



DEPARTMENT OF THE ARMY

U.S. ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR SCHOOL
HAZMAT DISMOUNTED RECONNAISSANCE DEPARTMENT
BLDG 2130, EAST SECOND STREET
FORT LEONARD WOOD, MISSOURI 65473-8926

ATSN-CZ (351c1-600E)

20 May 2025

MEMORANDUM FOR Students Attending CBRN Responder Technician Training at the Lieutenant Terry Facility

SUBJECT: CBRN Responder Technician Course Welcome Letter

1. You are receiving this email because you are listed with a "Reserved (R)" status in ATRRS for the CBRN Responder Operations Course 4K-F24/494-F29 conducted at Fort Leonard Wood, Missouri.
2. Soldiers currently listed with a "Wait (W)" status in ATRRS for this course are also receiving this information in the event their status changes to a "Reserved (R)" status in ATRRS. **Note-** those that remain in a "Wait (W)" status in ATRRS are NOT permitted to attend.
3. On behalf of the HAZMAT Dismounted Reconnaissance (HDR) Department and the NCOIC of the CBRN Responder Technician Course welcome to the CBRN Responder Technician Course located at the First Lieutenant Joseph Terry CBRN Response Training Facility Fort Leonard Wood, Missouri. You are about to take part in a fast paced program of instruction that will qualify you to perform some of the essential duties needed as a member of a specialized CBRN team or unit. You will be provided instruction on hazards associated with chemical, biological, radiological and nuclear materials. Depending on the course, you will certify in the Department of Defense Fire & Emergency Services Certification Program, with the following certifications:
 - Responders Technicians (4K-F24/494-F29) Hazardous Material Technician and Personal Protective Equipment certification.
4. The CBRN Responder courses are designed to provide instruction to Active Army and Reserve Component, National Guard, United States Marine Corp (USMC), United States Navy (USN), United States Air Force (USAF), United States Coast Guard (USCG), Department of the Army (DA) or contract civilians and selected foreign military personnel whose duties require close contact with surety or hazardous material. All students regardless of grade are carried in a student status and should arrive physically fit and prepared to study.
5. Students may fly to the Waynesville Regional/Fort Leonard Wood Airport (city code TBN), St. Louis Regional Airport (city code STL - a 2.5-hour drive from FLW) or

Springfield/Branson Regional Airport (city code SGF - a 1.5-hour drive from FLW). Rental cars are readily available at all airports (except Fort Leonard Wood) and are **HIGHLY RECOMMENDED**, Fort Leonard Wood has no post shuttle or on post taxi service. The dining facility is 1.3 miles from the training location and 2.4 miles from the most common area IHG will house the student. Transportation is NOT provided by the USACBRN School.

6. You will be staying in the Intercontinental Housing Group (IHG) located on Fort Leonard Wood. Army students (Active duty, National Guard and Army Reserve) who have a reserve seat in the course will already be booked in lodging so no need to call. If you are a civilian, member of the Coast Guard, Air Force or Marine Corps and wish to stay in IHG must call and make reservation. The phone number for IHG is (573) 586-4800 or toll free (877) 711-8326. The IHG Office is in the Candlewood Suites Hotel, 4990 Nebraska Avenue, building 2020, Fort Leonard Wood, Missouri 65473 (see enclosed map). When you arrive at Fort Leonard Wood, all Students (regardless of rank) will report to Candlewood Suites to check into billeting. If you are Active Duty, Army Reserve or National Guard do not obtain off-post lodging. Pets are NOT allowed in lodging while TDY to this course. You must make prior arrangements to care for your pet prior to attending.

7. Upon arrival to Fort Leonard Wood:

NOTE If you place "Incident Response Training Department, Fort Leonard Wood Mo 65473" into Google Maps it will direct you to this location.

8. At 0700 on Friday the class start date all students will report to Building #2130, room number 101 for in-processing. Duty uniform is Occupational Camouflage Pattern (OCP), or service equivalent. We are located on the corner of 2nd and Army Avenue just past the 43rd Initial Entry Reception Battalion. Transportation to and from training is **not** provided. Students driving Privately Owned Vehicles (POV) or rental cars must have current car registration, current insurance card (or rental car agreement) and driver's license. Bring the following items for in processing:

3 copies of Travel Authorization / TDY Orders
Permanent or temporary profile
Optical inserts and/or contacts

9. All students attending the courses MUST bring a copy of their certifications prior to arrival.

a. **Awareness**

b. **Operations Certificate** (Proboard or AFCEC is accepted)

NOTE If you need a copy of your send an email to AFCEC and request a copy using the following procedures below.

