

The seal of the Naval Support Activity Bethesda is a circular emblem with a rope-like border. The outer ring contains the text "NAVAL SUPPORT ACTIVITY" at the top and "BETHESDA" at the bottom. The center features a shield with a stylized building, a flag, and stars.

**Safety and Security First,
Dignity and Respect Always**

- Capt. Mary Seymour -
NSAB Commanding Officer

Captain Mary Seymour

Commanding Officer

Captain Mary Seymour is from the mid-west and earned her Bachelor of Science Degree from Ball State University in 1990. She joined the Navy in 1991 as a Medical Service Corps Officer.

During her first assignment as an Ensign at Naval Hospital, Corpus Christi, Texas, Captain Seymour held several positions to include Administrative Assistant for Medical and Surgical Services; Efficiency Review Officer; and Assistant and Head of Patient Administration. In May 1994, she transferred to Navy Recruiting District, Indianapolis, Indiana where she served as an Officer Recruiter and Officer-in-Charge of all officer recruiting programs—line and staff recruitment and scholarship programs.

Captain Seymour attended the Naval Postgraduate School in Monterey, California from June 1997 to December 1998 where she earned a Master of Science in Management degree specializing in Financial Management. Following graduation, she attended Navy Medicine's Financial and Materials Management Training Course and then reported to Naval Medical Clinic, Annapolis, Maryland. In addition to being the Comptroller at Annapolis, Captain Seymour had the opportunity to serve as the Department Head for Materials Management and Management Information.

In July 2002, she joined the staff at the Navy Personnel Command in Millington, Tennessee as the Technical Advisor for all staff corps promotion boards. During her tour, she was selected to fill the position of Branch Head for all officer selection boards. In June 2005, Captain Seymour reported as the Director, Resources Management, U.S. Naval Hospital, Rota, Spain. She served at the Bureau of Medicine and Surgery from July 2008 until September 2009, as the Headquarters Director for Resources. She then reported to the Naval Medical Logistics Command where she served as the Executive Officer until her transfer in July 2012 to the National War College, Washington, D.C. She graduated from the National War College in June 2013 with a Master of Science Degree in National Security Strategy. Additionally, she served as the Navy Medical Service Corps Financial Management Specialty Leader from December 2009 until September 2014.

In September 2013, Captain Seymour assumed command of the Naval Medical Logistics Command. In this position, she also served as the Navy Medicine Logistics Chief and was dual-hatted as the Bureau of Medicine and Surgery's M46, Logistics Execution.

Captain Seymour reported to the Bureau of Medicine and Surgery in October 2017 as the Director of Medical Logistics, M42, while retaining responsibilities and oversight for the Expeditionary Medical Logistics program and continuing to fulfill the role as Navy Medicine's Logistics Chief. Immediately prior to assuming the role of NSAB commanding officer, Captain Seymour provided onsite support to the Navy and Marine Corps Wounded Warrior and Limited Duty communities at the Navy Medicine Element Bethesda, Maryland.

Captain Seymour's personal awards include: Legion of Merit, Navy Meritorious Service Medal (4 awards), Navy and Marine Corps Commendation Medal (4 awards), Navy and Marine Corps Achievement Medal (3 Awards), and Military Outstanding Volunteer Service Medal. She is also a recipient of the Admiral Stanley R. Arthur Award for Logistics Excellence—2011 Joint Logistics Team of the Year.



Captain Donna Bradley

Executive Officer

A native of Saline, Michigan, Capt. Bradley graduated from Northwestern Michigan College in 1987 as a Licensed Practical Nurse. In 1991, she graduated from Kirtland Community College with an Associate Degree in Nursing, and received her commission through the Technical Nurse Warrant Officer Program. She graduated from the University of Connecticut with a Bachelor of Science in Nursing degree in 1997 and a Master of Science degree as a Perioperative Clinical Nurse Specialist in 1999.

Following Officer Indoctrination School in Newport, Rhode Island, Capt. Bradley reported to the Naval Hospital San Diego, California. During her tour she was assigned as a staff nurse on the Mother Infant and the Same Day Surgery Units. Capt. Bradley was selected for Full Time Out Service Training and reported in March 1995, to the University of Connecticut in Storrs, Connecticut.

Capt. Bradley reported to Naval Hospital Groton, Connecticut in 1997 as a staff nurse on the Medical Surgical Nursing Unit and served as the Command Managed Equal Opportunity Officer. In 1999, she attended the Perioperative Nurse Training Program in Jacksonville, Florida and upon her return served as Division Officer, Main Operating Room. Capt. Bradley was awarded the Senior Leadership Award in 1998.

In 2001, Capt. Bradley reported to Naval Hospital Rota, Spain as a staff operating room nurse and served with the Department of Defense Space Shuttle Medical Support Operations Team. She assumed the Perioperative Services Department Head role and served as the Command Managed Equal Opportunity Officer. Capt. Bradley deployed to Er-Rachidia, Morocco in support of Operation MEDFLAG in 2003. Capt. Bradley was awarded the Clinical Nurse Excellence Award in 2002.

In 2004, Capt. Bradley was assigned as Medical Programs Officer Recruiter, Navy Recruiting District Michigan and served as the command Casualty Calls Assistance Officer. Capt. Bradley was selected as Navy Recruiting District Michigan's 2005 Officer Recruiter of the Year and Diversity Officer Recruiter of the Year and in 2006 was selected as Officer Recruiter of the Year.

Capt. Bradley reported to Naval Hospital Jacksonville, Florida in 2007 and served as Main Operating Room, Post Anesthesia Care Unit and Sterile Processing Department Head. In 2010, she deployed as the Division Officer for the Joint Medical Group in support of the Joint Task Force, Guantanamo Bay Cuba.

In 2010, Capt. Bradley reported to U.S. Naval Hospital Yokosuka, Japan where she served as Department Head, Perioperative Services. In 2011, she was competitively selected as the Director Branch Health Clinics where she led 390 personnel at seven geographically dispersed and remote Branch Health Clinics. Capt. Bradley served as a member of the BUMED Clinical Nurse Specialist Force Strategic Goal Committee.

Capt. Bradley reported to the Office of the Naval Inspector General in March 2013 and served as an Assistant Inspector General for Medical Programs.

In July 2016, Capt. Bradley reported as the Executive Officer for Naval Hospital Beaufort and Naval Support Facility Beaufort and served as the Commanding Officer, Expeditionary Medical Facility Golf.

Prior to assuming the Naval Support Activity Bethesda Executive Officer role in December 2019, Capt. Bradley served as Special Assistant and Region Sexual Assault and Prevention Officer for Naval District Washington.

Captain Bradley's awards include three Meritorious Service Medals, a Joint Service Commendation Medal, four Navy Commendation Medals, two Navy Achievement Medals, the Navy Military Outstanding Volunteer Service Medal and various awards and service ribbons.



CSCM (SW/AW) Sanja L. Walker

Senior Enlisted Leader

Culinary Specialist Master Chief (SW/AW) Sanja L. Walker was born in Griffin, Georgia and enlisted in the United States Navy in June 1998 from the same town.

Walker completed Basic Training in Great Lakes, Illinois in August 1998 and attended Mess Management Specialist "A" School from August to October 1998 at Lackland AFB in San Antonio. Upon graduating, she received orders to VAQ-133, Whidbey Island, Washington, where she served as Cook on Watch and Assistant Watch Captain.

In July 2002, Walker transferred to Naval Medical Center Bethesda, Bethesda, Maryland, where she deployed with USNS COMFORT (T-AH 20) in support of Operation IRAQI FREEDOM. In March 2003, she was promoted to Mess Management Specialist 2nd Class (STAR program). She received a Humanitarian Reassignment to Military Entrance Processing Station Atlanta where she worked as Travel Clerk from January 2005 to April 2006.

From Atlanta, she transferred to Pre-Commissioning Unit (PCU) MAKIN ISLAND (LHD-8) in San Diego where she assumed the duties as Records Keeper and Leading Petty Officer. In December 2006, she was promoted to Culinary Specialist 1st Class and transferred in April 2011 to USS KIDD (DDG-100). Aboard KIDD she served as the Leading Petty Officer and was pinned to the rank of chief petty officer while deployed in September 2011. In April 2012, Walker "cross-decked" to USS HOWARD (DDG-83) to fill the critically gapped Leading Culinary Specialist billet.

Walker transferred to Recruit Training Command Great Lakes in March 2013, where she served as a Recruit Division Commander pushing 6 divisions, and as a Leading Chief Petty Officer (Ship 5). In June 2015 she advanced to senior chief petty officer.

In July 2016 she transferred to USS GEORGE WASHINGTON (CVN-73) assigned as Services LCPO/LCS where she advanced to master chief petty officer.

In August 2019 she reported to Naval District Washington (NDW) Headquarters Washington, D.C., serving as Regional Unaccompanied Housing Program Manager.

She is currently on temporary orders from NDW, serving as the acting senior enlisted leader at Naval Support Activity Bethesda.

Master Chief Walker's personal awards include the Navy and Marine Corps Commendation Medal (two awards), Navy and Marine Corps Achievement Medals (five awards) and various other service and campaign awards.



NSAB-UH NIXLE

TEXT: 888-777

NSABUH

RESPONSE SHOULD SAY:

Welcome to NSABUH Info at nixle.com. Reply STOP to cancel. No charge, but Msg & Data rates may apply. Freq. depends on settings.

Unaccompanied Housing Resident Orientation Brief

CS3(SW/AW/IW)Armstrong
Unaccompanied Housing
New Resident Orientation (NRO) Coordinator

Naval Support Activity Bethesda provides customer-focused installation management and base operating support to our tenant activities in their pursuit of excellence. We partner in healing, wellness, research and education.



Married or Getting Married?

Already Married or Receiving BAH:

- ✓ Meet with the Building Manager to discuss your exit strategy.
- ✓ Schedule your move out.

Planning on Getting Married Soon:

- ✓ Contact the Building Management and inform them that you are getting married.
- ✓ Plan your move out to coincide as closely as possible to your marriage date.



In and Out Processing

Check-In:

- Front desk associates at building 62, Tranquility Hall, will guide you through the paperwork and explain any questions you may have.
- Within the first 72 hours there will be a room inspection conducted. Building 62, Tranquility Hall staff will issue the inspection sheet and will inspect and sign-off on the base line inspection. The resident will return the inspection sheet back to building 62.

Check-Out:

- Reasons to check out: PCS, Getting Married, and Advancement to E5 (or E4 over 4 years).
- Schedule pre-inspection with building staff 72-hours before checking-out.
- Hours 0800-1530 (Mon-Fri). Will coordinate with resident case by case basis.



Laundry Room:

- Make sure you set an alarm to check your laundry.
- Do not leave laundry in washer/dryer.
- Do not leave laundry on top of washers/dryers.
- Be considerate.

- Leave washer door open to dry out.
- Clean out lint trap after use.
- Do not over stuff washers, please separate your clothes.
- Use tide pods or liquid soap only, other soaps break the washers.





Conduct Standards

You are living with several hundred of your fellow Shipmates and Battle Buddies—your military family. You are expected to treat each other with Dignity and Respect Always, just as if you were in your work space. These standards are minimal expectations and are NOT optional.

Dress/Clothing in Common Areas

- Appropriate clothing shall be worn.
- Footwear at all times—no bare feet.
- Shirts/shorts (no boxers).
- Appropriate length of shirts & shorts
 - ✓ Shirts past belly button
 - ✓ Shorts to fingertips

Guests

- NOT permitted overnight.
- Allowed between specific hours:
 - ✓ Sunday-Thursday 1200-2200
 - ✓ Friday-Saturday 1000-2400
 - ✓ Holidays 1000-2400
- Will sign in the logbook at the front desk.
- Must be escorted by host resident at all times.
- Failure to comply, will result in immediate removal of guest(s) and report to COC.

Loud Music/Noise

- Quiet Hours
 - ✓ Sunday-Thursday 2200-0600
- Be mindful of neighbors on different shifts; will have sign on door that says they are a day sleeper.
- Being too loud/boisterous may result in disciplinary action.

Alcohol

- Must be 21 and older to possess alcohol.
- No alcohol in common areas or garage regardless of age.
- If roommate is underage, all alcohol must be locked in your locker.
- How much alcohol? Reasonable Amount.
- Hard Liquor—must be locked in your locker at all times.
- Smoke Pit—may drink at the smoke pit if you are 21 but caution on sharing—underage.

Disciplinary Action

- Fighting; using insulting, abusive, or obscene language; threatening, inciting others; being disrespectful or too loud.
- Theft or attempted theft.
- Tampering w/smoke detectors or fire extinguishers; intentionally causing false alarms.
- Littering/allowing others to.
- Malicious damage to property.



Barracks Room Inspections

Quarterly Inspections

- NSA Bethesda Chain of Command
 - ✓ Installation Commanding Officer
 - ✓ Installation Executive Officer
 - ✓ Senior Enlisted Leader
- Unaccompanied housing Manager
 - ✓ Tenant Command
 - ✓ Preventive Medicine
 - ✓ Security
 - ✓ Fire Safety
 - ✓ Public Works

Weekly

- Officer of the Day
 - Command Representatives
 - Unaccompanied Housing Staff
-
- All rooms are subject to random military working dog inspections.
 - Commands will conduct an unannounced berthing inspection at least once a month.
 - A 2-person integrity system is utilized when entering any room.

Daily Living Standards How to Pass an Inspection

- Remove trash daily—don't store it in your locker.
- Lock your wall locker.
- Clean your floors.
- Dust your room—high surfaces and furniture.
- Clean items off your window sill.
- Wipe down moisture on window sill.
- Remove any mildew you see; if you spill something, clean it up immediately.
- Open curtains to provide light into your room daily
- Ensure you don't have gear adrift.
- Make your bed.
- Clean your refrigerator—odor free too.
- Dust your vents.
- Clean your bathroom—shower, floors, toilet, ceiling; run your fan when you take a shower; no mold or mildew.



Barracks Admin Items

Wifi and Base Internet

- Comcast is available; contact UH staff for information.
- Comcast will notify the base of any illegal/piracy downloads (torrents, bitorrent, etc). Service members will be held accountable and their chain of command will be notified.

Day Sleepers

- A memorandum or chit signed by the first khaki E7 or above in the chain of command is required to update your door plate if you are shifting from day to night shift.
- This does not automatically exempt you from mandatory room inspections.

Headphone Use


- The use of headphones while walking, jogging, driving, bicycling, skating, or skate boarding or in NSA Bethesda is prohibited per NSABETHINST 5560.2A.
- Headphones may be worn inside the fitness center.

Vehicle Parking and Maintenance

- UH Residents may only park in B60 or B64 if they have an authorized placard; contact UH staff.
- Routine repairs and maintenance on vehicles on the installation, including the garages, is prohibited.

Day Sleeper Door Tags

Comfort Hall	
	
A 000W	
Name	SERVICE MEMBER
Ullason	WORK CENTER
Ullason Contact	WORK CENTER NUMBER
United States Navy	

Comfort Hall	
	
B 000W	
Name	SERVICE MEMBER
Ullason	WORK CENTER
Ullason Contact	WORK CENTER NUMBER
United States Army	



Barracks Rooms

Windows

- Only open when in your room; otherwise must be closed.
- Birds build nests fast and have fleas and bird mites.
- Contact front desk for pest control if you find a nest.

Bed Bugs

- Keep your mattress cover on your bed at all times.
- Mattress cover may be removed to be laundered.
- Mattress cover must be replaced immediately after/prior to use of mattress.

Air Conditioning

- Card readers operate the air conditioner; every room has one.
- Remove card to turn off air conditioner when leaving your room.
- Air vent filters are changed often—keep furniture and personal items three feet away from them.

Storage

- Roommates will need to work together to share storage space.
- Wall lockers need to be kept locked when room is unoccupied.

Door Nameplates

- Underage residents will be identified with a red field.
- Notify UH Staff when there are changes in rank, rate, work center, 21st Birthday.

Unauthorized Items

- Offensive posters/pictures.
- Offensive flags (i.e. Nazi/Confederate).
- Fire arms/weapons including bow and arrows and knives.
- Candles—wicks must be clipped.
- Hot plates, electric skillets, toasters etc.—may be stored in the room but not used.
- Wax heaters.
- Portable heaters.
- Privately owned furniture.

Personal property, contraband, or misappropriated government property found during inspections will be confiscated and security will be called. Examples include:

- ✓ Unauthorized electrical equipment.
- ✓ Incense.
- ✓ Non-wick clipped/burned candles.
- ✓ Non UL approved extension cords.
- ✓ Combustible items.
- ✓ Alcohol—underage/hard liquor left out.

Help us conserve energy; turn off lights and other items when not in use.




Barracks Rooms

Signs of Bed Bugs



Bird Nests in Windows

Comfort Hall	
	
A	000W
Name	SERVICE MEMBER
Liaison	WORK CENTER
Liaison Contact	WORK CENTER NUMBER
United States Navy	

Comfort Hall	
	
B	000W
Name	SERVICE MEMBER
Liaison	WORK CENTER
Liaison Contact	WORK CENTER NUMBER
United States Army	

Resident Door Tags



Unaccompanied Housing Contacts

Resident Advisors (RA) and Barracks Staff work for the Installation Commanding Officer (ICO). Do not hesitate to contact them if you have an issue. The Desk at B62 is manned 24 hours a day (after hours 301-400-0200). Duty RA may be reached at 301-385-4734.

**Comfort Hall (Bldg. 60)
(301)-245-5855**

CS2(SCWS) Kate Loughran (BLDG Manager)
CTT2(SW/IW) Donte Green (Asst. BLDG Manager)
CS3(SW/AW/IW) Andrew Armstrong (Out-Going Asst. Manager)
CS2(SW) Charles Balilo
CS3(SS) Patraic Emery
CS2(SW) Alfred Ofori

**Sanctuary Hall (Bldg. 64)
(301)-400-3407/3464**

CS2(SW/AW/IW) Quateng Asare (BLDG Manager)
CS2(AW) TJ Wandeevong (Asst. BLDG Manager)
CS2(SW) Shawdae Taylor
CS3(SW) Anthony Brack

**Tranquility Hall (Bldg. 62)
(301)-400-0200**

CS2(SW/AW) Trey Standmire
CS2(SW) Sheana Ellis (Supply)

Administration

Mrs. Sharon Tremble (Housing Director)
ADC Steven Davis (Housing CPO)
CS2(SW/AW) Trey Standmire (Department LPO)
CS2(SW) Jill Laroway (Admin/BAH Dept PO)

In case of Fire: Call 777 from a base phone or 301-295-1246 from a personal phone. Muster in front of the building where you live; random fire drills will be conducted by fire & safety personnel.

Navy Unaccompanied Housing Room Inspection

Residents, if you have questions, please contact your Building Manager or Front Desk personnel.



Inspection Type <input type="checkbox"/> Check-In <input type="checkbox"/> Command <input type="checkbox"/> Re-Inspection <input type="checkbox"/> Pre-Termination <input type="checkbox"/> Termination An authorized representative entered your room for the following reason: <input type="checkbox"/> Inventory <input type="checkbox"/> Maintenance Inspection <input type="checkbox"/> Verification of Completed Service Call <input type="checkbox"/> Other Entry: _____			Date Inspected _____ Time _____ Inspected/Entered by _____										
			Building _____ Room _____ Resident _____ Present? <input type="checkbox"/> Yes <input type="checkbox"/> No										
Daily Living Standards and Room Condition Assessment Code Key <table border="1"> <tr> <td>C</td> <td>Clean/Clean-Up</td> <td>Resident action required</td> </tr> <tr> <td>D</td> <td>Damaged</td> <td>Damaged; if caused by Resident, may be assessed fine</td> </tr> <tr> <td>R</td> <td>Repair</td> <td>Maintenance/repair required</td> </tr> </table>			C	Clean/Clean-Up	Resident action required	D	Damaged	Damaged; if caused by Resident, may be assessed fine	R	Repair	Maintenance/repair required	Overall Room Condition <input type="checkbox"/> Outstanding <input type="checkbox"/> Maintenance Issue <input type="checkbox"/> Satisfactory <input type="checkbox"/> H&S Mold Issue <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other H&S Issue	
C	Clean/Clean-Up	Resident action required											
D	Damaged	Damaged; if caused by Resident, may be assessed fine											
R	Repair	Maintenance/repair required											
<input type="checkbox"/> Re-Inspection Required													
Service Call Initiated													
Date _____ Service Task # _____ Call Made By _____ Description: _____ _____ _____ _____ <input type="checkbox"/> Mold - Location: _____ <input type="checkbox"/> Temperature Control: _____ <input type="checkbox"/> Leaks - Location: _____ _____ <input type="checkbox"/> Pest Control: _____ <input type="checkbox"/> Damaged Surface: _____ _____ <input type="checkbox"/> Missing <input type="checkbox"/> Broken Window Screen <input type="checkbox"/> Missing <input type="checkbox"/> Broken Drapery/Shade <input type="checkbox"/> Broken Furniture: _____ _____ <input type="checkbox"/> Broken Appliance: _____													
Area Assess each component below, enter the code in space provided or check to select action.													
Kitchen/ Kitchenette	____ Floor ____ Walls ____ Sink ____ Cabinets ____ Counter ____ Table ____ Chair/s Other: _____ Other: _____												
Appliances	____ Refrigerator ____ Freezer ____ Range/Cooktop ____ Microwave ____ Dishwasher ____ Washer ____ Dryer ____ Range Vent/Hood ____ Dehumidifier Other: _____												
Bathroom	____ Toilet ____ Shower ____ Tub ____ Sink ____ Mirror ____ Fan Vent ____ Walls ____ Shower Curtain ____ Vanity												
Living Area	____ Floor ____ Walls ____ Windows ____ Ceiling ____ Chair/s ____ Desk ____ Gear Adrift ____ Bedding ____ Furniture ____ Trash ____ Mattress ____ Linen/Laundry ____ Lock Other: _____ Other: _____												
Safety Components Auto-Failure • Resident Action Required													
Unauthorized/Prohibited Item	<input type="checkbox"/> _____												
Escape Path/Walkway Blocked	<input type="checkbox"/> _____												
Improper Use of Extension Cords	<input type="checkbox"/> Correct Cord Use Other: _____												
Smoke Detector Tampering	<input type="checkbox"/> Action Required: _____												
Cigarette Odor	<input type="checkbox"/> Action Required: _____												
Notes _____ _____ _____ _____													



FAQ

Frequently Asked Questions (in no particular order):

Q: Is drinking in the smoke pit allowed? Am I required to keep my alcohol in a brown bag?

A: As long as you verify anyone asking for a drink is 21+ it's not an issue. You're not required to keep alcohol in brown bag. Drink responsibly.

Q: Are personal pets of visitors allowed in the barracks?

A: Personal pets have to meet requirements in NSABETHINST 10570.1C CH-1 ANIMALS ONBOARD NSAB. Not authorized in any BLDG on base unless meets the criteria for and is approved as ADI certificated service/therapy animal. (See CS3(SW/AW/IW)Armstrong for in-depth questions.)

Q: Walls in the barracks are thin. I have loud neighbors. What am I to do?

A: Try to settle your concern at the lowest level possible. If concern proceeds, utilize Duty Resident Advisor or UH Staff. You can also call security with a noise complaint if need be.

Q: What is the process to move off-base into civilian housing?

A: You will need to submit a BAH package. The Package will include a special request chit with a recommendation signature from your XO, your marriage certificate, your orders, and a CNA (will be obtained from Bldg 62 front desk once you have all the other documents). The housing staff will then bring your package over to NSAB for our XOs recommendation, and then will be returned to housing. Housing will contact you to pick up your package, and then you will be able to deliver it to Bldg 17 admin for them to process it.

Q: What is the timeline for the BAH process?

A: Every situation is different. It can take as little as a week and as long as 30 days for PSD to process it. Once it is processed it should start being deposited within 3 pay periods. You will receive BAH from the date of your Marriage. If it is not being deposited within 3 pay periods you will want to return to Bldg 17 admin and follow-up.

List will be updated as more questions are asked.



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY BETHESDA
8901 WISCONSIN AVENUE
BETHESDA MARYLAND 20889-5600

IN REPLY REFER TO

NSABETHINST 5100.1
N35
APR 07 2016

NAVSUPPACT BETHESDA INSTRUCTION 5100.1

From: Commanding Officer, Naval Support Activity Bethesda

Subj: HOVERBOARD USE ON THE INSTALLATION

Ref: (a) Statement from U.S. CPSC Chairman Elliot F. Kaye on the Safety of Hoverboards and the Status of the Investigation, January 20, 2016
(b) U.S. Consumer Products Safety Commission Statement Regarding Hoverboards, January 20, 2016
(c) U.S. Consumer Product Safety Commission letter dated February 18, 2016
(d) ALNAV 074/11
(e) UL 2272
(f) OPNAVINST 5100.12 series

Encl: (1) Images of Typical Hoverboards

1. Purpose. To establish policy regarding the use of single-person transport devices, popularly called hoverboards, on the installation.
2. Scope. Applies to Naval Support Activity Bethesda (NSAB) and all tenants aboard the installation.
3. Background. The recent mass-production and availability of devices called "hoverboards" has introduced the need to address potential safety concerns associated with these devices as well as addressing the increasing number of serious injuries and emergency room visits associated with these products as explained in references (a) and (b). While these devices do not actually hover above the ground (they actually have two wheels located on the outer edge of the riding platform, the more accurate name for these devices is "self-balancing scooter"), the phrase "hoverboard" has become associated with these devices. Enclosure (1) provides some pictures of the typical hoverboard. As these devices have gained in popularity two particular areas of concern are denoted in this directive:
 - a. Problems with the rechargeable lithium-ion (Li-ion) batteries that lead to overheating of the batteries during their charging phase. Several fires have been attributed to this process. References (b) and (c) highlight mitigating strategies by the U. S. Consumer Product Safety Commission (CPSC) to address safety concerns.
 - b. Persons sustaining injuries to themselves and others due to unsafe use and failure to wear personal protective equipment (PPE) while riding these devices.

4. Policy

a. In accordance with reference (d), this directive establishes policy for the use of hoverboards and like devices on NSAB. Reference (e) outlines the Underwriter Laboratories Standard UL 2272 – Battery Systems for Use in Self Balancing Scooters. This standard will result in UL certification of the battery and charging components, however this does not certify the hoverboards themselves. As such, any users of hoverboards on this installation must adhere to the following when charging the device:

- (1) Keep the hoverboard away from flammable materials while charging,
- (2) Do not overcharge; follow the manufacturer's recommended charging times,
- (3) Do not charge the hoverboard overnight, or where the charging board is unobserved,
- (4) Use only the charger that is packaged with the hoverboard,
- (5) Do not charge the device directly after riding; let it cool down for an hour before recharging.
- (6) If an incident does occur, it may be incorrect to use a commonly available fire extinguisher due to the nature of battery chemical fires. Instead, leave the area and call the base emergency number (777 from a land line or 301-295-1246 from a mobile phone).

b. Hoverboard owners shall read any and all user instructions and directions before operating the hoverboard on NSAB and are strongly encouraged to keep any documentation in a safe place.

c. Once the UL certification process is completed, all hoverboards with charging/battery systems that meet approval must have the applicable UL sticker affixed to the devices. Devices purchased without UL stickers will not be allowed on base. Charging rules outlined above will be strictly enforced.

d. Riders on the NSAB installation must wear the following PPE:

- (1) Helmet,
- (2) Knee pads,
- (3) Elbow pads,
- (4) Wrist guards.
- (5) This safety equipment is in line with policy directives set forth in reference (f), the Navy Traffic Safety Policy. Additionally, all other requirements regarding traffic safety as

applied to motorized and non-motorized transportation, such as the prohibition on headphones and cellphone use while operating these devices; and wearing bright or reflective clothing for night use, will be enforced.

e. Hoverboards shall be ridden on the sidewalk, outside. If there are no sidewalks or pedestrian walkways available, riders will dismount and walk. Riders shall use crosswalks at all times when transiting from one side of the street to the other. In this case, the hoverboard may continue to be ridden across the crosswalk.

f. Hoverboards shall not be ridden indoors.

g. Hoverboard riders shall yield to pedestrians and ride in a manner that does not impede or interfere with the safety of other users of the sidewalk or roadways.

h. Hoverboards have minimum and maximum weight limits, which are meant to protect the rider and device. Check the user instruction manual, or product website for minimum and maximum weight limits. Particularly, riders who are under the weight limit for these hoverboards will have trouble riding; the devices won't detect their weight and won't balance correctly. Most boards also won't operate going up or down steep hills, usually over 30 degrees. There are no height limits associated with the boards, though keep in mind that most lift the rider about four inches above the ground. Anyone who is particularly tall will run a greater risk of hitting his or her head while riding. This is another reason for the rider to wear a helmet.

i. Avoid purchasing this product at a location such as a mall kiosk, or on a website that do not provide information about the manufacturer and how they can be contacted if there is a problem.

5. Action

a. Commanding Officer shall ensure that this directive is made available to all NSAB Directorates and all tenant commands associated with this installation.

b. Installation Safety Office shall

(1) Provide hoverboard safety training if necessary and educate users on proper use and PPE requirements.

(2) Continue to follow up with the Consumer Products Safety Commission and Underwriter Laboratories research. New information may require this directive to be updated. Additionally, recalls for certain devices may be released periodically. The NSAB Safety Office will provide for broad dissemination any information on recalls or additional safety concerns and recommendations.

c. Commanding Officers of tenant commands/activities operating on the installation shall: make a copy of this directive available for viewing by their personnel.

d. Senior Enlisted Leadership shall:

(1) Ensure that all junior personnel who own hoverboards are familiar with their devices and the contents of this directive.

(2) Provide counseling and correction to all under their cognizance who are found in violation of the requirements of this directive.

e. Individual Responsibility: Individuals must be aware of their own personal responsibility in purchasing, using and maintaining these devices. All hands are responsible for compliance with the provisions of this directive.



M. L. JONES

Distribution:
NSAB Tenant Commands/Activities
NSAB Shared Drive

Images of typical "hoverboards"



Hoverboards don't actual hover; they roll.





DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY BETHESDA
4655 TAYLOR ROAD
BETHESDA MARYLAND 20889-5639

NSABETHINST 5560.1C CH-1
N00
23 November 2020

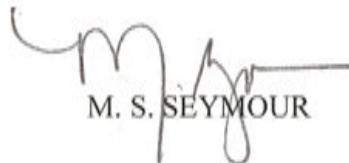
NAVSUPPACT BETHESDA INSTRUCTION 5560.1C CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Support Activity Bethesda

Subj: PARKING MANAGEMENT FOR NAVAL SUPPORT ACTIVITY BETHESDA

Encl: (1) Traffic Court Suspension Escalation Process

1. Purpose. To establish and transmit enclosure (13), which provides clarification on Traffic Court suspension.
2. Action. Include enclosure (1) contained herein and incorporate it as enclosure (13)
3. Records Management. Records created as a result of this instruction regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.
4. Review and Effective Date. Per OPNAVINST 5215.17A NSA Bethesda will review this instruction annually on the anniversary of issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), Secretary of the Navy (SECNAV), Department of Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for five years unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph nine. If the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.


M. S. SEYMOUR

Releasability and distribution:

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DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY BETHESDA
4655 TAYLOR ROAD
BETHESDA MARYLAND 20889-5639

NSABETHINST 5560.1C
N00
16 June 2020

NAVSUPPACT BETHESDA INSTRUCTION 5560.1C

From: Commanding Officer, Naval Support Activity Bethesda

Subj: PARKING MANAGEMENT FOR NAVAL SUPPORT ACTIVITY BETHESDA

Ref: (a) DoDINST 1000.27
(b) SECNAVINST 5822.1
(c) OPNAVINST 5100.12
(d) CNICINST 5530.14A
(e) District Court of Maryland DC/CR 90
(f) NSABETHINST 5560.2A

Encl: (1) Parking Regulations
(2) Designated Use of Parking Areas
(3) Vehicle Registration Regulations and Issuance and Display of Parking Permits
(4) Mass Transit Benefit Program (MTBP)
(5) Regulations for and Responsibilities of Parking Champions
(6) NSA Bethesda Carpool Membership Rules/Agreement
(7) NSA Bethesda Vanpool Regulations/Agreement
(8) Building 62 Temporary Parking Permit Policies and Procedures
(9) Memorandum of Understanding, NSA Bethesda Parking Control Device Agreement
(10) Report of Lost or Stolen Parking Control Device Form
(11) Long-Term Parking Agreement and Authorization Form
(12) Gold Star Parking Placards

1. Purpose. To establish policies and procedures regarding parking of motor vehicles onboard the Naval Support Activity (NSA) Bethesda, per references (a) through (e).

2. Cancellation. NSABETHINST 5560.1B

3. Scope. This instruction applies to NSA Bethesda and tenant command/activity staff and visitors who work on or come to the installation.

4. Responsibilities

a. Installation Commanding Officer (ICO), NSA Bethesda. The ICO is the final authority concerning all parking issues within the confines of the installation.

b. Executive Officer (XO), NSA Bethesda. The XO assists the ICO and has the authority to manage and direct parking on the installation.

c. Transportation Program Manager (TPM). The TPM will oversee transportation and parking considerations on the installation, with the exception of exercising authority over law enforcement decisions, law enforcement personnel, and their actions. The TPM will coordinate with the ICO and XO regarding all parking rules and regulations onboard NSA Bethesda.

d. Security Department, NSA Bethesda. Security Department personnel have direct responsibility and authority for parking control and legal enforcement of parking laws, ordinances, and policies. The Security Officer (SECO) is responsible for law enforcement, vehicle registration and parking permit issuance for the installation. The SECO may delegate these responsibilities within the Security Department.

e. Tenant Command/Activity Leaders shall:

(1) Coordinate with the ICO, NSA Bethesda, to ensure tenant command/activity personnel comply with this instruction and all pertinent regulations with the common goal of providing optimal access and a safe environment for all.

(2) Appoint at least one "Parking Champion" per tenant command/activity.

(3) Create "business rules" regarding which personnel from their respective command/activity are authorized to receive parking permits. Note: Per reference (a), personnel receiving benefits through the Mass Transit Benefit Program (MTBP) are not authorized to be issued a parking permit.

(4) Submit all requests for parking related signage through the NSA Bethesda TPM Office. The TPM, or designee, will coordinate funding. Each space approved for designation as a reserved parking will result in a reduction of the total allotted parking permit(s) count for said command by the same number of staff permits.

f. NSA Bethesda Public Works Officer (PWO). The PWO is responsible for the maintenance of all parking lots, garages, and roadways on board the installation, to include parking lot striping and curb painting.

g. NSA Bethesda Tenant Command and Activity Personnel and Visitors. All military, civilian, and contract personnel attached to NSA Bethesda, tenant commands/activities, staff activities, as well as visitors and guests of the installation are responsible for complying with this instruction.

5. Policy

a. General. Specific parking management regulations are stipulated in enclosures (1) through (8). Only patients, visitors, staff, and others conducting official business are authorized to park onboard the installation. Non-NSA Bethesda affiliated personnel are strictly prohibited from parking onboard the installation with the sole intent to utilize public transportation. All others, whether or not employed on the installation, who do not have business onboard the installation on the day their vehicle is parked, are not authorized to park onboard the installation. Residents of Unaccompanied Housing, Executive Housing, and guests of the Navy Lodge, and Fisher Houses are exempt from the policy detailed in this paragraph.

b. Priority. Emergency vehicles, in the performance of duty, have parking and movement priority on the NSA Bethesda installation.

c. Vehicle Registration. All military, civilian, contract personnel, and volunteers assigned to NSA Bethesda, tenant commands and staff activities, who desire to drive their privately owned vehicles (POVs) on board the installation, must have their vehicles properly registered in accordance with the guidelines indicated in enclosure (3).

d. Parking and Traffic Violations. Armed Forces Traffic Tickets (DD Forms 1408 and 1805) may be issued at the discretion of the police officer issuing the citation. Per reference (c), vehicles parked in violation of NSA Bethesda regulations, obstructing pedestrian or vehicular traffic, those with three or more outstanding tickets, or those which are abandoned may be impounded, booted, or towed. Vehicle parking permits must be displayed in accordance with the guidelines in enclosure (3). Points will also be issued which could, after 12 points, result in a suspension of parking and driving privileges on NSA Bethesda. For more information see reference (f).

e. Restricted Areas. The following areas are restricted from vehicular and pedestrian traffic, with the exception of those on official business directly affecting and/or servicing these areas, and residents of the respective area:

(1) Inside Unaccompanied Housing and attached parking garages.

(2) Executive Housing (Van Reypen Road).

(3) The helicopter pad. Unless otherwise directed by Security personnel, the helicopter pad is off-limits to vehicles. Pedestrians may utilize the helicopter pad when departing the installation, or after access has been granted by the gate 2 sentries, unless the pad is secured for flight operations.

(4) Inside any building or area where the person has no official business, except to transit through to and from an exterior entrance or exit. Personnel may "shortcut" as a pedestrian through buildings to avoid walking a long distance around but must remain in common passage areas and out of restricted spaces.

6. Records Management. Records created as a result of this instruction regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A NSA Bethesda will review this instruction annually on the anniversary of issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), Secretary of the Navy (SECNAV), Department of Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for five years unless it

meets one of the exceptions in OPNAVINST 5215.17A, paragraph nine. If the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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PARKING REGULATIONS

1. Parking Spaces. Personnel will park in the garage, lot or space designated and only in marked spaces. This means vehicles must be parked between the lines. In unpaved areas, poles, parking blocks, or posted signs will designate the spaces.

2. Carpool and Vanpool. Use of carpools and vanpools is strongly encouraged. All employees, whether military, civilian, or contractor, are eligible for the carpool program. See enclosures (6) and (7) for carpool and vanpool applications and policies.

a. Carpools for NSA Bethesda and tenants are comprised of two or more personnel who work on-board the installation and commute together to and from work four or more days per week. Two or more personnel who work onboard the installation, and live in the same household, who do not receive Mass Transit Benefits (MTB), are strongly encouraged to register themselves and their vehicles in the carpool program. Registered carpools shall have designated parking as indicated in enclosure (2). Carpool participants may apply by sending an email to dha.bethesda.j-11.list.nsab-carpool-request@mail.mil with the names and contact information of all participants, command, carpool primary member and current MTB enrollment status of each participant.

b. Vanpools for NSA Bethesda and tenants are to be comprised of seven or more personnel who work onboard the installation and commute together to and from work.

3. Mass Transit. Personnel are strongly encouraged to use mass transit and take advantage of MTB. Personnel who receive MTB will not be issued a parking permit or parking placard, per reference (a), but may register their vehicles with the NSA Bethesda Pass and Identification Office.

4. Precedence. Permits are required to be affixed to the windshield in the lower left driver's side corner. Parking placards are required to be hung on the rear view mirror of the vehicle. Personnel are prohibited from requiring someone junior to their rank to move a vehicle to make way for their own unless the junior person is parked in an unauthorized location. Personnel are also prohibited from reserving their own space with a device, object, unapproved signage, or another type of vehicle (i.e. parking a government vehicle in a space, then trading it for a Personally Owned Vehicle).

5. Handicapped Parking

a. In order to legally park a vehicle in one of the handicapped parking spaces onboard the installation, the vehicle must display one of the items listed in 5a(1) or 5a(2) below. The vehicle may only be parked in a handicapped parking space if the person to whom the handicapped parking placard is issued to is inside the vehicle when it arrives in that particular parking space. All handicapped parking spaces will be on a first-come, first-served basis. Vehicles with handicapped permits may be parked in any handicapped parking space on the installation regardless of which lot or garage it is located in (i.e. staff may park in a handicapped space in a

patient parking garage, and vice versa), with the exception of America Garage (Bldg. 63) and the G Lot, which are strictly for patient parking only. Handicapped spaces will not be reserved for special functions or specific individuals. If a Privately Owned Vehicle (POV) is parked illegally in a handicapped parking space, a citation may be issued to the vehicle's owner (or driver if identified at that time), the vehicle may be towed, or both.

(1) A current license plate with a disabled parking designation on the license plate, issued by the state in which the vehicle is registered.

(2) A current state-issued disabled parking placard prominently displayed in plain view inside the vehicle (preferably hung on the rear-view mirror). This may be from any state regardless of which state the vehicle is registered in.

b. Vehicles displaying a handicapped placard or license plate may not park in a space other than one designated for handicapped placard holders.

6. Patient Parking. Buildings 55, 63 and the G Lot are for patient parking. They are reserved for patients 24 hours a day with these exceptions:

a. Staff working outside of normal working hours may park in building 55 on levels 4 and above and must depart by 0800.

b. Staff with any colored parking permit in a duty status attending a medical appointment will park in staff parking.

c. Staff members attending a medical appointment while in a leave/liberty status may park in patient parking for the duration of their medical appointment.

d. Van accessible parking spaces in building 63 are reserved for vehicles with side entry ramps and/or vehicles with lifts for wheelchair storage.

7. Oversized Vehicles. Vehicles longer than 17 feet, wider than 6 feet, or higher than 79 inches are not authorized to park onboard the installation. Government vehicles that exceed these measurements must be registered with the Parking Coordinator (Security Department).

8. Storage. Storage of any types of trailers or boats is not permitted onboard the installation without written permission from the Executive Officer, NSA Bethesda.

9. Loading Docks. Parking on loading dock areas at any building for any reason other than loading and unloading equipment, merchandise, or other goods is prohibited. Personnel are prohibited from loading and unloading POVs in the areas of loading docks.

10. Yellow Markings. Curbs and roadways painted yellow indicate no parking, no standing, and no stopping. The only exception is when waiting in traffic that is stopped and your vehicle cannot move, or when making a proper stop at an adjacent crosswalk or stop sign.

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11. Red Curb Markings. Curbs painted red indicate a Fire Lane and absolutely no parking is authorized. Drivers of vehicles parked at red curbs may be cited, even if the driver is in the vehicle while it is parked.

12. Fire Lanes. No vehicles may be parked in fire lanes, with the exception of emergency vehicles that are involved in an active emergency.

13. Grass and Seeded Areas. Parking on grass or seeded areas is prohibited.

14. Length of Stay. POVs parked onboard NSA Bethesda for greater than 72 hours are subject to ticketing, booting, or towing. The only exceptions are for residents of Executive Housing, Unaccompanied Housing, and guests of the Navy Lodge, and Fisher Houses. These vehicles must be parked in the appropriate parking lots during this time period.

15. Long-Term Parking. Long term parking is not authorized onboard NSA Bethesda. Personnel who are deployed or away from the National Capital Region geographical area for a period exceeding 72 hours must make arrangements for vehicle storage or parking off-site from NSA Bethesda. The exception to this policy are those deployed aboard the USNS COMFORT or USNS MERCY. Enclosure (11) provides additional guidance. Personnel approved with a "Do Not Ticket" (DNT) form from NSA Bethesda Security Department prior to the date this instruction went into effect, may continue to park their vehicle in the area designated on the DNT form. However, upon expiration of the DNT form, the vehicle must be removed and may only park onboard NSA Bethesda per the guidelines outlined in this instruction.

16. Towed Vehicles. The decision to tow a vehicle is the responsibility of the NSA Bethesda Security Department. Towing is not intended to be a punitive action, rather the most expedient method to move an illegally parked or abandoned vehicle, at the discretion of the Police officer assigned to the incident. The Navy will not be responsible for paying the costs of towing for any POV towed from the installation. Payment for towing and vehicle recovery is the sole responsibility of the vehicle owner (payment to be made directly to the towing company by the owner). In the event a vehicle is towed, the owner may contact NSA Bethesda Security at (301) 295-2934 and request the information as to why it was towed and the name of the towing company.

17. Motor Running. No vehicle shall be left unattended with the motor running. Unattended is identified as no persons in the vehicle and the driver being located more than 10 feet from the vehicle.

18. Children and Pets in Vehicles. No children under the age of 16 shall be left inside a parked vehicle without a licensed driver present. Bringing pets and animals onboard the installation in vehicles is strongly discouraged (with the exception of housing residents and those who are required or assigned a service animal). However, if such is absolutely necessary, the pet(s) or animal(s) will not be left in parked vehicles without a licensed driver present. If a vehicle with children or pets inside is turned off, at least two windows must be rolled down a minimum of four inches each to allow for sufficient ventilation, regardless of how many adults are present.

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19. Electrical Vehicle Charging. According to 31 U.S.C. sect. 1301, appropriated funds may be used only for the purposes for which they are appropriated. Appropriations for "necessary expenses" of an agency may be used for purposes not specifically set forth in the appropriations act if the expenses in question are for the direct support of the agency mission. The use of appropriations to install and operate recharging stations for employees' and members' use for their POV is conferring a benefit to them that would facilitate their commute between home and work. This benefit would be akin to providing fuel for personal vehicles. The only legal charging stations are located in building 33 garage in front of the Navy Exchange (NEX). Owners are to charge their vehicles for a fee and for the time it takes to charge the vehicle and then move their vehicles. This is not intended to be a parking space for their entire work shift.

20. Enforcement Hours. During the hours of 0500-1400, parking permits are required for all designated parking areas. Between 0500-1400, vehicles with parking permits or parking decals may park in any unmarked parking space within designated parking areas.

21. Reserved parking spaces may be created by commands. To do so, a parking permit or placard must be deducted from a command's total cap. The design of the sign, including the color of the sign and the wording of the sign, shall be approved by the Transportation Program Manager.

DESIGNATED USE OF PARKING AREAS

1. Parking area locations, parking permits, authorized users for each type of parking permit or lot, lot hours, and special notes are listed below. Eligibility to receive a parking permit for the cognizant parking area is outlined in the "Authorized Users" column.
2. This list is not all inclusive. In all circumstances, properly posted official signage overrides the guidelines in this enclosure.
3. Terminology: 24/7 = 24 hours a day, seven days a week. Circle = the circular or semi-circular shaped roadway that circles into/toward the entrance to the named building. MON-FRI 0500-1400 is inclusive; however the listed parking area is open to all vehicles with or without permits at all other times as well as on federal holidays, when the federal government is closed, or when directed/authorized by NSA BETHESDA leadership. Staff parking = Parking is permitted in these areas with a NSA Bethesda issued parking permit, except carpool permits, between 0500-1400. Between 1400-0500, parking is available in any open space except any reserved parking space and building 63.
4. Discretionary permits can be issued to each tenant when a set of business rules are issued to the Installation Transportation Officer for review. These permits are temporary and can only be issued to staff for up to 8 days per month and are not intended to be full time use permits. They are hang tags that are intended to be placed on rear view mirrors.

Location	Permit	Authorized Users	Hours	Special Notes
Front of Bldg. 1	Flag/DV pass from Exec Medicine	Flag Officers, Senior Executive Service members and distinguished visitors	24/7	
Bldg. 9 Circle	None	Pick-up/drop-off patients only	24/7	
Bldg. 10 Circle	None	Assigned by Walter Reed National Military Medical Center	24/7	
Bldg. 17 Garage	Staff	Staff of NSA Bethesda and tenant commands	24/7	
Bldg. 17 Garage -	Carpool	Registered authorized carpool personnel	MON-FRI 0500-0900	
Bldg. 17 East Side	None	NSA Bethesda Security	24/7	
Bldg. 17 Back	None	NSA Bethesda Police/Security vehicles only	24/7	

Bldg. 19 Circle and Horseshoe	None	No parking authorized unless specific arrangements have been made through the installation command office at Bldg. 27.	24/7	
Bldg. 32	Staff	Staff of NSA Bethesda and tenant commands	MON-FRI 0500-1400	
Bldg. 32	Carpool	Registered authorized personnel	MON-FRI 0500-0900	
Bldg. 51 NICOE Circle	None	Authorized visitors of the National Intrepid Center of Excellence	24/7	
Bldg. 51 Back	None	Parking is prohibited in this area	24/7	
Bldg. 54 Liberty Garage	Staff	Staff of NSA Bethesda and tenant commands	MON-FRI 0500-1400	
Bldg. 54 Liberty Garage	Carpool	Registered authorized carpool personnel	MON-FRI 0500-0900	
Bldg. 55 Arrowhead Garage	Volunteer	Registered, authorized American Red Cross volunteers, and only while volunteering. Volunteers who are also staff members and/or beneficiaries may not park in volunteer parking during their normal staff working hours or while on-site utilizing venues they are entitled to as beneficiaries	24/7	
Bldg. 55 Arrowhead Garage	Patient	Patients with an appointment or personnel who are picking up prescriptions from a Walter Reed Bethesda pharmacy	MON-FRI 0500-1600	
Bldg. 60 UH Garage	B60 Residents	Residents of NSA Bethesda B60 Residents combined bachelor quarters	24/7	
Bldg. 62 Circle	By Permit Only	See Enclosure (10)	24/7	
Bldg. 68 Utt Garage	B62, B60, B64 Residents	Wounded, Ill and Injured personnel, on orders, Residents of NSA Bethesda combined bachelor quarters, B60, B64	24/7	
Bldg. 71 USUHS Garage	Staff	Staff of NSA Bethesda and tenant commands	MON-FRI 0500-1400	

Bldg. 82 Navy Exchange Garage	None/NEX	Customers and employees of the Navy Exchange, Wendy's and Navy Exchange Mini-Mart	24/7	
Bldg. 102 Pass&ID Lot A Lot	None	Customers of Pass & ID only	24/7	30 min time limit
C Lot	Handicapped	Vehicles with a properly displayed handicapped parking permit	24/7	
D Lot	Green	Staff of the Uniform Services University of the Health Sciences and Armed Forces Radiobiology Research Institute	24/7	
G Lot	Staff	Staff of NSA Bethesda and tenant commands	MON-FRI 0500-1400	
H Lot (Bldg. 57)	Patient parking	Patient parking only	24/7	
I Lot	Staff	Staff of NSA Bethesda and tenant commands	MON-FRI 0500-1400	
J Lot	None	Assigned Spaces Only	24/7	
K Lot	None	Customers of the Navy Exchange, Wendy's, and Navy Exchange Mini-Mart	24/7	
L Lot	Fisher House	Residents and guests of the Fisher House	24/7	
M Lot	Fisher House	Residents and guests of the Fisher House	24/7	
N Lot	Green	Staff of the Uniform Services University of the Health Sciences and Armed Forces Radiobiology Research Institute	24/7	
O Lot	None	Closed	24/7	
P Lot	NEX	Executive leadership of the Navy Exchange	24/7	
Q Lot	Blue	Wounded, Ill and Injured personnel, on orders	24/7	
S Lot	None	Parking is prohibited in this area	24/7	

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T Lot	None	Customers of Wendy's and Navy Exchange Mini-Mart	24/7	
U Lot	Navy Lodge & Fisher House	Guest of the Navy Lodge and Fisher House. Staff members who are registered guests at the Navy Lodge may keep their vehicle in the Navy Lodge parking lot while working but must move their vehicle upon termination of their reservation/stay	24/7	
X Lot	None	Executive leadership of various commands	24/7	
Y Lot	None	Oversized government vehicle parking	24/7	
Z Lot	Staff	Staff of NSA Bethesda and tenant commands	MON-FRI 0500-1400	
Commercial Loading Area Brown Dr.	None	Commercial vehicles whose drivers or passengers are loading and/or offloading equipment and/or materials	24/7	Strict 15 minute time limit
Emergency Room Parking Lot	None	Patients (and their drivers) of the Emergency Room only	24/7	Pass provided by Emergency Room attendants
Perimeter Rd	None	Parking is prohibited in this area	24/7	
Stone Lake Road Between Rixey Rd. and N Lot	Staff	Staff of NSA Bethesda and tenant commands	MON-FRI 0500-1400	
Stone Lake Road adjacent to the ball field	Staff	Staff of NSA Bethesda and tenant commands	MON-FRI 0500-1400	
Van Reypen Rd.	None	Residents and authorized guests of flag housing	24/7	
Bldg. 63	None	Patient parking only	24/7	

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VEHICLE REGISTRATION REGULATIONS AND ISSUANCE AND DISPLAY OF PARKING PERMITS

1. Per reference (d), all military, civilian, contract personnel, and volunteers assigned to NSA Bethesda and tenant commands who desire to drive their Privately Owned Vehicle (POV) onboard NSA Bethesda, must have their vehicles properly registered with the NSA Bethesda Pass and Identification Office.

a. Personnel may register a vehicle with the NSA Bethesda Pass and Identification Office only if their own name or if the name of one or more of their dependents is listed on the vehicle registration as the single or a joint owner of the vehicle.

b. Per reference (d), all POVs of personnel permanently assigned (active duty, civilian, contractor) to the installation will be registered in CLEOC at the Pass and Identification Office during in-processing, (valid until the individual's Common Access Card (CAC) expires) and will be de-registered during out-processing due to Permanent Change of Station (PCS), or otherwise leaving the command.

2. Per reference (d), the requirement for and issuance of DD Form 2220 (Department of Defense Registered Vehicle Decals) was discontinued.

a. DoD decals are no longer required to be affixed to POVs. Decals which are still affixed to POVs may remain in place at the discretion of the vehicle's owner. Issuance of new or renewal of current DoD decals is not authorized.

b. NSA Bethesda Security personnel will not remove DoD decals from POVs.

3. The following information is required to register a POV onboard the NSA Bethesda installation. These documents must be brought to the Pass and Identification Office each time an employee, dependent, or retiree is registering or updating information regarding their vehicles.

a. Valid driver's license. This license may be from any United States State, district, or territory for active duty or reserve military. Civilians and contractors must have their driver's license from the state in which they legally reside.

b. Certificate of state registration.

c. Proof of at least the minimum level of automotive insurance as required by the state in which the vehicle is registered. The vehicle owner's name must appear on the insurance card.

d. Common Access Card (CAC) or federal government issued ID card.

4. State Inspections and Emission Testing. Many states require owners whose vehicles are registered within their jurisdiction to have an up-to-date mechanical and/or emissions inspection.

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Per reference (d), permanently assigned personnel operating a motorized vehicle on NSA Bethesda are required to register their vehicle at the installation Pass and Identification Office and show proof the vehicle is in compliance with state and local requirements for vehicle registration to include emission testing.

5. Parking permit and parking placard. All personnel who are not enrolled to receive Mass Transit Benefits (MTB) are eligible to receive a parking permit or parking placard, if authorized by their command Parking Champion. Determination of authorization to receive a parking permit or parking placard is at the discretion of the employee's parent command in conjunction with the NSA Bethesda Transportation Program Manager. Under no circumstances may the Pass and Identification Office override this decision regardless of the employee's status, rank, or situation. In the event a complete re-issue of parking permits or parking placards takes place, a deadline for compliance with the new parking permit or parking placard will be officially published. After such deadline, previous versions of parking permits or parking placards will no longer be authorized for use or display.

a. Parking permits will be affixed on the inside of the windshield in bottom left driver side of the windshield. Parking placards will be hung on the rearview mirror of the vehicle.

b. Motorcycles are not required to display a parking permit or parking placard. They are permitted to park in building 63 on the first level and the outside parking pad adjacent to building 54.

c. Personnel will be issued one parking permit or parking placard based per business rules established by their own command. The person to whom the parking permit or parking placard is registered to is solely responsible for ensuring the parking permit or parking placard is not damaged or lost.

d. Parking permits and parking placards are issued based on the individual's parent command (where they are assigned by their permanent change of duty station orders) onboard NSA Bethesda. Personnel who are assigned temporarily (TAD/TDY) to another command will ONLY receive a parking permit or parking placard assigned to their parent command. Parking permits or parking placards are then associated with specific parking areas on the installation, enclosure (2). The following color-coding system is utilized:

(1) Blue: Wounded Warriors who reside in building 62 and non-medical attendants (NMA) of Wounded Warriors who are on orders to reside on the installation. If a Wounded Warrior transfers off the installation or moves to private housing, the blue permit must be scraped from the windshield and turned into Pass and Identification Office. No alternate permit will be issued.

(2) Yellow: Residents of buildings 60 and 64. Yellow and Blue permit holders can gain access to building 68 by receiving a proximity card when they receive their permit. Permanent party personnel who live in these buildings will receive one yellow parking permit. When a yellow parking permit holder moves out of these buildings, the yellow parking permit must be scraped and returned to Pass and ID within two business days.

e. Parking permits and parking placards issued by NSA Bethesda are property of the United States Government, and may not be used for a purpose other than for which it was issued. Duplication, sale, misuse, or unauthorized possession of any real or fake NSA Bethesda parking permit or parking placard is strictly prohibited.

f. In the event a parking permit or parking placard is lost or stolen, enclosure (10) must be completed by the person to whom the parking permit or parking placard was issued as well as their parking champion. Additional guidelines are included in enclosure (10).

g. In the event a staff member is no longer employed with any tenant command and staff activity onboard the installation, the parking permit will need to be scraped and turned in to the Pass and Identification Office during the checkout process to provide an available permit back to their departed command, while the parking placard will be surrendered. If a new vehicle is purchased and a new decal is required for a parking permit holder, the original decal will need to be scraped and turned in to Pass and Identification Office. The number and color of the permit must be presentable upon receipt in both situations. In the event where the number and color is not presentable the lost or stolen process will need to be followed.

MASS TRANSIT BENEFIT PROGRAM (MTBP)

1. Per reference (a), the Mass Transit Benefit Program (MTBP), managed by the Department of Defense (DoD) Washington Headquarters Service (WHS) and assisted by the United States Department of Transportation (DoT) for its implementation, provides a monthly government subsidy toward the cost of mass transportation usage to and from work for military and civilian employees. Refer to the following web site for the latest MTBP guidelines and details: <http://www.whs.mil/mass-transportation-benefit-program>.
2. These guidelines will be strictly enforced. NSA Bethesda leadership is not authorized to waive or alter these guidelines in any way.
3. Personnel who participate in the MTBP are not authorized to receive a parking permit onboard NSA Bethesda/but may register their vehicles with Pass and Identification Office. Personnel enrolling in the MTBP must return any parking permits by scraping them and returning them to the Pass & ID office, prior to being eligible to receive approval from WHS to receive Mass Transit Benefit (MTB).
4. Eligible individuals who wish to participate in the MTBP must submit an electronic application, found at the above website. Once approved and enrolled, individuals will receive a monthly distribution of MTB, which may be used on a variety of public transportation systems in the greater Washington, DC area.
5. MTB information, including steps employees must take to ensure their MTB is properly uploaded and ready for their usage, can be found at the webpage indicated in paragraph (1) above.
6. To receive MTB after an application has been approved, monthly claims must be submitted utilizing the following webpage: <http://www.whs.mil/mass-transportation-benefit-program/claim-your-mtbp-benefits>. Information regarding current deadlines is available on this webpage.

16 June 2020

REGULATIONS AND RESPONSIBILITIES OF PARKING CHAMPIONS**1. Parking Champions**

a. Shall be appointed by their respective Commanding Officer (CO), or equivalent.

b. Shall provide a list to NSA Bethesda Transportation Program Manager (TPM) and NSA Bethesda Pass and Identification Office indicating which personnel from their respective command are authorized to obtain a parking permit or parking placard from NSA Bethesda Pass and Identification Office. The list shall be updated and resubmitted by the tenant's Parking Champion each time a change is made. In the event a Parking Champion determines that a parking permit or parking placard is to be revoked, this information will be specified in the text of the email. The number of names authorized to receive a parking permit or parking placard will not exceed the maximum number "cap" authorized by the TPM.

c. Shall manage all visitor's parking spaces assigned to their command. This may be delegated to the directorate or departmental level, however the respective command Parking Champion is the accountable party for all activities involving the visitor's spaces.

d. Shall remain up-to-date on installation parking guidelines and act as a liaison between their command and NSA Bethesda the TPM.

e. Shall not create or allow any rule or regulation which violates this instruction.

2. **Business Rules**. Each command will create one set of "business rules" with the exception of Walter Reed National Military Medical Center (WRNMMC), which may create one set of business rules per directorate. Business rules will comply with the following guidelines:

a. Apply to all personnel in the command or for WRNMMC for all personnel in the directorate for which it applies.

b. Instruct all personnel to comply with this instruction.

c. Be submitted to the TPM for approval.

d. Include the following:

(1) Direction for who is to receive a parking permit or parking placard based on command agreed upon criteria.

(2) Include a description of the command specific waiting list and details on administrative processes for how parking permits are to be managed.

(3) Include direction for how any parking placards issued to the command will be managed.

16 June 2020

MEMORANDUM OF UNDERSTANDING

NSA BETHESDA CARPOOL MEMBERSHIP RULES

My signature on the carpool application form is evidence that I have read all of the following rules and I agree to obey and follow all rules established for NSA Bethesda carpools. I understand that failure to obey and follow all NSA Bethesda carpool rules will result in forfeiture of my carpool privileges. I agree to accept the rule and provisions in paragraphs 1 through 13 of this memorandum as a condition of my membership in a NSA Bethesda Carpool.

1. All valid carpools must consist of two or more members assigned to a command onboard NSA Bethesda. Carpool members must carpool at least four days a week.
2. Each member of a carpool will complete a carpool application, and as a group, all will turn in their completed applications to the Carpool Coordinator's office (Pass and Identification Office). Each member who will be driving a vehicle on base is required to have with their completed Carpool application, a drivers' license, and vehicle registration, and Insurance card. All documents must be current.
3. All vehicles listed on the carpool application must be registered with NSA Bethesda Pass and Identification Office.
4. Only one parking placard will be issued to each carpool, therefore, members must ensure that it is placed in the vehicle used for carpooling each day. The parking placard must be hung on the rear view mirror of the car with its number displayed toward the vehicle front at all times while the car is parked in the carpool space. Any vehicle that fails to display the carpool parking placard risks being cited by NSA Bethesda Police. If no carpool parking placard is displayed, it is not the responsibility of the NSA Bethesda Police to verify a vehicle's owner's participation in the carpool program prior to issuing a citation.
5. Carpool applicants must submit requests as a ride-sharing group of two or more members. Individual carpool applications will not be accepted. Each carpool group must designate a member who will act as the primary member and assume responsibility for that carpool. Personnel are prohibited from applying for a carpool parking placard if they do not intend to carpool. By signing this form, I understand that I am a carpool participant and will ride in with my carpool group, and that I am NOT simply signing this form to allow others to obtain a carpool parking placard.
6. A carpool application must be submitted by the primary member as a package consisting of an application form completed by each carpool member, however, a primary carpool member may add members at any time by submitting an application form completed by the prospective new member. Each new member must report in person to Carpool office with the primary member.
7. Primary members are required to supervise their carpool and to ensure that members follow all rules. The primary member is accountable to the Carpool Coordinator for reporting all changes that occur for any member of that carpool. Reporting includes changes such as deletions or additions to membership; any change of vehicles, changes in work site, telephone number, working hours, or home address. Failure of the primary to fully comply could result in a penalty ranging from forfeiture of primary status to forfeiture of carpool privileges, entirely depending on the level of non-compliance.

Enclosure (6)

16 June 2020

8. No other reserved parking may be used by any of the carpool members. Registered carpool members are not authorized to park in visitor parking garages, or any other reserved parking space. Violation will result in forfeiture of carpool privileges for that member.
9. When more than one registered vehicle in a given carpool is on the complex, only the vehicle displaying the proper parking placard is allowed to park in the carpool lot.
10. The rear view mirror parking placard is property of the United States Government and must not be loaned, removed, duplicated, or used for any purpose except for the use for which it was issued. The parking placard must be returned to the Carpool coordinator immediately upon request by the issuing office or upon the carpool ending for any reason.
11. Carpool monitoring will be conducted randomly. Visual checks for ridership and carpool usage will be ongoing. Carpool validation, a reconfirming of the carpool membership by each primary member will be required at one year intervals. Any information requested by the Carpool Coordinator concerning any carpool must be provided within two workdays.
12. Carpool members must arrive daily as a group, two or more participants to the designated parking area and park together. If a member stops carpooling they are required to report to Pass and Identification Office to be removed from their respective carpool group within 72 hours of the date the member stopped carpooling. The remainder of the carpool group must be eligible for a carpool permit in accordance with this instruction for the carpool to continue with the remaining members. If the carpool ends totally, the entire group is to return to the parking placard to the Carpool Coordinator within the time period mentioned above. **NSA Bethesda Police or sentries at the installation's entry control points entrance to the garage or lot in which carpool parking is located are authorized to question drivers arriving alone, as to where the remainder of their carpool group is. NSA Bethesda Police may then consult the command(s) of those missing from the vehicle to notify their chain of command of their absence from the carpool group and possible violation of this policy.**
13. Failure of the primary carpool member, or any other carpool member, to follow all of the rules set forth herein will result in forfeiture of the offenders' NSA Bethesda Carpool privileges or expulsion of the entire carpool. Any carpool member who is removed from membership of a carpool due to violation(s) of this instruction and agreement will not be allowed membership in any NSA Bethesda carpool for the six-month period immediately following the forfeiture.
14. Each carpool will be reviewed annually on the anniversary date indicated on the application.
15. For those groups with staff who have an Alternate Work Schedule (AWS) or a member has a disability that requires drop off at their place of work, please indicate so on the application. Participants will have to provide a supervisor signature to verify an AWS schedule. Participants with a disability will have to provide a certificate issued by their local motor vehicle administration.

16 June 2020

The enclosed document(s) may contain personal or privileged information and should be treated as "For Official Use Only." Unauthorized disclosure of this information may result in CIVIL and CRIMINAL penalties. If you are not the intended recipient or believe that you received this document(s) in error, do not copy, disseminate or otherwise use the information and contact the owner/creator or your Privacy Act officer regarding the document(s).

CARPOOL APPLICATION FORM*Naval Support Activity Bethesda*

Name: _____ Work Phone #: _____

Command: _____ Service: _____

SSN: _____ PRD (military): _____

EAOS (military only): _____ Cell Phone #: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Vehicle Make: _____ Model: _____ Year: _____

License Plate #: _____ State: _____ Color: _____

Number of members in Carpool: _____

Primary Member's Name: _____

AWS Day: _____ Supervisor Name and Signature: _____

Disability Drop Off Eligible: _____ (Y/N)

Each carpool member must read the attached "NSA Bethesda Carpool Membership Rules" and sign below. DO NOT SIGN BELOW UNTIL YOU HAVE READ AND AGREE TO THE "NSA Bethesda Carpool Membership Rules." The member's signature below indicates agreement to comply with all "NSA Bethesda Carpool Membership Rules."

Member's Signature: _____ Date: _____

For Carpool Coordinator Use Only

Application Date: _____ Time: _____

Anniversary Review Date: _____

Carpool Application Review Date: _____ Placard #: _____

IMPORTANT**EACH MEMBER OF CARPOOL MUST COMPLETE, SIGN, AND RETURN THIS FORM.**

Enclosure (6)

16 June 2020

MEMORANDUM OF UNDERSTANDING

NSA BETHESDA VANPOOL MEMBERSHIP RULES

My signature on the vanpool application form is evidence that I have read all of the following rules and I agree to obey and follow all rules established for NSA Bethesda vanpools. I understand that failure to obey and follow all NSA Bethesda vanpool rules will result in forfeiture of my vanpool privileges. I agree to accept the rules and provisions in paragraphs 1 through 12 of this memorandum as a condition of my membership in a NSA Bethesda Vanpool.

