



DEPARTMENT OF THE ARMY
U.S. ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR SCHOOL
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT
14010 MSCOE LOOP, SUITE 3102
FORT LEONARD WOOD, MISSOURI 65473-8926

Greetings,

Welcome to The Chemical, Biological, Radiological and Nuclear Warrant Officer Advance Course (WOAC) Class 501-16, Fort Leonard Wood, the home of the Chemical Corps. This letter provides information necessary to successfully arrive and in-process your course of instruction and basic information about WOAC.

First I would like to introduce myself as your Small Group Leader, CPT Matthew Giffen from the Officer Training Department at the United States Army Chemical, Biological, Radiological, and Nuclear School. I strongly promote the policies and procedures outlined in the Army SHARP program. I will ensure the fair and respectful treatment of all students therefore fostering a positive environment throughout the course.

You are receiving this email because you are scheduled to begin the WOAC on 01 February 2016. Your decision to attend the WOAC is an important milestone in your career path and I will give you 100% to make your experience a success. As field grade warrant officers you are expected to serve as a member of a CBRN Staff from Battalion thru Corps level provide in-depth technical expertise in CBRN operations, assist in planning and coordinating CBRN operations and facilitate training. This course has been designed to help prepare you for those future roles. The course will be challenging and will require you to write papers, give briefs and speeches, and take several exams. We will be training with a full schedule and will have limited time to in-process. In order to prepare you for the next few months of training, please read the equipment, travel, and pre-requisite requirements on the following website:

<http://www.wood.army.mil/newweb/chemical/woac.html>. The website is undergoing updates; however, the information below is accurate.

Distance Learning:

Prior to arriving to class on 1 February 2016 you will be required to complete 75 hours of Common core distance learning and four FEMA courses (this will be required prior to week 5). If you choose to, you can take Ammo 66 Radiation Safety Training (not mandatory but an outstanding refresher) and ACQ 101 Fundamentals of systems Acquisition Management (not mandatory but good for your professional growth, and lastly

Common Core: Please see attached memo.

Federal Emergency Management Agency (FEMA) Courses: Please see attached memo.

Ammo 66 Radiation Safety Training: This course provides personnel designated to serve as unit Radiation Safety Officers with a broad understanding of ionizing radiation and the safety practices used to limit human exposure. This course covers the general characteristics of radioactive materials, how and why these materials are used, the potential hazards associated with various isotopes, the regulations governing how these materials are to be used, stored, transported and disposed, and the methods used to limit and document exposures. Approximately 20 hours (self-paced learning), the test is comprised of multiple choice questions. You must get a score of 75% or higher to complete the course. After three unsuccessful attempts to do so, the course will be marked as unsuccessful. Course topics include: Basic

Nuclear physics, ionization of matter, units of measure, ionizing radiation, military commodities, regulatory requirements, radiation accidents and radioactive waste disposal.

Link: http://www.dactces.org/index.php?option=com_content&view=article&id=287:ammo-66-dl-radiation-safety&catid=50&Itemid=76

ACQ 101 Fundamentals of Systems Acquisition Management: Defense Acquisition University (DAU) provides an excellent Distance Learning Product for Acquisition (ACQ 101). See memo for Course topics and objectives. Link: http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=2

Reporting Procedure:

During the duty day students will report to Nord Hall (Building 890), Commercial (573) 596-5226.

During non-duty hours, students will report to the 3rd Chemical Brigade Staff Duty (573-596-0131 ext 6-6671) at 5569 Iowa Ave. Your leave will stop when you sign in to the BDE.

Your new Company is A Co., your new Battalion is 84th CM BN and your BDE is 3rd CM BDE.

Alpha Company 84th Chemical Battalion will provide additional specific information and command support once you in process. If you need more information in advance, either:

-Visit the Fort Leonard Wood website.

-Call Alpha Company 84th Chemical Battalion CM BN: DSN 581-2599/4161/5226 or Commercial (573) 596-0131 EXT 62259/4161/5226. Or call the Officer Training Department office MSCoE, TH 1011, at Commercial (573) 596-0131 Ext 67721/7719. We will do everything within our ability to ensure that your transition to Fort Leonard Wood is a smooth and efficient one.

Post Billeting is located in the Soldier Service Center, Building 470 on West 4th Street/Replacement Avenue and Constitution Avenue. If directed to obtain Off-Post housing, Post Billeting will provide you with a Statement of Non-Availability. Also, if directed to obtain off-post lodging, you will notify Alpha Company, 84th Chemical Battalion prior to attempting to obtain any lodging off-post. Alpha Company Commander can be reached at (573) 596-0131, extension 6-2616 or First Sergeant at extension 6-4161.

In-Processing:

Soldiers need to be sure to report for in-processing in their Duty Uniform.

