

Fort Leonard Wood

CBRNC3 Student Officer Checklist

Rank	Name (Last, Name)
CPT	
Unit	Class Name and Write in Class Number
Alpha Company, 84th Chemical Battalion, 3d Chemical Brigade	CBRNC3 <input style="width: 100px; height: 20px;" type="text"/>

Step	Inprocessing				
	Activity	Who	Phone Number	Date	Stamp/Signature
1	SGI, S1. DA 31. Ensure DA 31 is signed by SGI/L or S1 on arrival day.	<i>Active Duty only</i>			
2	S1. Assign. Assign students to applicable UIC upon arrival to course.	<i>All students</i>	6-6237 6-6312 6-6291		
3	Transportation (Bldg 470, Rm 1219) Walk-in 0830-1530, M, T, T, F and 1230-1530 on W. See only if you have to turn in DITY, partial DITY documents or have questions.	<i>Active Duty only</i>	6-0077		
4	Government Travel Card (Bldg 633C) Ensure students have a Government Travel Card or apply for one. If a student has a GTC, they still will inprocess for tracking purpose.	<i>All students</i>	6-7222		
5	Tricare. SGI/L will contact Tricare for an inbrief for all students. https://www.tricareonline.com or 1-800-600-9332. All students MUST receive the Tricare inbriefing.	<i>All students</i>	329-2026 Ext 50005		
6	84th CM BN S2. Student will inprocess S2 to be entered in JPAS.	<i>All students</i>	6-2406		
7	84th CM BN S6. Student will inprocess S6 for email account creation.	<i>All students</i>	6-2406		