



DEPARTMENT OF THE ARMY
MILITARY POLICE INVESTIGATION DIVISION
14030 MSCOE LOOP, SUITE 2712
FORT LEONARD WOOD, MO 65473

ATSJ-TI

14 March 2023

MEMORANDUM FOR ALL Military Police Investigator (MPI) Course, Class ALL Classes
Students

SUBJECT: Instructions for ALL MPI Classes (**Report Date: Check ATRRS Schedule on website**) for (**Start Dates, and End Dates of classes**)

1. REPORTING INSTRUCTIONS. All Students must be in the Fort Leonard Wood (FLW) / Saint Robert area NLT 2200hrs, the night prior to the first day of class. If for whatever reason you are unable to make it to FLW by that time, you or someone from your unit must reach out to the Course Manager. Army students will check in with billeting (Bldg #2020, Candlewood Suites) located at the intersection of MP Drive and Nebraska Avenue. **All** students will call IHG Lodging Fort Leonard Wood at (573) 586-4800 to check for room availability on post, or save the notification through DTS stating no rooms available. Non-Army students who have off post lodging due to overflow will be given a non-availability statement from the Course Manager on Day 1. All students are encouraged to obtain an installation map from the lodging desk.

2. PREREQUISITES. **Reference AR 190-30, Chapter 2.**

- a. Primary MOS of 31B/31E.
- b. U.S. citizen.
- c. E4 through E7; Investigators, GS 7-9, in hiring code 1810 series; Criminal Investigators, GS 9-11, in hiring code 1811 series; Detectives, GS 7-9, in the hiring code GS 083 series, who have been nominated and approved by the appropriate MACOM; Police Officers, GS 5, in hiring code GS 083, who have been identified and selected for duties as an Investigator/Detective and nominated and approved by the appropriate MACOM may also attend the course.
- d. **GT or ST score of 100 or higher. (Must obtain a waiver from OPMG before attending if below 100)**
- e. 1 year of military service remaining.
- f. SECRET clearance.
- g. 1 year military police experience.
- h. High school graduate or received GED equivalent.

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- i. Have not been previously dismissed, reassigned from, or relieved from MPI Program for misconduct or inefficiency.
- j. Free of civilian or military convictions, multiple or repeated arrests or apprehensions, substantial record of juvenile misconduct, financial irresponsibility or other conduct or behavior not in the best interest of Army law enforcement.

Soldiers that do not meet the prerequisites listed in AR 190-30 need an approved waiver from OPMG. Waivers can be requested at usarmy.pentagon.hqda-dcs-g-3-5-7.mbx.opmg-le-division@army.mil.

Note: **Army National Guard and Reserve Component** students must have completed Military Police AIT, MP Basic Phase 1 & 2, re-class course, or have been awarded the MOS of 31B/31E in their enlistment contract.

3. **All students** must be on the installation or in the Saint Robert, MO area no later than 2200hrs (the night prior to the start date of class)..

4. In-processing (Day 1) starts on **Check ATRRS Schedule on website:**

- a. At **0600hrs** Day 1, all Army Soldiers and Marine students will report to BLDG #3203 (Thurman Hall) **Classroom #1071** in service specific physical fitness attire for height and weight screening (no spandex).
- b. At **0800hrs** Day 1, all other students will report to BLDG #3203 (Thurman Hall) **Classroom #1071** in duty uniform to begin in-processing. (OCP or Service Specific Duty Uniform, business casual for Civilian students).

c. Day 1 required in-processing documents: **Must have hard copies of all Documents.**

Students that fail to produce required documents after 72 hours of Course Start Date/Time will not be retained in the course (TRADOC Reg 350-18, CH 3-22). Extenuating circumstances will be evaluated on a case-by-case basis.

