

**FORT POLK
DIRECTORATE OF EMERGENCY SERVICES**

RESOURCE GUIDE



Directorate of Emergency Services
1668 22nd Street
Bldg 2397
Fort Polk, LA 71459

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THE GOAL OF THIS PAMPHLET IS TO PROVIDE MEMBERS OF THE FORT POLK COMMUNITY A QUICK REFERENCE GUIDE TO THE SERVICES PROVIDED BY THE DIRECTORATE OF EMERGENCY SERVICES.

EACH DIVISION OF THE DES IS DEDICATED TO PROVIDING THE FORT POLK COMMUNITY THE BEST QUALITY OF SERVICE. THROUGH TEAMWORK AND COOPERATION, WE CAN MAKE FORT POLK THE SMALL TOWN SOLDIERS AND FAMILIES DESIRE TO RAISE THEIR CHILDREN IN.

DES Mission

DIRECTORATE OF EMERGENCY SERVICES (DES) PROTECTS LIFE, HEALTH, PROPERTY, ENVIRONMENT, AND STANDS READY TO RESPOND TO ALL HAZARDS BY PROVIDING THE COMMUNITY WITH QUALITY LAW ENFORCEMENT, PHYSICAL SECURITY, FIRE PROTECTION, AND EMERGENCY SERVICES TO THE FORT POLK COMMUNITY.

DES Vision Statement

A UNIFIED EMERGENCY SERVICES ORGANIZATION, WHICH EXCEEDS OVERALL EMERGENCY RESPONSE STANDARDS WHILE PROMOTING PUBLIC SAFETY AND ASSISTANCE THROUGH PROACTIVE RESPONSE, PREVENTION, AND EDUCATION.

DIRECTORATE OF EMERGENCY SERVICES

ASSIST, PROTECT, AND DEFEND



IMPORTANT NUMBERS TO KNOW

EMERGENCY – 911

NON-EMERGENCY – 337-531-COPS(2677)

LEESVILLE POLICE
337-238-0331

NEW LLANO
337-239-3849

DERIDDER POLICE
337-462-8925

ROSEFINE POLICE
337-463-8249

ALEXANDRIA POLICE
318-487-5911

**VERNON PARISH
SHERIFF OFFICE**
337-238-1311

**BEAUREGARD PARISH
SHERIFF OFFICE**
337-463-3281

**RAPIDES PARISH
SHERIFF OFFICE**
318-473-6700

**LA STATE POLICE
TROOP E**
318-487-5911

**BYRD REGIONAL HOSPITAL
LEESVILLE**
337-239-9041

**BEAUREGARD MEMORIAL
HOSPITAL
DERIDDER**
337-642-7100

POST INFORMATION
531-2911

DIRECTORATE OF EMERGENCY SERVICES

E:911 CONSOLIDATED CENTER	531-2677
DEPUTY DIRECTOR	531-2310
PROVOST MARSHAL	531-7020
PROVOST SERGEANT MAJOR	531-7240
ADMINISTRATION	531-7020
CHIEF OF POLICE	531-6294
PATROL DIVISION	531-6967
LE MANAGEMENT	531-2256
RESOURCE & TRAINING	531-8225
OPERATIONS OFFICER	531-2266
OPERATIONS SERGEANT	531-4877
MP INVESTIGATIONS	531-7324
TRAFFIC INVESTIGATIONS	531-1806
FORCE PROTECTION	531-4913
PHYSICAL SECURITY	531-4913
CIVIL LIAISON	531-6812
CONSERVATION ENFORCEMENT	531-5222
WEAPONS REGISTRATION	531-6572
GUARD CHIEF	531-1159

FIRE DEPARTMENT

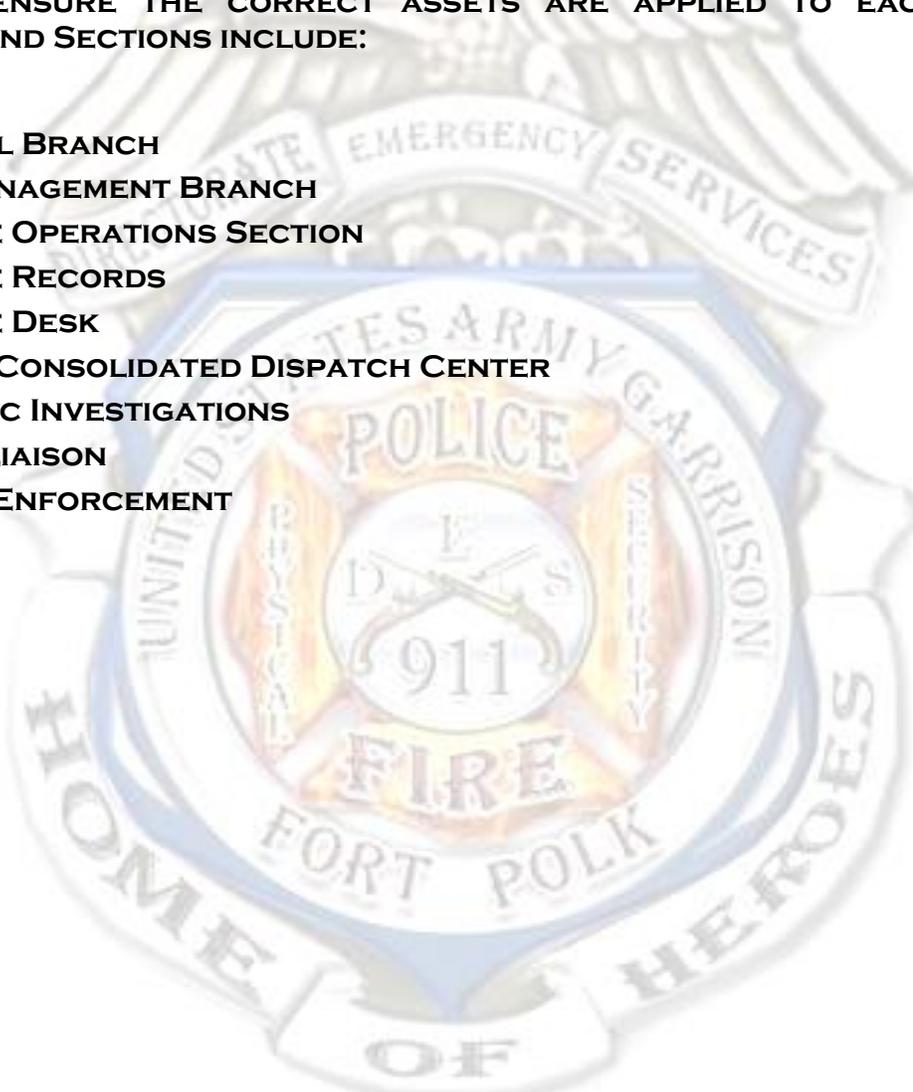
24 HOURS 531-2026 / 2296	
FIRE CHIEF	531-7486
ASSISTANT CHIEF - OPERATIONS	531-6161
ASSISTANT CHIEF - PREVENTION	531-7247



FORT POLK POLICE

FORT POLK POLICE ARE AMONG THE BEST-EQUIPPED AND BEST-TRAINED POLICE AGENCIES IN THE ARMY. EVERY ASPECT OF POLICE OPERATIONS IS AUTOMATED AND CLOSELY MONITORED TO ENSURE THE SAFEST POSSIBLE HOME TOWN FOR OUR RESIDENTS, RESPONSIVENESS TO THE NEEDS OF OUR COMMUNITY, TIMELY AND ACCURATE REPORTING OF CRIMINAL ACTIVITY ON THE INSTALLATION AND SWIFT IDENTIFICATION AND APPREHENSION OF OFFENDERS. POLICE ACTIVITIES ARE MANAGED THROUGH A HIERARCHY OF BRANCHED AND SPECIALIZED SECTIONS IN ORDER TO ENSURE THE CORRECT ASSETS ARE APPLIED TO EACH EMERGENCY. BRANCHES AND SECTIONS INCLUDE:

- PATROL BRANCH
- LE MANAGEMENT BRANCH
- POLICE OPERATIONS SECTION
- POLICE RECORDS
- POLICE DESK
- E-911 CONSOLIDATED DISPATCH CENTER
- TRAFFIC INVESTIGATIONS
- CIVIL LIAISON
- GAME ENFORCEMENT



CHIEF OF POLICE: BOBBY LUNGRIN

531-6294

POLICE OPERATIONS

THE FUNCTION OF THE OPERATIONS SECTION IS TO PROVIDE PROCEDURAL GUIDANCE AND SPECIFIC RESPONSIBILITIES WHICH APPLY TO PERSONNEL WHO PERFORM FORCE PROTECTION AND LAW ENFORCEMENT ON FORT POLK.

DES OPERATIONS PROVIDES GUIDANCE TO MANY ORGANIZATIONS FOR UPCOMING COMMUNITY EVENTS. DURING THE PROCESS, THE SECTION MAKES SURE THE NECESSARY SECURITY AND SAFETY MEASURES ARE EMPLACED AND FOLLOWED.

THE OPERATIONS SECTION IS RESPONSIBLE FOR THE REVIEW AND INITIAL STAFFING OF ALL POLICE REPORTS.



PATROLS BRANCH: CPT ROBERT BANKHEAD
LE MANAGEMENT: CPT ART LAMPERT
OPERATIONS OFFICER
OPERATIONS NCO

531-6967
531-2256
531-2266
531-4877

POLICE RECORDS

THE ADMINISTRATIVE SECTION IS RESPONSIBLE FOR THE PROCESSING OF ALL REPORTS AND CITATIONS, MAINTAINING, AND SAFEGUARDING FILES WHILE CONTROLLING RECORDS, CORRESPONDENCE, AND FORMS. RESPONSIBLE FOR PREPARING, ISSUING, TRACKING OF COMMANDERS REPORTS OF DISCIPLINARY ACTIONS FOR CRIMINAL INCIDENTS DA FM 2833, DA FM 1408, STATISTICAL REPORTS, AUTOMATION SECURITY, PRIVACY ACT REQUIREMENTS, PROCESSING OF VARIOUS REPORTS AND QUERIES WITH THE CENTRALIZED OPERATIONS POLICE SUITE (COPS) AND ACCOUNTABILITY AND REPORTING OF THE VICTIMS AND WITNESSES OF THE CRIME PROGRAM.

OFFICE HOURS: 0900-1600 MONDAY – FRIDAY

***REPORTS GENERALLY
TAKE 10-15 WORKING
DAYS FOR PROCESSING
BEFORE ANY REPORT IS
READY TO BE MADE
AVAILABLE TO THE
PARTIES INVOLVED.***



DESK SERGEANT

THE FORT POLK DES STATION IS OPEN 24 HOURS A DAY, SEVEN DAYS A WEEK. THE POLICE DESK IS AN INFORMATION REPORTING OFFICE FOR JRTC & FORT POLK. THE DESK SERGEANT HAS THE RESPONSIBILITIES OF COMPILING DATA FROM OF EACH DAY'S COMPLAINTS AND CASEWORK, AND FORMATTING THEM FOR THE DAILY JOURNAL AND BLOTTER, WHICH CHRONOLOGICALLY TRACKS POLICE ACTIVITIES OVER A 24-HOUR PERIOD. THE POLICE BLOTTER TRACKS SERVICE CALLS, INFORMATION AND INCIDENTS DURING THE SAME 24-HOUR PERIOD, BUT CAPTURES POLICE SENSITIVE INFORMATION DEEMED CRIMINAL IN NATURE. THE POLICE BLOTTER IS FORMATTED FOR DISTRIBUTION OUTSIDE THE DES.



