

JRTC and FORT POLK



Home of Heroes

"HOME OF HEROS, FORGING THE WARRIOR SPIRIT"

SOLDIER HANDBOOK



Welcome to our Team!

Allow us to extend our personal welcome to you and your Family as you join our team. Regardless of what unit you serve in, this will be one of the most rewarding and satisfying assignments in your career.

We are proud of the large contributions that our small Army post makes to the Nation and its defense. From the latest developments in Afghanistan and the shift to Security Forces Assistance, to the Secretary of Defense's number one priority, the Defense CBRN Response Force, Fort Polk has a unit or units on the tip of the spear. Fort Polk houses a broad array of units to accomplish its missions: JRTC Operations Group; the 162d Infantry Brigade; 4th Brigade, 10th Mountain Division; 1st Maneuver Enhancement Brigade; 115th Combat Support Hospital; 5th Aviation Battalion; Bayne-Jones Army Community Hospital; and our Dental Command. Fort Polk is also home to the 548th Combat Training Squadron, United States Air Force, and part-time home to the 147th Reconnaissance Wing, Texas Air National Guard.

Fort Polk is a very diverse installation with many missions. In addition to our tenant units, our dedicated Installation Management Command (IMCOM), Network Enterprise Technology Command (NETCOM), and Army Materiel Command (AMC) staffs provide the highest levels of support to our Soldiers and Families.

While the Army expects us to provide training and ready units, this is also an opportunity for you to catch your breath and strengthen your resilience and your relationships. This is a great installation to serve at and raise a Family. You'll see for yourself as you take advantage of our extensive quality-of-life programs – make us your home. We look forward to your arrival and to working with you to achieve our mission. Congratulations on your assignment to Fort Polk!

A handwritten signature in black ink.

Clarence M. Keithley
Command Sergeant Major, US Army

A handwritten signature in black ink.

William B. Hickman
Brigadier General, US Army
Commanding

BASIC SOLDIER STANDARDS OF THE JOINT READINESS TRAINING CENTER (JRTC) AND FORT POLK

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SOLDIER'S CREED

I am an American Soldier.

I am a Warrior and a member of a team.

I serve the people of the United States and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

ARMY VALUES

Loyalty: Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other Soldiers.

Duty: Fulfill your obligations.

Respect: Treat people as they should be treated.

Selfless-Service: Put the welfare of the nation, the Army, and your subordinates before your own.

Honor: Live up to all the Army values.

Integrity: Do what's right, legally and morally.

Personal Courage: Face fear, danger, or adversity (Physical or Moral).

THE ARMY SONG

The Army song is titled —”The Army Song”. All Soldiers assigned or attached to JRTC and Fort Polk will learn the Army song, stand at Attention when it is played, and sing the song. It is as follows:

THE ARMY SONG

First to fight for the right,

And to build the Nation’s might,

And the Army goes rolling along.

Proud of all we have done,

Fighting ‘till the battle’s won,

And the Army goes rolling along.

Then it’s Hi! Hi! Hey!

The Army’s on its way.

Count off the cadence loud and strong!

For where’re we go,

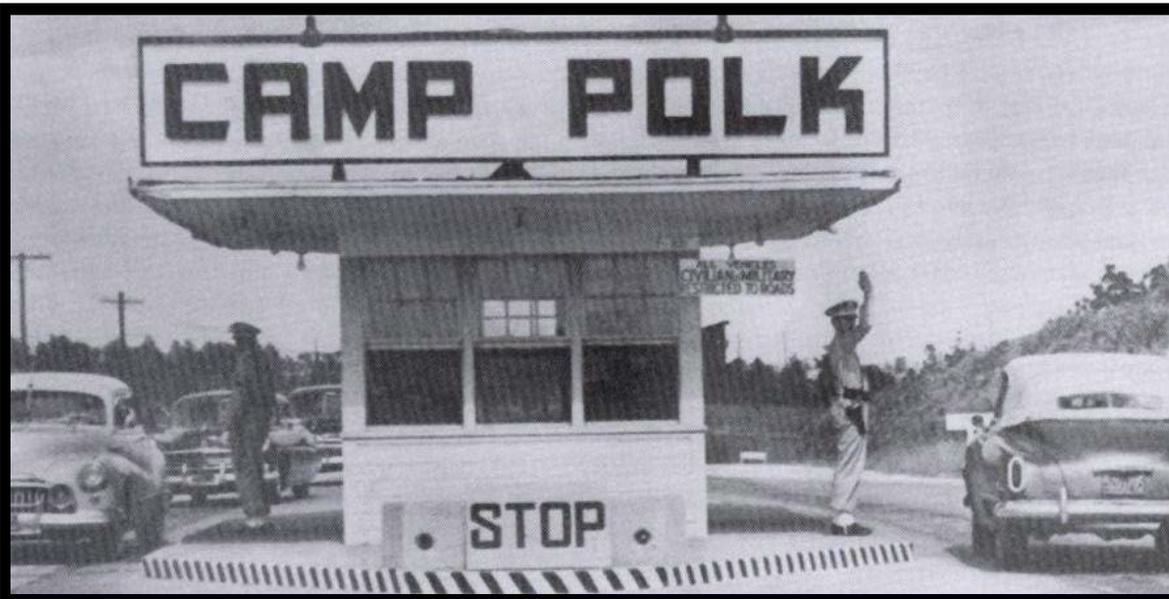
You will always know

That the Army goes rolling along.

HISTORY OF FORT POLK



Fort Polk was established on January 10, 1941, IAW War Department GO #1, and named in honor of the Right Reverend Leonidas Polk, the first Episcopal Bishop of the Diocese of Louisiana and a Confederate General. Thousands of Soldiers learned the basics of combat here during the World War II Louisiana Maneuvers. Forty-eight of the Army’s 91 divisions of the Second World War trained at Camp Polk. Generals such as Eisenhower, Patton, Bradley, and Marshall learned many lessons during the Maneuvers that were critical to their success in defeating the Axis powers.



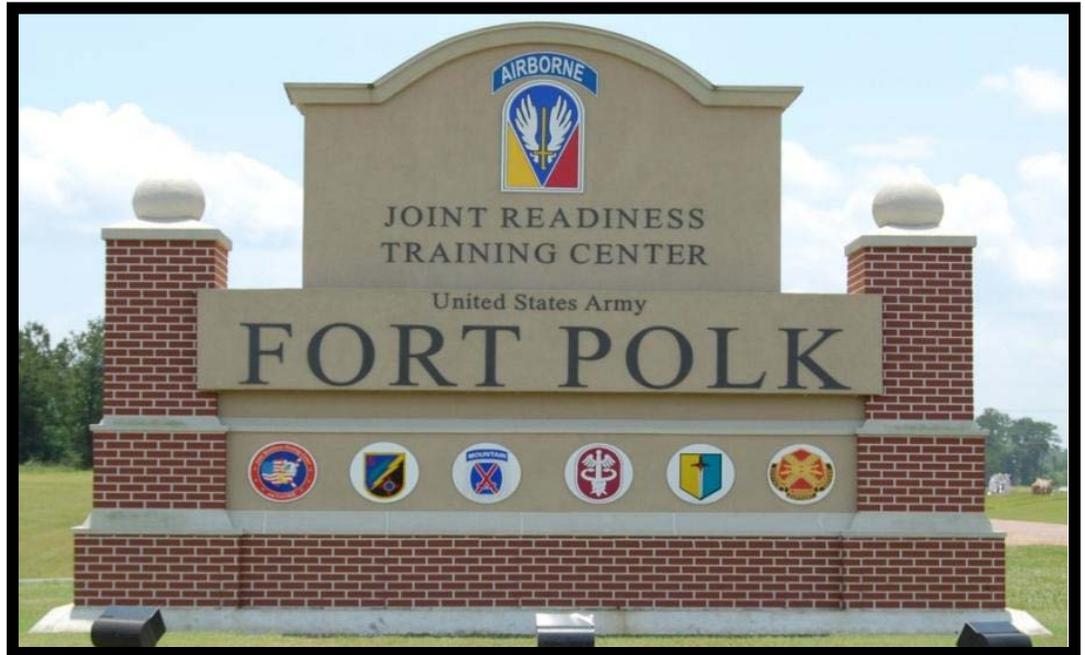
The post closed in 1946 and re-opened during the Korean War, closing again in 1954. It re-opened for Operation Sagebrush in 1955, the largest Army maneuver since 1941, as Fort Polk, but closed again in 1959. Fort Polk re-opened permanently in 1961, and was

designated the Army Training Center, Infantry in 1962. Fort Polk was the Army’s largest infantry training center during the Vietnam War, and became renowned as “Tiger Land” due to its realistic Vietnamese-style training villages. Fort Polk trained over one million Soldiers for the Vietnam War.

The 5th Infantry Division (Mechanized) replaced the Infantry Training center in 1975, as the Army’s mission switched from light infantry to mechanized warfare. The 5th ID Soldiers formed the nucleus of task force sent to Panama for Operation Just Cause in 1989-90. As the Army’s mission again changed from using heavy mechanized to lighter formations, the 5th ID inactivated in 1992, and the 2d Armored Cavalry Regiment (2d ACR) took its place. The 2d ACR deployed to the Balkans and Iraq during its tenure at Fort Polk.

In 1988, the 15th Evacuation Hospital relocated from Fort Belvoir, Virginia to Fort Polk and became a valuable asset to the 5th Infantry Division. From 8 January 1991 to 26 April 1991, the hospital deployed to Saudi Arabia in support of Operation Desert Shield/Desert Storm. In Feb 1993, the 15th Evacuation Hospital was re-designated the as 115th Field Hospital and later re-designated as the 115th Combat Support Hospital.

On March 12, 1993, Fort Polk officially became the home of the Joint Readiness Training Center, which relocated from Fort Chaffee, Arkansas. Re-organizations in 2004 mandated that the 2d ACR depart and the 4th Brigade, 10th Mountain Division be stationed at Fort Polk on January 19, 2005. Since then, the 162d Infantry Brigade and 1st Maneuver Enhancement Brigade have activated at Fort Polk to facilitate the deployment of modular, self-sustaining brigades. The Soldiers of these units have been called to serve around the world, deploying to Operations Enduring Freedom, Iraqi Freedom, and New Dawn in missions that embraced medical, military police, engineer, and other support roles in addition to combat missions.



