

# JRTC and Fort Polk Standards and Discipline



1 July 2018



**Welcome to our Team!**

Allow us to extend our personal welcome to you and your Family as you join our team at the Joint Readiness Training Center (JRTC) and Fort Polk. We take great pride in the sacrifice and service of each Soldier, Civilian, and Family member.

Since 1941, Fort Polk has served as a cornerstone for training troops to support and defend the Constitution, and today, we have emerged as the Army's premier combat training center with world class training facilities and unique training opportunities. We are proud of the large contributions that Fort Polk makes to our great Nation. The Soldiers and Civilians that make up the JRTC Operations Group team are fortunate to participate in some of the most realistic and effective training scenarios throughout the U.S. Armed Forces, and the command is prepared to meet the various types of missions expected in today's Army.

Fort Polk is a world-class installation with multiple missions. Regardless of which unit you may be assigned to, you can be assured that you will make a significant and immediate contribution to your formation, your service, your country, and the mission. This will be one of the most rewarding and professionally satisfying assignments in your career.

This is a great installation to serve at and raise a Family. As part of Team Polk, you and your Family can expect to enjoy quality housing, schools, daycare centers, recreation areas, and physical fitness centers the Army has to offer. Congratulations on your assignment to Fort Polk. We look forward to your arrival, and to serving with you to accomplish our mission.

JRTC and Fort Polk are critical for Army units to build readiness. During your assignment here, you must also build readiness in yourself as a professional Soldier and resiliency within your Army Family.

Forging the Warrior Spirit!

A handwritten signature in black ink, appearing to read 'David W. Bass'.

David W. Bass  
Command Sergeant Major, US Army

A handwritten signature in black ink, appearing to read 'Patrick D. Frank'.

Patrick D. Frank  
Brigadier General, US Army  
Commanding

**THE JOINT READINESS TRAINING CENTER (JRTC) AND FORT POLK  
STANDARDS AND DISCIPLINE**

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*Section I: JRTC and Fort Polk Units*

**JRTC AND FORT POLK UNITS**  
*Crests and Staff Duty Telephone Numbers*



HQ JRTC and Fort Polk  
337-531-1726



Operations Group  
337-208-3107



3/10 MTN  
337-531-0517



USAG  
337-531-4080



MEDDAC  
337-531-3118



115 CSH  
337-531-6224



AV BN  
JRTC and Fort Polk  
337-531-1737



519 MP  
337-531-1677



46 EN  
337-531-4444



DENTAC  
337-531-3368

**CHAIN OF COMMAND**

COMMANDER IN CHIEF	_____
SECRETARY OF DEFENSE	_____
CHAIRMAN OF THE JOINT CHIEFS OF STAFF	_____
SECRETARY OF THE ARMY	_____
ARMY CHIEF OF STAFF	_____
SERGEANT MAJOR OF THE ARMY	_____
FORSCOM COMMANDER	_____
FORSCOM COMMAND SERGEANT MAJOR	_____
JRTC AND FORT POLK COMMANDER	_____
JRTC AND 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	_____

## *Section II: Responsibilities*

### **1. SOLDIER AND COMMAND 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. Soldiers' 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. Obey all lawful orders.

(3) Be at the right place, at the right time, in the right uniform, looking professional and prepared to excel.

(4) Maintain an appropriate level of physical conditioning and pass the Army Physical Fitness Test (APFT). Meet the Army Body Composition standards prescribed in AR 600-9.

(5) Maintain weapons qualification on your assigned individual and crew-served weapons.

(6) Know technical/tactical proficiency, mechanical functions, firing techniques, and the capabilities of your assigned weapons.

(7) Know and use your chain of command and NCO support channel.

(8) Maintain equipment and living quarters.

(9) Stay current on their counseling. It is their duty to make sure they are counseling and/or being counseled in a timely and productive manner.

(10) Maintain professionalism 24/7, on and off duty while serving in the United States Army and be representative as such.

#### **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 and allowances, adequate housing, and fair and 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) Soldiers will be counseled monthly for professional development and growth by their first-line supervisor. NCOs and officers will be counseled quarterly at a minimum.

(5) First line supervisors will execute Pine Tree Counseling weekly for Soldiers private through sergeant, and will stay involved in the lives of their Soldiers. "Meeting Under the Pine Tree" is the road to success. This refined, back-to basics initiative shows our commitment as leaders and is truly "taking care of Soldiers." The "Meeting Under the Pine Tree" requirement complements and must be used with individual risk assessments. This is not intended to be a paperwork meeting and written records of the meeting are not necessary or desired. The meeting is intended to be a leader-to-led meeting with face-to face, Soldier-to-Soldier guidance given and a verbal "safe behavior" contract agreed to. "Meeting Under the Pine Tree" ensures that the first-line leader or supervisor is able to make a verbal contract with the Soldier in which the Soldier agrees to take steps to mitigate risks identified in the assessment.

(6) First line supervisors will visit their married Soldiers' living quarters, to include geographical bachelors living on post, at least semi-annually to ensure health, safety, and quality of life for Soldiers and Family members. Entry into the living quarters will be only with the consent of the Soldier and will occur only when the Soldier is present. This visit should be pre-arranged and consensual.

(7) Leader's Training Time is encouraged at all levels and should be completed in a timely and recurring manner.

(8) Pay Day Activities is encouraged at all levels; leaders should use this time for uniform and barracks inspections.

## **2. SAFETY:**

a. 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.

b. All operations require Risk Management (RM) 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.

c. Performing to standard is one of the key steps in preventing accidents; 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 primarily the leader's responsibility; however, everyone must ensure standards are enforced and unnecessary risks are not taken.

d. All risk assessments will be reviewed by the unit safety officer. Low risk operations will be reviewed by the unit Additional Duty Safety Officer (ADSO), medium risk operations will be reviewed by the brigade safety manager; and high risk operations will be reviewed by the JRTC and Fort Polk Safety Office.

### **3. TYPICAL DUTY DAY:**

a. First Formation and PT: 0630 to 0730 (minimum of 60 minutes of PT)

(1) Commanders are authorized to extend their respective units' PT until 0800.

(2) Alabama Avenue is closed from 4th Street to 23rd Street,

(3) Georgia Avenue is closed only from Louisiana Avenue to 4th Street; Soldiers will use caution when conducting PT on Georgia Avenue south of the intersection of Georgia and Louisiana due to vehicles sharing the road.

b. Duty Formation / Work Call: 0900 or 0930\*

c. Lunch: 1130 to 1300 (Soldiers are authorized one hour for lunch between 1130-1300.)

d. Final Formation: 1700\*

\* Unit Dependent

### **4. PERSONAL CONDUCT/MILITARY COURTESY:**

a. 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. Use of tobacco is prohibited in all Department of the Army (DA) occupied workplaces except for designated smoking areas.

b. Conduct in Public Establishments.

(1) 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.

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

(3) 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.

(4) Watch your language. The use of profanity and racial epithets are unacceptable anywhere, and reflect poorly on the speaker's education and Army Values. 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.

(5) Hazing, Abuse, and Unprofessional Activities: Adherence to the professional Army ethic and its supporting individual values create an environment conducive to personal and professional growth. Any activity that subjects a Soldier to degradation or results in Soldier abuse, will not be tolerated. Examples of unacceptable activities include the slapping or pounding of any award, decoration, or badge, and events such as "blood wings" or "blood stripe" ceremonies, "cherry" jumper initiations, improperly conducted prop blasts, and hazing of any type. Regardless of the intent behind such activities, they are ultimately destructive to unit cohesion and contrary to good order and discipline.

c. Military Courtesy. 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 you, 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.

#### **d. SOLDIERS DO NOT DRINK AND DRIVE!**

(1) The legal drinking age in Louisiana is 21. Soldiers under the age of 21 are prohibited from drinking on or off post at any time.

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

(3) 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.