E-911 CONSOLIDATED DISPATCH CENTER

FORT POLK'S E-911 CENTER IS A STATE OF THE ART COMMAND CENTER AND IS KEY TO OUR ABILITY TO PROVIDE QUALITY LAW ENFORCEMENT AND QUICK RESPONSE FROM OUR POLICE, FIRE, AND MEDICAL SERVICES. FORT POLK IS SERVED BY A TEAM OF DEDICATED PROFESSIONALS WHO HOLD 7 SEPARATE CERTIFICATIONS INCLUDING EMERGENCY DISPATCH FOR POLICE, FIRE, AND MEDICAL PROTOCOL BY THE NATIONAL ACADEMY OF EMERGENCY DISPATCH FOR POLICE, FIRE, AND MEDICAL PROTOCOL.

Calling 911?
Ensure you know the address or location, stay calm, and try to answer any questions to best of your ability.

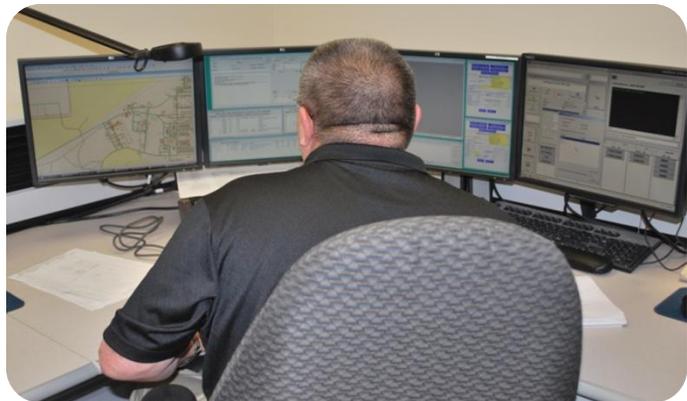
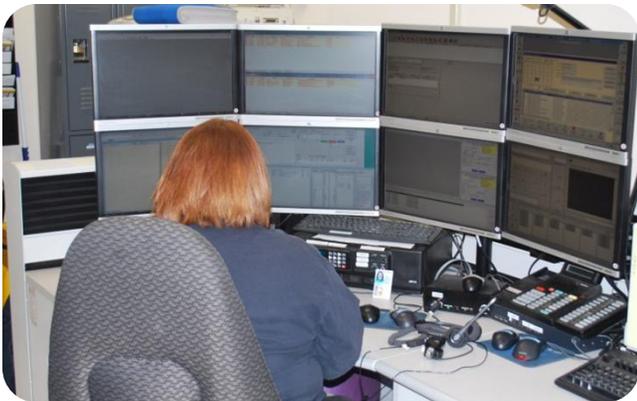
THOUGH OUR E-911 CENTER HAS MANY FUNCTIONS, THERE ARE TWO PRIMARY FUNCTIONS WITHIN THE COMMUNICATION CENTER.

1) RECEIVES INCOMING CALLS FOR POLICE, FIRE, AND MEDICAL SERVICE. WHEN A TELEPHONE CALL IS RECEIVED BY THE CENTER FROM EITHER 911 OR A NON-EMERGENCY LINE, THE DISPATCHER COLLECTS THE INFORMATION FROM THE CALLER. THE INFORMATION IS QUICKLY PROCESSED AND PRIORITIZED FOR DISPATCHING.

2) DISPATCHING THE CALL. THE OPERATOR THEN DISPATCHES THE APPROPRIATE AGENCY OR AGENCIES FOR YOUR SITUATION.

IF YOU HAVE AN EMERGENCY DIAL 911

NON-EMERGENCY NUMBER 531-2677



DISPATCH CHIEF: HOWARD SMITH

531-0007

TRAFFIC INVESTIGATIONS

THE TRAFFIC SECTION PROVIDES CONTINUOUS SPECIALIZED LAW ENFORCEMENT SUPPORT TO THE SOLDIERS, FAMILIES AND CIVILIAN WORKERS OF THE JRTC & FORT POLK COMMUNITY. THE TRAFFIC SECTION HAS THE RESPONSIBILITY OF PROVIDING SUPPORT TO THE DES BY PROVIDING ACCIDENT INVESTIGATIONS, TRAFFIC ACCIDENT RECONSTRUCTION, TRAFFIC SURVEYS, TRAFFIC LAW ENFORCEMENT, DWI PROCESSING, COMPILING TRAFFIC RELATED STATISTICAL DATA, ABANDONED VEHICLE PROCESSING, TRAFFIC CONTROL, AND RELATED TASKS AS DIRECTED BY THE OPERATIONS SECTION.



TRAFFIC CHIEF: LT RONNIE BURRELL

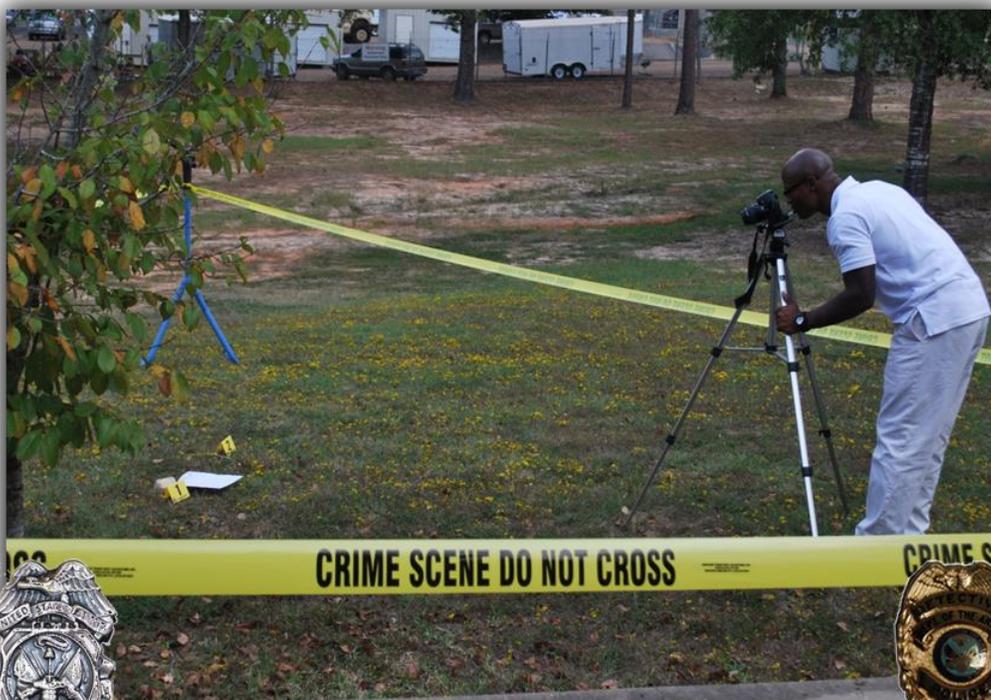
531-1806 / 6675

MILITARY POLICE INVESTIGATIONS

MILITARY POLICE INVESTIGATIONS (MPI) IS THE INVESTIGATIVE BRANCH OF THE DES. MPI INVESTIGATES CRIMINAL OFFENSES CARRYING A MAXIMUM PUNISHMENT OF CONFINEMENT OF ONE YEAR OR LESS. IN ADDITION TO THESE MISDEMEANOR OFFENSES, MPI INVESTIGATES PROPERTY OFFENSES INVOLVING DOLLAR VALUES FROM \$1500.00 TO \$4999.00 AND OTHER INVESTIGATIONS REFERRED BY THE CRIMINAL INVESTIGATIONS DIVISION (CID).

MPI ALSO ASSISTS WITH THE JUVENILE REVIEW BOARD (JVB). JUVENILES TITLED WITH ANY CRIME ON THE INSTALLATION WILL APPEAR BEFORE OF THE GARRISON SERGEANT MAJOR, DES SERGEANT MAJOR, AND A PANEL OF COMMUNITY LEADERS FOR ADJUDICATION FITTING THE CRIME. THE BOARD'S SOLE PURPOSE IS TO ASSIST PARENTS IN PREVENTING JUVENILES FROM MAKING COSTLY DECISIONS.

THE JUVENILE REVIEW BOARD (JRB) IS MONITORED BY A POLICE INVESTIGATOR ASSIGNED AS THE JUVENILE PROGRAM WHO IS RESPONSIBLE FOR MAINTAINING THE PROGRAM. THE JUVENILE INVESTIGATOR COMPILES A MONTHLY LIST OF JUVENILES LISTED AS SUBJECTS TO APPEAR BEFORE THE BOARD. THE JUVENILE INVESTIGATOR FURTHER FILLS THE ROLL AS THE INSTALLATION PROBATION OFFICER IN ORDER TO ENSURE THE JUVENILES ADHERE TO THE COMMUNITY SERVICE TIME ORDERED BY THE BOARD MEMBERS.



MPI SUPERVISOR
INVESTIGATORS

531-7166
531-9491 / 7324 / 9468 / 6302

CIVIL LIAISON

THE FORT POLK CIVIL LIAISON & AWOL APPREHENSION SECTION SERVES AS THE FOCAL POINT AND COMMANDER'S ADVISOR FOR THE:

- PROCESSING AND DISPOSITION OF AWOL / DESERTERS
- EXTRADITION OF DESERTERS IAW AR 59
- TRANSPORTING OF ALL COURT-MARTIALED SOLDIERS
- SOLDIERS ORDERED TO CONFINEMENT FACILITIES
- PROCESSING AND SERVING OF WARRANTS
- WORKING IN CONJUNCTION WITH LOCAL LAW ENFORCEMENT
- HOUSE —WATCH PROGRAM. INDIVIDUALS WHO LEAVE THEIR ONPOST QUARTERS FOR ANY TIME PERIOD MY SIGN UP FOR THIS PROGRAM AT THE CIVIL LIAISON OFFICER OR AT THE DES. PATROLS WILL CONDUCT PERIODIC CHECKS OF YOUR QUARTERS THROUGHOUT THEIR SHIFTS.

TO REPORT A DESERTER CALL 502-626-3711 / 3712 / 3713



GAME ENFORCEMENT

THE GAME ENFORCEMENT SECTION SUPPORTS THE DES BY ENFORCING LOUISIANA WILDLIFE LAWS, REGULATIONS, CONTROLS HUNTING, TRAPPING, AND FISHING ACCESS TO THE WILDLIFE MANAGEMENT AREAS (WMAs), ISSUES PERMITS, MAINTAINS STATISTICS AND CONDUCTS HUNTING ORIENTATION & SAFETY CLASSES. ADDITIONALLY THE SECTION ENFORCES ALL ANIMAL CONTROL REGULATIONS.

HUNTING AND FISHING PERMITS ARE FREE IF A HUNTER OR FISHERMAN IS IN POSSESSION OF A VALID STATE LICENSE.



