

# JRTC & Fort Polk Soldier Standards & Uniform SOP



Headquarters  
JRTC & Fort Polk, Louisiana  
27 February 2002





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

**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 the JRTC and Fort Polk. You are joining units that are rich in tradition and proud of their soldiers and many accomplishments. As soldiers assigned to Fort Polk, we are committed to upholding the proud traditions of our community. Traditions are based on the establishment, implementation, and enforcement of standards. This pamphlet 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 spirit, for individual soldiers as well as units.
  - b. The "JRTC Standards," in conjunction with Post Policy, Annual Training Guidance, and Command Quarterly Training Guidance, outlines the manner in which we do business and conduct ourselves on a daily basis. Every Fort Polk soldier has a personal 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!***

  
SHERMAN L. FULLER  
Command Sergeant Major, USA  
Post Command Sergeant Major

  
JASON K. KAMIYA  
Brigadier General, USA  
Commanding

# JRTC & FORT POLK STANDARDS

History of Fort Polk.....	1
JRTC & Fort Polk Patch .....	2
Joint Readiness Training Center Designation .....	2
Army Song .....	3
Code of Conduct (AR 350-20).....	3
General Orders .....	4
Army Values .....	4
Creed of the Noncommissioned Officer.....	5
PART ONE - THE JRTC PACT.....	6
1. Purpose .....	6
2. JRTC Soldier's Responsibility .....	6
3. JRTC Command Responsibility .....	6
4. JRTC Soldier Readiness .....	7
PART TWO Soldier Readiness.....	7
PART THREE - PERSONAL APPEARANCE.....	8
1. Responsibility .....	8
2. General.....	8
3. Wear of Uniform.....	8
a. Uniform Appearance .....	8
b. Duty Uniform .....	8
c. Items Authorized for Wear.....	10
d. Wear of Civilian Jewelry.....	10
e. Tattoos .....	11
4. Uniform Composition.....	11
5. Footwear .....	11
6. Camouflage Cold Weather (GORTEX) Parkas .....	11
7. Gloves.....	11
8. Combat Vehicle Crewman (CVC) Uniforms .....	11
9. Military Coveralls.....	12
10. Flight Uniforms .....	12
11. Physical Fitness Uniforms (PFU / IPFU) .....	12
12. JRTC Field Uniform .....	13
13. Health and Physical Fitness .....	15

# JRTC & FORT POLK STANDARDS

14. Eyeglasses/Sunglasses .....	15
15. Haircuts, Mustaches, and Hairstyles.....	16
16. Lipstick and Nail Polish.....	17
17. Wear of Military Clothing with Civilian Attire .....	17
18. Wear of Civilian Clothing On-Post and Off-Post.....	17
Appendix 1 to Part 3 (OPFOR Standards) .....	18
<b>PART FOUR – PERSONAL CONDUCT .....</b>	<b>23</b>
1. General.....	23
2. Off-Post Conduct.....	23
3. Public Use of Alcohol.....	23
4. Radios, Stereos, and Cassette/CD Players .....	24
5. Relationships between Soldiers of Different Ranks .....	24
6. EO/Sexual Harassment .....	24
7. Military Courtesy (to Officers).....	25
8. Military Courtesy (to NCOs).....	26
9. Military Courtesy (in General) .....	27
<b>PART FIVE – MILITARY VEHICLE MAINTENANCE AND SAFETY .....</b>	<b>29</b>
<b>APPENDIX 1 – CHAIN OF COMMAND / NCO SUPPORT CHANNEL.....</b>	<b>30</b>
<b>APPENDIX 2 – STANDARD FIELD UNIFORM .....</b>	<b>31</b>
<b>APPENDIX 3 – SOLDIER ISSUED ITEMS .....</b>	<b>34</b>
Initial Issue Items.....	34
Central Issue Facility Items .....	35
Cold Weather Plus Up Issue Items .....	36
<b>APPENDIX 4 – COMMAND POLICIES.....</b>	<b>37</b>
#S-2 – Physical Training.....	37
#S-4 – Consumption of Alcohol.....	43
#S-5 – DWI Policy.....	45
#S-6 – JRTC & Fort Polk Uniform Standards and Dress Code.....	47
#S-11 – Noise Abatement.....	52

# **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 and advanced individual training before the training center colors were retired in 1976.

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

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

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

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

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

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

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

# **JRTC & FORT POLK STANDARDS**

## **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.

## **“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**

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

## **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."

# **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 order, emergencies, and anything not covered in my instructions to the commander of the relief.

### **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.

**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.

# **JRTC & FORT POLK STANDARDS**

**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.

## **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 PACT**

1. **Purpose:** The purpose of this pamphlet is 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 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 or be within body fat 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 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 train America's finest fighting units to deploy anywhere in the world. It is your responsibility as a trainer and soldier to be technically and tactically proficient in order to accomplish your mission. 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 when engaged in field training, traveling in aircraft, and when outside the United States. **ID tags and the Army Values 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 inprocessing 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. 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 Circular. 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, 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 while in uniform. Backpacks may also be worn over both shoulders when riding a bicycle or motorcycle. 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 OR CAMOUFLAGE PATTERN WITH NO LOGOS AND NO WORDING. An exception is granted to the CAMELBACK hydration system in the field. This policy amends the policy stated in paragraph 1-10d, AR 670-1, dated 1 Sep 92.**

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

# JRTC & FORT POLK STANDARDS

(1) The Battle Dress Uniform (BDU), temperate or hot weather, is the authorized 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.

(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 **and the Army Values tag** will be worn around the neck (except when safety considerations apply), beneath the T-shirt on long and short chains, when engaged in field training, traveling on aircraft, and when in uniform or on duty outside the United States. **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 (CPL and above) will have their insignia of rank sewn on the kevlar helmet cover.

(6) Subdued items, i.e., belts 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 intermix wearing hot weather and temperate BDU pieces to include the Patrol Cap.

(9) 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

## c. Items Authorized For Wear:

(1) The Beret (Black, Maroon, or Green) is the only authorized daily 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.

(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 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.

(c) The Army Flash is the only authorized flash to be worn on the Black Beret, with the exception of OPFOR units assigned to Fort Polk.

(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 flashes. 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, during prescribed police calls/outdoor details, or while wearing LBE or camouflage and not wearing the Kevlar Helmet.

(3) Military headgear (Black 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 the field or "Box". 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.

(5) Name tapes will be affixed to the Patrol Cap along with cat-eyes for those personnel associated with rotational unit support.

(6) Patrol Caps will not be rolled.

## d. 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.

# JRTC & FORT POLK STANDARDS

(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.

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

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, of the Gortex Parka.** 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.

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

# JRTC & FORT POLK STANDARDS

a. CVC uniforms for tracked 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. All soldiers on flight status will wear flight uniforms only when their primary duty for the day is flying or they are on standby status awaiting flight duty.

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 unless specified by the commander. When rolled, sleeves will be rolled all the way up (a  $\frac{3}{4}$  roll is not authorized at anytime).

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

## 11. Physical Fitness Uniforms (PFU/IPFU):

a. The Army gray Physical Fitness Uniform (PFU) and the Army Improved Physical Uniform (IPFU) are the only authorized physical fitness uniforms. The PFU uniform consists of the gray athletic T-shirt with "ARMY" printed on the chest, gray general purpose trunks, gray sweat pants, gray hooded sweat shirt with zipper, and plain white socks (mid-calf length). The IPFU consists of a long and short sleeve gray T-shirt with "ARMY" printed on the front and a "A" on the back, black general purpose trunks with "ARMY" printed on the right leg, black sweatpants and gray jacket, and plain white anklet 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 PFU or IPFU, with or without inserts, and the black watch cap may be worn as specified by the commander.