-When arriving for In Processing, soldiers must have their PCS Orders and their DA Form 31 (Leave form.)

Day One Instructions:

* At 0600hrs on 01 February 16 you will report in IPFUS (Winter), to include road guard vest, to Nord Hall (A Company) for Height and Weight.

* You must report within the Army's Body Composition Standards (AR 600-9). If you do not report within standards, you will not be allowed to begin the course.

* Additionally, bring a set of ACUs with you. You will be required to change from IPFUs to ACUs after the weigh-in.

* If you have a current profile you need to bring it with you on Day One.

* You will take an APFT within 72 hours. You must pass the APFT to continue in the course.

Misc:

* Classes Ensure you are released from your Defense Travel System hierarchy before you departure from your current duty station. You will be going TDY while attending CBRN C3. If you do not execute this while at your current unit, it will be extremely difficult to do from FLW. *** This is extremely important and is a constant friction point.

* When in processing, ensure the BN S2 receives you in JPASS. There are security clearance requirements in the first couple of days of the class. If your clearance expires right before or during the course, address the matter with your S2 or as soon as you arrive. If you do not, you will not be able to attend important training events. Additionally, make sure the S6 creates your student account for network access. You will need a current Information Assurance, AT Level 1, and TARP certificate to in process. All class material will be posted to a shared drive on the local network.

* You will need a government travel card as you will go TDY during the course. If you do not have one, you **must** begin your application process. This is extremely important and must be started now.

* PT still starts at 0530 here. 5 days a week.

* Email me copy of your **ORB ASAP**. This is for administrative purposes only.

* MEDPROS doesn't stop while in School. Stay green.

If you have any questions please send an e-mail or contact us at the below numbers.

If you have any special circumstances please let us know now so the proper accommodations can be made.

We look forward to your arrival. Be safe during your travels.

CPT Giffen: 573-563-7385

PLEASE READ THE ENTIRE DOCUMENT.

**USACBRNS CBRN CAPTAINS CAREER COURSE
Phase 3
ATRRS: 4-3-C23 (DL)
Letter of Instruction (LOI)**

1. **PROGRAM DESCRIPTION: The USACBRNS Captains Career Course Phase 3 consists of 75 academic hours.** The complete course consists of four (4) phases. Phase I is a branch specific Distance Learning phase consisting of approximately 81 hours in decontamination operations, CBRN warning and reporting, radiological operations, and other technical topics. Phase II is a two week resident training phase conducted at the CBRN School. In this branch technical phase, subjects covered include chemical and biological agent effects and defense concepts, radiological operations, toxic agent training, and hazardous materials operations training. Phase III consists of 75 hours of Common Core Distance Learning subjects required for all officers. Phase IV is a two week resident phase consisting of the Military Decision Making Process, digital training and a Combined Arms Exercise. Completion of this course results in preparing the student for BN or higher level staff and Company Command positions.

2. **COURSE ACCESS: YOU WILL NOT TAKE THE CURRENT COURSE CONTENT ON THE ALMS!**

1. Prior to beginning the course, you will need to register through CGSC's student enrollment portal: <https://cgsc2.leavenworth.army.mil/students/SALT/index.asp>.
2. You may log in using either your traditional AKO username and password combination or your CAC card. On the first screen, select the course year, i.e. RC-CCC 2015.
3. Once you've landed on the next page, you will see the default site user agreement and instructions for registering your information. Select the NEXT button to continue.
4. The next page is the Program Application Page, where you will enter your personal information in order to register for the Common Core DL. Please ensure you select the correct COE/Proponent School from the drop-down menu, as this selection maps you to the correct branch offering of the Common Core DL.
5. Within 1-2 business days, you will receive an email confirming your registration has been received. A follow-up email will be sent once your Blackboard account has been activated.
6. You may then commence your Common Core DL on Blackboard.
7. Please see the student guide contained at the end of this letter for instructions for logging in and completing the content.\
8. Once you have completed the course on the CGSC Blackboard site, you must contact the Proponent POC listed below to mark you complete in the ALMS/ATRRS. Please allow at least 72 hours for your request to be processed.

3. HOW TO RECEIVE CREDIT:

- a. Once you have notified the CBRNS POC listed below of your Blackboard completion, you will be marked complete for the ALMS content and can print your certificate using the steps below:
- b. Completion information will automatically be transferred to the Army Training Resources and Requirements System (ATRRS) once it is manually placed within the ALMS by the Proponent POC listed below.
- c. If you would like to print a certificate of completion for your records, click on "Completed Learning" from the left menu, then click the "Transcript" link.
- d. Locate "COURSE NAME" and hover over the "Actions" link. The "Print Certificate" link will appear in the "Actions" bubble. You may click this to generate your certificate.