PHYSICAL SECURITY

**ALARM PIN
NUMBERS ARE ISSUED
BETWEEN 0700-0900 DAILY.
(PLEASE ENSURE YOU BRING
AN UPDATED
UNACCOMPANIED ACCESS
ROSTER AND YOUR
COMPLETED BACKGROUND
SCREENING AND YOUR ID
CARD.**

**DoD Lock Program
HOTLINE
800-290-7607**

THE PHYSICAL SECURITY SECTION OF THE DES PROVIDES SUPPORT TO THE INSTALLATION THROUGH A COMPREHENSIVE INSPECTION PROGRAM. THE DIVISION INSPECTS AND PROVIDES ASSISTANCE IN THE FOLLOWING AREAS

- ARMS ROOM
- MOTOR POOLS
- TOOL ROOMS
- SUPPLY ROOMS
- SIPRNET COMMUNICATIONS
- FIELD AMMUNITION SITES
- RISK ASSESSMENTS
- VULNERABILITY ASSESSMENTS
- MISSION ESSENTIAL AND VULNERABLE AREAS
- DOD LOCK PROGRAM
- SCHEDULING INSPECTIONS
- STAFF ASSISTANCE VISITS (SAV)
- ADMINISTRATIVE SECURITY TRAINING (KEY CONTROL, ACCOUNTABILITY PROCEDURES AND ACCESS CONTROL)



OFFICE HOURS: 0700-1700 MONDAY – FRIDAY

**PHYSICAL SECURITY CHIEF
GREG FUNDERBURK**

531-7907 / 9486

FORCE PROTECTION

FORCE PROTECTION IS A BRANCH OF PHYSICAL SECURITY SECTION. THEY SUPPORT THE DES IN PERIMETER SECURITY AND ACCESS CONTROL IN THE FOLLOWING AREAS:

- FENCE LINE SECURITY
- ACCESS CONTROL OPERATIONS
- CULTURAL ROLE-PLAYER SCREENING
- RANDOM ANTI-TERRORISM MEASURES
- SUPPORTS SPECIAL EVENTS AND PROGRAMS
- OPERATION SAVE A LIFE



ACCESS CONTROL

ACCESS CONTROL AT FORT POLK IS FACILITATED THROUGH THE PHYSICAL SECURITY SECTION OF DES. IT IS PERFORMED PRIMARILY BY THE DEPARTMENT OF THE ARMY SECURITY GUARDS AND MILITARY POLICE.

ALL PERSONNEL ENTERING THE JOINT READINESS TRAINING CENTER AND FORT POLK ARE REQUIRED TO BE 100% IDENTIFIED AT ALL ACCESS CONTROL POINTS 100% IDENTIFICATION OF PERSONNEL WILL BE PERFORMED BY ELECTRONIC SCANNING THROUGH THE USE OF MOBILISA OR RAPID GATE, OR BY AN INDIVIDUAL VISITORS PASS ISSUED AT THE VISITOR CONTROL CENTER.

PERSONNEL MAY ENTER THE INSTALLATION IF A DRIVER OR PASSENGER POSSES A DoD ID CARD, RAPID GATE ID CARD OR FORT POLK VISITORS PASS/ID. ALL OCCUPANTS OF THE VEHICLE WILL BE IDENTIFIED THROUGH ELECTRONIC SCANNING.

UNESCORTED VISITORS TO THE INSTALLATION WILL BE VETTED VIA THE NCIC (III) BACKGROUND CHECK. THIS PROCESS IS THE MINIMUM BASELINE BACKGROUND CHECK REQUIRED FOR ENTRANCE ONTO FORT POLK. UPON COMPLETION OF THE NCIC CHECK THE VISITOR WILL BE ISSUED A SHORT TERM PAPER PASS OR LONG TERM VISITOR ID CARD BASED ON INDIVIDUAL NEEDS AND THE RESULTS OF THE NCIC CHECK.

THE FOLLOWING DOCUMENTATION IS REQUIRED FOR ACCESS:

- DoD COMMON ACCESS CARD
- DoD ID CARD
- STATE ISSUED DRIVERS LICENSE/ID CARD
- U.S. PASSPORT
- RAPID GATE ID CARD
- FORT POLK VISITORS PASS/ID

- AND REASON FOR ENTRANCE

IF YOU ARE OPERATING A MOTOR VEHICLE THE ADDITIONAL INFORMATION IS REQUIRED

- VEHICLE REGISTRATION
- DRIVERS LICENSE
- PROOF OF INSURANCE

WEAPONS REGISTRATION

ALL PERSONNEL THAT RESIDE ON FORT POLK ARE REQUIRED UNDER ARMY REGULATION 190-11 AND FORT POLK REGULATION 190-3 TO REGISTER THEIR PRIVATELY OWNED WEAPONS ON THE INSTALLATION WITHIN 5 DAYS OF ARRIVAL ON POST.

PERSONNEL THAT RESIDE OFF POST THAT INTEND TO TRANSPORT WEAPONS ON THE INSTALLATION WILL ALSO REGISTER THEM

ALL PERSONNEL RESIDING IN THE BARRACKS WILL REGISTER AND STORE PRIVATELY OWNED WEAPONS IN THEIR UNIT ARMS ROOMS

WEAPONS REGISTRATION IS PERFORMED AT THE VISITOR CONTROL CENTER LOCATED AT BUILDING 5903 ADJACENT TO THE MAIN GATE.

ITEMS NEEDED TO REGISTER YOUR WEAPON:

- MAKE
- MODEL
- COMPLETE AND ACCURATE SERIAL NUMBER

DO NOT BRING WEAPONS TO THE VCC!



REGISTRATION OF PERSONAL FIREARMS

(For use of this form see AR 190-11 and JRTC & FP REG 190-3. The proponent activity is Directorate of Emergency Services.)

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 3013, Department of the Army, AR 190-14, Carrying of Firearms and Use of Force for Law Enforcement Security Duties; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE: To register privately-owned firearms that are stored or used on JRTC & Fort Polk.

ROUTINE USES: Identification of owner.

DISCLOSURE: Voluntary, however, failure to provide required information will result in denial of registration and will prohibit the transport, storage, possession and use of personal firearms on the installation.

1. REGISTRATION NUMBER	2. NAME <i>(Last, First, MI)</i>	3. GRADE/RANK	4. SSN
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5. ORGANIZATION	6. WORK PHONE	7. HOME ADDRESS	8. HOME PHONE
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9. PLACE OF STORAGE (Check applicable box)

- CLASS A - PERMITS FIREARM(S) TO BE STORED IN FAMILY QUARTERS, OR IAW JRTC & FP 190-3 AT BOQ/BEQ
- CLASS B - PERMITS FIREARM(S) TO BE STORED IN UNIT ARMS ROOM ONLY
- CLASS C - PERMITS FIREARM(S) TO BE STORED IN OFF POST QUARTERS

10a. MAKE OF FIREARM	10b. TYPE (Rifle, Shotgun, Pistol)	10c. MODEL NUMBER	10d. CAL/GUAGE	10e. SERIAL NUMBER
EXAMPLE				

11a. COMMANDER'S NAME <i>(Last, First, MI)</i>	11b. GRADE/RANK	11c. PHONE	11d. COMMANDER'S SIGNATURE <i>(Required)</i>
12a. DES REGISTRANT'S <i>(Last, First, MI)</i>	12b. GRADE/RANK	12c. DATE	12d. DES REGISTRANT'S SIGNATURE <i>(Required)</i>

*** PERSONAL FIREARMS WILL NOT BE STORED IN TROOP BILLETS.**
*** PERSONAL FIREARMS WILL NOT BE CARRIED CONCEALED.**
*** THIS REGISTRATION WILL BE CARRIED WITH THE PERSONAL FIREARM WHENEVER IT IS REMOVED FROM AUTHORIZED STORAGE AND TRANSPORTED ON FORT POLK.**
*** PERSONAL FIREARMS MUST BE TRANSPORTED UNLOADED AND WILL BE LOCKED IN THE TRUNK OR LOCKED IN A CASE.**
*** THIS REGISTRATION IS NOT TRANSFERRABLE.**
*** NOTIFY THE FORT POLK VISITOR CONTROL CENTER LOCATED ADJACENT TO ACP # 1, LOUISIANA AVE WHEN THIS FIREARM IS SOLD, TRANSFERRED, OR AT TIME OF REGISTRANT'S ETS, PCS, OR RETIREMENT.**

13a. SIGNATURE OF REGISTRANT	13b. DATE
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UNCLASSIFIED/

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//DAPM-ZA//

SUBJECT: CONTROL AND REPORTING OF PRIVATELY OWNED WEAPONS.

PASS TO SENIOR COMMANDERS, INSTALLATION COMMANDERS, UNIT COMMANDERS, PROVOST MARSHALS AND DIRECTORS OF EMERGENCY SERVICES.

1. REFERENCES:

A. SECTION 1062, NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2011(PUBLIC LAW 111-383).

B. ARMY REGULATION 190-11, PHYSICAL SECURITY OF ARMS, AMMUNITION, AND EXPLOSIVES, 28 JUN 11.

2. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE CLARIFICATION REGARDING THE REQUIREMENTS AND LIMITATIONS ON THE REGISTRATION, STORAGE, AND AUTHORIZED USE OF PRIVATELY OWNED FIREARMS BY SOLDIERS. THE MAJOR POLICY CHANGES CONCERNING PRIVATELY OWNED WEAPONS IN RECENTLY PUBLISHED REFERENCE B ARE IN CONCERT WITH PUBLIC LAW IN REFERENCE A. SENIOR COMMANDERS HAVE SPECIFIC AUTHORITY TO REGULATE PRIVATELY OWNED WEAPONS, EXPLOSIVES, AND AMMUNITION ON ARMY INSTALLATIONS.

3. ON-POST REGULATION: PURSUANT TO REFERENCE B, THE SENIOR COMMANDER AT EACH INSTALLATION HAS THE AUTHORITY TO REGULATE PRIVATELY OWNED WEAPONS WITHIN THE CONFINES OF THE INSTALLATION. THIS AUTHORITY INCLUDES:

A. PROHIBITING THE CARRYING OF PRIVATELY OWNED WEAPONS UNLESS AUTHORIZED;

B. REQUIRING REGISTRATION OF FIREARMS FOR PERSONNEL RESIDING ON THE INSTALLATION;

C. REQUIRING REGISTRATION OF FIREARMS BROUGHT ONTO THE INSTALLATION FOR THE PURPOSE OF ENGAGING IN AN AUTHORIZED ACTIVITY (E.G. HUNTING OR MARKSMANSHIP EVENTS);

D. REQUIRING THAT THE PRIVATELY OWNED WEAPONS OF SOLDIERS RESIDING ON-POST BE SECURED IN THE INSTALLATION ARMORY/UNIT ARMS ROOM UNLESS AUTHORIZED TO BE STORED IN QUARTERS; AND

E. REQUIRING THAT PRIVATELY OWNED WEAPONS ARE PROPERLY TRANSPORTED ON THE INSTALLATION.

4. OFF-POST REGULATION: THE ABILITY OF A COMMANDER TO REGULATE THE PRIVATELY OWNED WEAPONS OF SOLDIERS WHO RESIDE OFF-POST IS SIGNIFICANTLY LIMITED BY REFERENCE A AS NOTED BELOW:

A. THIS STATUTE PROHIBITS THE DEPARTMENT OF DEFENSE FROM ISSUING ANY REQUIREMENT, OR COLLECTING OR RECORDING ANY INFORMATION

"RELATING TO THE OTHERWISE LAWFUL ACQUISITION, POSSESSION, OWNERSHIP, CARRYING, OR OTHER USE OF A PRIVATELY OWNED FIREARM" BY A MEMBER OF THE ARMED FORCES NOT KEPT ON A MILITARY INSTALLATION.

