Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Eustis, Virginia 23604-5700

***TRADOC Regulation 350-6**

18 December 2015

Training

ENLISTED INITIAL ENTRY TRAINING POLICIES AND ADMINISTRATION

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History. This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

Summary. This United States (U.S.) Army Training and Doctrine Command (TRADOC) Regulation 350-6 prescribes policies and procedures for the conduct of enlisted initial entry training (IET).

Applicability. This regulation applies to all active Army, United States Army Reserve, and Army National Guard enlisted IET conducted at both TRADOC and Non-TRADOC service schools, Army training centers, and other training activities under the control of Headquarters (HQ), TRADOC and to all personnel, military and civilian, under the control of HQ TRADOC, to include Army elements stationed within Interservice Training Review Organizations (ITRO) for AIT, who interact with Soldiers undergoing IET conducted on an installation, the commander of which is subordinate to, and within the supervisory chain of the Commanding General, TRADOC. Paragraph 2-5 of this regulation prescribes punitive actions and violations that may subject offenders to judicial or non-judicial punishment under Article 92 of the Uniform Code of Military Justice. This regulation applies only to TRADOC personnel. TRADOC subordinate commanders who are also installation commanders should issue local regulations or incorporate into pre-existing local regulations, the appropriate punitive provisions of TRADOC Regulation 350-6 as effective on their installations to protect trainees and preserve good order and discipline.

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*This regulation supersedes TRADOC Regulation 350-6, dated 25 September 2015.

Proponent and exception authority. The proponent of this regulation is the TRADOC Deputy Commanding General–Initial Military Training (DCG-IMT) (ATMT), 210 Dillon Circle, Fort Eustis, VA 23604-5701. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent.

Army management control process. This regulation contains management control provisions in accordance with Army Regulation (AR) 11-2, but it does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms is prohibited without prior approval from the TRADOC DCG-IMT (ATMT), 210 Dillon Circle, Fort Eustis, VA 23604-5701.

Suggested improvements. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the TRADOC USACIMT (ATMT), 210 Dillon Circle, Fort Eustis, VA 23604-5701. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Distribution. This publication is available only on the TRADOC Homepage at http://www.tradoc.army.mil/tpubs/.

Summary of Change

TRADOC Regulation 350-6
Enlisted Initial Entry Training Policies and Administration

This rapid action revision, dated 18 December 2015-

o Renumbers paragraph 2-2b(5) to paragraph 2-2b(6).

o Adds new paragraph 2-2b(5) as follows: "Complete the Army Traffic Safety Training Program in accordance with AR 385-10, paragraph 11-7a (Introductory Training Course I)."

o Adds guidance to passes on/off post during phase III of Basic Combat Training, paragraph 4-5b(6)(c) and Table 4-1.

o Updates Chapter 4, paragraph 4-9, Soldiers held for security clearance and Table 4-3.

o Changes table reference in the last sentence in paragraph 5-23e from “Table 3-1” to “Table 5-2.”

o Renames Table 5-2 from “Reinforcement training” to “Mandated/Reinforcement training.”

o Adds the “Army Traffic Safety Training Program” as a “Once during AIT/OSUT” requirement to Table 5-2.

o Adds Table H-1, Medical support matrix to high-risk training.

o Adds Appendix N, Naturalization of Non-Citizen Soldiers during Basic Combat Training.

This major revision, dated 25 September 2015-

o Rearranges chapters for a better flow.

o Changes applicability to read “This regulation applies to all active Army, United States Army Reserve, and Army National Guard Enlisted Initial Entry Training conducted at both United States Army Training and Doctrine Command and Non-United States Army Training and Doctrine Command service schools”.

o Adds administrative corrections and changes throughout the regulation.

o Removes Combat Lifesaver requirements and adds First Aid requirements (para 2-1).

o Updates privileges table 4-1.

o Adds requirement to sign Department of Defense Instructions 1304 acknowledgement, Department of Defense Form 2982 and Department of Defense Form 2983 for appropriate behavior (annotate on individual counseling if form is not available) and maintain in the individual records, (para 2-5e(1)).

o Adds Initial Entry Training Hold management (para 4-7).

o Updates Table 4-3.

o Updates tattoo policy (para 2-8).

o Removes requirement to conduct a Field Training Exercise in Advanced Individual Training (para 5-17(b)(4)).

o Clarifies guidance on providing separate and secure environments for trainees (para 3-1).

o Adds “We Care App” (para 3-1d(7)).

o Adds battle buddy requirements (para 3-2b(2)) and (para 3-2b(7)).

o Implements Sexual Harassment / Assault Response and Prevention training requirements and procedures (para 3-3a).

o Adds requirement to assign victim advocate at the company level (para 3-3c(1)).

o Adds gender specific mentorship topics (para 3-3c(4)).

o Replaces “Composite risk management” with “Risk management” (para 3-4).

o Adds guidance on sufficient sleep (chap 3-19).

o Updates Prior Service in Initial Entry Training (chap 4-13).

o Changes reinforcement requirements in Advanced Individual Training (Table 5-2).

o Adds Basic Combat Training fill requirement (para 5-3a).

o Adds Personal Financial Management Training and Table 5-2 for Advanced Individual Training (para 5-16).

o Adds Army Career Tracker (Sponsorship), (para 4-19)

o Removes requirement to re-qualify with individual weapon in Advanced Individual Training.

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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 Initial Entry Training (IET). IET is a sub-set of the TRADOC Core Function - Initial Military Training – identified in TRADOC Regulation 10-5, U.S. Army Training and Doctrine Command Functions and Organizations. IET consists of basic combat training (BCT), one station unit training (OSUT), Advanced Individual Training (AIT), and any other formal enlisted Army accomplished within the IET environment training received to include Army elements stationed within Interservice Training Review Organizations (ITRO) for AIT, prior to the awarding of an initial Military Occupational Specialty (MOS) (for example, English language training (ELT)). The regulation supports the design, development, and execution of all IET programs of instruction (POIs), as well as AIT for MOS training for prior service enlisted Soldiers and Noncommissioned Officers (NCOs). The regulation identifies prohibited practices, which are punitive in nature and may subject the offender to disciplinary action.

1-2. References
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. Initial Military Training (IMT) Mission/Vision/Endstate
- Mission: Lead the synchronization and management of initial military training and education to transform civilian volunteers into Soldiers who are able to contribute upon arrival at their first unit of assignment.

- Vision: The Army Profession starts here - by preparing, training, and educating civilian volunteers, and transforming them into Soldiers, who are Competent in the military skills, individuals of Character, and are committed to serving our Nation.

- End State: Provide the Army with Soldiers of Character who are competent and committed to serving our Nation honorably.

a. The Center for the Army Profession and Ethic (CAPE) under the US Army Combined Arms Center (CAC) published Army Doctrine Reference Publication (ADRP) 1, *The Army Profession* on 14 June 2015. http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/adrp1.pdf .
The document describes an Army Professional as "a member of the Army Profession who meets the Army's certification criteria of competence, character, and commitment. Uniformed and civilian, an Army professional is an expert certified within the profession and bonded with comrades in a shared identity and culture of sacrifice and service to the Nation. An Army professional is one who acts as a steward of the Army Profession while adhering to the highest standards of the Army's Ethic." ADRP 1 also published a diagram that illustrated the Army Professional certification process. Figure 1-1 below.

b. Leveraging this framework, initial military training encompasses the period on the Army Professional Certification continuum associated with the "aspiring professional." In that capacity, IMT serves as the foundation on which all Soldier and leader training and education is built and serves as the "front door" to the U.S. Army. It supports the Army Professional Certification continuum and begins when a person voluntarily enters the Army and ends when they are certified to serve as a professional Soldier.

Reference: ADRP 1, *The Army Profession*

Figure 1-1. Professional Certification Process

c. Strategy.

(1) Ends. IMT is a process within the institutional domain that aligns the development of competencies (knowledge, skills, abilities, attributes) and behaviors in civilian volunteers and enables their transformation into Army military professionals. During this period, aspiring Soldiers and leaders are grounded in the values, norms and expectations of the Army profession; are prepared physically and mentally to meet the rigors of the warrior tasks and battle drills; and are trained and educated in the skills of their military occupational specialty or basic branch so they can contribute as leaders or members of a team upon arrival at their first unit of assignment. The outcome is a person who is competent, confident and capable of serving honorably as a Soldier and as a trusted member of a team, and one who has a shared professional identity with others who selflessly serve in the profession of arms.

(2) Ways. As stated in *The Army Training Strategy*, IMT provides the foundation for Soldiers to be experts in their critical combat skills and cultivates self-confidence, adaptability, physical strength, resilience, and mental agility.

(a) For enlisted Soldiers, IMT begins with training provided to delayed-entry Soldiers by recruiters or through distance learning applications prior to an individual reporting to the Military Entrance Processing Station (MEPS) and continues during BCT.

(b) Specific for enlisted Soldiers, IMT ends when the aspiring Army professional graduates from AIT or OSUT and is determined to be qualified by the branch or functional proponent to perform his/her MOS skills.

(3) Means. Central to implementing the IMT process is the need for collaboration, consultation, and cooperation by all leaders within the institutional domain, recruiting, TRADOC Headquarters (HQ), the Army, and units who receive the newly certified Soldiers.

(a) Senior-level oversight of training-related issues is an integral element of the TRADOC mission. TR 10-5 designates the Deputy Commanding General for Initial Military Training (DCG-IMT) as TRADOC's core function lead for initial military training and the principal representative for the CG for supervision, management, and oversight of policy and resource prioritization on all matters pertaining to IMT.

(b) The Training Operations Management Activity (TOMA) reports to the TRADOC G3/5/7 and is responsible for validating and integrating TRADOC course and resource requirements into the Structure Manning Decision review (SMDR) and Army Program for Individual Training (ARPRINT) development. TOMA also provides oversight of Training Resource Arbitration Panel (TRAP) actions and course mission/resource adjustments, and coordinates Reserve Component training base augmentation (108th TC (IET)), training ammunition management, and Inter-Service Training Review Organization (ITRO).

(c) The DCG-IMT is dual-hatted and also serves as the CG, Center for Initial Military Training (CIMT). The CG, CIMT synchronizes efforts across Centers of Excellence (CoEs) but does not direct priorities of work, management of allotted resources or how a mission is to be accomplished. The CoE CG must integrate all efforts in support of multiple core functions directed by different core function leads that operate under various Army management and resourcing processes. This requires vigilance in managing internal CoE resources and work priorities to accomplish missions, weighing priorities, and taking prudent risks when necessary. The CoE CG is accountable for ensuring missions are accomplished and integrated.

(d) The CGs for the CoEs serve as the Army's experts within their respective areas (maneuver, aviation, fires, intelligence, maneuver support, mission command, cyber, and sustainment) and execute TRADOC core functions in support of that area, to include training, doctrine, and capability requirements.

(e) The branch proponent is the school commandant and chief of the designated-branch and is responsible for executing training, leader development and education and manages personnel proponent requirements. Commandants provide command and control for one or more training brigades and ensure the school maintains the highest standards for instructor certification, school accreditation, development and sustainment of courseware, and proper use of Army school system personnel and facilities. Commandants ensure the operational relevance of curricula through the inclusion of lessons learned and realistic scenarios that reflect the operational environment.

(f) The 108th Training Command provides trained and ready drill sergeants, instructors, leader-trainers, and command and control expertise to the Active Army and TRADOC. The 108th TC (IET) is OPCON to TRADOC and supports CIMT by augmenting the Training Brigades with drill sergeants (male/female), by supporting BCT/OSUT Echo Company requirements and by providing Reception Battalion support. The US Army Reserve and 108th TC (IET) also provide resources that support the US Army Drill Sergeant School located at Fort Jackson, SC as well as specified mission requirements such as Task Force Marshall.

(g) Ultimately, the responsibility for training, educating and development of civilian volunteers into Army military professionals is assigned to IMT unit leaders; this includes BCT, AIT, and OSUT.

(h) In addition, leaders within the US Army Recruiting Command (USAREC) have preparatory responsibilities that support the IMT process.

(i) In order to assist the DCG-IMT execute core function lead responsibilities, CIMT manages, synchronizes, and oversees entry-level military training, education, and resource prioritization so Initial Military Training units can transform civilian volunteers into Soldiers who are able to contribute as leaders or members of a team upon arrival at their first unit of assignment.

(j) In keeping with mission command doctrine, the staff aids supports the CG CIMT in exercising sufficient control to achieve desired effects while allowing subordinate matrix-organizations maximum freedom of action to accomplish assigned tasks.

(k) The staff supports decision making by:

(1) Collecting and analyzing information, assessing relevancy and effectiveness of the training provided to Soldiers and leaders, ensuring a safe and secure environment exists for Soldiers to live and learn, and recommending priorities on how best to use limited resources.

(2) Assisting, coordinating with, and supporting supported organization’s efforts by promulgating TRADOC and Headquarters, Department of the Army (HQDA) policy and guidance, monitoring course quotas, managing production throughput, and ensuring subordinate issues, requirements and priorities are adequately addressed by TRADOC and the Army.