- Send an “encrypted” email to all 5 of the compliance officers listed below, In the subject line place “Request Hazmat Certifications” In body of email place your LAST NAME, FIRST NAME AND MIDDLE INITIAL and Full SSN#
Email must come from government CAC protected email one way to encrypt email is go to “Options” and select “Encrypt”

usarmy.leonardwood.chemical-schl.mbx.cbrn-dotld-compliance-team@army.mil

Chief, Compliance 573-563-7201

10. Several written and performance-oriented examinations are incorporated into each course. There will be additional non-duty study requirements. Please come prepared to learn. A score of 80% is required to successfully pass written exams. Students failing any written exam or performance-oriented testing will be given time to retrain and will be allowed one retest. Any student failing the retest will be disenrolled from the course. Portions of the course require computer-based testing. Prior to arrival ALL students must update their DoD Cyber Awareness training. This must be completed within 6 months to a year prior to arrival. Students must also ensure they have NIPR access to enter the blackboard portal.

11 Lodging and Meals: Is only covered for **Active Army, Reserve Component and National Guard personnel ONLY** and only for students in a RESERVED seat in ATRRS, this does not cover students who arrived in a WAIT status and attempting to get a seat in the class.

a. Active Army, Reserve Component, and National Guard personnel: As stated in the Fort Leonard Wood Institutional Training Directed Lodging and Meal Policy, Army Students under functional courses are covered under the Institutional Training Directed Lodging and Meal Policy (ITDLMP).

b. Government meals for ITDLMP Students of all ranks in the CBRN Responder Operations course will be provided seven days per week at post dining facilities this includes federal holidays. DFAC location and hours: Building 1784 (74D AIT) Breakfast 0530-0830, Lunch 1100-1330 and Dinner 1600-1830. Building 3223 (NCO Academy/Tony's) Breakfast 0530-0800, Lunch 1100-1300 and dinner 1600-1830.

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You will use your Common Access Card (CAC) at the Dining Facility as a meal card. So ensure it is updated prior to arrival. See para 10 of the attached HQDA Message- FLW Training Travel Guidance. If need be, take a copy of the message directly to your S-1. The dining facility (DFAC) will also require you to show a hard/paper copy of your Travel Authorization/DA 1610 so ensure you have one when going to the DFAC.

c. Marines shall report to the Terry Facility (Building 2130) on the class convening date with reporting endorsements/orders. On Thursday before graduation, students must report to S-1 at the Marine Corps Detachment Command Post, 14813 East. 8th Street to obtain detaching orders. For questions or concerns regarding orders please contact the USMC Mr. Sagi, steven.f.sagi.civ@army.mil, (573) 596-3828.

d. Navy, Coast Guard, and Marine Corps personnel. You are responsible for lodging and meals, if possible, it is recommended that you utilize the lodging facility on Fort Leonard Wood. If you stay in lodging off-post, you will be required to provide the instructors with name and contact information of your lodging facilities.

12. Your mailing address during your time as a student is:

Rank and name
ATTN: (Course Name) #XXX-XX
IRTD, 15103 Elementus Ave
Fort Leonard Wood, MO 65473

13. Equipment and Uniform Requirements.

- Military Personnel:
 - Min. 2 sets of service specific uniforms (to include T-shirt and socks)
 - 1 pair of regulation boots
 - 2 sets of complete Physical Training (PT) uniforms (seasonal)
 - 1 pair of approved athletic shoes
 - Reflective vest/belt
 - Appropriate civilian attire

NOTE Only AR 670-1 (or service equivalent) uniform's/accessories will be worn during training.

- Civilian Personnel:
 - Business casual or relaxed work clothes Jeans / knit shirts
 - 1 pair of work boots

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- 2 sets of physical training clothes (Shorts, T-Shirts) (seasonal)
- 1 pair of athletic shoes
- No open toed shoes

NOTE: Daily PT uniforms should reflect current temperatures in Missouri. Classrooms can feel cold after exercises. PT jacket and pants are recommended. Barefoot running shoes will not be authorized.

14. Points of contact for the CBRN Operations course are as follows:

- a. NCOIC, SSG Prather, aaron.c.prather7.mil@mail.mil 573-596-7229.
- b. POC for this memorandum is the undersigned, kayla.c.long.mil@army.mil, 573-596-4948.

15. After normal duty hours 3rd Chemical Brigade staff duty at (573) 596-0131 ext. 67447/60805. Marine Corps personnel contact the Marine Corps Detachment at (573) 596-0688.

KAYLA C. LONG
CPT, CM
Chief, HDR