(4) 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.

e. Radios, stereos, and CD players. Loud playing of radios, stereos, CD players, or similar devices in the housing areas, billets, public locations or while driving is prohibited. 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 cannot hear anything else. If it can be heard beyond 25 feet, it is too loud and in violation of Fort Polk standards.

f. Relationships between Soldiers of different ranks. Professional relationships between Soldiers are outlined IAW AR 600-20, para 4-14. 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.

g. 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.

h. 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 the conduct is so severe or pervasive that a reasonable person would perceive, and the victims does perceive, the environment as hostile or offensive, and:

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

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

(3) 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.

i. 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. Leaders are reminded that unrestricted reports of physical contact of a sexual nature must be investigated by CID.**

#### **5. STANDARDS OF CONDUCT FOR CQ AND SDNCO:**

a. The NCO on duty will be held accountable for all incidents that occur during their tour of duty. A Soldier/NCO receives a compensatory day to recover after 24 hours of duty. The CQ and SDNCO get this compensation because the duty is meant to be demanding. They will remain alert, diligent, and active during the entire tour of duty. All company CQs will be in the rank of Corporal or above. All Battalion and Brigade SDNCOs will be Staff Sergeants or above, no exceptions.

b. There will be limited use of electronic devices of any kind at the CQ/SDNCO desk.

c. The CQ/SDNCO will not leave the unit area for any reason during their tour of duty. The CQ/SDNCO are allowed no more than 30 minutes to consume meals. All meals will be consumed at the CQ/SDNCO desk/unit area or in the unit DFAC.

#### **6. SOLDIER READINESS:**

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

b. To meet this requirement, Soldiers are responsible for ensuring the following:

(1) Identification (ID) card. Must be correct and serviceable at all times with an active personal identification number (PIN).

(2) 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.

(3) 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.

(4) Service Members' Group Life Insurance (SGLI). Soldiers will use the Army self-help tool to update their SGLI forms at least annually. Soldiers are not required to purchase SGLI.

(5) 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.

(6) 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.

(7) Legal. Wills and powers of attorney (POA) 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.

(8) 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.

(9) 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.

(10) 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.

## **7. SOLDIER FINANCES:**

a. Soldiers are expected to manage their personal affairs satisfactorily and provide adequate support to their Family members. Soldiers are paid based on their rank and time in service. All Soldiers are required to participate in the Sure-Pay Program; this means that your money will go directly to either a checking account or savings account of your choice. This is a useful way to keep an accurate account of your money, to reduce potential pay difficulties, to receive your pay regardless of your location on payday, and reduce the possibility of theft.

b. If you write a check and do not have sufficient funds for payment of the check, you may be subject to punishment under the UCMJ if your conduct was in bad faith, showed gross indifference, or had the intent to defraud or deceive.

c. If you wrote the check to a business or company, you may be subject to service fees in addition to returned check fees from your bank. Your commander may also require you to attend a financial management class.

## **8. PAWNING OR SELLING ORGANIZATIONAL CLOTHING AND EQUIPMENT:**

a. Soldiers are prohibited regardless of location to pawn or sell, or assist in the pawning or selling of organizational clothing and individual equipment, military clothing, or any other property substantially similar to military property without the written approval of the unit commander.

b. Unit Commanders will approve sale or pawning only after the Soldier has clearly demonstrated personal ownership of the property. Personal ownership can be demonstrated only by a legible sales slip, which clearly identifies the property or a sworn statement of ownership. The individual wishing to pawn military gear even in this case must be in possession of a full military issue. Ownership may also be established by having a Soldier sign a statement swearing that the item is not government owned but is personal property and having a verifying inventory of appropriate issue property conducted by a commander's delegate (SFC or above). Commanders will maintain at unit level, copies of consent, and where appropriate, signed inventories and statements of ownership. Commander's consent will include all pertinent data to include name of requesting Soldier, description of item, and description of proof of ownership used.

## **9. FUNDRAISING:**

a. Fundraising in an official capacity requires authorization pursuant to statute, Executive Order, regulation, or other authority making it part of an employee's official duties. The Joint Ethics Regulation (JER), which is a punitive federal regulation, prevents military personnel from officially endorsing private organizations other than the CFC and AER. DoD official fundraising only includes the following fundraisers:

(1) Combined Federal Campaign (CFC)

(2) Army Emergency Relief (AER)

b. Although Soldiers may officially support and endorse CFC and AER, contributions must be truly voluntary. The DoD Directive which authorizes this fundraising guarantees freedom of choice to give or not give, and guarantees confidentiality of the donation decision. There may be no undue pressure to donate. Additionally, official support does not include official solicitation from individuals or entities that are not federal employees.

c. Worthwhile organizations are abundant. The general rule, however, is no personal fundraising because it disrupts the workplace, competes with CFC for donations, and invites an abuse of power by superiors and an attempt to curry favor by subordinates. Soldiers may not fundraise in uniform for private organizations (POs) other than the CFC and AER. Soldiers are also prohibited from using government resources such as e-mail to advertise an event on behalf of a PO. The JER permits Soldiers to use official channels such as a bulletin board to notify other Soldiers of events of common interest sponsored by POs, provided all POs are provided access.

d. The four ethics principles commonly involved with POs are:

(1) Personnel shall not use Government property for other than authorized purposes.

(2) Personnel shall not use public office for private gain.

(3) Personnel shall not give preferential treatment to any private organization or individual.

(4) Personnel shall not hold financial interests that conflict with their conscientious performance of duty.

e. Military personnel are prohibited from officially endorsing or sanctioning a PO and Soldiers may not be encouraged to join a particular PO even if it is for a good cause (Exceptions: CFC and AER).

f. If you have additional questions of ethical concern, contact the Staff Judge Advocate, the Deputy Staff Judge Advocate, Chief Administrative Law, or Assistant Administrative Law Attorney at (337) 531-2019.

## **10. GENERAL REQUIREMENTS/INFORMATION:**

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 will have a completed POV Inspection Form completed and signed by their supervisor. A 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. Units will conduct vehicle safety and records checks monthly. Records checks will include driver's license, vehicle insurance, and motorcycle safety course completion.

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. Only Soldiers are required to take the Motorcycle Safety Foundation (MSF) training, Basic Rider Course (BRC), BRC II (experienced), and MSRC (Military Sport Bike Riders Course). Family members, Civilians, and contractors are exempt because the Army does not pay for their training. Three-wheeled motorcycle riders are exempt as are retirees. The MSF card is only mandatory for Soldiers who are motorcycle riders. If Soldiers have taken the MSF training at another installation, they should bring a copy of that card to the Garrison Safety Office to be annotated into the data base.

i. 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 are recommended) that cover the ankles. 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. For additional information on the wear of safety requirements, please refer to Command Policy Memorandum 5: Command Safety Policy.

j. If an accident occurs, report the details to the chain of command immediately. The chain of command will report accidents IAW Command Policy Memorandum 1: Commander's Critical Information Requirements (CCIR).

k. Courtesy is respect for and consideration of others. In the Army, various forms of courtesy are customary and traditional. It is important to render these courtesies correctly.

l. 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." Times for these are as follows: Reveille at 0630, Retreat at 1700, and Taps at 2100.

(1) When outside (not in formation) and the "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 heart. Soldiers in civilian clothes are authorized to salute. (The driver remains in military vehicles.)

(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.

m. A list of off limit areas will be posted in each company area. Soldiers should be aware of these areas.

n. 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.

o. Fort Polk Training Area. If you are interested in hunting, fishing, or recreational activities at Fort Polk, additional information can be obtained from the Post Game Enforcement Section, located in Bldg. 8590 at Alligator Lake off of LA Highway 469, North Fort Polk. The telephone number is (337) 531-5222/5715.

p. Personally Owned Weapons. No Soldier may possess or bring a personally owned weapon on Fort Polk unless it is properly registered with the Directorate of Emergency Services (DES). Personally owned weapons are prohibited 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. The telephone number for DES is (337) 531-2677.

q. Use of Government Travel Credit Cards (GTCC). 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. (Soldiers that are authorized use of GTCC for PCS are not eligible for PCS, DLA, or moving expenses advances. (Soldiers that do not have a GTCC are still authorized advances.) IAW Joint Travel Regulation (JTR), you are required to settle your travel voucher within 5 days of return from TDY or completion of the PCS move.

r. 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.

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

t. The Financial Readiness Program (FRP) is responsible for providing basic education and counseling for active and reserve component Soldiers, DA Civilians, and Family members concerning personal financial readiness and consumer affairs. It provides Soldiers and Family members individual budget counseling, consumer rights and obligation classes, and budget development classes. The FRP is a one stop for Soldiers and Family members considering making large purchases or needing assistance on resolving consumer complaints. The FRP is located in Bldg 920. 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.

u. 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.

