



DEPARTMENT OF THE ARMY
MANEUVER SUPPORT CENTER OF EXCELLENCE
NONCOMMISSIONED OFFICERS ACADEMY
14030 MSCOE LOOP SUITE 2520
FORT LEONARD WOOD MO 65473-5000

ATZT-NCC-B (350-1)

26 JUNE 2025

MEMORANDUM FOR Students of the Chemical, Biological, Radiological and Nuclear (CBRN) Advanced Leader Course (ALC)

SUBJECT: Welcome Letter CBRN ALC

1. On behalf of the Commandant of the Maneuver Support Center of Excellence (MSCoE) Noncommissioned Officer Academy (NCOA), congratulations on being selected to attend CBRN ALC. This memorandum is intended to assist you with reporting, in-processing, and providing basic information while attending school at the MSCoE NCOA for Phases I, II & III for CBRN ALC.

Standards and Discipline:

2. The Leaders of this course will enforce Army Standards and Discipline. You will be expected to have a positive attitude, a professional appearance, and personal commitment to excellence aligned with the Profession of Arms. I am committed to ensuring all students meet the established standards of the Individual Student Assessment Plan (ISAP). Students need to read the ISAP as well as the student guide located on the website.
3. We strongly promote policies and procedures outlined in Army SHARP and EO programs. We will ensure a fair and respectful treatment of all students, therefore, fostering a positive environment throughout the course.

Reporting Procedures:

4. Upon receipt of this Welcome Letter, read the contents in its entirety. You are required to acknowledge receipt by replying to the CBRN ALC Course Chief, 1SG Casto and cc your 1SG. If you are unable to attend the course due to other competing requirements, have your 1SG reach out immediately to:

Compo I (RA): 1SG Casto, Jeanette Z. at jeanette.z.casto.mil@army.mil

Compo II (NG)/ Compo III (AR): SFC Jespersen, Yvonne L. at

yvonne.l.jespersen.mil@army.mil

5. You will be required to obtain a Microsoft Teams account to attend Phase I (Virtual) of CBRN ALC. Instructions for this can be found on the ACT communities' page. You will also need a computer that has audio and visual capabilities. **If you are not able to obtain these, get with your S-6 Shop and let your First Sergeant know.**

- a. During Phase 1, classes will begin at 0800 CST, unless otherwise directed by your SGL. All changes made to the course will be disseminated through the ACT communities' page and e-mail. We encourage you to monitor the ACT communities' page for these changes. **Students will need to ensure they have one drive access prior to Day 1 of Phase 1.**
- b. **Total Army School System Unit Pre-Execution Checklist (TR Form 350-18-2 (April 2018)). Must be signed by your Unit Commander prior to attending Day 1 of Phase 1 (Mandatory).** <https://adminpubs.tradoc.army.mil/forms.html>. **Student will be dropped from the course if not signed by their unit commander on Day 1 of Phase 1 (Virtual).**

6. On the REPORT DATE of Phase 2, students will report to the billeting office located at BLDG 2020, Candlewood Suites (directly across from the post commissary located on Nebraska Ave), where they will check-in and be assigned a Building and a room.

There is no requirement to inform the NCOA of your arrival.

Prior to arrival you may call (573) 586-4800, 1-800-677-8356 or visit the following site (<http://www.ihg.com/armyhotels/hotels/us/en/reservation>), if you have any questions. Reservations are not needed since you will be provided a room based on your ATRRS reservation.

You will need to ensure that you have your Government Travel Card when you check-in. Check-in 1600hrs. Check-out 1100hrs. **Your dependents are not authorized to stay in IHG lodging with you.**

7. On the START DATE of Phase 2 (the following day of the Report Date), students MUST report at 0700 hours at Thurman Hall, BLDG 3203 (MSCoE) for in- processing. The uniform for the first formation will be ACU.

You MUST have PRINTED and in your possession all items listed below. Failure to have these items will result in a counseling that will remove you from honors. This course is about personal and professional accountability as leaders.

- a. Hazmat Awareness and Hazmat Operations Certification Training (Mandatory). In addition, bring a copy of Hazmat Technical Certification, if already certified (Mandatory). You should upload these into MSTeams before or on Day 1 of Virtual Learning. If you fail to provide these certificates, you will be denied enrollment, these are course requirements, not phase requirements.

