ATSN-CM 01 October 2023

MEMORANDUM FOR RECORD

SUBJECT: Letter of Instruction (LOI) for the Chemical, Biological, Radiological, and Nuclear Captain’s Career Course – Reserve Component (CBRNC3-RC) Phase I-III

1. Overview. As of Fiscal Year (FY) 22, the CBRNC3-RC transitioned to a three-phased student centric course. Phase I consists of 75 hours of branch specific Distributed Learning (DL) delivered via Blackboard. Phase II is a 15-day resident training phase combining common core and branch-specific instruction, conducted by the United States Chemical, Biological, Radiological, and Nuclear School (USCBRNS) at Fort Leonard Wood, MO. Phase III is a 15-day resident phase, building upon the branch specific training in Phase II and additional common core instruction in Phase III, applying critical and creative thinking and leadership to the Military Decision Making Process (MDMP) instruction culminating with a Combined Arms Exercise at Fort Leonard Wood, MO. Students must enroll into each phase through the Army Training Requirements and Resource System (ATRRS) first and then through Blackboard using the instructions in this LOI. Students must complete the 75 hours of Captains Career Common Core Distance Learning (CCCCDL) material, required for all Army officers, prior to attending CBRNC3-RC Phase III. IAW MILPER message 22-344, students attending Phase III on or after 01 April 2023 must complete CCCCDL, previously Common Core Distance Learning (CCDL). CCCCDL is delivered via the Army Learning Management System (ALMS) and students can complete CCCCDL at any point within their CBRNC3-RC timeline prior to attending Phase III. However, the course chief recommends that students complete CCCCDL between the two resident phases. This will maximize the student’s learning opportunity and knowledge retention when applying it MDMP, taught in CBRNC3-RC Phase III. CBRNC3-RC is designed to assist in preparing students for higher level staff officer and company command positions.

2. General. The LOI will guide students through the necessary steps to enroll in and complete all CBRNC3-RC phases. Students must receive a valid ATRRS reservation through their unit prior to beginning each phase. Without a valid ATRRS enrollment, students will not be able to physically attend courses or gain access to Blackboard training material. IAW AR 350-1, the CBRNC3-RC follows a 13-month model which includes 11-months for completing branch-specific DL and two 15-day resident phases. Officers have the flexibility to complete the DL at home station. The CBRNC3-RC phases, as outlined in TRADOC Regulation 350-70, can be completed in a maximum of two active duty training periods across two fiscal years to allow for multiyear funding. Students must complete CBRNC3-RC within 24-months of their Phase I ATRRS enrollment date. Exceptions to this policy may be granted on an individual basis with up to a 12-month extension, upon USCBRNS Course Chief approval. Students requesting an extension must submit a memorandum signed by the first Colonel (O-6) or above in their chain of command to the CBRN School no later than 24-months after their Phase I enrollment date in ATRRS. Students should refer to the course’s website (<https://home.army.mil/wood/index.php/units-tenants/USACBRNS/Courses/CCCRC>) for FAQs and specific phase information.

3. Student Gradebook. Students must receive a “GO” for each critical event to graduate each phase, listed in the Individual Student Assessment Plan (ISAP). Students can reference the ISAP for criteria to be eligible for academic recognition of Commandant’s List or Superior Academic Achievement on their Academic Evaluation Report. The Small Group Leader will recommend these distinguished students, based upon the ISAP and subjective judgement, to the Course Chief for approval of the request.

4. CCCCDL Considerations (ALMS).

a. COURSE ACCESS:

(1) Students must first obtain a valid ATRRS reservation through unit channels. ATRRS course information:

CAPTAINS CAREER COMMON CORE (CCCC)

SCHOOL CODE: 701T

COURSE NUMBER: 9-00-C23 (DL) Version 22.0

CLASS NUMBER: 004

After obtaining a valid ATRRS reservation, students can access the CCCC DL course material through ALMS using your AKO portal or at: <https://www.lms.army.mil/>.