# JRTC & FORT POLK STANDARDS

(1) The PFU is for PHYSICAL TRAINING ONLY; it is not authorized for work details or for wear in public places or facilities.

(2) 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**, on and off the installation. 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 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 gray or 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 gray sweatshirt and gray sweat pants are worn, the gray shorts and gray T-shirt will be worn under them. 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.

d. **The PFU and IPFU shirt will always be worn tucked into the PFU or IPFU shorts.** The hooded sweatshirt and IPFU jacket will be zipped three quarters (3/4) of the way to the top when worn.

e. The gray sweat pants or gray sweatshirt may be worn separately with the gray T-shirt and gray shorts as long as uniformity is maintained and the commander specifies it.

f. When exercising individually or as units, soldiers will wear a yellow or orange reflector belt. When wearing the gray PFU or IPFU uniform, without the PFU sweatshirt or IPFU jacket, the yellow or orange reflector belt will be worn around the waist. When the PFU sweatshirt or IPFU jacket are 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)

## PFU LEVELS

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

## 12. JRTC Field Uniform:

a. BDUs with brown T-shirt.

# JRTC & FORT POLK STANDARDS

- b. Black leather combat, tanker, or hot weather boots.
  
- c. Kevlar helmet (O/Cs will comply with OPS Group policy concerning wear of kevlar in the field/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 your 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-T driven to include the Patrol Cap and earplugs.
  
- 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 only.
  
- h. Sensitive items will be secured to the individual using a weapon lanyard, or parachute 550 cord.

# JRTC & FORT POLK STANDARDS

## 13. **Health and Physical Fitness:** (Note Command Policy Memorandum #S-2 (Physical Training) which is attached and which may be viewed at <http://doimnt1/>).

a. All soldiers are expected to maintain themselves in sound physical condition regardless of age. All soldiers will 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 the S.T.A.R.S. PT program.**

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

(1) Physical fitness training will be conducted **four** 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.

f. Smoking and 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. **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.

# JRTC & FORT POLK STANDARDS

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

**15. 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. If beard growth is prescribed by appropriate medical authority, 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.

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 interfere with the proper wearing of military headgear or protective masks.**

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

(3) 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,

# JRTC & FORT POLK STANDARDS

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.

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

**16. 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, 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.

**17. 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.

**18. 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 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, and revealing clothing is inappropriate for on-post and off-post facilities (i.e., commissary, restaurants, PX, and clubs).

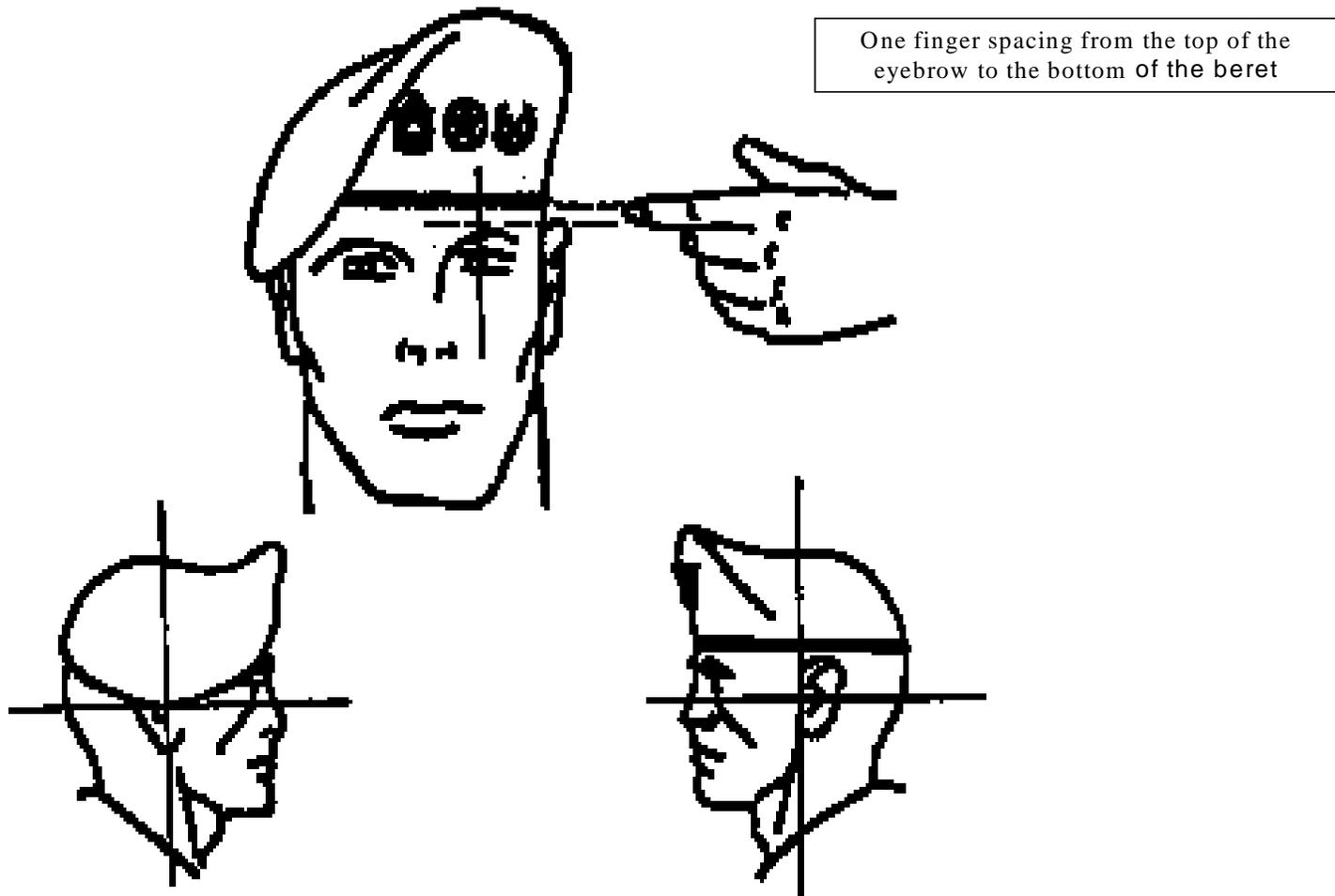
(3) Soldiers will dress with pride and will not wear clothing with slogans or signs that are obscene, intentionally inflammatory, glamorize the use of drugs or alcohol, or are demeaning to any person or group of people.

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 the provisions of Command Policy Memorandum #S-6 (Joint Readiness Training Center and Fort Polk Uniform Standards and Dress Code) which is attached and may be viewed at <http://doimnt1/> and this instruction when on the Fort Polk military installation. Civilians are encouraged to abide by these principles when traveling off the installation.

# JRTC & FORT POLK STANDARDS

## Appendix 1 to Part Three of JRTC & Fort Polk Soldier Standards and Uniform SOP **OPFOR Standards**

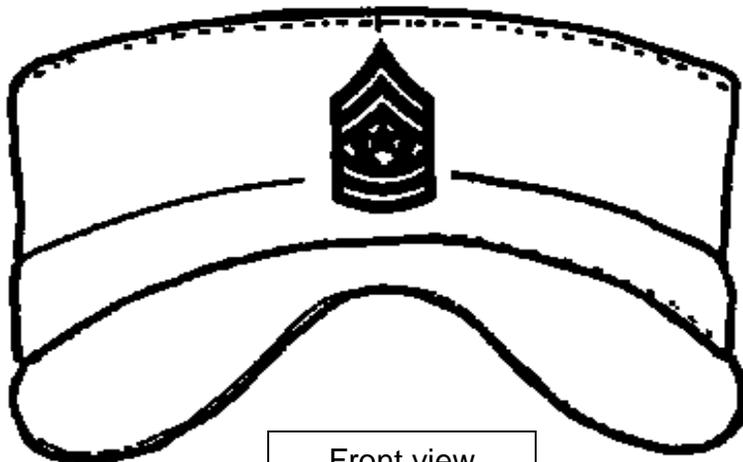
1. The beret will be worn with the leather headband straight across the forehead, one inch above the eyebrows with the insignia centered over the left eye.



