

Urban Search & Rescue Training Department



**Urban Search and Rescue
Extractor Course Level I, Class 003-23
Welcome Letter
As of: 22 February 2023**

1. Welcome to the Urban Search and Rescue (US&R) Extractor Level I Course at Fort Leonard Wood (FLW), MO. Click on link to go to the US&R Web page:
<https://home.army.mil/wood/index.php/units-tenants/hdcso/OF/USR>
2. Special Reporting Instructions:
 - **Report Date: 16 April 2023**
 - **Course Start Date: 17 April 2023**
 - Students will report to US&R, Building 5415, at **0500**.
 - **Address:** FLW 38/WP, Fort Leonard Wood, MO 65473 for HT/WT screening. Uniform is the physical fitness uniform, no spandex shorts (see **enclosure 1 for directions**).
 - **Army Soldiers will report in** summer physical fitness uniform, **no spandex shorts**. All others will report in duty uniform.
 - Student must have their travel orders or DD 1610 during in-processing.
 - Students must have the **Unit Pre-Execution Checklist**, during in-processing, see **Enclosure 2**.
3. Lodging:
 - Homeland Defense Civil Support Office (HDCSO) coordinates and pays for lodging for military students requiring hotel accommodations.
 - Students must call and reserve their room at least **10 days prior** to the “report date” at the following hotel(s):
 - The following hotels are reserved off post, please let them know you are attending HD/CSO US&R Extractor Level I course, class 003-23.

There are 15 rooms @
Hampton Inn
103 St. Robert Plaza,
Saint Robert, MO 65584
Phone: (573) 336-3355

There are 35 rooms @
Comfort Inn
103 Saint Robert Blvd.
Saint Robert, MO 65584
Phone: (573) 336-3553
 - HDCSO will NOT pay hotel costs if students stay at a hotel that is not listed above.
 - Each student will have their own room.
4. The US&R Extractor Level I Course:
 - This course offers a physically and academically demanding Program of Instructions (POI) designed to challenge students on how to save lives during a natural or manmade disaster.

- The Extractor Level I Course is 12 consecutive training days, and the duty day is from 0700-1730, Monday through Sunday.
 - The course material covers Common Core (4 days), Rope Level 1 (2 Days), Confined Space Level 1 (2 Days), and Structural Collapse Level 1 (4 Days) in accordance with NFPA 1006.
5. Certifications:
- Students receive a DA Form 1059 on the completion of the course.
 - Students receive a Department of the Army Certificate on the completion of the course.
 - Students will receive Department of Defense (DoD) International Fire Service Accreditation Congress (IFSAC) and Fire Service Professional Qualifications System Certificates (Pro Board) on the completion of discipline mentioned above.
 - Students will receive a Professional Development Skill Identifies (PDSI) of B5B.
6. Conditions to Train:
- Students must be able to wear a Supplied Air Respirator (SAR).
 - Students cannot be acrophobic (afraid of heights) and/or claustrophobic (afraid of confined spaces).
 - Students **cannot be on profile** and will be required to adhere to the Physical Demand Analysis Worksheet (**DA Form 5643 – enclosure. 3**).
 - Army Soldiers who do not meet the Army Body Composition IAW AR 600-9, will be released from the course IAW Army Regulation 350-1.
7. Course Enrollment:
- Individuals will request the course through the Army Training Requirements and Resources System (ATRRS). US&R Extractor Level I Course Number 9E-F60/920-F52.
8. Transportation to FLW:
- Unit Leadership must ensure that students have round trip transportation from home station to and from Fort Leonard Wood, MO.
 - When traveling to Fort Leonard Wood, MO via Springfield Airport
 - Fly into Springfield (airport code SGF; 1.5 hour drive). Drive 44 East to exit 161
 - When traveling to Fort Leonard Wood, MO via St. Louis Airport
 - Fly into St. Louis (airport code STL; 2.5 hour drive) Drive 44 West to exit 161
 - Students can fly into Fort Leonard Wood (airport code TBN) (Capacity of flight is 19 passengers and has limited baggage capability).
- NOTE: Students will be released from the course at 1730 on the “End Date” IAW ATRRS. Do not make travel plans prior to this date and time.**
9. Transportation while at FLW:
- Transportation from hotel/barracks to the training area will not be provided.
 - Van rentals can be scheduled with Enterprise Rentals (417-832-1494) at least 30 days in advance in order to have vans available.

