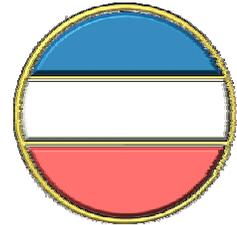


Joint Readiness Training Center & Fort Polk Soldier Standards & Uniform SOP



Headquarters
Joint Readiness Training Center & Fort Polk, Louisiana
6 August 2004





S.T.O.P.P

S – STOP before you act, don't rush into a situation or mission without considering the risks against the benefits.

T – THINK about what you are about to do, what is the right way to safely accomplish the task.

O – OBSERVE the situation and surrounding environment.
What are the risks? How can I reduce them?

P – PLAN Develop your plan to reduce the risks and decide how to best implement the plan.

P – PROCEED with Safety, Supervise continuously and Constantly look for ways to improve.



PLY TO
ATTENTION OF:

AFZX-CG

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
7330 MISSISSIPPI AVENUE, SUITE 101
FORT POLK, LOUISIANA 71459-5339

23 April 2004

MEMORANDUM FOR ALL SOLDIERS ASSIGNED/ATTACHED TO JRTC AND FORT POLK

SUBJECT: JRTC and Fort Polk Standards

1. **PURPOSE.** To establish standards within JRTC and Fort Polk.
2. **APPLICABILITY.** All US Army personnel assigned or attached to the Joint Readiness Training Center and Fort Polk.
3. **GENERAL.**
 - a. Welcome to JRTC and Fort Polk. You are joining units steeped in tradition and comprised of soldiers who are proud, confident, and competent war fighters. As Soldiers assigned to Fort Polk, we are all committed to upholding the proud traditions of this command. Traditions are based on the establishment, implementation, and enforcement of standards. This SOP identifies standards as they apply to the way we conduct our professional and social lives. Whether we are training in the field, the "Box," or enjoying a social evening together, our ability to apply these standards has a direct impact on the accomplishment of our overall mission. The intent is to build and maintain discipline and esprit for individual Soldiers as well as our units.
 - b. The "JRTC Standards," in conjunction with Post Policy, Annual Training Guidance, and Command Quarterly Training Guidance, outline the manner in which we do business and conduct ourselves on a daily basis. Every Fort Polk Soldier has a professional responsibility to know, abide by, and enforce these standards.
 - c. We concentrate on realistic and challenging training at all levels to maintain proficiency of our go-to-war skills. We're sure you will find your tour at Fort Polk to be both personally and professionally rewarding.

PEOPLE FIRST AND MISSION ALWAYS!

IUNIASOLUA T. SAVUSA
Command Sergeant Major, USA
Post Command Sergeant Major

MICHAEL D. BARBERO
Brigadier General, USA
Commanding

JRTC & FORT POLK STANDARDS

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JRTC & FORT POLK

STANDARDS

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 SageBrush 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 combat 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, Cuba, and Suriname during Operation Safe Haven, and the United Nations Mission in Haiti for Operation Uphold Democracy. Fort Polk supported peacekeeping operations in Bosnia and Kosovo, as well as provided humanitarian disaster relief to Honduras and other missions in Central America. Most recently, Fort Polk Soldiers have been deployed in support of Operation Enduring Freedom (OEF) and Operation Iraqi Freedom (OIF).

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. In March 2003, 2nd ACR deployed to Iraq in support of Operation Iraqi Freedom (OIF).

JRTC & FORT POLK STANDARDS

The JRTC continues to host a series of Mission Rehearsal Exercises to prepare units for deployment to Iraq and Afghanistan in support of the Global War on Terrorism.

JRTC & FORT POLK PATCH

The bayonet and wings symbolize the unit's mission of training rapid deployment forces. The bayonet symbolizes military preparedness and the strike capability of rapid deployment forces, which train at the Joint Readiness Training Center. The wings are emblematic of speed, mobility, and joint training with the United States Air Force. The colors blue, yellow, and red are traditionally associated with the Infantry, Armor, and Artillery and reflect the combined arms character of Joint Readiness Training Center training. The overall shape is reminiscent of an arch or portal and portrays the knowledge, education and training provided by JRTC as the "doorway" to enhanced unit proficiency and skill. The blue and white Airborne Tab is attached above the patch.

“JOINT READINESS TRAINING CENTER”

Designation

Building on the success of the National Training Center, which began training armored and mechanized forces in 1981, the Army also recognized that light infantry forces needed similar unit training...and the Joint Readiness Training Center was born. JRTC training began in 1987 on a test basis at Fort Chaffee, Arkansas. The center's headquarters was then located at Little Rock Air Force Base.

The JRTC now makes its permanent home at Fort Polk as a result of the Base Realignment and Closure recommendations approved by Congress in 1991. At a redesignation ceremony March 12, 1993, Fort Polk made the official transition from the home of an Infantry division to the home of a combat training center. The official opening of the JRTC was August 20, 1993. The first training rotation took place at Fort Polk in September 1993.



JRTC & FORT POLK STANDARDS THE ARMY SONG

THE ARMY SONG WILL BE KNOWN
AND PERFORMED BY EVERY
SOLDIER IN ALL CEREMONIES.

FIRST TO FIGHT FOR THE RIGHT,
AND TO BUILD THE NATION'S MIGHT,
AND THE ARMY GOES ROLLING ALONG.
PROUD OF ALL WE HAVE DONE,
FIGHTING 'TILL THE BATTLE'S WON,
AND THE ARMY GOES ROLLING ALONG.
THEN IT'S HI! HI! HEY!
THE ARMY'S ON ITS WAY.
COUNT OFF THE CADENCE LOUD AND STRONG!
FOR WHERE'ER WE GO,
YOU WILL ALWAYS KNOW THAT
THE ARMY GOES ROLLING ALONG

ARMY VALUES

Loyalty: Bear true faith and allegiance to the United States Constitution, the Army, your unit, and your fellow Soldiers.

1. Loyalty to the Constitution: Loyalty to the Constitution means not only your support and defense of the nation against all enemies, foreign and domestic, but your readiness and willingness to fight for the American ideals of freedom and justice.
2. Loyalty to the Army: Requires your support of the military and civilian chain of command.
3. Loyalty to the Unit and Fellow Soldiers: Is the obligation between those who lead and the led, and the shared commitment among Soldiers for one another.

Duty: Fulfill your obligations:

1. Duty is a legal or moral obligation to do what should be done without being told to do it.
2. Duty means accomplishing all assigned tasks to the fullest of your ability.
3. Duty requires willingness to accept full responsibility for your actions and for your Soldiers' performance.

Respect: Treat people as they should be treated; be up front with your Soldiers and tell it like it is and give them the dignity and respect they deserve.

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

JRTC & FORT POLK STANDARDS

Honor: Live up to all the Army values; Honor them through your courage, candor, commitment, and competence you display every day.

Integrity: Do what's right, legally and morally; it means being honest and upright, avoiding deception, and living the values you suggest for your subordinates.

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

1. Physical courage is overcoming fears of bodily harm and doing your duty.
2. Moral courage is the courage to stand firm on your values, your moral principles, and your convictions.

CODE OF CONDUCT

For Members of the Armed Forces of the United States

1. "I am an American fighting Soldier. I serve in the forces which guard my country and our way of life in their defense."
2. "I will never surrender of my own free will. If in command, I will never surrender my Soldiers while they still have means to resist."
3. "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."
4. "If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or 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 the lawful orders of those appointed over me and will back them up in every way."
5. "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."
6. "I will never forget that I am an American fighting Soldier, 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."

The Soldier's Creed

I am an American Soldier.

I am a Warrior and a member of a team.

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

**WARRIOR
ETHOS**

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

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

I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

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

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

I am an American Soldier.



**RELEVANT
& READY**

JRTC & FORT POLK STANDARDS

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.

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 my 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 tactically and technically 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 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 awards 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!

JRTC & FORT POLK STANDARDS PART ONE

THE JRTC & FORT POLK PACT

1. **Purpose:** To prescribe the standards expected of Soldiers stationed at Fort Polk. JRTC Soldiers are expected to practice self-discipline and personal conduct that will reflect favorably upon them, JRTC, Fort Polk, and the United States Army.

2. JRTC & Fort Polk Soldier's Responsibilities:

a. Treat others with dignity and respect and do not tolerate or engage in sexual, racial, or other types of discrimination or harassment.

b. Be technically and tactically proficient.

c. Obey all lawful orders.

d. Be present at the prescribed place, on time, in the proper uniform, looking sharp, and prepared to excel.

e. Maintain proper height/weight standards.

f. Maintain proper appearance, not portraying an appearance of being overweight or obese.

g. Maintain a proper level of physical conditioning and pass the Army Physical Fitness Test (APFT).

h. Maintain weapons qualification on your assigned individual and crew-served weapons. Know mechanical functions, firing techniques, and capabilities of your assigned weapons.

i. Know and use your chain of command and NCO support channel.

3. JRTC & Fort Polk Command Responsibilities:

a. This command has the responsibility to take care of Soldiers and their families. This is accomplished by ensuring their records are maintained properly, their pay is timely, and adequate housing is provided. Their religious, medical, recreational, and educational needs must also be met. Commanders will ensure Soldiers and families are treated with **DIGNITY AND RESPECT**.

b. The chain of command will give safety instructions as a part of all activities and will vigorously enforce safety standards. Proper risk assessments will be conducted prior to all activities and events.

c. Leaders will know their Soldiers and teach, coach, and mentor them to achieve standards.

d. It is the responsibility of all leaders to ensure that written counseling is given to subordinates every month.

JRTC & FORT POLK STANDARDS

4. **JRTC Soldier Readiness:** All Soldiers on Fort Polk must be prepared to deploy anywhere in the world at anytime. It is your responsibility as a Soldier to be technically and tactically proficient in order to accomplish your mission. We are an Army at war fighting in the Global War on Terrorism. Train in peacetime as hard as you have to fight in wartime. Be a leader and take the initiative; that is what sets our Army apart from all others. Do the right thing and always take care of your Soldiers.

