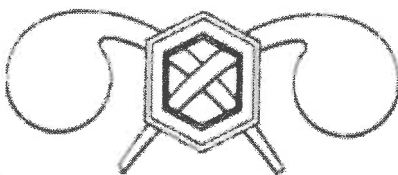


**United States Army
Chemical Biological Radiological and Nuclear
School (USACBRNS)**



**Course Management Plan for
Chemical Biological Radiological and Nuclear (CBRN)
Reserve Component Captains Career Course
Course Number 4-3-C23**



Approved:


Assistant Command, USACBRNS

20 July 2018
Date

Reserve Component CBRN Captains Career Course		
This CMP Contains		
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Introduction 1. Purpose:

a. This Course Management Plan (CMP) is approved by the Assistant Commandant, U. S. Army Chemical, Biological, Radiological, and Nuclear School (USACBRNS) and is designed for use by the Total Army School System (TASS) when providing training and evaluation programs for Career Management Field (CMF) 74, Reserve CBRN C3 Course.

b. This CMP provides the course managers, instructors and students the requirements to conduct the course prescribed by the enclosed training requirements. It also provides information students need to meet their responsibilities for learning and successful graduation from the course.

c. This course provides company grade CBRN Officers the technical skills and knowledge to perform the duties and responsibilities required of company commanders and brigade level staff CBRN Officers. This instruction is both externally and internally directed. Completion of Phases II and IV are required for branch qualification. Phases I and III are completed as distance learning.

2. Scope: To further develop and reinforce CBRN Officers with the skills and knowledge in the areas of leadership, training management, written and oral communications, Army Operations (fundamentals and doctrine), staff procedures, CBRN defense (fundamentals and doctrine), decontamination, reconnaissance, Basic Radiological Safety, HAZMAT response, Counter-WMD, consequence management and threat doctrine and capabilities (to include current threat).

3. Prerequisites: Reserve or National Guard component; U.S. Commissioned Officers in the rank of first lieutenant and above, assigned a primary specialty/mission of SC74A or eligible branch transfers. A secret security clearance level is required. Soldiers must meet requirements outlined in AR 350-1. Meeting height/weight standards is a requirement for enrollment. Students will take the APFT within 72 hours of enrollment into the first resident phase to remain in the course. Soldiers must pass prior to the end of the phase in order to meet the requirements of the phase. Soldiers with a temporary profile cannot enroll in the course. Soldiers attending each resident must have a height and weight screening within 72 hours of enrollment. Soldiers must meet height/weight requirements prior to the end of the phase in order to meet the requirements of the phase. All 4 Phases must be completed within 36 months of the initial registration for the first Distance Learning Phase (Phase I). A student that does not complete all 4 Phases within this time will be forced to restart the entire course. No credit for previously completed Phases will be given.

4. Completion of toxic agent training provided at the Chemical Defense Training Facility (CDTF) is required for all students. The Commandant may waive this requirement based on justifiable circumstances addressed on a case-by-case basis. All students are required to arrive with optical inserts, if necessary, IAW AR 40-63. All students must comply with Personal Wearing of Hair found at Annex E of this CMP.

5. Foreign Disclosure: The course developer in coordination with the USACBRNS foreign disclosure (FD) authority reviewed the materials contained in this CMP and this course. Restrictions on some components of this course may not be releasable to students from foreign military schools/countries.
6. The U.S. Army CBRN School commits to continually working to improve training quality. Please submit any comments and suggestions to the USACBRNS:

Assistant Commandant
U.S. Army CBRNS
401 MSCoE Loop, Suite 1021
ATTN: ATSN-CM
Ft. Leonard Wood, MO 65473-8926

**Course
Structure**

1. The Reserve Component CBRN Captain's Career Course (RC CBRNC3) consists of four phases. Phase 1 and 3 are distance learning modules, while Phase 2 and 4 are branch specific resident phases.
2. The CBRN School structures the course in modules and lessons to provide Officers the learning activities to further develop and reinforce skills and knowledge. Instruction consists of leadership, training management, written and oral communications, Army Operations (fundamentals and doctrine), staff procedures, CBRN defense (fundamentals and doctrine), decontamination, reconnaissance, tactical radiation hazards, Hazardous Materials Operations, Counter-WMD and threat doctrine and capabilities (to include current threat). The course is taught in a classroom and through Distance Learning. The majority of the training is in the form of practical exercises. Practical exercise training ensures Soldiers master the requisite skills. The Program of Instruction (POI) annotates the list of training materials and equipment for all tasks.
3. This course follows the Mid-Grade Learning Continuum (MLC) and serves as the initial level of the Officer learning continuum that establishes the Officer's career foundation. Mid-Grade Officer Development has multiple opportunities for Officers to acquire and refresh branch and Army competencies. The MLC helps Officers achieve timely learning at key career points. This balances branch and Army learning goals. Most of the Common Core (CC) curriculum learning is at "application" level of knowledge. This prepares the officer for Command and General Staff College (CGSC) and beyond.
4. The Course Concept and Flow Chart illustrates this process. Small group instruction remains the primary technique of delivery. Adult learning models serve as the method for Common Core instruction, and the majority of technical instruction, with emphasis on the Experiential Learning Model (ELM). The lesson numbers reflect the lessons and tests taught per module.
5. The chart on the following page shows lesson plan numbers by block to include hours, delivery, and method for each part: Common Core, Fundamentals, Techniques, Concepts, Foundations, Administration, and Culmination. Lesson plans are subject to change and may not be reflected in the CMP.

	Common Core	Fundamentals	Techniques	Foundations	Concepts	Culmination	Admin.
TIME (HRS)	46	16	48	2	28	76	24
DELIVERY	SGL	SGL	SGL	SGL	SGL	SGL	SGL
METHOD	CO;PE	CO; PE	CO; PE; DM	CO;PE	CO;PE	CO;PE	031OAK01
LESSONS	O121	031OAC02	031OAF28	031OAB25	031OAI01	031OAH01	031OAB28
	O131	031OAC08	031OAJ01		031OAB29	807-4522	
		031OAE01	031OAJ02			807-5000	
		031OAE05	031OAJ03				
		031OAE07	031OAJ04				
		031OAE08	031OAJ05				
			031OAJ06				
			031OAJ07				
			031OAJ08				
			031OAJ09				
			031OAJ10				
			031OAJ11				
			031OAJ12				
			031OAJ13				
			031OAD01				

**Course
Concept**

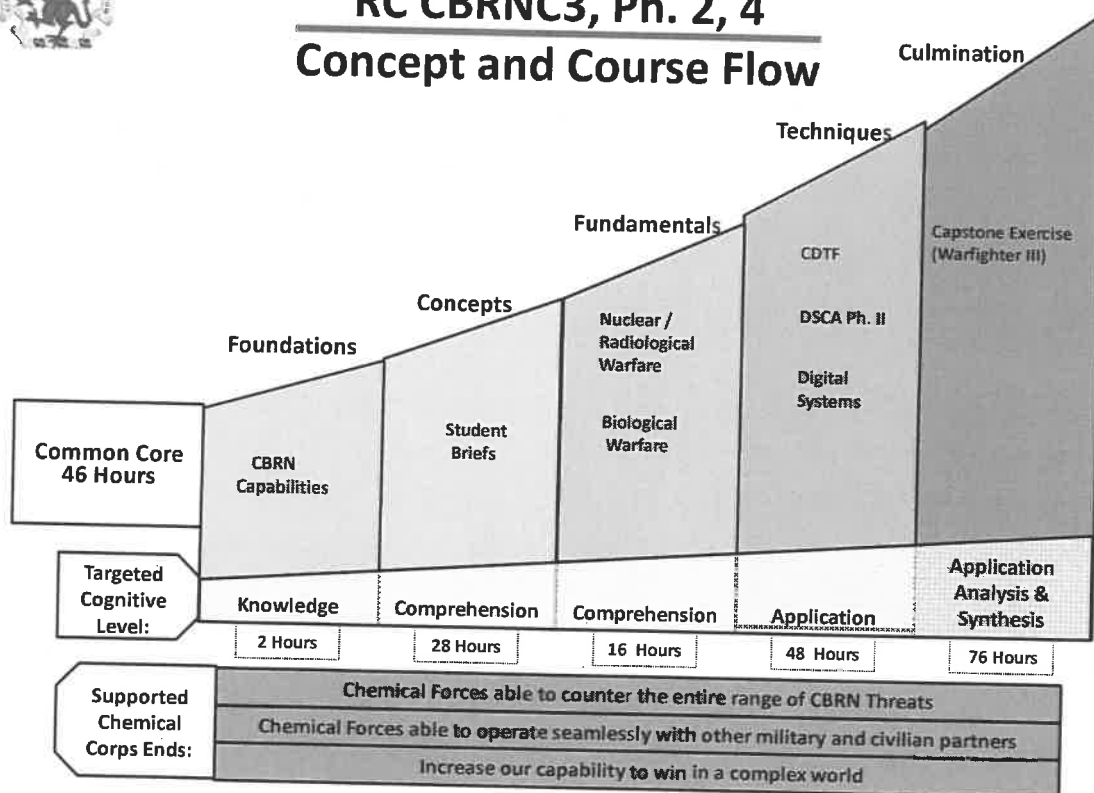
1. The Reserve Component CBRN Captain's Career Course (RC CBRNC3) training is both branch specific and combined arms (with Military Police (MP) and Engineer Captains in their career courses) at Fort Leonard Wood. All references in Annex B refer to training conducted at Fort Leonard Wood by the U.S. Army CBRN School. The branch specific training will be conducted in the first resident phase, while the second resident phase will focus on Common Core lessons.
2. RC CBRNC3 Small Group Leaders (SGL) instruct the Common Core lesson plans. The Center for Teaching and Learning Excellence (CTLE), Combined Arms Center (CAC), Ft. Leavenworth, authors these lessons to ensure Captains Career Course graduates are self-aware, critical thinkers, effective communicators, and technically competent. These graduates will be able to function and lead within battalion or brigade staffs. All technical blocks of instruction for CBRN Officers should be taught before the final Capstone Exercise. The sequencing of blocks may vary due to scheduling conflicts but should strive to follow the ideal course flow on the following page. The training schedule in Annex C reflects this. Students conduct the Capstone Exercise along with the MP and Engineer C3 classes, thus it is necessary to complete this prior to graduation.
3. The Course Concept flow chart for Phases 2 and 4 below shows the "ideal" training sequence for this course. Each phase shows how Tactical and Technical blocks flow with corresponding lesson plans and time allocations. CBRN goals and objectives are shown at the bottom of the chart.

