



DEPARTMENT OF THE ARMY
MANEUVER SUPPORT CENTER OF EXCELLENCE NONCOMMISSIONED OFFICER ACADEMY
14030 MSCOE LOOP SUITE 2520
FORT LEONARD WOOD MO 65473-9118

ATZT-NCC-B (350-1)

28 April 2026

MEMORANDUM FOR Students attending the Maneuver Support Center of Excellence (MSCoE) Noncommissioned Officer Academy (NCOA) Chemical, Biological, Radiological, and Nuclear (CBRN) Advanced Leader Course (ALC)

SUBJECT: CBRN ALC Welcome Letter

1. On behalf of the entire leadership and cadre of the MSCoE NCOA, I extend our sincere congratulations on your selection to the course. This is a significant milestone in your career. Your selection from among your peers is a direct reflection of your demonstrated performance and a testament to your potential to assume positions of greater responsibility within our Corps.
2. Be prepared for a professional and personal investment in your future. The leaders of this course will enforce Army standards and discipline. You are expected to have a positive attitude, a professional appearance, and personal commitment to excellence aligned with the Profession of Arms. The CM ALC cadre are committed to ensuring all students meet the established standards of the Individual Student Assessment Plan (ISAP). **Students need to read the ISAP (see attachment 1).**
3. We strongly promote policies and procedures outlined in the Army SHARP and EO programs. We will ensure fair and respectful treatment of all students, fostering a positive environment throughout the course.
4. The Welcome Email is sent 30 days prior to the start date of the course. **If you have not received an e-mail, go on ATRRS and verify/update the email listed on your profile and contact the CM ALC 1SG at jeanette.z.casto.mil@army.mil.** Upon receipt of this Welcome Email, 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, let your NCO support channel know immediately. To defer to a later date, submit a Personnel Action Request (PAR) through the Integrated Personnel and Pay System (IPPS-A). The first General Officer (GO) is the approving authority. To facilitate the process, Active Duty can reach out to the HRC MSB ALC CMF (12, 19, 74) Mr. Williams, Gerald L. at gerald.l.williams.civ@army.mil or at Teams Direct Dial 520-669-5433. For NG/AR, for last minute changes, after the Welcome Email has been sent out, email 1SG Casto at jeanette.z.casto.mil@army.mil immediately.

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If you have completed Phase I (Virtual Course), email the Senior Student Group Leader (SSGL), SFC Hupke, Nicholas J. at nicholas.j.hupke.mil@army.mil for confirmation.

If you have completed Phase II, email SFC Hupke, Nicholas with your Phase II DA 1059.

For ARNG: ARNG Soldiers have up to 24 months (per course) to complete BLC, ALC, and SLC. Should the PME course have more than two phases of training, the Soldier will have an additional 12 months for each subsequent phase. These established timelines may be extended if the delay is through no fault of the Soldier. The Soldier's commander must submit a memorandum requesting an extension, with justification for the delay, through command channels to the first general officer in the Soldier's chain of command. The general officer may allow up to an additional 12 months (AR 350-1, pg. 56).

5. Throughout the entirety of the course, you must have a Microsoft Teams (Teams) account and access to a government-issued computer equipped **with both audio and visual capabilities**. If you're unable to obtain these, **notify your S-6** and NCO support channel immediately, and in the meantime, use Azure Virtual Desktop on your personal device as an alternative (see attachment 6). **Civilian e-mails are not granted** access to Military Teams pages. Classes will begin at 0800 CST unless otherwise directed by your Small Group Leader (SGL), and any changes to the course schedule are communicated via your assigned SGL.

Helpful Contacts for IT Issues:

All Branches contact: <https://www.aesmp.army.mil/csm?id=landing>
Reserve Members call the Army Service Desk at 1-866-335-2769
National Guard members can contact this e-mail address, ng.ncr.ngb.mbx.dee-depo-support@army.mil

6. Phase 1 (Virtual). **MS Teams Systems** check is conducted a week prior to the start date of Phase 1. This is to ensure that students audio and visual capabilities work. Students may log on to the MS Teams Link between 0900 and 1500 CST and follow the posted instructions. Student Group Leaders (SGLs) are available to assist the student during this time, however, **it is the unit's responsibility to ensure that student is prepared for Day 1 of Phase 1**. Date for systems check and MS Teams Link are provided in the welcome email.

