

JRTC & Fort Polk's Soldier/NCO of the Quarter, and Sergeant Audie Murphy Club Study Guide



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APPEARING BEFORE A BOARD

1. Review of records prior to promotion board:

a. Review your DA Forms 2A / 2-1 and/or your ERB and your 201 file to ensure they are up to date and accurate.

b. When going before a board, you will be given an appointment to accomplish this review. Ensure that you comply with this appointment or your name may be withheld from consideration. It is imperative that you take all correspondence course completion certificates, course/school completion certificates, decorations, awards, and anything else that may give you points. If you have college credit, take a copy of your transcript to verify your credit hours. If you have passed any CLEP/DANTES/SAT/ACT/PEP tests, a copy of the results are needed.

2. Ensure your uniform is within the standards of AR 670-1. All patches must be correct and all decorations, badges, crests, etc., must be exact.

REPORTING TO THE BOARD

1. When reporting to the board:

a. Knock 3 times (loudly) and enter when instructed.

b. After entering, march in the most direct route so as to center yourself on the president of the board, approximately two feet in front of the table.

c. Render the hand salute and state "**(rank and name) REPORTS**". Hold your salute until the president returns it. Make your salute military and snappy. Do not take your seat until told to do so.

d. After you are seated, the president will welcome you and tell you not to be nervous and to relax. However, remember your military bearing and sit at attention. The board is giving you points for bearing, so don't slouch or do anything that could be construed as non-military. The sharper you look and act, the more points you get.

2. In response to Board Members' questions:

a. Begin all statements to the board members with "Sir/Ma'am," "Sergeant Major", "First Sergeant", or "Sergeant".

b. Don't hurt yourself with answers you don't know to be correct. An incorrect answer is worse than a "SGT, I do not know the answer."

c. Speak loudly. If you feel your voice start to waver because of nervousness, raising your voice will help to steady it.

d. Direct your answer to the person asking the question, maintaining eye contact at all times.

e. If you do not understand the question, ask the board member to repeat or rephrase it.

f. Don't mumble or begin your reply with "Uh..," "I think," or "I believe..." This indicates indecisiveness and could cost you points. Never say "I'm sorry" if you don't know the answer.

g. Don't display mannerisms such as rolling your eyes, sighing, or making extreme hand gestures. Don't shuffle your feet. NEVER point your finger at a board member to emphasize your point or answer.

h. It is helpful and impressive to repeat the question as part of your answer. For example: "SGT, the five colors of a map are..."

3. Remember, the board members are not out to discourage or frighten you. They understand that you are nervous and uncomfortable and will do their utmost to put you at ease. Don't forget that the enlisted members of the board were in your shoes when they were E-4s and E-5s.

4. Departing from the Board: After all members have completed their questioning, your attention will be returned to the president. After thanking you for appearing before the board, he/she will dismiss you. At this point, you will rise and stand at attention and render the hand salute. Do not drop the salute until returned. Be sharp and remember your military bearing. Even upon your departure, you are being evaluated.

HISTORY OF FORT POLK

Fort Polk was established in 1941 and named in honor of the Right Reverend Leonidas Polk, the first Episcopal Bishop of the Diocese of Louisiana and a Confederate general. Since then Fort Polk has adapted to service during every U.S. military crisis.

Thousands of soldiers learned the basics of combat here during the World War II Louisiana Maneuvers. Afterwards, the post was opened and closed for the Korean War and for large-scale exercises Sage Brush and King Cole.

The Berlin Crisis prompted the post's reactivation in 1961, and Fort Polk became an infantry training center in 1962. Three years later, it was selected to conduct Vietnam- oriented advanced training, and in 1973 became the sole training center qualifying basic infantry soldiers. More than a million men graduated from basic and advanced individual training before the training center colors were retired in 1976.

The 5th Infantry Division (Mechanized) became Fort Polk's major tenant in 1974, and hundreds of millions of dollars in construction made it one of the most modern installations in the Army. In 1993, the 5th Division (redesignated as the 2nd Armored Division) moved to Fort Hood, Texas, as a result of changing defense requirements.

With the reduction of U.S. forces spurred by the end of the Cold War, Fort Polk, again, adapted to a challenging transition. On March 12, 1993, Fort Polk officially became the home of the Joint Readiness Training Center, which was relocated from Little Rock Air Force Base and Fort Chaffee, Arkansas.

Fort Polk is also home to other units with varied military missions. The 2nd Armored Cavalry Regiment is affiliated with the XVIII Airborne Corps and has a quick deployment mission. The Warrior Brigade contains several units with early deploying wartime missions. Separate commands of medical, dental and military police are also assigned to the post.

In recent history, soldiers of Fort Polk have been called to serve around the world. They were in Panama to seize Manuel Noriega's headquarters during Operation Just Cause. They served in Operation Desert Storm, and they were in Somalia for Operation Restore Hope. Fort Polk units have also served in Honduras, and in Cuba and Suriname during Operation Safe Haven and the United Nations Mission in Haiti for Operation Uphold Democracy. Most recently, Fort Polk soldiers deployed in support of peacekeeping operations in Bosnia and Kosovo, as well as providing humanitarian disaster relief to Honduras and other missions in Central America.

In August 1995, the Joint Readiness Training Center and Fort Polk hosted the first NATO Partnership for Peace (PFP) training exercise on U.S. soil -- Exercise Cooperative Nugget 95. The JRTC and Fort Polk hosted another PFP exercise, called Cooperative Nugget 97, in June.

Fort Polk's 2nd Armored Cavalry Regiment experienced a very realistic mission rehearsal exercise in July 1997 at the JRTC prior to its deployment to Bosnia in September. The regiment completed its mission and returned to Fort Polk in July 1998.

The JRTC continues to host a series of Mission Rehearsal Exercises to prepare units for deployment to Bosnia and Kosovo in support of both SFOR and KFOR missions.

ARMY HISTORY AND TRADITIONS

1. When was the U.S. Army created and by what?

June 14, 1775. The Second Continental Congress.

2. Who was the first Commander in Chief of the Continental Army and when?

George Washington; July 3, 1775.

3. When and where did the Army receive its first training and by whom?

1778 at Valley Forge; Baron Friedreich von Steuben.

4. Name the Army's newest branch.

Aviation.

5. What are the words on the official seal of the Army?

This we'll defend.

6. Name the plane that dropped the first atomic bomb.

The Enola Gay.

7. What was the password used by the Army on D-day, June 6, 1944?

Mickey Mouse.

8. When did the Air Force separate from the Army?

September 1947.

9. When the U.S. Army Flag is displayed in a stationary position, the streamer embroidered with what words should be in the center facing forward and completely identifiable?

Yorktown 1781.

10. In which U.S. war did the greatest number of American casualties occur?

Civil War.

11. Who was the first General to lead the American Army?

General George Washington.

12. When and where was the first atomic bomb dropped on Japan?

August 6, 1945; Hiroshima.

13. When and where was the second atomic bomb dropped on Japan?

August 9, 1945; Nagasaki.

ARMY HISTORY AND TRADITIONS

14. Who was the Father of American Rangers?

Major Robert Rogers, 1756.

15. What was the first field manual?

The Blue Book.

16. What was the official name of the Blue Book and when was it written?

The Regulations for the Order and Discipline of the Troops of the United States, 1779.

17. What was the famous Japanese assault cry signaling victory or death?

Banzai.

18. Name the longest war in U.S. history.

The Vietnam War.

ALCOHOL & DRUG ABUSE PREVENTION & CONTROL PROGRAM

(AR 600-85)

1. What are the objectives of the ADAPCP?

- (1) Prevent alcohol and other drug abuse***
- (2) Identify abusers as early as possible***
- (3) Restore abusers to duty or identify rehabilitation failures for separation***

2. What is meant by deglamorization of alcohol?

Personnel will not promote any function glamorizing the use of alcohol through drinking contests, games, initiations, or the awarding of alcoholic beverages as prizes in contests.

3. What is self identification?

This is the most desirable method, soldier realizes he/she has a problem and asks for assistance.

4. What is command identification?

Commander becomes aware of a soldier whose performance, conduct, interpersonal relations, physical fitness, or health appears adversely affected because of alcohol/drug abuse.

5. What is biochemical identification?

A positive urinalysis in a drug screening test

6. What are the objectives of biochemical testing?

- (1) Early identification of drug abuse***
- (2) Deterrence of experimental/casual drug use***
- (3) Monitor rehab progress as part of the rehab plan***
- (4) Development of data on prevalence of drug use in the Army***

7. What are the objectives of the rehabilitation program for military personnel?

- (1) Restore identified personnel to effective duty***
- (2) Identify personnel who cannot be rehabilitated***

8. What is ADAPT and what does it provide for?

Formerly known as TRACK I, it is Alcohol and Drug Abuse Prevention Training and it is an education program provided to personnel which have no diagnosis of substance abuse and their use is isolated. It is a mandatory 16 hour program.

ALCOHOL & DRUG ABUSE PREVENTION & CONTROL PROGRAM

(AR 600-85)

9. What does the Outpatient Treatment program provide for?

Formerly known as TRACK II, it is an individual/group/family counseling on a non-resident basis, designed for individuals identified as substance abusers, it lasts 30 days minimum, 60-90 days for occasional users, and 360 days for dependent users.

10. What is the objective of the Exemption policy?

Facilitate effective identification, treatment and rehabilitation by eliminating the barriers of successful communication between abusers, counselors and physicians

11. What does Inpatient Treatment Program provide for?

Formerly known as TRACK III, it is a one (1) year program, first 6-8 weeks the individual is hospitalized. Program is designed for serious substance abusers or chronic dependency.

12. What is drug abuse?

The illegal, wrongful, or improper use of any narcotic substance or its derivative, cannabis, its derivative, other controlled substances or dangerous drugs, this includes misuse of prescribed medications

13. Who is responsible for the ADAPCP?

Commander

14. The commander must conduct a briefing within how many days upon arrival?

Seven (7)

15. How often should the commander visit the Community Counseling Center?

A minimum of once of a month

16. The Battalion ADCO must do the following?

(1) Monitor Battalion Urinalysis Program

(2) Ensure units receive quotas and are meeting the quotas

(3) Ensure the units turn in urine

(4) Conduct pre-inspections

17. When must the unit CDR/1SG meet with the Community Counseling Center?

Within 60 days of assuming his/her duties

18. What percentage of blood alcohol; makes a soldier unfit for duty?

.05 or higher

ALCOHOL & DRUG ABUSE PREVENTION & CONTROL PROGRAM

(AR 600-85)

19. Who can issue a command direct?

Commander

20. There should be a primary and alternate ADCO which are school trained, true or false?

True

21. Should a bulletin board be dedicated just for ADAPCP?

Yes

22. The unit should maintain a memo of observers who are briefed on their responsibilities? True or False

True

23. How many different kinds of urine bottles are used?

Two (2)

24. Can the commander refer an individual when identified as possible alcohol or drug abusers?

Yes

25. Should the commander advise possible alcohol and drug abusers of their rights when initiating a referral?

Yes

26. Where should urine bottles and DA Form 5180-R be stored?

In a secure area with limited access.

27. Should UDA's be screened with a Crime Record Check (CRC)

Yes

28. What rank is authorized to collect urine samples?

SGT and above

29. How must an observer perform his/her duties?

Direct observation. Direct line of sight, watch the flow of urine into the bottle

30. What Army publication applies to alcohol and drug abuse?

AR 600-85

31. What does ADAPCP stand for?

Alcohol and Drug Abuse Prevention and Control Program

ALCOHOL & DRUG ABUSE PREVENTION & CONTROL PROGRAM

(AR 600-85)

32. How are drug abusers identified?

(1)self referral

(2)command identification

(3)biomedical identification

(4)medical identification

(5)investigation/apprehension

ARMY COMMAND POLICY

(AR 600-20)

1. What is the chain of command?

Commanders at all levels whose primary responsibility is to accomplish the units assigned mission while caring for personnel and property in their charge.

2. What is the function of the Sergeant Major of the Army (SMA)?

The SMA is the senior enlisted advisor to the Chief of Staff of the Army. He/she provides information on problems and solutions affecting enlisted personnel's professional education, growth and advancement of NCOs, morale, training, pay, promotions, and other matters.

3. What is the purpose of the NCO Support Channel?

The NCO Support Channel supplements the Chain of Command and is responsible for accomplishment of the following:

(1) Transmitting, instilling, and ensuring the efficiency of the professional Army ethic

(2) Planning and conducting the day to day unit operations within prescribed policies and directives

(3) Training of enlisted soldiers in their MOS as well as in the basic skills and attributes of a soldier

(4) Supervising unit physical fitness training and ensuring that unit soldiers comply with the weight and appearance standards

(5) Teaching soldiers the history of the Army, to include military customs, courtesies, and traditions

(6) Caring for individual soldiers and their families both on and off duty

(7) Teaching soldiers the mission of the unit and developing individual training programs to support the mission

(8) Accounting for and maintaining individual arms and equipment of enlisted soldiers, and unit equipment under their control

(9) Administering and monitoring the NCO program, and other unit training programs

(10) Achieving and maintaining courage, candor, competence, and commitment

4. What is the purpose of the expeditious discharge?

Aids commanders in discharging individuals who do not wish to remain in the Army after completing training; may be offered after six (6) months, but before three (3) years service

ARMY COMMAND POLICY

(AR 600-20)

5. The EOP is a single program with two (2) components. What are they?

(1) The Affirmative Actions Component

(2) The Education and Training Component

6. What are the objectives of the EOP?

(1) Identify and eliminate discriminatory practices

(2) Assure equal opportunity and treatment in all actions (good & bad)

(3) Support of the soldier's drive for individual & cultural recognition

(4) Maintain an environment where everyone is assured of fair and impartial treatment at all times

7. What is an Affirmative Action Plan?

It is a correction of existing inequities in an organization caused by or related to race, color, sex, religion, age or national origin. It contains positive, planned actions to identify and correct deficiencies. Each individual is guaranteed equal opportunity.

8. What is RR/EO? What is its purpose?

(1) Race Relations/Equal Opportunity

(2) To create an atmosphere of racial harmony

9. What does the Affirmative Action Plan do?

It establishes policies and programs which will provide for the creation of equal opportunity and racial harmony

10. What is the purpose of the human relations council?

To monitor, evaluate, set goals and guidelines, and to advise the commander on policies which affect the RR/EO efforts

11. Where would you go to find information regarding EO?

Unit Bulletin Board

12. How do individuals make an appointment to see the EO Representative?

Through his/her chain of command

13. Who is the EO program for?

Every assigned soldier in the command and their families

ARMY COMMAND POLICY

(AR 600-20)

14. How many and what types of complaints are there?

(1) Two (2)

(2) Formal and informal

15. What is sexual harassment?

Deliberate behavior of a sexual nature (which could be verbal or physical gestures) that attempts to control, influence, or affect a person in their career, pay, job, or that which is offensive to another person.

16. What is the concept of the EO Program?

Formulates, directs, and sustains a comprehensive effort to ensure fair treatment of all soldiers based solely on merit, fitness, capability, and potential, which supports readiness.

17. Can commanders/supervisors initiate disciplinary action against soldiers because of a registered complaint?

No

18. What happens to an unfounded complaint?

The soldier is informed through his/her chain of command as to the results of the complaint and is furnished a copy of the results.

19. Who is responsible for establishing a policy on EO?

The commander

20. Does EO affect housing off post?

Yes; however, some off post housing is off limits due to violation of Title VI of the Civil Rights Act of 1964

21. How often should EO training be conducted?

Semi-annually

22. Are there special ethnic observances? What are they?

(1) Yes, there are six (6) observances

(2) African-American/Black History Month, Asian-Pacific Heritage Month, Native American Heritage Month, Hispanic Heritage Month, Woman's History Month, and Woman's Equality Day

ARMY COMMAND POLICY

(AR 600-20)

23. What is the Army's policy on Equal Opportunity (EO)?

The Army will provide equal opportunity and treatment for soldiers, civilian employees, and their families without regard to race, color, religion, gender, or national origin and provide an environment free of sexual harassment.

24. What are some common EO problem indicators?

- (1) Fights/Rape (5) Racial Slurs***
- (2) Request for transfers (6) MP Blotter incidents***
- (3) Name Calling (7) Use of Drugs and Alcohol***
- (4) Barracks theft (8) AWOL rate is high***

25. Name the supporting agencies of EO.

- (1) Higher echelon in the Chain of Command***
- (2) Equal Opportunity Advisor***
- (3) Inspector General***
- (4) Chaplain***
- (5) Provost Marshal/Criminal Investigation Division (CID) Medical Agencies***
- (6) Staff Judge Advocate***
- (7) Housing Referral Office***

26. What is discrimination and name some of the causes of discrimination?

(1) Discrimination is any action that adversely affects an individual or group, actively making distinction or choices that will have a negative impact on the individual or group.

(2) Some causes:

Group size - The bigger the group, the better or more correct the group is.

Competition - The dominant group tries to limit competition.

Threat to Power - Subordinate groups or members are perceived to have power because of numbers, resources, etc.

27. To whom, where, and when does the DA Equal Opportunity policy apply?

The Army EO policy applies to all soldiers, civilian employees, and their families; it applies to working, living, and recreational environments both on and off post. The policy is in effect 24 hours a day.

ARMY COMMAND POLICY

(AR 600-20)

28. How many calendar days does an individual have to file a formal EO complaint.

60 calendar days

29. How many calendar days does the complainant have to appeal their case to the next higher commander if not satisfied with the results or actions being taken?

The complainant has 14 calendar days to appeal.