**Course
Concept and
Flow Chart**



RC CBRNC3, Ph. 2, 4

Concept and Course Flow

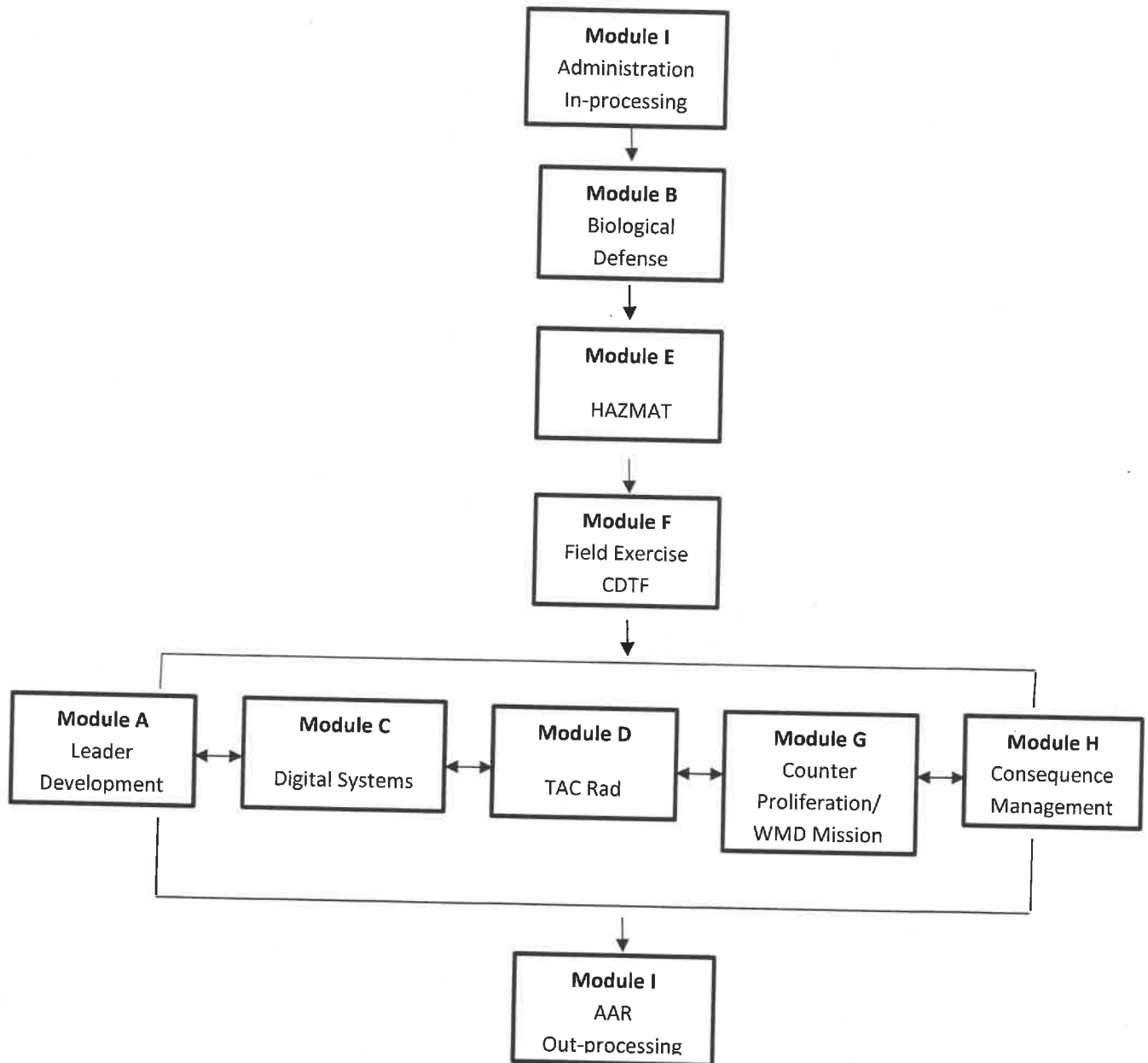


Course Map

RC CBRN Captains Career

Phase 2

Course Map

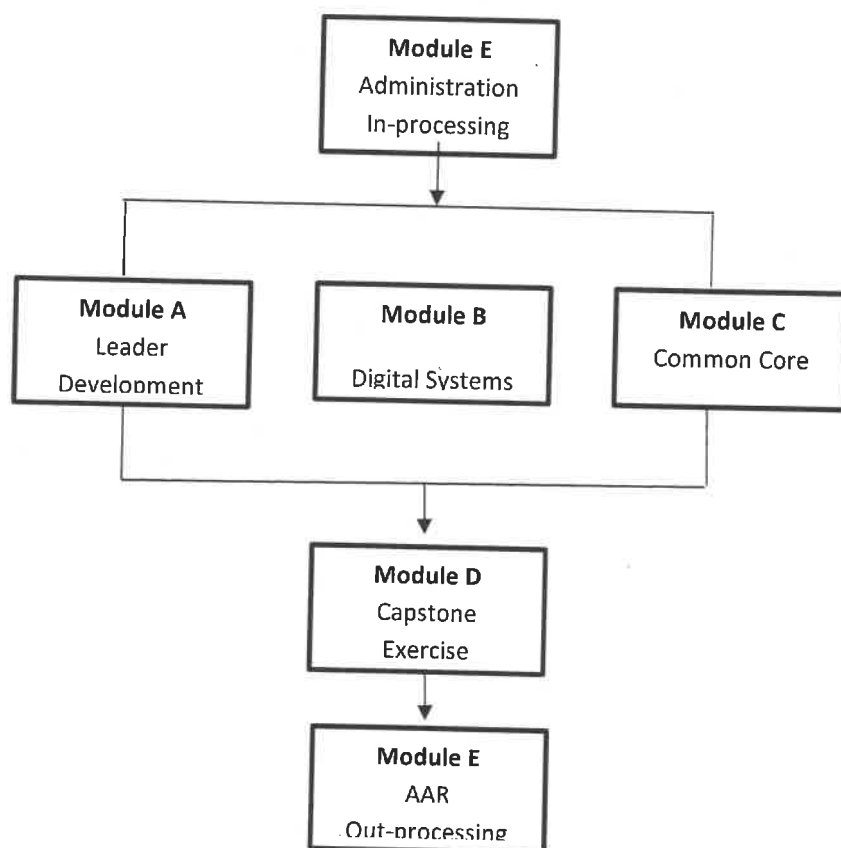


Course Map

RC CBRN Captains Career

Phase 4

Course Map



Training Sequence

1. Training sequence for RC CBRNC3 may vary. The course may be organized in several ways to suit local needs. This sequence provides information in a reasonably logical order allowing the student to receive the needed knowledge or skill before moving on to tasks that require it. The options provided are to assist in making adjustments and allow the flexibility necessary for scheduling facilities and equipment.
2. All tasks must be taught, though some modification of the course is likely. New equipment or procedures may be taught in place of older items; however, no part of the course may be eliminated. Required changes must be documented, the reasons for the change documented, and a request for waiver to policy should be submitted to the Director of Training for approval.

**Training
Sequence
Continued**

Schedule	Phase II Training Sequence by Module								
1	B	E	F	A	C	D	G	H	I
2	B	E	F	D	A	C	G	H	I
3	B	E	F	G	C	D	A	H	I

Schedule	Phase IV Training Sequence by Module				
1	A	B	C	D	E
2	B	A	C	D	E
3	C	B	A	D	E

**Course
Manager
Qualifications**

The Course Manager and/or SGL must have the following qualifications:

1. Military Course Managers and/or SGL:
 - a. Two years in a tactical or garrison environment, waiverable to one year, IAW AR 614-100.
 - b. Meets physical requirements (height/weight) IAW AR 600-9; pass the APFT.
 - c. Former Company or Detachment Commander. CBRN Proponency waiverable.
 - d. Extensive background in Brigade Operations and Chemical Company Operations.
 - e. Major or key developed Captain, or as otherwise stated in the Instructor Certification Policy.
2. Civilian Course Managers:
 - a. GS-11 or 12, Training Specialist or Instructional Systems Specialist.
 - b. Must be able to demonstrate a practical knowledge of the methods and techniques of instruction. Examples of qualifying specialized experience include:

(1) Teaching or instructing in an adult education program, secondary school, college, military installation, or industrial establishment in the appropriate field(s).

(2) Supervising or administering a training program.

(3) Development or review of training/course materials, aids, devices, etc., and evaluation of training results.

(4) Work in the occupation or subject matter field of the position to be filled that required training or instructing others on a regular basis.

**Course
Manager
Guidance**

The Course Manager is responsible for:

1. Ensuring that the training is presented as designed.
2. Ensuring required resources are available for presenting the training as scheduled.
3. Ensuring that instructors receive the support, materials, training, and equipment they need to conduct and manage training.
4. Continuously evaluating training/training materials and providing appropriate feedback to the trainers and the Director of Training & Leader Development (DOT&LD), USACBRNS.
5. Ensuring staff, faculty, and students comply with safety and environmental protection rules, regulations, laws, and course requirements.
6. Ensuring maintenance of facilities, material, equipment, and systems required for presenting these instructions are properly maintained.
7. Obtaining required reference materials.
8. Ensuring completion and staffing of the next Fiscal Year's Training Calendar 6 months from start.
9. Managing all Lesson Plans to ensure Critical Tasks are trained and tested.
10. Ensuring continuing education for instructors so as to maintain the educational relevance of the course.

**Small Group
Leader
Qualifications
Certification
Requirements**

Small Group Leader qualifications and certification:

1. All instructors must be Active Duty, Reserve Component, or government approved civilians.
2. All individuals assigned to instructor duties must complete a TRADOC approved instructor-training program as part of the initial certification. Instructor certification

requirements are in accordance with FLW Regulation 350-1, USACBRNS Instructor Certification Policy, and TRADOC Regulation 350-70, Army Learning Policy and Systems. They are as follows:

a. Demonstrate competency and proficiency in the technical and tactical skills required by the POI or lesson outlines. The DAC-RC is responsible for verification of instructor proficiency through approval of the proponent certification memorandums.

b. Fulfill all proponent requirements as outlined in the Instructor Certification Policy.

c. Must be in the grade of Major or Captain or as otherwise stated in the USACBRNS Instructor Certification Policy.

d. Meet height and weight standards in accordance with current AR 600-9.

e. Pass the Army Physical Fitness Test (APFT) in accordance with FM 7-22 (military only).

3. Instructors must meet all other required prerequisites (as applicable) per Army Regulation (AR) 611-101 (Personnel Selection, and Classification, Commissioned Officer Classification System), 611-201 (Enlisted Career Management Fields and Military Occupational Specialist), 614-200 (Selection of Enlisted Soldiers for Training Assignments), TRADOC Regulation 350-70, and FLW 350-1.

4. Military personnel responsible for the overall course of instruction, or for conducting the training, at a minimum, must be qualified within the same job specialty as the target audience within the specific service requirements. Instructors must be qualified 74D CBRN Specialist or 74A Chemical Officer, must have completed a TRADOC-approved instructor training course (ITC) certification and been awarded the appropriate instructor skill qualification identifier.

5. Civilian personnel responsible for conducting the training, and who have not held a Chemical Corps MOS to include 72A Nuclear Medical Science Officer, (or service specific specialty in alignment with the target audience of the course), must be technically capable of teaching the RC CBRNC3. Additionally, civilian personnel must also have one full year of documented adult teaching experience; and must have completed a service specific instructor-training course (ITC) or be scheduled to attend such a course. They must also follow instructor program within FLW 350-1.

**Instructor
Guidance**

1. Instructors are directly in contact with the students and represent the command in the presentation of the instruction. They serve as role models for the students. They must be technically competent and professional in demeanor.

2. Each instructor/facilitator must:

- a. Thoroughly study and be well versed in the material before presenting the lessons.
- b. Manage the training and maintain an environment conducive to student learning.
- c. Supervise and guide the learning process.
- d. Provide timely feedback on student performance.
- e. Be alert to students having difficulty and intercede as appropriate.
- f. Provide the Individual Student Assessment Plan (ISAP) to the students before the training starts by making them available in the classroom.
- g. Ensure students comply with safety and environmental protection rules, risk assessments, regulations, laws, and course requirements.
- h. Explain the graduation criteria and requirements to the students prior to start of training.
- i. Counsel and coach students.
- j. Provide appropriate remedial training.
- k. Continuously evaluate course effectiveness and efficiency and provide appropriate feedback to Directorate of Training and Leader Development (DOT&LD).
- l. Track Student Progress with course grade book.
- m. Promote a learning experience that adheres to Army SHARP requirements, thus ensuring a safe environment for all students.

**Student
Guidance**

All students are responsible for the following:

- 1. Complete assigned reading and homework and be prepared for classes.
- 2. Meet or exceed all graduation requirements as outlined in the ISAP.
- 3. Avoid conduct both on and off duty, which is immoral, illegal, unethical, or likely to bring discredit to the Army.
- 4. Comply with the guidelines in the ISAP, unit policy letters, and any other pertinent directives.
- 5. Maintain high standards of appearance, bearing, and professionalism.
- 6. Provide constructive criticism concerning the efficiency and effectiveness of the training and training materials using the student feedback form. The Instructor will

issue this form at the end of each training block. See Annex D, Instructor and Student Feedback Forms.

Assessment Administration Guide

Test Administrator Guidance

The Test Administrator is responsible for the test administration.

Performance Evaluations

1. A performance test is administered for most modules. The tests are listed in ANNEX E, Individual Student Assessment Plan (ISAP).
2. These performance tests are administered according to a GO/NO GO checklist. Students must receive a GO on all performance tests to graduate the course.
3. Students will be given one retest per exam. If a student fails to receive a GO on a retest, a Student Status Review will be initiated.
4. Recording Performance. The instructor uses a grade book to track student attendance and their performance. Instructors use this to track performance during each lesson, and to record testing results.
5. The instructor uses two progress control records to track students and their performance: the Digital Training Management System (DTMS), and the individual class SGL grade book. Instructors use these systems to track performance during each lesson, and to record end-of-lesson testing.