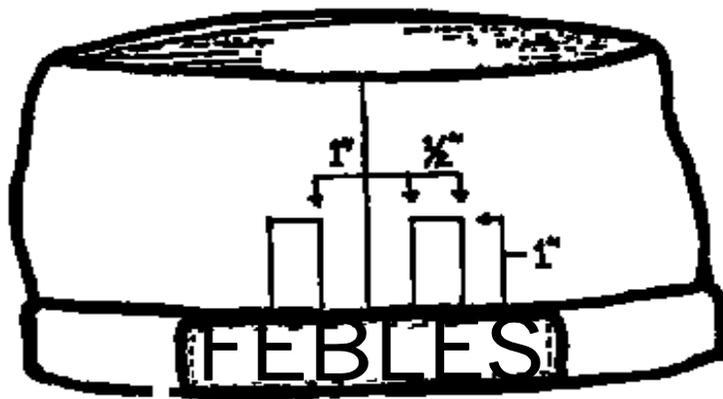
# JRTC & FORT POLK STANDARDS

## Appendix 1 to Part Three of JRTC & Fort Polk Soldier Standards and Uniform SOP **OPFOR** Standards

1. Rank will be worn by all, centered on the front seam.
2. The soldier's nametag will be sewn on the back.
3. Two cat eyes will be sewn on the back as per diagram.



Front view

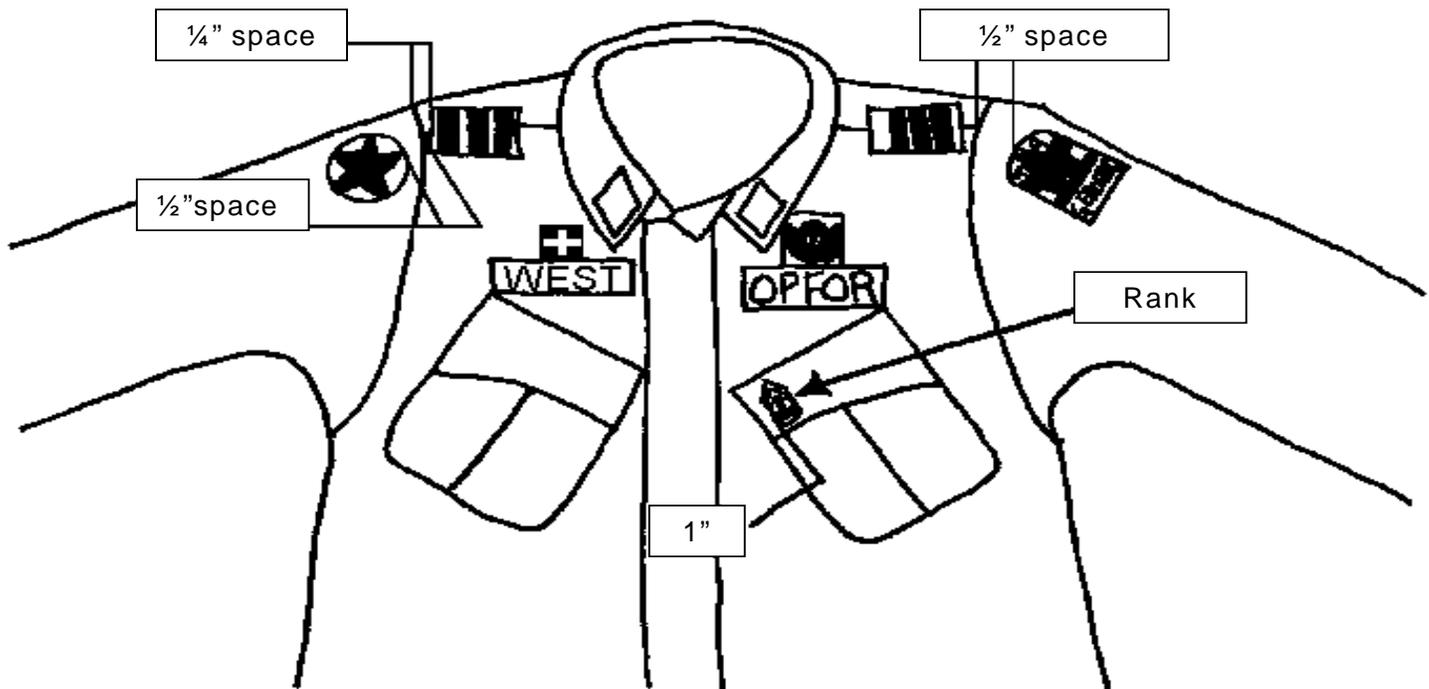


Back view

# JRTC & FORT POLK STANDARDS

## Appendix 1 to Part Three of JRTC & Fort Polk Soldier Standards and Uniform SOP **OPFOR** Standards

1. Pin-on or sew-on rank will be worn by all soldiers, one inch from the left edge on the left breast pocket, straight with the pocket, and centered.
2. OPFOR shoulder board rank will be worn as per sketch.
3. The OPFOR Geronimo man patch will be worn on the left shoulder  $\frac{1}{2}$ " from the seam and centered.
4. The OPFOR star will be worn on the right shoulder  $\frac{1}{2}$ " from the seam and centered after a soldier has accumulated 10 or more rotations.
5. Only airborne qualified personnel, as per sketch, will wear OPFOR airborne wings.
6. Collar tabs will be diamond shaped with branch of service insignia centered.
7. The combat lifesaver cross will be worn centered above the nametag.



# JRTC & FORT POLK STANDARDS

## Appendix 1 to Part Three of JRTC & Fort Polk Soldier Standards and Uniform SOP **OPFOR Standards**

### 1. General Guidelines.

a. Battle Dress Uniform (BDUs - Worn IAW AR 670-1 and Post Policy 18 dated 8 September 99. This uniform may be worn on and off post IAW with policies listed.

(1) Maroon Beret - Worn IAW AR 670-1 with starched or highly pressed BDU, Class A, and Class B uniform.

(2) BDU cap will be marked IAW battalion marking SOP, worn with fluff-dried uniform.

(3) BDU sleeves will be worn down at all times.

b. Opposing Forces Uniform, OG-107 - The same policies and standards that cover the BDU uniform also apply to the OPFOR uniform. This uniform may be worn on and off post IAW post policy 18. Also, refer to the battalion commander's policy memorandum #12 - OPFOR uniform wear.

(1) The OPFOR uniform will be marked IAW the SOP sketch enclosed. Sleeves will always be worn down. Pin-on or sew on rank will be worn on the left breast pocket as per the sketch, by all ranks, PV2 through LTC except while in the tactical box during rotation.

(2) Only airborne qualified personnel will wear the OPFOR jump wings on their OG-107's.

(3) The OPFOR black beret will be worn IAW AR 670-1 and marked IAW the Battalion marking SOP. The beret is only worn with starched or highly pressed OG-107's. The insignia on the beret will be:

(a) Brass rank (or silver for 1LT and LTC)

(b) Red OPFOR star

(c) Non-subdued OPFOR branch insignia

The above items may be either sew-on or pin-on available through unit supply.

(4) The sun hat (hot weather) is worn with the fluff-dried OG-107 uniform. The sun hat will not be worn in garrison except in the battalion area, DFAC, and in transit from and to home/duty. Camouflage materials will not be worn on the sun hat. The sun hat will be worn IAW AR 670-1.

