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Training
ENLISTED INITIAL ENTRY TRAINING (IET) POLICIES AND ADMINISTRATION

Summary. This regulation prescribes policies and procedures for the conduct of enlisted IET.

Applicability. This regulation applies to all Active Component (AC) and Reserve Component (RC) enlisted IET conducted at service schools, Army training centers (ATCs), and other training activities under the control of Headquarters (HQ), United States Army Training and Doctrine Command (TRADOC). Request approval of exemptions from provisions of this regulation from HQ TRADOC, ATTG-E.

Supplementation. Supplementation of this regulation is not authorized without prior approval from Commander, TRADOC, 5 Fenwick Road, ATTG-E, Fort Monroe, VA 23651-1049. Subordinate commands and organizations may issue local policy memorandums, directives, instructions, and similar guidance, without advance approval of HQ TRADOC, in order to implement locally the standards and policies of this regulation.

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff for Operations and Training (DCSOPS&T). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, HQ TRADOC, ATTG-E, 5 Fenwick Road, Fort Monroe, VA 23651-1049. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

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*This regulation supersedes TRADOC Reg 350-6, 3 July 2001 and rescinds TRADOC Training Note 99-1 (TRADOC Pam 350-100-1), April 1999.

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Chapter 1

Introduction

1-1. Purpose. This regulation prescribes U.S. Army Training and Doctrine Command (TRADOC) guidance, policies, procedures, and responsibilities for managing and conducting enlisted Initial Entry Training (IET). Enlisted IET consists of Basic Combat Training (BCT), One Station Unit Training (OSUT), Advanced Individual Training (AIT), and any other formal Army training received prior to the awarding of an initial military occupational specialty (MOS) (e.g., English as a Second Language (ESL) Course). This regulation also supports the design, development, and execution of all IET programs of instruction (POIs), as well as AIT for reclassified and prior service enlisted soldiers, and noncommissioned officers (NCOs).

1-2. References. Referenced and related publications and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms. Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities.

a. Headquarters, TRADOC, in conjunction with the Commanding General, U.S. Army Accessions Command (USAAC)/Deputy Commanding General-Initial Entry Training (DCG-IET) will:

- (1) Establish policy for the development and conduct of IET.
- (2) Manage the IET program.
- (3) Assess IET programs.
- (4) Conduct conferences, visits, assessments, and inspections, as required, in the execution of IET management and evaluation responsibilities.
- (5) Conduct and host two IET Brigade Commanders/Command Sergeants Major (CSM) conferences each year.
- (6) Assess compliance with applicable POIs and TRADOC regulations at IET training sites.
- (7) Approve the BCT POI the BCT proponent submitted.
- (8) Approve the Drill Sergeant School (DSS) POI the DSS proponent submitted.
- (9) Approve the TRADOC Precommand Course (PCC), Cadre Training Course (CTC), Support Cadre Training Course (SCTC), and Installation Staff Contractor's Training Course (ISCTC) POIs the proponent submitted.
- (10) Review risk management and environmental risk management integration into training products, and assess the validity of proposed control measures during annual safety evaluations.
- (11) Review and approve infrastructure requirements necessary to support training outlined in POIs, i.e., ranges, classrooms, etc., and forward requirements to the Tactical Internet Management System.
- (12) Submit list of training aids, devices, simulators, and simulations needed for training to the supporting Training Support Center.

b. Commandants, TRADOC service schools, will:

- (1) Develop and provide Training Support Packages (TSPs) and Training Requirements Analysis System (TRAS) documentation, POIs, lesson plans, and other instructional material, as required, in accordance with (IAW) TRADOC Reg 350-70, [part VI](#). Proponents for OSUT POIs will integrate the BCT core training the BCT proponent identified into their OSUT POIs.

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(2) Establish and maintain a working relationship through visits, conferences, video teleconferences, and correspondence with commanders of Army training centers (ATCs), commandants of service schools, and commanders of training divisions conducting training in courses for which they are the designated proponent.

(3) Establish a quality assurance program, IAW TRADOC Reg 350-70, [part III](#), to evaluate the effectiveness of training programs for which they are proponent. Evaluation will include a thorough assessment of feedback from the field, as well as an assessment of teaching methods being used at course sites.

(4) Conduct other IET programs as directed by Headquarters, U.S. Army Training and Doctrine Command (HQ TRADOC).

(5) Establish, resource, and maintain an effective mission-oriented safety program that integrates risk management into all activities and training, to protect personnel, facilities, equipment, and materiel under their charge, as well as the public and natural environment, from hazards and accidents.

(6) Identify and validate POI infrastructure requirements and submit to HQ TRADOC for approval.

c. The senior IET commander at each TRADOC subordinate command and non-TRADOC organization will:

(1) Ensure designated courses are taught IAW approved POIs and training materials proponent schools developed. This includes application of IET training strategy, methods outlined in TRADOC Reg 350-70, [chapter III-2](#), and this regulation.

(2) Assist service schools and other task proponents in the design and development of the courses taught in the ATCs, IAW TRADOC Reg 350-70, [part VI](#).

(3) Recommend to the appropriate service school changes to be made in training content, methods of instruction, and sequencing the ATC cadre and students identified.

(4) Continually evaluate the effectiveness of training to ensure soldiers are being trained to specified standards.

(5) Ensure cadre and support personnel attend the appropriate training course IAW paragraph 3-2, below, and appendix B.

(6) Maintain a list, by position, of who must attend SCTC and ISCTC.

(7) Establish responsibility, at the appropriate level of command, for conducting preliminary inquiries, making credibility determinations, and documenting and maintaining records.

(8) Submit operations reports to HQ TRADOC (see paragraph 2-5, below) IAW [TRADOC Reg 1-8](#).

d. The Commandant, U.S. Army Infantry School, designated the proponent for BCT, is responsible for the following in regard to BCT, OSUT, and AIT:

(1) Design the education and training for those common soldier tasks selected for training in BCT. Develop a stand-alone, non-OSUT BCT POI and submit to TRADOC for approval. Identify BCT core training that is integrated into OSUT POIs. The BCT core training is documented in a separate annex in the OSUT POI.

(2) In coordination with (ICW) Deputy Chief of Staff for Operations and Training (DCSOPS&T), coordinate with the applicable proponent schools for the development of TSPs for use in the design of BCT and within OSUT, and the fielding of new and updated TSPs, as required.

(3) Evaluate new equipment for use in BCT in conjunction with appropriate proponents.

(4) Revise TRADOC Pam 600-4, as necessary, ICW other TRADOC schools/proponents, and provide a copy to the Army Training Support Center (ATSC) for publication and distribution annually.

(5) Conduct and host an annual BCT conference.

e. Commanders responsible for OSUT, in addition to carrying out the requirements for school commandants listed in subparagraph b, above, will include the BCT core training in their OSUT course. Integrate this instruction into MOS training, however, the OSUT POI must document where and how it is conducted. One Station Unit Training blocks of instruction that incorporate the tasks taught in BCT, must list the enabling and terminal learning objectives for those BCT tasks.

f. Commander, U.S. Army Element, Defense Language Institute, English Language Center (DLIELC), ESL Course, will adhere to the TRADOC policies in appendix C when training pre-BCT/OSUT soldiers. Commander, Defense Language Institute, Foreign Language Center (DLIFLC) will adhere to the policies outlined in appendix D.

1-5. Mission.

a. The mission of enlisted IET is to transform volunteers into technically and tactically competent soldiers that live by the [Army Values](#), understand the importance of teamwork, and are prepared to contribute on day one in their first unit of assignment.

b. The transformation of volunteers into soldiers is accomplished during a 5-phased soldierization program that begins with a soldier's arrival at the reception battalion (RECBN), and ends with the awarding of a MOS upon completion of IET.

c. Leaders must demand that IET soldiers achieve the Army standard during high quality, rigorous training. They must also demand that every IET soldier is treated with the dignity and respect entitled all soldiers.

1-6. Initial Entry Training environment.

a. An effective soldierization program results from the IET soldier's total immersion in a positive environment active, involved leadership establishes and sustains. This environment sets high standards, provides positive role models, and uses every training opportunity to reinforce essential soldier skills and standards. Initial Entry Training begins with the soldier's arrival at the RECBN, and continues through AIT or OSUT graduation. Officer and NCO leadership is the cornerstone of a positive IET environment, and a successful soldierization program.

b. Investment strategy in IET.

(1) The U.S. Army's motivated and professional IET cadre can train almost anyone with the mental and physical capacity to complete IET. Each cadre member accepts responsibility for providing a positive environment in which new soldiers have every opportunity to succeed.

(2) Cadre train their soldiers by building on, and affirming their strengths, and shoring up their weaknesses. Cadre members coach, mentor, and assist soldiers in meeting the standards through performance counseling and phased goal setting. Discharging soldiers because they fail to meet certain standards, when additional coaching, teaching, and mentoring could bring them up to par, is not in keeping with the intent of the investment strategy. The investment strategy raises the individual to the standard; it does not lower the standard for the individual.

1-7. Objectives of IET.

a. The objective of IET is to provide the Army with military occupational specialty qualified (MOSQ) soldiers.

(1) An IET soldier is MOSQ upon successful completion of all BCT and AIT/OSUT requirements. The MOSQ soldier can perform, to standard, the institutionally taught critical Skill Level 1 common, and MOS-specific tasks the MOS proponent identified.

(2) The MOSQ soldier also demonstrates a willingness to live by the Army's core values, and has the ability to work effectively as a team member under stressful conditions.

(3) The MOSQ soldier is prepared to immediately contribute to the successful accomplishment of their first unit's mission, and can survive and operate effectively in combat.

b. Specific objectives:

(1) Provide each IET soldier with the skills, knowledge, and attributes to immediately contribute to their unit's mission, and survive in a stressful tactical environment.

(2) Provide the Army with mentally and physically fit soldiers that are capable of performing their duties, in any environment, under significant stress.

(3) Inculcate in the IET soldier an understanding of, and a willingness to live by, the Army's core values: Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage (LDRSHIP). These values are instilled during BCT/OSUT, and reinforced throughout AIT.

(4) Ensure each IET soldier understands the importance of teamwork, and develops the capability to work effectively as a team member under stressful conditions.

(5) Promote and instill in the IET soldier the highest degree of individual responsibility, self-discipline, and self-respect. This includes demonstrating respect for others. The soldier accepts the Uniform Code of Military Justice (UCMJ) and other statutes and applicable rules as the standard of appropriate conduct, both on and off duty.

(6) Promote and instill in every IET soldier the professional pride, dignity, and bearing associated with being a soldier in the United States Army. This includes inculcation of the tenets of their enlistment obligation, the Oath of Enlistment, and the Soldier's Code.

(7) Teach each soldier to value health of the mind, body, and spirit, and recognize its impact on quality of life and unit readiness. This includes adherence to the objectives of the Army's Health Promotion Program (i.e., good diet, adequate exercise, abstinence from drugs and tobacco products, elimination of alcohol abuse, management of stress, regular health checkups, and spiritual and moral growth).

(8) Develop in the IET soldier the knowledge, understanding, and appreciation of Army customs, heritage, and traditions. This includes development of an understanding of the role of the Army in the defense of the United States throughout its history, and the principles upon which today's Army was founded.

c. In addition to attainment of the central objectives listed above, every IET soldier is required to meet the qualification requirements specified in the course Student Evaluation Plan (SEP) or other appropriate course documentation. These requirements include, but are not limited to:

(1) Basic Combat Training and Phases I-III of OSUT:

(a) Complete the Army Physical Fitness Test (APFT) with a minimum of 50 points in each event, 150 points total (waiverable if soldier passed diagnostic APFT).

(b) Qualify with individual weapon.

(c) Pass all end-of-phase tests (Phases I-III).

(d) Complete all obstacle and confidence courses as prescribed in the appropriate TSP. (Confidence Obstacle Courses (COCs) are described in app E.)

- (e) Complete bayonet and pugil training as prescribed in the appropriate TSP.
 - (f) Complete hand-to-hand combat training as prescribed in the appropriate TSP.
 - (g) Throw two live hand grenades, and negotiate the Hand Grenade Qualification Course, as prescribed in the appropriate TSP.
 - (h) Complete the Protective Mask Confidence exercise IAW the appropriate TSP.
 - (i) Demonstrate a willingness to live by the Army's seven core values.
 - (j) Demonstrate the capability to operate effectively as a team member.
 - (k) Complete all foot marches this regulation and the appropriate TSP requires.
 - (l) Complete all tactical field training and field training exercises (FTXs) this regulation and the appropriate TSP requires.
 - (2) Advanced Individual Training and Phases IV-V of OSUT:
 - (a) Pass the APFT at the ATC/TRADOC school with a minimum of 60 points in each event, 180 points total.
 - (b) Pass all end-of-phase tests.
 - (c) Demonstrate performance of MOS-specific critical tasks (tasks determined mandatory for the awarding of a MOS) as identified by the proponent school, and as prescribed in the appropriate TSP.
 - (d) Complete all foot and tactical road marches this regulation and the appropriate TSP requires.
 - (e) Complete all tactical field training and FTXs this regulation and the appropriate TSP requires.
-

Chapter 2

Conduct of Initial Entry Training

2-1. Phased training. Initial Entry Training transforms volunteers into soldiers, and delivers these quality soldiers to the operational force through a comprehensive, 5-phased soldierization program. Phases and associated goals provide intermediate objectives that give common direction and serve as milestones during IET. The training cadre informs IET soldiers of the goals and standards for each phase of training. Movement from each phase is viewed as a "gate"

for each soldier. The training cadre evaluates each soldier's performance by the standards for each phase before advancing to the next phase. The five training phases and associated goals and privileges are shown at table 2-1.

a. The first three phases of IET are associated with BCT and the BCT portion of OSUT. The last two phases are associated with AIT and the MOS training portion of OSUT. In OSUT courses, combine Phases III and IV. This will generally depend on how early in the course MOS training begins, and whether basic skills testing is conducted at mid-cycle, or end-of-cycle. The senior IET commander can adjust the established phase length to ensure soldiers are trained to the course standards.

(1) Phase I is designated as the "Red" phase, and encompasses weeks 1-3 of IET. An environment of total control, where active, involved, positive leaders begin transforming volunteers into soldiers, characterizes this phase. Training during this phase is focused on immersion in the Army's core values, traditions, and ethics; the development of individual basic combat skills; the development of teamwork; and physical fitness training. The goals for soldiers in Phase I include, but are not limited to:

- (a) Pass Phase I test.
- (b) Pay strict attention to detail.
- (c) Conform to established standards.
- (d) Begin to work effectively as a team member.
- (e) Master basic skills.
- (f) Maintain individual and platoon areas.
- (g) Develop physical fitness consistent with time in training.
- (h) Receive an introduction to the Army's values, history, heritage, and traditions.
- (i) Demonstrate the capability to operate effectively in a stressful environment.

(2) Phase II is designated as the "White" phase. This phase encompasses weeks 4-6 of IET, and is centered on the development of basic combat skills, with special emphasis on weapon proficiency and physical fitness training. Skill development, self-discipline, and team building characterize Phase II, along with a lessening of control commensurate with demonstrated performance and responsibility. Soldiers receive additional instruction on Army Values, ethics, history, and traditions. The goals for IET soldiers in Phase II include, but are not limited to:

- (a) Pass the Phase II test.
- (b) Conform to established standards.

- (c) Display self-discipline.
- (d) Qualify with the M16A2 rifle, or assigned weapon.
- (e) Develop physical fitness consistent with time in training.
- (f) Continue to develop capability to work as a team member under stressful conditions.
- (g) Receive reinforcement training on Army history, heritage, and traditions; articulate the Army's Values.

(3) Phase III is designated as the "Blue" phase. This is the last phase of BCT and encompasses weeks 7-9 of IET. This phase concentrates on individual tactical training, increased soldier leadership, increased self-discipline, and the IET soldier's understanding of the importance and demonstration of teamwork. This phase culminates with the application of all skills learned in BCT during a 72-hour FTX. This exercise is designed to stress IET soldiers physically and mentally, and requires each soldier to demonstrate their proficiency of basic combat skills in a stressful tactical field environment, while operating as part of a team. In BCT, a "rite of passage" ceremony commemorates successful demonstration of all Phase III skills, marking the transformation from volunteer to soldier. In OSUT, transition from Phase III to Phase IV is marked with an appropriate ceremony. The goals for soldiers in Phase III include, but are not limited to:

- (a) Conform to Army standards.
- (b) Complete the APFT to BCT standard (50 points each event; 150 points total).
- (c) Complete all BCT POI requirements.
- (d) Demonstrate the ability to think, look, and act like a soldier, without detailed supervision.
- (e) Demonstrate knowledge of the Army's Values, history, heritage, and traditions.
- (f) Demonstrate the capability to operate effectively as a team member under stressful conditions.

(4) Phases IV and V of the soldierization program occur in AIT and OSUT. Lessening of control and increased emphasis on personal responsibility and accountability characterize these phases. Initial entry soldiers also receive reinforcement training on Army Values and teamwork, and an introduction to the history, heritage, and traditions of their specialty branch. This lessening of control, expansion of privileges, and focus on MOS skills are all part of the evolutionary process marking the transformation from volunteer to soldier.

(a) Phase IV begins at the start of the 10th week and continues to the end of the 13th week. Reduced supervision by drill sergeants, reinforcement training on common skills, values, and traditions taught in BCT, and increased emphasis on MOS tasks characterizes this phase. Upon arrival at the AIT unit, IET soldiers starting AIT will receive initial counseling. This session is used to establish goals consistent with the soldier's MOS training requirements, as prescribed in the appropriate POI and this regulation.

(b) Phase V begins at the start of the 14th week and continues until completion of IET, or the 20th week of training. Reinforcement training on common skills, training and evaluation of MOS skills, a leadership environment that simulates the environment in an operational unit, and a culminating tactical FTX that integrates common and MOS tasks characterizes this phase. This exercise is designed to reinforce the basic combat skills learned in BCT, and their application to the soldier in the execution of MOS-related duties in a tactical field environment.

(c) Phase V+ begins at week 21 and continues through completion. Phase V+ soldiers are billeted separately from other IET soldiers and, at the commanders' discretion, privileges will approximate those held by permanent party soldiers. At TRADOC subordinate commands, where separation from other IET soldiers is not possible, use of tobacco and alcohol is restricted. Graduates of IET that attend follow-on training prior to arriving at the gaining unit are billeted separately from other IET soldiers, if possible. Graduates of DLIFLC will retain their Phase V+ privileges (see app D) during their AIT.

(d) Initial Entry Training commanders may implement Fast Track programs, as described in appendix F. Fast Track programs recognize the superior capabilities of selected IET soldiers, and provide opportunities for additional MOS training and early promotion.

(5) Graduation from OSUT/AIT signifies successful completion of the first five phases of the soldierization program. Units conducting AIT will conduct an appropriate branch pinning ceremony in conjunction with the awarding of the MOS.

b. The following formal counseling requirements are met for all IET soldiers:

(1) Company commanders will ensure subordinate leaders counsel soldiers within 72 hours of arrival at the training unit.

(2) Soldiers are counseled at the conclusion of each phase of training.

(3) Counseling includes an objective evaluation of the soldier's progress, adherence to Army Values, capability to operate as a team member, and establishment of attainable goals for the next phase of training.

(4) Soldiers are counseled on the provisions for additional training if they are not able to meet established standards and requirements (e.g., new start, rehabilitative transfer, remedial training).

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(5) All performance counseling is documented on Department of the Army (DA) Form 4856 (Developmental Counseling Form).

c. Schools may use phase banners to distinguish a platoon's phase of training and recognize the passage of a platoon from one phase to another. Guidons are not authorized at the IET platoon level IAW Army Regulation ([AR](#)) 840-10, chapter 6.

(1) Local programs are established that govern the awarding, carrying, and displaying of platoon banners.

(2) Banners are attached to a standard 7-foot flagstaff (marker and marker pennant's flagstaff). The flagstaff head (finial) is an acorn, to distinguish it from the company guidon.

(3) Banners are made of nylon bunting.

(4) Banners are solid colors.

(5) Color designations for the five IET phases are:

(a) Red for Phase I.

(b) White for Phase II.

(c) Blue for Phase III.

(d) Black for Phase IV.

(e) Gold for Phase V.

(6) Banners are swallow-tailed in shape. The finished dimensions are 18 inches high by 30 inches wide, with the "V" 5 inches deep. The hem on the 18-inch straight side will provide a pocket designed to fit a flagstaff. The other hems are 1-inch deep.

(7) In AIT, where IET platoons include Phase IV and Phase V soldiers in the same platoon, the senior IET commander is authorized to exempt those platoons from using phase banners.

(8) Use platoon and/or company achievement streamers with the banners to recognize achievement in various training events/activities. Competition for achievement streamers is against an established standard, not competition against other platoons.

Table 2-1
IET phases, training goals, and privileges*

PHASE	I	II	III	IV	V	V+
	Basic Combat Training (BCT)			Advanced Individual Training (AIT)		
	One Station Unit Training (OSUT)					
WEEKS	1 THRU 3	4 THRU 6	7 THRU 9	10 THRU 13	14 THRU 20	21 THRU COMPLETION
COLOR DESIGNATION	RED	WHITE	BLUE	BLACK	GOLD	GOLD
GOALS						
PASS PHASE TESTS	X	X	X	X	X	
CONFORM TO STANDARDS	X	X	X	X	X	X
OPERATE AS A TEAM MEMBER	X	X	X	X	X	X
ATTENTION TO DETAIL	X	X	X	X	X	X
MASTER BASIC SKILLS	X	X	X	X	X	X
MAINTAIN INDIVIDUAL/PLATOON AREAS	X	X	X	X	X	X
DEVELOP PHYSICAL FITNESS	X	X	X	X	X	X
DEMONSTRATE SELF DISCIPLINE		X	X	X	X	X
DEMONSTRATE THE CAPABILITY TO COPE WITH STRESS	X	X	X	X	X	X
IMMERSE IN ARMY VALUES	X	X	X			
REINFORCE VALUES	X	X	X	X	X	X
DEMONSTRATE VALUES			X	X	X	X
QUALIFY WITH RIFLE		X				
COMPLETE APFT (150 PTS/50 PER EVENT)			X			
COMPLETE POI REQUIREMENTS			X	X	X	X
LEVEL OF SUPERVISION	TOTAL CONTROL	REDUCED CONTROL	REDUCED CONTROL	REDUCED CONTROL	REDUCED CONTROL	SIMILAR TO PERMANENT PARTY
PASS APFT (180 PTS/60 PER EVENT)					X	X
OPERATIONAL UNIT ENVIRONMENT					X	X
PRIVILEGES *						
TOTAL CONTROL	X					
RESTRICTED TO COMPANY AREA	X					
ESCORTED TO PX BY DRILL SERGEANTT	X					
BRIGADE AREA PASSES		X	X	X**	X**	X
ON-POST PASS**			X	X**	X**	X
OFF-POST PASS**				X**	X**	X**
OVERNIGHT PASS				X***	X**	X**
WEAR CIVILIAN CLOTHES					X	X
CELL PHONES, PAGERS, ELECTRONIC DEVICES					X	X
DRIVE OR RIDE IN PRIVATELY OWNED VEHICLE (POV)			Para 2-2c(3)(c)	Para 2-2c(3)(d)	Para 2-2c(3)(e)	X
ALCOHOL USE FOR SOLDIERS OF LEGAL AGE (NOT IN THE PRESENCE OF IET SOLDIERS IN PHASES I-V)						X
TOBACCO USE (NOT IN THE PRESENCE OF IET SOLDIERS IN PHASES I-V)						X
* Privileges are earned and are reduced or modified based on soldier performance and discipline. ** During passes for phases II-V, all IET soldiers will utilize the battle buddy system except when accompanied by family members. *** Family day: can receive overnight pass when accompanying family.						

2-2. Amount and type of control/phase privileges.

a. During IET, the cadre leadership should evolve from total control over soldiers to the point where it duplicates the leadership environment in operational units. This gradual change supports the soldierization program, yet lets the drill sergeant gauge how self-disciplined the soldiers are, and maintain or relinquish control accordingly.

b. A period of total control (e.g., continuous cadre supervision, soldiers restricted to company area, and limited free time) is enforced during Phase I of IET.

c. Privileges/limitations for IET soldiers.

(1) Privileges granted in IET will support the phase training program, which establishes intermediate goals to facilitate the transformation from volunteer to soldier. Specific privileges are associated with each phase of training as incentives, and soldiers are eligible for these privileges as they progress in training. However, the decision to award privileges is based on an individual's performance and the privileges authorized for that specific phase of training. Commanders may authorize full or limited phase privileges based on the individual soldier's performance. Soldiers are given additional freedom as they demonstrate more self-discipline and the ability to accept responsibility. These are privileges, not rights, and as such, are withheld, modified, or withdrawn based upon performance, mission, and program requirements.

(2) Wearing of civilian clothes is strictly limited during IET. Local Standard Operating Procedures (SOPs) will govern attire for IET soldiers departing on emergency leave prior to deferred issue. When time and facilities permit, the soldier is issued a Class A uniform before departing on emergency leave.

(3) The following privileges are the maximum allowed; commanders can be more restrictive. Commanders may not add to the authorized list of privileges within phases. Less restrictive standards are requested as exceptions to policy from HQ TRADOC, ATTG-E.

(a) Phase I, weeks 1 through 3. No passes are permitted and IET soldiers are restricted to the company area. The IET soldiers are only allowed outside the company area when in formation, or escorted by a cadre member. A drill sergeant will escort IET soldiers in this phase to the Post Exchange (PX). Soldiers are prohibited from driving or riding in privately owned vehicles (POVs), and from wearing civilian clothes. They are also prohibited from consuming alcoholic beverages and using tobacco products. All IET soldiers in this phase must maintain the battle buddy system IAW paragraph 2-8, below.

(b) Phase II, weeks 4 through 6. Passes in brigade area are authorized (outside brigade area, in formation, and escorted only). This modification is used as a reward for excellent achievement, as determined by the battalion commander, for use of theaters, swimming pools, etc., not available within the brigade area. In this phase, IET soldiers are prohibited from driving or riding in POVs, and from wearing civilian clothes. They are also prohibited from consuming

alcoholic beverages and using tobacco products. All IET soldiers in this phase must maintain the battle buddy system IAW paragraph 2-8, below.

(c) Phase III, weeks 7 through 9. On-post passes are authorized. Upon the brigade/battalion commander's discretion, IET soldiers may ride with family members in POVs on family day and graduation day. Soldiers can use the battle buddy system to sign out for a day pass (does not include overnight pass) in lieu of responsible family member. Family members are not authorized to transport BCT graduates to assigned AIT sites. The IET soldiers in this phase are prohibited from wearing civilian clothes, driving POVs/rental vehicles, and using alcohol and tobacco products. All IET soldiers in this phase must maintain the battle buddy system IAW paragraph 2-8, below.

(d) Phase IV, weeks 10 through 13. Off-post day passes on weekends (Saturday and Sunday) are authorized. Initial entry soldiers must remain within a 50-mile radius of the post, and all passes must end not later than (NLT) 2200. Initial entry soldiers will wear the proper military uniform while on pass (includes off-post passes) and are prohibited from driving POVs and rental vehicles. They may ride in POVs of parent, legal guardian, or spouse while on pass; no other riding in POVs is authorized. Initial entry soldiers are prohibited from using alcohol and tobacco products. Initial entry training soldiers in Phase IV are included in random drug testing. Soldiers that test positive for drug usage are handled IAW [AR 600-85](#), paragraph 3-7. All IET soldiers in this phase must maintain the battle buddy system IAW paragraph 2-8, below.

(e) Phase V, weeks 14 through 20. Off-post and overnight passes on weekends are authorized. Local commanders will impose distance limitations; however, all passes must end NLT 8 hours prior to the next training day. Uniform for off-post passes is at the commander's discretion. Commanders may allow soldiers to wear civilian clothes. Initial entry soldiers are prohibited from using alcohol and/or tobacco products, and from driving POVs/rental vehicles. Initial entry soldiers may ride in POV of parent, legal guardian, or spouse while on pass; no other riding in POV is authorized. Soldiers are allowed to use wireless communication devices to include cellular phones, however, use is restricted to weekends/holidays. Soldiers will not carry electronic devices to formation, training, or class. Initial entry training soldiers in Phase V are included in random drug testing. All IET soldiers in this phase must maintain the battle buddy system IAW paragraph 2-8, below.

(f) Week 21 through completion. Phase V+ soldiers (at week 21) are billeted separately from other IET soldiers. Privileges will approximate those held by permanent party soldiers. Where separation from other IET soldiers is not possible, use of tobacco and alcohol is restricted. Graduates of DLIFLC arriving at AIT will retain their Phase V+ privileges (see app D) after an initial 72-hour period in which the unit will conduct reception, integration, orientation, and initial counseling activities. Initial entry training soldiers in Phase V+ are included in random drug testing.

(g) Soldiers that are reclassified after failing to obtain an MOS, may retain their previously earned phase privileges after being evaluated by the gaining AIT unit. Complete this evaluation within 2 weeks of the soldier signing into the unit. Until the evaluation is complete, the soldier will start with Phase IV privileges.

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(4) Normally, IET soldiers are not granted leave between BCT and AIT, unless they meet one of the following requirements:

(a) Soldiers are attending an AIT course of 24 weeks or longer. These courses have a 1-week delay built into the Army Training Requirements and Resource System (ATRRS) between their BCT graduation date and their AIT report date. Soldiers may elect to take up to 1 week of leave, or report directly to AIT upon graduation from BCT. The losing BCT site will coordinate with the gaining AIT site for early arrival.

(b) Soldiers graduating from BCT in December, with an AIT start in January.

(c) Soldiers taking EXODUS leave during BCT are not authorized to take any additional leave between BCT graduation and the start of AIT (this includes AIT courses that are 24 weeks or longer).

(d) Battalion commanders may grant exceptions on a case-by-case basis.

(5) The use of telephones during IET, to include cellular and other wireless communication devices, is a privilege, and commanders will establish local policy as to their use by IET soldiers. Commanders will adhere to table 2-1; however, IET soldiers arriving to the RECBN, AIT, or new duty assignment are afforded the opportunity to call home within 48 hours of arrival.

2-3. Constructive credit.

a. The IET requirements are established to produce the high-quality soldier demanded in today's Army. Only in extraordinary circumstances is constructive credit for these requirements granted.

b. TRADOC subordinate commanders may grant constructive credit to an entire class, or an individual soldier, for a missed training event. For example, a class may receive constructive credit for an event missed due to severe weather conditions for which time and/or resources preclude rescheduling and execution. Individuals may receive constructive credit for a missed training event due to circumstances beyond their control such as illness, injury, emergency leave, etc.

c. Make every effort to reschedule and conduct the missed training before a decision to provide constructive credit is made. Use this credit selectively, and only in those cases where there is a clear demonstration that the soldier meets, or exceeds, the IET graduation standards.

d. Constructive credit authority resides at the TRADOC ATC or TRADOC service school and major subordinate command level, and is delegated no lower than the IET brigade commander level. For those training sites located at non-TRADOC organizations, this authority will reside with the first general officer in that school's chain of command.

2-4. Treatment of IET soldiers.

- a. Address initial entry soldiers as "Soldier," "Private" (or appropriate rank), or by last name.
- b. Do not address soldiers by gender (such as "you female(s)...").
- c. Treat initial entry soldiers with the same fairness, respect, and regard for dignity accorded to all soldiers. Initial entry training soldiers will wear rank IAW AR 670-1, .
- d. Soldiers must develop a capacity to cope with stress. Most stress should come from the requirement to meet standards on a wide range of diverse tasks in a short amount of time.
- e. Hazing is prohibited.

(1) Hazing is defined as any conduct whereby a military member or members, regardless of rank, causes another military member, regardless of rank, to suffer, or is exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered as hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. Hazing is an offense punishable under the UCMJ.

(2) This definition can include, but is not limited to, the following: playing abusive tricks; threatening or offering violence or bodily harm to another; striking; branding; tattooing; any consumption of alcohol, drug, or tobacco product; or causing the harmful, excessive, or abusive consumption of food, or any other substance.

(3) Hazing does not include command-authorized mission or operational activities, the requisite training to prepare for such missions or operations, administrative corrective measures, extra military instruction, command-authorized physical training (PT), and other similar activities that the chain of command authorizes. (Corrective training is a key component of the investment strategy.)

f. Degrading soldiers by use of vulgar, sexually explicit, obscene, profane, humiliating, racially, sexually, or ethnically slanted language is prohibited.

g. Physical contact with soldiers for disciplinary or other reasons is prohibited, except where the safety of the IET soldier is in question (e.g., heat exhaustion, physical injury, etc.). Physical contact when making corrections directly related to training is permitted. Cadre is not required to ask the soldier's permission to make necessary corrections.

h. Use only physical exercises listed in Field Manual ([FM](#) 21-20) as corrective action for minor infractions.

(1) Only drill sergeants, uniformed military instructors, and the soldier's immediate chain of command are authorized to employ physical exercise for corrective action.

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(2) Initial entry soldiers occupying soldier leadership positions are prohibited from administering physical exercise as corrective training.

(3) The use of physical exercises in this manner is an attention getting device and unrelated to remedial physical fitness training (PFT). The number of repetitions of any exercise is commensurate with the soldier's physical conditioning progression. All corrective action is administered within the limits of the soldier's profile.

(4) Supervise the soldier's performance. Consider climatic conditions in the decision to use exercise as corrective action.

i. Give soldiers reasonable time to eat meals. Depriving soldiers of meals, or restricting meal choices, is prohibited as a form of discipline. Drill sergeants and cadre are not authorized to select menu items for IET soldiers as a means of diet control.

j. Sexual harassment, fraternization, or unprofessional association are explicitly forbidden IAW [AR 600-20](#), chapter 4, and may violate local regulations. Such offenses are punishable under the UCMJ.

k. Give initial entry soldiers the opportunity to contribute to approved charities, chapel offerings, and welfare campaigns in the same way as other soldiers. However, commanders will obtain legal advice from their servicing Staff Judge Advocate (SJA)/Ethics Counselor prior to conducting any fundraising events. Additional guidance on fundraising in IET is in paragraph 3-48, below.

l. Do not require or encourage initial entry soldiers to purchase common use items, or cleaning supplies, with their own funds (e.g., billets' cleaning supplies, weapons cleaning items, tools, irons, or other common use items). Obtain supplies or tools needed to perform routine cleaning and maintenance tasks through unit supply channels. Initial entry soldiers are not required to purchase any issue items unless an item issued was lost.

m. Civilian employees will treat soldiers with dignity and respect. Discipline civilian employees for being discourteous to soldiers, or using abusive or offensive language/gestures in the presence of soldiers. Officers, NCOs, and civilian supervisors will be especially vigilant, and correct or report improper actions and attitudes of employees toward soldiers.

