



UNITED STATES MARINE CORPS  
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE  
II MARINE EXPEDITIONARY FORCE  
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1500  
CO

OCT 05 2010

POLICY LETTER 19-10

From: Commanding Officer, Chemical Biological Incident Response Force  
To: Personnel Requesting CBIRF Basic Operations Course (CBOC) Quotas  
Outside Command

Subj: DEPARTMENT OF DEFENSE, FEDERAL, STATE, LOCAL, U.S. CIVILIAN  
RESPONDERS, AND INTERNATIONAL STUDENT ATTENDANCE REQUIREMENTS AND  
INFORMATION CONCERNING ATTENDANCE OF THE CBOC

Ref: (a) 29 CFR 1910.120  
(b) 29 CFR 1910.132  
(c) 29 CFR 1910.133  
(d) 29 CFR 1910.134  
(e) 29 CFR 1910.135  
(f) 29 CFR 1910.136  
(g) 29 CFR 1910.138  
(h) 29 CFR 1910.146  
(i) 29 CFR 1910.147  
(j) DOT First Aid Requirements for the First Responder  
(k) NFPA 1601  
(l) NFPA 1670  
(m) NFPA 1983  
(n) MCO 4900.3A Security Assistance and Related International Programs  
(o) MCO 5710.6A Security Cooperation

Encl: (1) Example of Organizational Request for Student Quota  
(2) Hold Harmless Agreement  
(3) Personal Clothing and Equipment List for Students

1. Purpose. To ensure that all visiting students requesting to attend CBOC understand the course requirements and to better prepare them for the training experience with CBIRF Marines and Sailors.

2. Cancellation. This letter will remain in effect until revision or when directed by the appropriate authority.

3. Information

a. CBOC Description. The USMC CBOC is a three week program of instruction that provides approximately 145 hours of classroom, practical application, and individual and team testing in CBRNE disciplines that meet various federal requirements. An emphasis is placed upon qualifying the student to enter a contaminated area, search the area, provide emergency first aid, provide assistance to ambulatory patients, rapidly package a non-ambulatory patient, extract the patient to a decontamination line and assist if necessary on the decontamination line. CBOC students are provided basic individual and team survival skills necessary to operate at a CBRNE event.

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b. Compliance with US Federal Regulations and Standards

(1) The CBOC meets or exceeds reference (a) for personnel required to enter a contaminated environment at the operations level.

(2) The CBOC meets or exceeds reference (b) through (i) which are safety requirements for personnel required to work in hazardous environments.

(4) The CBOC meets or exceeds reference (j) for first aid for civilian responders.

(5) The CBOC meets or exceeds requirements for the awareness level in confined space, collapsed structures, trench, vehicle and machinery, rope, and water rescue skills per reference (k), (l), and (m).

c. Requests for Quotas and Requirements

(1) Requests for quotas from international students, DoD, Federal Agencies, and State and Local Agencies will be submitted to the lead instructor via email at [patrick.higgins@usmc.mil](mailto:patrick.higgins@usmc.mil) or the CBIRF Technical Training Officer at [robert.detzal@usmc.mil](mailto:robert.detzal@usmc.mil), office phone 301-744-4060. Requests for quotas will include signed PDF versions of enclosure (1) and (2).

(2) International students will be processed in accordance with reference (m) and (n) as well as various other DoD policies.

(3) Requests for quotas from contractors will be honored on a case by case basis. Generally, the contractor must demonstrate the necessity of attendance for contractual services with CBIRF and already have secured a contract with CBIRF. Requests will be submitted to the lead instructor via email at [patrick.higgins@usmc.mil](mailto:patrick.higgins@usmc.mil) or the CBIRF Technical Training Officer at [robert.detzal@usmc.mil](mailto:robert.detzal@usmc.mil), office phone 301-744-4060. Requests for quotas will include signed PDF versions of enclosure (1).

(4) Each request for a quota from a civilian or international student will have a signed PDF version of a hold harmless agreement attached to the letter requesting the quota. The hold harmless agreement is contained in enclosure (2).

(5) Active duty, reserve, or National Guard students shall have a statement in their orders that the student will be deducted meals for the days of training.

(6) Requests to be placed on a waiting list will be accepted and maintained for twelve months or until an organization or individual refuses an assigned quota by the lead instructor.