# **JRTC & FORT POLK STANDARDS**

## **Appendix 1 to Part Three of JRTC & Fort Polk Soldier Standards and Uniform SOP OPFOR Standards**

c. When wearing civilian-style, commercially purchased eyeglasses or sunglasses, it will be done IAW battalion policy 29. Generally speaking, you may wear, conservative style civilian prescription, eyeglasses in garrison except during physical training. You will wear military issue eyeglasses when conducting training, parachute operations, rotation, firing on ranges, range police or detail.

d. The Individual Hydration System (Camelback) canteen, issued through unit supply, may be worn on all field training events and fatigue type details. When in garrison (unless on detail) it will be carried in the hand.

e. The OPFOR Battalion utilizes several different rotational uniforms (Tiger Stripe, Black, Brown & Root uniforms, etc.). These uniforms are not authorized for wear outside the battalion area or the rotational box except for transportation to and from the soldiers' residence. These uniforms are not authorized at the 24-hour shoppette or main PX.

# JRTC & FORT POLK STANDARDS 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. Soldiers will comply with Command Policy Memorandum #S-6 (Joint Readiness Training Center and Fort Polk Uniform Standards and Dress Code) and the principles established in paragraph 18 of this instruction.

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 is 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.** Over-consumption of alcohol may result in rowdy and unruly behavior. It is frequently accompanied by physical injury or damage to property that will result in disciplinary action.

### 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.

# JRTC & FORT POLK STANDARDS

c. The drunk driving standard is .10% in the state of Louisiana (it will become .08% on 30 September 2003).

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

e. All soldiers should review Command Policy Memorandum #S-4 (Consumption of Alcohol) and #S-5 (DWI Policy). These policies are attached and may be viewed at <http://doimnt1/>.

#### 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.

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.

# JRTC & FORT POLK STANDARDS

## 7. Military Courtesy: (Officer)

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

b. The salute is a military tradition extending a greeting and exchange of respect among military personnel. It will be executed both in garrison and **field environments**. Saluting and exchanging greetings while in civilian clothes is encouraged when on military installations.

(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 should 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

# **JRTC & FORT POLK STANDARDS**

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.

(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.

(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 should be exchanged.

(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 should 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.

# JRTC & FORT POLK STANDARDS

- 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 soldier is six steps away from the Colors. When indoors, stand at attention until uncased Colors have passed six steps by. In civilian attire, pay 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 indoor (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 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.
- 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

# **JRTC & FORT POLK STANDARDS**

“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; the senior occupants dismount the vehicle and render the proper courtesy. Civilians 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 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 vehicles.

**JRTC & FORT POLK  
STANDARDS  
Appendix 1**

**CHAIN OF COMMAND / NCO SUPPORT CHANNEL**

---

**Commander in Chief**

---

**Secretary of Defense**

---

**Secretary of the Army**

---

**Chief of Staff of the Army**

---

**SMA**

---

**FORSCOM CDR**

---

**FORSCOM CSM**

---

**XVIII ABN CORPS CDR**

---

**XVIII ABN CORPS CSM**

---

**POST CDR**

---

**POST CSM**

---

**Brigade/Regiment CDR**

---

**Brigade/Regiment CSM**

---

**Battalion CDR**

---

**Battalion CSM**

---

**Company CDR**

---

**Company 1SG**

---

**Platoon Leader**

---

**Platoon Sergeant**

---

**Squad Leader**

# **JRTC & FORT POLK STANDARDS Appendix 2**

## **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-T

3. Kevlar w/cover/cammo band & rank

4. Body armor if required

5. Protective Mask as directed by METT-T

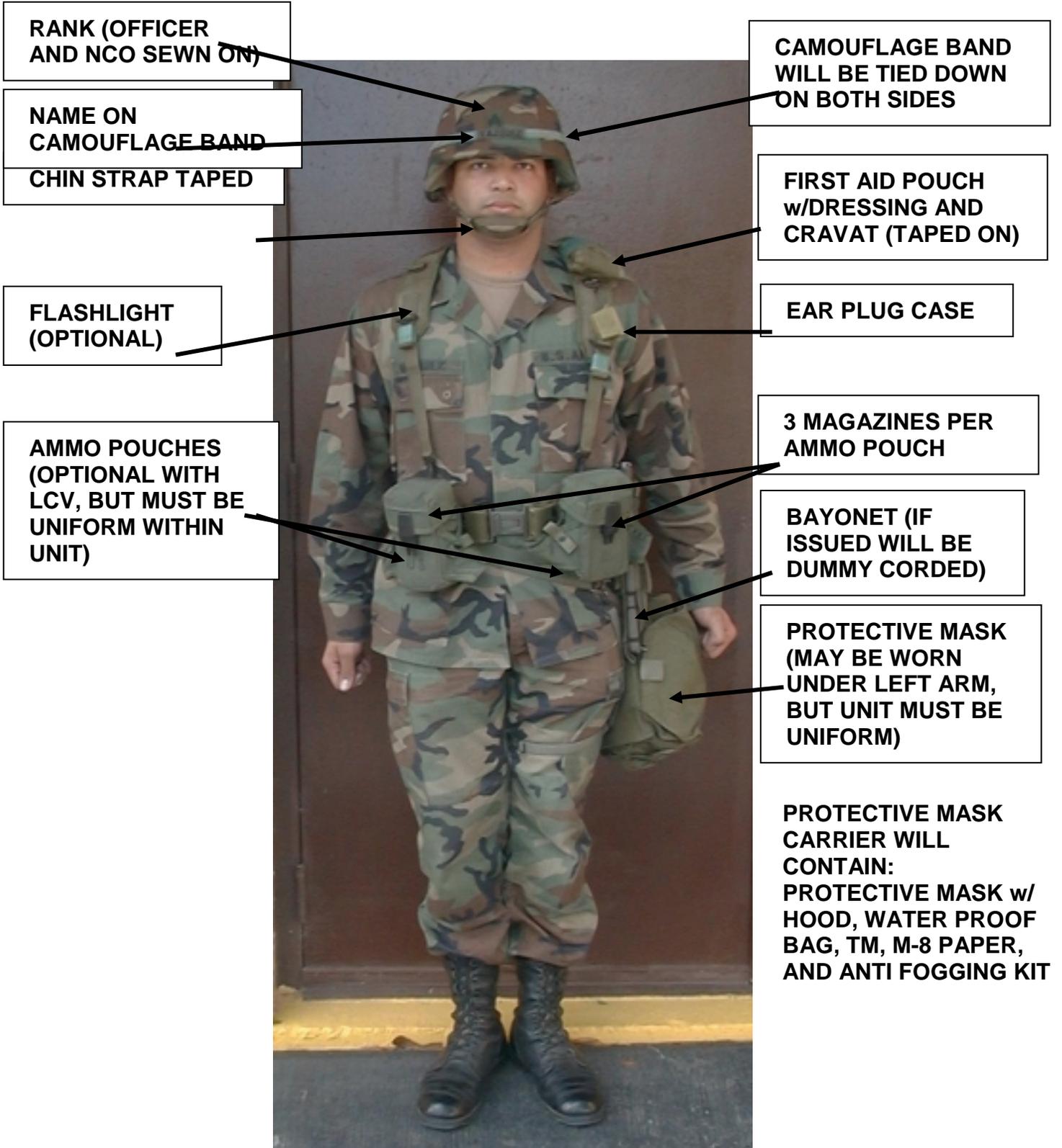
6. BDUs, Shirt, Bottom w/Black belt and black buckle, Brown T-shirt, Green/ Black socks, Black Combat Boots or ICWs

