



**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

ATSN\_CZ (351c1-600E)

8 Sept 2023

MEMORANDUM FOR Students Attending ERBRL Functional Courses

SUBJECT: Radiation Safety and Packaging Courses Training Information Letter

Welcome to Fort Leonard Wood (FLW), home of the U.S. Army Maneuver Support Center of Excellence (MSCoE) whose mission is to provide the nation with values-based individuals, leaders, and teams trained in basic combat skills and chemical, engineering, military police, and transportation disciplines.

**NOTE:** IAW HQDA Message (DAMO-TR)- Fort Leonard Wood Training Travel Guidance, DTG: 211720Z Oct 19, paragraphs 10 and 12.E., and the Institutional Training Directed Lodging and Meal Policy (ITDLMP) Handbook, dated 1 Aug 19, page 10, para., 2-1d; only students with valid reservations (R- reserved status) in ATRRS are covered with ITDLMP funds for lodging and meals.

Commands are not to send Soldiers to this course if they have a reservation status of (W- wait status) in ATRRS unless they accept responsibility to fund the full TDY cost of the Soldier's attendance, to include full per diem for lodging and meals. Soldiers that arrive for training in either a wait status or not listed on the R2 roster in ATRRS on the class start date will not be allowed course attendance without approval of the Chief, Department of Instruction. If course attendance is granted, the owning command must fund full per diem for Soldier's course attendance as they are not covered under the ITDLMP. Soldiers will be denied course attendance and returned to their units for commands that are unwilling to fund full per diem costs for Soldiers.

1. **Prior to arrival.** Contact the Intercontinental Housing Group (IHG) Office to reserve on-post lodging, if available. The phone number for IHG is (573) 596-4800 The IHG Office is located in the Candlewood Suites Hotel, 4990 Nebraska Avenue, Building 2020, Fort Leonard Wood, Missouri 65473 (see enclosed map). Students must arrive on the day prior to the class start (ATRRS Report Date), including days that are a federal holiday, but may arrive two days prior to class start dependent on availability of flight arrangements and time zone considerations. Failure to comply may result in Soldiers being billed for lodging accommodations that are not within guidelines of the ITDLMP. When you arrive at Fort Leonard Wood, all Students (regardless of rank) will report to the Candlewood Suites to check into billeting. Do not obtain off-post lodging without prior approval. All other services must make their own lodging arrangements, you may contact IHG however it is based on availability.

**Lodging for DA Civilians.** DA Civilians and other federal agency civilian employees may utilize on base lodging at Candlewood Suites or the surrounding area lodging and accommodations. Check with your unit to ensure you are authorized full per-diem. Civilians are not required to check in with the post lodging office.

**\*\*\*IMPORTANT NOTE:** G3, MSCoE 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. In cases where Soldiers are confirmed for off post lodging accommodations, provisions of the ITDLMP do not apply and Soldiers receive full locality per-diem rates for associated costs/authorized expenses by unit(s). Sending 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, G3 will notify affected Soldiers normally within 30 days of the class start date. It is critical that Soldiers scheduled to attend this course list a functioning email and/or phone number on the ATRRS R2 roster to be contacted appropriately. Once Soldiers are notified that they must reside in off post lodging accommodations, Soldiers must book an off-post hotel using the Defense Travel System (DTS) process and pay for the room with their Government Travel Credit Card (GTCC). Soldiers will be reimbursed for authorized lodging costs incurred from their installation's/unit's Institutional Training (IT) funds. When calling the hotel, inform them that you are TDY, on orders attending a military school to ensure you receive a rate commensurate within authorized per-diem.

- a. Foster Lodge is currently undergoing renovations as of 1 Sept 2023. This could have an effect on the ITDLM program.
  - b. Family members, privately owned weapons, and pets of any type are prohibited while TDY to this course that is covered under the ITDLMP.
2. **Airline Travel.** Students may fly to the Waynesville Regional/Fort Leonard Wood Airport (city code TBN), St. Louis Regional Airport (city code STL - a 2.5 hour drive from FLW) or Springfield/Branson Regional Airport (city code SGF - a 1.5 hour drive from FLW). Rental cars are readily available at STL and SGF.
3. **Meals.** IAW HQDA Message (DAMO-TR)- Fort Leonard Wood Training Travel Guidance, DTG: 211720Z Oct 19, paragraph 10, government dining facilities are available and directed seven days per week (including federal holidays) for those housed on the installation. Cost of government meals are centrally funded by the government, therefore, per diem for meals is not authorized. The Common Access Card (CAC) is used in lieu of manual meals cards and Soldiers will be assigned a Meal Entitlement Code (MEC) of 05 by the permanent duty location personnel office (S1). Meals are authorized from class start to class end date. Travel orders will be annotated with a MEC of 05 and the personnel office (S1) is responsible for MEC update upon completion of TDY.
- a. Tony's DFAC is currently closed (near Warrior Lodge) through Feb 2024. LRC is providing transportation to/from the DFAC at Bldg 630 (M-F) for students who would normally utilize this facility while TDY.
4. **Transportation.** IAW HQDA Message (DAMO-TR)- Fort Leonard Wood Training Travel Guidance, DTG: 211720Z Oct 19, paragraph 11, the LRC provides student transportation for MOS-T Transition Soldiers and AIT- Plus Soldiers as required. On post lodging for student Soldiers is ten miles one way to/from the training location, therefore, sending commands are encouraged to support compact rental cars for Soldiers housed on the installation who travel by air. In and around travel expenses for those who use their POV is not authorized, and disapproval will be annotated on the travel order.