2-5. Trainee abuse investigation and reporting.

a. Trainee abuse (see glossary, sec II) in any form is unacceptable and may violate local regulations. Such offenses are punishable under the UCMJ. It destroys a positive training environment and ignores Army Values. Preventing, discovering, and tracking trainee abuse is a top priority for TRADOC. All IET commanders are charged with this mission.

b. Guidelines for reporting soldier maltreatment and trainee abuse incidents through command and provost marshal channels are set forth respectively in [AR 190-40](#), paragraph 3-2,

and TRADOC Reg 1-8, paragraph 3-1. Commanders are responsible for reporting trainee abuse allegations as defined in these guidelines. TRADOC Emergency Operations Center will forward TRADOC Operations Reports (OPREPs) concerning trainee abuse to the TRADOC Assistant Deputy Chief of Staff for Operations and the TRADOC SJA. The TRADOC OPREPs will provide the initial data for the TRADOC trainee abuse report.

c. Commanders will promptly conduct a preliminary inquiry into every trainee abuse allegation, regardless of the nature, magnitude, or source of the complaint. For some allegations, a quick and informal interview of the complainant and any witnesses is all that is required. Other allegations may require more extensive command or law enforcement investigation. Commanders are encouraged to consult with their legal advisor when conducting inquiries, or evaluating evidence.

d. Commanders will document and maintain records of all preliminary inquiries into trainee abuse cases, including those the commander determines are not credible. Commanders and/or SJAs will provide supplemental information on all trainee abuse OPREPS to TRADOC SJA in an accurate and timely manner. If, after conducting a preliminary inquiry, a commander determines that a trainee abuse allegation is not credible, the case is removed from the TRADOC Trainee Abuse Report.

e. Suspension of a drill sergeant, or other cadre member, is required when a serious incident occurs IAW [AR 614-200](#), paragraph 8-18(d). This includes investigations conducted IAW [AR 15-6](#), chapter 3, section I, or those the Criminal Investigative Division (CID) or a Military Police Investigator conducted. Commanders should not automatically suspend drill sergeants, or other cadre, simply because they are pending a preliminary inquiry into a trainee abuse allegation. Commanders will make suspension decisions based upon the facts of each case, and may suspend individuals pending a preliminary inquiry if it will aid the inquiry, benefit the training environment, or for other valid command reasons.

f. Terms of reference.

(1) Credible allegations. Trainee abuse allegations are “credible” when a commander determines that it is “more likely than not” that the abuse occurred. The commander may make this determination only after a preliminary inquiry, an administrative investigation, or a law enforcement investigation. Commanders should find allegations credible if, after considering all evidence available, the evidence points to a particular conclusion as being more credible and probable than any other conclusion. The number of witnesses, or volume of physical evidence, does not determine the weight given to the evidence. Commanders should consider all the evidence, and evaluate such factors as the witness's demeanor, opportunity for knowledge, information possessed, ability to recall and relate events, and other indications of truthfulness.

(2) Non-credible allegations. Trainee abuse allegations are “non-credible” when a commander determines that it is “more likely than not” that the abuse did not occur. The commander may make this determination only after a preliminary inquiry, an administrative investigation, or a law enforcement investigation.

(3) Preliminary inquiry.

(a) Rule for Courts Martial 303 states that, “Upon receipt of information that a member of the command is accused or suspected of committing an offense or offenses triable by court martial, the immediate commander shall make, or cause to be made, a preliminary inquiry into the charges or suspected offenses.”

(b) The preliminary inquiry is usually informal. It may include an examination of the charges and an investigative report, or other summary of expected evidence. In other cases, a more extensive investigation may be necessary.

(c) The commander may conduct the investigation personally, or with members of the command. In serious or complex cases, the commander should consider whether to seek the assistance of law enforcement personnel in conducting any inquiry or further investigation. The inquiry should gather all reasonably available evidence bearing on guilt or innocence, and any evidence relating to aggravation, extenuation, or mitigation.

2-6. Integration of male and female soldiers.

a. For all MOS and/or courses open to female soldiers, IET is gender-integrated to the squad level. All soldiers, regardless of gender, train to a single standard—the Army standard. Performance requirement differences, such as APFT scoring, are based on physiological differences, and apply to the entire Army. Integrating training at the lowest levels, in an environment where control and supervision are maximized, enhances the ability of the training base to deliver a soldier fully prepared to take their place in the ranks of an integrated Army.

b. Formation of single-gender companies or platoons is not authorized. The same POI is used for males and females. Male and female soldiers housed in the same building are provided a physical separation of sleeping and latrine facilities. The intent is to maintain, to the maximum extent feasible, company integrity within a barracks.

2-7. Separate and secure environment. The intent of the separate and secure policy is to ensure that all soldiers are afforded the opportunity to undergo IET in a gender-safe environment. This provision implements section [4319, title 10, United States Code](#).

a. Physical security measures:

(1) Each gender has an independent sleeping area.

(2) Each gender has its own latrine.

(3) Each gender has its own entrance to the living area.

(4) Access control guards of the same gender monitor entrances to sleeping areas during sleeping hours (allowing males as access guards, posted outside the entrance to female sleeping areas, is granted as exception to policy for IET sites with less than 8 females in assigned living

area at any one time). The function of the access control guard is to ensure only authorized personnel enter the sleeping area during periods of "lights out." Access control guards are assigned and execute their duties as a buddy team.

(5) Door alarms installed, and doors locked. All doors leading to a female sleeping area are equipped with an audible alarm that sounds and is heard at the Charge of Quarters (CQ) location. Alarms are activated any time soldiers are sleeping in the bays, this includes anytime a soldier is sleeping while on quarters.

(6) Fire-safe barrier wall placed between the genders (same floor) and alarmed, with the alarm sounding and heard at the CQ location. If conditions for fire-safe barriers are not met, separate genders by floor, wing, or building.

(7) Digital video monitoring systems provide an additional degree of security, but are not mandatory, and do not replace the requirement for door and barrier alarms, and supervisory personnel. If video monitoring is installed, only place cameras in public access areas, such as entryways, stairwells, etc. Cameras will not monitor living or latrine areas. Battalion commanders determine length of time digital recordings are maintained.

(8) When offices and administrative areas are located within soldier sleeping areas, the command will establish procedures whereby cadre do not occupy office areas after alarms are activated and "lights out" established.

b. Supervisory measures.

(1) Noncommissioned officers supervise the barracks around the clock.

(a) Drill sergeants will serve as CQ on duty during sleeping hours in BCT, and the BCT portion of OSUT. Soldiers in the rank of sergeant (E5) and above may serve as CQ in the RECBN. A log is maintained on DA Form 1594 for each CQ duty period.

(b) Noncommissioned officer cadre members, to include instructors, company personnel, and drill sergeants, can serve as CQ during sleeping hours in AIT, and the AIT portion of OSUT.

(2) Two enlisted soldiers that serve as "runners," and maintain entrance security when the CQ conducts inspections, may assist the CQ. The two runners are of the same gender, but not necessarily the same gender as the CQ.

(3) Each gender-separate living area will have two access control guards that ensure no unauthorized personnel enter the area during sleeping hours.

(4) Duty officers and NCOs from the company, battalion, and brigade headquarters will conduct periodic checks.

(5) All soldiers will sleep in PT shorts and shirt.

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(6) If an inspector is not of the same gender as the soldiers in the living area being inspected, personnel of the same gender as the inspected area must accompany the inspector. This provision implements [10 USC 4319](#) and [4320](#).

(a) In BCT, OSUT (Phases I, II, and III), and RECBN units, the personnel accompanying the drill sergeant or inspector is not an IET soldier.

(b) For OSUT (Phases IV and V), AIT, and DLIFLC, an IET soldier may accompany the drill sergeant or inspector, and could be one of the soldiers serving as an access control guard in the bay inspected.

(7) During "lights out," only cadre leadership and/or their designated representatives are allowed in the barracks to conduct inspections and accountability.

c. On a case-by-case basis, AIT commanders and commandants may request from HQ TRADOC, ATTG-E, an exception to the physical security and supervisory measure requirements of the separate and secure policy. Commanders must certify that every attempt was made to comply with this policy, and its execution was found impracticable for units with small gender populations.

2-8. Buddy system.

a. The buddy system establishes policy for the pairing of IET soldiers into teams for the following reasons:

(1) Mutual support and assistance.

(2) Teaching teamwork..

(3) Development of a sense of responsibility and accountability for fellow soldiers.

(4) Improving safety during training.

(5) Reducing the likelihood and opportunity for sexual harassment, misconduct, and suicide gestures or attempts.

b. Soldiers are introduced to the buddy team system at the RECBN. Initial entry soldiers are formed into two-person teams upon arrival at the training unit. A buddy team may consist of three personnel, in order to ensure all soldiers are part of a buddy team. Team members learn to help one another in all aspects of training. This aids in the development of individual initiative, responsibility, and dependability. As a minimum, commanders will establish a buddy system in IET following these guidelines:

(1) Drill sergeants will assign buddy teams, by name, after the IET soldiers arrive at the platoon, but before formal training begins.

- (2) Unit cadre will instruct IET soldiers on the purpose and rules of the buddy system.
- (3) Limit buddy team changes from the initial pairings.
- (4) Buddy teams will participate in training, CQ, and other activities together, when feasible.
- (5) Do not require buddy teams to attend sick call or personal appointments together. Cadre will pair other soldiers of the same gender that are also reporting to sick call. Buddies are not required to accompany each other on family day while with family members. If one buddy is with family and the other does not have family members participating, then the buddy is paired with others in a similar situation for pass privileges. Likewise, soldiers have an opportunity to worship in their chosen denomination; therefore, buddies are not required to accompany each other to worship. Soldiers attending worship are paired similar to sick call. Battle buddies will accompany each other during passes while in Phases II-V, except when family members are accompanying them as outlined in paragraph 2-2, above.
- (6) Soldiers in Phase V+ (weeks 21 through completion) are not required to be with their buddy after the end of the established duty day.
- (7) Male-female buddy teams are only authorized when there is only one IET soldier of a particular gender, and a same-gender battle buddy is not available. For example, team a solitary female soldier with two male soldiers; team a solitary male soldier with two female soldiers.

2-9. Military appearance.

- a. All Class A uniforms are issued during Phase II and properly fitted to the soldier prior to completion of IET. Drill sergeants are present during fitting, to ensure proper fit. Commanders will hold sufficient Class A inspections so that necessary refitting is scheduled prior to the end of the training cycle.
- b. Initial Entry Training soldiers must wear the Class A uniform at regular intervals to demonstrate knowledge of the proper wear of the uniform to cadre satisfaction. Emphasize proper wear of headgear and tie. Before soldiers leave the IET area, cadre ensure soldiers' uniforms are clean, pressed, and worn properly.
- c. The cadre will stress the importance of maintaining standards in both appearance and actions, especially when in the civilian community. Soldiers must understand that they represent the Army when they appear in public in uniform.

2-10. Soldierization and reinforcement training in AIT/OSUT.

- a. Initial entry soldiers must continue to receive the same strong emphasis on soldierization throughout AIT/OSUT that was present during BCT. Accomplish this through reinforcement training (focusing on drill and ceremonies, Army Values, teamwork, customs and courtesies, and

wear of the uniform), inspections, increased demand of personal responsibility, a progressive PFT program, and drill sergeant and cadre role modeling.

b. Physical fitness requirements increase in AIT and the AIT portion of OSUT. Physical fitness training intensity is increased throughout the cycle, to meet the soldier's expectations, and challenge the soldier's ability.

c. Conduct command inspections in the Class A uniform, to ensure all soldiers maintain proper military appearance during IET.

d. The soldierization program in OSUT continues during all phases, with the basic soldiering skills being trained, reinforced, and evaluated throughout the POI.

e. Basic soldiering skills are reinforced during AIT. Specifically, soldiers are trained and evaluated on the Skill Level 1 tasks included on the annual Common Task Test (CTT). Units unable to test soldiers on specific CTT tasks, due to nonavailability of required material, will select replacement task from appropriate Soldier's Manuals of Common Tasks. A commander, in the rank of lieutenant colonel or above, must approve use of replacement task.

f. Commanders are required to provide quarterly reinforcement training to IET soldiers on the Army Values and the human relations subjects introduced in BCT. Access Basic Combat Training TSPs on the Fort Benning file transfer protocol site (<ftp://192.153.150.25/IET/>). Drill sergeants are the primary instructors for this training, supplemented with cadre/instructors to assist, as needed. Training is conducted in platoon-size elements, or smaller.

g. Initial entry soldiers will receive training on designated subjects based on the length of their course/cycle. The three reinforcement training plans are depicted in table 2-2.

h. In courses greater than 23 weeks in length, commanders have the discretion to modify or adjust the number of subjects taught in the additional quarterly reinforcement training sessions, if course completion will occur prior to the end of a full quarter. When determining which subjects to teach, the commander should base the decision on the number of training weeks included in that quarterly period, and on the particular subjects the commander believes needs reinforcing with the soldiers.

2-11. Tobacco cessation policy for IET.

a. Initial entry soldiers will not use tobacco products. This policy is in effect when the soldier arrives at the RECBN, and remains in effect until the soldier graduates from IET, or reaches Phase V+, 21-plus weeks. Exceptions to this policy are not permitted. The commander may authorize smoking privileges for reclassified and prior service soldiers returning to AIT, or Phase IV of OSUT, as part of a reclassification or enlistment action. These soldiers will adhere to the requirements outlined in paragraph 3-21, below.

Table 2-2
Reinforcement training table

Reinforcement Training Subjects/Hours	IET Weeks 10-17	IET Weeks 18-32	IET Weeks 33-completion
Museums (Branch related)/2 hours	X		
Branch History/1 hour	X		
Army Core Values/1 hour	X	X	Quarterly
Equal Opportunity (EO)/Prevention of Sexual Harassment (POSH)/4 hours		X	Quarterly
Comply with Uniform Code of Military Justice/1 hour		X	Quarterly
Spiritual/Emotional/Mental Fitness/ 1 hour		X	Quarterly
Serve as a Member of a Team/3 hours		X	Quarterly
Manage Personal Finances/2 hours		X	
Rape Prevention/1 hour		X	
Common Task Test	X	X	X

b. All cadre and soldiers with permanent party privileges are prohibited from using tobacco products in areas where IET soldiers are likely to observe such use.

c. Sale of tobacco products from vending machines in IET areas is eliminated to the extent possible, consistent with the requirements of existing contracts.

d. Instruction on the adverse impact tobacco use has on health and readiness is presented to BCT and OSUT soldiers, as prescribed in the physical readiness training and testing annex of the BCT POI. Program of instruction proponents will incorporate similar instruction into AIT fitness and substance abuse training.

e. Centers, schools, and organizations will coordinate with the supporting contracting office to ensure contractor personnel comply with this policy.

f. Since this policy may constitute a change in working conditions for civilian employees, centers, schools, and organizations are reminded of their bargaining obligations with the unions that represent those employees. Prior to implementing this policy, contact the local Civilian Personnel Office for assistance in carrying out labor/management relation responsibilities.

g. This policy does not cancel or supersede other instructions where smoking is controlled because of fire, explosive, or other safety considerations.

2-12. Allegations of recruiting improprieties. The following policies and procedures are followed in the reporting of alleged recruiting improprieties from IET locations to HQ, U.S. Army Recruiting Command (USAREC), and the feedback to the originator of the allegation. The feedback loop for reporting results of the reports HQ USAREC receives is an important part of the process. The intent is that every allegation is properly reported and received by the Enlistment Standards Division (ESD) at HQ USAREC, for processing as required IAW

[USAREC Reg 601-45](#), paragraph 3-2, and the results reported back to, and received by, the IET company commander initiating the allegation.

a. An allegation of a recruiting impropriety exists when it is reported that a recruiter commits an act, either by an intentional act to conceal, or omission of fact in violation of a law or regulation, with the intent to enlist a person not qualified for enlistment. Essentially, any recruiter knowledge that a person is not qualified, and the recruiter intentionally assists or otherwise knowingly enlists that person, is an impropriety. This includes providing specific enlistment options, MOS, and/or education benefits, for which an applicant is not eligible to receive. Further, it includes concealment of information pertaining to basic enlistment eligibility, such as moral, medical, prior military service, dependents, marital status, or qualifications to receive a security clearance. Any act to conceal, or the omission of information that is in violation of law, regulation, or policy, resulting in a fraudulent, erroneous, or defective enlistment, if the recruiter knowingly took part in such an enlistment, is a recruiting impropriety. This includes discharges for medical EPTS (Existed Prior To Service), if there is an associated allegation of recruiter impropriety.

b. When any member of the soldier's chain of command receives an allegation, it is reported for disposition as follows:

(1) Company commanders report allegations to their IET battalion commander.

(2) The battalion commander sends a copy of the allegation to the training base USAREC liaison officer (LO), for those locations that have basic training or OSUT at Forts Jackson, Knox, Sill, Benning, or Leonard Wood. The other two locations, without Basic Training or OSUT, with LO's, are Fort Rucker and Lackland Air Force Base (LAFB) DLIELC. For those locations (AIT only) that do not have a USAREC LO, a copy of the allegation, to include sworn statement, is sent to USAREC ESD (USAREC G-3) via e-mail to Improprieties@USAREC.army.mil. Additionally, TRADOC Inspector Generals (IGs), per [AR 20-1, paragraph 4-6d](#), may refer cases to LOs, or directly to USAREC's ESD, as they deem appropriate.

(3) The alleged impropriety will contain the company commander's name, phone number, and e-mail address, which will allow USAREC to provide feedback to company level on the final disposition of the case. All allegations are reported within 5 working days to their respective USAREC LO, or to the USAREC ESD, for those locations without a USAREC LO. USAREC Form 315-R-E is used to report allegations of recruiter impropriety. Companies and battalions will maintain a record of reported improprieties.

(4) For centers, schools, and organizations with a USAREC LO, USAREC Enlistment Standards Division will provide feedback on the disposition of each case to the USAREC LO, with a copy furnished to the battalion and company commander that initiated the allegation. For those locations without a USAREC LO, and for all other IET locations, feedback on the disposition of each case is sent to the commander that initiated the allegation, with a copy furnished to the additional points of contact (POC) listed. The feedback will contain, at a minimum, the name and social security number (SSN) of the trainee, date allegation reported,

type of allegation, a short summary of the findings of the inquiry/investigation, and a determination if the enlistment was defective, unfulfilled, erroneous, or fraudulent. For those locations without an LO, provide a POC (in addition to the commander that initiated the original allegation) to ensure a backup method is in place to receive such reports.

Chapter 3

Training Policies, Procedures, and Administration

3-1. Initial Entry Training strategy. Initial Entry Training commanders and commandants will ensure their training programs incorporate the following tenets of TRADOC's IET strategy:

- a. The chain of command is responsible for training. Commanders must ensure that training meets POI standards, and conforms to TRADOC policies on the conduct of training.
- b. Drill sergeants will conduct as much of the skill training as possible in BCT and OSUT. When drill sergeants are the primary trainers, the role of the committee group is to augment cadre instructors, serve as subject matter experts (SME), and advise on the conduct of training.
- c. Primarily, SMEs will conduct MOS training; however, to the maximum extent feasible, involve drill sergeants in the technical training in AIT. Drill sergeants are the MOS role models. They will assist with MOS skill practice, and make every attempt to have drill sergeants augment SMEs as assistant instructors. Academic instructors must assist unit cadre in the soldierization effort.
- d. Cadre are proficient in the tasks trained. Initial Entry Training commanders will establish certification programs IAW paragraph 3-7c, below, to ensure that cadre have the competence and skill proficiency to execute and evaluate effective training.
- e. Military occupational specialty training is taught in as realistic an environment as possible. Scenario-driven FTXs are used to achieve this realism. These FTXs should focus on the warfighting application of acquired MOS skills, and reinforce basic combat and teamwork skills. Refer to paragraph 3-36c, below, to submit waivers for FTX.
- f. Through a system of rigorous evaluations of training and testing, TRADOC, ATC commanders, and school commandants must ensure that training standards are enforced.

3-2. Initial Entry Training cadre/support personnel training.

- a. In addition to drill sergeants, other IET unit cadre have major roles in creating and maintaining a positive IET environment that assists with the transformation from volunteer to soldier. Drill sergeant training is conducted IAW [TRADOC Reg 350-16](#), chapter 6, paragraph 6-2. Training of other IET cadre/support personnel is conducted in the following four courses:

- (1) TRADOC Precommand Course.

- (2) Cadre Training Course.
- (3) Support Cadre Training Course.
- (4) Installation Staff Contractor's Training Course.

b. Specific implementation guidance on the training required for all IET cadre and support personnel is provided at appendix B.

3.3. Development of training programs. The proponent school is responsible for POIs. Prepare and approve new and revised POIs IAW TRADOC Reg 350-70, [paragraph II-8-4](#). Commanders will ensure all training periods are initially risk assessed to reflect the conditions at the training site for that specific period. Risk assessments are maintained at the training site, and updated as conditions change. Risk acceptance authority is IAW [TRADOC Reg 385-2, paragraph 1-5c](#).

3-4. Modifications to training programs.

a. The time allotted for subjects in a POI may vary depending on the aptitude and achievement levels of each group of soldiers, the number of soldiers in each cycle or class, the instructor-to-student ratio, and the availability of equipment and facilities. For these reasons, make adjustments to the amount of time devoted to a task, provided the learning objectives and performance standards are met, and the overall course length remains unchanged.

b. Inform HQ TRADOC, ATTG-E, of temporary changes to IET training programs that do not require a revision to the POI. Information provided will include the purpose and nature of the temporary change or planned pilot, its duration, and the number of students involved. Army training centers will coordinate plans for such pilots with proponent schools. Conduct a risk assessment in support of temporary changes, to identify any new hazards, changes in residual risk, and appropriate hazard controls and/or risk countermeasures necessary to ensure training safety. The supporting safety office will review and validate the risk assessment.

c. Army training center commanders' recommendations are an important part of the continuing POI review and update process. Army training center commanders will submit recommended POI changes to the appropriate schools. The schools will evaluate these recommendations and, if appropriate, revise course materials, individual training plans (ITPs), course administrative data (CAD), and POIs IAW TRADOC Reg 350-70, [paragraph II-8-4](#). The proponent school commandants will make the final decision on task selection and training methods.

3-5. Company training starts.

a. The reception week (RW) begins at 0001 each Tuesday, and ends at 2400 on the following Monday. In accordance with [AR 612-201, paragraph 1-10f](#), process and turn over all arrivals for a given RW to a training company NLT the Friday following the close of the RW. In the

training days allocated for BCT (54 days) and OSUT (days vary by MOS) that Friday counts as the first day of training. Advanced Individual Training soldiers must begin training NLT the scheduled start date as established in ATRRS. This is driven by the fact that the USAREC operates on a RW that begins on Tuesday, and ends the following Monday. The last soldier to arrive in the RECBN on Monday is processed and shipped to a training company NLT Friday IAW AR 612-201, paragraph 1-10f. The RECBN will complete processing within 4 working days, less weekends and holidays, after the receptee arrives at the TRADOC organization.

b. The standard BCT POI is 9 weeks (54 training days) in duration. Basic Combat Training companies will graduate after 9 weeks of training, and ship soldiers to AIT units on Friday of graduation week, in order for graduates to report for AIT on the date indicated in ATRRS.

c. Basic Combat Training sites must ship soldiers on time to ensure they arrive and link with their AIT course. Basic Combat Training sites must also establish a system to identify soldiers with critical AIT Hard-Start dates, to ensure that appropriate actions are taken to enable those soldiers to meet their scheduled AIT start dates, provided they have met all graduation requirements.

d. One Station Unit Training units normally ship to the next unit of assignment NLT 1 day following graduation. Make exceptions for additional requirements for MOS-specific training, additional skill identifiers, and special requirements (e.g., security clearances).

e. Conduct Advanced Individual Training based on the approved POI length, starting and graduating on the dates reflected in ATRRS. No additional time for a "zero week," or additional soldierization, is authorized.

3-6. Training schedules.

a. The training week is managed through the training schedule. The principles of scheduling are outlined in [FM 7-0](#), chapter 4, and [FM 25-101, chapter 3](#). Local directives and the following guidelines will govern non-training time:

(1) In garrison, IET soldiers will have the opportunity for 7 hours of continuous sleep per night, unless the soldier is scheduled for duty (i.e.; access control guard, or CQ runner). During field training, the length of the training day and time for sleep will vary based on tactical and other training requirements, as established in the appropriate POI. Commanders will ensure that the tactical framework of field training allows sufficient time for rest.

(2) In garrison, soldiers are given at least 1 hour of preparation time each day to take care of personal needs. During this time, soldiers will not receive training.

(3) The unit ministry team provides/coordinates the opportunity for soldiers to attend a religious service weekly.

b. Unless authorized by TRADOC subordinate commanders, POI training is not conducted on Sundays. Activities required for preparing for the next week's training is conducted after 1300.

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c. Unless authorized by the TRADOC subordinate commanders, core training, requiring post assets, is not conducted on Saturdays or Federal holidays.

3-7. Lesson plans and instructor preparation.

a. The tasks and subjects in a POI form the basis for each period of instruction. The proponent prepares and keeps the lesson plans up-to-date for each period of instruction.

b. Each ATC and school will establish a system for monitoring and improving the quality of instruction. A standardization/certification process IAW [TRADOC Reg 350-70, part III](#), ensures each instructor is fully qualified and current in all aspects of their subject. All IET military instructors will accomplish semiannual physical fitness testing.

c. All IET cadre will accomplish semiannual physical fitness testing. All cadre responsible for conducting instruction and/or evaluating training are certified on all hands-on phase tasks annually. Cadre in BCT/OSUT units are certified on those phase tasks listed in the BCT POI, and also accomplish annual weapons qualification. Cadre in AIT units provide reinforcement training on, and reevaluation of, those BCT common skills tasks the commander selected. Maintain records of all certification, or qualification, at the company level. Battalions and brigades will ensure compliance with cadre certification requirements through their respective Command Inspection Programs and Quarterly Training Briefs.

3-8. After Action Reviews (AARs) and sensing sessions.

a. Initial Entry Training commanders will establish a program for the conduct of AARs and sensing sessions for each training cycle (or class in AIT). The AARs are for cadre, and the sensing sessions are for IET soldiers. The purpose is to provide all levels of command an assessment of the training program, to include the strengths and weaknesses of the organization.

b. After Action Reviews:

(1) Conduct, at a minimum, at company and battalion level.

(2) For BCT/OSUT, hold company level AARs at the end of each phase. Battalion level AARs are held at the end of each cycle.

(3) For AIT, the senior IET commander determines the appropriate intervals for conduct of AARs.

(4) The focus of the AARs is on the quality of the training program, not on company averages, or other numerical comparisons.

c. The commander conducts the AARs and reviews, as a minimum, performance in the following areas:

- (1) Phase goals and objectives.
- (2) Quality of values training.
- (3) Quality of teamwork development effort.
- (4) Basic rifle marksmanship program.
- (5) Individual tactical training periods.
- (6) Physical fitness training program.
- (7) Field training exercise.
- (8) Phase testing.
- (9) Discharges and restarts by type.
- (10) Stress identification and management.
- (11) Management of the heat/cold injury prevention program.
- (12) Training injuries, safety program, and risk management.
- (13) Cadre treatment of soldiers.
- (14) Quality of committee group instruction.
- (15) Quality of facilities soldiers use.
- (16) Quality of TRADOC subordinate command support.
- (17) Conduct of reinforcement training.
- (18) Unit equal opportunity and prevention of sexual harassment programs.
- (19) Integration and reception.
- (20) Nuclear, biological, and chemical training.

d. Sensing sessions with IET soldiers and cadre are an effective means to assess command climate, and provide leadership a forum for identifying and resolving problems.

- (1) At a minimum, conduct sensing sessions at the company and battalion level.
- (2) Hold sensing sessions with IET soldiers at mid-course and at the end of each cycle.

(3) Sensing sessions with drill sergeants are held semiannually.

e. As an additional feedback mechanism, commanders may establish a “Dear COL Letter” and/or a “Dear Chaplain Letter” program to solicit feedback from IET soldiers on their IET experience. These programs allow soldiers to provide open feedback to the chain of command. For effectiveness of any feedback program, preserve participant anonymity. Local policy governs the execution of these programs.

3-9. Training records.

a. The soldier's assigned company will initiate and maintain a DA Form 5286-R (Individual Training Record (ITR)) for every soldier attending IET. Use the modified DA Form 5286-R, available in the Automated Instructional Management System-Personal Computer (AIMS-PC) database, to document the completion of training requirements in all IET courses. This modified form streamlines the information required, and provides a standardized reporting format for all IET sites. Additional guidance and a sample modified DA Form 5286-R is at appendix G.

b. Noncommissioned officers attending MOS-producing courses, in order to reclassify into another MOS; or prior service personnel in the grade of E5 or higher, enlisting IAW paragraph 3-21, below, will receive a DA Form 1059 (Service School Academic Evaluation Report) upon completion of their course, regardless of course length.

3-10. Makeup training. All training specified in TRADOC-approved IET POI, as required for graduation, is made up if missed. The quality of makeup training is the same as that of regularly scheduled instruction. The soldier is required to meet the performance/learning objectives specified in the POI for the instruction missed. Time required for makeup training is determined locally.

3-11. Concurrent training. Concurrent training is conducted as prescribed in applicable TSPs. If not specifically prescribed by a TSP, the training unit commander will schedule and conduct concurrent training. Design this training to reinforce critical soldierization skills, common skills, and human relations subjects (i.e., values, traditions, EO/POSH, etc.).

3-12. On-the-job training (OJT). On-the-job training is appropriate for those holdover soldiers that have completed all POI requirements, and are retained in the unit for administrative purposes. Commanders and trainers must ensure that clearly stated OJT objectives are being achieved, and that soldiers involved are being employed productively in MOS, or MOS-related duties.

3-13. Early arrivals/holds. Soldiers arriving early for a scheduled course, or soldiers in a hold status waiting for a training unit to fill, are actively engaged in introductory training for the course they are to attend, and are not used solely for performing details. This introductory training may consist of orientation, in-processing, PFT, and unit-taught subjects the unit commander selected. Post these soldiers in ATRRS on the "HO" display as being in a hold

status ("H") awaiting class start ("6"). The hold status for an "H-6" soldier automatically ends when the soldier starts training and is posted in a class in ATRRS with input status of "I."

3-14. TRADOC Pam 600-4 (IET Soldier's Handbook).

a. Issue TRADOC Pam 600-4 to all soldiers entering BCT and OSUT. The pamphlet provides soldiers with a pocket reference for subjects taught and tested in BCT, with emphasis on the tasks in the Soldier's Manual of Common Tasks (STP-21-1-SMCT).

b. Commanders will ensure that IET soldiers departing for AIT have a serviceable copy of the TRADOC Pam 600-4 in their possession. If soldiers arrive at AIT without a serviceable copy of TRADOC Pam 600-4, commanders will ensure soldiers replace it.

c. The proponent for all updates and changes to TRADOC Pam 600-4 is Commander, U.S. Army Infantry Center, Fort Benning, GA. Update TRADOC Pam 600-4 as necessary, and distributed annually.

3-15. Body composition standards in IET.

a. Accessions standards for body composition, as stated in [AR 40-501](#), paragraph 2-21b, apply during the first 6 months of the IET soldier's active duty service. The standards of [AR 600-9](#), table 2, are applicable after the initial 6-month period.

b. Reserve component soldiers enrolled in the split-training option must meet accession body composition standards for the successive period of active duty training.

c. Measure and weigh initial entry soldiers within 7 days prior to graduation from AIT/OSUT. Enter this information on the soldier's DA Form 5286-R.

d. Enroll and flag soldiers that exceed 6 months active service, and fail to meet the body composition standards IAW AR 600-9, table 2, in the Army Body Composition Program. Ship these soldiers to the gaining unit and forward the documentation, to include the flag (transferable), to the gaining unit.

e. Prior service soldiers are required to meet the body composition standards of AR 600-9, table 2, upon reentry on active duty.

f. Reclassified soldiers (those soldiers currently holding a MOS) must meet the requirements of AR 600-9, table 1.

(1) Do not enroll reclassified soldiers with temporary profiles, which prevent completion of the APFT, in MOS-producing courses.

(2) Do not allow soldiers in temporary duty (TDY) and return status to attend MOS-producing courses if they do not meet the body composition standards as prescribed in AR 600-9. Return soldiers not meeting standards to their home station.

(3) Do not allow soldiers in TDY en route, or permanent change of station, not meeting the prescribed body composition standards as prescribed in AR 600-9, table 2, to attend MOS-producing courses. Attach these soldiers to TRADOC subordinate commands, pending clarification of assignment instructions for follow-on training. The school commandant will notify U.S. Total Army Personnel Command (PERSCOM) of the soldier's ineligibility for schooling, and request clarification of assignment instructions.

3-16. Drill sergeant/cadre uniform.

a. The drill sergeant's regular working uniform consists of the campaign/bush hat, battle dress uniform, and stripped pistol belt (belt individual equipment) with black plastic latches. Drill sergeants will wear this uniform on foot marches, except as identified in subparagraph b, below. Wear the canteen on the pistol belt when conducting marches, and other occasions when necessary. The chain of command may adjust the drill sergeant uniform as necessary during Heat Category III-V. Wear the Class A uniform with campaign hat, and the Class B uniform with campaign hat, on appropriate occasions. The pistol belt is not part of the Class A or Class B uniform.

b. During periods of training which call for a tactical environment (e.g., foot marches to and from FTXs, and while conducting FTXs), unit cadre are in the same uniform as the IET soldiers. Additionally, cadre will wear the Kevlar helmet and low carrying equipment on live fire ranges. A white reflective band will identify cadre' kevlar helmets. During all other periods of training, the drill sergeant will wear the prescribed drill sergeant uniform.

c. For PFT, the uniform for IET soldiers and cadre is the Army-issue physical fitness uniform (PFU). Centers, schools, and organizations will use color-coded road guard vests, or reflective equipment (reflective belt, etc.), to distinguish between IET soldiers and cadre. Vest and belt are standardized at each ATC.

3-17. Initial entry soldiers held over for security clearance.

a. Process initial entry soldiers that enlisted for MOS training, and require a security investigation, IAW [AR 612-201](#), paragraph 2-3.

b Security managers are authorized to grant interim collateral security clearances in the name of the Commander, U.S. Army Central Personnel Security Central Clearance Facility (USACCF), Fort Meade, MD, to qualified IET soldiers of all components IAW [AR 380-67](#), chapter 3, so they may enter training. [Memorandum](#), Headquarters, Department of the Army (HQDA) Office of the Deputy Chief of Staff for Intelligence, DAMI-CH, 19 Feb 99, subject: Personnel Security, provides adjudicative guidelines for determining eligibility for access to classified information. The intent is to move all qualified IET soldiers to the AIT location.

c. Security managers at BCT sites will forward to the gaining AIT security manager a list containing the soldier's name, SSN, and status of the soldier's investigation or security clearance. Security Managers must receive authorization, from USACCF, to ship soldiers that require

interim clearances with sensitive compartmented information (SCI) access, prior to shipment to AIT locations. Soldiers may depart AIT/OSUT with an interim collateral clearance, provided they have a National Agency Check/Local Area Check investigation favorably pending at the Defense Security Service or Office of Personnel Management.

d. [Memorandum](#), HQ TRADOC, ATBO-BP, 14 Apr 97, subject: Renegotiation of MOS for Holdover Trainees Pending Security Clearance, provides information and guidance on processing trainees in security hold status. Consider initial entry soldiers, holding MOS identified in table 3-1, with known major derogatory information, security holdovers at BCT sites, until a USACCF Letter of Intent is received, or USACCF makes a favorable security clearance determination. Initial entry soldiers must have an interim clearance by the AIT week listed in table 3-1 to continue training.