1. All valid vanpools must consist of seven or more members assigned to a command onboard NSA Bethesda.
2. Each member of a vanpool will complete a vanpool application, and as a group, all will turn in their completed applications to the Vanpool Coordinator's office (NSA Bethesda Pass and Identification). Each person who will drive the van is required to have with their completed vanpool application: Drivers' license, Registration, Insurance card and Common Access Card (CAC). Each member of the vanpool who will not be driving will be required to have their completed vanpool application and CAC.
3. All members of a vanpool will turn in any existing reserved parking placards permits from their private vehicles which are registered at NSA Bethesda.
4. A rear view mirror parking placard bearing a number will be issued to each primary vanpool member. Only one placard will be issued to each vanpool, therefore, members must ensure that it remains in the van at all times to avoid being lost. The placard must be hung on the rear view mirror of the van with its number displayed toward the vehicle front at all times while the van is parked in the vanpool space. Any vehicle that fails to display the assigned placard could be subject to fine and may be penalized by:
 - a. Forfeiture of member's vanpool privileges, or;
 - b. Suspension of the NSA Bethesda Vanpool assignment entirely.
5. Vanpool applicants must submit requests as a ride-sharing group of seven or more members. Individual vanpool applications will not be accepted. Each vanpool group must designate a member who will act as the primary member and assume responsibility for that vanpool.
6. A vanpool application must be submitted by the primary member as a package consisting of an application form completed by each vanpool member; however, a primary vanpool member may add members at any time by submitting an application form completed by the prospective new member. Each new vanpool member must report in person to the NSA Bethesda Pass and Identification Office with the primary member.
7. Primary members are required to supervise their vanpool and to ensure that members follow all rules. The primary member is accountable to the Vanpool Coordinator for reporting all changes that occur for any member of that vanpool. Reporting includes changes such as deletions or additions to membership; any change of vehicles, changes in work site, telephone number, working hours, or home address. Failure of the primary member to fully comply could result in a penalty ranging from forfeiture of primary status to forfeiture of vanpool privileges entirely depending on the level of non-compliance.
8. No other reserved parking may be used by any of the vanpool members. Registered vanpool members are not authorized to park in reserved parking lots, visitor parking garage, or any other reserved parking space. Violation will result in forfeiture of vanpool privileges for that member.

16 June 2020

9. The rear view mirror parking placard is property of the United States Government and must not be loaned, removed, duplicated, or used for any purpose except for the use for which it was issued. The placard must be returned to the Vanpool Coordinator immediately upon request by the issuing office or upon the vanpool ending for any reason.
10. Vanpool validation, a reconfirming of the vanpool membership by each primary member will be required at one year intervals. Any information requested by the Vanpool Coordinator concerning any vanpool must be provided within two workdays.
11. If a vanpool terminates, all applications from that vanpool will be terminated, and the placard must be returned to the NSA Bethesda Pass and Identification Office.
12. Failure of the primary vanpool member, or any other vanpool member, to follow all of the rules set forth herein will result in forfeiture of the offenders' NSA Bethesda Vanpool privileges or expulsion of the entire vanpool.
13. Each vanpool will be reviewed annually on the anniversary date indicated on the application.

16 June 2020

VANPOOL APPLICATION FORM
Naval Support Activity Bethesda

Name: _____ Work Phone #: _____

Command: _____ Service: _____

SSN: _____ PRD (military): _____

EAOS (military only): _____ Cell Phone #: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Van Make: _____ Van Model: _____ Van Year: _____

License Plate #: _____ State: _____ Color: _____

Number of members in Vanpool: _____

Primary Member's Name: _____

AWS Day: _____ Supervisor Name and Signature: _____

Disability Drop Off Eligible: _____ (Y/N)

Each vanpool member must read the attached "NSA Bethesda Carpool Membership Rules" and sign below. DO NOT SIGN BELOW UNTIL YOU HAVE READ AND AGREE TO THE "NSA Bethesda Vanpool Membership Rules." The member's signature below indicates agreement to comply with all "NSA Bethesda Vanpool Membership Rules."

Member's Signature: _____ Date: _____

For Vanpool Coordinator Use Only

Application Date: _____ Time: _____

Anniversary Review Date: _____

Vanpool Application Review Date: _____ Placard #: _____

IMPORTANT
EACH MEMBER OF VANPOOL MUST COMPLETE, SIGN, AND RETURN THIS FORM.

NAVAL SUPPORT ACTIVITY BETHESDA BUILDING 62 TEMPORARY PARKING PERMIT POLICIES AND PROCEDURES

Parking is monitored to ensure guest and staff safety, as well as to provide Emergency Services access.

Policies:

- Remain courteous to guests and visitors while explaining the temporary parking procedures.
- The temporary parking permits are issued by the building 62 Front Desk Staff and approved by the Housing Manager.
- Parking is not permitted within 20 feet of any building 62 front entrance egress doors.
- No vehicle shall stop, be left unattended, or park in any manner, which impedes or blocks access to the building 62 roadway (Beale Road), walkways, or creates a potential safety hazard by limiting Emergency Services access.
- No vehicle shall be parked in front of the building 62 egress doors, on walkways, or in the roadway (Beale Road).
- No more than four vehicles will be allowed in the area at any given time; depending upon the situation and events occurring in and around building 62.
- Building 62 Staff will periodically rove the front entry area and building 62 roadway (Beale Road) to check for unauthorized vehicles.
- Building 62 Staff should contact Base Security with any concerns or if too many vehicles are in the controlled area.
- Arrangements for parking trailers, buses, and large vehicles must be made, with Base Security, in advance of using the building 62 front entry and roadway (Beale Road).

Procedures are as follows:

- Stopping at the front entrance egress doors is limited to drop off and pick up only.
- Guests or visitors, who wish to leave their vehicles unattended in the building 62 roadway (Beale Road) are required to register their vehicles with the building 62 Front Desk Staff, provide all of the required information on the temporary parking permit request form, and obtain a temporary parking permit.
- Permits must be legibly written, filled out completely, clearly displayed on the inside of the vehicle on the driver's side dashboard, and not cover the Vehicle Identification Number (VIN). The requestor is provided the white copy and the yellow copy of the permit remains on file with the building 62 Staff.
- Building 62 Staff will make the following log entries when a temporary permit is issued: Date, time, issued to, issued by, and expired date and time.
- Permits will be written to expire no more than 30 minutes from the time issued and will not be renewed. After the 30 minutes has expired, building 62 Staff will contact the guest and ask them to move their vehicle from the area and into their designated permanent parking lot.
- If the requestor fails to respond or move their vehicle, Base Security will be notified.

NSAB 5560/3 (Feb 2020)

**Support Activity Bethesda
Building 62 TEMPORARY Parking Permit**

Vehicle Color _____

Make _____

Model _____

Year _____

Issued to _____

Cell phone # _____

Issued by _____ Date issued _____

Time issued _____

ALTERATION OF THIS PASS MAY RESULT IN A CITATION BEING ISSUED BY NAVY
POLICE AND/OR REVOCATION OF BASE ACCESS PRIVILEGES. PLACE THIS PERMIT ON
THE INSIDE OF YOUR VEHICLE DASHBOARD AND DO NOT COVER THE VIN.

VALID AT BUILDING 62 CIRCLE ONLY

THIS IS NOT A PERMIT TO PARK ELSEWHERE ON THE INSTALLATION

EXPIRES ON _____

TIME _____

White – Place in Vehicle Yellow – File Copy

16 June 2020

**NSA BETHESDA PARKING CONTROL DEVICE
AGREEMENT
MEMORANDUM OF UNDERSTANDING**

My signature on this agreement form is evidence that I have read all of the following rules, and I agree to obey and follow all the rules established for a key fob device (to access parking facilities). I understand that failure to obey and follow the current guidelines for custody of the key-fob, as well as the parking guidelines for the location where I will be parking, may result in one or more of the following: being issued a citation by a police official, administrative action taken against me, punitive or disciplinary action taken against me, or loss of parking privileges for a certain location or all of NSA Bethesda parking locations.

KEY-FOB DEVICE

1. In several instances, a key-fob device must be issued to allow access to a certain parking area. I acknowledge that I received the following key-fob:

Key-fob # _____ Location for its use: _____

2. In the event my key-fob is lost, stolen, or damaged, I will immediately report to NSA Bethesda Security and fill out a voluntary statement. Since a lost, stolen, or damaged key-fob device costs the government an additional expense, I understand that I will not automatically be issued a new key-fob. A new key-fob will only be ordered and issued to me after I have paid for it, and my command's parking champion signs the "Report of Lost or Stolen Parking Control Device."

NAME (Print)

Signature

Date Signed

Command

Work Phone #

16 June 2020

NSA BETHESDA REPORT OF LOST OR STOLEN PARKING CONTROL DEVICE

My signature on this form indicates that the information contained herein is true and correct to the best of my knowledge.

LOST PARKING PERMIT

1. I hereby officially report that the following parking permit, parking placard or parking control device:

Permit Color: _____ Permit Number: _____

Device Number: _____ Used to Access Location: _____

Was (circle one): **LOST** / **STOLEN** / **NOT TURNED IN BY STAFF MEMBER WHO DEPARTED**

2. I understand the following:

- Prior to taking this form to my command Parking Champion, I must submit a Voluntary Statement to NSA Bethesda Base Police (Security Department).
- If I request to be issued a new parking permit, parking placard or parking control device, I will take this form to my command Parking Champion and receive approval or disapproval AT THEIR DISCRETION to receive another permit or device.
- I may be placed at the bottom of the waiting list, at the discretion of my command Parking Champion and based on my command's current parking business rules.
- Replacement permits and devices are issued based on availability of permits.

NAME (Print) _____

Signature _____

Date Signed _____

Command _____

Work Phone# _____

ENDORSEMENT BY COMMAND PARKING CHAMPION

As my command's Parking Champion I (circle one): **APPROVE** / **DISAPPROVE** issuing of another parking permit at the following time (circle one):

Now if one is available in my Command's correct color-code or placed on waiting list

If placed on the waiting list, I, the Parking Champion, will notify the Transportation Program Manager when the above named person is cleared to report to Pass & ID for a new parking permit or parking placard.

As my command's Parking Champion, I (circle one): **APPROVE** / **DISAPPROVE** issuing of another parking control device and hereby verify the above person paid for a new device through the proper channels and provided me with a receipt of payment.

PARKING CHAMPION'S NAME (Print) _____

Signature _____

Date Signed _____

Command _____

Work Phone # _____

Enclosure (10)

16 June 2020

LONG-TERM PARKING AGREEMENT AND
AUTHORIZATION FORM
NSA BETHESDA

My signature on this form indicates that the information contained herein is true and correct to the best of my knowledge.

1. I have orders to deploy and have attached a copy of my orders to this form. I am a resident of (NSA Bethesda) Unaccompanied Housing and have attached a copy of my current occupancy verification form to this form. I respectfully request permission to park my privately-owned vehicle onboard NSA Bethesda for the duration of my deployment.

Service Member

Name of Service Member: _____ Rank/Pay Grade: _____ Branch of Service: _____

Command or Unit: _____ Location of Command or Unit: (Bldg. #) _____

Vehicle Information

Vehicle Make: _____ Model: _____ Year: _____ Color: _____

VIN: _____

Note: Vehicle Identification Numbers are 17 digit in length and do not contain the "I" "O" or "Q" to avoid confusion with the numbers "1" and "0".

Tag (License plate) #: _____ State (spelled out): _____

Insurance Company: _____ Policy Number: _____

Supervisors' Information - If first-line supervisor and SEL/Dept. Head are the same, provide a 2nd supervisor's information

Rank & Name of first-line supervisor: _____

Work phone #: _____ Cell phone #: _____ Email address: _____

Signature of first line supervisor: _____ Date Signed: _____

Rank & Name of Dept. Head (for officers) or first SEL in Chain of command (enlisted): _____

Work phone #: _____ Cell phone #: _____ Email address: _____

Signature of Dept Head or SEL: _____ Date signed: _____

Responsible Parties

2. The following parties will be responsible for my vehicle while I am deployed. They have agreed to be the point(s) of contact for moving my vehicle in the event it needs to be moved. Both of these personnel have access to NSA Bethesda for the duration of my deployment, plus 14 calendar days thereafter:

Rank & Name of Primary Responsible Party: _____

Work phone #: _____ Cell phone #: _____ Email address: _____

Signature of Primary: _____ Date signed: _____

16 June 2020

Rank & Name of Secondary Responsible Party:

Work phone #: _____ Cell phone #: _____ Email: _____

Signature of Secondary: _____ Date signed: _____

Understanding

3. I, the service member, understand the following:

- I certify that I am a resident of NSA Bethesda Unaccompanied Housing.
- My privately-owned vehicle (POV) may only be parked on the installation for the duration of the deployment, to include up to seven (7) calendar days prior to departure from NSA Bethesda, plus up to 14 calendar days from return to NSA Bethesda.
- My vehicle must maintain a valid registration and insurance coverage for the entire duration of the deployment. If any tags (license plates / vehicle registration) expire while I am deployed, the vehicle will be booted, a citation will be issued, and the vehicle will be towed.
- I will leave my keys with the primary responsible party as indicated on this form. The primary and secondary responsible parties must be aware of each other's contact information in the event they need to communicate regarding my vehicle.

Signature of Member_____
Date Signed_____
Command or Unit_____
Work Phone #**Endorsement and Approval****ENDORSEMENT BY COMMAND PARKING CHAMPION**As my command's Parking Champion, I (circle one) **RECOMMEND / DO NOT RECOMMEND** approval of this request._____
Parking Champion's Name (Print)_____
Signature_____
Date Signed_____
Command or Unit_____
Work Phone #**APPROVAL BY NSA BETHESDA ACCESS CONTROL OFFICER**As NSA Bethesda's Access Control Officer, I (circle one): **APPROVE / DISAPPROVE** of this request._____
Access Control Officer's Name (Print)_____
Signature_____
Date Signed_____
Work Phone #

GOLD STAR PARKING PLACARDS

In accordance with CNIC HQ EXORD (13-37), Base Commanders have designated parking for **GOLD STAR FAMILY MEMBERS**. Gold Star Family Members are those who have lost a loved one on Active Duty.

These parking spaces are reserved for them.

To assist in identifying those eligible to park in these spaces, the NDW Navy Gold Star Program has developed the parking placard shown below.

These placards will be issued by the Gold Star Program to family members who qualify.



These Gold Star Parking Placards are to be hung on the rear view mirror similar to a handicapped placard.

Although placards will be issued to all Gold Star Family Members, some Gold Star Family Members may not display them. If the vehicle displays a Gold Star License Plate or other Gold Star designation, they are authorized to park there as well.

QUESTIONS? Call Navy Gold Star Program at 202-433-3059 or 410-293-9345

TRAFFIC COURT SUSPENSION ESCALATION PROCESS

1. Policy. This Standard Operating Procedure (SOP) provides guidance to Naval Support Activity (NSA) Bethesda Traffic Court leadership throughout the process for handling repeat offenders who have received suspensions to their driving privileges. This policy applies to all those in the Traffic Court leadership team, to include the Traffic Court Clerk, Installation Transportation Officer, the Installation Staff Judge Advocate, Executive Officer and Commanding Officer.

2. Procedures

a. Individuals who have received notification of suspension of driving privileges:

(1) The individual is suspended from driving onboard NSA Bethesda for the duration listed on the notification of suspension.

(2) The individual is given 10 days to respond to the suspension.

b. Individuals who receive additional citations will have their driving privileges revoked in an escalating scale based on the following:

(1) Minimum 12 months revocation will occur if the individual receives 8 additional points on their driving record within 1 year from the date of their original suspension.

(2) Minimum 24 months revocation will occur if the individual receives 12 additional points on their driving record within 1 year from the date of their original suspension.

(3) Permanent revocation will occur if the individual receives 8 additional points with one of the following:

(a) Attempting to access NSA Bethesda during a suspension on more than two occasions;

(b) Willful disobedience to a Naval Security Force or Auxiliary Security Force member in any incident;

(c) Parking in Americans with Disabilities Act accessible parking spaces without a valid permit, parking in an area not designated as a parking spot, or blocking a roadway.

c. A review of individual records will be conducted by the Traffic Court Clerk, Installation Transportation Officer, Executive Officer and Installation Staff Judge Advocate to review repeat offenders driving records and provide a recommendation to the Commanding Officer.

(1) The review and recommendation to the Commanding Officer will ensure recommendations are not unjust or disproportionate based on factors such as, but not limited to, context of the situation, installation and entry Control point safety requirements, previous cases of a similar nature, and the individual's personal transportation and commuting needs.

23 November 2020

d. The Commanding Officer will provide a decision which will be communicated to the individual and their command, if applicable, and access will be adjusted in the Defense Biometric Identification System (DBIDS).



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY BETHESDA
4655 TAYLOR ROAD
BETHESDA MARYLAND 20889-5639

NSABETHINST 5530.7B

N34

JUN 07 2019

NAVSUPPACT BETHESDA INSTRUCTION 5530.7B

From: Commanding Officer, Naval Support Activity Bethesda

Subj: NAVAL SUPPORT ACTIVITY BETHESDA PERSONAL WEAPONS POLICY

Ref: (a) OPNAVINST 5530.14E
(b) Lautenberg Amendment of 30 Sep 96, to the 1968 Federal Gun Control Act

Encl: (1) NSAB 5530/1, Personal Firearms Registration
(2) DD form 2760, Qualification to Possess Firearms or Ammunition
(3) NSAB 5530/2, Personal Firearms/Dangerous Recreational Items Receipt
(4) NSAB 5530/3, Personal Weapons Accountability Log Sheet

1. Purpose. To establish policy for the possession and registration of personal weapons on Naval Support Activity (NSA) Bethesda and the retention of personal weapons in military housing.

2. Cancellation. NSABETHINST 5530.7A.

3. General. Personal weapons are permitted aboard NSA Bethesda strictly within the guidelines established by this policy. As the authority of the state issued weapons permits does not convey to federally exclusive jurisdiction, at no time will personal weapons be maintained, concealed or otherwise be in the possession of the persons outside of the guidelines established in this policy. Violation of this policy will result in the revocation of privileges and possible legal or administrative action against the violator.

4. Applicability. This instruction applies to all NSA Bethesda properties and annexes and is applicable to all personnel residing, working, or visiting aboard NSA Bethesda regardless of military service affiliation or Department of Defense affiliation. All NSA Bethesda activities and tenant activities/commands are responsible for ensuring that all personnel under their jurisdiction are informed of the provisions of this instruction.

5. Possession of Firearms

a. Per reference (a), personal firearms shall not be possessed, used, introduced, transported, or stored on board a Navy installation, on-base Bachelor Quarters, on-base temporary lodging facilities, on-base military housing, or in any workspace without first obtaining prior written approval of the Installation Commanding Officer (ICO).

b. The term "firearms" includes, but is not limited to:

JUN 07 2019

(1) Handguns: pistol, semi-automatic handguns, machine pistols, revolvers, and derringers.

(2) Long Guns: rifles, assault rifles, and shot guns, whether operated by bolt, pump, or lever.

(3) Other Guns: pellet, BB guns and/or any weapon which launches a projectile via explosive or compressed means/processes which can kill, injure, or maim.

(4) Dangerous recreational items include air pistols and rifles, BB guns, slingshots, bows and arrows, paint guns and other items which, if improperly used, could inflict bodily injury and possible death.

c. The written approval of the ICO shall be obtained by registering the weapons with the NSA Bethesda Security Department located in Building 17, Room B136. This registration process shall be completed before introducing the weapon aboard NSA Bethesda, or in the case of visitors and newly arriving PCS members immediately upon entering NSA Bethesda with a weapon. **In no case shall a weapon be stored aboard NSA Bethesda without first being registered.**

d. In all cases, individuals will comply with all federal, state, and local laws and regulations concerning firearm ownership, possession, registration, carry, and use.

e. Commands may also request the storage of a weapon on behalf of a service member when personal safety is of concern.

6. Registration, Storage, Accountability, and Deregistration Requirements

a. Registration of Firearms

(1) Individuals desiring to register personal firearms aboard NSA Bethesda will do so at Building 17, 24 hours daily. Individuals desiring to register firearms should have the following items in their possession at the time of registration:

(a) Government photo identification.

(b) Permit for any regulated firearm (hand gun or assault weapon). As part of the Firearms Safety Act of 2013 (Maryland Senate Bill 281 of 2013) effective October 1, 2013, a person who moves into Maryland with the intent of becoming a resident shall register all regulated firearms with the Secretary of the Maryland Department of State Police within 90 days after establishing residency.

(c) Certificate of completion for the Personal Firearms Safety Training (CSF-PFS-010) via Navy Knowledge Online (NKO), a comparable course of instruction, or a Maryland Handgun Qualification License.

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(2) The NSA Bethesda registering official shall complete an NSA Bethesda Personal Firearms Registration Form, enclosure (1), for each personal firearm an individual registers aboard NSA Bethesda. The firearm owner shall be provided with the original and a copy shall be maintained in the Personal Firearms Logbook for the duration of the registered owner's stay aboard NSA Bethesda. Personal firearms will be identified by manufacturer, caliber, model, and serial number. This information will be included on the registration form.

(3) The registering official shall conduct appropriate checks to verify compliance with reference (b) utilizing DD Form 2760, enclosure (2).

(4) The registering official shall obtain a copy of any required state registration documentation. This information shall be retained in Personal Firearms Logbook along with enclosures (1) and (2).

(5) The registering official will verify that the individual has completed the Personal Firearms Safety Training (CSF-PFS-010) on NKO or a comparable course of instruction. A Maryland Handgun Qualification License will also fulfill this requirement. The registering official shall obtain a copy of documentation of course completion or qualification and retain this copy in the Personal Firearms Logbook along with enclosures (1) and (2).

(6) Firearms identified as prohibited or illegal shall be confiscated and turned over to the Criminal Investigation Division (CID).

b. Storage of Firearms

(1) Individuals and their adult dependents residing in permanent family housing may retain personal firearms and dangerous recreational devices within their quarters as long as the following provisions are met and continuously adhered to:

(a) Firearms must be registered with NSA Bethesda Security Department following the guidance of paragraph 5.a. of this instruction. Residents will comply with this requirement prior to weapons being brought aboard NSA Bethesda or introduced to base housing.

(b) The allowable quantity of weapons maintained on base housing will be contingent upon the owner's ability to safely store them in accordance with this directive and will be at the discretion of the NSA Bethesda Security Department.

(c) Individuals maintaining firearms within their family housing unit must conform to the stipulations established in reference (b).

(d) Firearms must be stored in either a locked container or locked gun rack, or secured with an approved individual trigger or chamber-style gun lock that prevents loading or firing. Ammunition must be stored in a separate locked container.

(e) Firearms may not be loaded with ammunition while being maintained in family housing.

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(f) Firearms may not be maintained on the person or in an automobile except when being transported directly from or to the residence and the installation entry control point (ECP). At no time will firearms be transported in a loaded condition.

(g) Individuals storing privately owned firearms and ammunition in family housing shall ensure firearms and ammunition are inaccessible to unauthorized persons and minors.

(h) Under no circumstance will persons residing in family housing hold or maintain firearms for which they are not the registered owner.

(i) In the event personnel residing in family housing cannot comply with the provisions in this policy or do not wish to maintain their firearms within their residence, personal firearms must be stored in the NSA Bethesda Personal Weapons Storage (PWS) located in Building 7, or in off-installation storage.

(2) Personnel residing in Bachelor's Quarters, the Navy Lodge, Fisher House, the Navy Gateway Inn and Suites, and the Wounded Warrior Barracks may not store firearms or dangerous recreational items within their quarters. Personal firearms and dangerous recreational item must be stored in NSA Bethesda Personal Weapons Safe located in Building 7, or in off-base storage during the time residing aboard NSA Bethesda.

(3) A Personal Firearms/Dangerous Recreational Items Receipt, enclosure (3), shall be provided to the owner of the personal firearm/dangerous recreational item when turned into the storage facility and retrieved when the firearm/item is signed out. The receipt will identify the firearm/dangerous recreational item by manufacturer, caliber, model, and serial number as applicable. A copy of the receipt shall be maintained in the Personal Firearms Logbook to be used in the event the owner losses their original receipt.

c. Accountability

(1) Personal firearms approved for temporary storage in the Security Ready for Issue space (RFI) shall not be stored in the same container or weapons rack with Government arms, ammunition, and explosives. Temporary storage is only authorized for personnel and visitors departing within 24 hours.

(2) Personal firearms approved for temporary storage in the Security RFI shall not be stored in the same container or weapons rack with Government arms, ammunition, and explosives.

(3) The Personal Weapons Accountability Log Sheet, enclosure (4), shall be used to document each time the owner of a personal firearm or dangerous recreational item removes and returns the firearms/item to storage in the RFI or NSA Bethesda Personal Weapons Safe.

(4) The Arms, Ammunition, and Explosives (AA&E) Accountability Officer shall ensure that quarterly sight inventory by serial number is conducted for all personal firearms and dangerous recreational items stored in the NSA Bethesda PWS. Any discrepancy shall be immediately reported to the Security Director.

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(5) If a personal weapon is suspected to be missing, the RFI sentry will immediately notify the Watch Commander who will conduct a second sight check for the weapon. If the weapon cannot be found the Watch Commander will secure the PWS from issuing and receiving and notify the RFI Leading Petty Officer and Operations Chief who will conduct a 100 percent serialized inventory to confirm the item and/or serial number of the missing weapon. Once confirmed the missing item and/or serial number will be reported to the Security Director, Criminal Investigations Department (CID), and Navy Criminal Investigative Services (NCIS) for investigation. The Security Director will ensure notifications are made to the weapon owner. The weapons owner will be given contact information with CID for investigation updates and/or results. Upon the completion of the preliminary investigation the RFI may resume normal operations. Any claims for damage and/or loss of a personal weapon will be filed and handled by the Regional Navy Legal Service Office.

d. Retrieval of Personal Firearms/Dangerous Recreational Items Stored in the NSA Bethesda PWS

(1) Individuals wishing to retrieve their stored firearms or dangerous recreational items from NSA Bethesda PWS may do so at Building 17, Room B166Y.

(2) To afford Security adequate time to retrieve stored items and transport them to Building 17, individuals wishing to retrieve items should provide notification two working days in advance of the desired retrieval date by calling Alarm Monitoring Center at (301) 295-1246 or the Security Desk Sergeant at (301) 319-8937. Failure to provide advance notification may result in a long wait or in the denial of the desired retrieval date.

(3) Individuals retrieving items must present photo identification and the Personal Firearms/Dangerous Recreational Items Receipt for each item they are retrieving.

(4) Weapons turned in at the request of a command for personal safety may only be returned when the safety concern for the weapon's owner is resolved. The resolution of any safety concerns must be submitted in writing to the ICO by the Commanding Officer/Officer in Charge of the member concerned and/or a medical provider familiar with the initial safety concern.

e. Deregistration Procedures

(1) Individuals wishing to permanently retrieve their stored firearms or dangerous recreational item(s) shall follow the guidance of paragraph 5.d. of this instruction and shall inform the issuing official that the item(s) will not be returned to storage.

(2) The issuing official will place a "Y" in the Dereg column of enclosure (4) and shift all documentation related to the registration and storage transaction to the suspense section of the Personal Firearms Logbook.

(3) Individuals storing firearms in permanent family housing shall inform Security when the weapon will no longer be stored aboard NSA Bethesda. Upon notification, Security shall

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shift all documentation related to the registration transaction to the suspense section of the Personal Firearms Logbook.

(4) Documentation shall be retained in the suspense file for three years and then purged without report.

(5) It is the responsibility of the weapon owner to keep NSA Bethesda Security Department updated with command and contact information. Should a weapon remain in Building 7 PWS beyond six months from Projected Rotation Date and owner cannot be contacted by email, phone, social media or Command representatives, the weapon will be deemed abandoned. Abandoned weapons will be coordinated for turn in and disposal to Montgomery County Police Department in accordance with Maryland State Gun amnesty program; Function Code-611.

(6) Special circumstances. Personal handguns, long guns, other guns and/or dangerous recreational items defined by this instruction that have been confiscated by law enforcement personnel for any reason may be returned to the original owner once a formal investigation has been completed. Members may request the return of the confiscated item by contacting NSA Bethesda Security Department. Items that cannot be returned due to compliance with applicable laws and policies will be coordinated for turned in and disposal to Montgomery County Police Department in accordance with Maryland State Gun amnesty program; Function Code-611.

7. Transport of Firearms. All personal firearms approved for transport shall:

a. Be transported only after the Security Department has been notified. Notification may be made by contacting the Regional Dispatch Center (202) 433-4201.

b. Be unloaded and transported in the trunk of the vehicle or, if the vehicle has no trunk, be disassembled or secured with an approved individual trigger or chamber-style lock. The firearm must then be stored in a locked container. At no time will firearms be transported in a loaded condition.

c. Ammunition is not authorized onboard NSA Bethesda without the written authorization from Naval Ordnance Safety and Security Activity.

d. In all cases, individuals will comply with all federal, state, and local laws and regulations concerning firearm transportation.

7. Possession of Dangerous Recreational Items and Illegal Weapons

a. Dangerous recreational items include air pistols and rifles, BB guns, slingshots, bow and arrows, paint guns and other items which, if improperly used, could inflict bodily injury and possibly death. The possession of such items is permitted as long as the following provisions are met and continuously adhered to:

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(1) Possession and use is strictly limited to designated and approved ranges and recreational areas. As NSA Bethesda lacks ranges and recreational areas intended for the use of these items, they may not be used aboard NSA Bethesda.

(2) Personnel residing in permanent family housing may maintain dangerous recreational items within their quarters. The military sponsor is responsible for the safeguarding and use of these items.

(3) Personnel residing in permanent party or transient lodging, including but not limited to Bachelor's Quarters, Wounded Warrior Barracks, the Navy Lodge, Fisher Houses, and the Navy Gateway Inn and Suites, are not permitted to maintain dangerous recreational items within their quarters. These items will be stored in the NSA Bethesda PWS or in off-base storage as outlined in paragraph 5.b. of this instruction.

(4) Dangerous recreational items may not be maintained on the person or in an automobile except when being transported directly from or to on base housing or the NSA Bethesda PWS and the installation ECP. Bows must be secured and transported in a locked case and kept from view.

(5) The possession and use of fireworks and other pyrotechnics aboard NSA Bethesda is prohibited with the exception of command controlled events and displays as authorized by the ICO.

b. Illegal weapons include any device that is prohibited by federal or state law. Illegal weapons are strictly forbidden aboard NSA Bethesda and will be confiscated by NSA Bethesda law enforcement authorities.

8. Concealed or Loaded Handguns. Individual state license or permits that authorize individuals to carry concealed handguns are not recognized or valid on Navy installations. Under no circumstances will the transportation of a loaded or concealed handguns, shot guns, or rifles be permitted on NSA Bethesda except by duly authorized law enforcement personnel or by military personnel in the performance of their official duties.

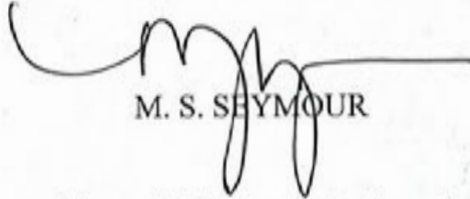
9. Violations. Violations of the instruction by military personnel may subject them to appropriate administrative and/or disciplinary action under the Uniform Code of Military Justice. Violations of this instruction by civilian employees, personnel, or dependents may subject them to disciplinary or administrative action under applicable civilian laws, regulation, or instruction.

10. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

11. Review and Effective Date. Per OPNAVINST 5215.17A NSA Bethesda will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years unless it meets one of the exceptions in OPNAVINST 5215.17A, Paragraph 9. Otherwise, if the

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instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



M. S. SEYMOUR

Releasability and distribution:

This notice is cleared for public release and is available electronically only via

<https://www.wrnmcc.intranet.capmed.mil/NSABethesda/Directives/Forms/AllItems.aspx>



NSA BETHESDA SECURITY DEPT
PERSONAL FIREARMS REGISTRATION

DATE: _____

PERSONAL INFORMATION

NAME: _____ RANK: _____

SSN: _____ DOB: _____

SERVICE BRANCH: _____

COMMAND/UNIT: _____ WORK PHONE #: _____

RESIDENTIAL ADDRESS: _____

HOME PHONE#: _____ CELL PHONE#: _____

WEAPON INFORMATION

WEAPON TYPE: _____ WEAPON STORAGE: _____

MODEL: _____ CALIBER: _____

SERIAL#: _____ MANUFACTURER: _____

FINISH: _____

CO/OIC NAME: _____ CO/OIC PHONE#: _____

REGISTERING OFFICIAL: _____ RANK/GRADE: _____

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QUALIFICATION TO POSSESS FIREARMS OR AMMUNITION

PRIVACY ACT STATEMENT

AUTHORITY: 18 U.S.C. 922(g)(9); E.O. 9397.

PRINCIPAL PURPOSE(S): To obtain information to determine if you have been convicted of a crime of domestic violence which would disqualify you from shipping, transporting, possessing or receiving either Government-issued or private firearms or ammunition and to determine if reassignment, reclassification, detail or other administrative action is warranted. Your Social Security Number is solicited solely for purposes of verifying your identity.

ROUTINE USE(S): To the Department of Justice so that such information can be included in the National Instant Criminal Background Check System which may be used by firearm licensees (importers, manufacturers or dealers) to determine whether individuals are qualified to receive or possess firearms and ammunition.

DISCLOSURE: Mandatory for all personnel who are required to certify. Failure to provide the information may result in (1) (military only) the imposition of criminal or administrative penalties for failing to obey a lawful order, and (2) (civilian only) the imposition of administrative penalties, to include removal from Federal service. However, neither your answers nor information or evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of Title 18, United States Code, Section 922(g)(9), including (military only) prosecutions under the Uniform Code of Military Justice, based on a violation of Section 922(g)(9), for conduct which occurred prior to the completion of this form. The answers you furnish and any information resulting therefrom, however, may be used against you in a criminal or administrative proceedings if you knowingly and willfully provide false statements or information.

SECTION I - INSTRUCTIONS

An amendment to the Gun Control Act of 1968 (18 U.S.C. 922) makes it a felony for anyone who has been convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. It is also a felony for any person to sell or otherwise dispose of a firearm to any person so convicted.

The Department of Defense has, by policy, expanded the prohibitions contained in Title 18 Section 922(g)(9) to those military or civilian personnel who have felony convictions for crimes of domestic violence. Convictions of crimes of domestic violence do not include summary court-martial convictions, the imposition of nonjudicial punishment (Article 15, UCMJ), or deferred prosecutions (or similar alternative dispositions) in civilian courts. Furthermore, a person shall not be considered as having committed a "crime of domestic violence" for purposes of the firearms restriction of the Gun Control Act unless all of the following elements are present:

- (1) the person was convicted of a crime;
- (2) the offense has as its factual basis the use or attempted use of physical force, or threatened use of a deadly weapon;
- (3) the convicted offender was at the time of the offense:
 - (a) a current or former spouse, parent or guardian of the victim,
 - (b) a person with whom the victim shared a child in common,

- (c) a person who was cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or
- (d) a person who was similarly situated to a spouse, parent, or guardian of the victim;

- (4) the convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel;
- (5) if entitled to have the case tried by jury, the case was actually tried by jury or the person knowingly and intelligently waived the right to have the case tried by jury;
- (6) the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess or receive firearms.

If you have ever received a domestic violence conviction: (1) you may not possess any firearm or ammunition; and (2) you must return any Government-issued firearm or ammunition to your commander or immediate supervisor; and (3) you must take steps to relinquish possession of any privately owned firearms or ammunition. Furthermore, any previously issued authorization to possess a firearm or ammunition is revoked.

If you have any questions, or you are uncertain if you have such a conviction, you may wish to contact a legal assistance attorney, if eligible, or a private attorney, at your own expense.

SECTION II - QUALIFICATION INQUIRY (Complete and return to your commander or immediate supervisor within 10 days of receipt)

1. HAVE YOU EVER BEEN CONVICTED OF A CRIME OF DOMESTIC VIOLENCE AS DESCRIBED ABOVE: (Initial and date)

YES

NO

I DON'T KNOW (Provide explanation on reverse)

2. IF YOU ANSWERED "YES" TO THE FIRST QUESTION, PROVIDE THE FOLLOWING INFORMATION WITH RESPECT TO THE CONVICTION:

a. COURT/JURISDICTION

b. DOCKET/CASE NUMBER

c. STATUTE/CHARGE

d. DATE SENTENCED (YYYYMMDD)

3. CERTIFICATION. I hereby certify that, to the best of my information and belief, all of the information provided by me is true, correct, complete, and made in good faith. I understand that false or fraudulent information provided herein may be grounds for criminal and/or administrative proceedings, to include (if civilian) adverse action, up to and including removal, and (if military) disciplinary action under the Uniform Code of Military Justice. I further understand that I have a continuing obligation to inform my Commander or Supervisor should I be convicted of a crime of domestic violence in the future.

a. NAME (Last, First, Middle Initial)

b. RANK/GRADE

c. SOCIAL SECURITY NUMBER

d. ORGANIZATION

e. SIGNATURE

f. DATE SIGNED (YYYYMMDD)



NSAB PERSONAL FIREARMS / DANGEROUS RECREATIONAL ITEMS RECEIPT

PERSONAL INFORMATION

NAME:	RANK:	SSN:	DOB:
UNIT:	WORK#:	CELL#:	
HOME#:	RESIDENCE:		

WEAPON INFORMATION

WEAPON TYPE:	WEAPON STORAGE:	CALIBER:
MODEL:	SERIAL#:	MANUFACTURER:
FINISH:	OWNER SIGN:	DATE:
CO/OIC NAME:	CO/OIC PHONE#:	
RECEIVING OFFICIAL:	RANK:	DATE:

FIREARM/WEAPON REGISTRATION

[illegible]



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY BETHESDA
4655 TAYLOR ROAD
BETHESDA MARYLAND 20889-5639

NSABETHINST 5560.2A
N34
6 June 2019

NAVSUPPACT BETHESDA INSTRUCTION 5560.2A

From: Commanding Officer, Naval Support Activity Bethesda

Subj: NAVAL SUPPORT ACTIVITY BETHESDA TRAFFIC CODE

Ref: (a) 32 CFR 634
(b) DoD Instruction 6055.04 of 20 April 2009
(c) CNICINST 5530.14A
(d) OPNAVINST 11200.5D
(e) OPNAVINST 5100.12J
(f) 32 CFR 210
(g) SECNAVINST 5822.1B
(h) Annotated Code of Maryland, Transportation
(i) Executive Order 13513 of 1 October 2009
(j) NSABETHINST 5560.1B
(l) NAVFAC P-300, Management of Civil Engineering Support Equipment

Encl: (1) Naval Support Activity Bethesda Traffic Code
(2) Traffic Safety Council
(3) Traffic Court and Court Penalties
(4) Terms and Definitions

1. Purpose. This instruction provides for traffic and safety and enforcement guidelines and procedures at Naval Support Activity (NSA) Bethesda. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NSABETHINST 5560.2

3. Scope and Applicability. This instruction is applicable to all personnel employed/located at NSA Bethesda, as well as any visitors onboard NSA Bethesda.

4. Discussion. There is no affirmative right, expressed or implied, to drive any vehicle onboard NSA Bethesda. The ability to drive a vehicle is a privilege extended to individuals by the Installation Commanding Officer (ICO), NSA Bethesda, and their designated representative may withdraw that privilege at any time in accordance with this instruction.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6 June 2019

6. Review and Effective Date. Per OPNAVINST 5215.17A, NSA Bethesda will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



M. S. SEYMOUR

Releasability and distribution:

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6 June 2019

NAVAL SUPPORT ACTIVITY BETHESDA TRAFFIC CODE

Chapter 1
GENERAL PROVISIONS

1. Definitions and Interpretation

- a. Enclosure (4) contains definitions of traffic safety terms used in this instruction.
- b. The NSA Bethesda Traffic Code shall be interpreted in a manner that best protects public safety and provides for the efficient administration and/or enforcement of these regulations.
- c. The terms “shall” and “must” when used in this instruction indicate mandatory compliance. “Should,” “may,” and “can” are used to denote actions that are recommended but not mandatory.

2. Jurisdiction.

- a. Under references (a) through (i), the NSA Bethesda Installation ICO has full authority to implement a traffic code governing vehicular and pedestrian traffic onboard NSA Bethesda. This code may be enforced through administrative or judicial action consistent with the Uniform Code of Military Justice (UCMJ), Federal law, and laws of the state of Maryland.
- b. In addition to the rules and regulations outlined in this instruction, NSA Bethesda ICO expressly adopts the vehicular and pedestrian traffic laws, including parking rules and regulations, of the state of Maryland in which NSA Bethesda is located, and makes them applicable to NSA Bethesda pursuant to references (g) and (h).
- c. All operators must follow and adhere to the rules laid out in enclosure (1) for parking.

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Chapter 2
NSA BETHESDA DRIVING PRIVILEGES

1. Requirements for Driving Privileges

a. All operators granted driving privileges onboard NSA Bethesda are expected to know and comply with the vehicular and pedestrian laws of the state of Maryland and this regulation.

b. Motor vehicle operators are responsible for maintaining a valid state driver's license, registration, state inspection (if applicable), and insurance. Vehicle operators shall produce the above documentation upon request by NSA Bethesda Naval Security Force (NSF) personnel.

c. All civilian and active duty personnel authorized to operate government motor vehicles shall have in their possession a valid state driver's license for that class of vehicle.

2. Stopping and Inspecting Personnel or Vehicles. Any person or vehicle entering or exiting NSA Bethesda may be stopped at installation gates or entry points to be inspected for contraband. Unless conducted as part of pre-planned Random Anti-Terrorism Measures (RAM), stops and inspections of people and vehicles onboard NSA Bethesda shall only be performed when there is a reasonable suspicion of criminal activity, a violation of a traffic regulation, or a violation of any of the ICO's policies.

a. Motor Vehicle Inspections. Motor vehicles entering/exiting/transiting NSA Bethesda or any of its internal security areas may be randomly inspected as part of a pre-planned RAM. All vehicles selected for random inspection shall be thoroughly inspected, including, but not limited to, inspection of trunks, glove compartments, and containers within the vehicle.

(1) An incoming vehicle shall not be inspected over the objection of the operator. Drivers who refuse to comply with a vehicle inspection shall not be allowed base access.

(2) At the time of the inspection, the operator shall turn off the engine and set the emergency brake. The operator and all passengers shall exit the vehicle. The operator will open all doors and compartments, raise the hood, open any permanent containers within the vehicle and trunk. Operator and passengers shall comply with all instructions given from the inspection team.

(3) All packages, boxes, and containers not covered by a property pass (NAVSUP 155) shall be opened by the operator of the vehicle for inspection. The normal contents of a glove compartment (gloves, maps, flashlights, etc.) or trunk (spare tire, automobile tools, normal hunting and camping equipment, personal clothes, or items not obviously government property) do not require a property pass. However, weapons must be registered and approved by the ICO prior to their introduction to the installation.

(4) Any item marked "U.S. Government" or with U.S. Government classification markings shall be retained for investigation or until authorization is provided. A receipt or inventory shall be provided to the operator or the owner for any item retained under this provision. In the event

Enclosure (1)

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the U.S. Government item contains classified information, NSA Bethesda NSF personnel should determine whether or not the operator holds a valid courier card before taking any additional action. Packages marked as classified shall not be opened by NSF personnel, and if the operator is not authorized to transport the package, it shall be retained until claimed by the parent command.

(5) NSA Bethesda NSF personnel should not open or close any door or compartment, nor handle any objects in the vehicle being inspected unless the item is to be confiscated.

b. Commercial Vehicle Inspection Station (CVIS). All commercial, contractor, and vending vehicles (cargo carrying) are required to enter and exit via the Jones Bridge Road CVIS/Gate 5.

c. Contraband and Prohibited Items. Possession and removal of government owned property from NSA Bethesda without authorization evidenced by a completed property pass is prohibited. In addition, the following items are prohibited and shall not be brought onboard NSA Bethesda for personal use:

(1) Explosives (dynamite, black powder, fireworks, etc.) except as part of regular ordnance supplies; small arms and ammunition, except as authorized; weapons, except those approved by competent authority; and hazardous materials.

(2) Intoxicating beverages, except those authorized for use in quarters, clubs, messes, or in authorized recreational areas; narcotics and other controlled substances as defined by the Federal Government, regardless of their legality in any state except substances possessed pursuant to a valid prescription (note: no prescription for medical marijuana will be recognized in light of marijuana's classification as a Schedule I drug); paraphernalia or drug-related objects; and any instrument, device, or object which is designed or marketed as useful primarily for one or more of the following purposes:

(a) To inject, ingest, inhale, or otherwise introduce a controlled substance into the human body or to enhance the effect of a controlled substance on the human body.

(b) To test the strength, effectiveness, or purity of a controlled substance or to process or prepare a controlled substance for introduction into the human body.

(c) To conceal any quantity of a controlled substance or to contain or hold a controlled substance while it is being introduced into the human body.

(3) Any of the above items found in the possession of individuals entering or exiting NSA Bethesda, or being transported onboard NSA Bethesda, shall be confiscated, and the individual should be cited and apprehended/detained, if applicable.

3. Implied Consent to Testing for Alcohol and Drug Content. The operation of a motor vehicle onboard NSA Bethesda implies consent of the operator to a test of blood, breath, or urine when lawfully stopped, apprehended, or cited for any offense allegedly committed to determine the influence of intoxicants.

Enclosure (1)

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4. Implied Consent to Impoundment. Per references (a) and (d), any person granted the privilege to operate a motor vehicle onboard NSA Bethesda shall be deemed to have given his or her consent for the removal and temporary impoundment of the privately owned vehicle (POV) when it is parked illegally or for unreasonable periods as outlined in this instruction, interfering with military operations, interfering with the movement of traffic, creating a safety hazard, involved in criminal activity or contain evidence of criminal activity, disabled by accident, left unattended in a restricted or controlled area, or abandoned. Such persons further agree to reimburse the United States for the cost of towing and storage should their motor vehicle be removed and impounded.

6 June 2019

Chapter 3
NSA BETHESDA TRAFFIC SUPERVISION

1. General Regulations

a. On entering any street from an alleyway, driveway, or access roadway, all vehicles (including all two- and three-wheeled vehicles, such as a motorcycle, bicycle, trike, Slingshot, Can-Am, hover board, Segway, etc.) shall come to a complete stop short of the street and proceed only after the operator has determined that the way is entirely clear and it is safe to proceed.

b. U-turns are not authorized.

c. The speed limit onboard NSA Bethesda is 15 miles per hour unless otherwise indicated. Regardless of the established speed limits, all vehicles must reduce their speed as weather, pedestrian presence, and other conditions indicate.

d. Wearing of portable headphones, earphones, or other listening devices while operating a motor vehicle or while jogging, walking, bicycling, skating or skate boarding is prohibited per reference (e). This does not include hearing aids or devices designed and required for hearing protection. Listening devices may be worn on the outdoor track and nature trails only as long as one ear is clear in order to hear emergency announcements such as the Giant Voice.

e. Driver use of a hand-held cellular phone in a moving vehicle is prohibited. The prohibition against using hand-held cellular phones does not prohibit use of hands-free cellular phone devices. Hands-free devices include console/dash-mounted or otherwise secured cellular phones with integrated features such as voice-activation, speed dial, speakerphone, or other similar technology for sending and receiving calls.

f. Driver use of any portable, personal listening device worn inside the aural canal, around, or covering both of the driver's ears while operating a motor vehicle, except for fire and emergency response or law enforcement/security purposes, is prohibited. Listening devices include wired or wireless earphones and headphones (including Bluetooth or similar technology), and do not include hearing aids or devices designed and required for hearing protection.

g. While onboard NSA Bethesda, the operators and passengers of motor vehicles are prohibited from having open containers of alcoholic beverages in their possession while in the passenger compartment.

h. No motor vehicle with any sticker, decal, device, or emblem deemed obscene by NSA Bethesda NSF shall be allowed onboard NSA Bethesda.

i. Seat belts are required for all vehicles driven onboard NSA Bethesda. All personnel shall wear seat belts in the properly designed manner while operating or riding in any vehicle onboard NSA Bethesda. All children under the age of four years old and/or weighing less than 40 pounds

Enclosure (1)

6 June 2019

shall use an infant or child restraint device approved by the U.S. Department of Transportation (DOT) while riding in a vehicle onboard NSA Bethesda.

j. Trespassing, unauthorized photography, and other activities detrimental to the security of NSA Bethesda are prohibited. Violation of security orders and regulations may constitute a misdemeanor or felony and may result in prosecution or loss of authorization to enter NSA Bethesda.

k. Routine repairs and maintenance shall not be completed onboard NSA Bethesda, with the exception of residential areas on Van Reypen Road.

l. No more than three persons, including the operator, are permitted in the front seat of a motor vehicle. The number of front seat passengers may be further limited by seat style or seat belt design. Individuals shall not ride in a motor vehicle where seat belts have not been installed, have been removed, or have been rendered inoperative.

m. Under no circumstances shall any person ride in a vehicle with arms or legs extended outside of the vehicle, except when signaling turns in a vehicle with inoperable turn signals.

n. Cargo-carriers shall not be used to transport passengers. Passengers shall not ride in the cargo areas of motor vehicles except when the vehicle has been modified for such purposes meeting DOT safety standards.

o. No vehicle may stop to discharge or pick up passengers except close to, and parallel to the right edge of the curb or roadway at designated loading zones.

p. Operation or use of a radar detection device in a personal vehicle within the confines of NSA Bethesda is strictly prohibited. Operation and use is defined as any time the power switch is in the "on" position (operational mode).

q. Ride sharing services, including Uber and Lyft, are not authorized to enter NSA Bethesda. For personnel travelling to the installation via ride sharing services, instruct the driver to conduct drop off in a pedestrian-friendly area near the desired Entry Control Point without driving directly to or through the gate. Access shall be denied for all credential holders (Common Access Card (CAC), Personal Identity Verification (PIV) card, Teslin, etc.) that are operating a ride-share vehicle with passengers.

2. Motorcycle Regulations. In addition to the regulations applying to all vehicles onboard NSA Bethesda, the following apply to the operation of motorcycles:

a. Each operator must have a valid state motorcycle operator's license.

b. Motorcycle operators shall ensure headlights are turned on at all times while the motorcycle is being operated on the installation, except where prohibited by military mission.

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c. Motorcycles shall be equipped with a rear view mirror mounted on each side of the handlebars or the left and right side of the fairing.

d. The following personal protective equipment is mandatory for all persons while operating or riding as a passenger on a motorcycle:

(1) A properly fastened (under the chin) protective helmet certified to meet U.S. DOT Federal Motor Vehicle Safety Standard (FMVSS) 218 standards. Non-approved DOT, fake or novelty helmets are prohibited.

(2) Properly worn eye protective devices (impact or shatter resistant goggles or full-face shield properly attached to the helmet). A windshield, fairing, or eyeglasses alone are not proper eye protection.

(3) Properly worn long-sleeved shirt or jacket, long-legged trousers, and full-fingered gloves or mittens designed for use on a motorcycle.

(4) Sturdy closed-toe footwear. Leather boots or ankle-supporting footwear are strongly encouraged.

(5) The following personal protective equipment is highly recommended for all persons while operating or riding as a passenger on a motorcycle: Motorcycle jackets constructed of abrasion resistant materials such as leather, Kevlar, or Cordura and containing impact absorbing padding and outer garments constructed of brightly colored, fluorescent or reflective materials.

e. Base Access. If NSA Bethesda security personnel cannot positively identify the rider due to helmet, the NSF officer shall request the rider to remove helmet and verify rider with credential. If rider refuses, access shall be denied.

3. Bicycle Regulations. The bicycle operator has the right to use NSA Bethesda roads, provided the operator complies with this code and the laws of the surrounding locality.

a. Obey all traffic signs and signals and ride on the right side of the road (with the flow of traffic). Bicycles are authorized to occupy the entire lane.

b. Do not operate the bicycle in a reckless manner or obstruct normal traffic flow. Keep at least one hand on handlebars at all times.

(1) Do not ride two or more bikes abreast, or with more passengers on the bike than it was designed to have at one time.

(2) Do not tow a bicycle behind a motor vehicle.

c. Operating a bicycle on the sidewalk is prohibited. Whenever a useable path for bicycles has been provided adjacent to a street or roadway, use the bike path.

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- d. Sturdy footwear is strongly encouraged.
- e. Use of standard hand turn signals or electric turn signals is required.
- f. Ensure the bicycle is in good mechanical condition, including front and rear lights if the bicycle is operated during hours of darkness.
 - (1) Front light must be capable of emitting a visible white light from a distance of 30 feet (for bikes used at night).
 - (2) A red reflector or light must be attached to the rear of the bicycle which is visible from a distance of 300 feet (for bikes used at night).
 - (3) Bicycle must be equipped with operational brakes.
 - (4) Bicycle must have a permanently attached seat.
- g. Wear brightly colored, fluorescent or reflective clothing between sunset and sunrise and a bicycle helmet approved by the Consumer Product Safety Commission or Snell Memorial Foundation at all times. All active duty military personnel shall wear an approved bicycle helmet on and off a Navy installation in accordance with local law.

4. Bus and Shuttle Regulations

- a. Commercial passenger buses and shuttles operating onboard NSA Bethesda must conform to all of the regulations of the Interstate Commerce Commission, specifically with regard to their equipment, condition, maintenance, accommodations, and operator.
- b. The operator of a bus or shuttle is in full charge of his or her vehicle and responsible for the order and safety of the vehicle and passengers. All passengers must obey instructions given by operators in the performance of their duties.
- c. Passengers may enter or leave only when the bus or shuttle has come to a full stop and only through the regular doors or openings.

5. Emergency Vehicles. Emergency vehicles, when their emergency lights and/or sirens are activated, have the right-of-way over all other traffic. All drivers, except explosive haulers, observing the approach of an emergency vehicle performing official duties designated by the flashing of lights and/or sirens from any direction, shall pull over to the nearest shoulder of the road, off the road if possible, and come to a complete stop until the emergency vehicle(s) has passed and gained a distance of at least 100 yards. Explosive haulers will proceed with caution to their destination.

- a. Emergency vehicles shall not be passed nor followed closer than 100 yards when performing official duties. Vehicle operators, unless on related official business, will not intentionally follow closer than 100 yards to any fire apparatus responding to a fire alarm, drive

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into, or park within the block where fire apparatus has stopped in answer to a fire alarm. This includes medical emergency vehicles and ambulances.

b. Vehicles shall not be driven over any unprotected fire hose being used at any fire or fire alarm without the specific consent of either firefighting or traffic control.

6. Motor Vehicle Accident Responsibilities

a. The operator of a motor vehicle involved in an accident onboard NSA Bethesda shall immediately stop, notify the Regional Dispatch Center (RDC) at 202-433-4201 to dispatch NSA Bethesda security forces, and complete a Motor Vehicle Accident Report (SF-91).

b. Accidents involving a government vehicle will be investigated per the Manual of the Judge Advocate General.

7. Report of Violations. Any person may report any suspected violation of this code to the Naval District Washington (NDW) RDC, with the exception that only the person or command who is assigned a reserved space may report illegal parking in that space.

a. NDW RDC Emergency Number: 202-433-3333.

b. NDW RDC Non-Emergency Number: 202-433-4201.

8. Traffic Stops or Detention. Only the NSA Bethesda NSF are authorized to stop or detain persons suspected to have violated this code. Additionally, only the NSA Bethesda NSF is authorized to conduct safety and sobriety checkpoints at NSA Bethesda.

9. Adjudication of Driving While Impaired/Driving While Intoxicated Citations. No action taken under this instruction precludes the possibility of action under the UCMJ on all military violators for driving while impaired or driving while intoxicated. Persons may be charged under the UCMJ and, if found to have committed the offense, will, in addition to the punishment awarded, have the appropriate driving and license suspension/revocation assessed pursuant to this instruction and may also be subject to removal and debarment proceedings.

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Chapter 4 TOWING AND IMPOUNDMENT

1. General

a. This enclosure provides the standards and procedures for NSA Bethesda NSF personnel when towing and impounding vehicles (cars, trucks, motorcycles, GOV, etc.). This policy is based on the following:

(1) The interests of NSA Bethesda in crime prevention, traffic safety, and the orderly flow of vehicle traffic movement.

(2) The vehicle owner's constitutional rights to due process, freedom from unreasonable search and seizure, and freedom from deprivation of private property.

b. It is the vehicle owner's responsibility to ensure the vehicle:

(1) Is parked legally within a properly identified parking space appropriate for the use in accordance with reference (j);

(2) Does not pose a threat to force protection, safety, or the environment; and

(3) Displays valid license plates and a valid parking pass (as applicable) for the entire duration of the employment or visit.

2. Abandoned Vehicles. For all abandoned vehicles onboard NSA Bethesda, procedures under OPNAVINST 11200.5D will be followed. At a minimum, the following will occur:

a. A DD Form 2504 (Abandoned Vehicle Notice) will be conspicuously placed on the vehicle, and notated in the installation law enforcement desk journal.

b. The owner has 72 hours to remove the vehicle.

c. If the owner has not removed the vehicle by the time stated above, the dispatch center will contact a local towing company, and arrange for the abandoned vehicle to be towed. If a contracted wrecker service is used, a DD Form 2505 (Abandoned Vehicle Removal Authorization) will be completed and issued to the contractor.

d. The procedures listed under paragraph 3 of this enclosure will be followed.

3. Towing and Impounding Procedures.

a. During the course of daily operations, there are instances where a vehicle should be towed. Typically, reasonable attempts should be made to locate the owner of the vehicle prior to towing, and towing should not occur with less than 24 hours' notification. However, there are certain

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situations where a vehicle can be immediately towed without 24 hours' notification, outlined in paragraph 3.g.

b. The ICO, Executive Director (ED), Security Officer, Chief of Police and Assistant Chief of Police will be the only individuals authorized to provide consent to police officers to tow vehicles from NSA Bethesda.

c. After authorization, the NDW RDC will call a local towing company. The Watch Commander will be responsible to ensure the reasons for the tow are legitimate and conform to the provisions set forth in this instruction.

d. Towed vehicles will be transferred to the tow company impound lot. Once the vehicle is attached to the tow truck, costs are incurred and must be paid by the owner of the vehicle. Additional costs are added if the vehicle is transferred to the impound lot or if a flatbed wrecker is required for the tow. The following is the point of contact in the event that the vehicle is towed: NDW RDC (202) 433-4201.

e. The requesting/responding NSF officer will be required to complete all relevant paperwork prior to the end of their duty day.

(1) A full inventory listing personal property found in the vehicle will be done. Personal property shall be placed in a secure area for safekeeping.

(2) After the vehicle has been removed, a DD Form 2506 (Vehicle Impoundment Report) will be completed.

(3) A DD Form 2507 (Notice of Vehicle Impoundment) will be sent via certified mail to the address of the last known owner of the vehicle.

f. The Watch Commander will review all relevant paperwork prior to the end of their tour of duty and ensure that the Traffic Court Liaison has all required paperwork including citations.

g. Immediate towing and impounding of vehicles regardless of any attempt to contact the vehicle owner is justified under any of the following conditions:

(1) The vehicle is illegally parked and interferes with the orderly flow of traffic, on a sidewalk, in a fire lane, or is blocking a driveway so that the vehicle interferes with operations or creates a safety hazard to other roadway users or the general public. An example would be a vehicle parked within 15 feet of a fire hydrant or blocking a properly marked driveway of a fire station or safe ingress or egress to stairways or elevators, etc. These examples are not all inclusive.

(2) When blocking an emergency exit door of any public place or installation facility.

(3) Unauthorized parking in "tow-away" zones, such as handicapped parking spaces, cross hatches, pedestrian walkways, and restricted areas.

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- (4) When preventing Public Works Department or civilian contractors from doing their job.
- (5) When interfering with emergency operations during a natural disaster, fire, call for service, etc.
- (6) The vehicle has been used in a crime or contains evidence of criminal activity (including DUIs).
- (7) The owner or person in charge of the vehicle has been apprehended and is unable or unwilling to arrange for custody or removal of the vehicle.
- (8) The vehicle is mechanically defective and/or NSF personnel believes is a menace to others using the roadways.
- (9) The vehicle is disabled by a traffic accident and the operator is either unavailable or physically incapable of having safekeeping.
- (10) Vehicles being operated by drivers who are currently prohibited from driving onboard NSA Bethesda.
- (11) Vehicles parked in areas marked with specific time limits.
- (12) During an increased Force Protection Condition (Charlie or Delta), if a vehicle is abandoned near buildings or installation gates, along any road, or near any facility.
- (13) If, in their best judgment, the ICO, ED, or the Security Officer determines that the towing of that vehicle is necessary to maintain safety, security, or good order and discipline on NSA Bethesda.

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TRAFFIC SAFETY COUNCIL

1. Traffic Safety Council. NSA Bethesda will establish a traffic safety council that will discuss and disseminate information, analyze traffic mishaps, discuss traffic safety training issues, identify hazardous locations, track deficiencies, and work with local officials to resolve traffic safety problems of mutual concern.

- a. The traffic safety council will be chaired by the NSA Bethesda Installation Safety Officer.
- b. The traffic safety council may include representatives from base traffic engineering, medical, fire, safety, and major supported commands.
- c. The council shall meet quarterly.
- d. The primary mission of the traffic safety council is to:

(1) Identify, analyze, and recommend mitigation or abatement of any traffic safety issues that may contribute to traffic mishaps or increase their severity.

(2) Cooperate and coordinate with state and local officials to resolve both on and off base traffic safety problems of mutual concern.

(3) List deficiencies identified by the command traffic safety council. The council shall track the deficiencies or action items in the command deficiency log.

2. Traffic Safety Training Requirements

a. All military and DoD civilian personnel who operate a GOV as their primary duty, or who operate a GOV more than eight hours per week as part of their incidental duties should attend a Navy Safety Center-approved eight-hour course of driver improvement instruction at no cost to the individual prior to assignment.

b. All drivers selected to operate 15-passenger vans and other large vehicles capable of carrying passengers should be provided additional training to improve operator skills and awareness.

c. All military and Department of the Defense (DoD) civilian personnel who are required to drive government-owned/leased emergency response vehicles, equipped with emergency lighting and/or sirens should, prior to operation, successfully completed the Navy Safety Center 40-hour basic Emergency Vehicle Operator Course (EVOC).

d. Per reference (e), any military member or DoD civilian convicted of a moving violation while operating a motor vehicle onboard NSA Bethesda or who has been determined to be at fault in a traffic mishap while onboard NSA Bethesda shall attend an approved OPNAV N09F/Navy Safety Center 8-hour course of driver improvement training at no cost to the

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individual. Ensuring completion of this course is the responsibility of the individual and failure to complete the course may result in suspension of driving privileges onboard NSA Bethesda.

3. Operating Equipment

- a. Horn. The horn must be audible under normal conditions at a distance of at least 200 feet.
- b. Exhaust System. The exhaust systems must comply with emission control regulations and reduce noise to less than 80 decibels.
- c. Every motor vehicle will be equipped with a muffler in good working order and the vehicle will conform to all requirements for the state in which the vehicle is registered.
- d. Vehicles that have a modified exhaust system which are deemed to be too loud are prohibited from being operated onboard NSA Bethesda. After being prohibited from operating on base, the burden of proof that the system is not modified rests entirely with the vehicle owner. Regardless, the noise level must still be reduced to less than 80 decibels.

e. Brakes. Every motor vehicle must be equipped with brakes adequate to control the movement or to stop and hold the vehicle. All vehicles must have two separate means of applying brakes. These two separate means of applying the brakes must be constructed so failure of one, or part of one operating mechanism, still allows the other to function normally.

4. Motor Vehicle Lights. On NSA Bethesda, vehicles will be operated with headlights on from sunset to sunrise, during conditions requiring the use of windshield wipers, and other conditions of reduced visibility. Fog lights will be used only when other lights are inappropriate and are permitted in addition to the vehicle's headlights during inclement weather conditions only.

- a. Fog lights that project a color beam other than white or amber are unauthorized on NSA Bethesda installation.
- b. Use of neon lights on the NSA Bethesda is unauthorized.
- c. Lights on motor vehicles will conform to all requirements for the state in which vehicle is registered.
- d. Headlights will be on low beam or turned to parking lights only when approaching the base Entry Control Points.
- e. Lights on motorcycles will be placed on low beam once within the gate area lighting.
- f. Directional Signals. All motor vehicles manufactured after 1 July 1953 must be equipped with electrical or mechanical turn signals. Vehicles with right-side drivers' wheels or design that obstructs hand signaling drivers in the front and rear will be equipped with electrical or mechanical signals. Front directional signals must project white or amber light, and rear signals must project red or amber light.

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g. Clearance Lights. Buses or trucks with an overall width of 80 inches or more and trailers/semi-trailers having a gross weight in excess of 3,000 pounds must have clearance lights. Lights must be installed per state regulations.

5. Unattended Motor Vehicles. When a vehicle is parked or left unattended, it will be locked and secured by the operator to prevent unlawful or unauthorized entry, theft, or accidental movement from its position.

6. Safety Belts (Vehicle Regulations). All drivers and passengers in vehicles onboard NSA Bethesda shall wear a seatbelt or other age-appropriate restraining device (e.g., infant car seat).

7. Safety Inspection of POVs.

a. All vehicles onboard NSA Bethesda must be in good mechanical condition. Vehicles must be free of leaks, have good brakes, proper lighting, constitute no unusual fire hazard, and have a proper exhaust system. NSF personnel may, at any time, upon reasonable belief that a vehicle is unsafe or not equipped as required by law, require the driver of the vehicle to stop and submit the vehicle to a safety inspection. If applicable by the jurisdiction in which the vehicle is registered, all vehicles shall have current state safety inspection stickers posted in the front windshield of vehicle.

b. Vehicles attempting to enter NSA Bethesda having obvious safety deficiencies (bald tires, a significantly cracked windshield, etc.) shall be denied entry.

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TRAFFIC COURT AND COURT PENALTIES

1. Purpose. To establish procedures for processing traffic violations onboard NSA Bethesda. The traffic court system provides a uniform administrative forum to impartially adjudicate motor regulation violations on the installation. This system is not a disciplinary measure or a substitute for punitive action. Further, this system is not intended to interfere in any way with the reasonable exercise of the ICO's prerogative to issue, suspend, revoke, deny, or reinstate installation driving privileges.

2. Objective. Traffic court and court penalties, in conjunction with the NSA Bethesda NSF, helps provide for:

- a. Safe movement of vehicles on the installation.
- b. Reduction of traffic accidents.
- c. Removal of intoxicated and unsafe driver.
- d. Expedient application of appropriate sanctions.

3. Responsibilities.

- a. Installation ED. Has been delegated authority to perform suspensions and revocations in accordance with this instruction.
- b. Traffic Court Clerk (TCC). Appointed in writing by ICO, NSA Bethesda.
- c. Installation CO (ICO). Makes determinations on all appeals.

4. Administrative Procedures. Reference (e) provides Navy policy, guidance, procedures and responsibilities for traffic court operations. The following administrative procedures are established for processing traffic violations when NSF personnel issue either a United States District Court Violation Notice (DD Form 1805) or an Armed Forces Traffic Ticket (DD Form 1408) to a traffic violator onboard NSA Bethesda.

a. The DD Form 1805 may be used to refer any violation of laws to the proper U.S. Magistrate in accordance with the schedule of violations set by the Federal District Court for the District of Maryland. DD Form 1408 citations may only be issued to vehicles operated onboard NSA Bethesda and have no effect off DoD installations. A copy of each citation issued shall be given to the violator. NSF personnel have discretion to ticket a violator with a DD Form 1805, DD Form 1408, or to provide a verbal warning. However, all cases involving driving under the influence shall be handled with a DD Form 1805. The default for all cases when there are questions shall be a DD Form 1805.

b. The TCC will check Consolidated Law Enforcement Operations Center (CLEOC) on a monthly basis for all 1805s and 1408s that apply under this instruction. The TCC will then

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assess the number of citations (DD Form 1805 and DD Form 1408) issued and initiate a suspension or revocation recommendation to the Installation ED based on Exhibit A or Exhibit B, as applicable. The TCC will provide the Installation ED with their recommendation and all supporting documentation, to include, as applicable:

(1) DD Form 1805 or DD Form 1408;

(2) incident report;

(3) Previous points accessed;

(4) Recommendation for either (a) no action at this time; (b) suspension for specific number of days/months; or (c) revocation for specific number of months.

c. If the Installation ED determines that an individual's driving privileges shall be suspended or revoked, the individual will be notified utilizing Exhibit A or Exhibit B, as applicable. Letters will be mailed certified to the listed address. If the individual is located on NSA Bethesda, then NSF will further ensure a hardcopy is delivered to the individual.

