



DEPARTMENT OF THE ARMY
MANEUVER SUPPORT CENTER OF EXCELLENCE NONCOMMISSIONED OFFICERS ACADEMY
14030 MSCOE LOOP, SUITE 2520
FORT LEONARD WOOD, MO 65473-5000

ATZT-NCC-B

1 March 2016

MEMORANDUM FOR Students of the Chemical, Biological, Radiological and Nuclear (CBRN) Advanced Leaders Course (ALC)

SUBJECT: Welcome Letter

1. Congratulations on being selected to attend CBRN ALC. This memorandum is intended to assist you with reporting and in-processing while attending school at the Maneuver Support Center of Excellence (MSCoE) Noncommissioned Officer Academy for Phases I, II & III.
2. Upon arrival at Fort Leonard Wood, report to the billeting office located at BLDG 470 (adjacent the intersection of Replacement Ave and Constitution Ave) where you will check-in and be assigned your Building and Room. Prior to arrival you may call (573) 329-3704 or visit the following site (<http://www.ihg.com/armyhotels/hotels/us/en/reservation>) to make reservations.
3. You must check into lodging on your Report Date. First formation will be held on the Start Date (following day) at 0500 for all personnel. The first formation will be held inside MSCoE Bldg, 3203 MANSCEN Loop, Thurman Hall, Room 1522. The graduation for this class is the scheduled End Date of the entire course at 1000hrs; hours are subject to change. Training days are six days a week Monday through Saturday. The uniform for the first formation will be APFU/IPFU for all three phases: shorts and short sleeve shirt will be worn (long sleeve with shorts, jacket and pants are weather dependent). **No spandex** will be worn at this formation, as a height and weight will be conducted during in-processing. Additional in-processing will also be conducted following the height and weight screening. The Army Physical Fitness Test is scheduled between Day 4 or 5 for Phase 1 & 2.
4. You are **NOT** authorized or will be allowed to bring privately owned weapons, stun guns, or knives with a blade over three inches in length. These items are not permitted to be brought to the course and cannot be stored in billeting. **DO NOT BRING THEM.**
5. **YOU MUST BRING THE FOLLOWING ITEMS TO THE FIRST FORMATION:**
 - a. DA Form 1059 showing completion of Basic Leader Course (**Mandatory**)

- b. HAZMAT Awareness Certification Training (**Mandatory**) for Phase I. In addition bring a copy of HAZMAT Operations and Technical Certification Training if already certified for Phase II and III. (**Mandatory**)
- c. Structured Self Development 2 (SSD2) Certificate or BNCOC Common Core DA Form 1059. See ALARACT 126/2014 Change 2 for details. (**Mandatory**)
- d. MSAF360 results at: <http://msaf.army.mil/LeadOn.aspx> (**Mandatory**)
- e. DA Form 1610, with amendment orders if applicable.
- f. Total Army School System Unit Pre-Execution Checklist (July 2009).
Must be signed within 30 days prior to attending the course
<http://www.tradoc.army.mil/tpubs/TRADOCForms/tf350-18-2-R-E.pdf>
- g. DA Form 705 (Current APFT Card within the last 30 days)
- h. DA Form 5500/5501-Body Fat Worksheet (if applicable within the last 30 days)
- i. DA Form 3349 (Permanent) (if applicable) (If you have a P3/P4 you must have a copy of MMRB results)
- j. Enlisted Record Brief (ERB), dated 1-week prior to class start date.
- k. Optical Inserts for M50 Mask (Mandatory for students required to wear glasses)
- l. CAC Card and ID tags (ensure your ID card has all/current certificates uploaded)
- m. Students over 40, bring completed physical or PHA with Cardio Vascular Screening (if Applicable) If you are 40 years of age or older, you must provide this documentation in order to train. Failure to provide a valid over-forty screening could result in dismissal from the course. A copy of your PHA will not be accepted without a CVS (Cardio Vascular Screening/EKG).
- n. Complete the online Accident Avoidance Course at: <https://www.lms.army.mil/>
- o. Composite Risk Management Basic Course at: <https://safety.army.mil/>
- p. Student In-processing Personal Data Sheet (see attached)
- q. Completed Student's Chain of Command Contact Information Sheet (see attached)
- r. Know your AKO username and password.

NOTE: Items listed as "MANDATORY" don't fall into the 72 hour rule and are required during initial In-processing on the first day for validation or denied enrollment will occur. If you are missing any other items, you must make arrangements to have them faxed to you at commercial: (573) 563-8134 within 72 hours of in-processing. You must have extra copies of these documents for personal records. Copies will not be made at the time of in-processing. Failure to provide these documents after the 72 hour deadline may result in being denied enrollment to the course.