9. If you encounter any errors and you have completed all of the steps above, you may seek assistance using the ALMS Help button at the bottom of the left menu on any ALMS page, or contact the Army Training Help Desk at:

Website: <https://athd-crm.csd.disa.mil>

Toll Free: 1-800-275-2872 option 1

Email: athd@mailds01.csd.disa.mil Hours of Operation: 24/7

CBRN School POC:

Meredith Jansen
Directorate of Training and Leader Development
U.S. Army CBRN School
Ft. Leonard Wood, MO 65473
Meredith.a.jansen.civ@mail.mil
(573)-563-7164 DSN 676

Registering for the Blackboard Course Offering

1. Prior to beginning the course, you will need to register through CGSC's student enrollment portal: <https://cgsc2.leavenworth.army.mil/students/SALT/index.asp>.
2. You may log in using either your traditional AKO username and password combination or your CAC card. On the first screen, select the course year, i.e. RC-CCC 2014.

The screenshot shows the 'STUDENTS' portal for Command & General Staff College. A red banner at the top states: 'This site will be off line for routine maintenance Friday, May 23, 2014, from 5PM to midnight Central Time. We apologize for any inconvenience this may cause.' Below the banner is the 'Student Record Form' with a dropdown menu for 'Course' set to 'RC-CCC 2014' and a red 'NEXT >>' button.

3. Once you've landed on the next page, you will see the default site user agreement and instructions for registering your information. Select the NEXT button to continue.

The screenshot shows the 'RC-CCC DL Program Application' page. It includes a header with the college name and a red maintenance banner. The main content area contains the following text:

*****Confirmation of Attendance at the Reserve Component Captains Career Course (RC-CCC) DL*****

IMPORTANT Note: All email correspondence is sent to your AKO e-mail address. Please check your AKO email account for confirmations and instructions.

PRESCRIBING DIRECTIVE: AR 350-1, AR 350-10, AR 600-8-104, AR 600-20; AUTHORITY: 10 U.S.C. 3013 and U.S.C. 3503

Principal Purpose: To obtain current background information on Captains slated to attend RC-CCC DL

Routine Use: Identify individuals with specific qualifications, assignment background, education expertise/disciplines, and to obtain emergency contact information. SSN is used solely as a means of identification; however, the SSN and any other information contained on this form may be provided to Federal, state, or local authorities in connection with official business.

Disclosure & Effect: Voluntary. However, without the information, the individual will not receive the necessary administrative support for registration and enrollment in RC-CCC DL.

Instructions:

- Only the person logged in with their AKO account can apply. Any application submitted under your account will be tied to your AKO user name.
- Required fields are noted with an asterisk (*). You will not be able to submit the application unless all required fields are filled in.
- You will be able to view all the pages of the application without error before submitting the application for preparation.
- You will not be able to save your information and come back at a later time to finish the form.
- If you receive any errors while filling out the application, please contact the CGSC Webmaster at usarmy.leavenworth.tradoc.mbx.lde-ouicesth-rtbox@mail.mil. Please describe where you were in the application and the error you received.
- The application will log out after 15 minutes of inactivity and your data will be lost unless you submit it.

Please click the **Next** button below to complete your General Information Form.

- The next page is the Program Application Page, where you will enter your personal information in order to register for the Common Core DL. Please ensure you select the correct COE/Proponent School from the drop-down menu, as this selection maps you to the correct branch offering of the Common Core DL.

STUDENTS
Command & General Staff College
Fort Leavenworth, Kansas

This site will be off line for routine maintenance Friday, May 23, 2014, from 5PM to midnight Central Time. We apologize for any inconvenience this may cause.

Home

Site Tools
Privacy/Status

RC-CCC DL Program Application - edward.ziembinski

General Information

AKO User Name* edward.ziembinski

Last Name* First Name* Middle Name* SSN* (no dashes)

Gender*
 Male Female

Date of Birth* (YYYYMMDD)

Experience

Grade* Rank* Date of Rank (DOR)* (YYYYMMDD) (Civilian enter: 19000101)

Date of Commission* (YYYYMMDD) (Civilian enter: 19000101) Control Branch* Basic Branch* (Civilian enter: 19000101)

Service Component* Guard/Reserve Status Code* Highest Level Education* (Civilian enter: 19000101) OTHER

COE School* (Civilian enter: 19000101)

* Fields with asterisk are required

BACK **PLEASE NOTE: By submitting this Student Record Form for pre-registration online, you are certifying that everything you have stated in the form is correct. **SUBMIT**

