



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
MANEUVER SUPPORT CENTER OF EXCELLENCE
HOMELAND DEFENSE CIVIL SUPPORT OFFICE
INCIDENT RESPONSE TRAINING DEPARTMENT
15103 ELEMENTIS AVE
FORT LEONARD WOOD, MO 65473-8958

ATZT-DCH-IRT

1 March 2018

MEMORANDUM FOR Students Attending the Civil Support Skills Course (CSSC) at the Incident Response Training Department (IRTD)

SUBJECT: Welcome Letter

1. Welcome to the Incident Response Training Department (IRTD) and the Civil Support Skills Course. You are about to take part in a fast paced program of instruction that will qualify you to perform some of the essential duties as a member of a civil support team. Students will be introduced to assessment, identification, and detection procedures used to support the Incident Commander within the Incident Command System. Instruction will involve classroom, concepts and practical application of Weapons of Mass Destruction (WMD) / Chemical, Biological, Radiological, Nuclear (CBRN) mitigation concepts related to the Incident Command System. This course is designed to provide instruction to Active Army and Reserve Component, National Guard, United States Marine Corp (USMC), United States Navy (USN), United States Air Force (USAF), United States Coast Guard (USCG), Department of the Army (DA) or contract civilians, and select foreign military personnel whose duties require close contact with surety or hazardous material. All students regardless of grade are carried in a student status and should arrive physically fit and prepared to study.
2. 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 all airports.
3. Prior to arrival contact Intercontinental Housing Group (IHG) Office to reserve on post lodging if available. The phone number for IHG is (573) 596-0999 or toll free (800) 677-8356. IHG Office is located in the Candlewood Suites Building 2020, 4990 Nebraska Avenue (see enclosed map). When you arrive at FT Leonard Wood, all students will report to Candlewood Suites in order to check into billeting. Do not obtain off post lodging. If post lodging is unavailable, the G3 Registrar will block rooms at government contracted hotels for the duration of your class. All off-post student room requirements will be handled by the G3 Registrar Office.
4. On the start day of the course, all students will report to Building #2130, 15103 Elementus Avenue, Fort Leonard Wood, MO 65473 at 0730 for in-processing. Duty uniform is Army Combat Uniform (ACU) or service equivalent. We are located on the corner of 2nd and Army just past the 43rd Initial Entry Reception Battalion. Transportation

to and from training is not provided. Students driving POVs or rental cars must have current car registration, current insurance card (or rental car agreement) and drivers license. Bring the following items for inprocessing:

- 3 COMPLETE copies of 1610 (ALL PAGES) or DTS order (ALL PAGES)
- Department of Defense (DOD), International Fire Service Accreditation Congress (IFSAC) or Proboard Hazardous Materials (HAZMAT) Awareness Certificate
- Permanent or temporary profile
- 201 File (Temporary Duty (TDY) en-route only)
- Optical inserts and/or contacts

5. Personnel will complete a medical screening during in-processing on the start date of the course. No individual will be allowed to enroll into an IRTD course that is not able to meet the physical requirements of the course, i.e. possessing a temporary profile that limits standing, lifting or requires movement with crutches. Students must be physically able to wear Self-Contained Breathing Apparatus (SCBA) (35 LBS) and be able to lift up to 55 pounds while in SCBA for up to 10-15 minutes at a time.

6. All students who will be attending the Civil Support Skills Course must be DOD, IFSAC or Proboard HAZMAT Awareness certified prior to arrival. Students must present certificates with legible certificate seal numbers during in-processing. The HAZMAT Awareness training can be accessed at:

<https://afcec.adls.af.mil>. or <http://totalforcevlc.golearnportal.org> NOTE: If any issues with logging onto the above website contact the help desk at (210) 652-3274, DSN 487-32741.

7. Several written and performance-oriented examinations are incorporated into each course. There will be additional non-duty study requirements. Please come prepared to learn. A score of 80% is required to successfully pass written exams. Students failing any written exam or performance-oriented testing will be given time to retrain and will be allowed one retest. Any student failing the retest will be disenrolled from the course. Portions of the course require computer based testing. **In order to accomplish this, all students must have and be able to recall their Army Knowledge Online (AKO) or Defense Knowledge Online (DKO) login and password. Units need to ensure all students can utilize their Common Access Card (CAC) as time will not be allowed to have their passwords reset upon arrival. Any student unable to recall their passwords will potentially jeopardize their ability to successfully complete the course.**

8. Lodging and Meals.

a. CSSC students for Active Army, Reserve Component and National Guard personnel ONLY:

(1) As stated in Fort Leonard Wood Institutional Training Directed Lodging and Meal Policy Army students under these courses are covered under Institutional Training Directed Lodging and Meal Policy (ITDLMP), formerly Military Training Service Support (MTSS).

(2) Government meals for ITDLMP students of all ranks in the CSSC course will be provided five days per week (except holidays) at post dining facilities. Weekends and holidays will be per diem. Orders will be used at the dining facility until the meal card is issued.

b. Air Force / Air National Guard Personnel:

(1) Are NOT covered under Institutional Training Directed Lodging and Meal Policy (ITDLMP, formerly MTSS) and all students MUST be on full per diem for lodging and meals.

c. Marine Corps Personnel.

(1) All Marines reporting for an IRTD course must sign into the Marine Corps Detachment, Ft Leonard Wood, on the report date of the course which is the day prior to the course start date.

(2) It is highly recommended that personnel utilize the lodging facility on Fort Leonard Wood. Marines who coordinate lodging off-post will be required to provide the IRTD staff with name and contact information for lodging facilities.

9. Your mailing address during your time as a student is:

Rank and name
ATTN: CSSC Class # XXX-XX
IRTD, 3d Chemical Brigade
Bldg 2130 E 2nd ST
15103 Elementis Ave
Fort Leonard Wood, MO 65473

10. Equipment and Uniform Requirements.

Military Personnel

- Min. 2 sets of service specific uniforms (to include T-shirt and socks)
- 1 pair of regulation boots
- 2 sets of complete Physical Training (PT) uniforms (seasonal)
- 1 pair of approved athletic shoes
- Reflective vest/belt
- Appropriate civilian attire

CIVILIAN

- Business casual or relaxed work clothes (jeans / knit shirts)
- 1 pair of work boots
- 2 sets of physical training clothes (Shorts, T-Shirts) (seasonal)
- 1 pair of athletic shoes
- No open toed shoes

NOTE: Daily PT uniforms should reflect current temperatures in Missouri. Classrooms can feel cold after exercises. PT jacket and pants are recommended. **Barefoot running shoes will not be authorized.**

11. Point of contacts at IRTD are listed below:

Civil Support Skills Course Mr. Greg Bryan (573) 528-6351
(gregory.e.bryan.civ@mail.mil)

IRTD Operations (573) 596-2510

IRTD Front desk (573) 596-1308

IRTD FAX number is (573) 596-1371. Ensure that all faxes have a cover sheet stating ATTN: IRTD, Maneuver Support Center of Excellence, Course Name and class number before sending.

After normal duty hours contact the MSCoE staff duty at (573) 596-0131 ext 3-6126.

Marine Corps personnel contact the Marine Course Detachment at (573) 596-0688.

Encls

1. Map (Fort Leonard Wood)

//Original Signed//
DANIEL T. ARDEN
Director, IRTD