7. Students will have digital brown packets. The documents listed below may be uploaded into their digital brown packets during Phase 1, however, they have 72 hours after start date of Phase 2 to do so. Copies will not be made at the time of in-processing. Failure to upload these documents after the 72-hour deadline will result in removal from the course:

- a. Travel Authorization PDF, or permanent change of station orders if temporary duty enroute, or attachment orders for local students (see attachment 14).
 - i. All AGR/NGB/USAR students who will need to get Basic Allowance for Housing (BAH) after 30 days will bring 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 FLW office (see attachment 7). These students have to attend the pay briefing in Bldg. 470 on Mondays at 1200 hours. If your orders are 29 days or less, your unit or higher headquarters will pay for your orders.
 - ii. Outside of Continental U.S. (OCONUS) students are authorized to arrive a day earlier than the report date and depart a day after graduation. Travel Authorization PDF must be sent to SGLs at least 2 days prior to the start date of the course for timely processing.
- b. The Army School System (TASS) Unit Pre-Execution Checklist, signed by your commander (see attachment 9).
- c. Completed Student's Chain of Command Contact Information Sheet (see attachment 11).
- d. Student In-Processing Personal Data Sheet (see attachment 10).
- e. Current AUP and Cyber Awareness training. Must be valid throughout the duration of the course.
- f. Army Fitness Test Scorecard (DA Form 705). Current and valid within six months. Must include H/W and % Bodyfat information and must have all pertinent initials and signatures.
- g. Body Fat Worksheet (DA Form 5500/5501). Current and valid within six months with all pertinent initials and signatures.
- h. Medical documents are sent directly to the 1SG at jeanette.z.casto.mil@army.mil
 - i. DA Form 3349 (Permanent Profile), if you have a P3/P4 you must have a copy of MMRB results. No temporary profiles are authorized while attending a PME. **All profiles must be reviewed and signed by the student's current commander.**

- ii. To ensure that you are medically cleared to attend the Chemical Defense Training Facility (CDTF), a graduation requirement, **speak with your Primary Care Manager (PCM) about your profile and this course.** Students will be wearing a Powered Air-Purifying Respirator (PAPR) suit while conducting live CBRN defense training in a controlled toxic agent environment. All items worn during the CDTF training exercise will be incinerated after use, including but not limited to knee braces and hearing aids.
- iii. Students over 40 years of age must bring completed physical or PHA with Cardiovascular Screening (if applicable). You must provide this documentation to train. You must provide a Memorandum for Record (MFR) from your MILITARY Primary Care Physician stating that you are cleared to take the Army Fitness Test (AFT) and are cleared to don the PAPR in the CDTF.

If you need further assistance regarding profiles, e-mail your profile to 1SG Casto immediately.

8. When submitting the above documents within your MS Teams, title with your name and label each document as follows:

- a. Rank Last Name_Travel Authorization
- b. Rank Last Name_TASS Checklist
- c. Rank Last Name_DAFORM3349
- d. Rank Last Name_Studentinprocessingchecklist
- e. Rank Last Name_StudentChainofCommand
- f. Rank Last Name_AUP
- g. Rank Last Name_CyberAwarenessTraining
- h. Rank Last Name_PHA
- i. Rank Last Name_DA705
- j. Rank Last Name_DA5500 or 5501

9. On **report date for Phase II/III**, 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 given a room. **Students coming from OCONUS are authorized to arrive a day earlier than the report date and depart a day after graduation-- email travel orders prior to arriving for resident phase. There is no requirement to inform the NCOA of your arrival.** Hotel reservations through DTS are not needed since you will be provided with a room based on your ATRRS reservation. You will need to ensure that you have your Government Travel Card (GTC) when you check in. Check in 1600hrs. Check out 1100hrs. Your

dependents are not authorized to stay in IHG lodging with you. Prior to your arrival, you may call (573) 586-4800 or visit the following site <http://www.ihg.com/armyhotels/hotels/us/en/reservation>, if you have any questions.