7. I.D. Tags 2 ea. w/Army value tag

8. Pen or pencil and note taking material

**JRTC & FORT POLK  
STANDARDS**

**FIELD SUMMMER UNIFORM**



**JRTC & FORT POLK  
STANDARDS**

**FIELD SUMMMER UNIFORM**



# JRTC & FORT POLK STANDARDS

## Appendix 3

### SOLDIER ISSUED ITEMS

#### INITIAL ISSUE ITEMS (ALL SOLDIERS)

DESCRIPTION	AUTHORIZED	LIN
BAG, DUFFLE	1	B14729
BELT TROUSERS BLACK	2	B60252
BOOTS COMBAT BLACK LEATHER	2	C06749
BUCKLE BELT BRASS	1	C32182
BUCKLE BELT BLACK	1	C32045
CAP CAMOUFLAGE	2	C01123
CAP GARRISON	2	D01489
COAT ALL WEATHER POLYESTER	1	R09708
COAT CAMOUFLAGE HOT WEATHER	1	C64956
COAT CAMOUFLAGE TEMPERE	2	C43302
COAT COLD WEATHER	2	E43851
COAT POLYESTER AG344	1	E44261
DRAWERS BROWN	7	G48939
GLOVES DRESS BLACK	1	G67721
GLOVES INSERTS	2	J62858
GLOVES SHELLS BLACK	1	J63269
HANDKERCHIEF GREEN	6	K08704
NECKTIE FOUR IN HAND	1	M97044
SHIRT POLYESTER GREEN LS	1	T03070
SHIRT POLYESTER GREEN SS	2	T03089
SHOES OXFORD BLACK	1	T06486
SOCKS COTTON-NYLON BLACK	3	T92171
SOCKS WOOL CUSHION SOLE	7	T93335
SWEARPANTS GRAY	1	U75197
SWEARSHIRT GRAY	1	U75371
T SHIRT ATHLETE GRAY	2	L16151
TOWEL BATH	4	W69891
TROUSERS CAMOUFLAGE HOT	2	T52743
TROUSERS CAMOUFLAGE TEMP	2	T35160
TROUSERS POLYESTER AG344	2	X36906
TRUNKS GRAY	2	X66341
UNDERSHIRT BROWN	7	X86565
UNDERSHIRT WHITE	2	X86702

# JRTC & FORT POLK STANDARDS

## Appendix 3

### CENTRAL ISSUE FACILITY ITEMS

DESCRIPTION	AUTHORIZED	LIN
BODY ARMOR	1	A92145
BOOTS ICWB	1	B09054
BAG BARRACKS	1	B13907
BAG DUFFLE	1	B14729
BAG WATERPROOF	2	B15825
BLANKET WOOL	1	B72225
CANTEEN W/P	2	C96536
CARRIER INTRENCHING TOOL	1	D11812
DRAWERS CW POLY	2	D49418
CASE FIRST AID	1	D64043
CASE SMALL ARMS	2	D70550
COVER HELMET	1	F28747
COVER CANTEEN	2	F30391
CUP CANTEEN	2	F54817
GLOVES SHELL	1	G63382
FIELD PACK LG	1	H39825
HOOD BALACLAVA	1	H46744
FRAME FIELD PACK	1	H90705
HELMET KEVLAR	1	K34733
INTRENCHING TOOL	1	L00210
MAT SLEEPING	1	M37042
TROUSERS W/W	1	N37752
OVERSHOES VINYL	1	N39848
PARKA W/W	1	N70110
GLOVES INSERTS	2	010011
BELT INDIVIDUAL	1	010020
PONCHO W/W CAM	1	P17415
PARKA GORTEX	1	P69699
SHIRT CW POLY	2	S03222
SCARLF WOOL	1	S52982
TROUSERS GORTEX	1	T35375
SLEEPING BAG INT	1	T71673
SUSP. FLD PACK	1	U73323
SUSPENDERS TROUSERS	1	U73597
UNDERSHIRT POLY	2	U86178

**JRTC & FORT POLK**  
**STANDARDS**  
**COLD WEATHER PLUS UP ISSUE ITEMS**

<b>DESCRIPTION</b>	<b>AUTHORIZED</b>	<b>LIN</b>
BAG DUFFLE	1	B14729
BOOTS CW	1	B09054
DRAWERS CW POLY	2	D49418
UNDERSHIRT CW POLY	2	U86178
SLEEPING BAG (ECW)	1	T71706

# JRTC & FORT POLK STANDARDS

## Appendix 4 Command Policies



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
7330 MISSISSIPPI AVENUE, SUITE 101  
FORT POLK, LOUISIANA 71459-5000

REPLY TO  
ATTENTION OF:

AFZX-CSM (100)

26 February 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #S-2 - Physical Training

1. Purpose. Physical fitness and health are critical enabling tasks to all of our soldiers, whether assigned to deployable or TDA organizations. Unit physical training programs must challenge soldiers and instill healthy practices. This memorandum establishes physical training (PT) policy issues for all Joint Readiness Training Center (JRTC) and Fort Polk units. The policy includes PT and work call times, special fitness training, organized athletics, formation runs, and foot marches.

2. Physical Training Guidance.

a. Physical training will be conducted 4 days a week at unit level, between 0630 and 0730, with work call formation for units normally following at 0900. Approval to conduct PT activities at another time rests with the unit's chain of command. Units will run in company, platoon, squad/section, or ability group formations. All pregnant female soldiers will participate in the S.T.A.R.S. Program.

(1) During PT hours, units and individuals will not run or road march along the following:

(a) Louisiana Highway 467 (**off limits at all times**).

(b) Louisiana Highway 10 (**off limits at all times**).

(c) 3rd Street, South Fort.

(d) Texas Avenue north of Louisiana Avenue, to include 3rd Street, North Fort.

(e) Louisiana Avenue east of Texas Avenue.

(f) Entrance Road, North Fort and South Fort.

(g) K Avenue.

# JRTC & FORT POLK STANDARDS

AFZX-CSM

SUBJECT: Command Policy Memorandum #S-2 - Physical Training

(2) Individuals may run on the golf course track (**individual running only**) but not the golf cart path. (No unit formations at golf course for release to run individually.)

b. Vehicle traffic will slow to 10 mph when passing troop formations or individual runners.

c. Requirements for running in formation on Fort Polk. Units will:

(1) Run in the same direction as traffic.

(2) Provide road guards with reflective belts (and flashlights during limited visibility) posted a minimum of 20 meters in front of and behind the formation. Company and platoon sized formations will have a minimum of two road guards in the front and rear of the formation. Squads will have a minimum of one guard in the front and rear of the formation. Road guards are not required while running within closed sections of Alabama/ Georgia Avenue.

(3) Provide straggler control for all runs not conducted within closed sections of Alabama/Georgia Avenue.

d. Individual runners will run opposing (facing) the flow of traffic.

e. Combat-type sports (described as Field Type Meets in Field Manual (FM) 21-20, Chapter 9) are authorized once a week to add variety and highly strenuous competition. However, commanders will ensure that the emphasis remains on "Battle Focused PT" and the activities do not degenerate into non-military, recreational events. Unit commanders may conduct recreational-type sports activities any time except the PT hour.

f. Techniques. Use ability group techniques, circuit interval work, and other techniques to optimize individual development. Use the techniques at least two to three times per week to work toward total body fitness.

g. A Post-wide 4-Mile run will be conducted twice a year. The goal is to complete the run in 36 minutes, build esprit de corps, and have fun.

h. Indicate individual fitness objectives on the Officer Evaluation Support Form or NCO Counseling Checklist/Record.