PART TWO

SOLDIER READINESS

1. All Soldiers are expected to be ready to deploy with little advance notice. To meet this demand, all Soldiers must keep the following items current at all times.

a. **ID Card:** Must be correct and serviceable at all times.

b. **ID Tags:** Must be correct and worn at all times when in uniform. **ID tags and the Army Values/STOPP tag are the only authorized items to be worn on the ID tag chains. When applicable to the Soldier, the medical condition warning tags will also be worn.**

c. **Emergency Data:** Correct emergency data records as soon as a change occurs.

d. **Wills:** Wills and powers of attorney must be kept current and correct. If you need or want to change a will or power of attorney, contact the Legal Assistance Office at 531-2580.

e. **Family Readiness Groups (FRG):** Paragraphs 2-8 and 4-7, AR 608-1, establish the requirement for Family Readiness Groups. Ensure your family members, whether residing in the command or not, are aware of your unit's Family Readiness Group. These groups provide vital support and services to family members during deployments.

f. **Dental:** Soldiers are required to have annual dental checks to stay deployable. Any dental condition likely to cause dental emergency (Category 4) must be treated to make the Soldier deployable.

g. **Family Care Plans:** With the frequency and duration of deployments increasing, our unit cannot afford to have a Soldier become non-deployable because of an unworkable family care plan. It is the Soldier's and commander's responsibilities to ensure all paperwork has been completed, and all leaders need to subject each plan to a common sense test. It is not fair to the Soldier, the unit, the Army, or the family member to have this program improperly managed. **All** leaders will ensure that single parents and dual military families have their Family Care Plan complete within 30 days of in processing the unit. Commanders should review Family Care Plans on a regular basis to ensure they remain current.

JRTC & FORT POLK STANDARDS PART THREE

PERSONAL APPEARANCE

1. Responsibility:

a. Each JRTC Soldier is responsible for maintaining a sharp, Soldierly appearance. For example, hands in pockets, poorly fitted uniforms, **not shaving before PT formation**, and improperly worn equipment do not represent a professional appearance and do not meet **Army Standards**.

b. *Each Soldier, NCO, and officer* has the personal responsibility to enforce and maintain the standards outlined here and in AR 670-1, dated, 5 September 2003. Tactful on-the-spot corrections will be made.

2. **General:** Soldiers must project a professional military image that leaves no doubt that they live by a common standard and adhere to the military standards of good order and discipline.

3. **Wear Of the Uniform:** Your uniform identifies you as a member of the United States Army and Fort Polk. Wear it with pride. Soldiers may wear only those items prescribed by AR 670-1 or contained in current authorization documents as being authorized uniform, accessories and insignia. Wearing a combination of civilian and military clothing is prohibited, unless prescribed in AR 670-1, authorization documents approved by HQDA, or this Post SOP. Additionally, all persons on Fort Polk will abide by Command Policy Memorandum #S-6 (Joint Readiness Training Center and Fort Polk Uniform Standards and Dress Code) which is attached to this instruction and may also be viewed at <http://doimnt1>.

a. **Uniform Appearance:** Soldiers will ensure articles such as wallets, checkbooks, combs, keys, pens, headgear, etc., do not protrude from the pockets or present a bulky appearance. Hanging of key chains, wallet chains, etc. from the belt or belt loops is not authorized. Soldiers will not place their hands in their pockets except momentarily to place or retrieve objects. A pen or pencil may be exposed on the hospital/food service, CVC, and flight uniforms. One electronic device is authorized for wear on the uniform, in the performance of official duties. The device may be either a cell phone or pager - not both. The device must be black in color and may not exceed 4x2x1 inches. Male Soldiers are not authorized to carry or use an umbrella while in uniform at any time. Female Soldiers will not carry or use the umbrella when in the utility uniform. Commercial rucksacks, gym bags, or like articles may be worn over one shoulder using a shoulder strap or over both shoulder using both shoulder straps while in uniform. Bags must be carried on the same side of the body as the shoulder strap. Soldiers may not carry the bag slung across the body with the strap over the opposite shoulder. In a field environment, the map case may be carried over the shoulder. The issued rucksack and NBC bag will only be worn on the shoulders when used for their intended purpose. **All items worn over the shoulder must be BLACK WITH NO OTHER COLORS and may not have any LOGO. An exception is granted to the personal hydration system in the field.**

JRTC & FORT POLK STANDARDS

b. **The Duty Uniform:** AR 670-1 prescribes uniforms for wear. The following paragraphs summarize portions of the regulation.

(1) The Battle Dress Uniform (BDU), temperate or hot weather, is the standard Army uniform for wear year-round. The uniform consists of the jacket and trousers, highly shined boots, green or black socks, black belt with open face buckle, brown T-shirt, approved winter undershirts and the black beret, unless performing details or working in the motor pool at which time you will wear the patrol cap. Female Soldiers are authorized to carry an approved handbag (while in garrison only). It may be carried in the hand or worn over the shoulder. Commanders specify the uniform of the day, maintaining uniformity.

(2) Pressing and starching the BDU is authorized. This is appropriate for special occasions when appearance should be especially sharp, such as parades, reviews, inspections, and other ceremonial activities. The BDU is designed to fit loosely; alterations to make them form fitting are not authorized. Keep uniforms free of holes and tears and keep them buttoned, zipped and snapped. Creases sewn into any uniform are not authorized. Commanders are not to require starching. They can require the pressing of uniforms.

(3) T-shirts: All Soldiers wear the brown T-shirt with the BDU. White T-shirts are worn with service, dress, mess, hospital, and foodservice uniforms.

(4) Two identification tags will be worn around the neck (except when safety considerations apply), beneath the T-shirt on long and short chains, at all times when in uniform. **When applicable to the Soldier, the medical condition warning tags will also be worn.**

(5) Sewn items on the uniform will be machine sewn, not hand sewn. All Soldiers will have their names sewn on the helmet band and all soldiers (CPL and above) will have their insignia of rank sewn on the kevlar helmet cover.

(6) Subdued items, i.e., belt buckles, belt tips and insignia of rank are kept subdued (black).

(7) Sleeves, when worn rolled up, must have the camouflage pattern exposed. Sleeves are rolled neatly two folds, no more than three inches above the elbow. If down, the cuffs are buttoned. Do not roll up sleeves on flight and armor crewman NOMEX suits while performing crew duties. Do not roll up sleeves when wearing LCE and kevlar helmet unless participating in a ceremony.

(8) Do not blouse the trousers in such a way as to present a peg-legged appearance.

(9) Do not intermix wearing hot weather and temperate BDU pieces to include the patrol cap.

(10) When wearing the BDU, no item(s) is/are to protrude from any pocket

(11) The BDU jacket and field jacket will have "U.S. Army" and name tapes sewn above pockets and rank insignia worn as specified in AR 670-1. All tenant units will wear the specified shoulder patch of their command. The unit patch will be sewn on the left shoulder.

JRTC & FORT POLK STANDARDS

(12) Units returning from deployment in the desert battle dress uniform are to wear the BDU as soon as feasibly possible.

c. **The Desert Battle Dress Uniform (DBDU)**

(1) The DBDU is the standard for year-round wear when issued as organizational clothing. In the garrison environment, Soldiers will wear the black beret (or other appropriate beret) with the DBDU.

(2) Wear of the uniform is the same as described for the BDU in paragraph b(1) above.

(3) When wearing the DBDU hat, the chin strap will be pulled up under the chin.

d. **Items Authorized For Wear:**

(1) The beret (black, maroon, tan, or green) is the only standard headgear for Soldiers assigned, attached, or TDY to Fort Polk. Most Soldiers will wear the black beret, unless assigned to units authorized the maroon or green beret. Other headgear in a Garrison environment is by exception only. In other words, for example, the patrol cap is not to be worn unless the specific exception criteria are met as stated in paragraph 2(c) below.

(a) The beret headband (edge binding) is worn straight across the forehead one inch above the eyebrows with the top of the beret draped over to the right ear, extending to at least the top of the ear and no lower than the middle of the ear and the stiffener portion over the left eye.

(b) The ends of the adjusting ribbon are cut off and the ribbon knot secured inside the binding edge at the back of the beret. The beret is to be form fitting to the head – shaped to the head.

(c) The Army flash is the only authorized flash to be worn on the black beret.

(d) Only metal pin-on distinctive unit insignia for enlisted Soldiers or non-subdued insignia of grade for commissioned and warrant officers will be worn centered on the flash. Officers of the Chaplain's Corps may wear non-subdued branch insignia.

(2) The patrol cap is only authorized for wear during post clean-up, while working in the motor pool, o/c duty, during outdoor details, when it is raining or while wearing LBE or facial camouflage.

(3) Military headgear (beret, patrol cap, or kevlar helmet) will be worn in all military vehicles unless it interferes with the safe operation of the vehicle. All occupants of tactical military vehicles will wear the kevlar or CVC helmet with chinstrap fastened when in a tactical vehicle and as appropriate for training. Headgear is not required when in privately owned vehicles (POVs).

(4) Military headgear will be removed when indoors except when under arms (**under arms is performing duties as an MP, pay guard, or prisoner escort**) or while participating in official ceremonies conducted indoors.

JRTC & FORT POLK STANDARDS

(5) Name tapes will be affixed to the patrol cap along with cat-eyes for OPS GRP personnel associated with rotational unit support or attached units that OPS GRP determines need to wear that headgear.

(6) Patrol caps will not be rolled.

e. **Wear of Civilian Jewelry.**

(1) A wristwatch, a wrist identification bracelet, and not more than two rings may be worn when in uniform. Jewelry must be conservative and in good taste. An engagement/wedding ring set is considered one ring.

(2) A conservative tie tack or tie clasp may be worn with the black four-in-hand necktie.

(3) Soldiers will not attach, affix, or display objects, articles, jewelry or ornamentation to or through the skin, while in uniform or when wearing civilian clothing on duty, or in civilian clothes off duty on any military installation or other places under military control. Exceptions are earrings for females as outlined in 670-1, and hearing aids. **Male Soldiers are not authorized to wear earrings or any other objects in or on the body, while in uniform, when wearing civilian clothing on duty, or at any time while on the military post or area under military control.**

(4) Fad devices, to include vogue medallions, personal talismans, or amulets (as well as body-piercing jewelry, i.e., navel, tongue, or nose piercing whether worn seen or unseen) will not be worn when in uniform, on duty in civilian attire, or on a military installation while in civilian attire.

f. **Tattoos.** (Soldiers violating any of these rules may have the tattoos removed through medical channels.)

(1) Visible tattoos or brands on the neck, face or head are prohibited.

(2) Tattoos on other areas of the body that are prejudicial to good order and discipline are prohibited.

(3) Any type of tattoo or brand that is visible while wearing a class A uniform and detracts from soldierly appearance is prohibited.

4. **Uniform Composition:** The commander concerned will prescribe composition of the uniform, as long as it is consistent with the duty or training to be performed and weather conditions. Uniformity will be maintained within company sized units for all Soldiers performing like duty.

5. **Footwear:** Combat or tanker boots will be of the issue type or of similar commercial design. Boots will be maintained in good shape and be highly shined. Modifications of boots (i.e. zippers, thick soles, or metal tabs) are prohibited. Jungle boots are authorized for optional wear year round (black/green issue jungle boots are the only authorized cloth boot).