- (1) **Military ID Card.**
- (2) **Verification of Security Clearance.** (Memo from Security Manager is ok)
- (3) **Two copies of travel orders.** (DD 1610 or equivalent)
- (4) **DOD Cyber Awareness training certificate.**
- (5) **One copy of current record physical fitness test.** (Not needed for civilian employees)

****ARMY STUDENTS ONLY** IN ADDITION TO THE ABOVE DOCUMENTS, YOU WILL ALSO PROVIDE THE FOLLOWING DOCUMENTS:**

- (6) **Soldier Talent Profile from IPSS-A**
- (7) **ASVAB or GT/ST score Printouts from IPSS-A.** For ASVAB or GT/ST Score printouts, go to IPSS-A website. Click "TAM Soldier Workcenter." Click "My Profile." Click

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“Qualifications.” Click “ASVAB.” Select “General Technical” and “Skilled Technical” and print pages with scores.

(8) Must possess a valid name check from USACRC indicating no records found and provide the USACRC response memo. *The Return from Quantico is what needs to accompany the Student to School.*

(9) Must have an active ALERTS training account or at a minimum a completed DD Form 2875 in order to create an account. (See admin notes)

(10) Unit Pre-Execution Checklist, TRADOC Form 350-18-2-R-E. Must be complete with unit POC info and commander’s signature.

(11) ARNG/USAR need an updated copy of DA Form 5960 signed by home station commander and lease agreement / mortgage statement (ensure address on travel orders match address on DA Form 5960.

(12) Waivers as applicable to student (GT Waiver)

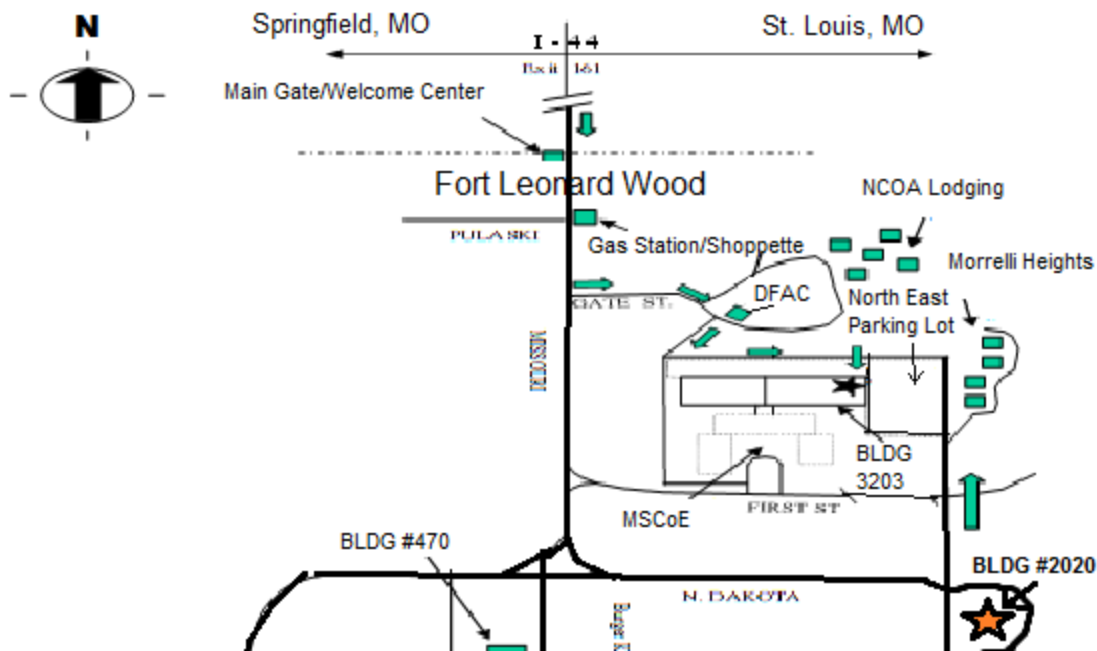
5. Point of contact for this memorandum is the undersigned at 573-563-6057 or usarmy.leonardwood.mp-schl.cal.mpid@army.mil.

DAVID E. MASHBURN
SFC, USA
MPI Course Manager

2 Encls

1. Directions
2. Packing List

Directions for classroom: Park in the North or North-East parking lot of MSCoE-Thurman Hall. Enter the building through the North East side door with the Thurman Hall sign in the corner of the grass by the door. Once you enter, go down the hallway towards the double wooden doors. Classroom #1071 will be on your right before the wooden doors.



