



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE  
NONCOMMISSIONED OFFICER ACADEMY  
14030 MSCOE LOOP, SUITE 2520  
FORT LEONARD WOOD, MISSOURI 65473-9118

ATZT-NCZ

20 October 2020

MEMORANDUM FOR Students of the Chemical, Biological, Radiological and Nuclear (CBRN) Advanced Leaders Course (ALC)

SUBJECT: Welcome Letter

1. On behalf of the Commandant of the Maneuver Support Center of Excellence (MSCoE) Noncommissioned Officer Academy (NCOA) congratulations on being selected to attend CBRN ALC. This memorandum is intended to assist you with reporting and in-processing while attending school at the MSCoE NCOA for Phases I, II & III during the COVID-19 Pandemic.
2. As a precautionary measure, on **Report Date** (No earlier), Fort Leonard Wood and the NCOA require all students to receive a COVID-19 medical screening. **Upon arrival to Fort Leonard Wood, all students will immediately report to the Harper Clinic, building 500, to receive medical screening.** Fort Leonard Wood has plenty signs along the way to direct you to Harper Clinic from the main gate, and the gate security guards can assist with directions if needed.
3. Students must provide proof of the screening prior to being in-processed into the NCO Academy (**Memo from Harper Clinic**). Students who refuse the screening will be denied enrollment into the course. Soldiers who arrive with a medical screening from their home Camps, Posts, and Stations will still be required to receive medical screening at Harper Clinic prior to enrollment. In addition, failed screening may lead to further medical tests or monitoring.
4. On **Report Date**, once students are cleared by Harper Clinic, they will report to the billeting office located at BLDG 2020, Candlewood Suites (directly across from the post commissary located on Nebraska Ave), where they will check-in and be assigned a Building and a Room (**Memo from Harper Clinic**). There is no requirement to inform the NCOA of your arrival. Prior to arrival you may call (573) 586-4800, 1-800-677-8356 or visit the following site (<http://www.ihg.com/armyhotels/hotels/us/en/reservation>) if you have any questions. Reservations are not needed since you will be provided a room based on your ATRRS reservation. You will need to ensure that you have your Government Travel Card when you check-in.
5. You are **NOT** authorized or will be allowed to bring privately owned weapons, stun guns, or knives with a blade over three inches in length. These items are not permitted to be brought to the course and cannot be stored in billeting. **DO NOT BRING THEM.**

**6. YOU MUST BRING THE FOLLOWING ITEMS TO THE FIRST FORMATION:**

- a. DA Form 1059 showing completion of Basic Leaders Course **(Mandatory)**
- b. HAZMAT Awareness and Operations Certification Training are **(Mandatory)** for Phase I. In addition bring a copy of HAZMAT Operations and Technical Certification Training if you are already certified.
- c. Structured Self Development 2 (SSD2), Distance Learning Course (DLC2) Certificate or ALC Common Core DA Form 1059. See ALARACT 126/2014 Change 2 for details. **(Mandatory)**.
- d. Enlisted Record Brief (ERB) or Soldier Record Brief (SRB), dated 1-week prior to class start date. **(Mandatory)**
- e. DA Form 1610, with amendment orders if applicable. **(Mandatory)**
- f. Total Army School System Unit Pre-Execution Checklist (April 2016). Must be signed by your Unit Commander prior to attending the course. [http://www.wood.army.mil/newweb/mncoa/documents/Pre\\_Execution\\_Checklist.pdf](http://www.wood.army.mil/newweb/mncoa/documents/Pre_Execution_Checklist.pdf)
- g. DA Form 705 (Current **PASSING** APFT Card within the last 60 days)
- h. DA Form 5500/5501-Body Fat Worksheet (if applicable within the last 30 days) **(Mandatory that you have passed)**
- i. DA Form 3349-SG (Permanent) (if applicable) (If you have a P3/P4 you must have a copy of MMRB results) **(THIS MUST BE ON THE NEW VERSION DATED 2016, NO OTHER VERSIONS WILL BE ACCEPTED)**
- j. **Optical Inserts for M50 Mask** (Mandatory for students required to wear glasses)
- k. CAC Card and ID tags (ensure your ID card has all/current certificates uploaded)
- l. **Students over 40, must bring completed physical or PHA with Cardio Vascular Screening (if Applicable) If you are 40 years of age or older, you must provide this documentation in order to train. That is you must provide a Memorandum for Record from your Primary Care Physician (Military) stating that you are cleared to take an APFT and don required PPE. Failure to provide a valid over-forty screening will result in being denied**

**enrollment in the course. A copy of your PHA will not be accepted without a CVS (Cardio Vascular Screening/EKG). (Mandatory)**

m. Student In-processing Personal Data Sheet (see attached) **(Mandatory)**

n. Completed Student's Chain of Command Contact Information Sheet (see attached) **(Mandatory)**

o. Know your AKO username and password.