Table 3-1
MOS security clearance requirements

MOS	KNOWN DEROGATORY INFORMATION	REQUIREMENT TO CONTINUE TRAINING
13C	Security Holdover at BCT	Interim Secret required by Week 3 of AIT
13R	Security Holdover at BCT	Interim Secret required by Week 4 of AIT
14 Series	Security Holdover at BCT	Interim Secret required by Week 2 of AIT
37F	Security Holdover at BCT	Interim Secret required by Week 11 of AIT
38A	Security Holdover at BCT	Interim Secret required by Week 11 of AIT
68N	Security Holdover at BCT	Interim Secret required by Week 18 of AIT
68S	Security Holdover at BCT	Interim Secret required by Graduation of AIT
96B	Security Holdover at BCT	Interim Secret required by Week 1 of AIT Interim Top Secret with SCI by Week 12 of AIT
96D	Security Holdover at BCT	Interim Top Secret with SCI by Week 1 of AIT
96H	Security Holdover at BCT	Interim Secret required by Week 1 of AIT
96R	Security Holdover at BCT	Interim Secret required by Week 5 of AIT
96U	Security Holdover at BCT	Interim Secret required by Week 1 of AIT
97B	Security Holdover at BCT	Interim Secret required by Week 1 of AIT Interim Top Secret with SCI by Week 10 of AIT
97E	Security Holdover at BCT	Interim Secret required by Week 5 of AIT
98C	Security Holdover at BCT	Interim Top Secret with SCI by Week 1 of AIT
98H	Security Holdover at BCT	Interim Top Secret with SCI by Week 5 of AIT
98J	Security Holdover at BCT	Interim Top Secret with SCI by Week 1 of AIT
98K	Security Holdover at BCT	Interim Top Secret with SCI by Week 1 of AIT

e. Initial entry soldiers in MOS 98XL (Electronic Warfare/Signal Intelligence Specialist (Linguist)) may ship to DLI for language training. Initial entry soldiers in MOS 98G (Heritage Speakers) may ship to Goodfellow Air Force Base, TX for additional language and military subject training.

f. Soldiers reclassifying into another MOS, requiring a security clearance, may not ship until the appropriate clearance requirements for that MOS have been met.

3-18. Competition and awards.

- a. In general, soldiers and units are to compete against common standards, rather than against each other. Competition should recognize each soldier or unit that meets or exceeds these standards.
- b. All levels of command must constantly monitor competitive programs and ensure that competition supports, rather than detracts, from training objectives.
- c. Establish a comprehensive award system within each ATC/school. This system should provide recognition for both IET soldiers and cadre personnel.
- d. Take care to ensure statistics do not assume major importance and create undue pressure on the IET soldier or the cadre.

3-19. Initial Entry Training soldier details.

- a. Hold use of IET soldiers for details to a minimum. Strictly control the type and frequency of details the soldiers perform.
- b. As appropriate, give consideration to using an entire unit (section, squad, platoon, class, or company) to meet requirements, rather than distributing the requirement over several different units. This will lessen the need for individuals to make up training, and provides additional opportunities for building teamwork. At no time are single soldiers sent to perform details; at a minimum, details are performed as a buddy team.
- c. To the maximum extent feasible, IET cadre will supervise IET soldiers when they are performing details. In cases where non-IET cadre is supervising IET soldiers, the supervisor will have attended the SCTC or ISCTC. Make maximum effort to utilize this time for reinforcement of soldierization skills.
- d. Any civilian employee overseeing IET soldiers on a routine basis is ISCTC qualified. Include the duties and responsibilities related to IET soldier management in the civilian's official job description, and on their annual performance evaluation.

3-20. Initial Entry Training soldier leaders.

- a. Initial entry soldiers may serve as squad, crew, group, or section leaders and platoon guides, during any, or all, phases of IET. Teach soldiers appointed as IET soldier leaders the functions, duties, and responsibilities of their positions, prior to assuming those duties.
- (1) Initial entry soldiers are authorized to wear brassards indicating rank (e.g., sergeant for team leader, staff sergeant for squad leader, etc.) as outlined in [AR 670-1](#), chapter 28. They are not considered as NCOs, nor accorded the privileges of NCOs.

(2) Appoint initial entry soldiers for reclassification training, or that have prior service, to leadership positions identified in paragraph a, above.

(a) Reclassified and prior service soldiers in the grades private through specialist are authorized to hold IET soldier leader positions, but are not considered as NCOs. Privileges are IAW paragraph 3-21, below.

(b) Noncommissioned officers will wear their authorized rank, and considered and treated as NCOs. Privileges are IAW paragraph 3-21c(6), below.

b. Do not assign IET soldier leaders responsibility for a mission or function that is normally the responsibility of a permanent party soldier. Allow IET soldier leaders to use their initiative, authority, and assume responsibilities commensurate with their position, experience, and ability, while under supervision of IET cadre.

c. Do not use IET soldier leaders as primary instructors during formal instruction. Use IET soldier leaders as assistant instructors, provided such duty or preparation does not keep them from scheduled instruction.

3-21. Reclassified/prior service soldiers.

a. Reclassified and prior service soldiers are those individuals, in any rank, that have previously completed IET, and are attending Skill Level 1 training in IET units as a result of reclassification or enlistment actions. Reclassified and prior service soldiers are not considered IET soldiers; however, they are assigned to IET units. This definition does not apply to those soldiers that failed to complete the requirements for the award of a MOS as part of the initial IET process. Reclassified and prior service soldiers must meet all course requirements for graduation (e.g., APFT, etc.) and are subject to IET policies, unless otherwise stipulated in this regulation.

b. In accordance with [AR 601-210](#), paragraph 5-20, and National Guard Regulation (NGR) 600-200, the following prior service guidelines will apply:

(1) Prior service Air Force, Navy, or Coast Guard personnel (except those entering or already in the National Guard) that have not completed a U.S. Army BCT Course or U.S. Marine Corps Basic Training Course, must attend BCT at an ATC.

(2) All prior service applicants (except those entering or already in the National Guard) are retrained in BCT, if they have had a break in service of 3 or more years.

(3) Soldiers entering, or already in, the National Guard may attend AIT, without attending Army BCT, if they have completed any BCT course IAW NGR 600-200. However, if a commander determines that such a soldier is failing to progress in training due to a lack of basic soldier skills, the commander will counsel the soldier and permit the soldier to attend BCT voluntarily. This counseling will occur prior to any separation action against the soldier. Commanders will coordinate with the National Guard LO, and the National Guard sending unit, prior to the soldier's voluntary attendance at BCT.

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(4) Prior service personnel that enlist for a MOS held during their previous enlistment, and have less than a 3-year break in service, are assigned directly to operational units.

(5) Prior service personnel that enlist for a MOS not previously held, and have less than a 3-year break in service, will attend AIT in the new MOS. If the new MOS is taught in the OSUT mode, the person will enter training at a point at which all MOS training is accomplished.

(6) Treat prior service personnel retrained in BCT, due to a break in service of 3 or more years, as any other IET soldier during AIT or OSUT. Prior service personnel, with a break in service of less than 3 years, are treated as outlined in paragraph c, below.

c. Duties/responsibilities.

(1) Commanders may take advantage of the experience and leadership abilities of reclassified and prior service soldiers, and use them to augment their cadre. However, the primary duty of reclassified and prior service soldiers is to attend training and become technically proficient in their new MOS. Do not assign additional duties permanent party personnel normally perform.

(2) Noncommissioned officers undergoing Skill Level 1 training in IET are utilized as NCOs, but will not perform drill sergeant duties.

(3) Prior service NCOs in training may assist with IET soldiers with regular cadre oversight, after appropriate orientation and certification by unit first sergeant/commander on TRADOC policy regarding leadership and treatment of IET soldiers.

(4) There is no requirement for reclassified or prior service soldiers to receive reinforcement training on common skills (taught in BCT or early OSUT). However, AIT/OSUT commanders will evaluate each soldier's proficiency in all areas (not just MOS subjects) and ensure training is provided, as required. Use reclassified and prior service soldiers that are proficient in common tasks as demonstrators and assistant instructors. Use reclassified and prior service NCOs as assistant evaluators in training IET soldiers.

(5) Do not billet initial entry soldiers with reclassified and prior service or permanent party soldiers. If training locations cannot meet this provision, request exceptions to policy from HQ TRADOC, ATTG-E. Commanders may integrate reclassified and prior service personnel with IET soldiers during training, to enhance training by taking advantage of their knowledge, experience, and leadership abilities.

(6) Privileges for reclassified and prior service personnel.

(a) Although reclassified soldiers are subject to IET policies and procedures, their privileges are the same as those of permanent party members of equal rank. They are treated with the dignity and respect due their rank.

(b) The unit commander determines specific privileges, based on such factors as rank, training performance, self-discipline, motivation, and conduct.

(c) Fraternization between reclassified/prior service soldiers and IET soldiers is forbidden IAW [AR 600-20](#), paragraphs 4-14 and 4-15.

d. Individual Ready Reserve (IRR) Mobilization Training Strategy. (See app O.)

3-22. Medical/dental treatment.

a. Inform soldiers of sick call procedures upon arrival in their training units. Conspicuously post key information on sick call and emergency medical/dental procedures. Instruct soldiers on the need to seek prompt medical attention, regardless of interruptions in their training.

b. Medical treatment facilities will use approved forms to document soldiers' medical problems, treatment received, and prescribed courses of action/treatment.

(1) TRADOC Form 385-2-5-R-E (Record of Injury). In cases of accident or injury, the unit will use this form in place of DD Form 689. Units will ensure that all individuals injured during training or mission sustainment report to troop medical facilities with a completed TRADOC injury form. The supervisor (military or civilian) completes and gives Section I of this form to the injured person, or medical transport personnel, if the individual is incapacitated. The form is taken to the medical treatment facility and given to the medical officer or attendant performing medical treatment. Detailed guidance on the use of this form is contained in [TRADOC Reg 385-2](#), paragraph 2-3c. A sample TRADOC Form 385-2-5-R-E is shown at appendix H (fig H-1).

(2) DD Form 689 (Individual Sick Slip). The unit uses this form to authorize a soldier's medical and/or dental treatment. The medical treatment facility completes the form and annotates the patient's disposition. The health care provider should include information on activities the soldier can perform, as well as any physical limitations imposed. Also use this form to record temporary physical profiles of 30 days or less in duration. Detailed guidance on the use of this form is contained in [AR 40-501](#), chapter 7. A sample DD Form 689 is shown at appendix H (fig H-2). Commandants may elect to modify the DD Form 689 to give cadre more specific recommendations. An example from the U.S. Army Training Center (USATC) is shown at appendix H (fig H-4).

(3) DA Form 3349 (Physical Profile). This form is used to record both permanent profiles and temporary profiles in excess of 30 days in duration. Temporary profiles written on DA Form 3349 will not exceed 3 months in duration, except in specific circumstances outlined in [AR 40-501](#), chapter 7. A sample DA Form 3349 is shown at appendix H (fig H-3).

c. Report initial entry soldiers that miss 3 or more consecutive full days of training, due to illness or injury, in ATRRS as a "Medical Holdover." Soldiers will remain coded as "Medical Holdovers" until they have recovered from their illness/injury, or for as long as they remain on a profile. Once the profile has expired, the soldier resumes training and is removed as a "Medical Holdover" in ATRRS.

d. Do not ship graduates of BCT on temporary profiles to their AIT units.

e. Phase IV and V IET soldiers that are injured, and receive permanent profiles prior to graduation, are evaluated to determine if they are fit for retention. Soldiers, determined fit for retention, are evaluated against MOS Physical capacity or stamina, Upper extremities, Lower extremities, Hearing and ear, Eyes, Psychiatric (PULHES) minimums. Initial entry soldiers meeting MOS minimums will continue training IAW their profile. Adjutant Generals will contact PERSCOM to negotiate a new MOS for soldiers failing to meet PULHES minimums. Soldiers determined not fit for retention are separated.

f. Line of duty investigations. In accordance with [Memorandum](#), PERSCOM, TAPD-PED-S, 24 Aug 98, subject: Delegation of Authority for Approving Certain Line of Duty Investigations, commanders of Army Medical Treatment Facilities (MTFs) have the authority to make findings of “in line of duty, not due to own misconduct,” for cases of active component soldiers appearing before Medical Evaluation Boards (MEB) when soldiers’ injuries were incurred in the following categories of activities:

- (1) All training accidents, to include maneuvers and airborne operations.
- (2) All physical training related injuries, whether performed as an individual, or part of a unit.
- (3) All injuries incurred during unit or organizational sporting or recreational activities, provided there was no alcohol involved.
- (4) All slip and fall injuries that occur at ground level.
- (5) Injuries incurred in geographical areas where U.S. Army soldiers are no longer present.

This delegation of authority only applies if the weight of evidence indicates that the injury was not due to misconduct or willful negligence, was not incurred during a period of unauthorized absence, and that the use of alcohol or drugs was not involved. Further delegate this delegation of authority to the Chief, MTF Administrative Division responsible for MEB processing. The MTF commander, or designated representative, will personally sign each line of duty determination.

3-23. Vaccinations.

a. [AR 40-562](#), section C, paragraph 15, outlines IET vaccinating standards for all services. The RECBN will ensure all trainees receive current vaccinations for the following diseases/illnesses:

- (1) Influenza.
- (2) Measles, Mumps, Rubella.

- (3) Meningococcus.
- (4) Polio.
- (5) Tetanus/Diphtheria.
- (6) Hepatitis B.
- (7) Varicella (“Chicken Pox”).

b. If the RECBN discovers a vaccine is unavailable and is unable to immediately rectify the deficiency, generate a Critical Command Information Requirement to the U. S. Army Medical Command (MEDCOM), and TRADOC chains of command.

3-24. Personal health and hygiene.

a. To instill good hygiene habits in all soldiers, each TRADOC service school and major subordinate command will establish a comprehensive personal hygiene program. There is no increased risk for respiratory illness from showering after exercise and prior to exposure to cold weather. A daily shower with hot water and soap is ideal. If showers or baths are not available, use a washcloth daily to wash the genital area, armpits, feet and anywhere else the skin collects moisture, such as between the thighs or under the breasts (see FM 3-05.70, chapter 4). Cold showers are recommended after moderate or heavy work in heat category 3 and above. (This will minimize cumulative thermal heat load. For definitions of moderate/heavy work and heat category 3, refer to [TRADOC Reg 350-29](#), paragraph 2-3.)

b. Each TRADOC service school and major subordinate command will provide soldiers an orientation on proper nutrition and good dietary habits (IAW [AR 40-25](#), paragraph 3-1a); the adverse effects of alcohol, drugs, and tobacco products; stress management; Human Immunodeficiency Virus prevention education; and the Army Health Promotion Program.

c. In accordance with [AR 30-22](#), paragraph 3-22c, TRADOC service schools and major subordinate commands will ensure dining facilities (DFACs) post menus where the soldier may read them before or upon entering the facility. The posted menus will include all meals scheduled for that day, and will include the caloric value of each food. Display at least one type of nutrition education material in the DFAC, such as posters, table tents (tri-fold card), or nutrition bulletin boards.

d. In accordance with AR 40-25, paragraph 2-6, TRADOC service schools and major subordinate commands will ensure DFACs offer calorie menus of 1800-2100 calories per day.

e. Commanders and leaders, in cooperation with TRADOC service school and major subordinate command medical authorities, and as appropriate, safety and fire and emergency services staffs, will implement a comprehensive program to ensure the adequacy of billeting and maintenance of sanitary, healthful conditions.

f. Commanders will adhere to the following when IET soldiers are donating blood:

(1) Blood donations may occur at any point during IET, to include the RECBN and out-processing from AIT or OSUT.

(2) Twenty-four hours must elapse before resuming training.

(3) Eight weeks must elapse prior to any subsequent blood donation.

g. TRADOC service schools and major subordinate commands will ensure that standards for square footage of IET soldiers' barracks are maintained. These standards are:

(1) Basic Combat Training/OSUT and ATC: 72 square feet per soldier, exclusive of stairs, halls, latrines, utility rooms, recreation areas, storage rooms, or other administrative areas. All available billeting is used to achieve this standard.

(2) Advanced Individual Training: 90 square feet per soldier, unless AIT is located at an ATC.

(3) During periods of surge or mobilization, after all available billeting is used to achieve the square feet standard, soldiers may be allowed less than the square feet standard IAW [Memorandum](#), Office of the Surgeon General, DASG-PPM-NC, 4 Mar 03, subject: Floor Space Requirements for Basic Trainees. Under these circumstances, soldiers are afforded the maximum floor space possible. The absolute minimum allowable floor space is 40 square feet per soldier.

h. TRADOC service schools and major subordinate commands will ensure posters emphasizing personal hygiene measures that will mitigate the risk of a communicable illness outbreak, are conspicuously displayed in the barracks, DFACs, and in latrines. Personal hygiene posters with three different backgrounds are downloadable off the TRADOC Surgeon's website (<http://www.tradoc.army.mil/surgeon/information.htm>, link: Personal Hygiene Information, Part I, Part II, Part III).

3-25. Reporting IET soldier strength for medical surveillance. The risk of overuse injuries, or a communicable illness outbreak during IET, is significant. TRADOC must maintain an active surveillance of these critical areas, in order to quickly implement measures, if the minimum thresholds are exceeded. In order to maintain a viable surveillance program, it is critical that TRADOC service schools and major subordinate commands accurately report unit IET soldier strength. The standards for reporting IET soldier strength are as follows:

a. For communicable illness surveillance, TRADOC service schools and major subordinate commands will ensure the MTF receives all weekly training brigade IET soldier strength reports by close of business (COB) each Monday for the previous week. Reports will reflect soldier strength as of the Saturday preceding the Monday. If Monday is a holiday, the MTF will receive those reports by COB Tuesday.

b. For overuse injury surveillance, The Army Training Support Center (ATSC) will forward monthly RECBN shipping rosters, from the five ATCs, to the U.S. Army Medical Surveillance Activity, by COB of the 3rd working day after the end of the month.

3-26. Tattoos/brands. TRADOC IET recruit/cadet tattoo/brand policies apply to all Active Component (AC), USAR, and National Guard soldiers, whether non-prior service or prior service. Army policy governing tattoos is found in AR 670-1, paragraph 1-8e.

3-27. Risk management. Commanders and trainers of IET soldiers will utilize the principles and procedures established in [FM 100-14](#). Commanders will ensure cadre receive risk management training prior to their assuming sole control over the IET soldier. The risk management process assists commanders in making informed, conscious decisions on eliminating unnecessary risks, and in accepting residual risks inherent in accomplishing the mission.

3-28. Prevention of heat and cold casualties.

a. Installation commanders will develop and implement detailed programs for prevention of heat and cold casualties. Use appendices J and K, below (which contain detailed information on risk management for heat and cold casualties); TRADOC Reg 350-29, paragraphs 2-3 through 2-8; and the [Heat Risk Manual](#) and [Cold Risk Manual](#) on the TRADOC Surgeon's Office web site as the basis for locally developed programs. Commanders should also coordinate with the local Medical Department Activity Preventive Medicine Service for assistance in developing their programs.

b. As a minimum, programs will provide the following:

(1) A heat acclimatization period of 2 weeks, at the beginning of all training cycles, consisting of heat exposure and progressive increases in physical work for new soldiers. Initially low exertion levels that increase gradually will mark activity during this period. All soldiers will receive a mandatory briefing, or class, on prevention of heat/cold casualties as part of in-processing.

(2) A notification system to ensure that each commander, drill sergeant, and instructional committee member knows the current wet bulb globe temperature (WBGT) indexes and wind chill factors. Ensure that one portable WBGT kit (NSN 6665-00-159-2218) is issued per training company (BCT, OSUT, and AIT). Cadre members will carry the pocket-sized graphic training aid (GTA) 5-8-12 during training, or another suitable locally produced GTA. [Wet bulb globe temperature index](#) and [wind chill factor charts](#) are found in TRADOC Reg 350-29, sections 6 and 7, and on the Heat Risk Manual and Cold Risk Manual links on the [TRADOC Surgeon's web site](#).

(3) A specific SOP on training activities that may and may not be conducted during the various WBGT indexes/wind chill factors. Decision to accept risk is made IAW TRADOC [Reg 385-2, paragraph 1-5c\(4\)](#). Refer to TRADOC Reg 350-29, appendix B, for the heat casualty risk

factor matrix, which stratifies the risk categories. The SOP should include the statement that during cold weather, use of nonstandard portable space heaters is prohibited in field training and operations.

3-29. Severe weather notification. Develop, coordinate, and periodically test severe weather notification plans. These plans will include the requirement for units/activities to acknowledge the receipt and documentation of such notification. The organization issuing the warning should maintain a log of the time of notice, receipt of acknowledgement(s), and person(s) acknowledging receipt.

3-30. Hearing conservation program. Exposure to high intensity noise may cause permanent hearing loss, which can affect combat efficiency. Each ATC will follow a hearing conservation program IAW [AR 40-5](#), paragraph 5-16. Commanders at all levels will enforce the requirement for all IET soldiers, instructors, and cadre to wear triple-flange/prescribed earplugs, or other approved hearing protective devices, when exposed to noise levels (e.g., range firing) that are hazardous to hearing. Leaders are responsible for ensuring the hearing conservation program is implemented in their units, especially the monitoring and enforcement of wearing hearing protection in noise hazardous areas.

3-31. Safety.

a. Conduct realistic training exercises within the bounds of an effective risk management program. Before training, thoroughly brief all cadre and IET soldiers on the risks associated with each specific training event/activity. This will include identification of specific hazards, and controls used to reduce the risk of accidents associated with the training event. Initial Entry Training risk assessment will address all applicable safety procedures and potential accident-producing conditions. Emphasize unusual vehicle, water, weapons safety considerations, and environmental hazards in training areas prior to, and during, the training. Training cadre are proactive and aggressive in reducing/preventing training injuries and fatalities.

(1) Each installation will establish standard procedures to ensure that emergency treatment is readily available during training.

(2) TRADOC service schools and major subordinate commands will apply risk management techniques to eliminate or control hazards associated with proponent TSPs, IAW guidelines established in [TRADOC Reg 350-70, chapter I-2](#), and [TRADOC Reg 385-2](#), paragraph 3-2. The safety manager will review and validate all TSP risk assessments.

(3) Unit commanders will complete the Commander's Safety Course prior to assuming command. The Commander's Safety Course (Course number 012G1403) is one of ATSC's distance learning courses accessible on https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm). Unit commanders will ensure all safety controls identified in the risk management worksheets are implemented prior to the start of training.

(4) The instructor will integrate the appropriate safety/caution statement into each task, and evaluate performance ,while soldiers perform the task to the prescribed standard.

(5) All training safety is built on a three-tiered approach to safety (command, leader, and individual).

(a) Tier 1 (commander's responsibility): validate the structural soundness of the training and evaluation plan for safety; ensure safety-related matters are addressed; and make risk acceptance decisions.

(b) Tier 2 (first-line leader's responsibility): consider actions taken by responsible individuals; establish a safety oversight of training; focus on adherence to standards; and make risk acceptance decisions within their commander's intent and delegated authority.

(c) Tier 3 is at the individual level (everyone's responsibility): ensure soldiers look after themselves and others, and know how to recognize unsafe conditions and unsafe acts. Soldiers must meet their individual responsibilities for safety, and recognize and report unsafe acts to leaders.

b. Commanders will also ensure that cadre and IET soldiers are aware of the appropriate procedures for reporting suspicious or adverse incidents during non-training hours. Examples are (but not limited to): actual or suspected instances of fire, theft, altercations; suicide gestures or attempts; injury; unusual health symptoms; or any other unusual behavior or event.

3-32. EXODUS. Headquarters TRADOC will establish and announce the training policy for EXODUS based on annual guidance HQDA publishes for the holiday season. The HQ TRADOC POC for EXODUS is DCSOPS&T /, Operations Division. Local commanders will establish policy for soldier conduct while on EXODUS leave. (See [TRADOC Reg 600-16](#), para 1-7.)

3-33. Hometown Recruiter Assistance Program (HRAP) execution.

a. The Army established the HRAP as a way to interface with local communities and assist USAREC in connecting with the 18-25 year old prime recruiting market. In the program, selected graduates return to their hometowns and work with local recruiters to promote and explain the opportunities available in the Army. Hometown Recruiter Assistance Program is a performance reward. Only physically fit individuals, with personality and attitude to sell the Army, that are recommended by both their recruiters and drill sergeants, can participate. Participation is currently limited to 40 percent of all Army active component IET graduates. For additional information and chain of command required actions, see appendix L, and the [USAAC HRAP SOP](#).

b. The Army National Guard (ARNG) executes its own HRAP as a way for the ARNG to interface with local communities. Soldiers approved to participate in the ARNG HRAP will report to, and be briefed by, the ARNG Liaison NCO at each installation. The ARNG Liaison NCO will work with individual state headquarters for coordination. On an annual basis, National

Guard Bureau (NGB) Strength Maintenance Division provides additional information on the program.

3-34. Nuclear, biological, and chemical (NBC) training.

a. Integrate practical NBC exercises in bivouac, weapons firing, MOS tasks, and similar training, to increase individual proficiency and confidence. The BCT and OSUT POI proponents include requirements that enable IET soldiers to progress to wearing mission-oriented protective posture (MOPP) IV equipment for at least 4 consecutive hours.

b. Health and safety considerations pertaining to NBC training are contained in [FM 3-11](#), chapter 7, [FM 21-10](#), and Technical Bulletin [\(TB\) Medical \(MED\) 507](#). Weather conditions and WBGT readings may affect MOPP IV wear. Annotate the soldier's training records to show the number of hours of continuous wear of MOPP IV equipment. During periods of warm weather, reduce training time on MOPP IV. [FM 3-4](#), section VI, contains performance degradation data that is helpful in making this determination.

3-35. Medical support for training.

a. Minimum essential medical support is required for all training activities, from the classroom to the field firing range, IAW [Memorandum](#), HQ TRADOC, ATTG-IS, 13 Dec 99, subject: TRADOC Medical Support to Training Policy.

b. The base level support, Advanced Trauma Life Support (ATLS) services, is available for all training activities. Advanced Trauma Life Support arrangements are capable of responding to an incident, and providing the necessary interim support, transportation, and definitive clinical treatment within 1 hour. Definitive clinical treatment for ATLS is defined as either a physician or a physician's assistant providing trauma care.

c. Activities classified as high-risk require additional medical support to complement the ATLS capability. The matrix in appendix M lists the training activities identified as high or extremely high risk, and shows the minimum additional support required for those activities.

d. To provide TRADOC service school and major subordinate command commanders and commandants a degree of flexibility in allocating resources and the programming of training, base levels of medical support for each activity upon a risk assessment and mission, enemy, terrain, troops, and time available analysis. Where TRADOC service school and major subordinate command commanders and commandants consider it necessary to provide a higher than minimum level of medical support to any activity, they may do so at their own discretion. When a particular risk assessment indicates a lower level of support than the minimum required by memorandum referenced in paragraph a, above; commanders and commandants may authorize the appropriate lower level of support with the concurrence of the commander of the installation's MTF. When a decision is taken to lower the level of medical support below the minimum required by this policy, for any particular training activity, inform the TRADOC Safety Office.

e. TRADOC service school and major subordinate command commanders and commandants will assess and certify the adequacy of medical support to training at least annually. This responsibility is not delegable. Commanders and commandants conducting high-risk training shall rehearse their medical support plan (casualty response, evacuation, and treatment) at least semiannually, with focus on responding to a training catastrophe.

f. Matrix and detailed information are provided in appendix M.

3-36. Advanced Individual Training field training exercise (FTX).

a. Each AIT and OSUT course will include a 72-120 hour, scenario-driven, tactical FTX.

b. The FTX:

(1) Will reinforce previously learned MOS and common soldier tasks/skills in a realistic, tactical environment.

(2) Should avoid the introduction of new, testable training, but should focus on the application of MOS technical tasks, and reinforce soldier survival skills.

(3) Is conducted in an austere field environment, under all weather conditions, at night as well as day, to replicate the stress, sounds, and conditions of the battlefield.

(4) Is conducted during the final 4 weeks of training. During the FTX, soldiers will undergo a series of events exposing them to the rigors of duty performance during field operations. The intent of the FTX in AIT is to integrate MOS and combat survival skills into a simulated tactical scenario, and give soldiers the opportunity to demonstrate their newly learned skills under realistic conditions. Address the FTX in a separate module in the POI.

c. Submit exceptions to FTX requirements to HQ TRADOC, ATTG-E, for approval by the CG, TRADOC.

3-37. Basic Combat Training feedback system. Advanced Individual Training commanders, and other recipients of soldiers from BCT TRADOC service school and major subordinate command, will provide direct feedback to BCT commanders on the quality of the soldiers they receive. Some topics for discussion may include morale on arrival, medical condition, common task proficiency, physical condition, DA Form 5286-R completion, completeness of training records, and possession of TRADOC Pam 600-4.

3-38. Phased testing for BCT.

a. Administer phased testing, prescribed by the BCT POI, to all BCT soldiers.

b. The U.S. Army Infantry School is responsible for the design and content of phased tests.

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c. Training, particularly unit reinforcement training, will emphasize preparing soldiers to correctly perform BCT tasks.

d. Use the following general guidance for the conduct of the testing:

(1) Score tests on a "GO/NO-GO" basis.

(2) Counsel soldiers receiving a "NO-GO" and give remedial training on the task(s) not passed.

(3) Retest soldiers on the task(s) for which they received a "NO-GO."

(4) Conduct an AAR at the completion of training.

3-39. Testing procedures for AIT and the MOS portion of OSUT.

a. Proponents will develop within-course tests (end-of-annex/block/module) for MOS-producing courses according to guidance outlined in [TRADOC Reg 350-70, chapter VI-7](#). Continuously assess the validity of each task evaluated, and its relevance, and change or modify as appropriate.

b. Commanders will ensure soldiers are tested IAW the SEP for the course being presented. Guidelines for development of SEPs are outlined in [TRADOC Reg 350-70, paragraph VI-7-5](#). The SEP informs soldiers, instructors, and other personnel of the course graduation requirements. Explain a copy of the SEP to each IET student at the beginning of each course, and prominently post on the bulletin board.

c. Within-course tests must provide a fair and accurate evaluation of the soldier's ability to perform the tasks presented to established standards.

d. Hands-on, performance-oriented testing is the norm throughout TRADOC. Situational-based, written open-book reference tests, when used, must require the student to not only extract data, but also apply the data to specific situations likely encountered on the job. Use closed-book, knowledge-based written tests only if it is necessary to verify the learner's knowledge as a prerequisite for later performance testing, where the knowledge is applied (e.g., as a building block to later tests). All testing is conducted in an environment that would replicate the soldier's duty position in the unit, as far as safety and environmental considerations will allow, and IAW test administration instructions.

e. Each test will have at least two versions. Use all versions concurrently.

f. Tests are monitored by quality control personnel reporting to the brigade or ATC commander, as determined by the local commander. Certify unit cadre personnel IAW TRADOC Regs 350-70, [chapter III-4](#), and 350-18, [paragraph 3-44](#), before they are permitted to participate in the testing process.

- g. Score tests on a "GO/NO-GO" basis. Determine the passing ("cutoff") score for making the "GO/NO-GO" determination during test design and validation, and document within the course SEP.
- h. Conduct counseling with each soldier to reinforce strengths on tasks accomplished, and to correct weaknesses on tasks missed.
- i. The goal should remain 100 percent performance to standard on all tasks, by each soldier. Consider soldiers unable to achieve this goal for remedial training and retesting, prior to graduation, or reassignment to another company in a follow-on cycle.
- j. Remedial training is a joint responsibility of students and trainers. Provide students failing to achieve task/course standards opportunities to review material and practice skills prior to undergoing retest. Trainers must provide appropriate remedial assistance, as necessary.
- k. Retesting will include all tasks failed.
- l. In accordance with the SEP, IET soldiers that fail an end-of-annex/block/module retest are prohibited from progressing further in the course, and considered for new start to a follow-on class, or elimination.

3-40. New Start Program.

- a. Initial entry soldiers that demonstrate deficiencies in achieving task standards consistent with their time in training, but maintain the motivation to do so, are considered for reassignment to another company or battalion. Make reassignment to a company in a later cycle (i.e., a succeeding class) where the soldier has the opportunity to repeat the phased training. These reassignments, made under the New Start Program, are intended to give motivated soldiers an additional opportunity to meet the skill standards, and become a productive soldier for the Army. The success of the New Start Program is a direct function of the manner in which the soldier is integrated into the new unit.
- b. Initial entry soldiers that have missed training, due to emergency leave or hospitalization, and not able to complete training with their current unit, are considered for reassignment to a company in the appropriate week of training.
- c. Reassign initial entry soldiers under the New Start Program at any point in the training cycle, based upon the recommendation of the chain of command, and approval of the battalion commander. Following the approval to reassign the soldier under the New Start Program, move the soldier to the new company or battalion for further training NLT the following duty day.
- d. Commanders will not remove soldiers being considered for new start from training until the decision is made. Do not use initial entry soldiers as detail soldiers during the new start process. The goal is to get the soldiers back into training within 1 day of the restart decision. While there are case-by-case exceptions, the decision during IET is authorized as follows:

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(1) When a soldier's performance is unsatisfactory in a certain area, give the soldier intensive remedial training and retesting in that area. If performance remains unsatisfactory after remedial training and retesting, reassign the soldier to another company or battalion in a follow-on cycle.

(2) Grant new starts for academic retraining to complete AIT/OSUT IAW [AR 612-201](#), paragraph 3-24.

(3) Process individuals unable to complete MOS training IAW AR 612-201, [paragraph 3-25](#).

e. Additional information on MOS retraining/reclassification procedures is provided at appendix N.

3-41. Remedial training.

a. Provide soldiers unable to attain training standards remedial training, to enable them to remain in cycle, rather than giving a new start in a follow-on cycle.

b. Retain soldiers, not passing an APFT prior to graduation, in the Fitness Training Unit (FTU), or similar holding unit, for remedial training; however, continue to report these soldiers as holds in ATRRS using REASON CODE "B: Physical Fitness (Remedial Tng-APFT)."

c. In keeping with the TRADOC investment strategy, a soldier will continue to receive remedial training upon the decision by the chain of command that the soldier has the mental and physical capacity to succeed.

3-42. Military occupational specialty retraining/reclassification policy.

a. The TRADOC IET retraining policy is as follows:

(1) A soldier unable to qualify for a MOS, after the first training assignment, is considered for retention in the Army, and qualify for additional skill training in a second MOS, only if:

(a) In the judgment of the commander, the soldier possesses those qualities that are considered exceptional; and

(b) The soldier demonstrates the motivation and potential to successfully complete the second MOS training.

(2) In all other cases, properly counsel and process soldiers for separation not meeting academic standards IAW [AR 635-200](#), chapter 1.

b. This policy was established to enhance efficiency, productivity, and morale, in both the training base, and the units to which MOSQ soldiers are ultimately assigned. It is designed to allow IET cadre to concentrate on trainable soldiers, and reduce workload associated with IET

soldiers whose attitude and performance create an unwarranted administrative burden. The objective is to eliminate disruptive, unproductive IET soldiers that have an adverse impact on unit esprit, and the training environment.

c. Commanders should use all available assets in handling disruptive and nonproductive soldiers. Unit Ministry Teams (UMTs) provide religious support and counseling in each IET battalion. These, along with installation law enforcement and medical personnel, are valuable assets trained to assist IET soldiers, cadre, and senior leadership in resolving problems, and are used as appropriate.

d. Battalion commanders determine whether soldiers that are unable to achieve MOS graduation requirements merit a second opportunity, or are processed for elimination from the Army. See appendix N for additional guidance on retraining/reclassification procedures.

