



DEPARTMENT OF THE ARMY
HEADQUARTERS, 84TH CHEMICAL BATTALION
6616 COOLEY AVENUE, BUILDING 1790
FORT LEONARD WOOD, MO 65473-1317

ATSN-CBB

1 April 2025

MEMORADUM FOR RECORD

SUBJECT: 494-74D10 Chemical, Biological, Radiological, and Nuclear (CBRN) Specialist Course Reclassification Welcome Letter, 84th Chemical Battalion, Fort Leonard Wood, Missouri 65473

1. On behalf of the 84th Chemical Battalion and the 3rd Chemical Brigade, we would like to extend a warm welcome and congratulate you on being selected to attend Advanced Individual Training at the United States Army Chemical School at Fort Leonard Wood, Missouri. We have the responsibility to provide the Army with ready, trained, and disciplined CBRN Soldiers who live the Army Values, embody the Warrior Ethos, and possess the technical and tactical skills necessary to meet the mission requirements of their unit in any environment.
2. **Definition.** Reclassified, prior-service or transitioning Soldiers in the grade of E6 or below and must not be a graduate of a previously held Military Occupational Specialty's Advanced Leader Course (ALC). All reclassified Soldiers are subject to Initial Entry Training (IET) policies regarding training standards.
3. **Course Prerequisites.** Active Duty (AD), United States Army Reserve (USAR), Army National Guard (ARNG) enlisted (PVT-SSG). Soldiers that have a temporary profile or who are pregnant are not eligible for course attendance.
4. **Reporting.** All Reserve and National Guard trainees (attending the 9-week, 2-day 494-7410 course) will report to 43rd AG Battalion. After reporting to 43rd AG Battalion, trainees will report to the 24-hour Staff Duty desk inside Building 1791 (6616 Cooley Ave) to receive their unit assignment. The following are required for in-processing:
 - a. Orders (5 copies)
 - b. 1610 (if applicable; with the unit granting Bravo/Charlie Company, 84th Chemical BNUCMJ authority; title 10 only)
 - c. CAC/ID Tags
 - d. Cyber Awareness Certificate, current within 30 days
 - e. Permanent profile if applicable

ATSN-CBB

SUBJECT: 494-74D1O Chemical, Biological, Radiological, and Nuclear (CBRN) Specialist Course Reclassification Welcome Letter, 84th Chemical Battalion, Fort Leonard Wood, Missouri 65473

5. **Expectations.** All Soldiers will adhere to the privileges and limitations prescribed in the 84th Chemical Battalion Policy Letters. Prior service Soldiers are granted specific privileges as determined by their rank and command policies; however, prior service Soldiers are subject to TRADOC and MSCoE requirements which determine privileges, graduation requirements, training performance, self-discipline, motivation, and conduct. The degree of control will be determined by the unit commander based on factors such as rank, training performance, self-discipline, motivation, and conduct. Violation of policies and regulations during your time with the 84th Chemical Battalion will result in revocation of privileges, adverse administrative actions (to include dismissal from the course with negative 1059) and/or UCMJ action.

6. **Academic Standards and Performance Evaluations.** All Soldiers attending the 494-74D1O CBRN Specialist Course are required to meet the following requirements:

- a. Receive a passing score on all written and performance tests.
- b. Complete training at the Chemical Defense Training Facility (CDTF).
- c. Must not be pending any disciplinary/Student Status Review actions.
- d. Meet and maintain Army body composition standards.
- e. Meet and maintain the Army Combat Fitness Test standards.

7. **Height/Weight.** Soldiers who do not meet the standards of AR 600-9 will NOT be enrolled into the course and/or will be released back to their units.

8. **Physical Profiles.** Soldiers that have a temporary profile or who are pregnant are not eligible for course attendance.

9. **CDTF.** Training at the Chemical Defense Training Facility (CDTF) is a graduation requirement. Adherence to the requirements listed below are mandatory and failure to adhere them will result in student dismissal from CDTF training. Hair styles must be clean and conducive to the proper wear and fit of the protective mask. Hair styles must permit a passing fit test using the M41A1 PATS. Facial hair growth must present no interference of any kind with properly sealing surface of the protective mask and passing a fit test using the M41A1 PATS.

9. **Meals.** Meals will be provided through the installation DFAC or in the form of MRE's when necessary.

10. **Lodging.** Soldiers without dependents are not authorized BAH/BAS and will reside in Specker Barracks, building 1729 or 1733. Soldiers will share the room with up to two other personnel. Only bring gear or personal items that can fit in one wall locker, one

ATSN-CBB

SUBJECT: 494-74D1O Chemical, Biological, Radiological, and Nuclear (CBRN) Specialist Course Reclassification Welcome Letter, 84th Chemical Battalion, Fort Leonard Wood, Missouri 65473

three drawer nightstand, and under a bed. 84th Chemical BN is not obligated to provide lodging prior to reporting for the course without prior coordination. Soldiers in a TDY and return or TDY enroute status who have authorized dependents will continue to receive BAH.