3. Traffic Violation Point System.

a. Traffic violation points will be accumulated on an individual's NSA Bethesda installation driving record. Point values shall be assessed in accordance with reference (d) based off Exhibit C. An individual's base driving privileges shall be suspended/revoked for a period of not less than six months for an accumulation of 12 points in a 12-month period, or 18 points in a 24-month period. Mandatory minimum or maximum suspension or revocation periods are delineated in Exhibit D.

b. Points assessed against a person will remain in effect for point accumulation purposes for 24 consecutive months. The review of driver records to delete traffic points will be conducted routinely utilizing record updates. Removal of points does not authorize removal of driving record entries for moving violations, chargeable accidents, suspensions or revocations. These record entries will remain posted on individual driving records for the period indicated below:

(1) Chargeable nonfatal traffic accidents or moving violations: 3 years.

(2) Non-mandatory suspensions or revocations: 5 years.

(3) Mandatory revocations: 7 years.

c. Point assessments are recorded on the violator's driving record and retained in accordance with this instruction. Suspension does not erase, delete, or lessen the total point value of a violator.

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d. Points will not be assessed for off-base parking or traffic tickets issued by means of a camera or video system that is designed solely for issuing citations (i.e., a "red-light camera" or "speed camera").

e. Suspension of driving privileges affects only driving privileges on NSA Bethesda.

(1) Suspension or revocation action is based on serious moving traffic violations, repeat offenders, point assessment for moving violations, cumulative non-moving violations, parking violations, or any combination thereof.

(2) Suspensions will be for a period of 1 day to 6 months. Revocations will be for a period of greater than 6 months.

(3) The termination of parking registration is inherent to any revocation or suspension action, and the individual must re-register for parking after the expiration of the specified suspension period.

(4) Upon the completion of the suspension or revocation period, reinstatement of driving privileges shall be granted by the NSA Bethesda Installation ED.

(5) Suspension or revocation shall be uploaded in DBIDS to notify security forces that driving privileges have been suspended/revoked when credentials (CAC, PIV, Teslin, DBIDS cards, etc.) are scanned at any NSA Bethesda Entry Control Point. Neither revocation nor suspension will not prevent individuals from accessing NSA Bethesda via foot traffic.

f. The TCC shall maintain records of all points and citations assessed against drivers at NSA Bethesda.

g. Personnel having installation driving privileges suspended or revoked have the right of appeal. Personnel may send appeals, in writing, to the ICO, via the Installation ED, within ten (10) working days from the date of receipt of the suspension or revocation letter.

(Exhibit A)
Notification Suspension of Driving Privileges

5800
Ser 00/XXX
12 Oct 18

Mr. First Last
Address
Washington DC 20018

Dear Mr. Last:

SUBJECT: NOTIFICATION OF SUSPENSION OF DRIVING PRIVILEGES ON NAVAL
SUPPORT ACTIVITY BETHESDA

Your installation driving privileges on Naval Support Activity (NSA) Bethesda are hereby suspended for six months. You accumulated XX points for [reason for suspension]. Your suspension begins on the date of this letter. As such, your driving privileges on NSA Bethesda will be reinstated on 20 September 2019.

You may appeal this suspension by submitting a written appeal to the NSA Bethesda Commanding Officer via the Executive Director.

My point of contact in this matter is LT Davy Jones, USN, who can be reached at XXX-XXX-XXXX.

Sincerely,

W. E. MEEKINS
Executive Director
By direction
of the Commanding Officer

Copy to:
N3

Enclosure (3)

6 June 2019

(Exhibit B)
Notification Revocation of Driving Privileges

5800
Ser 00/XXX
12 Oct 18

Mr. First Last
Address
Washington DC 20018

Dear Mr. Last:

SUBJECT: NOTIFICATION OF REVOCATION OF DRIVING PRIVILEGES ON NAVAL
SUPPORT ACTIVITY BETHESDA

Your installation driving privileges on Naval Support Activity (NSA) Bethesda are hereby suspended for six months. You accumulated XX points for [reason for suspension]. Your suspension begins on the date of this letter. As such, your driving privileges on NSA Bethesda will be reinstated on 20 September 2019.

Your installation driving privileges on Naval Support Activity (NSA) Bethesda are hereby revoked for one year. You accumulated XX points for [reason for revocation]. The year of revocation begins on the date of this letter. As such, your driving privileges on NSA Bethesda will be reinstated on 20 September 2019.

You may appeal this revocation by submitting a written appeal to the NSA Bethesda Commanding Officer via the Executive Director.

My point of contact in this matter is LT Davy Jones, USN, who can be reached at XXX-XXX-XXXX.

Sincerely,

W. E. MEEKINS
Executive Director
By direction
of the Commanding Officer

Copy to:
N3

Enclosure (3)

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(Exhibit C)
Traffic Point Assessment

Violation	Points Assessed
Reckless driving (willful and wanton disregard for the safety of persons or property).	6
Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.	6
Fleeing the scene (hit and run) – property damage only.	6
Driving vehicle while impaired (BAC more than 0.05 percent and less than 0.08 percent).	6
Speed contests	6
Speed too fast for conditions	2
Speed too slow for traffic conditions, and/or impeding the flow of traffic, causing potential safety hazard.	2
Failure of operator or occupants to use available restraint system devices while moving (operator assessed points).	2
Failure to properly restrain children in a child restraint system while moving (when child is 4 years of age or younger or the weight of child does not exceed 45 pounds).	2
One to 10 miles per hour over posted speed limit.	3
Over 10 but not more than 15 miles per hour above posted speed limit.	4
Over 15 but not more than 20 miles per hour above posted speed limit.	5
Over 20 miles per hour above posted speed limit.	6
Following too closely.	4
Failure to yield right of way to emergency vehicle.	4
Failure to stop for school bus or school-crossing signals.	4
Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield or right of way; denying entry; or requiring direction of traffic.	4
Improper passing.	4
Failure to yield (no official sign involved).	4
Operating an unsafe vehicle (see note 2).	2
Driver involved in accident is deemed responsible (only added to points assessed for specific offenses).	1
Parking violation, to include handicapped spot and fire lane	4

Notes:

1. When two or more violations are committed on a single occasion, points may be assessed for each individual violation.
2. This measure should be used for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned out headlight not replaced within the grace period on a warning ticket).

Enclosure (3)

(Exhibit D)
Mandatory Suspensions and Revocations

VIOLATION	CONSEQUENCE
Driving while driver's license or installation driving privileges are under suspension or revocation	2-year mandatory revocation after determination of facts by Installation ED.
Refusal to submit to or failure to complete chemical tests (implied consent).	1-year mandatory revocation after determination of facts by Installation ED.
Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle. Driving or being in actual physical control of a motor vehicle while under the influence of intoxicating liquor (0.08% or greater on DoD installations; violation of civil law off post). Driving a motor vehicle while under the influence of any narcotic, or while under the influence of any other drug (including alcohol) to the degree rendered incapable of safe vehicle operation. Use of a motor vehicle in the commission of a felony. Fleeing the scene of an accident involving death or personal injury (hit and run). Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony.	1-year mandatory revocation on conviction.
Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive. Commission of an offense in another State which, if committed on the installation, would be grounds for suspension or revocation. Permitting an unlawful or fraudulent use of an official driver's license. Conviction of fleeing, or attempting to elude, a police officer. Conviction of racing on the highway.	6-month or less discretionary suspension; or 1 year or less discretionary revocation.

Notes:

1. When imposing a suspension or revocation because of an off-installation offense, the effective date should be the same as the date of civil conviction, or the date that State or host nation driving privileges are suspended or revoked. This effective date can be retroactive.
2. No points are assessed for revocation or suspension actions. Except for implied consent violations, revocations must be based on a conviction by a civilian court or courts-martial, nonjudicial punishment under UCMJ, Art. 15, or a separate hearing as addressed in this regulation. If revocation for implied consent is combined with another revocation, such as 1 year for intoxicated driving, revocations may run consecutively (total of 24 months) or concurrently (total of 12 months). The installation CO's policy should be applied systematically and not on a case-by-case basis.

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TERMS AND DEFINITIONS

1. Definitions. For the purpose of this regulation, the following definitions will apply:

a. Abandoned Vehicle. A POV which is left unattended onboard NSA Bethesda for a period of at least 72 hours when it reasonably appears to NSA Bethesda NSF personnel that the individual who left the vehicle unattended does not intend to return and remove it in the immediate future.

b. Administrative Inspection. An inspection authorized by the NSA Bethesda ICO under the authority to maintain good operation, efficiency, discipline, morale, welfare, and cleanliness of their command. Evidence discovered in the course of such inspections is freely admissible in court-martial proceedings. Since the purpose of the administrative inspections is to further the command's efficiency and not a quest for evidence, there is no search, and the Fourth Amendment does not apply.

c. Confiscate. To seize for the government with no intent to return. Distinguished from prohibited property and defined by federal statutes (includes certain weapons, counterfeiting equipment, counterfeit bills and coins, and narcotic drugs in unauthorized possession).

d. Disabled Vehicle. A POV which is inoperative under its own power and left by the operator to arrange for emergency repairs or the relocation of the vehicle normally considered within 24 hours.

e. Driver. Any individual who drives or is in actual physical control of a motor vehicle.

f. Driver's License. A state permit to operate a motor vehicle.

g. Driving Privilege. A conditional privilege extended by the NSA Bethesda ICO to an individual for operation of a motor vehicle onboard NSA Bethesda.

h. Emergency Vehicle. Defined as: fire apparatus, ambulance, police vehicles, Explosive Ordnance vehicles or other vehicles indicating an emergency by flashing a red, amber, or blue light, sounding a siren bell gong, "riding the horn," or other distinctive signal.

i. Handicapped Individual. An individual who by reason of illness, injury, age, congenital malfunction, or other incapacity or disability, has a significant loss or impairment of mobility.

j. Hazardous Materials. Certain nitrates, sulfuric acid, and other compounds which can be used in making explosives or are inadvertently hazardous (supplemental container of gasoline or high test fuel in POV).

k. Installation. A base, camp, post, station, yard, center, homeport facility for any ship, or any other activity under the jurisdiction of the Department of Defense, including any leased facility.

Enclosure (4)

6 June 2019

l. Motor Vehicle. Any vehicle driven by mechanical power manufactured primarily for use on streets, highways, and roads. A trailer being towed by a POV is considered part of the vehicle.

m. Motor Vehicle Accident. An unintended event resulting in injury of personnel or damage of property involving one or more vehicles.

n. Motor Vehicle Registration. Procedures that result in the issuance of a registration certificate and license plates for motor vehicle under the laws of the state.

o. Motorcycle. Applies to motorcycles, motor scooters, motorized bicycles with or without pedals, mopeds, and all-terrain vehicles.

p. NSA Bethesda Navy Security Force or NSA Bethesda Security Department. A blended Navy Security Force comprised of Department of the Navy civilian and military law enforcement officers.

q. Park and Parking. The standing of a vehicle, whether occupied or not, except while actually engaged in loading or unloading property or passengers.

r. Radar Detection Device. Any device used to indicate the presence of speed recording instruments.

s. Search. Defined briefly as "a quest for incriminating evidence with a view toward criminal prosecution." The Fourth Amendment protects individuals from unreasonable searches and seizures.

t. Suspension of Driver's License. Temporary withdrawal by state action of an individual's privilege to operate a motor vehicle on public highways. Such action will result in the individual's driving privileges onboard NSA Bethesda being suspended.

u. Suspension of Driving Privilege. Temporary withdrawal of an individual's privilege to operate a motor vehicle onboard NSA Bethesda.

v. Suspended Registration. Temporary withdrawal by state action of an individual's motor vehicle to be operated on the public highways. Such action will result in the individual's vehicle being suspended onboard NSA Bethesda.

w. Traffic. Pedestrians, vehicle and other conveyances, either single or together, using any highway, bike path, or sidewalk for travel.

x. Traffic Control Devices. Signs, signal markings, lights, and devices erected by an official having jurisdiction to regulate, warn, or guide traffic.

y. Traffic Laws. All laws and regulations concerning weight, size, and type of vehicle, its cargo and operations.

Enclosure (4)

6 June 2019

z. Vehicle Impoundment. The rightful seizure of a POV by the government, based on cause.

aa. Weapons. Any instrument that can be carried on the person (firearms, knives, straight razors, bow and arrows, spear gun, blackjacks, brass knuckles, or other similar devices) which can be used to kill or inflict great bodily harm.



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY BETHESDA
4655 TAYLOR ROAD
BETHESDA MARYLAND 20889-5639

NSABETHINST 6240.1C CH-1

N01
APR 30 2019

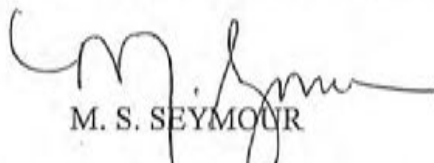
NAVSUPPACT BETHESDA INSTRUCTION 6240.1C CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Support Activity Bethesda

Subj: TOBACCO USE ON NAVAL SUPPORT ACTIVITY BETHESDA

Encl: (1) Updated Enclosure (1) dtd 12 April 2019

1. Purpose. To publish revised authorized smoking locations onboard Naval Support Activity (NSA) Bethesda.
2. Action. Replace enclosure (1) of the basic instruction with enclosure (1) contained herein.
3. Records Management. Records created as a result of this change transmittal, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 12, 2012.
4. Review and Effective Date. Per OPNAVINST 5215.17A NSAB will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5 year anniversary date, or an extension has been granted.


M. S. SEYMOUR

Releasability and distribution:

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<https://www.wrnmmc.intranet.capmed.mil/NSABethesda/Directives/Forms/AllItems.aspx>



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY BETHESDA
4655 TAYLOR ROAD
BETHESDA MARYLAND 20889-5639

NSABETHINST 6240.1C
N01
JUL 11 2018

NAVSUPPACT BETHESDA INSTRUCTION 6240.1C

From: Commanding Officer, Naval Support Activity Bethesda

Subj: TOBACCO USE ON NAVAL SUPPORT ACTIVITY BETHESDA

Ref: (a) DODINST 1330.21
(b) 41 CFR 102-74.315
(c) SECNAVINST 5100.13E
(d) OPNAVINST 6100.2A
(e) BUMEDINST 6200.12
(f) AR 600-63
(g) 5 CFR Part 2635
(h) MCM 2012

Encl: (1) Designated Tobacco Use Area Locations

1. Purpose. To publish policies and procedures governing tobacco use at Naval Support Activity Bethesda (NSAB) and tenant facilities following references (a) through (f). This is a complete revision and should be read in its entirety.
2. Cancellation. NSABETHINST 6240.1B is superseded. This instruction revises the authorized smoking areas on the installation as shown on enclosure (1).
2. Background. The Surgeon General of the United States has determined that tobacco use is the most preventable cause of illness and death. Furthermore, statistics for tobacco users demonstrate higher accident rates than non-tobacco users. Involuntary exposure to tobacco smoke has been shown to cause cancer, lung and heart disease in healthy nonsmokers. Additionally, smokeless tobacco residue (from spitting into open containers, waste baskets, or on the ground) presents an unsanitary condition. As saliva is a culture medium for infectious organisms, it poses a risk to those nearby. There is no question that the use of tobacco products impairs the health and readiness of the Armed Forces of the United States.
3. Policy. All military members, government civilian employees, volunteers, contractors, residents, patients and visitors on the NSAB installation must follow tobacco use regulations. Those found using tobacco in unauthorized areas are subject to disciplinary action.

JUL 11 2018

- a. Under reference (g), civilian government employees may receive disciplinary action ranging from a letter of caution to removal from his/her job for failure to follow established policies.
- b. Under reference (h), military members failing to adhere to tobacco use policies may be referred for disciplinary action under the Uniformed Code of Military Justice.
- c. Government contract employees may be removed from work and the NSAB installation for failure to follow NSAB policies.
- d. This command intends to promote a tobacco-free working and public living environment for all personnel. The use of all tobacco products will be discouraged and tobacco users will be provided encouragement and professional assistance to stop tobacco use. In support of the health care professionals who work and reside on this complex, we will provide leadership in implementing and supporting programs and procedures that will decrease tobacco use. NSAB, in addition to a place of work, provides housing and/or lodging to some personnel. While encouraging all personnel to become tobacco free, this instruction also accounts for personnel living (permanently or temporarily) on the installation.
- e. Tobacco use, including smokeless tobacco and e-cigarettes, is prohibited in all buildings on the NSAB installation, including entryways and exits.
- f. The sale of all tobacco products, including smokeless tobacco, is limited to free-standing exchange buildings. Tobacco products may not be sold within any building where medical or dental treatment is conducted. Promotional practices for tobacco products shall reflect general commercial practices and shall not include "military only" coupons or other promotions unique to the military or military resale system. Armed Services Exchanges shall endeavor to display tobacco cessation products in areas that provide visibility and opportunity to customers who desire to change their tobacco habits.
- g. Designated outdoor areas, where tobacco use is permitted for those working, visiting, and residing permanently or temporarily on the installation, are described in enclosure (1). Tobacco is prohibited in all other outdoor areas of the installation. When walking from point to point while in uniform, it is inappropriate and detracts from military bearing for personnel to smoke or use tobacco products.
- h. Tobacco use, including smokeless tobacco and e-cigarettes, is prohibited in all Department of the Navy (DoN), Department of Defense (DoD) and other "government" vehicles.
- i. Tobacco use, including smokeless tobacco and e-cigarettes, is prohibited in the living and common areas of the Bachelor Quarters, the Navy Lodge, and the Fisher Houses, Navy Gateway Inn & Suites, and other family living quarters. Common spaces include spaces within a building common to all occupants and visitors, such as corridors, elevators, lobbies, lounges, stairways,

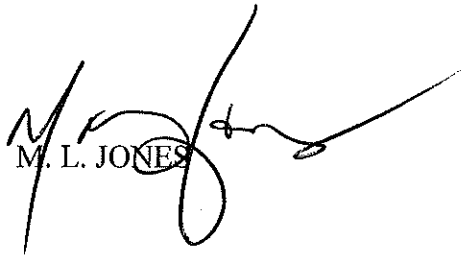
JUL 11 2018

rest rooms and laundry rooms. Managers of the Navy Lodge and the Fisher Houses have set aside outdoor tobacco use areas in accordance with paragraph 3.g.

j. At the request of, and in conjunction with, Walter Reed National Military Medical Center, there are no designated smoking areas around buildings 1-10, 19, and 63.

k. Tobacco cessation programs will be offered to authorized beneficiaries on an ongoing basis.

4. Action. All staff members (installation and tenant staff), visitors, patients, guests, temporary and permanent residents will ensure adherence to the policies stated in paragraph 3. Everyone is asked to assist by politely informing persons of this policy if observed using tobacco in prohibited areas.

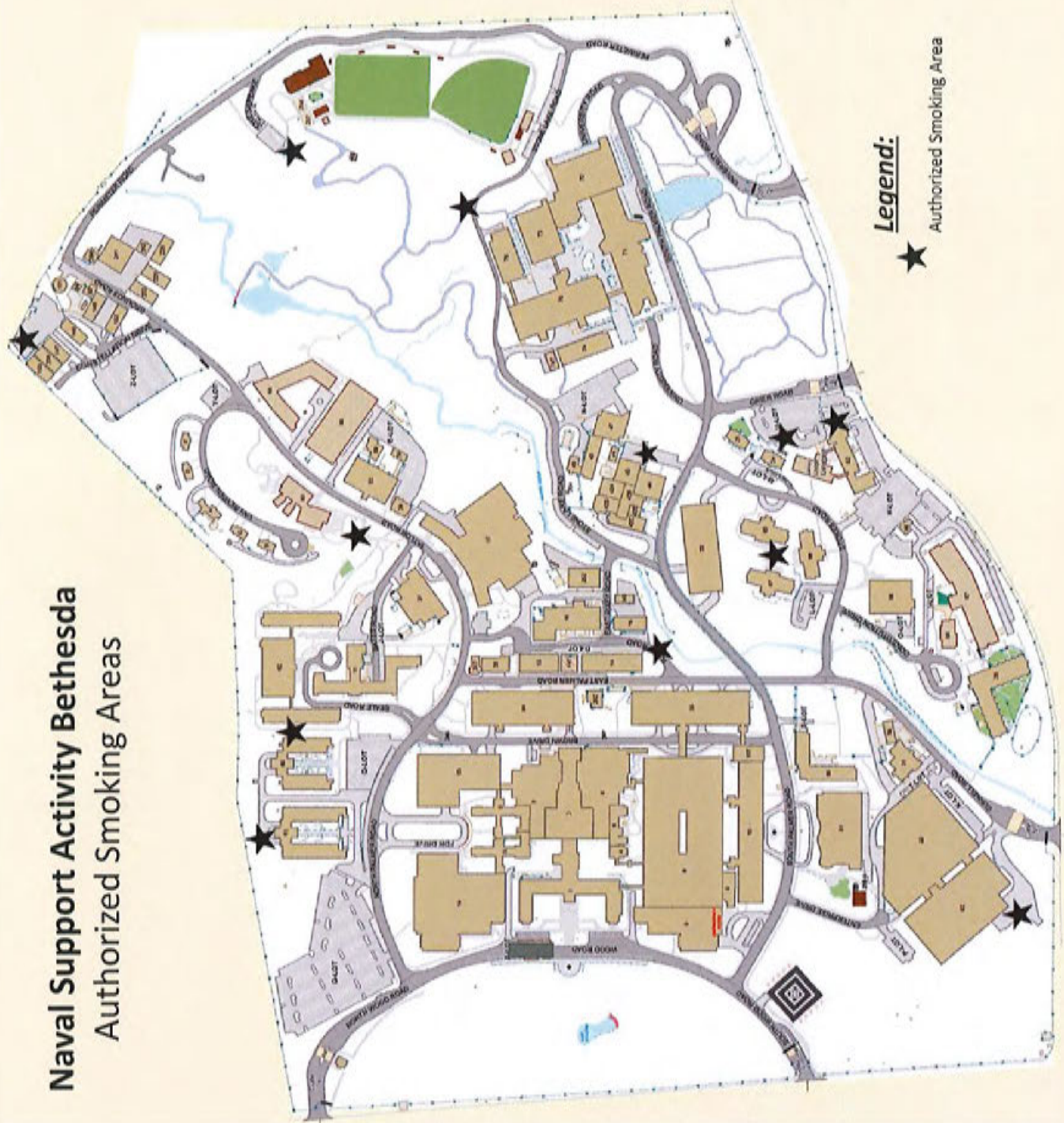


M. L. JONES

Distribution:

NSA Bethesda Staff

NSA Bethesda Tenant commands





DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY BETHESDA
4655 TAYLOR ROAD
BETHESDA MARYLAND 20889-5639

NSABETHINST 10570.1C CH-1

N00
JUN 24 2019

NAVSUPPACT BETHESDA INSTRUCTION 10570.1C CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Support Activity Bethesda

Subj: ANIMALS ONBOARD NAVAL SUPPORT ACTIVITY BETHESDA

1. Purpose. This change is to clarify service animal eligibility onboard Naval Support Activity (NSA) Bethesda.

2. Action. Replace paragraph 7.c. with the following:

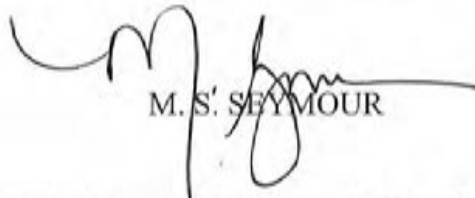
“c. Dependents, Civilians, Retirees, and Visitors. Dependents, civilians, retirees, and visitors shall, on request, confirm that their animal is a service animal. Confirmation may be verbal. NSA Bethesda personnel may make two inquiries to determine whether an animal qualifies as a service animal:

(1) “Is the dog a service animal required because of a disability?”

(2) “What work, or task has the dog been trained to perform?”

3. Records Management. Records created as a result of this change transmittal, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 12, 2012.

4. Review and Effective Date. Per OPNAVINST 5215.17A NSA Bethesda will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5 year anniversary date, or an extension has been granted.


M. S. SEYMOUR

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DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY BETHESDA
4655 TAYLOR ROAD
BETHESDA MARYLAND 20889-5639

NSABETHINST 11103.1A
N932
AUG 16 2018

NAVSUPPACT BETHESDA INSTRUCTION 11103.1A

From: Commanding Officer, Naval Support Activity Bethesda

Subj: UNACCOMPANIED HOUSING ADMINISTRATION AND ASSIGNMENT POLICY

Ref: (a) OPNAVINST 5009.1
(b) CNICINST 11103.5 W/CH-1
(c) NSABETHINST 11103.2
(d) CNICINST 11103.4A
(e) OPNAVINST 5350.4D
(f) NAVADMIN 072/12

Encl: (1) Assignment Policy
(2) Rules and Regulations
(3) Inspection Procedures

1. Purpose. To provide policy and criteria governing the eligibility for assignment to and termination from Navy managed Unaccompanied Housing (UH) for personnel permanently attached to Naval Support Activity Bethesda (NSAB).
2. Cancellation. NSABETHINST 11103.1. Due to changes incorporated in this instruction, it should be read in its entirety.
3. Discussion. This instruction, along with enclosures (1) through (3), specifically defines policy governing UH, and when used in conjunction with references (a) through (f), identifies the basic precepts of quality housing management.
4. Scope. In accordance with references (a) through (f), responsibilities for providing and administering UH units and related programs are hereby assigned. This instruction applies to all permanent party personnel occupying UH onboard NSAB. Permanent Party personnel are those who are on Permanent Change of Station (PCS) orders to NSAB.
5. Background. The Secretary of the Navy, Chief of Naval Operations (CNO), and NSAB Commanding Officer (CO) are dedicated to providing adequate housing to all eligible unaccompanied personnel with PCS orders assigned to NSAB and its tenant commands. In addition, they are committed to improving the quality of life of service members. Housing profoundly impacts the quality of life of residents and resultantly, the performance, morale, and retention of service members.

a. UH availability, attractiveness, cleanliness, and security are basic needs of all service members. Continual efforts will be made to modernize and construct UH to meet current and future UH requirements.

b. Efficient, effective operations and facility maintenance are necessary to support this policy.

6. Responsibilities

a. UH residents shall be responsible for their own house-keeping and for reporting items in need of repair or replacement to the appropriate building management personnel or to the Central Billeting Office (CBO). The service member(s) assigned to a room in UH will be liable for loss or damage to government property caused by abuse, negligence or willful misconduct. This liability extends to include damages caused by invited guests. The resident should report back to the Unaccompanied Housing Director if the member does not receive a clean and habitable room.

b. UH residents shall be given the opportunity to voluntarily reimburse the government for any charges. A Cash Collection Voucher (DD form 1131) will be processed for collection by the UH Director and processed through Personnel Support Detachment (PSD) or other pay offices.

c. UH residents who are responsible for any loss, damage or cleaning of quarters shall be reported in writing to their command for action.

d. Tenant Commanders whose personnel reside in UH are charged to contribute to the good order and discipline of UH by frequently inspecting the spaces that have been allocated to their personnel. They must apply appropriate corrective and/or disciplinary action when those personnel do not comply with the regulations contained herein; assist in the processing and collection of government debts in the event of loss or damage of government property caused by negligence and/or vandalism by member. Maximum cooperation is required between tenant commands and NSA Bethesda to maintain the highest standards of habitability and conduct within UH facilities.

e. The UH Director reports to the Housing Director and is responsible for the overall supervision of all the staff assigned to UH facilities, planning, programming, budgeting, and execution of all resources available to the UH Department.

f. UH Site Managers report to the UH Director and are responsible for the overall material condition of UH and Liaison with senior enlisted personnel of tenant commands to ensure compliance with UH policies.

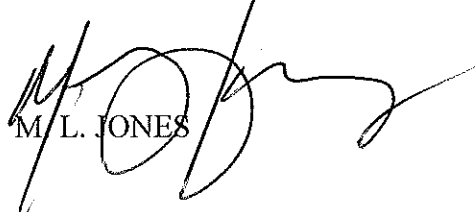
g. Resident Advisors (RAs) report to the NSAB CO via the UH Director and are responsible for carrying out the collateral duties assigned as described in reference (c) to include the care, well-being and mentoring of junior Soldiers and Sailors in UH.

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h. Building Management staff, to include building managers and front desk personnel, report to the UH Site Manager of the assigned buildings. They are responsible for the care and maintenance of the UH Facilities; the assignment and termination inspections, any other inspections, and the secure maintenance of resident files.

i. Residents are responsible for abiding by the rules and regulations contained herein; promptly informing the UH staff of any known deficiencies in rooms or in UH common areas; providing constructive suggestions to the UH management team via Resident Advisors, comment cards, and surveys in order to improve UH operations, procedures and habitability. The residents will treat other residents, their guests, the Resident Advisors and the UH staff courteously and will respect professional boundaries.

j. In order to foster a positive community relationship, the UH Management, Building Management staff, Resident Advisors and Front Desk Staff, will engage with residents in a professional manner at all times and provide them with prompt and courteous service.



M. L. JONES

Distribution:

NSAB Staff

NSAB Tenant Commands

ASSIGNMENT POLICY

1. General Assignment. To ensure that eligible permanent party receive proper access to Unaccompanied Housing (UH), the Commanding Officer (CO), NSA Bethesda, has established centralized assignment procedures. Documentation such as Permanent Change of Station (PCS) orders will form the basis for assignment of personnel to UH.

2. UH for Permanent Party Personnel. Permanent Party personnel are those who are on PCS orders to NSAB and NSAB tenant commands.

a. Per reference (b), all single E1-E4 personnel with less than four years of service (E1-E4<4) and, based upon availability, the maximum percentage of E4 personnel with more than four years of service (E4>4), will reside on base. If inventory allows, E1-E3 personnel will share bedrooms and E4 Sailors will reside in private bedrooms, with no more than two sharing a bathroom.

b. E4 personnel without dependents who are assigned UH will not be permitted to check-out and receive BAH without approval from NSAB Commanding Officer. Consideration for requests to receive BAH will be given if occupancy levels reach 95%.

c. Once UH reaches 95% of occupancy, command SELs will be contacted to request qualified personnel to submit BAH packages. Personnel requesting to reside off-base but must submit a special request to NSAB Housing via his/her chain of command. He/she must submit the following:

(1) A completed Financial Counseling Statement with a recommendation that the service member can sustain daily expenses in the Bethesda area.

(2) A signed Counseling Statement from NSAB Housing Referral

(3) A Leave and Earnings Statement (LES); a copy of Orders to NSAB or an NSAB tenant command.

d. Personnel with approved BAH requests have 30 days to check-out and leave rooms in satisfactory condition. Housing referral will assist in locating suitable housing. Failure to secure housing within 30 days may result in revocation of the approved request. All relocation costs are the sole responsibility of the military member.

e. Unit integrity assignment will be used when possible.

f. A service member under special circumstances and with approval by NSAB Commanding Officer is allowed temporary occupancy in the barracks.

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g. Accompanied personnel referred by Family Advocacy or higher authority may be berthed in UH on a space-available basis. Depending on the availability, they may be assigned on a temporary basis, not to exceed seven days. Members may be granted an extension of stay with the approval of NSAB Commanding Officer or with Military Protective Orders.

h. Assignment criteria for GBs are based on the provisions categorized in reference (c). Requests must be submitted to the UH Director via member's chain of command, and approved by NSAB Commanding Officer before assignment.

RULES AND REGULATIONS

1. General. Resident rooms are classified by set criteria. Once an assignment has been made, it cannot be changed without permission of the UH Director. Residents and guests may not use unassigned rooms/beds. The UH Site Manager visits all spaces in his or her assigned area of responsibility monthly, at a minimum are visited by the building management staff weekly. These visits are to check on the material condition of the room. If discrepancies are noted, the building management staff will:

- a. Leave a discrepancy sheet with a time limit to correct.
- b. Contact the resident's LPO if not corrected as directed.

Note: Some violations are so serious that building management is required to take immediate action and report it to the proper authorities.

The NSA Bethesda Commanding Officer has the authority to remove (evict) members/residents if they habitually ignore standards and policies. Evicted service members are not entitled to receive Basic Housing Allowance (BAH) or other entitlements.

2. Checking-In. Within three calendar days of checking in to UH, you should:

- a. Be met by a member of the UH staff for a complete check-in to include a room inspection, condition, discrepancies and furnishings inventory.
- b. Be given general information about the facilities and its surroundings.
- c. Be advised about the Resident Advisor program and its role in the barracks.
- d. Be provided an abbreviated copy of UH rules and regulations and acknowledge, with a signature, the receipt of those policies.
- e. The complete UH Assignment and Rules and Regulations will be delivered via email to your command email address upon completion of New Resident Orientation.

3. Check-Out. At least 10 days prior to checkout, make an appointment with your building management team or with the Central Billeting Office for a pre-inspection and furnishing inventory. Pre-inspections and check-out inspections may be scheduled Monday thru Friday from 0800 to 1400. At the pre-inspection, discrepancies will be noted and paperwork for charges of damaged property will be prepared. On the day of departure, a building manager will conduct a final inspection. Linen and key cards will be returned at this time. Forms to reimburse the government for any lost or damaged property will be signed and processed.

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4. Alcohol. Residents 21 years old and older may have alcohol beverages in their rooms. Alcohol is prohibited in passageways and other common area. Parties or groups using alcohol are not allowed anywhere in UH. Picnic areas are designated for group parties and events. Residents are responsible for their behavior, and drunken misconduct is subject to disciplinary action under the UCMJ.
5. Antennas. Outside antennas or dishes are prohibited.
6. Bedding. All new residents receive a clean set of linen. These may be returned weekly for a clean set. You may select to wash them yourself. Damaged linen may be replaced at the front desk.
7. Bicycles. Residents are encouraged to use bike racks provided for locking/storing bicycles. They are not to be stored in rooms, stairwells, passageways, walkways, or garages.
8. Combustibles. Butane or propane for lighters, and charcoal lighter fluid, may be kept in small quantities (one pint or less) in the container in which they were purchased. Hazardous materials, such as paint, gasoline, Coleman fuel, and any other flammable or toxic combustibles are not permitted in UH rooms. Open flames, candles, camp stoves, grills, and incense are strictly prohibited.
9. Controlled Substances. The possession of controlled substances, other than those prescribed by a competent medical authority, is strictly prohibited.
10. Cooking. Microwaves are part of the room inventory; therefore, please use them with caution. Coffee pots are authorized. Any other cooking appliances are not authorized and may be confiscated and turned in for disposal. All UH buildings have common kitchens equipped with cooking appliances for your use.
11. Dartboards. Strictly prohibited in all UH living spaces.
12. Day Sleepers/Sick in Quarters (SIQ). Residents who work night shift will not be disturbed unless suspected of violating regulations. The day-sleeper's LCPO must verify the assignment by approving a memo or notice. Upon notice, the building staff will post a notice outside the room. Personnel who are SIQ must submit their notice to UH staff who will post a notice outside the door.
13. Electrical Equipment. Small equipment is authorized. Hair dryers and irons must be unplugged after each use. Extension cords are not authorized, but UL rated surge protectors are highly recommended.
14. Dressing and Undressing. Dressing and undressing in front of open windows is strictly prohibited. While in UH lounges, kitchens, common or recreation areas, use good judgment and be considerate of other residents by dressing appropriately. Shoes or sandals are required at all

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times in UH when you are outside of your room. Always wear a shirt; sports bras are not outerwear.

15. Energy Conservation. To conserve energy, please turn off all appliances when they are not in use. Keep doors and windows closed in heated or air conditioned areas. Immediately report all water leaks to the front desk or the Central Billeting Office.

16. Exchange of Rooms Assigned. Exchange without the UH Director's authorization is prohibited. Requests must be addressed to their respective chains of command who will, in turn, advise the UH Director of such requests.

17. Fire. Familiarize yourself with the location of the nearest fire exit stairway. In case of fire:

- a. Sound the alarm at the closest firebox.
- b. Secure windows and doors and turn off electrical appliances. DO NOT ENDANGER YOURSELF.
- c. Leave the building and muster at the designated point.
- d. Personnel not responding to fire alarms or falsely activating fire alarms are subject to punishment under the UCMJ.

18. Food. Foods that require it, must be kept refrigerated in tightly sealed containers. All other food should be kept in a container that does not allow odors to escape. Do not leave food sitting out. This will help to minimize rodent and insect infestations.

19. Furnishings. Do not move government furnishings out of the rooms or lounges. Movement of furnishings within the rooms is at the discretion of the residents, but there must be at least an 18-inch exit by the doorway and the air intake must not be blocked. Furniture must be returned to the original position when checking out.

20. Gambling. Prohibited in all UH facilities and its surroundings.

21. Garbage/Trash/Recycle. Pick-up stations are located outside and behind all UH buildings. Residents are responsible for disposing of their own trash. Accumulation of trash in rooms is not authorized. Trash is not to be left in public areas or in trash cans in the laundry room, restroom, or kitchen. Recycle bin is located behind buildings 60 and 61. Please follow posted recycling protocol.

22. Guests and Visitors. Guests are people invited into UH by a resident. All non-residents must sign in at the front desk. Guests must not create disturbances nor inconvenience other residents. Residents must accompany guests at all times; the host is responsible for their guest's behavior. Guests are allowed in the rooms between 1200 and 2400 on Friday and Saturday; and between 1200 and 2200 Sunday through Thursday, **but are not authorized to stay overnight**. In semiprivate rooms, roommates must agree on the times when guests are allowed.

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Lending your assigned room to anyone else is prohibited. Civilian guests must be at least 18 years of age.

23. Laundry. Washers and Dryers are available for residents. Please contact the front desk if a machine is not working. Remove clothes as soon as they are done so that other residents may use the machines. UH personnel are not responsible for missing or damaged laundry left unattended in a machine.

24. Leave, Hospital status, TDY/TAD. Notify the UH Site Manager of your Command POC and properly secure your items before departing.

25. Lockouts. For security reasons, if a resident is locked out, a form of identification must be presented to the front desk or Central Billeting before being escorted to their room. For a lost or stolen key, the resident must report it to security and provide the report to the CBO before being provided with a replacement.

26. Lost and Found. UH does not maintain a lost and found, therefore, UH personnel are discouraged from taking possession of such items. Lost and found is controlled by the NSAB Security Department in Bldg 17A.

27. Noise. If noise or music can be heard outside of the room, it's too loud. Be considerate. Repeated noise complaints may result in contacting the offender's chain of command for corrective action.

28. Parking. Limited parking is available. Please follow installation's guidance. There are no designated parking spaces.

29. Group Gatherings. Gatherings and parties must be held in designated lounges and barbeque areas. The senior person present is responsible for maintaining good order and securing the area.

30. Pets. Pets are not authorized in UH. No pets of any kind are permitted. Disciplinary action will be taken if any type of animal is found in UH berthing spaces.

31. Pictures/Posters/Room Decorations. All displayed items must be inoffensive. Pictures or posters depicting sexual, racist, or other illicit themes are prohibited. 3M strips and Scotch blue poster putty are the only approved hanging materials for affixing items to the walls. Tape damages surfaces and is therefore prohibited. Painting or altering the room or furnishings causes damages and the cost of repairs will be assessed to the resident.

32. Roof and Ledges. Access to the roof and ledges is off-limits to all personnel. Do not climb on or throw trash onto the roof.

33. Security. You must keep your closet secured while out of the room and your room door secured even while inside the room.

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34. Smoking. Smoking is prohibited in all government buildings and UH facilities. Smoke in designated shelters only, violators will be subjected to disciplinary measures.

35. Trouble/Service Calls. Maintenance issues within the rooms must be reported to the front desk staff or the CBO. Service calls will be responded to according to the urgency of the problem. Severe water leaks, electrical, hot water, and heating issues should be called in as emergencies and receive a response within an hour. Urgent and Routine calls may take 3-30 business days.

36. Vending machines. The Navy Exchange operates the vending machines. Contact phone numbers are posted on each machine.

37. Weapons, Ammunition, and Explosives. Any prohibited weapons found within the barracks will warrant a call to Security. For a list of items not permitted within the installation, please visit the NSA Bethesda Security Department.

38. Outside Decorations. It is prohibited to hang any items on the exterior part of the building or inside or outside of the windows.

AUG 16 2018

INSPECTION PROCEDURES

1. Responsibility. The Unaccompanied Housing (UH) resident's chain of command is responsible for ensuring that adequate UH living conditions are maintained and meet the U.S. Navy's living standards. Personnel who disregard accepted hygiene practices or display a lack of concern for maintaining government property must be identified and corrective or disciplinary action must be taken.

2. Action

a. Commanding Officers or Officers-in-Charge (OIC) shall:

(1) Ensure UH spaces assigned to your service member are inspected at least weekly.

(2) Assign an Officer or Chief Petty Officer to coordinate inspections with the UH Site Managers. Keynotes of UH inspections shall be sanitary conditions of the resident rooms along with the sanitation, safety, maintenance, and security of the buildings. Questionable conditions shall be brought to the attention of the UH Site Manager, and if necessary to the UH Director or Housing Director.

(3) Inform residents in your units of the provisions of this instruction. Ensure UH residents are informed of the discrepancies noted during inspections and have time to correct them before the next inspection. Apply corrective action as appropriate. "Outstanding" grades should receive recognition.

b. Inspection Coordinators shall:

(1) Provide UH Site Managers with inspection schedules.

(2) Assign Officers and/or Chief Petty Officers to perform inspections. Assign recorders/escorts.

c. Inspection Officers and/or Chief Petty Officers shall:

(1) Confirm inspections with Site Managers at least 24 hours prior to inspection.

(2) Obtain inspection materials and guidance from the UH Site Manager or appointed representative.

(3) Indicate specific discrepancies and grade each room based on the following grading criteria:

(a) Outstanding: No discrepancies, good attention to detail, pride of ownership. Maintains high standard of neatness, cleanliness, and material condition.

Enclosure (3)

AUG 16 2018

(b) Satisfactory: Few discrepancies, exhibits less concern for cleanliness, neatness and detail than the outstanding standard.

(c) Unsatisfactory: (Fail) No effort spent cleaning or maintaining the room. Malodorous, obvious disregard for regulations; repeated and uncorrected discrepancies. Disregard of government property.

(4) Provide the UH Site Manager a copy of the inspection report within 24 hours of the inspection, and within 48 hours, provide the UH Director a written report of the corrective action taken in rooms graded "Unsatisfactory".

d. Residents shall have rooms ready by 0700 on inspection day. Although rooms are not inspected daily, they shall conform to the minimum daily living standards in order to pass random inspections.

e. Re-inspections will be conducted the following Saturday morning at 0800, (Staff Duty, and the Resident Advisor) with the resident in their prescribed Uniform of the Day. Not showing up at the re-inspection will result in disciplinary action.

3. Random Room Inspections. In addition to regularly scheduled room inspections, the UH staff will conduct random inspections and room verification on a routine basis.

Department of the Army

*TRADOC Regulation 350-6

Headquarters, United States Army
Training and Doctrine Command
Fort Eustis, Virginia 23604-5700

9 August 2019

Training

Enlisted Initial Entry Training Policies and Administration

PAUL E. FUNK II
General, U.S. Army
Commanding



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Deputy Chief of Staff, G-6

History. This publication is a major revision. The portions affected by this revision are listed in the summary of change.

Summary. This United States (U.S.) Army Training and Doctrine Command (TRADOC) Regulation 350-6 prescribes policies and procedures for the conduct of enlisted initial entry training (IET).

Applicability. This regulation applies to all active Army, United States Army Reserve, and Army National Guard enlisted IET conducted at both TRADOC and non-TRADOC service schools, Army training centers, and other training activities under the control of Headquarters (HQ), TRADOC and to all personnel, military and civilian, under the control of HQ TRADOC, to include Army elements stationed within Interservice Training Review Organizations (ITRO) for AIT, who interact with Trainees/Soldiers undergoing IET conducted on an installation, the commander of which is subordinate to, and within the supervisory chain of the Commanding General, TRADOC. Paragraph 2-5d of this regulation is punitive. Soldiers who violate paragraph 2-5d may be subject to punishment under the Uniform Code of Military Justice (UCMJ). TRADOC subordinate commanders who are also installation commanders should issue local regulations or incorporate into pre-existing local regulations, the appropriate punitive provisions of TRADOC Regulation 350-6 as effective on their installations to protect Trainees and preserve good order and discipline.

*This regulation supersedes TRADOC Regulation 350-6, dated 20 March 2017, and Change 1, dated 30 January 2018.

Proponent and exception authority. The proponent of this regulation is the TRADOC Deputy Commanding General–Initial Military Training (USACIMT) (ATMT), 210 Dillon Circle, Fort Eustis, Virginia 23604-5701. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority in writing, to a division chief with the proponent agency or its direct reporting unit or field-operating agency, in the grade of colonel or the DA Civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity’s senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent.

Army management control process. This regulation contains management control provisions in accordance with Army Regulation (AR) 11-2, but it does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms is prohibited without prior approval from the TRADOC USACIMT (ATMT), 210 Dillon Circle, Fort Eustis, Virginia 23604-5701.

Suggested improvements. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the TRADOC USACIMT (ATMT), 210 Dillon Circle, Fort Eustis, Virginia 23604-5701.

Distribution. This regulation is available in electronic media only on the [TRADOC Administrative Publications website](#).

Summary of Change

TRADOC Regulation 350-6
Enlisted Initial Entry Training Policies and Administration

This major revision, dated 9 August 2019-

- o Modifies Initial Military Training mission/vision/focus/end state and changes strategy (para 1-6).
- o Changes name of assessment from quick look visits to staff assistance visit (para 1-4a(11)).
- o Modifies lines of effort and Initial Entry Training end state (paras 1-7 and 1-8).
- o Modifies Phase IV Black Phase (para 2-1(d)).
- o Changes Initial Entry Training requirements (paras 2-1(a) and (b)).

- o Modifies treatment of Initial Entry Training Trainees/Soldiers paras 2-4(c) and (g)
- o Changes Initial Entry Training graduation standards (para 2-2).
- o Removes prior service Army physical fitness test requirement in accordance with Army Regulation 350-1 (para 2-8f).
- o Changes heading from safe and secure to separate and secure (chap 3).
- o Adds guidance for supervisory requirements for using/storing video evidence (para 3-1d(7)).
- o Modifies supervised watch (para 3-11e).
- o Changes optimal bunk layout to example bunk layout (fig 3-1).
- o Changes risk management from Field Manual 5-19 to Army Techniques Publication 5-19 (para 3-5).
- o Changes field sanitation (para 3-14).
- o Clarifies guidance allowing commanders to reduce square footage from 72 square feet to 60 square feet in Basic Combat Training and 90 square feet to 72 square feet without United States Army Center for Initial Military Training approval (paras 3-15a through c).
- o Changes limiting charge of quarters to 12-hour shifts allowing drill sergeants additional recovery time (para 3-18).
- o Adds guidance for the participation of Initial Military Training Soldiers as human research volunteers (para 4-7).
- o Changes holding policy for security clearances. Trainees will ship to Advanced Individual Training location while waiting on adjudication (para 4-11d).
- o Adds Commanding General, TRADOC , delegation of authority to Initial Military Training brigade commanders, to sign the sponsorship exception to policy (para 1-4).
- o Updates Hometown Recruiter Assistance Program requirements (para 4-22).
- o Changes Phased training (paras 5-2a(1) through (3)).
- o Changes allowing the battalion commander to waive Army physical fitness training test 60-60- for two events and (50-59 points) in remaining event to move Soldier to Advanced Individual Training (para 5-9c).
- o Changes to increase Army physical fitness training test requirement to 60 points in each event for basic combat training. Goal is 70-70-70 (para 5-10a).

- o Changes to fueling for performance (para 5-11).
- o Modifies Warrior Tasks and Battle Drills (para 5-12).
- o Changes rifle marksmanship qualification, adding back-up iron sights as a graduation requirement and reinforces weapons handling in Advanced Individual Training (paras 5-13(a) and (d)).
- o Changes to Deliberate Training Path (para 5-14).
- o Changes field training exercise requirements (paras 5-17(3) and (4)).
- o Modifies paragraph 5-19a.
- o Modifies mandated/reinforcement training in AIT/OSUT (table 5-1).
- o Adds early graduation request example (fig E-1).
- o Updates Basic Combat Training Program of instruction site to Army Training Network.

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Chapter 1

Introduction

1-1. Purpose

This regulation prescribes U.S. Army Training and Doctrine Command (TRADOC) guidance, policies, procedures, and responsibilities for managing and conducting Initial Entry Training (IET). IET is a subset of the TRADOC Core Function - Initial Military Training (IMT) – identified in [TRADOC Regulation \(TR\) 10-5](#), U.S. Army Training and Doctrine Command Functions and Organizations, and [TR 10-5-8](#), U.S. Army Center for Initial Military Training (USACIMT). IET consists of basic combat training (BCT), one station unit training (OSUT), Advanced Individual Training (AIT), and any other formal enlisted Army training accomplished within the IET environment. Training received to include Army elements stationed within Interservice Training Review Organizations (ITRO) for AIT, prior to the awarding of an initial military occupational specialty (MOS) (for example, English language training (ELT)). The regulation supports the design, development, and execution of all IET programs of instruction (POIs), as well as AIT for MOS training for prior service enlisted Soldiers and Noncommissioned Officers (NCOs). The regulation identifies prohibited practices, which are punitive in nature and may subject the offender to disciplinary action.

1-2. References

See [appendix A](#).

1-3. Explanation of abbreviations and terms

See the [glossary](#).

1-4. Responsibilities

a. The Commanding General (CG), TRADOC, hereby delegates authority to IMT brigade (BDE) commanders, to sign the sponsorship exception to policy (ETP). The Commander may cancel or withdraw delegated authority at any time (to include upon review after a change of command).

b. The CG, USACIMT will-

(1) Serve as Core Function Lead for IMT within TRADOC and represent the CG, TRADOC.

(2) Establish policy, guidance, and instruction for conduct of IET as part of the accessions enterprise.

(3) Set conditions for management, synchronization, and oversight of all policies, regulations, and directives governing Soldier entry training and consistent application across the IMT enterprise.

(4) Serve as the TRADOC BCT proponent and the first three phases of OSUT.

- (5) Serve as the proponent and exception authority for TR 350-6.
- (6) Manage, synchronize, and oversee all TRADOC, Headquarters, and Department of the Army (HQDA) and Department of Defense (DOD) policies, regulations, and directives governing Soldier entry training to ensure consistent application across the IMT enterprise.
- (7) Assist, coordinate with, and support TRADOC installations to include ITRO sites by monitoring course quotas and production throughput and ensure subordinate issues, requirements, and priorities are adequately addressed by TRADOC and the Army.
- (8) Facilitate coordination and dissemination of plans, doctrine, and training by working closely with the TRADOC HQs staff and external agencies as appropriate.
- (9) Supervise and conduct the following leader training within TRADOC: IMT BDE/Battalion (BN) Pre-Command Course (PCC) (Phase II), IMT Company Commander/First Sergeant Course (CCFSC), IMT Cadre Training Course (CTC), IMT Support Cadre Training Course (SCTC), Installation Staff Contractor Training Course (ISCTC), and additional functional training as directed by HQ TRADOC. Serves as the approving authority for course material submitted by the proponent.
- (10) Serve as lead for development and implementation of the Warrior Tasks and Battle Drills (WTBDs), and recommend updates for CG, TRADOC approval. In coordination with School proponents, approve WTBD training requirements in AIT and the Black and Gold phases of OSUT. Conduct a survey and conference every two years to assess the need for additions, modifications, and deletions to approved WTBDs.
- (11) Conduct staff assistance visits, investigations, inspections, assistance, and assessments as needed within the IMT enterprise.
- (12) Participate and support center of excellence (COE) and school accreditation efforts within TRADOC.
- (13) Review all IMT and MOS-T programs of instruction (POI) for inclusion of mandated training.
- (14) Approve the BCT and Drill Sergeant Course POIs.
- (15) Revise TRADOC Pamphlet (TP) 600-4, The Soldier's Blue Book, in coordination with all TRADOC branch proponents and provide a copy to the Army Training Support Center (ATSC) (ATIC-DCO), Building 1726, Fort Eustis, Virginia 23604 for publication and distribution.
- (16) Support and facilitate AIT/OSUT Soldier sponsorship for respective gaining commands.
- (17) Ensure orientation and administration processing for Exceptional Family Members Program (EFMP) is conducted.

(18) Ensure EFMP briefs are conducted during in-processing for AIT Soldiers. See Army Regulation (AR) 612-201, for required EFMP required actions during AIT in-processing and in week 10 of OSUT.

c. Deputy Commander General, IMT will-

(1) Continually assess the IMT Enterprise in the following areas:

- (a) Quality of training;
- (b) Managing leader-to-led ratios;
- (c) Force protection; and
- (d) Challenges and resource shortfalls.

(2) Collect and analyze accessions information, assess relevancy and effectiveness of the training provided to Soldiers and leaders; ensure a safe and secure environment exists for Soldiers to live, work and learn; and recommend priorities to TRADOC and COE commanders on how best to use limited resources.

(3) Conduct and oversee pilots and surveys within the IMT enterprise.

(4) Conduct research and experimentation analysis to improve performance in IMT.

(5) Track and assess equipment fielding and individual equipment requirements in IMT in coordination with HQ TRADOC.

(6) Coordinate IMT training facilities and barracks funding strategies and policies, priorities, and implementing instructions with HQ TRADOC. Review and approve infrastructure requirements necessary to support training outlined in POIs (for example, ranges, classrooms, training aids, devices, simulators, and simulations).

(7) Conduct conferences and video teleconferences as required, in the execution of management, compliance, and oversight responsibilities, consistent with AR 1-50.

(8) Conduct and host an IET BDE commander/command sergeant major (CSM) forum annually, consistent with AR 1-50.

d. Commandants, TRADOC branch schools will-

(1) Develop and provide training support package (TSP) and Training Requirements Analysis System (TRAS) documentation, Individual Training Plans (ITP), POIs, Course Administrative Data (CAD), lesson plans, and other instructional material, as required, in accordance with [TR 350-70](#). Proponents for OSUT will integrate BCT core training into their OSUT POIs.

(2) Establish and maintain a working relationship through visits, conferences, VTCs, and correspondence with Army Training Center (ATC) commanders, commandants, and training division commanders conducting training in courses for which they are the designated proponent.

(3) Manage the quality assurance program in accordance with [TR 350-70](#) and [TR 11-21](#) to evaluate the training program effectiveness for which they are proponents. Evaluation will include a thorough assessment of feedback from the field, as well as an assessment of teaching methods being used at course sites.

(4) Manage an effective mission oriented safety program that integrates risk management into all activities and training to protect personnel, facilities, equipment, and materiel under their charge, as well as the public and natural environment from hazards and accidents.

(5) Identify and approve POI infrastructure requirements and submit to TRADOC Deputy Chief of Staff (DCS) G-3/5/7 (Plans, Operations, and Training), Training Operations Management Agency (TOMA) for validation.

(6) Establish a drill sergeant (DS) resiliency program for cadre in the IET environment. A DS resiliency program will be established in accordance with [TR 350-16](#). This may also be used as a guide to establish cadre resilience programs.

(7) Conduct other IET programs as directed by the CG, TRADOC.

(8) Ensure records (hardcopy or electronic) created and/or received in the course of doing Army business are maintained in accordance with AR 25-400-2.

(9) Ensure orientation and administration processing for EFMP are conducted, using Department of the Army (DA) Form 7415 (Exceptional Family Member Program (EFMP) Querying Sheet), for both enlisted and officer personnel (see AR 608-75).

(10) Ensure EFMP briefs are conducted during in-processing for AIT Soldiers. See Army Regulation (AR) 612-201, for required EFMP required actions during AIT in-processing and in week 10 of OSUT.

(11) Ensure all IMT Soldiers are briefed on the EFMP prior to their departure to their first duty station.

e. The senior IET commander at each TRADOC subordinate command and non-TRADOC organization will-

(1) Ensure designated courses are taught in accordance with approved POI and training materials developed by the proponent. This includes application of IET training strategy and methods outlined in TR 350-70 and this regulation.

(2) Assist Service schools, ITRO, and other course proponents in the design and development of courses taught in the ATC in accordance with TR 350-70.

(3) Provide feedback and make recommendations to change training content such as methods of instruction and sequencing.

(4) Continually evaluate training effectiveness, enforce training standards, and ensure continual certification of training cadre.

(5) Ensure cadre and support personnel attend the appropriate training courses in accordance with paragraph 6-5 and table B-1 of this regulation.

(6) Maintain a list, by position, of who must attend SCTC and ISCTC and submit annually to proponent at Initial Military Training Leadership School (ATMT-LTB-IMT), [LTB, S-3](#), Building 3300 Magruder Ave, Fort Jackson, SC 29207-7003.

(7) Establish responsibility at the appropriate level of command for conducting preliminary inquiries, making credibility determinations, and documenting and maintaining records of serious incident reports (SIR) and operations reports (OPREPs).

(8) Submit SIRs in accordance with AR 190-45 and OPREPs in accordance with [TR 1-8](#) to TRADOC DCS, G-3/5/7, and Current Operations (G-33), Emergency Operation Center (ATTG-OPA-E). Reporting procedures outlined in [TR 1-8](#) do not replace the reporting procedures as outlined in AR 190-45. Parallel reports are often required due to separate reporting channels.

(9) Ensure TRADOC Form 350-6-2 (Initial Military Training (IMT) Soldier Assessment Report) is completed during each phase of training and included in the Soldier's training packet upon graduation. Ensure that cadre solicit and attend to Soldier responses for Section I, "Family and Financial Status" and "Health Issues," and Section II "Training Outcomes" for indications of need for help; and make appropriate consultations or referrals to the chain of command, the Chaplain, Behavioral Health professionals, and/or to Army Community Service, as indicated.

f. Commandant, U.S. Army Infantry School (in regard to BCT, OSUT, and AIT) will:

(1) Design the education and training for those infantry warrior tasks selected for training in BCT.

(2) Evaluate new equipment for use in BCT in conjunction with the appropriate proponents.

g. Commander, Defense Language Institute English Language Center (DLIELC), English as a second language (ESL) course will adhere to TRADOC policies in appendix C when training pre-BCT/OSUT Soldiers.

h. Commander, Defense Language Institute Foreign Language Center (DLIFLC) will adhere to the policies outlined in appendix D.

1-5. Records management requirements

Records management (recordkeeping) requirements for all record numbers, forms, and reports required by this regulation are addressed in Records Retention Schedule-Army. Detailed information for all related record numbers, forms, and reports are located in [Records Retention Schedule-Army](#). See appendix F, for records management requirements related to this publication.

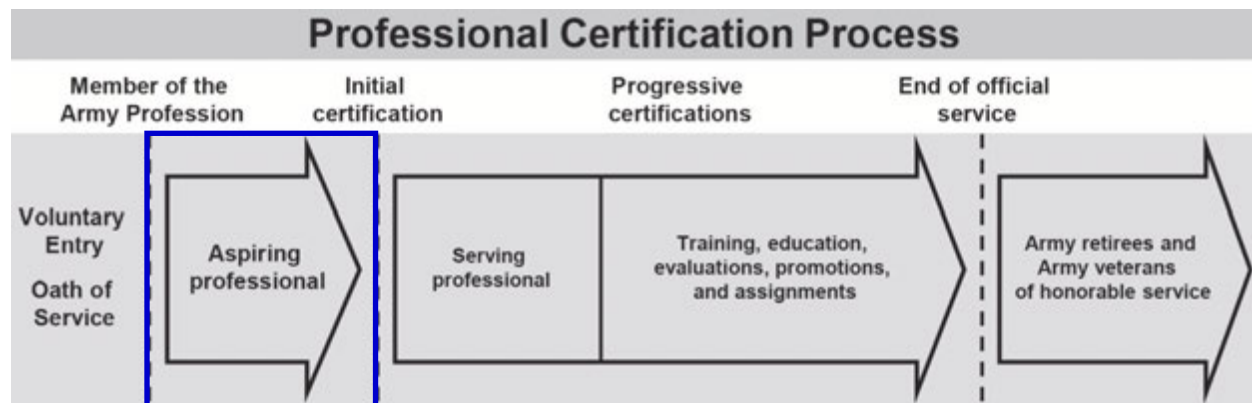
1-6. Initial Military Training (IMT) Mission/Vision/End state

a. Mission. Synchronize and manage the IMT and education system to transform civilian volunteers into professional Soldiers who are disciplined, fit, acculturated and combat ready and who will increase Army readiness at their first unit of assignment.

b. Vision. Transform civilian volunteers into professional Soldiers.

c. End state. Soldiers who are:

- (1) Competent in basic combat skills and unique specialties (WTBDs and MOS).
- (2) Disciplined individuals of character.
- (3) Physically fit.
- (4) Acculturated with Army Values, the Soldier's Creed, and Army history.
- (5) A trusted member of the Army team.
- (6) Committed to serving our Army and nation.



Reference: ADRP 1, *The Army Profession*

Figure 1-1. Professional Certification Process

d. Strategy.

(1) Ends. IMT is a process within the institutional domain that aligns the development of competencies (knowledge, skills, abilities, attributes) and behaviors in civilian volunteers and

enables their transformation into Army military professionals. The outcome is a Soldier who is competent, confident, and a disciplined individual of character, acculturated in Army Values, Soldier's Creed and Army history, physically fit, trusted member of the Army team, and committed to serving our Army and nation.

(2) Ways. As stated in The Army Training Strategy, IMT provides the foundation for Trainees to be experts in their critical combat skills and cultivates self-confidence, adaptability, physical strength, resilience, and mental agility.

(a) For enlisted Trainees, IMT begins with training provided to delayed-entry recruits by recruiters or through distance learning applications prior to reporting to the Military Entrance Processing Station (MEPS) and continues during BCT.

(b) Specific for enlisted Soldiers. IMT ends when the aspiring Army professional graduates from AIT or OSUT and is determined to be qualified by the branch or functional proponent to perform his/her MOS skills.

(3) Means. Central to implementing the IMT process is the need for collaboration, consultation, and cooperation by all leaders within the institutional domain, recruiting, TRADOC HQ, the Army, and units who receive the newly certified Soldiers.

(a) Senior-level oversight of training-related issues is an integral element of the TRADOC mission. TR 10-5 designates the Deputy Commanding General for Initial Military Training (DCG-IMT) as TRADOC's core function lead for IMT and the principal representative for the CG TRADOC for supervision, management, and oversight of policy and resource prioritization on all matters pertaining to IMT.

(b) TRADOC G-3/5/7, Training Operations Management Activity (TOMA) is responsible for validating and integrating TRADOC course and resource requirements into the Structure Manning Decision review (SMDR) and Army Program for Individual Training (ARPRINT) development. TOMA also provides oversight of Training Resource Arbitration Panel (TRAP) actions and course mission/resource adjustments, and coordinates RC training base augmentation (108th TC (IET)), training ammunition management, and Inter-Service Training Review Organization (ITRO).

(c) The DCG-IMT also serves as the CG, Center for Initial Military Training (CIMT). The CG, CIMT synchronizes efforts across COE but does not direct priorities of work, management of allotted resources or how a mission is to be accomplished. COE CGs must integrate all efforts in support of multiple core functions directed by different core function leads that operate under various Army management and resourcing processes. This requires vigilance in managing internal COE resources and work priorities to accomplish missions, weighing priorities, and taking prudent risks when necessary. COE CGs are accountable for ensuring missions are accomplished and integrated.

(d) COE CGs serve as the Army's experts within their respective areas (maneuver, aviation, fires, intelligence, maneuver support, mission command, cyber, and sustainment) and execute

TRADOC core functions in support of that area, to include training, doctrine, and capability requirements.

(e) The branch proponent is the school commandant and chief of the designated branch and is responsible for executing training, leader development and education and manages personnel proponent requirements. Commandants provide command and control for one or more training BDEs and ensure the school maintains the highest standards for instructor certification, school accreditation, development and sustainment of courseware, and proper use of Army school system personnel and facilities. Commandants ensure the operational relevance of curricula through the inclusion of lessons learned and realistic scenarios that reflect the operational environment.

(f) The 108th Training Command provides trained and ready DSs, instructors, leader-trainers, and command and control expertise to the Active Army and TRADOC. The 108th TC (IET) is OPCON to TRADOC and supports USACIMT by augmenting the Training BDEs with DSs, by supporting BCT/OSUT requirements and by providing reception battalion (RECBN) support. The U.S. Army Reserve (USAR) and 108th TC (IET) also provide resources that support the U.S. Army Drill Sergeant Academy located at Fort Jackson, SC as well as specified mission requirements such as Task Force Marshall.

(g) Ultimately the responsibility for training, educating, and development of civilian volunteers into Army military professionals is assigned to IMT unit leaders; this includes BCT, AIT, and OSUT.

(h) In addition, leaders within the US Army Recruiting Command (USAREC) have preparatory responsibilities that support the IMT process.

(i) In order to assist the CIMT execute core function lead responsibilities, synchronize and manage the initial military training and education system to transform civilian volunteers into professional Soldiers who are disciplined, fit, acculturated and combat ready who will increase Army readiness at their first unit of assignment.

(j) In keeping with mission command doctrine, the 108th Training Command staff supports the CG USACIMT in exercising sufficient control to achieve desired effects while allowing subordinate matrix-organizations maximum freedom of action to accomplish assigned tasks.

(k) The 108th Training Command staff supports decision making by:

- Collecting and analyzing information, assessing relevancy and effectiveness of the training provided to Soldiers and leaders, ensuring a safe and secure environment exists for Soldiers to live and learn, and recommending priorities on how best to use limited resources.
- Assisting, coordinating with, and supporting supported organization's efforts by promoting TRADOC and HQDA policy and guidance, monitoring course quotas, managing production throughput, and ensuring subordinate issues, requirements, and priorities are adequately addressed by TRADOC and the Army.
- Facilitating coordination and dissemination of plans, doctrine, and training by working closely with the TRADOC HQs staff and external agencies as appropriate.

- Monitoring compliance of TRADOC and HQDA policies, procedures, and regulations and ensuring consistent application is occurring across the enterprise.
- Enabling the professional development of IMT cadre through management of the IMT BDE/BN PCC (Phase II), the IMT CCFSC, the Drill Sergeant Academy, and other functional training courses.

1-7. Lines of effort for IMT

- a. Build the Army. Synchronize and manage the IMT and education system to transform civilian volunteers into professional Soldiers.
- b. Manage the Enterprise. Includes the management and oversight for policy and resource prioritization of all matters in IMT.
- c. Holistic Health and Fitness (H2F). H2F is an overarching conceptual framework that encompasses all aspects of human performance to optimize individual Soldier readiness, decrease preventable injury rates, and reduce medical-related attrition rates. The H2F System is the centerpiece of emerging doctrine in the latest edition of Field Manual (FM) 7-22. The H2F System is composed of five enduring elements: governance, program, facilities and equipment, personnel, and leader education, they provide the underpinning of a comprehensive system that will effectively accomplish our physical and non-physical readiness goals.
- d. Inform and Educate. Actions necessary to convey and communicate the CIMT story through multiple mediums in order to bring unity of effort and a common operating picture.