Customize CDSIC Webmaster Last modified: Friday, February 28, 2014

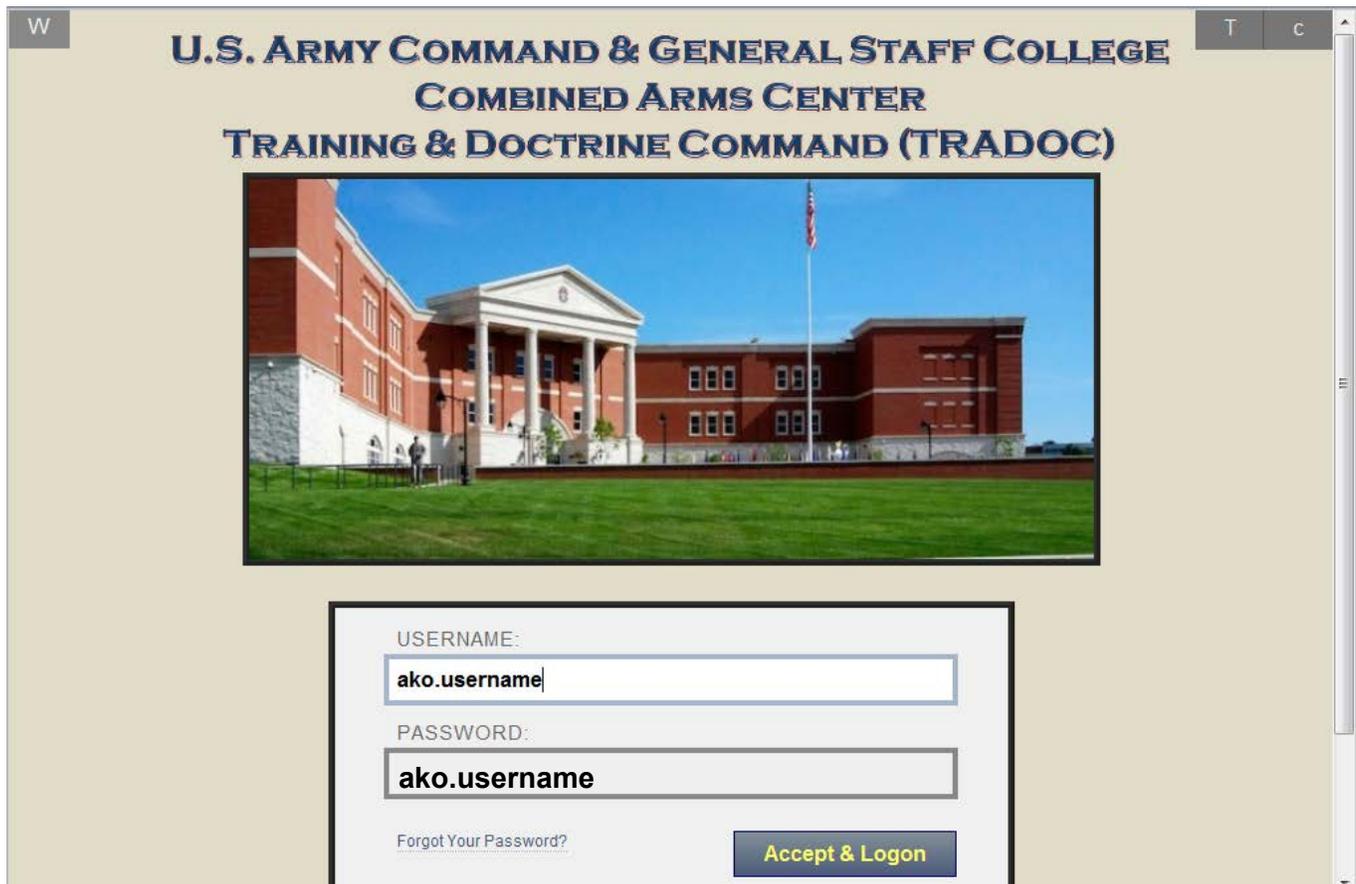
- Within 1-2 business days, you will receive an email confirming your registration has been received. A follow-up email will be sent once your Blackboard account has been activated.
- You may then commence your Common Core DL on Blackboard.

Accessing Blackboard for the First Time

Welcome to Common Core phase of the Reserve Component Captain's Career Course. These instructions will provide guidance on how to access and complete the course through Blackboard.

This course is constantly being updated, and your feedback is essential.

1. This course is on Blackboard.com, which is a different product than the Army's Blackboard, and can be accessed at this URL:
<https://cgsc.blackboard.com/webapps/login/>
2. Your username is your AKO username. Your initial password is ALSO your AKO username (all lowercase). Note: this is **NOT** your enterprise/DISA username.



