



**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

REPLY TO  
ATTENTION OF

ATSN-T

5 October 2015

MEMORANDUM FOR Soldiers Attending the CBRN Reconnaissance for Brigade Combat Teams Course (ASI-L6)

SUBJECT: Course Welcome Letter

Welcome to Headquarters and Headquarters Company, 3d Chemical Brigade. You are receiving this letter on the premise that you are scheduled to attend the CBRN Reconnaissance for Brigade Combat Teams Course (NBCRV, ASI-L6) conducted by the Reconnaissance and Surveillance (R&S) Division of the Technical Training Department (TTD) within the Department of Instruction and the Directorate of Training and Leader Development (DOT&LD), USACBRNS. Please read the general information below.

1. **Course Prerequisites.** Active Duty (AD), United States Army Reserve (USAR), Army National Guard (ARNG) enlisted (PVT-SFC)/officer (2LT-1LT) personnel qualified in MOS 74D or AOC 74A. Soldiers that have a temporary profile or whom are pregnant are not eligible for course attendance. Military Occupation Specialty- Transition (MOS-T) personnel are not eligible to attend this course.

2. **Academic Standards and Performance Evaluations.** All Soldiers attending the CBRN Reconnaissance for Brigade Combat Teams Course are required to meet the following requirements.

- a. Receive a passing score on all performance evaluations; evaluated on a "GO / NO- GO" criteria.
- b. Must not be pending any disciplinary/Student Status Review actions during the course.
- c. Meet Army body composition standards of AR 600-9 (entry requirement).
- d. Pass the Army Physical Fitness Test (graduation requirement).

3. **Reporting/In-processing.** All personnel will report to the Maneuver Support Center of Excellence (MSCoE), Thurman Hall, Bldg. 3203, Room 1204, off of Gate Street (Enclosure 1, activity listing #81) at **0530** on the first day of class in IPFU (no spandex shorts). Bring the following items with you for in-processing. Soldiers failing to provide required documentation during in-processing will be referred to the Chain of Command for course retention/dismissal.

- a. Military Identification Card.
- b. Two copies of PCS/TDY orders (DA Form 1610) with any amendments.
- c. DA Form 31 for leave (if applicable).

MEMORANDUM FOR Soldiers Attending the CBRN Reconnaissance for Brigade Combat Teams Course (ASI-L6)

- d. Copy of Permanent Profile, DA Form 3349 (if applicable).
- e. Medical records for those personnel in PCS status for overseas.
- f. Building and room number of your billeting and room phone extension.
- g. Hotel name, room and phone number (if billeted off post).
- h. Valid Civilian Drivers License.
- i. Military Drivers License and copy of your DA Form 348/DA Form 348-E.
- j. Accident Avoidance Certificate (within four years) or AAC Safety Card.
- k. Prescription glasses, if required (no contacts lenses).

**4. Army Military Training Service Support (MTSS).** Soldiers attending the CBRN Reconnaissance for Brigade Combat Teams Course fall under the provisions of the Army's MTSS for transportation, lodging, and meal purposes.

<http://www.wood.army.mil/newweb/mncoa/mtss.html>

a. **Lodging.** <http://www.ihg.com/armyhotels/hotels/us/en/reservation>

1) All TDY Soldiers regardless of rank will report to IHG Army Hotels (privatized lodging) located in the Soldier Service Center (Bldg. 470), on the corner of Constitution Avenue and Replacement Avenue. Do not obtain off post lodging accommodations unless directed to do so by a MSCoE, G3 representative. You will be billeted in on post lodging unless circumstances dictate off post lodging accommodations. You are not authorized and will not be reimbursed for off post lodging that you acquire without coordination of MSCoE, G3 representatives.