(2) Once you reach your home page, select the “Search for Training” link on the left-hand side of the home page. In the catalog search field, type “CAPTAINS CAREER COMMON CORE (CCCC)” and click on “search.” You will see the course hyperlink listed below.

(3) Launch your course by clicking the Captains Career Common Core - Course Introduction - LOI topic “Launch” button contains the course LOI, Captains Career Common Core - Errata, and Captains Career Common Core - Course Introduction learning assignments.

(4) On your ALMS Homepage locate the “Active Learning” portlet, the Captains Career Common Core Course Topics will be available to launch directly from there.

(5) Once you have closed the course topics, your completion will reflect so on your Completed Learning Transcript screen.

(6) Students have 11-months to complete CCCC DL. Students who do not complete within the allotted time will need to re-register through ATRRS and begin the course again.

b. CCCCDL CREDIT.

(1) ALMS will generate a certificate of completion which may be used for pay purposes. To print your certificate, on the ALMS Homepage click “Transcript” from the left navigation bar, and on the Courses or Certifications page, find your Acquired certification and hover over the “Actions” link. Select “Print Certificate.”

(2) Students must receive an 80% or higher on each exam to unlock the next module. Course completion will automatically result in a graduation in ATRRS. Students who have technical issues, or whose ATRRS record is not updated within 30 days of completion should contact the ALMS helpdesk, athd@athdmail.army.mil or 1-800-275-2872. CBRNC3-RC cadre are unable to assist with CCCCDL student enrollment, execution, or graduation of ALMS training.

(3) Students must bring a copy of their RC-CCC Prerequisite CCCC DL certificate of completion to Phase III.

5. Phase I Considerations (Fort Leonard Wood Distributed Learning).

1. Students must use Microsoft Edge to access/complete Phase I on Blackboard. Phase I will be available for enrollment throughout the fiscal year (October – September) before resetting. Once enrolled into Blackboard, students have until the end of the fiscal year, September 30th, to complete Phase I. The class number will show which fiscal year the student is enrolled in (e.g., 031\_031-4-3-C23\_2024\_000\_01\_N is FY23). Failure to complete Phase I prior to the end of the fiscal year will result in all progress being deleted. If this happens, students will need to cancel their ATRRS reservation through their unit and re-enroll in both ATRRS and Blackboard into the new fiscal year’s course to start over.
2. COURSE ACCESS.

CHEMICAL, BIOLOGICAL, RADILOGICAL, AND NUCLEAR CAPTAINS CAREER COURSE (RC) (CBRNCCC (RC))

SCHOOL CODE: 031

COURSE NUMBER: 4-3-C23 (DL)

CLASS NUMBER: 031\_031-4-3-C23\_2024\_000\_01\_N

PHASE: 1

(1) Once students receive a valid ATRRS reservation, they will be automatically enrolled into the Blackboard Phase I DL course.

(2) Use the following site to access the Blackboard Phase I DL course: [https://usacbrns.llc.army.mil/](https://usg01.safelinks.protection.office365.us/?url=https%3A%2F%2Fusacbrns.llc.army.mil%2F&data=05%7C01%7Cchristopher.j.doyle24.mil%40army.mil%7C0151054b56da48ed59b608dbae2d7e95%7Cfae6d70f954b481192b60530d6f84c43%7C0%7C0%7C638295282637482191%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=qA%2BrDP%2B%2FllPXIeXj251ULEKbcU5IuvRYMdA3TvexEwY%3D&reserved=0)

(3) Click onto the Chemical Corps crest. This action will open a new web page.

(4) Once logged in, click on “All Courses”, located in the main menu at the top of the page.

(5) Type CBRNS-RC in the “Course Search” box, located on the left-hand side of the page. Then select “Go.”

(6) Identify the Course ID “031\_031-4-3-C23\_2024\_000\_01\_N” to access and complete Phase I’s content.

c. Phase I Credit. The CBRNC3-RC POC’s listed below will monitor students’ progress in Phase I. Students must receive an 80% or higher on each exam to unlock each module. **Once all modules are completed, students must take an end of course survey to generate a certificate of completion and receive a password to enroll into Phase II.** Blackboard will automatically generate a certificate of completion once all course content has been satisfactorily completed. Students should download/copy their certificate of completion for their own records. Once per month, the Phase I POC will input the student’s Blackboard course completion into the academic program of record / Digital Training Management System (DTMS). DTMS will update a student’s status in ATRRS. Students whose ATRRS record is not updated within 30 days of completion should contact the Phase I POC to inquire as to their status.