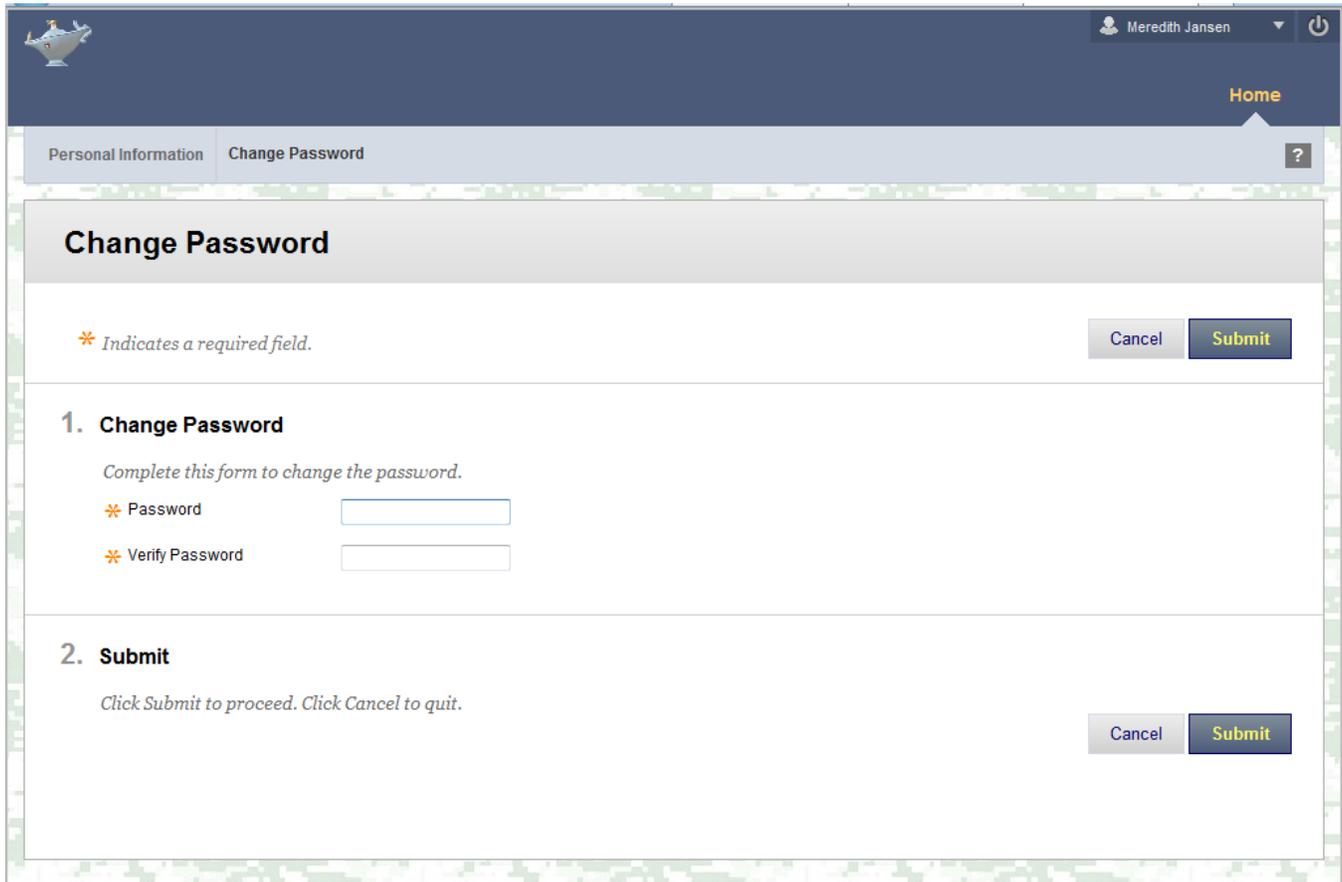
**U.S. ARMY COMMAND & GENERAL STAFF COLLEGE
COMBINED ARMS CENTER
TRAINING & DOCTRINE COMMAND (TRADOC)**

USERNAME:

PASSWORD:

[Forgot Your Password?](#)

3. As soon as you get logged in, please go to *Personal Information* under the *Tools Menu* on the left of the Blackboard homepage and change your password. Since Blackboard.com is not linked to your AKO user account, you may change your Blackboard password to whatever you wish.



The screenshot shows the Blackboard user interface. At the top right, the user is logged in as Meredith Jansen. A navigation bar includes a 'Home' link and a help icon. Below this, a breadcrumb trail shows 'Personal Information' and 'Change Password'. The main content area is titled 'Change Password' and contains the following instructions and form fields:

* Indicates a required field.

1. Change Password
Complete this form to change the password.

* Password

* Verify Password

2. Submit
Click Submit to proceed. Click Cancel to quit.

Buttons for 'Cancel' and 'Submit' are located at the top right and bottom right of the form area.

4. To access your course, return to the Homepage. Look on the right side of the page under *My Courses*. Your course title is: *[Your Branch] CCC Common Core DL*.