(7) Requests for quotas from international students must be processed in accordance with instructions contained in reference (n) and (o).

(8) There are no provisions for observers. All students are required to participate in all training events.

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d. Quota Control

(1) Quota control is the final decision of the Commanding Officer CBIRF. No quotas will be granted for observers. All personnel attending the CBOC must successfully complete all phases of the course.

(2) Every opportunity to assign personnel to quotas will be made by the Commanding Officer, CBIRF. However, priority will be (in highest to lowest priority) CBIRF, USMC, USN, DoD, Federal, State/Local Responders, and international students. Case by case exceptions will be made by the Commanding Officer, CBIRF.

(3) Quota notification to organizations will be made at the earliest opportunity. Generally, CBIRF will attempt to notify an organization/individual on the waiting list four to six weeks prior to the course start date.

(4) Fiscal Year (FY) Course Schedules for the current FY and next FY schedule may be obtained by contacting the lead instructor via email at [patrick.higgins@usmc.mil](mailto:patrick.higgins@usmc.mil) phone 301-744-4060.

e. Physical Requirements for Students

(1) Students must be certified by their parent organization to be medically and physically qualified per reference (d) to wear air purifying and self contained breathing apparatus.

(2) Students must be certified by their parent organization that they are qualified to enter simulated confined spaces (less than 24 inches in diameter without ambient light), work at elevation (in excess of 50 feet above grade), and perform physically strenuous activities, including but not limited to, lifting and dragging simulated casualties (180 lbs dead weight) in excess of 550 feet.

(3) The previously mentioned qualifications and acceptable certification are contained in enclosure (1).

f. Student Orders. DoD students TAD/TDY orders will be collected the first day of class. An endorsement will be provided by CBIRF. The orders will be returned to the student prior to departure. Orders should clearly state that the student will be checked for meals.

g. Student Billeting Requirements

(1) All students regardless of rank or grade are required to reside at the DRTF training facility Monday through Thursday each week of the instruction. No exceptions will be granted to this requirement.

(2) Friday evening, Saturday, and Sunday billeting are the requirement of the organization requesting quotas. No local government billeting is available.

(3) Local hotel accommodations may be found by visiting Waldorf and La Plata, Maryland web sites.

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h. Dining Requirements

(1) The following table outlines which meals are provided while in training.

	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Mon	Tue	Wed	Thr	Fri
Morn	X	P	P	P	P	X	X	X	P	P	P	P	X	X	X	P	P	P	P
Noon	X	P	P	P	P	X	X	P	P	P	P	P	X	X	P	P	P	P	X
Even	P	P	P	P	X	X	X	P	P	P	P	X	X	X	P	P	P	P	X

P= Provided

X= Not Provided

(2) Students are required to dine at the DRTF facility during the training weeks previously mentioned. No exceptions are authorized.

(3) Payment for meals will be addressed directly with the student in separate correspondence.

i. Student Duty Requirements

(1) All students will be assigned to a rotating 2200 to 0600 watch roster regardless of rank.

(2) All students will participate in daily clean up and field day requirements regardless of rank.

j. Transportation To and From the Training Facility

(1) Students are responsible for their own transportation to and from the Training Facility on Mondays and Fridays.

(2) No duty vehicle is available to transport students to or from a local airport or hotels.

k. Medical/Dental Treatment for Students

(1) Minor or emergency medical treatment will be provided by Navy Corpsmen, Physician Assistants, Nurses, Doctors or CBIRF Instructors assigned to CBIRF.

(2) Routine medical treatment for DoD employees during working hours will be provided by the Indian Head Clinic.

(3) Routine medical treatment may be provided by local 24 hour medical clinics or area hospitals for civilian and international students. Reimbursement to these organizations is the responsibility of the individual and parent organization.

(4) Emergency medical treatment and transport will be provided by the Naval Surface Warfare Center Indian Head Fire Department and/or local first responders. Reimbursement to these organizations is the responsibility of the individual and parent organization.

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(5) Emergency hospital treatment will be provided by local civilian hospitals or military hospitals dependant on the medical condition and recommendations/requirements of the transporting EMS organization. Reimbursement to these organizations is the responsibility of the individual and parent organization.