### *Section III: Wear and Appearance of Uniforms*

#### **11. BASIC APPEARANCE/JEWELRY/PERSONAL HYGIENE:**

a. 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 professional, military 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.

b. **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 conform 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 when in uniform, or in civilian clothes on 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 1/4 inch. The Soldier will carry a copy of the beard profile at all times.

c. **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 (see figure 11-1) or present a ragged, unkempt, or extreme appearance. Faddish designs (i.e., zig-zag, cross stitch, or any type of patterns weaved into hair) are not authorized. Hair will not fall over the eyebrows or extend below the bottom edge of the collar (see figure 11-2). 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.

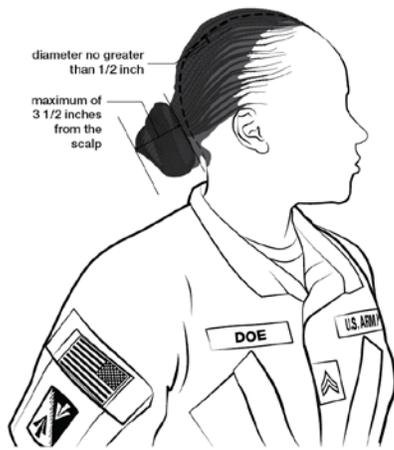


Figure 11-1. Female hairstyle measurement

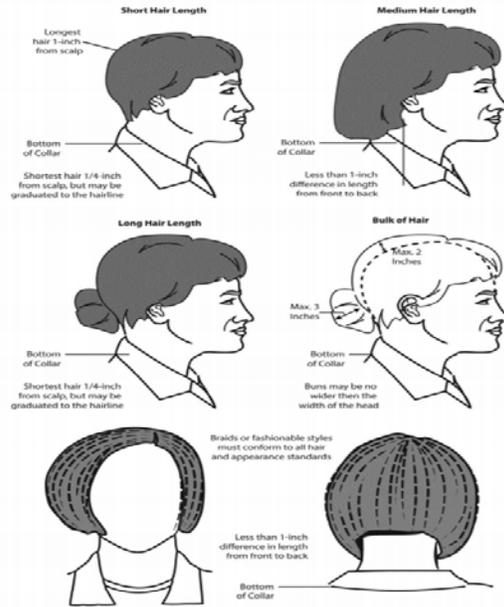


Figure 11-2. Female hairstyle standard

(1) **Pony Tail:** Physical training; long length hair, defined in paragraph 3-2a(3)(c), may be worn in a ponytail. A single pony tail centered on the back of the head is authorized in physical fitness uniforms only when within the scope of physical training, except when considered a safety hazard. The pony tail is not required to be worn above the collar. When hair securing devices are worn, they will comply with the guidelines set in paragraph 3-2a(3)(e). Hairstyles otherwise authorized in this chapter (such as braids and twists) may also be worn in a ponytail during physical training. Physical training in utility uniforms: pony tails are authorized using guidelines set forth in paragraph 3-2a(3)(j), while conducting physical training in utility uniforms. However, if the helmet is worn during physical training, hair must be secured using guidelines in paragraph 3-2a(3)(a) through (k).

(2) **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 their right as the final judgment.

d. **Cosmetics:** As with hairstyles, the requirement for standards regarding cosmetics is necessary to maintain uniformity and to avoid an extreme or unprofessional 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.

(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) is authorized with Army Uniforms, unless prohibited by the Commander for safety or health reasons. Jewelry worn by Soldiers must be conservative and in good taste. Soldiers may also wear one activity tracker, pedometer, or heart rate monitor. Any jewelry or monitors worn by Soldiers while in uniform or in civilian clothes on duty must be conservative. 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. When male and female Soldiers are not in uniform and off duty, earring wear is not restricted as long as the earrings do not create or support ear gauging (enlarged holes in the lobe of the ear, greater than 1.6mm). Attaching, affixing or displaying objects, articles, jewelry, or ornamentation to, through, or under their skin, tongue, or any other body part is prohibited. This applies to all Soldiers on or off duty. The only exception is for female Soldiers, who may wear earrings consistent with paragraph 3-4d. (The term "skin" is not confined to external skin but includes the tongue, lips, inside the mouth, and other surfaces of the body not readily visible.)

(2) JRTC and Fort Polk Soldiers may wear a religious item on a civilian-style necklace or neck chain in military uniform as explained in AR 670-1, paragraph 3-15. Such religious jewelry 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.

e. **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 3-3). 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 OCP or ASU 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 policy.

f. **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.

g. **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 may use in-ear iPods/MP3 in the APFU only while conducting PT in a gym facility.

h. **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 phones will not be attached to the PT uniform nor be worn during PT at any time.

i. **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 while on official duty. 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. ID Tags are not to be worn affixed to a belt loop on the trousers and stored in a pocket.

j. **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.

k. **Bags:** Commercial rucksacks, gym bags, or like articles in the universal camouflage OCP pattern may be worn over one shoulder using a shoulder strap (gym bag style) or over both shoulders using both shoulder straps (rucksack style) 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. All commercial non-issued items worn over the shoulders must match the uniform color (Exception to Policy: Army Regulation (AR) 670-1 Authorized logos include: Army agency/organization seals, insignias, crests, etc.).

l. **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.

m. **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-tools (such as the Leatherman) are allowed; squad leaders will ensure knives are within Army and local regulation.

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



Figure 11-3. US Army Class A Uniform



Figure 11-4. US Army Class B Uniform

## 12. OCP 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. The Multi-Cam, and Operational Camouflage Pattern (OCP) uniforms are authorized for wear. To aid in continued transition, Soldiers are still authorized to wear the Tan (sand) t-shirt, belt, and

combat boots with the new uniform as long as those 3 items are of the same material color (i.e. all Tan (sand) or all Tan 499 (coyote)). There will be no mixing of the Multi-cam, or OCP uniforms main components (blouse, pants, and patrol cap). Commanders will specify the uniform for ceremonies. All apply until 1 October 2019; this is the date the official uniform will be OCP with Tan 499 (coyote) t-shirt and belt, and coyote brown boots.

b. The Operational Combat Pattern (OCP) uniform is the garrison and field uniform for Soldiers assigned to JRTC and Fort Polk. The OCP 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 OCP off post unless prohibited by the commander.

c. The OCP may be worn for commercial CONUS travel. For OCONUS travel, the OCP will only be worn 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 combat uniform in off-post establishments that primarily sell alcohol. Soldiers will not publicly consume alcohol off post in the combat uniform unless attending an official function or exception granted by their chain of command.

e. The OCP is issued as a combat uniform and is not intended for wear as an all-purpose uniform when other uniforms (Class A, B, dress, or mess) are more appropriate. The commander may prescribe organizational and individual equipment items IAW CTA 50-900 when the OCP is worn for parades, reviews, and ceremonies. The OCP is not normally considered appropriate for official functions off the installation, such as memorial services, funerals, weddings, inaugurations, etc. Soldiers may wear the OCP off post, such as quick stops at the store, getting gas, food, etc. The OCPs are NOT appropriate wear for shopping malls or movies.

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

g. Combat and Special Skill Badges can be pinned on or sewn when worn. Soldiers may also sew/pin 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.

(1) 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.

(2) Personnel may wear no more than five subdued combat and special skill badges on the OCP. Badges will be in order of precedence from the wearer's left: 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 (see figure 12-1). 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 higher precedence of group 4 badges worn.