Fort Polk is a unique and one of a kind installation that continues to support the Nation's most critical missions. The installation is also home to the 1st Maneuver Enhancement Brigade (MEB) which contains several combat support units. 1st MEB's current primary mission is the Defense (Chemical, Biological, Radiological, and Nuclear (CBRN)) Response Force (DCRF) mission; the highest priority mission for the Nation and is on call to respond to disaster areas to save lives and reduce human suffering. The 162d Infantry Brigade is the Army's only unit dedicated to training combat advisors to advise and assist Host Nation Security Forces, a mission vital to current operations in Afghanistan. The Joint Readiness Training Center provides rigorous, realistic, and relevant training for Soldiers deploying to Afghanistan and prepares units for future operations throughout the world. U.S. Army Garrison and Medical and Dental commands also support the installation.

Throughout its history, Fort Polk has answered the Nation's call to train its Soldiers for their missions throughout the world and will continue to uphold the legacy of missions accomplished and lives saved.

1. RESPONSIBILITIES

All personnel assigned or attached to Fort Polk will conduct themselves in a manner that reflects favorably on them, their unit, Fort Polk, and the United States Army.

a. Soldier's Responsibilities:

1. Live the Army Values. Treat others with dignity and respect and do not tolerate or engage in sexual, racial, or other types of discrimination or harassment.
2. Be technically and tactically proficient. Seek to become an expert in your MOS and assigned duty position.
3. Obey all lawful orders.
4. Be at the right place, at the right time, in the right uniform, looking sharp and prepared to excel.
5. Maintain a professional appearance at all times.
6. Maintain an appropriate level of physical conditioning and pass the Army Physical Fitness Test (APFT). Meet the height/weight and body fat standards prescribed in AR 600-9.
7. Maintain weapons qualification on your assigned individual and crew-served weapons. Know mechanical functions, firing techniques, and the capabilities of your assigned weapons.
8. Know and use your chain of command and NCO support channel.

b. Command Responsibilities:

1. The chain of command is responsible for ensuring Soldier and Family welfare. This is accomplished by ensuring proper record keeping, correct and timely pay & allowances, adequate housing, and fair & timely access to professional development opportunities. Religious, medical, recreational, and educational needs must also be met. Commanders will ensure Soldiers and Families are treated with dignity and respect.
2. The chain of command will conduct risk assessments as a part of all activities and will vigorously enforce safety standards.
3. Leaders will know their Soldiers and will teach, coach, and mentor them to meet and maintain standards.
4. Staff Sergeants and below should be counseled monthly for professional development and growth by their first-line supervisor. Senior NCOs and officers will be counseled quarterly.
5. First line supervisors will execute Pine Tree Counseling weekly of Soldiers PVT through SGT and will stay involved in the lives of their Soldiers.
6. First line supervisors will visit their Soldiers' living quarters at least semi-annually to ensure health, safety, and quality of life for Soldiers and Family members. This is a voluntary program; Soldiers may elect not to participate without repercussion.

Your uniform identifies you as a member of the United States Armed Forces and Fort Polk; wear it with pride. Wearing a combination of civilian and military clothing is prohibited unless prescribed by AR 670-1, authorization documents approved by HQDA, or this handbook. Each Soldier is responsible for maintaining a sharp, Soldierly appearance. For example, hands in pockets, poorly fitted uniforms, poor shaving or grooming habits, and improperly worn equipment do not present a military appearance and reflect poorly on individuals, units, and the Army. **Any Soldier is authorized by AR 600-20 and this handbook to correct any Soldier regardless of rank regarding uniform and appearance standards. All Soldiers are directed to make tactful on-the-spot corrections whenever necessary.**

2. BASIC APPEARANCE.

a. **Male Haircuts:** Male Soldiers will abide by Army haircut standards in accordance with AR 670-1. Although AR 670-1 provides minimal standards, Soldiers assigned to JRTC and Fort Polk will always live by and enforce the highest of standards.

1. Hair on top of the head will be kept neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged or extreme appearance. Hair will present a tapered appearance and, when combed, will not fall over the ears or eyebrows or touch the collar except for the closely cut hair at the back of the neck. The bulk or length of hair will not interfere with normal wear of headgear or Protective masks. Faddish haircuts are not authorized. Wigs may be used to cover baldness or disfigurement as long as the hairpiece is of natural hair color and the style and length conforming to appearance standards.

2. Sideburns will be neatly trimmed. The base will not be flared and will present a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. Sideburns will not present a faddish appearance.

3. The face will be clean-shaven on and off duty. Mustaches will be kept neatly trimmed, tapered, and tidy and will not present a chopped-off appearance. No portion of the mustache will cover the upper lip line or extend below or horizontally beyond the corners of the mouth. Handlebar mustaches, goatees, and beards are not authorized. If appropriate medical authority prescribes beard growth, the length required for medical treatment will also be specified; i.e., a neatly trimmed beard is authorized. The length will not exceed $\frac{1}{4}$ inch. The Soldier will carry a copy of the beard profile at all times.

b. **Female Hair:** Female Soldiers will wear their hair in accordance with AR 670-1. Hair will be neatly groomed and the length/bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. No faddish design i.e., ziz-zag, cross stitch, or any type of patterns weaved into hair. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. The hairstyle will not interfere with the proper wearing of military headgear or protective masks. A hairnet will not be worn unless required for health or safety reasons. The commander may require its wear at no cost to the Soldier. Wigs of natural hair color may be worn as long as the style and length conform to appearance standards.

Cornrows, braids, and micro braids may be worn as long as the hair is not bulky and does not interfere with the proper wear of headgear and protective masks. Dreadlocks are prohibited in uniform or in civilian clothes on duty. Hair holding ornaments (barrettes, pins, clips) must be transparent or match the hair color and will be inconspicuously placed. Commanders reserve the final judgment.

c. **Cosmetics:** As with hairstyles, the requirement for standards regarding cosmetics is necessary to maintain uniformity and to avoid an extreme or unmilitary appearance. Males are prohibited from wearing cosmetics, to include nail polish. Females are authorized to wear cosmetics with all uniforms, provided they are applied conservatively and in good taste and complement the uniform. Leaders at all levels must exercise good judgment in the enforcement of this policy. Females may wear cosmetics if they are conservative and complement the uniform and their complexion. Eccentric, exaggerated, or trendy cosmetic styles and colors, to include makeup designed to cover tattoos, are inappropriate with the uniform and are prohibited. Permanent makeup, such as eyebrow or eyeliner, is authorized as long as the makeup conforms to the standards outlined above. Lipstick and nail polish may be worn with all uniforms if conservative in color. Extreme shades of lipstick and nail polish; such as purple, gold, blue, white, bright (fire engine) red, and fluorescent will not be worn (these colors are not all inclusive). Soldiers will not apply designs to nails or apply two tone or multi-tone colors to nails. The determining factor is if the color detracts from the uniform's appearance.

d. **Fingernails:** All personnel will keep fingernails clean and neatly trimmed. Males will keep nails trimmed so as not to extend beyond the fingertip. Females will not exceed a nail length of 1/4 inch, as measured from the tip of the finger. Females will trim nails shorter if the commander determines that the longer length detracts from the military image, presents a safety concern, or interferes with the performance of duties.

e. **Jewelry:**

1. No jewelry, watch chains, or similar civilian items will appear exposed on the uniform. This includes the attachment of snap links and key rings on the belt or belt loops. A wristwatch, identification bracelet, and a total of two rings (a wedding set is considered one ring) with Army Uniforms is authorized, unless prohibited by the Commander for safety or health reasons. Jewelry worn by Soldiers must be conservative and in good taste. ID bracelets are limited to the following: Medical Alert Bracelets, MIA, POW, and KIA (black or silver in color only) bracelets. Soldiers are only authorized to wear one item on each wrist. **Support bracelets (colored plastic) and braided 550 cord bracelets are considered faddish in nature and therefore prohibited.** The wearing of a fad device, vogue medallion, personal talisman, or amulet when in duty uniform or on duty is not authorized.

2. JRTC and Fort Polk Soldiers may wear a religious item on a civilian-style necklace or neck chain while in military uniform as explained in AR 670-1 paragraph 1-7. Such religious jewelry, however, must not be visible or apparent when worn with the utility, service, dress, or mess uniforms. When worn with the physical fitness uniform, the item should be no more visible than identification (ID) tags would be in the same uniform. The width of chains worn with religious items should be approximately the same size as the width of the ID tag chain. This policy does not affect the requirement that Soldiers wear identification tags and security badges around the neck when required by applicable regulations. **The preferred method is to attach a neat and conservative religious symbol or religious medallion to the standard military identification tag chain.**

f. **Tattoos:** Tattoos that **are not** extremist, indecent, sexist or racist are authorized. Initial entry determinations will be made according to current guidance. Any tattoo or brand anywhere on the head or face is prohibited except for permanent make-up (paragraph 1-8b (1) (a)). Tattoos on other areas of the body that are extremist or prejudicial to good order and discipline, racist, sexist, vulgar, or profane are prohibited. Additionally, any type of tattoo or brand visible while wearing the ASU's or the Class "A" uniform that detracts from a Soldierly appearance is prohibited. The medical command is

prepared to assist in removal of these types of tattoos or brands that do not comply with this policy. (CHECK for any ALARACTS on: following website for the latest changes or additions to the uniform policies):

<http://www.armyg1.army.mil/hr/Uniform/default.asp>

g. **Mouth Jewelry:** Removable tooth/teeth caps are not authorized and are prohibited for wear in or out of uniform on the installation. This type of jewelry is commonly the gold or silver caps or plates worn on the upper and lower front teeth and has not been required or issued for wear by an Army or contracted dentist or orthodontist.

h. **Electronic Devices:** Soldiers are prohibited from operating a motor vehicle while using a cellular telephone, unless they are using a hands-free cell phone device e.g., Bluetooth ear device, speaker cell phone, etc. Soldiers will not use cell phones, Bluetooth ear devices, or speaker phones while walking outdoors in any duty uniform (on or off post) this also includes texting. If on a cell phone in any type of walkway or outside a building, Soldiers will render the appropriate courtesies, e.g., greeting or salute of the day. Soldiers will not wear iPods/MP3 and head phones while in IPFU during the prescribed PRT hour, unless inside a gym. After the prescribed PRT hour, Soldiers may wear these devices when using the Warrior Hills Golf Course running trail, Honor Field, the North Fort running trail (runs from BJACH to North Fort), or the quarter mile track off of Texas Avenue. Soldiers are not authorized to use iPods or MP3 players at anytime along roadways, when crossing roadways, or while bicycling.

i. **Cellular Telephones:** It is prohibited to operate a motor vehicle while using a cellular telephone, unless you are using a hands-free cell phone device i.e., speaker phone, blue tooth device, etc. It is prohibited to use any other personal electronic device while operating a motor vehicle. Soldiers will not use any earpiece devices while walking outdoors or indoors in any duty uniform on or off post. Personal electronic device (cell phone) use in the workplace is authorized while on duty. Soldiers will not use these devices in the field unless issued and authorized by the unit. Cell phone will not be attached to the PT uniform nor be worn during PT at any time.