6. Distance Learning HAZMAT Awareness Certification. **This is a course prerequisite to be completed prior to attending the CBRN Advance Leaders Course Phase 1.** All NCOs attending this course will need to go to the website (listed below). When you go to the site, you need to sign-in as a "**new user**" and complete the

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training. The training will take approximately 4-6 hours to complete. Once you have completed the training and passed the certification exam, you must "**click on the link**" at the bottom of the training completion page. This will send an e-mail verification to the IFSAC database where your successful completion of training will be recorded and a certificate of completion can be printed out. To find the HAZMAT Awareness course:

Website for Distance Learning HAZMAT AWARENESS TRAINING:

<https://afcec.adls.af.mil> or <http://totalforcevlc.golearnportal.org/>

AFCEC:

1. Login
2. Click on "Course List"
3. Scroll down to "Air Force Emergency Management Training"
4. Click on (+) sign next to course to open sub folders
5. Scroll down to "Hazmat Awareness Course v.2.1 - December 2013 (Online)"
6. Click link to start course.

Total Force:

- 1) Go to <http://totalforcevlc.golearnportal.org/>
- 2) Click the "Register here"
- 3) Enter your @mail.mil email address
- 4) Click "Accept" for the terms
- 5) Go to email account and go to link provided
- 6) Fill in all mandatory user information and SUBMIT
- 7) Click "My Courses" ----> "Fire & Emergency Services Training"
- 8) Scroll down and select "47201W_01 Hazardous Materials Awareness"
- 9) Begin the Course

This training must be completed NLT 10 days prior to attending school. You must bring this certificate of training to the course for initial in-processing.

7. MANDATORY EXEMPTION from CBRN ALC Phase I will be requested if you already possess an IFSAC or ProBoard HAZMAT Operations and Technician Certificate with a Seal number. A DA Form 4187 must be signed by the first O5 within the Soldiers chain of command certifying the Soldiers credentials. Details and POC for 4187 can be found at: http://www.wood.army.mil/newweb/mncoa/cbrn_alc.html. Routing information provided in 4187 Template is for all Active Duty Soldiers. For Reserve Component, please contact your Brigade ATRRS Manager for exemption.

8. Participation in the Sensitive Site Assessment practical exercise requires students to be medically cleared for wear of Air-Purifying Respirators and Positive-Pressure Self-Contained Breathing Apparatus (SCBA). Students will be in a medical surveillance program to monitor them during actual hands-on training exercises. During HAZMAT medical screening, students will participate in a medical screening questionnaire with a

licensed medical physician. This questionnaire will be reviewed by the General Leonard Wood Army Community Hospital Occupational health staff. If the student is cleared, they will be given a medical clearance for the duration of the course. A medical baseline of each student's vital signs will also be obtained for medical surveillance use during training exercises. Students who cannot be medically cleared will go through an additional medical screening to determine if you will be medically dropped from the course.

9. The following requirements for training at the Chemical Defense Training Facility (CDTF) are provided to help prepare students for toxic agent training. Adherence to the requirements listed below are mandatory and failure to adhere them will result in student dismissal from CDTF training, which is required to graduate from the course. Hair styles need to be clean and conducive to the proper wear and fit of the protective mask. Students will not be allowed to train at the CDTF if they have hair extensions, beads, braids, dreadlocks, nail attachments (finger or toe) to include acrylic nails, or any artificial devices attached to their person to include piercing paraphernalia, medical patches (i.e. birth control, nicotine, or any other patches) and need to have them removed prior to attendance to the course. **The M50 pro-mask optical inserts are needed for students who are required to wear glasses during normal operations.** Students that do not possess the M50 version pro-mask optical inserts will be afforded the opportunity to be fitted during Phases II or III but are strongly recommended to bring their M40 inserts.

10. In accordance with (IAW) Army Regulation 350-1, appendix K, paragraph e, students scheduled to attend selected PME courses (ALC and SLC) will be notified through ATRRS to participate in a Multi-Source Assessment and Feedback (MSAF). The minimum requirements for the MSAF is for the student to be assessed by three superiors, three peers, and five subordinates at least 45 days prior to arrival to the identified course. Students will provide a copy of the Individual Feedback Report (completed MSAF) NLT Training Day 7 as proof of completion and receive coaching if requested. Failure to provide proof of completion will result in written counseling and removal from academic honors.

11. Transportation is the responsibility of the student. In Bound Students must pre-arrange own transportation using airline, bus, POV or other means. If you are NOT driving it is highly recommended for students to fly directly into Fort Leonard Wood (TBN). **Note: Students will not plan on departing FLW prior to 1500hrs when completing Phases I or II and not before 1300hrs for Phase III graduation.**

12. You may also utilize the following sources for information (packing list and syllabus) and course updates:

- a. MNCOA CBRN ALC Welcome Page:
http://www.wood.army.mil/newweb/mncoa/cbrn_alc.html

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- b. CBRN ALC Syllabus: <http://www.wood.army.mil/newweb/mncoa/documents/CBRN%20ALC%20Syllabus.pdf>
- c. CBRN ALC Packing List: http://www.wood.army.mil/newweb/mncoa/documents/CBRN_ALC_Packing_List.xls.pdf
- d. MNCOA PRT: <http://www.wood.army.mil/newweb/mncoa/prt.html>
- e. MNCOA Facebook Page: <https://www.facebook.com/pages/MSCoE-NonCommissioned-Officers-Academy/315832898528896?fref=ts> or search "MSCoE NCOA"

13. The point of contact for this memorandum is SFC Rivera, Liliana.rivera2.mil at (573) 563-7478 or the undersigned at 573-563-7469, antonio.leonvega.mil@mail.mil.

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