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6. **Camouflage Cold Weather (GORTEX) Parkas:** The only items authorized for wear on the GORTEX parkas are subdued rank and a combat leader identification (green) tab, and the white cold weather injury marking tape (same size as the Combat Leader Identification tab). **Wear of the nametape is mandatory. Nametape will be affixed to the left sleeve pocket, ¼ inch up from the bottom of the flap and centered left to right on the pocket flap.** Black leather, black GORTEX, or Cold Weather Mittens are the only gloves worn when the field jacket or other authorized cold weather outer garment is worn, based on weather and uniformity within units or mission requirements.

7. **Gloves:** The standard leather black glove or the equivalent is the only glove authorized for outerwear. It may be worn with the BDU and/or GORTEX jacket or issued rain jacket. Glove shells, with or without insert, are authorized for outerwear. The only exception will be the white working gloves used while on detail or the Cold Weather Mittens. NOMEX gloves will only be worn with appropriate uniforms. The Gortex parka and/or field jacket may be worn with or without black gloves.

8. **Combat Vehicle Crewman (CVC) Uniform: no change**

a. CVC uniforms for combat vehicle crewmen will be worn during combat, field training exercises, or when otherwise operating tracked combat vehicles. CVC uniforms will not be worn in the PX, Dining Facility, Burger King, Bank, etc.

b. The CVC uniform consists of NOMEX coveralls, cold weather NOMEX jacket, and summer or cold weather NOMEX gloves. Black leather combat or tanker boots are the only authorized footgear when wearing this uniform. Ballistic undergarment body armor and balaclava will be worn during live fire training.

c. Patches will be sewn on IAW AR 670-1.

9. **Military Coveralls:**

a. Soldiers performing duties in designated maintenance work areas and sites may wear military coveralls. Soldiers will not wear coveralls outside of maintenance work areas (i.e., going to lunch).

b. Coveralls will not be worn in lieu of proper field uniform, but may be worn in training areas while performing maintenance on equipment.

c. Unit patches and nameplates will be worn IAW 670-1 (no other patches are authorized).

10. **Flight Uniforms:**

a. The organizational flight uniform is worn on duty when flying or “on standby awaiting flight”.

b. The flight uniform consists of the organizational flight coverall, flight jacket, and flight gloves. Black leather boots are the only authorized footgear with this uniform. Flight uniform sleeves will be worn down. Pushing up the sleeves is not authorized at any time.

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c. Unit patches and nameplates will be worn IAW 670-1 (no other patches are authorized).

11. Uniforms Associated with Flight Operations:

a. Aircrew Battle Dress Uniform (ABDU). The ABDU will not be worn as a substitute for the BDU. The ABDU is for flight crews and personnel in other selected military occupational specialties, as prescribed in CTA 50-900. The uniform may be worn on duty for flight operations or in anticipation of conducting flight operations. On days when there are no flight operations scheduled and there are no flight operations anticipated, Soldiers will wear the BDU. During flight operations, Soldiers will keep the sleeves down and will not blouse their boots. Soldiers will not wear the jungle boot with this uniform.

b. The flight uniform is not a substitute for the BDU. The flight uniform is worn on duty when flying or when on standby awaiting flight operations. Since this uniform is for flying, the sleeves will be worn down. The only exception to having the sleeves down is when Soldiers are awaiting flight operations and the temperature is extremely hot. Only in this case may the Soldiers wearing the flight uniform roll up their sleeves. At no time will Soldiers ever push the sleeves up their arms. Soldiers will not wear this uniform in commercial establishments, but may wear the uniform when commuting to and from their place of duty.

12. Improved Physical Fitness Uniform (IPFU):

a. The IPFU is the only authorized physical fitness uniform. The IPFU consists of a long and short sleeve gray T-shirt with "ARMY" printed on the front and an "A" on the back, black general purpose trunks with "ARMY" printed on the right leg, black sweatpants and a gray jacket, and plain white anklet (must cover the ankle) or mid-calf socks. Shoes may be any type of commercially purchased athletic shoe appropriate for the physical conditioning being trained. Black gloves may be worn with the IPFU, with or without inserts, and the black watch cap may be worn as specified by the commander.

(1) The IPFU is authorized for wear on and off duty, on and off the installation. Soldiers may wear all or parts of the IPFU in combination with civilian clothing **when off duty, off the installation**. The IPFU is authorized for wear in transit between an individual's quarters and assigned unit. When combining parts of the IPFU with civilian clothing, Soldiers should ensure the combination displays pride and respect for the Army and their status as Soldiers. Authorization to combine the IPFU with civilian clothing when off duty and off the installation is a privilege granted for Soldier convenience and to help tell the Army story to civilians. Do not abuse this authorization.

b. Commanders may authorize the wear of commercially purchased, solid-in-color, gray or black spandex shorts (or the equivalent) to be worn under the black shorts. The length of the spandex shorts or equivalent must end above the knee or higher. Any logos present cannot be visible.

c. Whenever the IPFU gray jacket and black sweatpants are worn, then the black shorts and either the long or short-sleeved T-shirt will be worn under them.

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d. **The IPFU shirt will always be worn tucked into the IPFU shorts.** The IPFU jacket will be zipped, at a minimum, three quarters (3/4) of the way to the top when worn.

f. When exercising individually or as units, Soldiers will wear a yellow or orange reflector belt. When wearing the IPFU uniform, without the IPFU jacket, the yellow or orange reflector belt will be worn around the waist. When the IPFU jacket is worn, the yellow or orange reflector belt will be worn over the right shoulder diagonally towards the left waist. During unit PT, four road guards (at a minimum) are required with standard high-visibility road guard vests and, during hours of darkness, are required to carry white filtered flashlights, when running anywhere other than the approved PT route (GA/AL)

IPFU LEVELS

LEVEL I	Shorts / T-shirt, with socks and shoes
LEVEL II	Jacket, Shorts, T-shirt, with socks and shoes
LEVEL III	Jacket, Shorts, T-shirt, knit cap, gloves, with socks and shoes
LEVEL IV	Jacket, Pants, Shorts, T-shirt, with socks and shoes
LEVEL V	Jacket, Pants, Shorts, T-shirt, knit cap, gloves, with socks and shoes

13. **Health and Physical Fitness:**

a. All Soldiers are expected to maintain themselves in sound physical condition regardless of age. All Soldiers should strive to achieve maximum points on the APFT. The Post Goal is 250 points on the APFT. **This is a goal and cannot be used as a discriminator for promotions and schools.**

b. The Physical Fitness Program for pregnant Soldiers is designed to maintain a level of fitness without causing injury to the Soldier or the fetus. Upon confirmation of pregnancy, Soldiers will obtain a "Positive Pregnancy" profile from the obstetrics clinic. **Pregnant Soldiers will be enrolled in the S.T.A.R.S. PT program.**

c. **Physical Training Hours on Fort Polk.**

(1) Physical fitness training will be conducted **five** times a week.

(2) 0630 – 0730.

d. Good health and physical conditioning include maintaining proper weight and body fat standards. The Army's height/weight and body fat standards will be enforced. Commanders will ensure overweight Soldiers are on an effective weight control program IAW the procedures contained in AR 600-9.

e. All newly assigned Soldiers will be weighed and have their height measured as a part of initial in-processing into the unit. If the Soldier is overweight, the commander will take appropriate action to enroll the Soldier in the overweight program.

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f. Smoking, use of smokeless tobacco, and any other use of tobacco products is prohibited in all post facilities, except in designated areas. Smoking and other use of tobacco products is prohibited in all military vehicles and military aircraft.

g. Smoking and other use of tobacco products is permitted in troop billets. Commanders will ensure smoking preferences are considered when assigning rooms in troop billets.

14. JRTC Field Uniform:

a. BDU with brown T-shirt.

b. Black leather combat, tanker, or hot weather boots.

c. Kevlar helmet (O/Cs will comply with Post policy concerning wear of kevlar in the box) with chinstrap properly fastened, and worn on the chin, at all times. The helmet consists of:

(1) Camouflage cover with subdued pin on rank (PV1 – SPC) or sewn on rank (CPL & above) (**No writing or drawing is authorized on the cover**).

(2) Helmet band with last name only in black ¼” block letters centered on the helmet band (writing blood types, allergies, etc., on the headband is not authorized).

d. Load Bearing Equipment (LBE) will consist of the following:

(1) Pistol belt

(2) LBE suspenders

(3) Two canteens (one with cup) with covers (worn on left and right hips).

(4) Two ammo pouches with six thirty round magazines for Soldiers issued the M-16, and one M16 ammo pouch worn on the right side and one 9mm ammo pouch with magazine worn on the left side for Soldiers issued a 9mm. Modifications for M249 and M240B gunners will be handled at the battalion level.

(5) First aid pouch with first aid packet will be worn on the pistol belt to the left of the fastener.

(6) LBV wearers will comply with items 1, 3, and 5 above as the Load Bearing Vest (LBV) will replace the LBE and ammo pouches. The 9mm ammo pouch with magazine will be worn on the left side for Soldiers issued an M9 pistol.

e. The pile cap or balaclava (CIF issue green or black) are the only authorized cold weather items for wear under the kevlar helmet.

f. Other items worn with the field uniform will be METT-TC driven to include the patrol cap and earplugs.

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g. The LBE will be fitted to rest at waist level, belt will be buckled and belt extenders are authorized for wear with the flak vest and gortex coat.

h. Sensitive items will be secured to the individual using a weapon lanyard, or parachute 550 cord.

15. Eyeglasses/Sunglasses:

a. Conservative civilian prescription eyeglasses are authorized for wear with all military uniforms.

b. Nonprescription sunglasses are authorized for wear, except in formation.

c. Eyeglasses or sunglasses that are faddish are not authorized for wear with the military uniform. This includes lenses or frames with initials or other adornments on them, or brightly colored frames. It also includes chrome-coated or reflective sunglasses.

d. Eyeglasses or sunglasses with lenses that are so large as to detract from the appearance of the uniform will not be worn.

16. Haircuts, Mustaches, and Hairstyles: Fort Polk Soldiers are expected to abide by Army hair and fingernail standards and grooming policies. The hair on top of the head will be neatly groomed. The length and bulk of the hair will not present a ragged, unkempt, or extreme appearance or be excessive. If using dyes, tints, or bleaches on hair, use colors that are natural to human hair and do not present an extreme appearance. Do not cut lines or designs into hair or scalp. Dreadlocks are prohibited for all Soldiers. Prohibited hair dye colors include purple, blue, pink, green, orange, bright fire-engine red, and neon colors. Applied colors must look natural on the individual Soldier. Females are authorized to wear braids and cornrows; baldness is authorized for males, either natural or shaved.

a. A male Soldier's hair, sideburns, and mustache will conform to the standards contained in AR 670-1.

b. Male Soldiers will be clean-shaven when in uniform and when on duty in civilian clothes. If appropriate medical authority prescribes beard growth, the length required for medical treatment will also be specified. Soldiers with shaving profiles will carry a copy of the profile on their person at all times.