3. Special Fitness Training. Special Fitness Training programs target soldiers who have failed the Army Physical Fitness Test (APFT), or failed to meet fitness standards that are integral to a unit's Mission Essential Task List (METL), or are in the Overweight Program. Special Fitness Training programs will:

# JRTC & FORT POLK STANDARDS

AFZX-CSM

SUBJECT: Command Policy Memorandum #S-2 - Physical Training

- a. Use Master Fitness Trainers to assess individual weaknesses, such as cardiovascular endurance, muscular strength, and muscular endurance.
  - b. Concentrate on exercises for push-up and sit-up improvement, and ability group runs.
  - c. Be drawn up by the company/battery/troop commander.
  - d. Be led by at least one unit NCO who has met the fitness standard.
  - e. Use intermediate goals and rewards as incentives to achieve the unit standard.
  - f. Be conducted in accordance with (IAW) FM 21-20 and Army Regulation (AR) 350-41.
4. Profiles. Soldiers with profiles will do physical training consistent with the limitations of the profile. Leaders will organize and supervise training appropriately according to the size and limitations of the profile group. Soldiers with walking profiles will use either the fitness trail (located at the hospital), the track located on Texas Avenue, or the perimeter of the ball fields.
5. Uniform (except foot marches).
- a. Summer.
    - (1) Running shoes.
    - (2) Solid white socks, length approximately 4-8 inches above the ankle.
    - (3) Army gray shorts.
    - (4) Authorized spandex shorts (gray/black with no markings) may be worn beneath Army gray shorts.
    - (5) Army gray t-shirt (tucked in shorts), (exception: pregnant female soldiers can wear the t-shirt out).
    - (6) Unit commanders may specify optional uniforms for special events, as long as they maintain uniformity and do not require soldiers to purchase optional uniforms.
  - b. Winter. Same as the summer uniform with the following additions, as determined by the unit commander based on weather conditions:
    - (1) Army sweat pants.

# JRTC & FORT POLK STANDARDS

AFZX-CSM

SUBJECT: Command Policy Memorandum #S-2 - Physical Training

- (2) Army sweat shirt.
  - (3) Army black gloves.
  - (4) Army black watch cap.
6. Safety. Personnel will wear a reflective belt/vest at all times during unit PT, individual PT, and cycling. Affix reflective belts/vest to rucksack for foot marches.
7. Physical training canceled due to inclement weather, etc. will be disseminated from the Commanding General, JRTC and Fort Polk through the FOD/SDNCO to the Major Subordinate Commands (MSCs). Unit commanders have the authority to modify or cancel PT for their unit IAW the MSC commander's guidance.
8. Foot Marches.
- a. Units will march on the shoulders of the road. Individual foot marchers will march opposing (facing) the flow of traffic.
  - b. For safety purposes, units conducting foot marches will use road guards. Based on the unit commander's decision, position road guards 20-50 meters forward and rearward of the marching formation. Uniforms will include reflective belts; during hours of limited visibility, a flashlight will be used. Soldier visibility to track and wheeled vehicle traffic is paramount.
  - c. Units will not use a straggler control vehicle along Alabama/Georgia Ave.
  - d. Normally, the foot march uniform will include BDUs (sleeves down), boots, LBE, assigned weapon, rucksack, Kevlar helmet, and protective mask. Unit METL will dictate additional equipment. However, conditioning foot marches can be conducted in PFU/IPFU with boots and rucksack at the commander's discretion. While in formation, all soldiers will be in the same uniform.
9. Bicycling.
- a. Soldiers bicycling at any time will ride with the flow of traffic, and IAW AR 190-5, Motor Vehicle Traffic Supervision, and normal traffic patterns and rules.
  - b. As a reminder, riders must wear a reflective garment and helmet. Bicycles operated at night must have a front light and a rear reflector or red light.
10. Road blocks. See enclosure, Table A.

# **JRTC & FORT POLK STANDARDS**

AFZX-CSM

SUBJECT: Command Policy Memorandum #S-2 - Physical Training

11. These measures iterate policies which have been in effect, articulate a standard PT period, provide for flexibility, and support the Army Physical Fitness program.

12. This memorandum supersedes Command Policy Memorandum #7 - Physical Training, dated 2 June 1997.

Encl  
as

//original signed//  
JASON K. KAMIYA  
Brigadier General, USA  
Commanding

DISTRIBUTION:  
A+

# JRTC & FORT POLK STANDARDS

Table A

1. Below in the list of unit responsibilities for manned and unmanned barriers.

2d ACR	Manned: Georgia & New Jersey Pennsylvania & Georgia Alabama & 4 <sup>th</sup> St. Alabama & 9 <sup>th</sup> St. Unmanned: Georgia & 11 <sup>th</sup> St. Georgia & 4 <sup>th</sup> St. Alabama & 9 <sup>th</sup> St. Alabama & 10 <sup>th</sup> St.
OPS GP	Unmanned: Alabama & 12 <sup>th</sup> St. Alabama & 15 <sup>th</sup> St.
WB	Manned: Georgia & Illinois Alabama & Bellrichard Georgia & Bellrichard Unmanned: Alabama & 14 <sup>th</sup> St. Alabama & 16 <sup>th</sup> St.
519th MP Bn	Manned: Alabama & Louisiana Georgia & Louisiana LA Hwy 10 & Georgia Unmanned: Alabama & 22 <sup>nd</sup> St. Alabama & 23 <sup>rd</sup> St. Alabama & LA Hwy 10

2. Road blocks will be operational 0630-0730, Monday through Wednesday and Friday. The guard will stand to the rear of the barrier at the manned road blocks. Guards will not sit in a vehicle while on duty.

3. Units are responsible for setting up unmanned barriers for all parking lot entrance/exits within their sector not mentioned in the above list.

4. Maintenance of barriers is a unit responsibility.

Encl

(Revised 27 October 2000)

# JRTC & FORT POLK STANDARDS



REPLY TO  
ATTENTION OF:

AFZX-JA (100)

26 February 2002

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

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #S-4 - Consumption of Alcohol

1. The minimum age for purchase, possession, and consumption of alcoholic beverages on Fort Polk is 21. No exceptions. This applies to all service members, family members, and civilians working or living at Fort Polk.
2. Military personnel will not consume alcohol while in a duty status. Military personnel in uniform will not consume alcoholic beverages prior to 1630. Military personnel in the Battle Dress Uniform will not consume alcohol while at off-post establishments.
3. Consuming alcoholic beverages in military vehicles is prohibited.
4. Unit Sponsored Social Events.
  - a. Commanders in the rank of Colonel (O6) may request from me an exception to the prohibition on consumption of alcoholic beverages while in a duty status for unit sponsored social events on post such as Organizational Days. The unit commander must ensure that at least one officer and one NCO attend the event and remain until its conclusion. Non-alcoholic beverages must be continuously available. Responsible leaders must exercise control so that soldiers, family members, and civilians do not become intoxicated. Leaders will ensure that designated drivers do not consume alcoholic beverages
  - b. Military personnel and civilians under the age of 21 will not be allowed to purchase, possess, or consume alcoholic beverages at any unit sponsored social event.
5. Violators subject to the Uniform Code of Military Justice (UCMJ) may be punished under the UCMJ or through adverse administrative actions. Violators not subject to the UCMJ may be subject to adverse administrative actions, as authorized by applicable sections of the United States Code or Federal regulation.

# **JRTC & FORT POLK STANDARDS**

AFZX-JA

SUBJECT: Command Policy Memorandum #S-4 - Consumption of Alcohol

6. The point of contact for this policy is the Alcohol and Drug Counseling Office. This policy will remain in effect until superseded or rescinded, whichever is sooner.

