

**PLEASE READ ALL OF THIS WELCOME LETTER FOR IMPORTANT
INFORMATION!**

Ensure you are still reserved before coming to the course. If you arrive without a reservation, you are subject to being returned to your duty station at your unit's expense.

Once students arrive to Fort Leonard Wood, they will report to Candlewood IHG for room assignments. Address for Candlewood IHG is 4990 Nebraska Avenue, Bldg. 2020, Fort Leonard Wood, MO 65473, (573) 586-4800.

Breakfast is ***not*** scheduled in ALETD courses students will eat breakfast prior to reporting time. Dining Facilities (DFAC) hours of operations and locations are listed in attached enclosures.

Army students, the new acronym that replaces Military Training Support Service (MTSS) is Institutional Training Directed Lodging and Meals (ITDLM). The policy states that Army students will be provided lodging and three meals per day centrally funded by the government seven days a week to include federal holidays.

In addition, Army students and their respective unit should authorize the student only \$5.00 a day for incidentals while attending the Protective Services Training Course (PSTC). Note, the Meal Entitlement Code (MEC) that needs to be placed on Army student Common Access Cards (CAC) prior to arrival is MEC 05 (meals provided seven days a week at the DFAC).

All students will report to Range 13, Bldg. 5531 (Classroom), at 0630 hours on your class start date. Google Maps has it labeled as Range 13. If you are unable to use Google Maps, the directions from the Candlewood IHG, 4990 Nebraska Avenue, Bldg. 2020, Fort Leonard Wood, MO 65473 are as follows:

1. Head South on Nebraska Avenue (2.3 miles)
2. At the traffic circle, take the 3rd exit onto Iowa Avenue (1.5 miles)
3. Continue onto Winchester Road (2.8 miles)
4. Turn left at FLW38 (328 ft / Do not drive on the Troop Trail)
5. Turn left (466 ft / Bldg. 5531 will be on the right)
6. See picture below

Note, upon arrival at Range 13, Bldg. 5531 (Classroom), ensure you have a water source and food for sustainment purposes. Additionally, all students will be afforded the opportunity for lunch and dinner meals per FLW TRADOC policy.



Uniform for Day 1 will be service specific uniform (ACUs/OCPs, Marine Combat Utility Uniform, Navy working Uniform or other BDU type uniform). Civilian clothing is not authorized on day 1 unless previously cleared by PSTB leadership. Civilian students will need to be in some type of tactical clothing but at the minimum, wear a long sleeve shirt to protect from the elements and/or “splash” from bullet fragments. Business casual will be worn during week 2 and 3 practical exercise (see the packing list for further details).

You will need to bring 2 EXTRA copies of your service specific travel orders, or DD Form 1610, your most recent (within 6 months) pistol qualification scorecard, and any approved waivers (grade, MOS, profiles, etc.). Failure to complete the course in-processing requirements may subject you to removal actions.

If you have already submitted waiver requests, please inform ALETD cadre so we can track them. If you have received a waiver approval, ensure that you bring the approval document. In both cases, ensure that you have a copy of your permanent profile and profile waiver.

If you need a waiver and have not filled one out, please use the attached link: [Sample of a Waiver Request](#). If the link does not work, scroll approximately halfway down on the Protective Services Training Course homepage, link [Protective Services Training Course :: FORT LEONARD WOOD \(army.mil\)](#) to the section marked "waivers". There is a link marked "Sample of a waiver request". It will open a fillable PDF where your unit can fill in the appropriate boxes and then forward to the appropriate person.

You will be outside often during the duration of this course. Ensure you are checking weather reports prior to arrival. The weather in Missouri is unpredictable so bring with you appropriate clothing for civilian and military attire.

If you have APEL approved Eye-Pro, you have the option to bring them. Standard eyewear is not approved for the range. Inserts will be used or APEL approved glasses will be positioned over any standard eyewear.

Protective gear will be provided if you do not have it. You will be required to use the holster provided by PSTC. During week 2 you will be driving at high rates of speed, as well as conducting evasive maneuvers. If you feel you may become motion sick, bring, and use appropriate non-drowsy motion sickness remedies.

U.S. Army 31Ds, per our Branch Chief, are authorized to bring and use your government issued M18, if and only if, your unit allows it. Federal agents and others by exception, may bring their duty weapons as well. You must obtain approval from the PSTB Branch Chief prior to arrival.

You may only take your duty weapon to designated range days and not to any other training event. All other training days, you must find a way to secure your weapon as you are not allowed to have it on your person. If you are bringing anything other than a M18, you must bring eight magazines with you.

DO NOT BRING YOUR GOVERNMENT ISSUED WEAPONS TO ANY TRAINING EVENTS OTHER THAN THE RANGE.

USMC 5812s, please follow the same direction as the Army 31Ds regarding not bringing your weapon to any training events other than the range days.

During week 3, you will create site survey briefs, typically done on PowerPoint. You may bring your personal and/or government issued computer and any personal and/or government issued Wi-Fi devices for use during these weeks.

Personally owned firearms are not authorized to be carried or used during this class.

Course(s) end at approximately 1600 hours on Friday of week three. Ensure that all travel plans are made for the appropriate date and time. This includes accounting for the time of travel to and from airport, rental car procedures, etc. Rental cars are highly recommended for this course.

For any reason that you will be arriving late, lost luggage, etc., or have questions after duty hours, please contact the PSTC Branch Chief, Mr. Jeff Bishop at (573) 337-2709. For any reason you cannot reach Mr. Jeff Bishop, please contact SFC Thomas M. Narcotta at (774) 240-5415.

See the websites below for more information pertaining to the Protective Services Training Course (PSTC).

Protective Services Training Course (PSTC) Homepage:

<https://home.army.mil/wood/index.php/about/Garrison/advanced-law-enforcement-training-division/protective-services-training-course>

Fort Leonard Wood Map to ALETD and Training Sites:

https://home.army.mil/wood/download_file/view/1491/901

Sample of Waiver Request:

https://home.army.mil/wood/download_file/view/6675/901

Protective Services Training Course Packing List:

https://home.army.mil/wood/download_file/view/d7070d1c-3339-4655-bb04-9c171ff0b90b/901