Travelling on I-44: Once on I-44, either from St. Louis or Springfield MO, take exit #161 and travel south on Missouri Avenue. This will lead you

To the main gate of Ft Leonard Wood. You will need to present military ID card for access.

To Thurman Hall (BLDG 3203): Continue on Missouri avenue through the main gate past the first stoplight (next to AAFES gas station). After the intersection, you will take a left onto Gate Street.

Follow the road up the hill then take the next available right. You will see a large brick building (MSCoE). Turn left and you will be on the Northern edge of the North parking lot. The doorway for best access to CR# 1071 is on the North East Side of MSCoE.

To Lodging (BLDG 2020): Continue past main gate on Missouri Ave and turn left on North Dakota Ave. You will travel that road to Nebraska Ave then turn right. The building will be on your left hand side.

MPI School Packing List

DUTY UNIFORM:

1. 4 Sets of Duty Uniform for daily training.
2. **Marines:** Woodland MCCUU (Prescribed by Commanding Officer Marine Det, FLW).
3. **Civilians:** Business casual attire (NO DENIM/JEANS).

PHYSICAL TRAINING UNIFORM:

60 degree weather and above = Summer PT uniform. 59 degree weather and below = Certain winter PT uniform items depending on temp. Be prepared for varying conditions.

COURSE DATES APRIL – SEPTEMBER (spring & summer months):

1. **Army:** APFU shorts x 2, short sleeve shirt x 2, long sleeve shirt x 1, AR 670-1 compliant socks.
- 2.* PT jacket and pants recommended in case of cold weather.
3. **Marines:** USMC summer PT uniform, and jacket.
4. **Air Force:** USAF PT shorts x 2, short sleeve shirt x 2, and jacket.
5. **Navy:** Navy summer PFU.
6. Civilians are not required to attend PT but are allowed if they desire: Appropriate fitness clothes (no cut off sleeve shirts/tank tops, no vulgar graphics or wording, no revealing clothing).

COURSE DATES SEPTEMBER – APRIL (winter months):

1. **Army:** APFU shorts x 2, short sleeve shirt x 1, long sleeve shirt x 2, AR 670-1 compliant socks.
- 2.* PT jacket and pants, fleece cap matching uniform worn, and gloves.
3. **Marines:** USMC winter PT uniform with appropriate head cover and gloves.
4. **Air Force:** USAF PT shorts, pants, shirt, sweat shirt, jacket, black gloves, and black, dark blue or sage green beanie cap (without logos).
5. **Navy:** Navy winter PFU.
6. Civilians are not required to attend PT but are allowed if they desire. (See above instructions).

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SUGGESTED ITEMS:

1. Wet weather jacket.
2. Gortex/field jacket (if attending class from **September through April**) with fleece cap/gloves.
3. Gloves appropriate for wear with your PT and duty uniforms for outdoor training.
4. Personal laptop. (Can be used for note taking in class)

BUSINESS CASUAL FOR ALL PERSONNEL:

Portions of this course of instruction allows the wear of civilian business casual attire. NOTE: Acceptable civilian business casual attire in this academic environment is slacks, khakis, button up shirts, polo's (small logo's), 5-11 pants, and belt.

Students do not have to wear civilian attire during this block of instruction and have the option to wear their duty uniform. No blouses, skirts, open toe shoes, jeans or items with large prints or logos. No baggy, tight, revealing or see-through clothing. All clothing must fit properly and display professionalism which is at the discretion of the MPID leadership and cadre. Hair and grooming standards will still apply while in this training and classroom environment regardless of attire or branch of service.

ADMINISTRATIVE NOTES:

*From April 2023 to December 2023 NCOA Dining Facility will be undergoing maintenance and renovations and is due to close during that time frame. It is highly encouraged that students are authorized a rental vehicle as they will have to travel to trainee chow halls across Fort Leonard Wood to get meals. Please see the Student Transportation Memorandum attached in the Welcome Packet.