//original signed//  
JASON K. KAMIYA  
Brigadier General, USA  
Commanding

DISTRIBUTION:

A+

# JRTC & FORT POLK STANDARDS



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

REPLY TO  
ATTENTION OF:

AFZX-JA (100)

26 February 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #S-5 - DWI Policy

1. Soldiers driving while intoxicated (DWI) pose a serious threat to themselves and the entire community. Incidents of DWI on post will be handled through Uniform Code of Military Justice (UCMJ) channels.
2. As in all cases involving possible offenses of the UCMJ, each commander in a soldier's chain of command must personally exercise his or her discretion in determining what disciplinary action, if any, is appropriate when the soldier is suspected of a DWI. Each case must be evaluated solely on its own merits.
3. No superior may direct that a subordinate authority impose nonjudicial (Article 15) punishment or issue regulations, orders, or so-called "guides" that either directly or indirectly suggest to a subordinate commander how that commander must dispose of DWI cases. However, a superior commander may reserve personally the right to exercise Article 15 authority over a particular case or over certain categories of offenders or offenses. Therefore, commanders may, in their discretion, reserve Article 15 authority over all DWI cases in their command.
4. Soldiers with multiple DWIs may be especially dangerous to the community. By their actions they display a serious lack of discipline and an apparent unwillingness or inability to learn from their mistakes. Such soldiers may often be poor performers with low potential for advancement in the Army. Therefore, the following policy is effective immediately.
  - a. Soldiers will be processed for separation upon a second occurrence of either or both of the following:
    - (1) Refusal to take or complete a lawfully requested chemical test to determine blood alcohol content.
    - (2) Operating a motor vehicle with a blood alcohol content of 0.08 percent by volume or higher.

# JRTC & FORT POLK STANDARDS

AFZX-JA

SUBJECT: Command Policy Memorandum #S-5 - DWI Policy

b. "Processed for separation" means that separation action under AR 635-200, Ch 14, will be initiated by the unit commander and processed through the chain of command to the separation authority for appropriate action.

5. My intent is to process soldiers in the above circumstances in a manner parallel to that which the Army uses to identify and process drug abusers for separation, as set forth in AR 635-100, Ch 14, Sec III.

6. Just as with drug processing, this policy requires only initiation of elimination action. It does not mandate that each soldier with multiple DWIs be eliminated. I expect each leader to make a recommendation or decision based on individual circumstances, considering the best interests of the Army, good order and discipline, and the needs of the individual.

7. This policy applies to all soldiers stationed at Fort Polk, except those against whom charges have been or will be referred to a court-martial authorized to impose a punitive discharge; those against whom separation proceedings under AR 635-200, Ch 9, have been or will be initiated; and those over whom I have reserved UCMJ authority (all other officers, warrant officers, and command sergeants major). All actions concerning the above listed officers, warrant officers, and command sergeants major will be transmitted, with recommendations for disposition, to me.

8. This policy will remain in effect until superseded or rescinded, whichever is sooner.

//original signed//  
JASON K. KAMIYA  
Brigadier General, USA  
Commanding

DISTRIBUTION:

A+

# JRTC & FORT POLK STANDARDS



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
7330 MISSISSIPPI AVENUE, SUITE 101  
FORT POLK, LOUISIANA 71459-5000

REPLY TO  
ATTENTION OF:

AFZX-CG (100)

26 February 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #S-6 - Joint Readiness Training Center and Fort Polk Uniform Standards and Dress Code

1. **PURPOSE.** This memorandum addresses the wear of clothing and uniforms on and off post.
2. **APPLICABILITY.** This memorandum applies to all U.S. Army personnel (active and reserve) assigned or attached to the Joint Readiness Training Center and Fort Polk, tenant units, and units or individuals present at Fort Polk for training/TDY; or other personnel who enter the Fort Polk Military Installation.
3. **RESPONSIBILITY.** All leaders, officers, and noncommissioned officers are responsible for ensuring personnel meet, maintain, and comply with regulatory and post standards. Managers and supervisors of facilities that perform customer service functions are responsible for the enforcement of the Fort Polk dress code. This is a punitive policy. Violations of these policies by military personnel are the basis for corrective action, possible adverse administrative action, or punitive action under the Uniform Code of Military Justice. Civilians who wear gang-related clothing as defined in this policy letter may be denied entry or removed from the Fort Polk Military Installation. On or off duty, every soldier should provide a respectable and professional image to the rest of Fort Polk and our local communities.
4. **GENERAL.** The professional atmosphere and high standards of appearance created by uniformed military personnel at Fort Polk should carry over into the selection of civilian attire. While off-duty personnel, family members, and civilians may dress casually and comfortably, there are legal, safety, and sanitary criteria that require a dress code for Fort Polk's service facilities and throughout the installation. Compliance with the Uniform Code of Military Justice and the prevention of any activity, which appears to advocate violation of the law, must be considered. Wear of appropriate attire avoids public embarrassment and promotes a sense of community. It also assists in the orderly accomplishment of the installation's mission, and fosters loyalty, discipline, and morale of troops as well as support from our local communities.
  - a. The battle dress uniform (BDU), hospital duty, food service, or flight service uniform is authorized for wear off post, with the following clarification:
    - (1) Soldiers will comply with Army Regulation (AR) 670-1, Wear and Appearance of Army Uniforms and Insignia, 1 Sep 92, in order to present a professional appearance. Uniforms will be complete, clean, neat, and presentable (no muddy boots, no camouflage).
    - (2) Soldiers will not consume alcoholic beverages in off-post restaurants/establishments nor patronize bars while in the BDU, flight suit, food service, or hospital duty uniform.

# JRTC & FORT POLK STANDARDS

AFZX-CG

SUBJECT: Command Policy Memorandum #S-6 - Joint Readiness Training Center and Fort Polk Uniform Standards and Dress Code

(3) The duty uniforms are inappropriate for official social functions off the installation, such as dinners, memorial services, or funerals.

(4) The duty uniforms are not authorized for travel via commercial airlines or other commercial means leaving the Fort Polk area.

(5) Major subordinate commanders are responsible for establishing and enforcing their policy for field uniforms.

(6) Soldiers will not wear facial camouflage into any on- or off-post establishment to conduct business.

b. The Army Physical Fitness Uniform (PFU) may be worn when conducting physical training, on and off post, traveling between quarters and place of duty, and purchasing gas at the shoppettes on post. The mixing of the old PT uniform with civilian attire is unauthorized. The (IPFU) will be worn in whole on post during PT hours, but may be mixed with civilian attire on post after 0730, or any time when off post.

(1) Commanders will permit their soldiers to wear commercially purchased spandex shorts beneath their PFU trunks. The spandex will be solid color (gray or black), will not extend below the top of the knee, and will have no distinctive patterns or markings.

(2) A distinctive unit shirt may be substituted for the PFU shirt; however, all soldiers will be uniform in formation. Soldiers will not be forced to purchase distinctive unit shirts.

(3) The wear of the cap, knit, navy blue 3346, line number 811AN (issued by CIF) and/or green or black glove inserts or black glove shells is authorized in cold weather.

(4) Commanders may substitute the BDU for wear during alternate physical training events such as road marches, drown-proofing, or confidence/obstacle courses.

c. Headgear. See enclosure, Table B.

d. Gloves. Soldiers are authorized to wear black gloves with no distinctive markings.

e. Jackets. Field and GORTEX jackets are authorized for wear. They will be zipped and buttoned.

f. Earplugs. The earplug case and earplugs will be worn on the Load Bearing Equipment or Load Bearing Vest.

g. Coveralls may be worn only at place of duty.

h. Jewelry will be worn in accordance with AR 670-1.

i. Male soldiers are prohibited from wearing earrings and all other body piercings on a military installation, both on and off duty, in or out of uniform.