Annex A
Lesson Titles and Numbers
Ph. 2, Ph.4
RC CBRNC3

<i>Lesson Number and Titles</i>	<u>Number</u>	<u>Title</u>
	031OAB25	CBRNE Capabilities
	031OAB28	EOC AAR
	031OAB29	Student Briefs
	031OAC02	Advanced Biology
	031OAC08	Biological Detection Equipment
	031OAD01	JWARN/JEM
	031OAE01	CBRN Staff Responsibilities
	031OAE05	Fallout Predictions
	031OAE07	RAD Safety Principles Monitoring and Survey STX
	031OAE08	Operational Aspects of Tactical Nuclear Weapons
	031OAF28	HAZMAT Refresher Training
	031OAH01	CDTF/SSE
	031OAI01	Countering WMD Strategy
	031OAI02	CWM-D Case Study
	031OAJ02	Red Planning Seminar
	031OAJ03	National Response Framework
	031OAJ04	Consequence Management Policy
	031OAJ05	Authorities
	031OAJ06	Blue Planning Seminar
	031OAJ07	DOD Key Players and Organizations for WMD CM
	031OAJ08	Case Study: The Minneapolis Bridge Collapse
	031OAJ09	Case Study: Pentagon 9/11
	031OAJ10	Case Study: 2006 Southeast Asia Tsunami
	031OAJ11	Pandemic Seminar
	031OAJ12	Nuclear Detonation Tabletop Exercise
	031OAJ13	Consequence Management Exam
	031OAK01	RC CBRN C3 Course Administration (In Processing/Out processing)
	807-4522	Conduct Mission Command Functions Using CPOF
	807-5000	CG's Capstone Exercise (Warfighter III)
	O121	MDMP
	O131	Rehearsals and FRAGOs

ANNEX B
Required References

**Required
References**

MANUAL/PUB. Number	MANUAL/PUBLICATION TITLE	DATE
Army Doctrine Publications		
ADP 1-0	The Army	September 2012
ADP 1-01	Doctrine Primer	September 2014
ADP 2-0	Intelligence	August 2012
ADP 3-0	Operations	October 2017
ADP 5-0	The Operations Process	May 2012
ADP 6-0	Mission Command	May 2012
ADP 6-22	Army Leadership (INCL C1)	August 2012
ADP 7-0	Training Units and Developing Leaders	August 2012
Field Manuals		
FM 3-01	U.S. Army Air and Missile Defense Operations	November 2015
FM 3-04	Army Aviation	July 2015
FM 3-11	MTTP for Nuclear, Biological, and Chemical Defense Operations	July 2011
FM 3-13	Information Operations	December 2016
FM 3-34	Engineer Operations	April 2014
FM 6-0	Commanders and Staff Organization & Operations	May 2014
FM 6-22	Leader Development	June 2015
FM 7-22	Army Physical Readiness Training (INCL C1)	October 2012

Army Training Pamphlets	MANUAL/PUBLICATION TITLE	DATE
ATP 2-01.3	Intelligence Preparation of the Battlefield/Battlespace	November 2014
ATP 3-11.23	MTTP – WMD Elimination Operations	November 2013
ATP 3-11.24	Technical CBRN and High-Yield Explosives (CBRNE) Force Employment	May 2014
ATP 3-11.32	MTTP for CBRN Passive Defense	May 2016
ATP 3-11.36	MTTP – CBRN Aspects of Command and Control	November 2013
ATP 3-11.37	MTTP for CBRN Reconnaissance and Surveillance	March 2013
ATP 3-11.41	MTTP for CBRN Consequence Management Operations	July 2015
ATP 3-11.46	MTTP for Weapons of Mass Destruction - Civil Support Team Operations	May 2014
ATP 3-11.50	Battlefield Obscuration	May 2014
ATP 3-28.1	MTTP for Defense Support of Civil Authorities (DSCA)	September 2015
ATP 4-11	Army Motor Transport Operations	July 2013
ATP 6-01.1	Techniques for Effective Knowledge Management	March 2015
Army Regulations		
AR 25-50	Preparing and Managing Correspondence	May 2013
AR 27-10	Military Justice	May 2016
AR 30-22	Army Food Program	July 2012
AR 50-6	Chemical Surety	July 2008
AR 190-59	Chemical Agent Security	April 2012
AR 220-1	Unit Status Reporting and Force Registration-Consolidated Policies	April 2010
AR 350-1	Army Training and Leader Development	December 2017
AR 385-10	Army Safety Program	February 2017
AR 600-9	The Army Body Composition Program	June 2013
AR 600-20	Army Command Policy	November 2014
AR 623-3	Evaluation Reporting System	November 2015
AR 700-138	Army Logistics Readiness and Sustainability	February 2004
Training Circulars, Pamphlets, Publications		
978-0-16-090015-0	Medical Management of Biological Casualties Handbook	September 2011
ERG	Emergency Response Guidebook	April 2016
PUB 27-7	Manual for Courts-Martial United States	December 2016
TRADOC PAM 525-8-2	US Army Learning Concept for Training and Education 2020-2040	April 2017
Training Manuals		
TM 3-11.91	Chemical, Biological, Radiological, and Nuclear Threats and Hazards	December 2017

ANNEX C – Example of TRAINING SCHEDULE

Phase 2

Date	Begin Time	End Time	Subject / Class	PFN	Location	Department	Uniform
Day 1	0600	0830	Welcome, In-processing, Initial Counseling	031OAK01	TH 1240	DIMA	2
	0830	1200	Advanced Biology	031OAC02	TH 1240	DIMA	2
	1200	1300	Lunch		TH 1240	DIMA	2
	1300	1600	Biological Detection Equipment	031OAC08	TH 1240	DIMA	2
	1600	UTC	HT/WT/Taping	031OAK01	Nord Hall	DIMA	1
Day 2	0530	0730	APFT	031OAK01	Alpha Pointe	DIMA	2
	0730	0830	Breakfast/Personal Hygiene		TH 1240	DIMA	2
	0830	1100	HAZMAT Refresher	031OAF28	TH 1240	DIMA	2
	1100	1200	Lunch		Post Area/DFAC	DIMA	2
	1200	1700	HAZMAT Refresher	031OAF28	TH 1240	DIMA	2
Day 3	0600	0630	Movement to CDTF	031-OAH01	Post Area	DIMA	2
	0700	1200	TOXIC AGENT TRAINING/Mission Prep	031-OAH01	Bldg. 5100, CDTF	DIMA	2
	1200	1300	Lunch/MRE		Bldg. 5100, CDTF	DIMA	2
	1300	1530	TOXIC AGENT TRAINING/Mission Prep	031-OAH01	Bldg. 5100, CDTF	DIMA	2
	1530	1700	Recovery	031-OAH01	Bldg. 5100, CDTF	DIMA	2
Day 4	0600	0630	Movement to CDTF	031-OAH01	Post Area	DIMA	2
	0700	1200	TOXIC AGENT TRAINING/Mission Prep	031-OAH01	Bldg. 5100, CDTF	DIMA	2
	1200	1300	Lunch/MRE		Bldg. 5100, CDTF	DIMA	2
	1300	1530	TOXIC AGENT TRAINING/Mission Prep	031-OAH01	Bldg. 5100, CDTF	DIMA	2

	1530	1700	Recovery	031-OAH01	Bldg 5100, CDTF	DIMA	2
Day 5	0800	1200	JEM/JWARN	031OAD01	DTF	TTD	2
	1200	1300	Lunch		Post Area/DFAC	DIMA	2
	1300	1700	JEM/JWARN	031OAD01	DTF	TTD	2
Day 6	0800	1200	JEM/JWARN	031OAD01	DTF	TTD	2
	1200	1300	Lunch		Post Area/DFAC	DIMA	2
	1300	1700	JEM/JWARN	031OAD01	DTF	TTD	2
Day 7	0800	1100	Countering WMD Strategy	031OAI01	TH 1240	AC SGL	2
	1100	1200	CMO Brief	031OAK01	TH 1240	DIMA	2
	1200	1300	Lunch		Post Area/DFAC	DIMA	2
	1300	1600	Consequence Management	031OAJ01 – 031OAJ05	TH 1240	DIMA	2
	1600	1700	Mid-Course Critique	031OAK01	TH 1240	DIMA OIC	2
Day 8	0800	1200	Countering WMD Strategy	031OAI01	TH 1240	AC SGL	2
	1200	1300	Lunch	031OAJ01	Post Area/DFAC	DIMA	2
	1300	1700	Countering WMD Strategy	031OAI01	TH 1240	AC SGL	2
Day 9	0600	0700	APFT Re-Take	031OAK01	Alpha Pointe	DIMA	1
	0800	1200	Student Individual Presentations	031OAB29	TH 1240	DIMA	2
	1200	1300	Lunch		Post Area/DFAC	DIMA	2
	1300	1700	Student Individual Presentations	031OAB29	TH 1240	DIMA	2
Day 10	0800	1200	Consequence Management	031OAJ01	TH 1240	JRO	1
	1200	1300	Lunch		Post Area/DFAC	DIMA	2
	1300	1700	Consequence Management	031OAJ01	TH 1240	JRO	2
Day 11	0800	1200	Consequence Management	031OAJ01	TH 1240	JRO	1
	1200	1300	Lunch		Post Area/DFAC	DIMA	2

	1300	1700	Consequence Management	031OAJ01	TH 1240	JRO	2
Day 12	0800	1200	RAD STX	031OAE01, 031OAE05, 031OAE07, 031OAE08	RAD Lab	TTD	2
	1200	1300	Lunch		Post Area/DFAC	DIMA	2
	1300	1600	RAD STX		RAD Lab	TTD	2
	1600	1700	Student AAR Prep		TH 1240	DIMA	2
Day 13	0800	1000	Student Group Presentations	031OAB29	TH 1240	DIMA	2
	1000	1100	RIC/Graduation Rehearsal	031OAK01	CM Regimental Room	DIMA	2
	1100	1200	Lunch	DOI/DIMA	Post Area/DFAC	DIMA	2
	1200	1300	EOCQ	031OAK01	TH 1240	DIMA	2
	1300	1400	Student AAR DAC AR/ DAC NG	031OAK01	TH 1240	DIMA	2
	1400	UTC	RIC/Graduation	031OAK01	CM Regimental Room	DIMA	3

Phase 4

Date	Begin Time	End Time	Subject / Class	PFN	Location	Department	Uniform
Day 1	0600	0830	In-processing, Initial Counseling	031OAK01	TH 1240	DIMA	2
	0830	1200	CPOF	807-4522	DTF	TTD	2
	1200	1300	Lunch		TH 1240	DIMA	2
	1300	1600	CPOF	807-4522	DTF	TTD	2
	1600	1700	DAC-AR/NG Conference	031OAK01	Bldg. 3205/DTF	DAC RC/NG	2
	1700	UTC	HT/WT/Taping	031OAK01	Nord Hall	DIMA	1
Day 2	0600	0800	APFT/Hygiene	031OAK01	Alpha Pointe	DIMA	2
	0800	0900	***Religious Activities***	031OAK01	Post Area	DIMA	2
	0900	1100	Receipt of Mission/OPORD	O121	TH 2075-2077	DIMA	2
	1100	1200	Lunch		Post Area/DFAC	DIMA	2
	1200	1700	MDMP – OPORD Back brief/WARNO 1	O121	TH 2075-2077	DTF/DIMA	2
Day 3	0630	0800	APFT/Hygiene	031OAK01	Post Area	DIMA	2
	0800	1100	MDMP- Mission Analysis (IPB)	O121	DTF	DTF/DIMA	2
	1100	1130	MDMP- Mission Analysis PE (IPB)	O121	DTF	DIMA	2
	1130	1300	Lunch		DFAC	DIMA	2
	1300	1700	MDMP- Mission Analysis PE (IPB)	O121	DTF	DIMA	2
Day 4	0530	0700	APFT/Hygiene	031OAK01	Post Area	DIMA	2
	0700	0800	MDMP- Mission Analysis PE (IPB)	O121	DTF	DTF/DIMA	2
	0800	1130	MDMP- Mission Analysis PE (IPB)	O121	DTF	DTF/DIMA	2
	1130	1300	Lunch		DFAC	DIMA	2