- Students driving POVs or rental cars must have current car registration, current insurance card (or rental car agreement) and a valid driver’s license.

10. Meals:

- A by name roster (**enclosure 4**) is to be submitted (encrypted) to SFC Lee, Debra @ debra.k.lee16.mil@army.mil.
- Students will be on partial per diem.
- During Training Days, the meal plan is: Breakfast (DFAC); Lunch (MRE) @ (Bldg. 5415N)-Dinner (DFAC)
- DFAC is located at Bldg. 930 Loyalty Loop, Fort Leonard Wood Missouri, MO 65473
- DFAC Hours: Breakfast 0530-0800; Lunch 1100-1330; Dinner 1630-1900
- If Soldier is required Kosher or Halal MRE due to religious reason, ensure Unit provides “Memorandum for Record” to SFC Lee, Debra.

11. Medical/Dental:

- Soldiers will go to Victory Medical Clinic located at building 885.
- Sick call hours are from 0600-1000. Phone number (573) 596-1680.
- Sick Call slips are available from the US&R Training Department.
- After duty hours or emergencies, students will report to General Leonard Wood Army Community Hospital Emergency Room.
- Roll Dental Clinic is located at Bldg. 1608, 6958 Nebraska Ave., sick call hours are from 0730-0900 M-F, and their phone number is (573) 596-0364.

12. Mailing Address:

- United States Post Office: (**Does not deliver to the training site**)
Rank and Name
Homeland Defense/Civil Support Office
ATTN: Urban Search and Rescue Training Department
FLW 38/WP, Building 5415
Fort Leonard Wood, MO 65473-8929
- UPS or FEDEX: (**UPS and FEDEX deliver to the training site**)
Rank and Name
ATTN: Urban Search and Rescue Training Department
FLW 38/WP, Building, 5415
Fort Leonard Wood, MO 65473-8929

13. Packing List:

Soldiers	Civilian
Orders/1610	CAC Card
CAC Card	Long Pants (durable) (2)
Duty Uniform	4 sets of OCP
Long Sleeve Durable Shirts (PT Shirt) 2	Steel Toed Boots (1)

Steel Toed Boots (Civilian Boots Are Authorized In The Training Area) 1 pair	Camelback (1)
PT Uniform (1 set) Summer/(1 set) winter	Rain Gear (1 set)
Wet Weather Gear (1set)	Cold Weather Gear (1 set)
Cold Weather Gear (1set)	Notebook, Pens & Pencils (1 ea)
Notebook, Pens & Pencils (1ea)	Insect Repellent 1 during spring/summer
Insect Repellent during spring/summer	Personal Hygiene Kit (1)
Camelback (1)	Civilian Attire (For Off Duty) (1)
Personal Hygiene Kit (1)	
Civilian Attire (For Off Duty) (1)	