(1) Sideburns will be neatly trimmed. The base will not be flared and will be in a clean-shaven horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.

(2) Mustaches will be kept neatly trimmed, tapered, and tidy. No portion of the mustache will cover the upper lip line or extend sideways beyond a vertical line drawn upward from the corner of the mouth.

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c. The hair will present a tapered appearance and when combed will not touch the ears, eyebrows, or collar except for the closely cut hair at the back of the neck. Faddish haircuts (i.e. parts or other cuts in the hair not naturally in the hair) will not be worn. Hair will not be visible on the forehead when wearing any military headgear. Wigs or hairpieces may only be worn to cover natural baldness or physical disfiguration caused by accident or medical procedure. When worn, they will conform to the standards as stated above.

d. A female Soldier's hairstyle will conform to the standards contained in AR 670-1. As a minimum:

(1) Hair will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. **Hairstyles will not distort or interfere with the proper wearing of military headgear or protective masks.**

(2) Ponytails, pigtails, or braids that are not secured to the head (allowing hair to hang freely) are prohibited

(3) Wigs or hairpieces may be worn as long as they are of natural hair color and the style and length conform to appearance standards.

(4) Hair holding ornaments (such as, but not limited to, barrettes, pins, clips, or bands), if used, must be unadorned and plain. They must also be transparent or similar in color to the hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized for wear while in uniform. Extensions and weaves, as long as the resulting style is in accordance with hair grooming standards, and as long as the Soldier can properly wear headgear and protective equipment, is authorized while in uniform.

(5) Hair will not be visible on the forehead when wearing any military headgear.

17. Lipstick and Nail Polish: Female Soldiers may wear lipstick and nail polish, but they must be conservative and compliment the uniform. Extreme shades such as purple, gold, blue, black, fire-engine red, and white will not be worn. Charms and designs are not authorized on nails. Males are not authorized to wear nail polish and must keep nails trimmed to the tip of the finger. Two-tone or multi-tone manicures and nail designs are prohibited. Prohibited nail polish colors include bright fire-engine red; khaki or camouflage; purple, gold, blue, black, white, and neon colors.

18. Wear of Military Clothing with Civilian Attire: Fort Polk Soldiers may wear the all weather coat, black pullover sweater, and windbreaker with civilian clothing after all military insignia has been removed.

19. Wear of Civilian Clothing On-Post and Off-Post:

a. General. As a representative of the United States of America and Fort Polk, a Soldier's outward appearance and choice of civilian attire are a most obvious and tangible display of personal attitudes and feelings about one's self, the military community, and the host state. Fort

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Polk Soldiers should strive to consciously portray self-respect and common courtesy by dressing in accordance with generally accepted rules of good taste.

b. Fort Polk Soldiers should wear civilian attire appropriate for the occasion.

(1) Clothing not designed as outer garments (i.e., undershirts) will not be worn in public except while engaged in sporting events or while working close to quarters or billets areas.

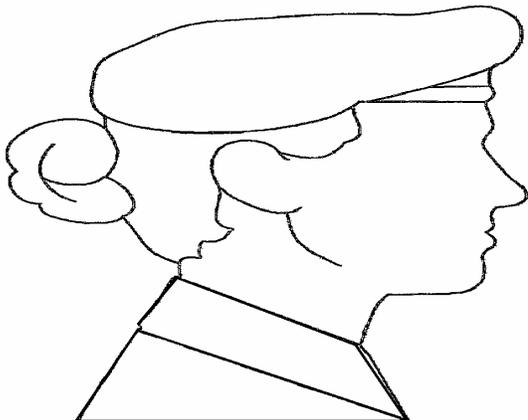
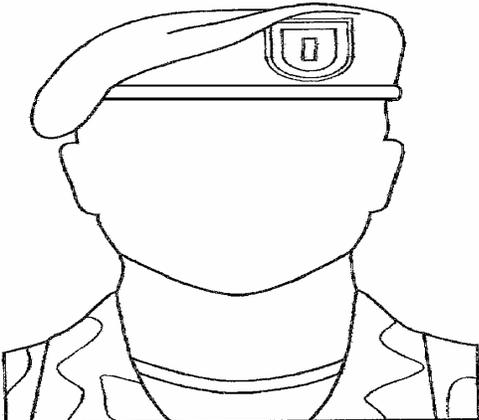
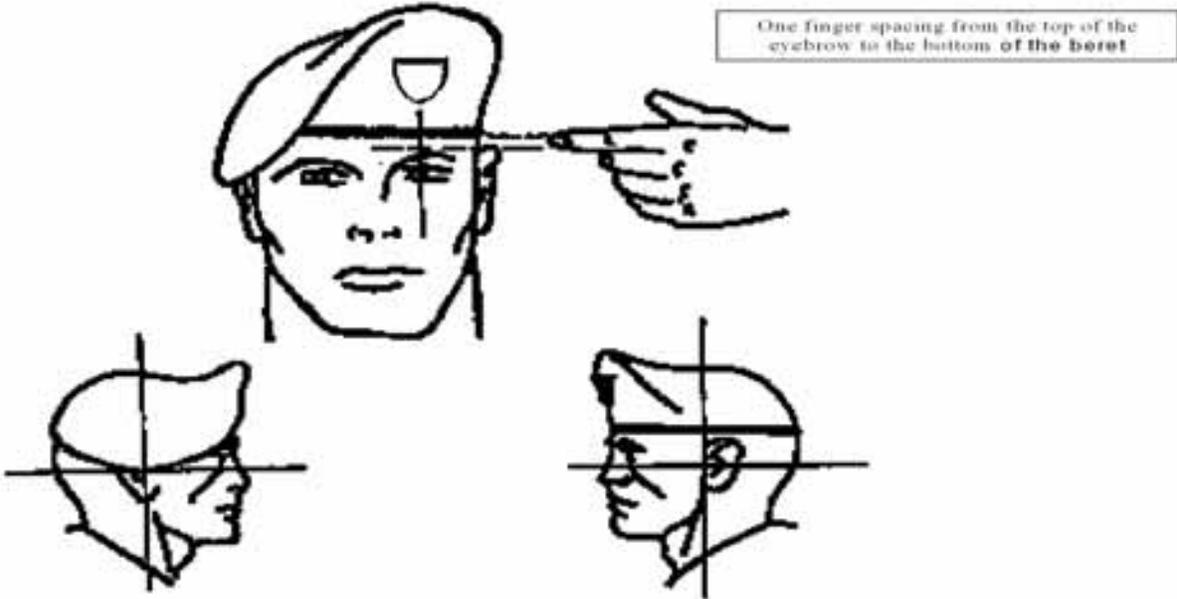
(2) Bare feet, exposed hair curlers, flip-flops, and revealing clothing is inappropriate for on-post and off-post facilities (i.e., commissary, restaurants, PX, and clubs).

(3) Soldiers will dress with pride and will not wear clothing with slogans or signs that are obscene, intentionally inflammatory, glamorize the use of drugs or alcohol, or are demeaning to any person or group of people.

c. Civilian employees and family members are identified with the US Army and, as such, their dress also reflects upon Fort Polk and the US Army. Accordingly, employees and civilians will adhere to these same standards.

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1. The beret will be worn with the leather headband straight across the forehead, one inch above the eyebrows with the insignia centered over the left eye.



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PART FOUR

PERSONAL CONDUCT

1. **General:** Whether on or off duty or on or off post, Soldiers will conduct themselves in such a manner so as not to bring discredit upon themselves, Fort Polk, or the Army. Undesirable conduct includes, but is not limited to: drunk/reckless driving, drunk or disorderly conduct, offensive language or gestures, and failure to satisfy financial obligations.

2. **Public Establishments:** When visiting public establishments, Soldiers must be especially courteous and conduct themselves in a manner that does not bring discredit upon themselves or the Army.

a. **Wear the proper clothes.** Every establishment will expect customers to wear acceptable clothes such as a shirt, trousers, socks, and shoes. Find out ahead of time what clothes are proper and dress accordingly.

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

c. **Limit group size.** Many establishments are small, and their largest tables may only seat four to six people. Unless prior arrangements have been made, proprietors may resist pushing several tables together so a large group of friends can all sit together. Large groups also tend to be noisy and may disturb other customers.

d. **Watch your language.** The use of profanity and racial epithets are unacceptable anywhere. It has become much more prevalent in what would be considered normal conversation in public. This has become so standard that we are, evidently, no longer aware of the impression it conveys to our host community, as well as the offensive atmosphere it creates for fellow Soldiers. Soldiers should be aware of their surroundings and be tactful and courteous at all times.

e. **Watch your drinking.** Drinking excessively is an indicator of poor judgment. It may also lead to rowdy and unruly behavior.

3. **Public Use of Alcohol:**

a. Soldiers will not carry (on foot or in POVs) open bottles or cans of alcoholic beverages except in areas designated for consumption of alcoholic beverages (i.e., picnic grounds).

b. **SOLDIERS DO NOT DRINK AND DRIVE!** Know and use the designated driver rule. Groups of Soldiers will designate a driver who will not drink. Use public transportation such as taxis, contact your chain of command, or call the Military Police at 531-COPS (531-2677) for a ride home.

c. The drunk driving standard is .08% in the state of Louisiana.

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d. Soldiers under the age of 21 cannot consume alcohol on or off post.

4. Radios, Stereos, and Cassette/CD Players:

a. Loud playing of radios, stereos, cassette/CD players, or similar devices in public places, on and off post, is a violation of Louisiana Revised Statute 14:103.1 and Command Policy Memorandum #S-11 (Noise Abatement) which is attached and may be viewed at <http://doimnt1/>.

b. Loud playing of radios, stereos, cassette/CD players, or similar devices in the housing areas, or billets, on or off post, is a violation of Post policy as referenced above. Commanders have the authority to confiscate such devices on post when they are played in such a manner as to disturb others. Remember, be considerate of others and do not share your music. Also, when your music is too loud, it's a safety issue for the Soldier and those around him, because the Soldier can't hear anything else. **If it can be heard beyond twenty-five feet then it is too loud.**

5. **Relationships between Soldiers of Different Ranks:** Professional relationships between Soldiers are encouraged. Relationships between Soldiers of different ranks that involve or give the appearance of partiality or preferential treatment, or result in improper personal gain are prohibited. The Joint Ethics Regulation governs financial transactions between superiors and subordinates.