	1300	1400	MDMP – Mission Analysis PE (IPB)	O121	DTF	DTF/DIMA	2
	1400	1500	MDMP – Mission Analysis IPB Brief	O121	DTF	DTF/DIMA	2
	1500	1700	MDMP – Mission Analysis	O121	DTF	DTF/DIMA	2
Day 5	0530	0700	APFT/Hygiene	031OAK01	Post Area	DIMA	1
	0700	1200	MDMP – Mission Analysis PE	O121	DTF	DIMA	2
	1200	1300	Lunch		Post Area/DFAC	DIMA	2
	1300	1700	MDMP – Mission Analysis PE	O121	DTF	DIMA	2
Day 6	0530	0700	APFT	031OAK01	Post Area	DIMA	1
	0700	0800	MDMP – Mission Analysis Brief	O121	DTF	DIMA	2
	0800	1130	MDMP – COA Development	O121	DTF	DIMA	2
	1130	1300	Lunch		DFAC	DIMA	2
	1300	1700	MDMP – COA Development PE	O121	DTF	DIMA	2
Day 7	0530	0700	APFT	031OAK01	Post Area	DIMA	1
	0730	0730	MDMP – COA Brief Rehearsals	O121	DTF	DIMA	2
	0730	0830	MDMP – COA Brief/Critique	O121	DTF	DIMA	2
	0830	1000	MDMP – Steps 4-7	O121	DTF	DIMA	2
	1000	1130	MDMP – COA Analysis PE	O121	DTF	DIMA	2
	1130	1300	Lunch		DFAC	DIMA	2
	1300	1700	MDMP – COA Decision Brief/OPORD	O121	DTF	DIMA	2
Day 8	0530	0700	APFT	031OAK01	Post Area	DIMA	1

	0800	0900	Hygiene/Breakfast		TH 1240	DIMA	2
	0900	1100	C3 Capstone OPOD Review/Position Assignments/ CAR Video – Back Brief	652-5001	TH 2075-2077	DIMA	2
	1200	1300	Lunch	031OAJ01	Post Area/DFAC	DIMA	2
	1300	1700	Capstone Exercise Prep	652-5000	TH 2075-2077	DIMA	2
Day 9	0530	0730	APFT/Hygiene	031OAK01	Post Area	DTF	1
	0730	1200	C3 Capstone Exercise	652-5000	TH 2075-2077	DTF	2
	1200	1300	Lunch	031OAJ01	Post Area/DFAC	DIMA	2
	1300	1700	C3 Capstone Exercise	652-5000	TH 2075-2077	DTF	2
Day 10	0530	0730	APFT/Hygiene	031OAK01	Post Area	DTF	1
	0730	1200	C3 Capstone Exercise	652-5000	TH 2075-2077	DTF	2
	1200	1300	Lunch		Post Area/DFAC	DIMA	2
	1300	1700	C3 Capstone Exercise	652-5000	TH 2075-2077	DTF	2
Day 11	0530	0730	APFT/Hygiene	031OAK01	Post Area	DTF	1
	0730	1200	C3 Capstone Exercise	652-5000	DTF	DTF	2
	1200	1300	Lunch		Post Area/DFAC	DIMA	2
	1300	1700	C3 Capstone Exercise	652-5000	DTF	DTF	2
	0530	0730	APFT/Hygiene	031OAK01	Post Area	DTF	1
Day 12	0530	0730	APFT/Hygiene	031OAK01	Post Area	DTF	1
	0730	1100	C3 Capstone Exercise/CAR Set up	0131	DTF	DTF	2
	1100	1200	Lunch		Post Area/DFAC	DIMA	2
	1200	1300	C3 Capstone Exercise/CAR Set up	0231	DTF	DTF	2
	1300	1400	Combined Arms Rehearsal	0131	DTF	DTF	2
	1400	1500	CAR Clean up	0131	DTF	DTF	2
	1500	1530	CAR Student AAR	0131	DTF	DTF	2
	1530	1600	CAR – Clear TOCs	0131	DTF	DTF	2

	1600	1700	EOC AAR	031OAK01	TH 1120	QAQC	2
Day 13	0600	0800	APFT/Hygiene	031OAK01	Post Area	DTF	1
	0800	0900	Museum Tour (WW II Area)	031OAK01	Museum	DIMA	2
	0900	1000	Graduation Rehearsal	031OAK01	Regimental Rm. Museum	DIMA	2
	1000	1100	RIC/Graduation	031OAK01	Regimental Rm. Museum	DIMA	2
	1100	1200	Out processing	031OAK01	TH 1120	DIMA	2

NOTES:

1. THE PHYSICAL FITNESS UNIFORM IS THE IMPROVED PHYSICAL FITNESS UNIFORM. (COMPLETE ENSEMBLE IS WEATHER DEPENDENT), indicated by Uniform 1 on Training Schedule.
2. THE DUTY UNIFORMS FOR TRAINING: ARMY COMBAT UNIFORM (UCP or OCP), indicated by Uniform 2 on Training Schedule.
3. THE DUTY UNIFORM FOR GRADUATION IS THE ARMY DRESS UNIFORM, indicated by Uniform 3 on the Training Schedule.
4. THE FIELD TRAINING UNIFORM CONSISTS OF ARMY COMBAT UNIFORM WITH APPROPRIATE EQUIPMENT AS DEEMED BY DIMA, indicated by Uniform 4 on Training Schedule.

DURING INCLEMENT WEATHER OR LIMITED VISIBILITY, PHYSICAL FITNESS WILL BE CONDUCTED IAW THE APPROVED RISK ASSESSMENT AND AS DIRECTED.

ANNEX D
Instructor and Student Feedback Forms

RC CBRNC3 INSTRUCTOR FEEDBACK QUESTIONNAIRE

DATE _____ NAME & RANK (OPTIONAL) _____

MOS _____ UNIT (OPTIONAL) _____

We would appreciate your comments about the _____ Training Course that you have just conducted. Your input will help us improve the course.

1. Have you completed a TRADOC-approved instructor training and/or small group leader instruction course?

Instructor Training Course: Yes _____ No _____

Small Group Leader Instructor Training Course: Yes _____ No _____

2. How many years of instructor experience do you have?

Active Army _____ USAR/ARNG _____

3. Did the Instructor Guide give you all the information needed to manage this course?

Yes _____ No _____ If you checked "No" please explain.

4. Did the lesson plans give you all the information needed to conduct the training?

Yes _____ No _____ If you checked "No", list the lesson plans that were not adequate and explain what is lacking.

5. Were you resourced with all equipment and materials required to present the training?

Yes _____ No _____ If you answered "No" please explain.

6. What changes can you suggest to improve the training that you conducted? Include comments on instructional materials and course procedures. You may continue on a plain sheet of paper

RC CBRNC3 STUDENT FEEDBACK QUESTIONNAIRE

DATE _____ NAME & RANK (OPTIONAL) _____

We would appreciate your comments about the course that you have just completed. Your comments will be carefully considered as the lessons are reviewed and revised annually. Your comments are important.

As a minimum, please comment on the following:

1. Which lessons were particularly useful?
2. Which lessons posed problems? Indicate the problems and provide suggestions on how they might be overcome.
3. What feature(s) of the course did you like best?
4. What feature(s) of the course did you like least?
5. What suggestion(s) do you have for the instructor to assist in improving performance?
6. What types of instructor assistance were most helpful?
7. Did the training meet your needs? If it did not, please indicate how and why.
8. Do you have any suggestions to make this training more useful to future students?
9. If you could change one thing about the training, what would you change?

Remarks _____

You do not need to sign this sheet, but please turn it in. You may use a separate sheet of paper if more room is needed.

ANNEX E
Individual Student Assessment Plan (ISAP)
RC CBRNC3

Introduction	<ol style="list-style-type: none">1. Purpose: To provide the course manager, instructors, and students with the requirements for course completion.2. Scope: This Individual Student Assessment Plan (ISAP) establishes guidelines and criteria for handling student oriented academic matters. Final disposition authority rests with the USACBRNS Commandant.
ISAP Orientation	Each instructor will become familiar with the ISAP as provided by the Director of Training. The Instructor will explain the ISAP to each student upon Initial Counseling. The Individual Student Assessment Plan consists of Annex E, and Appendices 1-5 of the Course Management Plan.
Academic Administration	<ol style="list-style-type: none">1. Student Notification. Students will receive a briefing on academic administration during initial counseling.2. Passing Score. Students must achieve a GO on all CBRN technical block subject areas, and a GO on all GO/NO GO assignments as outlined in the academic grading section of this ISAP.3. Academic Evaluation Report (AER). The AER must be prepared IAW AR 623-3. The AER rating chain for students is the OIC, and DIMA Team (see Appendix 2 to Annex E for detailed information).
Graduation Requirements	<ol style="list-style-type: none">1. Graduation Requirements. Students must successfully complete all requirements listed in this Individual Student Assessment Plan meeting the following standards:<ol style="list-style-type: none">a. Student must earn a GO on all GO/NO GO assignments and group work.b. Pass the Army Physical Fitness Test (APFT) IAW AR 350-1 and FM 7-22. Student's APFT will be calculated into their class standing score, maximum: 300, minimum: 180 with 60 points in each event. For calculating overall GPA, a 180 score earns 120 points on grading rubric. A score of 300 on the APFT earns a maximum of 200 points on the grading rubric. If an individual student is injured after the course has begun, the initial APFT score will be used for class standing. Scores for students with permanent profiles will be IAW AR 600-8-19, section 3-42, para b., sub para 1. Failure to meet this requirement will result in immediate course disenrollment.c. Meet Army HT/WT/body fat standards IAW AR 350-1 and current AR 600-9 at student in-processing. Failure to meet this requirement will result in immediate course disenrollment.

d. Successfully complete training at the Chemical Defense Training Facility (CDTF). Only the Commandant can waive this requirement.

e. Pass DSCA Phase I online training to earn certification (Minimum Exam score of 80%); Student must complete ICS modules 100, 200, 700, and 800 for a "Go"; (US students only). Students must also pass DSCA Phase II during the resident phase.

f. Not be pending any disciplinary/Student Status Review actions.

g. Common Core Portion of Course. Students must successfully complete the Common Core Portion of the Course to be a graduate of RC-CBRNC3 or have proof of completion of another branch's Captains Career Course. Students must score a GO on assignments, briefs, and Common Core Assessments.

**Requirements
For Personal
Wearing of Hair
(Facial and
Head) During
CDTF Training**

Personal wearing of facial and hair on a student's head must adhere to safety requirements of the protective mask during live agent training in the Chemical Defense Training Facility (CDTF):

(1) Students wearing long hair will remove hair fasteners/clips and let hair hang freely, out of the mask seal region.

(2) Before donning and adjusting protective mask, students will remove earrings, hair fasteners (clips, pins, combs, and rubber bands), hair knots, buns, or braids that interfere with the mask seal.

(3) When wearing the Ground Crew Ensemble, hair will be neatly tucked inside jacket.

(4) There must be absolutely no interference of any facial hair growth with the sealing surface of the protective mask; this includes beards and sideburns. Personnel with beards will be denied access to toxic agent training and operations. Anyone who needs to grow a beard to affect a cure as determined by their attending physician or dermatologist will be excused from toxic agent training or operations for the extent of the medical profile. Facial hair could result in an improper mask fit resulting in illness or death.

(5) The only hairpieces or hair extensions that may be worn into the hot area are those that are permanently attached, made from natural hair, and not attached using glue or another substance that may absorb agent at a greater rate than natural hair.

(6) Hairstyles that prevent thorough washing of the scalp and hair (for example, tight braids) may not be worn into the hot area.