1-8. Initial Entry Training (IET) End State

See figure 1-1, Soldiers who complete IET are-

- Competent in basic combat skills and unique specialties (WTBDs and MOS)
- Disciplined individual of character
- Physically fit
- Acculturated with Army Values, the Soldier's Creed, and Army history
- A trusted member of the Army team
- Committed to serving our Army and nation

Figure 1-2. IET End State

Chapter 2

Compliance, Standards, Accountability and Discipline

2-1. IET requirements

IET is conducted in five phases:

a. Phase I (Red Phase). Focus is on developing “character and enhanced performance” through introduction to military customs and courtesies, discipline, the Army ethic, values, Army history, physical readiness training, and performance optimization. To progress to phase II, Trainees must successfully complete the HAMMER (FTX), pass the initial evaluation and demonstrate a level of functional fitness which will allow them to meet follow-on physical fitness requirements. Attention to detail is key in phase I of BCT.

b. Phase II (White Phase). Focus is on individual task proficiency, shoot, move, communicate, and survive, physical fitness and discipline. To progress to phase III, Trainees must qualify with their rifle using both back-up iron sights and optics; demonstrate a level of functional fitness which will allow them to meet follow-on physical fitness requirements, and complete the second field training exercise (FTX), the ANVIL. Upon completion of phase II, each Trainee will earn a rifle qualification badge.

c. Phase III (Blue Phase). This phase builds upon what was learned over the first two phases and reinforces basic combat skills with a focus on teamwork and discipline. Trainees who achieve Phase III requirements meet the standards to graduate from BCT. This phase concludes with a final evaluation and a final Army physical fitness test (APFT) where the Trainee must score at least 60 points in each event (can be waived by the battalion commander to 50 points in one of the three events), and the culminating field training exercise, the FORGE. With completion of the FORGE, Cadre will conduct The Soldier Ceremony in which trainees will receive the Black Beret, US Army patch, and earn the right to be called a “Soldier.” Prior to departure from BCT, Soldiers will receive a Soldier for Life certificate signed by the SMA and CSA and the National Defense Service Medal, all symbolizing the right to be called a Soldier for Life.

d. Phase IV (Black Phase). This phase is the first segment of comprehensive MOS training and occurs during weeks 10-13 of OSUT and the first three weeks of AIT. If the AIT ends at 13 weeks, the unit will conduct a field training exercise of no less than 3 days and 2 nights (72-Hour minimum) in an austere field environment to reinforce weapons handling (muzzle awareness, accountability) and land navigation skills using paper maps and compass) reinforce communication skills on 9-line medical evacuation (MEDEVAC) Spot report, size, activity, location, unit, time and equipment (SALUTE) report, and Call for Fire. Training will build on Soldier’s radio operating skills. Reinforce Hand Grenade training, hasty fighting positions, react to contact, CBRN attack and first aid skills. This phase will conduct a non-standard casualty evacuation (CASEVAC) and reinforce combative training. The phase ends with the successful completion of MOS testing, demonstration of apprentice-level proficiency, and completing the physical fitness test by scoring a minimum of 180 points or higher. Physical training (PT) goals for AITs that are 10 weeks or longer, goal are at least 70 points in each event (210 total points), and passing the high physical demands test for your MOS. Soldiers will wear the Army patch upon award in BCT and continue wearing the Army patch during AIT. Upon completion of Phase

IV of AIT, BDE commanders can authorize the wear of the individual unit patch on the Army combat uniform only if the school or unit patch is issued; Soldiers are not responsible for purchasing the school or unit patch. A phase patch cannot substitute for Army or organizational patch.

e. Phase V (Gold Phase). This is the final and most progressive stage of MOS training and covers weeks 14-20+ weeks of OSUT/AIT. The phase ends with the successful completion of MOS testing, demonstration of apprentice-level proficiency, conduct of a culminating field training exercise with no fewer than 3 days and 2 nights (72-Hour minimum) in an austere field environment to reinforce weapons handling (muzzle awareness, accountability) and land navigation skills using paper maps and compass). It will also reinforce communication skills on 9-line MEDEVAC, spot report, SALUTE report, and call for fire. Units will continually improve Soldier's radio operating skills. Unit will reinforce Hand Grenade training, hasty fighting positions, react to contact, CBRN attack and first aid skills (goal is qualifying each Soldiers as combat lifesaver (CLS). Unit will conduct a non-standard CASEVAC, reinforce combative training with a goal of achieving level 1 certification. Complete the physical fitness test by scoring a minimum 180 points or higher with a goal of at least 70 points in each event (210 total points), and passing the high physical demands test. Develop training that will build disciplined initiative within the force. Teach Soldiers to live on "Amber" (state of readiness), for combat support and combat service support occupational specialties. Soldiers successfully completing all MOS requirements are authorized to wear the regimental distinctive insignia (RDI) on their Army Service uniform (ASU).

2-2. IET graduation standards

Soldiers completing BCT or Phases I-III of OSUT must meet the initial foundational and developmental requirements of being a Soldier in the U.S. Army. Professional Soldiers who are disciplined, fit, acculturated with Army Values, Soldier's creed, Army history, and combat ready who will increase Army readiness at their first unit of assignment.

a. BCT and OSUT (Phase I-III).

(1) Pass the APFT with a minimum of 60 points in each event with a goal of "70-70-70" for a total of 210 points. This requirement may be waived by the battalion commander only if the Trainee meets 60 points in two out of the three events and 50-59 points in the remaining event, following a complete review of the Trainee's/Soldier's performance.

(2) Qualify with individual weapon using back-up iron sights and M68 reflex sight (close-combat optic).

(3) Conduct the hand grenade qualification course and throw two live grenades.

Note: In cases of Army shortages or ammunition constraints, the first GO in the chain of command will notify [USACIMT](#) of the requirement to reduce hand grenade qualification to one live grenade

(4) Complete the protective mask confidence exercise (CBRN 2).

- (5) Complete the Land Navigation Exercise.
 - (6) Complete the 10-Mile foot march.
 - (7) Complete Buddy Team Live Fire.
 - (8) Complete the Buddy Team Fire and Movement “Force on Force.”
 - (9) Negotiate Confidence, Obstacle Courses, and Confidence Tower (must complete 70% of all available obstacles).
 - (10) Complete the tasks for HAMMER and ANVIL FTXs (IN OSUT may conduct the tasks during Phase I (Red Phase), Phase II (White Phase), and Tactical Training Days).
 - (11) Pass all internal and external Evaluations.
 - (12) Complete the FORGE FTX.
- b. AIT and OSUT (Phase IV-V). Complete the following requirements:
- (1) (OSUT) Complete all BCT graduation requirements (standards 1-12).
 - (2) Pass APFT with a minimum of 60 points in each event, with a goal of “70-70-70” points, achieving 210 total score.
 - (3) Conduct no less than 3 days and 2 nights (72-hour minimum) culminating FTX in an austere field environment certifying Soldiers in their MOS- specific tasks. Last two weeks of AIT.
 - (4) Pass MOS-specific critical tasks as identified by the proponent school.
 - (5) Conduct combative training with a goal for level 1 certification. OSUT (11B/11C); Armor, (19D/K); Engineer, (12B/C); Military Police (31B) and AITs over 6 weeks. AITs under 6 weeks forward all documentation with Soldier to first their unit of assignment to continue certification.
 - (6) Conduct First Aid training with a goal to achieve CLS certification. OSUT (11B/11C); Armor, (19D/K); Engineer, (12B/C); Military Police (31B) and AITs over 6 weeks. AITs under 6 weeks forward all documentation with Soldier to first their unit of assignment to continue certification.
 - (7) Complete the 8-hour personal financial training course.
 - (8) Complete the Army Traffic Safety Training Program in accordance with AR 385-10.
 - (9) Reinforce training in accordance with table 5-1 of this regulation.

(10) Individually pass the [High Physical Demand Test](#) in accordance with DA Pamphlet 611-21.

2-3. Testing procedures for Advanced Individual Training (AIT) and military occupational specialty (MOS) portion of one station unit training (OSUT) of IET Soldiers

a. Proponents will develop course tests (end of block/module) for MOS producing courses according to guidance outlined in TR 350-70. Continuously assess the validity of each task evaluated and its relevance; make changes as appropriate.

b. Commanders will ensure Soldiers are tested in accordance with the Individual Student Assessment Plan for the course being presented in accordance with TR 350-70. Cadre will explain the Individual Student Assessment Plan course graduation requirements to each Soldier at the beginning of each course.

c. Course tests must provide a fair and accurate evaluation of the Soldier's ability to perform the tasks presented to established standards.

d. Hands-on, performance-oriented testing is the norm throughout TRADOC. Situational based, written open book reference tests (when used), must require the Soldier to not only extract data, but also apply the data to specific situations they are likely to encounter on the job. Use closed book, knowledge-based written tests only if it is necessary to verify the Soldier's knowledge as a prerequisite for later performance testing, where the knowledge is applied (as a building block to later tests). All testing is conducted in an environment that would replicate the Soldier's duty position in the unit; as far as safety and environmental considerations will allow and in accordance with test administration instructions.

e. Each test will have at least two versions and cadre will use all versions concurrently.

f. Tests are monitored by quality control personnel reporting to the BDE or ATC commander, as determined by the local commander. Certify unit cadre personnel in accordance with TR 350-70.

g. Determine test score in accordance with TP 350-70-5.

h. Conduct counseling with each Soldier to reinforce strengths on tasks accomplished and to correct deficiencies on tasks missed.

i. The goal is 80 to 100 percent performance to standard on all tasks by each Soldier. For Soldiers who are unable to achieve this goal consider them for remedial training and retesting, prior to graduation, or reassignment to another company in a follow-on cycle.

j. Remedial training is a joint responsibility of Soldiers and trainers. Provide Soldiers failing to achieve task/course standards opportunities to review material and practice skills with trainers prior to undergoing retest.

k. ISAPs will include instructions prohibiting IET Soldiers that fail an end of block/module retest from progressing further in the course. Consider re-test failures for new start to a follow-on class, reclassification, or separation.

2-4. Treatment of IET Trainees/Soldiers

a. Treat all Trainees/Soldiers in accordance with Schofield's definition of discipline: "The discipline which makes the Soldier of a free country reliable in battle is not to be gained by harsh or tyrannical treatment. On the contrary, such treatment is far more likely to destroy than to make an Army. It is possible to impart instruction and give command in such a manner and such a tone of voice to inspire in the Soldier no feeling but an intense desire to obey, while the opposite manner and tone of voice cannot fail to excite strong resentment and a desire to disobey. The one mode or the other of dealing with subordinates springs from corresponding spirit in the breast of the commander. He who feels the respect which is due to others cannot fail to inspire in them regard for himself, while he who feels, and hence manifests, disrespect toward others, especially his inferiors, cannot fail to inspire hatred against himself." MG John M. Schofield, 11 August 1879.

b. Treat IET Trainees/Soldiers with the same respect, fairness, and regard for dignity accorded to all Soldiers, regardless of race, gender, class, religion, sexual orientation, disability, or other aspects of dignity.

c. Create a rigorous environment that places stress on the Trainees/Soldiers and their ability to accomplish the task to standard. Reinforce and certify all Soldiers in their MOS-specific tasks in a rigorous, realistic, Decisive Action Training Environment (DATE) driven scenario culminating field training exercise.

d. Provide sufficient time for Trainees/Soldiers to conduct personal hygiene, take prescribed medications, perform rehabilitative exercises, and apply ice therapy or other appropriate self-care instructions when directed by medical authorities.

e. Afford Trainees/Soldiers the opportunity to participate in scheduled religious services, but do not direct or coerce participation in any service. Afford those Trainees/Soldiers who choose not to participate in religious services the opportunity for secular personal time. Personal time activities will not include barracks maintenance or similar activities that offer Trainees/Soldiers no meaningful choice. The intent is to make it clear that religious activities are voluntary, not command directed.

f. Afford Trainees/Soldiers the opportunity to take paternal leave under emergency conditions only (as Army policy applies to Soldiers that been on active duty for 365 days). A primary care giver is authorized a minimum of 6 weeks and a secondary care giver is authorized 21 days of non-chargeable leave. This must be approved by the company commander.

g. The Army and all Army personnel will treat each recruit/Trainee/Soldier with dignity and respect as they pursue their aspirations of serving in the military. Army policy prohibits inappropriate relations between recruiters and recruits, trainers and recruits, cadre and

recruits/Trainee who provide entry-level training. Strengthen Soldier proficiency with Army customs and courtesies and continue to enculturate pride in discipline within the force.

h. Recruits entering the Army with religious accommodations requests will be processed in accordance with governing Army policy. See AR 670-1 and ALARCT 002/2019, for guidance on the Approval, Disapproval, and Elevation of Requests for Religious Accommodation Waivers. Commanders and leaders receiving an initial accommodation request requiring a waiver of AR 670-1 will immediately notify the [U.S. Army Deputy Chief of Staff, G-1, Command Policy Division](#). Notification will include the requestor's name, rank/grad, unit, MOS (or prospective MOS if known), and a copy of the request documents. Commanders will send packets involving recruits to the first GO in the grade of brigadier general (O-7) or higher to evaluate and approve, disapprove, or elevate pre-accession requests for religious accommodations. A complete religious accommodation waiver packet will consist of the individual's written request and any enclosures, chaplain interview memorandum, legal review, and recommendations from the chain of command.

i. BCT/OSUT/AIT Golden Rules:

(1) **Do not** bully, haze, assault, or harass a fellow Trainee/Soldier. **DO** help and assist your teammate.

(2) **Do not** use vulgar language, rude gestures or discriminate against others. **DO** treat everyone with dignity and respect.

(3) **Do not** kiss, attempt to kiss or touch a fellow Trainee/Soldier. **DO** respect your teammate's personal space.

(4) **Do not** steal or take something that does not belong to you. **DO** build trust with teammates through your ethical and disciplined actions.

(5) **Do not** go anywhere without your battle buddy. **DO** report violations of policies and regulations to your platoon and company leadership.

(6) **Do not** post sensitive or personal information, details about your assigned unit, announce missions or deployments, post images or pictures derogatory in nature or make threats toward anyone. **DO** talk to your family and friends, turn off geotagging and location-based social networking and closely review photos or videos before posting.

j. Upon graduation all Soldiers will remain under the control of the AIT/OSUT command until they sign into their first unit of assignment.

2-5. Trainee abuse and prohibited relations

a. Description. Trainee abuse is any improper or unlawful physical, verbal, or sexual act an Army Trainer (see terms) commits against a Trainee. Examples include extreme exercise-based corrective action not in accordance with Physical Readiness Training (PRT) standards as defined in FM 7-22, demeaning or derogatory language, extreme profanity, sexual misconduct, extortion,

soliciting donations, and prohibited relations. Trainers and Trainees will sign a Department of Defense (DD) Form 2982 (Trainer Prohibited Activities Acknowledgement) and DD Form 2983 (Trainee Prohibited Activities Acknowledgement) upon assignment to a position or the first day of entry-level training, with explicit and strict command guidance, that acknowledges their understanding and responsibilities regarding the policies prohibiting inappropriate behaviors and relations outlined in DOD Instruction (DODI) 1304.33. Block 10 of DD Form 2982 and DD Form 2983 only has to be completed if one or more exceptions are identified in block 8; if so, complete block 10 in accordance with the requirements in block 8. At a minimum, the signed DD Form 2983 will be retained in the Trainee's file and kept until 6 months after the Trainee has left the unit. Also, at a minimum, the DD Form 2982 will be retained in the Trainer's local file and kept for 1 year after the trainer has left the unit. Each trainer will recertify the DD Form 2982 annually, demonstrating his understanding and responsibilities as outlined in DODI 1304.33. Trainers will brief Trainees on the policies stated in DODI 1304.33. Trainers will provide information that can be used to contact someone in the leadership if they wish to report any issue related to a Trainer's inappropriate conduct. In the event a form is not available, remarks will be identified/noted on the Soldier's initial counseling, acknowledging his or her receipt and understanding of policies concerning prohibited inappropriate behaviors and relations between Trainers and Trainees. Commanders will determine if an incident is Trainee abuse.

b. Effect. This regulation does not change Army policies concerning hazing, bullying, and other behaviors that undermine dignity and respect, and the Sexual Harassment/Assault Response and Prevention (SHARP) program in AR 600-20; and prohibited relations during entry-level training. Trainers and Trainees remain subject to compliance with these policies.

c. Reporting and investigation. Commanders will immediately report allegations of Trainee abuse to Criminal Investigation Division Command (CIDC) and military police investigator (MPI) when such allegations are within military law enforcement purview. Commanders will promptly investigate all other allegations of Trainee abuse. Prior to investigation, commanders will consult with their servicing SJA.

d. Prohibitions. This paragraph is punitive. Soldiers who violate this policy may be subject to punishment under the UCMJ. Soldiers whose conduct violates a punitive article of the UCMJ, may be charged and prosecuted. Nonjudicial punishment (UCMJ, Article 15) may be announced at the next unit formation after punishment is imposed or, if appealed, after the decision on the appeal. Commanders are encouraged to post nonjudicial punishment results on the unit bulletin board in accordance with AR 27-10. Courts-martial convictions may be published in installation newspapers and/or posted in the unit area where deemed appropriate. The below subparagraphs 2-5d(1) – (18) govern prohibited behavior by Army Trainers. Subparagraphs 2-5d(19) – (27) apply to Trainee conduct.

(1) Army Trainers will not develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with any Trainee. These relationships include, but are not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person; through a third person; or via cards, letters, emails, telephone calls, text and instant messaging, video, photographs, social media, social networking, and any other means of communication. The following are also expressly prohibited: engaging in a personal telephone conversation with a

Trainee unrelated to the training mission or an authorized activity and “friending” or request to be a “friend” with a Trainee through social media or via a social media-networking website. (This prohibition does not apply to official unit-sponsored social media pages directed at conveying official Army information, communications, or activities used for official/professional communication between a Trainer and a Trainee.) Additionally, Trainers may not contact a Trainee’s family member other than for matters in furtherance of performance of official duties.

(2) Trainers will not engage in physical contact with any Trainee that is unrelated to an official training activity or duty. Permissible physical contact includes physical contact required to make necessary training corrections, to act in circumstances related to the safety of a Trainee, or to provide medical assistance (for example, heat exhaustion, physical injury). This provision emphasizes wrongful, unnecessary touching between Trainers and Trainees, not harmless physical contact, such as a handshake. Trainers are not required to ask the Trainee’s permission when making necessary training corrections; however, effective Trainers explain first to Trainees why a training correction is necessary.

(3) Trainers will not use grade or position, threats, pressure, or promise of return of favors or favorable treatment in an attempt to gain sexual favors from any Trainee.

(4) Trainers will not make sexual advances toward, or seek or accept sexual advances or favors from, any Trainee. In addition, Trainers will report all offers of sexual favors or sexual advances any Trainee makes to appropriate military authorities.

(5) Trainers will not allow a Trainee to enter a Trainer’s dwelling or residence, or share accommodations with a Trainee in a hotel, motel, or similar dwelling.

(6) Trainers will not establish a common household with any Trainee (that is, Trainers will not share the same living area in an apartment, house, or other dwelling). This prohibition does not include facilities open to all members of a homeowners association or all tenants in an apartment complex.

(7) Trainers will not allow entry of any Trainee into a Trainer’s privately owned vehicle. Exceptions exist for official business or when the safety or welfare of a Trainee is at risk.

(8) Trainers may not encourage or require Trainees to spend personal funds on transportation by taxi or a similar service to attend official appointments (for example, medical appointments).

(9) Trainers will not provide alcohol to, or consume alcohol with, any Trainee. This prohibition does not apply to the practice of participation in religious services, rites, or rituals.

(10) Trainers will not attend social gatherings, clubs, bars, theaters, or similar establishments on a personal social basis with any Trainee.

(11) Trainers will not play cards, games of chance, or gamble with any Trainee.

(12) Trainers will not lend money to, borrow money from, or otherwise become indebted to any Trainee.

(13) Trainers will not solicit donations from any Trainee. Trainers may not require or encourage Trainees to purchase common use items or common area cleaning supplies with their own funds (for example, bay cleaning supplies, toilet paper for common latrines, and other common use items).

(14) Trainers will not hire or otherwise employ, in an unofficial or personal capacity, any Trainee (for example, for babysitting or maintenance jobs). Additionally, Trainers may not sell any product, service, or opportunity to Trainees. Trainers may not direct or encourage Trainees to participate in, or purchase items at, any fundraising activity or volunteer event or direct or engage Trainees to assist in the set up or break down of Soldier and Family readiness group (SFRG) activities. Family members may purchase items during SFRG fundraisers or be invited to events that support SFRG Fundraisers. This provision does not prohibit Trainees from voluntarily contributing to officially authorized campaigns (for example, Combined Federal Campaign, Army Emergency Relief) or making chapel offerings.

(15) Trainers will not accept personal goods, in an unofficial or personal capacity, from any Trainee for storage or any other reason.

(16) Trainers will not participate in a closed-door discussion with a Trainee. Trainers will keep doors fully open when meeting with any Trainee. Window coverings are prohibited.

Note: At no time will a Trainer be in a room isolated from view with a Trainee/Soldier.

(17) Trainers may not use electronic communication in a manner that fails to treat a Trainee with dignity and respect. Examples include, but are not limited to harassment, bullying, hazing, stalking, unlawful discrimination, or retaliation. Electronic communication is defined as the transfer of information (signs, writing, images, sounds, or data) transmitted by computer, phone, or another electronic device. Electronic communication includes, but is not limited to text messages, emails, chats, text and instant messaging, screensavers, blogs, social media sites, electronic device applications and web/video conferencing.

(18) Trainers will not deprive any Trainee of meals, fail to provide any Trainee with a reasonable time to eat meals, or restrict any Trainee's meal choices. Trainers will refrain from disrupting the serving line, except for immediate safety considerations. Trainees shall be allowed at least 15 minutes to eat; this is time spent seated and does not include time spent in the serving line. Leaders will protect this time for the sole purpose of refueling to optimize performance. These requirements apply to both garrison and field environments.

(19) Trainees will not develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a Trainer. These relationships include, but are not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person; through a third

party; or via cards, letters, emails, telephone calls, instant messaging, video, photographs, social media, social networking, or any other means of communication.

(20) Trainees will not make sexual advances toward, or seek or accept sexual advances or favors from a Trainer.

(21) Trainees will not allow any Trainer to enter their dwelling or privately owned vehicles except to conduct official business. Exceptions exist for official business when the safety or welfare of a Trainer is at risk.

(22) Trainees will not establish a common household with a Trainer (that is, will not share the same living area in an apartment, house, or other dwelling). This prohibition does not include facilities open to all members of a homeowners association or all tenants in an apartment complex.

(23) Trainees will not consume alcohol with a Trainer on a personal social basis. This prohibition does not apply to the practice of participation in religious services, rites, or rituals.

(24) Trainees will not attend social gatherings, clubs, bars, theaters, or similar establishments on a personal social basis with a Trainer.

(25) Trainees will not play cards, games of chance, or gamble with a Trainer.

(26) Trainees will not lend money to, borrow money from, or otherwise become indebted to a Trainer.

(27) Trainees will not engage in an intimate or sexual relationship with another Trainee. Such a relationship includes dating, handholding, kissing, embracing, caressing, or engaging in sexual activities.

2-6. IET Trainee abuse and sexual assault investigation and reporting

a. Report all incidents of alleged Trainee abuse to include sexual assault and harassment in accordance with AR 190-45, AR 600-20, TR 1-8, and appendix “M” of this regulation. Company commanders must report Trainee abuse or any case of sexual assault or harassment immediately through the chain of command to the BDE commander. For cases of sexual assault/harassment, reports should include cases of cadre against Trainee, cadre against cadre, Trainee against cadre, or Trainee against Trainee. BDE (or any unit) commanders must report all sexual assault allegations to U.S. Army Criminal Investigation Division (CID), the sexual assault response coordinator (SARC), and the servicing OSJA, pursuant to AR 600-20 immediately once the allegation is known. In accordance with [TR 1-8](#), TRADOC Operations Center (TOC) will forward all TRADOC OPREPs concerning cadre and/or Trainee abuse and/or sexual assault/harassment within the BDEs to TRADOC IMT and the TRADOC Staff Judge Advocate (SJA). TRADOC OPREPs provide the initial data for the TRADOC Trainee Abuse Coordinator.

b. With the exception of sexual assault allegations, which must be reported to CID for investigation pursuant to AR 600-20, commanders will promptly conduct a preliminary inquiry in

accordance with Manual for Courts Martial Part II, Chapter III, Rule 303 or AR 15-6, into every Trainee abuse allegation, regardless of the nature, magnitude, or source of the complaint. For some allegations, a quick and informal interview of the complainant and any witnesses is all that is required. Other allegations may require more extensive command or law enforcement investigation. Commanders will consult with their legal advisor when conducting an inquiry or evaluating evidence concerning all allegations of Trainee abuse.

c. Commanders will document and maintain records of all preliminary inquiries into Trainee abuse cases, including those the commander determines are not credible. Commanders through local SJA, will provide supplemental information by filling out TRADOC Form 350-6-1 (Training Abuse Report) on all Trainees abuse OPREPs and submit to TRADOC SJA in an accurate and timely manner (not to exceed four working days from notice of the event). Until final disposition of each case, commands through servicing SJAs will submit a status update no later than the 28th of each month. Updates will be transmitted electronically to the TRADOC training abuse coordinator and must include case represented by case number and current status. This process will continue for every open case until the case is closed. A final TRADOC Form 350-6-1 will be completed and forwarded to the TRADOC training abuse coordinator to report final disposition.

d. Suspension actions.

(1) Preliminary inquiries. Commanders should not automatically suspend DSs, or other cadre simply because they are pending a preliminary inquiry into a Trainee abuse allegation. Commanders will make suspension decisions based upon the facts of each case, and may suspend individuals pending a preliminary inquiry if it will aid the inquiry, benefit the training environment, or for other valid command reasons.

(2) Investigations. Suspension of a DS from his or her assigned duties is required when a serious incident occurs requiring an investigation in accordance with AR 614-200. For all other incidents, the commander has the discretion whether or not to temporarily suspend the cadre member from his or her duties. A serious incident consists of any actual or alleged incident, accident, misconduct, or act, primarily criminal in nature, and because of its nature, gravity, potential for adverse publicity, or potential consequences warrants timely notice to HQDA. Investigations include, but are not limited to investigations conducted in accordance with AR 15-6 or those conducted by the criminal investigation division or a military police investigator.

(3) Considerations. In addition to the severity of the underlying incident, commanders should make any suspension determination only after considering all evidence available. The number of witnesses, or volume of physical evidence, does not determine the weight given to the evidence. Commanders should evaluate the evidence for factors including, but not limited to the witness's demeanor, opportunity for knowledge, information possessed, ability to recall and relate events, and other indications of truthfulness.

(4) Suspension of special duty assignment pay. Suspension of DS special duty assignment pay will be accomplished in accordance with AR 614-200. DS special duty assignment pay will not be suspended based upon the initiation of any inquiry or investigation into alleged DS misconduct.

e. Sexual assault allegations. Commanders have significant leadership responsibilities for actions after receiving an unrestricted report of sexual assault. In addition to complying with reporting requirements, commanders must ensure that the steps outlined in the Department of Defense Sexual Assault Prevention and Response [Commander's Checklist for Unrestricted Reports of Sexual Assault Checklist](#) are immediately taken in the event of receiving an unrestricted report of a sexual assault. For additional guidance regarding command action/responsibilities, see DODI 6495.02 and AR 600-20, and consult with the servicing SJA.

2-7. Allegations of recruiting improprieties

AR 600-20 prescribes discipline and conduct for relationships between Trainees/Soldiers of different rank and other prohibited relationships. All IMT personnel will follow established policy to report alleged recruiting improprieties at IET locations to HQ USAREC and report feedback to the originator of the allegation. The feedback loop for reporting results of the reports HQ USAREC receives is an important part of the process. The intent is that every allegation is properly reported and received by [HQ USAREC, G-3, Recruiting Standards Directorate \(RSD\)](#) (RCRO-ES), 1307 3rd Avenue, Fort Knox, KY 40121-2726, for processing in accordance with USAREC Regulation 601-210, and the results reported back to and received by the IET company commander initiating the allegation. In the case of an Army National Guard (ARNG) recruiter impropriety report to NGB-GSS, 111 South George Mason Drive, Arlington, Virginia 22204.

a. An allegation of a recruiting impropriety exists when a recruiter commits an intentional act to conceal, or omission of fact in violation of a law or regulation, with the intent to enlist a person not qualified. Essentially, any recruiter knowledge that a person is not qualified and the recruiter intentionally assists or otherwise knowingly enlists that person is an impropriety.

b. When any member of the Trainee/Soldier's chain of command receives an allegation, it is reported for disposition as follows:

(1) Company commanders report allegations to their IET battalion commander on USAREC Form 601-210.33 (Report of Alleged or Suspected Recruiting Impropriety) and maintain a record of reported improprieties.

(2) The BN commander sends a copy of the allegation to the installation USAREC liaison officer (LNO). For those locations (AIT only) that do not have a USAREC LNO, a copy of the allegation to include sworn statement is sent to [HQ USAREC, G-3, RSD](#) via email. The BN commander will provide feedback on the disposition of each case to the USAREC LNO with a copy furnished to the company commanders who initiated the allegation(s). For those locations without a USAREC LNO and for all other IET locations, feedback on the disposition of each case is sent to the commander who initiated the allegation, with a copy furnished to the additional points of contact (POC) listed. The feedback will contain the Trainee's name, date allegation reported, type of allegation, a short summary of the findings of the inquiry/investigation, and a determination if the enlistment was defective, unfulfilled, erroneous, or fraudulent, at a minimum. For those locations without an LNO, provide a POC (in addition to the commander that initiated the original allegation) to ensure a backup method is in place to receive such reports.

2-8. Body composition standards in IET

a. Accessions standards for body composition during the first 180 days of an IET Trainee/Soldier's active duty service are stated in AR 40-501; and during the first 180 days of an IET Trainee/Soldier's active duty service are stated in AR 600-9. See AR 350-1, for enlistment requirements.

b. RC Soldiers enrolled in the split training option must meet accession body composition standards for the successive period of active duty training.

c. Measure and weigh initial entry Soldiers within 14 days prior to graduation from AIT/OSUT. Enter this information on the Soldier's Individual Training Record (ITR) from Defense Training Management System (DTMS).

d. Enroll and flag Soldiers that exceed 180 days of active service, and fail to meet the body composition standards in accordance with AR 600-9, in the Army Body Composition Program. Ship these Soldiers to the gaining unit and forward the documentation to include the flag (transferable) to the gaining unit.

e. Prior service Soldiers are required to meet the body composition standards of AR 600-9, upon reentry to active duty. Soldiers attending reclassification training will abide by AR 350-1 and AR 600-9 requirements.

2-9. Tattoos/brands

TRADOC IET recruit tattoo/brand policies apply to all Active Army (AA), USAR, and ARNG Trainees/Soldiers whether non-prior service or prior service. See AR 670-1, for Army policy governing tattoos.

Chapter 3

Separate and Secure Environment

3-1. Separate and secure

The intent of the separate and secure policy is to ensure that all Trainees/Soldiers are afforded the opportunity to undergo IET in a safe environment. This provision is in accordance with section 10 United States Code [Section 4319](#).

a. BCT separate and secure requirements. In the garrison environment, each gender will have independent sleeping areas, separate entrances to living areas, and separate latrines. Gender separation by barracks is preferred as resources permit.

(1) Door alarms installed and doors locked on all exterior doors. All doors leading to sleeping areas (male or female) are equipped with an audible alarm that is heard at the charge of quarters (CQ) location. CQ location is in the company areas where constant supervision is maintained and immediate action can be given in case of emergency. Panic door locks installed on exterior doors and doors that separate genders. Alarms are armed any time Trainees/Soldiers are

sleeping in the bays, this includes any time a Trainee/Soldier is sleeping while on quarters. If a silent alarm is installed at the exit doors or the door that separates genders, the alarm must be heard at the CQ desk location and some form of visual identification (light, buzzer, sensor, etc.) installed to identify the door being opened. Barracks with silent alarms installed will notify CIMT of the silent door alarms.

(2) Access control guards of the same gender monitor entrances to sleeping areas during sleeping hours for no more than one hour. The function of the access control guard is to ensure only authorized personnel enter the sleeping area during periods of lights out. Access control guards are assigned and execute their duties as same gender buddy teams. Access control guards will maintain a DA Form 1594 (Daily Staff Journal or Duty Officer's Log) during the duty performance. A log of all activities will be identified on the DA Form 1594. Male access guards may be posted outside the locked and alarmed entrance to female sleeping areas as an exception to policy for IET sites with less than twenty four females in an assigned living area. This exception must be approved by the BN commander prior to implementation and a copy forwarded to CIMT.

(3) A floor to ceiling fire safe barrier wall will separate genders residing on the same floor. If the barrier has a door, the door will be locked (panic door lock) and alarmed during lights out. When the alarm sounds, it must be heard at the CQ location. If conditions for fire safe barrier walls are not met, separation of genders by floor, wing, or building is required.

(4) Digital video monitoring systems (DVMS) provide an additional degree of security and, should be implemented if funding is available. DVMS do not replace the requirement for door locks, alarms, access control guards, and supervisory personnel. DVMS will be installed only in public access areas, such as entryways, stairwells, etc. Cameras will not be placed in living areas, locker rooms, changing areas, latrines, or private offices. All areas with DVMS surveillance will post signs to notify personnel they are subject to monitoring. Only video monitoring is authorized; audio monitoring systems capable of recording conversations are prohibited. DVMS files are sensitive in nature; access is limited to law enforcement personnel (for example, Criminal Investigation Division (CID), Military Police Investigations (MPI), and Federal Bureau of Investigation (FBI), etc.) and only commanders/supervisors with official need to know. Security of tapes, keys, codes, and monitoring devices will be controlled.

(5) Time Period to Maintain Security Recording. Video storage will occur on a 180-day (6 month) continuous recording loop regardless of the start or ending period of the training cycle. The next 180 days of recorded video coverage will start overwriting the previous 180 days of video footage. Units will maintain DVMS footage for no less than 180 days and up to 5 years, depending on the evidentiary value of the video. For non-evidentiary DVMS footage, units may overwrite the video on the 180th day or later. However, if an alleged violation of the UCMJ is observed or reported to have occurred within the barracks or company area, commanders must immediately secure such DVMS footage and contact law enforcement to maintain custody and control until completion of any corresponding investigation.

(6) Pending approval of a uniform procedure for DVMS storage across Army IETs, the following procedures will be employed at the company level: the company commander/1SG will brief each DS/NCO identified to perform the duty as a CQ. The CQ and every access control

guard (for example, "Fireguard") will be required to maintain a DA Form 1594 throughout the tour of duty. The DA Form 1594s will be collected by the 1SG from the CQ and the last Trainees pulling access control guard. The 1SG will review the DA Form 1594 for inconsistencies. If the logs are different, the 1SG will determine if additional inquiries are needed and will identify the timeline where the inconsistencies took place. The commander and 1SG will review the footage for the timeline in question. If an alleged violation of UCMJ has been observed or reported, law enforcement will be contacted immediately to secure DVMS recordings and to maintain custody and control until completion of any corresponding investigation. If an alleged violation of the UCMJ is annotated on DA Form 1594, video footage from the date/time annotated (when available), will be copied to an external media storage device and maintained along with the DA Form 1594 for no less than 5 years.

(7) Access to video recordings is limited to only law enforcement personnel, (CID, MPI, FBI, etc.) and/or commanders and supervisors with official need to know. Any person accessing the video recording should be trained in procedures relating to storage and handling of recordings in order to decrease the likelihood of improper handling. A log will be maintained of all video recording accessed.

(8) Video hardware should have the capability to record in color with sharp detail. It is recommended that the recorded video is date, time, and location stamped for identification purpose

(9) When offices and administrative areas are located within Trainee/Soldier sleeping areas, the command will establish procedures whereby cadre do not occupy office areas after alarms are armed and lights out established or if a Trainee/Soldier is on quarters.

(10) DS offices will not have windows blocked or covered with paper or curtains/blinds. Doors will be left open when Trainees are inside. DSs will use the latrine to change or conduct personal hygiene.

b. AIT and OSUT separate and secure requirements.

(1) Requirements for separate and secure are the same as required in BCT.

(2) Garrison requirements. In the garrison environment, each gender will have independent sleeping areas/rooms, separate entrances to living areas, and separate latrines.

(a) Bay or common sleeping areas will have locked and alarmed doors in the same manner as BCT. All doors leading to sleeping areas regardless of gender, will be equipped with an audible alarm that sounds and is heard at the CQ or staff duty location, as well as panic door locks installed. CQ location is in the company areas where constant supervision is maintained and immediate action can be given in case of emergency. If a silent alarm is installed at the exit doors or the door that separates genders, alarm must be heard at the CQ deck and a visual form of door identification to assist the CQ on the exact location of an opened door. An exception to policy must be submitted and on file with CIMT for silent door alarms. Alarms are armed any time Soldiers are sleeping in the bays, this includes any time a Soldier is sleeping while on quarters. A floor to ceiling fire safe wall (previously referred to as a "fire safe barrier wall") will be placed

between separate genders housed on the same floor. If the barrier has a door, the door will be locked and alarmed during lights out. When the alarm sounds, it must be able to be heard at the CQ location. If conditions for fire safe barriers are not met, separation of genders must be by floor, wing, or separate building. Gender separation by barracks is preferred as resources permit.

(b) For living areas/rooms that are hotel or campus-style barracks that face inward into an interior hallway, that hallway must house all the same gender. That hallway will have a door or barrier with a panic lock system and alarm installed.

(c) For rooms that face or open to the outside of the building (independently), commanders will establish access, control and monitoring policies that are relevant to the local situation and design of the billets. Commanders will certify the local control and monitoring measures.

(d) DVMS provide an additional degree of security and, should be implemented if funding is available. DVMS do not replace the requirement for door locks, alarms, access control guards, and supervisory personnel. DVMS will be installed only in public access areas, such as entryways, stairwells, etc. Cameras will not be placed in living areas, locker rooms, changing areas, latrines, or private offices. All areas with DVMS surveillance will post signs to notify personnel they are subject to monitoring. Only video monitoring is authorized; audio monitoring systems capable of recording conversations are prohibited. DVMS files are sensitive in nature; access is limited to law enforcement personnel (for example, CID, MPI, FBI, etc.) and only commanders/supervisors with official need to know. Security of tapes, keys, codes, and monitoring devices will be controlled.

(3) DS offices will not have windows blocked or covered with paper or curtains/blinds or other such items to alter the view. Doors will be left open when trainees are inside. DSs will use the latrine to change or conduct personal hygiene.

c. Field requirements for BCT, OSUT and AIT.

(1) Gender-specific sleeping areas will be designated by cadre. Bivouac areas can be consolidated; however, sleeping areas must be gender specific (separate male from female tents).

(2) In the hours of darkness, when the unit is stationary, roving battle buddy team control guards will be assigned to secure each gender specific bivouac area. Shifts will last for no more than one hour.

(3) Same gender buddy teams will be used as runners for the tactical operations center during the hours of darkness.

(4) Each gender specific area will have separate latrines that are clearly marked "male" or "female."

(5) Commanders are authorized to augment this physical security policy, as long as the guidelines outlined above are followed.

d. Supervisory measures.

(1) NCOs supervise the barracks when Trainees are present, on bed rest, or authorized to be in the barracks throughout the day.

(a) DSs will serve as CQ during sleeping hours in BCT, and the BCT portion of OSUT. CQ location is in the company areas where constant supervision is maintained and immediate action can be given in case of emergency. All permanent party Soldiers in the grade of sergeant and above may serve as CQ. A log is maintained on Department of the Army (DA) Form 1594 for each CQ duty period. The CQ and Access Control Guards will maintain a separate DA Form 1594. The unit ISG will collect all DA Forms 1594 prior to releasing the CQ and Access Control Guards from duty. CQ will not utilize personal office to conduct CQ or perform the duties as the CQ.

(b) NCO cadre members, to include instructors, and company personnel certified in accordance with appendix: B-2 in this regulation and the local commander's policy can serve as CQ during sleeping hours in AIT and the AIT portion of OSUT. Commanders are authorized to augment this physical security policy, as long as the guidelines outlined above are followed.

(2) Two enlisted Trainees/Soldiers, Battle Buddy Team, will serve as "runners" and maintain entrance security when the CQ conducts inspections. The two runners are of the same gender, but not necessarily the same gender as the CQ.

(3) Duty officers and NCOs from the company, BN, and BDE HQs will conduct periodic checks in accordance with unit standard operating procedures (SOPs) and policies.

(4) All Trainees/Soldiers will sleep in the improved physical fitness uniform (IPFU) shorts and shirt.

(5) If an inspector is not of the same gender as the Trainees/Soldiers in the living area being inspected, personnel of the same gender as the Trainee/Soldier whose area is being inspected must accompany the inspector (except in emergency situations).

(a) For BCT, OSUT (Phases I through III), and RECBN units, the personnel accompanying the DS or inspector will not be an IET Trainee/Soldier.

(b) For OSUT (Phases IV and V), AIT, and DLIFLC, an IET Soldier buddy team may accompany the DS or inspector, and can be the Soldiers serving as the access control guard in the bay inspected.

(6) During lights out, only cadre leadership and their designated representatives are allowed in the barracks to conduct inspections and accountability. Conduct command leadership presence after hours. BDE commanders will establish written policy outlining requirements to perform leader checks after hours with a feedback method that requires the individuals to report who performed the duty and identify any issues or concerns to the BDE commander. Leader checks will not be performed by DSs or other assigned lower enlisted ranks. Leader checks are

performed by personnel senior in grade of the CQ who have the authority to represent the BDE commander.

(7) Separate and Secure Digital Surveillance Camera (DSC) records disposition: The DVMS will store non-evidentiary footage of IET common areas for no less than 180 days (6 months). As soon as facts are observed or reported which indicate DVMS footage may contain evidence of an alleged violation of the UCMJ, the video may not be overwritten until such time as law enforcement determines whether it will be part of its investigative file. DVMS footage that is evidentiary value will have the same disposition as the criminal, military police, or administrative investigation report files. Record number 190-13q. TRADOC Digital Surveillance Camera (TRADOC DSC) Master File Record description: System contains videos of initial entry training areas. See appendix F, for additional record information.

Note: Video identified as evidence in an alleged incident for investigative purposes will become a part of the investigative file to which they pertain and will have the same disposition as the criminal, military police, or administrative investigation report files. Disposition: K.5. Keep until record is 6 months old, then delete.

(8) Commanders will establish a minimum of a 3-line, telephone hotline in a semi-private central, accessible location in each IET barracks (such as, dayroom, common area, laundry room, or break area) where a phone is directly connected to the 24-hour SARC number (line #1), the 24-hour Chaplain number (line #2), and one additional line (line #3). The third line should be a non-emergency, information service (such as, weather, exact time, post information, etc.). The hotlines should not be in a high traffic area, such as on the CQ Desk. If Trainees/Soldiers have a personal cell phone, allow them to download the “We Care” application (if available). This application is free on three major platforms. This capability will allow IET Trainees/Soldiers to report incidents of abuse without the stigma associated with using the hotline. To help identify the location of hotline, the use of caller ID is recommended but not mandatory, provided the installation system is capable of displaying. This will help the SARC with the location/building number of the Soldier making the call.

(9) If the minimum separate and secure requirements (such as, locks and alarms) are not met, commanders will submit an exception to policy with a mitigation plan and timeline through their COE CG to [USACIMT](#).

3-2. Sexual Harassment/Assault Response and Prevention (SHARP) training

a. By congressional mandate, the initial SHARP instruction in BCT and OSUT must be presented during the first 14 days of accession into training. Therefore, BCT/OSUT companies must conduct this training during the first 10 days of initial training. This takes into account the time the Trainee/Soldier spends in the RECBN and includes all Trainees/Soldiers in hold status. During this training the “We Care” application will be introduced. If a Trainee/Soldier has a personal cell phone, commanders will allow them to download the “We Care” application and use the application if needed when cell phones are authorized. This application is free on most major platforms.

b. “Sex Signals” training is presented by a team of specially trained instructor teams. It can be conducted during any phase of training but is usually scheduled during the blue phase of BCT/OSUT. Sex Signals is required training and will be conducted during the duty day, not after duty hours or on the weekends. Training units will be responsible for providing training space for this instruction designed for a Company size audience with a minimum of 200 and a maximum of 250 Trainees. The training space will include a minimum playing space of 14’ x 16’ on a riser or stage. The space will have technical capabilities to include an overhead projector with computer and screen and two armless, lightweight chairs. There must be an electrical outlet to support the sound system that the teams will bring with them. Sound checks will be conducted no less than one hour prior to the beginning of the training. Units are authorized direct coordination with Sex Signals POCs to arrange training time and location. Cadre will remain with IET Trainees/Soldiers during instruction to provide assistance as needed, ensure discipline and a professional, interactive learning environment.

c. IMT BDE leadership will:

(1) Assign one unit victim advocate as a collateral duty at the company. Unit victim advocates will undergo the same interview, background check process and receive 80 hour of training as BN level SARCs/unit victim advocates. A collateral duty SARC and unit victim advocate will be assigned at the BN level and a military SARC and DA Civilian unit victim advocate will be assigned at the BDE.

(2) Meet with SHARP and EOA teams twice a month.

(3) Conduct BDE command climate survey in addition to BN and company survey requirements within the first 90 days of taking command.

(4) Establish gender specific mentorship programs whereby senior gender-specific leaders talk to and educate junior Soldiers. Mentoring sessions are important for both male and female Soldiers since both are subject to harassment, assault, hazing, and abuse. Example topics include: Army Profession; career progression; balancing work, home, and relationship; single parenting in the Army; leave process; personnel financial management; deployment separation; Better Opportunities for Single Soldiers Program (BOSS); off work activities; planning for a Family; how to be successful in the Army; pitfalls to avoid on the road to success; SHARP, etc.

(5) Establish training for all personnel (leaders, cadre, DA Civilians, and Soldiers) on ongoing training strategies and efforts at all levels; reporting procedures; care from victims; immediate actions to be taken upon alert of allegations (both restricted and unrestricted); and clear understanding of the possible civil and military punishments.

3-3. Safety

a. Conduct realistic training exercises within the bounds of an effective risk management program. Before training, ensure the complete integration of risk management along with command approval prior to the event, complete a DD Form 2977 (Deliberate Risk Assessment Worksheet). Prior to the event, conduct a recon of the training site and/or route to identify hazards

and thoroughly brief all cadre and IET Trainees/Soldiers on the risks associated with each specific training event/activity. This will include identification of specific hazards and controls used to reduce the risk of accidents associated with the training event. TSP risk assessment and unit risk assessment will be reviewed to verify the proper level of risk has been identified. IET risk assessment will address all applicable safety procedures and potential accident producing conditions. Emphasize unusual vehicle, water, weapons safety considerations, and environmental hazards in training areas prior to and during the training. Training cadre is proactive and aggressive in reducing/preventing training injuries and fatalities.

(1) Each installation will establish standard procedures to ensure that emergency treatment is readily available during training. The officer in charge, range safety officer, and/or command team will maintain at least two forms of communication with range control/directorate of emergency services/emergency medical services to include radios, cellular telephones and/or land-line telephones.

(2) TRADOC service schools and major subordinate commands will apply risk management techniques to eliminate, mitigate, and/or control hazards in accordance with guidelines established in TR 350-70, and TR 385-2. The safety manager will review and validate all TSP risk assessments.

(3) BDE, BN, and company commanders, CSMs, and 1SGs will complete the Commander's Safety Course prior to assuming IET duties. The Commander's Safety Course (Course number 012G1403) is one of the ATSC distance learning courses accessible at <https://www.atsc.army.mil>.

(4) Company commanders will ensure all safety controls identified in the risk management worksheet are implemented prior to the start of training. Commanders will ensure all initial training period risk assessments are completed and reflect the current conditions at the training site for the specific training period. Risk assessments are maintained at the training site, and are living, working documents and must be continually updated as conditions change. See TR 385-2 and paragraph 3-5, for risk management training requirements.

(5) The instructor will integrate the appropriate safety/caution statement into each task, and evaluate performance while Trainees/Soldiers perform the task to the prescribed standard. The instructor will have maintained a copy of the risk management worksheet with them during the training event.

(6) All training safety is built on a three-tiered approach to safety (command, leader, and individual).

(a) Tier 1 (commander responsibility). Validate the structural soundness of the training and evaluation plan for safety, ensure safety related matters are addressed, and make risk acceptance decisions. Ensure all risk assessment worksheets are signed at the appropriate level for the risk involved (low, moderate, high, or extremely high).

(b) Tier 2 (first-line leader responsibility). Consider actions taken by responsible individuals, establish a safety over watch of training, focus on adherence to standards, and make risk acceptance decisions within the commander's intent and delegated authority.

(c) Tier 3 (individual Trainee/Soldier responsibility). Ensure Trainees/Soldiers look after themselves and others, and know how to recognize and report unsafe conditions and acts. Trainees/Soldiers must meet their individual responsibilities for safety, and recognize and report unsafe acts to leaders.

b. Commanders will also ensure that cadre and IET Soldiers are aware of the appropriate procedures for reporting suspicious or adverse incidents during non-training hours. Examples are (but not limited to): actual or suspected instances of fire, theft, altercations, suicidal gestures or attempts, injury, unusual health symptoms, or any other unusual behavior or event.

3-4. Tobacco policy for IET

a. Trainees in the first three phases of IET (BCT and OSUT) are prohibited from using any tobacco products. All cadre and phase IV and V Trainees/Soldiers (including MOS-T Soldiers) are also prohibited from using tobacco products in areas where IET Trainees/Soldiers are likely to observe use (for example, in the BDE, BN, company, or any training area).

b. Centers, schools, and organizations will coordinate with the supporting contracting office to ensure contractor personnel comply with this policy.

c. This policy does not cancel or supersede other instructions where smoking is controlled because of fire, explosive, or other safety considerations.

3-5. Risk management

Commanders and trainers of IET Trainees/Soldiers will utilize the principles and procedures established in ATP 5-19 and TR 385-2. Commanders will ensure all cadre receive risk management training prior to assuming control over the IET Trainee/Soldier. The risk management process assists commanders in making informed, conscious decisions on eliminating unnecessary risks, and in accepting residual risks inherent in accomplishing the mission. Each proponent will conduct branch specific risk management training.

3-6. Line of duty (LOD) investigations

The company commander will ensure DA Form 2173 (Statement of Medical Examination Duty Status) is completed promptly and forwarded through channels to the appointing authority (see appendix H, for further guidance). The final LOD determination is vital for USAR/ARNG Soldiers who have sustained illnesses or injuries while in training and have not fully recovered. Without an approved LOD determination RC Soldiers returning to their home are ineligible for medical evaluation and care for their illness or injury. AR 600-8-4 prescribes the use of DA Form 2173, as the primary record in the LOD determination process.

3-7. Severe weather notification

Local policies and procedures will dictate the notification of severe weather to training units.

a. When inclement or severe weather has the potential to impact training, company commanders must consider the following actions:

- (1) Uniform modification.
- (2) Suspend training temporarily.
- (3) Use lightning assembly/protection areas.
- (4) Seek enclosed shelter.
- (5) Cancel training/return to company.

b. Due to the size of most training areas, weather-related decisions should be made on-site. All severe/inclement weather conditions must be evaluated for potential risk as well as likelihood of occurrence in accordance with risk management development. All decisions should be based on these criteria using current weather conditions.

3-8. Medical support for training

a. All training activities, from the classroom to the field firing range, require well thought out plans for medical care and evacuation. Recommended levels of medical support for high risk training are defined by conducting thorough risk assessments of the scheduled training.

b. When a risk assessment indicates a lower level of support than the minimum as defined by local policy, TSP, and risk assessment, commanders and commandants may (with the concurrence of the installation's medical treatment facility (MTF) commander and safety officer), authorize by memorandum an appropriate lower level of support. When a decision is taken to lower the level of medical support below the minimum recommended for any training activity inform the TRADOC Safety Office via [email](#).

c. TRADOC service school and major subordinate command commanders and commandants will assess and certify the adequacy of medical support to training at least annually. This responsibility will not be delegated. Commanders and commandants should rehearse their medical support plan (casualty response, evacuation, and treatment) periodically, with focus on responding to a training catastrophe.

d. Combat medic specialist (MOS 68W) MOS qualification and scope of practice.

(1) Training unit or MTF commanders will ensure that combat medic specialists (68W) providing support to training to maintain their skills in accordance with Training Circular 8-800, which includes biannual certification as an emergency medical technician-basic (EMT-B) by the National Registry of Emergency Medical Technicians (NREMT), and basic life support

certification. Coordinate these requirements through the IET health care committee or by a memorandum of agreement with the servicing MTF.

(2) The MTF commander, as the installation's director of health services (DHS), is responsible and accountable for the total surveillance and evaluation of the scope of practice (such as, procedures, actions, and processes that are permitted for the licensed individual) and quality of healthcare/services provided on the installation. To ensure medics practice within accepted guidelines, commanders of units to which 68Ws are assigned should coordinate with their DHSs regarding their 68Ws' scope of practice.

(3) Commanders of units to which 68Ws are assigned will make every effort to sustain a "ready medical force" by encouraging medics to participate in clinic-based training, competencies, and patient care activities through coordination with the medical department activity (MEDDAC). TRADOC medic knowledge and implementation of algorithm-directed troop medical care is strongly encouraged.

3-9. Combat Lifesaver (CLS) training/certification and utilization

a. CLS certified personnel and CLS aid bags are required (see appendix H):

(1) In RECBNs and BCT/OSUT units, at least one CLS certified DS or cadre member and one CLS aid bag per platoon, present as required during training.

(2) In AIT units, at least one CLS certified DS or cadre member and one CLS aid bag per company, present during training.

b. IET cadre members are encouraged to obtain CLS certification.

c. Commanders will coordinate training schedules for the CLS course and annual recertification with supporting medical instructor organizations or MEDDAC.

d. Commanders will establish accountability for CLS medical equipment sets (aid bags) and supplies through their supply sergeants. See table 3-1, for CLS medical equipment set required items. CLS aid bags should be inventoried monthly and resupplied as items are used or expire. Resupply of CLS aid bags through class VIII accounts with the supporting MEDDAC.

e. Personnel qualified and certified to perform a higher level of medical care (combat medic, specialist, 68W) may fill the requirement for CLS, when available.

Table 3-1.
CLS medical equipment set

Quantity	Item	NSN
1	Bag, combat casualty care (full medical equipment set)	6545-01-572-9963
1	Adhesive tape, surgical, 3"	6510-00-926-8884
1	Bag, TC3, combat casualty care (empty), Army combat uniform pattern	6545-01-537-0686
1	Bag, combat casualty care (empty), multicam pattern	6545-01-585-5777
1	Bandage elastic, 6" x 4.5 yard	6510-00-935-5823
2	Bandage, gauze, 4.1 yard	6510-01-503-2117
2	Bandage kit, elastic, 6" (Israeli Bandage)	6510-01-492-2275
2	Bandage, gauze, impregnated, (Hemostatic)	6510-01-562-3325
1	Bandage kit, elastic, abdominal	6510-01-532-6656
3	Bandage, muslin, olive drab, 37x37x52", triangular	6510-00-201-1755
1	Blanket, heating	6532-01-525-4062
1	Blanket, survival	6532-01-524-6932
2	Dressing, chest seal	6510-01-573-0300
4	Glove patient examining	6515-01-525-1975
2	Leash, shears, trauma	6515-01-540-7226
2	Marker, tube type	7520-00-312-6124
1	Nasal trumpet	6515-01-529-1187
2	Needle, decompression	6515-01-541-0635
6	Pad, isopropyl alcohol	6510-00-786-3736
1	Scissors, bandage	6515-00-935-7138
1	Shield, eye, surgical, Fox	6515-01-449-1016
1	Splint, universal	6515-01-494-1951
1	Strap cutter, combat	4240-01-568-3219
2	Tourniquet, Combat Application	6515-01-521-7976
1 pack	DD Form 1380 (Tactical Combat Casualty Care Card)	

3-10. Injury prevention measures

In addition to the guidance in FM 7-22, the following measures should be employed to mitigate overuse injuries:

- a. Place Trainees/Soldiers in order of height (shortest to tallest) in running and marching formations.
- b. Ensure march paces do not exceed five kilometers per hour (19:20 per mile pace).
- c. Use the fittest Trainees/Soldiers for road guard duties.
- d. Rotate road guard responsibilities.

e. Avoid high impact activities for corrective training (running, marching, jumping). There is no benefit to exceeding the PRT guidelines for running.

f. Encourage Trainees/Soldiers to apply ice to injured areas when prescribed by a health care provider or recommended by self-care guidelines.

g. Maximize transportation vehicles for moving Trainees/Soldiers to training areas.

h. Encourage Trainees to wear the sock liner under the cushion sole sock during the first three weeks of training (during new boot break in period), and for any foot march greater than five kilometers.

i. After all core training is complete, change into running shoes to allow for foot recovery; especially in Red and White Phases.

j. Supplemental PRT is intended for Trainees/Soldiers who are not on track to pass the end of cycle APFT. If the BN chooses to conduct supplemental PRT, ensure that it is developmental in nature. The training should focus on form and high-quality repetitions at a moderate intensity rather than muscle failure and high intensity endurance training. The cadre must include both Master Fitness Trainers and Master Resilience Trainers.

k. Encourage immediate intervention to treat injuries early rather than allowing them to become more severe. More severe injuries, especially of the tibia and femur may require surgery and lessen the Trainee/Soldier's likelihood to return to duty.

l. Trainees/Soldiers are required to purchase or receive athletic shoes during initial processing in the RECBN. If the Trainee/Soldier is showing signs of injury related to footwear, then the Trainee/Soldier may wear civilian athletic shoes as long they are approved by the BN athletic trainer or a physical therapist.

3-11. Suicide prevention

a. The IET POIs include formal instruction on suicide awareness and identification of potentially suicidal Trainees/Soldiers. The commanders' orientations will instruct Trainees/Soldiers on the appropriate actions they should take in the event a fellow Trainee/Soldier talks to them about suicide; specifically, Trainees/Soldiers must recognize the need to immediately notify the first cadre member available in the chain of command.

b. Commanders must comply with the provisions of DOD Directive 6490.04 before sending Trainees/Soldiers for behavioral health evaluations. Commanders must counsel Trainees/Soldiers reported to have discussed or alluded to suicide. Commanders will ensure Trainees/Soldiers in emergency/urgent situations are immediately referred to behavioral health care providers for counseling and evaluation, and accompanied by an NCO to the appointment until the behavioral health care provider assumes control. An NCO is required to pick the Trainee/Soldier up from the behavioral health facilities and to meet with the behavioral health care provider as a representative of the commander to ensure the Trainee/Soldier's condition and diagnosis is clearly communicated to the unit. Trainees/Soldiers in this category will not be left alone or unsupervised. Escorts for

subsequent appointments are not required to be an NCO. Counsel individuals in routine (non-emergency) situations, in accordance with DOD Directive 6490.04, prior to referral/meeting with behavioral health professionals.

c. Behavioral health care providers may return IET Trainees/Soldiers to their units, once they have determined the Trainee/Soldier is no longer an imminent threat to harm themselves or others, following an outpatient evaluation or upon discharge from the inpatient status.

(1) The behavioral health care provider may make precautionary recommendations to the commander that the Trainee/Soldier be watched for some period of time. The behavioral health care provider must stipulate specific guidance regarding precautions and must establish an appointment for follow-up as part of the release to the unit.

(2) TRADOC service schools and major subordinate commands will develop a unit watch program, which will involve supervised watch of the IET Trainee/Soldier in the implementation of behavioral health care provider guidance. The decision to place a Trainee/Soldier under supervised unit watch will always be made in close coordination and consultation with behavioral health care providers. In unit watch, the unit/cadre will observe/supervise the IET Trainee/Soldier pursuant to the precautionary timeframe and conditions recommended by the behavioral health care provider.

(a) Commanders will create a positive environment for the Trainee/Soldier, utilizing teamwork and unit cohesion as the foundation for support for the Trainee/Soldier on watch. Trainees will not be marked in any way which identifies him or her publicly as a Trainee/Soldier at risk. Trainees/Soldiers will be treated with dignity and leaders will prohibit behaviors and comments which serve to stigmatize or ostracize them.

(b) 24-hour watch. A unit member Trainee/Soldier buddy team is assigned to watch a Trainee/Soldier 24 hours of the day, to include while the individual sleeps. Staff duty personnel may have this responsibility, if a less stigmatizing way is not available.

(c) If a peer is assigned to watch the Trainee/Soldier, cadre must interact with the pair of Trainees/Soldiers hourly because the responsibility of watch can be difficult for a peer. In addition, a member of the leadership team must plan a brief meeting daily with the Trainee/Soldier at risk, to provide support and encouragement.

(d) Commanders must solicit clear and specific guidance from the behavioral health care provider for the unit watch. A variety of interventions may be utilized by the command team for a unit watch to include searching the Trainee/Soldier's belongings and living quarters for dangerous items, removing such items from their possession, prohibiting access to alcohol and drugs, minimizing contact with people that may negatively influence the Trainee/Soldier's behavioral health, continuously observing the Trainee/Soldier, and ensuring behavioral health follow-ups are attended. Examples of dangerous items would include, but are not limited to, knives, cigarette lighters, and jewelry with sharp edges, blow dryers, and cleaning supplies. Silverware other than sharp knives is acceptable. Medications, to include over-the-counter ibuprofen, should be held by the unit and should be dispensed one dose at the time by a medic or NCO. Leadership may elect to tighten the restrictions recommended by the behavioral health provider. If any of the actions

recommended by the behavioral health provider or established by command limit the Trainee/Soldier's personal freedoms, the company commander must first coordinate with the servicing trial counsel or judge advocate.

(e) The Trainee/Soldier under supervised watch will not be issued or permitted to carry any weapon/firearm during the period of supervised watch.

(3) The unit watch program is to complement the guidance established in DOD Directive 6490.04. The unit watch program must ensure:

(a) Positive control of the returned IET Trainee/Soldier, especially during periods of transition, between training events and from training events to other appointments.

(b) Trainees/Soldiers under watch are escorted at all times, and not left alone or unsupervised.

(c) Those entrusted to conduct unit watch are thoroughly briefed on the importance of being with the Trainee/Soldier at all times, and of the essence of mentorship and support as the foundation for guiding a Trainee/Soldier through a difficult period.

(d) While in unit watch status, the Trainee/Soldier requires follow-up with the behavioral health care provider within five days of the implementation of the watch. The Trainee/Soldier will be seen immediately if the chain of command sincerely believes that the Trainee/Soldier's concerns are not remediating, and the Trainee/Soldier's risk appears to be increasing.

d. IET commanders will ensure all DSs, cadre, and all members assigned will receive training in the current Army-approved suicide prevention program, as follows:

(1) See AR 600-63, for the Army Ready and Resilient Campaign (R2C) directed at reducing high risk behavior and preventing suicide, suicide prevention training must be conducted annually for all Soldiers.

(a) All permanent party will receive training in "Ask, Care, Escort" (ACE). Training products are accessible at the [Army G-1 Suicide Prevention Program](#) Web site. Additional training products (for example, "Shoulder to shoulder- Finding strength and Hope Together") are published periodically on the same web site and can be used to supplement the ACE products.

(b) In addition, company level junior leaders and first line supervisors to include squad and section leaders, platoon sergeants, platoon leaders, first sergeants (1SGs), executive officers, company commanders, and DA Civilians assigned at the company level will complete the Ask, Care, Escort-Suicide Intervention (ACE-SI) Course. Personnel who are identified as primary or secondary "gatekeepers" will receive advanced suicide intervention skills training in accordance with AR 600-63. Applied Suicide Intervention Skills Training (ASIST) is an additional product for suicide intervention training. Gatekeepers are individuals who, in the performance of their assigned duties and responsibilities, provide specific counseling to Soldiers and DA Civilians in need.

(c) Coordinate with the installation's Suicide Prevention Program Manager for training in suicide awareness, identification, and prevention, with also applying suicide intervention techniques.

e. Commanders will solicit consultation and support through the installation's Suicide Prevention Program Manager. Commanders should identify these local resources and coordinate services well before they are needed. Taking care of Soldiers to ensure their health and welfare are the upmost importance to achieving success and meeting mission requirements is a priority for the Army.

3-12. Preventing communicable illnesses

a. Taking measures to prevent communicable illnesses is important in the contexts of protecting IET Trainees/Soldiers whose immune systems are vulnerable; during the annual influenza season, with mitigating risks from communicable disease outbreaks.

b. The most important measures in preventing communicable illnesses are at the individual level. In military organizations, leaders must ensure that these measures are emphasized, enforced, and enabled.

(1) Hand hygiene. This includes washing or sanitizing the hands every time after using the latrine; before touching food; after sneezing, blowing one's nose, or coughing; and after touching any common surface. Hand sanitizer is not a substitute for soap.

(2) Avoiding touching one's eyes, nose, and mouth.

(3) Not sharing personal items (razors, towels, clothing, etc.).

(4) Limiting skin-to-skin contact and scratching.

(5) Keeping wounds covered and clean.

(6) Coughing or sneezing into one's elbow, not into the hands.

(7) Trainee/Soldier will maintain one arm length separation when standing in line if mission will allow.

c. Leader measures to prevent communicable illnesses are to:

(1) Ensure all Trainees/Soldiers are up to date on immunizations, by monitoring the unit's medical protection system (MEDPROS) database. See [appendix H](#), for policy on access to MEDPROS. For Trainees/Soldiers who received hepatitis A and hepatitis B vaccinations, a second dose of these vaccinations is required one month following the first dose. Commanders will coordinate the delivery of these vaccinations with materiel fielding team commanders.

(2) Ensure each Trainee/Soldier has at least 72 square feet of living space (see figure 3-1). A two-man bunk requires 144 square feet of floor space if both beds are occupied (72 square feet

per person times two). All available billeting, including temporary facilities and tents when necessary, should be used to ensure this minimum space allowance. Commanders should schedule use of common areas, such as dining facilities, classrooms, theaters, and latrines to avoid overcrowding.

(3) Ensure bunks are oriented head to foot. Respiratory diseases are transmitted primarily via large virus-laden droplets propelled a short distance through the air from a cough or sneeze. Arranging bunks so that Trainees/Soldiers' heads and feet positions are alternated increases the distance between breathing zones. See figure 3-1, for a bunk arrangement that maximizes available floor space and the distance between bunk/cots while still maintaining egress routes and allowing for adequate command and control.

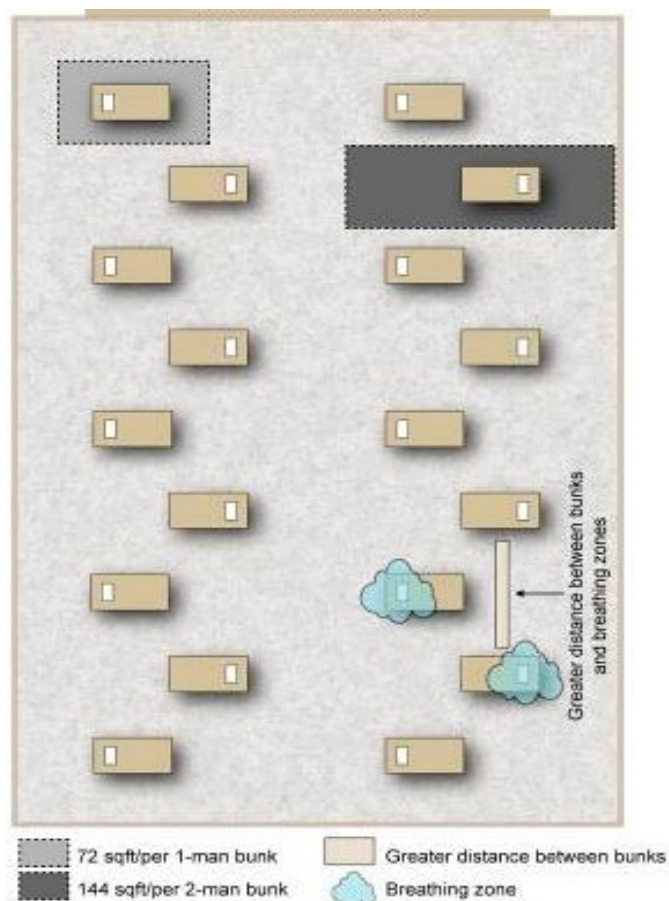


Figure 3-1. Example bunking layout

(4) Enforce barracks hygiene. Improved standards for barracks hygiene can help reduce the spread of infectious diseases. These measures also prevent growth of mold. Methods of decontaminating surfaces include detergent-based cleaning followed by rinsing, and the use of disinfecting agents.

(a) Ensure disinfectant solution is utilized. A solution of household bleach and water is recommended. Use $\frac{1}{4}$ cup bleach in one gallon of cool water, or one tablespoon bleach in one quart of cool water. A solution of bleach and water loses its strength over time and is weakened by

heat and sunlight. Mix a fresh bleach solution each day that it is needed. The solution can either be applied via a bucket and cloth/sponge or a spray bottle and cloth/sponge. Disposable cloths, such as paper towels, are recommended. Chlorine evaporates into the air leaving no residue, so surfaces sanitized with bleach may be left to air dry. Allow mop heads to dry before reuse by hanging the mop by the handle with mop heads down.