(3) Facilitating coordination and dissemination of plans, doctrine, and training by working closely with the TRADOC HQs staff and external agencies as appropriate.

(4) Monitoring compliance of TRADOC and HQDA policies, procedures and regulations and ensuring consistent application is occurring across the enterprise.

(5) Enabling the professional development of IMT cadre through management of the IMT Brigade/Battalion Command Pre-Command Course (Phase II), the IMT Company Commander/First Sergeant Course, the Drill Sergeant School, the Platoon Sergeant Course, and other functional training courses.

1-5. Roles and Responsibilities

a. DCG-IMT will:

(1) Serve as Core Function Lead for Initial Military Training within TRADOC and represent the CG, TRADOC, as needed, which address the initial military training enterprise.

(2) Establish policy, guidance and instruction for conduct of initial entry training as part of the accessions enterprise.

(3) Set conditions for management, synchronization and oversight of all policies, regulations and directives governing Soldier entry training and consistent application across the IMT enterprise.

(4) Serve as the TRADOC BCT proponent.

(5) Serve as the proponent and exception authority for TRADOC Regulation 350-6.

(6) Manage, synchronize and oversee all TRADOC, HQDA and Department of Defense (DOD) policies, regulations and directives governing Soldier entry training and ensure consistent application across the IMT enterprise.

(7) Assist, coordinate with, and support supported organization's efforts by monitoring course quotas and production throughput, and ensuring subordinate issues, requirements and priorities are adequately addressed by TRADOC and the Army.

(8) Facilitate coordination and dissemination of plans, doctrine, and training by working closely with the TRADOC HQs staff and external agencies as appropriate.

(9) Supervise and conduct the following leader training within TRADOC: IMT Brigade/Battalion Pre-Command Course (PCC) (Phase II), IMT Company Commander/First Sergeant Course (CCFSC), IMT Cadre Training Course (CTC), IMT Support Cadre Training Course (SCTC), Installation Staff Contractor Training Course (ISCTC), and additional functional training as directed by HQ TRADOC. Approving authority for course material submitted by the Proponent.

(10) Serve as lead for development and implementation of the Warrior Tasks and Battle Drills (WTBDs), and recommends to the CG, TRADOC updates for approval. In coordination with School proponents, approve WTBD training requirements in AIT and the Black and Gold phases of OSUT. Conduct a survey and conference every two years to assess the need for additions, modifications and deletions to approved WTBDs.

(11) Conduct quick look visits, investigations, inspections, assistance, and assessments as needed within the IMT enterprise.

(12) Participate and support COE and School accreditation efforts within TRADOC.

(13) Review all IMT and MOS-T programs of instruction for inclusion of mandated training.

(14) Approve the BCT, U.S. Army Drill Sergeant School, and AIT Platoon Sergeant Course programs of instruction (POIs).

(15) Revise TRADOC Pamphlet (TP) 600-4, (Blue Book) as necessary, in coordination with all TRADOC branch proponents and provide a copy to the Army Training Support Center (ATSC) (ATIC-DCO), Building 1726, Fort Eustis, VA 23604 for publication and distribution annually.

(16) Support and facilitate AIT/OSUT Soldier sponsorship for respective gaining commands.

(17) Ensure orientation and administration processing for Exceptional Family Members Program (EFMP) are conducted.

(18) Ensure EFMP briefs are conducted during in-processing for AIT Soldiers (see Army Regulation (AR) 612-201, table 3-6), http://armypubs.army.mil/epubs/pdf/r612_201.pdf and in week 10 of OSUT.

b. Commanding General, United State Army Center for Initial Military Training (USACIMT) will:

(1) Collect and analyze accessions information, assess relevancy and effectiveness of the training provided to Soldiers and leaders, ensure a safe and secure environment exists for Soldiers to live, work and learn, and recommend priorities to TRADOC and CoE Commanders on how best to use limited resources.

(2) Conduct and oversee pilots and surveys within the IMT enterprise.

(3) Conduct research and experimentation analysis to improve performance in IMT.

(4) Track and assess equipment fielding and individual equipment requirements in IMT in coordination with HQ TRADOC.

(5) Coordinate IMT training facilities and barracks funding strategies and policies, priorities, and implementing instructions with HQ TRADOC. Review and approve infrastructure requirements necessary to support training outlined in POIs (for example, ranges, classrooms, training aids, devices, simulators, and simulations).

(6) Conduct conferences and video teleconferences as required, in the execution of management, compliance and oversight responsibilities.

(7) Conduct and host an annual commandant’s forum to identify challenges, share best practices, and consider adaptations to TRADOC IMT.

(8) Conduct and host an IET brigade commander/command sergeant major (CSM) forum annually.

(9) Chair a quarterly VTC with IMT Commanders and leaders focused on sharing best practices that supports the Army's Ready and Resilience campaign plan.

c. Commandants, TRADOC branch schools will:

(1) Develop and provide training support package (TSP) and Training Requirements Analysis System (TRAS) documentation, (Individual Training Plans (ITP) POIs, Course Administrative Data (CAD), lesson plans, and other instructional material, as required, in accordance with TRADOC Regulation (TR) 350-70. Proponents for OSUT will integrate BCT core training into their OSUT POIs.

(2) Establish and maintain a working relationship through visits, conferences, VTCs, and correspondence with Army Training Center (ATC) commanders, commandants, and training division commanders conducting training in courses for which they are the designated proponent.

(3) Manage the quality assurance program in accordance with TR 350-70 to evaluate the training program effectiveness for which they are proponents. 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) Manage 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.

(5) Identify and approve POI infrastructure requirements and submit to TRADOC Deputy Chief of Staff (DCS) G-3/5/7 (Plans, Operations, and Training), Training Operations Management Agency (TOMA) for validation.

(6) Establish a resilience program for cadre in the IET environment. A drill sergeant (DS) and AIT platoon sergeant (PSG) resiliency program will be established in accordance with TR 350-16, http://www.tradoc.army.mil/tpubs/regs/TR350-16.pdf. This may also be used as a guide to establish cadre resilience programs.

(7) Conduct other IET programs as directed by the Commanding General, TRADOC.

(8) Ensure records (hardcopy or electronic) created and/or received in the course of doing Army business are maintained in accordance with AR 25-400-2.

(9) Ensure orientation and administration processing for EFMP are conducted, using Department of the Army (DA) Form 7415, for both enlisted and officer personnel (see AR 612-201, tables 2-2, and 3-1). http://armypubs.army.mil/epubs/pdf/r612_201.pdf

(10) Ensure EFMP briefs are conducted during in-processing for AIT Soldiers (see AR 612-201, table 3-6), and in week 10 of OSUT.

(11) Ensure all IMT Soldiers are briefed on the EFMP prior to their departure to their first duty station.

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

(1) Ensure designated courses are taught in accordance with approved POI and training materials developed by the proponent. This includes application of IET training strategy and methods outlined in TR 350-70 and this regulation.

(2) Assist service schools and other course proponents in the design and development of courses taught in the ATC in accordance with TR 350-70.

(3) Provide feedback and make recommendations to change training content, such as methods of instruction and sequencing.

(4) Continually evaluate training effectiveness, enforce training standards, and ensure continual certification of training cadre.

(5) Ensure cadre and support personnel attend the appropriate training courses in accordance with paragraph 3-2 and table B-1 of this regulation.

(6) Maintain a list, by position, of who must attend SCTC and ISCTC and submit to proponent at Leader Development Division (ATZJ-PCC), Building 3300 Magruder Ave, Fort Jackson, SC 29207-5000.

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

(8) “Submit serious incident reports in accordance with AR 190-45 http://armypubs.army.mil/epubs/pdf/r190_45.pdf and OPREPs in accordance with TR 1-8 http://www.tradoc.army.mil/tpubs/regs/TR1-8.pdf to TRADOC DCS, G-3/5/7, and Current Operations (G-33), Emergency Operation Center (ATTG-OPA-E). Reporting procedures outlined in TR 1-8 do not replace the reporting procedures as outlined in AR 190-45. Parallel reports are often required due to separate reporting channels."

(9) Ensure TRADOC Form 350-6-2-R-E (Soldier Assessment Report (Initial Entry Training Soldiers)) is completed during each phase of training and included in the Soldier’s training packet upon graduation. Ensure that cadre solicit and attend to Soldier responses for Section I, "Family and Financial Status" and "Health Issues," and Section II “Training Outcomes” for indications of need for help; and make appropriate consultations or referrals to the chain of command, the Chaplain, Behavioral Health professionals, and/or to Army Community Service, as indicated. A sample Soldier Assessment Report is located in this regulation.

e. Commandant, U.S. Army Infantry School (in regard to BCT, OSUT, and AIT) will-

(1) Design the education and training for those infantry warrior tasks selected for training in BCT.

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

f. Commander, Defense Language Institute English Language Center (DLIELC), English as a second language (ESL) course will adhere to TRADOC policies in appendix C when training pre-BCT/OSUT Soldiers.

g. Commander, Defense Language Institute Foreign Language Center (DLIFLC) will adhere to the policies outlined in appendix D.

1-6. Initial Entry Training (IET) Focus

Transform civilian volunteers into trusted Army Professionals capable of winning in a complex world. This is accomplished by:

a. Inculcating newly accessed Soldiers an understanding and commitment to the Army Values, moral-ethical conduct and the Professional of Arms.

b. Assessing, developing and sustaining individual holistic health and fitness with the goal to minimize risk of injury, enhance performance and build capability to physically perform required Soldier and occupational skills.

c. Employing a learner-focused approach to training that focuses on adaptability and refined problem-solving skills and results in Soldiers who are disciplined, proficient in their entry-level Warrior and military occupational specialty (MOS) skills and able to serve as a trusted member/leader of a team.

1-7. Lines of effort

a. Compliance…Standards, Accountability and Discipline. This line of effort focuses on an enduring set of principles for all Soldiers in the initial military training enterprise—standards, accountability and discipline are an inherent part of shared Values and are essential in the demonstration of character, competence and commitment as an Army Professional Soldier and Civilian.

b. Safe and Secure Environment. This line of effort focuses on an environment that promotes and respects the individual dignity of all Soldiers and Civilians—recruits and cadre alike; that is free of harassment and fear of sexual assault and where everyone knows that they are valued and protected; and where everyone truly believes and feels that they are a member of a team and that their drill sergeants, instructors, leaders, co-workers and battle buddies are constantly looking out for their well-being and ensuring that a safe and secure place exists for them to live, work, train, and learn.

c. Soldier and Cadre Reception and Integration. This line of effort focuses on accession of civilian volunteers—aspiring military professionals—into a vocation built on trust, military expertise, esprit de corps, honorable service and stewardship, and who share the same military ethic and commitment as Army professionals, past and present; and on resilient Soldiers, leaders and cadre who have the opportunity and skills to thrive personally and professionally to meet their full potential.

d. Entry Training and Physical Readiness. This line of effort focuses on foundational training for all Soldiers entering the Army—training that fosters individual toughness, battlefield skill and fighting spirit; that enables apprentice-level proficiency in their military occupational specialty and branch; and builds self-confidence, adaptability, physical strength, resilience, and mental agility resulting in Soldiers who are physically ready, grounded in Army Values, and competent in their skills so they are able to contribute as leaders or members of a team upon arrival at their first unit of assignment.

e. Cadre Selection and Certification. This line of effort focuses on the selection, training and certification of individuals who serve in sensitive positions (“positions of trust”) and IMT unit leaders. Individuals who serve in sensitive positions or “positions of trust” are drill sergeants and AIT Platoon Sergeants (AIT PSG). IMT unit leaders are Brigade/Battalion Commanders and First Sergeants, Company Commanders and First Sergeants, committee/MOS instructors and those selected to serve as Squad Leader/Instructors.

(1). Gradual introduction of Soldier privileges. To create an environment where Army standards of discipline and conduct can be clearly demonstrated and enforced, privileges associated with their previous civilian life are withdrawn upon entry in IET. These restrictions are part of an intricate process designed to teach discipline and subordination of self to a greater purpose. For the process to be complete and assure the orderly transition from IET to the operational force, it is appropriate to gradually introduce privileges, consistent with individual Soldier ability to demonstrate adherence to standards. The goal is that each Soldier demonstrates the ability and willingness to adhere to the Army’s standards by gradually restoring the privileges in a relatively controlled environment where self-motivated adherence to the standards can be rewarded and failure to adhere can be corrected. This process takes advantage of the control inherently possible within the IET environment and ensures confidence that Soldiers leaving the controlled environment will act within the Army’s standards.

(2). Continual cadre evaluation. An assessment-based strategy for all facets of the Soldier’s development involves two steps: first, develop and conduct continual evaluations; second, modify the training approach to align with a Soldier’s progress. Using this approach to Soldier transformation enhances the ability of leaders at every level to ensure Soldiers achieve the required psychological and physical standards. It also enhances our ability to appropriately challenge every Soldier during their IET experience.

(3). Cadre behavior. The primary behavioral learning method in IET is through observation requiring consistent leadership by example. The IET environment fosters learning through observation, making it critical for leaders and trainers to embrace the "do as I do" mentality.

Soldiers observe cadre constantly through specific training tasks. The cadre's proper example signifies there is only one standard; it also reinforces that all Soldiers, leaders included, are expected to maintain these standards.