11. On/Off Post Housing. Soldiers who have authorized dependents on their orders and will be PCSing to FLW are authorized to reside on or off post.

12. Transportation. No Prior Service Soldier will ride/drive in a POV owned/rented/loaned by IET or CADRE assigned to Fort Leonard Wood. If driving a POV, ensure to bring a valid driver's license, registration, and insurance card to gain access to the installation. Motorcycles are not authorized.

13. AAFES. You will have access to all AAFES establishments (PX, Clothing Sales, Shoppette, etc.) on the installation before and after training and on weekends.

14. Equipment/Uniform Requirements. It is not mandatory to bring TA-50 as it will be issued to the Soldier during in-process with CIF at the installation. The packing list can be found in Enclosure 1.

15. Preparation. Training days will begin at or around 0445 and end at or around 1730. Approximately one (1) hour is allotted for personal hygiene after PRT and before classroom instruction. Be proactive and ask questions before issues become problems. It is your responsibility to prepare for your course.

16. Tobacco use. Prior service Soldiers are permitted to use tobacco products in authorized locations only; however, tobacco products at training locations/sites or within view of IET Soldiers is prohibited.

17. Passes. Prior service Soldiers may have pass privileges during their off-duty time. Distance limits will be imposed. During weekdays, you will be limited to a 50-mile radius of Fort Leonard Wood and must be in the post area by 2100 hours. Weekend passes may be approved by the Company Commander in accordance with Battalion Policy Letter #12, Leave and Pass Policy.

18. Civilian Clothes. Prior service Soldiers are authorized to wear civilian clothes when off duty. Ensure you are in compliance with the standards set forth in AR 670-1 as well as the Maneuver Support Center of Excellence and Fort Leonard Wood Standards Book regarding appropriate civilian attire. Please contact the phone numbers listed in Paragraph 20a and 20b to request a copy of the Standards Book. If training is not required for the prior service Soldiers for that day, they will remain in their duty uniform until after end of day formation.

ATSN-CBB

SUBJECT: 494-74D1O Chemical, Biological, Radiological, and Nuclear (CBRN)
Specialist Course Reclassification Welcome Letter, 84th Chemical Battalion, Fort
Leonard Wood, Missouri 65473

19. While you are in training, act and conduct yourself as a Soldier. The training provided will be mentally challenging and physically demanding. Please make yourself familiar with the attachments to this letter.

20. If additional information is required, please contact the unit identified on your orders using the information listed below:

- a. Bravo Company Operations - (573) 596-0347
- b. Charlie Company Operations - (573) 596-0345.

21. The point of contact for this memorandum is MAJ Donald J. Keshel at donald.j.keshel2.mil@army.mil or 573-596-6313.



MATTHEW S. GIFFEN
LTC, CM
Commanding

2 Encls

- 1. Reclassification Packing List
- 2. MSCoE and Fort Leonard Wood Standards Book

ATSN-CBB

SUBJECT: 494-74D1O Chemical, Biological, Radiological, and Nuclear (CBRN)
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Enclosure 1: Reclassification Packing List

ITEM	QTY
Patrol cap (with rank)	2 ea
Coat (shirt) OCP	4 ea
Trousers (pants) OCP	4 ea
Coat, cold weather or gortex jacket	1 ea
Boots, combat (IAWAR 670-1)	2 pr
T-shirt, cotton, (coyote)	7 ea
Socks, wool or cotton/nylon blend (od or tan)	7 ea
Drawers, cotton, od or white	7 ea
Underwear	7 ea
Sports bra (if applicable)	7 ea
Belt, riggers (coyote)	1 ea
Tags, identification, with chain	1 pr
Shoes, athletic (no high tops or "5 fingered")	2 pr
Jacket, black, AFFU	1 ea
Pants, black, AFFU	1 ea
Cap, synthetic microfleece, black	1 ea
T-shirt, black, short sleeve, AFFU	3 ea
T-shirt, black, long sleeve, AFFU	2 ea
Shorts, black, AFFU	3 ea
Socks, athletic, white/black, ankle or calf length	7 pr
Towel	2 ea
Shower shoes	1 pr
Work gloves	1 pr
Eye pro, IAW 670-1	1 pr
ASU/AGSU coat	1 ea
ASU/AGSU trousers	1 ea
Coat, all weather black	1 ea
Coat, all weather black	1 ea
Shoes, dress 1 pr	1 pr
Socks, dress 1 pr	1 pr
Belt, ASU/AGSU with buckle	1 ea
Beret, (unit dependent)	1 ea
Men's ASU/AGSU shirt, white s's and l's (if applicable)	1 ea
Undershirt, white (if applicable)	1 ea
Necktie, black (if applicable)	1 ea
Women's ASU/AGSU shirt, white s's and l's (if applicable)	1 ea
Neck tab, black (if applicable)	1 ea
Personal hygiene	As required
Binder, three ring	1 ea
Pencil	As required
Pens, black	As required
Notebook	As required
Pack, assault (military issue/black no logos)	1 ea