(b) Conspicuously post mixing instructions for bleach and water. Do not mix bleach with other cleaning chemicals. Mixing chemicals with bleach may produce hazardous gases. Before using anything other than bleach for disinfection, consult with your local preventive medicine office. Always read the label and follow the manufacturer's instructions exactly. See figure 3-2, for an example poster of mixing instructions³.

(c) Recommended cleaning cycle:

- Daily: Disinfect bathroom floors, sinks, showers, toilets, doorknobs, handles, light switches, and other high-touch surfaces; clean other visible dirt on floors and surfaces as necessary.
- Weekly: Launder all soiled laundry and linens; mop floors and clean all horizontal surfaces with soap and water.
- Every three weeks: Turn in blankets, pillows, and mattress covers for laundering.
- End of training cycle: Turn in blankets; wipe down mattresses with disinfectant solution; launder mattress pads (if applicable); clean all walls, blinds, windows, and areas not routinely cleaned with soap and water.

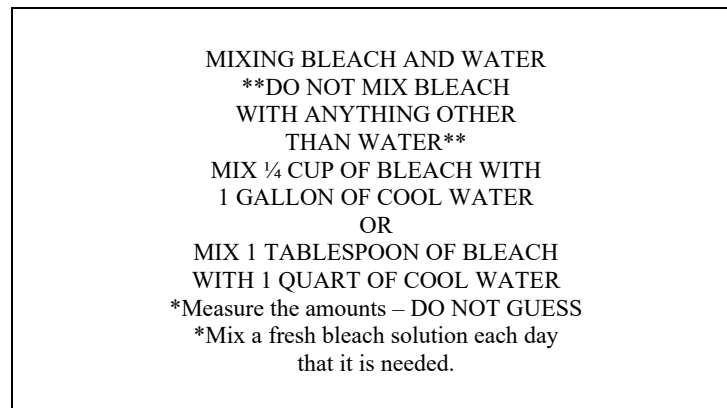


Figure 3-2. Mixing bleach and water

(d) Recommended cleaning methods.

(1) Toilets, urinals, showers, and sinks. Clean toilets daily using a toilet brush and disinfectant; this will prevent the build-up of scale, which can harbor pathogens. Sinks, showers, and urinals should be disinfected daily with a bleach and water solution to prevent buildup of microbial films.

(2) Floors, walls, and other environmental surfaces. Exposure to pathogens as a result of microbial contamination on floors and furnishings is very low. The transfer of microorganisms

from environmental surfaces to individuals is largely via hand contact with the surface. High-touch surfaces (such as, doorknobs, handles, light switches, and wall areas around toilets) should be cleaned and disinfected daily. Horizontal surfaces, such as windowsills and floors, should be cleaned weekly with detergent and water and kept visibly clean as necessary. Extraordinary cleaning and disinfection of floors is not recommended. Cleaning of walls, blinds, and window curtains is recommended between training cycles or more frequently if they are visibly soiled.

(3) Laundry, mattresses, and pillows. Launder soiled clothing and linens weekly at 160°F, or at 104°F to 140°F using an activated bleach powder. Turn in sheets and pillowcases weekly for laundering whether they appear soiled or not. Blankets, pillows, and mattress covers should be turned in every three weeks or when personnel change. Plastic-covered mattresses are preferred for ease of disinfection. If fabric mattresses are used, keep them dry; discard mattresses if they become and remain wet or stained, or if they become unserviceable. Between training cycles or when personnel change, clean and disinfect plastic mattress covers using U.S. Environmental Protection Agency registered disinfectants that are compatible with the cover material, and exchange blankets. Replace mattress and pillow covers if they become torn or unserviceable.

3-13. Managing outbreaks of communicable illnesses

- a. An outbreak is a sudden increase in numbers of a given illness.
- b. If an outbreak is suspected, contact MTF authorities immediately.
- c. All commanders must be aware of their installation isolation and quarantine plan during public health emergencies.

3-14. Field sanitation

- a. Duties. Command teams will:
 - (1) Monitor overall sanitary conditions in the barracks, dining facility, ranges, and training areas occupied by the unit.
 - (2) Determine risk and develop controls for insect-borne disease, heat illnesses, and cold injuries.
 - (3) Ensure potable water containers are maintained:
 - (a) Prior to use, scrub the container with calcium hypochlorite dissolved in water as directed in ATP 4-25.12.
 - (b) Test the water using a chlorination test kit.
 - (c) Add more calcium hypochlorite, if necessary, to maintain a minimum chlorine residual of two parts per million or as prescribed locally.
 - (d) Empty and clean the container at least once every three days.

(4) Ensure hand washing devices/stations are provided and maintained at range and field sites, and that hand washing facilities in the barracks and dining facilities are functioning and maintained.

(5) During the Hammer FTX, DSs will teach and demonstrate (but not use) field sanitation requirements in a field environment to include slit trenches, cat holes and other methods to sustain living conditions in a field environment. (Field sanitation requirements will be for training demonstration only.)

3-15. Personal health and hygiene

a. To instill good hygiene habits in all Trainees/Soldiers, each TRADOC service school and major subordinate command will establish a comprehensive personal hygiene program. Elements of the personal hygiene program include but are not limited to:

(1) Opportunity for Trainees/Soldiers to bathe daily, in garrison, and practice personal hygiene in a field environment.

(2) Reinforcement of good dietary habits.

(3) Ensuring adequacy of billeting and maintenance of sanitary, healthful conditions, and net square footage guidelines as defined by DA Pamphlet 420-1-1 to include:

(a) In BCT/OSUT, 72 net square feet per Trainee/Soldier is the standard, exclusive of stairs, halls, latrines, utility rooms, recreation areas, storage rooms, or other administrative areas. All available billeting is used to achieve this standard. BDE commanders have the authority to lower the requirement to 60 square feet provided safety and preventive medicine personnel check and approve living conditions.

(b) In AIT, 90 square feet per Soldier is the desired goal, unless the AIT is located at an ATC. BDE commanders have the authority to lower the requirement to 72 square feet provided safety and preventive medicine personnel check and approve living conditions.

(c) Commanders have the authority to approve/waive the square footage down to 60 square feet with an approved quality air control evaluation and safety inspection without gaining the approval from the CIMT. Commanders are responsible for notifying the USACIMT when they cannot meet the required square footage.

(1) Installation fire marshal must verify the fire life safety codes are being met at the increased density.

(2) Preventive medicine personnel periodically check air quality.

(3) Sufficient latrine and shower facilities are made available.

(d) Diversion of barracks space for other purposes (for example, offices, weight rooms, dojos) will be limited and will not result in the use of portable buildings for barracks. Barracks will be maintained in accordance with Army standards for cleanliness, serviceability, and safety.

(4) TRADOC service schools and major subordinate commands will ensure posters emphasizing personal hygiene measures to mitigate the risk of a communicable illness outbreak are conspicuously displayed in the barracks, dining facilities, and in latrines. Personal hygiene posters with three different backgrounds are downloadable off the TRADOC Surgeon's Web site, <https://www.tradoc.army.mil/Organizations/Surgeons-Office>, (see Personal Hygiene Information, parts I, II, and III).

b. Commanders will adhere to the following when IET Trainees/Soldiers are donating blood:

(1) Blood donations will not be allowed during RECBN in-processing, to include Trainees in hold under status or during the first three weeks of BCT/OSUT.

(2) Blood donations will not be allowed for four weeks after receiving booster immunizations for measles and rubella, varicella (Chicken Pox), and hepatitis B.

(3) Blood donors should not engage in any strenuous physical activity for 24 hours after donation. Activities to avoid include, but are not limited to running, push-ups, pull-ups/chin-ups, muscle failure PT, heavy lifting, obstacle/confidence courses, etc. Short foot movements to local areas or dining facilities can be safely performed.

(4) Avoid prolonged exposure (greater than one hour) to heat category 3-5 conditions, and avoid maximum performance events (APFT and foot marches) for three days after donation.

(5) Soldiers in OSUT and AIT may donate blood eight weeks after their first donation, then every eight weeks thereafter.

c. Female Trainee/Soldiers require additional examinations and education in accordance with AR 40-501, to ensure they are ready for deployment upon graduation from IET. Commanders of Soldiers in Phase IV and beyond will coordinate with their local MTFs to ensure their female Soldiers have met these requirements for readiness.

3-16. Hearing conservation program

a. Each ATC will follow the Army Hearing Program in compliance with DA Pamphlet 40-501.

b. RECBNs will perform DOD standard audiograms on all new Trainees/Soldiers in accordance with DA Pamphlet 40-501. Trainees/Soldiers with abnormal audiograms may require further evaluation to assess fitness for duty and appropriate disposition.

3-17. Health care committee

a. The IET environment presents unique health care issues. Managing these issues involves a joint effort between MTF clinical staff and training BNs. An IET health care committee provides the structural framework to facilitate this effort and develop coordinated approaches at the BN level.

b. Health care committee objectives.

- (1) Reduce and control injuries in IET that take Trainees/Soldiers away from training.
- (2) Conduct a regularly scheduled forum at the BDE level.
- (3) Monitor overuse injuries, communicable illnesses, environmental injuries, and suicidal behaviors.

(4) Identify issues that would need the attention of HQ TRADOC.

(5) Obtain feedback on initiatives.

c. The health care committee can be stand alone, or part of a committee already in existence.

(1) Membership. Commandants should identify a BDE commander as the chairperson. The commandant staff and MTF will determine the rest of the committee membership. Membership may include, but is not limited to:

(a) Chief, primary care or deputy commander for clinical services.

(b) Commander, MTF and/or dental clinic.

(c) Psychologist or social worker for IET.

(d) Officer-in-charge, MTF physical therapy.

(e) Chief, preventive medicine.

(f) Environmental science officer.

(g) Training chaplain.

(h) Training company commanders and/or senior NCOs.

(i) Senior NCO for medical support to training.

(2) Agenda. Items to be addressed may include, but are not limited to:

- (a) Sick call.
- (b) Medical support for training.
- (c) Access to specialty care (for example, orthopedics, podiatry, mental health).
- (d) Medical evaluation board (MEBs).
- (e) IET attrition.
- (f) Profiles.
- (g) Warrior Training Rehabilitation Program (WTRP).
- (h) Behavioral health professional support.
- (i) Illness, injury, and behavior trends.

d. The chairperson should forward issues that require the assistance of [HQ TRADOC to the TRADOC Surgeon](#) or Defense Switched Network 501-5633 or commercial (757) 501-5633.

e. All medical appointments or procedures/emergencies performed off post will require Trainees/Soldiers to have a battle buddy or a medical staff member escort the individual from the unit to the medical facility. Trainee/Soldier will be signed in and transfer responsibility to a medical liaison. The liaison will ensure the Trainee/Soldier receives the needed treatment. Upon completion of such treatment the Trainee/Soldier will be returned to the medical liaison to coordinate transportation back to the unit. The medical liaison will not release the Trainee/Soldier until a member of the unit or medical staff assumes responsibility for them and escorts the Trainee/Soldier back to their assigned unit. A chain of custody must be established and maintained throughout the entire process.

3-18. Sleep

a. Sleep is biological necessity for proper brain and body functioning and a critical element for Trainee/Soldier/DS performance. It is not a luxury. Soldiers need a minimum of 7 hours of high quality sleep to sustain operational readiness.

b. Sleep is best viewed as a critical item of resupply like water, food, fuel, and ammunition. Leaders must emphasize sleep discipline and plan adequate sleep for themselves, DSs, and Trainees/Soldiers in training.

c. Observing a Trainee/Soldier's behavior is the best way to evaluate for signs of inadequate sleep. Indications of inadequate sleep include: struggling to stay awake during briefings, difficulty understanding or tracking information, lapses of attention, decreased initiative/motivation, or irritability.

d. Chronic insufficient sleep (less than 7 hours per 24 hours) produces a "sleep debt" which is characterized by impaired performance and worsens as nightly sleep decreases. Impaired decision-making, missing important details, and accidents may result from chronic sleep deprivation.

e. Recommendations CQ and staff duty.

(1) Student NCOs should not be assigned CQ duties. Their focus should be on academics and not performing permanent party duties.

(2) End staff/CQ duty at 1100 hours. This is the ideal circadian/physiological time to end an extended/overnight duty. Recommended shift hours for 12 hour duty: 1100 to 2300 and 2300 to 1100. For 24 hour duty: 1100-1100. Recommendations are based on minimizing risks of POV accidents during periods of decreased motor traffic and for optimal alertness based on circadian rhythm.

(3) Encourage sleep on CQ when mission allows. Establish a local policy signed by the BDE commander.

(4) After 24-hour duty, employ risk mitigation strategies such as napping after duty prior to driving or having the Soldier driven home.

(5) Trainees/Soldiers in training should only function as CQ runner or Access Control Guards for a period of 1 hour. Trainees/Soldiers in training should not perform multiple additional duties in one day.

Chapter 4

Soldier and Cadre Reception and Intergration

4-1. Integration of male and female Soldiers

a. IET is gender integrated to the squad level. All Trainees/Soldiers, regardless of gender, train to the Army standard. Performance requirement differences, such as APFT scoring are based on physiological differences, and apply to the entire Army. Gender integrated training at the lowest levels enhances the ability of the training base to deliver a Soldier fully prepared to take their place in the ranks of a gender integrated Army. Gender integrated training conducted in an environment where control and supervision are maximized mitigates the risk associated with this training (for example, pairing Trainees/Soldiers of similar size and physical ability, regardless of gender during combative training).

b. Formation of single gender companies or platoons is not authorized. The same POI is used for males and females. Male and female Trainees/Soldiers housed in the same building are provided a physical separation of sleeping and latrine facilities. The intent is to maintain and maximize company integrity to the extent possible within a barracks. Gender separation by barracks is preferred as resources permit.

4-2. Battle buddy system

a. The battle buddy system establishes policy for the pairing of IET Trainees/Soldiers into teams to teach teamwork, develop a sense of responsibility and accountability for fellow Soldiers, improve safety during IET, and reduce the likelihood and opportunity for sexual harassment, misconduct, and suicidal gestures or attempts.

b. Recruits/Trainees are introduced to the battle buddy team system at the RECBN. IET recruits/Trainees are formed into same gender, two person teams upon arrival at the training unit, though a battle buddy team may consist of three personnel to ensure all Trainees/Soldiers are part of a battle buddy team. As a minimum, commanders will establish a battle buddy system in IET following these guidelines:

(1) DSs will assign battle buddy teams, after the IET Trainees/Soldiers arrive at the platoon, but before formal training begins.

(2) Unit cadre will instruct IET Trainees/Soldiers on the purpose and rules of the battle buddy system. Trainees/Soldiers will be told never to leave their battle buddy. If they are directed or ordered to leave their battle buddy they will report this to the commander/1SG or executive officer upon returning to the unit.

(3) Battle buddy teams will participate in training, CQ runners, access control guards, and other activities together, when feasible.

(4) Trainees/Soldiers will have battle buddies at all times, though cadre will pair ad hoc buddy teams of the same gender for sick call, worship services, additional unit-specific training, or remedial training. Similarly, ad hoc buddy teams will be formed on family day for Trainees/Soldiers without family members attending.

(5) The battle buddy system also applies to cadre members. DSs and cadre will never be in a closed-door counseling session with a single Trainee. In the rare instances where the Trainee would need privacy from his/her battle buddy, the cadre member must ensure another cadre member (preferably the same gender as the Trainee) is present during the closed door counseling session.

(6) Male-female battle buddy teams are only authorized when there is only one IET Trainee/Soldier of a particular gender, and a same gender battle buddy is not available. Use a 2:1 ratio in these instances, team a solitary female Soldier with a female buddy team, or with two male Soldiers or team a solitary male Soldier with two female Soldiers.

(7) Trainees/Soldiers entering a counseling session with a Chaplain, Chaplain Assistant or medical personnel are not required to have the battle-buddy present in the counseling session so as to maintain confidentiality and privileged communication status. Battle buddy will remain in the immediate area until session is complete and return to the unit as a buddy team.

4-3. Duties - charge of quarters (CQ), access control guard, and extra duty

a. Trainees/Soldiers performing extra duty as a portion of punishment under UCMJ will not perform extra duty beyond 2130 or lights out, whichever is earlier. Commanders may authorize extra duty to be performed on Sunday and other training holidays.

b. Trainees/Soldiers can perform duties to include but not limited to: CQ runner and access control guards per gender specific locations. No Trainee/Soldier will perform multiple duties in a single night. Duties will only be performed in 1 hour tours. Trainees/Soldiers cannot perform CQ duties normally performed by cadre personnel who represent the commander and his or her authority. Student NCOs cannot be in charge of or perform CQ duties for Trainees/Soldiers in training. Focus is on academics and not performing the duties assigned to permanent party Soldiers. This does not include extra duty.

4-4. U.S. Army Training and Doctrine Command (TRADOC) Pamphlet (TP) 600-4

a. [TP 600-4](#) and Soldiers Training Publication 21-1-SMCT are issued to all Soldiers entering BCT/OSUT. The two publications provide Soldiers with a pocket reference for subjects taught and tested in BCT/OSUT, along with Warrior skills needed upon arrival at their first unit of assignment.

b. Commanders will ensure that IET Trainees/Soldiers departing BCT for AIT have a serviceable copy of both TP 600-4 and STP 21-1-SMCT including their Army Combat Helmet pads/chin strap in their possession.

4-5. IET Soldier work details

a. Restrict use of IET Trainees/Soldiers for details to a minimum. The BCT/OSUT POI only allows 8 hours away from training for details. Details off the installation are restricted to military honors details such as flag or funerals. AIT POIs do not allow any time for details. Commanders should attempt to restrict details to IET Trainees in a hold over or hold under status.

b. As appropriate, give consideration to using an entire unit (section, squad, platoon, class, or company) to meet requirements, rather than distributing the requirement over several different units. This will lessen the need for individuals to make up training, and provides additional opportunities for building teamwork. IET Trainees/Soldiers will perform details, at a minimum, as a battle buddy team.

c. To the maximum extent feasible, IET cadre will supervise IET Trainees when they are performing details. In cases where non-IET cadre is supervising IET Trainees, the supervisor will have attended the SCTC or ISCTC. Make maximum effort to utilize this time for reinforcement of transformation skills.

d. Any DA Civilian employee overseeing IET Trainees on a routine basis will be SCTC or ISCTC qualified. Include the duties and responsibilities related to IET Trainee management in the DA Civilian's official job description and on their annual performance evaluation.

4-6. Amount and type of control/phase privileges

a. During IET, the cadre leadership should evolve from asserting total control over Trainees/Soldiers to the point where it duplicates the leadership environment in operational units. This gradual change supports the transformation program, and allows the DSs, and/or squad leaders to gauge each Trainee/Soldier's self-discipline and maintain or relinquish control accordingly.

b. Privileges/limitations for IET Trainees/Soldiers.

(1) BDE commanders at the training location are the approval authority for granting or withholding privileges in accordance with table 4-1. Trainees/Soldiers are granted additional freedom as they demonstrate self-discipline and the ability to accept responsibility. These are privileges, not rights, and as such, are withheld, modified, or withdrawn based upon performance, mission, and program requirements. Privileges granted in IET will support the phased training program, which establishes intermediate goals to facilitate the transformation from volunteer to Soldier. Maximum privileges authorized for IET are listed in table 4-1.

(2) Trainees/Soldiers in the Phase I (Red Phase) of IET will not attend non-POI events, activities, or programs (on or off the installation) except for on-post Sunday morning worship service, without an approved ETP from the DCG-IMT. Trainees/Soldiers in the white/phase II and blue/phase III phases may attend off-the-installation events, activities, or programs with approval granted by their COE CG or ATC commander. Prior to granting approval, the COE CG or ATC commander should consult with his servicing SJA. Units will send a copy of ETPs to [USACIMT G-3 \(ATMT-OP\)](#). These events include but are not limited to: local sporting events, church services, concerts, or military appreciation events.

(3) Wearing of civilian clothes is strictly limited during BCT. Local standing operating procedures (SOPs) will govern attire for BCT Trainees departing on emergency leave prior to deferred issue. When time and facilities permit, the Trainee is issued an ASU before departing on emergency leave.

(4) The use of telephones during IET, to include cellular and other wireless communication devices, is a privilege. IET BDE commanders will establish local policy.

(5) IET Trainees arriving to the RECBN, BCT, OSUT, AIT, new duty assignment and/or transferred to a different unit or class will be given the opportunity to call home within 48 hours of arrival.

(6) The following privileges establish guidelines for BDE commanders.

(a) Phase I (Red Phase), (weeks 1 through 3). No passes are permitted and IET Trainees are restricted to the company area. IET Trainees are allowed outside the company area only when in formation and escorted by DSs. A DS will escort IET Trainees to the post exchange. Trainees are prohibited from driving or riding in POVs and rental vehicles, consuming alcoholic beverages, and using tobacco products unless they are of legal age, possess a valid driver's license, and are on

authorized leave/absence. All IET Trainees must maintain the battle buddy system. Continuous cadre supervision is enforced during Phase I of IET.

(b) Phase II (White Phase), (weeks 4 through 6). In addition to the privileges authorized in Phase I, passes within the BDE area are authorized. Trainees are prohibited from driving or riding in POVs/rental vehicles, consuming alcoholic beverages, and using tobacco products unless they are of legal age, possess a valid driver's license, and are on authorized leave/absence. Trainees must maintain the battle buddy system.

(c) Phase III (Blue Phase), (weeks 7 through 10). In addition to the privileges authorized in Phase II, on post passes are authorized. At the commander's discretion, IET Trainees may be authorized an off post pass and ride with family members in POVs and rental vehicles during BCT/OSUT graduation day and family day. Family members are authorized to transport BCT graduates to assigned AIT sites at the BN commander's discretion. Trainees/Soldiers are prohibited from driving POVs/rental vehicles, consuming alcoholic beverages, and using tobacco products unless they are of legal age, possess a valid driver's license, and are on authorized leave/absence. All IET Trainees/Soldiers must maintain the battle buddy system. Trainees/Soldiers may receive the privilege of an off post day pass (to expire no later than 2100 local time) during graduation day or family day and do not have to use the buddy system when accompanied by an adult family member.

(d) Family members are authorized to transport Soldiers to their AIT location. One day of travel time is allowed for each 350 miles of official distance of ordered travel. Soldiers are not authorized to drive or consume alcohol when being transported.

(e) Soldiers are to report to AIT on the scheduled report date. Soldiers who are authorized to travel to the AIT location with family members must arrive at the AIT location no later than 1800 on the Sunday prior to the scheduled AIT report date.

(f) Phase IV (Black Phase), (weeks 11 through 13) All privileges granted in Phase III. Also, Company commander can grant passes up to 2100 hrs.

(g) Phase V (Gold Phase), (weeks 14 through 20+) BDE commanders are authorized to accelerate post-BCT phases to allow Soldiers to receive phase V+ privileges based on the Soldiers' performance. A written policy establishing BDE-specific guidance will be submitted to CIMT. The BDE commander sets the policy, but the battalion commander manages the program. The BDE commander can delegate the authority on a case by case basis. Soldiers in courses that exceed 21 weeks may be authorized to reside with family provided there is a written agreement between Soldier and battalion commander establishing responsibilities required to maintain this privilege. Soldiers must have PCS orders authorizing family travel.

(h) Phase V+ (weeks 21 through completion) commanders can authorize day passes to end at 2400 hrs. BDE commanders can approve exceptions past 2400 hours on a case-by-case situation. This exception authority can be delegated to the lieutenant colonel (O-5). Married Soldiers are authorized to accompanying their spouse to an appointment/family requirements.

(7) Commanders should consider increasing privileges and responsibilities based on progress.

(8) Normally, IET Soldiers are not granted leave between BCT and AIT, unless:

(a) Soldiers are attending an AIT course of 24 weeks or longer have a one week delay built into the Army Training Requirements and Resources System (ATRRS) training schedule between the BCT graduation date and the AIT report date. Soldiers may elect to take up to one week of leave, or report directly to AIT upon graduation from BCT. Losing BCT site will coordinate with the gaining AIT site for early arrival.

(b) Soldiers graduate from BCT in December, with an AIT start in January.

(c) Trainees/Soldiers taking holiday block leave during BCT are not authorized to take any additional leave between BCT graduation and the start of AIT.

(d) BN commanders may grant exceptions on a case-by-case basis.

Table 4-1.
IET phases and privileges

PHASE	I	II	III	IV	V	V+		
	Basic Combat Training			Advanced Individual Training				
	ONE STATION UNIT TRAINING							
WEEKS	1 - 3	4 - 6	7 - 10	11- 13	14 - 20	21 Thru Completion		
Color Designation	Red	White	Blue	Black	Gold	Gold		
<u>PRIVILEGES *</u>								
Total Control	X							
Restricted to Company Area	X							
Escorted to post exchange by DS	X							
BDE Area Pass		** X	** X	** X	** X	*X		
Passes (on/off Post)			**** X	** X	** X	*X		
Overnight Pass ***	NO OVERNIGHT PASSES AUTHORIZED DURING INITIAL ENTRY TRAINING (*****)							
Wear Civilian Clothes					*X	*X		
Cell Phone/Electronic Devices	*X	*X	*X	*X	*X	*X		
Ride/drive in POV			**** X		*X	*X		
Alcohol Use (of legal Age)	NO ALCOHOL USAGE AUTHORIZED DURING INITIAL ENTRY TRAINING (*****)							
Tobacco Use (of Legal Age)				*X	*X	*X		
<p>* Privileges are earned and are reduced or increased / modified based on Soldier performance and discipline at the discretion of the BDE commander.</p> <p>** Passes will conclude no later than 2100 Hours local time. BDE commander is authorized to extend the pass to 2400 hours (Midnight) (non-duty) days. All Soldiers will utilize the battle buddy system except on graduation day where they may be accompanied by family members (parents, grandparents, spouse or legal guardians).</p> <p>*** No overnight pass authorized in IET. BDE commander approves exceptions for phase V+ Soldiers. This exception authority can be delegated to lieutenant colonel (O-5).</p> <p>**** Phase III Soldiers may be authorized an off post pass and ride in POV with family on graduation day and /or traveling from BCT to AIT location if approved by the commander.</p> <p>***** For courses longer than 21 weeks, BDE commander will determine privileges and authority to grant Soldiers approval to reside with spouse if orders authorize PCS to training location. A written agreement between Soldier and battalion commander will establish responsibilities in order to maintain this privilege.</p> <p>***** Exception to policy (ETP) for allowing alcohol privileges will be submitted through the first major general in the chain of command to CIMT with a risk mitigation plan for approval.</p>								

(9) BDE commanders determine privileges for Trainees/Soldiers attending pre-BCT ESL training or assigned to a RECBN in a long-term hold status.

4-7. Guidance for the participation of IMT Soldiers as human research volunteers

DCG-IMT holds the DOD assurance from the U.S. Army Medical Research and Development Command, Human Research Protections Office to conduct studies in the IET population to review and grant or deny access to all Soldiers of IMT for study purposes. The IMT population encompasses trainees, students, DSs, cadre, 1SGs, sergeants major, and all other Soldiers within IMT. The DOD assurance grants CIMT the ability to determine whether scientific review by an institutional review board is required or exempt, and to assess the safety, appropriateness, and feasibility of conducting human research (research that involves talking with, touching, recording or interacting with Soldiers) on the IMT population. As studies can affect items such as the training POI, basic training resources, or instruction of Soldiers, the potential outcomes or benefits of the study are carefully weighed against time and other requirements to conduct the study and the effects on the study population. Equally important, USACIMT also determines whether proposed studies will conflict with other studies already in progress. All proposed studies, to include surveys and all other types of research requiring the participation of IMT Soldiers will be submitted to the USACIMT, Research and Analysis (R&A) Directorate, for review. There are no other Army organizations or personnel authorized to approve research in the IMT population.

4-8. Basic combat training (BCT) feedback system

AIT commanders and other recipients of Soldiers from BCT will provide direct feedback to BCT commanders. This feedback will include information on the quality of the Soldiers they receive, if the Soldiers arrived with all the required documents for a complete record, and if the Soldiers arrived with proper equipment to include mouth guards and helmet bands. Specified topics for feedback include: Soldier morale on arrival, medical condition, common task proficiency, physical conditions, ITR from DTMS completeness, and possession of TP 600-4 and STP-21-1-SMCT.

4-9. IET hold management

a. Trainees/Soldiers placed in a hold status prior to starting a BCT class will be identified by name within 72 hours of arrival to the CIMT and TOMA. Every effort will be made to assign these Trainees/Soldiers to training companies or transship these individuals to other training locations in order to remain on their current training cycle. Post the Trainees/Soldiers' status in ATRRS with the reason code display as being in a hold status (H) awaiting class start (6). The hold status for an H6 Trainee/Soldier automatically ends when the Trainee/Soldier starts training and is posted in a class in ATRRS with input status of (I). If a Trainee/Soldier cannot be transshipped to another location, they will be actively engaged in introductory training. Hold training will consist of orientation, SHARP, PRT, Army Values, Army history, drill and ceremony, customs and courtesies, and other subjects that will help these Trainees/Soldiers integrate into the Army and prepare them for BCT.

b. Change to IET Trainee/Soldier status must be reported to the installation's Trainee/Student Processing Center (TSPC), in accordance with local SOP, per AR 612-201. A student's change in status must be reported by the unit/organization no later than the close of business on the first working day after the change takes effect. This deadline is established so TSPCs can post the changes to ATRRS within the timeframe required by AR 350-10. Units will report holds using all 32 hold categories.

4-10. Reception and holding units (RHUs)

- a. BCT/OSUT TRADOC service schools and major subordinate commands will establish company size RHUs to process Trainees/Soldiers pending discharge. RHUs will process IET Trainees/Soldiers identified by the chain of command for discharge from the Army in accordance with AR 635-200.
- b. Trainees/Soldiers in each category are managed and housed in separate groups.
- c. All RC service members will receive counseling from the RC LNO prior to assignment to the RHU.
- d. When the commander identifies and approves Trainees/Soldiers for selection to the RHU, they are reported in ATRRS in accordance with ATRRS discharge reason codes. See table 4-2, for ATRRS codes).
- e. The reception battalion commander has the authority to manage RHU processes and procedures at his/her discretion.

Table 4-2.
ATRRS codes for IET Soldier actions

RECBN, BCT, OSUT, AIT	RECBN, BCT, OSUT, AIT		RHU, FTU	RHU, FTU	RHU, FTU		RECBN, BCT, OSUT, AIT
Enter output status	Enter reason code		Enter input status	Output status	Enter reason code		Enter input status
L (recycle out)	< (Transfer to FTU/RHU)		I (Input)	D (Discharge)	Appropriate code in accordance with ATRRS table 5-1 discharge reason codes		
L (recycle out)	< (Transfer to FTU/RHU)		I (Input)	G (Graduate)	No reason code required.		Q (Recycle in)

4-11. Soldiers held for security clearance

- a. Process Soldiers that enlisted for MOS training and require security clearance eligibility in accordance with AR 612-201.

b. Company commanders are authorized to grant interim collateral security clearance eligibility in the name of the Commander, DOD Consolidated Adjudication Facility (DODCAF), Fort Meade, MD, to qualified Soldiers of all components in accordance with AR 380-67, so they may enter into classified training. Company commanders will review current personnel security adjudicative guidelines for determining eligibility for access to classified information prior to making interim determinations. The intent is to move all qualified Soldiers to the AIT location.

c. Security managers will check the Defense Information System for Security (DISS)/Joint Personnel Adjudication System (JPAS) to ensure the Soldier has the appropriate personnel security investigation (PSI) and security clearance eligibility. If JPAS reflects an open PSI, security managers will also check the security/suitability investigation index within JPAS to ensure the appropriate PSI has been submitted to and is opened by the Office of Personnel Management, National Background Investigation Bureau. Security managers at initial training sites will contact USAREC G-3 to resubmit the appropriate PSI, as needed.

d. All Soldiers who require a clearance and are pending Interim Top Secret with Sensitive Compartmented Information (ITS with SCI) will ship to the AIT location pending the final adjudication of the security clearance. The Soldier will be listed as a hold at the AIT location until the interim or clearance is granted. The Soldier will conduct available AIT training not related to a security clearance.

e. Security managers will ensure Soldiers scheduled for training at 229th Military Intelligence BN, DLIFLC and Presidio of Monterey, CA, will have the appropriate PSI submitted and open at the Office of Personnel Management prior to Soldier departing initial training. These Soldiers may ship pending ITS with SCI.

f. See table 4-3, for the MOS listing of requiring security eligibility requirements. Soldiers who meet Interim Secret eligibility may depart initial training sites, provided, at a minimum, they have a National Agency Check with Local Agency and Credit Check (NACLC) PSI favorably pending at the National Background Investigation Bureau or the DODCAF. Commanders of AIT are responsible for granting the Interim Secret security clearance eligibility for these MOS.

g. Soldiers having known, credible, significant derogatory information, and not having final security clearance eligibility, having enlisted into an MOS listed in table 4-3, are considered security hold at the point that the derogatory information is determined creditable. If prior to AIT, this allows for re-classifying or termination of the Soldiers before entering MOS training. AIT locations for 35 and 17-series MOS:

(1) A voluntary renegotiation of MOS is reached, normally within the first 60 days of hold status; or

(2) Receipt of a DODCAF notification denying eligibility for access to classified information, resulting in reclassifying the Soldier into an MOS that does not require security clearance eligibility; or

(3) The 120th day from the PSI submission date, at which time the Soldier will either be reclassified into an MOS not requiring security clearance eligibility or processed for discharge; or

(4) JPAS reflects the appropriate security clearance eligibility.

h. Soldiers with known, credible, significant derogatory information and reclassifying into another MOS requiring security clearance eligibility will not ship until appropriate JPAS information is completely entered into the JPAS system and the appropriate clearance eligibility requirements for the new MOS have been met.

i. All other Soldiers with MOSs not identified within table 4-3 will ship to AIT.

j. Soldiers requiring Secret security clearance eligibility for an MOS must meet Interim Secret security clearance eligibility requirements and be granted same to graduate. Soldiers who cannot meet Interim Secret security clearance eligibility when access to classified information is required during AIT or at graduation, whichever comes first, are then considered a security hold at AIT.

k. Soldiers whose MOS requires a final security clearance eligibility to graduate from AIT/be awarded the MOS but only meet interim security clearance eligibility requirements will be considered a security hold at AIT graduation. Unless these Soldiers voluntarily reclassify into another MOS that does not require security clearance eligibility, they will remain a security hold until final security clearance eligibility is determined by the DODCAF.

l. Soldiers with a multiple holdover status will not be considered a security hold until all other holdover standings have been resolved, for example, medical hold, flagged, remedial training-academic hold.

m. Security holds will be coded appropriately within ATRRS with the code "=". Soldiers that have been granted final security clearance eligibility and subsequently lose the eligibility, for example, due to a SIR, will not be coded as ATRRS code "=".

Table 4-3.

Military occupational specialty (MOS) security clearance eligibility requirements

MOS ¹	LOCATION	AIT REQUIREMENTS
12Y	Leonard Wood	TS to graduate
13D	Sill	Interim Secret required by Week 1
13F	Sill	Interim Secret required by Week 4
13M	Sill	Interim Secret required by Week 1
13P	Sill	Interim Secret required by Week 1
13R	Sill	Interim Secret required by Week 1
13T	Sill	Interim Secret required by Week 1
14E	Sill	Interim Secret required by Week 1
14G	Sill	Interim Secret required by Week 1
14H	Sill	Interim Secret required by Week 1
14S	Sill	Interim Secret required by Week 1
14T	Sill	Interim Secret required by Week 1
15N	Eustis	Interim Secret required by Week 1
15P	Rucker	Interim Secret required by Week 4

Table 4-3.**Military occupational specialty (MOS) security clearance eligibility requirements, cont.**

15Q	Rucker	Interim Secret required by Week 1
15W	Huachuca	Interim Secret required by Week 1
15Y	Eustis	Interim Secret required by Week 1
17C	Pensacola, Phase I	ITS with SCI required to start course
17C	Gordon, Phase II	ITS with SCI to start course; Final TS with SCI to graduate
17E	Gordon	Interim SCI prior to award of MOS
25B	Gordon	Interim Secret required by graduation
25C	Gordon	Interim Secret required by graduation
25D	Gordon	Interim Secret required by graduation
25L	Gordon	Interim Secret required by graduation
25N	Gordon	Interim Secret required by graduation
25Q	Gordon	Interim Secret required by graduation
25V	Gordon	Interim Secret required by graduation
25R	Gordon	Interim Secret required to graduate
25M	Gordon	Interim Secret required by graduation
25P	Gordon	Interim Secret required by graduation
25S	Gordon	Interim Secret required by graduation
25U	Gordon	Interim Secret required by graduation
27D	Lee	Interim Secret required by Week 4
31B	Leonard Wood	Secret required to graduate
31D	Leonard Wood	Eligible for TS by graduation
35F	Huachuca	ITS with SCI required to start course; TS with SCI to graduate
35G	Huachuca	ITS with SCI required to start course; TS with SCI to graduate
35H	Huachuca	Interim Secret required by Week 1; ITS with SCI to graduate
35L	Huachuca	Interim Secret required by Week 1; ITS with SCI to graduate
35M	Huachuca	Interim Secret required by Week 1 and, at a minimum, an open Single Scope Background Investigation reflected within security/suitability investigation index/JPAS
35N	Goodfellow AFB	ITS with SCI to start course; CI Polygraph or Final TS with SCI to graduate
35P	Goodfellow AFB	ITS with SCI required to start course
35Q	NAS Pensacola	ITS with SCI required to start course
35S	NAS Pensacola	ITS with SCI required to start course; TS with SCI to graduate
35T	Huachuca	Interim Secret required by Week 1 and ITS with SCI required by Week 34
88N	Lee	Interim Secret required by Week 1
89A	Lee	Favorable T3 Investigation Adjudication
89B	Lee	Favorable T3 Investigation Adjudication
89D/E	Eglin AFB; Phase II	Final Secret or Interim SCI or Final Top Secret to start Phase II
94A	Lee	Interim Secret required by Week 1
94D	Gordon	Interim Secret required by Week 1
94E	Gordon	Interim Secret required by Week 1
94F	Gordon	Interim Secret required by Week 1
94M	Lee	Interim Secret required by Week 1
94P	Lee	Interim Secret required by Week 1
94R	Gordon	Interim Secret required by Week 1
94S	Lee	Interim Secret required by Week 1
94T	Lee	Interim Secret required by Week 1
94Y	Lee	Interim Secret required by Week 1

¹ MOS requirements change constantly; contact HQ TRADOC Deputy Chief of Staff, G-2 Security at Defense Switched Network 501-6170 or 757-501-6170 for latest MOS chart information.

² While Interim eligibility is generally sufficient to start or continue training, a Final eligibility is needed to graduate/PCS to first unit of assignment.

4-12. Separations

a. Attaining Army standards is the gauge for successful completion of IET. Commanders will exhaust retraining and counseling procedures before making a determination that a Trainee/Soldier's performance and potential justify a new start or separation from the service. Commanders will not begin any separation actions against a RC Trainee/Soldier without the local ARNG/ USAR liaison personnel counseling the Trainee/Soldier.

b. Separation of all Trainees/Soldiers will be in accordance with AR 635-200 and any other applicable separation provisions. Once the company Commander notifies the Trainee/Soldier that separation action (for example, a chapter 11) has been initiated, the Trainee/Soldier will be discharged within 30 calendar days.

c. Trainees/Soldiers in BCT/OSUT normally are not separated for reasons of lack of motivation or aptitude prior to completion of their second week of training. Time spent in the fitness training unit (FTU) is not counted toward those two weeks. This will provide new Trainees a fair adjustment period, and allows the command an opportunity to evaluate and counsel the Trainee. However, commanders will ensure that highly disruptive Trainees are removed from the platoon environment and the appropriate administrative or disciplinary actions are taken.

d. Medical conditions that existed prior to service (EPTS).

(1) In the course of evaluation for an injury or condition, it may be revealed that the Trainee was not medically qualified under procurement medical fitness standards. If the chain of command and medical authorities determine the Trainee entered the service with a medical condition that prevents full participation in IET training activities, the Trainee may be separated in accordance with AR 635-200. This provision is applicable only if the condition is discovered within the first six months of the Trainee/Soldier's enlistment, (copy of medical records, sworn statements from parents, etc.) that the injury EPTS.

(2) The EPTS separation process should not be utilized if the Trainee received a waiver for the same condition, unless the condition changes and there is a significant safety concern related to the change or condition that prevents the Trainee from completing training in any MOS, and appropriate medical authority determines that the condition is not remediable within a reasonable period of time.

e. Commanders will utilize guidance in AR 635-200 for pregnant Trainees/Soldiers.

f. Chapter 11, Entry Level Performance and Conduct Separations. Prior service AA Soldiers may be discharged for unsatisfactory performance or misconduct under "entry-level" status, if they had a break in service of greater than 92 days in accordance with AR 635-200. For RC Soldiers, "entry level" status terminates 90 days after beginning split training option (STO) phase II or 180 days after entering IET for non-STO Soldiers.

4-13. Transportation of basic combat training graduates to AIT locations

- a. BCT graduates may travel to AIT locations through various means of transportation, including with family members in POVs. BCT units will ensure Soldier's status is accurately reflected in ATTRS no later than 72 hours prior to their BCT graduation. Holdovers, recycles, and/or drops will also be properly coded to ensure Soldier's status is accountable for AIT units.
- b. Gaining AIT locations will access ATTRS to identify Soldiers are arriving from BCT at their location. The gaining AIT unit must ensure they have cadre available at the transportation nodes at the proper time to ensure these IET Soldiers are properly received and transported to their new training unit.
- c. As backup, communication is required between the BCT units and AIT schools to ensure Soldiers are accounted and arrive safely to their AIT location.

4-14. Conscientious objectors

- a. Policy and procedures for processing conscientious objectors are provided in AR 600-43. Retain Trainees/Soldiers that have submitted applications in their unit, and assign duties providing minimum practicable conflict with their asserted beliefs, pending final decision on their applications. They are not required to train in the study, use, or handling of arms or weapons.
- b. The Trainee/Soldier is not precluded from taking part in those aspects of training that do not involve the bearing or use of arms, weapons, or munitions. Except for this restriction, conscientious objector applicants are subject to all military orders, discipline, and regulations, to include those on training.

4-15. Reclassified/MOS trained/prior service Soldiers

- a. Reclassified/MOS trained and prior service Soldiers are those individuals, in any grade, who have previously completed IET and are attending skill level 1 training in IET units as a result of reclassification or enlistment actions. Reclassified and prior service Soldiers are not considered IET Soldiers; however, they are assigned to IET units. This definition does not apply to those Soldiers who failed to complete the requirements for the award of a MOS as part of the initial IET process. Reclassified and prior service Soldiers must meet all course requirements for graduation (APFT, etc.), unless otherwise stipulated in this regulation.
- b. Reclassification policy, see AR 350-1 for reclassification requirements.
 - (1) Prior service personnel entering the Active Army are not required to attend BCT if they completed Army or U.S. Marine Corps basic training, or completed training for U.S. Air Force or U.S. Navy Special Operations Forces, or U.S. Air Force Security Police, and have less than a 3-year break in service.
 - (2) Prior service personnel entering the AC will attend Army BCT if they have not completed Army or U.S. Marine Corps basic training, or completed training for U.S. Air Force or

U.S. Navy Special Operations Forces, or U.S. Air Force Security Police, and have more than a 3-year break in service.

(3) Prior service personnel are not considered IET Soldiers but will comply with applicable regulations, standards, and training requirements.

(4) Prior service personnel who enlist for an MOS held during their previous enlistment and have less than a 3-year break in service are assigned directly to operational units.

(5) Prior service personnel who enlist for a MOS not previously held, and have less than a 3 year break in service will attend AIT in the new MOS. If the new MOS is taught in the OSUT mode, the individual Soldier will enter training at a point in training where the AIT portion of the instruction starts and continue until all MOS training is accomplished.

c. Treatment.

(1) Prior service personnel in the pay grade of private (E-1) through specialist (E-4) should be offered non-IET barracks if available and feasible. If not, they may be billeted with the general IET population.

(2) Prior service personnel in the pay grade of sergeant (E-5) through sergeant major (E-9) are billeted separately from other IET Soldiers. Prior service NCOs are billeted in a separate building when possible. If a separate building is not available, then on a different floor of an IET barracks. If a different floor within the building is not possible, then within a separate room (not in an open bay). Prior service NCOs may be billeted with IET Soldiers as a last resort with approval of the USACIMT. Requests should be submitted in memorandum format. Billeting NCOs with IET Soldiers is not the intent and should be a last resort.

(3) The billeting of prior service NCOs also applies to RECBNs. RECBNs will immediately identify prior service personnel and ensure the gaining BCT/OSUT units are informed of the prior service personnel's status, rank, pay grade, and billeting standards. If necessary, prior service BCT/OSUT NCOs may be housed in AIT facilities.

(4) Privileges for reclassified and prior service personnel.

(a) Although reclassified Soldiers are subject to IET policies and procedures, their privileges should be the same as those of permanent party members of equal grade. They are treated with the dignity and respect due their grade.

(b) The company commander determines specific privileges based on such factors as grade, training performance, self-discipline, motivation, and conduct.

(c) Fraternization between reclassified, prior service Soldiers, IET Soldiers, and cadre is forbidden in accordance with AR 600-20.

d. Duties/responsibilities.

(1) Commanders may take advantage of the experience and leadership abilities of reclassified and prior service Soldiers, and use them to augment their cadre. However, the primary duty of reclassified and prior service Soldiers is to attend training and become technically proficient in their new MOS.

(2) Prior service NCOs in training may assist with IET Soldiers with regular cadre oversight after appropriate orientation and certification by the company commander/1SG on TRADOC policy regarding leadership and treatment of IET Soldiers.

(3) AIT/OSUT commanders will evaluate each prior service Soldier's proficiency in all areas (not just MOS subjects) and ensure training is provided, as required. Use reclassified and prior service Soldiers who are proficient in common tasks as demonstrators and assistant instructors.

(4) Commanders are encouraged to integrate reclassified and prior service personnel with IET Soldiers during training to enhance training by taking advantage of their knowledge, experience, and leadership abilities.

e. This paragraph is not applicable to individual ready reserve (IRR) Soldiers reactivated to military service. [Appendix J](#), the IRR mobilization (MOB) training strategy.

4-16. MOS retraining/reclassification policy

TRADOC IET retraining/reclassification policy is as follows:

a. A Soldier unable to qualify for their current MOS assignment, due to medical limitations, academic failure, or administrative requirements may be considered for retention in the Army and qualify for reclassification skill training in an alternate MOS, based on the company commander's recommendation and the BN commander's approval. The Soldier must demonstrate the motivation and potential to successfully complete the reclassification MOS training.

b. In all other cases, properly counsel and process Soldiers for separation not meeting academic standards in accordance with AR 635-200. See [Appendix I](#), for additional guidance on retraining/reclassification procedures.

4-17. Promotions, awards, and competitions

a. Commanders will conduct promotions of graduating AIT students in accordance with AR 600-8-19 (this includes USAR/ARNG Soldiers).

b. Commanders are strongly encouraged to utilize meritorious promotion authority granted in AR 600-8-19 to the maximum extent possible.

c. Commanders should establish a comprehensive award system within each TRADOC service school and ATC. This system should provide recognition for both IET Soldiers and cadre personnel. Any award program must meet the requirements of AR 600-8-22, AR 672-10, and [TR 672-6](#).

d. Commanders are strongly encouraged to implement inter-unit competitions to instill the warrior spirit. Trainees/Soldiers and units are to compete against common standards, rather than against each other, unless conducting obvious head-to-head competition such as physical fitness courses, combatives, drill and ceremony, etc. Competition should recognize each Trainee/Soldier or unit that meets or exceeds the standards. All levels of command must constantly monitor competitive programs and ensure that competition supports, rather than detracts from training objectives. Take care to ensure statistics do not assume major importance and create undue pressure on the IET Trainee/Soldier or the cadre.

4-18. Holiday block leave

The regulatory dates for holiday block leave for Trainees/Soldiers in training is 20 Dec - 2 Jan each year (14 days). The brigade commander has flexibility to deviate up to three days before or after holiday block leave per AR 600-8-10. The HQ TRADOC POC for holiday block leave is [USACIMT \(ATMT-OP\)](#), Building 210, Dillon Circle, Fort Eustis, Virginia 23604-5701. Upon completion of holiday block leave, commanders will conduct drug testing on 100 percent of IET Soldiers returning from HBL (to include IET Trainees/Soldiers not participating in holiday block leave).

4-19. AIT squad leader roles and duties

Squad leaders are valuable assets to the training and leadership team in AIT. They are instructors that assist DSs in leading and continuing to develop Soldiers. Squad leaders will be fully integrated into all aspects of the AIT daily mission. They serve as a first line leader and augment the efforts of the AIT DS. Squad leaders will assist DSs in conducting formations, physical training, counseling, administrative tasks, inspections and all aspects of the transformation process.

Instructors are assigned the additional duty of squad leader and are charged with, but not limited to, the following responsibilities.

- a. Trains squad on individual and collective tasks.
- b. Manages logistical and administrative needs of the squad.
- c. Inspects condition of Soldiers' weapons, clothing, and equipment.
- d. Maintains accountability of Soldiers and equipment.
- e. Submits requests for awards and decorations.
- f. Ensures material and supplies are distributed to Soldiers in squad.
- g. Keeps DS informed on squad status and requirements.
- h. Assists DS in the execution of Army Physical Readiness Training.
- i. Conducts performance counseling for his/her squad.

4-20. Stored Value Card (SVC) Program

The SVC is a debit card used to purchase personal items needed to complete Basic and OSUT. The value of the card is based on historical costs for personal items needed to meet and maintain personal hygiene during the training cycle. This is an advance pay on the Trainee/Soldier's first paycheck. Funds are allocated to every Trainee/Soldier to ensure no financial burden is placed on Trainees/Soldiers during the training cycle. Leaders will ensure cadre and Trainees/Soldiers adhere to the following guidelines:

- a. All Trainees/Soldiers will be issued the SVC while processing through the RECBN.
- b. Commanders will ensure all Trainees/Soldiers receive training on the use of this card and procedures to increase value or reimbursement if a card has value attached at the end of the training cycle or receiving a discharge prior to completion of training.
- c. The SVC can be used at all Army and Air Force Exchange Service (AAFES) sites (barber shop, hair salon, clothing sales, and post exchange).
- d. The SVC has a default expiration date of 45 days from issue. However, installations have the authority to adjust expirations dates to meet the requirements of their training mission. If the expiration date needs to be adjusted, the company commander will contact the local Defense Finance and Accounting Service to make changes.
- e. Upon arriving at the basic training company, commanders will ensure all Trainees/Soldiers receive a briefing during the unit integration on the SVC, how to use the card, where it can be used, and how to redeem balance upon graduation or separation.
- f. The SVC closeout will be added to the out processing checklist for all Soldiers graduating or separating from the installation.
- g. At no time will cadre or DSs handle a Trainee/Soldier's SVC.
- h. Training will be provided to cadre during the U.S. Army Drill Sergeant Academy, CCFSC, CTC, or the PCC.
- i. Commanders will ensure all Trainees/Soldiers liquidate their balances on their SVCs prior to departure.

4-21. Army Career Tracker (ACT)

- a. AIT and OSUT Soldiers will use the ACT Sponsorship Module to initiate the sponsorship process. This process standardizes sponsorship procedures across the Army while facilitating the deliberate linkage between Army Sponsors and Soldiers in PCS status.
- b. Sponsorship processing begins with the receipt of assignment notification from the U.S. Army Human Resources Command and ends when the Soldier and/or family has successfully integrated into the unit, installation, and community.

c. Enlisted assignments are sent via the Enlisted Distribution and Assignment System to the Electronic Military Personnel Office on a weekly basis for the supporting personnel reassignment work center to process Soldiers for reassignment.

d. Procedures.

(1) The ACT system will send an email notification within 72 hours of issuance of reassignment instructions by U.S. Army Human Resources Command to the gaining and losing installation sponsorship liaisons, gaining and losing unit sponsor coordinators (USCs), and the PCSing Soldier.

(2) The gaining BDE USC is notified of the inbound Soldier and of the requirement to assign a sponsor. The losing BDE and BN USCs are notified of the outbound personnel.

(3) The PCSing Soldier is notified of the assignment instructions and prompted to complete the DA Form 5434 (Sponsorship Program Counseling and Information Sheet) in the ACT Sponsorship Module no later than the first week of phase IV training.

(4) Upon assignment of the sponsor by the gaining unit, the losing BN S-1 will access Soldier's record in ACT, print the completed DA Form 5434 and welcome letter from the gaining command, and provide the documents to the Soldier.

(5) The departing Soldier will acknowledge receipt and read the welcome letter with the assigned sponsor's contact information.

e. Actions required by the losing unit.

(1) BN USC: Monitor the ACT sponsorship process of the losing Soldier and contact gaining USC for sponsorship process on day six after receipt of assignment instructions, if the Soldier has not already received sponsor information.

(2) Commander/CSM/1SG: Contact gaining Command for sponsor assignment on day 90 from report date if losing Soldier has not received sponsor information. Monitor the ACT sponsorship process and make contact with gaining command to address Soldier and/or Family concerns (if applicable).

f. Sponsorship exception to policy (ETP).

(2) Company commanders will ensure processing of sponsorship ETPs no later than 21 days prior to graduation date for IET Soldiers. The losing BN is responsible for ensuring IET Soldiers access the ACT Sponsorship Module no later than week one of Phase IV of training and complete the DA Form 5434 to afford the gaining command an opportunity to assign a sponsor.

(3) Sponsorship ETP format is a DA Form 4187 (Personnel Action) addressed to the Installation Military Personnel Division (Reassignment Branch).

4-22. Hometown Recruiter Assistance Program (HRAP) execution

- a. HRAP is a voluntary recruiter assistance program that allows qualified IET graduates to promote Army service in their hometowns while in a permissive temporary duty status. The intent of the program is to allow recent IET graduates to go to their hometowns and share their experiences with their peers to connect with the target market for recruiting.
- b. Recruits identified by the recruiter to return to hometown after graduation to participate in the hometown recruiter assistance program will be identified in their contract. Orders will be established upon graduations allowing these Soldiers to return home to participate in HRAP. Units will not deny or retract orders if the Soldier passes all graduation requirements.
- c. The normal time period for HRAP for an AIT or OSUT graduate Soldier is 14 days, including travel. The first lieutenant colonel or equivalent commander in the Soldier's chain of command at OSUT/AIT is the approval authority for HRAP requests.
- d. The proponent for AA and AR HRAP is HQ USAREC, Assistant Chief of Staff, G-3. Additional information on HRAP is found in AR 601-2 and at the HRAP support site.
- e. The ARNG executes a similar program as a way for the ARNG Soldiers to interface with local communities. Soldiers approved to participate in the ARNG program will report to and be briefed by the ARNG liaison NCO at each installation. On an annual basis, the ARNG Strength Maintenance Division provides additional information on the program.
- f. On an exception basis, Soldiers currently in IET who are home on leave can perform HRAP duty, if the local recruiting station commander believes the Soldier can contribute to the mission, and the station commander's recruiting battalion commander approves the exception.
- g. Each training installation has a goal of 10% of AIT/OSUT graduates for participation in HRAP.
- h. Installations will use the [HRAP website](#) to enter Soldiers into the program for approval when the Soldier is projected for duty after AIT graduation.

Chapter 5

Entry Training and Enhanced Performance

5-1. IET strategy

IET commanders and commandants will ensure their training programs incorporate the following tenets of the TRADOC IET strategy.

- a. Total immersion. The IET environment is the total immersion of IET Trainees/Soldiers in a positive environment with active leadership. This environment establishes and enforces the Army's standards, provides positive role models, and uses every training opportunity to reinforce

essential Soldier skills and develop a Warrior mentality. Officer and NCO leadership is the cornerstone of a positive IET environment and a successful transformation program.

b. IET investment strategy. The Army's motivated and professional IET cadre can train anyone with the mental and physical capacity to enter IET. Each cadre member accepts responsibility for providing a positive environment in which new Trainees/Soldiers have every opportunity to succeed. Cadre train their Trainees/Soldiers by building on and affirming their strengths, and shoring up their deficiencies. Cadre members coach, teach, mentor, and assist Trainees/Soldiers in meeting the standards through performance counseling and phased goal setting. The investment strategy raises the individual to the standard; it does not lower the standard for the individual. The IET investment strategy includes:

(1) A training philosophy that is focused on graduating the maximum number of quality Soldiers who can meet graduation standards. Attrition and graduation rates are not the measurement of effectiveness.

(2) Allowing the medical community to rehabilitate low risk Trainees/Soldiers who can continue to train and meet standards.

(3) Allowing IET Trainees/Soldiers to participate in after-hours self-improvement or therapeutic classes/groups to improve their resilience and adaptability.

(4) The chain of command is responsible for training. Commanders must ensure that training meets POI standards and conforms to TRADOC policies on the conduct of training.

(5) IET is based on accessions management processes. When the MEPS ships new accessions to the ATC, virtually all their required training is scheduled and they have an ATRRS reservation in each type of training. Their reservation is based on the expectation that they will progress through each set of training (BCT, AIT, functional, airborne, ranger indoctrination, etc.) as scheduled, so it is important for schools and ATCs to ensure new ATRRS reservations are made if a Trainee/Soldier is delayed (medical hold, leave, etc.) and will not meet the scheduled training start date in all subsequent training.

(6) DSs will conduct as much of the skill training as possible in BCT and OSUT. When DSs are the primary trainers, the role of the committee group is to augment cadre instructors, serve as subject matter experts, and advise on the conduct of training.

(7) Primarily, instructors/squad leaders will conduct MOS training in AIT; however, to the maximum extent feasible, they will involve DSs in the technical training in AIT. Conversely, squad leaders must assist DSs and unit cadre in the transformation effort. Training must be a total team effort between DSs and squad leaders. DSs and squad leaders will serve as both MOS and transformation role models.

(8) Through a system of rigorous evaluations of training and testing, TRADOC, ATC commanders, and school commandants must ensure that training standards are enforced.

c. The outcomes-based training and education training method. Outcomes-based training and education is a training method used to teach Soldiers a way to understand and accomplish tasks, think critically, understand why they are doing something, adapt to situations, and focus on overall mission accomplishment while adhering to the principles of the professional military ethic. The following techniques are examples that IET trainers can use when employing outcomes-based training and education:

- (1) Explain the actions, conditions, and standards (use the lesson plans).
- (2) Motivate the Soldiers by explaining the "why" (provide reason for outcome).
- (3) Seek/encourage Soldiers' interaction early and often (ask leading questions).
- (4) Demonstrate the action in accordance with the established standard (I do, we do, you do).
- (5) Create opportunities and scenarios in field training to allow Soldiers to apply gained skills and encourage Soldiers' critical thinking process. Create training that will enable Soldiers to draw from lesson plans and various environmental conditions.
- (6) Conduct after-action reviews (AARs) that identify the Soldiers' strengths and helps them improve their deficiencies.

5-2. Phased training

The five phases of IET and associated goals provide intermediate objectives to give common direction and serve as milestones during IET. The training cadre informs IET Trainees/Soldiers of the goals and standards for each phase of training. Movements from each phase forward is viewed as a "gate" for each Trainee/Soldier. The training cadre evaluates each Trainee/Soldier's performance by externally evaluating the standards for each phase before advancing them to the next phase.

a. The five phases of IET are associated with the following colors: Phase I (Red Phase), Phase II (White Phase), and Phase III (Blue Phase) which are associated with BCT and the BCT portion of OSUT, and Phase IV (Black Phase) and Phase V (Gold Phase) which are associated with AIT and the AIT portion of OSUT. The five phases of IET are linked to training (not privileges).

(1) Phase I (Red Phase). This phase encompasses weeks 1 through 3 of IET and consists of an environment of total control, where DSs begin transforming civilian volunteers into Soldiers. At the end of this phase each Trainee/Soldier should demonstrate a willingness to internalize the Army Values, discipline, and treats others with dignity and respect. Possesses the foundation for physical fitness, resiliency, and demonstrates a level of adaptability to military life through acceptance of imposed discipline, execution of selected individual tasks, and work as a member of a team. Each Trainee must successfully pass an external initial evaluation focused solely on Army customs and courtesies, individual drill and ceremony movement, and Army knowledge.

(2) Phase II (White Phase). This phase generally encompasses weeks 4 through 6 of IET and is centered on the development of basic combat skills, with special emphasis on weapon qualification and PRT. At the end of this phase each Trainee/Soldier complies with Army Values and treats others with dignity and respect. Trainee/Soldier also demonstrates an understanding of task proficiency through strengthening of tasks and concepts along shoot, move, communicate, survive, physical fitness, acculturated in the Army lifestyle, and discipline. Adheres to ethical requirements of the Army Profession. Safely handles and qualifies with their individual weapon on both back-up iron sights and optics. Performs basic field craft and combat survival skills during field training exercises (FTX) and meets the minimum standard for the weapons qualification badge.

(3) Phase III (Blue Phase). This is the last phase of BCT and encompasses weeks 7 through 10 of IET. This phase concentrates on tactical training, increased Trainee/Soldier responsibilities, and demonstration of teamwork and self-discipline. At the completion of this phase the individual is acculturated in the Army life style and history. Trainee/Soldier should be a thinking apprentice who is committed to the Army Values, Profession of Arms, and proficient in basic Soldier skills. Possesses the foundation of discipline, fitness, resiliency, and ethics. This phase culminates with the demonstration of proficiency through an external evaluation focused on discipline, Army knowledge, grit, custom and courtesies, and the performance of communication and survive tasks. Once Trainees pass the final evaluation, they must still successfully complete the final FTX, FORGE. At the conclusion of the FORGE, Trainees will participate in the Soldier Ceremony, marking the transformation from civilian to Soldier. Each Soldier will be awarded the Army black beret, and U.S. Army patch. Following the final BCT inspection/evaluation, Soldiers will be awarded the National Defense Ribbon and receive the Soldier certificate.

(4) Phase IV (Black Phase). This phase begins on the day of arrival to AIT or weeks 10 through 13 of OSUT. Reduced supervision by DSs, reinforcement training on common skills, values, and traditions taught in BCT, and introduction to MOS tasks characterizes this phase. Increased emphasis on personal responsibility and accountability characterize this and subsequent phases. Upon arrival at the AIT unit, IET Soldiers starting AIT will receive an initial counseling. This phase is used to establish goals consistent with the Soldier's MOS training requirements, as prescribed in the appropriate POI and this regulation. Counseling will continue throughout AIT keeping the Soldier informed of their progress. AIT phase IV will conduct an FTX if the length of training stops at 13 weeks. Completion of AIT/OSUT will include a rigorous realistic, DATE driven, in a culminating field exercise. The minimum requirement is no less than 3 days and 2 nights (72 hours, minimum) in an austere field environment. Results in awarding a military occupational skill (MOS) in the designated field of study.

(5) Phase V (Gold Phase). This phase generally begins the fourth week of AIT or weeks 14 through 20 of OSUT. Reinforcement training on common skills, training, and evaluation of MOS skills, a leadership environment that simulates the environment in an operational unit, and will include a minimum of 3 days/2 nights culminating tactical FTX that integrates WTBDs and MOS tasks characterize this phase. This exercise is designed to reinforce the basic combat skills learned in BCT, applicable to the Soldier in the execution of MOS related duties in a rigorous, realistic, DATE-driven scenario culminating FTX environment. Results in awarding a military occupational skill (MOS) in the designated field of study.

(6) Phase V+. This phase begins week 21 through the completion of AIT. This phase continues reinforcement training as defined in Phase V with emphasis on transitioning Soldiers to the operational force. Units will enroll selected Phase V+ Soldiers in additional skill identifier training based on their gaining unit's requirement.

(7) Accelerated AIT graduation program. IET commanders may implement accelerated AIT graduation programs as described in appendix E. Commanders may use the accelerated AIT graduation programs to recognize Soldiers who exceed course standards and provide opportunities to them for additional MOS training and early promotion. Commandants can approve up to five days accelerated graduation in coordination with [TOMA](#). Any accelerated AIT graduation of more than five days must be approved by CIMT. Submit requests in memorandum format.

b. Phase banners. Schools may use phase banners to distinguish a platoon's phase of training and recognize the passage of a platoon from one phase to another. Guidons are not authorized at the IET platoon level in accordance with AR 840-10.

(1) Local programs are established to govern the awarding, carrying, and displaying of platoon banners. Banners are made of nylon bunting, swallow tailed in shape, 18 inches high by 30 inches wide, and banner colors are solid colors representing the phase of training.

(2) In AIT, where IET platoons include Phase IV and Phase V Soldiers in the same platoon, the senior IET commander (lieutenant colonel (O-5) or higher) is authorized to exempt those platoons from using phase banners.

c. The following formal counseling requirements must be met for all IET Trainees/Soldiers:

(1) BCT counseling.

(a) Individual counseling should be conducted within 72 hours of arrival at the training unit.

(b) Performance counseling is conducted at each phase of training.

(2) AIT counseling.

(a) Counseling of AIT Soldiers within 72 hours of beginning AIT.

(b) Counseling at the conclusion of AIT.

(3) Counseling in both BCT and AIT on the provisions for additional training, when Trainees/Soldiers are not able to meet established standards and requirements (for example, new start, recycle, phase hold, rehabilitative transfer, remedial training).

(4) All Trainees/Soldier assessments for IMT will be documented on [TRADOC Form 350-6-2](#) and passed on to the first unit of assignment.

5-3. Company training starts/transformation

The standard BCT POI is 10 weeks in duration. Training starts on Monday of the first training week and ends on Friday of the 10th week of training. The senior TRADOC commander/commandant at the training location may approve early graduation up to 2 days. A change in BCT graduation date should not alter the arrival requirements for AIT or follow-on training. Notify [TRADOC DCS, G-3/5/7, TOMA](#), or via phone at Defense Switched Network 501-5666/5667 or commercial 757-501-5666/5667 and the gaining AIT location prior to making the change.

a. The BCT POI establishes the optimal class size as 200 Trainees/Soldiers per company, TRADOC has historically averaged between 8 and 10% attrition from BCT. In order to maintain good stewardship of Army resources, the BCT Company fill policy will remain at 220 Trainees/Soldiers per Company +/- 10 Trainees/Soldiers during non-surge periods. During the summer surge period (1 May through 31 August), BCT Companies will be programmed to be filled at 240 Trainees/Soldiers per Company.

b. BCT sites must ship Soldiers on time to ensure they arrive and link-up with their AIT course. BCT sites must also establish a system to identify Trainees/Soldiers with critical AIT hard start dates, to ensure that appropriate actions are taken to enable those Trainees/Soldiers to meet their scheduled AIT start dates, provided they have met all graduation standards.

c. OSUT units normally ship Soldiers to the first unit of assignment no later than one day following graduation. Exceptions may be made for additional requirements for MOS specific training, additional skill qualification identifier (SQI) training, and special requirements (security clearances).

d. AIT Soldiers must begin training no later than the scheduled start date as established in ATRRS.

e. Conduct AIT based on the approved POI length and the start and graduation dates reflected in ATRRS. No additional time for a "zero week" or additional transformation is authorized.

5-4. Training schedules

a. The training week is managed through the training schedule. The principles of scheduling are outlined in Army Doctrine Reference Publication 7-0. Local directives and the following guidelines will govern non-training time:

(1) In garrison, IET Trainees/Soldiers should have the opportunity for a minimum of seven hours of sleep per night, unless the Trainee/Soldier is scheduled for duty (for example, access control guard or CQ runner). Commanders will create a sleep plan for Trainees/Soldiers on duty to ensure all Trainees/Soldiers receive the minimum required hours if possible. During FTXs, the length of the training day and time for sleep will vary based on tactical and other training requirements, as established in the appropriate POI. Commanders will ensure that the tactical framework of field training allows sufficient time for rest.

(2) In garrison, Trainees/Soldiers are given at least one hour of preparation time each day to take care of personal needs.