6. **EO/Sexual Harassment:** All Soldiers have the right to be treated fairly without regard to their sex, race, religion, or ethnic background. This includes not being sexually harassed. A Soldier or civilian employee engages in sexual harassment when, through behavior of a sexual nature, they attempt to control, influence, or affect the career, pay, or job of a Soldier or civilian employee; or make deliberate or repeated verbal comments or gestures of a sexual nature that are offensive to the person to whom addressed; or make abusive physical contact of a sexual nature. Some points to consider:

- a. Sexual harassment is punishable under the UCMJ.
- b. Anybody can do it; anyone can be a victim.
- c. It can happen anywhere, not just in the workplace.
- d. Don't keep asking a person for a date after you are told no.
- e. Don't use obscene or dirty language, gestures, or cadence calls.
- f. Treat people the way you want to be treated.
- g. If you think it's wrong, it probably is.

7. Military Courtesy: (Officer)

a. Courtesy is respect for supervisors in the Army. The various forms of courtesy have become customs and traditions. It is important to render these courtesies correctly.

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b. The salute is a military tradition extending a greeting and exchange of respect among military personnel. It will be executed in garrison, training, and combat environments. Saluting and exchanging greetings while in civilian clothes is encouraged no matter where you are.

(1) Salutes are rendered by enlisted personnel to officers and warrant officers and by junior to senior officers.

(2) Military customs encourage the exchange of an oral greeting between Soldiers when they salute. Unit motto "sir/ma'am" is an appropriate salutation for all Soldiers. Military courtesy places an obligation on the responding Soldier to accompany his/her return salute with an appropriate greeting. The appropriate response is unit motto. The spirit in which greetings are exchanged is more important than the words. Good Soldiers in good units are eager to exchange greetings warmly.

(3) Saluting distance is recognition distance. If an individual is coming your way, wait until you are about six steps apart and then render the salute. If he/she is at a distance and turning away, the proper saluting distance is "recognition" distance. When you recognize an officer in a vehicle you should salute. The operator of a vehicle or bicycle is not required to salute.

(4) The following rules apply in most situations you are likely to encounter:

(a) Unit Headquarters, Orderly Rooms, Supply Rooms, Day Rooms, and Squad Rooms. The first Soldier to see an officer who is senior in rank to the officer present will call "Attention." The senior Soldier present in the area should report to the visiting officer who will normally command "Carry on." In smaller rooms containing one or two enlisted Soldiers, the Soldiers should rise and stand at attention when an officer enters the room. When an officer enters, the senior Soldier comes forward and says unit motto "sir/ma'am," as appropriate.

(b) Classrooms. If an officer enters a classroom in which instruction is being given, an assistant instructor should report to the officer. Should the inspecting officer wish to speak to the class the assistant instructor will notify the primary instructor. The class should not be disrupted by an inspecting officer's visit.

(c) Work Areas. When an officer enters, personnel who are working do not come to attention or at-ease unless the officer speaks to them. Unless involved in the transaction of routine business between individuals at work, an enlisted Soldier or junior officer should stop working and come to attention when addressed by a senior officer.

(d) Dining Facilities. The first Soldier to see an officer senior to those routinely present in the dining facility should call "At ease" so the officer's presence is known and necessary action can be taken. Soldiers should fall silent but continue to work or eat. The dining facility shift supervisor should report to the officer. Normally the visiting officer will command, "Carry on" or "Continue to work." Enlisted personnel addressed by the officer should stop eating and rise unless the officer directs otherwise. Officers are expected to rise if addressed by an officer senior to them.

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(e) Conferences and Briefings. Upon arrival of a commander or other senior officer at briefings or conferences to be held with his subordinates the senior Soldier present announces "Gentlemen"/"ladies and gentlemen", the division/brigade/battalion/company commander." At that time everyone present will come to the position of attention until directed to be seated. At the end of the meeting, and as the commander begins to leave, all personnel rise, or if necessary, the next senior Soldier calls "Attention." Those present salute and say "Iron Soldier, sir/ma'am" as appropriate.

(f) During Conversation. When spoken to by a senior officer, all Soldiers, officer and enlisted, should come to the position of attention and face the senior officer. Normally the senior officer will direct "At ease" or Carry on." At other times, such as during the conduct of routine business or informal conversation, a junior officer or enlisted Soldier should face the superior officer and be "at ease." When walking with a senior officer, a junior officer or enlisted Soldier will walk to the senior's left and ½ step behind. This is so if the senior individual turns to the left, he doesn't run over you.

(g) In Formation. When an officer approaches Soldiers in formation, the Soldier in charge calls "Attention" and renders a salute for the entire group. When an officer senior in rank approaches a group of Soldiers who are not in formation the first person to see him calls "Attention" and everyone in the group faces the officer and renders a salute with the appropriate greeting. Soldiers working as part of a detail or participating in some other group activity such as athletics do not salute.

(h) Outside the PX, Post Theater, and Other Congested Areas. All Soldiers, officers and enlisted, will render the proper salute unless the act would be impractical (i.e. arms full of items) in which case proper verbal greeting will be rendered. This is a judgment call. Plan ahead. Carry things and keep your right hand free.

(i) Soldiers encountering an officer, senior to them, with his or her arms full will continue to render the salute. The officer should respond with the appropriate greeting, even though his/her arms are full and he/she is unable to salute.

8. Military Courtesy: (NCO)

a. Unit Headquarters, Orderly Rooms, Supply Rooms, Day Rooms, and Squad Rooms. The first Soldier to see the CSM enter the room where no officers are present will call "At Ease." The senior Soldier present in the area should report to the visiting CSM who will normally command "Carry on." In smaller rooms containing one or two enlisted Soldiers, the Soldiers should rise and stand at ease when the CSM enters the room.

b. Work Areas. When the CSM enters, personnel who are working do not come to at-ease unless the CSM speaks to them. Unless involved in the transaction of routine business between individuals at work, an enlisted Soldier should stop working and come to "Parade Rest" when addressed by the CSM.

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c. When the CSM/ISG enters or leaves his place of duty (The Headquarters/Company buildings) for the day and no officers are present, Soldiers will sound off with “At-Ease.”

d. When an enlisted Soldier is speaking to a Noncommissioned Officer, the Soldier stands at “Parade Rest” unless otherwise directed by the NCO.

e. A subordinate will stand when spoken to by someone senior in rank, unless the superior directs otherwise.

f. When walking with a senior Soldier, the junior Soldier walks to the senior’s left side.

9. Military Courtesy: (General)

a. When outdoors, Soldiers will render the hand salute or present arms when passing or being passed by uncased National Colors. The salute will be rendered when the flag is six steps away from the Colors. When indoors, stand at attention until uncased Colors have passed six steps by. In civilian attire, render honors to the Colors by removing the headgear with the right hand, and by holding the right hand over the heart.

b. Military photographers covering ceremonies will render the appropriate courtesy during the playing of the National Anthem.

c. Soldiers will stand at attention during the playing of the National Anthem indoors, (i.e., in theaters and gymnasiums).

d. Soldiers always show proper respect for the flag. These procedures should be studied to the point that courtesy is shown automatically.

e. Soldiers will stand at attention and sing the "**Army Song**" whenever it is played.

f. **Reveille:** When outside in duty uniform or the improved physical fitness uniform and not in formation, come to the position of “**Attention**” face the flag or music and render a salute on the first note. Remain at “**present arms**” until the last note is played. In civilian clothes, stand at “**Attention**” and place your right hand over your heart (or headgear over your heart if worn) until the last note is played.

g. **Retreat/To The Colors:** When outside, in uniform and not in formation face toward the flag or music and assume the position of “**Attention**” on the first note of **Retreat**. Remain at attention and render a hand salute on the first note of **To the Colors**. Remain at present arms until the last note is played. In civilian clothes, stand at “**Attention**” on the first note of **Retreat**. On the first note of **To The Colors** place your right hand over your heart (or headgear over your heart if worn) until the last note is played.

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- h. National Anthem:** When outside, in uniform and not in formation, face toward the flag or music and assume the position of “**Attention**” and render a hand salute on the first note of the music. Remain at present arms until the last note is played. In civilian clothes, stand at “Attention” and place your right hand over your heart (or headgear over your heart if worn) until the last note is played.

- i. When any of the ceremonial songs above are played/heard, all vehicles in the area will stop; all occupants will dismount the vehicle and render the proper courtesy. Civilians and dependants are expected to place their right hand over their hearts.

- j. There will be no chewing, spitting or use of tobacco products while talking to superiors.

- k. Soldiers will only put their hands in their pockets when placing or retrieving items, not to keep their hands warm.

- l. A subordinate will stand when spoken to by someone senior in rank, unless the superior dictates otherwise.

JRTC & FORT POLK STANDARDS PART FIVE

MILITARY VEHICLE MAINTENANCE AND SAFETY

Vehicle maintenance and safety are extremely important to any army. Without our vehicles, we could not accomplish our missions. Because of this, it is important to keep our vehicles in a high state of readiness. The rules listed below cover only the basics of vehicle maintenance, safety and operation. It is the responsibility of everyone on Fort Polk to ensure that these rule and others are observed at all times.

1. All vehicles will have standard written load plans and have a uniform appearance throughout the company, troop, or battery.
2. There will be no trash, cigarette butts, or excess POL products in any vehicle.
3. All vehicle antennae will have antenna balls.
4. All vehicles will have legible bumper numbers and names of TC and driver in their respective windows whenever possible. Units with M1114s will ensure that a placard of some sort is used that is standardized throughout the unit for this purpose.
5. Vehicles will be cleaned, serviced, and topped off in the motor pool after use.
6. Vehicles will not have flat tires, broken windows, or broken mirrors.
7. Soldiers will always maintain three points of contact when climbing into or onto tactical military vehicles. When in the field (box) Soldiers will wear the kevlar helmet when operating or riding in any tactical vehicle.
8. Smoking and use of tobacco products is prohibited in all military vehicles, facilities and planes.
9. All drivers will adhere to the **3** minute rule. (i.e., if a vehicle is stopped for more than **3** minutes, the driver will clean the windshield, lights, and turn signals.)
10. All track vehicle crewmen will practice roll over drills prior to any movement.
11. Seat belts will be worn in all wheeled vehicles.
12. All BII shortages will be annotated on the shortage annex, with the valid document numbers.
13. Squad leaders and above will brief the parts requisitioning system to their supervisor.
(Maintenance Terrain Walk)
14. Ballistic undergarment body armor will be worn with the CVC uniform, when operating tracked and/or wheeled vehicles.

JRTC & FORT POLK STANDARDS

Appendix 1

STANDARD FIELD UNIFORM

Equipment worn:

1. LCE (or LBV as per your unit SOP)

(1) Individuals carry waterproofed witness (DA Form 1155) and casualty feeder report (DA Form 1156), and DD Form 1380 (Medical Evac Card) in their first aid pouch.