6. Phase II Considerations (15-day Resident Instruction, Fort Leonard Wood, MO).

a. The Army Combat Fitness Test (ACFT) and Height/Weight (HT/WT) will be conducted within the first three days of the course. IAW AR 350-1, initial failures will be immediately counseled and allowed one retest after seven days of failing the ACFT and/or HT/WT. Students who fail the retest will be immediately dropped from the course and receive a “failed standards” Academic Evaluation Report (AER). Students are not authorized to attend the course on a temporary profile.

b. The first week of the course will focus on CBRN capabilities, biological defense, and tactical radiation; culminating in a CBRN response exam. The second week of the course will focus on combating weapons of mass destruction, leadership development, and digital systems; culminating in a field exercise at the Chemical Defense Training Facility (CDTF).

1. COURSE ACCESS.

CHEMICAL, BIOLOGICAL, RADILOGICAL, AND NUCLEAR CAPTAINS CAREER COURSE (RC) (CBRNCCC (RC))

SCHOOL CODE: 031

COURSE NUMBER: 4-3-C23

CLASS NUMBER: 031\_4-3-C23\_2024\_001\_02\_N

PHASE: 2

(1) After completing Phase I DL and receiving a valid ATRRS reservation for Phase II, students should self-enroll into Blackboard Phase II course utilizing the password provided to them from the Phase I DL end of course survey.

(2) To self-enroll into the Blackboard Phase II course, access the Fort Leonard Wood Blackboard site: [https://usacbrns.llc.army.mil/](https://usg01.safelinks.protection.office365.us/?url=https%3A%2F%2Fusacbrns.llc.army.mil%2F&data=05%7C01%7Cchristopher.j.doyle24.mil%40army.mil%7C0151054b56da48ed59b608dbae2d7e95%7Cfae6d70f954b481192b60530d6f84c43%7C0%7C0%7C638295282637482191%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=qA%2BrDP%2B%2FllPXIeXj251ULEKbcU5IuvRYMdA3TvexEwY%3D&reserved=0)

(3) Click onto the Chemical Corps crest. This action will open a new web page.

(4) Once logged in, click on “All Courses”, located in the main menu at the top of the page.

(5) Type CBRNS-RC in the “Course Search” box, located on the left-hand side of the page. Then select “Go.”

(6) Identify the Course ID “031\_4-3-C23\_2024\_001\_02\_N”. Hover the mouse over the course ID and a drop-down arrow will appear. Select the drop-down arrow and select “Enroll.” Input the passcode obtained from the Phase I Graduation Test.

(7) When selected, a confirmation page will open. Scroll down to the bottom right corner of the page and select “Submit” to self-enroll into the class.

(8) Students should have immediate access to the course material. Students should contact the Phase II POC if having issues gaining access to the Phase II Blackboard site after completing the provided steps.

(9) Students who do not physically attend and complete Phase II during the FY will be removed from the current FY’s Blackboard course and will need to re-enroll into the new FY’s Blackboard course to access the training material. Blackboard disenrollment and re-enrollment does not affect the student’s ATRRS enrollment or 24-month time constraint to complete the course.

c. Phase II Credit. Students will receive an AER, showing either phase completion or course completion, upon graduating Phase II. Only branch transfers, who have already completed another branch’s Captain’s Career Course, will receive a course completion AER and be considered a graduate of CBRNC3-RC. **Once all modules are completed, students must take an end of course survey on Blackboard to generate a certificate of completion and receive a password to enroll into Phase III.** The Phase II POC will graduate students from Phase II in DTMS, which should automatically update the students’ status in ATRRS. Students whose ATRRS record is not updated within 30 days of completion should contact the Phase II POC to inquire as to their status.