3-43. Separations.

a. Attainment of Army standards is the gauge for successful completion of IET. Give new soldiers reasonable opportunities to demonstrate their potential for continued service. Commanders will exhaust retraining and counseling procedures before making a determination that a soldier's performance and potential worth to the Army justifies a new start, or separation from the service. Commanders will not begin any separation actions against a Reserve Component (RC) soldier prior to the local ARNG/United States Army Reserve (USAR) liaison personnel counseling the soldier.

b. No soldier is released from training and processed for separation without the approval of the battalion commander. Upon approval, remove the soldier from the platoon environment and process a separation action immediately. Once the proper authority approves the separation packet, out-process the discharged soldier within 3 working days. Report these soldiers in ATRRS in a hold status using REASON CODE "T: Trainee Discharge Program."

c. Soldiers in BCT/OSUT normally are not separated for reasons of lack of motivation or aptitude prior to completion of their second week of training. Time spent in the FTU is not counted toward those 2 weeks. This will provide new soldiers a fair adjustment period, and allows the command an opportunity to evaluate and counsel the soldier. However, commanders will ensure that highly disruptive soldiers are removed from the platoon environment, and the appropriate administrative or disciplinary actions are taken.

d. Commanders will utilize guidance in [AR 635-200](#), paragraph 11-3b, for pregnant soldiers.

3-44. Conscientious objectors.

a. Policy and procedures for processing conscientious objectors is provided in [AR 600-43](#). Retain soldiers that have submitted applications in their unit, and assign duties providing minimum practicable conflict with their asserted beliefs, pending final decision on their applications. They are not required to train in the study, use, or handling of arms or weapons.

b. The soldier is not precluded from taking part in those aspects of training that do not involve the bearing or use of arms, weapons, or munitions. Except for this restriction, conscientious objector applicants are subject to all military orders, discipline, and regulations, to include those on training.

3-45. Inspector General system briefing. Commander's orientations in BCT/OSUT and AIT units will include a briefing on the IG system. Specifically, this briefing must cover the role of the IG, their function, how soldiers can get appointments to see the IG, and how the IG might help the soldier with a problem.

3-46. Suicide prevention.

a. Commanders' and UMTs' orientations in IET units will include instruction on suicide awareness, and identification of potentially suicidal soldiers. Instruction to soldiers will include the appropriate actions they should take in the event a fellow soldier talks to them about suicide; specifically, soldiers must recognize the need to immediately notify the first cadre member available in the chain of command.

b. Commanders must comply with the provisions of [DOD Directive 6490.1](#) and [DOD Instruction 6490.4](#) before sending soldiers for mental health evaluations. Commanders and cadre must be familiar with this directive to avoid violations of legal statute and public law. Commanders must counsel soldiers reported to have discussed or alluded to suicide. The commander will ensure soldiers in emergency/urgent situations are immediately referred to mental health personnel for counseling and evaluation, and accompanied by an NCO to the appointment until the mental health professional assumes control. At no time are soldiers in this category left alone or unsupervised. Escorts for subsequent appointments are not required to be an NCO. Counsel individuals in routine (nonemergency) situations, IAW Department of Defense (DOD) Instruction 6490.4, section F, prior to referral/meeting with mental health professionals.

c. The decision to place a soldier under Unit Watch is made in consultation with mental health personnel. Unit Watch is a commander's program implemented to protect soldiers identified by commanders as minimal suicide risk, and/or 'conditionally suicidal' (e.g., "I will kill myself if you don't let me out of the Army") from potentially harming themselves, or others, while being maintained in the unit. TRADOC service school and major subordinate command will develop Unit Watch programs IAW DOD Directive 6490.1, DOD Instruction 6490.4, and [DA Pam 600-24](#). Ensure positive control of a soldier on Unit Watch. Periods of transition from training event to another appointment become periods of vulnerability. A soldier under Unit Watch is escorted at all times, and is not left alone or unsupervised. Thoroughly brief those entrusted to Unit Watch on the importance of being with the soldier at all times.

d. Unit Ministry Team members are available to train drill sergeants and cadre in suicide awareness, identification, and prevention, and also in applying suicide intervention techniques. Chaplains are also available for counseling soldiers suspected of contemplating suicide, but do not make mental health evaluations in this area.

3-47. Retraining and Holding Units (RHUs).

a. Basic Combat Training/One Station Unit Training TRADOC service schools and major subordinate commands will establish company-size RHUs to perform two functions:

(1) Process soldiers pending discharge. Retraining and holding units will process IET soldiers identified by the chain of command for discharge from the Army, under provisions pertaining to administrative entry-level separation.

(2) Retrain selected IET soldiers. Retraining and holding units will provide special training to selected IET soldiers that have the potential to complete training with additional time/assistance.

b. Soldiers in each category are managed and housed in separate groups.

c. All RC service members will receive counseling from the RC Liaison Office prior to assignment to the RHU.

3-48. Fundraising in IET. A special trust exists between IET units and the soldiers they train. Initial Entry Training cadre members, or organizations associated with IET units, should never exploit that trust for financial gain.

a. All IET units and informal funds, or family support groups/private organizations associated with IET units, will comply with installation/garrison procedures for fund-raising and resale activities.

b. Initial Entry Training commanders will ensure that:

(1) No cadre member sells any product, service, or opportunity (e.g., anything) to IET soldiers or their families (selling to parents is authorized at graduation as long as IET units do not compete with Army and Air Force Exchange Service, i.e., selling t-shirts).

(2) No IET soldiers participate in, or make purchases at, fund-raising activities conducted in the brigade, battalion, or company area, or in any training area.

(3) No fund-raising activities—which involve IET soldiers as customers—are conducted during the training cycle by IET units, informal funds, or family support groups/private organizations associated with IET units.

(4) No IET soldier labor is used to support fund-raising activities of informal funds or family support groups/private organizations associated with IET units.

c. On a voluntary basis, IET soldiers may contribute to officially authorized campaigns, such as the Combined Federal Campaign, Army Emergency Relief Fund, Red Cross Blood Program, and chapel offerings.

3-49. Health Care Committee.

a. The IET environment presents unique health care issues involving EPTS, medical support for training, sick call, and access to specialty care. In addition, overuse and environmental injuries, communicable illnesses, and the psychological stress in dealing with the military environment, have an impact on health care. Managing these issues involves a multidisciplinary effort between MTF clinical staff and training battalions. An IET Health Care Committee would provide the structural framework to facilitate this multidisciplinary effort, and develop coordinated approaches at the battalion level.

b. Objectives of IET Health Care Committee:

- (1) Reduce and control injuries in IET that take soldiers away from training.
- (2) Provide a regularly scheduled forum at the battalion level to address issues in IET health care.
- (3) Monitor the control of overuse injuries, communicable illnesses, environmental injuries, and suicidal behaviors.
- (4) Identify issues, or areas of further investigation, that would need the attention of HQ TRADOC and/or USAAC.
- (5) Obtain feedback on initiatives so continuous improvements are made.

c. This committee could be stand-alone, or part of a standing committee already in existence.

(1) Membership. Commandants may want to consider a training brigade commander, training battalion commander, or senior staff officer from the commandant's staff as the chairperson. The commandant staff and MTF will determine the rest of the committee membership. A sample of the remaining membership of an IET Health Care Committee is provided below. As this committee evolves and the issues change, the commandant may want to change the membership.

- (a) Chief, Primary Care (or Deputy Commander for Clinical Services).
- (b) Officer in charge, Temporary Medical Care (TMC).
- (c) Psychologist or social worker for IET.
- (d) Officer in charge, TMC Physical Therapy.
- (e) Chief, Preventive Medicine.
- (f) Training chaplain (either brigade or battalion).

- (g) Reception battalion commander.
- (h) Commander, Physical Training and Rehabilitation Platoon.
- (i) Commander, RHU.
- (j) Commander, FTU.
- (k) Training battalion commander(s).
- (l) Training battalion first sergeant(s).

(2) Agenda. The IET Health Care Committee may want to consider meeting, at a minimum, every other month. The following sample agenda items could be addressed:

- (a) Sick call (e.g., time spent at sick call, etc.).
- (b) Medical support for training (e.g., high-risk training, AIT FTX).
- (c) Access to specialty care, such as orthopedics, podiatry, and mental health.
- (d) Medical Evaluation Boards.
- (e) EPTS, Chapter 11, and Chapter 5-13/5-17 discharges.
- (f) Profiles.
- (g) Physical Training Rehabilitation Program (PTRP).
- (h) Medical issues at the RECBN (vaccinations, requests for medical evaluation, etc.).
- (i) Illness, injury, and behavior trends:
 - Cold weather injury (frostbite, trench foot/immersion, hypothermia).
 - Heat injuries (exhaustion, stroke).
 - Influenza.
 - Meningococcal illness.
 - Meningitis.
 - Overuse injuries.
 - Streptococcus, Group A.
 - Suicidal behaviors.
 - Varicella (“Chicken Pox”).
- (j) Other issues raised by any member of the committee.

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The chairperson should forward those issues needing assistance from HQ TRADOC, or USAAC, to the TRADOC Surgeon, via e-mail or phone.

d. As part of the read-ahead packet USAAC prepares prior to each assessment visit, include an Executive Overview of the last IET Health Care Committee meeting (see [TRADOC Memo 1-11, para C-2d\(1\)](#)). Commandants may elect to include Point Papers or Information Papers highlighting issues that the IET Health Care Committee resolved, and those issues still needing the attention of HQ TRADOC and/or USAAC.

Chapter 4

Physical Fitness Training (PFT)

4-1. Objective of the PFT.

a. Soldiers report to IET with a wide range of physical fitness levels. Because of this, there are special considerations when developing a PT program for IET soldiers. Prior to executing any PT, all cadre will adhere to the heat casualty prevention guidelines (see paragraph 3-28, above).

b. The primary objective of PT is to safely train soldiers to meet the graduation requirements of IET, and prepare soldiers to meet the physical demands of their military duties. Army PT should wake soldiers up mentally, fill them with enthusiasm, build them up physically, and discipline them. Physical training must progressively challenge soldiers' physical abilities.

c. Commanders are responsible for developing a standardized PT program, with rational progression essential for the most beneficial physical development and safety of soldiers. Increase the intensity of exercise in logical increments, throughout the training cycle, to limit injuries.

4-2. Presence of commander and leaders.

a. Physical training is the commander's program. Command presence at PT will emphasize its importance. Leaders in the chain of command are responsible for the training and performance of their soldiers and units. They are the primary training managers and trainers for their organization. Leaders must emphasize the value of PT by clearly explaining the objectives and benefits of their program, and ensuring that the time allotted for PT is used effectively.

b. Commanders will ensure, when possible, PT sessions are conducted with two drill sergeants per platoon for BCT/OSUT, and one drill sergeant per platoon in AIT. In BCT/OSUT, one cadre member will lead and perform the exercises with the soldiers, to monitor the intensity level, and provide a role model. Remaining cadre members will act as assistant instructors (AIs). In AIT, one cadre member will lead and perform the exercises with the soldiers. When available, additional cadre members will act as AIs. The cadre's primary responsibilities are to demonstrate proper procedures, correct soldiers' performance, encourage soldiers to meet the standards, and ensure PT is conducted IAW [FM 21-20](#). Physical training leaders and

demonstrators will position themselves on a PT platform or other device, for clear visibility and unobstructed view by all soldiers.

4-3. Execution.

a. The role of the drill sergeant remains to instill maximum motivation among all IET soldiers, in order to achieve their full physical potential. The training program will enable the drill sergeant to execute a standardized training approach that emphasizes progressive conditioning of the soldier's entire body. This is in support of the soldierization process. Soldiers must meet the established standard set forth in [AR 350-1](#), paragraph 1-21, and this regulation (i.e., 50 points in each event for BCT, and 60 points in each event for AIT and OSUT upon graduation). Passing rates, not average scores, support the overall objective of IET injury control.

b. The standards for PT execution follow.

(1) Conduct physical training sessions 4 to 6 times per week.

(2) Do not reserve PT only for the early morning hours; also schedule PT during, or at the end of, the duty day. All cadre will adhere to the installation heat casualty reduction guidelines prior to executing PT (see para 3-28).

(3) Physical training sessions will consist of warm-up, activities, and cool-down, IAW [FM 21-20](#), chapter 4.

(4) When running in ability groups, place soldiers of smaller stature at the front of the formation.

(5) Follow the training schedule guidance given in FM 21-20 to deconflict PT activities with other daily training activities. Adjust the duration and intensity of PT to compensate for other physically demanding activities scheduled.

(6) Physical training sessions will not begin until at least 60 minutes after meals. This does not preclude IET cadre from administering corrective action prior to, during, or immediately after meals.

(7) Running sessions during PT will not exceed 30 minutes (exception is for Esprit de Corps runs limited to once a month). To increase the cardiovascular workout, increase the pace of the run, not timed length of the run.

c. Assessment and testing.

(1) Basic Combat Training.

(a) Administer the diagnostic as part of the Phase I and II performance evaluations. The purpose is to assess the soldiers' progress toward meeting the graduation requirement.

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(b) Administer the record APFT during the last 2 weeks of training, to determine if the soldier has achieved the APFT requirement for graduation (50 points per event; 150 minimum total points.)

(2) One Station Unit Training.

(a) Administer diagnostic APFTs as part of Phase I, II, III, and IV performance evaluations.

(b) Administer the record APFT within the last 2 weeks of training, to determine if the soldier has achieved the APFT standard for graduation (60 points per event; 180 minimum total points). Soldiers that cannot complete the final APFT due to medical profile, and successfully completed a diagnostic test (scored 60 points minimum on each of the 3 events on the same test), are given minimum credit (60 points per event) for having passed the APFT requirement.

(3) Advanced Individual Training.

(a) Administer diagnostic APFTs at least once a month through the 20th week of training. Phase V+ (21-plus weeks) soldiers that have met the APFT standards for graduation will take the APFT twice a year.

(b) Administer the record APFT no later than the last 2 weeks of training, to determine if the soldier has achieved the APFT standard for graduation (60 points per event; 180 minimum total points). Soldiers that cannot complete the final APFT due to a temporary medical profile, and have successfully completed a diagnostic APFT during AIT (scored 60 points minimum on each of the 3 events on the same test) are given credit for having passed the APFT requirement.

(c) Phase IV and V IET soldiers with permanent profiles will take the APFT. A soldier, whose profile precludes taking the push-up, sit-up, or both events, will take the remaining event(s), if approved by a physician or physician's assistant. The 2-mile run event, or an approved alternate test event, as outlined in [FM 21-20, chapter 14](#), is taken if the test is to count for record. The alternate test is for soldiers with permanent physical profiles that preclude them from taking the 2-mile run. Soldiers are given 3 months to prepare for the alternate test from the date of the permanent profile.

(4) For reclassified soldiers, passing the APFT is a graduation requirement for AIT and OSUT.

(5) Reserve component soldiers must meet APFT requirement at the TRADOC school, prior to graduation. If the RC soldier is recalled to their parent unit prior to meeting the APFT standard, the soldier must return to the training unit they were released from, and pass the APFT, before meeting graduation requirements.

(6) Reserve component personnel age 40 or older, attending IET, are subject to the same APFT requirements as AC personnel.

d. Safety.

(1) For environmental considerations, refer to [AR 350-1](#), chapter 1, section 3, and [FM 21-20, chapter 12](#).

(2) Overuse injuries are common in IET. However, they are controlled by carefully following the exercise principles of "recovery" and "progression." Consider total foot time (cumulative walking, running, standing) when developing training schedules and allocating resources. Do not conduct foot marches and runs on the same or consecutive days. Properly fitted, high-quality running shoes are important, especially when PT sessions require running on hard surfaces. Court shoes, like basketball or tennis shoes, are not designed to absorb the repetitive shock of running. Activities, such as running obstacle courses and foot marching, require combat boots to protect and support the feet and ankles. A reasonable break-in period for new combat boots is required, especially before long foot marches. Research suggests that there is a dose-response relationship between the amount of training and the risk of injury (i.e., the more physical activity a group performs, the more injuries will occur). Furthermore, there are thresholds of training, above which fitness does not improve substantially, but injury rates still increase. Physical training is progressive, disciplined training that challenges the soldier's physical ability. The progressive nature of the PT program is essential for the most beneficial physical development and safety of all soldiers. The standards for performance of all exercises are strictly applied. Adjust the duration and intensity of PT sessions to compensate for other physically demanding activities.

e. [AR 670-1](#), chapter 14, prescribes the PFU. Conduct foot marching and battle-focused PT in the battle dress uniform, IAW AR 670-1, chapter 5.

4-4. Physical Training Rehabilitation Program.

a. The PTRP is designed for injured IET soldiers, and provides a training environment that allows for proper healing and recovery. The program is available at the five ATCs (Forts Benning, Jackson, Knox, Leonard Wood, and Sill) for soldiers that require treatment and/or rehabilitative physical therapy.

b. Procedures for assignment to the PTRP.

(1) Physical therapists or appropriate medical officers will recommend a soldier for the PTRP based on the criteria that the soldier:

- (a) Was injured in training;
- (b) Sustained an injury that is severe enough to remove the soldier from current training to allow for proper healing; and
- (c) Is likely to fully recover and complete all of the physical requirements of training.

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(2) The physical therapists will annotate their recommendations, to assign soldiers to the PTRP, on TRADOC Form 385-2-5-R-E, DD Form 689, or DA Form 3349. Send the appropriate documents with soldiers to the unit.

(3) Unit commanders will counsel soldiers concerning the recommendation. Units will prepare a New Start Packet recommending PTRP, and submit the packet for approval.

(4) Battalion commanders are the approving authority for enrollment in the PTRP.

(5) Once the battalion commander approve, enrollment of recommended soldiers into PTRP is mandatory.

(6) Place soldiers in the PTRP within 48 hours of the unit receiving the PTRP recommendation.

c. Specific guidance on PTRP implementation is provided in appendix H.

Chapter 5

Reserve Component Training

5-1. General. This chapter sets forth policies and establishes uniform procedures for addressing RC-unique training issues. These guidelines apply to the training of both ARNG and USAR members, unless specifically stated as applicable to only one of the components, and address those issues most commonly encountered during IET.

5-2. Assistance to ARNG/USAR soldiers in IET.

a. The ARNG and USAR liaison personnel are attached to TRADOC service schools and major subordinate commands to assist the ATC and unit chain of command in solving problems RC soldiers encounter during training. They advise the chain of command on matters related to separation actions. Final decision regarding discharge remains with the unit chain of command.

b. The IET cadre will inform the ARNG and USAR liaison personnel of all actions, both positive and negative, which have the potential to affect RC soldiers. The liaison personnel will notify the appropriate chains of command of those RC soldiers that will receive awards and honors, and counsel those RC soldiers with attitude, motivation, or training problems.

5-3. Split training option (STO).

a. Split training option is an alternative training program designed to recruit and train students and seasonal employees that do not have enough time to complete BCT/AIT or OSUT during their initial IET tour. Split training option allows soldiers to enter and complete the first portion of training ("STO 1" = BCT portion), return to their civilian education or occupation, and come back the following year to complete the second portion of training ("STO 2" = AIT or MOS portion of OSUT).

b. Mandatory release dates (MRDs) are management tools to ensure that STO 1 soldiers are properly processed for training. The MRDs are determined at the soldiers' home stations, and published in the additional instructions section of the active duty orders. It is critical to consider a STO 1 soldier's MRD when scheduling entry into training.

5-4. Graduation requirements not met. Notify installation ARNG/USAR liaison personnel immediately when RC personnel do not complete all graduation requirements. Installation ARNG/USAR liaison personnel will resolve any potential conflict with extensions on active duty with the appropriate RC command. As necessary, place ARNG or USAR personnel in a holdover status IAW ATRRS Verification Tables Reason Codes.

5-5. Split training option early releases.

a. Policies pertaining to MRDs follow:

(1) All STO 1 soldiers are guaranteed a return to home of record for civilian education or employment commitments on a predetermined date.

(2) The STO 2 soldiers are not guaranteed a MRD for civilian education or employment purposes as part of the enlistment contract. Individuals returning for STO 2 are expected to remain on active duty until training is completed and a MOS is awarded.

b. To preclude STO 1 individuals from being placed in training with insufficient time to complete the course, accomplish the following steps at the installation:

(1) Screen all STO 1 soldiers prior to the start of training, to determine if there are conflicts between the length of training and anticipated release date. Orders must provide more than 70 days to complete training.

(2) Refer individuals identified as having a conflict to ARNG or USAR liaison personnel for assistance in conflict resolution. Liaison personnel will contact The State Adjutant General (TSAG), the U.S. Army Reserve Command (USARC), or Regional Support Command, as appropriate, to resolve the conflict and obtain an extension of training time.

(3) When it is impossible to obtain an extension to complete training, and course acceleration is not feasible, ARNG and USAR liaison personnel will request that the TSAG or Continental United States Army (CONUSA) concerned amend the order and return the individual to the parent RC unit. Do not enter individuals in this category into training.

(4) Should liaison personnel encounter a refusal to revoke the order of an individual with insufficient time to complete the required training, notify HQ TRADOC, ATTG-E, for assistance in obtaining a release.

c. Instances may be encountered when conflicts develop between available time and course length for STO 1 soldiers, due to conditions such as placement into the FTU, profile, emergency

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leave, or new start. The following procedures will help minimize the impact on the individual soldier and the training system:

(1) When completion date conflicts exist for those individuals currently in training, the following steps apply:

(a) Installation ARNG and USAR liaison personnel will contact the TSAG or USARC to obtain an extension on the MRD for completion of training. When such extensions are obtained, the installation amends the individual's orders, to clearly indicate the period of training being performed.

(b) Where extensions on MRDs cannot be obtained, consider accelerated training to meet POI graduation requirements.

(2) When training cannot be accelerated so that an individual can meet POI requirements for graduation, or if a soldier fails to meet graduation requirements by their MRD, the following guidance will apply:

(a) Split training option 1 soldiers will continue in training through the latest date possible before processing for release from IET.

(b) Annotate DA Form 5286-R (see app G) to reflect training completed prior to release from active duty, and remaining training accomplished to meet graduation requirements. The original ITR will remain in the individual's Military Personnel Records Jacket for return to the parent unit.

d. Forward a copy of DA Form 5286-R to the trainee academic records section for retention, to aid in maintaining accurate training files for STO 1 soldiers. Furnish a copy of DA Form 5286-R to the liaison NCO upon the soldier's departure for home station (state).

e. Handle exceptions to the procedures in paragraphs b and c, above, on an individual basis, with the appropriate ARNG or USAR liaison representative at the installation. Accomplish returning an individual prior to entering into training, only after obtaining concurrence from the TSAG or CONUSA concerned.

f. National Guard Bureau/CONUSA/USARC will reschedule individuals, released from active duty prior to completing STO 1 training, to complete course requirements at the ATC they were released from. Provide the following information to TRADOC service schools and major subordinate commands that receive individuals rescheduled for training, prior to the rescheduled start date:

(1) Name.

(2) Social security number.

(3) Training requirements to be completed.

(4) Report date.

(5) Follow-on MOS, if appropriate.

(6) Copy of ITR.

g. The TSAG or USARC concerned is the proper authority for all early release actions.

5-6. Split training option 2 physical fitness test procedures. Administer split training option 2 soldiers a diagnostic APFT upon arrival, to determine their level of conditioning. Place soldiers not achieving the BCT standard on the diagnostic APFT in a remedial PT program, and allow them to continue with the MOS portion of their training. Place soldiers in an FTU, if one is available.

5-7. Split training option 2 administrative deficiencies.

a. TRADOC service schools and major subordinate commands may encounter STO 2 soldiers that are not prepared to enter training upon arrival at the training location. Some discrepancies in the area of military personnel, finance, or medical records, and outdated physicals may occur. Some individuals may report without the required clothing issue.

b. For soldiers that are not prepared to enter training upon arrival for STO 2, use the following procedures:

(1) Give individuals without current physicals new physicals. Make every effort to schedule physicals to keep lost training time to a minimum.

(2) Provide individuals arriving without the required clothing a new issue by that installation. This additional issue will consist of only those items required to complete the training. Charge items issued to the appropriate state United States Property and Fiscal Office, or Army Reserve Command, as authorized in [AR 700-84](#), chapter 14.

(3) Hold individuals out of training arriving without a valid set of orders and their individual health records, if the installation cannot duplicate these records. Notify the appropriate ARNG or USAR liaison representative immediately of all personnel held out of training, in order to rectify records discrepancies. If the needed documents are not received within 5 days, liaison personnel will notify NGB or Office, Chief of Army Reserve, of the delay. If the required records are not received within a total of 10 days, the installation will return the individual to the unit of assignment for rescheduling to complete STO 2.

c. On a quarterly basis, TRADOC service schools and major subordinate commands will forward a list of discrepancies, with the soldiers' names, units, states, site where BCT was conducted, and discrepancies, to HQ TRADOC, ATTG-I. Information copies are provided to the ARNG/USAR liaison personnel at the TRADOC service school and major subordinate command.

5-8. Testing of STO soldiers in IET.

a. Soldiers in STO 1 must meet all BCT graduation requirements prior to being released from STO 1 training, or they will return to the ATC and complete all BCT graduation requirements prior to the start of STO 2 training.

b. Soldiers in STO 2 AIT must meet all MOS course requirements and pass the APFT prior to their release from STO 2 active duty tour.

5-9. Placement into training. In accordance with [AR 612-201](#), chapters 2 and 3, RC personnel processing will meet report dates specified in the soldier's orders. This policy applies to all BCT, OSUT, and AIT courses, and requires priority seating for RC personnel when insufficient capacity exists to seat all soldiers awaiting a course start.

Appendix A
References

Section I
Required Publications

AR 15-6
Procedures for Investigating Officers and Boards of Officers

AR 20-1
Inspector General Activities and Procedures

AR 30-22
The Army Food Program

AR 40-5
Preventive Medicine

AR 40-25
Nutrition Standards and Education

AR 40-501
Standards of Medical Fitness

AR 40-562
Immunizations and Chemoprophylaxis

AR 190-40
Serious Incident Report

AR 350-1
Army Training and Education

AR 350-10
Management of Army Individual Training Requirements and Resources

AR 380-67
The Department of the Army Personnel Security Program

AR 600-9
The Army Weight Control Program

AR 600-20
Army Command Policy

AR 600-43
Conscientious Objection

AR 600-85
Army Substance Abuse Program (ASAP)

AR 601-2
Army Promotional Recruiting Support Programs

AR 601-210
Regular Army and Army Reserve Enlistment Program

AR 612-201
Initial Entry/Prior Service Trainee Support (RCS MILPC-17(R1))

AR 614-200
Enlisted Assignments and Utilization Management

AR 621-5
Army Continuing Education System (ACES)

AR 635-200
Enlisted Personnel

AR 670-1
Wear and Appearance of Army Uniforms and Insignia

AR 700-84
Issue and Sale of Personal Clothing

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DA Pam 40-501
Hearing Conservation Program

DA Pam 600-24
Suicide Prevention and Psychological Autopsy

DOD Directive 6940.1
Mental Health Evaluations of Members of the Armed Forces

DOD Instruction 6490.4
Requirements for Mental Health Evaluations of Members of the Armed Forces

NGR 600-200
Enlisted Personnel Management System

FM 3-4
NBC Protection

FM 3-05.70
Survival

FM 3-11
Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical Defense Operations

FM 7-0
Training the Force

FM 21-10
Field Hygiene and Sanitation

FM 21-20
Physical Fitness Training

FM 100-14
Risk Management

TRADOC Memo 1-11
Staff Procedures

TRADOC Reg 1-8
TRADOC Operations Reporting

TRADOC Reg 350-16
Drill Sergeant Program (DSP)

TRADOC Reg 350-29
Prevention of Heat and Cold Casualties

TRADOC Reg 350-70
Systems Approach to Training Management, Processes, and Products

TRADOC Reg 385-2
TRADOC Safety Program

TRADOC Reg 600-16
Procedures for EXODUS – The Christmas-New Year Holiday Period for Personnel in Training

TB MED 507
Occupational and Environmental Health: Prevention, Treatment, and Control of Heat Injury

USAREC Reg 601-45
Recruiting Improprieties Policies and Procedures

Section II

Related Publications

AR 27-10
Military Justice

AR 165-1
Chaplain Activities in the United States Army

AR 350-2
Opposing Force Program

AR 350-21
Instruction in Benefits of an Honorable Discharge

AR 350-30
Code of Conduct/Survival, Evasion, Resistance and Escape (SERE) Training

AR 385-10
Army Safety Program

AR 385-55
Prevention of Motor Vehicle Accidents

AR 600-8-10
Leaves and Passes

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AR 600-63
Army Health Promotion

AR 623-1
Academic Evaluation Reporting System

AR 840-10
Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

FM 1-05
Religious Support

GTA 5-8-12
Individual Safety Card

Manual for Courts-Martial United States (2000 Edition) (Available on the U.S. Department of Defense DefenseLINK web site (<http://www.defenselink.mil/pubs/>))

[MIL-HDBK 1008C](#)
Fire Protection for Facilities Engineering, Design, and Construction

TB MED 81
Cold Injury

TRADOC Pam 350-70-8
Total Army School System (TASS) Training Requirements Analysis System (TRAS)

TRADOC Pam 600-4
IET Soldier's Handbook

TRADOC Reg 350-18
The Army School System (TASS)

Section III **Referenced Forms**

Cadet Command Form 139-R, Cadet Enrollment Record (available on the Junior Reserve Officers' Training Corp web site: (http://www.rotc.monroe.army.mil/jrotc/Regs_Page.htm))

DA Form 31
Request and Authority for Leave

DA Form 285
U.S. Army Accident Report

DA Form 705
Army Physical Fitness Test Scorecard

DA Form 1045
Army Ideas for Excellence Program (AIEP) Proposal

DA Form 1059
Service School Academic Evaluation Report

DA Form 1594
Daily Staff Journal or Duty Officer's Log

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 3349
Physical Profile

DA Form 4856
Developmental Counseling Form

DA Form 5286-R
Individual Training Record, Basic Training (BT), Advanced Individual Training (AIT), One Station Unit Training (OSUT)

DA Form 5286-1-R
Individual Training Record, Basic Training (BT), Advanced Individual Training (AIT), One Station Unit Training (OSUT) (Continuation Sheet)

DA Form 5287
Training Record Transmittal Jacket

DD Form 689
Individual Sick Slip

DD Form 1966
Record of Military Processing – Armed Forces of the United States

DD Form 2351
DOD Medical Examination Review Board (DODMERB) Report of Medical Examination

DD Form 2808
Report of Medical Examination

Standard Form (SF) 88
Medical Record - Report of Medical Examination

TRADOC Form 385-2-5-R-E
Record of Injury

USAREC Form 315-R-E
Report of Alleged or Suspected Recruiting Impropriety (this form is available on the USAREC web site (<http://www.usarec.army.mil/im/formpub/>))

Appendix B

Initial Entry Training Cadre/Support Personnel Training Requirements

B-1. Requirements. The IET CTC is not a replacement for officer and NCO professional development training. Commanders will ensure that regularly scheduled professional development classes are conducted for, and attended by, the IET cadre. These classes are not limited to IET issues; but should encompass all aspects of professional development.

a. Assigned personnel will attend the following IET cadre/support personnel training as indicated:

(1) TRADOC PCC. Initial Entry Training brigade and battalion commanders, and Command Sergeants Major, will attend PCC prior to assuming duties. Branch managers will use the ATRRS to schedule TRADOC PCC attendees. The DCG-IET is the waiver approval authority for commanders and Command Sergeants Major that do not attend PCC prior to assuming duties. No others will attend without the approval of the DCG-IET.

(2) Cadre Training Course. The following individuals will attend CTC: Deputy Brigade Commanders, brigade/battalion cadre, lieutenant colonel detachment commanders, IET company commanders, first sergeants, executive officers, company grade staff officers (S1-S4), brigade/battalion operations noncommissioned officers in charge, IET UMT members, and all training center IGs.

(3) Support Cadre Training Course. All IET cadre not attending PCC or CTC, and military and civilian IET primary instructors will attend SCTC. Attendees include, but are not limited to, brigade/battalion/company staff section NCOs, military IET instructors, DoD/DA civilian IET primary instructors, contracted civilian IET primary instructors, unit armorers, unit supply personnel, and RECBN processing NCOs.

(4) Installation Staff Contractor's Training Course. All installation staff, medical, dental, and contract personnel, that in the execution of their duties, come into daily or frequent contact with IET soldiers. Attendees include, but are not limited to, Clothing Initial Issue Point/Central Issue Facility employees, DFAC employees, medical personnel, dental personnel, bus drivers, and other civilian installation personnel (e.g., drug and alcohol representative).

b. All IET assigned personnel should attend specified IET cadre/support personnel training prior to, but NLT 30 days after, assuming their IET duties. Reserve component IET personnel will complete specified support personnel training NLT 120 days after assuming IET duties.

c. All TRADOC service schools and major subordinate commands, TRADOC units on non-TRADOC organizations, and USAR training divisions are authorized to conduct SCTCs and ISCTCs. Personnel (to include drill sergeants and former drill sergeants) authorized to instruct IET SCTC and IET ISCTC are CTC-qualified, and certified by their respective TRADOC service school and major subordinate command (institutional training) commander, commandant, or unit commander in a non-TRADOC organization.

B-2. Training responsibilities.

a. All IET TRADOC service school and major subordinate command commanders and commandants must maintain a cadre life cycle program.

b. Commander, Fort Jackson, ATZJ-PCC, Fort Jackson, SC 29207-5313, is the proponent for TRADOC PCC, CTC, SCTC, ISCTC, and the Train The Trainer Course, and is responsible for the instructor certification process and course certification of the approved CTC, SCTC, and ISCTC sites. The following sites are authorized to conduct CTCs: Forts Allen (PR), Benning, Bliss, Gordon, Huachuca, Jackson, Knox, Lee, Leonard Wood, Sam Houston, Sill, and the DLIFLC (Monterey, CA). All USAR training divisions are authorized to conduct CTCs. Headquarters TRADOC will approve the POIs for TRADOC PCC, CTC, SCTC, and ISCTC.

c. The senior army commander/representative at non-TRADOC organizations is responsible for coordination efforts with the non-TRADOC unit commander to ensure compliance with policies prescribed in this regulation.

d. The Fort Jackson proponent will host an annual cadre training conference and monitor TRADOC PCC, CTC, SCTC, and ISCTC certification to ensure compliance with this regulation.

B-3. Attendance.

a. TRADOC service school and major subordinate command personnel, and personnel at non-TRADOC organizations, will attend CTC in one of the following modes:

- (1) Resident training at any approved IET CTC.
- (2) Mobile Training Team from Fort Jackson.
- (3) When available, TRADOC-approved distance learning IET CTC.

b. USAR training division personnel will attend CTC in one of the following modes:

- (1) Resident training at home station's approved IET CTC.

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- (2) Resident training at affiliated installation's approved IET CTC.
- (3) When available, TRADOC-approved distance learning IET CTC.
- (4) Mobile Training Team from affiliated installation.

c. Former drill sergeants and cadre/support personnel returning to IET positions after being out of the IET environment for more than 24 months will attend the appropriate training course.

B-4. Reporting requirements. All IET TRADOC service schools and major subordinate commands (to include satellite AIT elements), and IET TRADOC units in non-TRADOC organizations, are required to report PCC, CTC, SCTC, and ISCTC attendance, NLT the last Thursday of each quarter, to the Fort Jackson proponent, Victory University, ATZF-PCC, 3300 Magruder Avenue, Fort Jackson, SC 29207-7025. All USAR training divisions will provide required reports quarterly through the USARC, AFRC-OP, for collation and forwarding to the Fort Jackson proponent NLT the last Thursday of each quarter. The Fort Jackson proponent will consolidate all reports, and forward the completed quarterly training report to HQ TRADOC, ATTG-E, within 5 working days.