14. Personal Protection Equipment (PPE) will be issued.

15. Points of Contact:

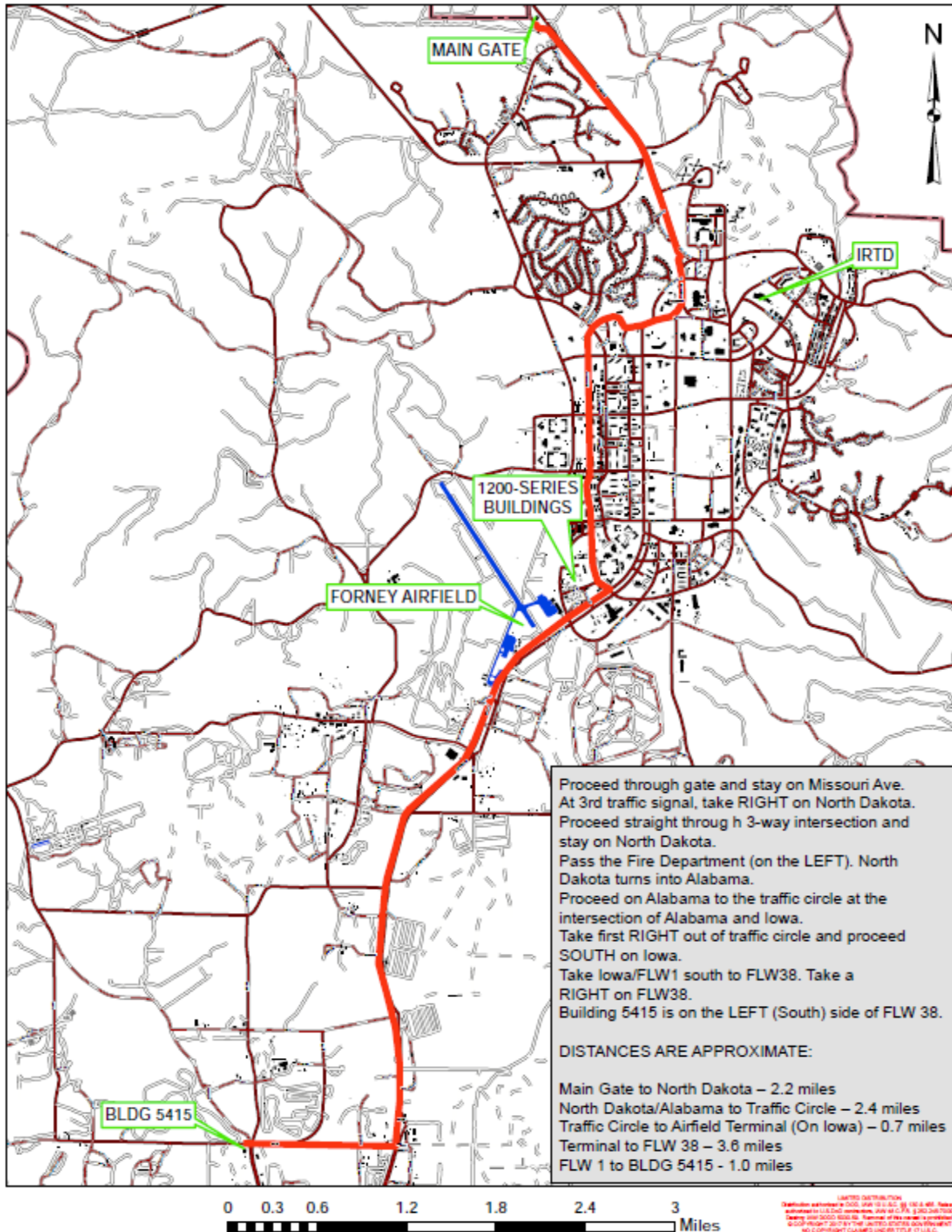
- Chief, Urban Search and Rescue Training Department
Mr. Jay Rutherford
(W) (573) 596-3869 (Cell) (573) 433-1163
Jay.l.rutherford.civ@army.mil
- US&R Operations NCOIC (Primary Contact)
SFC Lee, Debra
(W) (573) 596-2510, DSN: 581-2510, (Cell) (915) 217-5602
debra.k.lee16.mil@army.mil
- Course Enrollment (ATRRS) Manager
Mr. Tony Cowan
(W) (573) 596-2184
anthony.w.cowan2.civ@army.mil

JAY L. RUTHERFORD
Chief, US&R Training Department

Encls

1. Directions to BLDG. 5415 (US&R Site)
2. Unit Pre-Execution Checklist
3. DD Form 5643-R Physical Demand Worksheet
4. Meal Pay Entitlements Feeder Report Example

Enclosure 1 - Strip Map to BLDG. 5415 (US&R Site)



Enclosure 2: Unit Pre-Execution Checklist

UNIT PRE-EXECUTION CHECKLIST

(For use of this form, see TRADOC Regulation 350-18; Proponent is TRADOC G-3/5/7, TOMA)

Fillable form; may be printed and signed manually.