# JRTC & FORT POLK STANDARDS

AFZX-CG

SUBJECT: Command Policy Memorandum #S-6 - Joint Readiness Training Center and Fort Polk Uniform Standards and Dress Code

6. Public facilities on post are defined as the commissary, post exchange facilities, shoppettes, theaters, recreation centers, the Arts & Crafts shop, Youth Services, T2K, bowling centers, banks, credit unions, libraries, snack bars, education centers, hospital medical centers and dental clinics. Persons will not be denied emergency medical or dental care because of their attire; however, appropriate clothing is required for routine medical and dental appointments. Clothing worn in public facilities will be modest and inoffensive to other patrons. The standards in effect for public facilities on post are as follows:

a. The following are not appropriate for wear in public facilities on post:

(1) Clothing which, by design, exposes the buttocks, abdomen, chest, and/or undergarments. Some examples are:

(a) See-through shirts; halter tops; muscle shirts that expose any part of the chest area; bare chest; shirts, blouses, or shorts that reveal any part of the undergarment (i.e., bra, underwear).

(b) Shorts, hot pants, or mini-skirts that expose portions of the buttocks; shorts with excessive split on the side; cutoffs.

(c) Items designed as undergarments but worn as an outer garment (e.g., spandex).

(d) Sleeveless blouses, spaghetti strap blouses/dresses, and sundresses are authorized wear provided that the undergarments are not exposed.

(2) Swimwear.

(3) Mixing military uniform items with civilian clothes is unauthorized. Exceptions are: the black military raincoat is authorized wear with civilian attire and the IPFU may be mixed with civilian attire on post after 0730, or any time when off post.

(4) Shower shoes, bare feet.

(5) Hair rollers.

b. Attire with obscene or offensive designs or printing is prohibited.

c. Standards of dress for facilities such as the Warrior Club, Cortina Club, and Warrior Hills Golf Course will meet these minimum standards, but the respective activity may establish more restrictive policies.

d. Recreation areas and fitness centers may adjust these policies as to the type of recreation offered such as swimming, boating, weightlifting, etc.

7. Gang-related clothing is prohibited for wear anywhere on the Fort Polk Military Installation by any person. Military personnel will not wear gang-related clothing on or off the Fort Polk Military Installation, regardless of their duty status.

a. A gang is defined as a group, usually informally organized and led, which habitually involves itself in illicit, illegal, or disruptive behavior which is not conducive to good discipline, law, and

# JRTC & FORT POLK STANDARDS

AFZX-CG

SUBJECT: Command Policy Memorandum #S-6 - Joint Readiness Training Center and Fort Polk Uniform Standards and Dress Code

order. It does not include formally chartered or led organizations such as the Boy Scouts, the Girl Scouts, organized athletic teams, school-related organizations, YMCA/YWCA-led groups, church groups, government-sponsored groups, or other publicly recognized and supported organizations.

b. Gang-related clothing includes, but is not limited to:

(1) Wearing same-colored clothing in a manner signifying gang membership or affiliation. Examples include wearing colored bandannas with matching baseball caps, jackets, or other same-colored clothing; and predominantly displaying gang colors on wrist bands, ankle bands, shoe laces, rubber bands, or barrettes.

(2) Clothing which depicts pictures or messages of unlawful violence or tending to incite unlawful violence;

(3) Emblems, patches, or other items worn to signify membership in a gang; bandannas or scarves hanging from belt loops, pockets, tied to one leg, or any other display to signify affiliation with a gang;

(4) Wearing pants with pant legs worn up one side only; wearing caps and similar headgear with the brim turned to the left or right.

8. This policy supersedes Command Policy #S-6, same subject, dated 30 November 2000. It will remain in effect until superseded or rescinded.

Encl  
as

// original signed //  
JASON K. KAMIYA  
Brigadier General, USA  
Commanding

DISTRIBUTION:  
A+

# JRTC & FORT POLK STANDARDS

## Table A

JRTC Patch w/Airborne Tab	JRTC Operations Group 1-509th Abn Inf Primary G-Staff Special Staff Personal Staff Garrison Commander and Staff NCO Academy
2d ACR Patch	1st, 2d, 3d, 4th Squadron, RSS, HHT
FORSCOM Patch:	Warrior Bde (except those authorized to wear JRTC patch) 519th MP Bn

## Table B

*Maroon Beret w/JRTC Flash	JRTC Operations Group 1-509th ABN IN Primary G-Staff Special Staff Personal Staff Garrison Commander and Staff
*Maroon Beret is authorized for wear as organizational headgear.	
Green Beret	Special Operations Training Detachment (Operations Group)
Black Beret	OPFOR (rotational periods only) All other soldiers assigned who are not authorized other headgear
Red Baseball Cap	Riggers only
Patrol Cap w/name tag and cat-eyes	<u>Field Wear Only</u> Authorized for wear by members of Operations Group and those individuals directly associated with rotation support.

Encl

# 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, LA 71459-5339

AFZX-PM (100)

26 February 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #S-11 – Noise Abatement

1. **PURPOSE.** This memorandum establishes a noise control standard on Fort Polk, thereby educating both civilians and military as to applicable standards and fostering a pleasant on-post environment.
2. **APPLICABILITY.** This memorandum applies to all organizational elements and all soldiers, civilian employees, family members, and civilians on Fort Polk.
3. **BACKGROUND.**
  - a. Commanders are responsible for safeguarding the health and safety of soldiers. Excessively loud noise or music causes hearing impairment. Additionally, loud radios or stereos create a traffic hazard when the music distracts a driver or interferes with his ability to hear emergency sirens, train whistles, or similar noises.
  - b. Excessively loud music can not only damage hearing, but it also disturbs the peace and tranquillity of the installation. Additionally, excessive noise made off the installation is subject to punishment under Louisiana law. Moreover, soldiers who create excessive noise either on or off our installation create the impression that soldiers are not good neighbors.
4. **POLICY.**
  - a. Excessive noise is hereby prohibited on the Fort Polk military installation.
  - b. Those who violate this policy and who are subject to the Uniform Code of Military Justice (UCMJ) may be subject to punishment for violation of Article 92 or Article 134 of the UCMJ. Additionally, military members who violate this policy may be subject to adverse administrative action. Those who violate this policy and who are not subject to the UCMJ will be subject to punishment in federal magistrate court for violation of Louisiana Revised Statute 14:103.1, 18 U.S.C. 13, or any other applicable state or federal provision.

# JRTC & FORT POLK STANDARDS

AFZX-PM

SUBJECT: Command Policy Memorandum #S-11 – Noise Abatement

c. For the purposes of this memorandum, excessive noise is defined on Fort Polk as follows:

(1) Music, vibrations, or other sounds emanating from a hand carried sound system that can be heard from 25 feet or more in any distance away from the hand carried device.

(2) Music, vibrations, or other sounds emanating from a vehicle with open or closed windows that can be heard from a distance of 25 feet or more in any direction from the vehicle.

5. EXCEPTIONS. The following noises are specifically excluded from the definition of excessive noise as defined in this memorandum:

a. Noise emanating from a tactical vehicle or from an emergency vehicle while operating in performance of duties.

b. Noise emanating from a vehicle which stems from the use of a horn, alarm, or other warning device used to summon assistance or to signal unsafe situations, when such devices are used for this stated purpose.

6. ENFORCEMENT. I direct that both commanders and the Provost Marshal Office (PMO) begin a vigorous effort to enforce this policy. Violators of this policy will be issued citations. If an individual receives more than one citation for violation of this policy, consideration will be given to suspending the individual's on-post driving privileges, and/or barring the individual from Post. These measures are administrative in nature and will not prevent punishment of the individual for the violation under the UCMJ or other applicable law.

7. WAIVER. Written waiver of this policy may be granted for unit or public activities on Fort Polk. Waiver authority is the first lieutenant colonel (LTC) commander in the chain of command. For units without a LTC or higher commander on Fort Polk, the waiver authority is the Garrison Commander.

8. SUPERSESSION. This policy supersedes Command Policy #65 - Noise Abatement, dated 14 October 1997. This policy will remain in effect until superseded or rescinded.

// original signed //  
JASON K. KAMIYA  
Brigadier General, USA  
Commanding