



**DEPARTMENT OF THE ARMY**  
U.S. ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR SCHOOL  
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT  
14010 MSCoE LOOP, SUITE 3102  
FORT LEONARD WOOD, MISSOURI 65473-8926

ATSN\_CZ (351c1-600E)

2024-2025

MEMORANDUM FOR Students Attending ERBRL Functional Courses

SUBJECT: Radiation Safety Course Training Information Letter

1. Welcome to Fort Leonard Wood (FLW), home of the U.S. Army Maneuver Support Center of Excellence (MSCoE) whose mission is to provide the nation with values-based individuals, leaders, and teams trained in basic combat skills and chemical, engineering, military police, and transportation disciplines.

2. IAW ALARACT 061744Z May 16, Fort Leonard Wood Training Travel Guidance, Sections 10.D and 12, and the Institutional Training Directed Lodging and Meal Policy (ITDLMP) Handbook, dated 1 Apr 16, Section 2-1.d. (page 10), only students with valid reservations (R-reserved status) in ATRRS are covered with ITDLMP funds for lodging and meals. This policy only applies to Army students, all components, and does not apply to other services or civilians. Other services' students and civilians will need to be on full per diem for the duration of the course. **Refer to the special information screen in ATRRS for this course**, that includes information on permanent duty station S-1 coding for meal entitlement prior to arrival for ITDLMP Courses.

Commands are not to send Soldiers to this course if they have a reservation status of W (wait status) in ATRRS unless they accept responsibility to fund the full TDY cost of the Soldier's attendance, to include full per diem for lodging and meals. Soldiers that arrive for training in either a wait status or not listed on the R2 roster in ATRRS on the class start date will not be allowed course attendance without approval of the Chief, Department of Instruction. If course attendance is granted, the owning command must fund full per diem for Soldier's course attendance as they are not covered under the ITDLMP. Soldiers will be denied course attendance and returned to their units for commands that are unwilling to fund full per diem costs for Soldiers.

3. Lodging for Army Soldiers with valid reservations for the course will have lodging reserved for them based on the ATRRS roster for the course. When you arrive at Fort Leonard Wood, all Army Students (regardless of rank) will report to IHG in the Candlewood Suites in order to check into billeting. The phone number for IHG is (573) 586-4800. The IHG Office is located in the Candlewood Suites Hotel, 4990 Nebraska Avenue, Building 2020, Fort Leonard Wood, Missouri 65473 (see enclosed map). Do not obtain off-post lodging without prior approval.

If post lodging is projected to be unavailable for a specific class, the G3 Registrar will notify course personnel who will in turn notify all students reserved for the course at least 30 days in advance of the class start date. This is a rare occurrence and will be handled on a single class basis. If rooms are not projected to be available for a class, the students will be notified, and their sending commands will have to pay full per diem to include lodging and meals for the students they send to the class. These students will need to make their own hotel reservations and pay for their lodging.

**4. All other services (non-Army), DA Civilians, and other federal agency civilian**

**employees** must make their own lodging arrangements. These students may utilize on base lodging at Candlewood Suites, if available, or the surrounding area lodging and accommodations. Civilians are not required to check in with the post lodging office, however they may contact IHG to inquire if on-post lodging is available. Check with your unit to ensure you are authorized full per-diem as you will be required to pay for your lodging and meals.

5. Pets are prohibited while TDY to a course that is covered under the ITDLM Program. Guests are also prohibited within lodging for students while attending a course that is covered under the ITDLM Program.

6. Students may fly to the Waynesville Regional/Fort Leonard Wood Airport (city code TBN), St. Louis Regional Airport (city code STL - a 2.5-hour drive from FLW) or Springfield/Branson Regional Airport (city code SGF - a 1.5-hour drive from FLW). Rental cars are readily available at STL and SGF.

7. All students attending Radiological Training will report at 0730 on the start date of the class, to the MSCoE, 14030 MSCoE Loop, Building 3203 Thurman Hall. Classroom location will be included in an email prior to arrival.

a. Duty uniform is Occupational Camouflage Pattern (OCP), or service equivalent. Casual Business wear is acceptable for civilians; however, open toed shoes are not considered acceptable footwear.

b. You must have the following items with you for in-processing: Note taking material, pens/pencils, highlighters. A scientific calculator is optional, as you may perform some calculations during this course. You may want to bring a 3-ring binder and tabs for handouts.

c. Copy of TDY orders and any amendments.

8. There are no requirements for APFT/ACFT or Height/Weight for course completion.

9. All students who complete the Radiation Safety Courses (Basic Radiological Safety or Radiological Packaging) will be released at approximately 1500 on the last day of the course. Please be aware that this time of release could be adjusted if classroom instruction extends (i.e. retraining, retesting). For students who will travel by commercial air, please allow enough time to travel to the airport before your flight departs. In the event that your flight does not leave until the following day, ensure your orders allow an additional day for travel.

10. IAW 21-048 OPORD FRAGORD 9, Effective 04 MAR 22 facemasks are optional for most personnel, regardless of vaccination status, on FLW.

11. Contact number to inquire about the Radiation Safety Courses are:

Ms. Alicia Stockdale Training Support Operations [alicia.k.stockdale.civ@army.mil](mailto:alicia.k.stockdale.civ@army.mil)  
Mr. Buford Mitchell Radiation Safety Course Instructor [buford.mitchell.civ@army.mil](mailto:buford.mitchell.civ@army.mil) 12.

The point of contact for this memorandum is Mr. Mitchell at [buford.mitchell7.civ@army.mil](mailto:buford.mitchell7.civ@army.mil).

Dr. Ashley N. Dame  
Director  
Edwin R. Bradley Radiological Laboratory