j. **ID Tags:** Soldiers will wear ID tags at all times when in a field environment, while traveling in aircraft and when outside the continental United States. If applicable, the medical condition warning tags will be worn at all times. Commanders may prescribe more frequent wear. Religious medallions may be worn on the ID tag chain. When worn, personnel will wear ID tags around the neck, except when safety considerations apply (such as during physical training). ID Tags are not to be worn affixed to a belt loop on the trousers and stored in a pocket.

k. **Security identification badges:** For areas of restricted access, commanders may prescribe the wear of security identification badges, in accordance with AR 600-8-14 and other applicable regulations. Personnel will not wear security identification badges outside the area for which they are required. Personnel will not hang other items from the security badge(s). Security badges will be worn from the pocket or similar location on the front of the uniform so as to be readily visible.

l. **Bags:** commercial rucksacks, gym bags, or like articles in the universal camouflage (ACU) pattern may be worn over one shoulder using a shoulder strap or over both shoulders using both shoulder straps while in uniform. Bags must be carried on the same side of the body as the shoulder strap. Soldiers may not carry the bag slung across the body with the strap over the opposite shoulder. When a bag is carried in-hand there are no color restrictions.

m. **Mixed Uniforms:** The black overcoat/raincoat, black windbreaker, black pullover sweater, black/foilage green fleece (no nametapes or rank), and the Gortex jackets (no nametapes or rank) may be worn with civilian clothes when insignia of grade is removed. For wear of the Improved Physical Fitness Uniform (IPFU) items see paragraph 3.

n. **Additional items:** Soldiers will ensure that articles in pockets, e.g., berets, wallets, checkbooks, combs, keys, pens, etc., do not protrude from the pocket or present a bulky appearance. Items such as keys and key chains will not be attached to belt loops or belts unless required for duties being performed, e.g., armorer. While in uniform, Soldiers will not place their hands in their pockets except to place or retrieve objects. Soldiers may affix a personal cell phone or pager to their belts. Knives/Multi K tools (such as the Leatherman) are allowed; squad leaders will ensure knives are within Army and local regulation.

o. **Jump Boots:** The black all leather Jump boot or Combat boot is the traditional footwear of JRTC and Operations Group. Soldiers assigned wear Jump Boots with their ASU's, Class A or Class B uniforms will wear their trousers bloused IAW the guidance in this handbook and AR 670-1.

The link below shows the new Army Service Uniform, and additional information can be found in "Frequently Asked Questions".

<http://www.army.mil/asu/faq.html>

3. ACU WEAR AND APPEARANCE.

a. Wear of the Army uniform is outlined in AR 670-1. This paragraph provides a summary of the basic uniform requirements set forth in the regulation. Possession of uniforms is mandatory by Army regulations.

b. The Army Combat Uniform (ACU) will serve as the Garrison, Field uniform for Soldiers assigned to JRTC and Fort Polk. The ACU is a combat uniform designed to be worn under body armor. The uniform is prescribed for year-round wear for all Soldiers, unless otherwise directed by the commander. Soldiers may wear the ACU off post unless prohibited by the commander.

c. The ACU may be worn for commercial CONUS travel IAW the DA ALARACT message dated 202200Z Apr 05. The ACU will only be worn for OCONUS travel while participating in the Rest and Recuperation program or transitioning into or out of the theater of operations. Any other exception to this policy must be submitted to the Deputy Chief of Staff, G1 for approval.

d. Personnel will not wear the ACU in off-post establishments that primarily sell alcohol. If the off-post establishment sells alcohol and food, Soldiers may not wear the ACU if their activities in the establishment center on drinking alcohol.

e. The ACU is issued as a combat uniform and is not intended for wear as an all-purpose uniform when other uniforms (class A or B, dress, and mess uniforms) are more appropriate. The commander may prescribe organizational and individual equipment items IAW CTA 50-900 when the ACU is prescribed for parades, reviews, and ceremonies. The ACU is not normally considered appropriate for social or official functions off the installation, such as memorial services, funerals, weddings, inaugurations, patriotic ceremonies, etc.

f. The ACU is a —wash and wear, no iron – no starch uniform. Soldiers will not iron or starch the ACU.

1. Combat and Special Skill Badges will be pinned on when worn. Soldiers may sew on all authorized skill and identification badges, the U.S. Army tape, name tape and rank. The full color flag, unit patch and combat service patch are not authorized to be sewn on. Soldiers have the option to wear special skills badges. When in a combat zone, wearing pin-on combat and special skill badges is not authorized.

a. A total of five combat and special skill badges are authorized for wear at one time; this total does not include special skill tabs. Personnel may wear only one badge each from groups 1, 2, and 3, as listed in paragraph a, above. Personnel also may wear three badges from group 4, and two badges from group 5, but the total number of badges cannot exceed five. Combat badges have precedence over special skill badges within the same group. For example, if an individual is authorized to wear the Combat Infantry badge and the Expert Infantry badge, the Combat Infantry badge is worn. There is no precedence for special skill badges within the same group. For example, personnel who are authorized to wear the Parachutist and Air Assault badges may determine the order of wear. The above policies apply to the wear of both non-subdued and subdued badges. Subdued pin-on and embroidered sew-on combat and special skill badges.

b. Personnel may wear no more than five subdued combat and special skill badges on the ACU. Badges will be in order of precedence from the wearers left as follows; One Badge, worn 1/8 inch above and centered on the US ARMY Tape. Two badges, worn vertically, 1/8 inch above and centered on the US ARMY Tape, with 1/4 inch between badges. Three badges, worn vertically, 1/8 inch above and centered on the US ARMY Tape, with 1/4 inch between badges. Four

badges, worn vertically and side-by-side in stacks of two, 1/8 inch above and centered on the US ARMY Tape, with 1/4 inch between badges vertically and 1/2 inch between badges horizontally. Five badges, worn the same as four with the additional fifth badge placed 1/4 inch above and centered over the top two badges. There is no badge that must be placed in highest precedence of group 4 badges worn.



2. All JRTC and Fort Polk Soldiers will wear the approved ACU Combat Boot or as an option, commercial tan combat boots that meet Army specification. Soldiers may wear commercial boots of a design similar to that of the army combat boot (tan), 8 to 10 inches in height as authorized by the commander. The boots must be made of tan rough side out cattle hide leather and have a tan, rubber outsole. Soldiers may wear optional boots in lieu of the standard issue army combat boots (tan) - hot weather and temperate weather; however, they do not replace issue boots as a mandatory possession item. Boots with zippers or sneaker-type construction are not authorized to be worn with the ACU. Optional boots are not authorized for wear when the commander issues and prescribes standard organizational footwear for safety or environmental reasons (such as insulated boots or safety shoes).

3. Sleeves will be worn down at all times. The sleeve cuffs on the ACU coat are not authorized to be rolled inside the ACU coat.

4. The foliage green T-shirt is a standard 100 percent cotton shirt authorized for wear by those Soldiers in jobs that have an associated flame risk or hazard. The foliage green T-shirt is required to support those individuals in MOS fields that cannot wear the light tan moisture-wicking T-shirt, to include fuel handlers and others who handle hazardous materials. This immediately allows leaders at all levels the ability to visually ensure their Soldiers are wearing the correct garment during required times. This wear policy will not prevent Soldiers from wearing the sand colored moisture wicking T-shirt with the army combat uniform (ACU), but it will allow those Soldiers who have an associated flame risk in their job to have alternative wear when appropriate.

5. The ACU is designed to be a loose fitting uniform and may not be altered or tailored. Trousers will be bloused, using the draw cords or blousing rubbers if trousers are not tucked into the boots. Trousers legs will not be wrapped around the leg presenting a pegged appearance. When blousing outside the boots, the blouse will not exceed the third eyelet from the top of the boot. Pockets will be fastened and secured at all times.

6. In garrison and non-tactical training, the full color U.S. Flag Replica will be affixed to the right shoulder above any other shoulder Sleeve Insignias. During tactical training and combat operations, the Brigade commander will designate the appropriate flag: replica-full color or subdued IR. Subdued cloth U.S. Flag Replicas are not authorized for wear.

7. The ACU coat is not authorized for removal during hot weather, work details, or office work. The ACU shirt protects Soldiers from the sun and is designed to provide adequate cooling.

8. During field or tactical training, the Army Combat Shirt (ACS) may be worn in lieu of the ACU jacket. The ACS will not be worn outside the unit area, ranges and training areas. If so, it will only be worn under the Soldiers body armor and covered by the ACU shirt immediately before and after.

g. Uniform for Soldiers who wear the flight suit: The Army Aviation Combat Uniform (A2CU) is worn on duty when flying, on standby awaiting flight, or as directed by the commander. A2CUs are not authorized for everyday wear in garrison or office environments. The 100% cotton foliage green and tan T-shirts are the only authorized T-shirts for wear with the A2CU. Long-sleeved white thermal shirts are authorized to be worn under a tan shirt. Sleeves will not be pushed or rolled part way. The following boots are the only authorized footwear for the A2CU, Army combat boot, hot weather-flame resistant, (Bellville 340DES), Army Combat Boot, Tan (ACB-Tan), Tan Intermediate Cold Weather Boot with Removable Liner, (ICWB w/RL). Personnel wearing the A2CU outside of the flight line will blouse the trousers. When bloused, the trousers should not extend below the third eyelet from the top of the boot. Unit logo patches are not authorized to be sewn or Velcro'd on the uniform. The flame resistant Army Combat Shirt (ACS) is authorized for aircrew members. It is only to be worn when engaged in flight duties with the A2CU trousers and under the Air Warrior/IBA ensemble.

1. Flight jackets may be worn any time a Gortex jacket normally would be worn, except with the ACUs. However, major unit or separate battalion commanders may require the Gortex jacket to be worn in formation. All aviators in operational flying status and all enlisted crewmembers on flight status may wear the flight jacket.

h. Security Identification badges. In restricted areas, commanders may prescribe the wear of security ID badges IAW AR 600-8-14. Personnel will not wear security ID badges outside the Bldg. for which they are required. Personnel will not hang other items from the security badge.