HazMat Certifications:

To access certificates, click on the link below.

<https://home.army.mil/wood/index.php/units-tenants/USACBRNS/DOTMLPF/T/C>

If you have any questions, concerns, or issues with obtaining your certificates you may email the POCs listed directly below with your Full Name and Student ID:

| | | |
|--------------------|--------------|--|
| Compliance Officer | 573-593-3253 | kelvin.d.ratliff.civ@army.mil |
| Compliance Officer | 573-563-7228 | stephen.b.ruppe.civ@army.mil |

Distance Learning HazMat Awareness Certification:

This is a course pre-requisite to be completed prior to attending the CBRN Advanced Leader Course. Any NCO selected to attend this course who is NOT already HazMat Awareness certified will need to go to the website (listed below).

(1) Website for Distance Learning HazMat Awareness Training:

(a) <http://totalforcevcl.golearnportal.org/> Total Force:

- i. Go to <http://totalforcevcl.golearnportal.org/>
- ii. Click the "Register here"
- iii. Enter your @army.mil email address
- iv. Click "Accept" for the terms
- v. Go to email account and go to link provided
- vi. Fill in all mandatory user information and SUBMIT
- vii. Click "My Courses" --> "Fire & Emergency Services Training"
- viii. Scroll down and select "47201W_01 Hazardous Materials Awareness"
- ix. Begin the Course

You need to use a military network, for it to load properly.

When you go to the site, sign-in as a "new user" and complete the training. The training will take approximately 4-6 hours to complete.

Once you have completed the training and passed the certification exam, you must "click on the link" at the bottom of the training completion page.

This will send an e-mail verification to the IFSAC database, where your successful completion of training will be recorded and a certificate of completion can be printed out. If you are already certified, you are more than welcome to complete the online training again as a refresher.

HazMat Operation Certification:

Students will also be required to have completed and certified in HazMat

Operations. **International Fire Service Accreditation Congress (IFSAC) / Pro-Board certification are the only accepted certificates.** "Total Force" certification for HazMat Operations is NOT accepted as it does not allow for hands on evaluation. This training must be completed prior to attending school. You must bring this certificate of training to the course during initial in-processing.

If you are not Operations certified as outlined above, you may reach out to a local fire department that certify through IFSAC / Pro- Board. Not all fire departments support this certification. An additional option is to have your Schools NCO schedule you for CBRN Responder – Operations here at Fort Leonard Wood. Lodging and funding is on the unit.

Course: 4K-F30/494-F34 (MC)

Course Title: CBRN RESPONDER OPERATIONS

Academic Hours: 29 (4 days)

- b. Student in-processing Personal data sheet. (Mandatory)
- c. Completed Student's Chain of Command Contact Information Sheet. (Mandatory)
- d. DA Form 3349-SG (Permanent) (if applicable) (If you have a P3/P4 you must have a copy of MMRB results) Post-partum students must also provide a copy of their profile. (Mandatory) (THIS MUST BE ON THE NEW VERSION DATED 2016, NO OTHER VERSIONS WILL BE ACCEPTED)
- e. Optical Inserts for M50 Mask (Mandatory for students required to wear glasses). If you do not have inserts, simply inform the POC listed below.
- f. CAC and ID tags (ensure your ID card has all/current certificates uploaded) (Mandatory)
- g. All students must ensure their AUP and Cyber Awareness training is current prior to arriving to the course. (Training must be valid throughout the duration of the course) (Mandatory)
- h. Students over 40, must bring completed physical or PHA with Cardio Vascular Screening (if Applicable) If you are 40 years of age or older, you must provide this documentation in order to train. That is, you must provide a Memorandum for Record from your Primary Care Physician (Military) stating that you are cleared to take an Army Fitness Test (AFT) and don required PPE. Failure to provide a valid over-forty screening will result in being denied enrollment in the course. A copy of your PHA will not be accepted without a CVS (Cardio Vascular Screening/EKG). (Mandatory)

Note: Items listed as "MANDATORY" don't fall into the 72 hour rule and are required during initial In-processing on the first day for validation or denied enrollment will occur.