30. What are some Administrative actions that can or will affect offenders of EO policy?

(1) Counseling by the commander (6) Administrative reduction

(2) Discharge from the service (7) Reprimands

(3) Bar to re-enlistment (8) Admonitions

(4) Adverse performance evaluations (9) Administrative withholding of privileges

(5) Relief for cause

ARMY PROGRAMS

1. What Army program can offer an interest-free loan or grant to families in unexpected emergency financial situations?

Army Emergency Relief (AER)

2. Who is eligible to use AER?

All active duty personnel and retired military families

3. Where should an active duty soldier seeking AER assistance begin?

The unit commander should be the first step for the soldier

4. Which Army program can aid military families experiencing stress and possible domestic violence?

The Army Family Advocacy Program

5. Which Army program provides information, referral, advocacy, and support services for those military families with handicapped family members?

Exceptional Family Member Program

6. Where can a soldier go to obtain a Power of Attorney?

Legal Assistance office

7. What Army program assists individuals being separated from government service to integrate into civilian life?

The Army Career and Alumni Program (ACAP)

8. What does DEERS stand for and what is its purpose?

Defense Enrollment Eligibility Reporting System. It is a military program designed to identify eligible military dependents and is used to secure identification cards for them.

9. What Army program is available to assist soldiers with a drug and alcohol dependency program?

Army Alcohol and Drug Abuse Prevention Control Program

10. Where would a soldier seeking assistance from ADAPCP go to obtain help?

Community Counseling Center

11. What are some of the services the Red Cross provides?

Disaster assistance, emergency financial assistance, emergency communications between soldiers and their families, reporting service for emergency leave purposes, counseling for personal and family problems.

12. Where would an individual seeking training/certification in CPR go for assistance?

The American Red Cross

ARMY PROGRAMS

13. Name six Army programs available to military dependents and retired personnel.

CHAMPUS, Army Community Service, Red Cross, Army Emergency Relief, ADAPCP, Morale Welfare and Recreation activities (MWR)

14. Where could a soldier go to receive free tax preparation assistance?

Either the unit Tax Advisor or the ACS office

15. Where could a soldier go when seeking educational counseling?

The Post Education Center

16. Where could a soldier obtain information about volunteer opportunities on the installation?

Community Life Center

17. Where would a soldier go for marriage enrichment seminars?

Family Life Center, POC is Unit Chaplain

BASIC RIFLE MARKSMANSHIP

(FM 23-9)

1. What are the five steps in clearing the M16A2?

(1) Place the weapon on safe

(2) Remove the magazines

(3) Lock the bolt open

(4) Check the receiver and chamber areas for ammunition

(5) With the selector lever pointing toward safe, allow the bolt to go forward by pressing the upper portion of the bolt catch

2. What are some of the characteristics of the M16A2?

(a) 7.78 lbs without magazine and sling

(b) 8.48 lbs with 20 round magazine

(c) 8.79 lbs with 30 round magazine

3. What is the maximum effective range of the M16A2?

Point targets: 550 meters, area targets: 800 meters

4. What are the eight steps of functioning?

(1) Feeding (5) Unlocking

(2) Chambering (6) Extracting

(3) Locking (7) Ejecting

(4) Firing (8) Cocking

5. The word SPORTS is what type of technique?

The word SPORTS is a technique for assisting the soldier in learning the proper procedures for applying immediate action to the M16A1 and M16A2 rifles.

6. What are the two basic firing positions?

(1) Supported fighting position

(2) Prone unsupported firing position

7. Name four (4) fire techniques.

(1) Steady position

(2) Steady Aiming

(3) Control breathing

(4) Trigger squeeze

BASIC RIFLE MARKSMANSHIP

(FM 23-9)

8. What are the three (3) principles of night vision?

- (1) Dark adaption**
- (2) Off center vision**
- (3) Scanning**

9. What are the three major components of the M16A2?

- (1) Upper receiver**
- (2) Lower receiver**
- (3) Bolt carrier group**

10. What are the three major categories of malfunction?

- (1) Failure to feed, chamber, or lock**
- (2) Failure to fire cartridge**
- (3) Failure to extract and eject**

11. Define Suppressive Fire.

Combat rifle fire used to suppress enemy personnel or weapons positions.

12. How is the M16A2 mechanically zeroed?

Align the rear sight's windage mark of the 0-2 aperture with the center line of the windage scale. Rotate the elevation knob until the range scale 8/3 (300-meter) mark is aligned with the mark on the left side of the receiver. Rotate the front sight post up or down until the base of the post is flush with the top of the sight post well.

13. Name three advanced firing positions.

- (1) Alternate prone position**
- (2) Kneeling supported position**
- (3) Kneeling unsupported position**
- (4) Standing position**

14. What are the four phases of marksmanship training?

- (1) Preliminary rifle instruction**
- (2) Downrange feedback range firing**
- (3) Field firing on train-fire ranges**
- (4) Advanced and collective firing exercises**

BASIC RIFLE MARKSMANSHIP

(FM 23-9)

15. Name three different ways to direct weapons fire.

- (1) Aim using sights**
- (2) Weapon alignment**
- (3) Instinct**
- (4) Bullet strike**
- (5) Use tracers to direct the fire**

16. What is sight alignment?

Sight alignment is when the front sight post is centered within the center of the rear sight aperture.

17. What is sight picture?

The sight picture includes two basic elements: sight alignment and proper placement of the aiming point.

18. There are two types of disassembly. What are they?

- (1) Field stripping**
- (2) Detail stripping**

19. What is the definition of cyclic rate of fire?

The rate at which a weapon fires on automatic.

20. What is the definition of sustained rate of fire?

Actual rate of fire that the weapon can continue to deliver for an indefinite length of time without seriously overheating.

21. What is the definition of stoppage?

It is the failure of an automatic or semiautomatic firearm to extract or eject a spent case or to load or fire a new round.

22. What is Immediate Action?

Immediate action is the unhesitating application of a probable remedy to reduce a stoppage without investigating the cause.

23. What is a malfunction?

A malfunction is an unplanned cessation of fire due to a stoppage caused by a mechanical failure of the weapon, magazine, or ammunition.

BASIC RIFLE MARKSMANSHIP

(FM 23-9)

24. Define Maximum Range.

The greatest distance that a weapon can fire.

25. What is Remedial Action?

The continuing effort to determine the cause for the stoppage, apply a remedy to clear the stoppage once it has been identified, and return the weapon to operation.

BATTLE-FOCUSED TRAINING

(FM 25-101)

1. What document assists leaders in the development and execution of realistic training programs?

FM 25-1-101, Battle Focused Training.

2. What is Battle Focused Training?

Battle focus is a concept used to derive peacetime training requirements from wartime missions.

3. What does the acronym M-E-T-L stand for?

Mission Essential Task List.

4. What is the METL development process?

The METL development process is war plans, external directives and commander analysis.

5. What is the lowest level unit that prepares METL?

The lowest level unit that prepares a METL is company level.

6. What are precombat checks?

Detailed final checks that all units conduct before and during combat operations.

7. Describe pre-execution checks.

The informal planning and detailed coordination conducted during preparation for training.

8. How many Principles of Training are there? Name four (4) of them.

(1) Train as you fight

(2) Use appropriate doctrine

(3) Use performance-oriented training

(4) Train to challenge

(5) Train as combined arms and services team

(6) Train to sustain proficiency

(7) Train using multiechelon techniques

(8) Train to maintain

(9) Make commanders primary trainers

9. Who is the primary trainer in a unit?

The commander.

BATTLE-FOCUSED TRAINING

(FM 25-101)

10. What is meant by performance-oriented training?

Training that involves learning by doing.

11. What are the two types of training assessments?

Testing, ARTEPS

12. What is opportunity training?

Training conducted by section, squad, team or crew level leaders which is preselected, planned and rehearsed but not executed until unexpected training time becomes available.

13. What is an after action review (AAR)?

An AAR is a review of training that allows soldiers, leaders, and units to discover for themselves what happened during the training and why.

14. Name the two types of after action reviews (AARs).

(1) Formal

(2) Informal

15. Why is an AAR not a critique?

It does not determine the success or failure of a particular event.

16. What method do leaders use to assess soldier, leader and unit proficiency?

Evaluations.

17. Name the four (4) types of evaluations.

(1) Formal

(2) Informal

(3) External

(4) Internal

18. Describe the elements of a formal evaluation.

Usually scheduled on long-range or short-range calendars, i.e ARTEPs.

Sometimes unannounced, such as an EDRE.

19. What are the three (3) methods used to present training to soldiers?

(1) Lecture

(2) Conference

(3) Demonstration (preferred method)

BATTLE-FOCUSED TRAINING

(FM 25-101)

20. What are the three types of training plans?

(1) Long range

(2) Short range

(3) Near term

21. What level unit makes up short range plans?

Battalion level and higher.

22. The commander's assessment of training proficiency on METL task is rated as either "T", "P", or "U". What does T, P, and U stand for?

(1) T=trained

(2) P=needs practice

(3) U=untrained

23. Explain the time management system.

(1) Green period - prime mission training

(2) Amber period - mission

(3) Red period - support

24. What are the seven battlefield operating systems (BOS)?

(1) Intelligence

(2) Maneuver

(3) Fire support

(4) Air defense

(5) Combat service support

(6) Command and control

(7) Mobility/countermobility/survivability

25. What does the acronym METT-T stand for?

Mission, enemy, terrain, troops and time available.

26. What FM would you find information on a leader book?

FM 25-101 appendix B.

BATTLE-FOCUSED TRAINING

(FM 25-101)

27. The unit leader development program consists of three phases. What are they?

(1) Reception and integration

(2) Basic skill development

(3) Advanced development and sustainment

28. Who does the NCO train?

The individual soldier.

29. What are the steps of the training ladder?

(1) Collective training

(2) Leader training

(3) Individual training

CHAIN OF COMMAND

Commander in Chief - The President

Secretary of Defense

Secretary of the Army

Army Chief of Staff

MACOM Commander

Corps Commander

Installation/Post Commander

Brigade/Regimental Commander

Battalion/Squadron Commander

Company/Troop/Battery Commander

THE NCO SUPPORT CHANNEL

Sergeant Major of the Army

MACOM Command Sergeant Major

Corps Command Sergeant Major

Installation/Post Command Sergeant Major

Brigade/Regimental Command Sergeant Major

Battalion/Squadron Command Sergeant Major

Company/Troop/Battery First Sergeant

Platoon/Section Sergeant

Squad Leader

CODE OF CONDUCT

(AR 350-30)

ARTICLE I - I am an American, fighting for the forces which guard my country and our way of life. I am prepared to give my life in their defense.

ARTICLE II - I will never surrender of my own free will. If in command, I will never surrender my men while they still have the means to resist.

ARTICLE III - If I am captured I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.

ARTICLE IV - If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information nor take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey lawful orders of those appointed over me and will back them up in every way.

ARTICLE V - When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

ARTICLE VI - I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

1. When was the code of conduct established?

17 August 1955, by Executive Order 10631 (Amended 1988)

2. Who does the code of conduct apply to?

All members of the U.S. Armed Forces at all times

3. If captured, what is your priority?

Attempt to escape

4. When questioned, what is an Enemy Prisoner of War required to give?

Name, Rank, Social Security Number, Date of Birth

5. What is the Code of Conduct?

It is the ethical guide which becomes critical when you must evade capture, resist while a prisoner, or escape from the enemy.

6. How many articles are found in the Code of Conduct?

Six (6)

7. What are the three personal values that will sustain you in surviving captivity should you be captured?

Courage, Dedication, Motivation

8. Who was the first person to proclaim the Code of Conduct?

President Dwight D. Eisenhower

CODE OF CONDUCT

(AR 350-30)

9. What did former President Ronald Reagan, do to the Code of Conduct in May 1988?

He amended the code with language that is gender neutral.

10. As an "individual," may a member of the armed forces voluntarily surrender?

No

11. Under Article V (5) of the Code of Conduct, what information is a POW required to give to the enemy as stated by the Geneva Convention?

Name, Rank, Social Security Number, and Date of Birth

12. Name the AR which supports the Code of Conduct?

AR 27-10 (Uniformed Code of Military Justice)

13. Which of the six (6) Articles makes a POW legally bound by UCMJ?

Article III (3)

14. Which Article assures that a POW's pay and allowances, as well as the benefits for dependents, continues while the service member is detained?

Article VI (6)

15. Name four (4) of the many actions that every POW should resist.

(1) Making oral or written confessions

(2) Answering questionnaires

(3) Providing personal histories

(4) Appealing for surrender

16. Although first expressed in written form in 1955, the Code of Conduct is based on time honored concepts and traditions that date back to what period?

The American Revolution

17. True or False; the senior in command, regardless of service must accept command.

True

18. Once a POW is repatriated, what can a POW expect regarding their actions and conduct while they were a POW?

The POW can expect a review of both; the circumstances of their capture and their conduct during detention.

19. When evasion is impossible and further fighting would lead only to death with no significant loss to the enemy; an individual may surrender as stated by which Article?

Article II (2)

CODE OF CONDUCT

(AR 350-30)

20. According to Article IV (4) of the Code of Conduct, what is the key to camp organization, resistance, and survival?

Discipline

21. Article VI (6) of the Code of Conduct states that you will trust in two things, what are they?

God and Country.

22. Which president amended the Code of Conduct?

President Reagan

23. When was the Code of Conduct amended?

1988

24. Under the Code of Conduct, when is a commander allowed to surrender the members of his/her command?

When they no longer have the means to resist

25. Under the Code of Conduct, if you become a prisoner of war and you are the senior individual, what must you do?

Take command

26. Under the Code of Conduct, what must you never accept from the enemy should you become a prisoner of war?

Neither parole nor special favors

27. What is the purpose of the Code of Conduct?

It outlines the basic responsibilities and obligations of all members of the Armed Forces of the United States.

28. If you are not senior what are your responsibilities under the Code of Conduct?

I will obey the lawful order of those appointed over me and will back them up in every way.

29. Under the Code of Conduct, if you are a prisoner of war , you will keep faith in who?

My fellow prisoners

COMBAT SKILLS OF A SOLDIER

(FM 21-75)

1. What is concealment?

Protection from enemy observation, it may be natural or artificial

2. What is an observation post?

A fixed location from which the activities in a particular area are watched, providing early warning of enemy approach

3. What are the five Ss concerning prisoners of war?

(1) Search (4) Safeguard

(2) Segregate (5) Speed

(3) Silence

4. How many paragraphs are there in an Operation Order? What are they?

(1) Five

(2) Situation, Mission, Execution, Service and Support, Command and Signal

5. What are the precedence for sending messages?

(1) Routine (4) Flash

(2) Priority (5) Emergency Command Precedence

(3) Immediate

6. What is an SOI?

Signal Operating Instructions

7. What are the two manuals a soldier is responsible for knowing?

(1) The Soldier's Manual of Common Tasks

(2) The Soldier's Manual for his/her MOS

8. What are the three basic rules of camouflage?

(1) Take advantage of all available natural concealment

(2) Alter the form, shadow, texture and color of objects

(3) Camouflage against air and ground detection

9. What is the purpose of a reconnaissance patrol and why is this patrol important?

(1) The patrol provides the commander with timely, accurate information on enemy and terrain.

(2) This is vital in making tactical decisions.

COMBAT SKILLS OF A SOLDIER

(FM 21-75)

10. Proper use of terrain can contribute to mission accomplishment. A good way to remember what to look for during terrain evaluation is to use the keyword OCOKA. What does OCOKA stand for?

O - Observation and field of fire

C - Cover and concealment

O - Obstacles

K - Key terrain

A - Avenues of approach

11. What is a range card?

A rough sketch of the terrain around a weapon position

12. What must the range card depict?

(1) Sectors of fire (5) Targets and range to them

(2) Prominent terrain features (6) Final Protective Line (FPL)

(3) Weapons symbols (7) Principal Direction of Fire (PDF)

(4) Marginal data

13. In a battle situation if you are separated from a patrol or large unit, what becomes your mission?

To rejoin your unit

14. What is meant by the term SERES?

S - Survival

E - Evasion

R - Resistance

E - Escape

S - Security

15. What is the planning range of the SINCGARS radio?

(1) Low power - 300 meters

(2) Medium power - 4 km

(3) High power - 8 km

(4) PA - 35 km

COMBAT SKILLS OF A SOLDIER

(FM 21-75)

16. Describe the SC and FH setting on the SINCGARS radio.

(1) SC - single channel (one frequency used)

(2) FH - frequency hopping (radio changes frequencies more than 100 times per second)

17. What colors are used in camouflage?

(1) Sand and light green for desert and dry areas

(2) Loam and white for snow cover terrain

(3) Loam and light green for vegetated areas

18. Where is the primary and secondary sector of fire?

(1) Primary- to the oblique of your position

(2) Secondary- to the front

19. What do trenches provide?

Trenches provide covered route between positions

20. In addition to walking, what are the other three methods you may move?

(1) Low crawl

(2) High crawl

(3) Rush

21. Which method of movement is the fastest way to move from one position to another?

The rush

22. What are the considerations for camouflage?

Movement, position, outlines and shadows, shine, shape, colors and dispersion

23. What are some of the things to look and listen for during enemy observation?

(1) Sound (5) Outlines or shadows

(2) Dust or vehicle exhaust (6) Shine or glare

(3) Movement (7) Contrasting colors

(4) Position

COMBAT SKILLS OF A SOLDIER

(FM 21-75)

24. What three things should be considered when selecting a temporary fighting position?

- (1) Select one that allows good observation**
- (2) One that provides good field of fire**
- (3) One that provides cover and concealment**

25. Reacting to flares at night, what should you do?

- (1) Close one eye**
- (2) Assume the prone position**
- (3) Move out of illuminated area**
- (4) Continue the mission**

26. If the M72A2 LAW does not have the words "with coupler" on the data plate, what should you do?

Do not use it

27. How must you react to ground flare and aerial flare?

- (1) Ground Flare - you must move quickly out of the lighted area because the enemy will fire in the direction. Always keep one eye closed for night vision**
- (2) Aerial Flare - if before illumination, hit the ground preferably behind cover. If during illumination, freeze if within trees or prominent terrain, or crouch low if in an opening while keeping one eye closed**

28. What are the five means of communication? Name one disadvantage to each.

- (1) Radio - the least secure means**
- (2) Visual - easily misunderstood, restricted during poor visibility, enemy may use similar signals to create confusion**
- (3) Sound - easily misunderstood**
- (4) Wire - subject to breakage, impractical for time, terrain and weather**
- (5) Messenger - message may be obsolete upon receipt, requires more time, subject to enemy action**

29. How would you report a soldier as captured if you witnessed an apparently alive soldier being taken into custody by enemy forces?

