



**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-T

21 November 2019

**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.

**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; class inputs without a valid Army Training Requirements and Resources System (ATRRS) "R (reserved) status reservation will not be covered under the centralized billing process (ITDLM) where the Soldier's lodging and meal expenses will be the sole responsibility of the sending command. Refer to the special information screen in ATRRS for this course. Soldiers that arrive for training in either a W (wait) status or not listed on the R2 roster on the class start date will not be allowed course attendance without approval of the Director, Department of Instruction. If course attendance is granted, the sending command must confirm funding approval via email (coordinate w/ R&S cadre for the POC when there is a unit funding approval requirement) NLT 1700 on the first day of training. Soldiers will be denied course attendance and returned to their units for commands that are unwilling to fund full per diem lodging and meal costs for Soldiers in either a wait status or not listed on the R2 roster.

**1. Course Prerequisites.** Active Duty (AD), United States Army Reserve (USAR), Army National Guard (ARNG) enlisted (PVT-SFC)/officer (2LT-1LT, W01-CW2) personnel qualified in MOS 74D or AOC 74A/740A. 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.

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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).

**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 APFU (no spandex shorts). At 0800, bring the following items with you for inprocessing. Soldiers failing to provide required documentation during inprocessing 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).
- d. Copy of Permanent Profile, DA Form 3349 (if applicable).
- e. Building and room number of your billeting and room phone extension.
- f. Valid Civilian Driver's License.
- g. Military Driver's License and copy of your DA Form 348-E.
- h. Prescription glasses, if required (no contacts lenses).

**4. Institutional Training Directed Lodging and Meal Policy (ITDLMP).** Soldiers attending the CBRN Reconnaissance for Brigade Combat Teams Course fall under the provisions of the Army's ITDLMP for lodging, meal, and transportation purposes. For Soldiers covered under the ITDLMP centralized billing process, lodging requirements are funded from class report date to class end date and directed subsistence requirements are funded from class start date to class end date.

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

1) IAW the ITDLMP, p. 10, para., 2-1a, The PAL Institutional Training In-Licenses agreements will only authorize payment for student lodging for arrival on class report date and departure on class end date, with exceptions noted below. Notwithstanding the exceptions, students with orders that authorize arrival before class report date or departure after class end date are responsible for payment of lodging expenses and must seek reimbursement from their sending command or order-issuing official for expenses incurred. Authorized exceptions to above policy, are as follows:

(a) When continuous TDY is directed. For example, follow on training not initially identified. Orders must be amended to support lodging costs.

(b) Class recycles based on medical holds, UCMJ, security clearance problems, class failures, etc. Orders must be amended to support lodging costs.

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(c) Early arrival of officers called to immediate active duty to attend Basic Officer Leader Course-B (BOLC-B) unless in a PCS status.

(d) Overseas students may be authorized one night prior to class report date and one night after class end date in order to accommodate travel arrangements, as required.

(e) Students who are dismissed early from a course will be given one day, if required, to make required travel arrangements.

2) All TDY Soldiers regardless of rank will report to IHG Army Hotels (privatized lodging) located in the Candlewood Suites (Bldg. 2020), on the corner of Nebraska Avenue and Replacement Avenue across the street from the Commissary and Armed Forces Bank (Enclosure 1, activity listing #6 & #13). 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.

3) 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. Reservations must be made by phone contacting IHG Army Hotels at either 1-800- 677-8356, (573) 586-4800, (573) 596-0999, or in person; do not make reservations on the website. We recommend you call thirty days prior to course attendance to verify placement in either on or off post lodging. When verifying lodging reservations, provide the following information to IHG Army Hotels representatives: your rank, name, CBRN Recon for BCTs Course (ASI-L6), class number, and class dates.

4) 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.

5) In cases where Soldiers are confirmed for off post lodging accommodations, request the 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, MSCoE, G3 representatives coordinate lodging with Army contracted hotels (no out of pocket expense to Soldiers as part of the ITDLM 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 document for the necessity of rental car authorization. Without rental car authorization, it will be difficult for Soldiers that are billeted off of the installation to travel to and from training each day.

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6) 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. There are no provisions for a travel advance at the TDY location. It is the sending command's responsibility to ensure their Soldiers' have funding available to settle authorized expenses at the course TDY location.

b. **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. Schools are responsible for validating MEC on the CAC during inprocessing.

c. **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, 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.