B. THERE ARE THREE STATED EXCEPTIONS TO THIS PROHIBITION. THE FIRST TWO APPLY WHEN SOLDIERS ARE ENGAGED IN OFFICIAL DUTIES OR ARE IN UNIFORM AND ARE SELF-EXPLANATORY.

C. THE THIRD EXCEPTION ALLOWS COMMANDERS TO REGULATE PRIVATELY OWNED WEAPONS WHEN A SOLDIER IS UNDER INVESTIGATION, PROSECUTION, OR ADJUDICATION OF AN ALLEGED VIOLATION OF LAW, INCLUDING MATTERS RELATED TO WHETHER A MEMBER OF THE ARMED FORCES CONSTITUTES A THREAT TO THE MEMBER OR OTHERS. IMPORTANTLY, AN ALLEGED VIOLATION OF LAW OR THREAT TO SELF OR OTHERS IS NECESSARY BEFORE THE COLLECTION OF OFF-POST PRIVATELY OWNED WEAPON INFORMATION. WITHIN THIS EXCEPTION, COMMANDERS WHO COME TO A REASONED CONCLUSION (BASED ON DIRECT OBSERVATION AND/OR REPORTS FROM FRIENDS, FAMILY OR HEALTH CARE PROVIDERS) THAT A SOLDIER IS A THREAT TO HIMSELF/HERSELF OR OTHERS MAY INITIATE AN INVESTIGATION INTO THE POTENTIAL THREAT OF VIOLENCE.

D. WHEN A COMMANDER BELIEVES A SOLDIER WHO RESIDES OFF-POST IS A RISK TO SELF OR OTHERS, THE COMMANDER MAY MOVE THE SOLDIER ONPOST (WHERE THE ON-POST RULES FOR REGULATION OF PRIVATELY OWNED WEAPONS APPLY) AND/OR REQUEST THE SOLDIER VOLUNTARILY TURN-IN HIS/HER PRIVATELY OWNED WEAPON FOR STORAGE.

E. COMMANDERS SHOULD SEEK THE ADVICE OF THEIR SERVICING JUDGE ADVOCATE PRIOR TO TAKING ANY ACTION OR COLLECTING ANY INFORMATION CONCERNING PRIVATELY OWNED WEAPONS MAINTAINED OFFPOST.

5. POC IS MR. JOE KAMIDE, DAPM-MPO-PS, COM 703-697-5858, DSN 227-5858, JOSEPH.KAMIDE@US.ARMY.MIL

6. EXPIRATION DATE CANNOT BE DETERMINED.

ALARACT 259/2011
DTG: R 151639Z JUL 11

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//OPMG SACO (DAPM-ZXS)//

SUBJECT: RAPID REVISION TO ARMY REGULATION (AR) 190-11, PHYSICAL SECURITY OF ARMS, AMMUNITION, AND EXPLOSIVES (AA&E).

PASS TO SENIOR COMMANDERS, INSTALLATION COMMANDERS, UNIT COMMANDERS, PROVOST MARSHALS AND DIRECTORS OF EMERGENCY SERVICES.

1. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE INFORMATION ABOUT THE RAPID REVISION TO THE REFERENCED POLICY CONCERNING REGISTRATION AND USE OF PRIVATELY OWNED FIREARMS ON ARMY INSTALLATIONS. THE MAJOR POLICY CHANGES ARE IN PARAGRAPH 4-5. OTHER PARAGRAPHS WERE ALSO REVISED AS LISTED BELOW:

A. ASSIGNS RESPONSIBILITY TO THE SENIOR COMMANDER FOR REGULATING PRIVATELY OWNED WEAPONS, EXPLOSIVES AND AMMUNITION ON ARMY INSTALLATIONS OR ACTIVITIES (PARAGRAPH 1-10).

B. DETAILS RESPONSIBILITIES FOR COMMANDERS OR DIRECTORS OF ACTIVITIES ON ACTIVE ARMY INSTALLATIONS AND SUB-INSTALLATIONS (PARAGRAPH 1-15A).

C. LISTS RESPONSIBILITIES FOR UNIT COMMANDERS TO REGULATE PRIVATELY OWNED WEAPONS FOR SOLDIERS UNDER THEIR COMMAND (PARAGRAPH 1-15B).

D. REVISES POLICIES ON REGISTERING AND CARRYING PRIVATELY OWNED WEAPONS ON ARMY INSTALLATIONS (PARAGRAPH 4-5).

E. REQUIRES REGISTRATION OF FIREARMS BELONGING TO PERSONNEL LIVING ON THE INSTALLATION AND REGISTRATION OF FIREARMS BY PERSONNEL WHO BRING A FIREARM ONTO THE INSTALLATION FOR THE PURPOSE OF ENGAGING IN AUTHORIZED ACTIVITIES SUCH AS HUNTING, DOG TRAINING ACTIVITIES, OR MARKSMANSHIP EVENTS (PARAGRAPH 4-5B(1)).

F. REQUIRES FIREARMS TO BE REGISTERED IN THE WEAPONS REGISTRATION MODULE OF THE CENTRALIZED OPERATIONS POLICE SUITE (PARAGRAPH 4-5 C(1)).

G. REQUIRES A LOCALLY PRODUCED FORM DOCUMENTING FIREARMS REGISTRATION TO BE PROVIDED TO THE OWNER (PARAGRAPH 4-5C(1)(A)).

H. PROHIBITS REGISTRATION OF PRIVATELY OWNED FIREARMS BY CERTAIN INDIVIDUALS (PARAGRAPH 4-5C(4)).

I. PROVIDES GUIDANCE ON THE TRANSPORTATION OF PRIVATELY OWNED FIREARMS AND AMMUNITION ON ARMY INSTALLATIONS (PARAGRAPH 4-5(E)).

2. POC IS MR. JOSEPH KAMIDE, DAPM-MPO-PS, COM 703-697-5858, DSN 2275858, JOSEPH.KAMIDE@US.ARMY.MIL

EXPIRATION DATE CANNOT BE DETERMINED.

DEPARTMENT OF THE ARMY SECURITY GUARDS

FORT POLK'S DASG SECTION PERFORMS ACCESS CONTROL ON THE JRTC & FORT POLK INSTALLATION FOR THE PURPOSE OF SAFEGUARDING PERSONNEL, INFORMATION, OPERATIONS, AND CRITICAL ASSETS IN ACCORDANCE WITH A WIDE VARIETY OF FEDERAL, INSTALLATION, AND LOCAL LAWS AND REGULATIONS. GUARDS ARE REQUIRED TO IDENTIFY 100% OF ALL PERSONNEL ENTERING THE INSTALLATION AND ENSURE ALL VEHICLES ARE REGISTERED.



DASG CHIEF: CHIEF COKER

531-1159

FIRE SERVICES

IF YOU HAVE AN EMERGENCY DIAL 911

NON-EMERGENCY NUMBER 531-2026 / 2296

FORT POLK'S FIRE SERVICE IS SECOND TO NONE IN UP TO DATE FIRE SERVICES AND RESCUES. FORT POLK FIRE DEPARTMENT PROVIDES MANY SPECIALIZED SERVICES:

EMS

AIRFIELD FIRE FIGHTING

WMD/CBRNE CAPABILITY

FIRE INSPECTION

FIRE INVESTIGATIONS

WILDLAND FIRE FIGHTING

CONFINED SPACE RESCUE

WATER RESCUE

SPECIALIZED AGENT FIREFIGHTING

ARBOR RESCUE

FIRE SUPPRESSION

FIRE PREVENTION

TRENCH RESCUE

HAZMAT



INTERIM FIRE CHIEF: MIKE O'TOOLE

531-6161

FIRE PREVENTION AND INSPECTIONS

FOR CLASS SCHEDULING AND INSPECTIONS PLEASE CALL:
531-2479 / 0579 / 7206

OTHER SERVICES PROVIDED TO THE FORT POLK COMMUNITY ARE:

- FIRE PREVENTION CLASSES FOR SCHOOLS
- UNIT FIRE & SAFETY DRILLS
- UNIT FIRE MARSHAL CLASS
- HOME PROTECTION



CHIEF FIRE INSPECTOR: RANDY McCULLOUGH

531-7247

OFF LIMITS ESTABLISHMENTS



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

REPLY TO
ATTENTION OF:

IMSE-POL-ES

JUL 15 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Off Limits Establishments

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

Mr. Junior Snider, S&S Construction	1801 South 5th Street, Leesville, LA
Reflections Lounge	1408 South 5th Street, Leesville, LA

3. The Joint Readiness Training Center and Fort Polk will continue to place off limits restrictions on the following establishments in the Barksdale Air Force Base area:

Pipes Emporium	1304 Centenary, Bossier City, LA
Kokopellis	630 Commerce Street, Shreveport, LA

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

A handwritten signature in black ink, appearing to read "Clarence K.K. Chinn".

CLARENCE K.K. CHINN
Brigadier General, USA
Commanding

DISTRIBUTION:
A+

THE LAUTENBERG AMENDMENT

I. INTRODUCTION. The Lautenberg Amendment to the Gun Control Act of 1968 became effective 30 September 1996. It potentially affects any soldier who has been convicted of domestic violence. This document is designed to provide a brief summary of the Amendment and tell you where to go for further answers. It is NOT designed to be a substitute for individual legal advice from a Legal Assistance attorney.

II. DISCUSSION.

A. Law's Impact. The Lautenberg Amendment makes it a felony for anyone convicted of a misdemeanor crime of "domestic violence" (e.g., assault or attempted assault on a family member) to ship, transport, possess, or receive firearms or ammunition. There is no exception for military personnel engaged in official duties. The Amendment also makes it a felony for anyone to sell or issue a firearm or ammunition to a person with such a conviction. This includes commanders and NCOs who furnish weapons or ammunition to soldiers knowing, or having reason to believe, they have qualifying convictions.

B. "Qualifying" Convictions. The definitions of "domestic violence" and "conviction" are complex. "Conviction" does NOT include, however, Article 15s, summary court-martial convictions, deferred prosecution (or similar dispositions) in civilian courts, or judgments that have been expunged or set-aside. Legal assistance attorneys can help you determine whether you have a conviction covered by the Lautenberg Amendment.

C. Firearms and Ammunition. Under DoD policy, major weapon systems and crew-served weapons such as tanks, missiles, and aircraft are not covered by the Amendment. The Amendment does apply, however, to both military and privately owned firearms and ammunition. Commanders must establish procedures to ensure compliance with the law to include procedures for soldiers with qualifying convictions who desire to withdraw their privately owned weapons from unit arms rooms. These procedures must allow soldiers to sell or transfer their weapons to authorized persons directly without taking physical possession of the weapons in violation of the Lautenberg Amendment.

D. Information for Soldiers Affected. If you know, or have reason to believe, that you have a qualifying conviction for domestic violence, you should see a Legal Assistance attorney immediately. If you believe you have such a conviction, you need not discuss your case with your commander until after you have seen a Legal Assistance attorney. That attorney will advise you on what you should do in your situation.