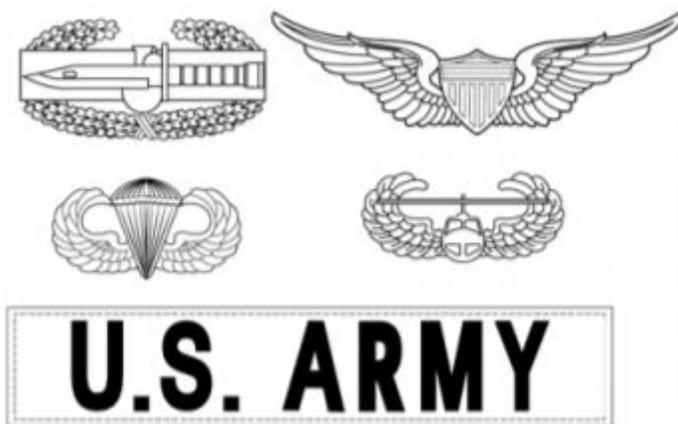


Figure 12-1. Correct Wear of Badges

h. All JRTC and Fort Polk Soldiers will wear the approved OCP Combat Boot or as an option, commercial coyote brown combat boots that meet Army specification. Soldiers may wear commercial boots of a design similar to that of the Army Combat Boot (coyote brown), 8 to 10 inches in height as authorized by the commander. The boots must be made of coyote brown rough side out cattle hide leather and have a coyote brown, rubber outsole. Soldiers may wear optional boots in lieu of the standard issue Army Combat Boots—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 OCP. 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).

i. The Tan 499 (coyote) t-shirt is a standard 100% cotton shirt authorized for wear by those Soldiers in jobs that have an associated flame risk or hazard. The Tan 499 (coyote) 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 OCP, but it will allow those Soldiers who have an associated flame risk in their job to have alternative wear when appropriate.

j. The OCP 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.

k. 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, Soldiers will wear the subdued cloth or IR flag insignia while deployed or in a field environment.

l. The OCP coat is not authorized for removal during hot weather, work details, or office work unless given guidance by a unit commander otherwise. The OCP coat protects Soldiers from the sun and is designed to provide adequate cooling.

m. During field or tactical training, the Army Combat Shirt (ACS) may be worn in lieu of the OCP jacket. Soldiers will not wear the ACS outside the unit area, ranges, and training areas to include RTU AAR facilities. However, the ACS is authorized in all Shoppettes for quick purchases only but prohibited from wear in the PX or commissary.

n. 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 Tan 499 (coyote) 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.

(1) The following boots are the only authorized footwear for the A2CU, Army Combat Boot, hot weather-flame resistant, (Bellville 340DES), Army Combat Boot, coyote brown (ACB-coyote brown), coyote brown Intermediate Cold Weather Boot with Removable Liner, (ICWB w/RL).

(2) 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 attached with hook and loop fasteners to the uniform.

(3) 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.

(4) Flight jackets may be worn any time a gortex jacket may be worn, but not with the OCP uniform. Major unit or separate battalion commanders may require the gortex to be worn in formation. Aviators in operational flying status and all enlisted crewmembers on flight status may wear the flight jacket.

o. Duty uniform includes the OCP, 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.

p. Headgear

(1) 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. NCOs and officers will wear subdued grade insignia on the patrol cap in garrison environments; chaplains wear non-subdued branch insignia. Cat-Eyes will be placed on the OCP patrol cap according to unit SOP.

(2) The beret will be worn for special events such as parades or changes of command or responsibility. 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 figures 12-2 and 12-3 below.)

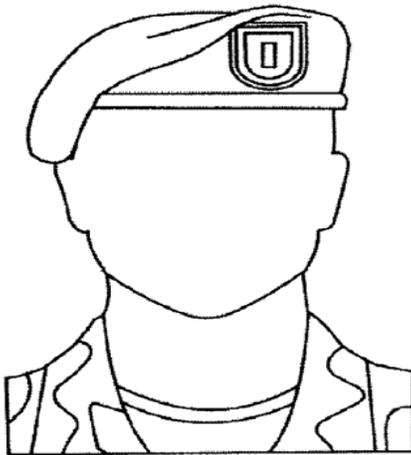


Figure 12-2. Front View of Correct Wear of Beret



Figure 12-3. Side View of Correct Wear of Beret

(3) The OCP Sun (Boonie) Hat is a deployment headgear option and will only be worn while deployed unless given guidance by a unit commander for wear.

q. The coyote brown belt with open-faced buckle is the only authorized belt worn with OCP and other field uniforms.

r. Food Service Soldiers performing duty in the garrison facility will wear the cook whites. They are required to wear unit crests and special skill badges, if earned, on these uniforms.

s. Enlisted Soldiers assigned to the Bayne Jones Army Community Hospital (BJACH) wear duty white uniform, insignia, and accouterments. They are required to wear 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.

t. Enlisted Soldiers assigned to the US Army Dental Activity (DENTAC) may wear the medical whites or OCP. The combat and special skill badges if earned, is required for wear with the medical white uniform.

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

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

(2) 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 manufacturer's name/initials on them and are APEL approved (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 in formation and while indoors, unless on profile due to eye surgery.

(3) Hydration Systems: The camelback may be worn with the physical fitness and duty uniforms when authorized by the commander. The hydration system will be worn as prescribed in AR 670-1, para 3-6g. It will be worn over both shoulders and the drinking tube will not hang from the mouth when the system is not in use.

(4) When in uniform, Soldiers are not authorized to walk around with a cigarette, electronic cigarette, smokeless tobacco, cigar, or tobacco pipe in their mouth. Tobacco use in uniform is only authorized in designated smoking areas.

(5) While in uniform, Soldiers will not place their hands in their pockets, except momentarily to place or retrieve objects. Under no circumstance will any Soldier walk around with their hands in their pockets.

### **13. PHYSICAL FITNESS UNIFORM:**

a. The Army Physical Fitness Uniform (APFU) 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 Physical Readiness Training that requires the OCP (i.e. foot march). Unit distinctive t-shirts and sweatshirts 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. Soldiers are always required to wear a yellow reflective belt on co-use routes and during times of limited visibility and darkness.

b. Hot Weather. The warm weather physical fitness uniform consists of the summer APFU, yellow reflective belt (when required) worn around the waist, running shoes, and white/black ankle length socks with no logos. The shirt will be tucked into the shorts. (See figure 13-1.)

c. Cold Weather. The cold weather physical fitness uniform will consist of the yellow reflective belt (when required) worn over the right shoulder, running shoes, and white/black socks. The Army winter APFU is with black gloves, the black watch/fleece cap with APFU shorts and shirt worn underneath. Unit distinctive shirts are allowed as per paragraph a. 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 black fleece cap is the only authorized headgear; when worn, it will not be folded or rolled.

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

e. Per AR 670-1, the APFU may be worn on and off duty and on and off the military installation. Soldiers may wear all or part of the APFU off post, such as for quick stops at the store such as getting gas, five minute pickup of food, etc. The APFU will not be worn for one hour shopping sprees. At no time will Soldiers be authorized to wear APFU to the PX or the Commissary. APFU are NOT appropriate wear to restaurants, shopping malls, or movies. Soldiers may wear the APFU in the AAFES Shoppettes only during the hours of 0500-0900, Monday through Friday. Standards of wear and appearance specified in AR 670-1, paragraph 1-7, will apply at all times.

f. CIF-issued Army hydration systems are the only authorized water source during PRT and foot marches (i.e. canteens, CIF-issued Camelback).

#### **ARMY PHYSICAL FITNESS UNIFORM:**



Figure 13-1. Army Physical Fitness Uniform (contingent on weather)

Note: Soldiers are always required to wear a yellow reflective belt on co-use routes and during times of limited visibility and darkness. When required, the yellow reflective belt will be worn over the shoulder from right shoulder to left hip any time the PT jacket or sweat top is worn during physical training.



Figure 13-2. Correct Wear of Socks with APFU



Figure 13-3. Incorrect Wear of Socks with APFU



Figure 13-4. Correct Wear of Socks with APFU  
(Same Rules Apply with Black Socks)



Figure 13-5. Army Issue Hydration Carrier



Figure 13-6. Army Issue 1 Quart Canteen



Figure 13-7. Army Issue Hydration Carrier (back)

#### **14. MOUNTED/DISMOUNTED UNIFORM:**

- a. The mounted uniform is at a minimum, the Advanced Combat Helmet (ACH), combat uniform, APEL eye protection, and gloves must be worn when mounted in Army vehicles.
- b. Individual Body Armor (IBA/IOTV/Plate Carrier) will be worn as the load bearing equipment with the training and fighting uniform. The front, back, and side plates must be worn at all times. 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 Soldier's duty position. The IFAK will be visibly marked with and worn IAW Brigade/Battalion SOP. 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 (Bump helmets are authorized for Ops Group). The ACH band will be worn under the Night Vision Goggle's (NVGs) base. Sun-wind-dust goggles may be worn on the ACH when directed by the unit leadership.
- d. Cold weather underwear worn with field clothing must be IAW the requirements of military appearance. Army issued cold weather clothing, including ECWCS Levels I, II, and III cold weather underwear (black and tan) issued to Soldiers during RFI, OD wool sweaters, and sleeping shirts are acceptable underwear. No bright colored underclothing that is 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 according to unit SOP.
- f. MOLLE Large Field Pack and Medium Rucksack. Ensure that the MOLLE ruck sack is sized to each individual Soldier per the manufacturers' suggested sizing methods. During wear in garrison and during conditioning foot marches, both outer cargo pockets will be attached, along with the sleeping bag carrier stowed in the ruck sack. During tactical training and combat operations, all MOLLE packs will be configured to facilitate the mission.
- g. Weapons and Optics. All application optics, night vision and hard ware (iron sights) are secured in accordance with each units internal SOP. At a minimum, all items will be secured with a secondary securing device to ensure accountability of sensitive items. The secondary method of securing these items should be gutted 550 cord, heavy duty zip ties, or lacing wire.
- h. All NVGs that are carried in MOLLE packs 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. NVGs that are carried physically with the Soldier will be tied down with 550 cord to a portion of the IBA or ACH.