(6) Emergency dental services are provided by the Indian Head Dental Clinic for DoD active duty.

(7) Civilian and International students are required to seek emergency dental treatment at local clinics. Reimbursement to these organizations is the responsibility of the individual and parent organization.

1. Student Drop from Course Process

(1) Any student who is experiencing difficulty completing written or practical assignments may request assistance from fellow students or DRTF Staff. A student may be assigned to a mandatory evening study group. An Instructional Staff member is available Monday thru Thursday evenings until 2100.

(2) Written testing remediation will occur any time a student fails to complete a written course requirement with a grade of 80% or better. A second chance written test will only be administered after a student has been assigned to a study group for assistance.

(3) If a student fails a remediation test or practical application he/she will be dropped from the course.

(4) Students may be dropped from the course of instruction at the discretion of the Commanding Officer, CBIRF for the following reasons:

- Medical injury which precludes completion
- Failure to complete written tests at a 80% or better average
- Failure to complete individually or as a team member practical applications
- Unauthorized absence (absence from any scheduled class or practical application, duty assignment, or unaccounted absence from the training facility)
- Disrespect or displays of prejudice to other students or instructional staff
- Physical threats or acts to a student or staff

(5) Dropped students will be informed by the lead instructor of the reason for the drop. The Commanding Officer, CBIRF will inform the student's chain of command of the reason for the drop by email. Students dropped for medical reasons are eligible for reinstatement at the point of the drop from the course. Students who are dropped for academic reasons are not eligible for reinstatement to the CBOC.

m. Student Personal Clothing and Equipment Requirements. Personnel attending the course will bring the clothing and equipment listed in enclosure (3).

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n. Required Equipment and Clothing

(1) Coveralls/flight suits will be issued to each student to minimize personal uniform damages.

(2) Air purifying respirators, self contained breathing apparatus, and all other required equipment and tools will be provided by the staff at the training facility.

o. Photography

(1) Students are authorized to take photos inside and immediately around the training facility.

(2) Students are not authorized to take any photos between the gate at the Stump Neck Annex and the parking area outside the training facility.

p. Security Badges

(1) Once a quota has been assigned the lead instructor will contact the student and obtain the necessary information to provide a security badge.

(2) International students will provide the appropriate information to TECOM and II MEF.

q. Directions to the Training Facility

(1) The Training Facility is located on Stump Neck Road in Charles County, MD. After passing through the security gate continue straight for approximately 1.5 miles. On your left you will see two five story wooden towers. One of the towers has the CBIRF logo on the side facing the road. Enter the parking lot and park in a space facing the tree line past the dumpsters.

(2) If you have troubles locating the training facility call an instructor at 301-744-4060.

r. Graduation

(1) Students will generally graduate the third Friday at 1100 hours.

(2) Visitors must be identified to the lead instructor no later than Friday of the second week so that visitor passes may be obtained.

(3) Students having international visitors in attendance at the graduation must notify the lead instructor no later than Friday of the first week.

(4) Information for the visitors will be collected and processed and visitor badges will be waiting for the visitors at the Main Gate to Indian Head on MD 210 on the Friday of graduation.

(5) It is approximately 35 minutes from the Indian Head Gate to the training facility. It is recommended that visitors pick up visitor passes no earlier than 0800 and no later than 0900 and plan upon arrival at the training facility no earlier than 1045.

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s. Student Evaluations

(1) USMC Reservists requiring Fitness Reports will provide the Reporting Senior Mr. Patrick Higgins a completed Section A within Marine On Line.

(2) In accordance with TECOM policy, a DD Form 2496 International Student Academic Report will be completed by CBIRF and returned via chain of command for all international students.

(3) The graduation certificate provides all other Federal, State, and Local responders with the necessary documentation for parent organizations.

t. College Accreditation

(1) The American Military University has accredited the CBOC with 15 upper college credits in various disciplines.

(2) Students desiring to obtain these credits must enroll with AMU and provide payment to AMU for the credits. DoD students may use tuition assistance for these credits.

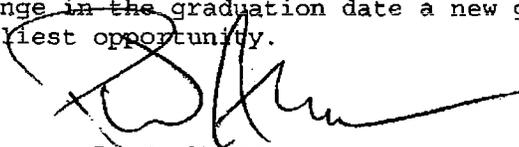
u. Inclement Weather

(1) Generally, inclement weather does not impact the CBOC. Minor scheduling changes in training events may be made to ensure that all requirements are met.