ARMY STUDENTS must have an active Army Law Enforcement Reporting and Tracking System (**ALERTS**) training account with a completed and uploaded DD 2875 prior to attendance (see email attachment). If the training account is pending prior to the course start date, students must provide a completed digital copy of the DD Form 2875 (attached in email) and Cyber awareness certificate signed by the Soldier that can be emailed to the course manager on Day 1. (<https://www.cimstrain.army.mil>)

CRC Name Checks IAW AR 190-30. Army students must possess a valid name check from USACRC indicating No Records Found. Name Checks requests should be forwarded to usarmy.belvoir.usacrc.mbx.mailcicr@army.mil as the CRC mailing and email address in AR 190-30 dtd 2005 is no longer in use. **(This typically has a 10 day turnaround. If a students fails to provide it on day one, they may be given additional time to present it to the Course Manager before being dismissed from the course.)**

*Army Soldiers will be placed on a meal card, **seven (7) days** a week for all three meals a day. (Students should have their CAC updated with the correct Meal Entitlement Code 05 for TDY status through their S-1, **MEAL CARDS ARE NOT ISSUED BY THE**

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SCHOOL HOUSE) ITDLM Handbook 4.1.g states Soldiers in a TDY/ADT status do not lose their BAS entitlement.

*If your Privately Owned Vehicle (POV) is authorized on your orders, ensure your orders state "*IN AND AROUND MILEAGE IS AUTHORIZED*". If you desire a rental vehicle, you must arrange approval for such through your current command. If you are authorized a rental vehicle ensure your orders state "*RENTAL CAR IS AUTHORIZED*". Taxis are available however, not before PT commences each morning. Students are **highly recommended** to be authorized a rental vehicle in order to travel to/from lodging, PT, class and DFAC. If students fly to Springfield Airport, there is no shuttle service available.

All students must coordinate with their local S-6, G-6, NEC or IT dept to submit a "reason to keep account active." The justification is "SM will be TDY for (course dates) and will require network access at their TDY location throughout this period." Otherwise, your computer account will become locked out with no access.

*Coordinate with Unit Security Manager for a JPAS printout or memorandum verifying security clearance validity.

*Highly discouraged. Motorcycle riders must disclose this fact to the Course Manager and participate in an installation safety check. (If you plan to ride your motorcycle while in the course – on or off post.)

*Highly discouraged. Privately owned weapons **cannot** be stored on post in billeting/hotels. If you wish to bring your privately owned weapon, you must make arrangements to store the weapon off post. Please contact the MPI course manager with any questions or concerns.*

*All **ARNG and USAR Soldiers**, if you will require action to be taken by the school house to initiate pay, you must have (4) copies of your travel orders, DA form 5960 and Lease Agreement or Mortgage statement (if requesting BAH) in order to initiate pay. Also if students will be requesting BAH w/dependent rate they must provide copies of marriage certificate and/or birth certificates. Ensure address on your travel orders matches the address on your DA form 5960. Start date on 5960 is your arrival date to FLW, also your Commander's signature box must be either digitally signed or have a fully completed signature block (Rank, Full Name, Official Title, etc.).

*Be aware that Day 1 for in-processing will also be the day students begin the Law block of instruction so bring note taking material.

*Students are highly encouraged to bring personal laptop/gov. laptop computers, but are not a requirement to complete the course. **(Computers will be issued to students)**
Students please make sure your account is active and will not be removed while in the course, this may cause disruptions in your logon ability.

***Students should understand that during portions of this course there may be requirements to conduct homework or other responsibilities after the duty day.**

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Graduation occurs at 0900hrs on the last day of this course, and will last approximately 60-90 minutes. Ensure your scheduled departure itinerary **does not** conflict with graduation, as graduation is a requirement for course completion. Allow enough time on that day for travel.

Soldiers that do not meet the prerequisites listed in AR 190-30 need an approved waiver from OPMG. Waivers can be requested usarmy.pentagon.hqda-dcs-g-3-5-7.mbx.opmg-le-division@army.mil.