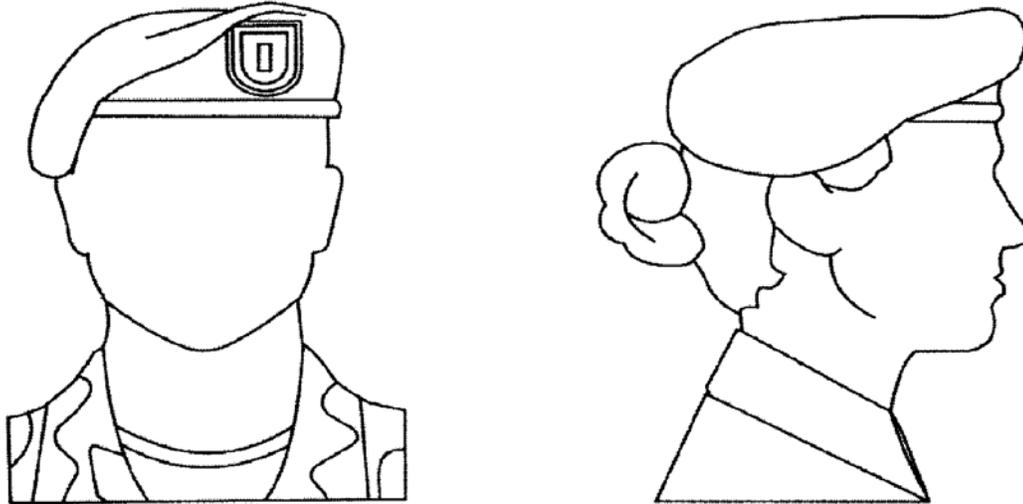
i. Duty uniform includes the ACU, maternity work uniform, flight clothing (NOMEX), cook whites, and hospital whites. While off post in any type of establishment, the duty uniform, if worn, will be complete, neat, and present a sharp Soldierly appearance.

j. Headgear.

1. The Patrol Cap. The Patrol Cap is the authorized headgear for wear with the normal duty uniform for all MSC Soldiers assigned/attached to Fort Polk unless you are authorized to wear the green, tan, or maroon beret (JRTC and OPS GRP). Personnel wear the patrol cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground. The patrol cap will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. The cap is worn so that no hair is visible on the forehead beneath the cap. Commissioned and warrant

officers will wear subdued grade insignia on the patrol cap in garrison environments; chaplains wear non-subdued branch insignia. —Cat-Eyes **will not** be placed on the ACU Patrol Cap **unless** you are assigned to JRTC Operations Group.

2. The Beret. The beret will be worn for special events such as parades or changes of command or authority. The beret will be worn with the edge binding one inch above the eyebrows and straight across the forehead. The excess material will be pulled down between the top and middle of right ear. (See below)



3. The ACU Sun (Boonie) Hat is a deployment headgear and will only be worn while deployed.

k. The tan belt with the black open-faced buckle is the only authorized belt worn with ACU and other field uniforms.

l. The normal duty uniform for food service Soldiers performing duty in the garrison facility iPs in accordance with AR 670-1. They are required to wear unit crests and the air assault badge, if earned, on these uniforms.

m. Enlisted Soldiers assigned to the Bayne Jones Army Community Hospital (BJACH) wear duty white uniform, insignia, and accouterments. Polished brass pin-on insignia of rank and branch, nameplate, and the air assault badge, if earned. These are the only items authorized for wear on the hospital uniform. Soldiers may wear either authorized black or white footwear with socks to match.

n. Enlisted Soldiers assigned to the US Army Dental Activity (DENTAC) may wear either medical white or ACU's. The air assault badge, if earned, is required for wear with the medical white uniform.

o. The following nonstandard items will continue to be worn as indicated:

a. Nonstandard colored T-shirts are worn by the cadre of NCO Academy. Colored T-shirts will not be worn, in other words black t-shirt not under ACU top as an outer garment when out of the specific work area, i.e., to lunch or around post.

b. Coveralls are protective clothes and, if prescribed by unit standing operating procedures, will be worn in the work areas only.

c. Sunglasses or tinted lenses will not be worn information or indoors unless prescribed for indoor wear. A formation, for the purpose of this publication, is an arrangement of personnel in a prescribed manner. Wearing sunglasses that are faddish or have mirror lenses or frames with names, initials or other adornments is prohibited at any time while in uniform.

The only exceptions to this prohibition are issued sunglasses and protective eye wear that have the manufacturers name/initials on them and are stamped Z87 rated (such as Oakley, Wiley-X, and ESS). Personnel will not wear lenses or frames that are so large or so small that they distract from the appearance of the uniform. Personnel will not attach chains, bands, or ribbons to sunglasses or eyeglasses, unless authorized for wear when required for safety purposes while in garrison. Conservative prescription and nonprescription sunglasses are authorized for wear when in a garrison environment, except when information and while indoors, unless on profile due to eye surgery.

d. Assault Pack style commercial rucksacks, may be worn over both shoulders while in uniform. Soldiers may carry civilian gym bags, civilian rucksacks, or other similar civilian bags while in uniform. Soldiers may carry these bags by hand, on one shoulder using a shoulder strap, or over both shoulders using both shoulder straps. If a Soldier opts to carry a bag over one shoulder, the bag must be carried on the same side of the body as the shoulder strap; therefore, Soldiers may not carry a bag slung across the body with the strap over the opposite shoulder. All commercial non-issued items worn over the shoulders must be black, ACU pattern, or foliage green. Authorized Logos include: Army agency/organization seals, insignias, crests, etc.

e. Hydration Systems: The camelback may be worn with the physical fitness and duty uniforms when authorized by the Commander. The Hydration System (i.e. Camelback) will be worn as prescribed in AR 670-1, para 3-6g. That is, it will be worn over both shoulders and will not let the drinking tube hang from their mouths when the system is not in use.

f. Soldiers are authorized to wear the ACU during commercial travel within CONUS.

g. When in uniform, Soldiers are not authorized to walk around with a cigarette, cigar, or tobacco pipe in their mouth. Smoking in uniform is authorized in designated smoking areas.

h. When in uniform, under no circumstance will **any Soldier** walk around with their hands in their pockets. While in uniform, personnel will not place their hands in their pockets, except momentarily to place or retrieve objects.

4. **PHYSICAL TRAINING UNIFORM.** The Army PT uniform is the standard duty uniform for JRTC and Fort Polk Soldiers between the hours of 0630 to 0730 Monday through Friday unless Soldiers are engaged in PRT that requires the ACU (i.e. foot march). Physical training is meant to be conducted as a unit event. Soldiers will not conduct individual PRT between the hours of 0630-0730. Prior to conducting Physical Training, Leaders will give the Task, Conditions, and Standards of the events to be conducted. This can be achieved using a 3x5 note card to assist in remembering what you plan to say. In addition, an After Action Review will be conducted with the squad/section/platoon etc. Unit distinctive T-shirts and sweat shirts are authorized for wear for company level PRT events as approved by battalion/brigade commander/command sergeant major. No Soldier will be required to purchase a unit distinctive T-shirt. All military personnel on Fort Polk will wear a reflective belt during physical training hours and during limited visibility. This will

ensure the safety and accountability of Soldiers. All Fort Polk residents to include civilians are required to wear a reflective safety belt when running the roadways of Fort Polk.

a. Hot Weather. The warm weather physical fitness uniform consists of the summer IPFU, reflective belt worn around the waist, running shoes, and white ankle length socks with no Logo's. The shirt will be tucked into the shorts.



b. Cool Weather. The cold weather physical fitness uniform will consist of the reflective belt worn over the right shoulder, running shoes, and white socks as described in paragraph (3a). Army winter IPFU, foliage green watch/ fleece cap. Unit distinctive shirts are allowed as per paragraph (3). Unit leader may adjust the uniform based on the weather, but must maintain uniformity. Combinations of the uniform may be worn to maximize attainment of strenuous PRT while keeping squad uniform integrity. The foliage green fleece cap is the only authorized IPFU headgear, when worn it will not be folded or rolled.



****Note: Yellow Reflective Belt must be worn over the shoulder from right shoulder to left hip any time the PT jacket or sweat top—non standard is worn during physical training.**

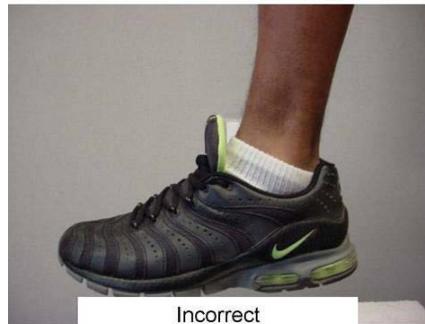


Figure 12-2 Athletic Socks

c. Soldiers may wear commercially purchased items such as spandex biking shorts or equivalent with the IPFU. The biking shorts or equivalent will not extend below the knee and must be black and cannot bear any visible markings or patterns.

d. As per AR 670-1, the IPFU may be worn on and off duty both on and off the military installation. Soldiers may wear all or part of the IPFU off post, such as for quick stops at the store such as getting gas, five minute pickup of food, etc. The IPFU will not be worn for one hour shopping sprees. At no time will Soldiers be authorized to wear IPFU to the PX or the Commissary. IPFU are NOT appropriate wear to restaurants, shopping malls, or movies. Standards of wear and appearance specified in AR 670-1, paragraph 1-7, will apply at all times.

5. PHYSICAL FITNESS.

a. Physical readiness is important to the successful accomplishment of the JRTC and Fort Polk missions. Every Soldier assigned to JRTC and Fort Polk must be fit to fight. Every Soldier will do physical training a minimum of five times per week unless the unit commander has a higher priority for that day. Soldiers are required to conduct a minimum of 60 minutes of intense PRT daily. The standard is for every Soldier to pass the APFT, run 4 miles without stopping in 36 minutes or less. When conducting unit runs, focus on team building and assessment. All units will conduct PRT in the field. When conducting PRT while wearing the ACUs or IBA with running shoes or boots, the name tag, US Army tag, left shoulder patch and Colored US Flag will be worn unless conducting combative PRT. All Soldiers will meet the standards set forth in TC 22-20.3 and AR 600-9. Organized sports are authorized for PRT between 0630-0730 if approved by the battalion commander. All Soldiers must participate unless prohibited by their profile. Commanders will ensure leaders conduct risk assessments and tailor the PRT program to meet the commander's physical fitness intent.

1. Typically unit PRT is conduct for a minimum of one hour; 0630 to 0730 Monday through Friday.
2. While walking on the one-ways in groups, Soldiers will conduct themselves in a military manner with a sense of

purpose; No “mall walking”

3. Maintain uniformity.
4. Remember safety (e.g. road guard vests, belts, and flashlights).
5. Pregnant Soldiers will conduct PPPT.

