



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)

14 April 2023

MEMORANDUM FOR Soldiers Attending the Biological Integrated Detection System Course (ASI-L4)

SUBJECT: Course Welcome Letter

Welcome to Headquarters and Headquarters Company, 3d Chemical Brigade. You are receiving this letter on the premise that you are scheduled to attend the Biological Integrated Detection System Course (BIDS, ASI-L4) conducted by the Reconnaissance and Surveillance (R&S) Division within the Department of Instruction (DOI) and the Directorate of Training and Leader Development (DOT&LD), US Army CBRN School (USACBRNS). Please read the general information below.

Note: IAW HQDA Message (DAMO-TR)- Fort Leonard Wood Training Travel Guidance, DTG: 211720Z Oct 19, paragraphs 10 and 12.E., and the Institutional Training Directed Lodging and Meal Policy (ITDLMP) Handbook, dated 1 Aug 19, page 10, para., 2-1d; class inputs without a valid Army Training Requirements and Resources System (ATRRS) "R (reserved)" status reservation are not covered under the ITDLMP centralized billing process. Refer to the special information screen in ATRRS for this course. Soldiers that are in an ATRRS "W (wait)" status reservation or not listed on the R2 roster on the class start date are not to manifest for course attendance. The only exception is, a Soldier replacing a Soldier from the same command that is in an ATRRS "R (reserved)" status reservation. Soldiers that do not meet this criterion will be denied course attendance and returned to their units.

1. Course Prerequisites. United States Army Reserve (USAR), Army National Guard (ARNG) enlisted (PVT-SFC)/officer (2LT-1LT, W01-CW2) personnel qualified in MOS 74D or AOC 74A/740A. Soldiers that have a temporary profile or who are pregnant are not eligible for course attendance.

2. Reporting/In-processing. All personnel will report to the Maneuver Support Center of Excellence (MSCoE), Thurman Hall, Bldg. 3203, Room 1204, off of Gate Street (Enclosure 1, activity listing #81) at **0700** on the first day of class in OCPs. During day 1 in-processing, bring copies of the documentation listed in 2a thru 2i as appropriate. Soldiers failing to provide required documentation during in-processing will be referred to the chain of command for course retention/dismissal.

- a. Military Identification Card.
- b. Two copies of PCS/TDY orders (DA Form 1610) with any amendments.
- c. Copy of Permanent Profile, DA Form 3349 (if applicable).
- d. Building and room number of your billeting and room phone extension.

MEMORANDUM FOR Soldiers Attending the Biological Integrated Detection System Course (ASI-L4)

- e. Hotel name, room and phone number (if billeted off post).
- f. Valid Civilian Driver's License.
- g. Military Driver's License and copy of your DA Form 348-E (if Soldier has one).
- h. Prescription glasses, if required (contact lenses are not a suitable substitute, but can bring both).
- i. IAW TRADOC Reg. 350-18, USAR/ARNG Soldiers must have a completed Unit Pre-Execution Checklist (TRADOC Form 350-18-2-R-E, dated April 2018).

3. Academic Standards and Performance Evaluations. All Soldiers attending the Biological Integrated Detection System Course are required to meet the following requirements.

- a. Receive a passing score on all performance evaluations; evaluated on a "GO / NO- GO" criteria.
- b. Must not be pending any disciplinary/Student Status Review actions during the course.

4. Institutional Training Directed Lodging and Meal Policy (ITDLMP). Soldiers attending the Biological Integrated Detection System Course fall under the provisions of the Army's ITDLMP for lodging, meal, and transportation purposes. For Soldiers covered under the ITDLMP centralized billing process, lodging requirements are funded from class report date to class end date and directed subsistence requirements are funded from class start date to class end date.

- a. Lodging. <http://www.ihg.com/armyhotels/hotels/us/en/reservation>

1) IAW the ITDLMP, p. 10, para., 2-1a, The PAL Institutional Training In-Licenses agreements will only authorize payment for student lodging for arrival on class report date and departure on class end date, with exceptions noted below. Notwithstanding the exceptions, students with orders that authorize arrival before class report date or departure after class end date are responsible for payment of lodging expenses and must seek reimbursement from their sending command or order-issuing official for expenses incurred. Authorized exceptions to above policy, are as follows:

- (a) When continuous TDY is directed. For example, follow on training not initially identified. Orders must be amended to support lodging costs.
- (b) Class recycles based on medical holds, UCMJ, security clearance problems, class failures, etc. Orders must be amended to support lodging costs.
- (c) Early arrival of officers called to immediate active duty to attend Basic Officer Leader Course-B (BOLC-B) unless in a PCS status.
- (d) Overseas students may be authorized one night prior to class report date and one night after class end date in order to accommodate travel arrangements, as required.

MEMORANDUM FOR Soldiers Attending the Biological Integrated Detection System Course (ASI-L4)

(e) Students who are dismissed early from a course will be given one day, if required, to make required travel arrangements.