If you are missing any other items, you must make arrangements to have them faxed to you at commercial: (573) 563-8134 within 72 hours of in-processing. You

must have extra copies of these documents for personal records. **Copies will not be made at the time of in-processing.** Failure to provide these documents after the 72 hour deadline may result in being denied enrollment to the course.

Ensure that you label the fax: ATTN CBRN ALC Class# _____

8. The Army Fitness Test (AFT) will be administered on training day 2 – 4 (depending on weather and availability of equipment). Students will be given the opportunity to conduct a re-test.

Students will not face any adverse action (such as dismissal from PME) for failing an AFT. **To qualify for honors, student must pass the AFT on their first attempt.**

If you have a permanent profile, ensure that your profile is evaluated by your PCM in order to determine which alternate events you are allowed to participate in (If the profile does not specifically state AFT restrictions then you will be required to take all events).

9. Height and Weight screening will be conducted ****4 Calendar days**** after the conclusion of the first AFT. You are required to be in compliance with AR 600-9 for BMI, if you fail to meet prescribed exemption requirements as listed in Army Directive 2023-08. Failure of the Height and Weight (BMI) screening will result in counseling. You will be afforded a second attempt ****7 Calendar days**** after the initial screening. If you fail the second screening you will be dismissed from the course.

Note: Students who previously held an ABCP composition waiver from scoring 540 or above with at least 80 points in each event on their last record Army Combat Fitness Test (ACFT) will be exempt from the ABCP Tape assessment. Students who wish to claim this exemption will submit a hard copy DA705 which **will be verified through the Digital Training Management System (DTMS).** **To qualify for any honors, student must pass ABCP on the first attempt.**

Active Guard Reserve (AGR) / National Guard (NG) / Army Reserve (AR):

10. **All AGR/NGB/USAR Students** who will need to get Basic Allowance for Housing after 30 days will bring the documents listed on page 4 of attachment (Authorization to Start or Stop BAH).

If your orders are 30 days or more, the Department of the Army (DA) will pay your orders through the Fort Leonard Wood Finance Office. These students have to attend the pay briefing in BLDG 470 on Mondays at 1200 hrs. If your orders are 29 days or less, your unit or higher Headquarters will pay for your orders.

For AR and NG Students only: if you have had a gap in any phases of CBRN ALC, reference AR 350-1 CH 3-53 (2) pg. 90. If you exceed the allotted amount of time

between subsequent phases you will be required to re-attend the previous phases of CBRN ALC.

Email SFC Jespersen, Yvonne L. at yvonne.l.jespersen.mil@army.mil if needing assistance.

Chemical Defense Training Facility (CDTF):

11. CDTF are provided to help prepare students for toxic agent training. Adherence to the requirements listed below are mandatory and failure to adhere them will result in student dismissal from CDTF training, which is required to graduate from the course.

Hair styles need to be clean and conducive to the proper wear and fit of the protective mask. The M50 PRO-MASK OPTICAL INSERTS are needed for students who are required to wear glasses during normal operations. Students that do not possess the M50 version promask optical inserts must provide a MFR from their commander stating that they do not have these inserts issued. Inserts required are for M50 pro- mask, not your unit PPE or SCBA systems.

NOTE: The wear of hair must comply with the standards outlined in the technical manuals for the protective mask and the M41A1 Protective Assessment Test System (PATS); remove hair fasteners (hair clips, hair pins, combs, and rubber bands), hair knots, buns or braids that will interfere with the mask seal and let hair hang freely. Hair that flows beyond the mask head harness may be styled IAW AR 670-1. Hairpieces and hair extensions firmly attached may be worn into the toxic area.

NOTE: To facilitate proper mask fitting, all students, to include international students and non-Department of Defense personnel, **must be clean- shaven prior to arrival for training at the CDTF. Those who are unshaven WILL NOT be permitted to participate in toxic training.** A regulation compliant mustache generally poses no mask fit issue and is permitted. Personnel with beards will be denied access to toxic agent training.

NOTE: Participation in the Sensitive Site Assessment practical exercise **requires students to be medically cleared for wear of Air-Purifying Respirators and Positive-Pressure Self-Contained Breathing Apparatus (SCBA).** Students are required to be able to lift and carry 45lbs for a period up to 1hr. Students will be in a medical surveillance program to monitor them during actual hands-on training exercises. During HazMat medical screening, students will participate in a medical screening questionnaire with a licensed medical physician. This questionnaire will be reviewed by the General Leonard Wood Army Community Hospital Occupational health staff. If the student is cleared, they will be given a medical clearance for the duration of the course. A medical baseline of each student's vital signs will also be obtained for

medical surveillance-use during training exercises. Students who cannot be medically cleared will go through an additional medical screening to determine if you will be medically dropped from the course.