The screenshot shows the Blackboard 'My Home' page. At the top right, there are links for 'Home' and 'Master Library and CGSC Resources'. Below the navigation bar, there are several sections:

- Tools:** A list of utility tools including Announcements, Calendar, Tasks, My Results, Send Email, User Directory, Address Book, Personal Information, and Goals.
- Password Information:** A message advising users to change their passwords periodically and providing instructions on how to do so.
- My Announcements:** A list of announcements for various courses, including CBRN, EN, FA, MCOE, MLC, MP, SALT, SIGNAL, USAACE, and USAACoE. A red arrow points to the 'CBRN CCC Common Core DL' entry.
- My Courses:** A list of enrolled courses, including CBRN, EN, FA, MCOE, MLC, MP, SALT, SIGNAL, USAACE, and USAACoE. The 'CBRN CCC Common Core DL' entry is circled in red.
- On Demand Help and Learning Catalog:** A section providing links to learn more about Blackboard Learn and the On Demand Learning Center.
- Mobile Learning Update:** A promotional banner for the Blackboard Mobile Learn app.

The screenshot shows the course page for the School of Advanced Leadership and Tactics (SALT). The page features a large central image of the school's crest, which includes a shield with a blue and white design, topped with a golden eagle and surrounded by red and yellow banners. Below the crest, the text reads 'School of Advanced Leadership and Tactics'.

Below the crest, the course title is displayed: **School of Advanced Leadership and Tactics (SALT)**
CCC Common Core DL

The page also includes contact information for the Point of Contact (POC):

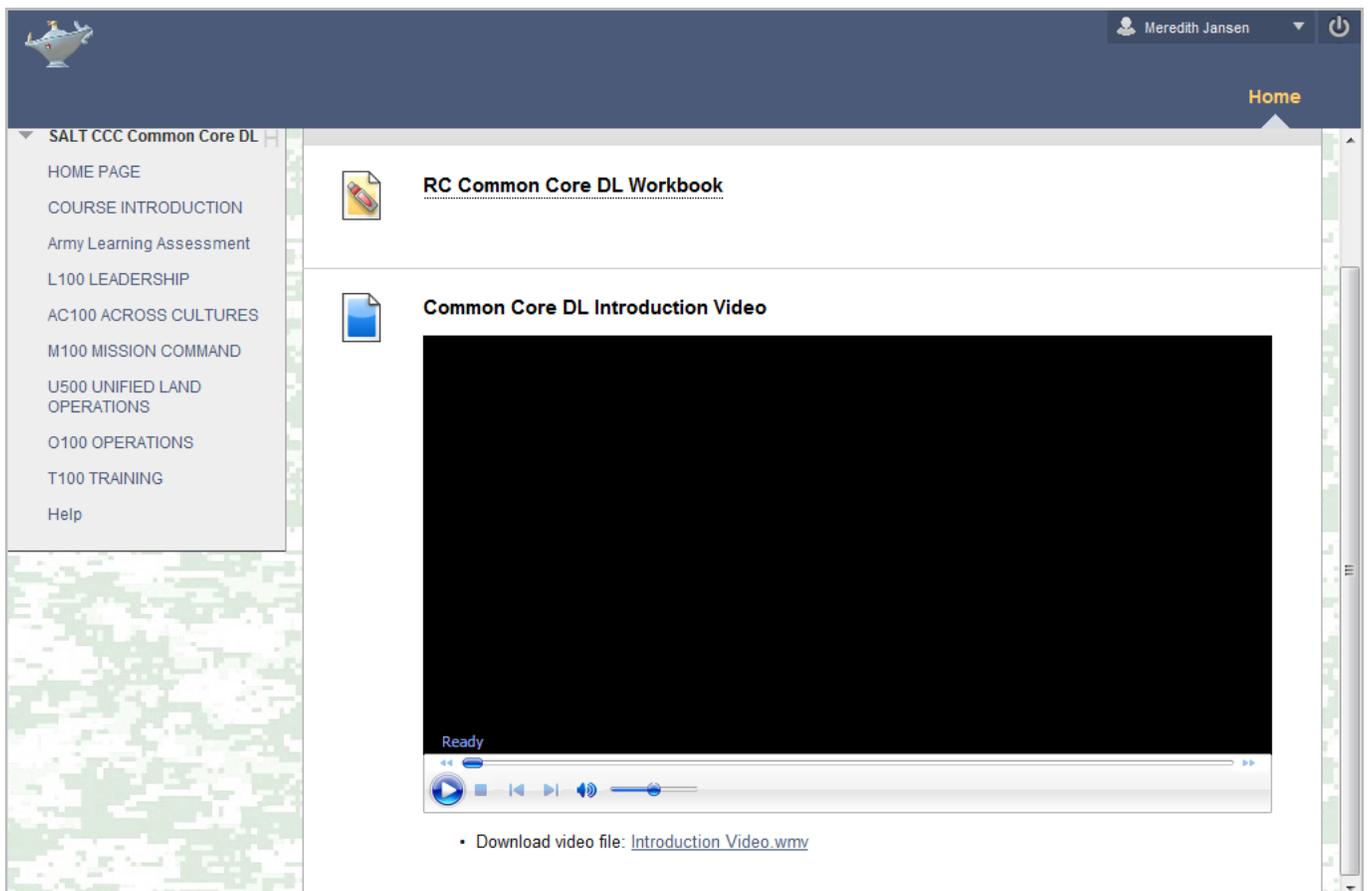
POC:
MAJ McCoy - michael.d.mccoy28.mil@mail.mil
MAJ Zieminski - edward.o.zieminski.mil@mail.mil