1-8. IET Outcomes
The desired end-state is a Soldier: who has a shared professional identity with others who honorably and selflessly serve in the Profession of Arms; who is agile, adaptive and resilient; who is physically ready to execute required Warfighter and occupational specialty skills; and who is able to serve as a trusted member of a team in their First Unit of Assignment.

Chapter 2
Compliance…Standards, Accountability and Discipline

2-1. IET requirements
IET is conducted in five phases:

a. Phase I: Focus is on developing "character and enhanced performance" through introduction to military customs and discipline, the Army ethic and values, and physical readiness training and resiliency. To progress to phase II, Soldiers must demonstrate a level of functional fitness which will allow them to meet follow-on physical fitness requirements. Soldiers who meet Phase I requirements are authorized to wear the Army patch (Army Star Logo) on their Army Combat Uniform (ACU). All Soldiers will complete the global assessment tool and initiation of building mental resilience.

b. Phase II. Focus is on individual Soldier tasks as defined by the Warrior Tasks and Battle Drills (WTBDs). The Army has identified various basic WTBDs that all Soldiers are required to be proficient in order to succeed on the battlefield. These WTBDs cover critical skills associated with the ability to shoot, move, communicate and survive. To progress to phase III, Soldiers must demonstrate individual cognitive proficiency on the Warrior Tasks. Evaluation is conducted by an end of phase test. Upon completion of Phase II each Soldier will earn a qualification badge.

c. Phase III. This phase builds upon what was learned over the past two phases and reinforces the basic combat skills with a focus on teamwork and discipline. Soldiers who achieve phase III requirements, meet the requirements to graduate from BCT. Evaluation is conducted by end of cycle test and by completing the Army physical fitness test (APFT) by scoring at least 50 points in each event. After meeting all BCT graduation requirements, Soldiers are authorized to wear the Army Black Beret as a Rite of Passage.

d. Phase IV. This phase is the first segment of comprehensive MOS training and occurs during weeks 10-13 of OSUT and the first three weeks of AIT. Upon completion of Phase IV BDE Commander can authorize the wear of the individual unit patch on the Army Combat Uniform (ACU).

e. Phase V. This is the final and most progressive stage of MOS training and covers weeks 14-20+ of OSUT/AIT. The phase ends with the successful completion of MOS testing, demonstration of apprentice-level proficiency, and completing the Army physical fitness test (APFT) by scoring

at least 60 points in each event. For combat support and combat service support occupational specialties, Soldiers successfully completing all MOS requirements are authorized to wear the regimental distinctive insignia (RDI) on their Army Service uniform (ASU).

2-2. IET graduation requirements

Soldiers completing BCT and Phases I-III of OSUT must meet the initial foundational and developmental requirements of being a Soldier in the U.S. Army. The expectations for all AIT and OSUT Soldiers graduating from initial entry training is that they are physically ready and cognitively able to execute their Warrior Tasks and Battle Drills and serve as an apprentice in their MOS.

a. BCT and OSUT (Phase I-III).

(1) Complete the end-of-cycle Army Physical Fitness Test (APFT) with a minimum of 50 points in each event.

(2) Safely handle, provide proper maintenance, zero and qualify with your individual weapon. All Soldiers will qualify using the M68 sighting device and participate in the weapons immersion program.

(3) Pass the end-of-cycle “hands-on” test and demonstrate elemental proficiency in the Warrior Tasks and Battle Drills.

(4) Qualify on the hand grenade qualification course and throw one live grenade.

(5) Demonstrate proficiency in the wear of the chemical protective mask and complete the protective mask confidence exercise (CBRN 2).

(6) Pass the 2-person team Land Navigation Course achieving 3 out of 5 points.

(7) Complete the end of cycle 16K foot march.

(8) Demonstrate proficiency in basic First Aid techniques.

(9) Complete Buddy Team Live Fire.

(10) Negotiate Confidence, Obstacle Courses and Confidence Tower (Must complete 70% of all obstacles).

(11) Complete combatives Training.

b. AIT and OSUT (Phase IV-V). Complete the following requirements:

(1) (OSUT) Complete all BCT graduation requirements identified above.

(2) Pass APFT with a minimum of 60 points in each event.

(3) Pass MOS-specific critical tasks as identified by the proponent school.

(4) Complete the 8 hour personal financial training course.

(5) Complete the Army Traffic Safety Training Program, IAW AR 385-10, paragraph 11-7a (Introductory Training Course I).

(6) Reinforce training in accordance with Table 5-2 this regulation.

2-3. Testing procedures for Advanced Individual Training (AIT) and the MOS portion of OSUT

a. Proponents will develop within course tests (end of block/module) for MOS producing courses according to guidance outlined in TR 350-70. Continuously assess the validity of each task evaluated and its relevance; make changes as appropriate.

b. Commanders will ensure Soldiers are tested in accordance with the Individual Student Assessment Plan (ISAP) for the course being presented. Guidelines for development of ISAPs are outlined in in accordance with TR 350-70. The ISAP informs Soldiers, instructors, and other personnel of the course graduation requirements. Explain the requirements of the ISAP to each IET Soldier at the beginning of each course and make available to every student for reference.

c. 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 Soldier to not only extract data, but also apply the data to specific situations they are likely to encounter 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 (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 in accordance with 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 in accordance with TR 350-70.

g. Score tests on a go or no-go basis.

h. Conduct counseling with each Soldier to reinforce strengths on tasks accomplished and to correct deficiencies on tasks missed.

i. The goal is 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 Soldiers and trainers. Provide Soldiers failing to achieve task/course standards opportunities to review material and practice skills with trainers prior to undergoing retest.

k. In accordance with the ISAP, IET Soldiers that fail an end of block/module retest are prohibited from progressing further in the course, and considered for new start to a follow-on class, reclass, or separation.

2-4. Treatment of IET Soldiers

a. Treat all Soldiers in accordance with Schofield's definition of discipline: "The discipline which makes the Soldier of a free country reliable in battle is not to be gained by harsh or tyrannical treatment. On the contrary, such treatment is far more likely to destroy than to make an Army. It is possible to impart instruction and give command in such a manner and such a tone of voice to inspire in the Soldier no feeling but an intense desire to obey, while the opposite manner and tone of voice cannot fail to excite strong resentment and a desire to disobey. The one mode or the other of dealing with subordinates springs from corresponding spirit in the breast of the Commander. He who feels the respect which is due to others cannot fail to inspire in them regard for himself, while he who feels, and hence manifests, disrespect toward others, especially his inferiors, cannot fail to inspire hatred against himself." MG John M. Schofield, 11 August 1879.

b. Treat IET Soldiers with the same respect, fairness, and regard for dignity accorded to all Soldiers, regardless of race, gender, or creed.

c. Create a rigorous environment that places stress between the Soldiers and their ability to accomplish the task to standard.

d. Provide sufficient time for Soldiers to conduct personal hygiene, take prescribed medications, perform rehabilitative exercises, and apply ice therapy when directed by medical authorities, or appropriate self-care instructions.

e. Afford Soldiers the opportunity to participate in scheduled religious services, but do not direct or coerce participation in any service. Afford those Soldiers who choose not to participate in religious services the opportunity for secular personal time. Personal time activities will not include barracks maintenance or similar activities that offer Soldiers no meaningful choice. The intent is to make it clear that religious activities are voluntary, not command directed.

f. The Army and all Army personnel will treat each recruit and each trainee with dignity and respect as they pursue their aspirations of serving in the military. Army policy prohibits inappropriate relations between recruiters and recruits, and trainers and recruits providing entry-level training.

g. BCT/OSUT/AIT Golden Rules:

(1) **Do not** bully, haze, assault, or harass a fellow Soldier. (**DO** help and assist your teammate)

(2) **Do not** use vulgar language, rude gestures or discriminate against others. (DO treat everyone with dignity and respect)

(3) **Do not** kiss, attempt to kiss or touch a fellow Soldier. (**DO** respect your teammate's personal space)

(4) **Do not** steal or take something that does not belong to you. (**DO** build trust with teammates through your ethical and disciplined actions)

(5) **Do not** go anywhere without your battle buddy. (**DO** report violations of policies and regulations to your platoon and company leadership)

h. Upon graduation all Soldiers will remain under the control of the AIT/OSUT command until they sign into their first unit of assignment.

2-5. Trainee abuse and prohibited practices

a. Trainee abuse is any improper or unlawful physical, verbal, or sexual act a cadre member commits against a trainee. Examples include extreme exercise-based corrective action not in accordance with PRT, demeaning or derogatory language, extreme profanity, sexual misconduct, extortion, inappropriate fundraising, or prohibited relationships. Only a commander can determine an incident as trainee abuse.

b. Hazing.

(1) Hazing is defined as any conduct that causes another to suffer, or be 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 hazing. Hazing need not involve physical contact; 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 explicitly forbidden in accordance with AR 600-20, chapter 4 and applies to Soldiers and civilian personnel. Hazing is an offense punishable under the UCMJ.

(2) This definition includes and is not limited to playing abusive tricks, threatening or offering violence or bodily harm to another, striking, branding, tattooing, any forced or coerced consumption of alcohol, drug, or tobacco product, or causing the harmful, excessive, or abusive consumption of liquid, food, or any other substance. Commanders are encouraged to consult with their servicing Judge Advocate regarding allegations of hazing to determine the best means to handle each circumstance.

c. Sexual harassment, fraternization, or inappropriate or unprofessional relationships. This conduct is explicitly forbidden in accordance with AR 600-20 and may violate local regulations. These offenses are punishable under the UCMJ.

d. Bullying. Bullying is any conduct whereby a Service-member or members regardless of service, rank, or position, and without proper authority, recklessly or intentionally causes a Service-member to suffer or be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful behavior, which results in diminishing the other Service-member's dignity, position, or status. Bullying may include an abuse of authority. Bullying tactics include, but are not limited to, making threats, spreading rumors, social isolation, and attacking someone physically, verbally, or through the use of electronic media. Bullying is explicitly forbidden in accordance with AR 600-20, chapter 4 and applies to Soldiers and DA civilian personnel. Bullying is punishable under the UCMJ. Commanders are encouraged to consult with their servicing Judge Advocate regarding allegations of bullying to determine the best means to handle each circumstance.

e. Prohibited relationships.

(1) Cadre and trainee. Any relationship between permanent party and any trainee, not required by the training mission is prohibited in accordance with AR 600-20, paragraph 4-15. This definition includes and is not limited to dating IET Soldiers, writing personal letters, text messages, e-mails, exchanging personal communications on social media, having personal telephone conversations unrelated to the training mission, playing cards, gambling, dancing, entertaining in personal residences, sharing accommodations in a hotel/motel, transporting in a POV, or any other conduct of a personal or sexual nature. Trainers and trainees will sign a DD form 2982 (Trainer Prohibited Activities Acknowledgement) and DD form 2983 (Trainee Prohibited Activities Acknowledgement) within assignment to position or the first day of entry-level training with explicit and strict command guidance that acknowledges their understanding and responsibilities regarding the policies prohibiting inappropriate behaviors and relations outlined in DOD Instruction (DODI) 1304.AI. At a minimum, the signed DD Form 2983 will be retained in the trainee's file until the trainee detaches from the training command or school. Also, as a minimum this form will be retained in the trainer's record while they are assigned to the training duty and will be revalidated annually. The signed DD Form 2982 will be retained for a year after a trainer has left the unit. Signed by the trainer demonstrating their understanding and responsibilities as outlined in DODI 1304.33. Trainers will brief trainees on the policies stated in DoDI 1304.AI . Trainers will provide information that can be used to contact someone in the leadership if they wish to report any issues related to an inappropriate conduct they witnessed, observed, or was a victim. Forms can be found at: http://www.dtic.mil/whs/directives/infomgt/forms/ Note: If the form is not available remarks will be identified/noted on the Soldier's initial counseling.

(2) Cadre personnel are prohibited from "Friending" or requesting to be a "Friend" of trainees through use of any personal social media outlets/networking sites. (Facebook; Tweeter; insta-gram; etc.) However, social media outlets/networking sites, such as official unit sponsored pages directed at conveying official Army information, communications, or activities may be used for official/professional communication between cadre and trainee. Additional prohibited

activities are: intimate or sexual relations, handholding, kissing, embracing, caressing, and engaging in social networking or any other means of communication. Cannot establish a common household, consume alcohol, attend social gatherings or frequent clubs, bars, or theaters on personal social basics. Ride in privately-owned vehicles, seek sexual advances or favors, lend money, borrow money or otherwise become indebted, solicit donations or personally employ trainees to baby-sit or provide maintenance for a personal reason. Cadre are prohibited from accepting goods, participate in acts that constitute retaliation or participate in closed-door discussions, unless there is a third party present.

