

LAST 4 SSN: _____ GRADE: _____ COURSE ATTENDING: _____

COMPONENT: (CHECK ONE) AC: _____ USAR _____ ARNG _____

1. ON POST LODGING IS NOT RESPONSIBLE FOR THE ABOVE NAMED TRAVELOR ON THE
FOLLOWING DATES OR THE FOLOWING PERIODS:

FROM: _____ TO: _____
YYYYMMDD YYYYMMDD

2. RESERVATIONS FOR THE PERIOD OF NONAVAILABILITY OF ON POST LODGING HAVE BEEN
MADE FOR THE ABOVE NAMED TRAVELLER. RESERVATIONS ARE MADE FOR THE
COMMERCIAL LODGING PROPERTY BELOW.

NAME OF HOTEL: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE: _____

3. LODGING OPERATIONS MAY RECALL STUDENT IF LODGING BECOMES AVAILABLE MORE
THAN 14 DAYS PRIOR TO COMPLETION OF SCHOOL.

4. COMPLAINTS REGARDING ACCOMODATIONS IN HOTELS SHOULD BE BROUGHT TO THE
ATTENTION OF STUDENT CHAIN OF COMMAND. UNRESOLVED COMPLAINTS MAY BE
REPORTED TO G3/7 REGISTRAR BRANCH MS. HUMPHREY AT (573) 563-4131.

ISSUING ORGANIZATION: MSCoE, G3, G37, REGISTRAR BRANCH

G3/7 REGISTRAR: _____
Beth Rolufs

TRAVELER'S SIGNATURE: _____ DATE: _____