Appendix C

Defense Language Institute English Language Center, ESL Course

C-1. Mission and organization. English language training (ELT) for officers and enlisted soldiers is provided through the ESL course at DLIELC, LAFB, TX. The goal of DLIELC's ESL courses is to provide entry-level enlisted soldiers and officers, that do not speak English as their native language, the English language skills necessary for success in their IET course(s), Branch Officer Basic Course (BOBC), and in subsequent military service. The Commander, U.S. Army Field Artillery Training Center, Fort Sill, OK, provides administrative control of the U.S. Army Element (USAE) at DLIELC. The USAE commander, serving simultaneously as the DLIELC deputy commandant, is responsible for the command, control, training, and administration of U.S. Army permanent party and student personnel at DLIELC. The Headquarters and Headquarters Company (HHC) is responsible for operational and administrative support to the U.S. Army permanent party assigned to DLIELC, and provides those support functions normally associated with a battalion-level HHC. Assign all U.S. Army officers and pre-BCT soldiers attending DLIELC for English language training to E Company. E Company is responsible for the English language training and soldierization of all U.S. Army soldiers.

C-2. Staff relationships. The Deputy Chief of Staff for Operations and Training, Initial Entry Training Directorate, is the TRADOC functional proponent and POC for the Army's DLIELC ESL program. The following TRADOC offices perform associated functions:

- a. Deputy Chief of Staff for Personnel, Infrastructure, and Logistics ensures adequate Army cadre strength in support of E Company, DLIELC.

- b. Deputy Chief of Staff for Resource Management determines manpower staffing in conjunction with DCSOPS&T-Individual Training Directorate.
- c. Deputy Chief of Staff for Operations and Training-Individual Training Directorate, Education Division, monitors and evaluates program activities ICW the Army Research Institute.
- d. U.S. Army Cadet Command identifies officers requiring ESL training at DLIELC, and requests DLIELC administer the English Comprehension Level (ECL) test and Oral Proficiency Interview (OPI) to Reserve Officers' Training Corps cadets prior to their commissioning.

C-3. Selection and processing. Schedule Army recruits for DLIELC IAW [AR 621-5](#), chapter 4. Fort Sill RECBN will process enlisted personnel identified for attendance at DLIELC before shipment to LAFB. Lieutenants report directly to LAFB. Defense Language Institute will evaluate the lieutenants' ECL and OPI scores upon their arrival at LAFB. If their scores exceed graduation requirements, DLI may make the determination to send them to their respective Officer Basic Courses (OBCs).

C-4. Graduation criteria.

a. Commander, E Company, will send enlisted soldiers to BCT/OSUT once they achieve a confirmed ECL score of 75 or above, a 70 percent book quiz average. An OPI is not required for soldiers achieving this standard. Commander, USAE, may grant a waiver and allow E Company to process soldiers to BCT/OSUT that achieve an ECL score within 5 points of the DLIELC qualifying score, provided they meet all other qualifying criteria. Require soldiers granted a waiver IAW this regulation to also attain a score of 1+/1 on the OPI. Commander, E Company, will initiate a discharge for any student that fails to achieve course standards after 30 weeks of training, or fails to show adequate academic progress during ESL training.

b. Commander, E Company, will send lieutenants to OBC after successfully completing the 16-week American English Language Program course and achieving an ECL score of 90 or above, and an OPI score of 2+/2, or higher. Lieutenants meeting graduation requirements before the end of the 16-week course period are eligible to proceed to OBC at the discretion of the Army Element Commander. Those not making sufficient academic progress go before an Academic Review Board to determine if they are granted an extension, or terminated from the program. At the end of each extension, the Academic Review Board will convene again to determine if the student can achieve the ECL and/or OPI requirements. Those students identified as not being able to meet the requirements, or will take a prohibitive amount of time to meet the requirements, are terminated.

C-5. Training priorities. The primary mission of DLIELC is to provide English language training. This training is the responsibility of the staff at DLIELC, as the Commander, USAE monitored/approved. The DLIELC staff, in conjunction with Commander, USAE, will determine the best ELT program to meet the graduation requirements. The English language training will receive top priority, and not supplanted by other training or activities.

- a. In order to obtain feedback concerning enlisted soldier preparedness for BCT/OSUT, DLIELC will disseminate survey materials (direct mail questionnaires) to BCT/OSUT units.
- b. In addition to the English language training, Commander, E Company, will use proponent-developed TSPs to conduct 75 hours of military training per quarter for the pre-BCT soldiers. The primary purpose of E Company's military training program is to start the soldierization process and prepare soldiers for BCT. E Company will conduct the military training in table C-1 on a quarterly basis.
- c. E Company will conduct training for student officers in order to improve their preparedness for the BOBC. Use the officers in leadership positions, such as platoon leaders, and play a vital role in the soldierization process of the pre-BCT soldiers ICW the drill sergeants. The officers will attend an ISCTC seminar prior to conducting training with the trainees. Additionally, conduct a Class A inspection once a quarter for the lieutenants enrolled in the course.

Table C-1
E Company military training program

Course	Length
Common Tasks (Level 1)	27 hours
Drill and Ceremonies	15 hours
Military Customs and Courtesies	12 hours
Army Values	12 hours
ID and Wear of the Uniform	6 hours
Military Justice	<u>3 hours</u>
Total:	75 hours

C-6. Physical fitness training. Commander, E Company, will create and implement a PFT program, with the goal of raising each officer and pre-BCT soldier's APFT score to the Army standard. Use the HQ TRADOC-approved ESL fitness program to conduct physical fitness training, 5 training days per week, throughout the course. Administer a diagnostic APFT once a month IAW their phase testing.

C-7. Three phases of training. To enhance training effectiveness, the military instruction program for enlisted IET soldiers is divided into three distinct phases. The concept of phasing and associated goals (IAW para 2-2) was established to provide the entry-level soldier with intermediate objectives, which give common direction and serve as milestones. Although time goals are identified, a soldier will not graduate from one phase to another without the cadre's approval, and without passing all phase tasks. See table 2-1 for a list of the testable subjects and privileges by phase.

- a. Phase I lasts from the soldier's arrival through the sixth week of military training.
 - (1) The following characterizes Phase I:
 - (a) Emphasis on English language skills.

- (b) Total control and strict discipline.
- (c) Constant supervision.
- (d) All movement in formation.
- (e) Daily inspections.
- (f) Orientation to the military lifestyle.
- (g) Start the Army Physical Fitness Program.

(2) The goals for soldiers during Phase I are:

- (a) Begin English Language training.
- (b) Learn and conform to military standards of conduct.
- (c) Learn to identify and wear an Army uniform.
- (d) Pass the Phase I hands-on test.

b. Phase II begins at the start of the 7th week of training and continues through the 10th week of training, or until the completion of ESL training, whichever occurs first.

(1) Phase II is characterized by:

- (a) Continued emphasis on English language skills.
- (b) Gradual release from total control.
- (c) Preparation for BCT.

(2) The goals for soldiers during Phase II are:

- (a) Meet or exceed DLIELC language standards.
- (b) Meet or exceed BCT APFT standards.
- (c) Become familiar with selected Skill Level I Army Common Tasks.
- (d) Develop self-discipline and team building skills.
- (e) Pass the Phase II hands-on test.

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c. Phase III begins at the start of the 11th week of military training and continues through the 30th week of training, or until the completion of ESL training, whichever occurs first.

(1) Phase III is characterized by:

- (a) Continued emphasis on English language skills.
- (b) Increased release from total control.
- (c) Preparation for BCT.

(2) The goals for soldiers during Phase III are to:

- (a) Meet or exceed DLIELC language standards.
- (b) Meet or exceed BCT APFT standards.
- (c) Become more familiar with selected Skill Level I Army Common Tasks.
- (d) Develop self-discipline and team building skills.
- (e) Pass the Phase III hands-on test.

d. Cadre must:

- (1) Provide an environment conducive to learning English.
- (2) Lead by example.
- (3) Insist on high standards, and assist soldiers in meeting those standards.
- (4) Conduct effective counseling on soldier's performance.
- (5) Conduct quality reinforcement/remedial training.

C-8. Cadre and drill sergeants. Cadre and drill sergeants selected for E Company must have demonstrated a high degree of motivation and commitment to assist in the development of soldiers that can succeed in BCT/OSUT. All cadre must have an intimate knowledge of the TRADOC insist/assist training policy and complete the appropriate cadre training course. Additionally, a minimum of two drill sergeant positions will require Spanish language proficiency.

C-9. EXODUS. Defense Language Institute English Language Center will implement TRADOC guidance concerning Christmas Holiday EXODUS for enlisted IET soldiers to the maximum extent possible, while giving appropriate consideration to the impact upon DLIELC staffing, training, and resources.

C-10. Separate and secure. Commander, E Company, will exercise the separate and secure policy for the AIT training environment (see para 2-7, above).

Appendix D

Defense Language Institute, Foreign Language Center

D-1. Training priorities.

a. DLIFLC, Presidio of Monterey, CA conducts IET of post-BCT soldiers. The mission of the 229th Military Intelligence Battalion at the DLIFLC is to produce language-trained, highly motivated, physically fit, battle-focused soldiers. This mission also includes taking care of soldiers, civilians, and their families. Though this mission encompasses required training for both IET and careerist soldiers assigned to DLIFLC, this appendix is tailored specifically to the IET soldiers.

b. The primary purpose and mission priority at DLIFLC is to provide language training. The instruction and acquisition of a language at the DLIFLC is a rigorous, mentally demanding activity.

(1) Classroom instruction is conducted 7 hours a day, 5 days a week. The course of instruction for a particular language determines the length of the course (26 to 63 weeks). Regardless of course length, completion of language training at DLIFLC awards a soldier a skill qualification identifier (SQI), not a MOS. Therefore, language training is not considered AIT.

(2) In addition, the POI provides for required military training, common task training, PFT, Drill and Ceremony, etc. This training is conducted daily, and 1 to 2 weekend days per quarter (see table D-1).

(3) With the intense schedule of training, personal time is limited, which contributes to an environment that is stressful, both academically and physically.

Table D-1
Required military training

Course	Length
Reception and integration training	12 hours
Common task training/testing	24-67 hours
Physical fitness training	86-210 hours
Inspections	14 hours
Drill and Ceremony	10-30 hours

D-2. Phases of training. To enhance the execution of IET, the course of instruction at DLIFLC is divided into three distinct phases. This concept of phasing and associated goals (IAW para 2-1) was established to provide intermediate objectives, which give common direction, and serve as milestones for the soldier. The program includes establishment of goals for academics

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(language), fitness, and general military knowledge/proficiency training. In that the IET soldiers arriving at DLIFLC have completed Phases I - III at BCT, the phase program at DLIFLC essentially follows that of paragraph 2-1a(4) with the following modifications:

a. Phase IV. Soldiers remain in Phase IV from arrival at DLIFLC until the fourth week on station.

(1) Advancement from Phase IV requires:

- (a) Completion of commitment training and reception and integration counseling.
- (b) Completion of required battalion and company briefings.
- (c) Successful completion of a diagnostic APFT during Week 4.
- (d) Completion of a clothing inventory.
- (e) Successful completion of uniform, room, and wall locker inspections.

(2) The following restriction/limitations, in addition to those in paragraph 2-1a(4)(a), characterize Phase IV:

(a) Soldiers will reside in the barracks. Married soldiers arriving with their families will settle their families in housing and are authorized limited visitation.

(b) Soldiers are not authorized use of tobacco or consumption of alcoholic beverages, regardless of age.

(c) Limited off-post privileges.

(d) Civilian clothes are not authorized.

b. Phase V begins at the successful completion of Phase IV. The duration of Phase V is based on standards rather than time, but typically will not last longer than the 11th week on station (i.e., 20th week of IET training).

(1) Initial entry soldiers at DLIFLC will stay in Phase V until meeting the following criteria:

- (a) Pass record APFT (60/60/60) at the eighth week on station.
- (b) Attend a Financial Management Class.
- (c) Successfully complete common skills testing.
- (d) Demonstrate the ability to think, look, and act like a soldier, without supervision.

- (e) Demonstrate knowledge of the Army's seven core values (LDRSHIP).
- (2) Phase V soldiers are afforded the following privileges:
 - (a) Civilian clothing is authorized.
 - (b) Off-post passes are authorized.
 - (c) Overnight passes are authorized.
- c. Phase V+ begins at the completion of Phase V and continues until arrival at follow-on training or permanent duty station.
 - (1) Phase V+ requirements are:
 - (a) Must pass a record APFT within 30 days of graduation.
 - (b) Successful completion of common task testing.
 - (c) Completion of Class A and Battle Dress Uniform (BDU) inspection within 30 days of graduation.
 - (2) Phase V+ soldiers are afforded nearly the same privileges and restrictions as careerist students.

D-3. Physical fitness. Physical fitness is a cornerstone of effective soldiering. All soldiers are expected to achieve and maintain the standards of the APFT. The following timelines and requirements are established to most effectively produce physically fit IET soldiers.

- a. All IET soldiers will conduct physical fitness training five times per week while in Phase IV and V, and a minimum of three times per week during Phase V+.
- b. All Phase IV soldiers will take a diagnostic APFT during Week 4.
- c. All IET soldiers will take a record APFT at approximately Week 8 at DLIFLC (IAW para 4-3c(3), above); semiannually for those meeting the APFT standards IAW [AR 350-1](#), chapter 3, and within 30 days of graduation. Administer additional diagnostic and record APFTs to those not meeting standard IAW FM 21-20 and AR 350-1.

D-4. Cadre selection and training. Cadre selected for assignment at DLIFLC must have demonstrated a high degree of motivation, professionalism, and the commitment necessary to develop well-trained and disciplined soldiers. Though most of the DLIFLC cadre are not drill sergeants, cadre members are of the same high caliber, and prepared to provide the same leadership, as drill sergeants. All cadre members will attend CTC, per appendix B. Defense

Language Institute, Foreign Language Center will conduct CTC, SCTC, and ISCTC no less than twice per year. Gear the CTC to DLIFLC's unique training environment.

Appendix E

Confidence Obstacle Courses

E-1. Design. Confidence obstacle courses have higher and more difficult obstacles than conditioning obstacles courses. These courses are designed to give soldiers confidence in their physical abilities, cultivate a spirit of daring, and enhance understanding of teamwork. Unlike conditioning courses, COCs are not run against time. Properly instruct and closely supervise initial entry soldiers.

E-2. Safety.

- a. All safety considerations addressed in paragraph 3-31, above, are applicable.
- b. Initial Entry Training COC safety precautions will include:
 - (1) Daily inspection of structural integrity and safety devices.
 - (2) A current risk assessment, updated prior to each day's training, and as conditions change.
 - (3) Instructor training and certification on operation of obstacles prior to conduct of course.
 - (4) Warm-up/stretching exercises before commencing course.
 - (5) Do not conduct Muscular strength/muscle failure physical training within 12 hours prior to the COC.
 - (6) Raking and refilling landing/fall areas under obstacles as needed before each use. Fill puddles of water under obstacles to preclude a false sense of security.
 - (7) Postponing/modifying training when obstacles are slippery due to inclement weather.
 - (8) Instructor explanation and demonstration before soldiers are allowed to negotiate obstacles.
 - (9) A sign posted at each obstacle detailing exact procedures for properly negotiating the event.
- c. Procure safety equipment (nets, pads, ground covering) from reliable sources; inspect and test frequently, and replace before failure/deterioration.

E-3. Maintenance. Keep a maintenance and inspection log for each COC. The log will include:

- a. A detailed checklist for course and obstacle inspection.
- b. A record of all course inspections and maintenance deficiencies.
- c. A list of any uncorrected deficiencies remaining on the course, and countermeasures in place.

E-4. Sketches of obstacle courses. The accompanying sketches supplement FM 21-20, chapter 8, and Department of the Army Engineer Drawings 28-13-95, Confidence Course Layout Plan (obtain copies from HQ, TRADOC, Office of the TRADOC Engineer, ATBO-G, 5 North Gate Road, Fort Monroe, VA 23651-1048). They serve as the minimum construction/safety standards for COCs that IET soldiers use. Do not use the “Swinger” (fig E-23) and the “Jump and Land” (fig E-24). These obstacles are conducive to lower extremity injuries. Detailed obstacle illustrations are provided for:

- a. “The Tough One” (fig E-1).
- b. “Inverted Rope Descent/The Slide for Life” (fig E-2).
- c. “Confidence Climb” (fig E-3).
- d. “Skyscraper” (fig E-4).
- e. “Belly Rubber” (fig E-5).
- f. “The Tarzan” (fig E-6).
- g. “Low Belly Over” (fig E-7).
- h. “The Dirty Name” (fig E-8).
- i. “The Tough Nut” (fig E-9).
- j. “Belly Crawl” (fig E-10).
- k. “Inclining Wall” (fig E-11).
- l. “High Step Over” (fig E-12).
- m. “Swing, Stop, and Jump” (fig E-13).
- n. “Six Vaults” (fig E-14).

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- o. “Easy Balancer” (fig E-15).
- p. “Low Wire” (fig E-16).
- q. “The Belly Buster” (fig E-17).
- r. “Hip-Hip” (fig E-18).
- s. “Reverse Climb” (fig E-19).
- t. “The Weaver” (fig E-20).
- u. “Balancing Logs” (fig E-21).
- v. “Island Hoppers” (fig E-22).

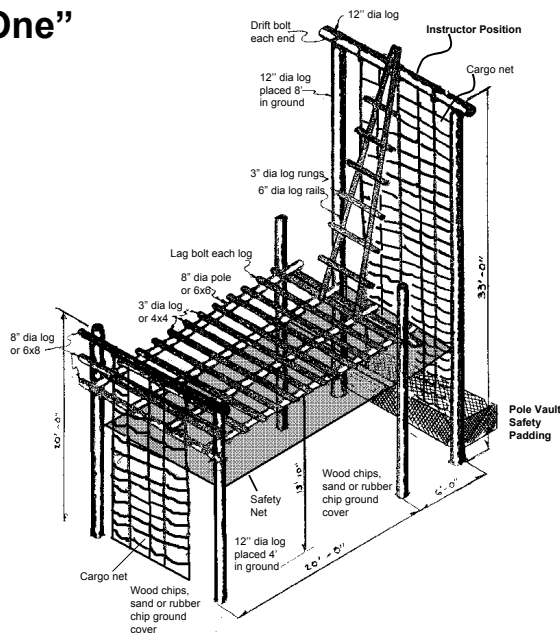
“The Tough One”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in their mental and physical abilities while cultivating personal courage. This obstacle is not timed.

Execution of obstacle: Soldier mounts and climbs net on lowest end (13 ft) of obstacle. Soldier goes over or between logs at top of rope, net or pole. Soldier moves across log walkway, climbs ladder to the high end (33 ft.), then climbs down the cargo net to the ground.

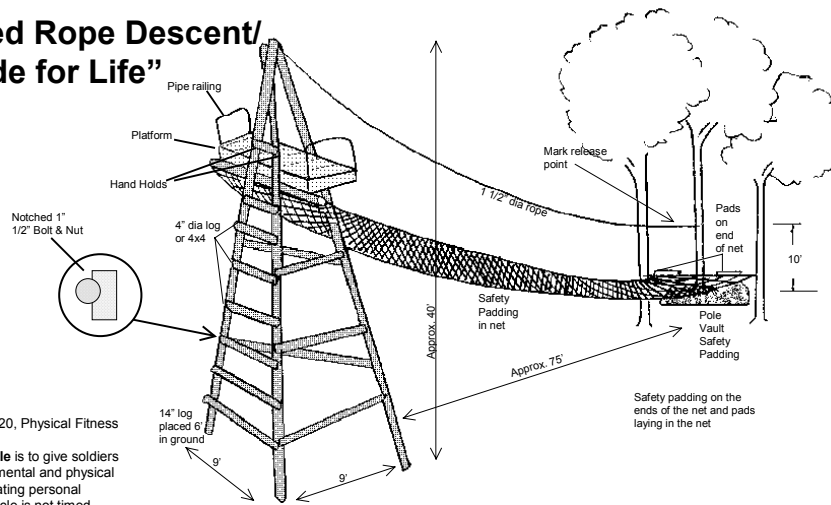
Safety: Instructors conduct inspection and provide orientation and demonstration on apparatus. At a minimum, all ropes, nets and wood surfaces are inspected prior to use for rips, tears or worn / unsecure surfaces. Distance between rungs on log ladder should not exceed 36". Safety padding sufficient to break a fall should be emplaced at bottom of high (33 ft) cargo net. Instructor should be positioned at the top of the wooden ladder to observe /assist soldiers over log at high point and onto cargo net; instructor is to be secured with safety belt or harness to horizontal log to prevent instructor from being pulled off by soldier negotiating apparatus.



Warning: Do not use this obstacle if wet, or when heat or cold temperatures expose soldiers to unnecessary risk.

Figure E-1. The Tough One

“Inverted Rope Descent/ The Slide for Life”



Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in their mental and physical abilities while cultivating personal courage. This obstacle is not timed.

Execution of obstacle: Soldier climbs tower, mounts center of platform (instructor available to assist), grasps rope firmly and swings legs upward. Soldier holds rope with legs to distribute weight between legs and arms. Braking the slide with feet and legs, soldier proceeds down the rope. Soldiers must be warned that they could get rope burns on their hands if improperly executed. This obstacle can be dangerous when the rope is slippery. Soldiers leave the rope at a clearly marked point of release. Only one soldier at a time is allowed on the rope.

This obstacle requires two instructors – one on the platform and the other on the ground.

Safety: Instructors conduct inspection and provide orientation and demonstration on apparatus. At a minimum, all ropes, nets and wood surfaces are inspected prior to use for rips, tears or worn / unsecured surfaces. Spacing between the rungs on the log ladder should not exceed 36". Rope will be 1.5 inch diameter with no knots in the vicinity of the mounting point. A safety net is attached so that a soldier falling from any portion of the rope will land in the net before striking any part of the tower. Padding placed in the net will reduce likelihood of hands / fingers being twisted in the net. Safety padding sufficient to break a fall should be employed at the drop off point. Instructor is positioned on the tower platform to assist soldiers mounting the rope; instructor is to be secured to tower to prevent instructor from being pulled off by soldier negotiating apparatus. Padding is employed at the bottom end of the net (nearest release point) to prevent soldier from injury on tightened portion of net. This obstacle is dangerous when rope becomes wet/slippery and should not be used. Gloves should not be worn on this apparatus.

Figure E-2. Inverted Rope Descent/The Slide for Life

“Confidence Climb”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in their mental and physical abilities while cultivating personal courage. This obstacle is not timed.

Execution of obstacle: Soldier climbs vertical ladder. Soldier goes up to second rung from top, climbs over, and climbs down other side of ladder. Soldier does not climb over top rung. Only one soldier at a time is allowed

Safety: Instructors conduct inspection and provide orientation and demonstration on apparatus. At a minimum, all surfaces and cables are inspected prior to use for breaks, splinters, tears or worn / unsecured surfaces. Safety padding sufficient to break a fall is emplaced at each side on bottom of ladder/tower (inclined ladders depicted in FM 21-20 are removed to prevent falling soldier from striking cross members). Instructor is positioned on the tower to assist soldiers climbing to other side; instructor is to be secured to tower to prevent instructor from being pulled off by soldier negotiating apparatus. This obstacle is dangerous when beams become slippery and should not be used. Gloves should not be worn on this apparatus.

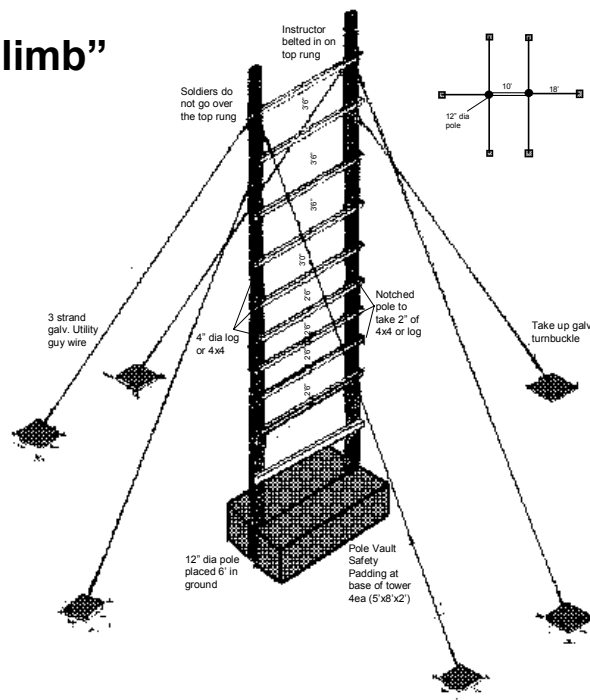


Figure E-3. Confidence Climb

“Skyscraper”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in their mental and physical abilities while cultivating personal courage and developing teamwork. This obstacle is not timed.

Execution of obstacle: Team of soldiers (4+) jump or climb to the first floor and either climb corner posts or help one another to higher floors. Subsequent climbing is done on side of tower over net (if available). They descend to the ground as a team as well. The top level roof is off limits / not used. One team at a time should be on the obstacle. Soldiers should never jump to the ground from above the first level.

Safety: Instructors conduct inspection and provide orientation and demonstration on apparatus. At a minimum, all surfaces and any supporting cables are inspected prior to use for breaks, splinters, tears or worn / unsecured surfaces. Safety padding sufficient to break a fall is emplaced on the ground under the climbing side(s) of the tower. This obstacle is dangerous when slippery and should not be used. Gloves should not be worn on this apparatus. NOTE: optional net on two sides allows mounting over pads then subsequent climbing over the net.

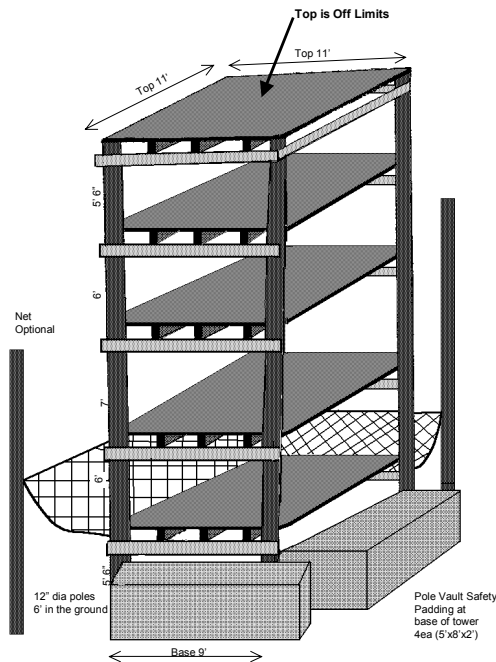


Figure E-4. Skyscraper

“Belly Rubber”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities while cultivating toughness.

Execution of obstacle: Soldiers step on lower log and take prone, stomach down position on the horizontal logs. Soldiers crawl over logs to opposite end of obstacle, then dismount feet first.

Safety: Instructor conducts inspection and provides orientation to obstacle. Rope gaskets must be attached to the ends of the logs to keep the hands from being pinched and to ensure logs cannot fall from perpendicular cradle logs. Logs should be free of nails and splinters. A center “lane” / line should be marked to canalize users down the center of the obstacle.

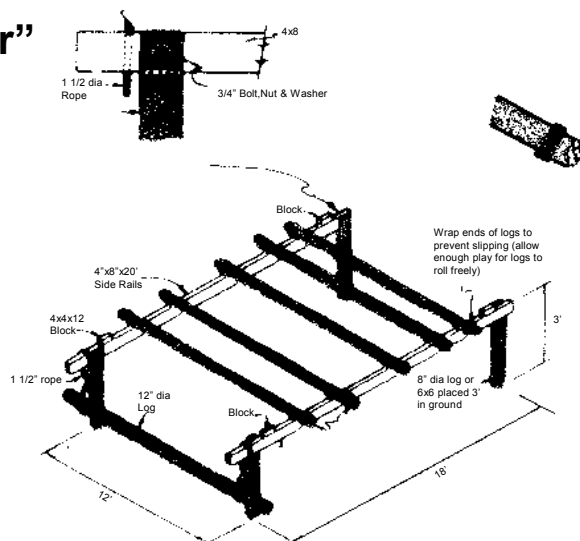


Figure E-5. Belly Rubber

“The Tarzan”

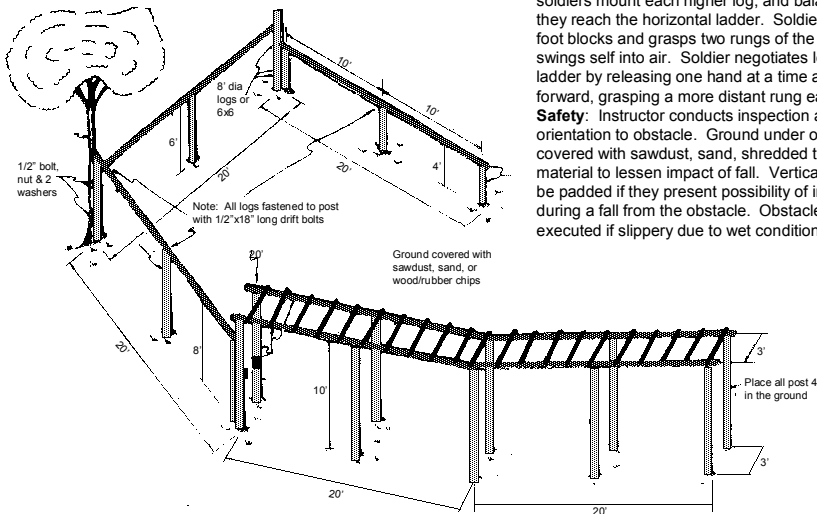


Figure E-6. The Tarzan

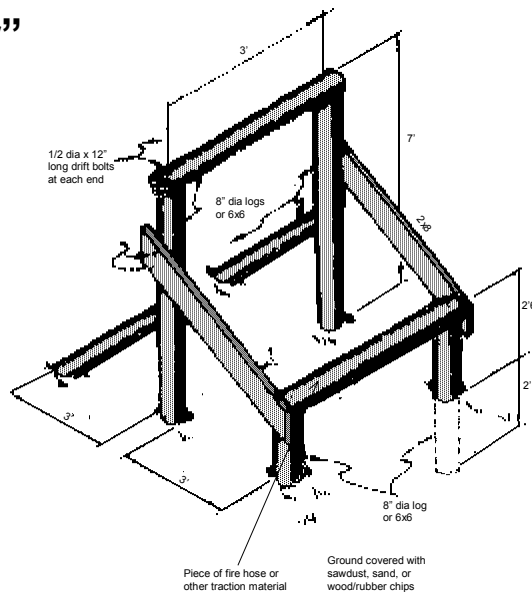
“Low Belly Over”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities to include balance and upper body strength.

Execution of obstacle: Soldiers mount the low log and jump onto high log. They grasp over the top of the log with both arms, keeping the belly area in contact with it. They swing their legs over the log, then lower themselves to the ground.

Safety: Instructor conducts inspection and provides orientation to obstacle. Ground under obstacle must be covered with sawdust, sand, shredded tire, or similar material to lessen impact of fall. Vertical surfaces should be padded if they present possibility of injury if struck during a fall from the obstacle. Obstacle should not be executed when slippery due to wet conditions. Spotters should be used.



Note: Add a rope for soldiers to climb down from the top log.

Figure E-7. Low Belly Over

“The Dirty Name”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities to include balance and upper body strength.

Execution of obstacle: Soldiers mount the low log and jump onto middle log. Soldiers pull themselves onto middle log and jump onto high log. They grasp over the top of the log with both arms, keeping the belly area in contact with it. They swing their legs over the log, then lower themselves to the ground.

Safety: Instructor conducts inspection and provides orientation to obstacle. Ground under obstacle must be covered with sawdust, sand, shredded tire, or similar material to lessen impact of fall. Vertical surfaces should be padded if they present possibility of injury if struck during a fall from the obstacle. Obstacle should not be executed when slippery due to wet conditions. Spotters should be used.

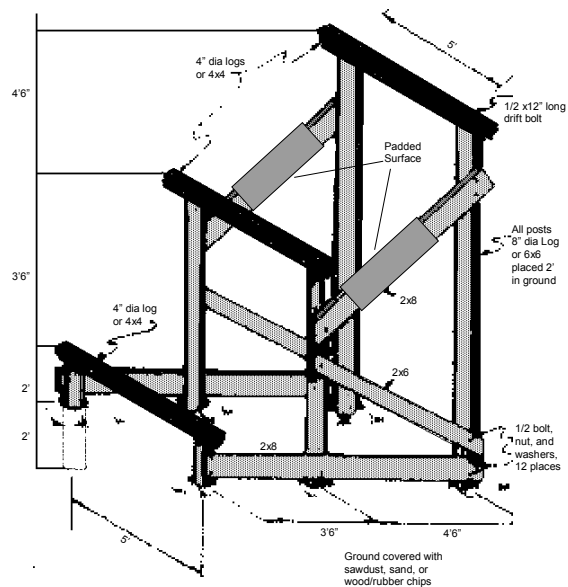


Figure E-8. The Dirty Name

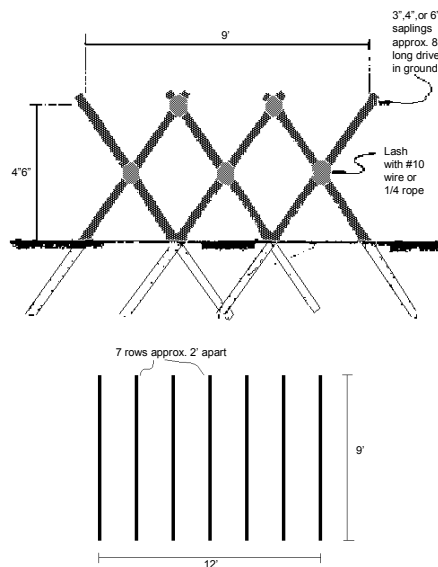
“The Tough Nut”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers step over each “X” in each lane.

Safety: Instructor conducts inspection and provides orientation to obstacle. Ensure obstacle does not have sharp edges or splinters.



Note: The height of each “X” should not exceed 30 inches.

Figure E-9. The Tough Nut

“Belly Crawl”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers move forward under wire, on their stomachs, to the end of the wire obstacle.

Safety: Instructor conducts inspection and provides orientation to obstacle. Wire should be 16" above ground. Crawling surface should be sand or sawdust, free of sharp objects. Direction of negotiating crawl may be reversed from time to time to maintain more level crawling surface.

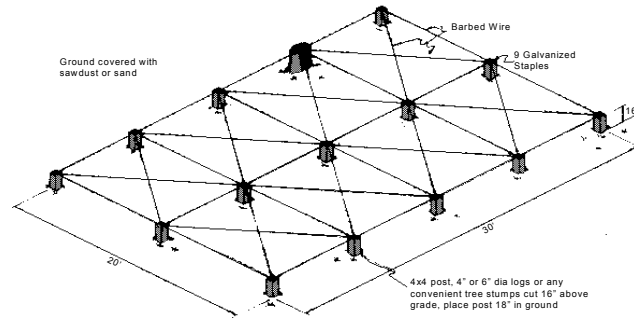


Figure E-10. Belly Crawl

“Inclining Wall”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers approach the underside of wall, jump up and grasp the top, and pull themselves over. They slide or jump down the incline to the ground.

Safety: Instructor conducts inspection and provides orientation to obstacle. Ground under near side of obstacle must be covered with sawdust, sand, shredded tire, or similar material to lessen impact of fall. Wood surface must be free of nails and splinters. Spotters should be used on near side of obstacle.