2) All TDY Soldiers regardless of rank will report to IHG Army Hotels (privatized lodging) located in the Candlewood Suites (Bldg. 2020), on the corner of Nebraska Avenue and Replacement Avenue across the street from the Commissary and Armed Forces Bank (Enclosure 1, activity listing #6 & #13). Do not obtain off post lodging accommodations unless directed to do so by a G3, MSCoE representative. You will be billeted in on post lodging unless circumstances dictate off post lodging accommodations. You are not authorized and will not be reimbursed for off post lodging that you acquire without coordination of G3, MSCoE representatives.

3) Pets of any type are prohibited while TDY to this course that is covered under the ITDLM Program.

4) IAW IHG Army Hotels privatized Army lodging procedures, you are attending a functional course that gives you a priority for assignment to on post lodging. Only students with a "R" reservation status in ATRRS will have a room reserved for them by the G3, MSCoE. You may confirm you have a reservation by calling IHG Army Hotels at either 1-800- 677-8356 or (573) 586-4800.

(a) When a Soldier replaces a Soldier from the same command that was in an ATRRS "R (reserved)" status reservation, the Soldier may not be on the ATRRS roster that the IHG staff currently has and subsequently won't have a room reserved. The IHG staff will accommodate the Soldier with a room and charge their individually billed credit card (preferably GOVC) for a one day stay.

(b) Upon the first day of training, Soldier(s) having this situation must inform the R&S Division cadre to facilitate your hotel stay for the duration of class with the G3, MSCoE under the ITDLMP centrally billed process. Once this transpires, the Soldier(s) will be informed by cadre to verify that the charges on their individually billed credit card were reversed.

5) G3, MSCoE representatives coordinate with the management of IHG Army Hotels for lodging accommodations for TDY Soldiers attending professional courses. Every effort is made to billet Soldiers on the installation, but there are rare instances where some are required to be billeted in lodging off post.

6) In cases where Soldiers are confirmed for off post lodging accommodations, request the sending command consider either privately owned vehicle (POV) travel or rental car authorization based on most beneficial cost to the government. When Soldiers are required to be billeted off the installation, G3, MSCoE representatives will coordinate lodging with off post hotels. Rooms will be blocked for number of reservations in ATRRS. Students are responsible for contacting the identified hotel no later than 10 days from the report date to secure the room with their Government Travel Card. If they do not, the rooms will be cancelled automatically by the hotel. When calling the designated hotel, identify that you are attending the "CBRN Recon for BCTs Course, ASIL6" or they will not know you are calling for one of the blocked off rooms and will charge you at a higher rate.

MEMORANDUM FOR Soldiers Attending the Biological Integrated Detection System Course (ASI-L4)

7) It is an Army requirement that all students have a government travel card in their possession prior to school attendance. If you are unable to obtain a government travel card, it is encouraged to bring a personal credit card. There are no provisions for a travel advance at the TDY location. It is the sending command's responsibility to ensure their Soldiers' have funding available to settle authorized expenses at the course TDY location.

b. Meals. IAW HQDA Message (DAMO-TR)- Fort Leonard Wood Training Travel Guidance, DTG: 211720Z Oct 19, paragraph 10, government dining facilities are available and directed seven days per week (including federal holidays) for those housed on the installation. Cost of government meals are centrally funded by the government, therefore, per diem for meals is not authorized. The Common Access Card (CAC) is used in lieu of manual meals cards and Soldiers will be assigned a Meal Entitlement Code (MEC) of 05 by the permanent duty location personnel office (S1). Meals are authorized from class start to class end date. Travel orders will be annotated with a MEC of 05 and the personnel office (S1) is responsible for MEC update upon completion of TDY. Schools are responsible for validating MEC on the CAC during in processing.

c. Transportation. IAW HQDA Message (DAMO-TR)- Fort Leonard Wood Training Travel Guidance, DTG: 211720Z Oct 19, paragraph 11, the LRC provides student transportation for MOS-T Transition Soldiers and AIT- Plus Soldiers as required. On post lodging for student Soldiers is ten miles one way to/from the training location, therefore, sending commands are encouraged to support compact rental cars for Soldiers housed on the installation who travel by air. In and around travel expenses for those who use their POV is not authorized, and disapproval will be annotated on the travel order.

1) Post Shuttle. The TMP, LRC operates a bus shuttle service Monday-Friday (no federal holidays) from 0700-1500 that picks up personnel at predesignated locations (Encl 2).

2) Official Express (573-596-1781). The TMP, LRC operates a van shuttle service on request Monday-Friday (no federal holidays) from 0630-1400.

This service will transport Soldiers to official locations (e.g., lodging, DFAC, chapel, dental, medical, training, etc.).