(3) The unit ministry team provides and coordinates opportunities for Trainees/Soldiers to attend a religious service weekly.

b. POI training is not conducted on Sundays unless specifically authorized by the proponent. On Sundays, activities required for preparing for the next week's training are conducted after 1300.

c. POI training (training that requires post assets) is not conducted on Sundays or Federal holidays unless specifically authorized by the proponent and installation commander.

d. Trainees/Soldiers who have not entered into the first day of training in Phase I (Red Phase) of BCT/OSUT or have not completed Phase I (Red Phase), will not attend off-the-installation events, activities, or programs. These events include but are not limited to: local sporting events, church services, concerts, or military appreciation events. Company commander will submit memorandum format ETP through their COE via email to the [DCG-CIMT G-7](#) for CIMT approval. Commanders will limit off-the-installation events, activities, or programs to Soldiers in AIT or the AIT phases of OSUT (Black and Gold Phase).

5-5. Development of training programs

The designated proponent school is responsible for the development of training (individual and collective tasks), and POI within their area of expertise. Designated proponent schools will approve new and revised POIs in accordance with TR 350-70.

5-6. Modifications to training programs

a. The time allotted for lesson and lesson plans in POI may vary depending on the aptitude and achievement levels of each group of Trainees/Soldiers, the number of Trainees/Soldiers in each cycle or class, the instructor to student ratio, and the availability of equipment and facilities. For these reasons, commanders are permitted to make adjustments to the amount of time devoted to a task, provided the learning objectives and performance standards are met, and the overall course length remains unchanged.

b. Request for an exception to policy for temporary changes to IET training programs (other than those specified in paragraph a above), that do not require a revision to the POI, must be submitted to the office of the CIMT. Information provided will include the purpose and nature of the temporary change or planned pilot, its duration, and the number of students involved. Ensure coordination is made for such pilots with the proponent. Conduct a risk assessment in support of temporary changes, to identify any new hazards, changes in residual risk, and appropriate hazard controls and risk countermeasures necessary to ensure safe training. The supporting safety office will review and validate the risk assessment.

c. Recommendations are an important part of the continuing POI review and update process. Send POI changes to the appropriate proponent utilizing DA Form 2028. Submit all recommended changes for all IMT to the [Leader Training Brigade](#). All recommendations will be reviewed and

evaluated. These recommendations, when appropriate, will assist with the revision of course materials, individual training plans, course administrative data, and POIs in accordance with TR 350-70.

d. DSs are authorized to teach operations security (OPSEC) Level I Awareness Training to Trainees/Soldiers as part of BCT in lieu of a Level II trained and certified unit OPSEC officer. Prior to conducting OPSEC Level I Awareness training, DSs will receive OPSEC instruction from their unit's trained and certified level II OPSEC officer.

e. CIMT Commandants, proponent schools will make the final decision on task selection and training methods.

5-7. Makeup training/constructive credit

All training specified in TRADOC approved IET POI, is made up when missed. The quality of makeup training is the same as the regular scheduled instruction. The Trainee/Soldier is required to meet the performance/learning objectives specified in the POI for the instruction missed. Time required for makeup training is determined locally.

a. Only in extraordinary circumstances is constructive credit for these requirements granted.

b. Make every effort to reschedule and conduct the missed training before a decision to provide constructive credit is made. Use this credit selectively, and only in those cases where there is a clear demonstration that the Trainee/Soldier meets or exceeds the IET graduation standards.

c. Constructive credit may be granted to an entire class or an individual Trainee/Soldier for a missed POI training event, but not a graduation standard. A class may receive constructive credit for an event missed due to severe weather conditions, when time and resources preclude rescheduling and execution.

d. Constructive credit authority for an entire class that misses a training event or an individual Trainee/Soldier that has missed two or more requirements rests with the BDE commander. Constructive credit for an individual Trainee/Soldier that has missed one requirement may be delegated to the battalion commander.

5-8. Soldier as an athlete overview

This informs commanders on current initiatives to improve Trainee/Soldier performance, including incorporating healthier foods in the dining facility menu ("Soldier fueling"); employing athletic trainers and/or certified strength and conditioning specialists for early identification and treatment of overuse injuries; and the importance of sleep discipline. Commanders should review these principles with a view to supporting the initiatives in progress within their units.

5-9. Physical readiness training

a. PRT in BCT/OSUT/AIT is conducted in accordance with FM 7-22. The objective of PRT is to train Trainees/Soldiers to meet the physical requirements for graduation from IET, prepare them

to meet the demands for their military duties and limit injuries while instilling confidence in their ability to successfully perform and reach the fullest extent of their potential.

b. Command presence at PRT will emphasize its importance. Leaders must emphasize the value of PRT by clearly explaining the objectives and benefits of their program, and ensuring the time allotted for PRT is used effectively.

c. The role of the DS remains to instill maximum motivation among all IET Trainees/Soldiers, to achieve their full physical potential. The training program will enable the DS to execute a standardized training approach that emphasizes progressive conditioning of the Trainee/Soldier's entire body. This supports the transformation process. Trainees/Soldiers must meet the established standard set forth in AR 350-1 and this regulation (minimum of 60 points in each event). The BN commander can waive this requirement for BCT if the Trainee scored a minimum of 60-60- (in two events) and 50-59 points (in the third event) and successfully completed all other graduation standards. Passing rates, not average scores, support the overall objective of IET injury control. PRT sessions are conducted maintaining Trainee/Soldier to cadre ratios to ensure proper execution. One cadre member will lead and perform the exercises with the Trainees/Soldiers to monitor the intensity level and provide a role model. Remaining cadre members will act as assistant instructors and make on-the-spot corrections, while executing the exercises themselves.

d. AIT and OSUT will integrate combatives into all physical fitness programs. Trainees/Soldiers will wear OCPs, with the goal of qualifying Soldiers in Combatives Level 1 by the end of AIT/OSUT.

e. Continue conditioning all Soldiers for moving by foot under load for 4, 6, and 8 mile marches on varied terrain.

5-10. Assessment and testing

a. BCT. Administer the record APFT during the last three weeks of training and prior to the execution of the FORGE, to determine if the Trainee/Soldier has achieved the APFT standard for graduation (60 points in each of the three events; 180 minimum total points). BN commander can waive one event out of three, this requirement is based on Trainees overall performance (60-60-(50-59)) points or higher per event. If a Trainee, does not pass with the minimum points prior to the FORGE, the BDE commander can let the Trainee participate in the FORGE (after a holistic review of the Trainee's performance during BCT) and take another APFT prior to graduation.

b. OSUT. Administer the record APFT within the last two weeks of training. Soldiers who cannot complete the final APFT due to a temporary medical profile, and have successfully completed a previous APFT with a score of 60 points in each of the three events (on the same test; total 180 points or higher) may be given constructive credit for having passed the APFT requirement. APFT goal is 70-70-70 for a total of 210 points. Commanders have the authority to award credit to Soldiers passing the APFT based on the Soldiers performance and recommendation from the chain of command.

c. AIT.

(1) Administer APFT at least once a month through the 20th week of training. Phase V+ Soldiers that have met the APFT standards for graduation will take the APFT in accordance with AR 350-1.

(2) Administer the record APFT no later than the last two weeks of training, to determine if the Soldier has maintained the APFT standard for graduation (60 points in each of the three events; 180 minimum total points). Goal is to achieve 70 points in each event. Soldiers who cannot complete the final APFT due to a temporary medical profile and have successfully completed a previous APFT during AIT (scored 60 points minimum on each of the three events on the same test) may be given credit for having passed the APFT requirement. Commanders have the authority to award credit to Soldiers passing a previous APFT based on the Soldiers performance and recommendation from the chain of command. Between 2018 and 2020 the U.S. Army will transition from the APFT as the test of record to the Army Combat Fitness Test (ACFT). The APFT remains the graduating test standard. During the transition period Soldiers may be required to take both tests. BCT graduation standards on the ACFT events to replace the APFT will be developed over the next 12 months. BCT/AIT/OSUT will familiarize Soldiers and begin conditioning Soldiers to meet the ACFT requirement. Teach Soldiers how to train for the ACFT without gym equipment.

(3) Phases IV, V, and V+ IET Soldiers with permanent profiles will take the APFT. A Soldier whose profile precludes taking the push-up, sit-up, or both events will take the remaining event(s) if approved by the commander and physician/physician assistant. The two mile run event or an approved alternate test event as outlined in FM 7-22 is taken if the test is to count for record. The alternate test is for Soldiers with permanent physical profiles that preclude them from taking the two mile run. Soldiers are given three months to prepare for the alternate test from the date of the permanent profile.

d. Safety.

(1) For environmental considerations, refer to AR 350-1 and FM 7-22.

(2) Company commanders must ensure cadre or DSs inspect their Trainees/Soldiers' running shoes upon arrival to AIT (or after week 9 of OSUT). Trainees/Soldiers' running shoes are often broken down after nine weeks of BCT/OSUT and require replacement.

f. See AR 670-1, for the IPFU as the PRT uniform. Conduct foot marching and PRT in the Army combat uniform.

g. Trainees/Soldiers with physical profiles.

(1) Trainees/Soldiers with documented physical limitations require special PRT programs. Unit leaders will maintain a positive approach to all special fitness training. The program will:

(a) Support components of fitness the Trainee/Soldier can continue to develop through the profile period. Soldiers on profile will participate in a regular fitness program in accordance with profile specifications. Substitute appropriate activities to replace those regular activities in which they cannot participate. The activity levels of Trainees/Soldiers usually decrease while they are recovering from sickness or injury. It is important for Trainees/Soldiers to engage in the cardio respiratory fitness activities permitted by their profile and pay special attention to their diets to avoid gaining body fat.

(b) Permit the Trainee/Soldier to rest injured parts of their body as recommended by medical personnel.

(c) Rehabilitate specific parts of the body guided by recommendations from medical personnel.

(d) Support a unit's Holistic Health and Fitness Program (supplemental PT). During BCT, those Trainees who are not on profile, but need additional assistance meeting the Army APFT standard minimum of 60 points in each event, should participate in a H2F program that provides an emphasis on injury prevention, performance optimization, and recovery.

(2) The two sources of guidance for profiled trainee/Soldiers' PRT are:

(a) The DD Form 689 (Individual Sick Slip). The DD Form 689 is used by the unit to initiate the Trainee/Soldier's visit to sick call. See FM 7-22, the DD Form 689 may be used by a healthcare provider to limit activities, indicate specific activities for reconditioning after an injury, and may be utilized to recommend up to 72 hours quarters.

Note: DD Form 689 will not exceed 7 days and cannot be extended or renewed beyond 7 days for the same condition.

(b) DA Form 3349 (Physical Profile). The DA Form 3349 is generated electronically as an electronic profile (e-profile). It is used for all temporary or permanent conditions not expected to resolve within 7 days, and is the only approved profile form for a physical profile lasting longer than 7 days. See FM 7-22, for documenting physical restrictions and specific activities for reconditioning during the recovery period after illness or injury on the DA Form 3349.

(c) The DD Form 689 and the DA Form 3349 may include handouts from the MTF with additional rehabilitative activities or instructions for the Trainee/Soldier. These may include stretches and muscle fitness activities not found in FM 7-22, or a regimen for gradual return to activity.

(3) Secondary sources of guidance for a Trainee/Soldier's profile PRT program are health care providers, physical therapists, and athletic trainers at the supporting MTF. The commander or unit representative should consult these professionals for any assistance required in individual and unit programs.

5-11. Fueling for performance

The demands imposed by Army training are unique. Trainee/Soldier fueling is a critical component of health and fitness, and plays a key role in optimal physical and cognitive function and injury prevention. The integration of basic nutrition concepts can improve individual Soldier performance. Equally important is maximizing the accessibility to fresh, healthy meals through the dining facilities. Pre-packaged meals, such as the MRE should be minimized unless specifically required by the training mission. In general, healthy meals (fresh fruits and vegetables) take longer to consume, so adequate time must be provided each day to assure Soldiers have the opportunity to fuel for performance. DSs cause more damage by not allowing trainees to have time to consume their meals.

a. The Soldier Fueling Initiative is an Army program developed by the Joint Culinary Center of Excellence (JCCOE) and Training and Doctrine Command (TRADOC), to establish a feeding (“fueling”) standard for Trainees/Soldiers in (IMT). It encompasses DOD nutrition standards, nutrition education, menu development, product selection, preparation, and serving standards. The Soldier Fueling Initiative is designed to improve readiness and increase IMT Trainee/Soldier fitness and performance while addressing the problems of poor nutrition (awareness and practices), and their long-term effects on health and fitness.

(1) Modified application of Army Garrison Menu Standards to promote healthier eating.

(2) Prescribed standardized menus, recipes, preparation methods, and portion sizes for use among all IMT dining facilities. All IMT dining facilities will comply with AR 30-22, Army Food Program, and DA Pamphlet 30-22. Additional information and guidance on the standardized 35-day IMT cycle menu is available at the [JCCOE website](#).

(3) Nutrition education emphasizing the links between diet, performance, and long-term health. Every IET Trainee/Soldier will receive a one-hour block of instruction within the first two weeks of BCT/OSUT to ensure an understanding of the basic performance nutrition concepts. See [TP 600-4](#), for basic performance nutrition concepts.

(4) Clear identification of healthier and less healthy options to encourage better food choices in the dining facilities and improve the overall readiness and performance of the Trainees/Soldiers.

(5) Marketing of the program to maintain awareness of nutrition, appropriate food and beverage choices, and both short and long-term performance and health.

b. The IET performance readiness bar (PRB) program is an Army Program developed by the U.S. Army Natick Soldier Research, Development and Engineering Center, Combat Feeding Directorate; U.S. Army Research Institute of Environment Medicine, Military Nutrition Division; U.S. Army Office of the Surgeon General (OTSG); and the USACIMT. The shelf stable performance readiness bar fortified with calcium and vitamin D is intended for daily consumption and will be made available for BCT/OSUT Trainees to preserve bone health and reduce stress fracture incidence. The performance readiness bar contains 8-12 grams of protein, 200-250 calories, 35-43 grams of carbohydrates, 900-1000 milligrams of calcium, and 1600-2000

International Units of vitamin D3. Due to the levels of calcium and vitamin D within each bar, Trainees are directed to consume no more than one bar within a 15-hour period and no more than two bars within a 24-hour period.

c. Military and clinical studies of BCT and collegiate athletic programs show that 25% of females have poor iron status at the beginning of training, increasing to 50% at the end of training. Due to the decline in iron status during training, females in the IET environment are provided a multivitamin with iron prescription on a voluntary basis within the first 72 hours of arrival to RECBN. Education and informational materials on the multivitamin with iron program must also be available to female Trainees. All recruiters, DSs, commanders, leaders, and medical personnel who work with Trainees must receive familiarization training on the multivitamin with iron program.

5-12. Warrior tasks and battle drills

CIMT is the proponent for WTBDs. Critical skills required by every Trainee/Soldier attending BCT/OSUT/AIT. BCT and OSUT will train all skill level one warrior tasks identified in the [STP-21-1-SMCT](#). BCT/OSUT/AIT will reinforce and certify all Soldiers in their MOS-specific tasks in a rigorous, realistic, DATE-driven scenario culminating FTX as a graduation requirement. The minimum requirement is no less than 3 days and 2 nights (72-hour minimum) in an austere field environment.

5-13. Rifle marksmanship Program qualification

a. Trainees/Soldiers will qualify with both backup iron sights and M68 reflex sight (close combat optics).

b. Trainees/Soldiers who qualify during rifle marksmanship 6 backup iron sights, single/multiple targets (Practice Fire) can be considered "qualified"; however, they must shoot rifle marksmanship 7 record fire. The highest score will be entered into the record.

c. Trainees/Soldiers who require more than one attempt to qualify during qualification tables are able to do so if unit has excess ammunition available; they will qualify as "marksman" regardless of what score they receive during qualification.

d. AIT locations will reinforce proper weapons handling, whether with rifles or "rubber duck" trainers, for muzzle awareness and accountability. Units will use the engagement skills trainers (if available) to build on BRM qualification with a goal of Advanced Rifle Marksmanship skills.

5-14. Deliberate training paths

IET will follow six distinct training paths focusing on discipline, physical fitness, shoot, move, communicate, and survive. This training is critical by allowing Trainees/Soldiers to develop the proficiency of Soldier tasks necessary to succeed in the first hour of combat. BCT and OSUT units will ensure Trainees/Soldiers are proficient at basic Soldier tasks through instruction, repetition, and application in realistic scenarios. The main training path will exist of those main training events that must be accomplished during BCT according to the POI. However, each main training event will have associated supporting training path tasks that must also be accomplished.

If a unit does not accomplish a supporting training task, they must identify on the training schedule when they will train on the supporting training task. This will ensure that throughout BCT, the Trainees execute the necessary repetitions of all basic Soldier tasks to gain the required proficiency prior to graduation. During the FTX Trainees/Soldiers will reinforce the combat survival tasks associated with skill level one requirements.

5-15. Inspector general (IG) system briefing

Commander orientations in BCT/OSUT and AIT units will include a briefing on the IG system. Specifically, this briefing must cover the role of the IG, their function, how Trainees/Soldiers can obtain appointments to see the IG, and how the IG might help the Trainee/Soldier with a problem.

5-16. AIT/OSUT Personal Financial Management Training (PFMT)

a. IMCOM provides the mandatory 8-hour PFMT lessons to all AIT and OSUT Soldiers during their first few weeks of IET “Black Phase.” PFMT is an AIT/OSUT graduation requirement. These lessons meet the Army requirements for new Soldier financial management training. At the completion of these lessons, Soldiers will be given a certificate stating they have met the Army requirement. IET Soldiers must take this certificate with them to their first unit of assignment, or they will be required to re-take the course at that location.

b. The Army Finance School developed the lesson plans and is the proponent for the course material. The lessons continue on the initial financial instruction provided in BCT to cover important financial management areas needed by AIT/OSUT Soldiers before receiving off-post privileges. PFMT subject areas include: managing a checkbook/debit card, consumer scams, savings/investments, Service members Civil Relief Act, reading the LES, spending habits, buying cars/insurance, using credit, and retirement/Thrift Savings Plan (TSP).

c. This course is not considered POI time and is usually conducted on weekends. IET units are required to:

(1) Schedule the training for the appropriate number of Soldiers with the contracted instructors.

(2) Provide an appropriate classroom facility with a computer and projection capability for lesson presentation.

(3) Provide blank TSP forms and have a copying machine to provide a copy of completed TSP forms to those Soldiers who elect to enroll in the program.

(4) Provide time and resources to IET Soldiers with debt qualifying for reduction under the Service members Civil Relief Act to contact creditors and provide them with proof of service documentation.

(5) Have cadre remain with the IET Soldiers during the instruction to provide assistance as needed, ensure discipline and a professional, interactive learning environment are maintained throughout the presentation, and to assist with the TSP forms.

d. The PFMT lesson includes instruction on the TSP. The IMCOM-contracted instructors will assist IET Soldiers in completion of the TSP enrollment form, but require assistance from the unit cadre in providing the forms and submitting the completed forms for processing through the installation Defense Military Pay Office. At the start of each class, the DS or squad leader responsible for the supervision of the class will provide sufficient TSP enrollment forms (TSP-U-1) to the class instructor. During the TSP portion of instruction, the instructor will assist any Soldier who wishes to enroll into the TSP in completing the TSP-U-1. Upon completion of the class, the completed enrollment forms will be collected and provided to the DS or squad leader for submission to the pay office.

5-17. BCT/OSUT field training exercise (FTX) (HAMMER; ANVIL; and FORGE)

a. Each BCT, AIT and OSUT course will conduct a scenario driven, tactical FTX. The duration of this FTX should be determined by the objectives set forth by the proponent. No less than 3 day and 2 nights as a minimum (72 hours).

b. The FTX/STX.

(1) The first two FTXs in BCT/OSUT (HAMMER and ANVIL) reinforces/sustains basic Soldier skills learned and introduce Trainees to the field environment. HAMMER will be 24 hours long and ANVIL will be 48 hours long.

(2) Is conducted in a tactical field environment, under all weather conditions, at day and night to replicate the necessary stress, sounds, and conditions to build Trainee/Soldier proficiencies in basic Soldier skills.

(3) FORGE is the final FTX in BCT and is conducted during Blue phase of training. FORGE is a grueling and continuous FTX that lasts no less than 81 hours and covers a minimum of 40 miles with the majority of the movement occurring at night. The event will require a “gut check” by the Trainee and confirms the internalization of the Warrior Ethos; and the desired character, competence, and commitment attributes every Soldier must possess. Address FORGE in a separate module in the POI. Commanders will conduct the events of FORGE in the order that works for their local operational environment.

(4) Commandants are authorized to conduct FTX. Minimum is 72 hours. Reinforce and practice all Soldiers in their MOS-specific tasks in a rigorous, realistic, DATE-driven scenario culminating FTX as a graduation requirements. Reinforce communication skills on 9-line, MEDEVAC, spot, and SALUTE reports; call for fire, handling and employing individual weapons; first aid, hasty fighting positions, camouflage, CBRN and conduct non-standard CASEVAC. Requirements must be identified in the POI.

5-18. IET Soldier leader positions

a. IET Trainees/Soldiers may serve as squad, crew, group, and section leaders and platoon guides, during any or all phases of IET. This teach Trainees/Soldiers appointed as IET Soldier leaders the functions, duties, and responsibilities of their positions prior to assuming those duties.

Allow IET Trainee/Soldier leaders to use their initiative, authority, and to assume responsibilities commensurate with their position, experience, and ability while under supervision of IET cadre.

(1) IET Trainees/Soldiers are authorized to wear brassards indicating rank in accordance with AR 670-1. They are not considered NCOs, nor accorded the privileges of NCOs.

(2) Appoint IET Trainees/Soldiers and prior service Soldiers attending reclassification training to leadership positions identified in chapter 5, Paragraph 5-18.

(a) Reclassified and prior service Soldiers in the ranks private through specialist are authorized to hold IET Soldier leader positions, but are not considered NCOs.

(b) NCOs will wear their proper rank, and be treated as the NCOs they are.

b. Do not assign an IET Trainee/Soldier a leader's responsibility for a mission or function that is normally the responsibility of a cadre member or permanent party Soldier.

c. Do not use an IET Trainee/Soldier leader's responsibility as primary instructors during formal instruction. Use IET Trainee/Soldier leaders as assistant instructors, provided such duty or preparation does not keep them from scheduled instruction.

5-19. Concurrent training

Concurrent/supporting training tasks are conducted as prescribed in applicable training support packet (TSPs). If not specifically prescribed by a TSP, the training company commander will schedule and conduct concurrent training at every training event. The two most precious resources in BCT/AIT/OSUT are trainers and time. Concurrent/supporting training will be incorporated into all training events to maximize repetition of critical basic Soldier tasks. Concurrent/supporting training must be planned and resourced in advance.

a. Each supporting training path for the focus areas of discipline, shoot, move, communicate and survive will include supporting tasks to reinforce a block of instruction that has already occurred. Reinforce hand grenades, communication skills, first aid, security, hasty fighting positions, react to contact and CBRN attacks. Work on map reading and land navigation skills using paper maps and compass. Build on warrior ethos and the warrior spirit with discipline and encouragement.

b. Soldier assisted training if possible in small groups (5-15) to maximize repetition of critical basic Soldiers skills under the supervision of a cadre member. Ideally a cadre member should supervise 3-5 groups of Trainees/Soldiers. Trainees/Soldiers used as trainers should be selected based on demonstrated leadership abilities and competence in the given task.

c. Instructor led concurrent/supporting training. Instructors and/or DS should be used for primary instructors when teaching new tasks or complex tasks in concurrent/supporting training events. Care should be taken to ensure group size remains small to keep Trainees/Soldiers engaged and to allow Trainees/Soldiers maximum opportunity for hands-on training.

5-20. On-the-job-training

On-the-job training is appropriate for those holdover Soldiers that have completed all POI requirements and are retained in the unit for administrative purposes. Commanders and trainers must ensure that clearly stated on-the-job training objectives are being achieved and Soldiers involved are being employed productively in MOS or MOS-related duties.

5-21. Corrective training and corrective action

a. General. Corrective training and corrective action are tools available to leaders to rectify minor deficiencies, simple infractions, and less serious breaches of discipline; to focus the attention of Trainees/Soldiers, and to inspire compliance with Army standards. At no time is corrective action meant to demean, belittle, or embarrass a Trainee/Soldier. The effective leader knows when to use permissible corrective training and NOT excessive or unauthorized physical activity to coach, teach, train, and mentor Trainees/Soldiers who are not meeting the standard. The following definitions apply:

(1) Corrective Training. Corrective training is for Trainees/Soldiers who have demonstrated that they need, and would benefit from, additional instruction or practice in a particular skill. Corrective training should be directly related to the military skill that the Trainee/Soldier is deficient in and assist him/her in meeting the standard.

(2) Corrective action. Nonpunitive actions used as a motivational tool by authorized cadre members to immediately address deficiencies in performance or conduct and to reinforce required standards. By virtue of administering corrective action, there is recognition that the misconduct did not result from intentional or gross failure to comply with standards of military conduct. Corrective action is inappropriate for situations requiring additional training to master a specific level of skill proficiency, or in matters where punishment is administered as a result of UCMJ action.

(3) Physical exercise for corrective action. Requiring Trainees/Soldiers to perform a reasonable number of repetitions of authorized physical exercises in accordance with FM 7-22 as a motivational tool is permitted for corrective action. Leaders will perform the physical corrective action with the Soldiers when physical training is used to gain their attention. However, consideration must be given to the exercises, repetitions, and total number of times each day that exercise is used for corrective action to limit the potential for overtraining and injuries. No more than two corrective exercises per infraction are authorized. Authorized cadre will alternate between upper-body and lower body or trunk exercises in FM 7-22.

(4) Other Corrective Action. Nonphysical tasks may be used as corrective action instead of physical exercise. Requiring a Trainee/Soldier or group of Trainees/Soldiers to recite the Soldier's Creed is an example of other action-based corrective action.

b. Leaders must exercise good judgment in the administration of corrective action. Corrective action may be applied to entire units if appropriate (correcting an entire platoon failing to show teamwork during Phase I (Red Phase) in a given training event by having them do five repetitions of the pushup, for example), but will be focused at the individual level whenever possible.

Improper use can lead to unauthorized mass punishment or hazing. Do not refer to this type of administrative corrective measure as "smoking" or "smoke sessions".

c. DSs, Squad Leaders, Platoon Sergeants, AIT Instructors (military only), 1SGs, and commanders are authorized to employ physical exercise for corrective action. AIT instructors will only employ limited physical exercise to uphold good order and discipline and maintain a conducive learning environment. This augments, but does not limit, a leader's general military authority to address observed deficiencies. Leaders will perform the physical corrective action with the Soldiers.

d. IET Soldiers and Trainees from other DOD services who are occupying leadership positions are prohibited from administering physical exercise as corrective action. Prior service Trainees are similarly prohibited from administering physical training as corrective action.

e. Consider climatic conditions in the decision to use exercise as corrective action. The use of mission oriented protective posture gear during corrective physical training is specifically prohibited.

f. Punishment. The imposition of specific requirements, actions, or restrictions that are designed to reinforce good order and discipline but are administered only as a result of UCMJ action by commanders. Only commanders have the authority to punish Trainees/Soldiers, and they must use proper disciplinary procedures when doing so. Before the commander imposes punishment on any Soldier, a complete review of the situation will be accomplished and evidence will be validated.

5-22. Remedial training

a. Provide Trainees/Soldiers unable to attain training standards remedial training, to enable them to remain in cycle, rather than recycling the Trainee/Soldier in a follow-on cycle. However, remedial training will only occur until the next scheduled retest event. If a Trainee/Soldier is still unable to attain the standard after one retest event, the chain-of-command will consider recycling the Trainee/Soldier to a follow-on cycle.

b. Trainees/Soldiers not passing an APFT prior to graduation may become a recycle. The week of training will be identified by the chain of command with assistance from the company cadre, allowing the Trainee/Soldier time to pass the training event. This will be for remedial training only; however, continue to report these Trainees/Soldiers as holds in ATRRS with a physical fitness (remedial training - APFT) status code (B).

c. If a Trainee/Soldier fails the required APFT for graduation (60-60-60 for BCT/AIT/OSUT), the commander has three choices:

(1) New start/recycle the Trainee/Soldier in accordance with chapter 5.

(2) Separate the Trainee/Soldier at any point in the process if the Trainee/Soldier demonstrates lack of motivation.

(3) Transfer Trainee/Soldier to FTU for additional fitness training.

d. In keeping with the IET investment strategy, a Trainee/Soldier will continue to receive remedial training upon the decision by the separation authority that the Trainee/Soldier has the mental and physical capacity to succeed.

5-23. Reinforcement training in AIT/OSUT

a. IET Soldiers must continue to receive the same strong emphasis on transformation and Warrior Ethos throughout AIT/OSUT that was present during BCT. Accomplish this through reinforcement training of Army Values, teamwork, customs and courtesies, proper wear of the uniform, proficiency in warrior tasks, inspections, increased demand for personal responsibility, a progressive PRT program in accordance with the PRT doctrine, and DS/cadre role modeling.

b. Physical fitness remain the same in AIT and the AIT portion of OSUT. Training will be conducted in accordance with FM 7-22.

c. Conduct command inspections in the ASU to ensure all Soldiers maintain proper military appearance during IET.

d. Conduct branch specific risk management training in every POI in accordance with AR 350-1.

e. The transformation program in IET continues during all phases, with the basic soldiering skills being trained, reinforced, and evaluated throughout the POI.

f. Commanders are required to provide quarterly reinforcement training to IET Soldiers on the Army Values and the human relations subjects introduced in BCT. See table 5-1, for IET Soldiers mandated/reinforcement training to include WTBDs.

g. Quarterly reinforcement training is focused on the Soldierization process and the reinforcement of Soldier skills, discipline, and physical fitness learned in BCT. Specific Soldierization topics addressed during the quarterly periods should be researched by the subject matter expert (such as, SARC, SJA, MRT, etc.). WTBDs reinforcement training in AIT/OSUT should be determined by the commandant. In addition, commandants can add WTBDs training to reinforce technical training taught within the school's MOS training.

Table 5-1.
Mandated/Reinforcement training

Reinforcement training requirements	Once during AIT/OSUT	Quarterly
Shoot:		
Maintain and reinforce discipline in weapons handling, with rifles or “rubber ducks” trainers (for example, accountability, muzzle awareness, etc.)	✓	✓
Qualify /reinforce (soft) all Soldiers on hand grenades by the end of AIT	✓	
Build on BRM qualifications with the goal of achieving Advanced Rifle Marksmanship skills. Where engagement skills trainers are available.	✓	✓
Move:		
Qualify (hard) all Soldiers on the current APFT 180 points or higher with a goal of achieving 70-70-70 (210) total points or higher.	✓	✓
Familiarize Soldiers and begin conditioning for the Army Combat Fitness Test (ACFT)	✓	✓
Foot marches 4, 6, and 8 miles on varied terrain	✓	✓
Land navigation skills using paper maps and compass (GPS independent)	✓	✓
Communicate:		
Train all Soldiers on 9-line MEDEVAC, Spot report, and SALUTE reports	✓	
Train Soldiers on Call for Fire	✓	
Build on Soldier’s radio operating skills	✓	
Museums (branch related)	✓	
Survive:		
Build on Soldier’s basic first-aid and tactical Combat Casualty Care (TC3) Goal combat lifesaver (CLS) by the end of AIT	✓	
Soldier proficiency to conduct local security, camouflage self and equipment, establish a hasty fighting position, react to contact, react to CBRN attack and conduct non-standard CASEVAC.	✓	
Conduct combatives in all physical training programs (soft) Goal level 1 certification	✓	
Branch history	✓	
Manage personal finances/8 hours	✓	
Army Traffic Safety Training Program	✓	
Army Values	✓	✓
Sexual Harassment and Assault Prevention Response (SHARP)/2 hours	✓	✓
Comply with UCMJ/1 hour	✓	✓
CSF 2 (Modules determined by commandant)	✓	✓
Additional WTBDs (Determined by proponent/commandant)		✓
Complete branch specific risk management	✓	

5-24. New start/recycle program

a. IET Soldiers who consistently demonstrate deficiencies in Army Values and discipline may be considered for restart based on the company commander's recommendation and BN commander's approval. These reassignments, made under the new start/recycle program, are intended to give Trainees/Soldiers an additional opportunity to meet the Army Values standard, and become a productive Soldier. Company commander will determine if the Training/Soldier will be recycled or retained. Each time a Trainee/Soldier does not sufficiently pass the established standard (with one retest attempt), the Trainee/Soldier should be considered for retraining.

b. IET Trainees/Soldiers who demonstrate deficiencies in achieving task standards consistent with their time in training, but maintain the motivation to do so, are considered for reassignment to another company or BN. Make reassignment to a company in a later cycle or into succeeding class where the Trainee/Soldier has the opportunity to repeat the phase of training. These reassignments, made under the new start/recycle program, are intended to give motivated Trainees/Soldiers an additional opportunity to meet the skill standard, and become a productive Soldier in the Army. The success of the new start/recycle program is a direct function of the manner in which the Soldier is integrated into the new unit. The decision to recycle a Trainee/Soldier will not be used as a form of punishment, but rather an opportunity for retraining when the Trainee/Soldier is determined to possess the desire and motivation to become a Soldier.

c. IET Trainees/Soldiers that have missed training due to emergency leave or hospitalization, and are not able to complete training with their current unit, are considered for reassignment to a company in the appropriate week of training upon their return.

d. Reassign IET Trainees/Soldiers under the new start/recycle program at any point in the training cycle, based upon the recommendation of the chain of command, and approval of the battalion commander. Following the approval to reassign the Trainee/Soldier under the new start/recycle program, move the Trainee/Soldier to the new company or BN for further training no later than the following duty day.

e. Commanders will not remove Trainees/Soldiers being considered for the new start/recycle program from training until the decision is made. Do not use IET Trainees/Soldiers as detail Soldiers during the new start/recycle process. The goal is to get the Soldiers back into training within one day of the restart decision. While there are case-by-case exceptions, the decision during IET is authorized as follows:

f. USAR/ARNG new start/recycle Soldiers must be coordinated through TRADOC RCLNO and the LNO must notify the Soldier's home unit.

(1) When a Trainee/Soldier's performance is unsatisfactory in a certain area, give the Trainee/Soldier intensive remedial training and retesting in that area. If performance remains unsatisfactory after remedial training and retesting, reassign the Trainee to another company or BN in a follow-on cycle.

(2) Grant new starts/recycle for academic retraining to complete AIT/OSUT in accordance with AR 612-201.

(3) Process individuals unable to complete MOS training in accordance with AR 612-201.

g. See appendix I, for additional information on MOS retraining/reclassification.

5-25. After-action reviews (AARs) and sensing sessions

Commanders will establish a program for conducting formal/informal AARs and sensing sessions for Trainees/Soldiers and cadre in an IET environment. The purpose is to provide all levels of command an assessment of the training program while promoting a culture of critical thinking and problem solving amongst Soldiers.

a. An AAR is a professional discussion of an event, focused on performance standards, which enables Trainees/Soldiers to discover for themselves what happened, why it happened, and how to sustain strengths and improve on deficiencies. It is a tool leader and units can use to get maximum benefit from every mission or task. This CIMT [AAR training](#) can be used as a tool to establish and conduct proper AAR procedures in an IET environment.

(1) Cadre will conduct AARs in accordance with FM 7-0 after the completion of a major training event, end of phase, end of cycle, and as directed by the commander.

(2) AARs should be conducted at the training event for the benefit of the Trainees/Soldiers. A separate AAR should be conducted for the benefit of the cadre to assess and evaluate the quality of instruction and execution of the training event.

(3) The leadership will conduct AARs and review performance in areas, including but not limited to:

- (a) Phase goals and objectives.
- (b) Quality of values training.
- (c) Rifle marksmanship program.
- (d) PRT program.
- (e) FTX/STX (FORGE completion).
- (f) Discharges and restarts by type.
- (g) Training injuries, safety program, and risk management.
- (h) Cadre treatment of Trainees/Soldiers.
- (i) Quality of instruction.

(j) Quality of facilities.

(k) Critical Soldier tasks/skills.

b. Leaders may use informal AARs as on-the-spot coaching tools while reviewing Trainee/Soldier and unit performance during training. Informal AARs maximize training value because all unit members are actively involved. They learn what to do, how to do it, and the importance of the roles they play at the individual level in unit-task accomplishment.

c. Informal AARs will be conducted during and after training events by cadre to enhance training knowledge of the Trainees/Soldiers and to reinforce task proficiency.

d. Sensing sessions are informal group discussions used by commanders to gather feedback and information about the command climate, the unit, and training conducted.

(1) Sensing sessions will be conducted at the end of each cycle and as directed by the commander.

(2) At a minimum, conduct sensing sessions at the BN and company level.

(3) Sensing sessions with DSs will be held at the end of each cycle by the commander.

e. As an additional feedback mechanism, commanders may establish a "Dear colonel letter" and a "Dear chaplain letter" program to solicit feedback from IET Trainees/Soldiers on their IET experience that will preserve participant anonymity.

5-26. Training records

a. Each company will initiate and maintain DTMS digital ITR from (Basic Training, AIT, and OSUT) for each Trainee/Soldier. Use the modified ITR from DTMS, available in the Digital Training Management System to document the completion of training requirements in all IET courses. Additional guidance is in appendix F. ITRs in DTMS is the responsibility of the company Training NCOs.

b. NCOs attending MOS producing courses to reclassify into another MOS, or prior service personnel in the grade of sergeant or higher will receive a DA Form 1059 (Service School Academic Evaluation Report) upon completion of their course, regardless of course length.

Chapter 6

Cadre Selection and Certification

6-1. Selection and certification

Selection and certification of DSs is governed by AR 614-200 and TR 350-16.

6-2. Program of instruction and instructor certification

a. Tasks and lessons in the POI form the basis for each period of instruction. The proponent prepares and keeps the lesson plans for POIs up-to-date.

b. Each service school and ATC will establish a system for monitoring and improving the quality of instruction. A standardization/certification process will ensure each instructor is fully qualified and current in all aspects of their subject. BDE and BN commanders will ensure compliance with cadre certification requirements through their respective command inspection program and quarterly training briefs. See appendix B for specified certification requirements.

c. IET cadre must meet all Army standards and comply with Army Regulations. Cadre in BCT/OSUT/AIT units will be certified on those tasks listed in their respective BCT OSUT/AIT POI. Cadre in AIT units provides reinforcement training on, and reevaluation of, BCT common skills. Current lesson plans and supporting documents for BCT POI are maintained in the [Army Training Network](#). All cadre will recertify annually or when there are changes to the Program of Instruction (POI) or significant changes to a lesson plan.

d. Lieutenants assigned to BCT or OSUT as platoon leaders or staff officers must complete the CTC prior to or within 30 days of assignment to the initial entry training unit.

6-3. Cadre uniform

a. Upon graduation, DSs are authorized to wear the DS hat and badge in accordance with AR 670-1 and AR 600-8-22.

b. Commanders designate the uniform in accordance with AR 670-1. Cadre will wear appropriate protective gear on all ranges in accordance with the POI and risk management assessments.

c. IET units will use color-coded road guard vests or reflective equipment (reflective belt, etc.) during PT to distinguish between IET Trainees/Soldiers, cadre, and permanent party personnel.

6-4. Drill sergeant driving limitations

The DS's mission is to train and lead Soldiers, therefore, DSs driving vehicles in the performance of their duties should be an exception rather than the rule to maintain the appropriate DS to Trainee/Soldier ratios at all training events. At the discretion of the chain of command, DSs are authorized to drive in the performance of daily training duties and during cycle breaks. Only RECBN DSs; U.S. Army Drill Sergeant Academy leaders; and AIT DSs are authorized to drive in the performance of administrative functions with commander's approval.

6-5. IET cadre/support personnel training

a. In addition to DSs, other IET unit cadre has major roles in creating and maintaining a positive IET environment that assists with the transformation from volunteer to Soldier. Training of other IET cadre/support personnel is conducted in the following five courses: PCC, CCFSC, CTC, SCTC, and ISCTC.

b. Specific implementation guidance on the training required for all IET cadre and support personnel is provided at appendix B.

Chapter 7

Reserve Component (RC) Training

7-1. General

This chapter sets forth policies and establishes uniform procedures for addressing RC unique training issues. These guidelines apply to the training of both ARNG and USAR members, unless specifically stated as applicable to only one of the components, and address those issues most commonly encountered during IET.

7-2. Assistance to Army National Guard (ARNG)/U.S. Army Reserve (USAR) Soldiers in IET

a. The ARNG and USAR liaison personnel are attached to TRADOC service schools and major subordinate commands to assist commanders with solving problems RC Trainees/Soldiers encounter during training. They advise the chain of command on RC unique challenges; liaison personnel must communicate with the Trainee/Soldier's chain of command to ensure Trainee/Soldier status and personnel actions are accurately processed. Final decisions regarding discharge remain with the unit chain of command.

b. The IET cadre will promptly inform the appropriate and available ARNG and/or USAR liaison personnel of RC Trainees/Soldiers sustaining illness or injury in training, as well as administrative and disciplinary actions. The liaison personnel will notify the appropriate chains of command of those RC Trainees/Soldiers that are ill/injured, will receive awards and honors, and ensure that advancements, reductions, and UCMJ punishments are provided to the appropriate RC officials for proper posting in the RC data systems. RC liaison personnel will also be notified when separation action is initiated so the RC chain of command is aware of the pending loss.

7-3. Graduation requirements not met

Commanders will notify installation ARNG/USAR liaison personnel immediately when RC personnel do not complete any graduation standards. Installation ARNG/USAR liaison personnel will resolve any potential conflict with extensions on active duty with the appropriate RC command. As necessary, place ARNG or USAR personnel in a hold status in accordance with ATRRS verification tables reason codes.

7-4. Split training option (STO)

a. STO is an alternative training program designed to recruit and train students and seasonal employees that do not have enough time to complete BCT/AIT or OSUT during their initial IET tour. STO allows Trainees to enter and complete the first portion of training (STO 1 = BCT portion), return to their civilian education or occupation, and come back the following year to complete the second portion of training (STO 2 = AIT or MOS portion of OSUT).

b. Mandatory release dates (MRDs) are management tools to ensure that STO 1 personnel are properly processed for training. MRDs are determined at the Trainee's home station and are published in the additional instruction section of their active duty orders. It is critical to consider a STO 1 Trainee's MRD when scheduling entry into training.

7-5. STO early releases

a. Policies pertaining to MRDs are:

(1) All STO 1 Trainees are guaranteed a return to home of record for civilian education or employment commitments on a predetermined date.

(2) The STO 2 Soldiers are not guaranteed a MRD for civilian education or employment purposes as part of the enlistment contract. Individuals returning for STO 2 are expected to remain on active duty until training is completed and a MOS is awarded.

b. To preclude STO 1 individuals from being placed in training with insufficient time to complete the course, accomplish the following steps at the installation:

(1) Screen all STO 1 personnel prior to the start of training to determine if there are conflicts between the length of training and anticipated release date. Orders must provide at least 75 days to complete training.

(2) Refer individuals identified as having a conflict to ARNG or USAR liaison personnel for assistance in conflict resolution. Liaison personnel will contact the appropriate agency to resolve the conflict and obtain an extension of training time.

(3) When it is impossible to obtain an extension to complete training and course acceleration is not feasible, ARNG and USAR liaison personnel will amend or request the order to be amended and return the individual to the parent RC unit. Do not enter individuals in this category into training.

(4) Should liaison personnel encounter a refusal to amend the order of an individual with insufficient time to complete the required training, notify USACIMT (ATMT), 210 Dillon Circle, Fort Eustis, Virginia 23604-5701 for assistance in obtaining the Soldier's release from training.

c. Instances may be encountered when conflicts develop between available time and course length for STO 1 personnel, due to conditions such as placement into the FTU, profile, emergency

leave, or new start/recycle. The following procedures will help minimize the impact on the individual and the training system.

(1) When completion date conflicts exist for those individuals currently in training, the following steps apply:

(a) Installation ARNG and USAR liaison personnel will contact the appropriate agency to obtain an extension on the MRD for completion of training. When such extensions are obtained, the individual's orders are amended to clearly indicate the period of training being performed.

(b) Where extensions on MRDs cannot be obtained, consider accelerated training to meet POI graduation requirements.

(2) When training cannot be accelerated so that an individual can meet POI requirements for graduation or if a Trainee/Soldier fails to meet graduation standards by their MRD, the following guidance will apply:

(a) STO 1 personnel will continue in training through the latest date possible before processing for release from IET.

(b) Annotate each ITR from DTMS to reflect training completed prior to release from active duty (REFRAD) and remaining training required to meet graduation standards. The original ITR will remain in the individual's military personnel records jacket for return to the parent unit.

d. Forward a copy of the ITR from DTMS to the Trainee academic records section for retention to aid in maintaining accurate training files for STO 1 personnel. Furnish a copy of the ITR from DTMS to the liaison NCO upon the Trainee's departure for home station (state).

e. Handle exceptions to the procedures in paragraphs 7-5b and 7-5c above, on an individual basis, with the appropriate ARNG or USAR liaison representative at the installation.

f. ARNG/USAR will reschedule individuals, released from active duty prior to completing STO 1 training, to complete course requirements at any BCT location. Provide the following information to TRADOC service schools and major subordinate commands that receive individuals rescheduled for training, prior to the rescheduled start date:

- (1) Name.
- (2) Training requirements to be completed.
- (3) Report date.
- (4) Follow-on MOS, if appropriate.
- (5) Copy of ITR.

7-6. STO 2 Army physical training procedures

Administer STO 2 Soldiers an APFT upon arrival to determine their level of conditioning. Place Soldiers not achieving the BCT standard in a remedial PT program in accordance with APRT guide and bring those Soldiers safely to the standard allowing them to continue with the MOS portion of their training. Place Soldiers in an FTU, if one is available.

7-7. STO 2 administrative deficiencies

a. TRADOC service schools and major subordinate commands may encounter STO 2 Soldiers who are not prepared to enter training upon arrival at the training location. Some discrepancies in the area of military personnel, finance, or medical records, and outdated physicals may occur. Some individuals may report without the required clothing issue.

b. For Soldiers who are not prepared to enter training upon arrival for STO 2, notify appropriate ARNG or USAR element and use the following procedures:

(1) Give individuals without current physicals new physicals. No Soldier will begin training without a current physical.

(2) Provide individuals arriving without the required clothing a new issue by the installation clothing initial issue point (CIIP) or military clothing sales, as appropriate. This additional issue will consist of only those items required to complete the training. Charge items issued to the appropriate State U.S. Property and Fiscal Office or USAR as authorized in AR 700-84.

(3) Individuals arriving without a valid set of orders and their health records will be held out of training if the installation cannot duplicate their records. Notify appropriate ARNG or USAR liaison representative immediately of all personnel held out of training to rectify records discrepancies. If the needed documents are not received within 5 days, liaison personnel on the installation will notify the appropriate agency of the delay. If the required records are not received within a total of 10 days, the installation will return the individual to the unit of assignment for rescheduling to complete STO 2.

c. On a quarterly basis, TRADOC service schools and major subordinate commands will forward a list of discrepancies with the Soldiers names, units, states, site where BCT was conducted, and discrepancies to USACIMT (ATMT), 210 Dillon Circle, Fort Eustis, Virginia 23604-5701. Provide information copies to the ARNG/USAR liaison personnel at the TRADOC service school and major subordinate command.

7-8. Testing of STO Soldiers in IET

a. Trainees in STO 1 must meet all BCT graduation standards prior to being released from STO 1 training or they will return to the ATC and complete all BCT graduation standards prior to the start of STO 2 training.

b. Soldiers in STO 2 AIT must meet all MOS course requirements including the high physical demand test, and pass the APFT/ACFT prior to their release from STO 2 active duty tour.

7-9. Placement into training

In accordance with AR 612-201, RC personnel processing will meet report dates specified in the Soldier's orders. This policy applies to all BCT, OSUT, and AIT courses, and requires priority seating for RC personnel when insufficient capacity exists to seat all Soldiers awaiting a course start.

Appendix A References

ARs, DA Pamphlets, FM's, and DA forms are available at www.apd.army.mil. TRADOC publications and forms are available at <https://adminpubs.tradoc.army.mil>.

Section I Required Publications

AR 15-6

Procedures for Investigating Officers and Boards of Officers

AR 25-400-2

Army Records Information Management System (ARIMS)

AR 40-3

Medical, Dental, and Veterinary Care

AR 40-5

Preventive Medicine

AR 40-66

Medical Record Administration and Health Care Documentation

AR 40-501

Standards of Medical Fitness

AR 190-45

Law Enforcement Reporting

AR 350-1

Army Training

AR 350-10

Management of Army Individual Training Requirements and Resources

AR 351-9

Chief of Naval Operations (OPNAVINST) 1500.27E, Air Force Instruction (AFI) 36-2230(I), Marine Corps Order (MCO) 1580.7D Interservice Training

AR 380-67

The Department of the Army Personnel Security Program

AR 420-1

Army Facilities Management

AR 600-8-4

Line of Duty Policy, Procedure, and Investigations

AR 600-8-19

Enlisted Promotions and Reductions

AR 600-8-22

Military Awards

AR 600-9

The Army Weight Control Program

AR 600-20

Army Command Policy

AR 600-43

Conscientious Objection

AR 601-2

Army Promotional Recruiting Support Programs

AR 612-201

Initial Entry/Prior Service Trainee Support (RCS MILPC-17[R1])

AR 614-200

Enlisted Assignments and Utilization Management

AR 621-5

Army Continuing Education System

AR 635-200

Active Duty Enlisted Administrative Separations

AR 670-1

Wear and Appearance of Army Uniforms and Insignia

AR 700-84

Issue and Sale of Personal Clothing

TRADOC Regulation 350-6

AR 840-10

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

DA Pamphlet 25-403

Guide to Recordkeeping in the Army

DA Pamphlet 40-501

Army Hearing Program

DODI 4000.19

Interservice and Intra-governmental Support

DOD Directive 4165.63M

DOD Housing Management.

DoDI 6055.06

DoD Fire and Emergency Services (F&ES) Program

DODI 6490.04

Requirements for Mental Health Evaluations of Members of the Armed Forces

FM 7-0

Training for Full Spectrum Operations

FM 7-22

Army Physical Readiness Training

FM 21-10

Field Hygiene and Sanitation

Graphic Training Aid (GTA) 05-08-12

Individual Safety Card

MIL-HDBK 1008C

Fire Protection for Facilities Engineering, Design, and Construction

STP 21-1-SMCT

Soldiers Manual of Common Tasks, Warrior Skills, Level 1

TR 1-8

TRADOC Operations Reporting

TR 350-16

Drill Sergeant Program

TR 350-29

Prevention of Heat and Cold Casualties

TR 350-70

Army Learning Policy and Systems

TR 385-2

US Army Training and Doctrine Command Safety Program

TRADOC Pamphlet 600-4

The Soldier's Blue Book

Technical Bulletin Medical 507

Heat Stress Control and Heat Casualty Management

Section II

Related Publications

AR 27-10

Military Justice

AR 165-1

Army Chaplain Corps Activities

AR 385-10

The Army Safety Program

AR 600-8-10

Leaves and Passes

AR 600-63

Army Health Promotion

AR 623-3

Evaluation Reporting System

ATP 5-19

Risk management

DA Pamphlet 30-22

Operating Procedures for the Army Food Program

DA Pamphlet 600-24

Health Promotion, Risk Reduction, and Suicide Prevention

TRADOC Regulation 350-6

FM 1-05

Religious Support

DA Pamphlet 420-1-1

Housing Management

Technical Bulletin Medical 81

Cold Injury

Technical Guide 314

Non-vaccine Recommendations to Prevent Acute Infectious Respiratory Disease among U.S. Army Personnel Living in Close Quarters (Available on the U.S. Army Center for Health Promotion and Preventive Medicine website).

Section III

Prescribed Forms

TRADOC Form 350-6-1

Training Abuse Report

TRADOC Form 350-6-2

Initial Military Training (IMT) Soldier Assessment Report

Section IV

Referenced Forms

DA Form 705

Army Physical Fitness Test Scorecard

DA Form 1059

Service School Academic Evaluation Report

DA Form 1594

Daily Staff Journal or Duty Officer's Log

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2173

Statement of Medical Examination and Duty Status

DA Form 3078

Personal Clothing Request

DA Form 3349

Physical Profile

DA Form 3799

Laundry Payroll Deduction/Discontinuance Authorization

DA Form 3955

Change of Address and Directory Card

DA Form 4187

Personnel Action

DA Form 4856

Developmental Counseling Form

DA Form 5434

Sponsorship Program Counseling and Information Sheet

DA Form 7415

Exceptional Family Member Program (EFMP) Querying Sheet

DD Form 689

Individual Sick Slip

DD Form 1172

Application for Uniformed Services Identification Card/DEERs Enrollment

DD Form 1380

Tactical Combat Casualty Care (TCCC) Card

DD Form 2215

Reference Audiogram

DD Form 2977

Deliberate Risk Assessment Worksheet

DD Form 2982

Trainer Prohibited Activities Acknowledgement

DD Form 2983

Trainee Prohibited Activities Acknowledgement

Appendix B

Initial Military Training Leader and Cadre Training Courses

B-1. IMT leader and CTC purpose, vision, mission, and governance

a. Purpose. IMT leader and cadre training courses provide commanders, CSMs, 1SGs, cadre, and support personnel with the knowledge and skills needed to transform civilian volunteers into Soldiers.

b. Vision. Initial Military Training Leadership School (IMTLS) is a learning organization committed to providing a path for leaders that promotes outcome-oriented instructional strategies that foster thinking, initiative, and provide operational relevance; *learning in action*.

c. Mission. IMTLS provides mission command education and training in support of transforming Civilian volunteers into Officers and Soldiers for the United States Army while preparing leaders to effectively command in a complex world.

d. Governance. IMTLS governance model in keeping with providing subject matter expertise to leaders, cadre, and supporting DA civilians regarding TRs 350-6 and 350-36.

B-2. IMT leader and CTC requirements

a. All personnel assigned to an IMT unit or on an installation that conducts an IMT mission must complete the appropriate leader or cadre training course no later than 30 days after, assuming their duties with the intent of completing training prior to assuming duties. RC IMT personnel must complete the appropriate leader or cadre training course no later than 120 days after assuming IMT duties. IMT leader and cadre training courses are not a replacement for professional military education or other installation training requirements.

b. The IMT leader and cadre training courses are explained below and summarized in TABLE B-1, which includes example duty positions that attend each course. (See table B-1).

(1) TRADOC IMT BDE/BN Pre-Command Course (PCC) (Two weeks resident). IMT BDE and BN commanders and CSMs will attend PCC. Branch managers will use ATRRS to schedule TRADOC PCC attendees. The CIMT is the waiver approval authority for commanders and CSMs that do not attend the PCC prior to assuming duties. Commanders and CSMs become knowledgeable on the guiding principles and procedures of IMT; understand that they own the process of transforming civilians into Soldiers and are exposed to the principles and science of inculcating and developing initial entry training Soldiers.

(2) TRADOC IMT CCFSC (1-week resident). IMT company commanders and 1SGs will attend the CCFSC. The TRADOC IMT CCFSC is a Phase 2 course. Students should complete their installation CCFSC Pre-command Course prior to attending TRADOC IMT CCFSC. The BDE commander is the waiver approval authority for all company commanders and 1SGs that do not attend IMT CCFSC prior to assuming IMT duties. Submit waiver with plan for mitigation and training completion to IMTLS prior to assuming duties. This course provides future company commanders and 1SGs with a training and educational experience applying TRADOC's training

guidance/ philosophy; effective command and leadership in the IMT environment; influencing the management of IMT systems and processes (training, injury prevention, misconduct procedures, and support systems); and understanding/implementing IMT resilience and fitness programs.

(3) IMT CTC, (1-week resident). The CTC provides BDE/BN primary staff, company executive officers, platoon leaders, (AIT) Squad leaders, and, (AIT) military instructors with the necessary training and education to help facilitate the IMT transformation process and execute the commander's intent.

(4) IMT SCTC (2-day resident). Personnel assigned to direct support positions in training units attend the SCTC to become familiar with the specific rules, regulations, and challenges associated with the IMT environment.

(5) IMT ISCTC (half-day, resident). Personnel assigned to IMT installation-level staff positions and contractors that interact with IMT Soldiers attend the ISCTC to become familiar with TRADOC IET rules and regulations.

(6) IMT Cadre Train the Trainer Course (2-week resident). High quality instructors attend cadre train the trainer course. This course supports the training of personnel who upon completion will teach CTC, SCTC, and ISCTC at IMT installations. IMT BDE commanders will select personnel that have the IMT experience and maturity needed to educate and train cadre at their installations. Completion of the Foundational Instructor Facilitator Course (FIFC) or other current instructor identifier awarding course is a prerequisite to enrollment into the IMTLS train the trainer course.

c. Personnel (to include DSs and former DSs) assigned to instruct CTC, SCTC, and ISCTC courses at approved satellite locations must be CTC qualified, certified by the IMTLS, and graduates of the proponent train the trainer course. Certification is good for 24 months. The proponent will complete re-certifications via VTC or MTT.

B-3. IMT leader and CTC training responsibilities

a. The IMTLS commandant is the proponent for all IMT leader and cadre training programs. The CG, CIMT is the POI approval authority. The proponent, in addition to developing the leader and cadre training courses, is also responsible for the instructor certification process, course certification, site assistance visits, and course accreditations. IMT leader and cadre training courses are conducted at the following locations:

(1) IMT PCC and CCFSC course are only authorized to be conducted by the IMT Leadership School at Fort Jackson, SC.

(2) CTC is authorized to be conducted at Fort Allen, PR; Fort Benning, GA; Fort Bragg, NC; Fort Gordon, GA; Fort Huachuca, AZ; Fort Jackson, SC; Fort Eustis, VA; Fort Lee, VA; Fort Leonard Wood, MO; Fort Story (School of Music), VA; Fort Rucker, AL; Fort Sam Houston, TX; Fort Sill, OK; DLIFLC, CA; NDSTC, Panama City, FL; Camp Robinson, AR; and Goodfellow Air Force Base, TX. All 108th training divisions are authorized to conduct CTC.

(3) SCTC and ISCTC are authorized to be conducted at the sites and organizations listed in paragraph B-3a(2) to include Fort Meade, MD; Fort Belvoir, VA; Fort Bragg, NC; Pensacola, FL; Lackland Air Force Base, TX; Eglin AFB FL; Keesler Air Force Base, MS; Naval Construction BDE, Gulfport, MS; Sheppard Air Force Base, TX; Yorktown NWS, VA; Fort Leonard Wood, MO and Fort Rucker, AL.

b. Former DSs and cadre/support personnel returning to IMT positions after more than 24 months will attend the appropriate training course per table B-1).

c. Refresher training is highly encouraged for all personnel after 36 months in IMT.

B-4. IMT leader and CTC reporting requirement

a. All installations that contain an IMT training responsibility must report cadre certification status quarterly.

(1) Installations with multiple BNs who conduct IMT training will annually identify and assign the organizations responsible for reporting individual training data per this requirement. Senior IMT commanders have the flexibility to consolidate reporting or designate reportable units under their authority as appropriate.

(2) Separate IMT elements must monitor the training requirements for tenant activities that directly interact with and support IMT activities if not designated for separate report by the installation. For example, a separate AIT BN must monitor and report training data for installation staff who routinely interact with IMT Soldiers such as troop store employees, Defense Finance and Accounting Service employees, or Central Issue Facility personnel, etc.

(3) 108th Training Command will consolidate cadre training information from USAR training divisions who support IMT.

b. Submit reports no later than the last Thursday of each quarter to [USACIMT](#), (ATMT-OP), 210 Dillon Circle, Fort Eustis, Virginia 23604-5701 or electronically.

Table B-1.
IET Leader and Cadre Training Courses program

Table B-1					
IMT Leader and Cadre Training Matrix					
BDE AND BATTALION LEVEL POSITIONS	PCC	CCFSC	CTC	SCTC	ISCTC
Commander	X				
Executive officers			X		
CSM	X				
Primary staff officers/DA Civilians (S-1, S-2, S-3, S-4, and S-6)			X		
Staff officers/DA Civilians				X	
Chaplain			X		
Religious affairs specialist				X	
Primary staff NCOIC'S (SFC through SGM) (S-1, S-2, S-3, S-4, and S-6)			X		
Reserve Component liaison			X		
Staff NCOs				X	
Staff clerks (PVT through SPC)				X	
Reception battalion personnel (Military)				X	
Reception battalion personnel (DA Civilians)					X
Athletic trainers					X
COMPANY LEVEL POSITIONS	PCC	CCFSC	CTC	SCTC	ISCTC
Commanders		X			
Executive officers			X		
Platoon leaders			X		
First sergeant		X			
Training NCOs				X	
AIT squad leaders			X		
Supply personnel (including armorers)				X	
SCHOOL & CENTER POSITIONS	PCC	CCFSC	CTC	SCTC	ISCTC
School commandants (COL (O-6) and CSM (E-9))	X				
Deputy commandants and department sergeants major (PCC if space available)			X		
Training center IGs and deputy IG			X		
Military AIT instructors			X		
DoD/DA Civilian IMT instructors				X	
Contracted Civilian IMT instructors					X
Civilian language instructors (DLI-FLC/ELC)					X
IMT training developers/specialists					X
INSTALLATION AGENCIES	PCC	CCFSC	CTC	SCTC	ISCTC
The following personnel include, but are not limited to:					
Installation staff					X
Medical personnel					X
Dental personnel					X
Contract personnel					X
Clothing initial issue point (CIIP)/central issue facility employees					X
Dining facility employees					X
AAFEES shoppette clerks					X

Appendix C

Defense Language Institute English Language Center, English as a Second Language Course

C-1. Mission and organization

ESL training for Soldiers is provided at DLIELC, Lackland Air Force Base, TX. The goal of DLIELC's ESL courses is to provide new Soldiers that do not speak English as their native language the English language skills necessary for success in their IET courses and throughout their military service. The Commander, 434th Field Artillery BDE Fort Sill, OK, has administrative control of the U.S. Army Element (USAE) at DLIELC. The USAE Commander is dual-hatted as the DLIELC Deputy Commandant and is responsible for the command, control, training, and administration of U.S. Army permanent party and student personnel at DLIELC. Commander, C Company is responsible for operational control and administrative support to the Army permanent party assigned to DLIELC. Commander, E Company is responsible for ELT and transformation of all Army Soldiers. All pre-BCT Soldiers attending ELT at DLIELC are assigned to E Company.

C-2. Staff relationships

TRADOC DCS, G-3/5/7, Training Integration Directorate (ATTG-TRI-G), 950 Jefferson Avenue, Fort Eustis, Virginia 23604-5723 is the TRADOC functional proponent and POC for the Army's DLIELC ESL program. The following TRADOC offices perform associated functions:

- a. TRADOC DCS, G-1/4 (Personnel and Logistics) (ATBO), 661 Sheppard Place, Fort Eustis, Virginia 23604-5744 ensures adequate Army cadre strength in support of E Company, DLIELC.
- b. TRADOC DCS, G-8 (Resource Management) (ATRM-ZA), 661 Sheppard Place, Fort Eustis, Virginia 23604-5732 determines manpower staffing in coordination with TRADOC DCS, G-3/5/7, Training Integration Directorate (ATTG-TRI-G).
- c. TRADOC DCS, G-3/5/7, Training Integration Directorate (ATTG-TRI-G) monitors and evaluates program activities.

C-3. Selection and processing

Schedule Army recruits for DLIELC in accordance with AR 621-5. Fort Sill RECBN will process enlisted personnel identified for attendance at DLIELC before shipment to Lackland Air Force Base, TX.

C-4. Graduation criteria

Commander, E Company, will ship all other Soldiers to BCT/OSUT once they achieve a confirmed English Comprehension Level score of 75 or above and a 70-percent book quiz average. An oral proficiency interview is not required for Soldiers achieving this standard. Commander, USAE, may grant a waiver and allow E Company to process Soldiers to BCT/OSUT that achieve an English Comprehension Level score within five points of the DLIELC qualifying score, provided they meet all other qualifying criteria. Soldiers granted a waiver in accordance with this regulation must also attain a score of 1+/1 on the oral proficiency interview. Commander, E Company, will discharge any student that fails to achieve course standards after 24 weeks of training, or fails to show adequate academic progress during ESL training.

C-5. Training priorities

The primary mission of DLIELC is to provide ELT. This training is the responsibility of the staff at DLIELC as monitored and approved by Commander, USAE. The DLIELC staff in coordination with Commander, USAE will determine the best ESL program to meet the graduation requirements. The ESL program will receive top priority and not be supplanted by other training or activities.

- a. To obtain feedback concerning enlisted Soldier preparedness for BCT/OSUT, DLIELC will disseminate survey materials (direct mail questionnaires) to BCT/OSUT units.
- b. The primary purpose of E Company's military training program is to start the transformation process and prepare Soldiers for BCT. E Company will conduct familiarization and reinforcement training on drill and ceremonies, military customs and courtesies, Army Values, identification and wear of the uniform, and military justice. This training takes place during Phase I (Red Phase).

C-6. Physical fitness training

Commander, E Company, will create and implement a PT program in accordance with the APRT guide, with the goal of preparing Soldiers to excel in BCT, and administer an APFT once a month.

C-7. Three phases of English as a Second Language (ESL) training

To enhance training effectiveness, the military instruction program for IET Soldiers is modeled after the first three phases of BCT and adapted to the unique environment of DLIELC. The concept of phasing and associated goals was established to provide the entry level Soldier with intermediate objectives, which give common direction and serve as milestones. Although time goals are identified, a Soldier will not graduate from one phase to another without meeting academic standards and cadre approval.

- a. Phase I (Red Phase) lasts from the Soldier's arrival through the third week of military training.
 - (1) The following characterizes Phase I (Red Phase):
 - (a) Emphasis on English language skills.
 - (b) Total control and strict discipline.
 - (c) Constant supervision.
 - (d) All movement in formation.
 - (e) Daily inspections.
 - (f) Orientation to the military lifestyle.
 - (g) Start the Army Physical Fitness Program.

(2) The goals for Soldiers during Phase I:

- (a) Begin ESL training.
- (b) Learn and conform to military standards of conduct.
- (c) Learn to identify and wear an Army uniform.

b. Phase II (White Phase) begins at the start of the 4th week of training and continues through the 16th week of training, or until the completion of ESL training, whichever occurs first.

(1) Phase II is characterized by:

- (a) Continued emphasis on English language skills.
- (b) Gradual release from total control.
- (c) Soldiers given responsibility for themselves and others.
- (d) Preparation for BCT.

(2) The goals for Soldiers during Phase II:

- (a) Meet or exceed DLIELC language standards.
- (b) Meet or exceed BCT APFT standards.
- (c) Develop self-discipline and team building skills.

c. Phase III (Blue Phase) begins at the start of the 17th week of military training and continues through the 24th week of training, or until the completion of ESL training, whichever occurs first.

(1) Phase III is characterized by:

- (a) Continued emphasis on English language skills.
- (b) Increased release from total control.
- (c) Preparation for BCT.
- (d) Soldiers given increasing responsibility for themselves and others.

(2) The goals for Soldiers during Phase III:

- (a) Meet or exceed DLIELC language standards.
- (b) Meet or exceed BCT APFT standards.

(c) Develop self-discipline and team building skills.

d. Cadre must:

(1) Provide an environment conducive to learning English.

(2) Lead by example.

(3) Insist on high standards, and assist Soldiers in meeting those standards.

(4) Conduct effective counseling on Soldier's performance using DA Form 4856.

(5) Conduct quality reinforcement/remedial training.

(6) Introduce Soldiers to the Army culture and stress cultural awareness and sensitivity to others.

C-8. ESL cadre and DSs

Cadre and DSs selected for E Company must have demonstrated a high degree of motivation and commitment to assist in the development of Soldiers that can succeed in BCT/OSUT. All cadres must have completed the appropriate CTC located in Appendix B of this regulation. Cadre must attend a DOD-approved Cultural Awareness Training Course and meet all physical fitness requirements outline in this regulation.