(3) Trainee. Any relationship between trainees not required by the training mission is prohibited in accordance with AR 600-20, paragraph 4-15. This definition includes and is not limited to the activities in subparagraph (1) above.

f. Physical contact with Soldiers for any reason other than to make necessary training-related corrections. Exceptions to this are where the safety of the Soldier is in question (for example, heat exhaustion, physical injury, etc.). Cadre members are not required to ask the Soldier's permission when making necessary corrections; however, effective trainers tell Soldiers what they are going to do prior to doing it.

g. Failing to give Soldiers reasonable time to eat meals is prohibited. Depriving Soldiers of meals or restricting meal choice is likewise prohibited as a form of discipline. DSs and cadre will refrain from disrupting the serving line, except for immediate safety considerations. Soldiers shall be allowed at least 15 minutes to eat; this is time spent seated and does not include time spent in the serving line. Leaders will protect this time for the sole purpose of refueling to optimize performance.

h. Contact by cadre members with family members of IET Soldiers in any manner outside the performance of official duties is prohibited.

i. Requiring or encouraging IET Soldiers to purchase common use items or common area cleaning supplies with their own funds (for example, bay cleaning supplies, toilet paper for common latrines, and other common use items) is prohibited.

j. Fundraising.

(1) No cadre member may sell any product, service, or opportunity to IET Soldiers.

(2) No IET Soldiers will be directed to participate in or purchase items at any authorized fundraising activities. IET Soldiers will not be used to assist in set up or break down for family readiness group (FRG) activities.

(3) FRG fundraising activities are only permitted in accordance with AR 608-1 Appendix J, Army FRG Operations, AR 210-22, and Private Organizations on Department of the Army Installations.

(4) This provision does not prohibit Soldiers from voluntarily contributing to officially authorized campaigns (such as, Combined Federal Campaign, Army Emergency Relief, etc.) or making chapel offerings.

2-6. IET trainee abuse and sexual assault investigation and reporting

a. Report all incidents of alleged trainee abuse to include sexual assault and harassment in accordance with AR 190-45, AR 600-20 , TR 1-8, and Appendix "M" of this regulation. Company Commanders must report trainee abuse or any case of sexual assault or harassment immediately through the chain of command to the Brigade Commander. For cases of sexual assault/ harassment, reports should include cases of cadre against trainee, cadre against cadre, trainee against cadre, or trainee against trainee. Brigade (or any unit) Commanders must report all sexual assault allegations to Criminal Investigation Division (CID), the Sexual Assault Response Coordinator (SARC), and the servicing OSJA, pursuant to AR 600-20, paragraph 8-5o immediately once allegation is known. TRADOC Emergency Operations Center (EOC) will forward all TRADOC OPREPs concerning cadre and/or trainee abuse and/or sexual assault/harassment within the Brigades to TRADOC IMT and the TRADOC Staff Judge Advocate (SJA). TRADOC OPREPs provide the initial data for the TRADOC Trainee Abuse Coordinator."

b. With the exception of sexual assault allegations, which must be reported to CID for investigation pursuant to AR 600-20, paragraph 8-5, commanders will promptly conduct a preliminary inquiry in accordance with Manual for Courts Martial Part II, Chapter III, Rule 303, 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 will consult with their legal advisor when conducting an inquiry or evaluating evidence concerning all allegations of trainee abuse.

c. Commanders will document and maintain records of all preliminary inquiries into trainee abuse cases, including those the commander determines are not credible. Commanders through local SJA will provide supplemental information by filling out TRADOC Form 350-6-1 (Training Abuse Report) on all trainees abuse OPREPs and submit to TRADOC SJA in an accurate and timely manner (not to exceed four working days from notice of the event). Until final disposition of each case, commands through local SJAs will submit a status update no later than the 28th of each month. Updates will be transmitted electronically to the TRADOC TAR and must include cases represented by case number and current status. This process will continue for every open case until the case is closed. A final TRADOC Form 350-6-1 will be completed and forwarded to the TRADOC TAR to report final disposition.

d. Suspension actions.

(1) Preliminary inquiries. Commanders should not automatically suspend DSs, PSGs, 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.

(2) Investigations. Suspension of a DS or AIT PSG from his or her assigned duties is required when a serious incident occurs requiring an investigation in accordance with AR 614-200, paragraph 8-17d. For all other incidents, the commander has the discretion whether or not to temporarily suspend the cadre member from his or her duties. A serious incident consists of any actual or alleged incident, accident, misconduct, or act, primarily criminal in nature, and because of its nature, gravity, potential for adverse publicity, or potential consequences warrants timely notice to HQDA. Investigations include, but are not limited to investigations conducted in accordance with AR 15-6 or those conducted by the criminal investigation division or a military police investigator.

(3) Considerations. In addition to the severity of the underlying incident, commanders should make any suspension determination only after considering all *evidence available.* The number of witnesses, or volume of physical evidence, does not determine the weight given to the evidence. Commanders should evaluate the *evidence for factors including, but not limited to* the witness's demeanor, opportunity for knowledge, information possessed, ability to recall and relate events, and other indications of truthfulness.

(4) Suspension of special duty assignment pay (SDAP). Suspension of DS SDAP will be done in accordance with AR 614-200, paragraph 3-22e(8). DS SDAP will not be suspended based upon the initiation of any inquiry or investigation into alleged DS misconduct.

e. Sexual Assault Allegations. Commanders have significant leadership responsibilities for actions after receiving an unrestricted report of sexual assault. In addition to complying with reporting requirements, commanders must ensure that the steps outlined in the checklist in figure 2-1 above are immediately taken in the event of receiving an unrestricted report of a sexual assault. Note that not necessarily all the action listed below in figure 2-1 will be taken by the commander. Nevertheless, commanders have the responsibility to ensure these actions are taken. Additionally, note that the list below is not intended as a comprehensive list of all a commander's responsibilities throughout the course of a sexual assault case. Instead, this list is intended as a guide for immediate action upon receiving an unrestricted report of sexual assault. For additional guidance regarding command action/responsibilities, see AR 600-20, Appendix G, as well as DODI 6495.02, and consult with the servicing staff judge advocate (SJA)

f. Commanders may conduct an AR 15-6 collateral investigation into the facts and circumstances surrounding the sexual assault allegations. Commanders may not conduct an investigation about whether sexual assault occurred or not. The crime of sexual assault is solely in the purview of law enforcement officials. Commander must remain cognizant that, in accordance with DODI 5505.03, paragraph 4(b), a collateral investigation may never hinder a criminal investigation. Contact with the installation legal advisor, the Special Victim Prosecutor, and the lead law enforcement investigator for the criminal investigation before starting the collateral investigation.

Commander's Preliminary Checklist for Unrestricted Reports of Trainee Sexual Assault

( ) Ensure victim's physical safety. If possible, determine if alleged offender is nearby and if victim desires or needs protection.

( ) Determine if the victim desires/needs emergency medical care.

( ) Notify law enforcement as soon as victim's safety is assured and medical treatment procedures elected by victim are initiated.

( ) Notify SARC.

( ) Collect only necessary information (victim's identity; location, time of the incident; name/description of offender(s)). Avoid asking detailed questions or pressuring victim for responses/information about the incident.

( ) Advise victim of need to preserve evidence until law enforcement arrives (avoid bathing, showering, washing garments, eating/drinking, brushing teeth, vacating bladder, etc.)

( ) If needed, make appropriate administrative/logistical coordination for victim to receive medical care.

( ) Ensure victim understands the availability of victim advocacy and the benefits of accepting advocacy and support.

( ) Determine if victim needs a support person to immediately join victim (e.g. family member, friend, etc.)

( ) Ask if the victim would like a chaplain to be notified and notify accordingly.

( ) Provide victim with emotional support and monitor victim's well-being, particularly if there are indications of suicidal ideation, and ensure appropriate intervention occurs as needed.

( ) Confer with victim's healthcare provider regarding the need for convalescent leave or other administrative leave options.

( ) In consultation with law enforcement and/or the servicing SJA, determine the need for a "no contact" order or "Military Protection Order". Coordinate with other commanders as necessary if alleged offender is assigned to another unit.

( ) Determine the need for temporary reassignment of victim or alleged offender giving, to the extent practicable, preferential consideration to the victim's desires.

Figure 2-1. Commander's Checklist for Unrestricted Reports of Sexual Assault

2-7. Body composition standards in IET

a. Accessions standards for body composition as stated in AR 40-501, http://armypubs.army.mil/epubs/pdf/r40_501.pdf, paragraph 2-21b, apply during the first six months of IET Soldier's active duty service. The standards of AR 600-9, table B-1/B-2, are applicable after 180 days from entry to active service.

b. RC 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 14 days prior to graduation from AIT/OSUT. Enter this information on the Soldier's DA Form 5286.

d. Enroll and flag Soldiers that exceed 180 days of active service, and fail to meet the body composition standards in accordance with AR 600-9, table B-1/B-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 one, or appropriate all Army activities (Army general message address), more commonly known as an ALARACT message.

(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 and return status to attend MOS producing courses when 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 temporary duty 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 Human Resources Command of the Soldier's ineligibility for schooling and request clarification of assignment instructions.

2-8. Tattoos/brands

TRADOC IET recruit tattoo/brand policies apply to all Active Army (AA), U.S. Army Reserve (USAR), and Army National Guard (ARNG) Soldiers whether non-prior service or prior service. Army policy governing tattoos is found in AR 670-1, paragraph 3-3.

2-9. Allegations of recruiting improprieties

AR 600-20, paragraphs 4-14 and 4-15 prescribe discipline and conduct for relationships between Soldiers of different rank and other prohibited relationships. All IMT personnel will follow established policy to report alleged recruiting improprieties at IET locations to HQ USAREC and report 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 HQ USAREC, G-3, Recruiting Standards Directorate (RSD) (RCRO-ES), 1307 3rd Avenue, Fort Knox, KY 40121-2726, for processing in accordance with USAREC Regulation 601-45, paragraph 3-2, and the results reported back to and received by the IET company commander initiating the allegation. In the case of an Army National Guard Recruiter report to NGB-GSS, 111 South George Mason Drive, Arlington, VA 22204.

a. An allegation of a recruiting impropriety exists when a recruiter commits 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. Essentially, any recruiter knowledge that a person is not qualified and the recruiter intentionally assists or otherwise knowingly enlists that person is an impropriety. Recruiting improprieties are defined in USAREC Regulation 601-45, chapter 2.

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 on USAREC Form 315 (Report of Alleged or Suspected Recruiting Impropriety) and maintain a record of reported improprieties.

(2) The battalion commander sends a copy of the allegation to the training base USAREC liaison officer (LNO). For those locations (AIT only) that do not have a USAREC LNO, a copy of the allegation to include sworn statement is sent to HQ USAREC, G-3, RSD via e-mail to Improprieties@USAREC.army.mil provide feedback on the disposition of each case to the USAREC LNO with a copy furnished to the battalion and company commander who initiated the allegation. For those locations without a USAREC LNO and for all other IET locations, feedback on the disposition of each case is sent to the commander who initiated the allegation, with a copy furnished to the additional points of contact (POC) listed. The feedback will contain the trainee's name, 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, at a minimum. For those locations without an LNO, 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
Safe and Secure Environment

3-1. Separate and secure

The intent of the separate and secure policy is to ensure that all Soldiers are afforded the opportunity to undergo IET in a safe environment. This provision implements section 10 USC 4319.

a. BCT separate and secure requirements. In the garrison environment, each gender will have independent sleeping areas, separate entrances to living areas, and a separate latrine. Gender separation by barracks is preferred as resources permit.

(1) Door alarms installed and doors locked on all exterior doors. All doors leading to sleeping areas (male or female) are equipped with an audible alarm that sounds and is heard at the charge of quarters (CQ) location and panic door locks installed on doors that separate genders. Alarms are activated any time Soldiers are sleeping in the bays, this includes anytime a Soldier is sleeping while on quarters.

(2) Access control guards of the same gender monitor entrances to sleeping areas during sleeping hours. 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 same gender buddy teams. Male access guards may be posted outside the locked and alarmed entrance to female sleeping areas as an exception to policy for IET sites with less than eight females in an assigned living area. This exception must be approved by the battalion commander prior to implementation and a copy forwarded to CIMT.

(3) A fire safe barrier wall that extends from floor to ceiling will separate genders residing on the same floor. If the barrier has a door, the door will be locked (panic door lock) and alarmed during lights out. When the alarm sounds, it must be able to be heard at the CQ location. If conditions for fire safe barrier walls are not met, separation of genders by floor, wing, or building is required.

(4) Digital video monitoring systems provide an additional degree of security, and do not replace the requirement for door locks and barrier alarms, access control guards, and supervisory personnel. When video monitoring is installed, only place cameras in public access areas, such as entryways, stairwells, etc. Cameras will not monitor living areas, locker rooms, changing areas, latrines, or private offices. Warning signs will be posted in area under surveillance notifying personnel being monitored. Monitoring systems capable of recording conversations will not be used. System performs video monitoring only. Security of tapes, keys, codes, and monitoring devices will be controlled only by the commander or First Sergeant (1SG).

(5) Time Period to Maintain Security Recording. Video storage will occur on a 120 day continuous recording loop regardless of the start or ending period of the cycle. The next 120 days of recorded video coverage will start overwriting the previous 120 days. As a minimum, units will maintain recordings for 120 days. If an incident happens units will contact law enforcement to secure video recordings and maintain control until completion of investigation.

