



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

ATSN-CBZ-IR

22 June 2020

SPECIAL INSTRUCTIONS FOR COVID 19 Class 004-20

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 for 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) 586-4800 or toll free (800) 677-8356. IHG Office is located in the Candlewood Suites, Building 2020, 4990 Nebraska Ave.(see enclosed map).

Upon arrival to FT Leonard Wood ALL Soldiers will report to Harper Clinic Bldg 500 for COVID-19 screening, **HARPER DENTAL CLINIC (DCO)** Commercial: 573.596.0408 DSN: 581.0408 Location: Bldg. 500, 8112 Nebraska Ave, Fort Leonard Wood, MO 65473. There are Bright green signs to guide you. Upon arrival at Harper screening clinic take all guidance from the posted signs and staff. You will receive a memorandum of clearance.

The memorandum of clearance must be brought to building 2020 in order to check into billeting.

Do not obtain off post lodging, unless specifically directed. 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.

Students will receive an In-processing packet at the front desk IHG which contains required data sheets and reference material. (Those staying off post will contact the IRTD Operations Sergeant at 573-596-2510)

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 entry onto Fort Leonard Wood, MO.

The following items must be e-mailed to: Mr. Gregory Bryan at gregory.e.bryan.civ@mail.mil NLT than Day 1 of the course.

- A COMPLETE copy of DD Form 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
- Military Drivers License
- Accident Avoidance Course Certification or annotation on drivers license

For the first 14 days students will attend class virtually. The course will be accessed from their assigned quarantine rooms using Microsoft Teams software or the web access site. Students should register with the Army CVR portal (<https://www.cloud.mil/CVR/>).

Students are expected to bring a Wi-Fi-capable laptop with them. Laptops will not be provided. Web-cameras are not required by the students and will not be needed. Microphones are highly encouraged but are not required.

The MS Teams classroom site will be managed and operated by Mr. O'Neill.

Since the material in this block is public knowledge, no method of encryption is required. Personal laptops may be used.

Students with Wi-Fi issues must contact the IHG front desk for support. IRTD has no control of that network.

Students with any communications issues should email Mr. O'Neill (john.r.oneill3.civ@mail.mil) or phone (573-433-1233).

4. On the start day of the course, all students will remain in their billets and log onto MS Teams. Students will log in to MS Teams as soon as possible after receiving invitation to the team setup for the class by Mr. O'Neill. Communications with the CSSC staff will be on MS Teams or email.

Class Day 1 (13 Jul 20)

Students will sign in to MS Teams meeting NLT 0800 from their rooms.

Mr. Bryan/Mr. Benton/Mr. O'Neill will conduct accountability.

Mr. Bryan will in brief the students.

The remainder of the day will deal with fixing various connection, lodging, and other issues.

IF the issues are complete before 1200, the Chemistry block may begin.

Class Days 2-14 (14-17, 20-24 Jul 20)

Students will sign in to MS Teams meeting NLT 0800 from their rooms.

Mr. O'Neill/Mr. Benton will conduct accountability and report to Mr. Bryan.

Class will be conducted with breaks every 45-50 minutes and a lunch break from **TBD** while meals are delivered by IRTD personnel.

Class will shift from lecture to Q&A/Individual mentoring at 1500.

Class dismissed at 1600.

On day 17 (27 July 2020 you will report to Building #2130 at 0730 for in-processing. Duty uniform is Operational Camouflage Pattern (OCP) 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.

5. Personnel will complete a medical screening during in-processing on 27 July 2020. No individual will be allowed to remain in 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: <http://totalforcevlc.golearnportal.org/> or <https://afcec.adls.af.mil>. 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), This will depend on your subsistence status.

(2) Days 1 – 14 meals will be provided at your billeting area by IRTD Staff. After 24 July 2020, 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:

You are NOT covered under Institutional Training Directed Lodging and Meal Policy (ITDLMP) and all students MUST be on full per diem for lodging and meals.

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

Rank and name
ATTN: CSSC Class # XXX-XX
Incident Response Training Department (IRTD)
Bldg 2130
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:

A letter of instruction will follow prior to the start of class.

Civil Support Skills Course Mr. Greg Bryan 573-528-6351

(gregory.e.bryan.civ@mail.mil)

IRTD NCOIC (573) 596-2510

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

When you receive this letter, acknowledge immediately via e-mail sent to:

gregory.e.bryan.civ@mail.mil

You will also enclose the following from your welcome letter:

1. CSSC COVID -19 4856 (Covid 19 Counseling)
2. New CSSC Initial Counseling 4856
3. Copy of Student Personnel Data Sheet. (handwritten and scanned or filled out via Microsoft Excel)

7/9/2020

X Daniel T. Arden

Daniel T. Arden

Department Chief

Signed by: ARDEN.DANIEL.THOMAS.1039456954

Encls

1. Student In-Processing Sheets
2. Counseling Statements
3. General order #3

DANIEL T. ARDEN
Department Chief, IRTD