C-9. ESL Holiday block leave

Commander, USAE at DLIELC will implement TRADOC guidance concerning holiday block leave for enlisted IET Soldiers to the maximum extent possible, while giving appropriate consideration to the impact upon DLIELC staffing, training, and resources.

C-10. Separate and secure

Commander, E Company, will exercise the separate and secure policy for the IET training environment.

Appendix D

Defense Language Institute Foreign Language Center (DLIFLC)

D-1. 229th MI BN, DLIFLC training priorities

a. The 229th MI BN conducts operations to enable the development of proficient and culturally competent Soldier-linguists during their tour of duty at DLIFLC. Completion of language education at DLIFLC awards Soldiers a Skill Qualification Identifier (SQI), not a Military Occupational Specialty (MOS).

b. Commander, 229th MI BN will prioritize military training to support Soldier and Family readiness, language education, and leader development. The 229th MI BN will minimize military training that duplicates the training IET Soldiers receive during BCT and AIT.

D-2. 229th MI BN, DLIFLC phases of training

a. Commander, 229th MI BDE/BN determines the progressive phase criteria for Soldiers in Phases IV, V, and V+ in accordance with TR 350-6.

b. The MOS 35P IET Soldiers complete Phases I through III at BCT, and complete Phases IV through V+ at DLIFLC. Phase V+ begins at the completion of Phase V and continues until arrival at follow-on training or a permanent duty station. Aspects of the phase process are accelerated at DLIFLC due to the specific requirements of language education not encountered at AIT or OSUT sites.

c. Phase IV and V. During these phases, IET Soldiers receive increased supervision from AIT DSs. These phases are characterized by the reinforcement of personal responsibility, accountability, common skills, values, and traditions taught in BCT. The IET Soldiers also receive introductory instructions on MOS tasks.

d. Phase V+ begins at the completion of Phase V for 35P Soldiers and upon arrival at DLIFLC for MOS 35M Soldiers who have not been to their first duty station. This phase focuses on language education and Army resilience tasks in preparation for transitioning Soldiers to the operational force. Phase V+ Soldiers are afforded most of the privileges and restrictions as permanent party Soldiers.

e. Only commanders, 1SGs, AIT DSs, and U.S. Army military instructors CTC qualified (or equivalent) Trainers are authorized and expected to impose corrective action / training on IET Soldiers. Other instructors must request corrective action through the Soldier's chain of command after conducting counseling.

D-3. DLIFLC Phase IV and V restrictions and privileges.

a. Phase IV and V Soldier restrictions and privileges are in accordance with TR 350-6.

b. Married Phase IV Soldiers on orders authorizing accompanied assignment to DLIFLC may settle their families into housing prior to reaching Phase V. The Soldier will reside in the barracks until all Phase IV requirements are met and the Soldier graduates to Phase V.

c. Phase V Soldiers may ride in or drive POVs and rental cars.

d. No overnight passes allowed unless approved by the commandant.

e. The use of alcohol products are prohibited. An ETP may be requested by the commandant or BDE commander, but must be staffed through the first 2-Star General Officer (or equivalent)

in the chain of command to CIMT for approval. The ETP request must include a risk mitigation plan. No alcohol or tobacco products will be used around phase IV Soldiers.

D-4. DLIFLC Phase V+ restrictions and privileges.

a. At DLIFLC Phase V+ extends up to 70+ weeks of service for students on a normal course trajectory.

b. Phase V+ Soldiers will be allowed controlled, but extended, off post pass privileges. Commander, 229th MI BN will establish a leave and pass policy defining travel limits for day passes and single day travel limits for Soldiers traveling by POV while on pass or official leave outside the Monterey Peninsula area. Commander, 229th MI BN may authorize ordinary leave. Only the commandant (O-6 or higher) can authorize overnight passes during non-duty days, and this authority may be delegated no lower than the lieutenant colonel (O-5) level. All passes will end no later than 8 hours prior to the next training day

c. Soldiers are required to sleep in the APFU shorts and shirt unless the commander establishes a policy approving alternate attire.

D-5. Buddy system requirement

a. DLIFLC's specialized education environment combined with limited and geographically dispersed support resources requires deviation from the battle buddy system for attendance at professional/medical services, religious services, and certain academic and testing situations. The full implementation of the battle buddy system constrains IET Soldiers' abilities to participate in religious services and programs because of DLIFLC's reliance on community providers for low density faiths and practices. DLIFLC will use ad hoc assignments of battle buddies for periods when the assigned battle buddies are impractical such as meeting with Medical, Dental, SARC and Unit Victim Advocates (UVAs) for Sexual Harassment and Assault reporting, Behavioral Health Services (BHS), Army Substance Abuse Program, and Chaplains for counseling, religious services and religious education programs..

b. Since DLIFLC language classes are multi-service and all ranks, it is possible that an IET Soldier may be the only Soldier assigned to a class. Under those conditions, the Soldier may move between his/her company area, language school, dining facilities, and other routine duty locations during class hours with an ad hoc battle buddy. Soldiers will move with classmates of equivalent career status from sister services to the extent feasible.

c. IET Soldiers will have a Battle Buddy when speaking to cadre at all times. Battle Buddies are not required during religious services, medical, or dental appointments. IET Soldiers not residing in the barracks do not require a Battle Buddy for their commute to and from domicile to duty. Battle Buddies are not required in and around duty locations (such as, classrooms at DLIFLC) when they are the only IET Soldiers in the classroom. Phase V+ Soldiers are not required to have a Battle Buddy after duty hours. Leaders and Soldiers will encourage the use of the Battle Buddy system as a risk mitigation measure based on the Soldier's planned activity and feasibility. Phase IV and V Soldiers will maintain battle buddies system as written in TR 350-6.

D-6. 229th MI BN, DLIFLC IET fundraising and participation in unit events

- a. Trainees in phase V+ status may participate in installation fundraising events and support Morale Welfare and Recreation (MWR) sponsored activities.
- b. Trainees who participate in unit/installation fundraising or MWR events must benefit on the same basis as permanent-party Soldiers.
- c. As an exception to the prohibition in paragraph 2-5d(10), family members of DLIFLC Trainees may participate in unit SFRGs.
- d. Commander, 229th MI BN will ensure that DLIFLC Trainees are not disadvantaged in any manner as a result of installation fundraising and morale activities.

D-7. Separate and secure environment

- a. Commander, 229th MI BN will employ control measures and policies to establish a safe and secure environment to meet the intent of TR 350-6 and in consideration of the available barracks structures on the Presidio of Monterey. If requirements outlined in this regulation cannot be met, an exception to policy will be submitted through the first major general (O-8) (or equivalent) to the CG CIMT with a mitigation plan and timeline to meet the requirements.
- b. CTC (or equivalent) trained cadre NCO at the rank of SSG or above will execute the 229th MI BN Staff Duty. The NCO will serve as the decision making authority for all issues in the in the absence of the battalion commander. CQ will be executed by permanent party cadre NCO and two same gender student Soldiers on duty as access control guards. (No more than 1-2 hour shifts for access control guards or CQ runners).
- c. Trainee's in holdover (not in class) status to perform duties as access control guards in buddy teams of two same gender Soldiers for 12-hour tours of duty with 24 hours of recovery. If holdover personnel are not available the use on access control guards will revert back to Soldiers in training performing access control guards for 1 to 2 hour shifts.

Appendix E


Accelerated AIT Graduation Program

E-1. Accelerated AIT graduation program background

The accelerated AIT graduation program provides the AIT proponents the option to graduate AIT Soldiers early based on specific individual certifications attained prior to arrival. Approval is selective and is at BDE commander level. It is based on the premise that the standard POI may not fully challenge these Soldiers, and is a voluntary program for Soldiers in technical AITs. The incentive is accelerated graduation. Accelerated graduation is approved in accordance with the proponent's current graduation requirements.

E-2. Accelerated AIT graduation program objective

The accelerated AIT graduation program objective is to validate MOS specific skill sets and allow early graduation for those AIT Soldiers with prior individual certifications. Due to instances of facility and personnel constraints, additional time may be required to offer this program. These situations are the exception, and not the rule. Accelerated AIT graduation is annotated on appropriate ITR forwarded to the first unit of assignment. Commandants can approve up to five days accelerated graduation in coordination with TOMA. Any accelerated AIT graduation of more than five days must be approved by CIMT. Requests must be submitted in memorandum format. See figure E-1, for an early graduation request example.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
School Letterhead

Office SymbolXX Month year

MEMORANDUM THRU HQ TRADOC G-3-5-7, Director, Training Operations
Management Activity (TOMA), Operations Division, (ATTG-TRI-MO), Fort Eustis, VA
23604

FOR Commanding General, Center for Initial Military Training, (ATMT-
OP), Fort Eustis, VA 23604

SUBJECT: Early Graduation Request

1. The XX Brigade requests early graduation of class XX.

School Code	Course Number	Class Number	Original Start Date	Original End Date	Original Grad Date	Student Enrolled
			Proposed Start Date	Proposed End Date	Proposed Grad Date	

2. Justification: (Include the following statements (as applicable): "The Army
National Guard, Reserve, Air Force, Navy, Marines, and International Military
Student Office (IMSO) Liaison staff will be notified of this early graduation." **and**
"All tasks and course requirements will be met and trained to standard.")

3. TOMA concurs / nonconcurr. (If non-concurring, indicate reason.)

4. POC.

Commandant Signature Block

Figure E-1. Early graduation request example

Appendix F Records

F-1. Training records

Training records provide gaining company commanders with an official record of the Soldier's completed training and serve as objective departure points for unit training. An IET Soldier training record packet will contain the following content:

- a. ITR from DTMS for every Soldier attending IET. The Soldier's assigned company will initiate and maintain their digital ITR utilizing DTMS. Units must document the completion of training requirements in all IET. This form streamlines the information require, and provides a standardized reporting format for all IET sites.
- b. DA Form 1059 for enlisted personnel attending MOS producing courses to reclassify or reenlist into another MOS or prior service personnel enlisting, upon completion of course regardless of course length.

F-2. Management of training records

- a. TRADOC service schools and major subordinate commands must ensure that out processing is in accordance with AR 612-201. Losing units will ensure completed training forms are given to each Soldier to hand carry to their next training site or first unit of assignment. Soldiers will not depart IET without training records. Commanders must instill in Soldiers the importance of safely hand carrying these records to their next duty station.
- b. Due to the increasing problem of identity theft, commanders must ensure critical personal identifiable information is not included on the outside of the records packet envelope. Mark packets to identify the content's owner, but do not place complete names and social security numbers on the outside.
- c. Training records (hardcopy or electronic) created and/or received in the course of doing Army business will be maintained in accordance with AR 25-400-2.

F-3. DA Form 1594

Record category Field Organizations, record number 220-15a2, record title daily journal, staff journal, and tactical operations center logs - Mobilization Other offices and TOE units and Peacetime, record description information reflecting a chronological record of events affecting a headquarters, or an organization during a given period of time. Included are journals, logs, and information necessary to support entries thereon, such as copies of orders, periodic reports of a unit and its subordinate, higher, or lateral units when applicable; personnel reports; and ammunition expenditure charts, other statistical data, and similar information. Excluded are routine duty reports, which are identified under record number 220-45b. Record disposition keep in CFA until record is 5 years old, then destroy.

Note: DA Forms 1594 identified as evidence in an alleged incident for investigative purposes will become a part of the investigative file to which they pertain and will have the same disposition as the criminal, military police, or administrative investigation report files.

F-4. Digital Surveillance Camera (DSC) records

DSC records will be maintained in accordance with the ARIMS Records Retention Schedule-Army under record number 190-13q. Record category Military Police, record number 190-13q, record title TRADOC Digital Surveillance Camera (TRADOC DSC) Master File, record description system contains videos of initial entry training areas. *Note:* Video identified as evidence in an alleged incident for investigative purposes will become a part of the investigative file to which they pertain and will have the same disposition as the criminal, military police, or administrative investigation report files. Record disposition keep until record is 6 months old, then delete.

F-5. Permanent records

POIs (record number 351c1) and test development (record number 350-1m1) records are permanent records and will be uploaded to the ARIMS Army Electronic Archive

Appendix G

Fitness Training Unit (FTU)

G-1. FTU functional responsibilities

- a. CG-CIMT (ATMT) establishes policy concerning FTU operations.
- b. CG-CIMT (ATMT-OP) is the functional proponent for RECBN functions and is responsible for providing the necessary resources to successfully accomplish the reception process at all ATCs.
- c. TRADOC DCS, G-8 (ATRM-ZA) performs the application of the RECBN manpower staffing standards annually, in coordination with installations' director of resource management, to validate manpower resources for FTUs. FTUs are defined within these standards under separate manpower tables.
- d. ATC commanders will:
 - (1) Ensure adequate resources are provided for FTU operations, including personnel, equipment, and facilities. Training funds for FTU workload are based on historical student load data contained in ATRRS.
 - (2) Develop cadre training programs that will ensure FTU cadre are properly trained and motivated to perform FTU duties.

G-2. FTU mission and objectives

a. The mission of the FTU is to physically, mentally, and psychologically prepare Trainees/Soldiers to return to training after successful rehabilitation and/or reconditioning. This includes all aspects of medical non training Trainees/Soldiers, sick in quarters, Soldiers taking convalescent leave prior to entering the RHU, Soldiers/Trainees undergoing medical boards etc.

b. The FTU Commander must ensure the environment supports the objectives of the program. In order to do so, commanders will ensure the following:

(1) FTU Trainees/Soldiers will have access to a standard running track, pull-up bars, strength training machines, and endurance training machines (ETMs), (treadmills, stationary bicycles, step machines, upper extremity ergometers, rowers or elliptical trainers).

(2) FTU Trainees/Soldiers have priority use of equipment, gyms, and pools at installation gyms to allow for variety in training.

(3) Classroom instruction will address educational needs in the area of physical fitness, mental skill training, and nutrition, with additional focus on IET subjects.

c. Cadre selected for the FTU must be master fitness qualified and/or demonstrate a high degree of motivation and commitment to assist and develop Trainees/Soldiers to succeed in IET. It is essential that the Trainee/Soldier receive a positive image of the Army when entering the FTU. DSs assigned to FTUs will:

(1) Have at least 12 months left on station.

(2) Score 250 or higher on a regular APFT (no alternate events authorized).

(3) Not be flagged; have adverse administrative actions pending or completed while assigned to previous unit.

(4) Not have personal issues (for example, extensive medical appointments, finance issues, or pregnancy) that could distract them from their duties.

G-3. Minimum required equipment

a. At a minimum, all FTUs require the following equipment to meet mission requirements.

(1) Dumbbells: In weights from 5lbs to 100lbs in the following amounts:

(a) 2 sets of pairs of weights from 5-30 lbs. in 5 lbs. increments.

(b) 1 set of pairs of weights from 35-100lbs in 5 lbs. increments.

(2) Kettle bells.

- (a) 6 each 50 lbs. weights.
- (b) 24 each 40 lbs. weights.
- (c) 24 each 30 lbs. weights.
- (d) 24 each 25 lbs. weights.
- (e) 24 each 20 lbs. weights.
- (f) 36 each 15 lbs. weights.
- (g) 30 each 10 lbs. weights.
- (3) ETMs: 6 each treadmills, 6 each elliptical machines, and 6 each stationary bicycles and weight storage rack.
- (4) 2 each stationary flat bench with associated weights and weight bar and weight storage rack.
- (5) 1 each incline bench with associated weights and weight bar and storage rack.
- (6) 2 each squat rack with associated weights and weight bar and storage rack.
- (7) 3 each stand-alone benches (can be moved around gym or outside).
- (8) 1 each cable/pulley system with pull-up bar option.
- (9) All equipment to best equip the FTU cadre to conduct the APFT with a large number of Trainees/Soldiers including but not limited to a megaphone, large digital timer, cones, sit-up mats, clipboards, stopwatches, tally counters, and different-colored pinnies/vests with numbers.
- b. If the appropriate space and unit funds permit, then FTUs are authorized the following to enhance mission requirements.
 - (1) Equipment necessary to perform the strength training machine drill (see FM 7-22).
 - (2) Additional ETMs including additional treadmills, elliptical machines and stationary bicycles as well as upper extremity ergometers, stair steppers, and rowers.
 - (3) Equipment for soft tissue mobilization, compression, stretching and joint mobilization to aid in active recovery, injury prevention, and the Trainees/Soldiers' prescribed exercise programs.
 - (4) Educational resources (such as, books, posters, and training digital video disks) to keep the FTU cadre up to date with changes in the exercise science field.

c. Equipment may be utilized in an appropriate space as designated by the FTU commander, to include barracks space, and may be granted an exemption from post fitness center/gymnasium policies.

G-4. Warrior Training Rehabilitation Program

a. The WTRP is an element of the FTU. Its mission is to rehabilitate and return IET Trainees/Soldiers to duty who become injured during training. It provides an environment to allow for proper healing and recovery. ATCs will establish WTRPs using the guidelines below.

b. Procedures for assignment/attachment to the WTRP.

(1) The FTU Commander is the approval authority for enrollment into WTRP, but the first colonel (O-6) in the chain of command has override authority.

(2) Only a designated physical or occupational therapist will recommend Trainees/Soldiers for admittance into the WTRP, when the Trainee/Soldier:

(a) Was injured in training.

(b) Sustained an injury severe enough to remove the Trainee/Soldier from current training to allow for proper healing (for example, a stress fracture).

(c) Is recovering from a traumatic injury or surgery with a reasonable likelihood of returning to training within six months. Such recommendations should be made in accordance with the clinical practice guidelines for WTRP in accordance with AR 612-201.

(d) Is not pending or undergoing treatment for a mental health condition.

(e) Is not pending UCMJ actions. Trainees that are pending medical boards or are on convalescent leave are assigned to the WTRP.

(f) Is not presently in a cast that prevents the ability to participate in rehabilitation.

(g) Is motivated to continue in the service and complete training.

(h) ARNG/USAR STO 1 Soldiers must have mandatory return dates that allow sufficient time to finish healing and complete BCT. If the RC LNO cannot get the mandatory return date extended, or the Soldier will not extend the mandatory return date, the Soldier is not accepted into the FTU and is processed in coordination with the RC LNO.

(3) The physical therapist or occupational therapist will annotate the recommendations to assign/attach Trainees/Soldiers to the FTU on a DA Form 3349, physical profile (e-profile). This document will be provided to the Trainee/Soldier's Commander for inclusion in the WTRP packet.

(4) Training unit cadre will counsel Trainees/Soldiers concerning the recommendation. The units will prepare packets in accordance with subparagraph c below recommending WTRP and submit the packets.

(5) Trainees/Soldiers will be transferred to the WTRP no later than one day of the unit receiving the WTRP recommendation.

c. Entrance guidelines.

(1) Trainee's/Soldier's assignment/attachment to WTRP, the losing unit transports the Trainee/Soldier to the FTU.

(2) In-processing requirements will be standardized at each installation. The in-processing packet may include, but is not limited to the following documents:

(a) Trainee/Soldier is transferred in ATRRS using the FTU student UIC and placed into a class.

(b) Current DA Form 3349, e-Profile with recommendation to WTRP, along with signature from a physical or occupational therapist.

(c) Counseling statements from company commander or 1SG, and ARNG/USAR liaison (if applicable) recommending WTRP, as well as training phase counseling. The ITR in the DTMS system will be updated by the losing unit and verified by the FTU gaining unit.

(d) LOD investigation and DA Form 2173 (if applicable).

(e) DA Form 3078(Personal Clothing Request) record with all items listed, and personal items.

(f) CIF issue/turn-in sheet and inventory.

(g) Dental and medical records.

(h) DA Form 3799 (Laundry Payroll Deduction/Discontinuance Authorization).

(i) Identification card, tags, military glasses, and smart book.

(j) Transfer the Soldiers training records using ITR or Digital Training Management System.

(k) DA Form 3955 (Change of Address and Directory Card) turned into losing unit's mailroom.

d. During WTRP assignment/attachment.

(1) At a minimum, FTU cadre will assess their Trainees/Soldiers' progress and motivation to stay in the Army every 30 days.

(2) The RECBN commander is authorized flexibility in using convalescent leave, phase privileges, and MWR activities to maintain the motivation and enthusiasm of WTRP Trainees/Soldiers.

(3) In accordance with [AR 612-201](#), the RECBN commander is authorized to extend a Trainee/Soldier past the rehabilitation period if there is a reasonable expectation that the Trainee/Soldier will successfully return to training with additional time. This decision will be made in conjunction with the physical or occupational therapist and other healthcare personnel as necessary.

e. Conduct of WTRP.

(1) DSs conduct the Trainee/Soldier's rehabilitative program based on guidance from the physical therapist and in accordance with FM 7-22, APRT.

(2) Leader to lead ratio (DS to Trainee ratio of 1:15).

(3) RECBN commander ensures WTRP cadre address Trainee/Soldier motivation and esprit de corps. Trainees/Soldiers who are removed from training for rehabilitation are especially subject to discouragement. Consider input and assistance from the following agencies:

(a) Behavioral health service (such as stress management).

(b) MWR office.

(c) Chaplain's office.

(d) Education center.

(e) Ready and Resilient (R2) Performance Center.

(f) Army Community Services (ACS).

f. Exit Procedures

(a) Once a Trainee/Soldier is cleared by the physical/occupational therapist to RTD, it will be reflected on the DD Form 689 or DA Form 3349.

(b) Each rehabilitated Trainee/Soldier will conduct the standard APFT without showing signs or symptoms of injury. Each Trainee/Soldier is required to score 30 points in each event to start Phase I (Red Phase), 40 points for Phase II (White Phase), 60 points for Phase III (Blue Phase) and 60 points to complete AIT to proceed to the first duty station.

(c) Each Trainee/Soldier will also be able to ruck march at least one mile carrying one-third body weight at 5 kilometers per hour without showing signs or symptoms of injury.

(d) After meeting all exit criteria, the Trainee/Soldier must be returned to training in BCT, AIT, or the first duty station within no more than 14 days.

G-5. Army physical fitness test-Improvement (APFT-I) Program

a. The APFT-I is an element of the FTU. Its mission is to physically retrain IET Trainees/Soldiers who have failed to achieve the 60 point APFT standard for graduation. It provides an environment in which a Trainee/Soldier can focus on physical fitness improvement utilizing a variety of exercise protocols in accordance with FM 7-22.

b. Procedures for assignment/attachment to APFT-I.

(1) The FTU Commander has final approval authority for enrollment into APFT-I.

(2) Trainees/Soldiers who meet the following criteria may be admitted into the APFT-I:

(a) Failed to achieve the 60 point BCT APFT standard, but have achieved at least 40 points in each event on most recent record APFT. The FTU Commander may authorize administration of the APFT upon arrival to the FTU. Soldiers who do not meet the 40 point standard will be returned to their training units for either separation, New Start into a previous phase of BCT, or retraining at the unit to return to APFT-I.

(b) Does not have any type of physical profile.

(c) Is not pending or undergoing treatment for a mental health condition.

(d) Is not pending UCMJ action or administrative separation.

(3) Training unit cadre will counsel Trainees/Soldiers concerning the recommendation for admission into APFT-I. The units will prepare packets using below information.

(4) Trainees/Soldiers will be transferred to the APFT-I within 14 days of their last failed record APFT.

c. Entrance guidelines:

(1) The losing unit transports the Trainee/Soldier to the FTU.

(2) In-processing requirements will be standardized at each installation and codified in the supplement to TR 350-6. Example Fort Sill Supplement 1 to TR 350-6) the in-processing packet may include, but is not limited to the following documents:

(a) The Soldier/Trainee will be transferred to the FTU in ATRRS using the student UIC and placed into a class. The FTU class is a 4 week ATRRS course.

(b) Counseling statements from company Commander or 1SG, and ARNG/USAR liaison recommending APFT-I as well as training phase counseling.

(c) LOD investigation and DA Form 2173 (ARNG, USAR and active duty).

(d) Enlisted Records Brief.

(e) DA Form 3078, Personal Clothing record with all items listed, and personal items.

(f) CIF issue/turn-in sheet and inventory.

(g) Dental and medical records.

(h) DA Form 3799 (Laundry Payroll Deduction/Discontinuance Authorization).

(i) Identification card, tags, military glasses, and smart book.

(j) Training records: Transfer the Trainees/Soldiers training records using ITR or Digital Training Management System.

(k) DA 3955 mail card turned into losing unit's mailroom.

(l) DA Form 705 (APFT Scorecard).

(m) Trainee/Soldier's statement expressing strong motivation to train and pass the APFT.

(n) Trainees/Soldiers must undergo an injury screen and medical history review with a medical provider or the BCT unit athletic trainer.

(o) LOD investigation and DA Form 2173 if necessary (ARNG, USAR and active duty).

d. During APFT-I assignment/attachment.

(1) Trainees/Soldiers will have up to four weeks to successfully achieve the BCT and AIT APFT graduation standard.

(2) Trainees/Soldiers who achieve the 60 point standard will be returned to the BCT Company that is entering the FORGE or graduating if the Trainee already completed the FORGE. The Soldier/Trainee will be transferred in ATRRS and the ITR in DTMS will reflect the passing of the PT standard. The Trainee/Soldier will not be given another APFT by the gaining BCT or AIT unit since the Trainee/Soldier has met the graduation standard.

(3) Trainees/Soldiers who receive a physical profile during their assignment/attachment to APFT-I will remain in the FTU for medical rehabilitation or transfer to the RHU for administrative discharge.

(4) Trainees/Soldiers who refuse to train, or fail to demonstrate significant progress on the APFT will be removed from the program and sent to the RHU for discharge.

(5) RECBN commanders are authorized to grant an additional week of training in the APFT-I if they determine that the Trainee/Soldier may be successful with the additional time.

(6) RECBN commanders are authorized flexibility in using convalescent leave, phase privileges, and MWR activities to maintain the motivation and enthusiasm of APFT-I Trainees/Soldiers.

e. Conduct of APFT-I.

(1) DSs conduct APFT-I program in accordance with FM 7-22, APRT.

(2) Leader to led ratio: DS to Trainee ratio of 1:15.

G-6. Authorized participants

Assignment/attachment of IET Trainees/Soldiers to the FTU is authorized. For assignment, ensure FTU input and graduation data is posted into ATRRS in accordance with AR 350-10. Obtain assistance for ATRRS from Installation USAG Student Troop processing personnel.

Appendix H
Medical Support

H-1. Medical support requirements

Commanders will ensure medical support requirements are addressed in the planning, preparation, and execution of all training activities. Medical support training provides emergency medical service in accordance with AR 40-3 and AR 420-1. See table H-1, for high-risk training support recommendations.

Table H-1.
Medical support matrix to high-risk training

Training	Potential injury	Equipment	Response personnel	Overall event
Situational training exercise/ field training exercise	Blunt trauma	Treatment as required	CLS	CLS NSE
	Crush injury	Bandages/splints/fluids	CLS	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Environmental injury	Cooling/warming/fluids	CLS	
	Smoke inhalation	Removal	BA ⁵	
	Burn	Fluids	Medic	
Hand grenades	Blunt trauma	Treatment as required	CLS	Medic Ambulance
	Penetrating trauma	Bandages/fluids	CLS	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Spine injury	Immobilization/transport	Medic	
	Eye injury	Protection	CLS	
	Burn	Fluids	Medic	
	Multiple injured		Medic	
Training	Potential injury	Equipment	Response personnel	Overall event
Live fire & maneuver	Blunt trauma	Treatment as required	CLS	Medic Ambulance
	Penetrating trauma	Bandages/fluids	CLS	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Spine injury	Immobilization/transport	Medic	
	Burn	Fluids	Medic	
	Multiple injured		Medic	
Rappelling - tower	Blunt trauma	Treatment as required	CLS	CLS NSE Ambulance
	Crush injured	Bandages/splints/fluids	CLS	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	
	Friction burn	Bandages	BA	
Training	Potential injury	Equipment	Response personnel	Overall event
Day land navigation	Environmental injury	Cooling/warming/fluids	CLS	CLS NSE
	Extremity trauma	Bandages/splints/fluids	CLS	
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	

Table H-1.
Medical support matrix to high-risk training, cont.

Training	Potential injury	Equipment	Response personnel	Overall event
Night land navigation	Environmental injury	Cooling/warming/fluids	CLS	CLS NSE
	Extremity trauma	Bandages/splints/fluids	CLS	
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	
	Eye injury	Protection	BA	
Road marches	Environmental injury	Cooling/warming/fluids	CLS	CLS NSE
Chemical, biological, radiological, and nuclear training	Inhalation	Removal	BA	CLS NSE
	Environmental injury	Cooling/warming/fluids	CLS	
Obstacle/confidence course	Head injury	Transport	CLS	CLS NSE
	Spine injury	Immobilization/transport	Medic	
	Environmental injury	Cooling/warming/fluids	CLS	
	Near drowning	CPR	CLS + CPR	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Blunt trauma	Treatment as required	CLS	
Combatives	Penetrating trauma	Bandages/fluids	CLS	CLS NSE
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	
	Eye injury	Protection	BA	
1. Evacuation plan includes familiarity and possible coordination prior to the training event with local emergency medical services, in order to ensure timely evacuation of injured Soldiers to the appropriate level medical facility for the type injury. See AR 40-3 for requirements. 2. See AR 40-68, for qualifications of the healthcare specialist, MOS 68W (medic). 3. CLSs may administer oral fluids only; if intravenous fluids are needed, they must be administered by emergency medical services personnel or medics; CLSs are no longer trained to administer IV fluids. 4. See AR 350-1, for qualifications of the combat lifesaver (CLS). 5. See FM 4-25.11, for discussion on buddy aid. 6. See ATP 4-02.2, for discussion on nonstandard evacuation vehicles (NSE). 7. Army diving medical technician (additional skill identifier Q5) or equivalent sister Service technician. 8. See DA Pamphlet 385-90, for discussion on fire and ambulance station personnel.				

H-2. Levels of medical support

a. The level of medical support to training is determined by the commander in accordance with local policies, TSP, and risk assessment. Considerations include, but are not limited to:

- (1) Risk of injury (including hot- and cold-weather injury).
- (2) Level of onsite medical personnel required (combat lifesaver or medic (68W)).
- (3) Level of transport required (dedicated nonmedical vehicle, ground ambulance).
- (4) Communications (with parent unit, range control, emergency medical service).
- (5) Length and condition of evacuation route.
- (6) Location of the Soldier (for example, land navigation or convoy route).

b. In accordance with AR 40-3, the emergency medical service goal at training establishments is for the injured personnel to be arrive at an emergency medical service facility is within one hour of the incident. Planning must take into consideration evacuation distances in an effort to meet this goal.

H-3. Sick call

a. Inform Trainees/Soldiers of garrison sick call procedures upon arrival in their training units. Conspicuously post key information on sick call and emergency medical/dental procedures. Instruct Trainees/Soldiers on the need to seek prompt medical attention, regardless of interruptions in their training. During FTXs, field care and medical inspections at pre-coordinated times will replace sick call procedures.

b. MTFs will use approved forms to document Trainees/Soldiers' medical problems, treatment received, and prescribed courses of action/treatment.

- (1) The commander or authorized representative issues DD Form 689.

(a) Ensure compliance with the Health Insurance Portability and Accountability Act, by limiting pre-sick call questioning to information needed to complete the top portion of the sick slip in accordance with AR 40-66 (Medical Record Administration and Health Care Documentation). Units can and should inquire as to the severity of the illness or injury to determine if the Trainee/Soldier can move on foot to sick call with another Trainee/Soldier, or whether transportation is required. Provide for Trainees/Soldiers' privacy when they complete the personal information and remarks sections stating the reason why they want to go on sick call. Disclosure of information on the completed sick slip or physical profile is limited to the commander and other persons the commander designates to receive protected health information.

(b) Soldiers' medications will be managed as follows:

- Trainees/Soldiers will retain possession and manage all of their authorized medications unless they have previously demonstrated a lack of necessary responsibility, or commanders have received instructions from healthcare providers recommending medication precautions. This includes autoinjectors such as EpiPens®. They are stored outside the view of others and are not subject to display for inspection. There are instances in which Soldiers returning from sick call or appointments will be prescribed limited amounts of controlled substances (list of controlled substances can be found at the [Drug Enforcement Agency's web site](#)). Trainees/Soldiers on controlled substances should also have a profile in their possession (a DD Form 689 or DA 3349) providing information on duty restrictions or potential medication effects. If commanders have concerns about profiles or specific medication use or effects, they should assure the Trainee/Soldier's safety, and immediately contact the profiling or prescribing provider for guidance.
- For Trainees/Soldiers who have been command-referred for behavioral health conditions (for example, demonstrating thoughts or intent of self-harm or harm to others, or other concerning behaviors), commanders should follow the precautions recommended by behavioral health. If recommendations include removing medications from a Soldier's possession, medications should be turned in to a central location and take doses under supervision. For medications held by the unit, commanders must establish a local policy for the security of the medications, especially in cases of controlled substances, and permit for the Soldier to handle the prescription bottle and dispense the medication himself or herself.

(c) Medication will be stored in a double-locked area whose sole purpose is intended for the distribution of such medication. Coordination must be made with the local medical treatment facility for proper disposal of unused and expired medication.

(d) Commanders and other permanent party personnel must be aware of restricted/confidential reporting option available to Soldiers in accordance with AR 600-20 for sexual assault prevention and response (SAPR)/SHARP reporting. When collecting pre-sick call information from Soldiers, the SAPR/SHARP program limits the extent of this questioning and protects the type of information that the Soldier chooses to divulge. See AR 600-20 for details on the commander's responsibility for assuring privacy and providing confidential disclosure options for Soldiers through restricted reporting. Failure to adhere to this policy could subject the individual found to have violated the SAPR/SHARP policy to disciplinary action.

(2) DA Form 3349 is used to record profiles in excess of 7 days in duration. Temporary profiles written on DA Form 3349 will not exceed three months in duration, except in specific circumstances in accordance with AR 40-501.

(3) In cases of accident or injury, the company commander or 1SG uses DD Form 689. Units will ensure that all individuals injured during training or mission sustainment report to troop medical facilities with a completed DD Form 689. The supervisor (military or DA Civilian)

completes the top portion of this form and gives it to the injured person (or medical personnel if the individual is incapacitated). The form is taken to the MTF and given to the medical officer or attendant performing medical treatment.

H-4. Supervised quarters

a. Commanders will establish policies and procedures, in coordination with the garrison commander and the commander of the local MTF, to house and monitor Soldiers with communicable respiratory illnesses or other illnesses.

b. Options for supervised quarters include:

- (1) Admission to a hospital ward.
- (2) Placement in designated barracks space.

c. Policies should include the following:

- (1) Criteria for placement in supervised quarters.
- (2) Regular supervision by an assigned permanent party cadre member.
- (3) Enforced nourishment, hydration, hygiene, and sleep/rest.
- (4) Reporting procedures for lack of improvement and worsening condition.
- (5) Criteria for release from supervised quarters.

H-5. Disposition of Soldiers with injuries or illnesses that prevent continued training

a. Report IET Trainees/Soldiers that miss three or more consecutive full days of training, due to illness or injury, in ATRRS as a medical hold reason code. Trainees/Soldiers will remain coded as "medical holdovers" until they have recovered from their illness/injury, or for as long as they remain on a profile. Once the profile has expired, and the Trainee/Soldier resumes training, remove the medical hold code in ATRRS.

b. Do not ship graduates of BCT on temporary profiles to their AIT units.

(1) Competent medical authorities should evaluate all prospective graduating IET Soldiers with significant injuries or other conditions that occurred in training not EPTS. The purpose of the evaluation is to determine whether the Soldier needs appropriate treatment and rehabilitation prior to transfer or REFRAD, or has a favorable prognosis for recovery, and will be capable of training/deploying in the future. Medical hold codes are required in ATRRS whenever a Trainee is placed on a profile that is longer than 7 days in duration. There are two U.S. Army accepted physical profile formats the DD Form 689 (Individual Sick Slip), and DA Form 3349 (Physical Profile). The DA Form 3349 consolidates current profiles, both temporary and permanent, onto a

single report available to commanders through the e-Profile portal on the Medical Operation Data System (MODS), or through the Commander Portal.

(2) Commanders in need of definitive medical advice regarding an injured Soldier should formally request a medical review in accordance with AR 40-501, and/or AR 600-20.

(3) Medical professionals and commanders should assess injured Soldiers based on the physical capacity and stamina required for continued training, the expectations of their deployed MOSs, and the Soldier's ability to fight and survive in combat.

(a) Medical professionals should advise commanders when a Soldier is determined to not meet the minimum requirements as described in paragraph H-5b and H-5c. The advice should clearly articulate whether the Soldier has received adequate treatment and rehabilitation or should be medically separated from the Army. Medical professionals will document physical status on the DA Form 3349. Commanders will instruct medical holdover status for Soldiers with a DA Form 3349 to remain on active duty status until the Soldier has been declared fit for further training/PCS, or until they are medically separated from the Army.

(b) For injured ARNG/USAR Soldiers, medical authorities and unit leaders complete LOD investigations pertaining to the circumstances surrounding the injury. The LOD paperwork should be completed as soon as possible after the Soldier's injury is evaluated by medical professionals, and prior to the transfer or REFRAD of the injured Soldier.

(c) Company commanders should ensure early notification and participation of installation ARNG/USAR liaisons when determining the disposition of moderate to severely injured ARNG/USAR Soldiers. ARNG/USAR liaisons should individually counsel Soldiers on the process and procedures pertinent to the Soldier's situation.

(d) Company commanders should advise injured ARNG/USAR Soldiers of the following options when the Soldier is moderately to severely injured and cannot continue training or be expected to permanently change station:

- Remain on active duty in a medical holdover status during their recovery and rehabilitation period to include implementation of the active duty medical extension program, when applicable.
- Return home in an inactive status with an authorization for appropriate medical treatment and rehabilitation of the Soldier's injuries. This authorization, issued by the supporting MTF, is hand carried to an installation tri-service medical care (TRICARE) office to coordinate treatment. Once fully recovered, parent units can return these Soldiers to BCT/OSUT/AIT to complete their IET. Those Soldiers who do not fully recover and cannot complete IET should receive a MEB. Accomplishment of the MEB can be arranged by ARNG/USAR medical authorities at home station or performed by AA physicians (when the parent unit coordinates for the Soldier to travel to the nearest MTF for MEB processing).
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(e) Company commanders, ARNG/USAR liaisons, and medical personnel should closely coordinate the disposition of injured ARNG/USAR Soldiers who are unable to continue training or deploy. Key milestones include: timely completion of LOD paperwork; placement of the Soldier into a medical holdover training status; ensuring the existence of a credible clinical recovery and rehabilitation plan; coordinating the return of inactive Soldiers to their home unit/state with an authorization for care; establishment of a reasonable timeline for allowing IET graduation versus initiating a MEB/physical evaluation board for the injured Soldier; verification of LOD completion prior to transfer/REFRAD of affected Soldier; final liaison counseling prior to the Soldier's departure to their parent unit/state.

(4) Medical authorities determine when a Soldier has received adequate recovery and rehabilitation, but is not expected to be able to continue training or deploy. In these cases, Soldiers will be evaluated by an MEB as defined in AR 40-400, and will be referred to a physical evaluation board as defined in AR 635-40. Administrative medical separation is rarely appropriate for Soldiers injured during training.

(5) The U.S. Army Medical Command standard for completing a MEB is 90 days (for example, the time allowed for issuing a permanent profile to the affected Soldier, completing MEB paperwork, and forwarding the MEB to the physical evaluation board).

(6) Trainees/Soldiers being medically separated should not be required to participate in rigorous training due to the potential for aggravating injuries.

(7) Soldiers who have completed graduation requirements, recovered fully from their injuries, and declared to be medically fit by medical authorities for continued training and deployment, should be allowed to graduate and continue their Army careers (assuming no other legal or administrative issues exist that would preclude this).

c. AIT Soldiers that are injured and receive permanent profiles prior to graduation, are evaluated to determine if they are fit for retention. Soldiers, determined fit for retention, are evaluated against minimum requirements for their MOSs in physical, upper, lower, hearing, eyes, psychiatric (PULHES). Initial entry Soldiers meeting MOS minimums will continue training in accordance with their profile. Adjutant generals or ARNG/USAR LNO will contact the appropriate command to negotiate a new MOS for Soldiers failing to meet PULHES minimums. Soldiers determined not fit for retention are separated.

H-6. Medical and dental readiness

A Soldier's medical and dental readiness begins with medical in-processing at the RECBN and continues through the course of IMT to out-processing. Commanders at all levels should designate personnel to obtain access to the Medical Operational Data System (MODS) to track individual medical readiness (IMR). This is a TRADOC-wide requirement; see TP 220-1 for instructions on obtaining read-access and navigating MEDPROS and the electronic profile (e-Profile) for the purpose of maintaining IMR for Trainees and permanent party Soldiers.

a. Medical readiness. Medical in-processing tasks are delineated in para H-7 below. These are accomplished by supporting MTF personnel, and checked for completion by RECBN leadership,

consistent with medical readiness responsibilities for the Army in general. In addition, through the course of IET, commanders at all levels are responsible for monitoring their Trainees' IMR status, with particular attention to the following; see AR 612-201 and TP 220-1.

(1) Dental readiness category.

(2) Immunizations, especially for second doses of measles and rubella, varicella and hepatitis B and influenza (during flu season).

Note: Soldiers who receive booster immunizations for measles and rubella, varicella, and hepatitis B are not eligible to donate blood for four weeks following the immunizations:

(3) Validate and reconcile medical readiness (MR) classifications 3 (not medically ready) with the supporting MTF.

b. Dental readiness.

(1) As a condition of shipping to the first unit of assignment, at least 95 percent of Soldiers will be classified in dental readiness classification (DRC) 1 or 2, in accordance with AR 40-35. TRADOC, and U.S. Army Medical Command will coordinate to ensure dental services are provided to enlisted and officer Soldiers in training and cadets within the Army Dental Care System with the goal of achieving an overall dental readiness rate of 95 percent upon graduation from AIT, OSUT, BOLC, or U.S. Military Academy.

(2) Dental personnel may identify Trainees/Soldiers in need of extensive repairs during RECBN processing. The commander of the supporting Dental Activity (DENTAC) can advise one week of hold-under for the Trainee/Soldier to begin dental treatment, and allow time for healing in anticipation of later treatment.

(3) Unit leaders must closely manage their DRC 3 Soldiers' participation in training to facilitate necessary visits to the dental clinic.

(4) BN commanders may hold DRC 3 Soldiers for up to two weeks post-graduation to allow for more extensive dental treatment or to ensure attainment of DRC 1 or 2. Decisions to hold Soldiers longer than two weeks must be made by the BDE commander.

(5) Dental personnel may determine that a Trainee/Soldier requires extraction of third molars ("wisdom teeth") while in IET, particularly in AIT. This determination is made on the likelihood of near-future risk for infection or impaction. The procedure typically is coordinated with the training leadership for best opportunity in the academic schedule, and includes 48-72 hours of quarter's status and pain-relieving medication.

H-7. Reporting IET Soldier strength for medical surveillance

TRADOC maintains an active surveillance of overuse injuries and communicable illnesses in IET, to implement measures if the minimum thresholds are exceeded. TRADOC service schools and major subordinate commands shall accurately report unit IET Trainee/Soldier strength. The standards for reporting are as follows:

- a. For communicable illness surveillance, TRADOC service schools and major subordinate commands will ensure the local MTF receives all weekly training BDE IET Trainee/Soldier strength reports by close of business each Monday for the previous week. Reports will reflect Trainee/Soldier strength as of the Saturday preceding the Monday. If Monday is a holiday, the MTF will receive those reports by close of business Tuesday.
- b. For overuse injury surveillance, ATSC (ATIC-DCO), Building 1726, Fort Eustis, Virginia 23604-5166 will forward monthly RECBN shipping rosters, received from the five ATCs, to the U.S. Armed Forces Health Surveillance Center (commercial 301-319-3240), by close of business of the 3rd working day after the end of the month.

H-8. Prevention of environmental injuries

- a. Commanders will ensure Trainees/Soldiers maintain and use earplugs or other authorized hearing protection, mouth guard, hand sanitizing gel, insect repellent, sunblock, foot powder, and lip balm. Commanders will ensure these items are replaced if lost or depleted.
- b. Trainees/Soldiers will fit and wear their mouth guards throughout engagement in physical performance of the following activities:
 - (1) Confidence obstacle course.
 - (2) Modern Army combatives.
 - (3) Rifle bayonet training, including pugil fighting.
- c. Soap and water is always the preferred method for washing hands; however, sanitizing gel is available in garrison and in the field for after use when applicable when soap and water is not available.

H-9. Prevention of heat and cold casualties

- a. Senior commanders will develop and implement detailed programs for prevention of heat and cold casualties see TR 350-29. Commanders should coordinate with the local MEDDAC preventive medicine service for assistance in developing their programs. The TRADOC Surgeon will publish hot weather guidance no later than 1 Jan and cold weather guidance no later than 1 Aug of each year.
- b. Additional guidance specific to IET for preventing heat illness includes the following:

(1) Utilize a heat acclimatization period of two to three weeks at the beginning of all training cycles. Acclimatization periods will consist of heat exposure and progressive increases in physical work for new Trainees/Soldiers. All Trainees/Soldiers and cadre will receive a mandatory briefing on prevention of heat/cold casualties. Special emphasis for heat illness prevention is most critical between June and October.

(2) Establish a notification system to ensure that all cadre members know the current wet bulb globe thermometer (WBGT) indexes and wind chill factors at their training location (not at a centrally-monitored location). Ensure that two portable WBGT kits (NSN 6665-00-159-2218); or TRADOC-approved substitute, are issued per training company (BCT, OSUT, and AIT) and will be placed in use when the ambient temperature exceeds 75° and monitored in accordance with TR 350-29. The digital WBGT is authorized. Unit Cadre members will carry the pocket-sized GTA 07, GTA 05-08-012 (Individual Safety Card) during training, or another suitable locally produced GTA.

(3) Publish a specific SOP on training activities that may or may not be conducted during the various WBGT indexes/wind chill factors. Decision to accept risk is made in accordance with TR 385-2. Refer to TR 350-29, appendix B, for the heat casualty risk factor matrix. The SOP should include the statement that during cold weather, use of nonstandard portable space heaters is prohibited in field training and operations.

(4) In addition to risk factors found in TR 350-29, donating blood and recent, rapid weight loss due to extreme measures will increase the risk of a heat illness.

(5) If the Trainees/Soldiers have been subjected to heat category IV and/or category V conditions for two to three consecutive days, then cumulative heat stress increases their chance for a heat illness on the subsequent day. Risk-controlling measures include; monitoring living area temperatures of 74 degrees +/- 2 as outlined in AR 420-1; decreasing the distance and/or pace of unit runs; and changing the training schedule if strenuous events are scheduled, especially if they are scheduled to occur outdoors in category IV or V conditions.

(6) For Trainees/Soldiers who are at increased risk for heat illness, pre- and post-activity weighing is an excellent tool for monitoring their hydration level and managing their risk. Weigh Trainees/Soldiers the same time each day, after using the bathroom, before showering, and in underwear. Any weight lost in 24 hours represents loss of water. If weight has been lost, have the Trainee/Soldier drink water or an electrolyte drink at the rate of one pint of water per pound, not to exceed hydration guidelines. If weight has been gained, have the Trainee/Soldier eat a salty snack, and do not require him or her to drink more water. If feasible and if sufficient numbers of scales are available, weigh all Trainees/Soldiers during category IV and V conditions.

(7) For treatment of suspected heat casualty, the use of iced sheets is mandatory. Although guidance from TR 350-29 states that ice sheets should be applied anytime the Trainee/Soldier has a change in mental status, err on the side of caution and always apply ice sheets to Trainees/Soldiers showing any signs of environmental heat overexposure. Any change to this regulation needs prior approval from DCG-IMT. The use of bed sheets cooled with ice water has been proven to significantly improve the recovery and outcome of persons suffering from heat stroke. Insulated

ice chests can be maintained at training sites by DSs/CLS; carried on ambulances; and/or maintained at troop medical clinics. Prepare and apply iced sheets as follows:

(a) Soak normal bed sheets in insulated ice chests full of iced water. The sheets can be kept in re-sealable plastic bags ready for use, or kept immersed in the water. Commanders should plan on a minimum of eight sheets per company.

(b) Remove Trainee/Soldier's outer clothing, down to underwear. (*Note:* make every effort to ensure a same-gender Trainee/Soldier is present during removal of the Trainee/Soldier's clothing, ideally an NCO, or the Trainee/Soldier's battle Buddy in order to protect the Trainee/Soldier's privacy and modesty-don't hinder treatment waiting for a same-gender Trainee/Soldier.

(c) Cover as much of the exposed skin as possible, and the top of the head, with the ice cold sheets.

(d) When the sheets warm up, remove them and replace them with fresh iced sheets.

(e) Heat related illnesses may occur at any temperature and iced sheets may be carried at the discretion of the commander. However, iced sheets will be maintained at the training site whenever a wet bulb is present.

(8) All IMT cadre including DSs, squad leaders, company leadership, and support personnel involved in training Soldiers in a field environment will view the ["Heat Can Kill" video](#) on an annual basis in order to ensure all cadre are trained on hot weather injury prevention.

c. Rhabdomyolysis or "rhabdo," is the breakdown of muscle fibers and release of muscle fiber products into the circulation. Some of these products are toxic to the kidney and frequently result in kidney damage. In some cases, rhabdo has resulted in kidney failure and death. Rhabdo can be caused by extreme exertion in a person who is unaccustomed to exertion. This disease is not categorized as a heat illness but is closely related. In addition to poor conditioning, some contributors to rhabdo are: Environmental heat stress (which can result from inadequate hydration); electrolyte abnormalities (which can be caused by inadequate diet, and/or abuse of laxatives or diuretics); and sickle cell trait, which is probably not causative, but increases a person's risk.

(1) Symptoms of rhabdo include: abnormal urine color (dark, red, or cola colored); muscle tenderness; and muscle weakness.

(2) Treatment. Casualties with rhabdo should be promptly evacuated to MTFs. Treatment of rhabdo includes aggressive rehydration of the casualty.

d. Guidance specific to IET for preventing cold weather injuries includes the following:

(1) Ensure appropriate cold weather protective items (clothing, shelter) are available to Soldiers.

(2) Ensure Trainees/Soldiers' clothing and equipment is present and serviceable prior to the training day; consider modifications to the uniform, based on local conditions.

(3) Monitor conditions of cold, including wind chill, on the training site. Consider modifications to scheduling, location, and uniform.

(4) Plan for alternate activities and locations for conditions of extreme cold (for example, physical activity or warming shelters).

(5) Provide adequate ventilation inside shelters to guard against carbon monoxide poisoning.

H-10. Reporting of injuries and illnesses

See paragraph 3-8, for injuries and/or illness reporting.

Appendix I

MOS Retraining/Reclassification Procedures

I-1. Retraining POC

TRADOC service schools and major subordinate commands will establish a central POC with delegated staff authority for matters pertaining to IET retraining. Provide the name, office symbol, and telephone extension of the POC to TRADOC DCS, G-3/5/7, [TOMA](#) (ATTG-TRI-M), 950 Jefferson Avenue, Fort Eustis, Virginia 23604-5721.

I-2. Battalion commander options

When an IET Soldier is given all remedial training opportunities, and ultimately fails the first attempt at a MOS-producing school or course, the training unit battalion commander has two working days to determine the disposition of the Soldier.

a. The battalion commander, based upon input received from cadre familiar with the Soldier's reason for failure, can consider the Soldier for a new start in another company or BN.

b. If qualified, consider the Soldier for retraining in another available MOS reclassification/renegotiation, or recommend the Soldier for separation.

c. When RC Soldiers are not granted a second training opportunity, coordination with the RC liaison NCO is required to present additional evidence on behalf of the Soldier to the battalion commander. The battalion commander will consider the liaison's input before making a final decision.

I-3. Procedures

a. IET Soldiers offered a second training opportunity are sent to the personnel service center with all documents relative to their reclassification. The personnel service center has access to the "TS" display on ATRRS, which is used to reclassify IET individuals.

(1) The ATRRS operator will bring up the IET Soldier's MOS selection "TS" display in ATRRS. The "TS" display is reviewed and updated to include the reason code for reclassification. This establishes the IET Soldier's current qualifications and status in ATRRS. A list is printed providing MOS the IET Soldier is qualified to select.

(2) Using the "RETAVAL" report available in the reports generator section of ATRRS, the ATRRS operator can enter the social security number for up to 10 different individuals. ATRRS will print out a listing of the training available for each individual, based on their qualifications and the available classes scheduled in ATRRS over the next four weeks. The IET Soldier may use this listing to select a new MOS. If the IET Soldier is qualified, and a training seat is available, the MOS is reserved. When the reservation is made, a message is provided to the personnel service center, which is their authority to publish orders.

b. The personnel service center will reclassify the IET Soldier within 48 hours. To save transportation costs and reduce stress on the Soldier, make reasonable attempts to match the Soldier to a MOS taught at the assigned location.

c. In the case of a RC Soldier, the RC liaison NCO will seek a MOS based on a unit vacancy. If an ARNG accession module does not contain predetermined second and third choices based on unit needs, the ARNG unit and ARNG liaison NCO at the training location will make resolution. Similar coordination is performed for USAR personnel.

d. If ATRRS is not operational, manual processing will not result in the forfeiture of any of the above mentioned efforts. Accomplish the reclassification process within five working days.

e. In the event another training opportunity is not offered or available, the commander with separation authority will counsel the Soldier and consider separation actions in accordance with AR 635-200.

f. In all cases where reclassification involves a move from one TRADOC service school and/or major subordinate command to another, each commander will ensure the Soldier's file/packet includes a memorandum of introduction. The memorandum will verify the training battalion commander has evaluated the Soldier as being satisfactory, and the reclassification decision was not the result of any "automatic" process. The Soldier will also acknowledge their understanding that a second training failure will result in a non-waiverable separation from service. The training battalion commander or authorized representative will sign the memorandum.

Appendix J**Individual Ready Reserve Mobilization (IRR MOB) Training Strategy****J-1. IRR recall process**

Training base expansion does not occur until partial MOB is declared, at which time IRRs are involuntarily recalled to active duty. IRR personnel recalled to active duty will report to a designated ATC for in-processing and ship to a designated location for Army Warrior training. IRRs will then receive MOS specific refresher training at their proponent school or will transship to another MOS proponent school to reclassify into a new MOS and proponent certification.

a. The RECBN will in-process IRR Soldiers back into the AA. The projected number of IRRs, being recalled to active duty for the particular operation, determines the number of ATC sites required. This RECBN process is established at three days and should follow guidelines in AR 612-20. A medical examination and survey will be completed to determine their mobilization eligibility.

b. Following RECBN in-processing, all IRR Soldiers will receive seven days of Army Warrior training refresher training, using the established MOB POI (071-CTT-REFR (MOB)), with all tasks performed to standard at a site location to be determined.

c. Upon arrival at the proponent school, a test is given to each IRR, to determine level of proficiency, based on the critical skills defined in the proponent designed fourteen to twenty eight days rapid training IRR MOB POIs for the particular MOS. Refresher training is conducted for only those tasks for which the IRR is deficient. IRRs will not deploy until the training proponent certifies MOS proficiency in all critical tasks. Therefore, IRRs are in the training base for as little as one day, or up to, and beyond, two weeks. Figure J-1 depicts the IRR MOB training strategy.

d. As prior service Soldiers, IRRs are not subject to IET policies and procedures. IRR Soldiers are on orders from departure of home of record through completion of MOS refresher training. IRR Soldiers will transship on TCS MOB orders upon departure from the ATC site. PT begins upon arrival of the IRR, and continues throughout training.

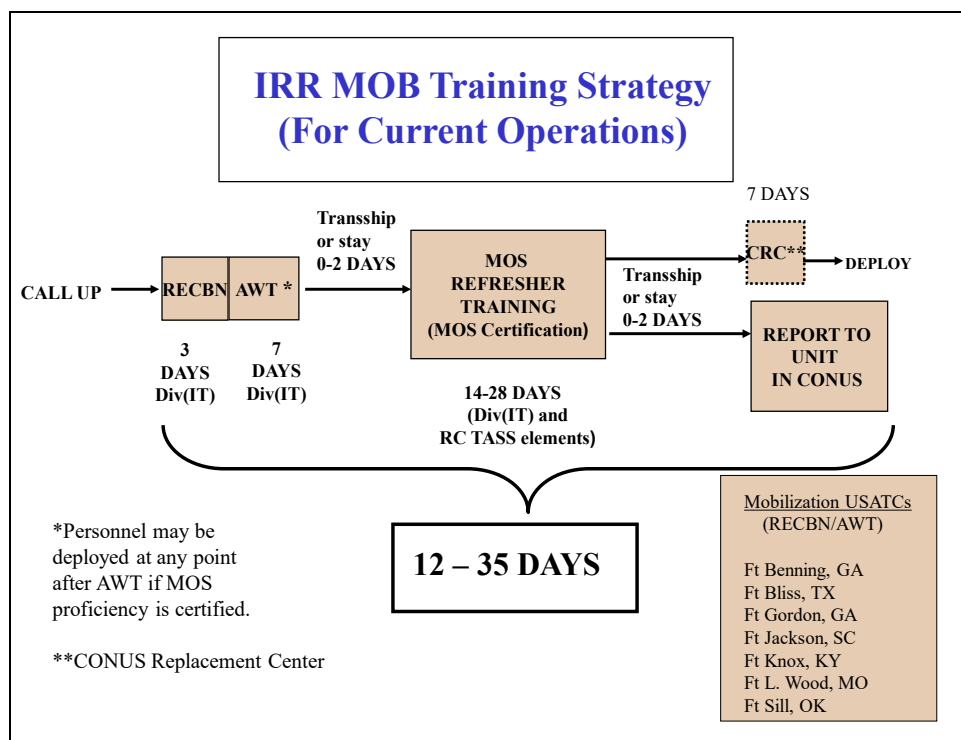


Figure J-1. Individual Ready Reserve Mobilization (IRR MOB) training strategy

J-2. Additional sources of information for IRR MOB training

a. TRADOC DCS, G-3/5/7, TOMA (ATTG-TRI-M) is proponent for the TRADOC Operations and Planning Mobilization and Execution System. This document is found on [TRADOC Mobilization Operations Planning Execution System web site](#).

b. See TR 350-70 for MOB training design requirements.

Appendix K Reception Battalion

K-1. RECBN responsibilities

a. Provide the best first impression of the U.S. Army. Demonstrate to the Trainee the efficiency of the Army and the careful attention given to each Trainee's welfare. Processing will complement the IET goals and Army Values, discipline, uniformity standards, and policies.

b. Use standardized scripts and video briefings to implement and document standards.

c. Receive, process, and prepare Trainees for BCT/OSUT in accordance with AR 612-201.

d. The IMT RECBN proponent office will:

- (1) Update reception welcome scripts and videos in accordance with doctrine.
- (2) Publish, maintain, and distribute the "What to Bring" and "What to Buy" list of required items for BCT or OSUT to be posted at RECBN troop annex, AAFES stores, and on each RECBN Web site.
- (3) Maintain and provide updates for ARs and TRs to support the operations of the U.S. RECBNs.
- (4) Serve as the focal point for information flow, distribution, and staff actions for the RECBNs missions, operations, and functions.
- (5) Leader to lead ratio is 1-40 (DS to Trainee) for processing.

K-2. RECBN night arrival reception standards

- a. The "Meet and Greet" briefing will be completed within 10 minutes after the newly arrived Trainees have exited the bus.
- b. Use standardized script and video upon arrival at the U.S. Army RECBN.
- c. DSs will welcome arriving Trainees using the standard meet and greet script located in this appendix.
- d. Present the standard "Welcome and Amnesty Video" that describes to the trainees their first mission in the Army is to in-process and have the opportunity to remove any items identified in the video/briefing that may be unauthorized. The amnesty period opportunity must be given to every Trainee.
- e. The Trainees should arrive with the absolute minimum personal property and high dollar items as synchronized by the "What to Bring" list distributed by USAREC and posted on each RECBN Web site.
- f. Issue the Trainee the IPFU upon arrival the first night. Trainees will sleep in their IPFU.
- g. Night arrival; Night processing starts when Trainees get off the bus. Each Soldier will receive a snack and be transferred to the processing company; Processing should be completed within 1.5 hours. Processing companies should limit tasks and manage excessive time in order to get the Trainees settled and ready for bed. Focus on accountability and preparation for day one processing instructions.
- h. "Upon arrival, each trainee will receive a snack kit consisting of a fruit product (such as, 4 fluid ounces fruit cup, dried fruit, fruit leathers, or a fruit snack made with real fruit), granola/grain bar (with a minimum of 2.5 grams of fiber per serving), nuts/seeds (nuts, trail mix, or seeds), and a drink (8 fluid ounces of 100% fruit juice or 100% fruit juice blend with 100% Daily Value of vitamin C, or 1% milk). Water, enhanced water (such as vitamin types), sports drinks (such as

aides, electrolyte based), energy drinks, and non-nutritive drinks (such as artificially sweetened) are not approved for use in RECBN snack kits. Commercially purchased meal kits containing the components outlined above are authorized."

K-3. Processing events and standards

a. Trainees will be provided running shoes from the AAFEEs Troop store as a standard issue until CIIP takes that mission in the out years. The shoe will be purchased with SF 1034 (Public Voucher for Purchases and Services Other Than Personal) provided by the RECBN cadre. Trainees no longer receive a cash allowance for running shoe purchase.

b. The RECBNs will implement standardized TRICARE and Defense Eligibility Enrollment Reporting System (DEERS) enrollment procedures. Healthcare Benefits also apply for RC Soldiers on active duty for more than 30 days and their families. The RECBN will send each new Soldier's spouse the welcome TRICARE/DEERS packet. At a minimum the packet will include:

- (1) Memorandum of welcome for spouse (RECBN unique).
 - (2) DD Form 1172 (Application for Uniformed Services Identification Card/DEERS Enrollment).
 - (3) DD Form 5579 (United Concordia TRICARE Dental Program Enrollment/Change Form).
 - (4) Welcome to the Army, A Handbook for Family Members (RECBN unique).
 - (5) Health Care for New Military Service Members and Their Families (Trifold).
 - (6) TRICARE Family Member Dental Plan Benefit Booklet.
 - (7) Available TRICARE brochures are listed at <http://www.tricare.mil/tricaresmart/>.
 - (8) Link to download the "We Care" application on their personal cell phone (if available).
- c. Complete a Soldiers assessment form on Soldiers who failed to accomplish processing for their original BCT/OSUT start date.
- d. RECBNs will not add any other publications to be mailed; do not compete with outside agencies providing information to Army families.
- e. NGB and USAR liaisons conduct standard briefings to their component Soldiers to ensure new Soldiers are aware that each component liaison is available at the RECBN and the services they provide. This brief will not hinder the Soldiers from processing to BCT/OSUT and will not exceed 15 minutes in length. The liaison briefings are more beneficial when conducted on day one of processing.

K-4. RECBN environment standards

a. Initial Soldierization training involves the most basic core competencies and must compliment the climate of discipline. New Soldiers will begin the Soldierization process and are in the beginning stages of learning how to think, act, and look like Soldiers. Training will be conducted on "Rank Recognition," "Wear and Appearance of the Army uniform," "Military Customs and Courtesies," "Stationary Drill," "Bunk Making," "Initial Army Values," "Risk Management," and "Introduction to Physical Readiness Training (PRT)".

b. Trainees will wear ACUs/OCPs by the end of day two and will be issued a Camel Back/Water Hydration System, and a wet weather top or appropriate equipment while at the RECBN. The desired end state is for the Soldier to take this equipment to BCT.

c. Groups as a whole are addressed as "Trainee" or last name. DA Civilians, GS workers, and contractors who are in contact with IET Soldiers must attend the appropriate TRADOC course in conjunction with TR 350-6 to perform their duties around IET Trainees/Soldiers.

d. All male Trainees will receive the standard "buzz cut" haircut. Female Soldiers who are not in compliance with AR 670-1 will be required to visit the hair salon.

e. New Trainees will have constant military supervision. DSs or processing NCOs will insist that good order and discipline be maintained waiting in line or at the dining facilities. Supervisors will assist whenever and wherever possible to correct issues. Trainees will travel in battle buddy teams while moving in the reception complex.

f. Trainees may purchase spandex in accordance with AR 670-1 and should not be restricted by commanders based on preference. Spandex is part of the recommend items available at the AAFES annex.

g. All Trainees/Soldier photos will be taken at reception in ACUs. REC BNs should work with the agencies taking the Soldier's photo to ensure these photos are archived and available.

h. RECBNs will be staffed to maintain an effective supervision of instructor to Trainee/Soldier ratio not to exceed 1 to 60 during processing. Reception processing personnel should be in the rank of sergeant or above.

K-5. Weight and tattoo screening

a. RECBN personnel can visually scan arriving Trainees at the initial reception point to identify anyone on an individual basis that may have a questionable tattoo, in accordance with AR 670-1. Reception processing company commanders have access to the Trainees waiver file through the USAREC LNO.

b. If Trainees visually appear to be marginal or exceed body fat content standards, in accordance with AR 40-501, these Trainees will be taped by a medical person or certified individual. Trainees who exceed the standards have six months to meet compliance with AR 600-9.

c. A physical fitness assessment (1-1-1) or one mile assessment will not be conducted in the RECBN and is not part of the reception process. Commanders can introduce PRT to the Soldiers when time permits, or work with gaining BCT/OSUT units to provide this training.

K-6. Clothing initial issue point

a. The CIIP will issue rank insignia to the Trainee/Soldier. This function can be conducted at the Personnel Affairs Branch. Trainees/Soldiers, who are in the rank of PV2 through Specialist, will receive their rank at the RECBN. Rank will be worn on all uniforms with the exception of the physical fitness training uniform.

b. The CIIP will fit, measure, and issue the Trainee their initial clothing bag items in phase one in accordance with the approved clothing bag, and in phase two when the Soldiers are in BCT/OSUT. Individuals 6'5" or taller will have ASUs specially ordered. CIIP and BCT/OSUT Cadre will ensure Trainees receive their ASUs prior to BCT/OSUT graduation.

c. The CIIP is responsible for the proper fitting of the Trainee/Soldier's combat boots.

K-7. Medical and dental screening

a. Medical and dental in-processing is the first and best opportunity to establish a new Trainee/Soldier's readiness status. All Medical Occupational Data System (MODS) data entries should be made within seven days of the entry point of service. RECBN personnel will view records to insure date of medical examination conducted at MEPS is entered into MODS. If this date is not documented, RECBN person will enter the information.

b. Screen health record for medical waiver. If a waiver is present (see DD Form 2808, item 76) and a numerical designation of "3" or greater is recorded under PULHES (item 74b), refer the Soldier to a health care provider for consideration of permanent profile.

c. Enter 6-digit PULHES into MODS. Enter "No" against item "Nondeployable Medical Profile" in MODS.

d. Ensure that AA/RC Trainees/Soldiers have documentation of a human immunodeficiency virus (HIV) antibody test within the previous six months. Obtain test results and enter date of HIV test performed at MEPS in MODS. Obtain blood specimen for testing if no documentation of HIV test within the past six months and enter the HIV test date in the record and MODS.

e. Obtain and determine the blood group and type (AR 40-3), and annotate in Soldier's records in MODS.

f. Conduct pregnancy screening and obtain results for female Trainees before giving any vaccinations, and annotate in Soldier's records in MODS.

g. Identify persons who are at risk for tuberculosis in accordance with Office of the Surgeon General memorandum.