On DA Form 1156, you would report it as MIA (missing or captured in action)

30. What does KIA and WIA stand for and what form is used to report this?

- (1) KIA - killed in action, DA Form 1156**
- (2) WIA - wounded in action, DA Form 1156**

CREED OF THE NONCOMMISSIONED OFFICER

No one is more professional than I. I am a noncommissioned officer, a leader of soldiers. As a Noncommissioned Officer, I realize that I am a member of a time honored corps, which is known as the Backbone of the Army.

I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the Military Service, and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

Competence is my watchword. My two basic responsibilities will always be uppermost in my mind - accomplishment of my mission and the welfare of my soldiers. I will strive to remain technically and tactically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All soldiers are entitled to outstanding leadership; I will provide that leadership. I know my soldiers, and I will always place their needs above my own. I will communicate consistently with my soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my soldiers. I will be loyal to those with whom I serve: seniors, peers and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders!

DRILL AND CEREMONY

(FM 22-5)

1. What is meant by drill?

Movement by which a unit is moved in an orderly manner from one formation or place, to another. Movements are executed in unison with precision

2. What is meant by ceremony?

Formation and movement in which a number of troops execute movements as in drill. However, their primary value is to render honors, preserve tradition, and stimulate esprit de corps.

3. What are the two types of formations?

Line and column

4. What is cadence?

Uniform rhythm in which a movement is executed, or the number of steps or counts per minute at which the movement is executed

5. How many counts are there in quick-time? Double-time?

(1) 120 counts/minute

(2) 180 counts/minute

6. Most drill commands have two parts, what are they?

(1) Preparatory command

(2) Command of execution

7. If a preparatory command is given incorrectly, or is not appropriate, what command would you give to revoke it?

"As you were"

8. What is a supplementary command?

An order given by a subordinate leader that reinforces and compliments a commander's order

9. What is the only command you can give from "Inspection Arms"?

"Ready, port, arms"

10. What command is given to turn a marching unit 180 degrees?

"Rear, march"

13. When armed, what position do you fall in at?

At order arms

DRILL AND CEREMONY

(FM 22-5)

14. All marching movements are executed while marching at attention except two. What are they?

(1) Route Step, March

(2) At Ease, March

15. When executed from the halt, all marching movements begin with the left foot except one, which movement is that exception?

Right Step, March

16. On which foot is the preparatory command and the command of execution given to a unit to change its direction of march?

On the foot in the direction of the desired movement

17. What are the two commands you give to align a squad in line?

Dress Right, Dress; Ready, Front

18. What is meant by inflection?

Rise and fall in pitch and tone of the voice

19. What are the four rest positions?

(1) Parade Rest

(2) Stand At Ease

(3) At Ease

(4) Rest

20. What are the differences between "Parade Rest" and "Stand at Ease"?

(1) Parade Rest - Head and eyes are straight ahead

(2) Stand At Ease - Head and eyes turned to face the speaker

21. In a company formation with platoons in line, where does the commander, 1SG, platoon leaders, and guidon bearer position themselves?

(1) Commander - 12 steps to the front and centered

(2) 1SG - 3 steps to the rear and centered

(3) Plt Ldr - 6 steps to the front and centered on platoon

(4) Guidon Bearer - 1 step to the rear and 2-15" steps to the left of the commander

DRILL AND CEREMONY

(FM 22-5)

22. What action does each squad take when the command "open ranks, march" is given?

(1) 1st squad - 2-30" steps forward

(2) 2nd squad - 1-30" step forward

(3) 3rd squad - stands fast

(4) 4th squad - 2-15" steps backward

23. What is the difference between "Dismissed" and "Fall Out"?

(1) Dismissed - The troops may leave the area.

(2) Fall Out - The troops may rest but must remain in a designated area.

24. How do you "Break Ranks" when your name is called out to "Front and Center" in a formation?

Take one step backward, halt, look to the right/left and exit the formation by marching to the nearest flank. Once clear of the formation, begin a double time and halt two steps in front and centered on the formation

25. What is a Reveille Ceremony?

A ceremony in which the unit honors the National Flag as it is raised in the morning

26. When do you keep your headgear on while reporting to an officer inside a building?

When under arms

27. If you are on a work detail and an officer walks by, who should call attention?

The person in charge of the detail will salute while the detail continues working

28. How many steps must the salute be held after passing the national flag?

Six steps

29. What is the purpose of drill?

It accomplishes teamwork, pride, alertness, attention to detail, esprit de corps and discipline

30. What is meant by normal, close and double arm interval?

(1) Normal - is the lateral space between soldiers measured from left to right by each soldier holding up and extending his/her left arm, the tip of the middle finger touching the right shoulder of the soldier to the left

(2) Close - measured by each soldier placing the heel of his/her left hand on his hip, even with the top of the belt-line, with elbow extended and touching the arm of the soldier to the left

(3) Double - measured by each soldier raising and extending both arms so that fingertips are touching the fingertips of the soldiers on left and right

FIELD HYGIENE AND SANITATION

(FM 21-10)

1. What is personal hygiene?

Keeping yourself clean, eating the right foods, using clean utensils to cook and eat with, keeping your clothes clean. Using clean shaving gear, wash cloths, towels, toothbrushes

2. What is sanitation?

Effective measures which create and maintain healthful environmental conditions. Examples are: safeguarding food and water and control of disease carrying insects, rodents and animals.

3. What is a communicable disease?

Illness which can be transmitted from person-to-person or animal-to-person.

4. What are the classifications of communicable diseases?

(1) Respiratory

(2) Intestinal

(3) Venereal

(4) Insect-borne

(5) Miscellaneous

5. Define the term "Carrier".

A person who has the disease organisms but who is not sick

6. Define the term "Immunity".

The ability of a person to resist the invasion of disease germs

7. What is meant by potable water? Palatable water?

(1) Potable water is safe to drink.

(2) Palatable water tastes good, but is not safe to drink.

8. What should you use to purify your canteen of water?

Iodine tablets or calcium hypochloride.

9. What are the different types of waste?

(1) Human (feces, urine)

(2) Liquid (wash, bath, kitchen liquids)

(3) Garbage (food)

(4) Rubbish (trash)

FIELD HYGIENE AND SANITATION

(FM 21-10)

10. When troops are on the march, what type of latrine is used?

"cat-hole"

11. What are some of the diseases that mosquitoes transmit?

(1) Malaria

(2) Yellow fever

(3) Dengue

(4) Encephalitis

(5) Filariasis

12. What is the common name for encephalitis?

Sleeping sickness.

13. What are some diseases flies carry?

(1) Dysentery

(2) Typhoid fever

14. What are some flea-borne diseases.

(1) Plague

(2) Typhoid fever

15. Where is insect repellent applied during field problems?

All exposed skin, where clothing fits tightly and to all openings in the uniform.

16. What are four of the ways to avoid being bitten by snakes?

(1) Avoid swimming where snakes live

(2) Keep hands off rock ledges where snakes may be hiding or sunning.

(3) Look before sitting down.

(4) Sleep off the ground (if possible).

(5) Avoid walking about area between twilight and complete daylight (if possible).

(6) Avoid stopping near piles of brush, rocks or debris.

(7) Handle dead snakes from a distance.

(8) Look before you step over large rocks or logs.

(9) Turn items toward you when they have to be moved.

FIELD HYGIENE AND SANITATION

(FM 21-10)

17. When should you wash your hands in the field?

(1) After using the latrine

(2) Before eating

(3) After eating

18. What would the temperature be for heat category 5?

Ninety (90) degrees F and above

19. What is the primary sign of insufficient water intake?

Dark yellow urine

20. What will be posted on a closed latrine?

"Closed Latrine/Garbage Pit (date)" This is not done in combat areas

21. Name four of the special conditions to consider for modifying PT for soldiers at high risk of heat injuries.

(1) Diseases/injuries

(2) Recent (w/in 24 hrs) use of alcohol

(3) Overweight/unfit

(4) Over 40

(5) Fatigue/lack of sleep

(6) On medication

(7) Previous heat injuries

(8) Lack of acclimatization

22. How many personnel will one mess-kit wash line with immersion heaters accommodate?

80 personnel

23. Name two times when water will be checked for chlorine residual?

(1) When filling containers at Water Distribution Point

(2) When containers arrive at unit area

(3) When directed by medical authority

(4) When treating a raw water supply

FIELD HYGIENE AND SANITATION

(FM 21-10)

24. What is the procedure for cleaning your mess kit?

- (1) Scrape off food and waste**
- (2) Wash with brush in warm soapy water (120-150 degrees F)**
- (3) Rinse in clear boiling water**
- (4) Disinfect by immersing in boiling water for 10 seconds**

25. Who advises the commander concerning preventive medical measures that should be taken?

Unit Field Sanitation Team

26. Where are field latrines located?

At least 100 yards downwind and downslope from food operations. At least 30 yards downslope from the water source.

27. A straddle trench should accommodate what percentage of the unit at one time?

8%

28. What is a soakage pit used for?

To prevent accumulation of liquid waste

29. When is a latrine closed?

When within 1 foot of the ground surface or when abandoned

30. For what use are iodine tablets and calcium hypochloride ampules?

To purify water

FIRST AID

(FM 21-11)

1. What are the four life-saving steps?

(1) Open the Airway and restore breathing and heartbeat

(2) Stop the Bleeding

(3) Dress the wound

(4) Control for shock

2. Name the ten (10) steps in evaluating the casualty (in correct order).

(1) Check for responsiveness

(2) Check for breathing, if necessary

(3) Check for bleeding

(4) Check for shock

(5) Check for fractures and immobilize neck or back injuries, if found

(6) Check for burns

(7) Check for a head injury

(8) Seek medical aid as soon as possible

(9) Perform all necessary steps in sequence

(10) Identify all wounds and or conditions

3. What are two methods to open the airway?

Head-tilt chin-lift and jaw-thrust method

4. While giving mouth-to-mouth, the patient's stomach bulges. What does this indicate?

Air is entering stomach, reposition head and continue.

5. During mouth to mouth resuscitation what should you do if the casualty resumes breathing?

Watch the casualty closely, maintain an open airway, and check for other injuries.

6. What measure is used to restore heartbeat?

Cardiopulmonary resuscitation

7. When would you use abdominal thrusts?

Should always be used unless the casualty is in the advanced stages of pregnancy, is very obese, or has a significant abdominal wound

FIRST AID

(FM 21-11)

8. Name three types of bleeding.

Arterial, venous, capillary

9. How do you stop bleeding?

(1) Apply a field dressing

(2) Apply manual pressure

(3) Elevate the injured limb

(4) Apply a pressure dressing

(5) Apply a tourniquet

10. When applying digital pressure, how do you know if you are in the right location?

You'll feel a pulse.

11. When are the only times a tourniquet should be applied?

When an arm or leg has been cut off or when bleeding cannot be stopped by a pressure dressing

12. In an amputation, where do you place the tourniquet?

2 to 4" above the site, proximal to the heart

13. How wide should a tourniquet be?

2" (and should remain at least 1" after tightening)

14. How should you mark a casualty after applying a tourniquet?

Mark with a "T" on the forehead and indicate the time.

15. Once a tourniquet has been applied, who may remove it?

Physician or certified medical personnel, i.e. PAs

16. What is the treatment for a sucking chest wound?

Seal wound airtight when patient EXHALES with a plastic (dressing package) cover. Have casualty or assistant hold in place while you secure with tape, bandages, cravats or other wraps. Tie tails when casualty EXHALES. Cover dressing completely and have patient lie on injured side. Evacuate as soon as possible.

17. A casualty, with an abdominal wound, has some internal organs exposed and on the ground. What do you do with them?

Gently pick up any organ(s) with the cleanest available material and place the organs on top of the casualty's abdomen.

FIRST AID

(FM 21-11)

18. Normally, on most first aid dressings, you tie the knot directly over the bandage and tightly. How do you do it for an exposed abdominal wound with organs exposed?

Tie the dressing ties (tails) loosely at the casualty's side, not directly over the dressing because pressure on exposed organs may cause further injury.

19. What are the signs and symptoms of shock?

Cool, clammy skin; pale; restless/nervous; thirsty; confusion; rapid breathing; cyanosis; nausea

20. What steps are taken to prevent shock?

(1) Place casualty under cover

(2) Lay on back (head to side if unconscious) and elevate feet

(3) Loosen clothing (where binding)

(4) Prevent chilling/overheating

(5) Calm patient

(6) Do not give food or drink

21. When would you NOT place a casualty in the shock position?

When he/she has a head or neck injury (don't move him/her), an untreated fractured leg, abdominal wound or other contraindicated injury

22. What are some signs of a fracture?

Point tenderness; inability to move or sharp pain on movement; deformity; swelling; discoloration

23. Define an open fracture.

A break in the continuity of the bone with a break in skin

24. Define a closed fracture.

A break in the continuity of a bone without breaking skin

25. Why is a fracture immobilized?

To prevent razor-sharp edges of bone from causing further damage

FIRST AID

(FM 21-11)

26. What are the "rules" for splinting?

- (1) Stop bleeding, if bleeding**
- (2) Splint it where it lays**
- (3) Immobilize the joints above and below site**
- (4) Use padding between splint and extremity**
- (5) Check circulation after each tie**
- (6) Apply a sling (if possible)**

27. Burn injuries cause extreme pain, scarring or even death. Before administering the proper first aid, you must recognize the type of burn to be treated. Name the four types of burns.

- (1) Thermal**
- (2) Electrical**
- (3) Chemical**
- (4) Laser**

28. What is the treatment for burns?

Cut/remove clothing from burned area (unless stuck). Place a dry sterile dressing over the burn area and secure it loosely with a bandage. If conscious, give small amounts of cool water. Treat for shock.

29. What is the treatment for white phosphorus burns?

Scrape with a brush and flush area with large amounts of water. If large amounts of water are not available, do not use water. Cover area with wet material, ensuring that air is kept out.

30. Name some of the signs and symptoms of a head injury.

Unequal pupils; Fluid from the ear(s), nose, mouth or injury site; slurred speech; confusion; sleepiness; loss of memory or consciousness; staggering in walking; headache; dizziness; vomiting; paralysis; convulsions or twitches

31 There are three types of HEAT injuries. Name them and state which one constitutes a medical emergency.

- (1) Heat Cramps**
- (2) Heat Exhaustion**
- (3) Heat Stroke (medical emergency)**

32. What causes heat cramps and heat exhaustion?

Excessive loss of salt and water from the body.

FIRST AID

(FM 21-11)

33. What are heat cramps?

Painful spasms of the muscles, usually of legs, arms, and abdomen.

34. What is the first aid for heat cramps?

Large amounts of cool water to drink, move to a shady area and loosen clothing.

35. What are the symptoms of heat exhaustion?

Headache, excessive sweating, weakness, dizzy, nausea, muscle cramps. The skin is cool, moist, and pale.

36. Describe the proper first aid for heat exhaustion.

(1) Move the casualty to a cool or shady area or improvise shade

(2) Loosen or remove the casualty's clothing and boots unless in a chemical environment

(3) Have the casualty slowly drink at least one canteen of cool water

(4) Elevate the casualty's legs

(5) Monitor the casualty until the symptoms are gone or medical aid arrives

(6) If possible, the casualty should not participate in strenuous activity for the rest of the day

37. What causes heat stroke?

Prolonged exposure to high temperature.

38. What are the symptoms of heat stroke?

Cessation of sweating, hot and dry skin. Headache, dizzy, rapid pulse, nausea, vomiting, confusion, unconsciousness, and then coma.

39. What is the first aid for heat stroke?

Immerse the person in the coldest water possible. If not possible, place in the shade, remove clothing, and pour water over body. If person becomes conscious, give large amounts of cool water to drink.

40. What are the four types of wet and cold weather injuries?

(1) Frostbite - Actual freezing of a body part

(2) Trench foot - Occurs between 32 and 50 degrees

(3) Immersion foot - Occurs above 50 degrees

(4) Hypothermia - Lowering of the body temperature

FIRST AID

(FM 21-11)

41. What is the key word in cold weather protection?

COLD: Keep it clean, avoid overheating, wear it loose and in layers, keep it dry

42. Identify the signs and symptoms of frostbite.

(1) Loss of sensation or numb feeling in any part of the body

(2) Sudden whitening of the skin in the affected area, followed by a momentary tingling feeling

(3) Redness of skin in light skinned soldiers; grayish coloring in dark skinned soldiers

(4) Blisters

(5) Swelling of tender areas

(6) Loss of previous feeling of pain in the affected area

(7) Pale, yellowish, waxy looking skin

(8) Frozen area that feels solid or wooden to the touch

43. What are the measures you take for deep frostbite?

(1) Get to MTF the fastest possible way.

(2) Protect the part from additional injury, but do not treat in any way.