(2) Severe weather i.e., hurricanes, large snow falls, etc., may impact course schedules. When these major weather events occur students may be required to leave the training facility. In the event of a major weather event every attempt will be made by CBIRF to assist the student in seeking safe quarters.

(3) In the event of a course extension because of inclement weather, CBIRF will request students to contact parent organizations and seek guidance.

(4) In the event of a change in the graduation date a new graduation date will be published at the earliest opportunity.



P. W. AHERN

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EXAMPLE OF ORGANIZATIONAL REQUEST FOR STUDENT QUOTA(S)

ORGANIZATIONS LETTER HEAD

Date:

From: (Full Name & Position)

To: Commanding Officer, Chemical Biological Incident Response  
Force (CBIRF)

Via: Technical Training Officer/Lead Instructor

Encl: (1) Signed Hold Harmless Agreement)

Subj: REQUEST FOR (include rank/title, full name, position) TO ATTEND  
THE CBIRF BASIC OPERATIONS COURSE (CBOC)

1. It is requested that (include students name) be authorized to attend the CBOC from (date to date). The completion of the CBOC will improve the individual and this organizations capability by (include justification).

2. He/she is physically fit and has no physical restrictions that would preclude their ability to successfully complete the course.

3. He/she is qualified by this organization to wear air purifying respirators and self contained breathing apparatus.

4. The direct point of contact for the student is (email, office/cell phone)

5. The point of contact for emergency notification is as follows:

DURING WORKING HOURS

POC (Include rank/position and full name)

Telephone

Email

AFTER HOURS

POC (Include rank/position and full name)

Telephone

Email

---

(Signature)

(Position)

Enclosure (1)



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**Personal Clothing and Equipment List for Students**

QTY	ITEM
<b>REQUIRED</b>	
2	Utility/BDU Uniform Cover/Hat
1	Utility/BDU Uniform appropriate for a graduation ceremony
1	Utility/BDU Jacket (Oct - Apr)
2	Flight Suits
1	Gortex Rain Gear (Jacket and Pants)
2	Light to Mid Weight Poly Prop lean Underwear (Oct -Apr)
2-3	Utility/BDU Shirts
2-3	Utility/BDU Trousers
4-5	T Shirts
4-5	Under Wear
4-5	Sport Bras
2	Belts
5-6	Pair of Work Socks
1-2	Pair of Work Boots
1-2	Sets of Sweats
1-2	Pair of PT Shorts
2-4	Pair of PT Shirts
5-6	Pair of Military Sox
1	Pair of Running Shoes
1	Pair of Shower Shoes
3-4	Pair of Running Sox
1	Pair of Sun Glasses
1-2	Pair of Eyeglasses (Contacts for 3 Weeks...Some of the training does not lend itself to contacts)
1	Set of Individual Toilet Articles to sustain the Student for 5 Days <ul style="list-style-type: none"> <li>• Replenished over the weekends by the student</li> <li>• There is NO PX/BX within 12 miles of the training facility</li> <li>• Students are not authorized PX/BX calls during the training week</li> </ul>
1	Any individual medication(s) with a quantity for three weeks
3-4	Towels & Wash Cloths
1	Small First Aid Kit (Include band aids of various sizes, moleskin, antibiotic (Neosporin), Aspirin and Motrin
1-2	Water Bottles
1	Coffee Cup (As desired)
1	Flashlight or Head Lamp
1	Pocket knife
AR	Spare Bulb & Batteries for flashlight/headlamp
AR	Individual Medicines (Including Auto Injector for Anaphylaxis if sever allergies to bee stings exist)
AR	Weekend Liberty Attire for the Capital Region
AR	Professional Reading Material
<b>AUTHORIZED PERSONAL EQUIPMENT</b>	
	Lap Tops, Reading Material (e-version as well as paper), Writing Material, Cell Phones/Blackberries, Camera (Photos must be approved by DRTF Staff)
<b>NOT AUTHORIZED</b>	
	Weapons, Alcohol, Illegal Drugs, Suspect Illegal Drugs, Pornographic Material