Graduation Distinctions

1. Note: The Grading Rubric, Appendix 5 to Annex E, shows the scoring system for this course. In addition to the Grading Rubric, students will be scored and assessed on class participation and group instruction by their SGL. Honor Graduates (Exceeds Standards): Honor graduates (not to exceed 20%) must meet all academic requirements for graduation. They must pass all initial examinations, meet the HT/WT/body fat standards of current AR 600-9, and complete all prerequisites for graduation. The Small Group Leader will recommend the student, and the OIC of the DIMA Team will approve this request. Must not have received correspondence derogatory in nature (i.e. memorandum of reprimand, letters of indebtedness). Students with these adverse actions will not be honor graduates. No Honor Graduate will be recognized if a student in the course does not meet these criteria.
2. Graduate: Students who achieve course standards by passing all examinations, and completing all prerequisites for graduation. The Small Group Leader will recommend students and the OIC of the DIMA Team, will approve.
3. Marginal Graduate: Marginal Graduates meet minimum standards and will be determined by, but not limited to, if the student is deemed to have put forth minimal effort, been a distractor to the learning environment, exhibited tardiness, and showed questionable Army Values. The Small Group Leader will determine Marginal Graduates on a case-by-case basis, and the OIC of the DIMA Team will approve.
4. Non-Graduate: Non-graduates are students who fail to meet the criteria listed in one of the categories outlined under the "Graduation Requirements" of this ISAP. The AER for a non-graduate is a referred report.

Academic Grading and Test Plan

1. Performance evaluations will be administered IAW with the training schedule.
2. Academic Failure. Each test is critical requiring the student to achieve a GO on all performance tests, both CBRN technical block and non-CBRN technical block. A retest will be administered, after retraining, at a time other than normal class time, to students who fail to achieve the standard. Students who fail to achieve a GO on a retest will not receive credit for phase completion and enter into a Student Status Review process.

Student Status Reviews

1. Student Status Review (SSR) is the procedure the USACBRNS uses to determine the retention or elimination of students having academic, disciplinary, or any other problem that may affect their continued attendance in RC-CBRNC3. Examples SSR are contained in Appendix 1 to Annex E.
2. Any member of the USACBRNS staff or faculty, equal to or senior to the student, may request review of a student's status for any reason and will submit recommendations in writing to the OIC of the DIMA Team. The student may provide input for consideration during the review.

3. The SGL will initiate a Student Status Review if a student meets one of the following conditions and may be removed from the course if the process determines as such. An SSR is immediately initiated when a student:

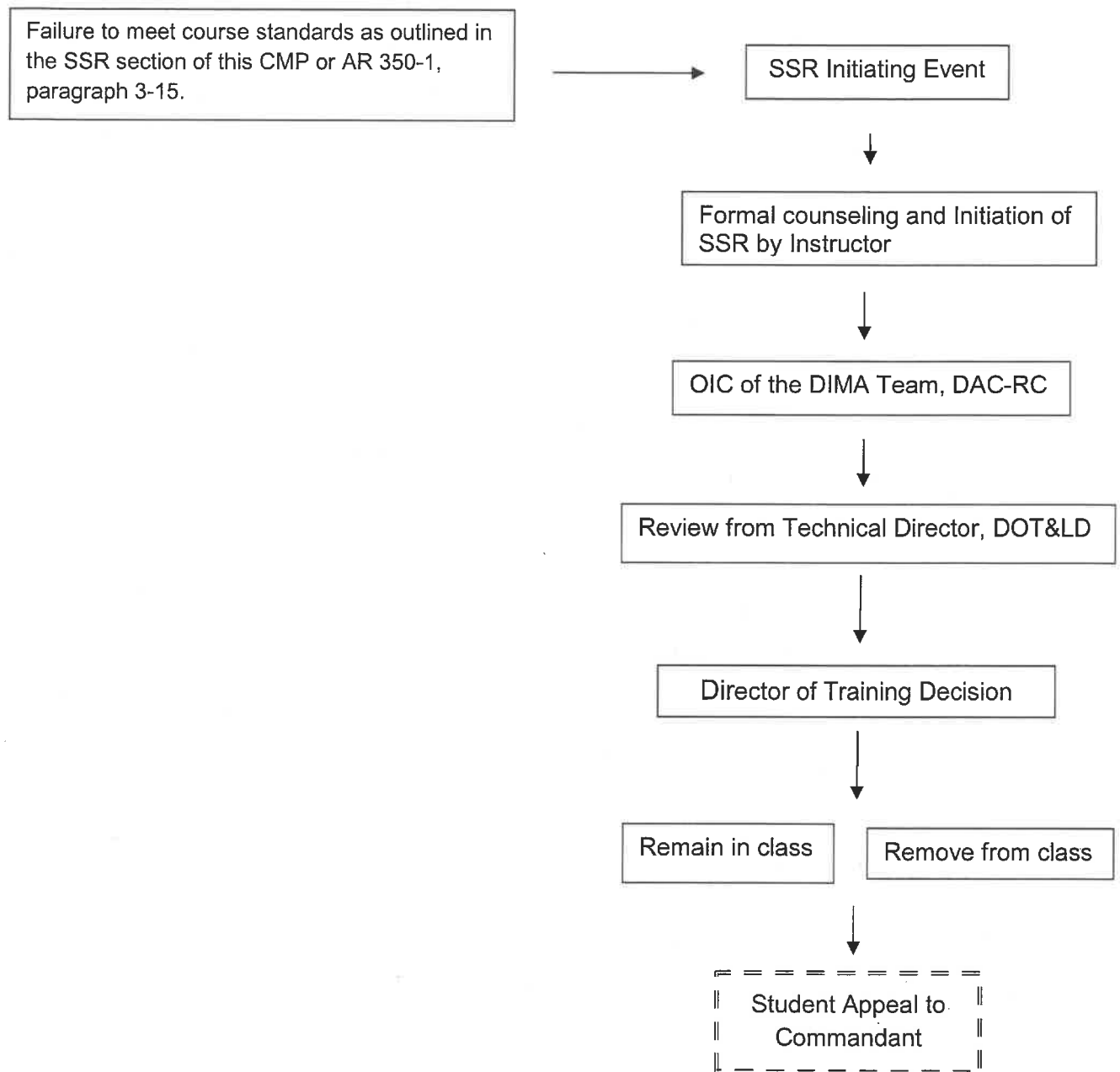
- a. Fails any three initial graded requirements.
- b. Fails to achieve a graduation prerequisite.
- c. Has unauthorized absences causing the student to miss four consecutive academic hours, examinations, or 8 total hours.
- d. Has authorized absences (i.e. emergency leave) that cause him or her to miss training. The DOT approves absences in excess of 8 total hours.
- e. Is suspected of committing acts of misconduct punishable under the UCMJ or civil statutes (example: DUI, drug abuse, conduct unbecoming an Officer). No formal adjudication of guilt by a military or civilian court or by a commander under the provisions of UCMJ, Article 15, is necessary to support suspension under the provisions of this policy.
- f. Is suspected of cheating or committing plagiarism.
- g. Has illness, injury, or other medical condition that affect the student's progress in the course.
- h. Commits any other minor offenses when added to other offenses, can collectively affect an Officer's full participation in the course.
- i. Violates SHARP and/or EO regulations. Violating these regulations results in automatic removal from the course.
- j. Height/Weight/Body Fat Standards. IAW current AR 600-9, CBRN C3 students may not enter the course if not in compliance with the standards established by current AR 600-9; Meeting height/weight standards is a requirement for graduation. Failure to meet this requirement will result in a "Failed to achieve course standards" on the DA Form 1059 and immediate course disenrollment to return to Home Station.
- k. Violates any aspects of the Honor Code or cannot maintain high standards of appearance, bearing, and professionalism required of a U.S. Army Officer.
- l. Fails to adhere to policy letter requirements.
- m. Any other incidents or actions the SGL deems necessary for the student status to be reviewed, which include but are not limited to: lack of motivation,

participation and/or lack of interest in the course, repeated tardiness, disrespect towards fellow classmates and/or instructors, etc.

4. The Chief, DIMA, will prepare the student status review package IAW this CMP and forward through the DAC-RC, DOT&LD and then to USACBRNS DOT for disposition. Once a student is notified of the initiation of an SSR, that student is allowed no less than 24 hours to provide a statement to be included in the SSR (this statement is not required and can be waived upon student request).

**Student Status Review Procedures
RC CBRN Captains Career Course**

Student Status Review Procedures:



**Student
Tracking**

1. The instructor will be responsible for tracking and inputting hours missed by the student. The Director of Training approves absences in excess of 8 hours.
2. Once a student has missed 4 consecutive academic hours, examinations, or 8 total hours of training, the SGI begins the SSR process that may allow the student to remain in the course, or be removed from the course.

**Appendix 1 to Annex E
Student Status Review Examples**

Use 84th CM BN Letterhead

ATSN-T

DATE

MEMORANDUM THRU

OIC, DIMA Team, Deputy Assistant Commandant Reserve Component, Fort Leonard Wood, MO 65473
Deputy Assistant Commandant – Reserve Component, Fort Leonard Wood, MO 65473
FOR USACBRNS, Director of Training, Fort Leonard Wood, MO 65473

SUBJECT: Student Status Review on CPT XXX

1. Recommendation: Initiate an SSR on CPT XXX (XXX-XX-XXXX) IAW Course Management Plan, Annex E, "A student that fails a retest must be recommended for a Student Status Review."
2. Background: On 04 November 2014, CPT XXX failed the Chemistry exam, scoring a 76%. She was retested on another version of the exam on 14 November 2014 and failed again with a score of 76%.
3. SGL Assessment:
 - a. CPT XXX maintains an 84.92% academic average and is 15 of 20 students.
 - b. CPT XXX is a center mass officer. She is professional and contributed well during the Common Core block but has struggled in the Technical block.
 - c. CPT XXX is within height/weight standards IAW current AR 600-9.
 - d. CPT XXX passed her most recent record APFT with a score of 271.
4. My assessment of CPT XXX's performance as a company grade officer is marginal. I recommend that the chain of command authorize disenrollment from RC-CBRNC3 xx-xx as a non-graduate.
5. Point of contact is the undersigned at 573-563-xxxx or xxxxxx.mil@mail.mil.

XXX
CPT, CM
Small Group Leader

**Appendix 1 to Annex E
Student Status Review Examples**

Use 84th CM BN Letterhead

ATSN-T

DATE

MEMORANDUM FOR DAC-RC

SUBJECT: Student Status Review Recommendation CPT XXX

1. I concur/do not concur for the following reason(s):
2. I recommend the following actions(s):

XXX
LTC, CM
OIC of the DIMA Team

ATSN-T

DATE

MEMORANDUM FOR Director of Training

SUBJECT: Student Status Review Recommendation CPT XXX

1. I concur/do not concur for the following reason(s):
2. I recommend the following action(s):

XXX
LTC, CM
DAC-RC

**Appendix 1 to Annex E
Student Status Review Examples**

Use 84th CM BN Letterhead

ATSN-T

DATE

MEMORANDUM FOR CPT XXX (XXX)

SUBJECT: Student Status Review Recommendation

1. I am recommending a review of your student status to the USACBRNS Director of Training (DOT).
2. A copy of this package will be forwarded to the USCBRNS DOT.
3. You may, not later than 0800 on 18 November 2014, submit to me any written statements or other documents you deem appropriate for inclusion in the packet.
4. The USACBRNS DOT is authorized, based upon review of the package submitted, to conduct any such inquiry, as he/she deems appropriate in order to determine your status as a student. His/her determination may include ordering your elimination from the course. You may appeal this decision IAW USACBRNS RC CBRNC3 Course Management Plan to the USACBRNS Commandant.
5. Point of contact is the undersigned at 573-56X-XXXX or XXX.mil@mail.mil.

XXX
CPT, CM
Small Group Leader

RECEIPT ACKNOWLEDGED

SIGNATURE: _____

PRINT NAME: XXX, CPT, CM

DATE: XXX

**Appendix 1 to Annex E
Student Status Review Examples**

Use DOT Letterhead

ATSN-T

DATE

MEMORANDUM FOR USACBRNS DAC-RC

SUBJECT: Student Status Review Decision

1. In accordance with Course Management Plan, I have reviewed the Student Status Review (SSR) packet of CPT XXX RC CBRN Captains Career Class 08-14. Based on my evaluation of CPT XXX SSR:

_____ Retain in course

_____ Dismissal from course

_____ Other

2. Point of contact is CPT XXX at 573-563-XXXX and XXX.mil@mail.mil.

XXX
COL, CM
Director of Training

**Appendix 1 to Annex E
Student Status Review Examples**

Use USACBRNS Letterhead

ATSN-T

DATE

MEMORANDUM FOR RECORD

SUBJECT: Student Status Review Decision

1. Following an appeal from CPT XXX, and In accordance with the Course Management Plan, I have reviewed the Student Status Review (SSR) packet of CPT XXX RC CBRN Captains Career Class 08-14. Based on my evaluation of CPT XXX SSR:

_____ Retain in course

_____ Dismissal from course

_____ Other

2. Point of contact is CPT XXX at 573-563-XXXX and XXX.mil@mail.mil.

XXX
BG, CM
USACBRNS Commandant

Appendix 2 to Annex E
Academic Evaluation Report

1. The SGL will prepare a DA Form 1059, Service School Academic Evaluation Report (AER) for each U.S.RC-CBRNC3 student IAW AR 623-3. The preparing officer is the SGL and reviewing Officer is the OIC, DIMA Team. The SGL will provide the original and two copies of the AER to Academic Records and one copy to the student. Academic records will forward the original AER to the appropriate headquarters and retain one copy for permanent record.