Cadence will not contain profanity, sexual innuendo, or language demeaning to others. Soldiers are encouraged to call cadences that promote esprit de corp and the unit capabilities, and the successes of their unit.

b. Conditioning foot march. The uniform for the conditioning foot march is the IPFU with tan combat boots, green, black, or tan wool socks, IOTV/IBA with attached modular components, and MOLLE or assault pack, and yellow reflective belt, which will be worn around the rucksack. During winter months, the green micro fleece cap and black/green gloves may be worn. During limited visibility conditions, foot marches must be conducted off roads on authorized PT routes only. Road guards will lead formations by 50 meters and trail formations by 100 meters. During hours of limited visibility, all road guards will carry white-light flashlights, colored chem-lights, or other active means of long distance identification.

c. Tactical foot march. The uniform for this foot march is the ACUs with the appropriate tan combat boots, green, black, or tan wool socks, Advanced Combat Helmet (ACH), NOMEX gloves, ballistic eyewear, IOTV/IBA/Plate Carrier with attached modular components, MOLLE or assault pack, weapon (carried at the ready), and reflective belt, which will be worn around the MOLLE or assault pack. During limited visibility conditions, commanders will equip every marching Soldier with additional luminous or reflective devices that will allow the Soldier to be seen from the front and rear traffic. During limited visibility conditions, tactical foot marches must be conducted off roads on authorized PRT routes only. During limited visibility conditions, tactical foot marches must be conducted off roads on authorized PRT routes only. The green micro fleece cap, the patrol cap, and the ACU Sun Hat are not authorized headgear during a tactical foot march. Road guards with white lights will be used during periods of darkness or limited visibility. **The JRTC and Fort Polk standard for tactical foot marches will be 12 miles in 3 hours with a 35lb MOLLE.**

d. Fort Polk has both designated and shared PRT routes. If conducting PRT/foot marches prior to 0630 hrs, it will be conducted off roads or on gravel foot trails. Shared routes are open to runners, bicyclists, and vehicular traffic. When on these routes, Soldiers should use caution. Bicyclists are required to wear safety helmets and reflective vests and must adhere to 10 mph speed limit. In order to aide the safety of Soldiers, some roads are prohibited for running. Refer to the latest established running route map for guidance. <http://fortpolkmwr.com/>

6. MOUNTED/DISMOUNTED UNIFORM.

a. The mounted uniform is the Advanced Combat Helmet (ACH), Fire Retardant ACU or Army Combat Shirt (ACS) w/ IR Flag, individual weapon, Body Armor: IOTV/IBA /Plate Carrier, ballistic eye protection, NOMEX gloves, and ear protection.

b. The Body Armor (IBA/IOTV /Plate Carrier) will be worn as the load bearing equipment with the training and fighting uniform. Both the front and back plates must be worn at all times. The decision to wear or not wear the side plates rests with the Battalion Commander during training. Mission essential items such as canteens, small arms cases, first aid

cases, etc. from the Modular Light Weight Load Carry Equipment System (MOLLE) will be affixed to the IBA in accordance with the unit SOP. The intent is to allow each Soldier to wear the modular components of the MOLLE system to compliment that Soldiers duty position. The IFAK will be visibly marked with and worn IAW Brigade/Battalion SOP.

1. IBA with Hook and Loop Fastener Tape. The hook and loop nametape will be attached on the upper left side above the top attachment strap on the included hook and loop fastener attachment. The rank insignia will be attached to the right of the nametape centered on the included hook and loop fastener attachment above the name tape.

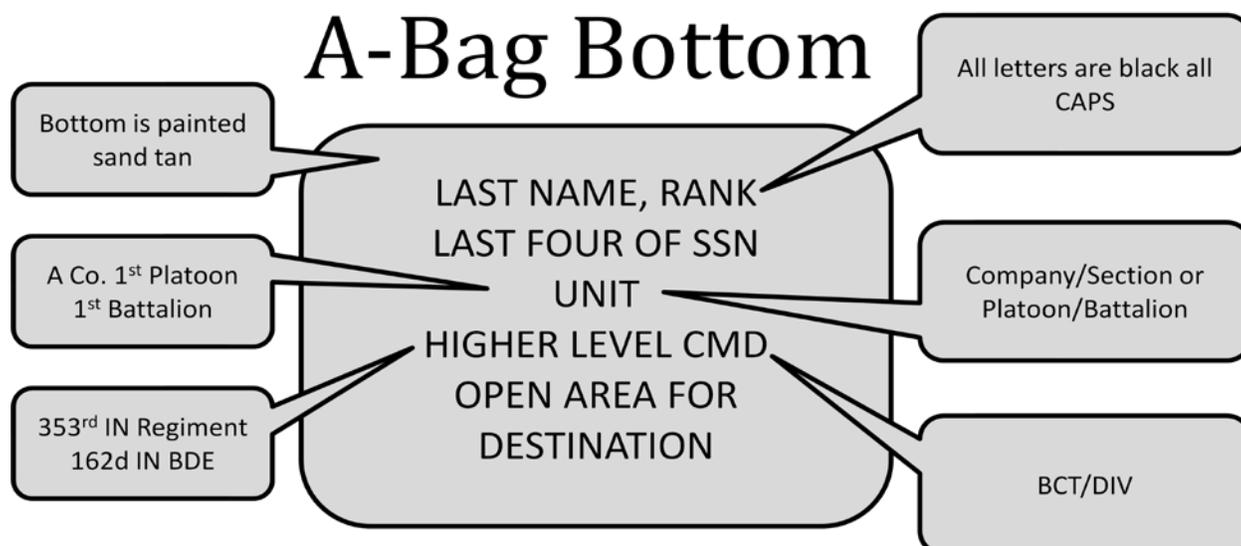
c. Advanced Combat Helmet, (ACH) will be worn by all personnel operating or riding as passengers of tactical vehicles. The ACH helmet foliage green band will be worn under the NOD's base. The Soldier's last name will be embroidered or sewn on the band, left of the NODs base as worn. Goggles may be worn on the ACH when directed by the Unit leadership.

d. Cold weather, underwear worn with field clothing will be in keeping with the requirements of military appearance. Army issued cold weather clothing, including ECWCS Levels I, II, and III cold weather underwear (both black and tan) issued to Soldiers during RFI, OD wool sweaters, and sleeping shirts are acceptable underwear. No brightly colored underclothing that is partly visible under any uniform will be worn. The aviation thermal underwear top may be worn by pilots and crew chiefs when planning, preparing for, and executing missions.

e. MOLLE Assault Pack; Name tag will be sewn on the rear pouch centered between the buckles on the horizontal seam.

f. MOLLE Ruck Sack; Ensure that the MOLLE ruck sack is sized to each individual Soldier as per the manufacturers' suggested sizing methods. During wear in garrison and during conditioning road marches, both outer cargo pockets along with the sleeping bag carrier will be worn. During tactical training and combat operations; the MOLLE ruck sack will be configured to facilitate the mission.

g. Duffle Bag Marking SOP; all duffle bags will be marked as seen below:



h. Weapons and Optics; all application optics, night vision and hard ware (iron sights) are secured in accordance with each MSC's internal SOP. At a minimum all items will be secured with a secondary securing device so as to not lose accountability of the sensitive item. The secondary method of securing these items should be gutted 550 cord or heavy duty zip ties.

i. All NOD's that are carried in the MOLLE or assault pack will be tied down with 550 cord. The tie down will be attached to the actual device (not the carry bag) and the frame of the MOLLE or the carrying handle / equipment hanger of the assault pack. NOD's that are carried physically with the Soldier will be tied down with 550 cord to a portion of the IBA or ACH.

j. All OC/T refer to the JRTC Operations Group OC/T handbook for uniform guidance while in the box with the RTU.

7. WINTER UNIFORM.

a. Gortex/ECWCS jacket and trousers are the standard outer garments worn with the duty uniform. Black leather or black/green NOMEX gloves may be worn with the Gortex/ECWCS at the Commanders discretion. Soldiers will wear pin-on insignia of rank or a cloth loop insignia of rank, over the front tab of the jacket. The cloth rank must be sewn closed. Hook and loop fastened cloth rank is not authorized. The Gortex jacket is required to have the name sewn on the small pocket flap of the left shoulder sleeve. Nametapes will be 3½ inches long and ½ inch wide, with ¼ inch block lettering.

b. The foliage green micro-fleece cap, the neck gaiter, or the balaclava may be worn under the helmet when conducting tactical training as directed by the unit commander. During extreme cold weather, Soldiers exposed to those conditions for an extended period may wear the foliage green micro-fleece cap as an outer headgear at the Unit leader's discretion. This pertains mostly to Soldiers working on flight lines, in motor pools, and on work detail. The watch cap will not be worn for going to the PX or to conduct business off post.

8. OFF-DUTY APPEARANCE.

a. Civilian clothing must be in good taste, i.e., Soldiers should not go off post with their shirt off or unbuttoned down the front without a T-shirt. Sagging or wearing trousers or shorts wear underwear becomes visible is not in good taste and is not appropriate for Army Personnel. Items intended as undergarments are not acceptable as outer garments in public places, such as the PX, theaters, commissary, service clubs, chapels, clubs, dining facilities, and medical and dental facilities. Clothing that is excessively dirty or contains holes, is torn, or is adorned with vulgar and obscene slogans or designs are prohibited on Fort Polk.

b. Civilian clothes that Soldiers choose for off-duty wear should be in good taste and appropriate for the occasion. While short shorts and halters are appropriate for sunbathing, they are not allowed in on-post facilities.

c. Swim wear is inappropriate beyond the confines of a swimming area and the immediate quarter's area.

- d. Soldiers will maintain a good military appearance while on leave/pass.
- e. Male Soldiers will not wear earrings on or off duty while on Fort Polk or any Army installation or other place under Army control. When on any Army installation or other places under Army control, Soldiers may not attach, affix, or display objects, articles, jewelry, or ornamentation to or through the skin while in uniform; in civilian clothes on duty or in civilian clothes off duty (this includes earrings for male Soldiers).

9. SOLDIER READINESS

Soldier Readiness is a continuous individual and unit responsibility. All Soldiers are expected to be ready to deploy on short notice.