(2) Canteen cup is carried on the left hip with 18” engineer tape strip under canteen cup. A speed loader under the right hip canteen

2. Camouflage (face/neck/hands) as directed by METT-TC
3. Kevlar w/cover/cammo band & rank
4. Body armor, if required
5. Protective Mask, as directed by METT-TC
6. BDU, shirt, w/black belt and black buckle, brown T-shirt, green/black socks, black combat boots or ICWs
7. I.D. Tags 2 ea. w/Army values/S.T.O.P.P. tag
8. Pen or pencil and note taking material

JRTC & FORT POLK STANDARDS

FIELD SUMMMER UNIFORM

RANK (OFFICER
AND NCO SEWN

NAME ON
CAMOUFLAGE BAND

CHIN STRAP TAPED

FLASHLIGHT
(OPTIONAL)

AMMO POUCHES
(OPTIONAL WITH
LCV, BUT MUST BE
UNIFORM WITHIN
UNIT)

CAMOUFLAGE BAND
WILL BE TIED DOWN
ON BOTH SIDES

PUT ON TOP OF
AMMO POUCH

FIRST AID POUCH
w/DRESSING WORN
ON PISTOL BELT

3 MAGAZINES PER
AMMO POUCH

BAYONET (IF
ISSUED WILL BE
DUMMY CORDED)

PROTECTIVE MASK
(MAY BE WORN
UNDER LEFT ARM,
BUT UNIT MUST BE
UNIFORM)

PROTECTIVE MASK
CARRIER WILL
CONTAIN:
PROTECTIVE MASK w/
HOOD, WATER PROOF
BAG, TM, M-8 PAPER,
AND ANTI FOGGING KIT



**JRTC & FORT POLK
STANDARDS**

FIELD SUMMMER UNIFORM



JRTC & FORT POLK STANDARDS Appendix 2

SOLDIER ISSUED ITEMS – WARRIOR BRIGADE/ 2ACR

INITIAL ISSUE ITEMS

DESCRIPTION	AUTHORIZE D	LIN
BAG, BKS, CTN	1	1
BAG, CLTH, WPROOF B1	2	2
CASE, 1ST AID, LC-1	1	9
CASE, SM ARM AMMO LC	2	11
COVER, CANTEEN 1Q, F	2	13
CUP, CANTEEN, WH F54	1	14
INTRENCHING TOOL L00	1	18
SLEEPING MAT	1	21
SHELTERHALF, TENT TO	1	23
BAG, DUFFEL B14729	1	25
SLEEPING BAG INTERME	1	26
SUSPENDERS (LBE STRAP)	1	27
POLE SEC TENT UPRT W	3	28
PIN TENT ALUM 9 IN L	5	29
LINE TENT 7FT 1IN (R	1	30
PONCHO WW GREEN/ CAM	1	44
SUSPENDERS TR WW U73	1	118
HOOD XCW PARKA	1	207
SCRAF MN WOOL OG S52	1	217
CO VER CANTEEN 2QT W/	1	547
LINER PONCHO WET WEA	1	552
FIELD PK W/O LINER L	1	STATION
BELT, INDV B	1	4
CANTEEN, 1Q W/CAP C9	2	6
CARRIER, INT TOOL D1	1	7
HELMET KEVLAR	1	17
INSECT BAR (MOSQUITO	1	32
FRAME FLD PK COMP H9	1	38
LINER COAT NYL OG X-	1	100
OVERSHOES VINYL	1	101
SHIRT SLEEPING OG L	1	112
TROUSERS WET WTHR	1	116
PARKA WW	1	117
LINER PARKA NYLON	1	208
PARKA XCW W/O HOOD	1	213
SUIT CHEM PROT	1	214
GLOVES CHEMICAL	1	216
SWEATER MAN WL BRWN	1	502
CANTEEN, PLAS COLAPS	1	512
PARKA ECWCS CAM GORE	1	548

JRTC & FORT POLK STANDARDS Appendix 3

SOLDIER ISSUED ITEMS - OPERATIONS GROUP

INITIAL ISSUE ITEMS

DESCRIPTION	AUTHORIZED	LIN
BAG, BKS, CTN	1	1
BAG, CLTH, WPROOF B1	2	2
CASE, 1ST AID, LC-1	1	9
CASE, SM ARM AMMO LC	2	11
COVER, CANTEEN 1Q, F	2	13
CUP, CANTEEN, WH F54	1	14
SUSPENDERS (LBE STRAP	1	27
PONCHO WW GREEN/ CAM	1	44
COVER CANTEEN 2QT W/	1	513
LINER PONCHO WET WEA	1	547
FIELD PK W/O LINER L	1	552
FIELD PACK TRAINING	1	553
BELT, INDV B	1	4
CANTEEN, 1Q W/CAP C9	2	6
HELMET KEVLAR	1	17
FRAME FLD PK COMP H9	1	38
OVERSHOES VINYL	1	101
PARKA WW IMPROVED	1	119
TROUSER CAMO W/W GRT	1	120
CANTEEN, PLAS COLAPS	1	512
BERET, MANS MAROON	2	531
COAT CAM HW	4	534
TROUSERS, CAM HW	4	535
GLOVES, LEATHER WORK	1	540
BOOT, HW BLACK	2	543
SOCKS, GORETEX SIZED	1	546
PARKA ECWCS CAM GORE	1	548
DRAWERS, CW POLYPRO	2	549
NDERSHIRT, CW POLYP	2	550
TROUSERS ECWCS CAM G	1	557
SOLDR GRND INSULATOR	1	703
MODULAR SLEEP SYSTEM	1	710

**NOTE: SOME UNITS AND MOS' WILL
REQUIRE ADDITIONAL OR SPECIALTY
EQUIPMENT THAT WILL BE IDENTIFIED
BY THE SPECIFIC UNITS SOP.**

JRTC & FORT POLK STANDARDS

Appendix 4

AFZX-CG

SUBJECT: Command Policy Memorandum CG-01 – Commander's Critical Information Requirements (CCIRs)

b. Level 2. The DC will be notified of the below incidents and brief the CG NLT 0900 the following morning.

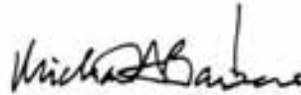
- (1) Serious injury, requiring hospitalization of any Fort Polk Soldier or family member.
- (2) Any deployed Fort Polk Soldier wounded in action (WIA).
- (3) Arrival of any WIA Soldier to BJACH and/or Fort Polk.
- (4) Serious injury, requiring hospitalization of any Soldier at Fort Polk in rotation or undergoing mobilization.
- (5) Suicide attempt by a Fort Polk Soldier or family member.
- (6) Serious accidents, damage, or crimes that will adversely affect Fort Polk or its community.
- (7) Loss of any sensitive or high dollar value items.
- (8) Attacks on the Fort Polk information network.
- (9) Suspicious activity or other indicators of a possible threat or incident affecting the security of Fort Polk.
- (10) Incident involving weapons or ammunition.
- (11) Reportable fuel, oil, or chemical spills.
- (12) Incidents involving officers or senior noncommissioned officers.
- (13) Military vehicle accidents resulting in high dollar property or vehicle damage.
- (14) Range fires that threaten government property or the surrounding civilian populace, facilities, or property.

JRTC & FORT POLK STANDARDS

AFZX-CG

SUBJECT: Command Policy Memorandum CG-01 – Commander's Critical Information Requirements (CCIRs)

3. In the event other serious incidents occur that are not addressed in this memo, contact the DC for guidance during duty hours or the FOD after duty hours. If unable to contact the DC for Level 1 CCIRs, contact the CG directly.



MICHAEL D. BARBERO
Brigadier General, USA
Commanding

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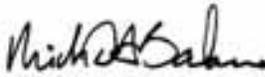
AFZX-EOP

AUG 02 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-01 – Statement on Equal Opportunity (EO)

1. Reference Army Regulation (AR) 600-20, Army Command Policy, 13 May 2002.
2. The policy of the United States Army is to provide equal opportunity and fair treatment for military personnel, family members, and DA civilians without regard to race, color, gender, religion, or national origin and to provide an environment free of unlawful discrimination and offensive behavior. Unlawful discrimination will not be tolerated.
3. I charge every leader with the task of developing a climate, on or off post, which is free of discrimination and/or sexual harassment; where personnel are evaluated purely on merit, fitness, capability and potential; and which promotes harmony and positive attitudes supportive of Army objectives.
4. Every Soldier, family member, and DA civilian has the right to present a complaint to the command without fear of intimidation, acts or threats of reprisal, or harassment. Complaints may be filed with the chain of command, the office of equal opportunity program, the inspector general, the chaplain, the provost marshal office, medical agency personnel, the staff judge advocate, or the housing referral office.
5. This policy will remain in effect until superseded or rescinded.


MICHAEL D. BARBERO
Brigadier General, USA
Commanding

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AFZX-EOP

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-02 – Prevention of Sexual Harassment (POSH)

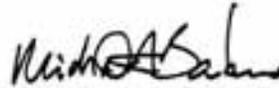
1. Reference Army Regulation (AR) 600-20, Army Command Policy, 13 May 2002.
2. It is the policy of the United States Army that sexual harassment is unacceptable conduct and will not be tolerated. I adopt this policy without reservation.
3. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates a hostile or abusive environment, or which unreasonably interferes with the performance of a Soldier or civilian.
4. I expect leaders at every level, military and civilian, to be sensitive to issues and allegations of sexual harassment. Your response to incidents of sexual harassment must be swift, fair, and effective.
5. Soldiers and civilians who perceive they are being sexually harassed should make it clear that the conduct is unwelcome and offensive. Questions and complaints about sexual harassment may be directed to the chain of command or supervisor, the office of equal opportunity programs, the inspector general, the staff judge advocate, the chaplain, the provost marshal office, medical agency personnel, or the sexual harassment hotline.
6. Every Soldier, family member, and DA civilian has the right to present a complaint without fear of acts or threats of reprisal.
7. Prevention of sexual harassment training will be progressive, interactive small group training conducted twice each year.

JRTC & FORT POLK STANDARDS

AFZX-EOP

SUBJECT: Command Policy Memorandum G1-02 – Prevention of Sexual Harassment (POSH)

8. This policy will remain in effect until superseded or rescinded.



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AFZX-EOP

AUG 02 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-03 - Equal Opportunity (EO)/Sexual Harassment Complaint Procedures

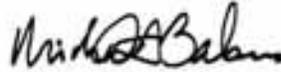
1. Reference Army Regulation (AR) 600-20, Army Command Policy, 13 May 2002.
2. The EO complaint processing system addresses complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, and national origin. Attempts should always be made to solve the problem at the lowest possible level within an organization.
3. Complaints of unlawful discrimination and/or sexual harassment should be addressed to the chain of command, the office of equal opportunity program, the inspector general, the staff judge advocate, the chaplain, the provost marshal office, the housing referral office, or medical agency personnel. It is the policy of the United States Army that all Soldiers, family members, and DA civilians have the right to the following:
 - a. Present a complaint to the command without fear of intimidation, reprisal, or harassment.
 - b. Communicate with the commander concerning their complaints.
 - c. Receive assistance when submitting a complaint.
 - d. Receive training on the Army's EO complaint and appeals process.
4. Individuals are responsible for advising the command of the specifics of sexual harassment and unlawful discrimination complaints and providing the command an opportunity to take appropriate action to rectify/resolve the issue.
5. I expect leaders at every level to be committed to providing an environment free of sexual harassment and unlawful discrimination and to handle complaints against such matters in a swift, fair, and effective manner.