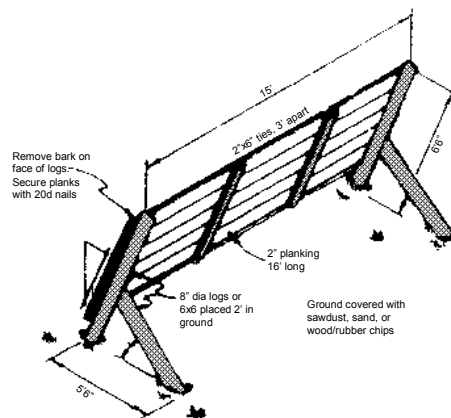


Figure E-11. Inclining Wall

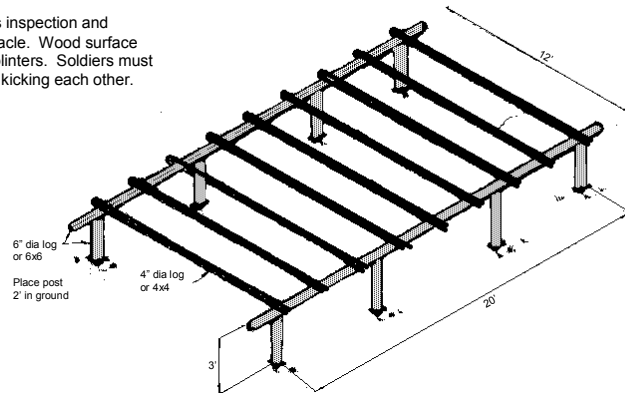
“High Step Over”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers step over each bar: they either alternate legs or use the same leg each time while making an effort not to use their hands. (Shorter soldiers may be required to use hands).

Safety: Instructor conducts inspection and provides orientation to obstacle. Wood surface must be free of nails and splinters. Soldiers must be spaced so as to prevent kicking each other.



Note: Height of the top of the horizontal logs should not exceed 40 inches.

Figure E-12. High Step Over

“Swing, Stop, & Jump”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities and develop agility.

Execution of obstacle: Soldiers gain momentum with a short run, grasp the rope, and swing their bodies forward to the top of the wall. They release the rope while standing on the wall and jump to the ground.

Safety: Instructor conducts inspection and provides orientation to obstacle. Wood wall surface must be free of nails and splinters. Ground under obstacle should be covered with sand, sawdust, or shredded rubber to absorb shock and falls. Vertical surfaces may be padded if there is danger of falling soldier striking support or similar structures. Rope should be tested daily to ensure no frays or loosening of attachment to overhead support. Obstacle should not be used when wall surface is wet.

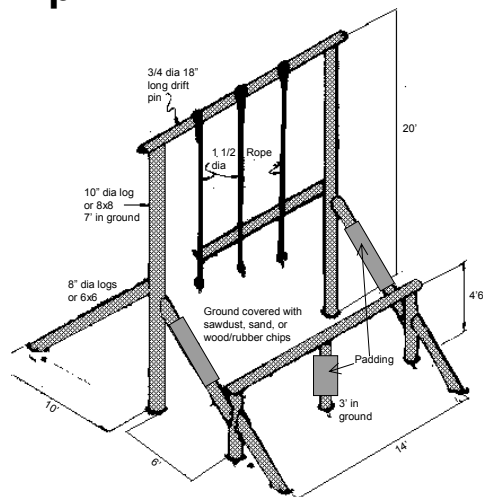


Figure E-13. Swing, Stop and Jump

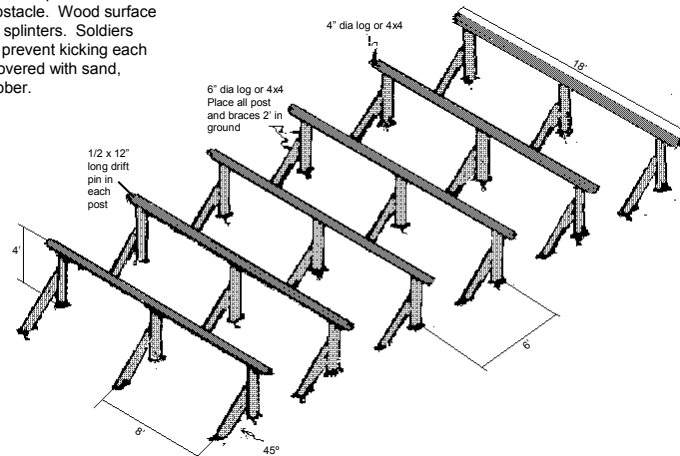
“Six Vaults”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers vault over each log using one or both hands.

Safety: Instructor conducts inspection and provides orientation to obstacle. Wood surface must be free of nails and splinters. Soldiers must be spaced so as to prevent kicking each other. Ground may be covered with sand, sawdust, or shredded rubber.



Note: Height of the top of the horizontal logs should not exceed 40 inches.

Figure E-14. Six Vaults

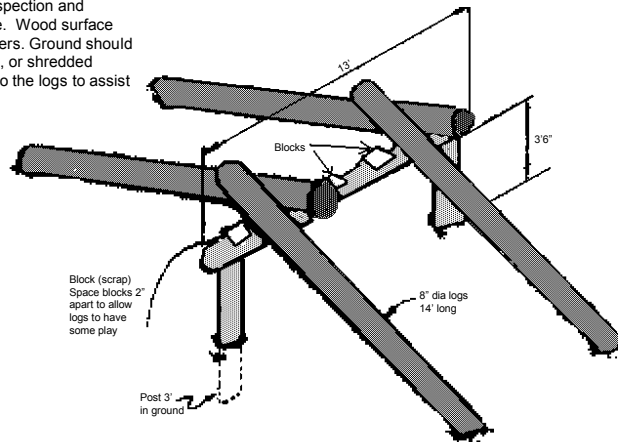
“Easy Balancer”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers walk up one inclined log and down the one on the other side to the ground. (No Running).

Safety: Instructor conducts inspection and provides orientation to obstacle. Wood surface must be free of nails and splinters. Ground should be covered with sand, sawdust, or shredded rubber. Notches can be cut into the logs to assist with traction.



Note: Need spotters at the horizontal log.

Figure E-15. Easy Balancer

“Low Wire”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers move forward under wire, on their backs while raising wire with their hands to clear their bodies. Continuing to the end of the wire obstacle.

Safety: Instructor conducts inspection and provides orientation to obstacle. Wire should lay loosely on the ground. Crawling surface should be sand or sawdust, free of sharp objects. Direction of negotiating crawl may be reversed from time to time to maintain more level crawling surface.

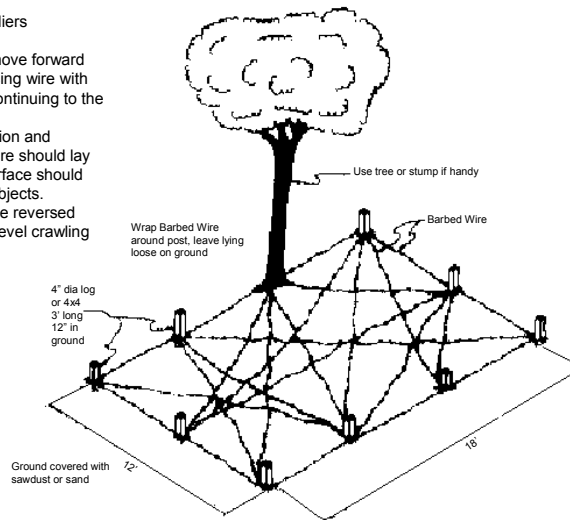


Figure E-16. Low Wire

“The Belly Buster”

Reference: FM 21-20, Physical fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers vault, jump or climb over log.

Safety: Instructor conducts inspection and provides orientation to obstacle. Soldiers must be warned that log is not stationary. Soldiers must keep hands and fingers away from parts of log resting on cradle. Soldiers should not rock or roll log while others are negotiating it. Ground under obstacle should be covered with sand, sawdust or shredded rubber to lessen impact in event of fall.

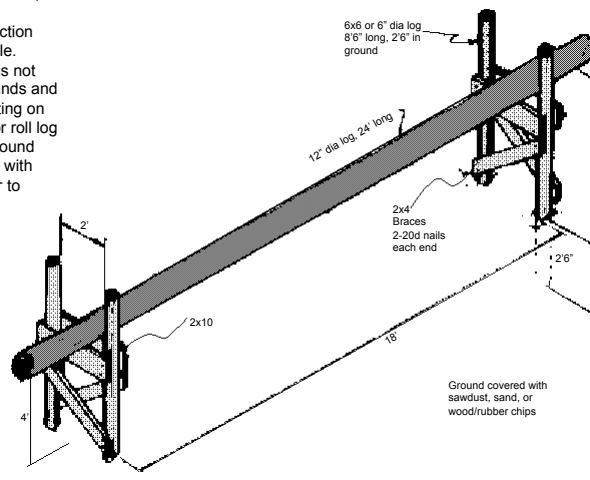


Figure E-17. The Belly Buster

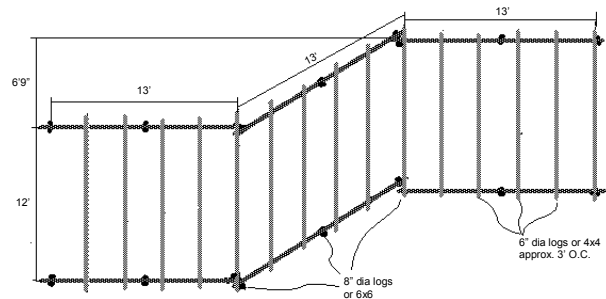
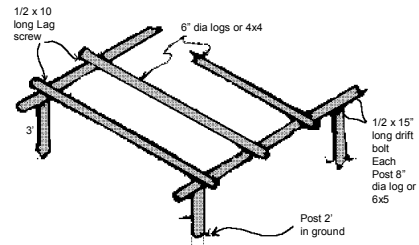
“Hip-Hip”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers step over each bar: they either alternate legs or use the same leg each time while making an effort not to use their hands. (Shorter soldiers may be required to use hands).

Safety: Instructor conducts inspection and provides orientation to obstacle. Wood surface must be free of nails and splinters. Soldiers must be spaced so as to prevent kicking each other.



Note: Height of the top of the horizontal logs should not exceed 40 inches.

Figure E-18. Hip-Hip

“Reverse Climb”

Reference: FM 21-20, Physical fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers approach the underside of climbing ladder and go down other side to the ground.

Safety: Instructor conducts inspection and provides orientation to obstacle. Ground under near side of obstacle must be covered with sawdust, sand, shredded tire or similar material to lessen impact of fall. Wood surface must be free of nails and splinters. Support braces will be padded. Spotters will be used between the support post.

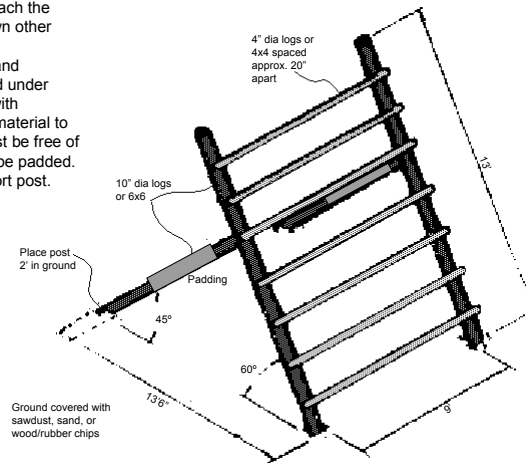


Figure E-19. Reverse Climb

“The Weaver”

Reference: FM 21-20, Physical fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers move from one end of the obstacle to the other by weaving their bodies under one bar and over the next.

Safety: Instructor conducts inspection and provides orientation to obstacle. Ground under obstacle must be covered with sawdust, sand, shredded tire or similar material to lessen impact of fall. Wood surface must be free of nails and splinters. Spotters should be used in center. Safety pads will be used under the apex.

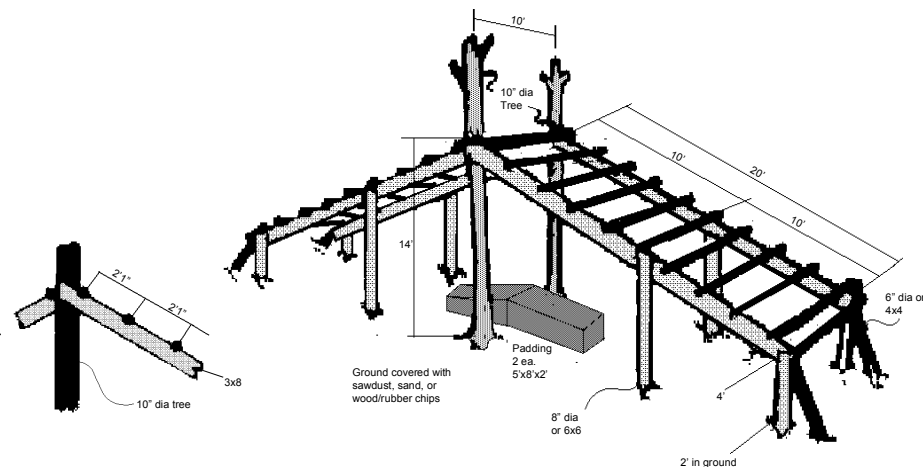


Figure E-20. The Weaver

“Balancing Logs”

Reference: FM 21-20, Physical fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers walk or run along logs while maintaining their balance.

Safety: Instructor conducts inspection and provides orientation to obstacle. Wood surface must be free of nails and splinters. Tops of supports should not have any sharp edges. Ground should be covered with sand, sawdust or shredded rubber. Nearby vertical surfaces, if any, should be padded.

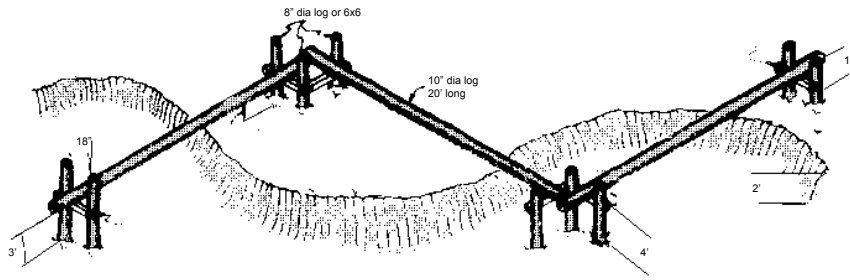


Figure E-21. Balancing Logs

“Island Hoppers”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers jump from one log to another until obstacle is negotiated from near to far side.

Safety: Instructor conducts inspection and provides orientation to obstacle. Wood surface should be free of sharp edges and should not be slippery (it may be necessary to rough up tops of logs/stumps to ensure traction or use 1-inch nails driven into the tops).

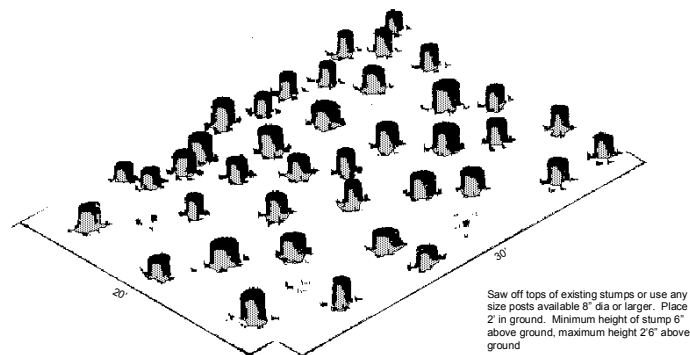


Figure E-22. Island Hoppers

Do not use the obstacles "Swinger" and "Jump and Land" to train IET soldiers:

"Swinger"



Figure E-23. Swinger

"Jump and Land"

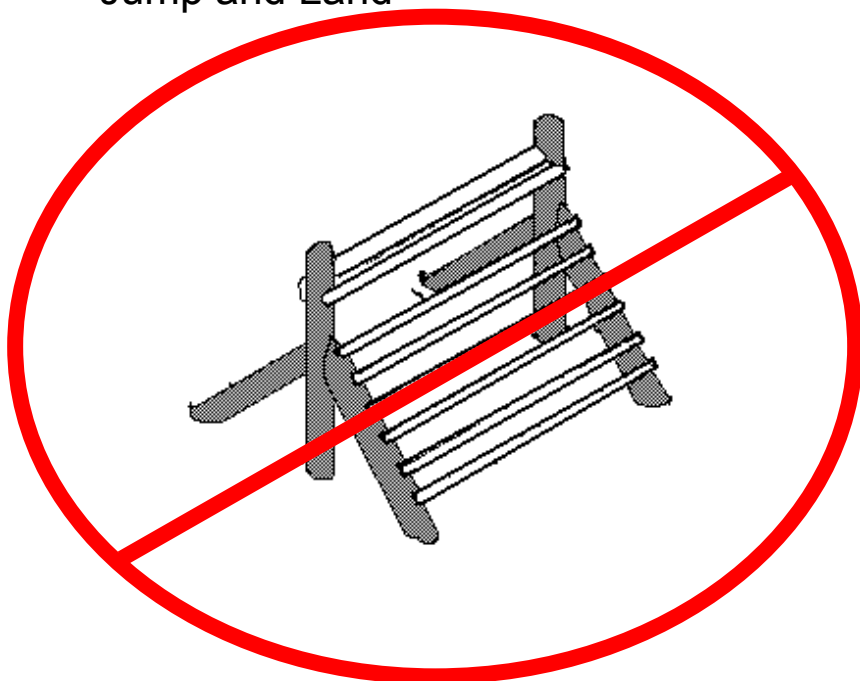


Figure E-24. Jump and Land

Appendix F Fast Track

F-1. Background. Fast Track provides instruction beyond the scope of the standard POI, and is a voluntary program for AIT and OSUT soldiers that show potential by exceeding the standards. It is based on the premise that the standard POI does not fully challenge these soldiers, and they can accept additional instruction. This instruction will not increase course length, is executed within the commander's existing resources, and should average an additional 9 hours per week for the duration of the Fast Track course of study. Incentives for participation include special privileges, letters, certificates, and accelerated advancement. Accelerated advancement is awarded IAW applicable HQDA policies and quotas. Even though the goal for participation in the program is 20 percent of a class, there is no upper limit as to the number of soldiers that can participate, if they meet the POI proponent's criteria.

F-2. Objective. The objective of Fast Track is to teach the brightest soldiers, as a group, on more tasks, in basically the same amount of training time. It is not the intention of the program to "punish" these soldiers by giving additional MOS training after normal duty hours and on weekends, when other soldiers are not in MOS training. However, some instances of facility and personnel constraints may force this to happen. These situations are the exception, and not the rule. Additional tasks trained are annotated on appropriate individual training records forwarded to the first unit of assignment.

Appendix G Training Records

G-1. Contents. Training records provide gaining unit commanders with an official record of the soldier's completed training, and serve as objective departure points for unit training. The IET soldier's training records packet will contain the following:

a. A DA Form 5286-R (Individual Training Record (ITR)), for every soldier attending IET, that the soldier's assigned company initiates and maintains. Use the modified DA Form 5286-R in the AIMS-PC database to document the completion of training requirements in all IET. This form streamlines the information required, and provides a standardized reporting format for all IET sites. A sample modified DA Form 5286-R is at figure G-1.

b. A DA Form 1059 (Service School Academic Evaluation Report), enlisted personnel attending MOS-producing courses receive, in order to reclassify or reenlist into another MOS; or prior service personnel enlisting IAW paragraph 3-21, upon completion of course, regardless of course length.

c. A DA Form 705 (Army Physical Fitness Test Scorecard).

G-2. Management of training records.

a. TRADOC service schools and major subordinate commands must ensure that out-processing is IAW [AR 612-201](#), chapter 3. Losing units will ensure completed training forms are given to each soldier to hand-carry to their next training site, or first unit of assignment, using DA Form 5287 (Training Record Transmittal Jacket). Active Component soldiers will not depart IET without training records. Commanders must instill in soldiers the importance of safely hand-carrying these records to their next duty station.

b. Due to the increasing problem of identity theft, commanders must ensure critical personal identification information is not included on the outside of the records packet envelope. Mark packets to identify the content's owner, but do not place complete names and social security numbers on the outside of the envelope. Development of proper records identification systems is at the commander's discretion.

*** FOR OFFICIAL USE ONLY ***

MODIFIED AUTOMATED DA FORM 5286-R
INDIVIDUAL TRAINING RECORD FOR
BASIC COMBAT TRAINING (BCT)/ONE STATION UNIT TRAINING (OSUT)/
ADVANCED INDIVIDUAL TRAINING (AIT)
(FOR USE OF THIS FORM SEE TRADOC REG 350-6; PROPONENT IS TRADOC)

1. NAME (Last, First, MI): Smith, John E. 2. SSN: 123-45-6789

3. ORGANIZATION: A 1/61 4. INSTALLATION: Fort Jackson

5. NEW START:

<u>UNIT</u>	<u>DATE</u>	<u>TRAINING WEEK</u>	<u>REASON</u>
-------------	-------------	----------------------	---------------

6. CONSTRUCTIVE CREDIT GIVEN/DATE:
REASON:

7. POI SUBJECTS TRAINED/TESTED: (CHECK APPROPRIATE COURSE BEING RECORDED)
☒ BCT ☐ OSUT ☐ AIT

FOR AIT AND OSUT COURSES, INCLUDE COURSE NUMBER/TITLE (MOS) BELOW:
Course Number: _____
Course Title/MOS: _____

A. BCT/OSUT PHASES I-III REQUIREMENTS:
DATE COMPLETED/SCORE

(1) Pass the APFT – 150 points minimum (50 per event) ____YES____

	Raw	Points
PUSHUPS:	40	57
SITUPS:	51	57
RUN:	15:12	70

(2) Qualify with individual weapon YES, 8 Jul 03

(3) Pass all end of phase tests (✓/date):

a. Phase I:	YES, 24 Jun 03
b. Phase II:	YES, 8 Aug 03
c. Phase III:	YES, 2 Sep 03

(4) Complete obstacle and confidence courses

a. Confidence Tower	YES, 9 Jun 03
b. Confidence Obstacle Course	YES, 18 Jun 03
c. Conditioning Obstacle Course	YES, 12 Jun 03

(5) Complete bayonet training YES, 25 Jun 03

(6) Complete pugil training YES, 25 Jun 03

(7) Complete hand-to-hand combat training YES, 18 Jun 03

(8) Throw two live hand grenades YES, 8 Aug 03

(9) Negotiate the Hand Grenade Qualification Course YES, 8 Aug 03

(10) Complete the Protective Mask Confidence exercise YES, 10 Jun 03

Figure G-1. Sample individual training record

(11) Demonstrate understanding of, and willingness to live by, the Army's seven core values	YES, 23 Jul 03
(12) Demonstrate capability to operate effectively as a team member	YES, 10 Aug 03
(13) Complete all required foot and tactical road marches	YES, 2 Sep 03
(14) Complete all required tactical field training and Field Training Exercises (FTX)	YES, 3 Sep 03
(15) Receive training to standard in all mandatory subjects	YES, 3 Sep 03

B. AIT/OSUT PHASES IV-V REQUIREMENTS:
DATE COMPLETED/SCORE

(1) Pass the APFT – 180 points minimum (60 per event) _____

	Raw	Points
PUSHUPS:	_____	_____
SITUPS:	_____	_____
RUN:	_____	_____

(2) Pass all end-of-phase tests (✓/date):
a. Phase IV: _____
b. Phase V: _____

(3) Demonstrate performance of MOS-specific critical tasks in POI _____

(4) Complete all required foot and tactical road marches _____

(5) Complete all required tactical field training and Field Training Exercises (FTX) _____

8. ADDITIONAL INFORMATION

AGE: _____ HEIGHT: _____ WEIGHT: _____ MAX WEIGHT: _____

First 6 months AD: IET SOLDIER MEETS THE REQUIREMENTS OF AR 40-501 (Y/N): _____
After 6 months AD: IET SOLDIER MEETS THE REQUIREMENTS OF AR 600-9 (Y/N): _____
IF NO, BODY FAT PERCENTAGE IS: _____

9. COMMENTS:

10. INDIVIDUAL HAS SATISFACTORILY COMPLETED THE REQUIREMENTS OF THE TRAINING PROGRAM NOTED ABOVE (Except as noted on this form):

Signature of Training Officer or Commander

Date

Figure G-1. Sample individual training record (cont)

Appendix H

Fitness Training Unit

H-1. Mission and objectives.

a. The mission of the FTU is to:

(1) Physically and mentally prepare pre-BCT/OSUT soldiers for BCT/OSUT (Physical Conditioning Unit (PCU)).

(2) Rehabilitate and physically prepare soldiers that become injured after assignment to a training unit (PTRP).

(3) Physically and mentally train soldiers until they can achieve the minimum APFT standard for graduation (APFT completion program).

b. Cadre selected for the FTU must demonstrate a high degree of motivation and commitment to assist and develop soldiers to succeed in IET.

(1) Fitness training unit drill sergeants must have 1 year of IET experience prior to FTU assignment, and must present a physically fit appearance. It is essential that the soldier receive a positive image of the Army when entering the FTU.

(2) Assign cadre to the PCU, the PTRP, or the APFT completion program to allow them to focus on the physical training and leadership needs of the group to which they are assigned.

c. Commanders must ensure the environment supports the objectives of the program.

(1) Fitness Training Unit soldiers should have access to a standard running track, pull-up bars, and aerobic machines such as treadmills, stationary bicycles, step machines, or elliptical trainers.

(2) When possible, establish periods of time at installation gyms and pools when FTU soldiers will have priority use of equipment, in order to achieve program goals, and allow for variety in training.

(3) Classroom instruction will address educational needs in the area of physical fitness and nutrition, but will also focus on IET subjects.

H-2. Functional responsibilities.

a. Headquarters, TRADOC, will—

(1) Establish policy concerning FTU operations.

(2) Provide ATCs the necessary resources, including manpower and funding, to conduct FTU operations.

b. Army training center commanders will—

(1) Ensure adequate resources are provided for assessment and FTU operations, including personnel, equipment, and facilities. Application of (RECBN) Manpower Staffing Standards validates manpower resources for FTU. Fitness training units are defined within this standard under separate manpower tables. Training funds for FTU workload is based on historical student load data contained in ATRRS. Functional proponent for the FTU manpower staffing and funding information is HQ TRADOC, DCSOPS&T, Program Management Directorate. Reception battalion functional proponent is Training Operations Management Activity (TOMA). Deputy Chief of Staff for Resource Management, HQ TRADOC, conducts Annual Manpower Staffing Standard System application, and installation Director of Resource Management verifies.

(2) Develop cadre training programs that will ensure FTU cadre are properly trained and motivated to perform FTU duties.

(3) Ensure FTU training is conducted IAW this appendix.

H-3. Elements. The FTU consists of three elements: the PCU, the PTRP, and the APFT completion program.

a. **Physical Conditioning Unit.** The mission of the PCU is to physically and mentally prepare BCT/OSUT soldiers for reentry into training. The program is designed to graduate success-oriented soldiers capable of meeting the physical demands of IET.

(1) All pre-BCT/OSUT soldiers are given an assessment test while at a U.S. Army RECBN. Fitness Training Unit cadre or qualified RECBN drill sergeants administer the test. Identify and assign soldiers physically deficient for training to PCU prior to shipping to the training unit. Table H-1 provides entrance criteria.

Table H-1
Entry criteria

FTU ENTRANCE CRITERIA		
EVENT	MALE	FEMALE
Push-ups	0 – 12	0 – 2
Sit-ups	0 – 16	0 – 16
Run	08:31 or slower	10:31 or slower

(2) Soldiers assigned to a PCU receive up to 4 weeks of training. Fitness assessments are given each week to determine if a soldier has reached a level of physical conditioning sufficient to reenter BCT/OSUT. Table H-2 contains exit criteria for pre-BCT/OSUT soldiers to determine completion of FTU training.

Table H-2
Exit criteria

FTU EXIT CRITERIA		
EVENT	MALE	FEMALE
Push-ups	13 or greater	3 or greater
Sit-ups	17 or greater	17 or greater
Run	08:30 or faster	10:30 or faster

(3) Once soldiers attain the required physical standards specified in table H-2, cadre conduct interviews to ensure soldiers have the motivation and attitude to successfully complete BCT/OSUT. The unit commander reviews the performance of the soldier before authorizing shipment from the PCU. If a soldier fails to meet the exit criteria after 4 weeks in the PCU, the PCU chain of command evaluates each individual on a case-by-case basis to determine the action required.

(a) Based on the soldier's demonstrated continuous improvement while in the PCU, and the recommendations of the PCU chain of command, the commander may authorize the soldier to enter BCT/OSUT.

(b) The commander will consider for discharge any soldier not showing continuous improvement and not recommended for release by the PCU chain of command.

(c) In some circumstances, the commander may authorize selected soldiers for retention in the PCU beyond 4 weeks.

b. Physical Training Rehabilitation Program.

(1) The mission of the PTRP is to rehabilitate and physically prepare soldiers that become injured after assignment to a training unit. Army training centers establish a PTRP using the guidelines below:

(a) Soldiers assigned to the PTRP meet the entrance criteria listed in paragraph 4-4b(1).

(b) Drill sergeants conduct the soldier's rehabilitation program based on guidance from the physical therapist or other medical personnel.

(c) Do not exceed the minimum drill sergeant-to-trainee ratio of 1:15.

(d) Train and billet PTRP soldiers separately when the PTRP is collocated with the PCU, and/or the APFT completion program.

(2) Entrance guidelines:

TRADOC Reg 350-6

(a) Once the commander approves a soldier's enrollment in the PTRP, the soldier's losing unit contacts the FTU commander or first sergeant to coordinate the reassignment of the soldier prior to transport. The losing unit transports soldiers to the PTRP.

(b) Soldiers must have the following to in-process at the PTRP:

- TRADOC Form 385-2-5-R-E (Record of Injury) (fig H-1), and the current profile with recommendation to PTRP, along with signature from a physical therapist. The profile is recorded on a DD Form 689 if for 30 days or less (fig H-2), or on a DA Form 3349 if profile is in excess of 30 days (fig H-3). Commandants may elect to modify the DD Form 689 to give cadre more specific recommendations. An example from the USATC at Fort Jackson is shown at fig H-4.
- Counseling statements from company commander/first sergeant recommending PTRP.
- Memorandum of recommendation for PTRP from battalion commander/CSM.
- Orders assigning soldier to the PTRP.
- Clothing record with all items listed, and personal items. Soldier must have the “pink slip” for items at the laundry service.
- Dental and medical records.
- Physical training card.
- Identification card and tags.
- Diskette with training records and/or hard copy.
- Any personal items in the company safe.

(c) For acceptance into the PTRP, USAR and ARNG STO 1 soldiers must have MRDs that allow sufficient time to finish healing and complete BCT. If the RC LO cannot get the MRD extended, or the soldier will not extend the MRD, they are not accepted into the PTRP and are processed ICW the RC LO.

(3) Exit guidelines.

(a) A medical officer will refer soldiers failing to make normal physical progress to the soldier's commander.

(b) Soldiers returning to training before the first diagnostic APFT (Week 5) must meet the PCU exit criteria in table H-2. To reenter training after Week 5, soldiers must score at least 50 points in each event (total score of at least 150) on the APFT.

(c) A physical therapist or appropriate medical officer will clear soldiers for return to training.

(d) The training brigade commander determines the soldier's placement in training, and their unit assignment, on completion of PTRP. Give consideration to the amount of time spent in the PTRP, acclimatization needed for the particular phase and rigors of training the soldier is entering, and the amount of retraining required due to learning decay.

(e) The PTRP transports the soldier to the gaining unit.

c. **Army Physical Fitness Test.** The Army Physical Fitness Test is a requirement to graduate from BCT and AIT/OSUT. Soldiers that are not physically able to meet the APFT graduation requirement are sent to the FTU for additional training.

H-4. Authorized participants.

a. Reassignment of BCT/OSUT soldiers to the FTU is authorized. These soldiers are reported in the ATRRS. Ensure FTU input and graduation data is posted into ATRRS IAW [AR 350-10](#). Obtain assistance for ATRRS from HQ TRADOC, DCSOPS&T Operations Division (ATOM-O).

b. Army National Guard/USAR soldiers not meeting minimum physical fitness standards for entrance into BCT are assigned to the PCU. Army National Guard/USAR soldiers with MRDs requiring return in less than 12 weeks after arrival at the RECBN, that require assignment to the PCU, must have their MRD extended by the State Initial Duty Manager ICW the ARNG/USAR LO. Those soldiers unable to extend their MRD are processed ICW the ARNG/USAR LO.

RECORD OF INJURY (TRADOC Reg 385-2; proponent agency is Command Safety)									
SECTION I - To be completed by supervisor and delivered by patient, if possible, to Dispensary or First Aid Station									
LAST NAME SMITH	FIRST NAME JOSEPH	MIDDLE INITIAL (Person injured) R.	GRADE SGT/E5	AGE 24					
OCCUPATION OR DUTY WHEN INJURY OCCURRED VEHICLE MAINTENANCE AT BATTALION MOTOR POOL		INJURY <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">HOUR 0930</td> <td style="width: 50%; padding: 2px;">DATE 04/04/03</td> </tr> </table>		HOUR 0930	DATE 04/04/03	RETURN TO DUTY <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">HOUR 0630</td> <td style="width: 50%; padding: 2px;">DATE 04/11/03</td> </tr> </table>		HOUR 0630	DATE 04/11/03
HOUR 0930	DATE 04/04/03								
HOUR 0630	DATE 04/11/03								
EXACT LOCATION WHERE OCCURRED VEHICLE LIFT RACK IN BAY # 3									
HOW INJURY OCCURRED (exactly what injured was doing and what caused the injury) SGT FAILED TO LOCK PARKING BRAKE ON VEHICLE BEING SERVICED. WHILE REMOVING RIGHT REAR AXLE, VEHICLE BEGAN TO ROLL BACKWARDS. SGT ATTEMPTED TO STOP VEHICLE WITH HIS HANDS. SGT'S RIGHT HAND WAS CAUGHT BENEATH REAR WHEEL CAUSING LACERATIONS AND CONTUSIONS.									
UNIT OR ORGANIZATION TELEPHONE A/2-16 FA FORT HOUSTON, AZ		NAME OF SUPERVISOR, MILITARY OR CIVILIAN (Print or type) MAJ CLARK MABREY MAINTENANCE OFFICER HHB/2-16 FA							
SECTION II - To be completed by Medical Officer/attendant for information of the supervisor and others, as appropriate.									
NATURE AND EXTENT OF INJURY OR OCCUPATIONAL ILLNESS (THIS AREA WILL BE COMPLETED BY ATTENDING PHYSICIAN)									
DISPOSITION (Check one) ☐ RETURN TO REGULAR DUTY ☐ HOSPITAL ☐ RETURN TO WORK OF LIGHT NATURE ☒ OTHER									
ESTIMATED ABSENCE IN DAYS BEYOND DAY ON WHICH INJURY OCCURRED SOLDIER HAS BEEN GIVEN 6 DAYS CONVALESCENCE.		NAME OF MEDICAL OFFICER OR ATTENDANT (Print or type) COL DAVID Q. PRENTICE MEDICAL OFFICER, BIOUVAC ARMY HOSPITAL FORT HOUSTON, AZ			TELEPHONE 777-9311				

TRADOC Form 385-2-5-R-E, Jul 98

Figure H-1. Sample TRADOC Form 385-2-5-R-E

INDIVIDUAL SICK SLIP		DATE
☐ ILLNESS ☒ INJURY		4 Apr 03
LAST NAME-FIRST NAME-MIDDLE INITIAL OF PATIENT Smith, Joseph R.		ORGANIZATION AND STATION A Battery, 2/16th Field Artillery Fort Houston, AZ
SERVICE NUMBER/SSN 123-45-6789	GRADE/RATE SGT/E5	
UNIT COMMANDER'S SECTION		MEDICAL OFFICER'S SECTION
IN LINE OF DUTY Yes		IN LINE OF DUTY Yes
REMARKS SGT injured during duty hours in motor pool.		DISPOSITION OF PATIENT ☐ DUTY ☒ QUARTERS ☐ SICK BAY ☐ HOSPITAL ☐ NOT EXAMINED ☐ OTHER (Specify):
		REMARKS (This area will be completed by attending physician.)
SIGNATURE OF UNIT COMMANDER		SIGNATURE OF MEDICAL OFFICER

DD FORM 689, MAR 63

PREVIOUS EDITIONS ARE OBSOLETE.