3) Cab Service. There are several cab companies available for Soldier use throughout FLW. This service provides transportation from pick-up on FLW to drop off at any location on FLW for a flat rate fee per person regardless of the cab company. We will not provide phone numbers to remain neutral in sponsorship of any specific company.

5. **Airline Travel.** There is arrival/departure from the Waynesville-St. Robert airport at Forney Field located on Ft. Leonard Wood, MO; the airport code/station is "TBN." When scheduling flights in the Defense Travel System (DTS), user must select the assistance option in order to schedule flights to/from FLW.

a. The course concludes at 1700 on the last training day. The course end date listed in ATRRS is a training day, not a travel day, therefore, we recommend Soldiers' return provisions are made accordingly. IAW the joint travel regulation, Soldiers are authorized to travel on the day following the course end date. The ITDLMP for funding of lodging does not cover Soldiers' overnight stay for the last training day; it is the sending command's responsibility to fund this cost.

MEMORANDUM FOR Soldiers Attending the Biological Integrated Detection System Course (ASI-L4)

b. Due to training requirements, safety considerations, and the time necessary to travel to Springfield or St. Louis airports, it may not be feasible or safe for Soldiers to travel on the same day the course concludes in an effort to catch a departing flight to their unit of assignment.

c. Soldiers will not be released from the course early to accommodate flight arrangements unless there is an emergency situation (normally same conditions applicable to emergency leave).

6. POV Travel.

a. If traveling by POV (authorized by owning command), it may not be safe for Soldiers to travel on the same day the course concludes to their authorized return location.

b. IAW the Joint Federal Travel Regulation (paragraphs U3003 Authorized Modes and U3005 Travel Time), Soldiers are authorized one day of travel time for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, one day's travel time is allowed.

c. Soldiers will not be released from the course early to accommodate an early departure unless there is an emergency situation (normally same conditions applicable to emergency leave).

7. Course Information.

a. Uniform. The duty uniform for the course is OCPs. The head gear during training is the patrol cap or ACH helmet. See packing list requirements at 7c.

b. Physical Readiness Training. Company physical readiness training is conducted Monday through Friday from 0530-0630. Davidson Fitness Center, Cunningham, and Specker Gymnasium facilities are readily available for additional physical training at your discretion.

1) Bring appropriate Army Physical Fitness Uniform (APFU) items with authorized fleece cap and gloves.

2) Ensure you bring running shoes, not basketball shoes. Make sure to have above ankle white or black socks with no logos.

3) It is mandatory that all runners wear a reflective road guard vest, which will be issued to all students attending the course. Reflective belts/bands are not a substitute for the road guard vest.

MEMORANDUM FOR Soldiers Attending the Biological Integrated Detection System Course (ASI-L4)

c. Packing List:

Army Combat Helmet, ACH
Ballistic Eyewear, Army Approved (with optical inserts, if applicable)
Glasses (if applicable)
Hearing Protection
OCP (2 sets)
Boots, Combat (1 pr)
Cap, Patrol
Hydration System, Canteen, or Water Bottle
Wet Weather Parka / Trousers
Gloves, Leather, Work
Gloves, Leather, Work, Inserts (Oct-Apr)
APFU- Shorts, S/S Shirts
APFU- Jacket, Pants, L/S Sleeve Shirts (Oct-Apr)
Socks (above ankle white or black socks with no logos)
Gortex or GEN III Cold Weather System (Oct-Apr)
Jacket, Fleece (Oct-Apr)
Undergarments, Polypro or GEN III Lightweight/Medium-weight (Oct-Apr)
Cap, Fleece (Oct-Apr)
Gaiter, Neck, Polypro (Oct-Apr)

8. **Home Station Unit Training.** We recommend Soldiers, regardless of rank conduct refresher training in the following areas prior to course attendance IOT better the training experience during the culminating training events.

- a. Operate the SINCGARS, Advanced Systems Improvement Program (ASIP).
- b. Hand/Arm Signals and Ground Guiding Procedures.

9. **Pay and Allowances.** The DFAS office, Ft. Leonard Wood (FLW) will not process pay and allowances for Soldiers because training is less than thirty consecutive days. The home station unit is responsible for processing authorized base pay and leave entitlements for their Soldiers.

10. **Contact Information.** Your mailing address during course attendance is:

Rank and Full Name
HHC, 3d Chemical Brigade
ATTN: R&S Division, ASI-L4, (Class Number)
13062 W. 7th Street
Fort Leonard Wood, MO 65473

10. **Point of Contact.** The R&S Division cadre can be contacted for assistance at (573) 596-1414 or (573) 596-4149 from 0830-1700 CST. After normal working hours (1700), contact the 3d Chemical Brigade Staff Duty NCO at (573) 596-0805.

///Original Signed///
STANLEY A. KUSKO
Chief, Reconnaissance and
Surveillance Division

MEMORANDUM FOR Soldiers Attending the Biological Integrated Detection System Course (ASI-L4)