***\*THE FOLLOWING EXAMPLES ARE FOR VISUAL REFERENCE ONLY; UNIT SOPs WILL DICTATE REQUIRED/ADDITIONAL INSIGNIA OR ADORNMENTS\****

**Figure 14-1. Carrier, Fighting Load (FLC)**



**Figure 14-2. Helmet, Advanced Combat**



***\*THE FOLLOWING EXAMPLES ARE FOR VISUAL REFERENCE ONLY; UNIT SOPs WILL DICTATE REQUIRED/ADDITIONAL INSIGNIA OR ADORNMENTS\****

**Figure 14-3. Field Uniform with Improved Outer Tactical Vest (IOTV) (For Live Fire)**



- OCP Uniform
- ACH
- IOTV / IBA / Plate Carrier
- Gloves
- Face Paint

**Figure 14-4. Field Uniform without Improved Outer Tactical Vest (IOTV) (For Training)**



- OCP Uniform
- ACH
- FLC
- Gloves
- Face Paint

***\*THE FOLLOWING EXAMPLES ARE FOR VISUAL REFERENCE ONLY; UNIT SOPs WILL DICTATE REQUIRED/ADDITIONAL INSIGNIA OR ADORNMENTS\****

**Figure 14-5. Duty Day Uniform**



**Figure 14-6. Pack, Assault, MOLLE**

Name tape sewn  
IAW unit SOP



**\* Proper display of yellow reflective belt, required on co-use routes and during times of limited visibility and darkness.**

***\*THE FOLLOWING EXAMPLES ARE FOR VISUAL REFERENCE ONLY; UNIT SOPs WILL DICTATE REQUIRED/ADDITIONAL INSIGNIA OR ADORNMENTS\****

**Figure 14-7. Field Pack, Large Field**



**\* Proper display of yellow reflective belt, required on co-use routes and during times of limited visibility and darkness.**

**Figure 14-8. IOTV – Base Vest Assembly + Plates**



***\*THE FOLLOWING EXAMPLES ARE FOR VISUAL REFERENCE ONLY; UNIT SOPs WILL DICTATE REQUIRED/ADDITIONAL INSIGNIA OR ADORNMENTS\****

**Figure 14-9. Soldier Plate Carrier**



***\*THE FOLLOWING EXAMPLES ARE FOR VISUAL REFERENCE ONLY; UNIT SOPs WILL DICTATE REQUIRED/ADDITIONAL INSIGNIA OR ADORNMENTS\****

**Figure 14-10. Uniform for Conditioning Foot March  
\*FLC/IOTV/Plate Carrier allowed**



**Figure 14-11. Uniform for Tactical Foot March  
\*Weapon Optional**



**\*Wear yellow reflective belt around ruck on co-use roads and during times of limited visibility and darkness.**

## **15. WINTER UNIFORM:**

- a. Army issued cold-weather clothing is authorized for wear in accordance with AR 670-1. Black or green gloves with no civilian logos may be worn at the commander's discretion.
- b. The black 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 black 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 at the PX or to conduct business off post.

## **16. OFF-DUTY APPEARANCE:**

- a. Civilian clothing must be in professional 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 where underwear are 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 or off of the installation. Soldier must maintain a professional appearance at all times.
- 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 professional military appearance IAW AR 670-1 while on leave/pass.

### *Section IV: Physical Fitness*

## **17. 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. Soldiers should avoid scheduling personal appointments, classes, or other training during PRT hours. The standard is for every Soldier to pass the APFT, a goal of 4 miles without stopping in 36 minutes or less, and be able to foot march with a ruck/Soldier's load. When conducting unit runs, focus on team building and assessment. All units will conduct PRT in the field. When conducting PRT while wearing the OCPs 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.

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 conducted for a minimum of one hour; 0630 to 0730 Monday through Friday.

(2) An NCO, warrant officer or commissioned officer will be present to supervise PRT and BN level Profile PT.

(3) While walking on the one-ways in groups, Soldiers will conduct themselves in a military manner with a sense of purpose—no “mall walking.”

(4) Maintain uniformity.

(5) Remember safety (e.g. road guard vests, belts, and flashlights).

(6) Pregnant Soldiers will conduct PPPT.

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

c. Conditioning foot march. The uniform for the conditioning foot march is the OCP with combat boots, green, black, or tan wool socks, FLC/IOTV/Plate Carrier with attached modular components, any of the issued MOLLE packs, and yellow reflective belt (when required), which will be worn around the pack. During winter months, the black micro fleece cap and black/green gloves may be worn. During limited visibility conditions, foot marches must be conducted 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.

d. Tactical foot march. The uniform for this foot march is the OCPs with the appropriate 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 yellow reflective belt (when required), which will be worn around the MOLLE or assault pack. During limited visibility conditions, commanders will equip every marching Soldier with additional luminous or yellow reflective devices that will allow the Soldier to be seen from the front and rear traffic. The black micro fleece cap, the patrol cap, and the OCP sun hats 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 4 hours with a 35 pound MOLLE issued pack.

e. 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 vest/belt. In order to aid the safety of Soldiers, running is prohibited on some roads. Refer to the latest established running route map for guidance: <http://fortpolkmwr.com>. Alabama Avenue is closed for traffic Monday-Friday, 0630-0745, for PT. Georgia Avenue is closed from Louisiana to 4th Street during this time.

*Section V: Newcomers Information*

**18. SOLDIER SUPPORT AGENCIES/EO/SHARP/IG:**

a. Army Community Service (ACS). The main center is located in Bldg 920, 1591 Bell Richard Avenue, at (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 dependents, 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 is an integrated Army information source that is available 24 hours per day, 365 days per 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, you may call 1-800-342-9647 or outside the US, you may call 1-800-464-8107. The web address is [www.militaryonesource.com](http://www.militaryonesource.com).

c. Tri-Care Service Center. Your Tri-Care Service Center is located on the 1st floor, entrance "A," at BJACH or call toll free at 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. The appointment help line is (337) 531-3011.

d. 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 Avenue, Bldg 1454; the telephone number is (337) 531-2019. Trial Defense Services can be reached at (337) 531-4343.

e. The American Red Cross is located at 1778 3d Street; the telephone number is (337) 531-2041 (duty hours only) or 1-800-733-2767 (nights, holidays and weekend emergencies). The American 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.

f. The unit chaplain is always available for spiritual or family counseling. A duty chaplain is always on call at (337) 531-4916/7501.

g. 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, at (337) 531-3922/3923.

**h. JRTC and Fort Polk Office of the Inspector General.** 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; telephone number is (337) 531-2100/7878. You must notify your chain of command 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.

(1) The JRTC and Fort Polk Office of the Inspector General is a resource for all Soldiers, civilians, and Family members to request assistance with any Army related issue or allegation.

(2) The JRTC and Fort Polk Office of the Inspector General can provide assistance for anyone with Army related issues. Examples include but are not limited to:

(a) Clarification of regulations or policies

(b) Pay problems

(c) Issues involving DTS

(d) Questions or correction of administrative errors

(3) Service Hours: Mon and Thu, 1300-1630; Tue, Wed, and Fri 0900-1630

(4) Contact information: Fort Polk Inspector General, 2155 11th Street, Building 1629, Fort Polk, LA 71459. Email is [usarmy.polk.imcom.mbx.ig-inspector-general@mail.mil](mailto:usarmy.polk.imcom.mbx.ig-inspector-general@mail.mil). Phone number is 337-531-2100 or DSN: 863-2100/7878.

**i. Equal Opportunity.** Every company has an equal opportunity leader (EOL). Military 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: informal and formal. Equal Opportunity policy letters can be found at <https://www.jrtc-polk.army.mil>. 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.