(6) Access to videos is limited to only law enforcement personnel (CID, MPI, FBI, etc.) and/or commanders and supervisors with official need to know. Any person accessing the video should be trained in procedures relating to storage and handling of recordings in order to decrease the likelihood of improper handling. A log will be maintained of all video accessed.

(7) Video hardware should have the capability to record in color with sharp detail. It is recommended that the recorded video is date, time, and location stamped for identification purpose.

(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 or if a Soldier is on quarters.

b. AIT and OSUT separate and secure requirements.

(1) Requirements for separate and secure are the same as required in BCT.

(2) Garrison requirements. In the garrison environment, each gender will have independent sleeping areas/rooms, separate entrances to living areas, and a separate latrine.

(a) Bay or common sleeping areas will have locked and alarmed doors in the same manner as BCT. All doors leading to sleeping areas regardless of gender, will be equipped with an audible alarm that sounds and is heard at the CQ or staff duty location, as well as panic door locks installed. Alarms are activated any time Soldiers are sleeping in the bays, this includes anytime a Soldier is sleeping while on quarters. A floor to ceiling fire safe wall (previously referred to as a "fire safe barrier wall") will be placed between separate genders housed on the same floor. If the barrier has a door, the door will be locked and alarmed during lights out. When the alarm sounds it must be able to be heard at the CQ location. If conditions for fire safe barriers are not met, separation of genders must be by floor, wing, or separate building. Gender separation by barracks is preferred as resources permit.

(b) For living areas/rooms that are hotel or campus-style barracks that face inward into an interior hallway, that hallway must be gender pure. That hallway will have a door or barrier with a panic lock system and alarm installed.

(c) For rooms that face or open to the outside of the building (independently), commanders will establish access, control and monitoring policies that are relevant to the local situation and design of the billets. Commanders will certify the local control and monitoring measures.

(3) Digital video monitoring systems provide an additional degree of security, and do not replace the requirement for door and barrier alarms, access control guards, and supervisory personnel. When video monitoring is installed, only place cameras in public access areas, such as entryways, stairwells, etc. Cameras will not monitor living areas, locker rooms, changing areas, latrines, or private offices. Warning signs will be posted in area under surveillance notifying personnel being monitored. Monitoring systems capable of recording conversations will not be

used. System performs video monitoring only. Access to videos is limited to only law enforcement personnel (CID, MPI, FBI, etc.) and/or commanders and supervisors with official need to know. Security of tapes, keys, and monitoring devices will be controlled. Time period to maintain security recording is the same as 3-1(a) (4), (5), (6) above.

c. Field requirements for BCT, OSUT and AIT.

(1) Gender-specific sleeping areas will be designated by cadre. Bivouac areas can be consolidated; however, sleeping areas must be gender specific (separate male/female tents).

(2) In the hours of darkness, when the unit is stationary, roving battle buddy team control guards will be assigned to secure each gender specific bivouac area.

(3) Same gender buddy teams will be used as runners for the tactical operations center during the hours of darkness.

(4) Each gender specific area will have separate latrines that are clearly marked "Male" or "Female."

(5) Commanders are authorized to augment this physical security policy, as long as the guidelines outlined above are followed.

d. Supervisory measures.

(1) NCOs supervise the barracks when trainees are present, on bed rest, or authorized to be in the barracks throughout the day.

(a) DSs will serve as CQ during sleeping hours in BCT, and the BCT portion of OSUT. All permanent party Soldiers in the grade of sergeant and above may serve as CQ in the RECBN. A log is maintained on DA Form 1594 (Daily Staff Journal or Duty Officer's Log) for each CQ duty period. The CQ and Access Control Guards will maintain a separate DA Form 1594. The unit 1SG will collect all DA Forms 1594s prior to releasing the CQ and Access Control Guards from duty.

(b) NCO cadre members, to include instructors, and company personnel certified in accordance with Appendix: B-2 in this regulation and the local commander's policy can serve as CQ during sleeping hours in AIT and the AIT portion of OSUT. Commanders are authorized to augment this physical security policy, as long as the guidelines outlined above are followed.

(2) Two enlisted Soldiers (Battle Buddy Team) will serve as "runners" and maintain entrance security when the CQ conducts inspections. The two runners are of the same gender, but not necessarily the same gender as the CQ.

(3) Duty officers and NCOs from the company, battalion, and brigade HQs will conduct periodic checks in accordance with unit SOPs and policies.

(4) All Soldiers will sleep in the improved physical fitness uniform (IPFU) shorts and shirt.

(5) 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 Soldier whose area is being inspected must accompany the inspector (except in emergency situations). This provision implements 10 USC 4319 and 10 USC 4320.

(a) For BCT, OSUT (Phases I through III), and RECBN units, the personnel accompanying the DS or inspector is not an IET Soldier.

(b) For OSUT (Phases IV and V), AIT, and DLIFLC, an IET Soldier buddy team may accompany the PSG or inspector, and can be the Soldiers serving as an access control guard in the bay inspected.

(6) During lights out, only cadre leadership and their designated representatives are allowed in the barracks to conduct inspections and accountability. Conduct command leadership presence after hours. Brigade Commander will establish written policy outlining requirements to perform leader checks after hours with a feedback method that requires the individuals to report who performed the duty and identify any issues or concerns to the Brigade Commander, cannot be a DS /AIT PSG (E7/E-6) or lower enlisted perform the checks.

(7) Commanders will establish a 3-line, telephone hotline in a central, accessible location of each IET barracks (i.e., dayroom, common area, or break area) where a phone is directly connected to the 24-hour SARC number (line #1), the 24-hour Chaplain number (line #2), and one additional line (line #3) The third line should be a non-emergency, information service (i.e., weather, exact time, post information, etc.). If Soldiers have a personal cell phone, allow them to download the "We Care" application. This application is free on three major platforms (apple; android; and windows). This capability will allow IET Soldiers to report incidents of abuse without the stigma associated with using the hotline.

3-2. Battle buddy system

a. The battle buddy system establishes policy for the pairing of IET Soldiers into teams to teach teamwork, develop a sense of responsibility and accountability for fellow Soldiers, improve safety during IET, and reduce the likelihood and opportunity for sexual harassment, misconduct, and suicidal gestures or attempts.

b. Soldiers are introduced to the battle buddy team system at the Reception Battalion. IET Soldiers are formed into two person teams upon arrival at the training unit, though a battle buddy team may consist of three personnel to ensure all Soldiers are part of a battle buddy team. As a minimum, commanders will establish a battle buddy system in IET following these guidelines:

(1) DSs/AIT PSGs will assign battle buddy teams, 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 battle buddy system. Soldiers will be told never to leave their battle buddy. If they are directed or ordered to leave their battle buddy they will report this to the company leadership 1SG/Commander or XO upon returning to the unit.

(3) Battle buddy teams will participate in training, CQ, and other activities together, when feasible.

(4) Soldiers will have battle buddies at all times, though cadre will pair ad hoc buddy teams of the same gender for sick call, worship services, additional unit-specific training, or remedial training. Similarly, ad hoc buddy teams will be formed on family day for Soldiers without family members attending.

(5) The battle buddy system also applies to cadre members. Drill Sergeants, AIT Platoon Sergeants, and cadre will never be in a closed-door counseling session with a single trainee. In the rare instances where the trainee would need privacy from his/her battle buddy, the cadre member must ensure another cadre member (preferably the same gender as the trainee) is present during the closed door counseling session.

(6) Male-female battle 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. Use a 2:1 ratio in these instances, team a solitary female Soldier with two male Soldiers or team a solitary male Soldier with two female Soldiers.

(7) Soldiers entering a counseling session with a Chaplain, Chaplain Assistant or medical personnel are not required to have the battle-buddy present in the counseling session so as to maintain confidentiality and privileged communication status. Battle buddy will remain in the immediate area until session is complete and return to the unit as a buddy team.

3-3. Sexual Harassment/Assault Response and Prevention (SHARP) training

a. By congressional mandate, the initial SHARP instruction in BCT and OSUT must be presented during the first 14 days of accession into training. Therefore, BCT/OSUT companies must ensure this training is scheduled during the first 10 days of training. This takes into account the time the Soldier spends in the Reception Battalion and includes all Soldiers in hold status. During this training the “We Care” application will be introduced. If a Soldier has a personal cell phone, commanders will allow Soldiers to download the “We Care” application and access it when cell phones are authorized. This application is free on the following platforms: apple; android; and windows.

b. “Sex Signals” training is presented by a team of specially trained instructor teams. It can be conducted during any phase of training but is usually scheduled during the blue phase of BCT/OSUT. Sex Signals is required training and will be conducted during the duty day....not after duty hours or on the weekends. Training units will be responsible for providing training space for this instruction designed for a Company size audience with a minimum of 200 and a maximum of 350 trainees. The training space will include a minimum playing space of 14’ x 16’ on a riser or

stage. The space will have technical capabilities to include an overhead projector with computer and screen and two armless, lightweight chairs. There must be an electrical outlet to support the sound system that the teams will bring with them. Sound checks will be conducted no less than one hour prior to the beginning of the training. Units are authorized direct coordination with Sex Signals POCs to arrange training time and location. Cadre will remain with IET Soldiers during instruction to provide assistance as needed, ensure discipline and a professional, interactive learning environment.

c. IMT brigade leadership will:

(1) Assign one Victim Advocate (VA) as a collateral duty at the company level. Company VAs will undergo the same interview, background check process and 80 hour training as Battalion level SARCs/VAs. A collateral duty SARC and Victim Advocate will be assigned at the Battalion level and a military SARC and civilian VA will be assigned at the Brigade.

(2) Meet with SHARP and EOA teams twice a month.

(3) Conduct Brigade Command Climate survey in addition to Battalion and Company survey requirements within the first 90 days of taking command.

(4) Establish gender specific mentorship programs whereby senior gender-specific leaders talk to and educate junior Soldiers. Mentoring sessions are important for both male and female Soldiers since both are subject to harassment, assault, hazing and abuse. Example topics include: Army Profession; Career progression; Balancing work, home, and relationship; Single parenting in the Army; Leave process; Personnel Financial Management; Deployment separation; Better Opportunities for Single Soldiers Program (BOSS); Off work activities; Planning for a Family; How to be successful in the Army; Pitfalls to avoid on the road to success; SHARP, etc.

(5) Establish training for all personnel (leaders, cadre, civilians, and Soldiers) on ongoing training strategies and efforts at all levels; reporting procedures; care from victims; immediate actions to be taken upon alert of allegations (both restricted and unrestricted); and clear understanding of the possible civil and military punishments.

3-4. Safety

a. Conduct realistic training exercises within the bounds of an effective risk management program. Before training, ensure the complete integration of risk management along with command approval prior to the event, then 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. TSP risk assessment and unit risk assessment will be reviewed to verify the proper level of risk has been identified. IET 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 is 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 in accordance with guidelines established in http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp5_19_c1.pdf, TR 350-70, chapter I-2, and TR 385-2, paragraph 3-2. The safety manager will review and validate all TSP risk assessments.

(3) Brigade, battalion, and company commanders, CSMs and 1SGs will complete the Commander's Safety Course prior to assuming IET duties. The Commander's Safety Course (Course number 012G1403) is one of the ATSC distance learning courses accessible at https://www.atsc.army.mil.

(4) Unit commanders will ensure all safety controls identified in the risk management worksheet are implemented prior to the start of training. Commanders will ensure all initial training period risk assessments are completed reflecting the conditions at the training site for the specific training period. Risk assessments are maintained at the training site, and are living, working documents and must be continually updated as conditions change. Risk management policy is in accordance with TR 385-2, paragraph 1-5.

(5) The instructor will integrate the appropriate safety/caution statement into each task, and evaluate performance while Soldiers perform the task to the prescribed standard. The instructor will have a copy of the risk management worksheet with them during the training event.

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

(a) Tier 1 (commander responsibility). Validate the structural soundness of the training and evaluation plan for safety, ensure safety related matters are addressed, and make risk acceptance decisions. Ensure all risk assessment worksheets are signed at the appropriate level for the risk involved (low, moderate, high, or extremely high).

(b) Tier 2 (first-line leader responsibility). Consider actions taken by responsible individuals, establish a safety over watch of training, focus on adherence to standards, and make risk acceptance decisions within the commander's intent and delegated authority.

(c) Tier 3 (individual Soldier responsibility). Ensure Soldiers look after themselves and others, and know how to recognize unsafe conditions and 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; suicidal gestures or attempts; injury; unusual health symptoms; or any other unusual behavior or event.

3-5. Tobacco cessation policy for IET

a. Soldiers in the first three phases of IET (BCT and OSUT) are prohibited from use tobacco products. All cadre and Soldiers (including MOS-T Soldiers) are prohibited from using tobacco products in areas where IET Soldiers are likely to observe use (for example, in the brigade, battalion, company, or any training area).

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

c. 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 appendix of the BCT POI. POI proponents will incorporate similar instruction into AIT fitness and substance abuse training.

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

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

3-6. Risk management

Commanders and trainers of IET Soldiers will utilize the principles and procedures established in http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp5_19_c1.pdf. Commanders will ensure all cadre receive risk management training prior to assuming 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.