USAPPC V1.00

Figure H-2. Sample DD Form 689

USAPPC V1.00

Figure H-3. Sample DA Form 3349

FORT XXX SICK SLIP TO BE COMPLETED BY UNIT		DATE: 12 Aug 03																										
SOLDIER NAME: Smith, John e.		SSN: 123-45-6789	SEX: M F																									
UNIT:		AGE: 22																										
COMPLAINT/REASON FOR VISIT: (CIRCLE ONE) PROFILES: NONE / YES (INDICATE #) 1 2 3 4 5		TMC APPOINTMENT TIME: 0630 PROVIDER:																										
MANDATORY TRAINING EVENTS IN NEXT 2 WEEKS: ___ APTM <u>X</u> BRM <u>X</u> FOOT MARCH ___ PHASE III ___ VICTORY TOWER ___ CONFIDENCE COURSE ___ BAYONET ASSAULT COURSE ___ GAS CHAMBER ___ INFILTRATION COURSE ___ PUGIL STICK ___ GRENADES ___ OMAHA ___ FIELD TRAINING EXERCISE SIGNATURE OF UNIT COMMANDER/REPRESENTATIVE: UNIT PHONE: 4 - 5644																												
TO BE COMPLETED BY MEDICAL PERSONNEL Limitations/Recommendations Not to Exceed 30 Days																												
<table border="0"><thead><tr><th>SOLDIER WILL:</th><th>RETURN TO FULL DUTY</th><th>PERFORM BELOW ACTIVITIES</th></tr></thead><tbody><tr><td>___ Run/Double Time (RTD)</td><td>___ Wear Running Shoes</td><td><u>X</u> Fire M-16 Prone Unsupported Position</td></tr><tr><td>___ RTD Up to ___ Miles</td><td>___ P. T.</td><td><u>X</u> Fire M-16 Foxhole Supported Position</td></tr><tr><td>___ March Up to ___ Miles</td><td>___ Drill and Ceremonies</td><td>___ Use Crutches</td></tr><tr><td><u>X</u> ___ Route Step With Unit</td><td>___ Bivouac</td><td>___ K. P. Within Limit of Profile</td></tr></tbody></table>				SOLDIER WILL:	RETURN TO FULL DUTY	PERFORM BELOW ACTIVITIES	___ Run/Double Time (RTD)	___ Wear Running Shoes	<u>X</u> Fire M-16 Prone Unsupported Position	___ RTD Up to ___ Miles	___ P. T.	<u>X</u> Fire M-16 Foxhole Supported Position	___ March Up to ___ Miles	___ Drill and Ceremonies	___ Use Crutches	<u>X</u> ___ Route Step With Unit	___ Bivouac	___ K. P. Within Limit of Profile										
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REMARKS:																												
PRESCRIPTION GIVEN? YES NO																												
TIME IN BAS		TIME IN TMC 0645																										
TIME OUT BAS		TIME OUT TMC 0720																										
BAS MEDIC SIGNATURE		DUTY PHONE																										
PROVIDER SIGNATURE		DUTY PHONE 1231																										
REFERRALS:																												
REFERRED TO: _____ TIME IN _____ TIME OUT _____																												

Figure H-4. Sample Form 689

Appendix I

TRADOC/USAREC IET Recruit/Cadet Tattoo/Brand Policies

I-1. Policy. Army policy prohibits any tattoos/brands on the face, neck, or head; tattoos/brands (other than on the face, neck, or head) that are visible and detract from a soldierly appearance while wearing the Class A uniform; and/or tattoos/brands (other than the face, neck, or head) that are prejudicial to good order and discipline.

a. Tattoos/brands that are visible while wearing the Class A uniform do not automatically detract from a soldierly appearance. Blanket determinations that "if it shows, it goes" are inappropriate.

b. The decision whether a tattoo/brand is prejudicial to good order and discipline should focus on whether the tattoo/brand itself is blatantly inflammatory, and likely to create discord in the unit. Use the following guidelines in making the decision:

(1) Is the tattoo/brand likely to cause outrage, offense, or distrust to such an extent as to prejudice good order and discipline?

(a) The content, location, and likely reaction to the tattoo/brand (perception: what it means to the unit's soldiers) are all relevant factors. Tattoos/brands visible in Army uniforms (to include the PFU), for example, are more likely to prejudice good order and discipline than a tattoo in a "private" body area (covered by the PFU).

(b) Tattoos/brands that prejudice good order and discipline may include depiction of genitals, sex acts, excretion, or offensive language that refers to these things. Patently racist/extremist tattoos/brands include such language or symbols as "KKK" and swastikas. Commanders must articulate how the tattoo/brand is interpreted—or is likely to be interpreted—in the unit, and how this prejudices good order and discipline, to substantiate removing/modifying the tattoo, or separating the soldier.

(2) Commanders should also examine the tattoo/brand as a possible extremist affiliation indicator IAW AR 600-20, chapter 4, paragraph 4-12. Equal Opportunity Advisors (EOA) or CID can assist the commander in this determination.

(3) Commanders should not automatically conclude questionable tattoos/brands indicate particular affiliations or meanings. Many tattoos/brands are not intended to show extremist affiliation, and other soldiers do not perceive affiliation of the wearer with such organizations. In such cases, the commander should counsel the soldier that the tattoo/brand is subject to multiple interpretations, and a future unit commander may find it prejudicial to good order and discipline. The commander should not counsel that maintaining the tattoo/brand will lead to separation.

I-2. Documentation.

a. The USAREC and Cadet Command screen new entrants with tattoos/brands for compliance with Army policy. When suspected noncompliant tattoos/brands are discovered, USAREC/Cadet Command will deny entry, discharge/disenroll the individual, or include a commander's approval memorandum in the recruit's/cadet's administrative packet, as appropriate. The USAREC describes approved tattoos/brands in the remarks block of DD Form 1966 (Record of Military Processing - Armed Forces of the United States). Cadet Command describes approved tattoos/brands in the notes column of Cadet Command Form 139-R (Cadet Enrollment Record).

b. The Military Entry Processing Command (MEPCOM) and DOD Medical Examination Review Board documents tattoos/brands on SF 88 (Medical Record – Report of Medical Examination), DD Form 2808 (Report of Medical Examination), or DD Form 2351 (DOD Medical Examination Review Board (DODMERB) Report of Medical Examination), and reviews body marks or scars IAW DOD Instruction 6130.4. Neither MEPCOM, nor DOD Medical Examination Review Board, have approval/disapproval authority.

I-3. USAREC battalion commander, and Cadet Command brigade commander responsibilities.

a. The USAREC battalion commanders and Cadet Command brigade commanders determine whether a questionable tattoo/brand complies with Army policy. Commanders will review all observed and/or reported tattoos/brands in violation of Army policy. If the tattoo/brand is in a private area, medical personnel will document the tattoo/brand for the reviewing commander.

b. The USAREC battalion commander or Cadet Command brigade commander will disqualify the applicant/recruit/cadet if they determine that the tattoo/brand does not comply with Army policy, and if the applicant/recruit/cadet will not remove or modify the tattoo/brand. Cadet Command brigade commanders will process a cadet for disenrollment if the tattoo/brand does not comply with Army policy, and the cadet does not remove, or modify, the tattoo/brand.

c. Once the commander determines that the tattoo/brand complies with Army policy, document the decision in the individual's personnel file/record (DD Form 1966, Cadet Command Form 139-R, and approval memorandum).

I-4. TRADOC reception battalion/IET training battalion commander responsibilities. If a RECBN or IET training battalion commander observes, or is informed about, a soldier's tattoo/brand that appears to violate the policy, the commander will:

a. Review the soldier's records for a prior command determination that the tattoo/brand complies with Army policy.

b. If no prior determination exists, or if the commander questions the tattoo's acceptability, the battalion commander (or the summary court-martial convening authority), after consultation with the servicing SJA and the EOA, will:

(1) Determine whether the tattoo/brand complies with Army policy.

(2) Notify the appropriate accession organization's representative (RECBN USAREC liaison NCO; USAREC HQ (502-626-0494/DSN 536-0494); USAR/ARNG LO; military entrance processing station; senior Cadet Command officer on post, etc.) about the undocumented tattoo/brand. Include drawings, or carefully cropped photos, to assist the accession organizations' fact-finding process.

c. If the IET battalion commander determines that the tattoo/brand does not comply with Army policy, the commander will inform the soldier/cadet that the tattoo/brand is not in compliance with Army policy.

(1) The commander will counsel the soldier and explain the soldier's options:

(a) Modify or remove the tattoo/brand at a qualified tattoo facility at the soldier's own expense.

(b) Be processed for separation from the Army.

(2) Commanders will not order a soldier to remove a tattoo/brand.

d. If the soldier decides to modify the tattoo/brand, the commander should review the planned modification to ensure acceptability. Modifications could include tattooing clothing over a tattoo with genitals or transforming offensive symbols into neutral ones.

e. If the soldier is separated instead of removing/modifying the tattoo, counsel the soldier on the guidelines of separation under AR 635-200, chapter 1, section 2. Inform the local SJA, and initiate the appropriate separation action.

I-5. Separation determination. In cases where the tattoos/brands are questionable, the commander makes the appropriate judgment call following coordination with the SJA, EOA, and CID (as appropriate). Commanders must ensure they afford soldiers due process and comply with the policy's intent. Separating a soldier is appropriate when commanders can articulate how and why a tattoo/brand is likely to prejudice order, or discredit the service by detracting from a soldierly appearance, when the soldier declines to modify or remove the tattoo/brand. Requiring this justification minimizes the possibility that "prejudicial to good order" is abused to impose personal tastes, interpretations, and aesthetics on others. If the tattoos and/or brands are so blatantly inflammatory they threaten good order and discipline and create discord in the unit, and the soldier declines to remove or modify the tattoo/brand, then separate the soldier IAW AR 635-200, chapter 2. A decision chart is available as a download at <http://www-dcst.monroe.Army.mil/IET/hottop.htm>.

Appendix J

Heat Casualty and Injury Prevention

J-1. Heat conditions. Heat casualties are preventable, but remain a significant health problem for the U.S. Army. Heat casualties can be minor (heat cramps and heat exhaustion) or major (exertional heat casualty and heat stroke). Heat conditions are classified by color (green, yellow, red, and black) in increasing order of heat stress according to WBGT or Botsball (wet globe temperature) readings. Commanders must adapt training/physical activity and uniform requirements to conform to the precautions for each heat condition.

J-2. Heat casualty risk management. The five steps of heat casualty risk management are: 1) identify hazards, 2) assess hazards, 3) develop controls, 4) implement controls, and 5) supervise and evaluate.

a. Identify hazards:

(1) Consider past experience with heat casualties. Heat casualty hazards are cumulative. Commanders need to consider the following:

- **H** - Heat category the past 3 days
- **E** - Exertion level the past 3 days
- Acclimation/other individual risk factors
- **T** - Time of heat exposure--to include nights--and recovery time

(2) Clusters of heat casualties on prior days mean high risk for today.

(3) Obtain WBGT when ambient temperature exceeds 75° Fahrenheit (F).

(4) Recognize factors for increased risk of incurring heat casualties in individual soldiers:

- (a) Not acclimatized to heat (need 10-14 days to get trainees adequately acclimated).
- (b) Cumulative days (2-3 days) of exposure to increased heat and increased exertion levels.
- (c) Lack of quality sleep.
- (d) Overweight.
- (e) Minor illness (cold symptoms, sore throat, low-grade fever, nausea, or vomiting).
- (f) Taking medications (either prescribed or over the counter e.g., allergy or cold remedies).
- (g) Dietary supplements/dietary aids (e.g., Ephedra).

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(h) Use of alcohol in the last 24 hours.

(i) Prior history of heat illness (any heat stroke, or more than 2 episodes of heat exhaustion).

(j) Skin disorders, such as heat rash and sunburn, which prevent effective sweating.

(k) Age over 40 years.

(5) Ill soldiers, and those that have had alcohol within 24 hours, are probably already dehydrated.

b. Assess hazards:

(1) When ambient temperature is over 75° F, constantly assess the heat category, using WBGT in the immediate vicinity of the activity site, on an hourly basis.

(2) Know the soldiers! Identify early those soldiers at increased risk based on individual risk factors.

(3) Check hydration status at the end of each training day. Give extra fluid at night, and in the morning, if hydration is inadequate. Review Riley (water) card or Ogden cords (refer to [TRADOC Reg 350-29, app B](#)). Ask about urine color (urine is clear if well hydrated).

(4) Daily assess the overall risk for developing a heat casualty (suggest using the Heat Injury Risk Management Matrix in TRADOC Reg 350-29, appendix B, Handout 2).

(5) Adjust workload to size of individuals (for example, do not allow smallest individual to carry the heaviest loads; share workload among soldiers).

c. Develop controls.

(1) Establish SOPs, and ensure all personnel are trained and follow SOPs for Heat Casualty Prevention. Ensure bulletin boards have Heat Casualty Prevention posters, and all leaders have Heat Casualty Prevention aids.

(2) Adjust the training schedule to minimize consecutive days of heavy physical training, especially if other heat stressors exist (e.g., heat exposure and lack of quality sleep).

(3) Plan communications, medical, and evacuation support.

(4) Plan and provide adequate hydration for *all* personnel (including cadre and drill instructors).

(5) When planning training events, keep in mind:

- (a) Time of day the training is conducted (morning is cooler).
- (b) Location of training.
- (c) Sun versus shade.
- (d) Open versus protection from wind (wind has cooling effect).
- (e) Clothing (heavy and restrictive, versus loose and lightweight).
- (f) The point in training cycle:
 - Most heat casualties occur in the 2nd or 3rd week of recruit training.
 - Acclimatization can take 10-14 days, depending on the physical condition of the trainee.
- (6) Mark visibly on uniform, with tape or cord, to identify high-risk soldiers:
 - (a) Soldiers with previous heat exhaustion or heat stroke.
 - (b) Overweight soldiers.
 - (c) Soldiers on medications.
- (7) Seriously consider taking soldiers out of training that have had alcohol within the last 24 hours; and have ill soldiers seen on sick call.
- (8) Note and document heat category hourly when ambient temperature is 75° F or above. Position WBGT at site of training.
- (9) Reevaluate training mission if two or more heat casualties occur.
- (10) Ensure heat casualty prevention posters are on display in barracks, DFAC, etc. (Available on the following website: <http://www.tradoc.army.mil/surgeon/index.htm> -- “Heat Injury Prevention Poster” link.)
- (11) Develop a Hydration Monitoring System, using either the Riley Table, or Ogden Cord, as per TRADOC Reg 350-29, appendix B.

d. Implement controls.

- (1) The decision to accept risk is made IAW [TRADOC Reg 385-2, paragraph 1-5c\(4\)](#). Refer to TRADOC Reg 350-29, appendix B, for the risk factor matrix, which stratifies the risk categories.
- (2) Identified controls are in place.

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- (a) Update WBGT hourly.
 - (b) Adhere to work/rest cycle in high heat categories. Rest in shade.
 - (c) Space out soldiers in formations during runs. (This is very effective to allow individual heat dissipation during runs.)
 - (d) For tasks requiring continuous effort, adhere to guideline, and allow extended rest afterwards.
 - (e) Training event incorporates good prior planning.
- (3) Monitor and enforce hydration standard.
- (a) Encourage frequent drinking, but not to exceed 1-½ quarts per hour, or 12 quarts per day. Make water more palatable, if possible, by cooling.
 - (b) Do not allow soldiers to empty canteens to lighten load.
 - (c) Ensure soldiers are well hydrated before training. Ask about urine (urine is clear if well hydrated).
 - (d) Check Riley (water) card or Ogden Cord frequently.
- (4) Monitor and enforce eating of meals.
- (a) Ensure all meals are eaten during the meal break.
 - (b) Ensure adequate time to eat and drink meals.
 - (c) Add table salt to food when the heat category is high. Salt tablets are *not* recommended.
- (5) Execute random checks.
- (a) Spot checks conducted by cadre, senior NCOs, and drill instructors.
 - (b) Enforce battle buddy checks – awareness of each other’s eating, drinking, and frequency of urination.
 - (c) Plan placement of leaders to observe and react to heat casualties in dispersed training.
- (6) At the end of the day, have soldiers take cold showers after moderate and heavy work with category 3 and above. (This will minimize cumulative thermal heat load. For definitions of moderate/heavy work and heat category 3, refer to TRADOC Reg 350-29, app B.)

e. **Supervise and evaluate.**

- (1) Enforce SOPs.
- (2) Delegate responsibilities to ensure control measures have been implemented.
- (3) Monitor adequacy/progress of implementation of control measures.
- (4) Conduct spot checks of cadre.
 - (a) Ensure cadre have current WBGT.
 - (b) Ensure cadre are implementing work/rest/drink cycles.
 - (c) Make on-the-spot corrections. Lead by example.
- (5) Conduct spot checks of trainees.
 - (a) Ask trainees questions, while observing their mental status and physical capabilities.
 - (b) Look out for common signs and symptoms, which can rapidly progress to serious signs and symptoms.
- (6) Reevaluate training mission if two or more heat casualties occur.
- (7) When controls fail, heat injuries occur.
 - (a) The ability to recognize heat injury is paramount.
 - (b) Take immediate action if any heat injuries are observed or suspected.
 - (c) Stop-rest-cool, then evaluate IAW warning signs and symptoms.
 - (d) If in doubt, evacuate.
- (8) Use table J-1 for warning signs and symptoms of heat casualties and injuries.

J-3. Reportable heat casualties. Reportable heat casualties are those validated as heat exhaustion or heat stroke. Medical personnel will determine final diagnoses. Types of heat casualties and injuries:

a. **Heat cramps.** Heat cramps are brief, recurrent, and often-agonizing cramps in skeletal muscles of the limbs and trunk. Heat cramps result primarily from excessive loss of salt from the body. This condition occurs when individuals that have been actively sweating do not replace the salt lost in their sweat. The immediate goal of treatment is relief of the cramps, not

replacement of salt losses, which takes longer and is best accomplished by ingestion of salted foods or fluids over days before resuming work in the heat.

b. Heat exhaustion. Heat exhaustion, the most common form of heat casualty, occurs as a result of excessive loss of water and salt from the body. There may be weakness, dizziness, headache, nausea, vomiting, malaise, tachycardia, and muscle cramps. Sweating persists and may even be profuse. Move victims of heat exhaustion to a shaded area, loosen clothing, and elevate their feet to promote the return of blood to the heart. Make them drink at least one canteen of water over 15-30 minutes. Call for medic (91W); if not available, call for ambulance or MEDEVAC.

Table J-1

Indications of possible heat casualties and heat injuries

<u>EARLY SIGNS/SYMPTOMS</u>	<u>ACTIONS</u>
• Dizziness. • Headache, nausea. • Unsteady walk. • Weakness. • Muscle cramps.	• Remove from training. • Allow casualty to rest in shade. • Take sips of water, 1 quart/30 minutes for 1 hour. • While doing the above, call for medic evaluation of the soldier (Medic will monitor temperature and check for mental confusion). If no medic is available, call ambulance or medical evacuation (MEDEVAC). Ensure same trainer keeps monitoring the casualty.
<u>LATER SIGNS/ SYMPTOMS</u>	<u>IMMEDIATE ACTIONS</u>
• Hot body, high temperature. • Confusion/disorientation (Mental Status Assessment*) unresponsiveness, coma. • Vomiting. • Involuntary bowel movement. • Convulsions. • Weak or rapid pulse.	Immediately call for MEDEVAC or ambulance for emergency transport while doing the following: • Lay person down in shade, with feet elevated, until ambulance arrives. • Give <u>sips</u> of water while awaiting ambulance. • Undress as much as possible. • Aggressively apply ice packs or ice sheets. • Pour cold water over casualty and fan. • Massage extremities and skin to increase blood flow to skin (aids in cooling process). • Monitor airway and breathing until ambulance or MEDEVAC arrives.**

*Mental Status Assessment - an important sign that the soldier is in a serious life-threatening condition is the presence of mental confusion (with or without increased temperature). Assess mental status by asking the following questions. Call for MEDEVAC or ambulance if any of the conditions in parenthesis exist:

- 1) What is your name? (Does not know own name.)
- 2) What month is it? What year is it? (Does not know month or year.)
- 3) Where are you/we? (Does not know the place where they are.)
- 4) What were you doing before you became ill? (Does not know events that led to the present situation.)

**Continue cooling during transport or until body temperature reaches 100°F.

c. Heat stroke. HEAT STROKE IS A MEDICAL EMERGENCY WITH A HIGH MORTALITY RATE. CALL FOR AMBULANCE OR MEDEVAC IMMEDIATELY. Overexposure to the sun or heat causes heat stroke, which results from a breakdown of the body's ability to control its temperature. Symptoms include high body temperature, sudden loss of consciousness, low blood pressure, hyperventilation, convulsions, delirium, headache, dizziness, slow movements, confusion, drowsiness, irrational or aggressive behavior, weakness, and nausea. Sweating may or may not be present. Heart rate and breathing are rapid. Remove clothes (to underwear), and, if any source of cool water or cold water is nearby, immerse the victim. (NOTE: Do not immerse victim in ice, this will not provide adequate cooling.) Alternatively, immerse towels, T-shirts, or sheets in cold water and placed on the victim's neck, armpits, groin and trunk. In addition, pour cold water over the patient and fan the patient to hasten the water evaporation. While awaiting transportation, keep patients in the shade with their feet elevated. If the victim is conscious, make them drink at least one canteen water. Continue efforts to reduce body temperature while transporting the victim.

d. Overhydration. THIS IS A MEDICAL EMERGENCY WITH A HIGH MORTALITY RATE. CALL FOR AMBULANCE OR MEDEVAC IMMEDIATELY. This illness occurs primarily in the setting of forced water drinking (more than 15 quarts per day) for prevention of early symptoms of heat casualty. Symptoms of over hydration are very similar to the symptoms of mild heat induced dehydration: weakness and fatigue, vomiting and confusion (see table J-2). For this reason, it is imperative that hydration status is monitored through battle buddy and cadre checks. Soldiers should drink no more than 1 ½ quarts per hour, and no more than 12 quarts per day. However, do not place excessive emphasis on this so that soldiers are fearful of drinking water. Control over hydration, which is more rare than other heat casualties, with good cadre and leadership supervision. The duration of field treatment of casualties, even with mild heat illness, should never exceed 1 hour, with a maximum of 2 quarts of fluid. Primary prevention of overhydration is meal consumption and adherence to the fluid replacement guidelines as illustrated in TRADOC Reg 350-29, appendix B.

Table J-2

Indications of possible water intoxication (overhydration)

<u>SIGNS AND SYMPTOMS</u>	<u>WHAT TO DO:</u>
• Confusion • Lethargy • Vomiting	• Ask these questions to the soldier or battle buddy: ◦ Has the soldier been eating? Check rucksack for #s of MREs left (suspect water intoxication if soldier had not been eating.) ◦ Has soldier been drinking a lot? (Suspect water intoxication if soldier has been drinking constantly.) ◦ How often has the soldier urinated? (Frequent urination seen with water intoxication; little urination with heat injury.) ◦ What color is the urine? (Clear urine may indicate over hydration) • If soldier has been eating, drinking, and urinating a lot, yet has these symptoms – IMMEDIATELY call MEDEVAC or ambulance for emergency transport

Appendix K

Cold Casualty and Injury Prevention

K-1. Cold injuries. Prior planning and adequate training are essential to minimize cold casualties. Commanders must establish appropriate guidelines on training/physical activity, uniform wear, and troop support requirements to conform to the precautions for each wind chill level, which are classified as green, yellow, or red. Cold injuries include nonfreezing injuries (trench/immersion foot), freezing injuries (frostbite) and hypothermia. Most cold injuries are preventable with proper cold weather protection. Awareness of the magnitude of cold stress (temperature, wind chill, or rain/water exposure/immersion) is important for making decisions on how to appropriately use clothing systems and conduct training. TO KEEP WARM REMEMBER THE WORD **C-O-L-D**:

C – *Cleanliness and Care* – Socks and clothing work more effectively when clean. Change socks 2-3 times daily.

O – *Overheating* – Wearing too much clothing can cause overheating and excessive sweating, which makes clothes wet, and decreases insulation.

L – *Layers and Looseness* – Clothing in loose layers assures air spaces to prevent heat loss. Adjust the number of layers to both the environment and activity. Loose-fitting clothing insures circulation and insulation.

D – *Dry* – A wet garment is a cold garment. Wear the field jacket as a windbreaker and to repel water.

K-2. Cold casualty risk management. The five steps of cold casualty risk management are: 1) identify hazards, 2) assess hazards, 3) develop controls, 4) implement controls, and 5) supervise and evaluate.

a. Identify hazards:

- (1) Cold (temperature 40° F and below).
- (2) Wet (rain, snow, ice, or humidity) or wet clothes.
- (3) Wind (wind speed 5 miles per hour and higher).
- (4) Lack of adequate shelter/clothes.
- (5) Lack of provisions/water.
- (6) Other risk factors:

(a) Previous cold casualties (clusters of cold casualties on prior days mean high risk for today).

- (b) Use of tobacco, nicotine, or alcohol in last 24 hours.
 - (c) Skipping meals.
 - (d) Low activity.
 - (e) Fatigue/sleep deprivation.
 - (f) Little experience in cold weather.
 - (g) Dehydration.
 - (h) Minor illness (cold symptoms, sore throat, low-grade fever, nausea, or vomiting), injuries, or wounds.
 - (i) Taking drugs (prescription/over the counter/herbal/dietary supplements).
 - (j) Prior history of cold injury.
- (7) Seriously consider taking ill soldiers and soldiers that have had alcohol within 24 hours, out of training, and having ill soldiers seen on sick call.

b. Assess hazards.

(1) Commanders, cadre, and other responsible officers and NCOs are familiar with environmental conditions (such as temperature, wind, humidity, and ground surface conditions) that influence the risk of cold casualties and cold injuries. The wind chill chart is found in TRADOC Reg 350-29, appendix B. Find the wind speed in the left-hand column, and then read across to the column under the actual temperature. This number is the equivalent temperature acting on any exposed skin. Any movement has the same cooling effect as the wind. Consider running, skiing, or riding in an open vehicle in using the wind chill chart.

(2) Other questions to ask are:

- (a) Do individuals have adequate shelter/clothing? Is clothing clean, without holes or blemishes (which could decrease function)? Is clothing without stains (which could decrease heat retaining function of material)?
- (b) Have meals been consumed? Are meals warm?
- (c) Are there other circumstances?
 - Contact with bare metal?
 - Contact with petroleum, oil, or lubricants (POL)?
 - Contact with wet materials or wet ground?
 - Can soldiers move around to keep warm?

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- Are feet dry and warm?
- Is the soldier with a buddy that can assist/watch over to prevent cold casualties?

c. Develop controls.

(1) Ensure that soldiers are issued serviceable, properly fitting clothing and footgear for cold weather. Multiple layers are designed to allow insulation adjustment to both the environment and activity level, so that only insulation is used to maintain body temperature, but not sweating.

(2) Sweating degrades insulation and exacerbates heating loss.

(3) Gortex outer garments protect from wind, rain, and snow, but do not allow adequate evaporation of sweat. Do not wear during physical activity.

(4) Ensure hand wear is sufficient to protect from wind chill and contact cooling, while allowing dexterity to perform tasks.

(5) Use approved gloves to handle all fuel and POL.

(6) Schedule training to fit weather conditions.

(7) Main points to stress to soldiers:

- C – keep clothing Clean
- O – avoid Overheating
- L – wear clothing Loose and in Layers
- D – keep clothing Dry as possible

(8) Main points to stress to leaders – Follow these WIND CHILL PREVENTIVE MEDICINE MEASURES, based on wind chill temperature:

(a) 30° F and below—alert personnel to the potential for cold injuries.

(b) 25° F and below—leaders inspect personnel for wear of cold weather clothing. Provide warm-up tents/areas, and hot beverages.

(c) 0° F and below—leaders inspect personnel for cold injuries. Increase the frequency of guard rotations to warming areas. Discourage smoking.

(d) -10° F and below—initiate the buddy systems; have personnel check each other for cold injuries.

(e) -20° F and below—modify or curtail all but mission-essential field operations.

(9) General guidance for all cold-weather training.

(a) Skin: Exposed skin is more likely to develop frostbite, therefore, cover skin. Avoid wet skin (common around the nose and mouth). Inspect hands, feet, face, and ears frequently for signs of frostbite.

(b) Clothing: Soldiers must change into dry clothing at least daily, and whenever clothing becomes wet, and must wash and dry feet and put on dry socks at least twice daily.

(c) Nutrition: 4500 calories a day per soldier. (Equivalent to 3 meal packets in meal-cold weather, or 3-4 meals, ready to eat (MREs).)

(d) Hydration: 3-6 liters (canteens) per day, per soldier. Warm, sweet drinks are useful for rewarming.

(e) Camouflage: Obscures detection of cold injuries; not recommended below 10° F.

(f) Responsibilities: Soldiers are responsible for preventing individual cold injuries. Unit NCOs are responsible for the health and safety of their troops.

(10) Ensure appropriate clothes and proper wearing of clothes:

(a) Loose and in layers.

(b) Clean.

(c) Ensure proper boots are worn.

(d) Ensure boots are dry.

(e) Clothes do not have holes, broken zippers, etc.

(f) Hands, fingers and head are covered and protected.

(g) Avoid spilling liquids on skin or clothes. Liquid stains will reduce clothing's protective efforts.

(h) Change wet/damp clothes as soon as possible.

(11) Keep body warm.

(a) Keep moving.

(b) Exercise big muscles (arms, shoulders, trunk, and legs) to keep warm.

(c) Avoid alcohol use (will cause your body to lose heat faster).

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- (d) Avoid standing on cold, wet ground.
- (e) Avoid all tobacco products. They decrease blood flow to skin.
- (f) Eat all meals to maintain energy.
- (g) Drink water, and/or warm nonalcoholic fluids, to prevent dehydration.

(12) Protect feet.

- (a) Keep socks clean and dry.
- (b) Wash feet daily, if possible.
- (c) Carry extra pairs of socks.
- (d) Change wet or damp socks as soon as possible; use foot powder on feet and boots.
- (e) Avoid tight socks and boots; do not over tighten boot or shoes.
- (f) Wear overshoes to keep boots dry.

NOTE: TRENCH FOOT CAN OCCUR AT ANY TEMPERATURE – always keep feet warm and dry.

(13) Protect hands.

- (a) Wear gloves with inserts, or mittens with inserts.
- (b) Warm hands under clothes if they become numb.
- (c) Avoid skin contact with snow, fuel, or bare metal.
- (d) Treat gloves with waterproofing compounds to waterproof.

(14) Protect face and ears.

- (a) Cover face and ears with scarf.
- (b) Wear insulated cap with flaps over ears or balaclava.
- (c) To warm face and ears, cover them with your hands. Do NOT rub face or ears.
- (d) Do not use face camouflage when wind chill is -10° F or below.
- (e) Wear sunscreen.
- (f) Exercise facial muscles.

(15) Protect each other.

- (a) Watch for signs of frostbite in your buddy.
- (b) Ask about and assist with rewarming of feet, hand, ears, or face.

(16) Protect your eyes.

- (a) Wear sunglasses to prevent snow blindness.
- (b) If sunglasses are not available, improvise sunglasses (slit goggles). Make eye protection from cutting slits in cardboard (e.g., MRE cardboard box).

(17) To prevent carbon monoxide poisoning:

- (a) Do not sleep near exhaust of a vehicle while vehicle is running.
- (b) Do not sleep in enclosed area where an open fire is burning.

d. Implement controls.

(1) Identified controls are in place.

(2) Controls are integrated into SOPs.

- (a) Educate soldiers of hazards and controls.
- (b) Use buddy system to check clothes and personal protection.

(3) Decision to accept risk is made at appropriate level.

(4) Maintain buddy system to watch each other for warning signs of becoming a cold casualty.

(5) Leadership controls.

- (a) Discontinue or limit activities/exercise during extreme cold weather.
- (b) Use covered vehicles for troop transport.
- (c) Have warming tents available.
- (d) Have warm food and drink on hand.

(6) Facility controls.

- (a) Use only Army-authorized heaters (i.e., no kerosene or propane heaters).
- (b) Ensure heaters are in working order and adequately ventilated.
- (c) Ensure integrity of shelters for maximum protection from the cold.
- e. **Supervise and evaluate.**
 - (1) Ensure all soldiers are educated about cold injuries.
 - (2) Delegate responsibilities to ensure control measures have been implemented.
 - (3) Monitor adequacy/progress of implementation of control measures.
 - (4) Do spot checks of clothes and personal protection.
 - (5) Record and monitor indicators of increasing cold risks. For example:
 - (a) Increasing number of cold injuries.
 - (b) Increased complaints/comments about cold.
 - (c) Observations of shivering, or signs of frostbite.
 - (6) Evaluate current control measures and strategize new or more efficient ways to keep warm and avoid cold injuries.

K-3. Types of cold casualties and injuries. (See table K-1.)

a. Chilblains are localized skin changes such as redness, swelling, and itching. The skin may feel tender and burning. The most common areas affected are the backs of hands, toes, feet, the nose, and ears. This occurs in cold temperatures from 20 to 60 °F where there is very high humidity. Treatment involves rewarming the affected areas with warm air. Keep exposed areas, such as hands and feet, covered and dry to prevent chilblains. Keep the face, especially around the mouth and nose, which has a tendency to become wet, as dry as possible, and covered.

b. Trench/immersion foot. Immersion foot or trench foot is an injury that results from fairly long exposure of the feet to wet conditions at temperatures from approximately 32 to 50° F. Inactive feet in wet socks and boots, or tightly laced boots, impair circulation and are even more susceptible to injury. Prolonged exposure can cause the feet to swell. Feet are cold and reddish in color and have swelling, blistering, bleeding, and numbness. Signs of trench foot can include not only reddish colored feet, but also pale, blue, or black (depending on degree of injury). Individuals with immersion injury should elevate and rewarm their feet gradually by exposing them to warm air. Trench foot treatment can also include direct body-to-body contact. If trench foot is diagnosed early, maintaining warm, dry feet is an effective treatment. Do not moisten, massage, or apply heat or ice to feet with immersion injuries. Covering the patient with several

layers of warm coverings is preferable to using extreme heat. Evacuate patients as soon as possible.

c. Frostbite. Frostbite is the injury to tissue caused from exposure to below freezing temperatures. Severe frostbite can result in loss of affected body parts such as fingers, toes, hands, or feet. Frostbite starts with a discoloration of the skin of the nose, ears, cheeks, fingers, or toes. This is followed by a tingling sensation for a short time, and then numbness. The skin may briefly appear red for light skinned individuals, or grayish for dark skinned individuals, and then become pale or waxy white. Upon thawing, the signs vary with the degree of injury. Mild to moderate frostbite injury appears red and swollen, has blisters, and is painful. Severe frostbite injuries have blue-black discoloration, blood-filled blisters, and an absence of pain. Remove tight clothing or boots from the injured area. To warm the frozen body part, place it next to the skin of another person. Keep the victim warm and covered to prevent further injury. Do not massage, expose to open fire, rub with snow, or soak injuries in cold water. Only thaw frozen tissue if there is no chance that it will refreeze. Thaw and refreezing cycles cause significantly greater damage. Evacuate the victim to a medical treatment facility as soon as possible.

d. Hypothermia. Hypothermia is a state in which core temperature is below normal because an individual is losing heat faster than they produce it. The body cools to a temperature below 95 °F during continued exposure to low or rapidly dropping temperatures, rain, snow, or ice. Hypothermia can also occur in seemingly mild conditions (e.g., 60° F air with heavily falling rain as the rain degrades the clothing insulation and increases cooling). As the body cools, the following progressive stages of discomfort and impairment occur: shivering; faint pulse; mental confusion; slurred speech; glossy eyes; slow, shallow breathing; uncoordinated movements; unconsciousness; and irregular heart beat. **HYPOTHERMIA IS A MEDICAL EMERGENCY AND PROMPT MEDICAL TREATMENT IS NECESSARY.** Shivering is an effective means of raising body temperature. Heating just the skin with an external heat device can blunt shivering and rewarming, so apply heating to armpits and groin. Immediate treatment for all casualties must include calling for MEDEVAC or ambulance, rapidly removing wet garments, applying blankets and available insulating equipment, maintaining the horizontal position, and avoiding rough movement and excess activity. Assess responsiveness, breathing, and pulse. Pulse and breathing can be difficult to detect. However, if casualty is not breathing, start rescue breathing immediately, without hesitation.