2) IAW IHG Army Hotels privatized Army lodging procedures (Enclosure 2), you are attending a functional course that gives you a priority for assignment to on post lodging of either "Priority 4 (ASI functional courses that fill with SGT and below)" or "Priority 7 (ASI functional courses that fill with SSG and above)". We recommend and encourage you to call IHG Army Hotels at either 1-800- 677-8356 or (573) 596-0665 thirty days prior to course attendance to verify placement in either on or off post lodging.

3) MSCoE, G3 representatives coordinate with the management of IHG Army Hotels for lodging accommodations for TDY Soldiers attending professional courses. Every effort is made to billet Soldiers on the installation, but there are rare instances where some are required to be billeted in lodging off post.

4) In cases where Soldiers are confirmed for off post lodging accommodations, request the owning command consider either privately owned vehicle (POV) travel or rental car authorization based on most beneficial cost to the government. When Soldiers are required to be billeted off the installation, MSCoE, G3 representatives coordinate lodging with Army contracted hotels (no out of pocket expense to Soldiers as part of the MTSS process). Soldiers will be provided an Institutional Training Housing Referral Form (Enclosure 3) by MSCoE, G3 that identifies they are billeted off of the installation by no fault of their own. This referral form also serves as a verification

MEMORANDUM FOR Soldiers Attending the CBRN Reconnaissance for Brigade Combat Teams Course (ASI-L6)

document for the necessity of rental car authorization; without this provision, it will be difficult for Soldiers that are billeted off of the installation to travel to and from training each day.

5) It is an Army requirement that all students have a government travel card in their possession prior to school attendance. If you are unable to obtain a government travel card, it is encouraged to bring a personal credit card. As a last resort, a request for a travel advance will be considered only under extreme emergency circumstances.

b. **Transportation.** Soldiers in a TDY status, regardless of rank, whether or not authorized POV travel and AIT plus attending this course will be transported to and from class via Transportation Motor Pool (TMP) assets, except those identified in para., 4b(1). The training location is approximately twelve miles from where Soldiers are lodged, therefore, for Soldiers authorized to travel by POV and elect not to ride TMP provided assets, in and around mileage is a provision authorized by the owning command.

1) Soldiers in a TDY status, regardless of rank, who are authorized a rental car from their owning unit are responsible for their transportation to and from class. When a rental car is authorized, it is encouraged for students in a TDY status to carpool, but we cannot mandate.

2) Flights. The course completion ceremony is conducted at 1600 on the last training day. Do not schedule your return flight no earlier than 1800 from FLW, MO, 1900 from Springfield, MO, and 2000 from Saint Louis, MO on the day of graduation to ensure sufficient travel time to the airport.

c. **Meals.**

1) Dining Facilities are available for breakfast, lunch, and dinner meals for all ranks at the Dauntless Dining Facility (MSCoE, NCOA) or Specker Dining Facility that is located behind the 84th Chemical Battalion Headquarters on Nebraska Avenue.

2) Meal cards (MTSS-5) will be issued during in-processing to all Soldiers regardless of rank. Meal cards will be returned to cadre during out-processing prior to departing Fort Leonard Wood. MTSS-5 meal cards will cover all weekday meals Monday through Friday; it will not cover weekend meals. Based upon MTSS-5 meal provisions, upon reconciliation of your TDY training, you will receive reimbursement for the daily meal rate authorization for this location for weekend meals. Soldiers are issued a five day meal card (MTSS-5) because their servicing dining facility is not opened on weekends, federal holidays, and dependent on lodging accommodations (could be billeted off the installation).

## 5. Course Information/Uniform/PRT/Packing List.

a. Course Information. Refer to the USACBRNS website at the following URL. <http://www.wood.army.mil/newweb/chemical/index.htm>, look for ASI-L6 under “courses” tab.

b. Uniform. The duty uniform for the course is ACUs/OCPs (see packing list requirements at 5c(4)).

c. Physical Readiness Training. Company physical readiness training is conducted Monday through Friday from 0530-0630. Davidson Fitness Center, Cunningham, and Specker Gymnasium facilities are readily available for additional physical training at your discretion.