44. What is the treatment for frostbite involving only the skin?

(1) Parts of the face - Cover with warm hands until pain returns.

(2) Hands - Put hands under armpits, or next to the abdomen of another soldier.

(3) Feet - In a sheltered area, place bare feet under clothing.

45. Shivering is an attempt by the body to generate heat. What is the proper name for the condition which occurs when the internal body temperature goes below 95 degrees?

Hypothermia

46. What are some signs and symptoms of hypothermia?

Shivering, sluggish, slurred speech, drowsy, slow breathing, weak pulse, eyes glossy

47. What is snow blindness?

Effect glare from ice/snow field has on the eyes. May cause deep burns in the eyes.

48. What are some symptoms of snow blindness?

Scratchy feeling in eyes; pain in and over eyes; pain aggravated by moving eyes; may have watering, headache or increased pain with exposure to light

FIRST AID

(FM 21-11)

49. What is first aid for snow blindness?

Cover eyes with dark cloth and transport to MTF

50. Describe how to drain a blister.

Take a sterilized needle and make a hole at the edge of the blister. Use a clean cloth or gauze and gently apply pressure.

51. What is the treatment for snake bites?

Remain calm. Remove jewelry from affected area. Immobilize the site in a position below the level of the heart. Place a constricting band 2 - 4" above and below the wound, or above (closer to heart) if you are limited in space (ie, hand, foot). Do not apply to stop pulse. If possible, kill the snake and bring it with you to MTF. Seek medical help ASAP.

52. What is (definitely) NOT done when treating a snake bite?

DO NOT attempt to cut the bite or suck out the poison, because if the venom should seep through any damaged or lacerated tissues in your mouth, you could immediately lose consciousness or even die.

53. Name the seven (7) "one man carry" transports and explain when you should use them.

(1) Fireman's carry - used with an unconscious or severely injured casualty

(2) Saddleback carry - conscious casualty

(3) Pack-strap carry - carrying a casualty moderate distance

(4) Pistol-belt carry - long distances

(5) Pistol-belt drag - useful in combat and short distances

(6) Neck drag - combat for broken arms or suspected neck injury for short distances

(7) Cradle drop drag - for a casualty who cannot walk when he or she must be moved up or down stairs

54. Name some two-man carries.

(1) 2-man supporting

(2) 2-man arms carry

(3) 2-man fore-and-aft carry

(4) Two-hand pack-saddle carry

(5) Four-hand seat carry

FLAGS and GUIDONS

(AR 840-10, AR 600-25)

1. What are the name/sizes of U.S. flags flown at Army installations?

(1) STORM: 5 feet hoist by 9 feet 6 inches fly

(2) POST: 8 feet 11 3/8 inches hoist by 17 feet fly

(3) GARRISON: 20 feet hoist by 38 feet fly

2. What is known as the hoist of the flag?

Vertical length of the flag

3. What is known as the fly of the flag?

Horizontal length of the flag

4. How is the U.S. flag raised to half staff?

Hoisted to the top and lowered to half staff position

5. What position does the U.S. flag take in a line (row) of flags on display?

To the right of the line (on the observer's left)

6. What do the colors of the flag symbolize?

(1) RED is for hardiness and valor

(2) WHITE is for purity and innocence

(3) BLUE is for vigilance and justice

7. What three places always fly the flag at half mast?

(1) The tomb of the Unknown Soldier.

(2) Arlington Cemetery.

(3) Arizona Memorial at Pearl Harbor

8. When was the U.S. Army flag authorized and by what order?

Executive Order 10670, 12 June 1956

9. What is the name of the ball that sits at the top of the flag pole?

The Truck

10. What does the Truck represent?

The "Shot Heard Around the World" fired 19 April 1775 at Lexington, Massachusetts

11. When military personnel die and the flag is presented to the beneficiary, who provides the flag?

The Postmaster General

FLAGS and GUIDONS

(AR 840-10, AR 600-25)

12. What ARs govern raising and lowering the flag?

AR 600-25 and AR 840-10

13. What is the difference between the National Colors and the National Flag?

The National Colors are trimmed on three sides with a golden yellow fringe

15. How long is Reveille played?

20 seconds

16. How many National Colors can be present during a review, parade or honor guard ceremony?

One

17. Where is Bldg. 1 located on a permanent post?

The monument at the base of the post flagpole

18. What is the height of a flag pole?

(1) 50 feet

(2) 60 feet (normally)

(3) 75 feet

19. How should the flag be flown on Memorial Day?

The flag is at half-mast until noon, then from noon until retreat sounds at full-staff

20. When the flag is draped over a casket, where are the stars located?

Over the left shoulder of the deceased

21. What color and size is the Army field flag?

It is an ultramarine blue flag 3 foot hoist by 4 foot fly, trimmed on 3 sides with yellow fringe 2 1/2" wide . The device of the DA seal in white is centered. A white scroll inscribed "UNITED STATES ARMY" in scarlet is centered beneath the seal with the Arabic numerals "1775" below in blue.

22. There are 172 battle streamers on the Army flag with the last one being the Defense of Kuwait; what is the first one?

Lexington 1775

FLAGS and GUIDONS

(AR 840-10, AR 600-25)

23. The flagstaff head (finial) is the decorative ornament at the top of a flagstaff. There are only four types authorized. What are they?

(1) Eagle - Presidential

(2) Spearhead - The only type authorized with Army flags

(3) Acorn - Markers and marking pennants

(4) Ball - Outdoor wall mounted for advertising or recruiting

24. If you are looking at the Army flag, which streamer is in the preeminent position?

Yorktown 1781

25. How many flags can be displayed on a flagpole below the flag of the United States?

No more than one, and if displayed it must be six inches below the U.S. flag

26. Military personnel, not in formation, in uniform must take what actions when the first note of "Retreat" and "To the Colors" is played?

Face the music or the flag and stand at attention, at the first note of "To the Colors" render the hand salute until the last note has played

27. During what time is the U.S. flag flown daily?

From reveille to retreat

28. When can the flag be flown upside-down?

In times of emergency or national distress.

29. How many stripes are on the American flag?

13

30. After the flag is folded five stars should remain showing--what do they represent?

The five branches of the armed services: the Army, Navy, Marines, Air Force and Coast Guard.

GENEVA CONVENTION

(FM 27-2, FM 27-10, DA PAM 27-1, TC 27-10-1, and TC 27-10-3)

1. How many nations were initially represented at the first drafting of the Geneva Convention?

61 nations

2. How many articles govern the Geneva Convention in relation to the treatment of POWs?

143 articles

3. True or False. The United States was the country where the Geneva Convention was written.

False. It was written in Geneva, Switzerland

4. Which DA PAM covers the Geneva Convention?

DA PAM 27-1

5. If captured, who are the only personnel that are not considered POWs?

All medical personnel and chaplains, who serve in or accompany the Armed Forces of the United States

6. There are four (4) international agreements that were written at the same time dealing with the treatment of POWs. What are they known as?

The Geneva Conventions for the Protection of War Victims

7. As POWs, what types of work may noncommissioned officers be required to perform?

Supervisory work, but they may request other kinds of duty

8. True or False. POWs are required to salute the enemy camp commander if he is not an officer.

True

9. What documents must POWs be allowed to keep upon capture?

They may keep their identity cards and personal papers

10. When did the Geneva Convention come into force for the United States?

February 2, 1955

11. As a POW, what is the only information you are required to give?

Your name, age, rank and service number

12. In 1785, a treaty was drafted with the Kingdom of Prussia and is considered the first agreement concerning wartime. Who was it drafted by and for what reason?

It was drafted by Benjamin Franklin, John Adams and Thomas Jefferson to improve treatment of POWs.

GENEVA CONVENTION

(FM 27-2, FM 27-10, DA PAM 27-1, TC 27-10-1, and TC 27-10-3)

13. Name three (3) types of work that junior enlisted prisoners may be forced to perform as described in the Geneva Convention.

(1) Domestic services

(2) Commercial business, arts and crafts

(3) Public utility services

(4) Transport and handling of stores that are not of military reference

(5) Public works and construction

(6) Industrial work connected with raw materials and manufacturing

(7) Agriculture

(8) Administration, maintenance and installation of the camp

14. What is the maximum non-judicial punishment that may be imposed upon a POW for minor offenses?

Up to 30 days confinement, extra duties and deprivation of privileges for similar periods

15. On what date, along with three (3) other international agreements was the Geneva Convention written?

August 12, 1949

16. Under the Geneva Convention, who is the only one that may determine whether a person is entitled to be a POW or not?

A "competent tribunal" of the capturing nation

17. What publication governs the rights and obligations for POWs under the Geneva Convention?

DA PAM 27-25

18. If no POW of commissioned officer rank is present in a prisoner group, how often and by what means do prisoners choose their spokesman or representative?

They are chosen by secret ballot every six months.

19. What is a capture card and what is it used for?

A post card written by a POW informing their next of kin of their whereabouts and state of health.

20. What does the Geneva Convention recognize as the main duty of a POW?

To try to escape or aid others in escaping

21. What disciplinary action will be enforced if a member of the U.S. Armed Forces deliberately violates the Geneva Convention?

Trial by court-martial under UCMJ

GUARD DUTY

(FM 22-6)

1. List in order the chain of command for guard duty?

(1) Relief commander (4) Officer of the day

(2) Sergeant of the guard (5) Field officer of the day

(3) Commander of the guard (6) Installation commander

2. What is meant by the term "Supernumerary"?

An extra member of the guard who is used when needed to replace a guard or perform duties prescribed by local directives

3. What does the term "challenge" mean?

Any process carried out by one unit or person with the object of ascertaining the friendly or hostile character or identity of another

4. What is a countersign?

Two words: the challenge and password

5. In a countersign, what is the challenge?

The first word used to challenge a person or party

6. In a countersign, what is the password?

The second word or sign, used to reply to a challenge

7. What is the parole?

A special password used as a check on the countersign

8. Who is the parole word imparted to?

To persons entitled to inspect the guard, the Commander and members of the guard

9. Upon hearing the parole word, what action is taken by a guard?

Replies with both parts of the countersign. The guard does not use the password at any other time

10. The guard may be of three types. What are they?

(1) Interior

(2) Exterior

(3) Special

11. What are special orders?

Special orders instruct the guard in the actual performance of his/her duty while on a particular post

GUARD DUTY

(FM 22-6)

12. When in doubt, what is considered the best means of identification of an individual?

A visual check of his/her ID card

13. What are your three general orders?

(1) I will guard everything within the limits of my post and quit my post only when properly relieved

(2) I will obey my special orders and perform all my duties in a military manner

(3) I will report violations of my special orders, emergencies, and anything not covered in my instructions to the commander of the relief

14. Who may give a guard member orders?

Only the guard's chain of command

15. What are interior guards?

Interior guards are detailed by commanders of military installations to protect property and enforce regulations and preserve order

16. What is exterior guards?

Exterior guards are lookouts, listening posts, outposts, especially designated patrols, guards in combat zones, field training areas, and guards outside the limits of a military installation. Exterior guards perform their duties as prescribed by special orders and instructions

17. When challenging one person, what is the procedure used?

(1) When the approaching individual is approximately 30 steps away from the guard, the guard assumes the proper challenge position and commands "Halt!"

(2) When the person stops, the guard commands "Who goes there?"

(3) After the person answers, the guard commands "Advance to be recognized."

(4) When the individual is close enough to be recognized without putting the guard in danger, the guard commands "Halt!"

(5) After recognition, the guard then passes the individual or detains him/her and calls the commander of the relief

18. When challenging a group of individuals, what is the procedure used?

(1) Same as 1 thru 4 in question 17 above

(2) After recognition, the one advanced will step by the guard. The guard will then call the group in one by one to be accounted for by the first person advanced. Or the guard may pass them as a group according to special instructions

GUARD DUTY

(FM 22-6)

19. Can a Noncommissioned Officer be the "Commander of the Guard?"

Yes

20. Is the composition of an exterior guard the same as that of an interior guard?

No. Exterior guards have no commanders that are detailed for that duty. Actions of the guards are prescribed by instructions from their leaders, SOPs, and special instructions

21. In general, what is the primary duty of an exterior guard?

Exterior guards are utilized to protect a unit from surprises and to give the unit time to prepare to counter any threats.

22. May a guard leave his/her post to investigate or apprehend a person involved in a disorder near his/her post?

No

23. If a guard is not relieved at the expiration of his/her tour, what should he do?

He/she should continue his/her duty and contact the commander of the relief.

24. Who is responsible for ensuring all guards understand their special instructions?

The commander of the guard

25. When will a sentry not render a hand salute?

(1) When engaged in a specific duty

(2) When talking with an officer (unless a senior approaches and is saluted)

(3) When on a post that requires the challenge

26. When challenging, what is the position of your rifle? Pistol?

(1) Rifle - Port arms

(2) Pistol - Raised

27. When a guard fires his/her weapon into the air three times in rapid succession, what is signified?

Great danger

28. In time of war, what is the punishment for disclosing the parole word or countersign to an unauthorized person?

Punishable by death or other punishment deemed by court martial

29. Must guards be qualified with the weapon they are carrying?

Yes

ARMY LEADERSHIP

(FM 22-100)

1. What is leadership?

Leadership is the process of influencing others to accomplish the mission by providing purpose, direction and motivation.

2. What are the factors of leadership?

The led, the leader, the situation and communication

3. What are the four individual values?

Courage, candor, competence and commitment

4. What are the four elements of professional Army ethics?

Loyalty, duty, selfless service and integrity

5. What is duty?

Duty is a legal or moral obligation to do what should be done without being told to do it.

6. What is the first step in the ethical decision-making process?

Interpret the situation. What is the ethical dilemma?

7. What manual covers military leadership?

FM 22-100

8. What are the three basic leadership styles?

Directing, participating and delegating

9. What are the feedback sources for a complete and accurate leadership assessment?

The person himself/herself, leaders, peers, subordinates, close friends and family members, trained leadership assessors

10. What should a leader know before he/she leads?

Know yourself, standards, human nature, your job and your unit

11. What is integrity?

Being honest and upright, avoiding deception and living the values you suggest for your subordinates

12. What are the leadership competencies?

Communications, supervision, teaching and counseling, soldier team development, technical proficiency, decision-making, planning, use of available systems and professional ethics

ARMY LEADERSHIP

(FM 22-100)

13. What leadership style is it if the leader asks for information and recommendations, but he/she still makes the decision?

Participating style

14. How many principles of leadership are there?

11

15. What are the factors and forces that influence decision-making?

Laws, orders, regulations, basic national values, traditional Army values and unit operating values

16. What is the purpose of leader development?

To develop leaders capable of maintaining a trained and ready army in peacetime to deter war

17. Lead in peace, to be prepared for what?

War

18. What describes a person's inner strength and is the link between values and behaviors?

Character

19. What are the actions a leader must take to defeat battle stresses?

Lead your unit, build cohesion, develop confidence, train your unit, develop a physically fit unit and develop a winning attitude

LEADERSHIP COUNSELING

(FM 22-100, Appendix C)

1. What is counseling?

Process of listening, communicating advice, instruction or judgment with the intent of influencing a person's attitude or behavior.

2. What is performance counseling?

Counseling used to assist in improving job performance

3. What is personal counseling?

Counseling used to help a person reach a solution to a personal problem

4. What is professional counseling?

Counseling conducted by personnel who are qualified in specialized fields such as law, medicine, religion or finance

5. What is career counseling?

Counseling that informs soldiers concerning their career in the Army

6. How many approaches are there to counseling?

Three: Directive, Non-directive, Combined

7. What is the non-directive approach to counseling?

Counselor causes the soldier to take responsibility for solving problem (soldier-centered). Allows counselee to use insight, judgment and realization of facts, and to better understand himself/herself.

8. What is the eclectic approach to counseling?

In the combined approach, the leader uses techniques from both the directive and nondirective approaches, adjusting them to articulate what's best for the subordinate. The combined approach emphasizes the subordinate's planning and decision-making responsibilities.