E. Command Responsibilities. Commanders requesting guidance concerning the Lautenberg Amendment should contact their Trial Counsel or the Administrative Law Division at 239-2717. DOD and Army policy requires the following to implement and enforce the Lautenberg Amendment:

1. Notify soldiers that it is unlawful to possess firearms and ammunition if they have qualifying domestic violence convictions;
2. Check local unit files to determine whether soldiers have qualifying convictions and report soldiers known to have such convictions through command channels to HQDA;
3. Detail soldiers having or believed to have qualifying convictions to duties not requiring the bearing of weapons or ammunition;
4. Prohibit soldiers having or believed to have qualifying convictions from deployments for missions requiring possession of firearms or ammunition;
5. Prohibit soldiers having or believed to have qualifying convictions from attending military schools where instruction in weapons or ammunition is part of the curriculum;
6. Prohibit soldiers having or believed to have qualifying convictions from receiving OCONUS assignments;
7. Transfer – where possible – soldiers having or believed to have qualifying convictions from TOE to TDA units and organizations; and
8. Prohibit soldiers having or believed to have qualifying convictions from re-enlisting.

III. CONCLUSION. If you have a qualifying misdemeanor conviction for domestic violence, the Lautenberg Amendment will almost certainly affect your military career. If you believe you have a qualifying conviction, you should immediately seek the assistance of a Legal Assistance attorney. Bring all court documents to your Legal Assistance appointment. If you do not have them, request a copy from the clerk of the court where you received the conviction.

THE LAUTENBERG AMENDMENT

AR 600-20

4-23. Domestic Violence Amendment to the Gun Control Act of 1968

a. General. The Domestic Violence Amendment to the Gun Control Act of 1968 (Section 922, Title 18, United States Code (18 USC 922)), the Lautenberg Amendment, makes it unlawful for any person to transfer, issue, sell or otherwise dispose of firearms or ammunition to any person whom he or she knows or has reasonable cause to believe has been convicted of a misdemeanor crime of domestic violence. It is also unlawful for any person who has been convicted of a misdemeanor crime of domestic violence to receive any firearm or ammunition that has been shipped or transported in interstate or foreign commerce. This chapter applies to all Soldiers throughout the world, including those in hostile fire areas.

b. Definitions. For the purpose of this paragraph only, the following definitions apply:

(1) *Crime of domestic violence.* An offense that involves the use or attempted use of physical force, or threatened use of a deadly weapon committed by a current or former spouse, parent, or guardian of the victim; by a person with whom the victim shares a child in common; by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian; or by a person who was similarly situated to a spouse, parent, or guardian of the victim. Persons who are similarly situated to a spouse include two persons who are residing at the same location in an intimate relationship with the intent to make that place their home.

(2) *Qualifying conviction.* A state or Federal conviction for a misdemeanor crime of domestic violence and any general or special court-martial for an offense that otherwise meets the elements of a crime of domestic violence, even though not classified as a misdemeanor or felony. A qualifying conviction does not include a summary court-martial conviction or the imposition of nonjudicial punishment under UCMJ, ART. 15. By DOD policy, a state or Federal conviction for a felony crime of domestic violence adjudged on or after 27 November 2002, will be considered a qualifying conviction for purposes of this regulation and will be subject to all the restrictions and prohibitions of this regulation. A person will not be considered to have a qualifying conviction unless the convicted offender was represented by counsel or knowingly and intelligently waived the right to counsel, and, if entitled to have the case tried by a jury, the case was actually tried by a jury, or the person knowingly and intelligently waived the right to have the case tried by a jury; and, the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense, or had civil rights restored; unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess, or receive firearms.

(3) *Security clearance.* If a completed security clearance investigation reveals that a Soldier has a qualifying conviction, then the investigation will be referred to the Soldier's chain of command for appropriate action consistent with this regulation.

(4) *Commander.*

(a) Unless otherwise stated, the senior mission commander is as delineated in General Order No. 4 (2002), ACSIM. Delegation of authority is authorized.

(b) For the USAR, unless otherwise stated, the commander is the commander of the appropriate Army Reserve command (USAR command, 7th ARCOM, 9th RRC, USACAPOC, AHRC). Delegation of authority is authorized.

c. Commander's responsibilities.

(1) The commander will ensure that all Soldiers who have a qualifying conviction are notified that it is unlawful to possess, ship, transport, or receive firearms and ammunition as prohibited in this regulation.

(2) In coordination with HQDA, the commander will implement a program of instruction to educate all Soldiers on the domestic violence amendment to the Gun Control Act and the policy as stated in this regulation. Instruction will normally be provided on an annual basis. In addition to formal instruction, an extract of this chapter will be prominently displayed outside unit arms rooms and all facilities in which Government firearms or ammunition are stored, issued, disposed, or transported.

(3) The commander will notify Soldiers that they have an affirmative, continuing obligation to inform commanders or supervisors if they have, or later obtain, a qualifying conviction and that the revised DD Form 2760 (Qualification to Possess Firearms or Ammunition) will be made available to those Soldiers who come forward to report a qualifying conviction in compliance with their obligation to do so. Soldiers will also be notified that neither the information nor evidence gained by filling out the DD Form 2760 may be used against them in any criminal prosecutions for a violation of 18 USC 922, including prosecutions under the UCMJ, based on a violation of 18 USC 922 for conduct that occurred prior to the completion of the DD Form 2760. Company and battery-level commanders will collect completed DD Form 2760 and file it in the Soldier's local military personnel file in accordance with AR 600-8-104 and AR

25-400-2.

(4) The commander will ensure that policy and procedures are in place to enforce the provisions of this chapter if privately owned firearms or ammunition are permitted in Government quarters. The commander will also ensure that policy and procedures are in place in morale, welfare, and recreation activities and other Government sponsored or sanctioned activities on their installation that engage in the transfer or sale of firearms or ammunition.

(5) The commander will ensure that procedures are implemented to track domestic violence arrests and convictions in the civilian community. This procedure should include regular coordination with local law enforcement and judicial agencies.

(6) If a commander knows or has reasonable cause to believe that a Soldier has a qualifying conviction, then the 30 AR 600-20 • 18 March 2008 commander should take all reasonable action to investigate. Soldiers with qualifying convictions must be identified and reported to HQDA to ensure compliance with the law. A commander at any level may initiate the investigation by ordering the Soldier to complete DD Form 2760. Soldiers who have or may have a qualifying conviction should be referred to a legal assistance attorney. A legal assistance attorney will also be available to assist the Soldier in seeking expungement of a qualifying conviction or a pardon.

(7) If a commander knows or has reasonable cause to believe that a Soldier has a qualifying conviction, then he or she will immediately retrieve all Government-issued firearms and ammunition and advise the Soldier to consult with a legal assistance attorney for guidance on lawful disposal or sale of any privately owned firearms and ammunition. Individuals with qualifying convictions are exempt from weapons qualification in accordance with AR 350-1 and will not be assigned individual weapons or ammunition.

(8) Accommodation: Domestic violence is incompatible with Army values and will not be tolerated or condoned. However, Soldiers will be given a reasonable time to seek expungement of or to obtain a pardon for a qualifying conviction and may extend up to one year for that purpose. The following factors will be considered in the commander's determination:

(a) Whether the Soldier attempted to conceal his conviction. In no event will Soldiers be accommodated who have made false statements on the DD Form 2760.

(b) Whether firearms or deadly weapons were used in the offense that formed the basis for the Soldier's domestic violence conviction.

(c) Whether the conviction is recent or remote in time.

(d) Whether there were incidents of domestic violence before or after the qualifying conviction. In no event will Soldiers be accommodated who have more than one qualifying conviction.

(e) Whether serious injury was caused during the crime of domestic violence.

(f) Whether the Soldier cooperated with law enforcement or investigating authorities.

(g) Whether circumstances suggest the probability of future incidents of domestic violence.

(h) Whether the Soldier has expressed remorse or regret or has entered counseling.

(i) Whether the Soldier has satisfied the judgment of the court.

(j) The length and character of service of the Soldier, the ability and potential of the Soldier, and the needs of the Army for the skills of the Soldier.

(k) Whether accommodation of the Soldier is consistent with actions taken in similar cases.

(l) Whether accommodation of the Soldier would be consistent with good order and discipline and public safety.

(9) Commanders must detail Soldiers whom they have reason to believe have a qualifying conviction to meaningful duties that do not require bearing weapons or ammunition. Commanders may reassign Soldiers to local TDA unit positions that deny them access to weapons and ammunition. Commanders will not appoint or assign Soldiers with qualifying convictions to leadership, supervisory, or property accountability positions that would require access to firearms or ammunition.

d. Personnel policies.

(1) *Enlistment/reenlistment.* Enlistment of applicants with a qualifying conviction is prohibited and no waivers will be approved. Soldiers with a qualifying conviction will be barred from reenlistment and are not eligible for the indefinite reenlistment program. Soldiers in the indefinite reenlistment program will be given an expiration of term of service (ETS) not to exceed 12 months from the date HQDA is notified of the qualifying conviction. Enlistment and reenlistment policy and procedures for AA are provided in AR 601-210. Reenlistment policy and procedures for Army Reserve are provided in AR 140-111. Applicants who have enlisted in the DEP who are found to have a qualifying conviction will be separated from the Delayed Entry Program.

(2) *Commissioning/appointment.* Applicants with a qualifying conviction will not be approved for commissioning in accordance with AR 135-100 and are ineligible for voluntary indefinite status. Officers with a qualifying conviction will be separated not later than 12 months from the date HQDA is notified of the qualifying conviction.

- (3) *Flags*. Soldiers with a qualifying conviction will be denied favorable personnel action in accordance with AR 600–8–2. The flag may be removed if the qualifying conviction is expunged or set aside by competent authority.
- (4) *Attendance at service schools*. Soldiers with a qualifying conviction are not authorized to attend any service school where instruction with firearms or ammunition is part of the curriculum. Commanders will counsel Soldiers that inability to complete service schools may affect future promotion or retention. Soldiers with a qualifying conviction may not attend any school that requires an AD service obligation; AR 350–100 and AR 621–1 apply.
- (5) *DA selection board guidance*. Selection boards for school, command, and promotion will be instructed that appropriate consideration should be given to qualifying convictions in evaluating the Soldier’s potential for future service.
- (6) *Promotion*. Enlisted Soldiers with a qualifying conviction may not be promoted to the next higher grade in accordance with AR 140–158 and AR 600–8–19. Officers with a qualifying conviction may not be promoted to the next higher grade in accordance with AR 135–155 and AR 600–8–29.
- (7) *Separation/retention policy*. Officers on AD may request release from AD, submit requests for unqualified AR 600–20 • 18 March 2008 31 resignation, or be processed for elimination under the provisions of AR 600–8–24. The RC officers not on AD may submit requests for unqualified resignation or be processed for involuntary separation in accordance with AR 135–175. Enlisted Soldiers on AD may request voluntary separation for the convenience of the Government under Secretarial plenary authority as specified in AR 635–200. They also may be processed for involuntary discharge under the misconduct provisions of AR 635–200 on the basis of the misconduct that resulted in the qualifying conviction, or for involuntary separation under Secretarial plenary authority if the commander does not believe that discharge for misconduct is warranted. The misconduct and Secretarial plenary authority provisions of AR 135–178 also apply to voluntary or involuntary separation of RC enlisted Soldiers not on AD. The foregoing separation provisions do not apply to Soldiers with statutory military retirement sanctuaries.
- (8) *Mobilization/deployment*. All Soldiers known to have, or whom commanders have reasonable cause to believe have, a qualifying conviction are not mobilization assets and are nondeployable for missions that require possession of firearms or ammunition.
- (9) *Utilization*. Commanders must detail Soldiers whom they have a reason to believe have a qualifying conviction to meaningful duties that do not require bearing weapons or ammunition. Commanders may reassign Soldiers to local TDA unit positions that deny them access to weapons and ammunition. Commanders will not appoint or assign Soldiers with qualifying convictions to any supervisory or to any property accountability positions that require access to firearms or ammunition.
- (10) *Assignment*. All Soldiers will complete a DD Form 2760 prior to receipt of PCS orders. Soldiers with a qualifying conviction are not eligible for overseas service in accordance with AR 614–30. Assignment of Soldiers with a qualifying conviction will be restricted in accordance with AR 600–8–11 and AR 140–10. Soldiers with a qualifying conviction will not be approved for entry into the Active Guard Reserve Program in accordance with AR 135–18.
- (11) *Evaluation reports*. A qualifying conviction is an appropriate subject for comment in an evaluation report in accordance with AR 623–3.
- (12) *“Sanctuary” statutes*. This regulation and its policies are subject to the “sanctuary” provisions of Section 1176, Title 10, United States Code (10 USC 1176), Section 12686, Title 10, United States Code (10 USC 12686), Sections 637 and 580(a)(4)(C), Title 10, United States Code (10 USC 637(a) and 580(a)(4)(C)).
- e. Reporting requirements.*
- (1) Commanders will add Soldiers identified as nondeployable under this chapter to unit status reports. Personnel identified will be added to the nondeployable total under the code LA in accordance with AR 220–1, chapter 4, paragraph 10, subparagraph E (PSPER nonavailable report).
- (2) Active Army will report qualifying convictions using assignment consideration code L9 (Lautenberg Amendment). Army Reserve will enter Lautenberg data as ASG–CONS “L9” in T APDB–R, database table IAF–T. Refer to current MILPER messages for further guidance.
- (3) The ARNG Directorate (NG–ARH–S) will report for ARNG. The Army Reserve command will report for the USAR. Biannual reports will be made (15 January) and (15 July) to HQDA (DAPE–MPE). The individual ready reserve (IRR), Standby Reserve, and Retired Reserve are not subject to reporting requirements