1) Bring all Improved Physical Fitness Uniforms (IPFU) items with authorized fleece cap and gloves.

2) Ensure you bring running shoes, not basketball shoes. Make sure to have above ankle white socks with no logos.

3) It is mandatory that all runners wear a reflective road guard vest, which will be issued to all students attending the course. Reflective strips are not a substitute for the road guard vest. Packing List:

Ballistic Eyewear, Army Approved (with optical inserts, if applicable)
Glasses (if applicable)
ACUs / OCPs (4 sets)
Boots, Combat (2 pr)
Cap, Patrol
Hydration System, Canteen, or Water Bottle
Bag, Barracks, Cotton
Wet Weather Parka / Trousers
Overshoes, Boot
Coveralls (if issued)
Gloves, Leather, Work (Apr-Sep)
Gloves, Leather, Work w/ Inserts (Oct-Mar)
APFU- Shorts, S/S Shirts (Apr-Sep)
APFU- Jacket, Pants, Shorts, S/S Shirts, L/S Sleeve Shirts (Oct-Mar)
Shorts, Spandex, Black (Soldier preference)
Gortex or GEN III Cold Weather System (Oct-Mar)
Jacket, Fleece (Oct-Mar)
Undergarments, Polypro or GEN III Lightweight/Medium-weight (Oct-Mar)
Cap, Fleece (Oct-Mar)
Gaiter, Neck, Polypro (Oct-Mar)
Markers, Permanent (map markers)

ATSN-T

MEMORANDUM FOR Soldiers Attending the CBRN Reconnaissance for Brigade Combat Teams Course (ASI-L6)

6. **Home Station Unit Training.** We recommend Soldiers, regardless of rank conduct refresher training in the following areas prior to course attendance IOT better the training experience during the culminating training events of the field training exercise.

- a. Operate the SINCGARS, Advanced Systems Improvement Program (ASIP).
- b. Hand/Arm Signals and Ground Guiding Procedures.
- c. Map Reading/Land Navigation.
- d. FBCB2/BFT Operations.
- e. Troop Leading Procedures.
- f. OPOD (5 paragraph).

7. **Contact Information.** Your mailing address during course attendance is:

Rank and Full Name  
HHC, 3d Chemical Brigade  
ATTN: R&S Division, ASI-L6, (Class Number)  
495 Iowa Avenue  
Fort Leonard Wood, MO 65473

**Ensure to fill out a “Change of Address Card” prior to departing FLW.**

8. **Point of Contact.** The R&S Division cadre can be contacted at (573) 596-1414 or by dialing the post operator at (573) 596-0131, ext. 6-4149; Fax (573) 596-1414 from 0830-1700. After normal working hours (1700 CDT), contact the 3d Chemical Brigade Staff Duty NCO at (573) 596-0805.