9. What is the most difficult part of the counseling process?

Applying the proper technique

10. How are counseling skills developed?

By studying human behavior, knowing problem areas affecting subordinates and becoming proficient in dealing with counsees

11. What is followup action?

Action taken to ensure a counseling session was effective. If there has been no improvement, more counseling may be required

LEADERSHIP COUNSELING

(FM 22-100, Appendix C)

12. Define effective communication.

Exchange of information; occurs only if the receiver understands the exact information or idea that the sender intended to transmit

13. What are three important parts in the exchange of information?

(1) Message - the concept, idea, information, or feelings in your mind

(2) Content - the actual words

(3) Context - the way you deliver the message, your tone of voice, the look in your eye and your state of mind

14. Name three of the barriers to effective communication.

(1) Physical difference (4) Failure to listen

(2) Psychological difference (5) Tendency to smother information

(3) Rank difference (6) Lack of trust/respect

15. What are the types of counseling used in the military?

(1) Event Oriented Counseling

(2) Performance and Professional Growth Counseling

16. What are some of the body language signs a leader should use during counseling to indicate active listening?

(1) Eye contact (4) Posture

(2) Head nod (5) Facial expressions

(3) Verbal behavior

17. Who is ultimately responsible for solving the soldier's problems?

The soldier is responsible for solving his/her own problems

18. What is Discipline Counseling?

Counseling used to improve performance by correcting disruptive behavior and inappropriate actions, thus improving unit effectiveness

19. Name five (5) support agencies that a counselor can refer a soldier for assistance.

(1) American Red Cross

(5) Chaplains

(2) Army Community Service

(6) Housing Referral Office

(3) Army Emergency Relief

(7) Social Work Service

(4) Career Counselors

(8) Legal Assistance

LEADERSHIP COUNSELING

(FM 22-100, Appendix C)

20. When preparing for a scheduled counseling session, what should the counselor consider?

- (1) Notify the soldier***
- (2) Schedule the best time***
- (3) Choose a suitable place***
- (4) Decide the right atmosphere***
- (5) Plan the discussion***

21. What are the seven (7) basic steps of problem solving, decision-making and planning?

- (1) Identify the problem***
- (2) Gather information***
- (3) Develop courses of action***
- (4) Analyze and compare courses of action***
- (5) Make a decision***
- (6) Make a plan***
- (7) Implement the plan***

22. A counseling session has three (3) phases, name them.

- (1) Preparation***
- (2) Conducting***
- (3) Follow-up***

23. Name three (3) of the five (5) sources of power.

- (1) Legitimate power***
- (2) Expert power***
- (3) Referent power***
- (4) Reward power***
- (5) Coercive power***

LEADERSHIP COUNSELING

(FM 22-100, Appendix C)

24. Name some ways that a leader can influence his/her subordinates.

- (1) Recommending (5) Advising***
- (2) Persuading (6) Commanding***
- (3) Mapping alternatives (7) Punishing***
- (4) Urging***

25. Name the three (3) basic skills a leader must possess to be an effective counselor.

- (1) Listening and watching skills***
- (2) Responding skills***
- (3) Guiding skills***

26. Name some of the negative ways a soldier reacts to counseling.

- (1) Nervousness (5) Attempts to shift blame***
- (2) Rational disagreement (6) Loss of temper***
- (3) "Too easy" agreement (7) Desire to quit***
- (4) Determination to argue***

27. Name some of the positive ways a soldier reacts to counseling.

- (1) Agrees (4) Willing***
- (2) Cooperative (5) Finds confidence***
- (3) Expectancy***

28. Why are effective counseling programs essential?

They develop a cohesive unit capable of accomplishing its mission quickly and efficiently

29. When closing a counseling session, a leader must do what?

He/she must summarize what has been discussed and must also ensure that both parties understand what each is expected to do

MAP READING

(FM-21-26)

1. What's a map?

A graphic representation of the Earth's surface drawn to scale as seen from above.

2. What is the purpose of a map?

To provide accurate information about the existence, location and distance between ground features like terrain, elevation, populated areas, routes of travel and communication

3. What is the scale of a map?

The ratio of ground distance to map distance and expressed in a fraction.

4. Name several types of maps.

Topographic map, planimetric map, photomap, terrain model.

5. What is a map usually named after?

The most prominent geographical or cultural feature. Whenever possible it is named after the largest city on the map.

6. What is a declination diagram?

It shows the angular relationships of true north, grid north and magnetic north.

7. What is a bar scale?

They are meters, statues miles, nautical miles.

8. What is a contour interval?

The vertical distance of the space between the contour lines. In more recent maps that distance or space is given in meters instead of feet.

9. Where is the legend of a map found?

In the lower left margin.

10. What is in a map legend?

The symbols that represent topographic feature. The symbols are not always the same.

11. How many colors does a map usually have?

Five: black, blue, green, brown, red

MAP READING

(FM-21-26)

13. What do the colors of a map stand for?

BLACK indicates manmade features like buildings and roads. BLUE identifies water features - lakes, swamps, rivers and drainage. GREEN is for vegetation with military significance, such as woods, orchards or vineyards. BROWN identifies all relief features and elevation, as well as contour lines on older maps. REDDISH-BROWN is used for these features on newer maps. RED is used for cultural features such as populated areas, main roads, and on older maps it indicates boundaries.

14 Name two kinds of distances.

(1) Straight-line distance

(2) Road distance

15. What are contour lines?

Imaginary lines along which all elevations are equal

16. What is the purpose of intersection?

To locate an unknown point on a map by successfully occupying two known points and sighting on the unknown point

17. When using the protractor, each tick mark on the degree scale is 1 degree. What does each tick mark on the mil scale mean?

20 mils

18. The difference between grid north and magnetic north is called?

Grid Magnetic (G-M)

19. What is an azimuth?

It is a direction - a horizontal angle which is measured in degrees or mils from the north.

20. What are the two types of protractors used to determine an azimuth?

Semicircular protractor, square protractor

21. What is the universal transverse mercator (UTM) grid?

A grid that has been designed to cover that part of the world between latitude 84 degrees north and latitude 80 degrees south

22. What is the Universal Polar Stereo graphic (UPS)?

Grid used to represent the polar regions

23. What is longitude?

A measure of distance east or west of the prime meridian.

MAP READING

(FM-21-26)

24. How do you convert a grid azimuth to a magnetic azimuth?

By adding the G-M angle

25. How do you convert a magnetic azimuth to a grid azimuth?

By subtracting the G-M angle

26. Name the three (3) types of contour lines.

Index, Intermediate and Supplementary

27. Under identifying specific terrain features, what does SOSES stand for?

Shape, Orientation, Size, Elevation and Slope

28. How do you orient a map to the ground by map terrain association?

Hold map in horizontal position. Line up features on the ground with those on the map. Place compass along one of the north-south grid lines to keep from orienting the map in the wrong direction (that is 180 degrees out), or by aligning two or more features. Incorporate the declination constant in determining the 30 degrees.

29. What other ways can you determine direction without a compass?

Shadow method, watch method and North Star method

30. What is a basic rule for finding coordinates on a map?

Beginning from the left-hand corner, read right and up

MILITARY AWARDS

(AR 600-8-22)

1. What is engraved on the reverse side of the Medal of Honor?

Grade, name and organization of the awardee

2. What are the two categories of decorations?

Those awarded for heroism and achievement

3. What was the first medal awarded?

The Purple Heart, given to enlisted personnel for singularly meritorious service with first issue in 1782

4. What are the three highest awards?

Medal of Honor, Distinguished Service Cross and Defense Distinguished Service Medal

5. Can the Army Commendation Medal (ARCOM) or the Meritorious Service Medal (MSM) be awarded during combat?

(1) The ARCOM may be awarded during peacetime or in combat. It is awarded with the "V" device for combat action

(2) The MSM can only be awarded in peacetime

6. What is the highest peacetime award a soldier can receive?

The Distinguished Service Medal

7. Who usually presents the Medal of Honor to recipients?

The President

8. Where are foreign badges worn on the uniform?

Over the right breast pocket

9. What medal is awarded to a soldier who distinguishes himself by heroism not involving actual conflict with an armed enemy?

The Soldier's Medal

10. What may be engraved on the back of the Good Conduct Medal?

Awardee's name

11. How many foreign badges can you wear at one time?

One (if you have at least one U.S. award)

12. What is the total number of marksmanship badges that can be worn simultaneously?

Three

MILITARY AWARDS

(AR 600-8-22)

13. To whom is the Purple Heart given?

To any military or civilian personnel wounded or killed in action against an armed enemy after 5 April 1917

14. What is meant by "above and beyond the call of duty"?

It includes the acceptance of danger or extraordinary circumstances with praise worthy fortitude and exemplary courage which as a rule is not expected of a person

15. What is the difference between an award and a decoration?

A decoration is given to an individual, while an award is given to a unit or individual

16. Special entitlements such as supplemental uniform allowance, air transportation, ID cards, admission to U.S. service academies, exchange privileges and special pension of \$200 a month go with what individual award?

Medal of Honor

17. Appurtenances are devices affixed to service or suspension ribbons. They are worn to denote additional awards. On the Good Conduct Medal these are called clasps. What type of clasp would you need for awarding of the third award ?

Three Bronze loops

18. Oak Leaf Clusters, just like the clasp on the Good Conduct Medal, denote an additional award and they come as either bronze or silver. How many bronze clusters do you have to have before you go to one silver Oak Leaf ?

Four Bronze Oak Leaf Clusters, because the sixth award will be a Silver Oak Leaf

19. Marksmanship badges come in three types: Expert, Sharpshooter and Marksman. There are 19 Taps authorized to be attached to these badges. Is the Flamethrower or Bayonet, or maybe both or neither, an authorized Tap?

Both are authorized Taps

20. An interim award may be presented pending final action on a recommendation for a higher award. If the higher award is approved, what will you do with the interim award ?

It must be returned unless the higher award is made posthumously

21. When will an individual be authorized to first wear the NCO Professional Development Ribbon?

Upon completion of PLDC

22. The Army does not condone self-recognition; therefore a soldier may not recommend themselves for an award. Who may recommend ?

Any individual having personal knowledge of an act, achievement or service which would warrant the award

MILITARY AWARDS

(AR 600-8-22)

23. What is the requirement for the awarding of the Army Service Ribbon to enlisted personnel?

Successful completion of their initial MOS-producing course

24. Who may wear the Prisoner of War Medal?

Any person who, while serving in any capacity with the U.S. Armed Forces, was taken prisoner and held captive after 5 April 1917

25. What degree of heroism is required for the awarding of the Presidential Unit Citation?

The same degree that would warrant the awarding of the Distinguished Service Cross to an individual

26. Who will approve the acceptance and wear of foreign decorations?

Department of the Army (DA)

27. Explain the difference between Meritorious Service and Meritorious Achievement.

(1) Meritorious Service is a succession of outstanding acts of achievement over an extended period of time

(2) Meritorious Achievement is a single act well above the expected performance of duty

28. On which medals may the "V" device be worn?

(1) The Bronze Star

(2) The Air Medal

(3) The Army Commendation Medal

29. What does the "V" device denote?

Participation in acts of heroism involving conflict with an armed enemy

30. What does the Arabic Numeral on the NCO Professional Development Ribbon denote?

The highest level of completed NCO development

MILITARY COURTESY

(AR 600-25)

1. What is meant by military courtesy?

Military courtesy is the respect and consideration shown to other personnel of the Armed Forces

2. What is considered the most important of all military courtesies?

The hand salute

3. In what field manual (FM) will you find how to salute?

FM 21-13

4. What Army Regulation (AR) governs who to salute?

AR 600-25

5. When do you salute?

When you meet and recognize a member of the Armed Forces entitled to the salute. Also when the National Anthem, the Colors, Ruffles and Flourish are being played

6. When is an officer required to salute an enlisted person first?

When the enlisted person has been awarded the Medal of Honor

7. At what distance should a salute be rendered?

Upon recognition, but no more than thirty paces or no less than six paces from the officer

8. When walking with an officer, on which side should an enlisted person walk?

The soldier should walk on the left side of the officer

9. In what order should a military vehicle be entered?

The junior member enters first and others follow in reverse order of rank. The driver enters last

10. When a soldier is reporting to an officer, on what occasion does the officer not have to return a salute?

When reporting for pay

11. In what situation is the wearing of a hat in a building permissible?

When under arms

12. What is meant by "under arms"?

It is the carrying of arms, or having them attached to the person by slings or holsters or wearing a cartridge belt and headgear

MILITARY COURTESY

(AR 600-25)

13. When should a soldier under arms remove his/her headgear?

(1) When seated as a member of or in attendance at a court or board

(2) When entering a place of divine worship

(3) When indoors not on duty

(4) When in attendance at an official reception

14. What should accompany all salutes?

The greeting of the day

15. How is a member of the armed service addressed when his/her name and rank are not known?

The member is addressed as "Soldier"

16. When riding in a military vehicle and the National Anthem or Call to Colors is played, what action should be taken?

The senior person in the vehicle should dismount and salute. The other personnel remain in the vehicle seated in the position of attention

17. Do you salute a vehicle?

Yes, all personnel should be alert to distinguish and salute vehicles bearing Secretary of Defense, Secretary of the Army, General Officers, or Admirals' automobile plates

18. When a person is running and encounters a situation where a salute is required, what should the individual do?

(1) Come to a halt or walk and then salute

(2) Halt if the flag is involved as in retreat

(3) Walk if an officer's presence requires rendering of honor

19. How many guns salute is the Commander in Chief entitled to?

On arrival a 21-gun salute, on departure a 21-gun salute

MILITARY JUSTICE

(AR 27-10, DA Pam 27-1)

1. Who may impose non-judicial punishment under Article 15, UCMJ?

Any commander upon members of his/her unit

2. What is the purpose of non-judicial punishment?

(1) Correct, educate and reform those whom the commander feels cannot benefit from less stringent measures

(2) Preserve the member's record of service from unnecessary stigma by a record of court-martial conviction

(3) Further military efficiency by disposing of minor offenses in a manner requiring less time and personnel than trial by court-martial

3. What is the maximum punishment under the Summarized Article 15 (DA Form 2627-1)?

(1) Oral Reprimand or Admonition

(2) Restriction for 14 days

(3) Extra duty for 15 days

(4) Any combination of the above

4. What "rights" under Article 31, UCMJ, must a soldier be made aware of when he/she is notified of being considered for punishment under Article 15, UCMJ?

(1) The right to remain silent

(2) The right to counsel

(3) The right to demand trial

(4) The right to present his/her case, in the presence of the imposing commander

(5) Call witnesses

(6) Present evidence

(7) Request that he/she be accompanied by a spokesperson

(8) Request an open hearing

(9) Examine available evidence

5. What is reprimand?

Act of formal censure which reproves or rebukes the offender for misconduct. A reprimand may be oral or written

6. What is meant by remission?

Action whereby any portion of the unexecuted punishment is canceled

MILITARY JUSTICE

(AR 27-10, DA Pam 27-1)

7. What is the maximum punishment under a Company-grade Article 15 (O3 and below)?

(1) Forfeiture of 7 days pay x 1 month

(2) Detention of 14 days x 1 month

(3) 14 days extra duty, and/or 14 days restriction.

8. What is the maximum punishment under a Field-grade Article 15 (O4 and above)?

(1) Forfeiture of 1/2 month's pay x 2 months

(2) Detention of 1/2 month's pay x 3 months

(3) 45 days extra duty, and/or 60 days restriction.

9. What is the highest court in the military?

Court of Military Appeals; three judges appointed by the president and it is the final authority in court-martial cases

10. What is the purpose of flagging action?

To suspend favorable personnel action while under investigation or while processing for disciplinary action or elimination proceedings

11. What is the maximum punishment for each court martial?

(1) Summary - confinement at hard labor for one month

forfeiture of 1/3 pay for one month

Reduction in grade

(2) Special - confinement at hard labor for six months

Reduction to lowest enlisted grade

Possible bad conduct discharge

(3) General - confinement at hard labor for life

Reduction to lowest enlisted grade

Dishonorable discharge

Death

12. What is the purpose of a military judge?

To ensure that rights are protected and correct legal procedures are followed

MILITARY JUSTICE

(AR 27-10, DA Pam 27-1)

13. What is the Uniform Code of Military Justice (UCMJ)?

Federal law that is the basis of military system of justice. It declares what conduct is a crime, establishes the type of courts and sets forth procedures to be followed

14. When considering an appeal, what actions can the "next higher authority" take?

Leave the punishment as is, reduce the punishment, or set the punishment aside.

15. Can a commander refer an Article 15 to a higher authority?

Yes, when he/she feels his/her authority does not allow sufficient punishment

16. What types of extra duty may not be imposed?

(1) Duty that is considered cruel and unusual

(2) Duty not sanctioned by customs of the service

(3) Duty normally considered as an honor

(4) Duty required to be performed in a degrading or ridiculous manner

(5) Duty constituting a safety or health hazard

(6) Duty demeaning to the soldier's rank

17. What does Article 86 deal with?

AWOL

18. What does Article 134 deal with?

Anything not covered in any previous article

19. What does Article 138 deal with?

Formal complaint against an officer in your chain of command when you feel that you have been wronged. The complaint will be investigated and reviewed by the Staff Judge Advocate

20. What is an Article 15, UCMJ?

It is a type of non-judicial punishment for minor offenses imposed upon military personnel by his/her commander

21. What does the term "minor" mean in reference to Article 15, UCMJ?

The term "minor" generally means the maximum punishment would not include a dishonorable discharge or confinement at hard labor for more than one year. This is not a hard fact rule. The commander must give due regard to the circumstances surrounding the commission of the offense and the personal history of the offender.

MILITARY JUSTICE

(AR 27-10, DA Pam 27-1)

22. The Article 15, UCMJ may be divided into two categories. What are those two categories?

Company Grade Article 15 and Field Grade Article 15

23. Discuss the two categories of Article 15, UCMJ.

Company Grade Article 15 is imposed by a company grade officer (normally at detachment/company level) and the Field Grade Article 15 is imposed by a field grade officer (major and above), normally in command of a battalion or a larger unit. If the field grade officer is commanding a detachment or company, the Article 15 imposed by him/her is automatically a field grade Article 15. In all respects, other than maximum authorized punishment, a field grade Article 15 is identical to a company grade Article 15.

24. What are some of the considerations that the commander should take before taking actions under Article 15, UCMJ?

The commander should have reasonable grounds to believe that:

(1) the alleged misconduct actually took place

(2) the misconduct was an offense under the UCMJ

(3) the accused committed the offense

(4) no determination of guilt should be made until after all the evidence is considered.

25. What are the two types of proceedings that a commander might elect to exercise when administering an Article 15, UCMJ?

He/she may use the summarized proceeding or the formal proceeding

26. What rights does a soldier have under a summarized proceeding?

(1) Right to remain silent

(2) Right to know the offense(s) allegedly committed and article(s) of the UCMJ allegedly violated

(3) Right to demand trial

(4) Right to appeal

27. What rights does a soldier have under a formal proceeding?

(1) Right to remain silent

(2) Right to consult a lawyer

(3) Right to demand trial

(4) Right to present his/her case to the imposing commander

(5) Right to call witnesses and present evidence

MILITARY JUSTICE

(AR 27-10, DA Pam 27-1)

(6) Right to be accompanied by a spokesperson

(7) Right to request an open hearing

(8) Right to examine all available evidence

28. What is the meaning of mitigation and extenuation?

(1) Mitigation means a reduction in either the quantity or the quality of punishment

(2) Extenuation means circumstances surrounding the offense showing the offense was not very serious

29. If an individual punished under Article 15 believes that punishment imposed is too severe for the offense committed or that he/she should not have been punished at all, what action can he/she take?