5. **Course Departure.** The course completion ceremony concludes at 1200 on the last training day. The course end date listed in ATRRS is a training day, not a travel day, therefore, we recommend Soldiers' return provisions are made accordingly. IAW the joint travel regulation, Soldiers are authorized to travel on the day following the course end date. The ITDLMP for funding of lodging does not cover Soldiers' overnight stay for the last training day; it is the sending command's responsibility to fund this cost.

a. **Flights.** Do not schedule return flights earlier than 1315 from FLW, MO; 1600 from Springfield, MO; and 1700 from St. Louis, MO on the last training day to ensure sufficient travel time and security screening at the airport. Flights from FLW to St. Louis and Springfield are Monday-Friday and depart at 0705 and 1315. Saturday/Sunday flights to St. Louis and Springfield depart at 0705 and 1315. For weekend flights departing FLW, visit website [www.contourairlines.com](http://www.contourairlines.com) to verify if flights are scheduled for St. Louis or Springfield. Contour Airlines phone number is (888) 332-6686. Soldiers will not be released from the course early to accommodate flight times unless there is an emergency situation (normally same conditions applicable to emergency leave). Due to training requirements, safety considerations, and the time necessary to travel to

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the appropriate airports, it may not be feasible or safe for Soldiers to travel in an effort to catch a departing flight to their original or gaining units of assignment.

b. **Privately Owned Vehicle (POV).** Due to training requirements, safety considerations, and the time necessary to travel by authorized POV, it is not feasible, realistic or safe for Soldiers to essentially train the full day than travel to their original or gaining units of assignment. IAW the Joint Federal Travel Regulation (paragraphs U3003 Authorized Modes and U3005 Travel Time), Soldiers are authorized one day of travel time for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, one day's travel time is allowed.

**6. Course Information.**

a. Uniform. The duty uniform for the course is OCPs. The head gear during training is the patrol cap or CVC helmet.

b. 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.

c. Packing List.

Ballistic Eyewear, Army Approved (with optical inserts, if applicable)
Glasses, Prescription (if applicable)
Hearing Protection
OCPs (4 sets)
Boots, Combat (2 pr)
Cap, Patrol
Hydration System, Canteen, or Water Bottle
Wet Weather Parka / Trousers
Overshoes, Boot
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)
Socks (above ankle white or black socks with no logos)
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)

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7. **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. Hand/Arm Signals and Ground Guiding Procedures.
- b. Operate SINCGARS, Advanced Systems Improvement Program (ASIP).
- c. Map Reading/Land Navigation.
- d. FBCB2-BFT/JCR/JBCP operations.
- e. Troop Leading Procedures.
- f. OPORD (5 paragraph).

8. **Basic Allowance for Housing (BAH).** USAR/ARNG Soldiers training over thirty consecutive days are entitled to BAH if they meet regulatory criteria. In order to process this entitlement at FLW, DFAS representatives verify what is currently loaded in Soldier's IPERMS (DA Form 5960, marriage certificate, children birth certificates, and housing lease or mortgage statement) to request this provision for authorization. If these documents are not valid in Soldier's IPERMS, entitlement will not be processed by FLW DFAS representatives; it will become a home station unit requirement.