- a. Post Shuttle. The TMP, LRC operates a bus shuttle service Monday-Friday (no federal holidays) from 0700-1500 that picks up personnel at predesignated locations.
  - b. Official Express (573-596-1781). The TMP, LRC operates a van shuttle service on request Monday-Friday (no federal holidays) from 0630-1400. This service will transport Soldiers to official locations (e.g., lodging, DFAC, chapel, dental, medical, training, etc.).
  - c. Cab Service. There are several cab companies available for Soldier use throughout FLW. This service provides transportation from pick-up on FLW to drop off at any location on FLW for a flat rate fee per person regardless of the cab company. We will not provide phone numbers to remain neutral in sponsorship of any specific company.
5. **Reporting/In-processing.** All students attending the Radiological Training will report at 0730 on the date indicated on his/her orders, to the MSCoE, 14030 MSCoE Loop, Building 3203 Thurman Hall, room 1831.
- a. Duty uniform is Occupational Camouflage Pattern (OCP), or service equivalent. Casual Business wear is acceptable for civilians; however, open toed shoes are not considered acceptable footwear.
  - b. You must have the following items with you for in-processing:
    - Note taking material, pens/pencils, highlighters, and a scientific calculator. You may want to bring a 3-ring binder and tabs for handouts.
    - Two copies of TDY orders and any amendments.
    - Military Identification Card
    - Building and room number you are billeting and room phone extension
    - Valid Driver's License
6. There are no requirements for APFT/ACFT or Height/Weight for course completion.
7. All students who complete the Radiation Safety Courses will be released at approximately 1600 on the last day of the course unless they have been instructed to retrain and re-take the exam. Students will not be released from the course early to accommodate flight arrangements unless there is an emergency situation. It is highly encouraged that students do not make flight arrangements for the last day of the course. For students who will travel by commercial air, please allow enough time to travel to the airport before your flight departs. In the event that your flight does not leave until the following day, ensure your orders allow an additional day for travel.
8. **CBRN Knowledge, Information, & Tools (K.I.T.)**. The US Army CBRN School's interactive knowledge sharing page website at <https://cyberllc.army.mil/web/cbrn-kit/> provides reach back capability linking the force and subject matter experts from the CBRN School. It allows real time CBRN discussion on issues identified in the field not provided in regulations or learned at the schoolhouse. Collaborative discussion boards, CBRN SME POCs, and other items provide shared understanding of the ever-emerging CBRN threat. Information relative to the R&S Division is located under the "CBRN Mounted Recon" label/tab. Site access is CAC enabled.

9. IAW 21-048 OPORD FRAGORD 9, Effective 04 MAR 22 facemasks are optional for most personnel, regardless of vaccination status, on FLW except:
  - a. All personnel will wear facemasks in DoD medical, dental, and childcare facilities.
  - b. As an additional directed COVID-19 mitigation measure, Commanders will continue to adhere to execution requirements and specified instructions for the screening testing of all Service members and Civilian employees who are unvaccinated within respective organization.
  - c. IET Trainees not fully vaccinated (class cohorts who have received first dose at reception and pending second dose) are still required to wear a face mask covering the nose and mouth on the installation, to include any indoor common areas (e.g. bathrooms, classrooms) or shared spaces.
  - d. IET Trainees not fully vaccinated may remove their mask for brief periods of time when eating and drinking, when conducting physical training at any indoor gymnasiums in order to improve cardio and strength training, during range operations while individuals are on the firing line for military necessity (applicable to anyone present on a hot range, including but not limited to shooters, safeties, instructors, and observers), and when able to maintain physical distancing in outdoor spaces.
10. **Information Inquiry.** Contact information to inquire about the Radiation Safety Courses are:  
Ms. Alicia Stockdale Training Support Operations [alicia.k.stockdale.civ@army.mil](mailto:alicia.k.stockdale.civ@army.mil)  
Mr. Buford Mitchell Radiation Safety Course Instructor [buford.mitchell7.civ@army.mil](mailto:buford.mitchell7.civ@army.mil)
11. **Point of Contact.** The point of contact for this memorandum is Mr. Mitchell at (573) 563-6203 or [buford.mitchell7.civ@army.mil](mailto:buford.mitchell7.civ@army.mil).

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