

**74D10 CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR (CBRN) TRANSITION  
COURSE (PHASES I, II & III)  
WELCOME PACKET as of OCT 2023**

1. On the **REPORT DATE**, Attendees will check in at Candlewood Suites, BLDG 2020, 4990 Nebraska Ave, Fort Leonard Wood, MO 65473.
2. On the **START DATE**, In-Processing: Phase I, II and III will start at 0600 in Classroom at US Reserve Training Center / TASS Training Center (BLDG 1350/7901 Nebraska Ave), for in-processing. (See Encl 4: Walking Strip Map) The Uniform: APFU (be prepared to take HT/WT), NO SPANDEX. Height and weight screening will be conducted after roll call.

**FOR LATE ARRIVAL:** If the student does **NOT** arrive by **1600** on the Report Date, the student **MUST** contact the 3D BDE (CM) Staff Duty from the information listed below.

Staff Duty #: 804-564-5001

Hours: 0700 – 1730 central time (M-F)

Email: [usarmy.usarc.102-div.list.3rd-bde-cm-s3@army.mil](mailto:usarmy.usarc.102-div.list.3rd-bde-cm-s3@army.mil)

***After hours/weekends students are advised to call staff duty. If no answer, please leave a voicemail with Rank, Last name, course attending, call back number, and brief message.***

- a. Reporting instructions: The school house will **NOT** provide transportation to and from the schoolhouse. It is the responsibility of the students' unit to coordinate travel to and from FLW. It is recommended students fly into the Fort Leonard Wood airport (TBN). Other airline options are St. Louis, MO (STL) and Springfield, MO (SGF) airports. (See Encl 8: Transportation Information)
- b. Students arriving via POV, or rental vehicle will park at the US Reserve Training Center / TASS Training Center (BLDG 1350) which is across the street. (see ENCL 4, post map)
- c. Shuttle services from St. Louis, MO (STL) and Springfield, MO (SGF) airports are available by reservation ONLY. (See Encl 8: Transportation Information)

### **30 Day Requirements**

**Prior to REPORT DATE send the following documents / information to**  
[usarmy.usarc.102-div.list.3rd-bde-cm-s3@army.mil](mailto:usarmy.usarc.102-div.list.3rd-bde-cm-s3@army.mil) **to receive STUDENT Account:**

- ✓ **Current Cyber Awareness Certificate** ([CS Signal Training Site, Fort Gordon \(army.mil\)](#))
- ✓ **IT User Agreement** ([CS Signal Training Site, Fort Gordon \(army.mil\)](#))
- ✓ **DD FORM 2875 System Authorization Access Request** (Complete Sections 1-25 see [Encl 11](#))
- ✓ **Create Account on Army training & Certification tracking system (ATCTS)** ([Controlled Unclassified Information \(CUI\) Army Training and Certification Tracking System](#))

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On **report date**, students **MUST** provide the following items for in-processing (Mandatory):

- ❖ DOD CAC ID Card (Must have a valid CAC PIN).
  - ❖ Identification Tags (ID Tags).
  - ❖ 2 copies of orders.
  - ❖ 2 copies of an approved travel authorization (DA 1610) for AGR and Active Duty. If a TPU student is on Active-Duty Operational Support (ADOS), they must provide both their ADOS order and DA Form 1610.
  - ❖ Copy of flight itinerary for all individuals who are traveling by air.
    - Please note flights are **NOT** to be scheduled prior to **1100** on the **END DATE** of the course.
  - ❖ Completed and signed pre-execution checklist TRADOC Form 350-18-2-R-E, April 2018 (See Encl 2: TRADOC Form).
  
  - ❖ DA Form 3349 (Profile), if applicable.
    - Profiles with verbiage that restricts standing, walking, wearing of any gear, or other functional movements for less than 4 hours will **NOT** be able to complete CDTF training and will be denied enrollment to this course. (Non-Waiverable).
  - ❖ CBRN Specialist online (DL) Certificate of Completion.
  - ❖ Hazmat Awareness Certificate of Completion. (See Encl 6: HAZMAT Aware Cert Info)
  - ❖ Military Driver's License.
  - ❖ DA 1059 from CBRN Transition PH I or II (**PHASE II or III STUDENTS ONLY**).
  - ❖ DA 1059 from Current MOS Advance Leader Course (ALC)
  - ❖ Army Record Brief (ARB)/Soldier Record Brief (eSRB), certified within 12 months prior to the report date.
3. **CDTF:** Is a Graduation Requirement. (See Encl 9: CDTF Info)
4. **Graduations.** All 3D BDE (CM) courses will conduct a graduation ceremony. All students are required to bring their Army Service Uniform (ASU)/ Army Green Service Uniform (AGSU) to graduate. All alterations and dry cleaning should be completed prior to arrival.
- a. Students arriving without a serviceable uniform will be counseled, disqualified from consideration for commandant's list or other student honors, and will not participate in graduation. (**Non-Waiverable**)
  - b. FLW Central issuing facility (CIF) will not assist TDY students.
  - c. Do not plan your travel / flight before **1100** on the **END DATE** of the course.
5. **Funding/Travel Guidance.** Funding for all students will be through their unit of assignment. All students are responsible for their own DTS travel authorizations. For transportation services (See Encl 8: Transportation Info)