On the left side of the page, there is a navigation menu with the following items:

- ▼ SALT CCC Common Core DL
- HOME PAGE
- COURSE INTRODUCTION
- Army Learning Assessment
- L100 LEADERSHIP
- AC100 ACROSS CULTURES
- M100 MISSION COMMAND
- U500 UNIFIED LAND OPERATIONS
- O100 OPERATIONS
- T100 TRAINING
- Help

- The next page you should see is the course home page. The course menu is located on the left side of the page. Begin with *COURSE INTRODUCTION*, and then proceed through the Army Learning Assessment (ALA) and six blocks of instruction (L100, AC100, etc...). As you complete each lesson the subsequent lesson will be unlocked, i.e. completing *L161 "Staff Communications* unlocks *L172 Counseling*. Any pre-reading assignments will be located within the course content folder.

You ARE NOT REQUIRED to download and complete the *DL Workbook* located under the *COURSE INTRODUCTION*.



The screenshot displays a web-based course interface. At the top right, the user's name "Meredith Jansen" is visible next to a power icon. Below this, a "Home" button is highlighted. On the left side, a navigation menu is expanded under the heading "SALT CCC Common Core DL". The menu items are: HOME PAGE, COURSE INTRODUCTION, Army Learning Assessment, L100 LEADERSHIP, AC100 ACROSS CULTURES, M100 MISSION COMMAND, U500 UNIFIED LAND OPERATIONS, O100 OPERATIONS, T100 TRAINING, and Help. The main content area features two sections. The first is titled "RC Common Core DL Workbook" and includes a document icon. The second is titled "Common Core DL Introduction Video" and features a video player. The video player shows a black screen with the word "Ready" at the bottom left and a standard playback control bar at the bottom. Below the video player, there is a link: "Download video file: [Introduction Video.wmv](#)".

6. Once you have completed the entire course, please complete the end of course survey within Blackboard.

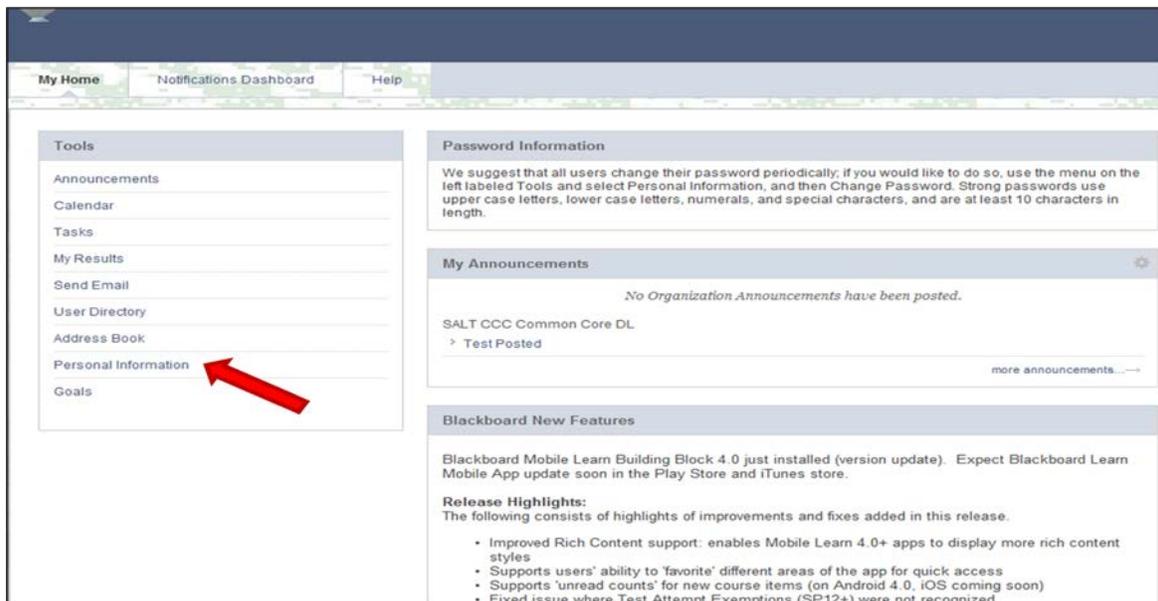
NOTE: Please refer to any additional guidance you have received from your COE/Proponent School to receive successful completion status.