JRTC & FORT POLK STANDARDS

AFZX-EOP

SUBJECT: Command Policy Memorandum G1-03 – Equal Opportunity (EO)/Sexual
Harassment Complaint Procedures

6. This policy will remain in effect until superseded or rescinded.



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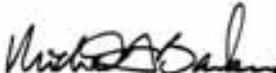
AFZX-SJA

AUG 02 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum SJA-01 – Commander's Open Door Policy

1. It is imperative that Soldiers feel free to voice their problems to their chain of command. As leaders we must ensure we let our Soldiers know we are here to listen to their concerns.
2. My door is open at any time to discuss problems with any Soldier, family member, or civilian employee of this command. I strongly encourage you to first surface the issue with your chain of command. If, however, you feel that your chain of command is unresponsive or the matter is too sensitive to discuss at unit level, you may make an appointment to see me by contacting my CSM at 531-1723.
3. A copy of this memorandum will be posted on the permanent section of all bulletin boards.
4. This policy will remain in effect until superceded or rescinded.


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Brigadier General, USA
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AFZX-JA

AUG 02 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum SJA-02 - Relief for Cause of Commissioned and Noncommissioned Officers and Limitation of Exercise of Disciplinary Authority by Subordinates

1. Relief for cause of commissioned officers:

a. Army Regulation 600-20, para 2-17, requires that action to relieve an officer from any command position will not be taken without first obtaining written approval of the first general officer in the chain of command.

b. The requirements of AR 600-20, para 2-17, concerning relief for cause are hereby extended to all captains and above, whether or not in command positions.

2. Relief for cause of noncommissioned officers:

a. Action to relieve a command sergeant major, sergeant major, first sergeant, or master sergeant will not be taken without my prior written approval.

b. Action to relieve sergeants first class, staff sergeants, or sergeants must be approved in writing by the first colonel commander or above in the chain of command.

3. In cases of relief for cause where the individual's continued presence in the duty position may be detrimental to the organization, this policy does not preclude temporary suspension from assigned duties pending approval of a recommended relief.

4. The provisions of AR 623-105 and AR 623-205 concerning administrative review of relief reports remain applicable. United States Army Reserve and Active Guard/Reserve (AGR) personnel are governed by AR 135-18.

5. Limitation of exercise of disciplinary authority by subordinates:

a. Pursuant to Fort Polk Supplement to AR 27-10, para 3-7(d), the exercise of administrative or military justice disciplinary authority over commissioned officers, warrant officers, and command sergeants major is specifically reserved by the commanding general for all units at Fort Polk. All instances of misconduct or suspected misconduct involving commissioned officers,

JRTC & FORT POLK STANDARDS

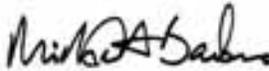
AFZX-JA

SUBJECT: Command Policy Memorandum SJA-02 - Relief for Cause of Commissioned and Noncommissioned Officers and Limitation of Exercise of Disciplinary Authority by Subordinates

warrant officers, or command sergeants major must be promptly reported to the staff judge advocate.

b. Offenses involving wrongful use, possession, or distribution of controlled substances will be disposed of at the LTC or higher command level.

6. This policy will remain in effect until superceded or rescinded.



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Brigadier General, USA
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AFZX-JA

AUG 02 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum SJA-03 - Indecent and Offensive Language

1. References:

- a. Army Regulation 600-20, Army Command Policy, 13 May 02.
- b. Uniform Code of Military Justice (UCMJ), Articles 90, Article 91, Article 92, and 134.

2. Applicability: This policy applies to all persons on Fort Polk.

3. Enforceability: This policy is punitive. Violators of this policy may be subject to action under the UCMJ, adverse administrative action, or action for violation of Louisiana statutory criminal law.

4. Policy:

a. General Guidelines Regarding Offensive Language in Public Places: Public use of indecent and offensive language by Soldiers and civilians on Fort Polk is not only in bad taste, but disrespectful to all members of the community and its visitors. While private conversations remain the personal business of those involved, conduct in public places has a direct impact on the quality of life, good order and discipline, and the community. These standards apply to all Soldiers and civilians on Fort Polk. Everyone should assist in policing the use of indecent language on the installation.

b. Offensive Speech: Profanity and other types of offensive language are often prejudicial to good order and discipline, discrediting to the Army, and, therefore, punishable under Article 134 of the UCMJ, Indecent Language. Article 134 defines "indecent" language as that which "is grossly offensive to modesty, decency, or propriety, or shocks the moral sense because of its vulgar, filthy, or disgusting nature, or its tendency to incite lustful thought." Normally, on-the-spot counseling and education is appropriate. Leaders may also order Soldiers to stop using offensive or inappropriate language in public. Failure to abide by such an order may be punishable under Articles 90 or 91 of the UCMJ.

c. Sexually Harassing Speech: Sexually harassing speech is of special concern. Pursuant to AR 600-20, paragraph 7-5, sexual harassment includes, among other things, sexually explicit

JRTC & FORT POLK STANDARDS

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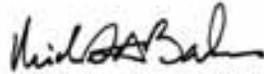
SUBJECT: Command Policy Memorandum SJA-03 - Indecent and Offensive Language

profanity, sexual jokes, and comments of a sexual nature. Soldiers and civilian employees who violate this policy are subject to administrative or punitive action.

d. T-Shirts, Signs, and Gestures (Non-Verbal Communication): The standards discussed above apply not only to spoken language, but also non-verbal "speech," such as t-shirts, hats, bumper stickers, and gestures. Violators of the policy on non-verbal communication are subject to the same sanctions that apply to spoken language. Any person who violates the provision regarding bumper or window stickers may also have his or her vehicle banned from post until the offensive sticker is removed.

5. This policy will remain in effect until superceded or rescinded.

*I expect leaders to
make on-the-spot
corrections. Especially
off-duty!*


MICHAEL D. BARBERO
Brigadier General, USA
Commanding

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AFZX-PM

AUG 02 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum PMO-01 – Accountability of Sensitive Items

1. References:

- a. Army Regulation 190-40, Serious Incident Report, 30 November 1993.
- b. Command Policy Memorandum CG-01, Commander's Critical Information Requirements.

2. Purpose: This memorandum establishes procedures to prevent or respond to an incident involving a lost or stolen sensitive item.

2. Applicability: This memorandum applies to all military units and activities assigned to, or located at, the Joint Readiness Training Center (JRTC) and Fort Polk.

3. Definitions - for the purpose of this policy, sensitive items are:

- a. Arms, ammunition, and explosives as defined in Appendix C-1(h), AR 190-40.
- b. Sensitive items identified by Controlled Inventory Item Code (CIIC) 1-6, 8, Q, R, S.
- c. Controlled cryptographic items identified by CIIC 9.
- d. Night vision devices or scopes.
- e. Items, other than those listed in "a" through "d" above, of value greater than \$50,000.

4. Prevention: In a training environment, commanders will establish a system to account for all sensitive items twice each day, i.e., once each a.m. and p.m. Subordinate leaders/supervisors within the command will ensure continuous accountability by count and serial number.

5. Joint Readiness Training Center Rotational Units:

- a. Rotational units will report the loss of any sensitive item to the senior observer/controller (O/C). The report of a lost sensitive item will not terminate the exercise scenario. The rotational unit will search for the lost sensitive item while continuing to train.

JRTC & FORT POLK STANDARDS

AFZX-PM

SUBJECT: Command Policy Memorandum PMO-01 – Lost or Stolen Sensitive Items

b. The senior O/C will notify the JRTC Operations Center, which will notify the commander, JRTC Operations Group (COG), and the deputy commander (DC), commanding general (CG), or installation field officer of the day (FOD) as appropriate. The COG will make the determination of when to halt training to recover the lost or stolen sensitive item.

c. Rotational units will be briefed on this policy as a part of the exercise rules of engagement (EXROE) brief prior to all rotations, NLT D-3 by O/Cs.

6. Initial Response: When a unit (other than a JRTC rotational unit) encounters a lost, stolen, or missing sensitive item, the senior ranking person at the scene will:

a. Halt all training activities and secure the immediate area where the weapon or sensitive item was discovered missing.

b. Conduct a controlled search of the immediate area, including all personnel and equipment.

c. Account for recent movement of personnel or equipment out of the area.

d. Immediately inform the unit chain of command of the missing item.

7. Reporting: If the item is not located within 1 hour, the unit commander having direct responsibility for the missing sensitive item will:

a. Notify the DC (during duty hours) or FOD (during non-duty hours) and update every 4 hours or as directed.

b. Contact the military police and report the incident. Notification will not be delayed awaiting complete information. The unit commander will ensure that personnel identified by the military police or CID are present to be questioned or searched.

c. The unit will remain on location until the weapon or sensitive item is found or the unit receives a release from the CG.

6. This policy will remain in effect until superceded or rescinded.



MICHAEL D. BARBERO
Brigadier General, USA
Commanding

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AFZX-PM

AUG 0 2 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum PMO-02 – Noise Abatement

1. Purpose: This memorandum establishes the standards and enforcement measures for Fort Polk's noise abatement policy.
2. Applicability: This memorandum applies to all Soldiers and civilians on Fort Polk, regardless of unit, affiliation, or status.
3. Background: Excessive noise damages hearing, poses a safety risk, undermines good order and discipline, and disturbs the peace and tranquility of the Fort Polk community. While appropriate measures exist to control noise created by normal military operations, additional measures are required to address excessive noise created by personal activities on the installation.
4. Authority:
 - a. Army Regulation 600-20 grants commanders broad disciplinary powers in furtherance of command responsibilities. Ensuring the proper conduct of Soldiers is a function of command.
 - b. Section 103.1 of Title 14, Louisiana Revised Statutes, makes it a crime to cause emanations of excessive sound or noise. This statute is enforceable on Fort Polk under Section 13 of Title 18, United States Code.
5. Policy: Excessive noise is prohibited on the Fort Polk military installation. No person shall operate or permit the operation of any sound amplification system which emanates unreasonably loud or excessive sound, or noise which is likely to cause inconvenience or annoyance to persons of ordinary sensibilities. Excessive noise is defined as:
 - a. Music, vibrations, or other sounds emanating from a sound amplification system located in or on any motor vehicle on any street, parking lot, or other open area of the installation, which is audible at a distance of 50 feet.
 - b. Music, vibrations, or other sounds emanating from a hand carried sound system on any street, parking lot, or other open area of the installation which is audible at a distance of 50 feet.