The individual can appeal to the next higher authority

30. What is the purpose of announcement of punishment (posting Article 15 on unit bulletin board)?

To preclude perceptions of unfairness of punishment and to deter similar misconduct by other service members

NBC

(FM 3-3, 3-4, 3-5)

1. What does the acronym NBC stand for?

Nuclear, Biological, Chemical

2. What are some FMs that cover NBC?

FM 3-3, 3-4 and 3-5

3. What is MOPP?

Mission Oriented Protective Posture

4. What does the acronym "CPOG" stand for?

Chemical Protective Outer Garment

5. What is the first step in putting on your M17 series mask?

Stop breathing

6. What does MOPP level 2 consist of?

Overgarment - Worn

Overboots - Worn

Hood/Mask - Carried

Gloves - Carried

7. What is continuous chemical monitoring and when do you do it?

Continuous surveillance for radiation in the unit area or position, done when a nuclear detonation is observed or reported, done when an NBC 3 report is received, done when a dose rate of 1 centigrade is reported or when directed by higher elements

8. Describe the colors for (1) Gas Chemical Marker and (2) Bio Marker.

(1) Background is yellow with red lettering

(2) Background is blue with red lettering

9. What is M8 paper used to detect?

Liquid agents (will not detect gas or vapors)

10. How is M9 paper worn?

Opposite sides of the body i.e. Left leg, right wrist, left arm

11. What Chemical Agent Detector Kit and Chemical Agent Monitor will you use to detect chemical agents?

M256 Series Chemical Agent Detection Kit

NBC

(FM 3-3, 3-4, 3-5)

12. What piece of TA-50 can be used as overhead cover during a chemical or biological attack for the air?

The poncho

13. Identify the six major types of chemical agents

Nerve, blood, blister, choking, psychochemical and irritants

14. What is the first step you perform during a crossing of a contaminated area?

Continuous monitoring

15. During the monitoring for a series NBC 4 report, how often does the operator take a dose rate reading?

Maximum of 150 meters out, no more than 300 meters apart

16. What is the priority of an initial NBC 1 report?

Flash

17. When conducting unmasking procedures with use of an M256 detector kit, how long do you have the initial one or two soldiers unmask for?

5 minutes

18. How may biological and chemical agents be delivered in an attack?

(1) Artillery shells with less powerful explosions than HE rounds

(2) Aerial bombs, bomblets or rockets that pop rather than explode

(3) Mist or fog sprayed by aircraft mortars

19. What is the dose rate range of the IM 174-series radiacmeter?

1 to 500 centigray (cGy) per hour

20. When supervising radiation monitoring, you must choose between the direct monitoring technique and the indirect monitoring technique, what is the major difference between the two techniques?

Indirect is taken inside of a shelter

Direct is taken outside of a sheltered area

21. What chemical is used when checking the operation of the protective mask?

Amyl acetate

22. When positioning the M8 chemical agent alarm, what is the maximum distance from the unit and how far apart are the detectors spaced?

Maximum of 150 meters out, no more than 300 meters apart

NBC

(FM 3-3, 3-4, 3-5)

23. Situation: You are in an NBC environment and you have just completed using the M256 or M256A1 chemical agent detector kit, what is your next step?

Report results to your supervisor

24. Before crossing a chemically contaminated area, what actions should you take as a supervisor?

Select the shortest possible route; ensure all vehicle operators close all doors, windows, etc.; assume MOPP 4, and have soldiers attach M9 chemical paper to clothing and equipment

25. Can M258 packet #2 be used by itself?

No. Both packets must be used in their respective order to effectively decontaminate the skin

26. What is an NBC-1 report?

It is an initial observer's report of any type of NBC attack

27. What communications precedence is an NBC-1 report?

The first on is a FLASH precedence. All others are IMMEDIATE precedence

28. Describe some of the information contained in an NBC-1 nuclear attack report?

(1) Date and time of attack

(2) Flash-to-bang time

(3) Illumination time

(4) Type of burst

(5) Location of GZ (ground zero) or azimuth to attack

(6) Stabilized nuclear cloud measurements

29. How many Mark I nerve agent antidote kit does a soldier receive?

Three

NONCOMMISSIONED OFFICER EVALUATION REPORTS

(AR 623-205)

1. What is the minimum period of time for rater qualification?

90 days

2. What is the minimum period of time for senior rater qualifications?

2 months

3. What is the minimum period of time for the reviewer?

None, there is no minimum time required

4. What is the minimum time period before the initial counseling must be done?

30 days

5. Who is responsible for obtaining the rated NCO's signature?

Senior rater

6. How many types of reports are there for active duty Army and what are they?

4; Annual, Change of Rater, Relief for Cause and Complete the Record

7. What AR governs NCOERs?

AR 623-205

8. What form is used for the NCO Counseling/Checklist Record?

DA Form 2166-7-1

9. Are NCOERs required for POWs?

No

10. Are handwritten comments allowed on the NCOER?

No

11. What is the time period for submitting an appeal to a NCOER or an AER?

Within 5 years

12. What NCOER is used upon the removal of an NCO from a ratable assignment based on the decision by a member of the NCO's chain of command?

Relief-for-cause

13. If an annual report does not meet the 90 day minimum rating period and rater qualifications, what happens?

The report period will be extended until the minimum requirements are met

NONCOMMISSIONED OFFICER EVALUATION REPORTS

(AR 623-205)

14. Rating an NCO's fears, inner feelings, enthusiasm and overall confidence falls into which Values/NCO Responsibility block?

Physical Fitness/Military Bearing

15. In the non-rated months block, what does the code "Q" represent?

Lack of rater qualifications

16. If you attended a military school for 2 months, what would your non-rated code be?

S

17. If an NCO attended a service school for 90 calendar days or more, what must be done by his/her parent command?

Change of rater report for the NCO and the rated NCO's subordinates

18. 15 non-rated days constitutes how many non-rated months?

None

19. What annotation will be made on the NCOER for a NCO's performance as a member of a court martial?

None

20. When will a member of an allied force meet senior rater qualifications?

Never

PHYSICAL READINESS TRAINING

(FM 21-20 AND AR 350-41)

1. What are the seven (7) basic principles of exercise?

- PROVRBS** (1) *Progression* (5) *Recovery*
(2) *Regularity* (6) *Balance*
(3) *Overload* (7) *Specificity*
(4) *Variety*

2. What does the acronym "FITT" stand for?

- (1) *Frequency*
(2) *Intensity*
(3) *Time*
(4) *Type*

3. What does "type" refer to?

The type of exercise to be performed

4. At least four (4) groups of soldiers may require special physical training programs. Name two (2).

- (1) ***Those who fail the APFT and do not have a medical profile***
(2) ***Those who are overweight/over the body fat standard IAW AR 600-9***
(3) ***Those that have either permanent or temporary medical profiles***
(4) ***Those who are over 40 and have not been medically screened or need guidance on their fitness program***

5. What improvements are produced through an aerobic training program?

It improves the cardiorespiratory system's ability to deliver oxygen to working muscles. It also improves the muscles' ability to use it and the system's ability to carry off waste products.

6. Name three (3) alternate aerobic exercises.

- (1) *swimming*
(2) *bicycling*
(3) *cross-country skiing*

7. Define muscular strength.

The greatest amount of force a muscle or muscle group can exert in one movement.

PHYSICAL READINESS TRAINING

(FM 21-20 AND AR 350-41)

8. When does an isometric contraction occur?

When a muscle exerts a force but does not shorten in lengthen.

9. Theoretically, what type of exercise places a maximum work load on the muscle throughout the entire range of motion?

Isokinetic

10. In strength training, a set ends with the exerciser's inability to perform another repetition. What is this called?

Working to failure

11. What is a set?

The number of repetitions done without a rest

12. What are partner-resisted exercises?

A form of strength training in which a person performs an exercise against a partner's opposing resistance

13. How is flexibility best developed?

Through stretching exercises

14. According to FM 21-20, what is satisfactory weight loss?

1/2 to 1 and 1/2 pounds per week

15. Define body composition.

The relative amount of fat and lean body mass (muscle, bone, and mineral tissue) in the human body

16. What AR covers the Army Physical Fitness Program?

AR 350-41

17. How often can a commander administer an APFT?

As often as they wish; however, they must specify beforehand when the results are for record purposes

18. Name three publications commanders can use to help develop PT programs for soldiers.

FM 21-20, DA PAM 350-15, DA PAM 350-21, DA PAM 350-18 and DA PAM Series 600-63-1 thru 14

19. What does the 2-mile run test?

This event measures aerobic and leg muscle endurance and cardiorespiratory fitness

PHYSICAL READINESS TRAINING

(FM 21-20 AND AR 350-41)

20. When properly interpreted, what do results of the APFT reveal?

- (1) Each soldier's physical fitness***
- (2) The entire units level of fitness***
- (3) Deficiencies in physical fitness evaluation***
- (4) Persons who require special attention***

SECURITY

(AR 380-5)

1. What are the three markings authorized for classified documents?

Confidential, Secret and Top Secret

2. What regulation covers information security?

AR 380-5

3. If classified material is lost or possibly compromised, who has the responsibility to report the incident?

The person(s) having knowledge

4. Who is responsible for security

Everyone

5. Who is notified when a security compromise or loss occurs?

(1) Immediate commander

(2) Supervisor

(3) Security manager

(4) Other reporting authorities

6. When typing classified material, is the ribbon destroyed or secured after use?

Yes

7. Can items having monetary value such as cash, jewelry, etc., be stored with classified material?

No

8. What two markings shall not be used to identify classified material?

"For official use only" and "Limited official use"

9. Guards and duty personnel should inspect security containers at least how often?

Every two hours

10. Should activities that store classified information have end-of-day checks?

Yes

11. What does the acronym OPSEC mean?

Operations security

12. What is operations security?

Process of identifying critical information and subsequently analyzing friendly actions pertaining to military operations and activities

SECURITY

(AR 380-5)

13. OPSEC reporting will be handled like what other incident-reporting requirement?

Subversion and espionage directed against the U.S. Army (SAEDA)

14. Who can be granted security clearances?

Personnel cleared by the proper authorities who have authorized possession, knowledge or control of classified information

15. Do personnel have access to classified information by virtue of rank?

No

16. What color is the SECRET label on security containers?

Red

17. What color is the TOP SECRET label on security containers?

Orange

18. What color is the CONFIDENTIAL label on security containers?

Blue

19. What color is the UNCLASSIFIED label on security containers?

Green

20. Is there a mandatory requirement for personnel with security access to receive security education classes?

Yes

TRAINING THE FORCE

(FM 25-100)

1. What is training?

Training is the means to achieve the tactical and technical proficiency that soldiers, leaders, and units must have to enable them to accomplish their missions.

2. How long is the training year for the average soldier in an RC unit?

It consists of 24 days of inactive duty training (IDT) and 15 days of annual training (AT); 39 days per year.

3. What does challenging training inspire?

It inspires excellence by fostering initiative, enthusiasm and eagerness to learn.

4. Who is responsible for maintaining all assigned equipment in a high state of readiness in support of training or combat employment?

Soldiers and leaders

5. To accomplish their training responsibility, list three of the five things that commanders must do.

(1) Base training on wartime mission requirements

(2) Identify applicable Army standards

(3) Assess current levels of proficiency

(4) Provide the required resources

(5) Develop and execute training plans that result in proficient individuals, leaders and units

6. What is battle focus and what does it do?

Battle focus is a concept used to derive peacetime training requirements from wartime missions. Battle focus guides the planning, execution and assessment of each organization's training program to ensure its members train as they are going to fight.

7. What does the term METL stand for?

Mission Essential Task List

8. What are the two primary inputs to METL development?

War plans and external directives

9. There are three types of training plans. What are they?

(1) Long-range

(2) Short-range

(3) Near-term

TRAINING THE FORCE

(FM 25-100)

10. List three (3) of the six (6) things that training plans will do, if they are properly developed.

(1) Maintain a consistent battle focus

(2) Be coordinated between associated combat, combat support and combat service support organizations

(3) Focus on the correct time horizon

(4) Be concerned with future proficiency

(5) Cause organizational stability

(6) Make the most efficient use of resources

11. What is the OPTEMPO of an organization?

It is the average annual miles or hours of operation for its major equipment systems

12. What is a significant resource consideration in Reserve Component planning?

It is the allocation of available training time

13. How many days prior to the start of each quarter does the AC division provide quarterly training guidance to subordinate commands and installations?

At least 90 days

14. What does multiechelon training allow?

It allows simultaneous training and evaluation on any combination of individual and collective tasks at more than one echelon.

15. What is the key requirement for division and brigade commanders in regards to training resources?

The key requirement is to coordinate short-range training plans with the various resource processes that support training.

16. During the short-range training briefing, the subordinate commanders, as a minimum, usually address nine specific areas. List three of these areas.

(1) A review of the last short-range planning period's accomplishments and shortfalls

(2) The organization's METL and assessment of proficiency levels

(3) A presentation of the organization's short-range planning calendar

(4) A description of upcoming training events

(5) Leader development program, with emphasis on officer warfighting skill development

TRAINING THE FORCE

(FM 25-100)

(6) Approach to be used for preparing trainers and evaluators

(7) Force integration plans for the upcoming period

(8) Resource allocation

17. In regards to preparation for training, what do pre-execution checks cover?

They cover the preparation of the individuals to be trained, the trainers who will execute and evaluate the training, and the training support required.

18. What does well-structured training contain?

It contains a mixture of initial and sustainment training

19. What does realistic training require?

It requires organizations to train the way they will fight or support on the battlefield.

20. True or false. Safe training results from the systematic management of inherently dangerous training risks.

True

21. What are the principal source documents for training and evaluation outlines (T&EOs)?

MTPs, soldiers' manuals, drill books and similar publications

22. Who stated "The best form of welfare for the troops is first class training, for this saves unnecessary casualties"?

Field Marshal Erwin Rommel

23. What does evaluation of training measure?

It measures the demonstrated ability of individuals, leaders and units against specified training standards

24. What does AAR stand for and what does it provide?

It stands for after-action review and it provides feedback for all training.

25. What are the four parts that the AAR consists of?

(1) Established what happened

(2) Determine what was right or wrong with what happened

(3) Determine how the task should be done differently the next time

(4) Perform the task again

TRAINING THE FORCE

(FM 25-100)

26. Are senior leaders supposed to make on the spot corrections, underwrite honest mistakes, and demand aggressive action to correct training deficiencies?

Yes

27. List four (4) of the many sources of training feedback available to senior leaders.

(1) Training planning assessments

(2) Senior, lateral and subordinate headquarters training plans

(3) Quarterly training briefings (AC)

(4) Yearly training briefing (RC)

(5) Resource allocation forums such as PBACs or range scheduling conferences

(6) Personal observations

(7) Leader development discussions

(8) Staff visits

(9) Evaluation data

28. What is ITEP?

Individual Training Evaluation Program

29. What does MILES stand for?

Multiple Integrated Laser Engagement System

30. What is force integration?

It is the process of incorporating new doctrine, equipment, and force structure into an organization while simultaneously sustaining the highest possible levels of combat readiness.

WEAR AND APPEARANCE OF THE MILITARY UNIFORM

(AR 670-1)

1. When is a beard authorized?

When prescribed by appropriate medical authority.

2. What shade of lipstick and nail polish are prohibited when wearing the military uniform?

Extreme shades such as purple, gold, blue and white will not be worn.

3. Describe the authorized wear of the BDU cap?

The cap will be worn straight on the head so that the cap band creates a straight line around the head parallel to the ground.

4. What is the proper wear of the regimental crest on the Class A Uniform?

(1) For males - It is worn 1/8 inch above the pocket seam. When unit and foreign awards are worn, it will be worn 1/4 inch above them.

(2) For females - It is worn 1/2 inch above the nametag. When unit and foreign awards are worn, it will be worn 1/4 of an inch above them.

5. When is the wearing of the black four-in-hand tie required with the Army Dress Blue Uniform?

When the uniform is worn before retreat

6. What is the proper distance between badges on the Class A Uniform?

1 inch

7. What is the proper length of the skirt when worn with the female Class A Uniform?

Not more than 1 inch above or 2 inches below the crease in the back of the knee.

8. Describe how the white, long sleeve shirt is worn by males.

The shirt is worn with the Army Green Uniform by enlisted men as a dress uniform and with the Army Blue and Army White uniforms by all males.

9. Who is authorized to wear the Regimental Distinctive Insignia?

The Regimental Distinctive Insignia will be worn by all soldiers affiliated with a regiment.

10. On which uniforms is the wearing of full-sized decorations and service medals authorized?

Full-sized decorations and service medals may only be worn on the Army Blue and Army White Uniforms, and the Army Green Dress Uniform by enlisted personnel when worn for social functions.

WEAR AND APPEARANCE OF THE MILITARY UNIFORM

(AR 670-1)

11. How are service stripes worn on the Army Green Uniform Coat? (answer in soldier's own words)

(1) The service stripes will be worn centered on the outside bottom half of the left sleeve on the Army Green Uniform Coat.

(2) The service stripe is placed at an angle of 45 degrees with the lower end toward the inside seam of the sleeve and placed 4 inches from the bottom of the sleeve.

(3) For each additional period of 3 years, another service stripe will be added above and parallel to the first stripe with a 1/16 inch space between stripes.