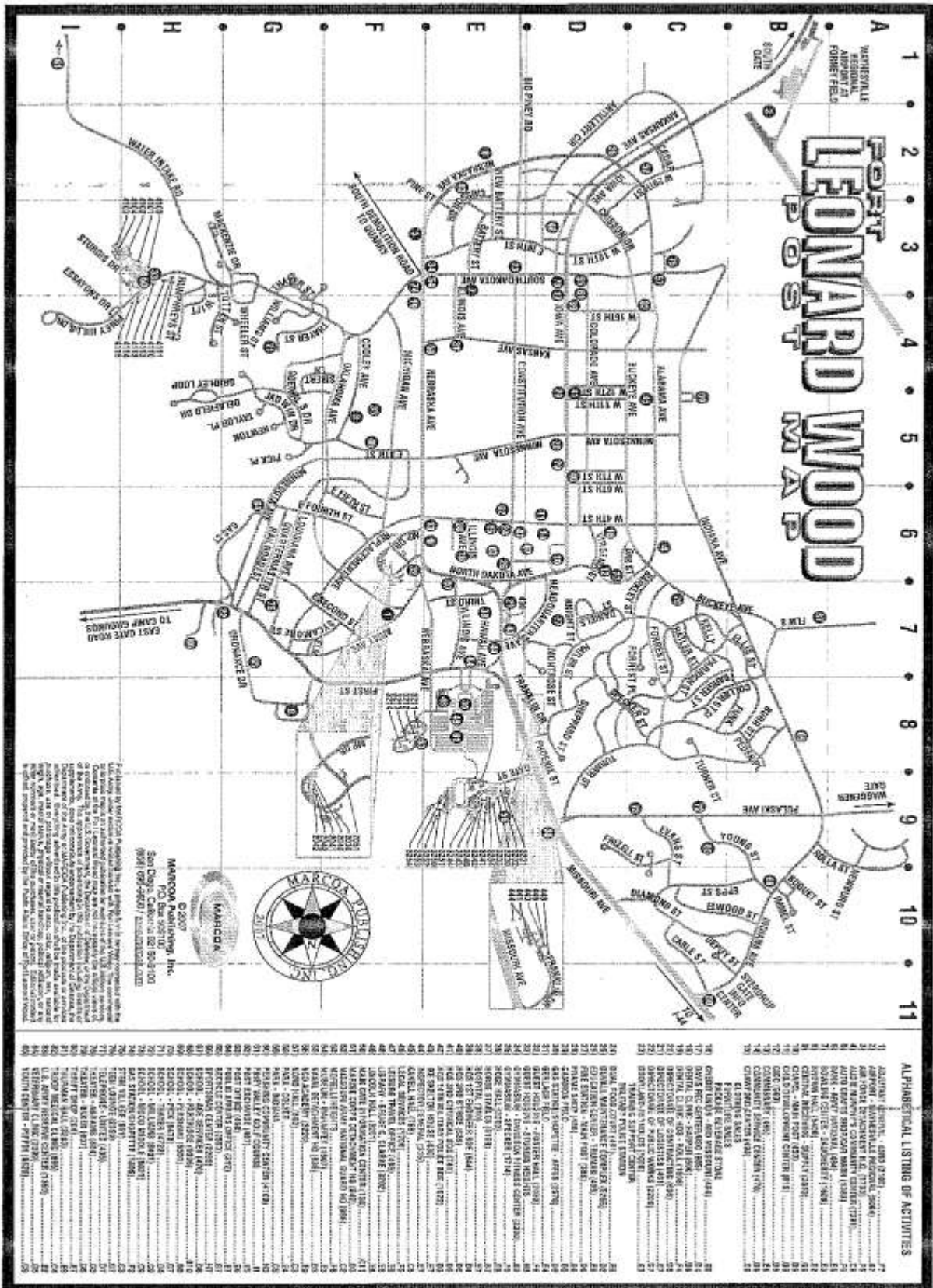
9. **Contact Information.** Your mailing address during course attendance is:

Rank and Full Name  
HHC, 3d Chemical Brigade  
ATTN: R&S Division, ASI-L6, (Class Number)  
13062 W. 7th Street  
Fort Leonard Wood, MO 65473

10. **Point of Contact.** The R&S Division cadre can be contacted for assistance at (573) 596-1414 or (573) 596-4149 from 0830-1700 CST. After normal working hours (1700), contact the 3d Chemical Brigade Staff Duty NCO at (573) 596-0805.

////Original Signed////  
STANLEY A. KUSKO  
Chief, Reconnaissance and  
Surveillance Division

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# INFORMATION PAPER

## IMLD-PWH

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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) Basic Leader Course
- 2) CID Special Agent Courses
- 3) CBRN Transition Course
- 4) Corrections and Detention Specialist (Trans) Course
- 5) Branch Basic Officer Leader Courses
- 6) Branch Officer Warrant Officer Basic Leader Courses
- 7) NCO Advanced Leader Courses
- 8) NCO Senior Leader Courses
- 9) Branch Pre-Command Courses
- 10) Branch Captains Career Courses- Reserve Components (RC)
- 11) Branch Warrant Officer Advanced Courses
- 12) Branch WO ILE (Follow-on) Courses
- 13) Combat Engineer Heavy Track
- 14) Engineer Heavy Track
- 15) Patrol Explosive Detection Dog Enhanced
- 16) Military Police Investigator
- 17) Civil Support Skills
- 18) Analytical Laboratory System Operator
- 19) CBRN Recon for Brigade Combat Teams
- 20) Unified Command Suite Operator
- 21) Technical Escort
- 22) Protective Services Training
- 23) Crane Operator

Encl 2



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- 24) Special Reaction Team
- 25) Crime and Criminal Intelligence Analyst
- 26) Basic Radiological Safety
- 27) Special Reaction Team Marksman/Observer

b. IAW Memorandum, DAMO-TRI, 14 August 2019, with Enclosure, Subject: Institutional Training Directed Lodging and Meal Policy. 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.

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

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**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: \_\_\_\_\_

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