3-7. Line of duty (LOD) investigations

The unit commander will ensure DA Form 2173 (Statement of Medical Examination and Duty Status) is completed promptly and forwarded through channels to the appointing authority (see appendix H, para H-6 for further guidance). The final LOD determination is vital for USAR/ARNG Soldiers who have sustained illnesses or injuries while in training. Without an approved LOD determination RC Soldiers returning to their home are ineligible for medical evaluation and care for their illness or injury. AR 600-8-4 prescribes the use of DA Form 2173, the primary record in the LOD determination process.

3-8. Severe weather notification

Local policies and procedures will dictate the notification of severe weather to training units.

a. When inclement or severe weather has the potential to impact training, unit commanders must consider the following actions:

(1) Uniform modification.

(2) Suspend training temporarily.

(3) Use lightning assembly/protection areas.

(4) Seek enclosed shelter.

(5) Cancel training/return to garrison.

b. Due to the size of most training areas, weather-related decisions should be made on-site. All severe/inclement weather conditions must be evaluated for potential risk as well as likelihood of occurrence in accordance with risk management development. All decisions should be based on these criteria using current weather conditions.

3-9. Medical support for training

a. All training activities, from the classroom to the field firing range, require well thought out plans for medical care and evacuation. Recommended levels of medical support for high risk training are defined by conducting thorough risk assessments of the scheduled training.

b. When a risk assessment indicates a lower level of support than the minimum as defined by local policy, TSP, and risk assessment, commanders and commandants may (with the concurrence of the installation's medical treatment facility (MTF) commander and safety officer), authorize by memorandum an appropriate lower level of support. When a decision is taken to lower the level of medical support below the minimum recommended for any training activity inform the TRADOC Safety Office via e-mail at usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-safety-office@mail.mil.

c. 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 will not be delegated. Commanders and commandants conducting high risk training shall rehearse their medical support plan (casualty response, evacuation, and treatment) at least semi-annually, with focus on responding to a training catastrophe.

d. Health care specialist (MOS 68W) MOS qualification and scope of practice.

(1) Training unit or MTF commanders will ensure that health care specialists (68W) providing support to training maintain their skills in accordance with Training Circular 8-800, which includes biennial certification as an emergency medical technician-basic (EMT-B), at a minimum, by the National Registry of Emergency Medical Technicians (NREMT), and basic life support certification at healthcare provider level; and confers a level of skill comparable to an EMT-intermediate or paramedic, recognized as such by the NREMT. These training opportunities may be coordinated through the IET health care committee (see para 5-14), or by a memorandum of agreement with a medical department activity (MEDDAC).

(2) The MTF commander, as the installation's director of health services (DHS), is responsible and accountable for the total surveillance and evaluation of the scope of practice (i.e., procedures, actions, and processes that are permitted for the licensed individual) and quality of

healthcare/services provided on the installation (MEDCOM Reg 10-1). Commanders of units to which 68Ws are assigned should coordinate with their DHSs regarding their 68Ws' scope of practice.

3-10. Combat Lifesaver (CLS) training/certification and utilization

a. CLS certified personnel and CLS aid bags are required:

(1) In RECBNs and BCT/OSUT units, at least one CLS certified DS or cadre member and one CLS aid bag, present during training per platoon. Units will maintain at a minimum one CLS certified Soldier (cadre) for every 60 Soldiers involved with the training unit.

(2) In AIT units, at least one CLS certified PSG or cadre member and one CLS aid bag, present during training per company. Units will maintain at a minimum one CLS certified Soldier (cadre) for every 60 Soldiers involved with the training unit.

b. IET cadre members are encouraged to obtain CLS certification.

c. Commanders will coordinate training schedules for the CLS course and annual recertification with supporting medical instructor organizations or MEDDAC.

d. Commanders will establish accountability for CLS medical equipment sets (aid bags) and supplies through their supply sergeants (see table 5-1 for required items). CLS aid bags should be inventoried monthly and resupplied as items are used or expire. Resupply of CLS aid bags through class VIII accounts with the supporting MEDDAC.

e. Certified CLSs should be allowed to fully utilize their CLS skills when providing care for Soldiers.

f. Personnel qualified and certified to perform a higher level of medical care (68W health care specialist) may fill the requirement for CLS, when available.

Table 3-1
CLS medical equipment set

Quantity	Item	NSN
1	Adhesive tape, surgical, 3”	6510-00-926-8884
1	Bag, TC3, combat casualty care	6545-01-537-0686
1	Bandage elastic, 6" x 4.5 yard	6510-00-935-5823
2	Bandage, gauze, 4.1 yard	6510-01-503-2117
2	Bandage kit, impregnated	6510-01-492-2275
2	Bandage, gauze, elastic	6510-01-562-3325
1	Bandage kit, elastic	6510-01-532-6656
3	Bandage, muslin, olive drab, 37x37x52”, triangular	6510-00-201-1755
1	Blanket, heating	6532-01-525-4062
1	Blanket, survival	6532-01-524-6932
2	Dressing, chest seal	6510-01-573-0300
4	Glove patient examining	6515-01-525-1975
2	Leash, shears, trauma	6515-01-540-7226
2	Marker, tube type	7520-00-312-6124
1	Nasal trumpet	6515-01-529-1187
2	Needle, decompression	6515-01-541-0635
5	Pad, isopropyl alcohol	6510-00=786-3736
1	Scissors, bandage	6515-00-935-7138
1	Shield, eye, surgical, Fox	6515-01-449-1016
1	Splint, universal	6515-01-494-1951
1	Strap cutter, combat	4240-01-568-3219
2	Tourniquet non-pneumatic	6515-01-521-7976
1 pack	Tactical Combat Casualty Care Card (DD Form 1380)*	
3	Dressing, burn, first aid	6510-01-587-6579

*** see http://www.apd.army.mil/printing_services.pdf for procurement instructions**

3-11. Injury prevention measures

In addition to the guidance in Field Manual (FM) 7-22, the following measures should be employed to mitigate overuse injuries:

a. Place Soldiers in order of height (shortest to tallest) in running and marching formations.

b. Ensure march paces do not exceed five kilometers per hour.

c. Use the fittest Soldiers for road guard duties.

d. Rotate road guard responsibilities.

e. Avoid high impact activities for corrective training (running, marching, jumping). There is no benefit to exceeding the PRT guidelines for running.

f. Encourage Soldiers to apply ice to injured areas when prescribed by a health care provider or recommended by self-care guidelines.

g. Maximize transportation vehicles for moving Soldiers to training areas.

h. Encourage Soldiers to wear the sock liner under the cushion sole sock during the first three weeks of training (during new boot break in period), and for any foot march greater than five kilometers.

3-12. Suicide prevention

a. The POI for IET will include formal instruction on suicide awareness and identification of potentially suicidal Soldiers. The commanders and orientations will instruct Soldiers on 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 DODI 6490.4, before sending Soldiers for behavioral health evaluations to avoid violations of legal requirements. 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 behavioral health care providers for counseling and evaluation, and accompanied by an NCO to the appointment until the behavioral health care provider assumes control. An NCO is required to pick the Soldier up from the behavioral health facilities and to meet with the behavioral health care provider as a representative of the commander to ensure the Soldier's condition and diagnosis is clearly communicated to the unit. Soldiers in this category will not be left alone or unsupervised. Escorts for subsequent appointments are not required to be an NCO. Counsel individuals in routine (non-emergency) situations, in accordance with DODI 6490.4, section F, prior to referral/meeting with behavioral health professionals.

c. Behavioral health care providers may return IET Soldiers to their units, once they have determined the Soldier is no longer an imminent threat to harm themselves or others, following an outpatient evaluation or upon discharge from the inpatient status.

(1) The behavioral health care provider may make precautionary recommendations to the commander that the Soldier be watched for some period of time. The behavioral health care provider must stipulate specific guidance regarding precautions and must establish an appointment for follow-up as part of the release to the unit.

(2) TRADOC service schools and major subordinate commands will develop a unit watch program, which will involve supervised watch of the IET Soldier in the implementation of behavioral health care provider guidance. The decision to place a Soldier under supervised unit watch will always be made in close coordination and consultation with behavioral health care

providers. In unit watch, the unit/cadre will observe/supervise the IET Soldier pursuant to the precautionary timeframe and conditions recommended by the behavioral health care provider.

(a) The commander will create a positive environment for the Soldier, utilizing teamwork and unit cohesion as the foundation for support for the Soldier on watch. Soldiers will not be marked in any way which identifies him or her publicly as a Soldier at risk. Soldiers will be treated with dignity and leaders will prohibit behaviors and comments which serve to stigmatize or ostracize a Soldier.

(b) 24-Hour Watch. A unit member is assigned to watch a Soldier 24 hours of the day, to include while the Soldier sleeps. Staff duty personnel may have this responsibility, if a less stigmatizing way is not available.

(c) If a peer is assigned to watch the Soldier, cadre must interact with the pair of Soldiers hourly because the responsibility of watch can be difficult for a peer. In addition, a member of the leadership team must plan a brief meeting daily with the Soldier at risk, to provide support and encouragement.

(d) The commander must solicit clear and specific guidance from the behavioral health care provider for the unit watch. A variety of interventions may be utilized by the command team for a unit watch to include searching the Soldier's belongings and living quarters for dangerous items, removing such items from the Soldier's possession, prohibiting access to alcohol and drugs, minimizing contact with people that may negatively influence the Soldier's behavioral health, continuously observing the Soldier, and ensuring that the Soldier returns for behavioral health follow-up. Examples of dangerous items would include, but are not limited to, knives, cigarette lighters, and jewelry with sharp edges, blow dryers, and cleaning supplies. Silverware other than sharp knives is acceptable. Medications, to include over-the-counter Tylenol and Motrin, should be held by the unit and should be dispensed one dose at the time by a medic or NCO. Leadership may elect to tighten the restrictions recommended by the behavioral health provider. If any of the actions recommended by the behavioral health provider or established by command limit the Soldier's personal freedoms, the commander of the unit must first coordinate with the servicing trial counsel or judge advocate.

(e) The Soldier will not carry a military issued firearm.

(3) The unit watch program is to complement the guidance established in DOD Directive 6490.1 and DODI 6490.4. The unit watch program must ensure:

(a) Positive control of the returned IET Soldier, especially during periods of transition, between training events and from training events to other appointments.

(b) Soldiers under watch are escorted at all times, and not left alone or unsupervised.

(c) Those entrusted to conduct unit watch are thoroughly briefed on the importance of being with the Soldier at all times, and of the essence of mentorship and support as the foundation for guiding a Soldier through a difficult period.

(d) While in unit watch status, the Soldier requires follow-up with the behavioral health care provider within five days of the implementation of the watch. The Soldier will be seen immediately if the chain of command sincerely believes that the Soldier's concerns are not remediating, and the Soldier's risk appears to be increasing.

d. IET Commanders will ensure all assigned DSs and PSGs, assigned cadre and all members will receive training in the current Army-approved suicide prevention program, as follows:

(1) In accordance with TRADOC AR 600-63 (Army Health Promotion) and Policy Letter 4, subject: Ready and resilient Campaign (R2C) - reducing high risk behavior and preventing suicide, suicide prevention training must be conducted annually for all Soldiers.

(a) All permanent party will receive training in "Ask, Care, Escort" (ACE). Training products are accessible at the Army's Suicide Prevention Web site at http://www.armyg1.army.mil/hr/suicide/ (click on "Training" then "Ask, care, Escort" (ACE) Training). Additional training products (for example, "Shoulder to shoulder- Finding strength and Hope Together") are published periodically on the same web site and can be used to supplement the ACE products.

(b) In addition, company level junior leaders and first line supervisors to include squad and section leaders, platoon sergeants, platoon leaders, first sergeants, executive officers, company commanders, and Army civilians assigned at the company level will complete the Ask, Care, Escort-Suicide Intervention (ACE-SI) Course, accessible at http://www.armyg1.army.mil/hr/suicide/ (Click on: "New! ACE-SI Revised Training"). Personnel who are identified as "gatekeepers" will receive advanced suicide intervention skills training in accordance with AR 600-63, para 4-7i (1). Applied Suicide Intervention Skills Training (ASIST) is an additional product for suicide intervention training; see http://www.armyg1.army.mil/hr/suicide/training_sub.asp?sub_cat=26. Gatekeepers are individuals who, in the performance of their assigned duties and responsibilities, provide specific counseling to Soldiers and Army Civilians in Need. There are Primary and Secondary gatekeepers.

(c) Coordinate with the installation's Suicide Prevention Program manager for training in suicide awareness, identification, and prevention, and also applying suicide intervention techniques.

e. Commanders will solicit consultation and support through the installation's Suicide Prevention Program Manager. Commanders should identify these local resources and coordinate services well before they are needed.

3-13. Preventing communicable illnesses

a. Taking measures to prevent communicable illnesses is important in the contexts of protecting IET Soldiers whose immune systems are vulnerable; during the annual influenza season; and mitigating risks from communicable disease outbreaks.

b. The most important measures in preventing communicable illnesses are at the individual level. In military organizations, leaders must ensure that these measures are emphasized, enforced, and enabled.

c. See figure 3-1 for individual measures to prevent communicable illnesses.