7. Phase III Considerations (15-day Resident Instruction, Fort Leonard Wood, MO).

a. HT/WT will be conducted within the first three days of the course. Students must report with their ACFT scorecard from Phase II in hand or reconduct the ACFT during Phase III. IAW AR 350-1, initial failures will be immediately counseled and allowed one retest after seven days of failing the ACFT and/or HT/WT. Students who fail the retest will be immediately dropped from the course and receive a “failed standards” Academic Evaluation Report (AER). Students are not authorized to attend the course on a temporary profile.

b. The first week of instruction will focus on Army common core instruction, integrated mission command systems and the MDMP process; culminating in an MDMP exercise. During the second week of instruction, students will demonstrate their knowledge of the MDMP through a Combined Arms Exercise with the Engineer and Military Police branches.

1. COURSE ACCESS.

CHEMICAL, BIOLOGICAL, RADILOGICAL, AND NUCLEAR CAPTAINS CAREER COURSE (RC) (CBRNCCC (RC))

SCHOOL CODE: 031

COURSE NUMBER: 4-3-C23

CLASS NUMBER: 031\_4-3-C23-2024\_001\_03\_N

PHASE: 3

(1) After completing Phase II and receiving a valid ATRRS reservation for Phase III, students should self-enroll into Blackboard Phase III utilizing the password provided to them from the Blackboard’s Phase II end of course survey.

(2) To self-enroll into the Blackboard Phase III course, access the Fort Leonard Wood Blackboard site: [https://usacbrns.llc.army.mil/](https://usg01.safelinks.protection.office365.us/?url=https%3A%2F%2Fusacbrns.llc.army.mil%2F&data=05%7C01%7Cchristopher.j.doyle24.mil%40army.mil%7C0151054b56da48ed59b608dbae2d7e95%7Cfae6d70f954b481192b60530d6f84c43%7C0%7C0%7C638295282637482191%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=qA%2BrDP%2B%2FllPXIeXj251ULEKbcU5IuvRYMdA3TvexEwY%3D&reserved=0)

(3) Click onto the Chemical Corps crest. This action will open a new web page.

(4) Once logged in, click on “All Courses”, located in the main menu at the top of the page.

(5) Type CBRNS-RC in the “Course Search” box, located on the left-hand side of the page. Then select “Go.”

(6) Identify the Course ID “031\_4-3-C23-2024\_001\_03\_N”. Hover the mouse over the course ID and a drop-down arrow will appear. Select the drop-down arrow and select “Enroll.” Input the passcode obtained from the Phase II Graduation Test.

(7) When selected, a confirmation page will open. Scroll down to the bottom right corner of the page and select “Submit” to self-enroll into the class.

(8) Students should have immediate access to the course material. Students should contact the Phase III POC if having issues gaining access to the Phase III Blackboard site after completing the provided steps.

(9) Students who do not physically attend and complete Phase III during the FY will be removed from the current FY’s Blackboard course and will need to re-enroll into the new FY’s Blackboard course to access the training material. Blackboard disenrollment and re-enrollment does not affect the student’s ATRRS enrollment or 24-month time constraint to complete the course.

c. Phase III Credit. Students will receive an AER showing course completion of CBRNC3-RC upon graduating Phase III. **Once all modules are completed, students must take an end of course survey on Blackboard to generate a certificate of completion.** The Phase III POC will graduate students from Phase III in DTMS, which should automatically update the students’ status in ATRRS. Students whose ATRRS record is not updated within 30 days of completion should contact the Phase III POC to inquire as to their status.

8. The POC for CBRNC3-RC Phase I and II is MAJ Brittany Ryan. The POC for CBRNC3-RC Phase III is MAJ Sean Veryzer. Both can be reached when clicking the course manager’s contact information located on the course’s website: <https://home.army.mil/wood/index.php/units-tenants/USACBRNS/Courses/CCCRC>. The email subject should include the specific phase the student’s question/comment/concern addresses.

CHRISTOPHER J. DOYLE

LTC, CM

CBRNC3-RC Course Chief