**Army Training Travel Guidance for Reserve and Wait Status Soldiers**

Information listed below does NOT apply to USAF, USMC, and USN personnel.

Other branch members should go to http://www.wood.army.mil/newweb/, look for

your branch under Military Organizations for information on inter-service

personnel in-processing procedures.

USAR/NG Personnel attending MOS-T, Transition and NCOES courses should refer

to information under School Code L031.

1. Army Training Travel Guidance: Army training travel policy to support the

execution of Army military travel documentation/orders can be found at

https://g357.army.pentagon.mil/TR/TRI/ITTG/DEFAULT.ASPX

2. Army Soldiers except IET, MOS-Transition, and CBRNE Senior Staff Planner

students will report to the IHG Lodging Office, Candlewood Suites, 4990

Nebraska Ave, Bldg 2020, Commercial 573-586-4784/5/6, or 1-800-677-8356 to

procure lodging. All TDY Soldiers arriving after duty hours, weekends, and

holidays report to the IOC Watch Officer located in HQ MSCoE, Hoge Hall,

Bldg

3200, Room 110, 573-563-6126.

3. MOS-Transition and IET Soldiers will report to unit or Military Personnel

Division, Student In-processing, Bldg 470, Room 2118, during duty hours.

Soldiers will report to 43rd AG, Bldg 2100, during non-duty hours.

4. For USAR/NG Soldiers attending the following courses: CBRN Basic

Officer's

Leader's Course (CMBOLC), CBRN Captain's Career Course, CCC (Both RA and

RC),

CBRN Warrant Officer Basic and Advanced Courses (WOBC and WOAC),Civil

Support

Skills (CSSC), Analytical Laboratory System Operator (ALSO), Unified Command

suite Operator (UCSO), Technical Escort (ASI L3), BIDS (SQI L4) and L6 (Both

RA and RC) courses, a TRADOC Form 350-18-2-R-E, dated April 2016, The Army

School System (TASS) Unit Pre-Execution Checklist, must be completed and

signed by the commander. A diagnostic APFT must be administered with 60 days

of scheduled departure for school.

5. Soldiers coming to Fort Leonard Wood for AIT training must bring a copy of

their DA Form 93 (Record of Emergency Data), a copy of their DA Form 8286

(Service Members Life Insurance), and current orders or DD Form1610

attaching

/assigning them to FLW.

6. Soldiers attending any of the following courses: Civil Support Skills,

CBRN

Responders, Mass Casualty Decontamination, and MOS-T Soldiers attending

either

494-74D10 (AIT) or 031-494-74D10 (R) need to go to the HAZMAT Awareness

Certification training site and complete the DL training prior to attendance

and need to bring verification when reporting for training. You can obtain

the training at either of the following sites:

http://totalforcevlc.golearnportal.org/ (Allows CAC log-in)

7. This applies to All Army students, to include Active Army, Reserves and

National Guard who attend courses covered under ITDLM. (All of School

Code 031 courses EXCEPT BT, AIT, MOS-T, Captain's Career Course, Decon

Non-US, Sr Staff Planners, Joint Senior Leaders Course, CST PCC, CST OPS,

Biological Surety Mgt, and other Services' courses currently fall under the

ITDLMP.) IAW ALARACT 061744Z May 16 Subject: FORT LEONARD WOOD TRAINING

TRAVEL GUIDANCE, Sections 10.D. and 12, and the Institutional Training

Directed Lodging and Meal Policy Handbook, dated 1 April 2016, Section

2-1.d.

(page 10), only students with Valid Reservations (R) in ATRRS will be

covered

with ITDLM funds for lodging and meals. Units will be required to fund

anyone they send without a Valid Reservation status (R) in ATRRS. If units

send individuals in a Wait status (W) in ATRRS, or without any record in

ATRRS

for the course, the unit will have to fund the full TDY cost of the

individual's attendance, to include per diem for lodging and meals.

Consult the Special Information Screen in ATRRS for the course you will be

attending.

8. Transportation information is as follows:

a. If driving, the most direct route is by Interstate 44 that runs between

St.

Louis and Springfield, MO. Ft Leonard Wood is approximately 140 miles west

of St. Louis and 90 miles east of Springfield.