1. NAME:	<input style="width: 95%;" type="text"/>
2. UNIT:	<input style="width: 95%;" type="text"/>
3. COURSE TITLE:	<input style="width: 60%;" type="text"/>
4. REPORT DATE:	<input style="width: 30%;" type="text"/>

Supervisor's Initials	Soldier's Initials	PART I- UNIT PRE-EXECUTION (Day-90 to Day-1)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Coordination between unit and school to identify the Soldier by name and reservation status?
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Soldier in receipt of read ahead packet, school/course information, and graduation requirements?
NA	NA	Soldier completed prerequisite course/testing? (DA Form 1059 or other completion document)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	All required clothing/equipment in accordance with school/course information packet?
NA	NA	Soldier meets physical readiness standards of AR 350-1? (APFT within 60 days)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Soldier meets height/weight and body composition standards of AR 600-9?
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Soldier has Government Travel Card or adequate cash/traveler checks?
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Individual orders received (10 copies)?
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Soldier has current periodic health assessment (PHA) and dental exam?
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Soldier meets physical qualifications for special skills as specified in AR 40-501?
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Soldier meets remaining Time in Service (TIS) requirement?
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Transportation verified/DTS approved?
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Soldier has current/valid identification card?
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Soldier has ID tags (1 pair)?

Unit POC List:

Phone Number with Area Code

CDR Office: Other:

1SG Office: Other:

FTM Office: Other:

Unit Fax:

1SG Email:

CSM Email:

PART II - ROUTINE PREREQUISITES												
TASK	REGULATION DATA					SOLDIER DATA						
Minimum Aptitude Score (if applicable)	CL	CO	EL	FA	GM	CL	CO	EL	FA	GM		
	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
	GT	MM	OF	SC	ST	GT	MM	OF	SC	ST		
	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
Key: CL-Clerical/ADMIN; CO-Combat/CMBT; EL-Electronic/ELEC; FA-Field Artillery/FA; GM-General Maintenance/MAINT; GT-General Technical/GT; MM-Mechanical Maintenance/MECH; OF-Operators & Food/FOOD; SC-Surveillance & Communication/COMM; ST-Skilled Technical/TECH												
Physical demand rating/profile (PULHES) *See Part III for PT profiles	P	U	L	H	E	S	P	U	L	H	E	S
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key: P- Physical capacity/stamina; U- Upper extremities; L- Lower extremities; H- Hearing/ear; E- Eyes; S- Psychiatric												
Military and civilian vehicle operator license(s) (if applicable):												
Military license number: <input type="text" value="NA"/> Expiration date: <input type="text" value="NA"/>												
Civilian license number: <input type="text" value="NA"/> Expiration date: <input type="text" value="NA"/> State: <input type="text" value="NA"/>												
PART III- REQUIRED DOCUMENTS												
Security clearance (if applicable, attach as required)												
*Permanent profile attendees must have a signed copy of completed DA Form 3349; must include Army doctor-approved alternate aerobic event for APFT. Provide results of medical retention board (if applicable).												
All required waivers (if applicable) <input type="text" value="NA"/>												
Other requirements (if applicable) <input type="text" value="NA"/>												
Other requirements of DA PAM 611-21 not previously listed: <input type="text" value="NA"/>												
Other requirements (if applicable) <input type="text" value="NA"/>												
Other requirements (if applicable) <input type="text" value="NA"/>												
Other requirements (if applicable) <input type="text" value="NA"/>												
Other requirements (if applicable) <input type="text" value="NA"/>												
I have been counseled and have read all requirements applicable to the course I'm selected to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent my successful completion of course requirements.												
Student's Signature: <input type="text"/>												
I have reviewed the above Soldier's qualifications and potential to successfully complete this course, counseled them on these requirements, and hereby verify their readiness to attend.												
Commanding Officer (typed name): <input type="text"/>												
Commanding Officer's Signature: <input type="text"/>												