(1) Hand hygiene. This includes washing or sanitizing the hands every time after using the latrine; before touching food; after sneezing, blowing one's nose, or coughing; and after touching any common surface. Hand sanitizer is not a substitute for soap.

(2) Avoiding touching one's eyes, nose, and mouth.

(3) Not sharing personal items (razors, towels, clothing, etc.).

(4) Limiting skin-to-skin contact and scratching.

(5) Keeping wounds covered and clean.

(6) Coughing or sneezing into one's elbow, not into the hands.

(7) Soldier will maintain one arm length separation when standing in line if mission will allow.

d. Leader measures to prevent communicable illnesses are to:

(1) Ensure all Soldiers are up to date on immunizations, by monitoring the unit's medical protection system (MEDPROS) database. See appendix H, para H-7 for policy on access to MEDPROS. For Soldiers who received hepatitis A and hepatitis B vaccinations, a second dose of these vaccinations is required one month following the first dose. Commanders will coordinate the delivery of these vaccinations with materiel fielding team commanders.

(2) Ensure each Soldier has at least 72 square feet of living space (see paragraph 3-2). A two-man bunk requires 144 square feet of floor space if both beds are occupied (72 square feet per person times two). All available billeting, including temporary facilities and tents when necessary, should be used to ensure this minimum space allowance. Commanders should schedule use of common areas, such as dining facilities, classrooms, theaters, and latrines to avoid overcrowding.

Figure 3-1. Fight germs and stay healthy poster

(3) Ensure bunks are oriented head to foot. Respiratory diseases are transmitted primarily via large virus-laden droplets propelled a short distance through the air from a cough or sneeze. Arranging bunks so that Soldiers' heads and feet positions are alternated increases the distance between breathing zones. The bunk arrangement depicted in figure 3-2 maximizes available floor space and the distance between bunk/cots while still maintaining egress routes and allowing for adequate command and control.

(4) Enforce barracks hygiene. Improved standards for barracks hygiene can help reduce the spread of infectious diseases. These measures also prevent growth of mold. Methods of decontaminating surfaces include detergent-based cleaning followed by rinsing, and the use of disinfecting agents.

(a) Ensure disinfectant solution is utilized. A solution of household bleach and water is recommended. Use ¼ cup bleach in one gallon of cool water, or one tablespoon bleach in one quart of cool water. A solution of bleach and water loses its strength over time and is weakened by heat and sunlight. Mix a fresh bleach solution each day that it is needed. The solution can either be applied via a bucket and cloth/sponge or a spray bottle and cloth/sponge. Disposable cloths, such as paper towels, are recommended. Chlorine evaporates into the air leaving no residue, so surfaces sanitized with bleach may be left to air dry. Allow mop heads to dry before reuse by hanging the mop by the handle with mop heads down.

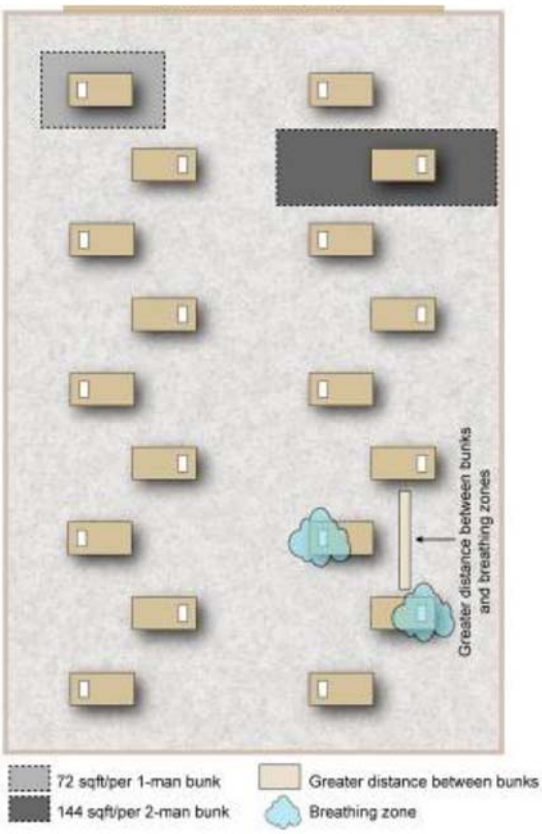

Figure 3-2. Optimal bunking layout

(b) Conspicuously post mixing instructions for bleach and water. Do not mix bleach with other cleaning chemicals. Mixing chemicals with bleach may produce hazardous gases. Before using anything other than bleach for disinfection, consult with your local preventive medicine office. Always read the label and follow the manufacturer's instructions exactly. An example poster of mixing instructions is provided in figure 3-3.

(c) Recommended cleaning cycle.

- Daily: Disinfect bathroom floors, sinks, showers, toilets, doorknobs, handles, light switches, and other high-touch surfaces; clean other visible dirt on floors and surfaces as necessary.
- Weekly: Launder all soiled laundry and linens; mop floors and clean all horizontal surfaces with soap and water.
- Every three weeks: Turn in blankets, pillows, and mattress covers for laundering.

- End of training cycle: Turn in blankets; wipe down mattresses with disinfectant solution; launder mattress pads (if applicable); clean all walls, blinds, windows, and areas not routinely cleaned with soap and water.

MIXING BLEACH AND WATER

**DO NOT MIX BLEACH
WITH ANYTHING OTHER
THAN WATER**

MIX ¼ CUP OF BLEACH WITH
1 GALLON OF COOL WATER
OR
MIX 1 TABLESPOON OF BLEACH
WITH 1 QUART OF COOL WATER

*Measure the amounts – DO NOT GUESS
*Mix a fresh bleach solution each day
that it is needed.

Figure 3-3. Mixing bleach and water

(d) Recommended cleaning methods.

(1) Toilets, urinals, showers, and sinks. Clean toilets daily using a toilet brush and disinfectant; this will prevent the build-up of scale, which can harbor pathogens. Sinks, showers, and urinals should be disinfected daily with a bleach and water solution to prevent buildup of microbial films.

(2) Floors, walls, and other environmental surfaces. Exposure to pathogens as a result of microbial contamination on floors and furnishings is very low. The transfer of microorganisms from environmental surfaces to individuals is largely via hand contact with the surface. High-touch surfaces (such as, doorknobs, handles, light switches, and wall areas around toilets) should be cleaned and disinfected daily. Horizontal surfaces, such as windowsills and floors, should be cleaned weekly with detergent and water and kept visibly clean as necessary. Extraordinary cleaning and disinfection of floors is not recommended. Cleaning of walls, blinds, and window curtains is recommended between training cycles or more frequently if they are visibly soiled.

(3) Laundry, mattresses, and pillows. Launder soiled clothing and linens weekly at 160°F, or at 104°F to 140°F using an activated bleach powder. Turn in sheets and pillowcases weekly for laundering whether they appear soiled or not. Blankets, pillows, and mattress covers should be turned in every three weeks or when personnel change. Plastic-covered mattresses are preferred for ease of disinfection. If fabric mattresses are used, keep them dry; discard mattresses if they become and remain wet or stained, or if they become unserviceable. Between training cycles or when personnel change, clean and disinfect plastic mattress covers using U.S. Environmental Protection Agency registered disinfectants (see http://www.epa.gov/oppad001/chemregindex.htm that are compatible with the cover material, and exchange blankets. Replace mattress and pillow covers if they become torn or unserviceable.

3-14. Managing outbreaks of communicable illnesses

a. An outbreak is a sudden increase in numbers of a given illness.

b. If an outbreak is suspected, contact MTF authorities immediately.

c. All commanders must be aware of their installation isolation and quarantine plan during public health emergencies.

3-15. Field sanitation team (FST) training and utilization

a. Trained and equipped FSTs are required in:

(1) All BCT/OSUT/AIT units; at least one primary and one alternate team of trained cadre and one FST equipment set per company/troop/battery (see table 3-2 for modified FST equipment set).

(2) Units that resource FTXs at the battalion level may request an exception to policy and resource one FST.

b. Commanders will coordinate training for the FST course with their supporting MEDDAC environmental science personnel.

c. Commanders will establish accountability for modified FST equipment sets through their supply officer.

Table 3-2
Modified FST equipment set

Item	NSN	Unit of Issue	Quantity
Book record ledger double entry	7530-00-286-6211	EA	1
Goggles, industrial, non-vented	4240-00-190-6432	EA	2
Thermometer, food	6685-00-444-6500	EA	2
Pad, isopropyl alcohol	6510-00-786-3736	PG	1
Gloves surgical disposable	6515-01-150-2978	BX	1
Test paper, chlorine residual (food service)	6630-01-012-4093	PG	1
Test strips, pH & Cl	6640-NCM-02-1025	PG	1
Calcium Hypochlorite, 6 oz	6810-00-255-0471	BT	1
Spoon measuring plastic (0.5 g)	6640-01-070-7877	EA	2
Wet bulb-globe temperature with tripod	6665-01-381-3023	EA	1
Insect bite paste, 12s	6505-01-513-7682	PG	5

d. Duties. Members of the FST will assist their commanders to:

(1) Monitor overall sanitary conditions in the barracks, dining facility, ranges, and training areas occupied by the unit.

(2) Determine risk and develop controls for insect-borne disease, heat illnesses, and cold injuries.

(3) Ensure potable water containers are maintained:

(a) Prior to use, scrub the container with a solution of 1/2 meal, ready to eat spoonful of calcium hypochlorite dissolved in one gallon of water. If calcium hypochlorite is not available, use three spoonful of household bleach dissolved in a gallon of water. Use a spoon from a meals, ready to eat packet.

(b) Test the water using a chlorination test kit.

(c) Add more calcium hypochlorite, if necessary, to maintain a minimum chlorine residual of two parts per million or as prescribed locally.

(d) Empty and clean the container at least once every three days.

(4) Ensure hand washing devices/stations are provided and maintained at range and field sites, and that hand washing facilities in the barracks and dining facilities are functioning and maintained.

3-16. 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. Elements of the personal hygiene program include but are not limited to:

(1) Opportunity for Soldiers to bathe daily, in garrison, and practice personal hygiene in a field environment.

(2) Reinforcement of good dietary habits.

(3) Ensuring adequacy of billeting and maintenance of sanitary, healthful conditions, and net square footage guidelines as defined by DA Pamphlet (DA Pam) 420-1-1, to include:

(a) In BCT/OSUT, 72 net square feet per Soldier is the standard, exclusive of stairs, halls, latrines, utility rooms, recreation areas, storage rooms, or other administrative areas. All available billeting is used to achieve this standard.

(b) In AIT, 90 square feet per Soldier is the desired goal, unless the AIT is located at an ATC.

(c) Commanders will notify the TRADOC DCG-IMT when they cannot meet the 72 square feet standard, and will request permission from the DCG-IMT before placing Soldiers in less than 60 square foot per Soldier, after accomplishing the following:

(1) Installation fire marshal must verify the fire life safety codes are being met at the increased density.

(2) Preventive medicine personnel periodically check air quality.

(3) Sufficient latrine and shower facilities are made available.

(d) Diversion of barracks space for other purposes (for example, offices, weight rooms, dojos) will be limited and will not result in the use of portable buildings for barracks. Barracks will be maintained in accordance with Army standards for cleanliness, serviceability, and safety.

(4) TRADOC service schools and major subordinate commands will ensure posters emphasizing personal hygiene measures to mitigate the risk of a communicable illness outbreak are conspicuously displayed in the barracks, dining facilities, and in latrines. Personal hygiene posters with three different backgrounds are downloadable off the TRADOC Surgeon's Web site at http://www.tradoc.army.mil/surgeon/information.htm (see Personal Hygiene Information, parts I, II, and III).

b. Commanders will adhere to the following when IET Soldiers are donating blood:

(1) Blood donations will not be allowed during RECBN in processing, to include Soldiers in hold under status or during the first three weeks of BCT/OSUT.

(2) Blood donors should not engage in any strenuous physical activity for 24 hours after donation. Activities to avoid include, but are not limited to running, push-ups, pull-ups/chin-ups, muscle failure PT, heavy lifting, obstacle/confidence courses, APFT (diagnostic or record), etc. Short foot movements to local areas or dining facilities can be safely performed.

(3) Avoid prolonged exposure (greater than one hour) to heat category 3-5 conditions, and maximum performance events (APFT and foot marches) for three days after donation.

(4) Soldiers in OSUT and AIT may donate blood eight weeks after their first donation, then every eight weeks thereafter.

c. Female Soldiers may require additional health evaluations and education to ensure they are ready for deployment upon graduation from IET in accordance with Office of the Surgeon General policy 08-31. Commanders of Soldiers in Phase IV and beyond will coordinate with their local MTFs to ensure their female Soldiers have met these requirements for readiness.