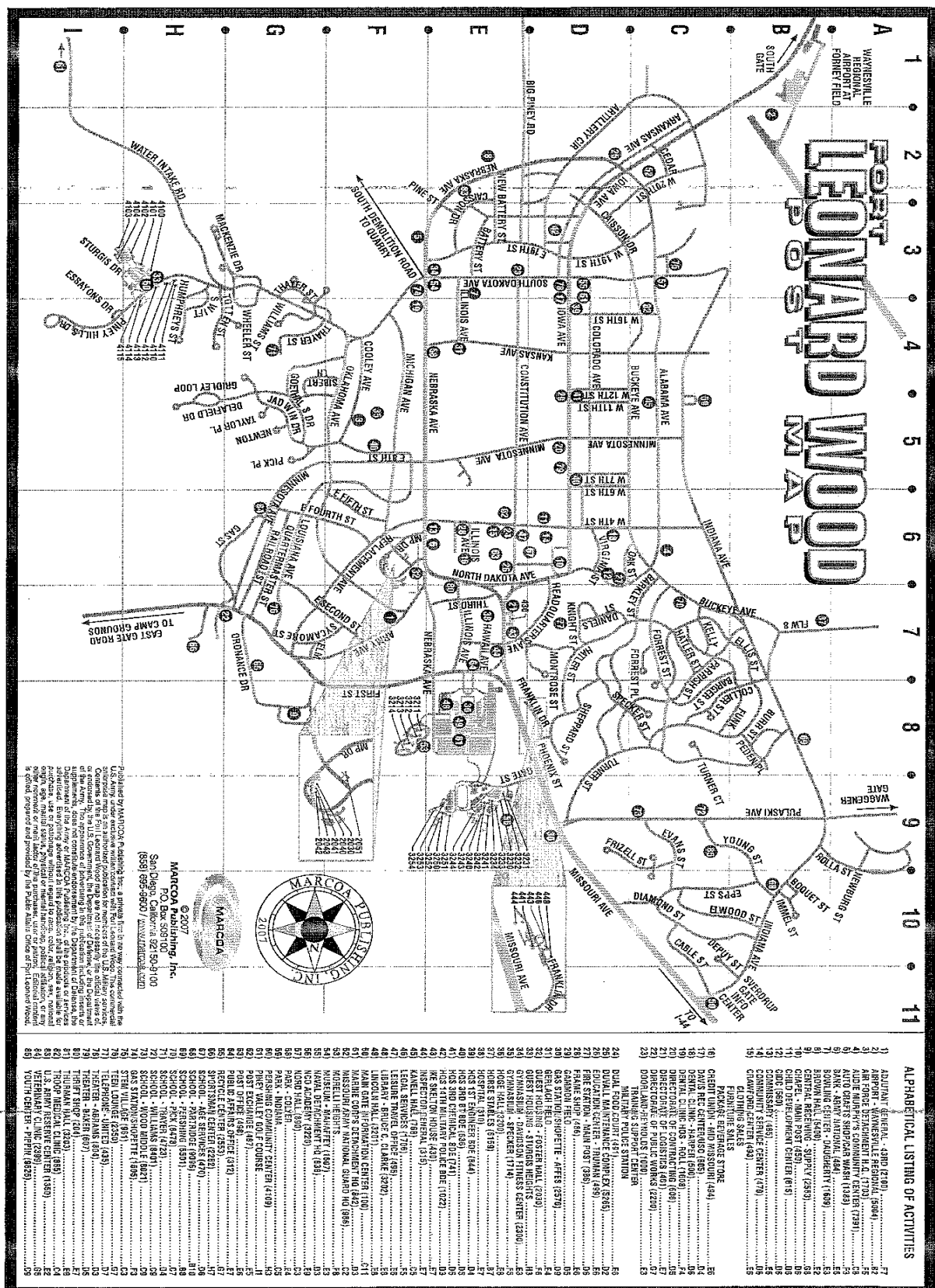
////Original Signed////

ALLAN V. GARCIA

CPT, CM

Chief, Technical Training Department

MEMORANDUM FOR Soldiers Attending the CBRN Reconnaissance for Brigade Combat Teams Course (ASI-L6)



# INFORMATION PAPER

## IMLD-PWH

---

22 August 2014

SUBJECT: Fort Leonard Wood Privatized Army Lodging (PAL) Procedures

1. Purpose. To provide information on priorities and procedures for placement in on-post lodging.

2. Facts:

a. Reference memorandum, ODCS, DAMO-TRI, Subject: Priority Placement of Soldiers into On-Post Lodging under the Institutional Training In-License Agreements at Fort Leonard Wood, Missouri. Subject memorandum establishes the following priorities for assignment to on-post lodging for Active, USAR and ARNG Soldiers attending training in a temporary duty/active duty for training status.