School of Advanced Leadership and Tactics (SALT) CCC Common Core DL FAQs



~ How do I change my password on Blackboard?

In order to change your password to Blackboard, go to Personal Information under the Tools Menu on the left of the Blackboard homepage and change your password. You may change it to whatever you wish. We recommend that all users change their password periodically.



~ In what order am I supposed to proceed through the course?

The 75hr Common Core DL for the RC Captains Career Course is designed to be taken in the following order: Course Introduction, ALA, L100, AC100, M100, U500, O100, and T100. The course is designed to be sequential, so as you finish each lesson or block the next lesson or block will be available.

~ Why can't I take the classes in whatever order I want?

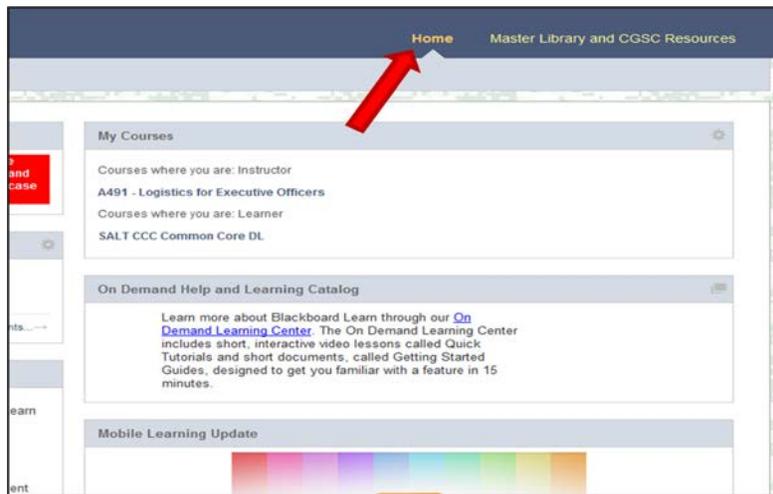
The lessons are not only designed to be completed in order, but lessons also building upon the information that was presented in earlier lessons. Throughout the lesson videos you will observe instructors referring to lesson material that was covered in earlier lessons. Lessons would not make sense if viewed out-of-order.

~ What is the purpose of the Army Learning Assessment?

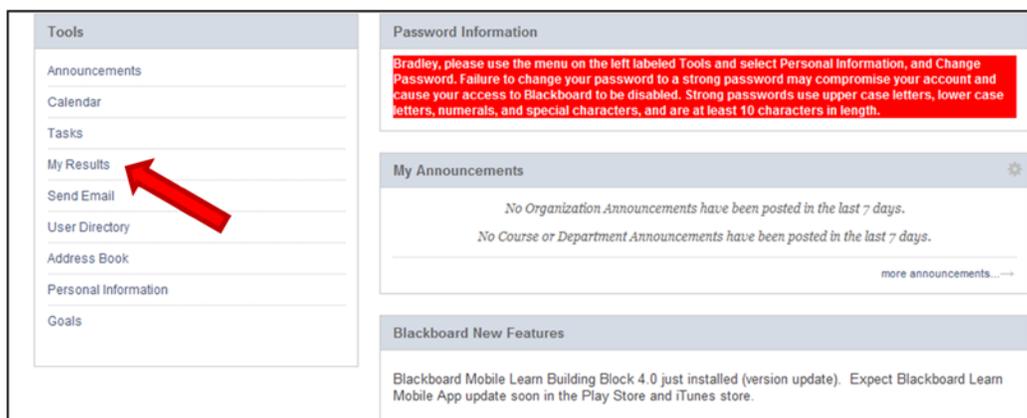
The ALA is designed to establish a baseline for each officer's learning requirements. There is a certain amount of doctrinal knowledge that each officer should possess before attending the Captains Career Course. Any significant gaps in an officer's foundational proficiency will be identified by completing the ALA. BOTTOM LINE: The ALA identifies the foundational areas where an officer is strong, and the areas where the officer has weaknesses.

~ How do I access my grades on Blackboard?

In order to view your grades, first click on “home” on the upper right of the page to ensure that you are on the Blackboard home page.



Next, click on “My Results” under the Tools Menu on the left of the Blackboard homepage.



The results page will appear which will allow you to review all of your grades from the ALA and each of the individual lessons within the course.