12. How are overseas service bars worn on the Army Green Uniform Coat? (answer in soldier's own words.)

(1) The overseas service bar will be worn centered on the outside bottom half of the right sleeve of the Army Green Uniform Coat.

(2) The lower edge of the overseas service bar will be placed 1/4 inch above the sleeve braid of the coat for officer personnel, 4 inches above and parallel to the bottom of the sleeve for enlisted personnel.

(3) Each additional bar is spaced 1/16 inch above and parallel to the first bar.

13. When are soldiers authorized to wear bow ties with the Army Green Dress or Dress Blue Uniform? (answer in soldier's own words)

The black bow tie will be worn with the Army Green Dress, and the Army Blue Dress Uniforms after retreat, and by enlisted men with the Army Green Dress Uniform at social functions.

14. Are distinctive unit insignias authorized for wear on the Army Dress Green Uniform?

The distinctive unit insignia is not authorized to be worn on the Army Dress Green Uniform.

15. What months is the Army White Uniform usually worn, and under what conditions is it worn year-round?

The Army White Uniform is authorized to be worn from April to October except in clothing zones I and II where it may be worn year-round.

16. What accouterments are authorized for wear with the maternity work uniform?

The accouterments authorized for wear on the maternity work uniform are Badges, Special skill (pin-on only), Brassards, Branch insignia, Grade insignia, Headgear insignia, Subdued Shoulder sleeve insignia, Name and U.S. Army distinguishing tapes.

17. What are the components of the physical fitness uniform?

The components of the physical fitness uniform are the Athletic gray T-shirt, General purpose gray trunks, Gray sweatpants, Gray hooded sweatshirt with zipper. Commanders may authorize wear of gray or black biking shorts or equivalent.

WEAR AND APPEARANCE OF THE MILITARY UNIFORM

(AR 670-1)

18. What jewelry may be worn while in uniform?

(1) Watch (4) Religious medal on a chain provided it is concealed

(2) ID bracelet

(3) Two or less rings (5) Tie clasp with the neck tie

19. What is the rule of thumb for measuring worn boot heels?

With the boot or shoe flat on the ground, if you can roll a pencil underneath the edge of the heel, the heels are unserviceable and should be replaced.

20. What is the rule for the placement of enlisted men's brass on their uniforms?

Uncle Sam is Always Right

21. What are the four categories of badges that are worn on the Army uniform?

(1) Marksmanship badges and tabs

(2) Combat and special skill badges and tabs

(3) Identification badges

(4) Foreign badges

22. When must identification tags be worn?

(1) When engaged in field training

(2) When traveling in aircraft

(3) When outside CONUS

(4) When directed by the commander

23. What is referred to as the "gig line" on the uniform?

The alignment of the shirt, belt buckle and trouser fly

24. What regulation can hair and fingernail standards and grooming policies be found?

AR 670-1, Paragraph 1-8

25. Explain the occasions for wear for the female hospital duty uniform.

(1) When directed by the commander

(2) Not authorized for travel nor for wear off military installations except when in transit between the individual's quarters and duty station.

(3) However, medical personnel providing support activities in the civilian community such as parades or ceremonies may wear these uniforms off the installation when authorized by the commander.

WEAR AND APPEARANCE OF THE MILITARY UNIFORM

(AR 670-1)

26. Explain the purpose for AR 670-1.

It prescribes the authorization for wear, composition, classification of uniforms, and occasions for wear for all personal, optional and commonly worn organizational Army uniforms. It also prescribes the awards, insignia, and accouterments authorized for wear on the uniform, and how these items will be worn.

27. What is the difference between a Lapel Button and a Rosette?

(1) A lapel button is a miniature enameled replica of the award which is only worn on civilian clothing.

(2) A rosette is a lapel device made by gathering the suspension ribbon of the medal into a circular shape and worn on civilian clothing.

28. Are you allowed to alter the Army Uniform and if so, where would you find the guidelines on alterations?

Yes; AR 700-84 and TM 10-227

29. Are there exceptions to the regulation based on religious practices?

Yes, located in paragraph 1-7

30. Name the classes of Army Uniforms and briefly explain each.

(1) Class A - Service Uniform

(2) Class B - Service Uniform

(3) Class C - utility, field and other organizational uniforms such as hospital duty and food service

ENLISTED PROMOTIONS & REDUCTIONS

(AR 600-8-19)

1. What publication covers "Enlisted Promotions and Reductions"?

AR 600-8-19.

2. Can a soldier compete for promotion in Their SMOS?

No. Soldiers must compete for promotion within their CPMOS.

3. What are the TIG requirements for a Sergeant competing for promotion to Staff Sergeant?

(1) Primary Zone - 10 months.

(2) Secondary Zone - 5 months.

4. What are the TIS requirements for a Sergeant competing for promotion to Staff Sergeant?

(1) Primary Zone - 84 months.

(2) Secondary Zone - 48 months.

5. What are the TIG requirements for a Sergeant for appearance before a Staff Sergeant promotion board?

(1) Primary Zone - 10 months.

(2) Secondary Zone - 5 months.

6. What are the TIS requirements for a Sergeant for appearance before a Staff Sergeant promotion board?

(1) Primary Zone - 82 months.

(2) Secondary Zone - 46 months.

7. What are the TIG requirements for a Corporal/Specialist competing for promotion to Sergeant?

(1) Primary Zone - 8 months

(2) Secondary Zone - 4 months.

8. What are the TIS requirements for a Corporal/Specialist competing for promotion to Sergeant?

(1) Primary Zone - 36 months.

(2) Secondary Zone - 18 months.

9. What are the TIG requirements for a Corporal/Specialist for appearance before a Sergeant promotion board?

(1) Primary Zone - 8 months.

(2) Secondary Zone - 4 months.

ENLISTED PROMOTIONS & REDUCTIONS

(AR 600-8-19)

10. What are the TIS requirements for a Corporal/Specialist for appearance before a Sergeant promotion board?

(1) Primary Zone - 34 months.

(2) Secondary Zone - 16 months.

11. What are the maximum promotion points a soldier may receive?

800

12. What are the maximum promotion points for the following areas?

(1) Duty Performance Evaluation - 150.

(2) Military Training - 100.

(3) Awards, Decorations and Achievements - 100.

(4) Military Education - 200.

(5) Civilian Education - 100.

(6) Board Appearance - 150.

13. What are the two areas of Military Training?

(1) Weapons qualification.

(2) APFT.

14. What form is used to record a soldier's accumulation of promotion points?

DA Form 3355.

15. How many points are required for a re-evaluation of the DA Form 3355?

20

16. What education requirements are necessary for promotion to Sergeant?

(1) Civilian - High school diploma, GED, or higher.

(2) Military - PLDC.

17. What education requirements are necessary for promotion to Staff Sergeant?

(1) Civilian - High school diploma, GED, or higher.

(2) Military - BNCOC.

ENLISTED PROMOTIONS & REDUCTIONS

(AR 600-8-19)

18. What education requirements are necessary for promotion to Sergeant First Class?

(1) Civilian - High school diploma, GED, or higher.

(2) Military - ANCOC.

19. How many promotion points would a soldier receive for completion of PLDC?

16

20. How many promotions points would a soldier earn for successful completion of a correspondence course worth 30 credit hours?

6, Soldiers earn one promotion point for every 5 correspondence course completed.



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
7330 MISSISSIPPI AVENUE, SUITE 101
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF:

AFZX-CSM

29 October 2001

MEMORANDUM FOR MSC COMMAND SERGEANTS MAJOR

SUBJECT: Memorandum of Instruction: JRTC & Fort Polk Noncommissioned Officer and Soldier of the Quarter / Year Program.

1. **PURPOSE.** To establish the Memorandum of Instruction concerning NCO and Soldier of the Quarter / Year Boards within the Joint Readiness Training Center and Fort Polk.
2. **APPLICABILITY.** All soldiers assigned or attached to Fort Polk.
3. **REFERENCES.**
 - a. FORSCOM Regulation 215-6, dated 31 August 1999, FORSCOM Soldier/NCO of the Year Program.
 - b. JRTC&FP Regulation 600-16, dated 12 March 1993, Outstanding Soldier/NCO of the Quarter/Year Program
4. **GENERAL.**
 - a. The Noncommissioned Officer and Soldier of the Quarter / Year Board dates for FY-02 are:

1st Quarter Board:	23 January 2002 at Warrior Brigade
2nd Quarter Board:	20 March 2002 at 2 nd ACR
3rd Quarter Board:	19 June 2002 at NCO Academy
4th Quarter Board:	07 August 2002 at Operations Group

NCO/Soldier of the **Year Board** FY-02 will be held on **21 August 2002** at Post Headquarters.
 - b. A board MOI will be published and distributed at least four weeks prior to each board announcing board members and evaluation areas.
 - c. All MSC boards will be conducted prior to the scheduled Post Noncommissioned Officer and Soldier of the Quarter Board. Soldier/NCO must have won their respective MSC Board in order to compete at Post/Installation level
5. **CANDIDATES**
 - a. Standards for the Noncommissioned Officer and Soldier of the Quarter Candidate:
 - (1) Candidates must meet the weight chart in accordance with Army Regulation 600-9, exceptions must be justified (i.e. 300 APFT, etc.).
 - (2) Candidates must have passed their last administered Army Physical Fitness Test within the last 6 months (AR 350-41).

AFZX-CSM

SUBJECT: Memorandum of Instruction: JRTC & Fort Polk Noncommissioned Officer and Soldier of the Quarter / Year Program.

(3) Candidates will possess no derogatory action in his/her records as a Sergeant or above, and soldiers will have none within the past year (i.e. Article 15, Letters of reprimand, etc.).

b. Candidate's board packets will include, in the following order:

(1) Memorandum from MSC/Separate Battalion CSM and Battalion CSM/Company/Troop/Battery 1SG identifying their contribution to improving soldier, NCO quality, morale, performance, and organization. The memorandum will provide a complete evaluation and recommendation for the candidate to appear before the Post Noncommissioned Officer and Soldier of the Quarter Board, see encl 1.

(2) Soldier/NCO Appraisal Worksheet. All information on the worksheet will be complete and should be typed, see encl 2. (Provided by SPC Fleming)

(3) Enlisted Records Brief (SIDPERS III Generated). Ensure verification statement is typed and signed on the ERB. Also ensure that the 201 File, mainly the 2-1 and the 2-1A, are picked up and provided to the board recorder as per board instructions published for the scheduled board.

(4) Command Information Systems Training Data Sheet (weapons and PT score, Training NCO should provide this).

(5) Biographical Sketch, see encl 3.

(6) Hometown News Release, original and signed.

c. Board packets will be arranged as outlined in paragraphs b. (1) through b. (6). Units will provide SIX STAPLED COPIES of each assembled packet for the Board. The assembled packets will be placed in ONE Manila folder, which will have a white label in the top left corner, with candidate's name, rank, and unit. BOARD PACKETS WILL NOT BE SENT THROUGH DISTRIBUTION.

d. Uniform for the candidates and first line leader, or representative is the Class A Uniform.

e. Candidates will report 30 minutes prior to the start of the board.

f. Candidates will limit their opening remarks to 1-2 minutes at the board proceedings.

6. BOARD MEMBERS

a. The board members identified from the Post MSCs will appear when selected. The areas of evaluation for board members are as follows:

(1) CSM Fuller – President (**NO VOTE**) Current Events and World Affairs with emphasis on Fort Polk and surrounding communities.

(2) Each board member will receive 6 or 7 of the areas listed below from which to develop their questions. All questions will come from the JRTC & Fort Polk Study Guide.

- (a) Alcohol and Drug Abuse Prevention and Control Program
- (b) Army Command Policy and Chain of Command
- (c) Army Programs and Community Facilities
- (d) Basic Rifle Marksmanship
- (e) Battle Focused Training

AFZX-CSM

SUBJECT: Memorandum of Instruction: JRTC & Fort Polk Noncommissioned Officer and Soldier of the Quarter / Year Program.

- (f) Code of Conduct
- (g) Combat Skills of a Soldier
- (h) Drill and Ceremony
- (i) Field Hygiene and Sanitation
- (j) First Aid
- (k) Flags and Guidons
- (l) Geneva Convention
- (m) Guard Duty
- (n) Army Leadership
- (o) Leadership Counseling
- (p) Map Reading
- (q) Military Awards
- (r) Military Courtesy
- (s) Military Justice
- (t) NBC
- (u) NCOER's
- (v) Physical Readiness Training
- (w) Security
- (x) Training the Force
- (y) Wear and Appearance of the Military Uniform
- (z) Enlisted Promotions and Reductions

b. Each MSC will provide a CSM, or at least a SGM, as a board member.

c. Uniform for the Board Members will be the Battle Dress Uniform. Board Members will arrive 30 minutes prior to the appearance of the first candidate.

d. All Board members will evaluate candidates on appearance, self-confidence, bearing, oral expression, and conversational skills. Individual Board members will only evaluate their areas in question.

e. Board Members will ask no more than six questions from their specific areas of evaluation.

f. Any unit that was selected to send a Board Member yet cannot attend, please contact SPC Fleming as soon as the MOI is received to allow ample time for a replacement to be found.

7. RECOGNITION. Soldier/NCO recognition listed below remains in effect as per the Post CSM memorandum of 1 December 1998.

a. Soldiers selected as Soldier/NCO of the Month in each unit will receive an AUSA Certificate of Achievement. Unit ISGs will ensure that this data is provided to their respective Battalion/Squadron CSM within 24 hours of the completion of their boards for submission to post.

b. Soldiers selected as Soldier/NCO of the Quarter at battalion level will receive a Department of the Army Certificate of Achievement signed by the Post CSM and a 1-year membership with AUSA provided by the Leonidas Polk Chapter. Battalion/Squadron CSMs are responsible for ensuring that the application form is properly completed, annotated as the Soldier/NCO of the Quarter for which quarter and for what battalion or squadron, and turned into the Post CSM or MSC CSM for turn in.

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SUBJECT: Memorandum of Instruction: JRTC & Fort Polk Noncommissioned Officer and Soldier of the Quarter / Year Program.

c. Brigade/Regiment/MSC Soldier/NCO of the Quarter winners also receive a plaque from post provided by AUSA. Brigade/Regiment/MSC CSM is responsible to turn in the information necessary to prepare and award this plaque. These winners will also appear at the next post level board.

d. The winner of the Post Soldier/NCO of the Quarter Board will receive the following:

1. A \$100.00 U.S. Savings Bond from DCFA.
2. A Commendation Letter signed by the Commanding General.
3. A MWR Gift Certificate
4. Two tickets for complimentary meals at the Catahoula Grill.
5. A Letter from the Post CSM and a Certificate of Achievement
6. A Letter to the Next of Kin signed by the Commanding General.
7. An AAFES Gift Certificate for \$50.00 and a coupon book.
8. An Eagle Trophy from AUSA.
9. Portfolio with name, unit, and event won engraved on the front from Pioneer

e. Soldiers selected as Soldier/NCO of the Year at Post will receive:

1. A \$500.00 U.S. Savings Bond.
2. An ARCOM from the Commanding General.
3. An AAFES Gift Certificate for \$100.00 and coupon booklet.
4. A Commendation Letter signed by the Commanding General.
5. A Letter to the Next of Kin signed by the Commanding General.
6. A plaque from AUSA.
7. A MWR Gift Certificate.
8. Two tickets for complimentary meals at the Catahoula Grill.
9. A set of Dress Blues from AUSA with all patches sewed on by GEICO.
10. A letter and coin from the Post CSM.
11. 2 sets of BDU's with name, US Army, rank, and 2 additional patches sewn on from Pioneer
12. Portfolio with name, unit, and event won engraved on the front from Pioneer

8. POC is SPC Fleming @ 531-6699, or the undersigned at 531-1723.

9. FORGING THE WARRIOR SPIRIT!

Enclosures

1. Recommendation Letter
2. Board Member Appraisal Worksheet

SHERMAN L. FULLER
CSM, USA
Command Sergeant Major

DISTRIBUTION: MSC Command Sergeants Major (w/ encls)
Battalion Command Sergeants Major (w/ encls)
Regiment/Brigade and Battalion/Squadron S-1 Shops (w/ encls)

AFZX-CSM

Enclosure 1 to Memorandum of Instruction: JRTC & Fort Polk Noncommissioned Officer and Soldier of the Quarter / Year Program.

DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
2ND BRIGADE, 1ST ARMORED DIVISION
UNIT 23704
APO AE 09034-3704

AETV-THO-HHC

12 January 2001

MEMORANDUM FOR COMMANDER, 2nd Brigade, 1st Armored Division, ATTN: AETV-THO-Y, APO AE 09340.

SUBJECT: Nomination of SGT Michael C. Ritchey, 512-96-5729, HHC, 2nd BDE, 1st AD, as the 2nd Brigade, 1st Armored Division's Noncommissioned Officer of the Quarter.

1. GENERAL.

a. It is with a great sense of regard that I recommend SGT Ritchey to appear before the 2nd Brigade, 1st Armored Division's Noncommissioned Officer of the Quarter Board.

b. SGT Ritchey's performance during the HHC, 2nd Brigade's NCO of the Month Board, and his subsequent selection as the NCO of the Quarter mark him as a NCO for others to emulate. SGT Ritchey's manifestation of the characteristics of a model NCO make him an excellent candidate for the honor of being named the 2nd Brigade, 1st Armored Division's Noncommissioned Officer of the Quarter.

c. HHC, 2nd Brigade, 1st Armored Division is lucky to possess SGT Ritchey, a NCO of the highest caliber. I have no doubt that SGT Ritchey would admirably represent the 2nd Brigade, 1st Armored Division as the Noncommissioned Officer of the Quarter.