2. The AER rating chain will use the following criteria for computations of Blocks 14A through 14E on the AER:

- a. Block 14A, Written Communication: Subjective, based on performance in events such as writing assignments.
- b. Block 14B, Oral Communication: Subjective, based on performance in events such as presentations, writing assignments, MDMP, and Staff Ride.
- c. Block 14C, Leadership Skills: Subjective, based on performance in classroom leadership positions.
- d. Block 14E, Evaluation of Student's Research Ability: Subjective, based on performance in events such as research-based writing assignments and tests.

3. SGLs will fill out a DA Form 2496, International Student Academic Report. The SGL will fill out blocks 14 and 15.

4. The OIC, DIMA Team will refer to the student for written acknowledgment and comment on AERs that are considered "referred." The following reports are referred reports:

- a. A "NO" response
- b. An "UNSAT" rating
- c. A "marginally achieved course standards" response
- d. A "Failed to achieve course standards" response. If this block in item 13 is checked, the rater should address in item 16, Comments, whether the deficiency reflects on the character/behavior of the student or lack of aptitude in certain areas.
- e. Any report with comments that, in the opinion of the OIC, DIMA Team, are so derogatory that the report may have an adverse impact on the student's career.
- f. Any report with an entry of "FAIL" for the Army Physical Fitness Test (APFT) or "NO GO" for height and weight indicating noncompliance with current AR 600-9.

5. SGLs will leave Item 13 blank on AERs for students released from a course of instruction through no fault of their own (e.g., medical, compassionate reasons), approved retirement, or resignation from the service and the report need not be referred; however, the circumstances must be fully explained in item 16, Comments (DA Form 1059).

6. After signing a referred report, the reviewing official will forward the report to the student, via a memorandum for acknowledgment and comment. The reviewer will ensure that the provisions of AR 623-1 are followed. The student will acknowledge receipt of the referred report and may enclose a comment or statement if he or she feels that the rating or remarks are incorrect. The student's statement must be factual. The referral memorandum and acknowledgment are forwarded with the report.

7. Comments or statements by the student do not constitute an appeal. AR 623-3 outlines separate appeals and processing steps for Officers.

8. If the student has departed the school under circumstances that preclude immediate referral of a report to him or her, forward copies by certified return mail directly to the student marked "Personal in Nature." Or, send a copy to the student's commander for acknowledgment and comment. If the student fails to acknowledge receipt of the report in the time period specified (a reasonable suspense period), the certified mail number would constitute acknowledgment.

Appendix 3 to Annex E
U.S. Army CBRN School Honor Code

Purpose	This Appendix to Annex E defines and identifies the intent and principles of the U.S. Army CBRN School Honor Code.
General	<ol style="list-style-type: none">1. The USACBRNS operates on an honor principle. Integrity is an essential attribute of any military professional; therefore, any student found guilty of a breach of integrity is subject to immediate relief from RC-CBRNC3, as well as possible disciplinary action. The honor code accepted at the USACBRNS, while broad in application, is precise in its meaning: "Every student's work is his or her own work."2. The honor system does not preclude students from working together on exercises when directed to do so by an instructor or is applicable by type activity, nor does it preclude mutual discussion of individual solutions to upgrade homework requirements prior to turn in of the solutions. However, all graded written requirements must be an individual effort unless otherwise directed.
Explanation of terms	<ol style="list-style-type: none">1. Plagiarism.<ol style="list-style-type: none">a. The Random House College Dictionary (First Edition) defines plagiarism as, "The appropriation of the language, ideas, and thoughts of another author and representation of them as one's original work". This would include the extraction of portions of reference material and submitting it as one's own work on book reports, essay papers, etc., and not crediting the original author or publisher.b. The most blatant form of plagiarism is to repeat as your own, someone else's sentences, more or less verbatim. Other forms of plagiarism include repeating someone else's particularly apt phrase without appropriate acknowledgment, paraphrasing another person's argument as your own, and presenting another's line of thinking as though it were your own. (MLA Handbook, 7th ed. New York: Modern Language Association, 2009.) All students in the course shall use their own ideas for research projects. Students must submit written assignments reflecting the student's work, not another's.2. False statements. Any statement made is expected to reflect the whole truth without distortion or withholding of any facts. Providing false documentation is also considered as providing false statements.3. Wrongful appropriation. The taking, obtaining or withholding of the property of another with intent to deprive is wrongful appropriation.4. Compromise of test material. Test material issued during scheduled tests, retests or test review sessions must not leave the test/review area or the presence of the test administrator. Test questions and answers are not to be discussed outside of the controlled environment.

5. Cheating. Looking at another student's work during an examination and/or providing answers to someone else, and/or providing false documentation.

6. Violations of the USACBRNS honor code include, but are by no means limited to, those mentioned in paragraphs 1 through 5 above. Common sense and good judgment provide the basic guidelines to acceptable and non-acceptable conduct. Any related conduct that is unbecoming to a gentleman/lady and Soldier that may bring discredit to the USACBRNS and the U.S. Army may be considered an honor violation.

Violations

1. When a student is suspected of cheating, the instructor or individual making the observation must collect available evidence, to include names of witnesses, if appropriate, and immediately report the incident to the Chief, DIMA. The Chief, DIMA will review all available evidence. After reviewing all material, if the Chief, DIMA believes cheating has occurred, the Chief will initiate the student status review.

2. Failure to report an honor violation after having observed or after having been informed of such violation constitutes an honor violation itself. Tolerance: Any Officer having knowledge of wrongdoing by fellow Officers of the class is obligated to report violations. Failure to do so constitutes Tolerance and violates the honor code.

CBRN Captains Career Course, Reserve Component
Appendix 4 to Annex E
Example Rubric for Assessing Writing Assignments

Assessing Writing									
STUDENT NAME:				STAFF GROUP:			DATE:		
COURSE TITLE:				ASSIGNMENT:					
INSTRUCTOR:				DEPARTMENT:					
Requirement: Write effectively as defined by the Army standard as "understandable in a single, rapid reading and generally free of errors in grammar, mechanics, and usage." Standard: Writing includes— <ol style="list-style-type: none"> 1. Substance; 2. Organization; 3. Style; and, 4. Correctness. 									
Overall Grade:									
>97: A+	>94: A	>90: A-	>87: B+	>80: B	>78: C+	>70: C	<70: U	TOTAL:	
Instructor Comments									
↓ Cognitive Level Attained (Higher levels include characteristics of lower levels)	Element of Thought						Universal Intellectual Standards		
EVALUATION (judging or weighing by building and using criteria and standards)							-Clarity -Accuracy -Precision -Relevance -Depth -Breadth -Logic -Significance -Fairness		
SYNTHESIS (Integrating parts into a new whole)									
ANALYSIS (Breaking material down into component parts to determine structures and relationships)									
APPLICATION (Use of knowledge to solve problems)									
COMPREHENSION (Understanding of the material)									
KNOWLEDGE (Recall of specific information)									

CGSC Form 1009W, January 2014 (Supersedes CGSC Form 1009W dated May 2011)
 ©USACGSC

Instructions: You will be assigned a requirement to write an Information Paper that summarizes the *Army White Paper, The Profession of Arms*, dated 8 Dec. which you have been assigned to read by the battalion commander of your unit, 1-555 IN. Your commander wants to know what the White Paper is about. You must capture the main ideas in a one page Information Paper. The paper must be at least one page and not more than two, written in accordance with the Army writing style, and follow the guidance in ST 22-2 and the Information Paper example.

The purpose of this requirement is to assess your ability to communicate as a leader. The writing requirement will be assigned at the completion of the two hour information portion of the lesson, and will be turned in at a time of the instructors choosing. A rubric (MLC form 1009W) is provided to assess the product. The Information Paper assignment is worth 20 points.

Information papers, in general, should be no longer than one page long because the primary purpose of this product is to provide relevant facts in a clear and concise manner. As with all means of communicating information, identifying and understanding your audience is an essential element for successfully delivering your message. On occasion, the makeup of your audience and the complexity of your message in relation to your audience will require you to adjust the format and established guidelines. **For this requirement, your information paper should be one page in length but may extend onto page 2.**

Student Assessment		Faculty Assessment		
	Exceptional	Satisfactory	Unsatisfactory	
8 Points	Substance			8 Points
	Facts are <u>clear</u> , concise and relevant to the topic. Content is fully compliant with the assigned <u>requirement</u> and the needs of the reader; everything is <u>accurate</u> ; <u>level of detail</u> is suited to the needs of the assigned requirement and reader. Explanations and descriptions of content are <u>clear and precise</u> .	Facts are not <u>clear</u> . Small <u>omissions</u> or inadequacies in <u>content</u> , but adequately covers the written <u>requirement</u> and needs of the reader. Some minor <u>inaccuracies</u> , but primarily <u>accurate</u> . May occasionally include <u>irrelevant details</u> or omit <u>important details</u> . Explanations and descriptions are almost always <u>clear and precise</u> .	No <u>Facts</u> . <u>Information</u> is not <u>accurate</u> , and/or content is <u>irrelevant</u> , missing, or misrepresented, and/or insufficient <u>detail</u> , and/or <u>inaccurate</u> or ineffective management of quantitative <u>information</u> .	
4 Points	Organization			4 Points
	Points are <u>clear and logically arranged</u> so as to develop the <u>content and analysis</u> most productively for the audience.	Points are <u>clear</u> . In general, points establish a <u>logical</u> line of <u>reasoning</u> .	Points are not <u>clear</u> or the sequence of points is <u>illogical</u> or <u>inadequate</u> to the needs of the task or audience.	
4 Points	Style			4 Points
	Words are <u>precise</u> ; language is concise and without wordiness; writer's tone is appropriate to the audience and <u>purpose</u> ; sentences track clearly even to the rapid reader; transitions lead smoothly from one idea to the next. Active voice predominates. Sources, as relevant, are appropriately cited.	Some language is <u>imprecise</u> but generally understandable. Style is adequate but lacks polish and directness.	The language is <u>awkward, hard to read</u> . The reader must backtrack to understand the writer's <u>meaning</u> , or the reader cannot understand the <u>meaning</u> . Language is extremely wordy; or primarily in passive voice, or inappropriate in tone. Citation of sources is missing or <u>inaccurate</u> .	
4 Points	Correctness			4 Points
	Few if any departures from the published standard (grammar, punctuation and usage).	A few departures from the published standard (grammar, punctuation and usage), but not enough to confuse or distract the reader.	Departures from the published standard (grammar, punctuation and usage) significantly confuse or distract the reader.	