Priority order:

- 1) Warrior Leader Course
- 2) Advanced Leader Course to include USAR TASS BN students and cadre
- 3) Senior Leader Course to include USAR TASS BN students and cadre
- 4) ASI/Functional Courses that fill with SGT and below
- 5) Basic Officer Leader Course
- 6) Warrant Officer Basic and Advanced Courses
- 7) Captains Career Course-Reserve Components and ASI/functional courses that fill with SSG and above

b. As outlined in DA Msg, DAMO-TRI, 181848Z Apr 11, Subject: Privatization of Army Lodging (PAL), the Army's goal is to lodge all Army resident service school and The Army School System (TASS) battalion students on post utilizing government housing (barracks) and government provided lodging. Those assigned to off-post contracted hotels may be recalled to on-post facilities by the government.

ATSN-T

MEMORANDUM FOR Soldiers Attending the CBRN Reconnaissance for Brigade Combat Teams Course (ASI-L6)

SUBJECT: Fort Leonard Wood Privatized Army Lodging (PAL) Procedures

c. Room assignment process:

1. Courses in ATTRS are uploaded to the lodging reservation system at the beginning of the fiscal year. Priority of Soldiers and assignment of rooms is based on availability of rooms at the time the course is scheduled to begin. The standard for housing institutional training students is to exhaust on post lodging capacity first.

2. Class integrity remains an overall priority when availability makes it possible. However, large classes and student loads will occasionally not be housed together.

3. Students are not segregated based on rank except when accommodations such as bathrooms/kitchens are shared. Over half of the 1,652 rooms are shared space. In those cases, like ranks share facilities (i.e., Lieutenants with lieutenants, SSG with SSG).

4. Guests that cannot be accommodated on the installation will be lodged off post in hotels contracted by the G3.

Alice Bischoff/ 573-596-0859

[Alice.e.bischoff.civ@mail.mil](mailto:Alice.e.bischoff.civ@mail.mil)

Encl 2a



ATSN-T  
MEMORANDUM FOR Soldiers Attending the CBRN Reconnaissance for Brigade Combat  
Teams Course (ASI-L6)

**INSTITUTIONAL TRAINING LODGING REFERRAL  
TO OFF-POST HOTEL**

RESERVATION No: \_\_\_\_\_ DATE MADE: \_\_\_\_\_ FORM # \_\_\_\_\_

TRAVELER'S NAME: \_\_\_\_\_  
Last First MI

LAST 4 SSN: \_\_\_\_\_ GRADE: \_\_\_\_\_ COURSE ATTENDING: \_\_\_\_\_

COMPONENT: (CHECK ONE) AC: \_\_\_\_\_ USAR \_\_\_\_\_ ARNG \_\_\_\_\_

1. ON POST LODGING IS NOT RESPONSIBLE FOR THE ABOVE NAMED TRAVELOR ON THE  
FOLLOWING DATES OR THE FOLOWING PERIODS:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
YYYYMMDD YYYYMMDD

2. RESERVATIONS FOR THE PERIOD OF NONAVAILABILITY OF ON POST LODGING HAVE BEEN  
MADE FOR THE ABOVE NAMED TRAVELLER. RESERVATIONS ARE MADE FOR THE  
COMMERCIAL LODGING PROPERTY BELOW.

NAME OF HOTEL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

3. LODGING OPERATIONS MAY RECALL STUDENT IF LODGING BECOMES AVAILABLE MORE  
THAN 14 DAYS PRIOR TO COMPLETION OF SCHOOL.

4. COMPLAINTS REGARDING ACCOMODATIONS IN HOTELS SHOULD BE BROUGHT TO THE  
ATTENTION OF STUDENT CHAIN OF COMMAND. UNRESOLVED COMPLAINTS MAY BE  
REPORTED TO G3/7 REGISTRAR BRANCH MS. HUMPHREY AT (573) 563-4131.

ISSUING ORGANIZATION: MSCoE, G3, G37, REGISTRAR BRANCH

G3/7 REGISTRAR: \_\_\_\_\_  
Beth Rolufs

TRAVELER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_