SOUTH FORT

APPROVED RUNNING LOCATIONS

PT SAFETY

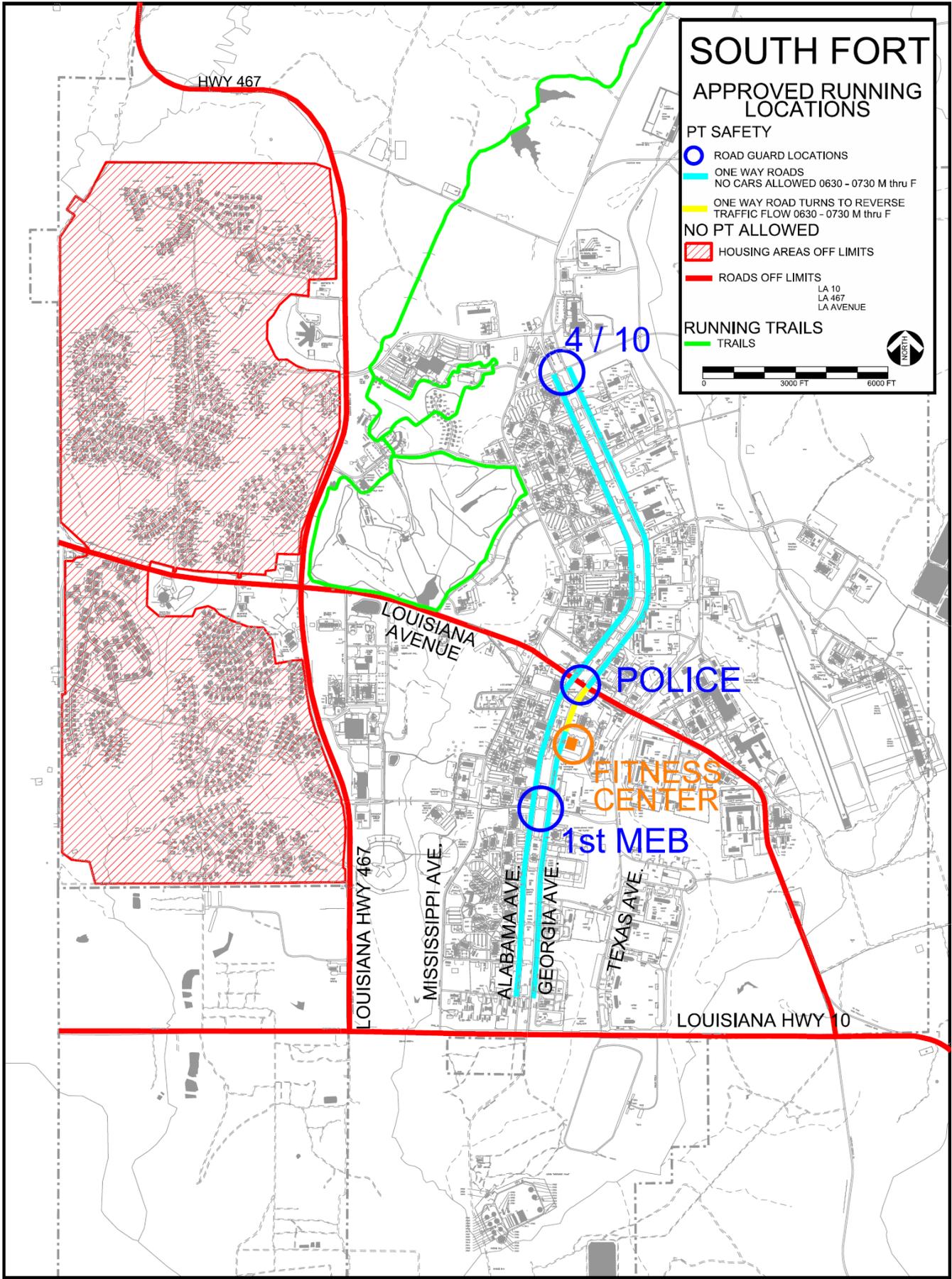
-  ROAD GUARD LOCATIONS
-  ONE WAY ROADS
NO CARS ALLOWED 0630 - 0730 M thru F
-  ONE WAY ROAD TURNS TO REVERSE
TRAFFIC FLOW 0630 - 0730 M thru F

NO PT ALLOWED

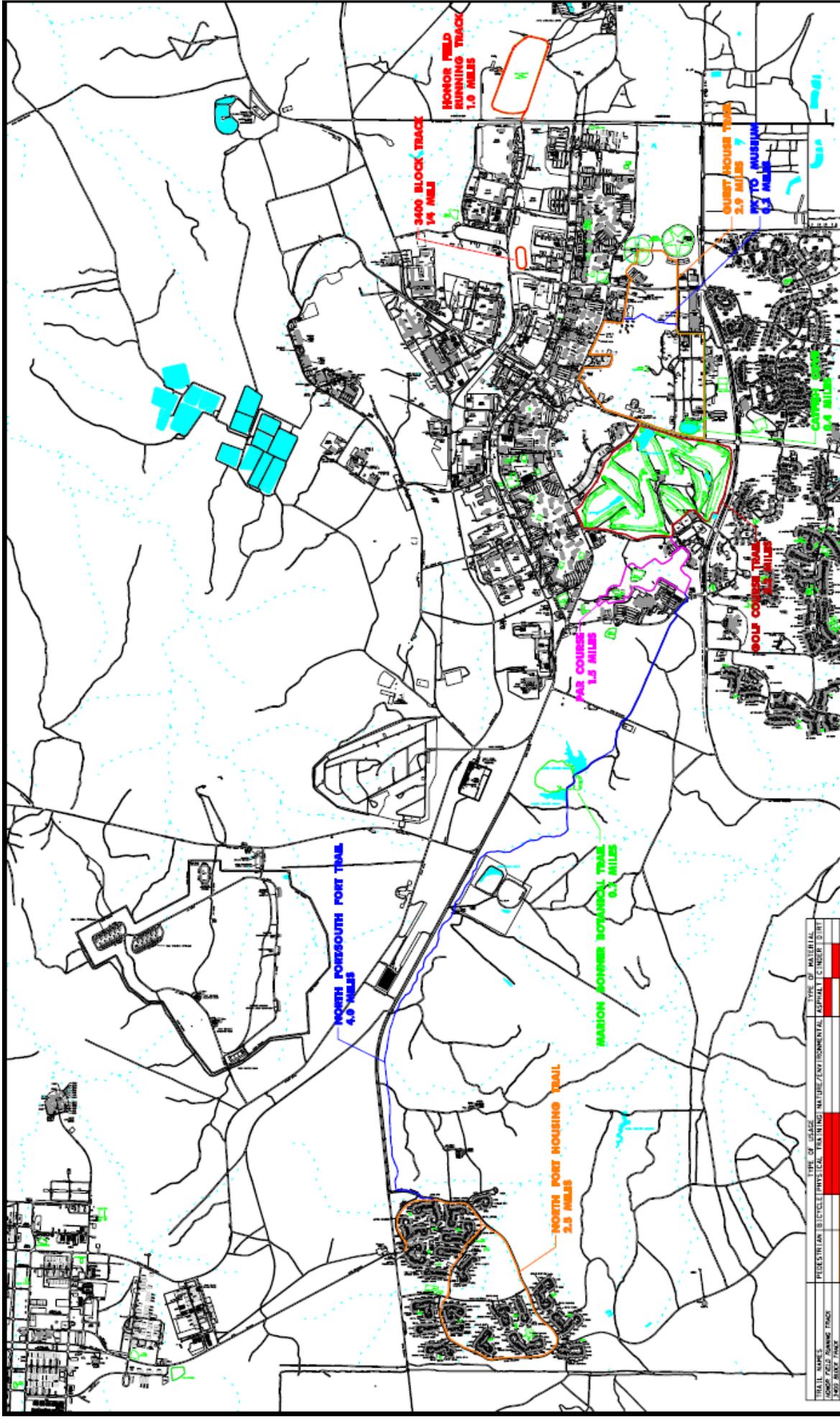
-  HOUSING AREAS OFF LIMITS
-  ROADS OFF LIMITS
LA 10
LA 467
LA AVENUE

RUNNING TRAILS

-  TRAILS



RUNNING TRACK LOCATION MAP



TRAIL NAME	TYPE OF USAGE	TYPE OF MATERIAL
3400 BLOCK TRACK	PHYSICAL TRAINING	ASPHALT
HONOR FIELD RUNNING TRACK	PHYSICAL TRAINING	ASPHALT
GUEST HOUSE TRAIL	PHYSICAL TRAINING	ASPHALT
RAYTO MUSEUM	PHYSICAL TRAINING	ASPHALT
GOLF COURSE TRAIL	PHYSICAL TRAINING	ASPHALT
FAS COURSE	PHYSICAL TRAINING	ASPHALT
MARIAN BONNER BOTANICAL TRAIL	PHYSICAL TRAINING	ASPHALT
NORTH FORESOUTH FORT TRAIL	PHYSICAL TRAINING	ASPHALT
NORTH FORT HOUSING TRAIL	PHYSICAL TRAINING	ASPHALT



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

REPLY TO
ATTENTION OF:

IMSE-POL-ES

NOV 19 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum DES-06 - Juvenile Curfew Hours

1. REFERENCES:

- a. AR 190-31, The Army Physical Security Program, paragraph 1-23, 25 February 2011.
- b. JRTC & FP Reg 190-31, Crime Prevention Program, Appendix D, 12 March 1993.

