

February 26, 2015

Dear Students,

Welcome to Phase II of the CBRN Captains Career Course - Reserve Component (CCC-RC) for Course 4-3-C23, Class 002, with dates of May 2nd to May 16th, 2015 at the Maneuver Support Center of Excellence (MSCoE) on Fort Leonard Wood (FLW), MO.

This Welcome Letter is intended to assist you with your preparation and in-processing for the course. Your receipt of this letter does not guarantee automatic acceptance to the course. **Only students with a Reserved Seat and who have met all prerequisites will be allowed to attend the course.**

Your unit is responsible for obtaining your orders and making travel arrangements. For those flying, we strongly recommend using the [Lambert-St. Louis International \(STL\)](#) airport. Include a travel day on May 1st. If traveling from OCONUS, include additional travel days as needed. You will be released on May 16th no later than 1200 hrs, so do not schedule your return flight any earlier than 1600 hrs. Block lodging reservations for your class were placed with Post Lodging, although we cannot guarantee that on-post lodging will be available. Therefore, we recommend a rental car, and to arrange to share cars when possible; alert the SGL of car pooling needs to facilitate coordination. We do not recommend reliance on the STL to FLW shuttle at this time.

Government meals are available at the multiple chow halls. As stated in the ATRRS course catalog "Soldiers attending training under school code 031 will be directed to subsist at installation dining facilities weekdays at no cost to the soldiers with full meal per diem on weekends and Federal holidays." Present your ID card and a copy of your orders with the "government meals are directed" verbiage **highlighted**. Note that the chow hall in the NCO Academy Complex north of the MSCoE bldg is not open on weekends.

Please make sure you contact Fort Leonard Wood lodging at 573-596-0999 to confirm your reservation. Your room will be assigned upon arrival.

Our only requirements for your packing list are:

- Inserts for your M50 mask (if needed) (Inserts for an M40 mask are acceptable)
- At least 1 set of APFUs for your in processing and the APFT
- As many sets of ACU's as you consider necessary for 2 weeks of instruction
- Civilian clothes for travel and informal evening social activities with your class
- Military or personal laptop with CD reader, power cord, and ear phones/buds
- The list of prerequisite paperwork listed below

Before arrival at Fort Leonard Wood all students must log-in to the CBRN School Blackboard site. Go to the Fort Leonard Wood Blackboard site at <https://www.blackboard.wood.army.mil/>, under the CBRN tab choose "Login" to log-in with an AKO username and password or "CAC Login" to log-in using a CAC card. Successful login allows us to grant you access to the course material after in-processing.

With your safety in mind, please send an e-mail to cbrnc3.rc.phase2@gmail.com on the day of but prior to your departure. Include your travel itinerary, ETA for arrival at Ft Leonard Wood, and an e-mail and phone number for your emergency POC while traveling. Please call **(805) 622-7602** if you have any travelling emergencies. Directions on how to reach Fort Leonard Wood, and an on-post map can be found at: <http://www.wood.army.mil/newweb/newcomers.html> .

Upon arrival at Ft Leonard Wood, go to Lodging in Bldg 470 for room assignment. Officers will not need to report in elsewhere until in-processing.

In-processing will take place at 0600 hrs on Saturday, May 2nd in the MSCoE Bldg, Thurman Hall, Room 2140 (any changes will be posted at the main entrance with the two cannons). Uniform for in-processing is ACUs. Height/weight screening and taping (if needed) will be conducted on Saturday afternoon, so have your APFUs readily available. You must bring the following to in-processing:

- Three copies of your orders
- Three copies of any permanent profiles (temporary profiles cannot attend CCC)
- One copy of your 1059 for CBRN/CM OBC or BOLC. **Branch transfer officers do NOT need a transition course as of 1JAN2015 (see accompanying policy).**
- One copy of previous Captain's Career Course 1059s (select branch transfer officers only)
- One copy of your ATTRS unofficial transcript (<https://www.atrrs.army.mil/selfdevctr/> - CAC log-in only) or ALMS Course Completion Certificate that shows that you completed the required CCC-RC Phase I Distance Learning. **As stated by ATTRS, a completed Phase I is a requirement to attend Phase II**
- One copy of your Awareness Certificate from www.dodffcert.com or a print screen from the AFCESA site stating that you have completed their Awareness Course. We cannot accept any other Awareness Certificates; if you are not shown as certified by the dodffcert.com website, then you have not met the requirement and will be sent back to your unit. (Suggestion: if you are in doubt, go to <https://golearn.csd.disa.mil/kc/login/login.asp> to take the 6-hr AFCESA Awareness Course -**print a copy or screen shot of the certificate**- *this site is only accessible from a government computer - see below for personal computer access). If you would like to request reciprocity through DODFFCERT, it is your responsibility to contact AFCESA, obtain the reciprocity and print the certificate (be aware that the process may take a few weeks).
- Optional, but strongly recommended: One copy each of FEMA Online course certificates: IS-100.b, IS-200.b, IS-700.a, IS-800.b and Joint Knowledge Online DSCA Phase I course number J3ST-US010 (see below for more details)
- **Inserts for your M40 or M50 mask (if needed).** You will be given a vision test before CDTF and will not be allowed to train if you need them and don't have them. This will result in dismissal from the course.
- A current or interim secret (or above) security clearance is required; check with your Security Manager to ensure secret access is granted in JPAS

***Awareness Certificate on non-government computers** Go to:

<http://totalforcevlc.golearnportal.org/> and register for an account. Once registration is complete,

students can go to course catalogue and select "Hazardous Materials Awareness" course number 47201W-01. The course takes 8 to 12 hours to complete and a certificate will be available upon completion (this certificate take upwards of 30 days to post to the www.dodffcert.com Website so **print a copy or screen shot of completion**). This certification should meet the Army CBRN HAZMAT awareness requirement. Please contact Ms. Kathy Alcorn at the C.E. Virtual Helpdesk at 850-283-2779 with issues.

Please note that you will not have immediate access to copy machines and computers upon your arrival or at in-processing, so bring copies of all these documents. If we cannot see them, we cannot verify that you have met the pre-requisites and you will not be allowed to in-process and will be returned to your duty station the next day.

You will only be admitted to the course if you have met all course prerequisites.

A training schedule and course assignments will be sent to you NLT April 3rd, 2015. We strongly encourage students to complete all prerequisites at least 30 days prior to the resident course to allow time for resident course assignment focus. We have training planned for both weekends so do not expect days off during the course.

On **Sunday morning, May 3rd you will take a mandatory APFT**. For those who failed the initial taping or the APFT, make-up testing will be given on Sunday May 10th. Per ALARACT 267/2012: "SOLDIERS WHO SUBSEQUENTLY FAIL TO MEET PHYSICAL FITNESS AND/OR HEIGHT AND WEIGHT STANDARDS WILL BE REMOVED FROM THE COURSE AND THE DA FORM 1059 (SERVICE SCHOOL ACADEMIC EVALUATION REPORT) WILL BE ANNOTATED IN BLOCK 11D 'FAILED TO ACHIEVE COURSE STANDARDS.'"

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 to 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.

Also, during the course **you will have the opportunity to achieve the *Defense Support of Civil Authorities (DSCA) Phase II certification***. The prerequisites for this certification that must be completed before arriving at Fort Leonard Wood are FEMA Online courses: IS-100.b, IS-200.b, IS-700.a, IS-800.b (<https://training.fema.gov/IS/>); and the Joint Knowledge Online DSCA Phase I course, <https://jkodirect.jten.mil/>, course number J3ST-US010. You must complete these courses prior to arrival to be considered for DSCA Phase II certification. If you do not complete these courses you will still take part in the class but you will be evaluated by the Phase II Cadre for internal grading purposes with no official certification. A successful DSCA II Certification will also earn you Joint Qualified Officer Points which are beneficial (and highly sought after) for future career progression.

CCC-RC Phase II Welcome Letter

Laptops (personal or Army issued) **with CD reading capabilities** and earphones/buds are necessary for this course. You will be required to complete research presentations, student briefings, and/or written assignments, as well as conduct Incident Command practical exercises which necessitate the use of a laptop with these characteristics. If you are unable to secure a personal laptop or have one issued by your unit, please notify the Small Group Leader, CPT Hutson, no later than 30 day prior to your arrival to Fort Leonard Wood.

If you have any questions regarding what you need, please contact the Phase II Small Group Leader, CPT Hutson, at cbrnc3.rc.phase2@gmail.com or (805) 622-7602 (leave a message with name, phone number, and question/issue).

Have a safe trip to Fort Leonard Wood and I hope to see all of you on May 2nd.

Respectfully,

CPT Amy Hutson
Senior Small Group Leader
USACBRNS RC/NG Captains Career Course