**NOTE: Items listed as "MANDATORY" don't fall into the 72 hour rule and are required during initial In-processing on the first day for validation or denied enrollment will occur. If you are missing any other items, you must make arrangements to have them faxed to you at commercial: (573) 563-8134 within 72 hours of in-processing. You must have extra copies of these documents for personal records. Copies will not be made at the time of in-processing. Failure to provide these documents after the 72 hour deadline may result in being denied enrollment to the course.**

**Ensure that you label the fax:**

**ATTN CBRN ALC Class** \_\_\_\_\_

**SGL Name:** \_\_\_\_\_

7. The following requirements for training at the Chemical Defense Training Facility (CDTF) are provided to help prepare students for toxic agent training. Adherence to the requirements listed below are mandatory and failure to adhere them will result in student dismissal from CDTF training, which is required to graduate from the course. Hair styles need to be clean and conducive to the proper wear and fit of the protective mask. Students **WILL NOT BE ALLOWED** to train at the CDTF if they have hair extensions (artificial or natural), beads, braids, dreadlocks, nail attachments (finger or toe) to include acrylic nails, or any other artificial devices attached to their person to include piercing paraphernalia, medical patches (i.e. birth control, nicotine, or any other patches) and need to have them removed prior to attendance to the course. **The M50 PRO-MASK OPTICAL INSERTS are needed for students who are required to wear glasses during normal operations.** Students that do not possess the M50 version pro-mask optical inserts must provide a MFR from their commander stating that they do not have these inserts issued. Inserts required are for M50 pro-mask, not your unit PPE or SCBA systems.

**NOTE: Hair styles need to be clean and conducive to the proper wear and fit of the protective mask. Hair must be "free flowing," in that all fibers of the hair must lay flat under the protective mask head harness. Hairstyles that prevent thorough washing of the scalp and hair (for example, tight braids) may not be worn into the hot area. Prohibited hair styles include, but may not be limited to braids, buns, beads, dreadlocks, corn rows, and weaves. Hair extensions permanently attached**

**(medical implants) are permitted provided the hair lays flat and is not styled in a prohibited fashion. Facial hair growth must present no interference of any kind with the sealing surface of the protective mask; this includes mustaches, beards and sideburns. A regulation compliant mustache generally poses no mask fit issue and is permitted. Personnel with beards will be denied access to toxic agent training.**

Participation in the Sensitive Site Assessment practical exercise requires students to be medically cleared for wear of Air-Purifying Respirators and Positive-Pressure Self-Contained Breathing Apparatus (SCBA). **Students are required to be able to lift and carry 45lbs for a period up to 1hr.** Students will be in a medical surveillance program to monitor them during actual hands-on training exercises. During HAZMAT medical screening, students will participate in a medical screening questionnaire with a licensed medical physician. This questionnaire will be reviewed by the General Leonard Wood given a medical clearance for the duration of the course. A medical baseline of each student's vital signs will also be obtained for medical surveillance use during training exercises. Students who cannot be medically cleared will go through an additional medical screening to determine if you will be medically dropped from the course.

**NOTE: If the profile does not meet the requirements within the paragraph above, a memo from the unit commander is required stating that the Soldier is authorized to operate outside the limitations of their profile to meet the CBRN ALC POI requirements. If the memo is not received the Soldier may be considered a no-train and will be subject to dismissal from the course.**

8. Transportation is the responsibility of the student's unit. In-bound Students must pre-arrange their own transportation using airline, bus, POV or other means. **If you are NOT driving, it is highly recommended for students to fly directly into Fort Leonard Wood (TBN). The MSCoE NCOA will not authorize or provide any documentation recommending use of a rental car.** That decision is determined by the Unit Chain of Command. **Note: Students will not plan on departing FLW prior to 1700hrs when completing Phases I or II and not before 1500hrs for Phase III graduation.**

9. The Leaders of this course will enforce Army Standards and Discipline. You will be expected to have a positive attitude, a professional appearance, and personal commitment to excellence aligned with the Profession of Arms. I am committed to ensuring all students meet the established standards of the Individual Student Assessment Plan (ISAP). Students need to read the ISAP as well as the student guide located on the website.

10. You may also utilize the following sources for information (packing list and syllabus) and course updates:

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[https://actnow.army.mil/communities/service/html/communityview?communityUuid=0fc25aea-2b63-4240-b8d57df790bb8bfa#fullpageWidgetId=Wfed24f0b4240\\_4a89\\_ac3f\\_39dd98c73946](https://actnow.army.mil/communities/service/html/communityview?communityUuid=0fc25aea-2b63-4240-b8d57df790bb8bfa#fullpageWidgetId=Wfed24f0b4240_4a89_ac3f_39dd98c73946)

- a) MNCOA CBRN ALC Welcome Page:
- b) CBRN ALC Syllabus
- c) CBRN ALC Packing List:
- d) MNCOA Facebook Page: [http://www.facebook.com/pages/MSCoE-NonCommissioned Officers-Academy/315832898528896?fref=ts](http://www.facebook.com/pages/MSCoE-NonCommissionedOfficers-Academy/315832898528896?fref=ts) or search

11. Special exemptions/accommodations:

- a. Any special request for exemption to Army regulation/policies must be accompanied by approved documentation and a Memorandum signed by the Unit Commander acknowledging the exemption. Memo is not needed with a DA 3349-SG, physical profile.
- b. Accommodations will be on a case-by-case basis. A memorandum signed by the unit commander will be required acknowledging the accommodation and to validate that the unit is aware of request. This memo will also state what policy/procedures the unit has put in place for the Soldier.
- c. You will be provided a laptop from the Academy to do your school work, I strongly recommend you bring your personal laptop for additional use.

12. I strongly recommend that you review all documents attached in the welcome email to include the syllabus. The syllabus will explain what areas will be trained and tested.

13. The point of contact for this memorandum is SSG Smith, Kevin M. [kevin.m.smith378.mil@mail.mil](mailto:kevin.m.smith378.mil@mail.mil) at (573) 563-7469 or the undersigned at 573-563-7469, [jorge.l.rivera1.mil@mail.mil](mailto:jorge.l.rivera1.mil@mail.mil).

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Course Chief