Current Road conditions can be viewed at http://www.modot.org/.

b. If traveling by air to St Louis Lambert Airport (STL):

Rental cars are available for transportation through most of the major

rental

car companies. Ft Leonard Wood is approximately 140 miles west of St Louis.

Cape Air offers direct flights from St Louis to Fort Leonard Wood. Service

is

small and students can expect their luggage to travel by ground

transportation

and catch up to them either the same night or the next day. Weekend flights

are not always available. Check

https://www.capeair.com/where\_we\_fly/midwest.html for availability.

c. If traveling by air to the Springfield/Branson National Airport (SGF),

Rental cars are available for transportation through most of the major

rental

car companies. Ft Leonard Wood is approximately 90 miles east of

Springfield.

d. USA Express (800-872-9399) offers an airport shuttle to and from St.

Robert

to St. Louis and Springfield. Reservations should be made 48 hours prior.

Shuttles run daily to include weekends from 0515 to 1715, departing every

two

hours. Cost is 135.00 one way to/from St. Louis and 190.00 one way to/from

Springfield. Their website is located at http://www.usaxonline.com/.

e. Daily transportation to and from classes will be provided for all Initial

Entry Training (i.e. Advanced Individual Training, One Station Unit

Training,

MOS-Transition, and select follow-on Functional courses).

f. Government transportation is provided for all USAR TASS Battalion

students

to meet lodging, class and meal requirements.

g. Commercial taxis are available on a 24-hour basis in and around post.

h. In and around mileage for resident service school students that travel by

POV may be authorized by the order issuing official.

i. Soldiers attending any of the following courses; Mass Casualty Decon,

CBRN

Responder, Dismounted Recon, Tech Escort (L3), Civil Support Skills, and NBC

Recon for Brigade Combat Teams (L6) Course government transportation is not

provided. Due to early and late training days and training conducted on

weekends, the post shuttle does not properly facilitate transportation for

these courses. Rental vehicles or POVs are highly encouraged.

9. Meal Subsistence:

a. Soldiers attending IET and MOS-Transition courses will subsist at

installation dining facilities seven days per week at no cost to the

Soldier.

b. All USAR TASS Battalion students, and those students attending the Mass

Casualty Decon, and CBRN Responder courses along with the administrative

staff

and cadre will subsist at the installation dining facilities seven days per

week at no cost to the Soldier.

c. All other Soldiers attending training under school code 031, will be

directed to subsist at installation dining facilities weekdays at no cost to

the Soldiers, with standard government meal rate on weekends and Federal

holidays.

(Proportional meal rate is authorized on the weekends and

Federal holidays for classes that report prior to 1 October 2017.)

d. Soldiers attending the CBRNE Senior Staff Planners course must be on full

per diem, this course is not covered under the ITDLMP.

10. Certificate of non-availability (CNA) numbers will not be issued to Army

ITDLM students since lodging and meals are centrally funded.

11. Due to limited billeting, students are recommended to not bring their

dependents to school with them. Students will not bring privately owned

weapons with them to school.

12. Students attending the Mass Casualty Decon and CBRN Responders courses

train on graduation day until 1600. In these two courses only, students are

allowed to stay in IHG through graduation night. When making arrangements to

return to home station, students should make flight times the day after

graduation.

13. Points of Contact

a. USACBRNS: Ms. Stockdale DSN 676-6233, Commercial 1-573-563-6233 or Ms.

Harris DSN 676-6174 Commercial 1-573 563-6174.

b. 84th Chemical Battalion: DSN 581-2400 Commercial 573-596-2400.

c. Co A, 84th Chemical Battalion (BOLC): DSN 581-6671 Commercial

573-596-6671.

d. Co B, 84th Chemical Battalion: DSN 581-0347 Commercial 573-596-0347.

e. Co C, 84th Chemical Battalion: DSN 581-0345 Commercial 573-596-0345.

f. Distance Learning: Mr. Roden, at DSN 676-7309 Commercial 573-563-7309.

g. Incident Response Training Department (IRTD): DSN 581-1308 Commercial

573-596-1308.

h. DPTM Schools/Installation Schools Manager: DSN 676-7005/Commercial

i. IHG Lodging Office, Bldg 2020, DSN 581-0999, Commercial 573-596-0999.

13. See Fort Leonard Wood Web page: http://www.wood.army.mil/newweb/ for

additional information.