- h. Collect laboratory specimen for Deoxyribonucleic acid identification and enter into MODS.
- i. Administer immunizations per AR 40-562. Conduct serological screening to determine pre-existing immunities for vaccine-preventable diseases including measles, rubella, varicella, hepatitis A, and hepatitis B. Document immunizations and medical exceptions in MODS per AR 40-562. Ensure immunization/phlebotomy floor is padded or immunizations are given while the Soldier is seated.
- j. Conduct eye examinations when MEPS examination shows visual acuity worse than 20/20 in either eye, and Soldier has worn glasses in the past, and for Soldier who reports current problems with vision. Ensure vision readiness is recorded in MODS.
- k. Conduct baseline audiograms, DD Form 2215 (Reference Audiogram), using the Defense Occupational Environmental Health Readiness System-Hearing Conservation. Ensure hearing readiness status is recorded in MODS.
- l. Enter medical warning tag status in MODS.
- m. Fit earplugs.
 - (a) Single-sided earplug
 - (b) Large
 - (c) Regular
 - (d) Small
 - (e) Earplug Carrying Case
- n. Provide hearing education briefing and earplug training to all Soldiers.
- o. Conduct Medical Moment of Truth, physical inspection, and partial medical examination if required (AR 612-201).
- p. Take dental panoramic radiograph (x-ray) for identification purposes (AR 40-66) and other radiographs as deemed necessary. Fit and issue Soldier's mouth guard.
- q. Educate female Soldiers on the benefits and risks of human papillomavirus quadrivalent (types 6, 11, 16, and 18) vaccine, recombinant (Gardasil®). Offer Gardasil® to female Soldiers.
- r. In accordance with medical command policy, RECBN medical and dental staff will enter all immunizations into MEDPROS within 72 hours of administration.
- s. If the RECBN medical staff discovers a vaccine is unavailable and they are unable to immediately rectify the deficiency, generate a critical command information requirement to the MEDCOM and TRADOC chain of command.

K-8. RECBN publications:

The RECBNs will supply the below publications; any other publications to be introduced into the reception process must be approved by the CG-CIMT.

- a. Soldier's Handbook/Bluebook: *In accordance with TR 360-6*
- b. STP-21-1-SMCT Soldier Manual of Common Tasks: *In accordance with TR 360-6*

K-9. The DS "Meet and Greet" script

See figure K-1, for the meet and greet script.

<p style="text-align: center;">Drill Sergeant "Meet and Greet" Script</p> <p>The DS conducts this script in the most advantageous location where instructions can be clearly given.</p> <p><i>Once the bus arrives, DS boards and speaks in a loud and authoritative voice, but not demeaning, his or her instructions.</i></p> <p>"Trainees, when you exit the bus, you will line up _____ (depending on the location will determine how and where) (explain the formation). Make sure you have all of your personal belongings to include any baggage that might be stored elsewhere on the bus. Secure <u>your</u> bag only and no one else's. Do not leave <u>any</u> trash on the bus. Do not run off the bus, however, move quickly, without talking. Watch your step as you exit the bus.</p> <p><i>(After all the Trainees/Soldiers have been formed, ensure you are in a position that all can hear you, once the Soldiers are off the bus conduct the welcome script.)</i></p> <p><i>Note: when time permits allow the bus(s) to depart to avoid distractions.</i></p> <p>"Trainees; I am Drill Sergeant _____. On behalf of the battalion commander, LTC _____ Welcome to the _____ Adjutant General Reception Battalion, FT _____."</p> <p>Speaking for all of us here at Fort _____, and all current and former U.S. Army Soldiers, thank you for volunteering for the world's premier fighting force. You have made a commitment to become part of the Army <u>team</u>, the greatest land force in the World. Your mission over the next few days is to in-process into the U.S. Army.</p> <p>This is the Army Reception Battalion. Here you will get medically screened, your pay and benefits will be started, your Army uniforms issued, your personnel file updated, and you will be provided everything you require to begin basic combat training.</p> <p>Remember, your first mission as an Army Soldier is to in-process into the Army and prepare for basic combat training. Report any problems you are experiencing to the Drill Sergeant <u>immediately</u>.</p> <p>"Are there any prior service members or anyone on the bus that are not attending basic combat training?" (If Yes) (Give those Soldiers Specific instructions on what to do, such as, secure all your belongings and follow DS _____ into the building or follow me).</p> <p><i>(Speaking to the remaining Soldiers.)</i></p>
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Figure K-1. DS "Meet and Greet" script

Is there anyone here with a signed and approved religious accommodation waiver (Letter) that allows the keeping of head gear, facial hair, or other religious items? *(Give those Soldiers Specific instructions on what to do, such as, secure all your belongings and follow DS_____ into the building or follow me) Individuals must have a signed copy of the religious accommodation with them in order to receive this privilege).*

(Speaking to the remaining Soldiers.)

From this point forward, you will address me as Drill Sergeant. "Respond to my questions with a Yes, Drill Sergeant, or No, Drill Sergeant. This is a sign of respect. I will respect you and I will expect you to respect me. Disrespect will not be tolerated. Is this understood?"

(Soldiers Respond.)

From the time you departed the MEPS station, you were considered a mature, responsible adult, A Trainee in the United States Army. You will be addressed as "Trainee", or by your last name. Here on Fort _____, you will be treated with dignity and respect and in return I will insist that you will treat me with the same dignity and respect. "Is this understood?"

(Soldiers Respond.)

(This is where the Soldierization process begins.)

"At this time I will now talk you into the position of parade rest."

Move the left foot about 10 inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet.

Simultaneously, place the hands at the small of the back and centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward *(Hold your hand so they can see)*. Keep the head and eyes straight to the front.

Remain silent and do not move unless otherwise directed.

This is the position of Parade rest, this is the position you will be in as you talk to cadre members. Cadre members are identified by a distinctive shoulder patch on their left shoulder and wear a variety of rank that you will learn in the next few days. Drill Sergeants are identified by their distinctive head gear. You will have most of your contact with your Drill Sergeants. Soldiers, disrespect is not tolerated while you are here. Disrespect may be verbal and nonverbal such as rolling of the eyes, smacking of the lips, sucking of breath or heavy exhaling. Soldiers, while you are here at Fort _____, you will have a battle buddy; this means that you should never be alone. Everywhere you go, you are required to move with a battle buddy of the same gender. **Is that understood?" *(Soldiers respond).***

At this time, you will:

1. Pull your pants up, and tuck in your shirt.
2. Remove all headgear.
3. Take out all gum and candy in your mouth to include tobacco products *(or depending on locations, deposit these items in the trashcan as you enter the building)*.
4. Take off all necklaces that do not pertain to religion.
5. Take out all tongue rings, earrings, and nose rings. If you have on belly rings, wait until you go into the amnesty room to take that item off.
6. Take off all watches that are not black/olive drab, brown, gold, silver or metallic in color.
7. Take off all bracelets at this time with the exception of a medical warning bracelet.
8. Take off all rings with the exception of a wedding ring.

(The Drill Sergeant now can move the group into the building or continue with other functions and may be a good time to let the Soldiers use the latrines.)

Figure K-1. DS "Meet and Greet" script, cont.

K-10. Stored Value Card (SVC)

a. The SVC. It is important to treat the SVC like cash. If the card is lost, stolen, or damaged report it immediately. The SVC reduces the need for cash/check operations for initial entry Soldier on a pay advance, and works like a debit card. This is the Soldier's money.

b. Use of the card. The SVC issued to all Soldiers at the RECBN to defray the initial cost to purchase needed items in preparation for BCT or OSUT. The card is used at the AAFES sites (barber shops, clothing sales, and post exchange annex facilities). The card may be used to the expiration day of the card, which is defaulted to the end of the training cycle after issue. Installations can work with local finance Defense Finance and Accounting Service offices to adjust longer expiration dates.

c. SVC do and do not:

(1) Soldier:

(a) **Do** spend the entire value on the card for items you require. This is your money as an advance and helps get you to your first pay day.

(b) **Do** exhaust this cards value prior to graduation or cash in the balance at the installation bank or credit union. .

(c) **Do not** share your card or lend this card it's your money, it's like cash.

(2) Cadre:

(a) **Do** build time into the schedule for Soldier to use their card appropriately, post exchange annex visits, haircuts, etc.

(b) **Do** plan for the Soldiers to cash out the remaining value of the card at installation facilities prior to graduation (bank or credit union).

(c) **Do** have a SVC reader available for the Soldier to determine the amount still on the card.

(d) **Do not** handle, collect or use the SVC.

d. Remaining value. Any remaining value at expiration is returned to the Soldier's account; however, spending the full amount prior to completion of training is highly encouraged. The residual amount on the card may take an extensive amount of time to recover back to the Soldier.

Appendix L

Interservice Training Review Organization (ITRO) (AIT)

L-1. Interservice training overview

a. The Army accomplishes some AIT as a participant in Interservice training at both Army and sister service sites. Interservice training focuses on individual training acquired in an institutional setting and is defined as a school or course conducted on one service's installation by mutual agreement between the host service and the participating services.

b. Host service. Service on whose installation training is conducted. The host provides base support and facilities. The host service budgets and programs resources to meet student requirements (except for service unique equipment, material, and facilities; and personnel costs of students, instructors, and administrators from each service). When serving as the service with lead responsibility for the training, the host service is responsible for: POI management; consolidating course revisions and evaluations; providing data to the participating services in the format requested regarding entries, graduates, elimination, recycling; and evaluation of their students. Note: Participating service will have the lead POI responsibility in their own service unique collocated course.

c. Participating service is a service that receives training from or conducts training at another service's installation. Participating services furnish the estimated trained personnel requirements projected by fiscal year to the host service, and provide a proportionate share of instructor and school support personnel. Military personnel remain administratively assigned to their parent service, but they may be assigned to the host service for the purpose of executing their day-to-day duties and responsibilities as designated members of the school staff. Participating services must coordinate IG visits with the host service and course personnel in advance. Coordination will include: scope of inspection; number of personnel visiting; and length of stay. Participating service members must attend any necessary classes required by the host.

e. ITRO procedures manual. Serves as a detailed organizational manual, a guide for the conduct of Interservice training studies and reviews, and as a supplement to the Interservice training regulation. The ITRO procedures manual may be obtained from the TRADOC DCS, G-3/5/7, [TOMA](#), 950 Jefferson Avenue, Fort Eustis, Virginia 23604-5721.

L-2. ITRO duties and responsibilities

a. Host service will:

(1) Provide and maintain office/administrative space for instructor and administrative staff and real-property accountability, utilities, refuse collection, and custodial services for host and Army service staff, faculty, and students.

(2) Brief all faculty, staff, and students on its applicable instructions, policies, and procedures. All faculty, staff, and students will comply with instructions, policies, and procedures briefed by the host service.

(3) Provide and fund any instructor training required by the host.

(4) Provide Army personnel adequate time to attend their service unique functions as long as it does not interfere with school mission requirements.

(5) Provide facilities equivalent to quality it provided to its own missions. When facilities realignments are required, facilities should be provided at the same or better standard.

b. Installation commanders will:

(1) Provide barracks/dormitory facilities that meet minimum DOD standards unless otherwise negotiated. All students will be billeted in accordance with the DOD Directive 4165.63M, except that ITRO students should not be billeted in open bays. Billeting for ITRO students should comply with services separate and secure policies.

(2) Provide dining facilities to accommodate Soldiers grade specialist and below, as well as administrative space for Army detachment personnel and instructor staff.

(3) Provide training facilities for consolidated training. Facilities to support Army-unique tracks are provided where possible. Additions and modifications for Army unique tracks are the responsibility of the Army.

(4) Provide safety program management for all instructors and students to include inspections, advice, and training, with particular reference to the following:

(a) Perform annual inspections (spot checks if there are high risk areas). In accordance with the host service procedures, inspection reports will be sent from the host to the participating services in a timely manner with corrective action/follow-up noted.

(b) Conduct class A/B mishap investigations in accordance with service instructions. Mishap investigations will include representatives from the other services if the mishap involved the other services. Provide a copy of all mishap reports, in accordance with host service procedures, to the involved service(s).

(5) Fire protection. Provides and maintains fire control, protection, and preventive programs and services to include the periodic inspection of buildings, fire extinguishing equipment, and facilities.

(6) Report SIR/emergencies involving Trainees/Soldiers will be reported in accordance with AR 190-45 and TR 1-8.

(7) Provides urinalysis program support services for students and staff as requested by the participating services.

c. TRADOC DCS, G-3/5/7, Training Operations Management Activity (TOMA), Interservice Training Office, (ATTG-TRI-MP) will:

(1) Define policies, procedures, and provide clear and concise guidance to TRADOC units operating in an Interservice environment.

(2) Serve as TRADOC lead to host service for Interservice MOU and POI changes or updates.

(3) Leads or participates in studies to consolidate or deconsolidate Interservice training.

d. Proponent schools will:

(1) Provide and maintain appropriate training material, training aids, and computers to support collocated and service unique tracks of AIT training as required.

(2) Serves as the service POC for Interservice training issues.

(3) Funds service unique portions of training, course evaluation, and facility requirements and coordinates these through the host. Provides and maintains the necessary service-unique documents and regulations.

(4) Provides and funds any service-unique required instructor training.

e. Commanders will:

(1) Ensure policies reflect a mixture of both TRADOC and host service locally established guidelines of the host command.

(2) Ensure Soldiers meet training qualification requirements specified by host service training guidelines.

(3) Monitor Interservice training and life support facilities (dining facilities, MWR, and fitness center) to ensure compliance of MOU and POI.

(4) Communicate any Interservice violation or concerns to the host service installation commander, and through the first colonel in the chain of command and the proponent school to TRADOC DCS, G-3/5/7, Training Operations Management Activity, 950 Jefferson Avenue, Fort Eustis, Virginia 23604-5721.

(5) Provide host service installation commanders with copies of unit training schedule to ensure awareness of Army-unique training.

(6) Request an exception to policy if training standards and policy cannot be met. Exceptions to policy must come from first COL/0-6 in the chain of command through the proponent school to TRADOC DCS, G-3/5/7, Training Operations Management Activity, 950 Jefferson Avenue, Fort Eustis, Virginia 23604-5721.

L-3. Army requirements not covered in ITRO memorandum of agreement or POI

a. Unit commanders are responsible to ensure all administrative and legal actions are adhered to and processed in accordance with both TRADOC and host service policies. Commanders will develop local policies that reflect higher HQ intent and do not conflict with or violate host service policies. Army unique requirements must be coordinated through TRADOC DCS, G-3/5/7, Training Operations Management Activity, 950 Jefferson Avenue, Fort Eustis, Virginia 23604-5721, for inclusion into existing ITRO MOUs and POIs.

b. TRADOC DCS, G-3/5/7, TOMA (ATTG-TRI-MP), will coordinate with host services for holiday block leave dates, holidays, organization days, training holidays, etc. Unless otherwise specified, Army commanders will conform to host service approved holidays, training, and organizational days.

c. The buddy system as outlined in TR 350-6 is instituted at interservice training sites and will pair IET Soldiers into proper battle buddy teams. This concept is designed to improve safety, motivation, and esprit de corps. Army personnel will be assigned a buddy upon arrival.

d. Commanders must utilize Army-unique POI time and non-POI time to accomplish Army specific training. Consolidated training time is used to conduct training as specified in the POI.

e. Commanders are required to conduct a STX in accordance with proponent POI, support and meet APFT standard, weapons immersion, complete additional WTBDs as directed by the commandant.

f. When possible, commanders will utilize host service facilities and training areas to accomplish Army-specific training.

g. Commanders are responsible for resources to conduct training outside the Interservice POI. Soldiers, DSs, and cadre will not utilize personal funds to purchase resources or supplies to accomplish the mission.

h. Soldiers are required to pass a record APFT for graduation from IET. Commanders are authorized, based on Soldier performance and positive recommendations from the chain of command, to allow the Soldier to graduate if they have passed a previous APFT with at least 60 points in each event. However, Soldiers failing to meet the criteria will be recycled or removed from the course prior to the awarding of any certification by the host service.

i. Company commanders are the approving authorities for all leave requests for instructor, support, and student personnel that fall under their chain of command. Leave requests for consolidated training will be submitted through the supervisory chain of command established at the host site. Company commanders may grant special liberty/pass with the approval of the host for the consolidated training and at their own discretion for collocated training.

j. Medical support will be provided by the host service/installation command. Army personnel will comply with host service medical procedures unless otherwise specified. Commander will ensure profiles accurately identify the activity limits of the Soldier.

k. The host service is responsible for providing like barracks space that adequately supports the living conditions outlined by the host service installation. IET Soldiers will be kept separate by gender and from other services members as much as possible. Exceptions must be submitted through the proponent school to USACIMT (ATMT), 210 Dillon Circle, Fort Eustis, Virginia 23604-5701 for approval.

l. All IET unit cadre (BDE commander and staff/company commander/1SG/executive officer/platoon leaders/staff officer/DSs) and other cadre assigned will be required to attend the identified course for cadre/support personnel training which is based upon their level of interaction with Trainees. Specific course attendance guidance and the definition of each course with a matrix on who should attend is provided in appendix B.

L-4. Course administration

a. Enrollment. Army students arriving at the sister service site without previously being enrolled in a course become the sole responsibility of the Army, including lodging and all other services, until they are enrolled in a course and that course begins. The cost of moving students to another site will be borne by the Army. Enrolled in the context of this paragraph means the student has official orders that identify the course to be attended and specifies class start date.

b. Academic/performance standards. Army and the host service will determine and establish policies and procedures governing consolidated course-specific academic standards. Commandants will determine and establish policies and procedures governing Army-specific academic standards. All students will comply with Interservice procedures for the administration and evaluation of consolidated courses. All course documentation will be made available to appropriate service personnel on an as-needed basis. Services will develop a student evaluation plan for consolidated courses. The student evaluation plan will explain and illustrate the procedures and policies affecting each student and how they progress through training and will be used as a basis for determining relief/elimination or setback. It will include both academic and nonacademic facets.

c. Training responsibility. Consolidated course content is a mutually agreed upon set of topics that are specific in nature. All documentation and course control material will conform to the host standard, except as agreed to by all participating services during ITRO detailed analysis groups or curriculum review boards. All course documentation will be made available to appropriate service personnel as needed. Each service has responsibility for developing, conducting, and resourcing service unique training in accordance with ITRO procedures to include providing required service unique material.

d. Course changes. The Army proponent school will ensure detachments at sister service schools are provided adequate notification of any major new training requirements mandated by HQ TRADOC or higher HQ. Curriculum, policy, and procedural changes that impact time, course

length, resources, Army/host service directives, or accreditation will be coordinated and agreed to by all services prior to implementation. Curricula review/validation will be accomplished by the host and each participating service. Service unique training will be coordinated in accordance with that service's policies and procedures.

e. Curriculum review. Curriculum review will be conducted, as required by the services, in accordance with the Interservice training directive and the ITRO procedures manual. Instructional staff from the host and participating services will be represented. Services will have equal input in the management of curriculum, instructional planning, development, and review of consolidated training. Course changes will be made in accordance with paragraph d above.

f. Certificates of completion/award/diplomas. The host shall issue certificates of completion for consolidated training. Academic honors criteria for awards (top/distinguished graduate and course awards) will be applied to all students regardless of service for consolidated training. These should be presented in an appropriate graduation ceremony. Certificates of course completion and awards will be entered into the student's personnel record.

g. Leave, passes, and liberty. Leave requests will be submitted through the supervisory chain of command established at the host site. Student personnel will not normally be granted leave while enrolled in the course. If the host, for reasons such as holiday periods, suspends academic training, students will be provided the opportunity to take leave. Emergency leave requests will be processed directly by the Army detachment in cooperation with the host. In those cases, the approving authority (parent service) will notify the school commander in a timely manner. Army may grant special liberty/pass with the approval of the host for consolidated training and at their own discretion for service unique training.

h. Academic disenrollment. Failure to meet academic standards can result in disenrollment of a student in a consolidated course. A student may be reinstated into a consolidated course only with the approval from both Army and the host service. Disenrollment will be accomplished by the host registrar and subsequently forwarded to the Army. The parent service will process disenrollment on their students. A student retains the right to address an academic disenrollment through their service chain of command and/or through an academic review board as outlined in the student evaluation plan.

i. Academic review board. An academic review board will make recommendations on student retention, disenrollment, and remediation to the school commander for consolidated courses. The board consists of equal representation by the appropriate services for consolidated courses.

j. Nonacademic disenrollment. Situations other than academic that prevent a student from completing consolidated course objectives will be grounds for nonacademic disenrollment. These reasons can vary widely and may include such situations as emergency leave, hospitalization, or problems with conduct and suitability. All nonacademic disenrollment decisions will consider the recommendations of the host. The decision to disenroll a student normally belongs to the participating service. Army will accomplish disenrollment. Army will inform the host of such action in writing, if possible, prior to any disenrollment action. Final appeal will be through Army

chain of command. A student may be reinstated into the course only with the approval from both the Army and the host service for consolidated courses.

k. Counseling. For consolidated courses, academic and nonacademic counseling will be conducted in accordance with the host's policies and procedures. Any staff member may perform counseling regardless of service origin. Nonacademic counseling will be performed in accordance with parent service policies and normally be performed by the parent service.

L-5. Legal responsibilities

a. Memorandums of agreement between the participating services and host service will address the proper process and legal jurisdiction of unit commands and their respective personnel.

b. Army commanders will provide Soldiers the opportunity to obtain legal advice from their servicing SJA or Trial Defense offices. These office may or may not be stationed in the same location as the Soldier.

c. Initial entry Trainees from sister services and prior service, occupying leadership positions, are prohibited from administering physical exercise as corrective action. All military counseling will be conducted by same service personnel within the Soldiers respective chain of command.

d. Host service school may remove a Soldier if they fail to meet course requirements.

L-6. Instructor administration

a. Each service will provide qualified instructor and support staff as agreed to in the manpower review or as a result of validated annual instructor manpower adjustments. Each service will, to the greatest extent possible, provide 100 percent manning of the agreed to requirement.

b. Each service will recognize that the length and complexity of the training necessitates early arrival of staff to ensure no disruption of training due to lack of qualified personnel. Each service will work towards programming the arrival of new personnel at the host as early as possible to allow for adequate indoctrination.

c. Each service will ensure to the maximum extent possible that instructors serve a tour of three years or more to meet mutually agreed upon instructor requirements and provide timely replacements. A staggered rotation of instructors is preferred.

d. For consolidated training hosted by the Air Force, each service will make every attempt to comply with the formal training requirements established in support of the Community College of the Air Force, consistent with their service policies and procedures. This will be a standard consideration for assignment selection and will, to the maximum extent possible, ensure that all instructors teaching Community College of the Air Force accredited courses complete the required training. Upon assignment, instructors who do not meet the requirement will develop an associate degree plan through the education service office. Air Force will provide tuition assistance to Air Force instructors enrolled in an associate degree program. Funding for other service military

instructors is provided as part of the Air Education and Training Command training requirement. All DA Civilian instructors must have a degree from an accredited institution to be selected for instructor duty. Office of Personnel Management has established a minimum requirement of an associate degree for all DA Civilian instructors (including other services) who teach courses that result in credit toward an associate degree conferred by the Community College of the Air Force.

e. Faculty selection. To the greatest extent possible, selection of service faculty should be made based on demonstrated proficiency and experience dealing with the course-related issues and be recognized as competent by the parent service.

f. Faculty development. All instructors must graduate from an instructor training course. Instructors will be certified by the host school in accordance with the command's regulations and instructions for consolidated courses. Services will make every effort to ensure instructors complete an instructor training course prior to reporting for duty.

g. Faculty dress and appearance. The standard of dress for all staff members will conform to current regulations of their parent service and as dictated by training requirements. Authority for conducting formal personnel inspections will remain with the officer-in-charge of the respective service detachment.

h. Operational control of consolidated instructors. All instructor and school support personnel will be under the operational control of the host during academic hours. Host will not remove or use instructors during academic hours for other functions or details unless coordinated and agreed to by the participating service. Participating services may not utilize instructor personnel during academic hours without the prior approval of the host.

i. Instructor staff authority. Instructors will exercise authority over the students in the class and will be under the control of the host for consolidated courses. The instructor staff will preside over all students and be considered part of their supervisory chain of command.

j. Instructor performance/evaluation. Instructor evaluation will be in accordance with participating service directives. The participating service should be informed immediately of any performance problems for instructors of consolidated courses. An instructor record will be established and maintained for each instructor. This record will include an education plan for completion of requirements for instructor qualifications. Format of instructor records will comply with host requirements for consolidated training. Instructors may qualify for host/participating services' Master Training Specialist designation.

k. Training support staff. Each service will provide training support staff as determined by the manpower review. Each service will work towards providing 100 percent support staff manning requirements at all times.

L-7. Separate and secure environment

The intent of the separate and secure environment is to ensure that all Soldiers are afforded the opportunity to undergo IET in a safe environment. Requirements for separate and secure are located in this regulation. Many of the host services barracks/dormitories do not support Army

separate and secure requirements. Commanders may request an exception to policy from USACIMT (ATMT), 210 Dillon Circle, Fort Eustis, Virginia 23604-5701 for the physical security and supervisory measure requirements in this regulation. This request must be initiated with the requesting unit through the first colonel in the chain of command through the proponent school to the CIMT.

Appendix M

TRADOC Trainee Abuse Prevention Program

M-1. Introduction

This appendix will assist in understanding the TRADOC Trainee Abuse Prevention Program. It describes the procedures and methods of preventing, detecting, investigating, and/or reporting allegations of Trainee abuse. This appendix also provides commanders with materials that may be used when developing Trainee abuse prevention training programs.

M-2. Trainee Abuse Prevention and Detection

a. TRADOC objective. The TRADOC mission is to provide competent, capable, and well-trained Soldiers of good character, ready to fight and win our nation's wars. There is no greater obstacle to the effective IMT environment than the improper treatment of Trainees. As thousands of young people enter the Army profession, they place their trust in TRADOC to provide high standards of training, professional leadership, and an acceptable quality of life. Trainee abuse undermines that trust of the American public by violating Army Values, disrupting military order and discipline, and destroying a positive training environment. As such, the TRADOC Trainee Abuse Prevention Program is designed to prevent, detect, report, investigate, and eradicate Trainee abuse in any form.

b. Preventive measures. Trainee abuse actions are not those of a professional cadre member, permanent party Soldier or DA Civilian; they destroy the ability to build our most essential weapon system—the American Soldier. Any actions of cadre members, which do not directly relate to the Trainee's health, welfare, training, or another official purpose, may be Trainee abuse. The primary goal of the TRADOC Trainee Abuse Prevention Program is to prevent incidents of Trainee abuse, through cadre training, professional development, and effective detection of at-risk cadre, abusive acts, and a supportive command climate.

(1) Training. All commanders will have a training program that educates cadre members (military and DA Civilians) regarding the dangers of Trainee abuse and the importance of professional behavior. This training will specifically focus upon positive aspects of professionalism, prevention and why abuse occurs (for example, frustration with Trainees, marital problems, financial difficulties, or physical attraction toward Trainees). Effective training tools may include quarterly or semiannual small group sensing sessions; officer/noncommissioned officer/DA Civilian professional development classes, where previous instances of Trainee abuse are analyzed; or formal Trainee abuse presentations during all initial cadre training courses.

(2) Detection of at-risk cadre and abusive acts. The duties associated with a drill sergeant, or an IMT instructor (military/DA Civilian) are challenging. Long hours, complex duties, and time away from family members can cause frustration, anger, and other problems that may lead to Trainee abuse. An effective system to detect at-risk cadre, and a supportive command climate that encourages cadre to seek assistance from their fellow cadre, the chain of command, local chaplains, or counselors could combat these problems. To be effective, drill sergeants, commanders, instructors (military/DA Civilian) and other cadre should rely heavily upon each other by being vigilant for signs or indications of a potential abuser. These cadre members are our first lines of defense against Trainee abuse.

(3) Supportive command climate. Commanders will ensure drill sergeants, and instructors (military/DA Civilian) take ownership of problems they see in other cadre members, by intervening early to prevent any acts of abuse, providing counseling to an at-risk cadre member, and reporting the matter to the chain of command immediately. Commanders will implement programs that keep these key trainers fresh, alert, properly oriented, and motivated.

(4) Commanders will establish a hotline for Soldiers to report incidents of abuse and allow Soldiers to download the “We Care” application on their personal cell phones (if available).

M-3. Reports and Investigations

a. Reporting Trainee abuse. All allegations of Trainee abuse received by a commander will be reported. Timely reporting of allegations of Trainee abuse is vital to the command. Reporting requirements for allegations of Trainee abuse are found in [TR 1-8](#) and AR 190-45. All IMT commanders will be familiar with these requirements, and have copies readily available. Trainee Abuse is additionally defined as any incident in which a Trainee is harmed or injured in violation of ARs and TRADOC policies. A report should be filed in any case where there might be media interest or Command interest, regardless of the alleged perpetrator status (peer on peer included). Only a commander can determine whether an incident is characterized as Trainee abuse.

b. Types of reports.

(1) OPREP. The OPREP is designed to provide the TRADOC Command Group near “real time” information regarding important events or adverse incidents in the command. The CG, TRADOC considers allegations of Trainee abuse and sexual harassment a serious matter, and requires commanders to report allegations to the headquarters. Specifically, commanders will follow procedures in TR 1-8, for reporting all allegations of Trainee abuse to the TRADOC Emergency Operations Center via OPREP, unless the commander can quickly determine that the allegation is not substantiated or the CID is still conducting the Trainee intake report. “Quickly determine” means that the commander finds the allegation is without merit within 12 hours. Commanders must immediately report sexual assault allegations. They do not have the authority to determine if sexual assault allegations are without merit. The commander will report the allegation to TRADOC Operating Center (TOC) will send the report to CIMT. BDE (or any unit) commanders must report all sexual assault allegations to CID, the SARC, and the servicing OSJA, pursuant to AR 600-20. Under no circumstances should the report be delayed longer than 24 hours

from the time the commander learns of the allegation. If the report is made after 24 hours, then an explanation of the delay will accompany the OPREP. When in doubt, file the OPREP.

(2) SIR. In addition to the OPREP, commanders will submit a SIR for allegations that are listed as a reportable incident under AR 190-45. Commanders will also file a SIR if it is determined that the incident may be of concern to Headquarters, Department of the Army, based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident. A sample SIR report is in AR 190-45 and [TR 1-8](#).

(3) Hazing reports. Commanders will use the OPREP format to submit allegations of hazing as defined in AR 600-20 as a reportable incident under AR 190-45. Commanders will also file a SIR if it is determined that the incident may be of concern to Headquarters, Department of the Army, based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident. A sample SIR report is in AR 190-45, figure 9-1.

c. Investigating Trainee abuse. With the exception of sexual assault, commanders will investigate all allegations of Trainee abuse, regardless of the nature, magnitude, or source of the complaint, and keep a record of all allegations. Commanders may use several methods to investigate Trainee abuse allegations. These include a commander's inquiry, an AR 190-45 investigation, or a law enforcement investigation. While investigating allegations, commanders will consider appropriate actions to ensure a prompt investigation to protect the interests of the organization. If a Trainee who is sexually assaulted desires restricted reporting then allegations of sexual assault should only be reported to the SARC, unit victim advocate, or a healthcare provider and no investigative process may be initiated. If the information involving the sexual Assault of the Trainee is disclosed to a commander from sources outside of these restricted reporting avenues, then the commander must report the matter to the SARC and to law enforcement authorities to initiate an investigation.

(1) Preliminary inquiry. At a minimum, commanders must conduct a preliminary inquiry into every allegation of Trainee abuse with the exception of sexual assault which must be reported to CID for investigation pursuant to AR 600-20. For minor allegations, this inquiry may be as simple as an interview of the complainant and any witnesses to the incident. Extreme profanity, minor assaults, and improper PT are examples of cases that could be properly investigated through the preliminary inquiry.

(2) Administrative investigation (AR 15-6). In more complex cases, the commander will consider use of an administrative investigation, in accordance with AR 15-6. This investigation requires a formal appointment of an investigating officer (IO) by the proper "appointing authority," and is much more structured than the preliminary inquiry. Complex cases involving multiple witnesses, victims, allegations, or suspects, may be properly investigated through the AR 15-6 investigation.

(3) Law enforcement investigations. When the commander's preliminary inquiry reveals credible evidence of criminal acts, the commander will contact law enforcement personnel. Personnel of the CID and the military police investigations unit are experts in investigating serious criminal matters such as hazing, rape, sexual assault, or nonconsensual sodomy (oral or anal sex).

d. Suspension and/or removal of Drill Sergeants. AR 614-200 requires the suspension of Drill Sergeants when there is a serious incident involving an allegation of Trainee abuse, where an investigation is mandated (such as an investigation conducted by CID or military police investigator or conducted in accordance with AR 15-6. TR 360-16 requires temporary reassignment pending investigation when a serious incident occurs or allegation of Trainee abuse requiring an investigation. Attention should be given to moving the alleged offender out of the victim's immediate location.

e. Judge Advocate assistance. Commanders and investigative officers will immediately contact their trial counsel or other servicing judge advocate regarding all cases. The timely advice of an attorney will ensure the commander or IO takes the appropriate action to properly investigate the Trainee abuse allegation. When in doubt, call your servicing judge advocate.

M-4. Hazing

The Army has been and continues to be a values-based organization where everyone is encouraged to do what is right by treating others as they should be treated—with dignity and respect. Hazing is fundamentally in opposition to our values and is prohibited.

a. Definition. Hazing is defined as any conduct whereby a Servicemember or members, regardless of Service or rank, or position, and without proper authority, recklessly or intentionally causes a Servicemember to suffer or be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful.

(1) Hazing includes, but is not limited, to any form of initiation "rite of passage" or congratulatory act that involves: physically striking another in order to inflict pain; piercing another's skin in any manner; forcing or requiring the consumption of excessive amounts of food, alcohol, drugs, or other substances; or encouraging another to engage in illegal, harmful, demeaning or dangerous acts. Soliciting or coercing another to participate in any such activity is also considered hazing. Hazing need not involve physical contact among or between military members or employees; it can be verbal or psychological in nature.

(2) When authorized by the chain of command and not unnecessarily cruel, abusive, oppressive, or harmful, the following activities do not constitute hazing:

- (a) The physical and mental hardships associated with operations or operational training.
- (b) Administrative corrective measures, including verbal reprimands and a reasonable number of repetitions of authorized physical exercises.
- (c) Extra military instruction or training.
- (d) PT or remedial PT.
- (e) Other similar activities.

(3) Whether or not such actions constitute hazing, the action may be inappropriate or violate relevant DA Civilian personnel guidance, depending on the type of activities and the assigned duties of the employee involved.

b. Scope. Hazing is not limited to superior-subordinate relationships. It may occur between peers or even, under certain circumstances, may involve actions directed towards senior military personnel by those junior in rank or grade to them (for example, a training instructor hazing a student who is superior in rank). Hazing has at times occurred during graduation ceremonies or similar military "rites of passage." However, it may also happen in day-to-day military settings. It is prohibited in all cases, to include off-duty or "unofficial" celebrations or unit functions. Express or implied consent to hazing is not a defense to violation of this regulation.

c. Command responsibilities. Enforcement of this policy is the responsibility of commanders at all levels. Commanders will devote particular attention to graduation or advancement ceremonies as well as other occasions or settings that might put Soldiers at risk for voluntary or involuntary hazing. These situations will be supervised properly, respectful of all participants, perpetuate the best of the traditions that the Army embraces, and leave all participants and spectators feeling proud to be a member of or associated with the U.S. Army.

Glossary

Section I Abbreviations

1SG	first sergeant
AA	Active Army
AAR	after action review
AAFES	Army and Air Force Exchange Service
ACE	Ask, Care, Escort
AIT	advanced individual training
APFT	Army physical fitness test
APRT	Army Physical Readiness Test
AR	Army regulation
ARNG	Army National Guard
ASIST	Applied Suicide Intervention Skills Training
ASU	Army Service uniform
ATC	Army Training Center
ATP	Army training publication
ATRRS	Army Training Requirements and Resources System
ATSC	Army Training Support Center
BCT	basic combat training
BDE	brigade
BN	battalion
CASEVAC	casualty evacuation
CCFSC	Company Commander/First Sergeant Course

CID	criminal investigation division
CIIP	clothing initial issue point
CIMT	Center for Initial Military Training
CLS	combat lifesaver
COE	center of excellence
CQ	charge of quarters
CSM	command sergeant major
CTC	Cadre Training Course
DA	Department of the Army
dBA	A-weighted decibel
dBp	decibel, peak measurement
DATE	decisive action training environment
DCG-IMT	Deputy Commanding General-Initial Military Training
DCS	deputy chief of staff
DD Form	Department of Defense form
DEERS	Defense Eligibility Enrollment Reporting System
DFC	dental fitness classification
DLIELC	Defense Language Institute, English Language Center
DLIFLC	Defense Language Institute, Foreign Language Center
DOD	Department of Defense
DODCAF	Department of Defense Consolidated Adjudication Facility
DODI	Department of Defense instruction
DS	drill sergeant
EFMP	exceptional family member program
ELT	English Language Training
EPTS	existed prior to service
ESL	English as a Second Language
ETP	exception to policy
FM	field manual
FST	field sanitation team
FTU	fitness training unit
FTX	field training exercise
G-1/4	personnel and logistics
G-3/5/7	plans, operations, and training
G-8	resource management
GTA	graphic training aid
H2F	Holistic Health and Fitness
HIV	human immunodeficiency virus
HQ	headquarters
HQDA	Headquarters, Department of the Army
HRAP	Hometown Recruiter Assistance Program
IET	Initial Entry Training
IG	inspector general
IMT	Initial Military Training
IMTLS	Initial Military Training Leadership School
IO	investigating officer

IPFU	improved physical fitness uniform
IRR	Individual Ready Reserve
ISCTC	installation staff contractor training course
ITRO	Interservice Training Review Organization
ITS	interim Top Secret
JPAS	Joint Personnel Adjudication System
LNO	liaison officer
LOD	line of duty
MEB	medical evaluation board
MEDDAC	medical department activity
MEDEVAC	medical evacuation
MEDPROS	Medical Protection System
MEPS	military entrance processing station
MOB	mobilization
MODS	medical occupational data system
MOS	military occupational specialty
MRD	mandatory release date
MTF	medical treatment facility
MWR	Morale, Welfare, and Recreation
NCO	noncommissioned officer
OPREP	operations report
OPSEC	Operation security
OSUT	one station unit training
PCC	pre-command course
PCS	permanent change of station
POC	point of contact
POI	programs of instruction
POV	privately owned vehicle
PRT	Physical Readiness Training
PSG	platoon sergeant
PSI	personnel security investigation
PT	physical training
PULHES	physical, upper, lower, hearing, eyes, psychiatric
RC	Reserve Component
RECBN	reception battalion
REFRAD	release from active duty
RHU	reception and holding units
RSD	Recruiting Standards Directorate
SALUTE	size, activity, location, unit, time and equipment
SAPR	Sexual Assault Prevention and Response
SARC	Sexual Assault Response Coordinator
SFRG	Soldier and Family readiness group
SHARP	Sexual Harassment Assault Response and Prevention
SCI	sensitive compartmented information
SCTC	support cadre training course
SJA	staff judge advocate

SIR	serious incident report
SOP	standard operating procedures
SQI	skill qualification identifier
STO	split training option
STP	Soldier training publication
TP	TRADOC pamphlet
TR	TRADOC regulation
TRADOC	U.S. Army Training and Doctrine Command
TRAS	Training Requirements Analysis System
TRICARE	Tri-Service Medical Care
TSP	training support package
UCMJ	Uniform Code of Military Justice
UMR	unit medical readiness
U.S.	United States
USC	unit sponsor coordinator
USACCF	U.S. Army Central Personnel Security Clearance Facility
USAE	U.S. Army Element
USAR	U.S. Army Reserve
USAREC	U.S. Army Recruiting Command
USCIS	United States Citizenship and Immigration Service
UVA	unit victim advocate
WBG	wet bulb globe thermometer
WTBDs	warrior tasks and battle drills
WTRP	Warrior Training Rehabilitation Program

Section II

Terms

Active Army

Members and units of the active Army.

Active Army medical extension

A program to evaluate and treat the RC Soldier with a documented in the line of duty incident incurred or aggravated injury, illness, or disease, and provide pay and allowances, to the extent permitted by law, to those Soldiers while being treated for or recovering from this service-connected medical condition.

Advanced individual training

Training given to enlisted personnel, after completion of BCT, to qualify for the award of an MOS.

Amber

State of readiness.

Applicant

Any person who has begun processing for enlistment or appointment in a military service by initiating a DD Form 1966 (record of Military Processing-Armed Forces of the United States) or comparable form.

Army National Guard

The Army portion of the organized militia of all states, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia, whose units and members are federally recognized.

Army physical fitness test

A three-event test designed to measure the basic component of fitness and evaluate Soldiers' ability to perform physical tasks.

Army Recruit

Individual who has joined the Army, who is under contract, in the delayed Entry program (Future Soldiers Program), Delayed Training Program, Recruit Sustainment Program, or similar programs.

Army Trainer

Army Trainer. Army trainers include any Army military, DA Civilian, or contractor personnel who are responsible for planning, organizing, or conducting initial military training as part of a formal training course with a unique training course identifier or as part of an in-residence training or education course, or who provide administrative, logistical, or personnel support to Trainees.

Basic combat training

Training in basic military subjects and fundamentals of basic combat skills, common to all newly enlisted AA and RC personnel without prior service.

Battle buddy team

A team of two or three Soldiers in the same platoon. Buddy teams are essential elements of transformation as Soldiers begin the development of teamwork and team spirit.

Behavioral health care provider

Those trained mental health professionals who are credentialed or licensed as psychiatrists, clinical or counseling psychologists, social workers, or psychiatric clinical nurse specialists.

Cadre

All military, permanent party members, or DA Civilian personnel that command, supervise, instruct, train, or directly support IET Soldiers.

Cadre training

The training of IET unit cadre and support personnel that have major roles in creating and maintaining a positive IET environment that assists with the transition from civilian to Soldier. IET cadre and support personnel are trained in accordance with the guidelines outlined in paragraph 3-2 and Appendix B, above.

Cadre training course

A mandatory course presented to IET company officers, first sergeants, BDE, and battalion staff to familiarize them with the IET environment, organization, policies and procedures, leadership, training, evaluation, performance management, and administration. Other IET permanent party officers and NCO may attend on a space-available basis.

Constructive credit

Training credit granted to an entire class or an individual for a missed training event due to extraordinary circumstances. Use this credit selectively, and grant only in those cases where there is a clear demonstration that the Soldier meet or exceed the IET graduation standards.

Constructive credit authority resides at the TRADOC ATC or TRADOC service school or major subordinate command; delegate no lower than IET BDE commander level. For those training sites located at non-TRADOC organizations, this authority will reside with the first general officer in that school's chain-of-command.

Corrective action

Nonpunitive actions used as a motivational tool by authorized Cadre members to immediately address deficiencies in performance or conduct and to reinforce required standards.

Corrective training

Corrective training is for Soldiers who have demonstrated that they need, and would benefit from, additional instruction or practice in a particular skill. Corrective training must be directly related to the Soldier's deficiency and assist the Soldier in meeting the standard.

Credible allegations

Trainee abuse allegations are "credible" when a commander determines that it is "more likely than not" that the abuse occurred. The commander may make this determination only after a preliminary inquiry, an administrative investigation, or a law enforcement investigation.

Commanders should find allegations credible if, after considering all evidence available, the evidence points to a particular conclusion as being more credible and probable than any other conclusion. The number of witnesses, or volume of physical evidence, does not determine the weight given to the evidence.

dBA

Sound pressure level measured with a sound level meter set to the A-weighted network, reducing the contribution of lower frequencies that are of less concern for hearing conservation.

dBp

Unit used to express the peak sound pressure level of impulse noise.

Delayed Entry Program (Future Soldier Program)

Delayed Training Program and the Recruit Sustainment Program. Under these programs, an individual may enlist in a RC of the Army or other Military Service and specify a future reporting date for entry on active duty that would coincide with the availability of training spaces and personal plans, such as high school graduation. This policy also covers any similar program.

Drill sergeant

A noncommissioned officer that has successfully completed the prescribed instruction in a U.S. Army Drill Sergeant Academy, been awarded SQI X, and is qualified to train and supervise IET Soldiers.

Entry-level training

Recruit and initial skill training, including enlisted basic combat training, Advanced Individual Training, and One Station Unit training; it includes students in training and holding status.

Entry-level separation

Separation from the Army of an enlisted Soldier that has completed no more than 180 days of creditable continuous active duty or initial active duty for training, or no more than 90 days of Phase II under a STO.

Family member

Parents, grandparents, spouse, or legal guardian.

Fire safe barrier

A barrier that meets the fire, smoke resistance, and means of egress requirements of the latest National Fire Protection Association Standard 101, Life Safety Code; and/or applicable requirements of the latest MIL-HDBK 1008. The local authority having jurisdiction, normally the fire chief, determines the suitability of a barrier meeting standards for a "fire safe barrier."

Fitness Training Unit (FTU)

Organization established to assist Soldiers to physically, mentally, and psychologically prepare to return to training after successful rehabilitation and/or reconditioning. Unit is responsible for all medical non-training population to include the Warrior Training Rehabilitation Program, AFPT-I, convalescing leave, sick in quarters etc.

Gatekeeper

Individuals who, in the performance of their assigned duties and responsibilities, provide specific counseling to Soldiers and DA Civilians in need. There are Primary and Secondary gatekeepers: Primary: chaplains and chaplain assistants; Army Substance Abuse Program counselors; family advocacy program workers; Army Emergency Relief Program counselors; emergency room medical technicians and medical/dental health professionals. Secondary: military police; trial defense and legal assistance attorneys; inspector generals; DOD school counselors and Red Cross workers.

Go no-go

The condition or state of operability of a component or system: "go," functioning properly; or "no-go," not functioning properly. Alternatively, a critical point at which a decision to proceed or not must be made. (DOD)

Hard start MOS

Critical AIT MOS that have 9 or fewer hard start dates annually.

Hazing

Any conduct whereby a Servicemember or members, regardless of Service or rank, or position, and without proper authority, recklessly or intentionally causes a Servicemember to suffer or be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful.

Hold

Hold under: A Soldier who arrives at a U.S. Army Training Center but does not have an ATRRS training reservation available at that location.

Hold over: A Soldier who has not completed the reception process and cannot participate in his or her scheduled ATRRS reservation.

Inactive Soldier

Any Trainee/Soldier out of training (meaning he/she is not currently progressing toward completion skill training).

Individual training record

The individual training record (ITR) from DTMS is used to record the training received and standards achieved by the Soldier.

Initial entry training

Training presented to new enlistees with no prior military service. This training is designed to produce disciplined, motivated, physically fit Soldiers ready to take their place in the Army in the field. This training includes BCT, OSUT, AIT, DLIFLC, and pre basic training courses (FTU, DLIELC-ESL). Individuals are considered IET status until they graduate and are awarded a military occupational specialty (MOS). The IET unit is responsible for the Soldier until he/she signs in to his/her new duty station.

Initial military training

Term that encompasses all initial Army training including enlisted, warrant officer, and officer.

Instructor

Any personnel (Military or DA Civilian) who presents instructions usually in a formal training environment. (Classroom or field location).

ITRO

Interservice Training Review Organizations are other services, Navy, Air Force, and Marines, who train Army personnel on host service locations to achieve a certain military occupation skill.

Mandatory release date

A predetermined release date that is part of the RC enlistment contract. The date is established at the home station to allow students and seasonal employees to enter and complete BCT during IET.

Mandated/directed training

Training mandated by DA and directed by HQ TRADOC for inclusion in IET.

Military occupational specialty qualified

An IET Soldier is considered MOS qualified upon successful completion of all BCT and AIT/OSUT requirements. The MOS qualified Soldier can perform to standard the institutionally taught critical Skill Level 1 tasks identified by the MOS proponent. The Soldier also demonstrates a willingness to live by the Army's core values, loyalty, duty, respect, selfless service, honor, integrity, and personal courage and has the ability to work effectively as a team member.

MOS-T

Military Occupational Specialty – Transition (MOS-T): MOS-T training is for reclassification and MOS-T Soldiers attending MOS-T as part of advanced individual training (AIT), with IET Soldiers, will follow the guidance contained in TR 350-6.

New start

The reassignment of an IET Soldier to another company or BN in a later cycle to provide the Soldier the opportunity to make up training missed, due to emergency leave or hospitalization or to achieve performance standards not attained in the first training unit.

Noncredible allegations

Trainee abuse allegations are "noncredible" when a commander determines that it is "more likely than not" that the abuse did not occur. The commander may make this determination only after a preliminary inquiry, an administrative investigation, or a law enforcement investigation.

One station unit training

IET conducted at one location, in one unit, under the same cadre, with a POI tailored to a specific MOS.

Phased training

Phases and associated goals that provide intermediate objectives to give common direction and serve as milestones during IET. The training cadre evaluates each Soldier's performance by the standards for each phase before advancing them to the next phase.

Prior Service:

For persons enlisting in RA, have 180 days or more on active duty as a member of the Armed Forces.

For persons enlisting in USAR, have served 180 days or more on active duty as a member of the Armed Forces. Members who are MOS qualified, regardless of time, also are considered prior service.

Reclassified Soldiers

Graduates of IET in the grades of private through sergeant first class who have been selected for training in a different MOS due to reclassification or reenlistment actions. The Soldier is assigned to an AIT, OSUT or a RC training location to take Skill Level 1 training.

Recycle Soldiers

Any Soldier who is delayed in completion of training due to repeating certain phases of training. This includes personnel delayed for medical reasons, emergency leave, or other administrative reasons. An individual who has failed to complete initial MOS training and is assigned for training in another MOS.

Remedial training

Additional training given to Soldiers enabling them to attain training standards and remain in cycle, rather than receive new starts.

Reserve Components

The RC personnel ordered to initial active duty for training under the Reserve Enlistment Program of 1963 (Public Law 88–110, 88th Congress) include male RC no-prior-Service personnel (age 26 or over) and female RC no-prior-Service personnel (ages 17 through 34) who enlisted under the authority of AR 601–210 or NGR 600–200.

Schofield's definition of discipline

The discipline which makes the Soldier of a free country reliable in battle is not to be gained by harsh or tyrannical treatment. On the contrary, such treatment is far more likely to destroy than to make an Army. It is possible to impart instruction and give command in such a manner and such a tone of voice to inspire in the Soldier no feeling but an intense desire to obey, while the opposite manner and tone of voice cannot fail to excite strong resentment and a desire to disobey. The one mode or the other of dealing with subordinates springs from corresponding spirit in the breast of the commander. He who feels the respect which is due to others cannot fail to inspire in them regard for himself, while he who feels, and hence manifests, disrespect toward others, especially his inferiors, cannot fail to inspire hatred against himself.

Transformation

The deliberate physical and psychological development/progression of a civilian into a Soldier who demonstrates an appropriate level of commitment, discipline, task proficiency, and adherence to the professional military ethic.

Total control

Continuous cadre supervision.

Trainee

Any military or civilian member undergoing initial military training in a formal training course with a unique training course identifier, or attending an in-residence or a non-residence training or education course. All personnel undergoing IET (BCT, AIT, or OSUT). Also included are those in-processing at the reception station, awaiting training in FTUs, receiving English or foreign language training, and/or those that have completed training and remain in a hold or holdover status. For purposes of this regulation, Trainee also includes prior service Soldiers, Soldiers undergoing reclassification training, and personnel from other services undergoing IET at TRADOC service schools and major subordinate commands

Trainee abuse

Trainee abuse is any improper or unlawful physical, verbal, or sexual act against a Trainee (however, this definition does not include acts involving a Trainee against a Trainee). Examples might include assault, extreme PT not in accordance with a POI, demeaning or derogatory language, extreme profanity, sodomy, rape, sexual harassment, extortion of money, or any personal relationship that is not required by the training mission. In accordance with this regulation, only a commander can determine that Trainee abuse has occurred.

Training Requirements Analysis System

The purpose of TRAS is to ensure that students, instructors, facilities, ammunition, equipment, and funds are all at the right place and time to implement directed training. The TRAS is a management system that provides for the documentation of training and resource requirements in time to inject them into resource acquisition systems.

Warrior tasks and battle drills

Warrior task: A collection of individual Soldier skills known to be critical to Soldier survival?

Battle Drill: A group of skills designed to teach a unit to react and survive in common combat situations. Taught in BCT and the BCT portion of OSUT.

Weapons immersion training

Training Soldiers on weapons at the earliest time during the cycle. Soldiers' responsibility and understanding of weapons control is enforced through this training. Placing assigned weapons in their hands at the earliest point in training will reinforce security, maintenance, and control.

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INITIAL MILITARY TRAINING (IMT) SOLDIER ASSESSMENT REPORT <small>(For use of this form see TRADOC Reg 350-6; the proponent agency is DCG-IMT)</small>										
PRIVACY ACT NOTICE										
DATA REQUIRED BY THE PRIVACY ACT OF 1974 AUTHORITY: Title 5, United States Code, Section 301, Departmental Regulations; Title 10, United States Code, Section 3013, Secretary of the Army. PRINCIPAL PURPOSE: To assist leaders in verifying enlistment eligibility and in identifying Soldier leadership and personal readiness issues having a predictable, direct, and substantial impact on initial entry training. ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 522a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DOD as routine use pursuant to 5 U.S.C. 552a(b)(3) and published at http://privacy.defense.gov/notices/army/IA0600-8-104b_AHRC.shtml . DISCLOSURE: Disclosure of this information is voluntary. Failure to provide the requested information will hinder processing of official training related functions.										
PART I - ADMINISTRATIVE DATA <small>(Record pertinent administrative data on Soldier)</small>										
a. NAME <small>(Last, First, Middle Initial)</small>				b. PMOSC		c. DATE (YYYYMMDD)				
RECEPTION DS: _____			BCT DS: _____			AIT PSG: _____				
UNIT: _____			UNIT: _____			UNIT: _____				
START DATE: _____			START DATE: _____			START DATE: _____				
E-MAIL ADDRESS: _____			E-MAIL ADDRESS: _____			E-MAIL ADDRESS: _____				
PHONE: _____			PHONE: _____			PHONE: _____				
PART II - PERSONAL DATA <small>(Initiated by Reception, updated at BCT or OSUT and AIT)</small>										
1. FAMILY/FINANCIAL STATUS: List any information that would affect/distract Soldier from training success (e.g., financial issues _____, Exceptional Family Member Program (EFMP) _____, sole provider for family _____, military affiliation _____, family tragedy within the past year _____).										
2. EDUCATION STATUS: List highest educational level attained and date it was attained (high school graduation date _____, years of college _____, vocational school _____). List vocational training, unique job experiences, and last three jobs.										
3. LEADERSHIP EXPERIENCE IN PRE-ACCESSION (AS DESCRIBED BY RECRUIT AND IN IMT). List any positions of leadership such as Squad Leader, Platoon Guide, ROTC, Police Explorers, Boy Scouts/Girl Scouts, Prior Service, etc.										
4. LANGUAGE SKILLS OR BARRIERS: Identify and explain any language skills or barriers, either oral or written.										
5. WEIGHT CONTROL/FITNESS LEVEL OR CONDITIONS THAT COULD AFFECT SOLDIER TRAINING. Beginning BCT Height _____ Weight _____ Beginning AIT Height _____ Weight _____ Dental category _____ Profile Data: Profile Type _____ Profile Limitations _____ Exp Date _____										
ARMY PHYSICAL FITNESS TEST										
BASIC RIFLE MARKSMANSHIP										
1 - 1 - 1		BCT/OSUT APFT #			AIT/OSUT APFT #			Qual Day 1	Qual Day 2	Combat Familiarization Fire
EVENT	EVENT	RAW	SCORE	EVENT	RAW	SCORE				
PUSH-UPS G / NG	PUSH-UPS			PUSH-UPS						
SIT-UPS G / NG	SIT-UPS			SIT-UPS						
1 MI RUN G / NG	2 MI RUN			2 MI RUN						
TIME	DATE	TOTAL		DATE	TOTAL		Additional MOS-related certifications:			
CLS CERTIFICATION DATE: _____				AIT MODULE TEST SCORES: _____ DATE _____ DATE _____ DATE _____						

PART III - SUMMARY OF OBSERVATION <small>(Summarize most significant observed leadership behaviors.)</small>																	
BCT/OSUT																	
DRILL SERGEANT OBSERVATIONS/COMMENTS:						AREAS TO SUSTAIN: 1. 2. AREAS TO IMPROVE: 1. 2.											
AIT/OSUT																	
PLATOON SERGEANT OBSERVATIONS/COMMENTS:						AREAS TO SUSTAIN: 1. 2. AREAS TO IMPROVE: 1. 2.											
PART IV - SUMMARY RATINGS <small>Put an X to mark "1" thru "4" or "NA" for each area of emphasis. 1 - Needs much improvement 2 = Needs some improvement 3 = Satisfactory 4 = Excellent</small>																	
AREAS OF EMPHASIS						BCT/OSUT						AIT/OSUT					
BRM / ARM						1 2 3 4 NA						1 2 3 4 NA					
Physical Readiness						1 2 3 4 NA						1 2 3 4 NA					
Ability to Conduct First Aid						1 2 3 4 NA						1 2 3 4 NA					
Leadership Skills						1 2 3 4 NA						1 2 3 4 NA					
Inculcation of seven Army Values						1 2 3 4 NA						1 2 3 4 NA					
Understanding of "Resiliency" (What it takes to grow in our Army)						1 2 3 4 NA						1 2 3 4 NA					
Discipline						1 2 3 4 NA						1 2 3 4 NA					
Military Occupational Specialty						1 2 3 4 NA						1 2 3 4 NA					
COMMENTS:																	
REC BN						BCT/OSUT						AIT/OSUT					
Soldier		Concur/Nonconcur Date (YYYYMMDD)				Soldier		Concur/Nonconcur Date (YYYYMMDD)				Soldier		Concur/Nonconcur Date (YYYYMMDD)			
Signature		Signature				Signature		Signature				Signature		Signature			
Leader		Date (YYYYMMDD)				Leader		Date (YYYYMMDD)				Leader		Date (YYYYMMDD)			
Signature		Signature				Signature		Signature				Signature		Signature			

TRADOC Form 350-6-2-R-E, NOV 2010 (Reverse)

RECRUITER/TRAINER PROHIBITED ACTIVITIES ACKNOWLEDGMENT		
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoD Instruction 1304.33, Standardized Protection Policies Prohibiting Inappropriate Relations Between Recruiters and Recruits, and Trainers and Trainees.</p> <p>PRINCIPAL PURPOSE(S): To document your understanding of the prohibitions identified in section 7 of this form.</p> <p>ROUTINE USE(S): The DoD Blanket Routine Uses found at http://dpdo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx apply to this collection.</p> <p>DISCLOSURE: Voluntary. However, if you fail to provide the requested information or complete this form, you may not be assigned to recruiter or trainer positions.</p>		
<p align="center">INSTRUCTIONS</p> <p>In accordance with DoDI 1304.33, this form will be read and signed prior to performing recruiting duties or upon assignment to a training command where the individual will be providing an entry-level training. As a minimum, the signed original will be retained in the service member's recruiting/training record while assigned to recruiting or training duty. This form will be certified annually. Please initial beside each entry acknowledging that you have read and understand the statement.</p>		
1. RECRUITER/TRAINER NAME (Last, First, Middle)	2. PAY GRADE	3. UNIT/COMMAND
4. UNIT/COMMAND ADDRESS (City, State, ZIP Code)	5. DATE SIGNED (YYYYMMDD)	6. SIGNATURE
7. I ACKNOWLEDGE AND UNDERSTAND THAT AS A RECRUITER OR TRAINER, I WILL NOT:		
<p>(Initial)</p> <p>a. Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a recruit/trainee. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication.</p> <p>_____</p>		
<p>b. Use grade or position, threats, pressure, or promise of return of favors or favorable treatment in an attempt to gain sexual favors from a recruit/trainee.</p> <p>_____</p>		
<p>c. Make sexual advances toward, or seek or accept sexual advances or favors, from a recruit/trainee.</p> <p>_____</p>		
<p>d. Allow entry of any recruit/trainee into my dwelling.</p> <p>_____</p>		
<p>e. Establish a common household with a recruit/trainee, that is, share the same living area in an apartment (does not include facilities open to all members of a homeowners association or all tenants in an apartment complex), house, or other dwelling.</p> <p>_____</p>		
<p>f. Allow entry of any recruits/trainees into my privately-owned vehicle. Exceptions are permitted for official business when the safety or welfare of a recruit/trainee is at risk.</p> <p>_____</p>		
<p>g. Provide alcohol to, or consume alcohol with a recruit/trainee on a personal social basis.</p> <p>_____</p>		
<p>h. Attend social gatherings, clubs, bars, theaters or similar establishments on a personal social basis with a recruit/trainee.</p> <p>_____</p>		
<p>i. Gamble with a recruit/trainee.</p> <p>_____</p>		
<p>j. Lend money to, borrow money from, or otherwise become indebted to a recruit/trainee.</p> <p>_____</p>		
<p>k. Solicit donations from a recruit/trainee.</p> <p>_____</p>		
<p>l. Hire or otherwise employ recruits/trainees (e.g., baby-sitting, maintenance).</p> <p>_____</p>		
<p>m. Accept personal goods, in an unofficial or personal capacity, from a recruit/trainee for storage or any other reason.</p> <p>_____</p>		

<p>(initials) n. Participate in closed-door discussions with recruits/trainees. Recruiters will keep doors open when meeting recruits/trainees except when:</p> <p>(1) there is another person at least 18 years or older present; or</p> <p>(2) based on the proximity of others, there is a need to protect Personal Identifiable Information, sensitive information, or confidential information. These "closed-door" sessions shall be short in duration; or</p> <p>(3) the design of the office is such that the door opens to a public area where the office is left unprotected from the elements or allows unwanted public interaction. In these cases, the door shall be left unlocked and clearly marked that it is open for business and that visitors are welcome.</p>																																																			
<p>8. EXCEPTIONS. Exceptions may be granted to accommodate relationships that existed prior to the Recruiter or Trainer performing recruiting or training duties. The exception also applies to the recruit/trainee prior to the start of the recruiting process or the trainee starting the formal training process. These relationships include, but are not limited to, family members. Only the Recruiter's or Trainer's Commander, O-4 or higher, or higher level authority, has the authority to approve these exceptions. Approved exceptions will be documented below and signed by the Recruiter's or Trainer's Commander, O-4 or higher, or higher level authority.</p> <p>DESCRIPTION OF EXCEPTION(S):</p>																																																			
<p>(initials) 9. VIOLATIONS. Violations of any part of paragraph 7.a. through 7.n., not granted an exception in paragraph 8, may result in disciplinary action.</p>																																																			
<p>10. APPROVED BY</p> <table border="1"> <tr> <td>a. NAME (Last, First, Middle Initial)</td> <td>b. TITLE</td> <td>c. DATE SIGNED (YYYYMMDD)</td> <td>d. SIGNATURE/RANK</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>				a. NAME (Last, First, Middle Initial)	b. TITLE	c. DATE SIGNED (YYYYMMDD)	d. SIGNATURE/RANK																																												
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<p>11. ANNUAL RECERTIFICATION.</p> <p>By signing below, I certify I have reviewed this form and acknowledge that I have read and understand this policy.</p> <table border="1"> <tr> <td>NAME (Last, First, Middle Initial)</td> <td>SIGNATURE</td> <td>DATE SIGNED (YYYYMMDD)</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>NAME (Last, First, Middle Initial)</td> <td>SIGNATURE</td> <td>DATE SIGNED (YYYYMMDD)</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>NAME (Last, First, Middle Initial)</td> <td>SIGNATURE</td> <td>DATE SIGNED (YYYYMMDD)</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>NAME (Last, First, Middle Initial)</td> <td>SIGNATURE</td> <td>DATE SIGNED (YYYYMMDD)</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>NAME (Last, First, Middle Initial)</td> <td>SIGNATURE</td> <td>DATE SIGNED (YYYYMMDD)</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>NAME (Last, First, Middle Initial)</td> <td>SIGNATURE</td> <td>DATE SIGNED (YYYYMMDD)</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>NAME (Last, First, Middle Initial)</td> <td>SIGNATURE</td> <td>DATE SIGNED (YYYYMMDD)</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>NAME (Last, First, Middle Initial)</td> <td>SIGNATURE</td> <td>DATE SIGNED (YYYYMMDD)</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>				NAME (Last, First, Middle Initial)	SIGNATURE	DATE SIGNED (YYYYMMDD)				NAME (Last, First, Middle Initial)	SIGNATURE	DATE SIGNED (YYYYMMDD)				NAME (Last, First, Middle Initial)	SIGNATURE	DATE SIGNED (YYYYMMDD)				NAME (Last, First, Middle Initial)	SIGNATURE	DATE SIGNED (YYYYMMDD)				NAME (Last, First, Middle Initial)	SIGNATURE	DATE SIGNED (YYYYMMDD)				NAME (Last, First, Middle Initial)	SIGNATURE	DATE SIGNED (YYYYMMDD)				NAME (Last, First, Middle Initial)	SIGNATURE	DATE SIGNED (YYYYMMDD)				NAME (Last, First, Middle Initial)	SIGNATURE	DATE SIGNED (YYYYMMDD)			
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DD FORM 2982 (BACK), JAN 2015

RECRUIT/TRAINEE PROHIBITED ACTIVITIES ACKNOWLEDGMENT			
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoD Instruction 1304.33, Standardized Protection Policies Prohibiting Inappropriate Relations Between Recruiters and Recruits, and Trainers and Trainees.</p> <p>PRINCIPAL PURPOSE(S): To document your understanding of the prohibitions identified in section 7 of this form.</p> <p>ROUTINE USE(S): The DoD Blanket Routine Uses found at http://dpdo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx apply to this collection.</p> <p>DISCLOSURE: Voluntary. However, if you fail to provide the requested information or complete this form, you might not be able to complete your enlistment or receive training.</p>			
<p align="center">INSTRUCTIONS</p> <p>In accordance with DoDI 1304.33, this form will be read and signed no later than the first visit with a recruiter following a recruit's entry into the Delayed Entry Program or read and signed no later than the first day of entry-level training for a trainee. As a minimum, the signed original will be retained in the recruit's file until they enter active duty or in the trainee's file until they detach from the training command or school they are attending. Please initial beside each entry acknowledging that you have read and understand the statement.</p>			
1. RECRUIT/TRAINEE NAME (Last, First, Middle)		2. PAY GRADE	3. RECRUITING OFFICE/TRAINING COMMAND
4. RECRUITING OFFICE/TRAINING COMMAND ADDRESS (City, State, ZIP Code)		5. DATE SIGNED (YYYYMMDD)	6. SIGNATURE
7. I ACKNOWLEDGE AND UNDERSTAND THAT AS A RECRUIT OR TRAINEE, I WILL NOT:			
(Initial)	a. Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a recruiter or trainer. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication.		
	b. Establish a common household with a recruiter/trainer, that is, share the same living area in an apartment, house, or other dwelling.		
	c. Consume alcohol with a recruiter/trainer on a personal social basis.		
	d. Attend social gatherings, clubs, bars, theaters or similar establishments on a personal social basis with a recruiter/trainer.		
	e. Allow entry of any recruiter/trainer in my dwelling or privately-owned vehicle except to conduct official business. Exceptions are permitted for official business when the safety or welfare of the recruiter/trainer is at risk.		
	f. Gamble with a recruiter/trainer.		
	g. Make sexual advances toward, or seek or accept sexual advances or favors from, a recruiter/trainer.		
	h. Lend money to, borrow money from, or otherwise become indebted to a recruiter/trainer.		
<p>8. EXCEPTIONS. Exceptions may be granted to accommodate relationships that existed prior to the start of the recruiting process or prior to the trainee starting the formal training process. These relationships include, but are not limited to, family members. Only the Recruit's or Trainee's Commander, O-4 or higher, or higher level authority, has the authority to approve these exceptions. Approved exceptions will be documented below and signed by the Recruit's or Trainee's Commander, O-4 or higher, or a higher-level authority.</p> <p>DESCRIPTION OF EXCEPTION(S):</p>			
(Initial)	9. VIOLATIONS. Violations of any part of paragraph 7.a. through 7.h., not granted an exception in paragraph 8, may result in disciplinary action.		
10. APPROVED BY			
a. NAME (Last, First, Middle Initial)	b. TITLE	c. DATE SIGNED (YYYYMMDD)	d. SIGNATURE/RANK

DD FORM 2983, JAN 2015

Adobe Designer 9.0