(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 for record. The memorandum for record should include information indicating nature of complaint and identifying pertinent information to assist in the identification of the 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 the 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.

j. **Sexual Harassment Assault Response Program (SHARP).** The commander's intent is to prevent all sexual assault/harassment incidents at JRTC and Fort Polk. We will approach this challenge by implementing, "Not In My Squad, Not In My Army." Each unit down to company level has a Victim Advocate SHARP Representative: a full time Sexual Assault Response Coordinator (SARC) and Victim Advocate (VA) at each brigade, collateral duty SARC and VA at each Battalion, and SHARP Advisors at the company level. Any military member, Family member and civilian employee will be provided an environment free of Sexual Harassment/Sexual Assault. There are two different types of Sexual Harassment complaints: informal and formal, and follow the complaint procedures listed under EO. There are also two ways to report sexual assault: restricted and unrestricted. You cannot report a restricted report to a SHARP Advisor. If you have any questions or concerns pertaining to the SHARP Program, please refer to the Command Policy Memorandum 7: Prevention of Sexual Harassment and Sexual Assault, or contact the Installation SHARP Program Office at 337-531-1788 or DSN 863-1788. CID is the investigating authority for all sexual assaults. **\*\*If anyone is a victim of Sexual Assault or encounters someone that has been a victim, follow these steps below:**

(1) **Unrestricted reporting.** A service member, Family Member, or DA Civilian who are 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.** If you have any questions or concerns pertaining to the SHARP Program, please contact the Installation SHARP Program Office at 337-531-1788.

(2) **Restricted reporting.** A service member or Family member over the age of 18 who have been 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 reports must only be made to the following: VA, Brigade SARC/SHARP, and Health Care Provider. Reporting outside of those individuals or agencies will automatically generate a formal investigation by state and federal law. Communication with the Chaplain is not considered a report.

## SHARP

There is no tolerance for sexual harassment and sexual assault in our Army. We have a comprehensive program to educate and train our Soldiers on sexual harassment, and sexual assault response and prevention. Everyone, at every level of leadership, must help establish a climate of dignity, respect, and trust.

Victims of Sexual Assault should follow these steps:

1. Go to a safe location away from the Perpetrator.
2. Preserve all of the evidence.
  - a. Do not bathe, wash your hands, brush your teeth, eat, or smoke.
  - b. If you are still in the location of the crime, do not clean or straighten up, do not remove anything from your surroundings.
  - c. Write down or audio record all the details you can remember about the attack and the attacker.
3. Report the assault to the military law enforcement or the local police—who can be reached by calling 911 in most areas inside of the United States.
4. **CID is the investigating authority for all sexual assaults.** If you are not sure whether you would like to report the crime, or if you have any questions about your options, you can call the Fort Polk SHARP Hotline at (337) 531-1848 or the DoD Safe Helpline at (877) 995-5247.

### SHARP Reporting Chain

	Fort Polk Installation SHARP
	BDE SARC/ SHARP VA
	BN SARC/ SHARP VA
	Chaplain/Medical Healthcare Provider

### SHARP Reporting Options

<u>Restricted</u>	<u>Unrestricted</u>
Allows you to seek medical care and counseling services. Reports are kept confidential and your Chain of Command and Law Enforcement are not notified.	Allows you to participate in the Military Criminal Justice process through an official investigation of the crime.

## **19. EDUCATIONAL OPPORTUNITIES:**

- a. JRTC and Fort Polk offers numerous educational opportunities for Soldiers and the community at the Continuing Education Center located across from the Commissary.
- b. Check out [http://www.jrtc-polk.army.mil/DHR\\_WEB/Education\\_Center.htm](http://www.jrtc-polk.army.mil/DHR_WEB/Education_Center.htm) in order to learn about the center's full array of programs.

## **20. ONE STOP NEWCOMERS INFORMATION:**

- a. The Directorate of Human Resources (DHR) provides quality personnel services to military personnel (Active/Reserve/ National Guard), retirees, Family members, DoD Civilians, and eligible contractors in replacement operations, in/out-processing, transition and retirement services, compassionate reassignment/hardship discharge request processing, military awards/decorations, ID cards/tags and DEERS enrollment, and the installation School of Standards program.
- b. The Consolidated In and Out Processing Center in Building 250 offers a one stop for new and transitioning Soldiers at JRTC and Fort Polk. The telephone numbers are listed below:

- (1) Welcome Desk: 337-531-7258
- (2) NCOIC: 337-531-6119
- (3) DEERS: 337-531-1891
- (4) ID Cards: 337-531-1430
- (5) Retirement Services: 337-531-0402/0363
- (6) In/Out Processing: 337-531-7351
- (7) Transition Point: 337-531-7352
- (8) Reassignment Processing: 337-531-7597

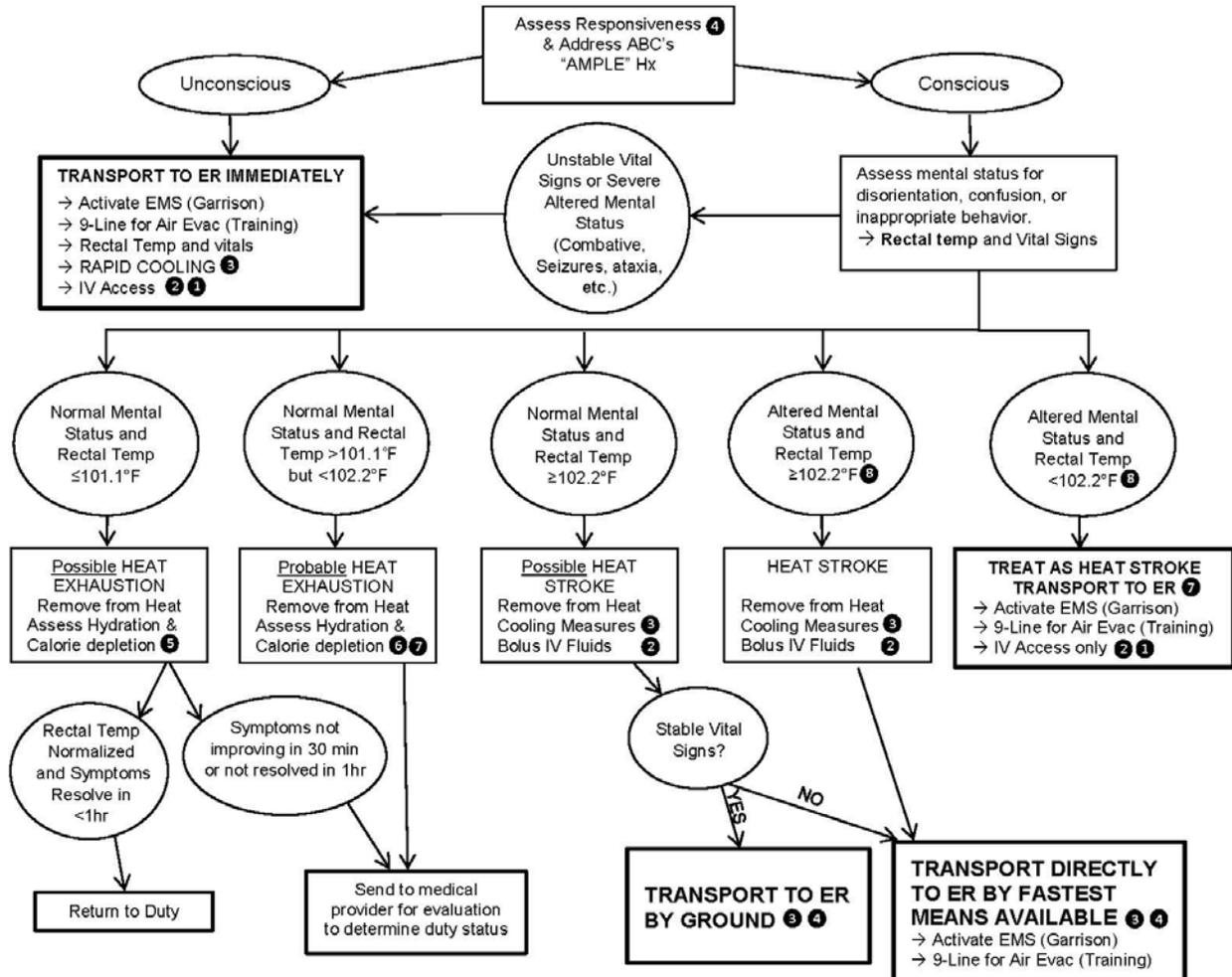
## **21. PAO/SOCIAL MEDIA:**

- a. The Public Affairs Office is responsible for the JRTC and Fort Polk Facebook page, all-users emails, the installation newspaper, media relations and community relations. Units are authorized to create their own Facebook pages, but must first register them with Army Social Media. The PAO does not approve individual unit messaging; that's under the purview of each unit. However, if you wish to reach the widest audience, please tag the JRTC and Fort Polk Facebook page so we can share. Units wishing to submit information for the installation newspaper should contact the PAO at Building 4919 or at (337) 531-1392.
- b. Units receiving requests from the media should always refer to their public affairs officer, who in turn, should inform the Public Affairs Office. This office tracks all media wishing to enter the installation