To ensure that you are medically cleared for the course, your profile should be evaluated by your Primary Care Manager (PCM) and signed by your current unit commander prior to coming to the course.

If needed, send profile to 1SG Casto, Jeanette Z. at jeanette.z.casto.mil@army.mil for further review.

Training Days / Graduation Day

12. Training days are six days a week: Monday through Saturday.
13. The graduation for this class is scheduled at the End Date of the entire course (Phase III) NLT 1500 hours; hours are subject to change. Uniform for graduation is ASU or AGSU.

Transportation

14. Transportation is the responsibility of the student's unit. In-bound Students must prearrange their own transportation using airline, bus, POV or other means. If you are NOT driving, it is highly recommended for students to fly directly into FLW (TBN). If you fly in to STL-LI Airport there is a potential opportunity to catch a ride on the bus transporting new recruits to FLW. Location is the USO Terminal 1. This option is not guaranteed and dependent on space availability as recruits have priority. The MSCoE NCOA will not authorize or provide any documentation requiring use of a rental car. That decision is determined by the Unit Chain of Command, but highly encouraged.

Note: Students will not plan on departing FLW prior to 1700hrs when completing Phase II and not before 1500hrs for Phase III graduation. It is highly recommended to pack one complete duty uniform in case of delayed luggage.

Additional Useful information

15. You may also utilize the following sources for information (Packing List) and course updates:

g. ACT: https://actnow.army.mil/communities/service/html/communityview?CommunityUid=0fc25aea-2b63-4240-b8d5-7df790bb8bfa#fullpageWidgetId=Wfed24f0b4240_4a89_ac3f_39dd98c73946

- MNCOA CBRN ALC Welcome Page:

<https://home.army.mil/wood/index.php/units/tenants/ncoa/courses/CBRNALC>

- Fort Leonard Wood Standards Book:
[FLW Standard Book Final Draft 16NOV.pdf](#)

16. Fort Leonard Wood Dining Facilities (DFACs) are available seven days a week:

NCO Academy DFAC (Tony's DFAC) is open Monday- Friday (walking distance) and 84th Chemical Battalion DFAC (BLDG 1792) is open Monday- Sunday (2 miles from lodging). **Per Diem is not authorized.**

17. Additional Contact information:

NCOA Staff Duty- (573) 563-8134
General Leonard Wood Army Community Hospital (GLWACH)- (573) 596-0035
Sick Call: Richard G Wilson Troop Medical Clinic- (573) 596-1680

Military Police Desk:
24/7 Non Emergency- (573) 596-6141
Emergency- 911

18. Special exemptions/accommodations (e.g. medical or religious):

a. Any special request for exemption to Army regulation/policies must be accompanied by approved documentation and a memorandum signed by the unit commander acknowledging the exemption. Memorandum is not needed with a DA 3349-SG, profile.

b. Accommodations will be on a case-by-case basis. A memorandum signed by the unit commander will be required acknowledging the accommodation and to validate that the unit is aware of request. This memorandum will also state what policy/procedures the unit has put in place for the Soldier.

c. You will be provided a laptop from the Academy to do your schoolwork, **strongly recommended you bring your personal laptop for additional use.**

19. **You are NOT authorized to bring privately owned weapons**, stun guns, or knives with a blade over three inches in length. These items are not permitted to be brought to the course and cannot be stored in billeting. **DO NOT BRING THEM.**

20. Business casual attire is authorized on the first Friday of the month. It is **OPTIONAL.**

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SUBJECT: Welcome Letter CBRN ALC

21. I strongly recommend that you review all documents attached in the welcome e-mail to include the syllabus. The syllabus will explain what areas will be trained and tested.
22. The point of contact for this memorandum is the undersigned at jeanette.z.casto.mil@army.mil or at (573) 563-7479.

JEANETTE Z. CASTO
1SG, USA
CBRN ALC Course Chief