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- a. Rental cars are not required for the course but is highly recommended. 3D BDE (CM) will **NOT** provide any documentation recommending use of a rental car. **Rental cars are at the expense of the students' Command.**
  - b. All Rentals and POV's are subject to safety inspections on Fort Leonard Wood, MO. Students have designated parking areas and will use these areas ONLY. POV's must meet state and post insurance requirements. Students will bring proof of insurance, valid driver's license, and current registration.
6. **Lodging:** Students will report to the billeting office located at BLDG 2020, Candlewood Suites, located at 4990 Nebraska Avenue Fort Leonard Wood, Missouri 65473 where you will check-in and be assigned your building and room. **You MUST call (573) 586-4800 to CONFIRM your reservation no later than 11 days prior to your report date.** If you do NOT call your reservation will be **CANCELLED**. You will ensure that you have your Government Travel Card with you since you will be charged a \$25 incidental hold for the room upon check-in.
7. **Meals:** Students will have meals provided at no cost. For DFAC locations and hours see Classroom bulletin board.

***NOTE: All FLW Dining Facilities (DFACs) are open seven days a week EXCEPT the NCO Academy DFAC (Tony's DFAC) which is only open Monday-Friday.***

- a. IAW the Institutional Training Directed Lodging and Meal Policy Handbook, only students with Valid Reservations (R) in ATRRS will be covered with ITDLM funds. The sending command will be required to fund students that report without a Valid Reservation status in ATRRS. Wait status (W) is **NOT** a valid reservation and will **NOT** be ITDLM funded.
  - b. Soldiers' individual unit AFMIS Meal Entitlement Maintenance (MEM) Operators will enter the CAC update utility function prior to the student's report date and update the student's Meal Entitlement Code (MEC). Soldiers' individual unit AFMIS (MEM) Operators will ensure the expiration date is set to the day AFTER the course is complete and reset the (MEC) once the Soldier returns to home station.
  - c. If a student (Active, Reserve, NG) does not have a valid Reservation in ATRRS (to include students in a Wait Status) for the course they will attend, meals and lodging will **NOT** be funded in accordance with the Institutional Training Directed Lodging and Meal Program (ITDLMP). The student's individual unit will have to fund meals and lodging by authorizing full per diem in Official Orders and DTS Authorizations. The student will provide a walk-on memorandum stating their unit assumes all financial responsibility to include transportation, lodging, meals, and any other expenses that may occur throughout training. (See Encl 3: Walk-on Memo)
8. **Policy Letters** are posted on the classroom bulletin board.

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9. **Religious Services** hours are posted on the classroom bulletin board.
10. **Mail:** Due to the short stay on Fort Leonard Wood, we recommend personal mail not to be forwarded. The mailing address is listed below if needed.

74D234 Course, 102D TTC-FLW  
ATTN: RANK, NAME, CLASS \_\_\_\_\_  
2300 Nebraska Ave, Bldg. 1391  
Fort Leonard Wood, MO. 65473

11. **Pay:**
- a. Orders over 30 days: (See Encl 7: Pay Document Info)
  - b. Orders less than 30 days: (29 days & below) Pay is initiated by Soldier's individual unit.
12. **Emergency Leave:** Leave is **NOT** granted to students. In the event of a verifiable Red Cross Emergency, students will be released from the course. A student's family member(s) need to have the following information to expedite transmittal of information through the Red Cross. Rank, Name, Social Security Number (SSN) or Date of Birth (DOB), unit attached to while in training status, and unit phone number. Red Cross 24 Hour Number: **1-877-272-7337**.
13. **Packing List:** (See Encl 5: Student Packing List)
14. **Post Map:** (See Encl 4: FLW Post Map)
- 15 **Logistics:**
- a. Hand Receipts: All hand receipted items and keys must be returned prior to out-processing. Statement of charges will be processed against holders of hand receipts who fail to return items prior to departure.
  - b. Students are issued supplies and equipment required for specific training and will sign for and be held accountable for all property issued. All items will be returned prior to out processing/clearing.
  - c. Laundry: Washers and dryers are available.
- 16 This Welcome Letter is **NOT** all-inclusive nor is it intended to substitute for an official student counseling. Therefore, as course requirements change this welcome letter will be updated and students will be informed via official communication. This is a general guideline for use by students before their arrival to the course and their official interaction with instructors.