Enclosure 3: Physical Demand Worksheet

PHYSICAL DEMANDS ANALYSIS WORKSHEET For use of this form, AR 611-1; the proponent agency is DCSPER					PAGE 1 OF 2 PAGES			
MOS Functional		CMF N/A		DATE COMPLETED (YYMMDD) 220103				
SECTION I - DUTIES								
Urban Search and Rescuer (US&R) Duties								
SECTION II - TASK SUMMARY								
The ability to perform all duties required of an Urban Search and Rescue instructor. to be able to lift /lower, carry, push, pull, load bear, climb descend, crawl, stand, stoop, kneel and crouch as explained below. Tasks will be performed using appropriate PPE and may be performed using Supplied Air Respirators (SAR) or Self Contained Breathing Apparatus (SCBA).								
SECTION III - CRITICAL TASK ELEMENT				SECTION IV - CRITICAL PERFORMANCE MEASURE				
Perform required training for Urban Search and Rescue				Meet physical demands required for Urban Search and Rescue training.				
SECTION V - ANALYSIS								
FACTOR a	WEIGHT/ LOAD b	HORIZ- DISTANCE c	VERTICAL DISTANCE d	WORK RATE/PERFORMANCE STANDARD e	MOS FREQ f			
					NP	O	F	C
1. LIFT/LOWER	75 lbs	50'	50'	lift and lower loads into a confined space rope rescue systems			x	
2. CARRY	75 lbs	75 lbs	50'	carry rescue manikin and other rescue equipment up stairs, in and around a confined a confined space and			x	
3. PUSH	75 lbs	50'	50'	push rescue equipment through a confined space			x	
4. PULL	75 lbs	50'	50'	pull rope systems to raise and lower loads either vertically or horizontally			x	
5. LOAD BEAR	45 lbs	50'	50'	ability to wear harnesses, and walk with rescue gear from storage area to training area			x	
6. WALK/MARCH	45 lbs	600 feet		ability to move to various training stations with necessary equipment			x	
7. CLIMB/DESCEND	45 lbs	4 levels		ability to ascend and descend rope towers with necessary equipment			x	
8. RUN/RUSH								
9. SWIM/DIVE								
10. DIG								
11. CRAWL	45 lbs	75'		the ability to crawl through tubes that are 24" in diameter and maneuver in spaces with SAR or SCBA			x	
12. THROW								

FACTOR <i>a</i>	WEIGHT/ LOAD <i>b</i>	HORIZ- DISTANCE <i>c</i>	VERTICAL DISTANCE <i>d</i>	WORK RATE/PERFORMANCE STANDARD <i>e</i>	MOS FREQ <i>f</i>			
					NP	O	F	C
13. HANDLE								
14 FINGER								
15 HAMMER/POUND				carpentry work to build support to carry a load in structural collapse			x	
16. SIT				up to 4 hours at a time while conducting training for Urban Search and Rescue operations.			x	
17 RECLINE				up to 4 hours at a time while conducting training for Urban Search and Rescue operations.			x	
18 REACH				up to 4 hours at a time while conducting training for Urban Search and Rescue operations.			x	
19. STAND				up to 4 hours at a time while conducting training for Urban Search and Rescue operations.			x	
20. STOOP				up to 4 hours at a time while conducting training for Urban Search and Rescue operations.			x	
21 KNEEL				up to 4 hours at a time while conducting training for Urban Search and Rescue operations.			x	
22. CROUCH				up to 4 hours at a time while conducting training for Urban Search and Rescue operations.			x	
SECTION VI - EXPLANATION/COMMENT - PHYSICAL DEMAND FACTORS								
Each student will wear the proper PPE. (head gear, eye pro, gloves, elbow pads, knee pads, and steel toe boots). Some tasks will be performed while using Supplied Air Respirators (SAR) or Self Contained Breathing Apparatus (SCBA).								
SECTION VII- (PHYSICAL DEMANDS RATING) FOR USE BY APPROVING AUTHORITY								
<input type="checkbox"/> LIGHT <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> MOD. HEAVY <input type="checkbox"/> HEAVY <input type="checkbox"/> VERY HEAVY								
EXPLANATION AND SPECIFIC INSTRUCTIONS FOR COMPLETION OF WORKSHEET ARE CONTAINED IN WOMEN IN THE ARMY POLICY REVIEW, ODCSPER, DA 12 NOV 82.								

