



DEPARTMENT OF THE ARMY
HOMELAND DEFENSE/CIVIL SUPPORT OFFICE
INCIDENT RESPONSE TRAINING DEPARTMENT
15103 ELEMENTIS AVE
FORT LEONARD WOOD, MISSOURI 65473-8958

REPLY TO
ATTENTION OF

ATZT-DCH

December 3, 2019

MEMORANDUM FOR Students Attending Training at the Incident Response Training Department (IRTD)

SUBJECT: Welcome Letter for CBRN Response Enterprise (CRE) Basic and Advanced, Mass Casualty Decontamination Courses.

1. Welcome to the IRTD located at the Lieutenant Terry Facility. You are about to take part in a fast paced program of instruction that will qualify you to perform some of the essential duties needed as a member of a CBRN Response Enterprise Technical Support Forces. You will be provided instructions on hazards associated with the chemical, radiological and nuclear materials. IRTD courses are designed to provide instruction to Active Army, Reserve Component and National Guard 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 to FLW) or Springfield/Branson Regional Airport (city code SGF - a 1.5 hour drive to FLW). Rental cars are readily available at all airports. Transportation is NOT provided by IRTD.
3. Lodging & Meals- Students attending CRE Basic and Advanced, Mass Casualty Decontamination Courses (Active Army, Reserve Component and National Guard) should be on full per-diem.
4. Prior to arrival contact Intercontinental Housing Group (IHG) Office to reserve on post lodging. 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). When you arrive at Fort Leonard Wood, all students will report to building 2020 in order to check into billeting. Off post lodging should be booked only if IHG cannot accommodate you.
5. On the start date of the course, all students will report to Building 2130 at 0700 for in-processing. Duty uniform is ACU. 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,

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current insurance card (or rental car agreement) and driver's license. Bring the following items for in-processing.

- A copy of 1610/travel orders
- Permanent or temporary profiles
- Prerequisite Awareness Certificate for CRE Basic Course
- Prerequisite Awareness/Operations Certificate for CRE Advanced Course

6. 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 SCBA and be able to lift 55 pounds.

7. All students attending the CRE Responder Basic Course must be DOD, IFSAC or Pro-Board HAZMAT Awareness certified prior to arrival. All students who attend the CRE Responder Advanced or Mass Casualty Decontamination (MCD) Course must be DOD, IFSAC or Pro-Board HAZMAT Awareness and Operations certified prior to arrival. ALL students must present required certificates with legible certificate seal numbers during in-processing. The HAZMAT Awareness training can be accessed at: <https://totalforcevlc.golearnportal.org/firsttimeportal.php>. NOTE: If you have any issues with logging onto the above website contact the Help Desk at (202) 753-0845 or toll-free at (833) 200-0035.

8. 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 76% is required to successfully pass HAZMAT Operations written exams. A score of 80% is required to successfully pass HAZMAT Technician 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 AKO Username, login and password. Units need to ensure all students can utilize their CAC as time will not be allowed to have their PIN reset upon arrival. Any student unable to recall their passwords or PIN will potentially jeopardize their ability to successfully complete the course.

Military Personnel:

- Minimum 2 sets of Service specific uniforms (to include tee-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

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Note: Daily PT uniforms should reflect the current temperatures in Missouri. Classrooms can feel cold after exercise. PT jackets and pants are recommended. Barefoot running shoes will not be authorized.

9. Points of contact at IRTD are listed below:

CRE Responder Basic and Advanced, Mass Casualty Decontamination Course

Manager: Terry Gulley (573) 596-4930

IRTD NCOIC: (573) 596-2510

IRTD FAX: (573) 596-1371 *Ensure that all faxes have a cover sheet stating student name, course, return call back number and subject.

Daniel T. Arden

DANIEL T. ARDEN

Chief

Incident Response Training Department