- 1. To meet this requirement, Soldiers are responsible for ensuring the following:
 - a. ID Card: Must be correct and serviceable at all times with an active personal identification number (PIN).
 - b. Identification (ID) tags. All Soldiers will possess a minimum of two ID tags at all times. If applicable, Soldiers will possess the red medical warning tag as well.
 - c. Emergency Data. Update emergency data records (DD Form 93) as soon as a change occurs. Leaders will review during counseling and take action immediately to ensure emergency data remains up to date.
 - d. Service members' Group Life Insurance (SGLI). Soldiers will update their SGLI forms at least annually. Soldiers are not required to purchase SGLI.
 - e. Defense Eligibility Enrollment Record System (DEERS). Soldiers will ensure all legal dependents are properly enrolled in DEERS and that updates are done whenever a change to dependent status occurs.
 - f. TRICARE enrollment. Dependents cannot receive funded medical treatment unless they are properly enrolled in the TRICARE health system database. Soldiers will accomplish this task upon in processing and first-line supervisors will verify at least semi-annually.
 - g. Legal: Wills and powers of attorney must be kept current and correct. First-line supervisors will ensure Soldiers who need a will or POA are given timely opportunity to visit the Staff Judge Advocate.
 - h. Family Readiness Groups (FRGs): AR 608-1 establishes the requirement for FRGs. Ensure your Family members, whether residing locally or not, are aware of your unit's FRG. These groups provide vital support and services to Family members. All Soldiers are encouraged to have their Family members participate in the FRG.
 - i. Dental: Soldiers are required to have annual dental checks to remain deployable. Any dental condition likely to cause a dental emergency (Category III) must be treated to make the Soldier deployable. First-line supervisors will ensure Soldiers have the opportunity to see a dentist prior to becoming non-deployable by reason of outdated annual exams (Category IV). Leaders and organizations are responsible for Soldiers making all required appointments.
 - j. Family Care Plans: Service in the Army is a privilege, not a right. Soldiers with parental responsibilities are required by regulation to ensure their dependents are properly cared for in the event of their absence. It is the Soldier's responsibility to ensure all paperwork is complete, and all leaders need to subject each plan to a common sense test. All leaders will ensure single parents and dual military families submit complete and valid Family Care Plans within 30 days of being counseled by the unit commander. Commanders will review Family Care Plans on a quarterly basis to ensure they remain current, as required by AR 600-20.

10. PERSONAL CONDUCT

Whether on- or off-duty, on- or off-post, Soldiers will conduct themselves in such a manner so as not to bring discredit upon themselves, Fort Polk, or the Army. Undesirable conduct includes but is not limited to drunk/reckless driving, drunk or disorderly conduct, offensive language or gestures, and failure to satisfy financial obligations. Smoking is not permitted within 50 feet or any entrance to any building and only in authorized and designated smoking areas.

1. Conduct in Public Establishments

a. When visiting public establishments, Soldiers must be especially courteous to our civilian neighbors and conduct themselves in a manner that does not bring discredit upon themselves or the Army.

b. Wear proper clothing. Find out ahead of time what clothes are proper for the establishment or event you plan to visit and dress accordingly.

c. Watch your noise level. Always respect the rights of others to have a quiet meal or drink. Entering an establishment yelling and screaming at friends will create resentment.

d. Watch your language. The use of profanity and racial epithets are unacceptable anywhere, and reflect poorly on the speaker's education and upbringing. Profanity arouses resentment and disgust and degrades both civilian support for the military as well as military effectiveness. The use of profanity by Soldiers is prohibited in public areas on Fort Polk.

2. SOLDIERS DO NOT DRINK AND DRIVE!

a. The legal drinking age in Louisiana is 21. Soldiers under age 21 are prohibited from drinking on or off post at any time.

b. The drunken driving standard is a .08% BAC (over the age of 21) and .02% BAC (under the age of 21) in the state of Louisiana.

c. Watch your drinking. Drinking excessively is an indicator of poor judgment and poor discipline. Soldiers will not carry open containers while in uniform except in designated areas (e.g., Mulligan's).

d. Know and use the designated driver rule. Groups of Soldiers will designate a driver who will not drink. Use public transportation such as taxis, contact your friends, or use your chain of command.

3. Radios, Stereos, and Cassette/CD Players: Loud playing of radios, stereos, cassette/CD players, or similar devices in the housing areas, billets, public locations or while driving. Commanders have the authority to confiscate such devices on post when they are played in such a manner as to disturb others. Remember to be considerate of others and do not share your music. Loud music is a safety issue for Soldiers because they can't hear anything else. If it can be heard beyond 25 feet, then it is too loud. See Command Policy Memorandum DES-02.

4. Relationships between Soldiers of different ranks. Professional relationships between Soldiers are encouraged IAW AR 600-20, para 14-4. Relationships between Soldiers of different ranks that involve or give the appearance of partiality or preferential treatment or result in improper personal gain are prohibited. The Joint Ethics Regulation governs financial transactions between superiors and subordinates. Enlisted Soldiers and commissioned officers are prohibited from dating or marriage until one party is no longer a member of the military.

5. Equal Opportunity. All Soldiers will be treated fairly without regard to their sex, race, religion, or ethnic

background. This includes not being sexually harassed. A Soldier or civilian employee engages in sexual harassment when, through behavior of a sexual nature, they attempt to control, influence, or affect the career, pay, or job of a Soldier or civilian employee; or make deliberate or repeated verbal comments or gestures of a sexual nature that are offensive to the person to whom addressed; or make unwanted physical contact whether sexual in nature or not.

6. **Sexual Harassment.** Sexual harassment is a form of gender discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders when:

a. Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career.

b. Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person.

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a Soldier or civilian employee is engaging in sexual harassment. Similarly, any Soldier or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

7. Military Courtesy.

a. A salute is rendering honor to an individual or nation, e.g. our National Anthem. It is a visible sign of discipline and mutual respect. Saluting is an outward sign of unit pride and esprit de corps. Salutes at JRTC and Fort Polk should be the sharpest in the United States Army. Each salute should be rendered with a greeting and response. The JRTC and Fort Polk greeting is your, "Unit Motto, Sir or Ma'am!" The response from the officer will be "Unit Motto". When approaching an NCO the appropriate greeting of the day will be rendered, "Good morning Sergeant!" The response from the sergeant will be your "Unit Motto".

1. Be alert for general officers and other senior officers' vehicles, which are identified with plates depicting their rank attached to the front of the vehicle. Proper military courtesy requires that you render a salute to these officers as they pass.

2. If an officer approaches, wait until you are about six paces apart and render your salute. However, a salute is appropriate at any distance.

3. Salutes will be exchanged during field training unless specified by the commander.

4. Salutes will be exchanged outside the PX, post theater, and other congested areas to include under overhangs. All Soldiers, officer and enlisted, will render the salute unless the act would be impractical, i.e., arms full of packages, at which time render the appropriate verbal greeting.

5. Headquarters, maintenance areas, and dining facilities will be called to attention/at ease, as appropriate, when a senior officer or NCO enters and leaves.

11. **GENERAL INFORMATION.** Courtesy is respect for and consideration of others. In the Army, various forms of courtesy have become customary and traditional. It is important to render these courtesies correctly.

a. The Retreat and Reveille Ceremony. Retreat and reveille ceremonies are old military traditions. They symbolize the respect Soldiers and citizens give to the National flag and to the country. Retreat is in two distinctive parts: the bugle call “Retreat”, followed by the bugle call “To the Colors” or, if a band is available, the “National Anthem”.

1. When outside (not in formation) and “Retreat” is heard, Soldiers will face toward the flag and assume the position of “Attention”. During “To the Colors” or the “National Anthem”, Soldiers will remain at the position of “Attention”, and render the hand salute, or place their right hand over their heart (hats will be removed) if not in uniform. If in a vehicle and “Retreat” or “Reveille” is heard, the Soldier will depart the vehicle and render the proper military courtesy. During retreat ceremonies, all vehicles will stop. Occupants will dismount and render proper courtesy. If on a bus or truck, the senior occupant will dismount and render proper courtesy. Patriotic civilians will stop and place their right hand over their hearts. **Soldiers in civilian clothes are authorized to salute.**

2. During an inside ceremony (not in formation), Soldiers will stand at “Attention” but will not salute unless they are under arms and have on the proper military headgear.

b. Off Limits Areas. A list of off limits areas will be posted in each company area. Soldiers should be aware of these areas. You can find a list of these establishments on the Fort Polk intranet site:

http://www.jrtc-polk.army.mil/offlimits/off_limits_list.pdf

c. Noise Abatement. Command Policy Memorandum DES-02, prohibits Soldiers from operating a vehicle stereo system at a level that can be heard at a distance in excess of 25 feet. This practice is impolite, inconsiderate, and offensive and is disorderly conduct. The driver may be cited with a Mandatory Court Appearance (MCA) in Federal Magistrate’s Court or disciplined under the UCMJ. Unruly conduct of this nature interferes with the rights of others and will not be tolerated. The 25 feet rule applies for music played in barracks and other government buildings. Soldiers should be aware of and abide by the policies governing quiet hours in the barracks.

d. Vehicles will not display any stickers, decals, ornaments, etc. which are offensive or sexually explicit. To avoid distracting other drivers and reduce the likelihood of accidents, the display of offensive bumper stickers, windows signs or other markings, items or accessories on or in a motor vehicle which are visible to other drivers is prohibited. The privilege to operate a vehicle on this installation is reserved for persons of maturity, responsibility, sobriety, and to those who show good judgment.

e. Fort Polk Training Area. All Soldiers interested in hunting, fishing, or recreational activities in the rear area of Fort Polk must comply with the JRTC and Fort Polk Hunting, Trapping and Fishing Regulation (210-18) before using Fort Polk or Peason Ridge facilities. Additional information can be obtained from the Post Game Enforcement Section, located in Bldg 8590 at Alligator Lake off of LA HWY 469, North Fort Polk. Telephone: (337) 531-5222/5715.

f. Personally Owned Weapons (POW). No Soldier may possess or bring a personally owned weapon on Fort Polk unless it’s properly registered with the Provost Marshal’s Office. At no time will personally owned weapons be at training sites or in barracks rooms. The requirements outlined in FP Regulation 190-3 will be strictly complied with concerning storage, possession, and transportation of personally owned weapons such as: pistols, revolvers, shotguns, bow and arrow, and crossbows.

g. Use of Government Travel Credit Cards. Every Soldier must know the GTCC is for official-routine (home station and return) TDY, nothing else. The GTCC is not authorized for group travel or personal reasons. The GTCC may be used for PCS expenses; however it must be stated on your PCS orders that you are authorized to use it during a PCS move. The standard for Fort Polk Soldiers is prompt payment of any outstanding bill.

h. Off-Duty Employment. The commander can authorize off-duty employment if it does not interfere with military duties. Unscheduled military after-duty requirements have priority over off-duty employment. Submit a request to your commander stating the name and address of the prospective employer, a brief description of the work, and the hours of employment. Soldiers may not accept off duty employment until they receive written approval from the commander.

i. AR 608-99 requires Soldiers to manage the personal affairs satisfactorily, to include adequate support of their family members.

j. The Financial Readiness Program (FRP) is responsible for providing basic education and counseling for active and reserve component Soldiers, their family members, DA civilians and their family members concerning personal financial readiness and consumer affairs. They provide individual budget counseling, consumer rights and obligation classes, and classes on budget development. The Financial Readiness Program is a one stop for Soldiers and family members considering making large purchases or need help on resolving consumer complaints. The FRP is located in Bldg 920, 1591 Bell Richard Ave., telephone (337) 531-1941.

k. The Army Service Uniform (ASU) is in a transitional period, from August 2008 to 4th Quarter Fiscal Year 2014, to the new blue Army Service Uniform. Therefore, Soldiers can continue to wear Green Class A and the current (old) blue uniform as the new blue Army Service Uniform or transition to the new blue Army Service Uniform when available to Soldiers in Army Military Clothing Sales Stores. The mandatory possession date for the new ASU items is the 4th Quarter, FY 2014. The wear out date for the Army green service uniform with accessories is the 4th Quarter of FY.