2. PURPOSE: The safety and well being of our Family members is a priority of this command. Supervision is a parental responsibility. Parents are accountable for any violation of this policy, and other incidents of misconduct, perpetrated by juveniles/adolescents while they reside, work, or travel on JRTC and Fort Polk. This policy memorandum applies to all military and civilian parents/guardians and their children.

3. DEFINITIONS:

- a. A parent/guardian is defined as the mother or father of a child related by blood; marriage (step-parent); adoption; legal guardianship; person charged with parental rights, duties and responsibilities; or persons temporarily supervising juveniles (e.g., a guest in their quarters).
- b. A juvenile/adolescent is defined as the unmarried child, whether biological child, adopted child, foster child, stepchild, or ward of a military member or civilian for whom treatment is authorized in a medical facility of the military services, who is under 18 years of age.

4. POLICY:

- a. Unless they are under the supervision of a parent, guardian, other adult entrusted with the juvenile's supervision by the juvenile's parent or guardian, or a relative who is 18 years of age or older, the following applies:

IMSE-POL-ES

SUBJECT: Command Policy Memorandum DES-06 - Juvenile Curfew Hours

(1) Children 11 years of age or younger shall be inside their home or someone else's home between 2100 and 0600, unless they are under the supervision of an adult (18 years of age or older).

(2) Children who are 12 years or more of age, but less than 15 years of age, shall be inside their home or someone else's home between 2200 and 0600, unless they are under the supervision of an adult (18 years of age or older); or returning home directly from a community/school-organized function or facility, a Youth Services Program, traveling to/from verifiable employment, or responding to a bona fide emergency.

(3) Children who are 15 years of age, but less than 18 years of age, shall be inside their home or someone else's home between 2400 and 0600, unless they are under the supervision of an adult (18 years of age or older), are returning home directly from a community/school-organized function or facility, a Youth Services Program, traveling to/from verifiable employment, or responding to a bona fide emergency.

(4) The child's parent(s) or guardian(s) are responsible for compliance with this curfew. If the child is in the company of an adult other than a parent during the period of curfew, the parent must have authorized the adult in advance to supervise and be responsible for the child. This is to prevent a young adult not much older than the child from claiming that the child is under his or her supervision without the parent(s) expressed knowledge and approval.

b. A parent or adult guardian of a juvenile violates this policy memorandum if he or she knowingly permits, or by insufficient supervision, allows the juvenile to violate this policy.

c. Unescorted juveniles who are not military Family members.

(1) Such persons will not be allowed on post outside of private quarters during the curfew hours set forth above.

(2) If such juveniles are found on post outside of private quarters between these hours, the Directorate of Emergency Services will take all necessary action to ensure they are removed from post and/or delivered to their parents, a responsible party, or to proper civilian authorities.

5. PENALTIES:

a. A verbal warning.

IMSE-POL-ES

SUBJECT: Command Policy Memorandum DES-06 - Juvenile Curfew Hours

- b. Command notification.
 - c. Letter of warning, stating that future violations may result in more serious sanctions.
 - d. Installation Bar Letter, denying or restricting access to the installation and on-post privileges.
5. Violations of this policy should be reported to the Fort Polk Police at (337) 531-2677. The Fort Polk Police will detain the juvenile in violation, contact the parent(s) or guardian(s), and direct that the juvenile remains home during curfew hours.
6. This policy supercedes Appendix D, JRTC and Fort Polk Reg 190-31, Crime Prevention Program, dated 12 March 1993. This policy will remain in effect until superseded or rescinded.


WILLIAM B. HICKMAN
Brigadier General, USA
Commanding

DISTRIBUTION:

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REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

06 JUL 2011

IMSE-POL-ES

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy #4 – Control of Animals on Fort Polk

1. Control of Animals on Fort Polk will comply with memorandum dated 5 January 2009, SAIEP-E&P, subject: Pet Policy for Privatized Housing Under the Army's Residential Communities Initiative (RCI) Privatization Program (enclosure 1).
2. This policy bars all "aggressive or potentially aggressive" breeds of dogs as well as exotic animals listed in enclosure from privatized Family housing.
3. No new restricted breed animal exceptions other than for service animals will be issued. If there is a question of the breed of an animal, the owner must either submit the official dog registry documents or submit the animal for testing to determine the breed at the owner's expense.
4. Personnel arriving at Fort Polk will not be allowed to sign for quarters until their animals are micro-chipped and registered on post. This will assist in identifying lost/found animals on post.
5. Any animal found in violation of this policy, in violation of Picerne Housing restrictions, or running loose will be transported and boarded at the Stray Animal Facility (SAF) until the owner complies with the policy. The sponsor/owner will be financially responsible for all fees.
6. Serious violations of this policy (possessing restricted breed animals/exotic animals/animal bites/ abandonment, etc) will immediately result in the revocation of the privilege to keep the animal on the installation and the animal(s) will be evicted from the installation. Depending on the incident, the Garrison Commander may also revoke installation housing privileges.
7. Minor violations (unregistered animals/animals running at large, etc):
 - a. First offense - Warning letter from the Installation Housing Office and issuance of DD Form 1408.
 - b. Second offense – Warning letter from Installation Housing Office, issuance of DD Form 1408, and possible loss of animal privileges.

IMSE-POL-ES

SUBJECT: Garrison Policy #4 – Control of Animals on Fort Polk

c. Third offense - Warning letter from Installation Housing Office, issuance of DD Form 1408, loss of animal privileges, and possible eviction from government quarters.

8. Proponent for this policy letter is the Directorate of Emergency Services.

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

Encl



ROGER L. SHUCK
COL, IN
Commanding

DISTRIBUTION:

A+



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

IMSE-POL-ZA

NOV 29 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #20 - Motorcycle Safety Training Attendance

1. Reference.

- a. Department of Defense Instruction, 6055.4 DOD Traffic Safety Program, 20 April 2009
- b. Army Regulation 385.10, The Army Safety Program 4 October 2011

2. Purpose. Improve attendance at installation motorcycle safety courses.

3. General. Historically, the overall "no show" rate for motorcycle training on Fort Polk has been approximately 44%. Each Army installation is allotted a finite number of training seats for motorcycle training. This is based on historical attendance and population size. Whenever a student registers for a course and fails to attend, that seat is deducted from Fort Polk's yearly allotment. Not only does this deprive other students from the opportunity of attending training, monetarily, the Department of Army is charged for those "no shows".

4. Policy. Effective immediately, any Soldier who fails to attend their scheduled and reserved training for the motorcycle Basic Rider Course, Basic Rider Course II, or Military Sports Bike Course will be subject to the following actions at the Garrison Commander's discretion.

- a. Suspension of motorcycle operating privileges on the installation.
- b. Suspension of all post driving privileges.
- c. Barred from attending future motorcycle safety courses while stationed at Fort Polk.

5. Proponent for this policy memorandum is the Garrison Safety Office.

IMPO-SO

SUBJECT: Garrison Policy Memorandum #20 - Motorcycle Safety Training Attendance

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



ROGER L. SHUCK
COL. IN
Commanding

DISTRIBUTION:

A+



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
7130 Pennsylvania Loop, Bldg 4209, Suite C
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF:

AFZX-SA

NOV 19 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum SA-03, Motorcycle Safety Requirements

1. Purpose. To establish the Joint Readiness Training Center (JRTC) and Fort Polk motorcycle safety and training requirements.
2. Applicability. This policy applies to all personnel assigned to, attached, or stationed at the JRTC and Fort Polk, living on or off the installation. This policy applies to riders of all motorized two-wheeled or three-wheeled vehicles including scooters, and MOPEDS. The training requirements apply to active duty military. The training requirements do not apply to, and cannot be provided to, active duty or DoD dependants, DA civilian employees, contractors, and civilians with no DoD affiliation.
3. Requirements.
 - a. Mandatory training for service members:
 - (1) Successfully complete the Basic Riders Course (BRC) as outlined in Army Regulation 385-10, The Army Safety Program. The BRC is a one time requirement and not part of the three year cyclic sustainment requirement.
 - (2) Successfully complete the Basic Riders Course 2 (BRC2) for cruisers only or Military Sport Bike Riders Course (MSRC) for sport bikes only, within one year of completing the BRC. Newly assigned service members who have successfully completed the BRC but not the BRC2 or MSRC will be required to register for the appropriate Motorcycle Safety Foundation (MSF) course within 60 days of arrival. The BRC2 and MSRC are part of a three year cyclic requirement, or upon geographical relocation (PCS) IAW AR 385-10.
 - (3) Service members that register for the MSRC will obtain written approval from their chain of command and major subordinate command (MSC) mentor prior to attending the MSRC (enclosure 4). The BRC2 is not a requirement for attendance in the MSRC.
 - (4) Dirt bike riders will successfully complete an approved Motorcycle Safety Foundation (MSF) dirt bike course before riding. Completion of the BRC is acceptable when the dirt bike course is not available.

AFZX-SA

SUBJECT: Command Policy Memorandum SA-03, Motorcycle Safety Requirements

(5) Service members operating three-wheeled vehicles are not exempt from training requirements and must observe the same personal protective equipment (PPE) requirements. There are no follow on requirements for three-wheel vehicles after the completion of the BRC or an approved MSF trike course.

(6) Service members who change motorcycles will repeat the BRC2 or MSRC on the new motorcycle NLT 60 days after purchase. A change includes purchasing a different class of motorcycle (cruiser, standard, or sport) or an increase of engine size.

(7) Service members holding an MSF certification who redeploy after 180 days are required to successfully complete the Motorcycle Refresher Training Course (MRT) within 30 days of redeployment as part of their redeployment process, using their own motorcycle.

(8) Service members found "at fault" in a motorcycle accident will be required to repeat the BRC2, MSRC or BRC (command directed), as applicable before being cleared to ride again.

b. All service members who operate a motorcycle or three-wheeled vehicle must carry their MSF card, driver's license with motorcycle endorsement, proof of insurance, and registration while operating their motorcycle. Service members who fail to carry and present the MSF card, valid registration, license, and proof of insurance will not be allowed to operate their motorcycle on post.

c. Wearing portable headphones, earphones, and other listening devices (except for hands free cellular phones) is prohibited while operating a motorcycle, MOPED, or scooter. Motorcycle operators may wear motorcycle helmets equipped with operator-passenger intercom systems.

d. Motorcycles are required to have at least one headlight on at all times, both left and right rear view mirrors mounted on the handle bars or fairing, and both front and rear turn signals operational and mounted on the motorcycle. Effective 1 Aug 12, handlebar height for motorcycles is shoulder level, IAW Louisiana Senate Bill 582, Act 473, no person shall operate a motorcycle with handlebars that require the hands of the operator to be above the operator's shoulder height when the operator is sitting astride the seat and the operator's hands are on the handlebar grips.

e. Personal Protective Equipment (PPE): Service members on and off the installation and civilians on the installation are required to comply with the following PPE requirements:

AFZX-SA

SUBJECT: Command Policy Memorandum SA-03, Motorcycle Safety Requirements

- (1) A Department of Transportation (DOT) or higher approved helmet properly fastened under the chin.
 - (2) Full-fingered gloves designed for use on a motorcycle.
 - (3) Long-sleeved shirt or jacket and long trousers. The rider must wear an upper outer garment (either the long sleeve-shirt or an additional ensemble) that is clearly visible from both front and rear, in colors of fluorescent yellow, orange, or yellow/green. Reflective material which can be seen from the front and the back is required during hours of limited visibility. Full vests and riding jackets that meet the "fluorescent colored" and "reflective" criteria are encouraged. Examples of correct reflective upper body ensembles are located at enclosure 1. If carrying a backpack, it is considered an extension of the upper body and must meet the same requirements as the upper outer garment. These outer garments will be properly secured, clearly visible, and not covered.
 - (4) Boots or sturdy over-the-ankle footwear. Athletic shoes are not allowed.
 - (5) Impact or shatter resistant goggles or wraparound safety glasses meeting American National Safety Institute (ANSI) standards, or a full face shield attached to the helmet in the down position.
4. Commanders will establish a unit motorcycle mentor program down to company level and appoint in writing a unit motorcycle mentor. Commanders will identify and counsel all service members that own and ride motorcycles (enclosure 5). The appointed mentor will maintain a roster of motorcyclists in their units to include completion of the BRC, BRC2 or MSRC, a record of inspected PPE, and motorcycle inspections IAW MSF T-CLOCS on each motorcycle owned.
- a. All service members are required to complete the Motorcycle Accessories/ Modifications Verification Memorandum (enclosure 2) for each motorcycle they own. Unit motorcycle mentors will review and sign the document.
 - b. The Motorcycle Mentor Program (enclosure 3) is directed for all MSC/BN personnel. The program capitalizes on shared experiences to prevent accidents and to save lives. The program places responsibility on the chain of command to enforce the standards, adhere to policies and procedures, and reduce risk to our Soldiers.