Appendix 5 to Annex E
Grading Rubric
RC CBRNC3

	Evaluation Events	Points	Notes
Army Physical Fitness Test			
	Record APFT score earns:	120-200	Permanent Profiles scored IAW AR 600-8-19, Section 3-42, paragraph B., sub-paragraph 1 "permanent profiles"
Performance Evaluations			
	Tactical RAD Warfare	n/a	GO/NO GO
	Biological Warfare	n/a	GO/NO GO
	Chemical Warfare	n/a	GO/NO GO
	Technical Chemistry	n/a	GO/NO GO
	Consequence Management	n/a	GO/NO GO
	DSCA PH II	n/a	GO/NO GO
Written Assignments			
	Professional Dev. Paper	G/NG	GO/NO GO IAW CGSC Form 1009W
Briefings			
	Professional Dev. Brief	G/NG	GO/NO GO IAW CGSC Form 1009S
	CBRN Scenario Group Brief	G/NG	GO/NO GO IAW CGSC Form 1009S
Other Events			
	CDTF (completion is graduation requirement)	G/NG	(IMS G/NG) (prior to DSCA PH II)
	FEMA/DSCA online training	G/NG	FEMA Courses (IS100.b, IS200.b, IS700.a, IS800.b) (http://training.fema.gov/IS/crslist.asp) DSCA Phase I (http://www.dsca.army.mil/)
<p>*Per the POI and CMP, students are required to receive a GO on all performance exams. Failure to receive a GO on a retest will result in a Student Status Review by the SGL.</p> <p>* Course Management Plan and ISAP are located in the class book in the classroom.</p> <p>* All assignments and point values are subject to change without notice.</p> <p>*In addition to this rubric, students are scored and rated on class participation and group work by their SGL.</p>			

Annex F
Student Pre-Course Attendance Guidance

**Course
Overview**

RC CBRNC3 is a four phase course consisting of two Distance Learning and two 2-week resident phases, which provides CBRN Captains the technical skills and knowledge to perform the duties and responsibilities required of company commanders and brigade level CBRN Officers. This instruction is both externally and internally directed and includes Chemical, Biological, Radiological, Nuclear operations; as well as combine arms operations. All 4 Phases must be completed within 36 months of the initial registration for the first Distance Learning Phase (Phase I). A student that does not complete all 4 Phases within this time will be forced to restart the entire course. No credit for previously completed Phases will be given.

The training days are typically 8-10 hours daily. Instruction is primarily classroom-based, either in large class room format, or in small-group discussion. Extensive emphasis is placed on group practical exercises, prior military experience and group discussion.

It is extremely important to report for the course in shape. In the afternoon of the first day of class, students will be weighed/taped to ensure compliance with the Army's Body Composition Standards IAW current AR 600-9. Additionally, an Army Physical Fitness Test (APFT) will be administered the following morning. Students must be in compliance with current AR 600-9 and pass APFT to graduate from the course.

**Reporting
Procedures**

Phase II students will report for in-processing in the MSCoE Bldg., Thurman Hall at 0600 on the morning of the first day. Phase IV students will report for in-processing in the MSCoE Bldg., Thurman Hall at 0730 on the morning of the first day.

Day 1

All students must report to the location given by their Small Group Leader. See "Reporting Instructions" in the Copy of Welcome Letter. Bring the following items with you for in-processing:

**Administrative
Documents
Needed**

- Identification Tags
- Common Access Card (CAC)
- 5 Copies of TDY/PCS orders and any amendments
- Family Care Plan (If applicable)
- Civilian driver's license
- Safety DDC/AAC Card print out of course completion certificate (if applicable)
- Current Profiles
- Active Government travel card
- Any course completion certificates (ICS, DSCA, HAZMAT)
- Spouse Contact information (if applicable)

EMERGENCY CONTACT TO PROVIDE TO FAMILY AND UNIT

Mon-Fri, 0730 - 1630: (573) 596-5226 (Alpha Company)

Other non-duty hours, SAT, or SUN: (573) 528-7831 (Battalion Staff Duty)

Information Required To Locate An Officer Student: Name, Rank, Social Security Number Unit (Company A, 84th Chemical Battalion) and Class #.

This is a TDY Course.

Uniform And Appearance

The duty uniform for the course is the ACU/OCP (Multi-Camo, or OCU version). Army Physical Fitness Uniform (APFU) will depend on the season. Winter APFU consist of: APFU jacket and pants, long sleeve APFU shirt, shorts, grey and/or black fleece cap, black gloves with inserts. Summer APFU consists of: short sleeve APFU shirt and shorts. Students are to bring at least 1 set of business casual attire for the official class functions such as meeting with Commandant and social functions.

Optical Inserts

Note: If you have optical inserts for your M50 and Drager face masks, please bring them with you (if applicable).

Profiles

1. Students with permanent profiles can attend RC-CBRNC3.
2. Students will bring a copy of their permanent profile with them when in-processing. Alpha Company, 84th Chemical Battalion will ensure they can meet the course objectives by interviewing students that report with a profile. Soldiers with a temporary profile will not be allowed to start class and will need to be dis-enrolled.

Physical Fitness Training

Students conduct physical fitness training according to Chief of DIMA's guidance.

Weight Standards

1. Students will conduct a weigh in on the first day.
2. If a student's height/weight is not in accordance with current AR 600-9 and AR 350-1, the student must be in compliance in order to graduate from the course. Failure to meet the standards will result in a "Failure to achieve course standards" on a DA Form 1059 and dis-enrolled from the course.

Pregnancy

1. Students will not attend RC-CBRNC3 if they are pregnant.
2. AR 40-501 identifies several activities in which pregnant Soldiers may not participate.
3. Any student who becomes pregnant while enrolled in the course will be handled on a case-by-case basis by the OIC of the DIMA Team.

Leaves and Passes	1. Students may go on emergency leave, if verified by the American Red Cross. Depending on the length of the Emergency Leave, the Chief of DIMA and the DAC will determine the status of the student and if disenrollment is warranted.
Privately Owned Vehicles (POV)	1. All POVs are subject to safety inspections on Fort Leonard Wood, MO. 2. Students must maintain the minimum insurance requirements for the state in which their POV is registered.
Telephones	The telephone numbers for Alpha Company 84 th Chemical Battalion is commercial (573) 596-2453/2482.
Observation Reports	Your actions, both positive and negative, are reportable through observation reports from any member of RC-CBRNC3 staff or 84 th Chemical Battalion.
Equal Opportunity	1. Army Regulation 600-20 is the source of Equal Opportunity (EO) policy. 2. Barriers to equal treatment or other discriminatory practices will not be tolerated. Accordingly, all Soldiers must report incidents of unequal treatment or discrimination to their instructor/course platoon sergeant immediately. 3. All Soldiers should be aware that assistance is available from EO Leader, EO Advisor, Post EO Officer, USACBRNS Chaplin, and Inspector General. 4. The most important thing to do is immediately report discriminatory practices to the chain of command or assistance agency. 5. Policy memorandums will be posted on the unit bulletin board. 6. Take special note of the complaint procedures.
Sexual Harassment	Sexual harassment is a serious violation in the United States Army. If you feel you are being sexually harassed, immediately notify your instructor and/or company commander.
Uniform Code Of Military Justice	While assigned/attached to Alpha Company 84 th Chemical Battalion, students fall under the jurisdiction of Alpha Company 84 th Chemical Battalion and 3 rd Chemical Brigade for UCMJ purposes.
Academic Standards	Graduation requirements are as listed in the Individual Student Assessment Plan.
Removal from the Course	1. The Director of Training will process administrative removals in coordination with the DAC-RC, Chief, DIMA, and Academic Records Division (ARD). Removals may be based on any, but are not limited to, the following: a. Recall by parent organization. b. Illness or death in the family. c. Disciplinary action or UCMJ violation.

- d. Disruption of class or habitual tardiness.
- e. Missing 8 hours or more of training.
- f. Violating unit policy, especially by not representing proper military bearing and professionalism of a U.S. Army Officer.
- g. Failure to meet height and weight standards and/or pass the Army Physical Fitness Test.

2. The OIC of the DIMA Team, and SGL, in coordination with DAC-RC, and through the Technical Director, to the Director of Training (DOT), processes academic removals. These removals are based on failure to receive a Go on any performance based evaluation or written assignment.

NOTE: The OIC, DIMA Team, will contact the student's parent organization and explain the situation if the student is academically eliminated.

Appeals	All students may appeal their release according to applicable regulations. Students will continue in the course during the appeal process, unless they are disruptive to the training.
Standards of Conduct	All students must display proper military bearing and a positive attitude at all times. The CBRN School and DIMA do not tolerate unprofessional conduct by students.
Transportation	Students may use their POVs to carpool to class locations. There will be no reimbursement for mileage. Commercial taxi service is available for on and off the installation.
Privately Owned Weapons	No student is authorized to have privately owned weapons while attending the Course. There are no facilities to store weapons. Knives with blades over 4 inches and brass knuckles are considered privately owned weapons. These are prohibited on post.

Annex G
Copy of Welcome Letters to Captains Career Course Phase II & IV

DEPARTMENT OF THE ARMY

Use 84th CM BN Letterhead

Phase II

XX Month 20XX

Dear Students,

Welcome to Phase II of the CBRN Captains Career Course - Reserve Component (CCC-RC) for Course 4-3-C23, Class XX-XXX, with dates of XX Month to XX Month 20XX at the Maneuver Support Center of Excellence (MSCoE) on Fort Leonard Wood (FLW), MO. For an overview on the entire course please visit http://www.wood.army.mil/newweb/chemical/cbrnc3_RC.html.

This Welcome Letter is intended to assist you with your preparation and in-processing for the course. Your receipt of this letter does not guarantee automatic acceptance to the course. **Only students with a Reserved Seat and who have met all prerequisites will be allowed to attend the course.**

Your unit is responsible for obtaining your orders and making travel arrangements. For those flying, we strongly recommend using the Lambert-St. Louis International (STL) airport. Include a travel day on XX Month. If traveling from OCONUS, include additional travel days as needed. You will be released on XX Month no later than 1200 hours, so do not schedule your return flight any earlier than 1600 hrs. Block lodging reservations for your class were placed with Post Lodging, although we cannot guarantee that on-post lodging will be available. Therefore, we highly recommend a rental car, and to arrange to share cars when possible; alert the SGL of carpool needs to facilitate coordination. We do not recommend reliance on the STL to FLW shuttle at this time.

Government meals are available at the multiple dining facilities. As stated in the ATRRS course catalog "Soldiers attending training under school code 031 will be directed to subsist at installation dining facilities weekdays at no cost to the soldiers with full meal per diem on weekends and Federal holidays." It is advised that orders state that meals are provided at no cost during weekdays, and that weekends/Federal holidays are full per diem. Present your ID card and a copy of your orders with the "government meals are directed" verbiage highlighted. Note that the dining facility near the NCO Academy Complex north of the MSCoE bldg. is not open on weekends.

Please make sure you contact Fort Leonard Wood lodging at 573-596-0999 to confirm your reservation. Your room will be assigned upon arrival.

Our only requirements for your packing list are:

- a. Inserts for your M50 mask (if needed) (Inserts for an M40 mask are acceptable)
- b. At least 1 set of APFUs for in processing and the APFT
- c. As many sets of ACU/OCP's as you consider necessary for 2 weeks of instruction
- d. ASUs (as needed for ceremonies, females will wear pants, males will wear long tie)
- e. Civilian clothes for travel and informal evening social activities with your class
- f. Military or personal laptop with CD reader, power cord, and ear phones/buds
- g. The list of prerequisite paperwork listed below

Before arrival at Fort Leonard Wood all students must log-in to the CBRN School Blackboard site. Go to the Fort Leonard Wood Blackboard site at <https://www.blackboard.wood.army.mil/>, under the CBRN tab choose "Login" to log-in with an AKO username and password or "CAC Login" to log-in using a CAC card. Successful login allows us to grant you access to the course material after in-processing.

With your safety in mind, please send an e-mail to cbrnc3.rc.phase2@gmail.com on the day of but prior to your departure. Include your travel itinerary, ETA for arrival at Ft Leonard Wood, and an e-mail and phone number for your emergency POC while traveling. Please call (805) 622-7602 if you have any travelling emergencies. Directions on how to reach Fort Leonard Wood, and an on-post map can be found at: <http://www.wood.army.mil/newweb/newcomers.html> .

Upon arrival at Ft Leonard Wood, go to Lodging in Candlewood Suites Bldg. 2020 for room assignment. Officers will not need to report in elsewhere until in-processing.