12. ADDITIONAL RESOURCES. Soldiers are encouraged to use the numerous resources available on Fort Polk to assist them and their families. Soldiers should first contact their first line leader or someone in their chain of command. Every commander has an open door policy and the chain of command should always be given the first attempt to assist in resolving a problem.

a. Army Community Service. Army Community Service (ACS) Main Center is located in Bldg 920, 1591 Bell Richard Ave., telephone (337) 531-1941. ACS provides information, assistance, and guidance on financial planning, food stamps, emergency care, shelter, transportation, job assistance, counseling and baby-sitting. Additional services include information, referral and follow-up, relocation, assistance to handicapped dependants, and the Army Family Advocacy Program. ACS also has a loan closet for newly arrived Soldiers and family members awaiting household goods.

b. Military One Source. An integrated Army information source that is available 24 hours a day 365 days a year. The Army One Source can and will answer any type of question you may have concerning any Army issue. All calls are answered live and can be accessed by the following numbers. In the US; 1- 800-342-9647, outside the US; 1-800-464-8107. On the web at; www.militaryonesource.com

c. Free legal advice on military and civilian legal problems (i.e., contracts, insurance, wills, leases, and powers of attorney) is available from the Legal Assistance Office; located at 7090 Alabama Ave, Bldg 1454, telephone (337) 531-2019.

d. The American Red Cross is located at 1778 3rd Street, telephone (337) 531-2041 (duty hours only) or 1-800-733-2767 (nights, holidays and weekend emergencies). The Red Cross provides military personnel at Fort Polk and their family members with:

1. Counseling and guidance on personal and family matters.
2. Communication/reports for emergency leave consideration between the Soldier and their families.
3. Emergency financial assistance.
4. Immediate emergency needs due to disaster.
5. Information on service-related benefits.
6. Arranging health care and safety courses.
7. Recruiting and training volunteer workers for specific activities in dental and hospital clinics, blood, health and safety programs.

e. The unit chaplain is always available for spiritual or family counseling. A duty chaplain is always on call at telephone (337) 208-2868 (Care Line)

f. Behavioral Health. For all Emergencies, including thoughts of suicide, proceed to the nearest emergency room or call 911. Counseling and other behavioral health services are also available at Behavioral Health, located at BJACH, 6th floor, telephone (337) 531-3922/3923.

g. Equal Opportunity. Every company has an equal opportunity leader (EOL). Any military member and family members will be provided Equal Opportunity and fair treatment without regard to race, color, gender, religion and national origin, and provide an environment free of unlawful discrimination and offensive behavior. There are two different types of EO complaints they are informal and formal.

1. **An informal complaint** is any complaint that a Soldier or Family member does not wish to file in writing. Informal complaints may be resolved directly by the individual, with the help of another unit member, the commander or other person in the complainant's chain of command. Typically, those issues that can be taken care of informally can be resolved through discussion, problem identification, and clarification of the issues. An informal complaint is not subject to time suspense. Accumulative numbers may be reported to MACOMS per their request on all informal complaints resolved through commander's inquiry and/or AR 15-6 investigating officer. It is recommended that anyone working on the resolution of informal complaints should prepare a memorandum of record. The memorandum of record should include information indicating nature of complaint and identifying pertinent information to assist in the identification of unit's command climate.

2. Although the processing of EO complaints through the unit chain of command is strongly encouraged, it will not serve as the only channel available to Soldiers to resolve complaints. Should the complainant feel uncomfortable in filing a complaint with his/her unit chain of command, or should the complaint be against a member of that chain of command, a number of alternative agencies exist through which the issues may be identified for resolution. Each of these agencies provides expertise in very specific subject areas. Commanders will not preclude Soldiers from using these channels in accordance with the procedures inherent/established by these agencies:

- a. Someone in a higher echelon of the complainant's chain of command.
- b. Inspector General.
- c. Chaplain.
- d. Provost marshal.
- e. Medical agency personnel.
- f. Staff judge advocate.
- g. Chief, Community Housing Referral and Relocation Services Office.

3. In some informal complaints, the person or agency receiving the complaint may be able to resolve the issue while maintaining the confidentiality of the complainant, as in the case of the chaplain or a lawyer. While maintenance of confidentiality should be attempted, it will neither be guaranteed nor promised to the complainant by agencies other than the chaplain or a lawyer.

4. Initial actions by these alternative agencies are the same for informal and formal complaints. Any alternative agency that receives an informal complaint of unlawful discrimination has the obligation to talk with the complainant. The agency should advise the complainant of his/her rights and responsibilities; listen to the complainant and find out as much information as possible concerning the complaint (including what the reasons are behind the complaint and why the individual is using the alternative agency opposed to his or her chain of command); tell the complainant what role that agency has (for example, direct action on behalf of the complainant, information gathering, or referral to another agency or the commander for their action); what support services are available from other organizations that may help resolve the issues; explain the complaint system (principally, the differences between informal and formal complaints); and, then attempt to assure resolution of the issue (through mediation, intervention, counseling, training, and so forth).

5. The commander must eliminate underlying causes of all complaints. More members of the unit, other than complainant and subject are affected by complaints, especially those that go unresolved.

6. A formal complaint is one that a complainant files in writing and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken.

7. An individual files a formal complaint using a DA Form 7279 (Equal Opportunity Complaint Form).

8. In Part I of DA Form 7279, the complainant will specify the alleged concern, provide the names of the parties involved and witnesses describe the incident(s)/behavior(s), and indicate the date(s) of the occurrence(s). For EO complaints, the complainant will also state the EO basis of the complaint (for example, unlawful discrimination based upon race, color, religion, gender, or national origin. Complainant will be advised of the importance of describing the incident(s) in as much detail as possible to assist in the investigative process).

9. The block entitled, "Requested Remedy" serves a variety of purposes for both the complainant and the command. The information in this block can vary in terms of the complainant's expectations of the investigative process and his or her reasonableness and credibility. If expectations that are not likely to be met come to the surface, they should be dispelled by the receiving agency (during acceptance of the complaint) through an explanation of the process and the possible outcomes. If the complainant's response is vindictive, vengeful, or malicious, and seems extreme in light of the events or circumstances, this may be helpful to the commander or investigating officer in terms of motive and believability.

10. Soldiers have 60 calendar days from the date of the alleged incident in which to file a formal complaint. This time limit is established to set reasonable parameters for the inquiry or investigation and resolution of complaints, to include ensuring the availability of witnesses, accurate recollection of events, and timely remedial action. If a complaint is received after 60 calendar days, the commander may conduct an investigation into the allegations or appoint an investigating officer. In deciding whether to conduct an investigation, the commander should consider the reason for the delay, the availability of witnesses, and whether a full and fair inquiry or investigation can be conducted.

11. The complainant should file his or her complaint with the commander at the lowest echelon of command at which the complainant may be assured of receiving a thorough, expeditious, and unbiased investigation of the allegations. Depending on the various aspects of the complaint and individuals involved, that lowest level commander may not be the immediate company or even battalion level commander of the complainant.

h. Equal Opportunity policy letters can be found on <https://www.jrtc-polk.army.mil>, under policy letters; command policy memorandums, they are, G1-01 Statement on Equal Opportunity and G1-03 Equal Opportunity Complaint Procedures. If you have any questions or concerns pertaining to the Equal Opportunity Program please contact the Installation Equal Opportunity Advisor at 337-531-1911 or DSN 863-1911.

i. Sexual Harassment Assault Response Program (SHARP), each unit down to company level has a Victim Advocate SHARP Representative a full time Sexual Assault Response Coordinator at each Brigade. Any military member, family members and civilian employees will be provided an environment free of Sexual Harassment/Sexual Assault. There are two different types of Sexual Harassment complaints they are informal and formal and follow the complaint procedures listed under EO. There are also two ways to report sexual assault Restricted and Unrestricted.

****If anyone is a victim of Sexual Assault or encounters someone that has been a victim, follow these steps below:**

1. **Restricted reporting.** A Service Member who is sexually assaulted and desires medical care, counseling and victim advocacy, without initiating the investigative process should use the restrictive reporting option. Restricted reporting allows a sexual assault victim to confidentially disclose the details of his/her assault to specifically identified individuals and receive medical treatment and counseling, without triggering the official investigative process. Restricted reporting is intended to give victims additional time and increased control over the release and management of their personal information, and to empower them to seek relevant information and support to make more informed decisions about participating in the criminal investigation. A victim who receives appropriate care and treatment, and is provided an opportunity to make an informed decision about a criminal investigation is more likely to develop increased trust that his/her needs are of primary concern to the command and may eventually decide to pursue an investigation. Even if the victim chooses not to pursue an official investigation, this additional reporting avenue gives commanders a clearer picture of the sexual violence within their command, and enhances a commander's ability to provide an environment that is safe and contributes to the well-being and mission-readiness of all of its members. Restricted report must only be made to the following, Unit VA/SHARP, BDE SARC/SHARP, Health Care Provider/ ER or Chaplain. Reporting outside of those individuals or agencies will automatically generate a formal investigation by State and Federal Law.

2. **Unrestricted reporting.** A Service Member who is sexually assaulted and desires medical treatment, counseling and an official investigation of his/her allegation should use current reporting channels, for example, chain of command, law enforcement or report the incident to the SARC. Upon notification of a reported sexual assault, the SARC will immediately assign a Victim Advocate. Healthcare providers will, with the consent of the victim, initiate the appropriate care and treatment, and report the sexual assault to law enforcement or the chain of command. Additionally, at the

victim's discretion/request, the healthcare provider will conduct a forensic medical examination, which may include the collection of evidence. Details regarding the incident will be limited to only those personnel who have a legitimate need to know.

j. SHARP policy letters can be found on <https://www.jrtc-polk.army.mil>, under policy letters; command policy memorandums, they are, G1-04. If you have any questions or concerns pertaining to the SHARP Program please contact the Installation SHARP Program Manager at 337-531-1788 or DSN 863-1788.

k. Tri-Care Service Center. Your Tri-Care Service Center is located on the 1st floor, entrance "A", at BJACH or call toll free 1-800-444-5445. The Tri-Care Service Center provides information, assistance and guidance about high-quality healthcare at affordable costs for military families and retirees.