2. POC is the HHC, 2nd BDE, 1st AD, First Sergeant at DSN 781-5003.

GREAR DALE III
1SG, USA
First Sergeant

AFZX-CSM

Enclosure 2 to Memorandum of Instruction: JRTC & Fort Polk Noncommissioned Officer and Soldier of the Quarter / Year Program.

NAME (LAST, FIRST, MI)

GRADE

PMOS

UNIT

GENERAL AREAS OF EVALUATION	POINT SPREAD	POINTS AWARDED
1. Personal Appearance, Bearing, and Wearing of the Uniform	1-20	
2. Self-Confidence, Oral Expression and Conversation Skills	1-20	
SPECIFIC AREAS OF EVALUATION	POINT SPREAD	POINTS AWARDED
3. ADAPCP, Army Command Policy & Chain of Command, Army Programs & Community Facilities, Basic Rifle Marksmanship, Battle Focused Training, Code of Conduct	1-10 Evaluating Member Only	
4. Combat Skills of a Soldier, Drill and Ceremony, Creed of the Noncommissioned Officer, Field Hygiene & Sanitation, First Aid, Flags and Guidons, Geneva Convention	1-10 Evaluating Member Only	
5. Guard Duty, Army Leadership, Leadership Counseling, Map Reading, Military Awards, Military Courtesy, Military Justice	1-10 Evaluating Member Only	
6., NBC, NCOER's, Physical Readiness Training, Security, Training the Force, Wear and Appearance of the Military Uniform, Enlisted Promotions and Reductions	1-10 Evaluating Member Only	

General Points Awarded _____
(Max of 40)

Points Awarded by Evaluator _____
(Max of 10)

Total Points =(General points / 4) + (Points Awarded by Evaluator) _____

REMARKS: _____

Signature of Board Member

Date

AFZX-CSM

Enclosure 3 to Memorandum of Instruction: JRTC & Fort Polk Noncommissioned Officer and Soldier of the Quarter / Year Program.

BIOGRAPHY

NAME: _____ **SSN:** _____

RANK: _____ **DOR:** _____ **ETS:** _____

BASD: _____ **MOS:** _____ **SMOS:** _____

UNIT: _____

POSITION/TITLE: _____ **REGIMENTAL AFFILIATION:** _____

DATE ASSIGNED: _____ **SECURITY CLEARANCE:** _____

DOB: _____ **PLACE OF BIRTH:** _____

MARITAL STATUS: _____ **NUMBER OF FAMILY MEMBERS:** _____

SPOUSE'S NAME: _____ **CHILDREN:** _____

PRESENT ADDRESS: _____

CIVILIAN EDUCATION: _____

MILITARY EDUCATION: _____

PREVIOUS ASSIGNMENTS: _____

AWARDS: _____



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
7330 MISSISSIPPI AVENUE, SUITE 101
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF:

AFZX-CSM

29 October 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Sergeant Audie Murphy Club (SAMC) Standing Operating Procedure

1. Purpose: To establish a program to recognize and reward outstanding Noncommissioned Officers, Corporal (CPL)(E4) through Sergeant First Class (SFC)(E7), within the U. S. Army stationed at Fort Polk, LA.

2. General:

a. Eligibility criteria is as follows:

- (1) CPL (E4) through SFC (E7).
- (2) First-line supervisor of at least two soldiers.
- (3) Demonstrates leadership characteristics by personal concern for the needs, training, development, and welfare of their soldiers.
- (4) Has and maintains a current Leader's Notebook on all assigned soldiers.
- (5) Has not ever received an article 15 as an NCO.

b. Selection into the SAMC will be in three phases.

- (1) Phase 1 – Commander's Evaluation/Nomination through Battalion level board.
 - (a) Unit commanders and 1SGs who recommend NCOs for membership in the SAMC submit nomination packets for candidates to the CSM at the battalion level. (See Fort Polk sample packet). (enclosure 1)

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SUBJECT: Sergeant Audie Murphy Club (SAMC) Standing Operating Procedure

(b) The Battalion CSM will hold quarterly SAMC boards for all recommended NCOs in the battalion. The board will consist of four to six ISGs/SFCs selected by the Battalion CSM from subordinate units within the command. One member may be a SAMC member to provide recommendations to the board but without a vote (optional).

(c) The Brigade/Regiment CSM will hold quarterly SAMC boards for all recommended NCOs in the Brigade/Regiment. The board will consist of four to six CSMs selected by the Brigade/Regiment CSM from the subordinate Battalions.

(d) The candidates appearance before the board will be at the discretion of the board members. Board members have authorization to dismiss candidates under valid circumstances. Such things as uniform violations or NCO not prepared for the board is valid reasons for dismissal.

(e) The President of the Board will counsel soldiers that are considered but not nominated. The counseling will identify reasons for non-selection and make suggestions for improvement. The nominee may be reconsidered after standards have been met.

(f) Soldiers that are considered will be nominated to appear before the next level board. The Board President will sign a nomination form from the board for the soldier to appear at the installation level board.

(1) Phase 1 will be completed at the unit through the Battalion level.

(2) Phase 2 will be completed at the Brigade/Regiment Level:

(a) Battalion CSMs who recommend NCOs for membership in the SAMC will submit nomination packets for candidates to the CSM at the Brigade/Regiment level (see Fort Polk sample packet – Enclosure 1).

(b) Board members will evaluate the candidate based on the oral examination, unit commander's evaluation, the SAMC performance record, the Leader's Notebook, and official records (ERB).

(c) All board members must make a favorable recommendation for a candidate to appear before the final selection board.

(d) Soldiers that are considered but not nominated will be counseled by the president of the board. The counseling will identify reasons for non-selection and make suggestions for improvement. The nominee may be reconsidered after standards have been met.

AFZX-CSM

SUBJECT: Sergeant Audie Murphy Club (SAMC) Standing Operating Procedure

(e) The SAMC candidate's packet will be submitted to the final selection board.

(3) Phase 3 will be the Final Selection Board: The Command Sergeant Major, Headquarters Fort Polk and Joint Readiness Training Center, will convene the final selection board at least once a quarter.

(a) The final selection board will consist of four to six CSMs, with the Fort Polk CSM as the President. One member may be a SAMC member to provide recommendations to the board but without a vote (optional).

(b) Uniform for all candidates will be Class A.

(c) Uniform for all sponsors will be the Class A.

(d) All board members must make a favorable recommendation for a NCO to be selected for membership in the SAMC.

(e) The Noncommissioned Officer selected for membership by the final selection board will be on a fully qualified basis. Quotas will not be used. Because of the exceptionally high standards for membership, selection rate is expected to be low.

(f) The President of the Board will counsel soldiers that are considered but not selected for membership in the SAMC. The counseling will identify reasons for non-selection and make suggestions for improvement. The nominee may be reconsidered after standards have been met.

(g) Phase 3 is completed at the Post Level.

c. A copy of the final selection board proceedings will be provided to the post CSMs.

d. Noncommissioned Officers selected by the final selection board for membership in the SAMC will receive the following:

(1) Appropriate Award. The Commander, Headquarter Fort Polk and Joint Readiness Training Center, at an appropriate ceremony, will make presentation.

(2) A 4-day pass and 30-days exemption from duty at the discretion of the unit.

(3) A Sergeant Audie Murphy medallion in testament to excellence.

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SUBJECT: Sergeant Audie Murphy Club (SAMC) Standing Operating Procedure

- (4) A Memorandum of Commendation from the Commander.
 - (5) A hometown news release will be sent to their local newspaper.
 - (6) Upon reassignment, the Fort Polk command will send a memorandum of introduction to the noncommissioned officer's gaining commander.
 - (7) A Sergeant Audie Murphy Certificate and membership card.
 - (8) Commands may also present the book "The Audie Murphy Story" (see your CSM for availability) and press release to local media.
 - (9) Two (2) sets of BDU's with name, US Army, rank, and 2 additional patches sewn on from Pioneer Services.
 - (10) A Sergeant Audie Murphy Mug provided by Pioneer Services.
 - (11) Portfolio with name, unit, and event won engraved on the front from Pioneer Services.
- e. Nomination packets from the unit will include the following (no exceptions):
- (1) A record of the installation board proceedings.
 - (2) Unit commander nomination
 - (3) Sergeant Audie Murphy Club Performance Record that includes the unit Command Sergeant's Major comments.
 - (4) Candidate's biographical fact sheet.
 - (5) DA Form 5500(male)/5501(female, Body Fat Worksheet. Completed within 1 month's time of the Fort Polk Board.
 - (6) DD Form 2266 Hometown News Release (completed).
 - (7) DA Form 638-1 (completed per example).
 - (8) Copies of the Enlisted Records Brief.

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SUBJECT: Sergeant Audie Murphy Club (SAMC) Standing Operating Procedure

f. Each candidate must have a Leaders Notebook with them for review by the board members at the final selection board. The Leaders Notebook must include but is not limited to the following information on the candidate soldiers:

- (1) Name
- (2) Rank/grade
- (3) MOS
- (4) DOR
- (5) ETS
- (6) Date eligible for promotion
- (7) DOB
- (8) Home of record
- (9) Home telephone
- (10) Local address
- (11) Awards
- (12) Civilian and military education
- (13) GT score
- (14) APFT (date, score in each event)
- (15) CTT (date, problem area)
- (16) Profile
- (17) POV license number (state, number, expiration)
- (18) Post decal number
- (19) Military license (expiration, type vehicles)
- (20) Auto insurance (company, expiration date)

AFZX-CSM

SUBJECT: Sergeant Audie Murphy Club (SAMC) Standing Operating Procedure

(21) Defensive Driving Course (date completed, expiration)

(22) Family information

(24) Date of last formal counseling session

f. Each command will maintain historical records of all SAMC members. Upon notification of reassignment, the unit will inform the Fort Polk Command Sergeant Major of the departure date, address of the new command, and the standard name line of the departing member.

g. Commanders may recommend the removal of a Noncommissioned Officer from the SAMC at any time. Each recommendation for removal must be fully documented to permit evaluation by the Command Sergeant Major in the Chain-of-Command and the Command Sergeant Major responsible for the final selection board.

h. A recommendation for removal may be disapproved at any level of command and returned through command channels with the specific reason for disapproval.

i. Recommendations involving revocation of awards will be processed as follows:

(1) Prior to submitting removal action through command channels, the action should be forwarded to the individual concerned providing him/her an opportunity to respond to the proposed action. The individual may submit rebuttal statements on his/her behalf.

(2) If termination in the club is based on misconduct, the misconduct may be a basis for initiating a flag. Initiation of DA Form 268 (Suspension of Favorable Personnel Actions [Flags] will be IAW AR 600-8-2.

(3) The removal action will be submitted through command channels to the Fort Polk Command Sergeant's Major approval.

(4) When facts determined subsequent to the award would have prevented original approval, actions may include revocation of the appropriate award and will be processed IAW AR 672-5-1.

(5) The noncommissioned officer removed by the club will return certificates and coins.

AFZX-CSM

SUBJECT: Sergeant Audie Murphy Club (SAMC) Standing Operating Procedure

3. The point of contact is SPC Fleming at 531-6699/1723.

SHERMAN L. FULLER
CSM, USA
Post Command Sergeant Major

DISTRIBUTION: A

AFZX-CSM

Enclosure 1 to Sergeant Audie Murphy Club (SAMC) Standing Operating Procedure

DEPARTMENT OF THE ARMY
ALPHA COMPANY, YOUR UNIT
JOINT READINESS TRAINING CENTER & FORT POLK
FORT POLK, LOUISIANA 71459

OFFICE SYMBOL

DATE

MEMORANDUM FOR President, Sergeant Audie Murphy Board, Fort Polk, LA 71459

SUBJECT: Letter of Recommendation

1. SSG Joe Jones, has my unwavering support and unequivocal recommendation for induction into the Sergeant Audie Murphy Club. SSG Joe Jones represents the epitome of the NCO Corps. He is a stalwart physical presence in both his platoon and my company's daily operations. SSG Joe Jones maintains the highest standards of personal and professional conduct. His integrity to the company and our army is the standard that all soldiers should strive to attain. He displays a professional competence I have rarely seen. Most recently SSG Joe Jones completed Intrinsic Action Rotation 99-03 in Kuwait. Flawlessly executed from start to finish, this mission illustrates SSG Joe Jones's professional abilities quite succinctly. He is a soldier that any commander at any level would appreciate.
2. Point of contact for this memorandum is the undersigned at DSN: 863-0000/0001 or Commercial: (337) 531-0000/0001.

GARY D. GOODGUY
CPT, IN
Commanding

(SAMPLE)

E1-1

AFZX-CSM

Enclosure 1 to Sergeant Audie Murphy Club (SAMC) Standing Operating Procedure

DEPARTMENT OF THE ARMY
1ST BATTALION, YOUR UNIT
JOINT READINESS TRAINING CENTER & FORT POLK
FORT POLK, LOUISIANA 71459

OFFICE SYMBOL

DATE

MEMORANDUM THRU CSM YOUR UNIT, Fort Polk, LA 71459

MEMORANDUM FOR CSM HIGHER HEADQUARTERS, Fort Polk, LA 71459

SUBJECT: Letter of Recommendation

1. SSG Joe Jones, A Co, 1st Battalion, your unit, is one of the most outstanding soldiers that I have ever been associated with. His accomplishments in this unit speak for themselves. He displays a very positive attitude and always gets the job done. SSG Joe Jones has given helpful assistance in many areas in the Brigade. His initiative and prompt response to instructions has enabled him to stand above his contemporaries.
2. SSG Joe Jones shows a deep concern for welfare of each soldier assigned to his unit. SSG Joe Jones is truly one of the most outstanding noncommissioned officers in the United States Army.
3. The success achieved by SSG Joe Jones, is directly attributable to his leadership style and professionalism. He is absolutely dedicated to the mission of preparing his soldiers to be exemplary merit and character. SSG Jones sets an outstanding example to his peers by exercising sound judgement, cooperation and attention to detail while maintaining a keen balance between a good sense of humor and dedication to the mission accomplishment.
4. I emphatically endorse this nomination.

JOHNNY B. GOODE
CSM, USA
Battalion Command Sergeant Major

(SAMPLE)

E1-2

AFZX-CSM
Enclosure 1 to Sergeant Audie Murphy Club (SAMC) Standing Operating Procedure

BIOGRAPHY

NAME: _____ **SSN:** _____

RANK: _____ **DOR:** _____ **ETS:** _____

BASD: _____ **MOS:** _____ **SMOS:** _____

UNIT: _____

POSITION/TITLE: _____ **REGIMENTAL AFFILIATION:** _____

DATE ASSIGNED: _____ **SECURITY CLEARANCE:** _____

DOB: _____ **PLACE OF BIRTH:** _____

MARITAL STATUS: _____ **NUMBER OF FAMILY MEMBERS:** _____

SPOUSE'S NAME: _____ **CHILDREN:** _____

PRESENT ADDRESS: _____

CIVILIAN EDUCATION: _____

MILITARY EDUCATION: _____

PREVIOUS ASSIGNMENTS: _____

AWARDS: _____

E1-3

AFZX-CSM

Enclosure 1 to Sergeant Audie Murphy Club (SAMC) Standing Operating Procedure

AUTOBIOGRAPHY

I, SSG Joe Jones, was born on 12 October 1962 in Baltic, Ohio. I graduated from Garaway High School in Sugarcreek, Ohio in May 1980. I was one of two of the Army's first OSUT Company D-2-1 at Fort Benning, Georgia. After completion of my initial training, I was assigned to the 197th Infantry Brigade at Fort Benning, Georgia. My next duty assignment was with the 1/58th Infantry Battalion as a driver on a Tow Cap M113A1 in Korea. I also served as a Squad Leader with the 2nd ID, 1/17th Infantry Combat Support Company. During my career, I have served two tours at Fort Benning, Georgia; two in Korea; two in Fort Polk, Louisiana. I have served in the following positions: Driver, Gunner, Squad Leader, Section Leader, Airborne Instructor, Platoon Leader and Platoon Sergeant. I am currently assigned to Alpha Company, your unit, as a Platoon Sergeant; a position in which I have held approximately two years. I have been married for ten years and have two children. My hobbies are hunting and fishing.

SAMPLE

E1-4

AFZX-CSM

Enclosure 1 to Sergeant Audie Murphy Club (SAMC) Standing Operating Procedure

MEMORANDUM FOR Board Members

SUBJECT: Sergeant Audie Murphy Club Nomination and Worksheet

NAME: _____ **SSN:** _____ **RANK:** _____

PMOS: _____ **SMOS:** _____

UNIT: _____ **DUTY PHONE:** _____

DUTY POSITION & DATE ASSIGNED: _____

TIME IN SERVICE: _____ **ETS:** _____

MONTHS IN PRESENT JOB: _____ **# OF PERSONNEL SUPERVISED:** _____

HIGH SCHOOL GRAD/GED: _____ **COLLEGE (YRS):** _____

JOHN DOE
1SG, USA
First Sergeant

GARY D. GOODGUY
CPT, IN
Commanding

FOR MSC/Sep BN SAMC Board Use

I (Recommend/do not recommend) this NCO for membership in the Sergeant Audie Murphy Club.

Signature of Board Member _____

The MSC/Sep BN SAMC Board (recommends/does not recommend) this NCO for membership in the Sergeant Audie Murphy Club.

_____ **Board President** _____
Typed Name/Rank _____ **Signature** _____ **Date** _____

FOR FINAL SAMC SELECTION BOARD USE

COMMENTS:

I (recommend/do not recommend) this NCO for membership in the Sergeant Audie Murphy Club.

Signature of Board Member _____

This NCO is (recommended/not recommended) for selection.

Signature of Board Member _____

E1-5