K-4. Evacuation. Commanders must establish a liberal policy of evacuation of injured personnel to the nearest medical treatment facility. Ensure medical support is available for treatment of heat and cold casualties. Consider establishing means for emergency communication with medical facilities at all training sites (e.g., phone, cell phone, etc.). Consider ambulance at training site for rapid evacuation to medical facility.

Table K-1**Warning signs and symptoms of cold casualties and cold injuries**

INDICATIONS OF POSSIBLE COLD CASUALTIES AND COLD INJURIES	
<u>EARLY SIGNS/SYMPTOMS</u>	<u>ACTIONS</u>
• Itching, tender skin (chilblain). • Swollen, red, or darkened skin (chilblain). • Tingling, burning, blistered, swollen areas (early frostbite). • Cold, numb feet with swelling and redness (immersion foot). • Weakness and dizziness (dehydration).	• Remove from training. • Prevent further exposure. • Remove wet or constrictive clothing. • Rewarm slowly and provide warm sweet drinks. • Elevate feet; cover, dry, and rewarm. • Do not allow victim to walk on injured feet. • While doing the above, call for medic evaluation of the soldier. If no medic is available, call ambulance or MEDEVAC.
<u>LATER SIGNS/ SYMPTOMS</u>	<u>IMMEDIATE ACTIONS</u>
• Vigorous shivering, slurred speech, and poor memory (hypothermia). • No shivering with drowsiness, confusion, disorientation, and amnesia (severe hypothermia). • Numb, gray, or waxy skin (advanced frostbite). • Frozen tissue that feels wooden to touch (advanced frostbite). • Swollen, red and bleeding feet (trench foot). • Unconscious.	Hypothermia is the most serious of cold exposure emergency. Immediately call for MEDEVAC or ambulance for emergency transport while doing the following: • Strip off wet or constrictive clothing and wrap victim in warm blankets. • Evacuate frostbite, do not rewarm if evacuation is not possible. • Rewarm frostbite gradually by direct skin-to-skin contact; rewarm trench foot with warm air. • Do not allow injury to refreeze during evacuation. • Monitor airway and breathing until MEDEVAC or ambulance has arrived.

K-5. Reporting injuries. Report all heat and cold casualties and injuries of heat exhaustion, heat stroke, frostbite, or hypothermia to the Safety Office. Submit the report on DA Form 285, or on a form local policy specifies. The Safety Office is responsible for ensuring that the Preventive Medicine Division receives a copy of the report for entering into the DoD Reportable Medical Events System. Commanders must furnish a copy of the injury report to Commander, TRADOC, ATMD, 60 Ingalls Road, Fort Monroe, VA 23651-1032.

Appendix L
Hometown Recruiter Assistance Program

L-1. Program background. The HRAP is a voluntary recruiter assistance program that allows qualified IET graduates to promote Army service in their hometowns while in a permissive TDY status. The intent of the program is to allow recent IET graduates to go to their hometowns, and share their experiences with their peers, in order to connect with the target market for recruiting. The normal time period for HRAP for an AIT or OSUT graduate soldier is 14 days, including travel. The first lieutenant colonel or equivalent commander in the soldier's chain of command,

is the approval authority for HRAP requests at the TRADOC service schools and major subordinate commands. The proponent for HRAP is HQ USAREC, Director of Recruiting Operations (RCRO-PP). Additional information on HRAP is found in [AR 601-2](#), chapter 7.

L-2. Qualifications. Applicants for the Hometown Recruiter Assistance Program are Regular Army soldiers with the following qualifications:

- a. Correct age, as identified in the current USAREC targeting model.
- b. High school diploma graduate (HSDG) or a General Equivalency Diploma with 15 hours of college.
- c. Perform HRAP duty within 50 miles of a recruiting station.
- d. Provide for their own personal transportation.
- e. Are not enrolled in the Army Body Composition Program IAW [AR 600-9](#), section 3, paragraph 21, with a transferable flag en route to a gaining unit.

L-3. Duties. The HRAP soldier will perform the following duties:

- a. Represent the best qualities inherent in Army service.
- b. Generate HSDG and high school senior leads and enlistments.
- c. Speak to selected groups, as directed by the recruiting station commander.
- d. Display exceptional military bearing and have an impeccable appearance.
- e. Be a good role model for Delayed Entry Program/Delayed Training Program members.

L-4. Procedures.

- a. Special provisions may apply to HRAP conducted during the annual EXODUS holiday break. Headquarters USAREC provides the EXODUS HRAP policy on a yearly basis since policy may change based on recruiting mission, and the capacity of recruiting stations to work with volumes of HRAP soldiers. As a rule, only graduates of AIT, OSUT, and follow-on training (e.g., Airborne, Air Assault) are encouraged to participate in the HRAP.
- b. On an exception basis, soldiers currently in IET, home on leave, can perform HRAP duty if the local recruiting station commander believes the soldier can contribute to the mission, and the station commander's Recruiting Battalion Commander approves the exception.
- c. Incorporate the HRAP application and processing using DA Form 31 (Request and Authority for Leave) into planning and ticketing systems for EXODUS.

Appendix M

Medical Support to Training

M-1. Medical support requirements. Commanders will ensure medical support requirements are addressed in the planning, preparation, and execution of all training activities. The training development process fixes responsibility, institutionalizes operational medical support, and leads to decisionmaking at the command level appropriate to the identified maximum credible hazardous incident/accident. Medical support to training provides:

- (1) Standardized support to all training.
- (2) Medical support linked to credible injury.
- (3) Timely response, evacuation, and treatment of injured personnel.

M-2. Levels of support.

a. The base level of support, ATLS services, is available for all training activities. Activities classified as inherently high-risk, and extremely high-risk training, require additional medical support dedicated to the training event, to complement the ATLS capability.

(1) Advanced Trauma Life Support within 1 hour is the standard for all training. Advanced Trauma Life Support is defined as trained physicians or physician's assistants providing life-saving intervention (i.e., airways, chest tubes, hemorrhage control, etc.) and stabilization. Normally, ATLS is provided at military or civilian trauma hospitals. Injured soldiers requiring ATLS are in a trauma center within 1 hour. Long evacuation times may require an on-site ATLS team.

(2) Additional medical support is defined as training-specific medical support, in addition to ATLS within 1 hour. A medic or combat lifesaver provides this additional medical support (e.g., support breathing, stop profuse bleeding, treat for shock, give fluids, etc). Additional medical support is available to the injured soldier within 10 minutes of notification of an accident/injury.

b. Specific injuries may require support in addition to ATLS within 1 hour (i.e., stopped breathing, profuse bleeding, or severe dehydration). For those instances, use table M-1 to determine the appropriate level of support required in addition to ATLS. TRADOC/MEDCOM standard is the minimum level of additional medical support required, unless unit commanders and the Director of Health Services (DHS) agree, and the commandant approves, a lesser level. Commandants can approve an upgrade to the support level based upon a combined unit commander and DHS valid risk assessment and mission analysis.

Table M-1
Levels of medical support

Levels of Medical Support				
TRAINING	INJURY	MEDICAL SUPPORT REQUIRED	SOURCE	STANDARD
ALL				ATLS + Medic
UNIT TRAINING				
Situational Training Exercise/FTX	Blunt Trauma	Fluids	Combat Lifesaver (CLS)	ATLS + CLS
	Crush Injury	Bandages/Splints/Fluids	CLS	
	Extremity Trauma	Bandages/Splints/Fluids	CLS	
	Lacerations	Bandages/Fluids	CLS	
	Environmental Injury	Cooling/Warming/Fluids	CLS	
	Smoke Inhalation	Removal	Physician's Assistant (PA)	
	Burn	Fluids	CLS	
Military Operations on Urbanized Terrain	Blunt Trauma	Fluids	CLS	ATLS + CLS
	Penetrating Trauma	Bandages/Fluids	CLS	
	Crush Injury	Bandages/Splints/Fluids	CLS	
	Extremity Trauma	Bandages/Splints/Fluids	CLS	
	Lacerations	Bandages/Fluids	CLS	
	Head Injury	Transport	Medic	
	Spine Injury	Immobilization/Transport	Medic	
	Environmental Injury	Cooling/Warming/Fluids	CLS	
	Smoke Inhalation	Removal	PA	
	Eye Injury	Protection	PA	
	Burn	Fluids	CLS	
WEAPONS/AMMUNITION				
Hand Grenades	Blunt trauma	Fluids	CLS	ATLS + Medic
	Penetrating Trauma	Bandages/Fluids	CLS	
	Extremity Trauma	Bandages/Splint/Fluids	CLS	
	Lacerations	Bandage/Fluids	CLS	
	Spine Injury	Immobilization/Transport	Medic	
	Eye Injury	Protection	PA	
	Burn	Fluids	CLS	
	Multiple Injured		Medic/ Ambulance	
TRAINING	INJURY	MEDICAL SUPPORT REQUIRED	SOURCE	STANDARD
Grenade Launcher	Blunt Trauma	Fluids	CLS	ATLS + CLS
	Penetrating Trauma	Bandages/Fluids	CLS	
	Extremity Trauma	Bandages/Splints/Fluids	CLS	
	Lacerations	Bandages/Fluids	CLS	
	Spine Injury	Immobilization/Transport	Medic	
	Eye Injury	Protection	PA	
	Burn	Fluids	CLS	
Live Fire	Penetrating Trauma	Bandages/Fluids	CLS	ATLS + CLS

TRAINING	INJURY	MEDICAL SUPPORT REQUIRED	SOURCE	STANDARD
Live Fire & Maneuver	Blunt Trauma	Fluids	CLS	ATLS + Medic + Ambulance
	Penetrating Trauma	Bandages/Fluids	CLS	
	Extremity Trauma	Bandages/Splints/Fluids	CLS	
	Lacerations	Bandages/Fluids	CLS	
	Spine Injury	Immobilization/Transport	Medic	
	Burn	Fluids	CLS	
	Multiple Injured		Medic/ Ambulance	
Demolitions	Blunt Trauma	Fluids	CLS	ATLS + Medic
	Penetrating Trauma	Bandages/Fluids	CLS	
	Extremity Trauma	Bandages/Splints/Fluids	CLS	
	Lacerations	Bandages/Fluids	CLS	
	Spine Injury	Immobilization/Transport	Medic	
	Eye Injury	Protection	PA	
	Burn	Fluids	CLS	
	*Sapper Leader Training			ATLS + Medic
Rappelling – Tower	Blunt Trauma	Fluids	CLS	ATLS + CLS
	Crush Injury	Bandages/Splint/Fluids	CLS	
	Extremity Trauma	Bandages/Splints/Fluids	CLS	
	Lacerations	Bandages/Fluids	CLS	
	Head Injury	Transport	CLS	
	Spine Injury	Immobilization/Transport	Medic	
	Friction Burn	Bandages	PA	
Rappelling – Non-tower	Blunt Trauma	Fluids	CLS	ATLS + Medic
	Crush Injured	Bandages/Splint/Fluids	CLS	
	Extremity Trauma	Bandages/Splints/Fluids	CLS	
	Lacerations	Bandages/Fluids	CLS	
	Head Injury	Transport	CLS	
	Spine Injury	Immobilization/Transport	Medic	
	Friction Burn	Bandages	PA	
INDIVIDUAL				
Day Land Navigation	Environmental Injury	Cooling/Warming/Fluids	CLS	ATLS + CLS
	Extremity Trauma	Bandages/Splint/Fluids	CLS	
	Head Injury	Transport	Medic	
	Spine Injury	Immobilization/Transport	Medic	
Night Land Navigation	Environmental Injury	Cooling/Warming/Fluids	CLS	ATLS + CLS
	Extremity Trauma	Bandages/Splint/Fluids	CLS	
	Head Injury	Transport	Medic	
	Spine Injury	Immobilization/Transport	Medic	
	Eye Injury	Protection	PA	
Road Marches	Environmental Injury	Cooling/Warming/Fluids	CLS	ATLS + CLS
NBC Training	Inhalation	Removal	PA	ATLS + CLS
	Environmental Injury	Cooling/Warming/Fluids	CLS	

TRAINING	INJURY	MEDICAL SUPPORT REQUIRED	SOURCE	STANDARD
Obstacle/ Confidence	Head Injury	Transport	Medic	ATLS + CLS + CPR
	Spine Injury	Immobilization/Transport	Medic	
	Environmental Injury	Cooling/Warming/Fluids	CLS	
	Near Drowning	Cardio-Pulmonary Resuscitation (CPR)	CLS + CPR	
	Extremity Trauma	Bandages/Splints/Fluids	CLS	
	Lacerations	Bandages/Fluids	CLS	
	Blunt Trauma	Fluids	CLS	
Combatives	Penetrating Trauma	Bandages/Fluids	CLS	ATLS + CLS
	Extremity Trauma	Bandages/Splints/Fluids	CLS	
	Lacerations	Bandages/Fluids	CLS	
	Head Injury	Transport	Medic	
	Spine Injury	Immobilization/Transport	Medic	
	Eye Injury	Protection	PA	
Survival, Evasion, Resistance, and Escape	Environmental Injury	Cooling/Warming/Fluids	CLS	ATLS + CLS
	Extremity Trauma	Bandages/Splints/Fluids	CLS	
UNSPECIFIED TRAINING				
	Blunt Trauma	Fluids	CLS	
	Crush Injury	Bandages/Splint/Fluids	CLS	
	Extremity Trauma	Bandages/Splints/Fluids	CLS	
	Lacerations	Bandages/Fluids	CLS	
	Head Injury	Transport	Medic	
	Spine Injury	Immobilization/Transport	Medic	
	Burn	Fluids	CLS	
	Environmental Injury	Cooling/Warming/Fluids	CLS	
	Eye Injury	Protection	PA	
	Near Drowning	CPR	CLS + CPR	
	Inhalation	Removal	PA	
	Friction Burn	Bandages	PA	
	Burn	Fluids	CLS	
	Decompression Illness	Chamber	Director of Health Services	

Appendix N

Military Occupational Specialty Retraining/Reclassification Procedures

N-1. Retraining POC. TRADOC service schools and major subordinate commands will establish a central POC with delegated staff authority for matters pertaining to IET retraining. Provide the name, office symbol, and telephone extension of the POC to Commander, TRADOC, ATOM-O, 11 Bernard Road, Fort Monroe, VA 23651-1001. This is also the office to address questions or comments pertaining to this policy.

N-2. Battalion commander options. When an IET soldier is given all remedial training opportunities, and ultimately fails the first attempt at a MOS-producing school or course, the training unit battalion commander has 2 working days to decide on the disposition of the soldier.

a. The battalion commander, based upon input received from cadre familiar with the soldier's reason for failure, can consider the soldier for a new start in another company or battalion.

b. If qualified, consider the soldier for retraining in another available MOS, or recommend the soldier for separation.

c. When RC soldiers are not granted a second training opportunity, coordination with the RC liaison NCO is required, to present additional evidence on behalf of the soldier to the battalion commander. The battalion commander will consider the liaison's input before making a final decision.

N-3. Procedures.

a. Initial Entry Training soldiers offered a second training opportunity are sent to the Personnel Service Center (PSC) with all documents relative to their reclassification. The PSC has access to the "TS" display on ATRRS, which is used to reclassify IET individuals.

(1) The ATRRS operator will bring up the IET soldier's MOS selection "TS" display in ATRRS. The "TS" display is reviewed and updated to include the reason code for reclassification. This establishes the IET soldier's current qualifications and status in ATRRS. A list is printed providing MOS the IET soldier is qualified to select.

(2) Using the "RETAVAL" report available in the reports generator section of ATRRS, the ATRRS operator can enter the social security numbers for up to ten different individuals. ATRRS will print out a listing of the training available for each individual, based on their qualifications and the available classes scheduled in ATRRS over the next 4 weeks. The IET soldier may use this listing to select a new MOS. If the IET soldier is qualified, and a training seat is available, the MOS is reserved. When the reservation is made, a message is provided to the PSC, which is their authority to publish orders.

b. The PSC will reclassify the IET soldier within 48 hours. To save transportation costs and reduce stress on the soldier, make reasonable attempts to match the soldier to a MOS taught at the assigned location.

d. In the case of a RC soldier, the RC Liaison NCO will seek a MOS based on a unit vacancy. If an ARNG accession module does not contain predetermined second and third choices based on unit needs, the ARNG unit and ARNG liaison NCO at the training location will make resolution. Similar coordination is performed for USAR personnel.

e. If ATRRS is nonoperational, manual processing will not result in the forfeiture of any of the above-mentioned efforts. Accomplish the reclassification process within 5 working days.

f. In the event another training opportunity is not offered or available, the commander with separation authority will counsel the soldier and consider separation actions IAW [AR 635-200](#), chapter 2, section II.

g. In all cases where reclassification involves a move from one TRADOC service school and/or major subordinate command to another, each reclassifier will ensure the soldier's file/packet includes a memorandum of introduction. The memorandum will verify the training battalion commander has evaluated the soldier as being satisfactory, and the reclassification decision was not the result of any "automatic" process. The soldier will also acknowledge their understanding that a second training failure will result in a nonwaiverable separation from service. The training battalion commander or authorized representative will sign the memorandum.

Appendix O

Individual Ready Reserve (IRR) Mobilization Training Strategy

O-1. Recall process. Training Base Expansion does not occur until partial mobilization is declared, at which time IRRs are involuntarily recalled to active duty. Individual Ready Reserve personnel recalled to active duty will report to a designated USATC for in-processing and common task training. Individual Ready Reserves will then receive MOS-specific refresher training, as required, and proponent certification at either the USATC site, or will transship to another MOS proponent school for refresher training and proponent certification.

a. A RECBN, at one of seven mobilization USATC sites, will in-process IRR soldiers back into the active Army. The projected number of IRRs, being recalled to active duty for the particular operation, determines the number of USATC sites used. This RECBN process is established at 3 days and should follow guidelines in [AR 612-201](#), chapter 2.

b. Following RECBN in-processing, all IRR soldiers will receive 7 days of CTT refresher training, using the established mobilization program of instruction (MOBPOI) (071-CTT-REFR (MOB)), with all tasks performed to standard. A copy of this POI is found at [IET on 192.153.150.25](#) (under folder "7 DAY CTT," then "7 DAY POI," to "CTT 7 DAY POI").

c. Individual Ready Reserve personnel are prior service, and already possess the MOS for which they are recalled to active duty. Upon arrival at the proponent school, a diagnostic test is given to each IRR, to determine level of proficiency, based on the critical skills defined in the

proponent-designed 2-week rapid train-up IRR MOBPOIs for the particular MOS. Refresher training is conducted for only those tasks for which the IRR is deficient. Individual Ready Reserves will not deploy until the training proponent certifies MOS proficiency in all critical tasks. Therefore, IRRs are in the training base for as little as 1 day, or up to, and beyond, 2 weeks. Figure O-1 depicts the IRR mobilization training strategy.

d. As prior service soldiers, IRRs are not subject to IET policies and procedures, unless housed or trained in an IET area. Individual Ready Reserve soldiers are on TDY orders, from departure of home of record, through completion of MOS refresher training. Physical fitness training should begin upon arrival of the IRR, and continue throughout training.

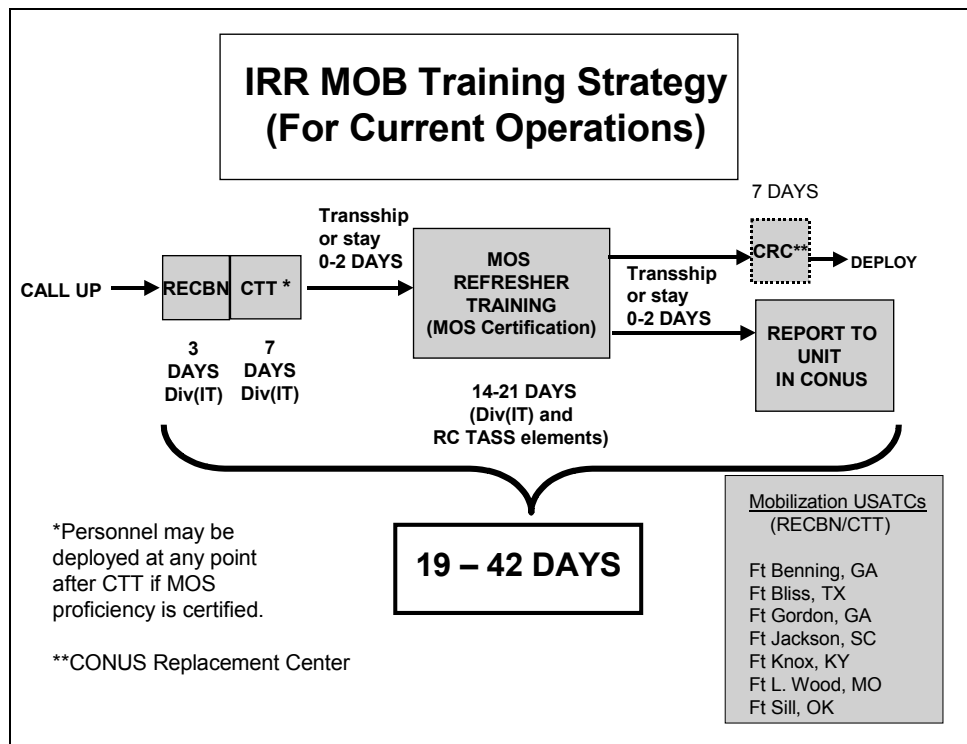


Figure O-1. IRR MOB training strategy

O-2. Additional sources of information.

a. Annex T (Training) to TRADOC Operations and Planning Mobilization and Execution System (TMOPES). DCSOPS&T (TOMA) is proponent for this Annex, which includes the detailed information included in paragraph O-1 above, plus additional guidance on training base augmentation, planning assumptions, concept of operations, and training support. This document is found on Army Knowledge Online.

b. [TRADOC Reg 350-70, chapter VI-6](#). This regulation contains mobilization training design requirements.

c. Personnel Policy Guidance (PPG). HQDA publishes PPGs for contingency operations. The PPG, which is a living document, provides information on individual augmentation, from orders and funding, through redeployment and demobilization. Personnel Policy Guidance is found on the HQDA Deputy Chief of Staff G-1 homepage (<http://www.odcsper.army.mil/default.asp?pageid=15f>).

Glossary

Section I Abbreviations

AAR	After Action Review
AC	Active Component
AI	assistant instructor
AIEP	Army Ideas for Excellence Program
AIMS-PC	Automated Instructional Management System-Personal Computer
AIT	Advanced Individual Training
APFT	Army Physical Fitness Test
AR	Army regulation
ARNG	Army National Guard
ATC	Army training center
ATLS	Advanced Trauma Life Support
ATRRS	Army Training Requirements and Resources System
ATSC	Army Training Support Center
AC	Active Component
BCT	Basic Combat Training
BDU	Battle Dress Uniform
BOBC	Branch Officer Basic Course
CAD	course administrative data
CID	Criminal Investigative Division
CLS	Combat Lifesaver
COB	close of business
COC	Confidence Obstacle Course
CONUSA	Continental United States Army
CPR	cardio-pulmonary resuscitation
CQ	Charge of Quarters
CSM	Command Sergeant Major
CTC	Cadre Training Course
CTT	common task test
DA	Department of the Army
DCG-IET	Deputy Commanding General-Initial Entry Training
DCSOPS&T	Deputy Chief of Staff for Operations and Training
DFAC	dining facility
DHS	Director of Health Services
DLIELC	Defense Language Institute, English Language Center

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DLIFLC	Defense Language Institute, Foreign Language Center
DOD	Department of Defense
DODMERB	Department of Defense Medical Examination Review Board
DSS	Drill Sergeant School
ECL	English Comprehension Level
ELT	English Language Training
EO	equal opportunity
EOA	Equal Opportunity Advisor
EPTS	Existed Prior to Service
ESD	Enlisted Standards Division
ESL	English as a Second Language
F	Fahrenheit
FM	field manual
FTU	Fitness Training Unit
FTX	field training exercise
GTA	graphic training aid
HHC	Headquarters and Headquarters Company
HQ	Headquarters
HQDA	Headquarters, Department of the Army
HRAP	Hometown Recruiter Assistance Program
HSDG	high school diploma graduate
IAW	in accordance with
ICW	in coordination with
IET	Initial Entry Training
IG	Inspector General
IRR	Individual Ready Reserve
ISCTC	Installation Staff Contractor's Training Course
ITP	individual training plan
ITR	individual training record
LAFB	Lackland Air Force Base
LDRSHIP	Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage
LO	liaison officer
MEB	Medical Evaluation Board
MED	medical
MEDCOM	U.S. Army Medical Command
MEPCOM	Military Entrance Processing Command
MEDEVAC	medical evacuation
MOBPOI	mobilization program of instruction
MOPP	mission-oriented protective posture
MOS	military occupational specialty
MOSQ	military occupational specialty qualified
MRD	mandatory release date
MRE	meal, ready to eat
MTF	Medical Treatment Facility
NBC	nuclear, biological, and chemical

NCO	noncommissioned officer
NGB	National Guard Bureau
NGR	National Guard Regulation
NLT	not later than
NSN	national stock number
OBC	Officer Basic Course
OJT	on-the-job training
OPI	Oral Proficiency Interview
OPREP	operations report(ing)
OSUT	One Station Unit Training
PA	Physicians' Assistant
PCC	Precommand Course
PCU	Physical Conditioning Unit
PERSCOM	U.S. Total Army Personnel Command
PFT	physical fitness training
PFU	physical fitness uniform
POC	point of contact
POI	program of instruction
POL	petroleum, oil, or lubricants
POSH	prevention of sexual harassment
POV	privately owned vehicle
PPG	Personnel Policy Guidance
PSC	Personnel Service Center
PT	physical training
PTRP	Physical Training Rehabilitation Program
PULHES	Physical capacity or stamina, Upper extremities, Lower extremities, Hearing and ear, Eyes, Psychiatric
PX	Post Exchange
RC	Reserve Component
RECBN	reception battalion
RHU	Retraining and Holding Units
RW	reception week
SCI	sensitive compartmented information
SCTC	Support Cadre Training Course
SEP	Student Evaluation Plan
SF	Standard Form
SJA	Staff Judge Advocate
SMCT	Soldier's Manual of Common Tasks
SME	subject matter expert
SOP	Standard Operating Procedures
SQI	skill qualification identifier
SSN	social security number
STO	split training option
TB	technical bulletin
TDY	temporary duty
TMC	Temporary Medical Center

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TOMA	Training Operations Management Activity
TRADOC	U.S. Army Training and Doctrine Command
TRAS	Training Requirements Analysis System
TSP	Training Support Package
TSAG	The State Adjutant General
UCMJ	Uniform Code of Military Justice
UMT	Unit Ministry Team
USAAC	U.S. Army Accessions Command
USACCF	U.S. Army Central Personnel Security Clearance Facility
USAE	U.S. Army Element
USAR	United States Army Reserve
USARC	U.S. Army Reserve Command
USAREC	U.S. Army Recruiting Command
USATC	U.S. Army Training Center
WBG	wet bulb globe temperature

Section II

Terms

Active Component

Members and units of the Active Army.

Advanced Individual Training

Training given to enlisted personnel, after completion of Basic Combat Training, to qualify for the award of an MOS.

Army National Guard

The Army portion of the organized militia of all states, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia, whose units and members are federally recognized.

Army Physical Fitness Test

A three-event test designed to measure the basic component of fitness and evaluate soldiers' ability to perform physical tasks.

Basic Combat Training

Training in basic military subjects and fundamentals of basic combat skills, common to all newly enlisted active Army and Reserve Component personnel without prior service.

Basic Rifle Marksmanship

A program designed to develop the shooting proficiency of new soldiers. Basic operations and maintenance requirements are taught, and soldiers then progress through dry fire, live fire, feedback, advanced skills, and qualification.

buddy team

A team of two or three soldiers in the same platoon. Buddy teams are essential elements of soldierization as soldiers begin the development of teamwork and team spirit.

cadre

All military or civilian personnel that command, supervise, instruct, train, or directly support IET soldiers.

cadre training

The training of IET unit cadre and support personnel that have major roles in creating and maintaining a positive IET environment that assists with the transition from civilian to soldier. Initial Entry Training cadre and support personnel are trained IAW the guidelines outlined in paragraph 3-2 and appendix B, above.

Cadre Training Course

A mandatory course presented to IET company officers, first sergeants, brigade, and battalion staff to familiarize them with the IET environment, organization, policies and procedures, leadership, training, evaluation, performance management, and administration. Other IET permanent party officers and NCO may attend on a space-available basis.

constructive credit

Training credit granted to an entire class or an individual for a missed training event due to extraordinary circumstances. Use this credit selectively, and grant only in those cases where there is a clear demonstration that the soldier(s) meet or exceed the IET graduation standards. Constructive credit authority resides at the TRADOC ATC or TRADOC service school or major subordinate command; delegate no lower than IET brigade commander level. For those training sites located at non-TRADOC organizations, this authority will reside with the first general officer in that school's chain-of-command.

drill sergeant

A noncommissioned officer that has successfully completed the prescribed instruction in a U.S. Army drill sergeant school, been awarded the "X" SQI, and is qualified to train and supervise IET soldiers.

entry-level separation

Separation from the Army of an enlisted soldier that has completed no more than 180 days of creditable continuous active duty or initial active duty for training, or no more than 90 days of Phase II under a STO.

fire-safe barrier

A barrier that meets the fire, smoke resistance, and means of egress requirements of the latest National Fire Protection Association Standard 101, Life Safety Code; and/or applicable requirements of the latest [MIL-HDBK 1008](#). The local authority having jurisdiction, normally the fire chief, determines the suitability of a barrier meeting standards for a "fire-safe barrier."

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hold

Any trainee in an "inactive status," defined as a trainee not currently progressing toward completion of skill training. Any trainee in an "inactive status" is reported via the ATRRS with a hold (H) status code and the appropriate reason code listed in Verification Table 09 in ATRRS.

inactive soldier

Any soldier out of training for more than 3 days and remaining in the training unit for remedial training or administrative action (e.g., school start, port call, security clearance, etc.).

individual training record

The form (DA Form 5286-R) used to record the training received and standards achieved by the soldier.

Initial Entry Training

Training presented to new enlistees with no prior military service. It is designed to produce disciplined, motivated, physically fit soldiers ready to take their place in the Army in the field. This training includes BCT, OSUT, AIT, DLIFLC, and pre-basic training courses (FTU, DLIELC-ESL).

mandatory release date

A predetermined release date that is part of the Reserve Component enlistment contract. The date is established at the home station to allow students and seasonal employees to enter and complete BCT during IET.

mandated/directed training

Training mandated by DA and directed by HQ TRADOC for inclusion in IET.

military occupational specialty qualified

An IET soldier is considered MOS qualified upon successful completion of all BCT and AIT/OSUT requirements. The MOS qualified soldier can perform to standard the institutionally taught critical Skill Level 1 tasks identified by the MOS proponent. The soldier also demonstrates a willingness to live by the Army's core values (LDRSHIP), and has the ability to work effectively as a team member. Finally, the MOS qualified soldier is prepared to immediately contribute to the successful accomplishment of their unit's mission, and can survive and operate effectively in a tactical environment.

New Start

The reassignment of an IET soldier to another company or battalion in a later cycle to provide the soldier the opportunity to make up training missed, due to emergency leave or hospitalization, or to achieve performance standards not attained in the first training unit.

One Station Unit Training

Initial Entry Training conducted at one location, in one unit, under the same cadre, with a POI tailored to a specific MOS.

phased training

The division of IET into separate phases of training. Each phase has short-term goals for the soldier and the unit, with incentives to attain the goals.

reclassified soldiers

Graduates of IET in the ranks of private through sergeant first class that have been selected for training in a different MOS due to reclassification or reenlistment actions. The soldier is assigned to an AIT or OSUT unit to take Skill Level 1 training.

remedial training

Additional training given to soldiers enabling them to attain training standards and remain in cycle, rather than receive new starts.

Reserve Components

Members and units of the Army National Guard and U.S. Army Reserve.

soldierization

The tough, comprehensive process that transforms volunteers into soldiers. It results from the total immersion in a positive environment active, involved leadership establishes. This environment sets high standards, provides positive role models, and uses every training opportunity to reinforce basic soldier skills.

total control

Continuous cadre supervision; IET soldiers restricted to company area; no free time other than 1 hour of personal time per day.

trainee

All personnel undergoing Initial Entry Training (BCT, AIT, or OSUT). Also included are those in-processing at the reception station, awaiting training in FTUs, receiving English or foreign language training, and/or those that have completed training and remain in a holdover status. For purposes of this regulation, trainee also includes prior service soldiers, soldiers undergoing reclassification training, and personnel from other services undergoing IET at TRADOC service schools and major subordinate commands

trainee abuse

Trainee abuse is any improper or unlawful physical, verbal, or sexual act against a trainee (however, this definition does not include acts involving a trainee against a trainee). Examples might include assault, extreme physical training not IAW a POI, extreme profanity, sodomy, rape, sexual harassment, extortion of money, or any personal relationship that is not required by the training mission. A trainee's consent to the act in no way affects this definition. In accordance with this regulation, only a commander can determine that trainee abuse has occurred.

Training Requirements Analysis System (TRAS)

The purpose of TRAS is to ensure that students, instructors, facilities, ammunition, equipment, and funds are all at the right place and time to implement directed training. The TRAS is a

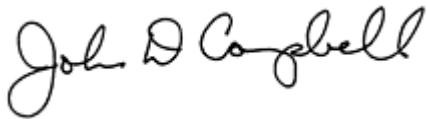
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management system that provides for the documentation of training and resource requirements in time to inject them into resource acquisition systems. TRAS documents include the ITP, CAD, and POI.

FOR THE COMMANDER:

OFFICIAL:

ANTHONY R. JONES
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

A handwritten signature in black ink, reading "John D. Campbell". The signature is written in a cursive, flowing style with a large initial 'J' and 'C'.

JOHN D. CAMPBELL
Acting Chief Information Officer