12. **INSPECTOR GENERAL ASSISTANCE.** It is the right of every Soldier to seek the assistance of the Inspector General (IG) concerning complaints or grievances. Your IG office is located at Bldg. 1629, 2155 11th Street, and telephone (337) 531-2100/7878. You must have permission to be absent from your place of duty if you visit the IG during duty hours. We encourage you to use your chain of command first. More often than not, they can and will resolve any matter that concerns you.

13. **SAFETY.** It is every leader and Soldier's responsibility to help prevent accidents. Safe operations start with unit readiness. Readiness depends on the ability of a unit to perform its mission-essential task list (METL) to standard.

a. Operations require a Risk Assessment in order to identify associated hazards and select control measures which mitigate the associated risk. The risk management process will be integrated into all planning phases of training and combat operations. Soldiers will ensure that unnecessary risk is not taken. An unnecessary risk is a risk which could be reduced or eliminated and still accomplishes the mission.

b. Performing to standard is one of the key steps in preventing accidents; however, each leader must be aware that written standards may not exist for every task. High-risk tasks must be identified and reviewed to ensure that adequate standards exist and that unnecessary risks are eliminated. It is the leader's responsibility to ensure standards are enforced and unnecessary risks are not taken.

c. All risk assessments will be reviewed by the unit safety officer, for Low- risk operations will be reviewed by the unit Additional Duty Safety Officer (ADSO), Medium-risk will be reviewed by the Brigade safety manager, High risk operations will be reviewed by the Post Safety office.

14. **GENERAL REQUIREMENTS.**

a. Soldiers will not operate Army Motor Vehicles unless properly licensed. Army motor vehicle sustainment and refresher training is the key to accident prevention.

b. Soldiers and Leaders will ensure that vehicle operations are conducted IAW established standards, as applicable, to include use of ground guides, convoy briefings, use of assistant drivers, adherence to local highway rules and laws. All Soldiers 25 year of age and younger will have a completed POV Inspection Form (FC2005) completed and signed by their

supervisor. One copy will be located in their glove box and an additional copy will be placed in their unit records at the Company level.

c. Seats belts will be worn at all times in Army Motor Vehicles. Equipment worn will be adjusted in order to accommodate use of the installed seatbelt system.

d. POV and Motorcycle accidents are the number one cause of fatalities among Soldiers in the Army today and as such, warrant specific attention. Seatbelts will be worn in POVs at all times, on and off post.

e. Prior to any 4-day weekend, individual leave period and maximum leave windows, units will conduct directed vehicle safety and records check. Records checks will include driver's license, vehicle insurance, motorcycle safety course completion, and post DOD registration.

f. Soldiers are responsible for knowing, understanding, and complying with the rules of the road, and operating a vehicle safely in consideration of other motorists and pedestrians.

g. Never allow passengers to travel in the back of privately owned trucks or sport utility vehicles or non-tactical military vehicles unless they wear a manufacturer -installed safety belt.

h. Motorcycle riders must attend a basic or experienced rider's course (as applicable). Motorcycle riders do need to attend this course to be able to operate their motorcycle on Fort Polk but they can use an existing course certificate from another Installation as long as it is not expired.

1. Service members on and off the installation are required to wear a Department of Transportation (DOT) or higher approved helmet, (novelty helmets are not authorized); impact or shatter resistant goggles or wraparound safety glasses meeting American National Safety Institute (ANSI) standards, as windshield and/or eyeglasses are insufficient protection and do not meet this standard; full-fingered gloves; long trousers; long sleeved shirt or jacket; enclosed sturdy foot wear (Boots or leather high top shoes recommended) that cover the ankles; and wear a reflective vest (on the outside of all outer garments). A reflective vest will be worn at all times. While wearing duty uniform and riding motorcycles leather coats and chaps are recommended, but must be taken off after parking motorcycle. (No club affiliation patches are authorized while wearing uniform, and all manufacturing Logos must be in good taste). Ballistic glasses meeting military spec is authorized for wear while riding a motorcycle. Examples of correct reflective upper body ensembles can be found in Command Policy Memorandum SA-03 and at the following link:

http://www.jrtc-polk.army.mil/Main_Page_Docs/Policy_Letters/SA-03.pdf

i. If an accident occurs, report the details to the chain of command immediately. The chain of command will report accidents IAW Command Policy Memorandum CG-01 – CCIR's found at the following links:

<https://polkintranet.nasw.ds.army.mil/Commanding%20Generals%20Documents/Forms/AllItems.aspx>



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

IMSE-POL-ES

JAN 25 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Off Limits Establishments

1. Reference Army Regulation (AR) 190-24, paragraph 2-6b, 27 July 2006.
2. Pursuant to the Armed Forces Disciplinary Control Board meeting of 28 June 2011, off limits restrictions are placed on the following businesses in the local area:

Mr. Junior Snider, S&S Construction	1801 South 5th Street, Leesville, LA
Reflections Lounge	1408 South 5th Street, Leesville, LA
3. The Joint Readiness Training Center and Fort Polk will continue to place off limits restrictions on the following establishments in the Barksdale Air Force Base area:

Pipes Emporium	1304 Centenary, Bossier City, LA
Kokopellis	630 Commerce Street, Shreveport, LA
4. Military personnel are prohibited from entering or doing business with the above off limits establishments, areas, or businesses. Violators are subject to UCMJ disciplinary actions.
5. All commanders and general/special staff directors will ensure their military personnel are informed of the above listed establishments by posting the list on unit bulletin boards, through verbal notification, or by providing a copy of this memorandum.
6. Should you have any questions regarding the off limits establishments list call the Directorate of Emergency Services at 531-7020.


WILLIAM B. HICKMAN
Brigadier General, USA
Commanding

DISTRIBUTION: A+

OFFICIAL:

William B. Hickman
Brigadier General, US Army
Commanding

Chain of Command

COMMANDER IN CHIEF

SECRETARY OF DEFENSE

SECRETARY OF THE ARMY

ARMY CHIEF OF STAFF

SERGEANT MAJOR OF THE ARMY

FORSCOM COMMANDER

FORSCOM COMMAND SRGEANT MAJOR

JRTC & FORT POLK COMMANDER

JRTC & FORT POLK
COMMAND SERGEANT MAJOR (PCSM)

BRIGADE COMMANDER

BRIGADE COMMAND SERGEANT MAJOR

BATTALION COMMANDER

BATTALION COMMAND SERGEANT MAJOR

COMPANY COMMANDER

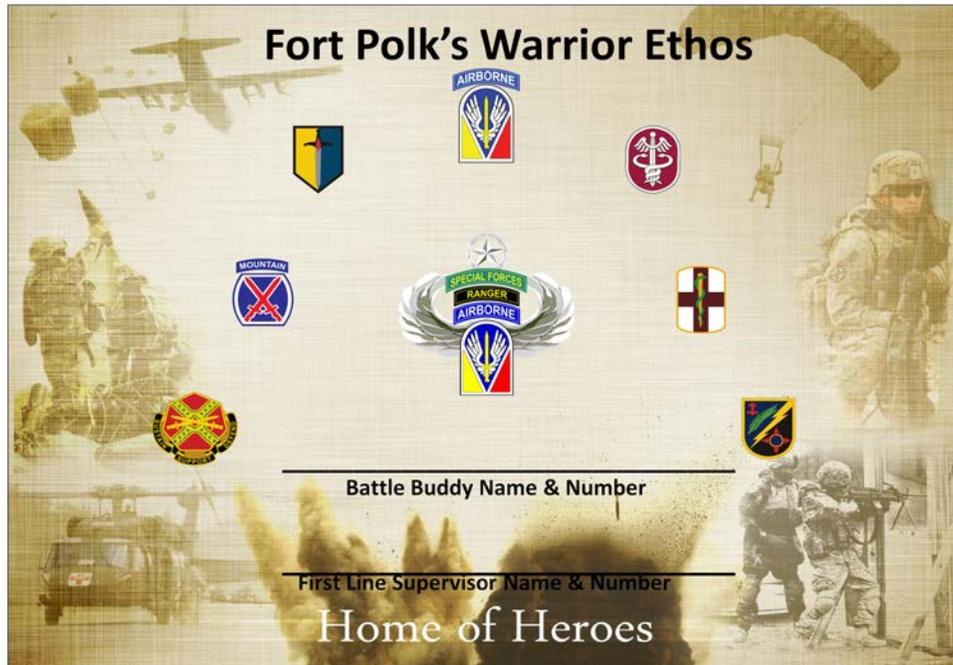
COMPANY FIRST SERGEANT

PLATOON LEADER

PLATOON SERGEANT

SQUAD LEADER

TEAM LEADER



A **Ask your buddy**

- Have the courage to ask the question, but stay calm
- Ask the question directly: Are you thinking of killing yourself?

C **Care for your buddy**

- Calmly control the situation; do not use force; be safe
- Actively listen to show understanding and produce relief
- Remove any means that could be used for self-injury

E **Escort your buddy**

- Never leave your buddy alone
- Escort to chain of command, Chaplain, behavioral health professional, or primary care provider
- Call the National Suicide Prevention Lifeline

National Suicide Prevention Lifeline:
1-800-273-8255 (TALK) PRESS *1* for the Veteran's Crisis Line

USAPHC <http://phc.amedd.army.mil/>

TA - 095 - 0510

Soldier Support Agencies and Emergency Contact Information

Crisis Hotlines

Louisiana Rape Crisis Hotline	888-411-1333
Louisiana Domestic Violence Hotline	888-411-1333
National Child Abuse Hotline	800-422-4453
National Aids Hotline	800-342-2437
National Parent Hotline	800-840-6537
National Poison Control	800-222-1222
Suicide Hotline	800-273-8255
National Drug/Alcohol Abuse Hotline	800-521-7128
Wounded Warrior and Family Hotline	800-984-8523
SHARP Hotline	531-1848
SEXUAL HARRASSMENT	531-1788
Coordinator	531-0587
Advocate	531-4656
Trainer	531-1549
VAP Victim Advocacy Program	
Coordinator	531-6333
Administrative Assistant	531-1938
CHILD, YOUTH & SCHOOL SERVICES (BLDG400)	
CYS Services Coordinator	531-9737
Admin	531-1989
Fax	531-0407
Family Child Care Director	531-6692
FCC Admin	531-1961
School Liaison Officer	531-6673
Parent Central Services Admin	531-9481
Parent Central Services	531-6778
CYS Services Registration	531-1955
	531-1956
Kids On-Site	531-6851
Fax	531-2900
Training & Curr Spec (TACS)	531-6779
	531-6678
Parent Outreach	531-9639
Department of Army Civilian Police	
Police Desk SGT	531-2227
	531-2677
AMERICAN RED CROSS (3504)	
Station Manager	531-4783
24/7 Emer Svc Ctr	877-272-7337
BJACH Hospital Office	531-3260
Main Office	531-2041