



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-A

1 April 2016

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

SUBJECT: Welcome Letter

1. Congratulations on being selected to attend CBRN SLC. 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.
2. Soldiers attending the NCOA will report to the IHG Lodging Office Bldg 2020, Candlewood Suites, 573-596-0999, or 1-800-677-8356, for lodging assignment. 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.**
3. You must check into lodging on your Report Date. First formation will be held on the Start Date at 0530 for all personnel. The first formation will be held inside MSCoE Bldg, 3203 MSCoE Loop, Thurman Hall, room 1522. **YOU MUST BRING THE FOLLOWING ITEMS TO THE FIRST FORMATION:**
  - a. DA Form 1059(s) showing completion of all phase of the CBRN Advanced Leaders Course **(Mandatory)**
  - b. HAZMAT Awareness Certification Training **(Mandatory)** for Phase 1.
  - c. Structured Self Development 3 (SSD3) Certificate or ALC/BNCOC Common Core DA Form 1059. See ALARACT 126/2014 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
  - 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. Common access card and ID tags (ensure your ID card has all/current certificates uploaded)

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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.

4. The graduation for this class is the scheduled End Date at 0900; times 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 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 for Training Day 2 for Phase 1.

5. Distance Learning HAZMAT Awareness Certification. **This is a course prerequisite to be completed prior to attending the CBRN Senior Leaders Course.** All NCOs attending this course will need to go to the website (listed below). You need to use a military network, in order for it to load properly. When you go to the site, you need to sign-in as a "**new user**" and complete the 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:

a. Website for Distance Learning HAZMAT AWARENESS TRAINING:

(1) <https://afcec.adls.af.mil> or

(2) <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/>

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- 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

**b. 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.**

6. Course Prerequisites:

a. Active Army, Army Reserves, National Guard, or Active Guard Reserve (AGR) enlisted personnel in the 74D Career Management Field (SSG (P) or SFC). Soldiers must be a graduate of the Chemical, Biological, Radiological, and Nuclear (CBRN) Basic Noncommissioned Officer Course (BNCOC), CBRN Advanced Leader Course (ALC), or CBRN Transition Course. Soldiers must have a completed pre-execution check list, **SIGNED BY THE UNIT COMMANDER**, upon arrival at SLC. Soldiers who do not have the required pre-execution checklist within the time frame allocated in TRADOC Reg 350-18 will be returned to their units.

b. Soldiers must complete five online courses (approximately 16 hours of training) PRIOR to reporting to CBRN SLC (bring certificates with you to in-processing). The first four (FEMA Courses) are located at <https://training.fema.gov/is/crslist.aspx>; the last, DSCA Phase 1 is located at <https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam?ORG=JKO&cid=502882> .

- (1) IS-100.B: Introduction to ICS, ICS-100
- (2) IS-200.B: ICS for Single Resources and Initial Action Incidents
- (3) IS-700.A: NIMS an Introduction
- (4) IS-800.B: NRF, an Introduction
- (5) Defense Support of Civil Authorities (DSCA) Phase 1

**c. NOTE: Failure to provide proof of course completion during in-processing may result in enrollment being denied.**

d. **NOTE:** New Requirement IAW AR 350-1, Appendix K. Effective 1 September 2013, ALC and SLC students are required to initiate their MSAF360, at <http://msaf.army.mil/LeadOn.aspx>, NLT 45 days prior to their report date and bring their MSAF360 results to the course.

e. **NOTE:** Effective 1 JUN 13, Structured Self Development 3 (SSD-3) is a prerequisite to attend the CBRN SLC. Reference: SSD ALARACT 216/2012.

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7. The Leaders of this course will enforce Army Standards and Discipline. You will be expected to have a positive attitude, a professional appearance, and personal commitment to excellence aligned with the Profession of Arms. I am committed to ensuring all students meet the established standards of the Individual Student Assessment Plan (ISAP). Students need to read the ISAP as well as the student guide located on the website **before** arriving to the course, paying special attention to dismissal procedures and adverse 1059 information.

8. 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 adhere them will result in student dismissal from CDTF training, which is a course graduation requirement. Hair styles need to be clean and conducive to the proper wear and fit of the M50 Protective Mask. Students will not be allowed to train at the CDTF if they have hair extensions, braids, 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.

9. Transportation is the responsibility of the student. In Bound Students must pre-arrange own transportation using airline, bus, POV or other means. The NCO Academy does not have a requirement for students to have authorization for rental vehicles. This decision will be left entirely up to your Chain of Command as there are adequate means of transportation at the student's disposal while attending the course. If you are NOT driving it is highly recommended for students to fly directly into Fort Leonard Wood (TBN). **Note: Students should not plan on departing FLW prior to 1700 when completing Phases 1 or 2 and not before 1200 for Phase 3 graduation.**

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

a. MNCOA CBRN SLC Welcome Page:

[http://www.wood.army.mil/newweb/mncoa/cbrn\\_slc.html](http://www.wood.army.mil/newweb/mncoa/cbrn_slc.html).

b. MNCOA Facebook Page: <https://www.facebook.com/pages/MSCoE-NonCommissioned-Officers-Academy/315832898528896?fref=ts>

c. MSCoE NCOA MNCOA PRT: <http://www.wood.army.mil/newweb/mncoa/prt.html>

11. The point of contact for this memorandum is the undersigned at (573) 563-7468, DSN: 676-7468 or 573-528-9325 or [marcus.a.foster4.mil@mail.mil](mailto:marcus.a.foster4.mil@mail.mil).

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//Original Signed//  
MARCUS A. FOSTER  
1SG, USA  
Course Chief