On **start date for Phase II/III**, students must report at 0700 hours at Thurman Hall, Bldg. 3203 (MSCoE) for in-processing. The uniform for the first formation will be ACU. All students must have their Common Access card (CAC) and ID TAGS with all current certificates uploaded. Failure to have these items will result in dismissal from the course. If applicable, students must have optical inserts for M50 Mask. If you do not have inserts, let your SGL know immediately.

10. Army Service Uniform (ASU) / Army Green Service Uniform (AGSU) is the uniform for graduation. It will be worn on day 2 for initial inspection and students will have 7 days to fix deficiencies. For any special circumstances, a memorandum digitally signed by the company commander stating why the student is unable to bring their uniform is required and will be given on the day of in-processing.

11. The AFT is administered on training day 2-4. It is a record event. If you have a permanent profile, ensure that your profile was recently evaluated by your Primary Care Manager to determine which alternate events you are allowed to participate in and that it is signed by your current commander. Students who score a 465 or higher on the AFT, with a score of 80 points on each event are exempted from bodyfat standards (AD 2025-17). The AFT is a graduation requirement. You are authorized one retest. To qualify for honors, student must pass the AFT on the first attempt.

12. All Students will undergo height and weight screening, four days from the AFT. It is a graduation requirement. You will be screened for compliance with the ABCP IAW AR 600-9, (The Army Body Composition Program, 16 July 2019) and Army Directive 2023-11 (single site measurement requirements). You are authorized one retest. To qualify for honors, student must pass the ABCP on the first attempt.

13. Chemical Defense Training Facility (CDTF) training is to help prepare students for toxic agent training. Adherence to the requirements listed below are mandatory and failure to adhere to them will result in student dismissal from CDTF training, which is a graduation requirement.

Hairstyles 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 pro-mask optical inserts must provide an 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: All hairstyles authorized by references 1-ad are also permitted for wear with the M40/M50/M53 series masks. Changes to mask technical manuals to eliminate hairstyle restrictive language are being implemented by the Joint Program Executive office for Chemical, Biological, Radiological and Nuclear Defense (JPEO CBRND). **See attachment 5)**

NOTE: To facilitate proper mask fitting, all students, including 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.

14. Training Days are six days a week: Monday through Saturday. 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 graduation is ASU or AGSU.

15. 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.

16. Dining Facilities are available 7 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. Special Exemptions and Accommodations:

- a. Any special request for exemption to Army regulation/policies must be accompanied by approved documentation and a memorandum signed by the unit

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commander acknowledging the exemption. Memorandum is not needed with a DA 3349-SG, profile.

- b. Accommodation will be on a case-by-case basis. A memorandum signed by the unit commander is required to acknowledge 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 are provided a laptop from the academy to do your schoolwork during resident phases, strongly recommend you bring your personal laptop for additional use.

18. Students 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.**

19. Students bringing a motorcycle to the course must have a valid motorcycle safety foundation card. Students will not be able to operate a motorcycle without one. If you plan on bringing your motorcycle, you will get with your unit POC to ensure you have everything needed prior to attending the course.

20. Business casual attire is authorized on the first Friday of the second month of the quarter. It is optional (see attachment 13).

21. Failure to comply with any of the instructions in this memorandum may lead to the dismissal from the course.

22. All attachments listed below must be opened through Adobe App. All attachments will be part of the Welcome email. I highly recommend to bring this Welcome Letter when you speak with your Defense Travel Agency (DTA) representative, S-6 NCOIC and PCM.

23. Point of contact for this memorandum is the undersigned at jeanette.z.casto.mil@army.mil or (573) 563-7479.

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

- 14 Encls
- 1. MSCoE NCO ISAP
 - 2. ANNEX D CBRN ALC
 - 3. CBRN ALC Packing List

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4. FAQ Sheet
5. Hair PSA CBRN School
6. Enterprise Azure Virtual Desktop Instruction
7. Fort Leonard Wood Pay Information
8. CDTF Student Prep Memo
9. TASS Pre Execution Checklist
10. Soldier Personal Data Worksheet
11. Student Chain of Command Contact Worksheet
12. CDTF Elimination of Hairstyle Restrictions Memo
13. Business Casual Guidance NCOA
14. Attachment Order Memo Template