In-processing will take place at 0600 hrs. on Saturday, XX Month, in the MSCoE Bldg., Thurman Hall, Room TBD (any changes will be posted at the main entrance with the two cannons). Uniform for in-processing is ACUs. Height/weight screening and taping (if needed) will be conducted on Saturday afternoon, so have your APFUs readily available. You must bring the following to in-processing:

- a. Three copies of your orders
- b. Three copies of any permanent profiles (temporary profiles cannot attend CCC)

- c. One copy of your 1059 for CBRN/CM OBC or BOLC.
- d. One copy of previous Captain's Career Course 1059s (select branch transfer officers only).
- e. One copy of your ATRRS unofficial transcript (<https://www.atrrs.army.mil/selfdevctr/> - CAC log-in only) or Blackboard Phase I Completion Certificate (<https://www.blackboard.wood.army.mil/>) that shows that you completed the required CCC-RC Phase I Distance Learning. **As stated by ATRRS, a completed Phase I is a requirement to attend Phase II.**
- f. One copy of your Awareness Certificate from www.dodffcert.com or a print screen from the AFCESA site stating that you have completed their Awareness Course. We cannot accept any other Awareness Certificates; if you are not shown as certified by the [dodffcert.com](http://www.dodffcert.com) website, then you have not met the requirement and will be sent back to your unit. (Suggestion: if you are in doubt, go to <https://golearn.csd.disa.mil/kc/login/login.asp> to take the 6-hr AFCESA Awareness Course -**print a copy or screen shot of the certificate**- *this site is only accessible from a government computer - see below for personal computer access). If you would like to request reciprocity through DODFFCERT, it is your responsibility to contact AFCESA, obtain the reciprocity and print the certificate (be aware that the process may take a few weeks).
- g. One copy each of FEMA Online course certificates: IS-100.b, IS-200.b, IS-700.a, IS-800.b and Joint Knowledge Online DSCA Phase I course number J3ST-US010 (see below for more details)
- h. **Inserts for your M40 or M50 mask (if needed).** You will be given a vision test before CDTF and will not be allowed to train if you need them and don't have them. This will result in dismissal from the course.
- i. A current or interim secret (or above) security clearance is required. Contact your Security Manager to verify that you have a valid security clearance "with access" in JPAS, and that it does not expire prior to the course completion. If your Security Manager has any questions, please have them contact Mrs. Crawley at 573-563-7772, or deborah.a.crawley2.civ@mail.mil.

***Awareness Certificate on non-government computers**

Go to: <http://totalforcevllc.golearnportal.org/> and register for an account. Once registration is complete, students can go to course catalogue and select "Hazardous Materials Awareness" course number 47201W-01. The course takes 8 to 12 hours to complete and a certificate will be available upon completion (this certificate take upwards of 30 days to post to the www.dodffcert.com Website so **print a copy or screen shot of completion**). This certification should meet the

Army CBRN HAZMAT awareness requirement. Please contact Ms. Kathy Alcorn at the C.E. Virtual Helpdesk at 850-283-2779 with issues.

Please note that you will not have immediate access to copy machines and computers upon your arrival or at in-processing, so bring copies of all these documents. If we cannot see them, we cannot verify that you have met the prerequisites and you will not be allowed to in-process and will be returned to your duty station the next day.

You will only be admitted to the course if you have met all course prerequisites.

A training schedule and course assignments will be sent to you NLT XX Month 20XX. We strongly encourage students to complete all prerequisites at least 30 days prior to the resident course to allow time for resident course assignment focus. **There will be a written assignment and a briefing assignment sent out to you NLT than XX Month 20XX to be completed by the time you arrive for training.** We have training planned for both weekends so do not expect days off during the course.

On **Sunday morning, XX Month you will take a mandatory APFT.** For those who failed the initial taping or the APFT, make-up testing will be given between Sunday, XX Month and Wednesday, XX Month. Per AR 350-1: "SOLDIERS WHO SUBSEQUENTLY FAIL TO MEET PHYSICAL FITNESS AND/OR HEIGHT AND WEIGHT STANDARDS WILL BE REMOVED FROM THE COURSE AND THE DA FORM 1059 (SERVICE SCHOOL ACADEMIC EVALUATION REPORT) WILL BE ANNOTATED IN BLOCK 11D 'FAILED TO ACHIEVE COURSE STANDARDS.'"

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 to them will result in student dismissal from CDTF training, which is a course graduation requirement. Hair styles need to be clean and conducive to the proper wear and fit of the M50 Protective Mask. Students will not be allowed to train at the CDTF if they have hair extensions, braids, dread locks, nail attachments (finger or toe) to include acrylic nails, or any 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.

Also, during the course **you will achieve the Defense Support of Civil Authorities (DSCA) Phase II certification.** The prerequisites for this certification that must be completed before arriving at Fort Leonard Wood are FEMA Online courses: IS-100.b, IS-200.b, IS-700.a, IS-800.b (<https://training.fema.gov/IS/>); and the Joint Knowledge Online DSCA Phase I course, <https://jkoirect.iten.mil/>, course

number J3ST-US010. You must complete these courses prior to arrival to be considered for DSCA Phase II certification, which is a graduation requirement.

DSCA Phase II certification is a graduation requirement. A successful DSCA II Certification will also earn you Joint Qualified Officer Points which are beneficial (and highly sought after) for future career progression.

Laptops (personal or Army issued) **with CD reading capabilities** and earphones/buds are necessary for this course. You will be required to complete research presentations, student briefings, and/or written assignments, as well as conduct Incident Command practical exercises which necessitate the use of a laptop with these characteristics. If you are unable to secure a personal laptop or have one issued by your unit, please notify the Small Group Leader no later than 30 day prior to your arrival to Fort Leonard Wood.

For USAR/RR Quota Source Orders: Contact your ARCD Career Management Officer. They will take your 4187 (filled and signed by you and your commander/designated signature authority), and submit to HRC. 4187s are submitted to HRC within 30 days of class start date. Monitor your Enterprise email for further respective information.

If you have any questions regarding what you need, please contact the Phase II Small Group Leader, CPT XXX, at **cbrnc3.rc.phase2@gmail.com** or (805) 622-7602 (leave a message with name, phone number, and question/issue).

Have a safe trip to Fort Leonard Wood and I hope to see all of you on XX Month.

Respectfully,

CPT XXX
Senior Small Group Leader
USACBRNS RC/NG Captains Career Course

Copy of Welcome Letters to Captains Career Course Phase II & IV

DEPARTMENT OF THE ARMY

Use 84th CM BN Letterhead

Phase IV

Month 20XX

Dear Students,

Welcome to Phase IV of the CBRN Captains Career Course - Reserve Component (CCC-RC) for Course 4-3-C23, Class XXX-XX, with report date of Saturday, XX Month 20XX and end date of Friday, XX Month 20XX at the Maneuver Support Center of Excellence (MSCoE), Fort Leonard Wood, MO.

This letter is intended to assist you with your academic requirements, other course preparations and in-processing for Phase IV. The receipt of this letter does not guarantee automatic acceptance to the course; only students with a Reserved Seat and who have met all prerequisites will be allowed to attend the course.

Your unit is responsible for obtaining your orders and making travel arrangements. Rental car is VERY HIGHLY RECOMMENDED. For those flying, the Lambert-St. Louis International (STL) airport is approximately a two hour drive to Fort Leonard Wood and the Springfield-Branson National Airport (SGF) in Springfield, Mo is approximately a one hour and thirty minute drive. Include a travel day on XX Month 20XX. If traveling from OCONUS, include additional travels days as needed. You will NOT be released on the FINAL DAY earlier than 1200; do NOT schedule your return flight for any earlier than 1600.

Please contact Fort Leonard Wood lodging at 573-596-0999 to confirm your reservation. Block lodging reservations for your class were placed with Post Lodging; however your room will be assigned upon arrival. This means we cannot guarantee that on-post lodging will be available. Therefore we strongly recommend a rental car; arrange to share cars when possible. Government meals are available at multiple dining facilities. Note that the dining facility near the NCO Academy Complex north of the MSCoE bldg. is not open on weekends. Specker dining facility will be available on weekends. As stated in the ATRRS course catalog "Soldiers attending training under school code 031 will be directed to subsist at installation dining facilities weekdays at no cost to the soldiers with full meal per diem on weekends and Federal holidays." It is advised that orders state that meals are provided at no cost during weekdays, and that weekends/Federal holidays are

full per diem. Please check with your units to ensure your orders include proper verbiage to cover your meals while in training.

With your safety in mind, please send an e-mail cbrnc3.rc.phase4@gmail.com prior to your departure; include your travel itinerary, ETA for arrival at Ft Leonard Wood and an e-mail and phone number for your emergency POC while traveling. Please call (805) 622-7604 if you have any travelling emergencies and when you arrive. Directions on how to reach Fort Leonard Wood and an on-post map can be found at: <http://www.wood.army.mil/newweb/newcomers.html>.

In-processing will take place at 0730 on Saturday, XX Month 20XX in the MSCoE, Thurman Hall Room TBD in ACUs. All students will complete a height/weight after class on Saturday; Army Directive 2012-20 requires disenrollment of those students who fail the height/weight requirements.

Additionally, you will need to provide a copy of your Phase II DA Form 705 (APFT Record) and 1059 that indicates you passed the APFT; no other record APFT can be substituted. Failure to provide this will result in the requirement to take and pass APFT on Sunday, XX Month 20XX. In the event you are required to take the APFT, failure to pass will result in disenrollment from the course.

Finally, Ft. Leonard Wood does not allow trainees or personnel who are not permanent party to carry or bring weapons or firearms of any kind on to post. Should you choose to bring your personal firearm, you must secure it somewhere off post. There is a local establishment that will store your weapon for you. If you need additional information please send an e-mail to cbrnc3.rc.phase4@gmail.com.

Course Packing List:

- a. 1 set of APFUs (new)
- b. 2 sets of ACUs/OCPs
- c. ASUs (as needed for ceremonies, females will wear pants, males will wear long tie)
- d. Civilian clothes for travel and informal evening social activities
- e. Laptop with CD reader
- f. CAC reader
- g. CDRW(s) computer disc to load course information
- h. Paperwork for in-processing
 - 3 copies of your orders (1 turn-in, 1 required for meals, 1 for lodging)
 - 2 copies of any permanent profiles (temporary profiles cannot attend CCC)
 - 1 copy of your Phase II CBRN CCC 1059 (AER)
 - 1 copy of your Phase II DA Form 705 (APFT Record)

1 printout of your ATRRS unofficial transcripts for Phase III Distance Learning. As stated by ATRRS, a completed Phase III is a requirement to attend Phase IV.

Course Requirements:

- a. All students must log-in to the CBRN School Blackboard site as soon as receiving this Welcome Letter in order to have access to course materials in advance. Go to the Fort Leonard Wood Blackboard site at <https://www.blackboard.wood.army.mil/>, under the CBRN tab "CAC Login". Successful login allows us to grant you access to the course material. It is strongly encouraged that log-in be completed as soon as possible to allow you the opportunity to view course materials to properly prepare for the training.
- b. The completed student workbook will no longer be required. Instead within the Blackboard site, (content, MDMP, MDMP PE Arrowhead Defense) is an OPORD with annexes for the MDMP block of instruction. The unit that you will be assigned to for the practical exercise is the 1-66 CAB. Your pre-course assignment is to read the OPORD (Arrowhead Defense) and begin WARNO 1. You will turn it in Day 3 after the Receipt of Mission block of instruction. Guidance on how to prepare WARNO 1 is found in the FM 6-0, CH 9 (MDMP). This is an individual assignment. Integrity is key. This assignment is how I will make an initial assessment of your knowledge of the MDMP process.
- c. As reflected in the training schedule, the primary task for the course is the MDMP process. Within the practical exercise, students will be given BN staff positions. It is imperative that you understand the duties and responsibilities of the positions. The practical exercises are difficult and can result in extremely late days. To make the process more effective and less stressful, self-study on the MDMP process is strongly encouraged. Within the Blackboard site, is an MDMP Class and Tools folder. Take the time to review the presentation beforehand. Additionally, references within the MDMP Class folder should be reviewed. The Battle Staff Handbook is also an excellent reference. If you have one, bring it. If you don't, I would suggest even though not required, that you buy one. It is extremely helpful.

Attached is a **tentative** training schedule; it is subject to revision throughout the course to accommodate the progress of the class.

If you have any questions regarding what you need, please feel free to contact the PHASE IV SGLs at cbmc3.rc.phase4@gmail.com or 918.916.3404.

For USAR/RR Quota Source Orders: Contact your ARCD Career Management Officer. They will take your 4187 (filled and signed by you and your commander/designated signature authority), and submit to HRC. 4187s are submitted to HRC within 30 days of class start date. Monitor your Enterprise email for further respective information.

Respectfully,

CPT XXX
Senior Small Group Leader
USACBRNS RC/NG Captains Career Course