## 22. HEAT INJURY MANAGEMENT

### HEAT INJURY MANAGEMENT (FORT POLK)

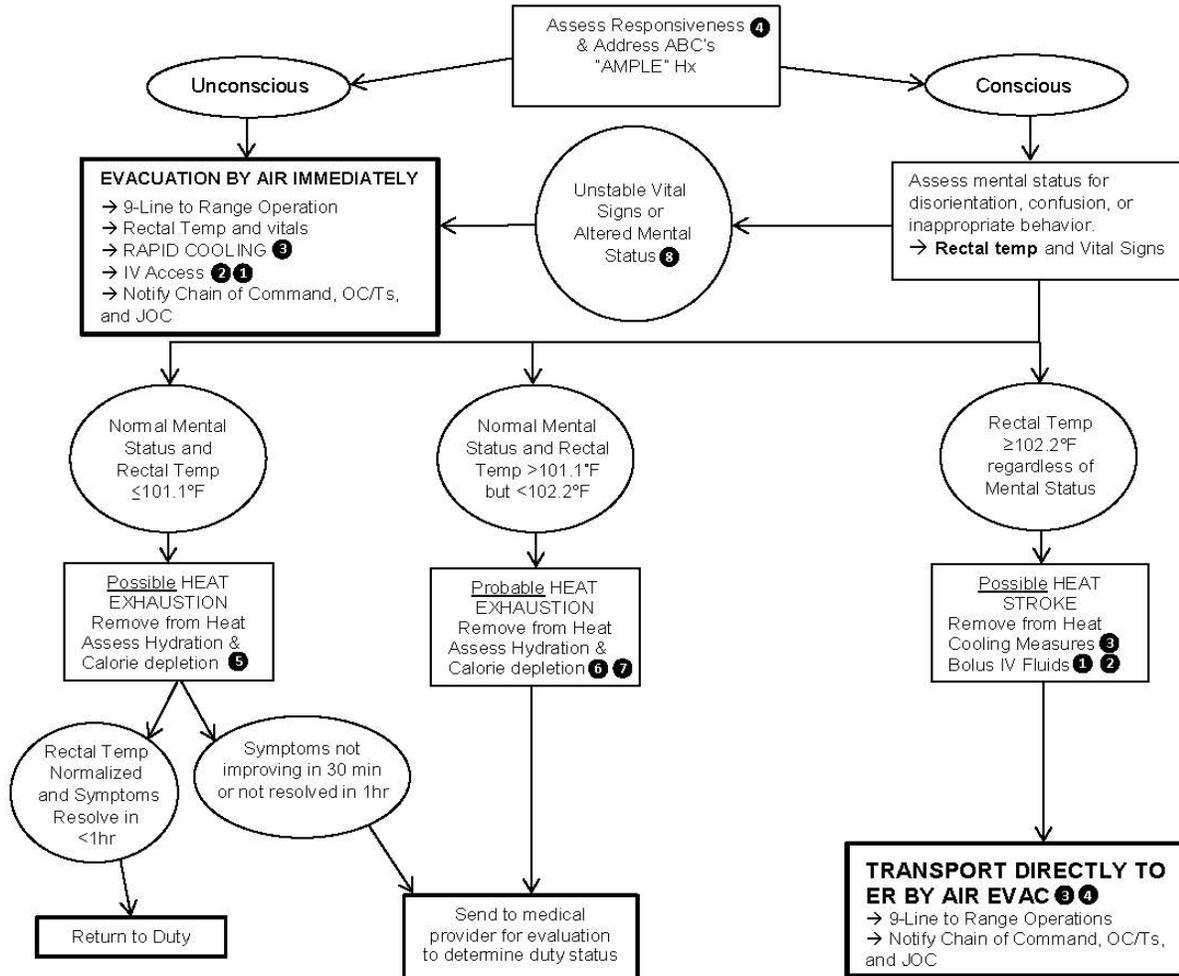
This flowchart represents the management of heat injuries for units on Fort Polk. Core temperatures must be taken on all suspected heat injuries. Those with core temperatures 102.2° F or higher must be evaluated by the BJACH emergency room with the mode of travel determined by the flowchart below.



- 1 DO NOT DELAY COOLING OR TRANSPORT FOR THESE ACTIONS.**
- 2** Cooled NS IV Fluid per provider guidance. If mucous membranes dry or "shock" present then bolus 1L then KVO. If mucous membranes wet, other signs of over hydration or CHF or T<102.2°F then NS @ KVO; Reassess ongoing IVF need from clinical response, lung exam, urine output, and labs.
- 3** Aggressive cooling while preparing transfer and while en route if Rectal T ≥102.2°F. **DON'T DELAY COOLING**; Ice water towels or sheets wrapped around body (replace every 2-3 min), Ice packs with pouring water over casualty. Cold IV Fluids. Fanning. Vehicle air conditioning max OR windows open. Helicopter Rotor wash. Stop cooling when rectal temperature drops below 101°F.
- 4** Use C-Spine immobilization and back board for trauma.
- 5** Elevate legs, minimize clothing, rest in cool environment for 1 hour, oral rehydration with cool fluids & food or ORS/DripDrop as indicated, reassess frequently.
- 6** Elevate legs, minimize clothing, rest in air conditioned environment for minimum of 24hrs, oral rehydration with cool fluids & food or ORS/DripDrop as indicated, reassess frequently
- 7** Active Cooling (Ice Sheet or Cooled IV Fluids) if showing symptoms of heat exhaustion. Monitor rectal temp. Stop cooling at a rectal temp of 101°F
- 8** Altered Mental Status = The inability of the casualty to accurately recall all of the following: **Person, Place and Time**. This can easily be assessed by asking the casualty to state their Full Name, Location (Military Post and State), AND the current Month and Year.

## ROTATIONAL TRAINING UNIT HEAT INJURY MANAGEMENT (JRTC)

This flowchart represents the management of heat injuries for rotational training units at the Joint Readiness Training Center. Core temperatures must be taken on all suspected heat injuries. Those with core temperatures 102.2° F or higher must be evacuated to the BJACH emergency room by air. Notify OC/T immediately of need for evacuation.



**1 DO NOT DELAY COOLING OR TRANSPORT FOR THESE ACTIONS.**

**2** Cooled NS IV Fluid per provider guidance. If mucous membranes dry or "shock" present then bolus 1L then KVO. If mucous membranes wet, other signs of over hydration or CHF or T < 102.2°F then NS @ KVO, Reassess ongoing IVF need from clinical response, lung exam, urine output, and labs.

**3** Aggressive cooling while preparing transfer and while en route if Rectal T  $\geq 102.2^{\circ}\text{F}$ . DON'T DELAY COOLING; Ice water towels or sheets wrapped around body (replace every 2-3 min), Ice packs with pouring water over casualty. Cold IV Fluids. Fanning. Vehicle air conditioning max OR windows open. Helicopter Rotor wash. Stop cooling when rectal temperature drops below 101°F.

**4** Use C-Spine immobilization and back board for trauma.

**5** Elevate legs, minimize clothing, rest in cool environment for 1 hour, oral rehydration with cool fluids & food or ORS/DripDrop as indicated, reassess frequently.

**6** Elevate legs, minimize clothing, rest in air conditioned environment for minimum of 24hrs, oral rehydration with cool fluids & food or ORS/DripDrop as indicated, reassess frequently.

**7** Active Cooling (Ice Sheet or Cooled IV Fluids) if showing symptoms of heat exhaustion. Monitor rectal temp. Stop cooling at a rectal temp of < 101°F.

