

FREQUENTLY ASKED QUESTIONS (FAQS)

Email / AKO

Q: What email address should I send my questions to?

A: Please send all email correspondences to CBRN.officer.training.mil@mail.mil ONLY.

Q: I don't remember my AKO username and/or password. How do I reset it?

A: Students who do not remember their password, need to reset their password or do not have an AKO account, need to go to the AKO website (<https://www.us.army.mil>), click login, then click on the particular assistance needed.

Travel / Lodging

Q: How much travel time am I authorized?

A: For ground travel, the government authorizes 400 miles/day for the first day and 350 miles/day after that (e.g. a 751 mile trip is considered 3 days of travel). Most students' orders have travel time factored into them already. For more travel information you can find the JFTR Volume 1 at: <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

Q: Am I authorized to report a few days early?

A: Student orders will state if they are eligible to report early or not. If a student is eligible, they may arrive at Fort Leonard Wood prior to the report date; however, they will be responsible for paying for their hotel/lodging expenses until their class begins. Your orders also state the date that you are authorized to commence travel.

Q: Will there be a shuttle from the airport to Fort Leonard Wood on report day?

A: No. Students are encouraged to arrive on the arrival date according to their orders to prevent them from being a no show. Additionally, there are multiple flights, shuttles and taxi services to and from Saint Louis to Fort Leonard Wood. Students are encouraged to keep the receipt to ensure a smooth payment reimbursement. There is a LNO at the Saint Louis airport as well who can assist you.

Q: Who pays for my travel to Fort Leonard Wood?

A: Students are responsible for paying for all travel expenses to get them to and from Fort Leonard Wood. They will be reimbursed when they get to their final duty location. Students are encouraged to keep all receipts to ensure a smooth payment reimbursement process. Students may also be required to submit travel vouchers while attending the course. This will be handled at a case by case basis.

Q: Who pays for my lodging at Fort Leonard Wood?

A: The Army is responsible for paying student's lodging for the entire duration of WOBC or WOAC at no cost to student or their parent unit. If student arrives early, they are responsible for paying all lodging costs up until their report date.

Q: Can I bring my family with me to WOBC or WOAC?

A: Unless student is permanently assigned to Fort Leonard Wood they are not authorized to bring any dependents (i.e. Family Members) with them to the course. Single parents are required to establish a Family Care Plan prior to attending the course.

Q: Can I have weapons on post?

A: No, Alpha Company does not have the capability to store weapons. Please leave weapons at you home of record. Weapon examples are as such: firearm, brass knuckles, knives over 4 inches, etc.

Inprocessing

Q: Will I receive a meal card?

A: For all students that are TDY, you will receive partial per diem during the work week and are authorized meals in the dining facility and full per diem on weekend/holidays.

Q: Can I get a copy of the inprocessing schedule?

A: Students will receive a copy of the in-processing schedule when they arrive. More information on inprocessing times will also be sent out as they become available – *keep in mind they are subject to change.*

Q: My family members are already enrolled in DEERS. Am I still required to bring all the required documents?

A: No, students do not need to bring all of the required documents; however, every student must provide a copy of their SGLI form and their DD Form 93 (*Record of Emergency Data*). If student doesn't have one, they will submit one during in-processing. If student chooses not to bring all the required documents, they need to keep in mind that, if any issues arise while they are here in any of these areas, they may need to access those documents. Those individuals entering the Army for the first time must have the required documentation.

General Class Information

Q: What are my class dates?

A: Class dates will be listed on the student's orders or on ATRRS. Please cross reference you course number to the dates listed on the WOBC/WOAC homepage.

Q: When is the WOBC/WOAC Graduation?

A: Graduation is scheduled the last day class (in the morning) – *time and location is subject to change.* Family members are welcome to attend.

Q: Do I have to have the Army Service Uniform (ASU)?

A: Yes. The ASU is a required uniform item for the dining in/out.

Q: Where can I purchase uniform items?

A: The Military Clothing Sales Store (MCSS) is located near the commissary. To purchase items without a military ID, students must provide the cashier a copy of their

orders and a valid photo ID. Please see maps on CBOLC Homepage for pinpoint location.

Q: How much class time am I allowed to miss?

A: There are no unexcused absences allowed in the course. Students with excused absences (sickness, administrative issues, etc.) are authorized to miss up to 24 hours of class time before potentially being removed from the class. Authorization to miss class must be approved by SGI, OTD Chief and Leadership.

Q: Am I allowed to leave the Saint Robert area on weekends?

A: Students will have an opportunity to take a mileage pass on most weekends to travel home or another destination. More information regarding mileage passes/leaves will be provided during their in-processing briefs. Students will not be authorized a mileage passes the first weekend of the course and if they are on academic probation. Please [Click Here](#) for Pass and Leave Policy for Alpha Company.

Q: How do I receive mail while at WOBC or WOAC?

A: Students are authorized to sign for a mailbox once they arrive. They will need a set of orders and a photo ID.

Q: Are there requirements for motorcycle or ATV riders on or off military installations?

A: There are Fort Leonard Wood requirements for riding ATVs and/or any motorcycle for Service Members on or off Fort Leonard Wood. Please see you SGI before you purchase or ride and ATV and/or motorcycle.