AFZX-SA

SUBJECT: Command Policy Memorandum SA-03, Motorcycle Safety Requirements

5. These measures are not meant to prohibit riding, but to increase service member survivability and safety. We must take an active role in protection and prevention.

5 Encls

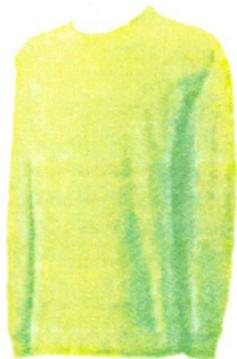
1. Authorized Fluorescent Upper Outer Garment Examples
2. Motorcycle Accessories/Modification Verification Memorandum
3. Motorcycle Mentor Program
4. Sample Memorandum for Fort Polk Safety Office
5. Motorcycle Counseling Form



WILLIAM B. HICKMAN
Brigadier General, USA
Commanding

DISTRIBUTION: A+

**EXAMPLES OF CORRECT UPPER BODY ENSEMBLES
FOR DAYLIGHT HOURS**



**EXAMPLES OF CORRECT UPPER BODY ENSEMBLES
FOR LIMITED VISIBILITY OR HOURS OF DARKNESS**



ENCL 1

Motorcycle Accessories/Modifications Verification Memorandum

Purpose: To increase the safety of motorcycle operators.

Name of Soldier: _____
(Print Name: Last, First, Middle)

Rank/Grade: _____

Unit (Company/Battalion/Brigade): _____

Motorcycle Make/Model/Year: _____

MSF Training (Completion Date/Card Number): BRC: _____ BRC II: _____

Sports Bike Course: _____ **Dirt Bike Course:** _____

Accessories/ Modifications (circle all that apply):

Extended Handle Bars Extended Forks Seats Pegs Sissy Bar Wheels/Tires

Forward Controls Chrome Nitrous Oxide Cylinders Extended Swing arm

Lowered suspension components (rear links, shocks, forks) Exhaust modifications

Others (please list):

1. I _____ verify that all accessories/modifications performed on
(Print Name: Last, First, Middle)

my motorcycle meet manufacturer's specifications and Louisiana State Statues/Laws. I further affirm that my accessories and O.E.M. parts have been torque to manufacture's specifications.

2. I understand that I am required to maintain and operate a safe and legal motorcycle that complies with all applicable federal and state regulations.

Operator Signature: _____ **Date:** _____

Reviewed by:

Unit Motorcycle Mentor Signature: _____ **Date:** _____

First Line Supervisor Signature: _____ **Date:** _____

ENCL 2

Motorcycle Mentorship Program Guidelines

1. Each Major Subordinate Command (MSC) or battalion (BN) will establish a mentor program and appoint a senior motorcycle mentor to inspect and provide guidance to subordinate units. The installation lead will be the Command and Garrison Safety Offices.
2. The Command Safety Office will:
 - a. Conduct joint quarterly training meetings with all MSC/BN motorcycle safety mentors.
 - b. Consolidate and maintain an installation-wide database of motorcycle riders provided by the MSC/BN mentors.
3. The MSC and BN mentors will:
 - a. Conduct spot checks of unit motorcycle mentor continuity books. Maintain a MSC/BN motorcycle mentor continuity book and MSC/BN database. Provide command Safety Office quarterly updates at training meetings.
 - b. Organize and conduct quarterly training with unit mentors and attend joint quarterly training meetings with the Command and Garrison Safety Offices
 - c. Enforce the use of proper personal protective equipment (PPE). Utilize the chain of command to enforce correction.
 - d. Organize and conduct Motorcycle Refresher Training courses (MRT) as part of the reintegration process for Soldiers who have been deployed more than 180 days.
 - e. Organize and conduct group rides at brigade and battalion levels. Be the subject matter expert (SME) for that MSC/BN. Assist in installation sponsored group rides. Tasking will be requested through the G3.
 - f. Evaluate Soldiers recommended for attendance to the Military Sport Bike Riders Course (MSRC). Author and sign the MSRC approval memo verifying inspection of the Soldier's motorcycle, license, registration (in their name), proof of insurance, and basic motorcycle knowledge.

ENCL 3

Motorcycle Mentorship Program Guidelines

4. Unit mentors will:

- a. Maintain the unit motorcycle mentor continuity book and database of all riders. The continuity book will have current inserts from applicable regulations, directives, safety memos, counseling forms, modification verification checklists, and inspections IAW MSF T-CLOCS. Maintain copies of all Soldiers' operator's licenses with motorcycle endorsement, MSF cards, registration, and proof of insurance. The database will include name, rank, unit, MSF card number, date MSF card was issued, current type of motorcycle with purchase date, previous type of motorcycle, and years of riding experience. Provide MSC/BN mentor quarterly updates at training meetings.
- b. Conduct quarterly training with unit riders and attend quarterly training meetings with the MSC/BN mentor.
- c. Inspect and enforce the use of proper PPE IAW SA-03. Utilize the chain of command to enforce correction.
- d. Conduct Motorcycle Refresher Training courses (MRT) as part of the reintegration process for Soldiers who have been deployed more than 180 days. Provide remedial motorcycle training with individuals who have difficulty mastering techniques.
- e. Organize and conduct group rides at company level. Be the subject matter expert (SME) for that unit. Assist in installation sponsored group rides. Tasking will be requested through the G3.
- f. Evaluate and recommend Soldier for attendance to the MSRC through the MSC/BN. Mentor test riders on their basic skills; turning, stopping, cornering, and general basic motorcycle knowledge (BRC level questions).
- g. Counsel and mentor Soldiers who purchase, or are contemplating the purchase of a motorcycle. Enroll riders in the appropriate MSF courses using the AIRs system (<https://apps.imcom.army.mil/airs>) or in DTMS when it comes online (estimated date 1 Oct 12).

5. Commander Responsibilities:

- a. Ensure compliance and knowledge of SA-03
- b. Ensure accurate records are maintained.

- c. Ensure Soldiers are identified and counseled in writing (enclosure 5) and advised on the required use of proper PPE, IAW SA-03.
- d. Ensure Soldiers recommended to attend the MSRC have been properly counseled and inspected by the MSC/BN mentor. This recommendation memo (enclosure 4) must be provided to the instructor on the day of the course or the Soldier will not be allowed to attend.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
GARRISON SAFETY OFFICE, FORT POLK
7130 PENNSYLVANIA LOOP, BLDG 4209 D
FORT POLK, LOUISIANA 71459-5339

IMPO-SO

MEMORANDUM FOR Fort Polk Garrison Safety Office, Fort Polk, LA 71459

SUBJECT: Recommendation of Rider for the Military Sport Bike Riders Course (MSRC)

1. I (Name) _____ as the NSC/BN motorcycle mentor for (Unit) _____ have observed and evaluated that the following rider is eligible and ready to attend the MSRC at Fort Polk, LA.

2. (Name) _____ has completed and has the following documents required for attendance in the MSRC:

- a. The basic riders course on _____ card number _____
 - b. License with motorcycle endorsement
 - c. Proof of insurance
 - d. Registration
3. The point of contact is the undersigned.

(NAME)
MSC/BN Motorcycle Mentor
Unit

ENC 4

DEVELOPMENTAL COUNSELING FORM

For use of this form, see FM 6-22; the proponent agency is TRADOC.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank/Grade	Date of Counseling
Organization	Name and Title of Counselor	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)

- Statement of Motorcycle Operator requirements and Individual Responsibilities
- Command Policies
- Upcoming classes & registration procedures and Personal Protective Equipment (PPE)
- Review of the Motorcycle Safety Requirements SA-03
- Verification of operator' license with motorcycle endorsement
- Proof of Insurance
- Verification of MSF course requirements

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

Per JRTC & Fort Polk Command Policy SA-03, all on-road motorcycle riders who are authorized to operate on an Army installation will complete and pass an Army-approved motorcycle safety course that is certified by the Motorcycle Safety Foundation (MSF). Proof of course completion must be presented to the chain of command prior to operation of any motorcycle. Sustainment training will consist of the BRC2 or MSRC and will be taken every three years, the acquisition of a new or change in motorcycle(s), or a major geographic relocation. I understand that I am a Soldier 24 hours a day and that I am not authorized to operate a motorcycle until I have completed and turned in a motorcycle safety counseling packet to my chain of command. I understand that the following actions are required for me to operate a motorcycle on or off-post, on or off duty.

- Read and Comply with command policies.
- I must be appropriately licensed to operate a privately owned MC either street or off-road version.
- I must complete an Army approved motorcycle safety course prior to operating a privately owned motorcycle.
- It is highly recommended off-road motorcycle operators take the MSF dirt bike course or BRC, for ATV operators an approved ATV course.
- My personal protective equipment (PPE) which I will wear while riding/operating an MC or ATV will consist of a Department of Transportation (DOT) approved helmet (properly fastened under the chin), with approved eye protection, sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather), long sleeved shirt or jacket, long trousers, and full-finger gloves or mittens made from leather or other abrasion-resistant material. Motorcycle jackets and pants constructed of abrasion-resistant materials such as leather, Kevlar, or Cordura and containing impact-absorbing padding are strongly encouraged. PPE that incorporates fluorescent colors and retro-reflective material are required during the hours of darkness. Off road operations require knee and shin guards and padded gloves. PPE requirements apply to all passengers.
- No matter what the state law is, I will always wear all required PPE and a DOT approved helmet IAW Army Regulations.

I, _____ have read and understand the requirements of safe motorcycle operations. I acknowledge the Army requirements for PPE, licensing and MSF training requirements. I acknowledge my commander's direct order to NEVER operate a motorcycle without PPE. My failure to comply with his/her order is punishable under Article 92 of the Uniform Code of Military Justice.

SIGNED: _____ DATE: _____

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

EXPIRES

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above.
Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.