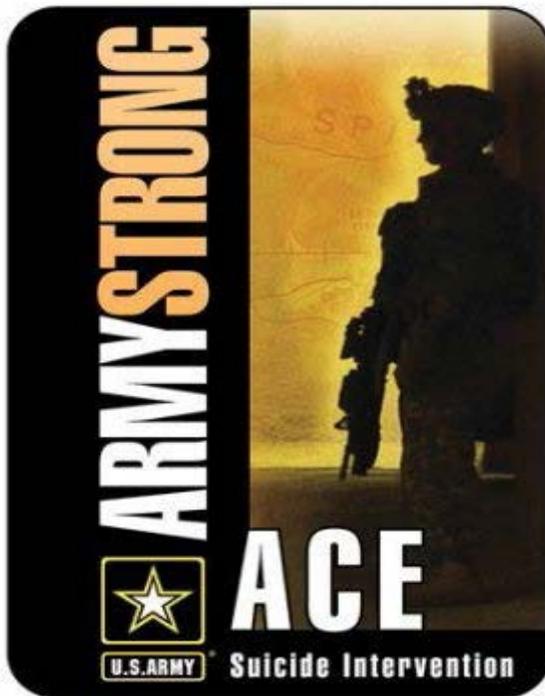
**8** Altered Mental Status = The inability of the casualty to accurately recall all of the following: **Person, Place and Time**. This can easily be assessed by asking the casualty to state their Full Name, Location (Military Post and State), AND the current Month and Year.

## 23. SUICIDE PREVENTION

Suicide Prevention is a 365-days-a-year effort and a top priority for the Army and this command. Suicide prevention demands Soldiers' vigilance, and it is the responsibility of everyone. Be there for your buddy, be there for your family, be there for yourself. Know the warning signs; it is not always obvious.

Whether you or someone you know are in need of help, get help or assist them in getting help. Talk to your chain of command, Chaplain, Behavioral Health Professional, a battle buddy, or someone you trust.

Suicide Prevention Hotline: 1-800-273-8255



**A**  **Ask your buddy**

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

**C** **Care for your buddy**

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

**E** **Escort your buddy**

- Never leave your buddy alone
- Escort to the chain of command, a Chaplain, a behavioral health professional, or a primary care provider

**USACHPPM** <http://chppm-www.apgea.army.mil/>

GTA 12-01-003 May 2008



## 24. SUPPORT AGENCIES/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

Coordinator	531-0587
Advocate	531-4656
Trainer	531-1549
Victim Advocacy Program (VAP)	
Coordinator	531-6333
Administrative Assistant	531-1938

### CHILD, YOUTH & SCHOOL SERVICES (BLDG 400)

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 and Curriculum Spec (TACS)	531-6779
	531-6678
Parent Outreach	531-9639

### DEPARTMENT OF THE ARMY CIVILIAN POLICE

Police Desk SGT	531-2227
	531-2677

### AMERICAN RED CROSS (BLDG 3504)

Station Manager	531-4783
24/7 Emergency Service Center	877-272-7337
BJACH Hospital Office	531-3260
Medical Appointments	531-3011

### CHAPLAIN

531-4916/7501

### IN/OUT PROCESSING CENTER (BLDG 250)

531-7351

### DEERS

531-1891

### ID Cards

531-1430

## **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.

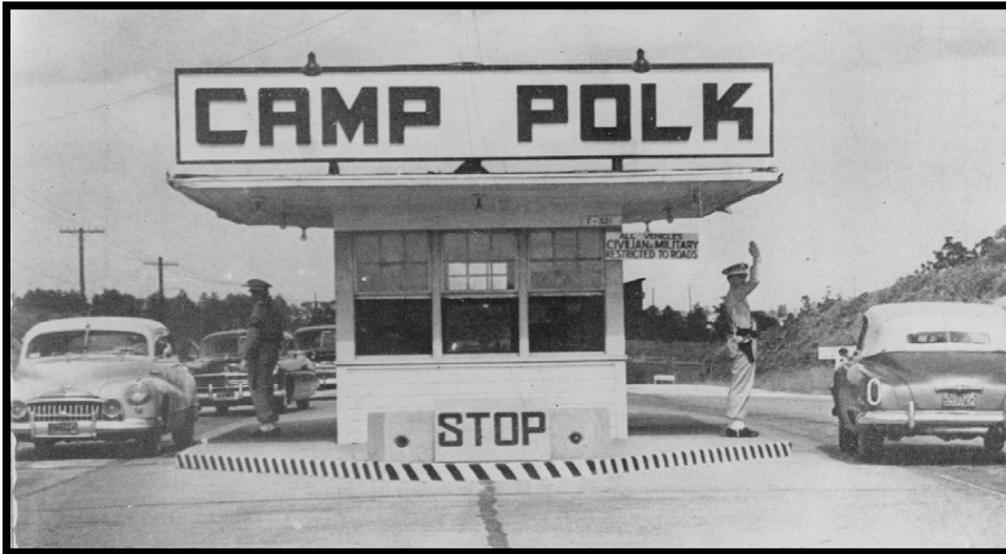
**Personal Courage:** Face fear, danger, or adversity (physical or moral).

## **THE ARMY SONG**

(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.)

March along, sing our song, with the Army of the free.  
Count the brave, count the true, who have fought to victory.  
We're the Army and proud of our name!  
We're the Army and proudly proclaim:  
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



Camp Polk was established on January 10, 1941, in accordance with War Department General Order #1. During World War II, the Army trained 48 of its 91 divisions here, teaching thousands of Soldiers the basics of combat. Generals such as Marshall, Eisenhower, Patton, and Bradley learned invaluable lessons during the Louisiana Maneuvers that proved critical to their success in defeating the Axis powers.

The post closed in 1946, re-opened during the Korean War, and closed again in 1954. It re-opened for Operation Sagebrush in 1955, the largest Army maneuver since 1941 but closed again in 1959. In 1961, it re-opened as the Army Training Center, Infantry. It was the Army's largest infantry training center during the Vietnam War, training over one million Soldiers. It became renowned as "Tiger Land" due to its realistic Vietnamese-style training villages.

In 1975, Fort Polk became home to the 5th Infantry Division (Mechanized). The 5th ID Soldiers formed the nucleus of the task force sent to Panama for Operation Just Cause in 1989-1990. As the Army's mission evolved, the 5th ID deactivated in 1992, and the 2nd Armored Cavalry Regiment (ACR) took its place. The 2nd ACR deployed to the Balkans and Iraq during its tenure. On March 12, 1993, Fort Polk officially became the home of the Joint Readiness Training Center (JRTC), which relocated from Fort Chaffee, Arkansas. Re-organizations in 2004 mandated that the 2nd ACR relocate to Fort Lewis, Washington.

Today, the JRTC and Fort Polk is the Army's Premier Combat Training Center. JRTC provides rigorous training to rotational units and joint forces while supporting and training tenant and homestation units. It holds 10-11 rotational training exercises annually, each running 24 hour operations lasting 14 days. The training is designed to improve readiness by providing highly realistic, stressful, joint and combined arms training across the full spectrum of conflict. The post is home to the 3d

Brigade Combat Team, 10th Mountain Division; Operations Group, Joint Readiness Training Center; 115th Combat Support Hospital; 519th Military Police Battalion; 46th Engineer Battalion; Aviation Battalion, JRTC and Fort Polk; United States Army Garrison; Bayne-Jones Army Community Hospital; and the Dental Health Activity Center.

The JRTC and Fort Polk has a legacy of training Soldiers since WWII. Soldiers that trained here have been called to serve, protect, and defend around the world, deploying to Afghanistan and Iraq to: Operations Enduring Freedom, Iraqi Freedom, New Dawn, and more recently Operation Inherent Resolve, and many other combat and support missions.`

Officials and dignitaries from many countries visit the JRTC and use it as a model to build their own training centers. JRTC provides opportunities for commanders to train their units in an Expeditionary, Unified Action Partner (UAP) environment. Training in live-fire and force-on-force scenarios, replicating the Decisive Action Battlefield, and placing the rotational training unit against a near peer conventional force threat, JRTC places our Soldiers and units in a Decisive Action Training Environment (DATE) that is as close to combat as the US Army can replicate in training. JRTC continues to adapt to the latest changes in our formations, now conducting Security Force Assistance Brigade (SFAB) rotations to prepare these critical units for potential deployment. 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.

## **25. MAP OF JRTC AND FORT POLK**

A detailed map of JRTC and Fort Polk can be found at the following web address under the Interactive Maps tab: <http://polkdpw.nasw.ds.army.mil/GIS>