JRTC & FORT POLK STANDARDS

AFZX-PM

SUBJECT: Command Policy Memorandum PMO-02 – Noise Abatement

c. Music, vibrations, or other sounds emanating from any sound system located in any barracks, quarters, or other building on the installation which is audible at a distance of 50 feet from the exterior wall of the building.

d. Profanity in lyrics that can be heard outside any motor vehicle, regardless of distance. This may also violate Command Policy SJA-03, "Indecent Language."

6. Exceptions: The provisions of this policy do not apply to the use of a horn, alarm, or other warning device which has as its purpose the signaling of unsafe or dangerous situations or to summon the assistance of law enforcement when used for such purpose, or when used in conjunction with a permitted event. The provisions of this policy do not apply to noise caused by military operations or other official activities.

7. Waiver: Written waiver of this policy may be granted for unit or public activities on Fort Polk. Waiver authority is the first commander in the grade of lieutenant colonel (LTC) commander in that unit's chain of command. Units without a commander in the grade of LTC or higher on Fort Polk will request a waiver through the garrison commander.

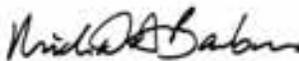
8. Enforcement: Individuals who violate this policy may face both criminal and administrative action, including the revocation of on-post driving privileges. Military personnel who violate this policy may also be subject to punishment for violation of Article 92 or Article 134 of the Uniform Code of Military Justice (UCMJ). Civilians who violate this policy will be subject to prosecution in US Magistrate Court. Enforcement will be through the following methods:

a. All leaders will rigorously enforce this policy through on-the-spot corrections. !!

b. Military police will issue appropriate citations to both Soldiers and civilians.

c. Any individual who observes violations of this policy should report the violation to the relevant unit's chain of command or the provost marshal's office.

10. This policy will remain in effect until superseded or rescinded.


MICHAEL D. BARBERO
Brigadier General, USA
Commanding

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JRTC & FORT POLK STANDARDS



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
7330 MISSISSIPPI AVENUE, SUITE 101
FORT POLK, LOUISIANA 71459-5339

AFZX-MWR-AC

AUG 02 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum DMWR-02 - Physical Separation of Parties
Involved in Domestic Violence

1. Purpose: This policy memorandum implements a mandatory 72-hour minimum period of physical separation for Soldiers and/or their civilian spouses involved in domestic disputes on and off the Fort Polk installation.
2. Applicability: The provisions of this policy apply to all military personnel assigned to Fort Polk and their spouses, whether living on or off the Fort Polk installation.
3. General: Violence against a spouse is a crime and is contrary to the values and standards of the United States Army. Domestic violence is a community issue that affects family stability, Soldier morale, and mission accomplishment. Department of Defense (DoD) Directive 1030.1, Victim and Witness Assistance, includes a bill of rights, which closely resembles the Federal Crime Victims' Bill of Rights. Under this bill of rights, DoD officials are responsible for ensuring that victims of military crimes are afforded several rights, among which are the right to be treated with fairness and respect for their dignity, and the right to be reasonably protected from the alleged offender. The provisions set forth within this policy will ensure that these rights are observed and that the safety of military victims of spouse abuse is maximized.
4. Active Duty Offenders: When an active duty Soldier is the offender in a domestic disturbance involving physical assault, commanders, upon notification by the provost marshal office (PMO), the installation reporting point of contact (RPOC) for child and spouse abuse reports, a social work service (SWS) case manager, or a civilian law enforcement agency will require the Soldier be placed in the barracks or with a command-assigned individual at least two grades higher (see subsection "a" below) than the Soldier, for a minimum separation period of 72 hours.
 - a. If the commander places the offender with a command-assigned individual, that individual must be an officer or a noncommissioned officer (NCO) no less than two grades higher than the offender, does not reside within close proximity of the victim, and has the authority to issue verbal and/or written orders of restraint as necessary. To avoid conflicts of interest, the assigned individual shall not be a friend of the offender.

JRTC & FORT POLK STANDARDS

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SUBJECT: Command Policy Memorandum DMWR-02 - Physical Separation of Parties Involved in Domestic Violence

b. In dual military cases, commanders will require that the Soldier-victim remain in the couple's residence and that the Soldier-offender be placed in the barracks or with a command-assigned individual. The provisions set forth in paragraph 4(a) above shall apply.

c. In dual military cases involving mutual affrays, commanders will make the determination as to which party to place in the barracks, based on who is identified by the military police (MP) or an SWS case manager as the primary aggressor. In accordance with Army Regulation 608-18, the primary aggressor is defined as the person who maintains the power and control in an abusive incident regardless of who initiates the domestic dispute, continued the dispute, or provoked the incident. In deciding which party to order into the barracks, commanders should always consider the interests and welfare of the party's minor children, if any, to include which parent provides the majority of the care.

d. Commanders will ensure that the unit representative responsible for picking up the soldier at the PMO is an officer or NCO at least two grades higher than the Soldier, and that they meet with the on-call victim advocate before leaving the MP station.

e. Commanders will ensure that offenders contact SWS for an initial assessment within 24 hours after an incident occurs or the next working day if the incident occurs on a weekend or a holiday.

f. Commanders will ensure Soldier-offenders understand that 72 hours is a minimum separation period contingent upon the completion of the initial SWS assessment and the recommendation of the SWS case manager. Based on all of the circumstances, particularly the assessment of the SWS case manager, commanders will not allow the parties to reunite if either party's safety is at stake.

g. In situations where a domestic dispute does not include a physical assault, commanders may still institute a 72-hour physical separation period based on the circumstances and the recommendations of the MPs, SWS case manager, and/or victim advocate.

h. When appropriate, commanders may revoke pass or leave privileges of Soldiers subject to the provisions of this policy.

5. In situations where a Soldier must retrieve basic necessities from his/her home, commanders will ensure the victim is notified prior to going to the home and that a unit escort is assigned to accompany the Soldier to the home. The unit escort will keep the Soldier-offender in line of site supervision during the visit.

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Involved in Domestic Violence

- a. The escort must be an officer or NCO no less than two grades higher than the offender with the authority to issue a verbal or written order of restraint where necessary.
- b. The escort will be responsible for the Soldier's return to the barracks or home after he/she has gathered his/her basic necessities.
- c. The commander will ensure the Soldier-offender understands that this is a one-time visit during the separation period, and that he/she is not to return to the quarters until the requirements outlined in paragraphs 4(e) and (f) of this policy memorandum are met.
- d. Commanders will secure quarter's keys to ensure Soldier-offenders do not have access to the quarters during the separation period or during periods of restraint as per court issued orders of protection.

6. Protective Orders:

- a. In cases where a civilian court has issued an order of protection (restraining order) against a Soldier-offender, commanders will counsel their Soldiers to abide by the restrictions set forth in said order and will issue a military protective order (MPO) delineating similar restrictions. Commanders may pursue Uniform Code of Military Justice (UCMJ) action against Soldier-offenders who violate MPOs.
- b. In cases where a civilian court has issued an order of protection (restraining order) against a civilian-offender, commanders will request that a bar from the installation be instituted against the civilian-offender. Commanders should contact the office of the staff judge advocate or on-call judge advocate at 208-3247 to begin the process of instituting a bar from post.
- c. When a civilian-offender violates a civilian order of protection, he or she will be escorted off post by the MPs and a bar action will be initiated through the office of the staff judge advocate. Civilians who violate a bar from the post are subject to prosecution in the United States Magistrate Court.
- d. Upon securing quarter's keys, commanders will advise the directorate of public works (DPW) that an order of protection is in place against a Soldier within their command and that additional keys to government and government-leased quarters should not be issued to the Soldier-offender.

7. Civilian Offenders: Where the offender is the civilian spouse, commanders will keep the Soldier's safety as the highest priority. Commanders will use whatever safety measures they

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deem appropriate, to include placing the Soldier-victim in the barracks or seeking a temporary bar from the installation for the offender-civilian spouse. Where temporary bars are indicated, commanders shall contact the office of the staff judge advocate (OSJA) trial attorney or on-call OSJA attorney to begin the process of instituting an emergency bar.

8. Off-Post Incidents: Local civilian law enforcement shall deal with incidents occurring off post. Pursuant to a memorandum of agreement (MOA), local law enforcement shall be responsible for notifying the provost marshal office (PMO) of an offender's release. The PMO will then be responsible for notifying the commander, who will assign a unit representative to pick up the Soldier and have him/her placed into the barracks or home of a command-assigned individual for a 72-hour minimum period of physical separation.

- a. Commanders will ensure they notify the Soldier-offender's spouse of his/her release.
- b. Commanders shall ensure Soldier-offenders contact SWS for an initial assessment.

9. Weapons: Upon notification by the MPs, commanders will remove weapons from the home of Soldiers involved in domestic disputes and secure them in the unit's arms room until such time as a SWS case worker assesses it is safe for weapons to be returned to the custody of the offender.

10. This policy will remain in effect until superceded or rescinded.


MICHAEL D. BARBERO
Brigadier General, USA
Commanding

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**JRTC & FORT POLK
STANDARDS
Appendix 5**

CHAIN OF COMMAND / NCO SUPPORT CHANNEL

Commander in Chief

Secretary of Defense

Secretary of the Army

Chief of Staff, Army

SMA

CDR FORSCOM

CSM FORSCOM

CDR XVIII ABN CORPS

CSM XVIII ABN CORPS

CDR, JRTC & Fort Polk

CSM, JRTC & Fort Polk

CDR Brigade/Regiment

Brigade/Regiment CSM

Battalion CDR

Battalion CSM

Company CDR

Company 1SG

Platoon Leader

Platoon Sergeant

Squad Leader _____

RISK MANAGEMENT

Risk management is part of everything we do. Risk management is the process of identifying and controlling hazards and making risk decisions to protect the force. It is applicable to any mission or environment, on or off duty.

THE FIVE STEP RISK MANAGEMENT PROCESS

1. **IDENTIFY HAZARDS** to the force. Consider all aspects of current and future situations, environment, and know historical problem areas.
2. **ASSESS HAZARDS** to determine risks. Assess the impact of each hazard in terms of potential loss based on probability and severity.
3. **DEVELOP CONTROLS and MAKE DECISIONS** that eliminate the hazard or reduce risk.
 - A. Reassess hazards given the controls.
 - B. Determine the proper decision authority.
4. **IMPLEMENT CONTROLS** that will eliminate the hazard or reduce its risk.
5. **SUPERVISE and EVALUATE.** Enforce standards and controls. Evaluate the effect of controls and adjust as necessary.