3-17. Hearing conservation program

a. Each ATC will follow the Army Hearing Program in accordance with Special Text 4-02.501, paragraphs 48-53; DA Pam 40-501, paragraph 6-1; and Technical Guide 41. Commanders at all levels will enforce the requirement for all IET Soldiers, instructors, and cadre to wear earplugs or other approved hearing protective devices, when exposed to noise levels. Hazardous noise levels are defined as 85dBA or greater for steady state noise (such as generators or aircraft), or 140dBP or greater for impulse noise (such as weapons fire). Leaders are responsible for ensuring the Army

Hearing Program is implemented in their units, especially the monitoring and enforcement of wearing hearing protection in noise hazardous areas to include blank weapon fire (such as urban operations training).

b. RECBNs will perform DOD standard audiograms on all new Soldiers in accordance with DA Pam 40-501, paragraph 7-2. Soldiers with abnormal audiograms may require further evaluation to assess fitness for duty and appropriate disposition.

3-18. Health care committee

a. The IET environment presents unique health care issues. Managing these issues involves a joint effort between MTF clinical staff and training battalions. An IET health care committee provides the structural framework to facilitate this effort and develop coordinated approaches at the battalion level.

b. Objectives.

(1) Reduce and control injuries in IET that take Soldiers away from training.

(2) Conduct a regularly scheduled forum at the brigade level.

(3) Monitor overuse injuries, communicable illnesses, environmental injuries, and suicidal behaviors.

(4) Identify issues that would need the attention of HQ TRADOC.

(5) Obtain feedback on initiatives.

c. The health care committee can be stand alone, or part of a committee already in existence.

(1) Membership. Commandants should identify a brigade commander as the chairperson. The commandant staff and MTF will determine the rest of the committee membership. Membership may include, but is not limited to:

(a) Chief, primary care or deputy commander for clinical services.

(b) Commander, MTF and/or dental clinic.

(c) Psychologist or social worker for IET.

(d) Officer-in-charge, MTF physical therapy.

(e) Chief, preventive medicine.

(f) Environmental science officer.

(g) Training chaplain.

(h) Training unit commanders and/or senior NCOs.

(i) Senior NCO for medical support to training.

(2) Agenda. Items to be addressed may include, but are not limited to:

(a) Sick call.

(b) Medical support for training.

(c) Access to specialty care (for example, orthopedics, podiatry, mental health).

(d) Medical evaluation board (MEBs).

(e) IET attrition.

(f) Profiles.

(g) WTRP.

(h) Behavioral health professional support.

(i) Illness, injury, and behavior trends.

d. The chairperson should forward issues that require the assistance of HQ TRADOC to the TRADOC Surgeon at usarmy.jble.tradoc.list.g1g4-surgeon@mail.mil or Defense Switched Network (DSN) 501-5633 or commercial (757) 501-5633.

e. All medical appointments or procedures/emergencies performed off post will require Soldiers to have a battle buddy or a medical staff member escort the individual from the unit to the medical facility. Soldier will be signed in and transfer responsibility to a medical liaison. The liaison will ensure the Soldier receives the needed treatment. Upon completion of such treatment the Soldier will be returned to the medical liaison to coordinate transportation back to the unit. The medical liaison will not release the Soldier until a member of the unit or medical staff assumes responsibility for the Solder and escorts the Soldier back to their assigned unit. A chain of custody must me established and maintained throughout the entire process.

3-19. Sleep

a. Sleep is a basic biological need for proper brain and body functioning and a critical element for Soldier performance. Soldiers need a minimum of 7 hours of high quality sleep to sustain operational readiness. FM 6-22.5, http://armypubs.army.mil/doctrine/DR_pubs/DR_a/pdf/fm6_22x5.pdf, Leader's Guide to Combat

and Operational Stress Control, chapter 4 provides guidance on the principles and practices for sleep discipline and optimal sleep in garrison and operational settings.

b. Sleep is best viewed as a critical item of resupply like water, food, fuel, and ammunition. The longer a Soldier goes without sleep, the more their thinking slows and becomes confused, and the more mistakes they will make. Leaders need to plan adequate sleep for themselves and their Soldiers in training and tactical environments.

c. Observing a Soldier's behavior is the best way to evaluate for signs of inadequate sleep. Indications of inadequate sleep include: struggling to stay awake during briefings, etc.; difficulty understanding or tracking information; lapses of attention; decrease initiative/motivation; irritability.

d. Chronic insufficient sleep (less than 7-8 hours per 24 hours) produces a "sleep debt" which is characterized by impaired performance and readiness, and worsens as nightly sleep decreases. Routinely getting 7 to 8 hours of quality sleep per day improves Soldiers' mood, attention to safety, and physical, mental, and immune system performance.

e. Fatigue risk management for CQ and staff duty.

(1) Sleep loss and insufficient sleep associated with CQ and Staff Duty impairs decision making and alertness and places Soldiers at risk for accidents.

(2) Sleep deprived Soldiers need to be cautious when engaging in high risk activities.

(3) Recommendations.

(a) End staff/CQ duty at 1100 hours. This is the ideal circadian/physiological time to end an extended/overnight duty.

(b) Encourage personnel on CQ to sleep whenever mission allows.

(c) After 24-hour duty, employ risk mitigation strategies such as napping after duty and prior to driving home or having the Soldier driven home by an alert staff duty driver/spouse.

(4) CQ/staff duty scheduling examples.

(a) The CQ duty schedules shown below are recommended to ensure Soldiers are alert during critical periods (driving to/from duty; while on duty).

(b) The examples are anchored at 1100 hours based upon optimal circadian/physiological alertness for all personnel, i.e., opportunity for sleep and attending to personal matters prior to reporting for duty; and driving to and from duty during periods of decreased motor traffic, minimizing risk of POV accidents.

12-hour shift:	24 Hour Shift
Shift 1 - 1100 – 2300/ Shift 2- 2300-1100	1100-1100

Chapter 4
Soldier and Cadre Reception and Intergration

4-1. Integration of male and female Soldiers

a. For all MOS and courses open to female Soldiers, IET is gender integrated to the squad level. All Soldiers, regardless of gender, train to the Army standard. Performance requirement differences, such as APFT scoring are based on physiological differences, and apply to the entire Army. Gender integrated training at the lowest levels enhances the ability of the training base to deliver a Soldier fully prepared to take their place in the ranks of a gender integrated Army. Gender integrated training conducted in an environment where control and supervision are maximized mitigates the risk associated with this training (for example, pairing Soldiers of similar size and physical ability, regardless of gender during combative training).

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 and maximize company integrity to the extent possible within a barracks. Gender separation by barracks is preferred as resources permit.

4-2. Duties - charge of quarters (CQ), Access control guard, and extra duty

a. Soldiers performing extra duty as a portion of punishment under UCMJ will not perform extra duty beyond 2130 or lights out. Commanders may authorize extra duty to be performed on Sunday and other training holidays.

b. Soldiers can perform duties to include but not limited to: CQ and access control guard. No Soldier will perform multiple duties in a single night. This does not include extra duty.

4-3. TRADOC Pamphlet (TP) 600-4

a. TP 600-4 (Blue Book) and STP 21-1-SMCT is issued to all Soldiers entering BCT/OSUT. The two publications provide Soldiers with a pocket reference for subjects taught and tested in BCT/OSUT, along with Warrior skills needed upon arrival at their first unit of assignment.

b. Commanders will ensure that IET Soldiers departing BCT for AIT have a serviceable copy of both (Blue Book) http://www.tradoc.army.mil/tpubs/pams/TP600-4withChange1.pdf and STP 21-1-SMCT: https://atn.army.mil/dsp_template.aspx?dpID=105 in their possession.

4-4. IET Soldier work details

a. Restrict use of IET Soldiers for details to a minimum. The BCT/OSUT POI only allows eight (8) hours away from training for details. Details off the installation are restricted to military honors details such as flag or funerals. AIT POIs do not allow any time for details. Commanders should attempt to restrict details to IET Soldiers in a hold over or hold under status.

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. IET Soldiers will perform details, at a minimum, as a battle 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 transformation skills.

d. Any civilian employee overseeing IET Soldiers on a routine basis will be SCTC or 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.

4-5. Amount and type of control/phase privileges

a. During IET, the cadre leadership should evolve from asserting total control over Soldiers to the point where it duplicates the leadership environment in operational units. This gradual change supports the transformation program, and allows the DSs, AIT PSGs, and/or squad leaders to gauge each Soldier’s self-discipline and maintain or relinquish control accordingly.

b. Privileges/limitations for IET Soldiers.

(1) Brigade commanders or the senior U.S. Army commanders at the training location are the approval authority for granting or withholding privileges in accordance with Table 4-1. Soldiers are granted additional freedom as they demonstrate 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. Privileges granted in IET will support the phased training program, which establishes intermediate goals to facilitate the transformation from volunteer to Soldier. Maximum privileges authorized for IET are listed in table 4-1.

(2) Soldiers in the first phase of initial entry training (red phase) will not attend non program of instruction events, activities, or programs (on or off the installation) except for on-post Sunday morning worship service, without an approved exception to policy from the Deputy Commanding General, Initial Military Training. Soldiers in the following phases (white and blue) may attend off-the-installation events, activities, or programs with approval granted by their respective Commanding General, Center of Excellence or Army Training Center. Prior to granting approval, the local Commanding General of the CoE or Army Training Center should consult with his servicing Staff Judge Advocate. Units will send a copy of exception to United States Army Center for Initial Military Training Operations Section. These events include but are not limited to: local sporting events, church services, concerts, or military appreciation events.

(3) Wearing of civilian clothes is strictly limited during BCT. Local Standing Operating Procedures (SOPs) will govern attire for BCT Soldiers departing on emergency leave prior to deferred issue. When time and facilities permit, the Soldier is issued a Class A or ASU before departing on emergency leave.

(4) The use of telephones during IET, to include cellular and other wireless communication devices, is a privilege. IET brigade commanders will establish local policy.

(5) IET Soldiers arriving to the reception battalion (RECBN), BCT, OSUT, AIT, new duty assignment and/or transferred to a different unit or class will be given the opportunity to call home within 48 hours of arrival.

(6) The following privileges establish guidelines for brigade commanders.

(a) Phase I (weeks 1 through 3). No passes are permitted and IET Soldiers are restricted to the company area. IET Soldiers are allowed outside the company area only when in formation and escorted by DSs. A DS 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 rental vehicles, consuming alcoholic beverages, and using tobacco products unless they are of legal age, possess a valid driver's license, and are on authorized leave/absence. All IET Soldiers must maintain the battle buddy system in accordance with paragraph 3-2. Continuous cadre supervision is enforced during Phase I of IET.

(b) Phase II (weeks 4 through 6). In addition to the privileges authorized in Phase I, passes within the brigade area are authorized. Soldiers are prohibited from driving or riding in POVs and rental vehicles, consuming alcoholic beverages, and using tobacco products unless they are of legal age, possess a valid driver's license, and are on authorized leave/absence. All IET Soldiers must maintain the battle buddy system in accordance with paragraph 3-2.

(c) Phase III (weeks 7 through 10). In addition to the privileges authorized in Phase II, on post passes are authorized. At the discretion of the commander, IET Soldiers may be authorized an off post pass and ride with family members in POVs and rental vehicles during BCT/OSUT graduation day and family day. Family members (parents, grandparents, spouse, or legal guardian) are authorized to transport BCT graduates to assigned AIT sites at the battalion commander's discretion. Soldiers are prohibited from driving POVs and rental vehicles, consuming alcoholic beverages, and using tobacco products unless they are of legal age, possess a valid driver's license, and are on authorized leave/absence. All IET Soldiers must maintain the battle buddy system in accordance with paragraph 3-2. Soldiers may receive an off post day pass privilege during graduation day or family day and do not have to use the buddy system when accompanied by an adult family member (parents, grandparents, spouse, or legal guardian). Off post pass will expire NLT 2100 hours' local time.

(d) Family members (parents, grandparents, spouse, or legal guardian) are authorized to transport Soldiers to their AIT location. One day of travel time is allowed for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is

400 miles or less, one day's travel time is allowed. (See Joint Federal Travel Regulation, paragraphs U3003 Authorized Modes and U3005 Travel Time). Soldiers are not authorized to drive or consume alcohol when being transported.

(e) Soldiers are to report to AIT on the scheduled report date. Soldiers who are authorized to travel to the AIT location with family members must arrive at the AIT location no later than (NLT) 1800 on the Sunday prior to the scheduled AIT report date.

(f) Phase IV (weeks 11 through 13) All privileges granted in Phase III. Also, Unit Commander can grant passes up to 2100 hrs.

(g) Phase V (weeks 14 through 20) Brigade Commander are authorize to accelerate post-BCT phases to allow Soldiers to receive phase V+ privileges based on the Soldiers' performance. A written policy establishing brigade-specific guidance will be submitted to CIMT. The Brigade Commander sets the policy, but the Battalion Commander manages the program. Soldiers in courses that exceed 21 weeks may be authorized to reside with family provided there is a written agreement between Soldier and Battalion Commander establishing responsibilities required to maintain this privilege. Soldiers must have PCS orders authorizing family travel.

(h) Phase V+ (weeks 21 through completion) Commanders can authorize day passes to end at 2400 hrs. Brigade Commanders can approve exceptions past 2400 hours on a case-by-case situation. This exception authority cannot be delegated lower. Married Soldiers are authorized to use their spouse as a battle buddy when accompanying them to an appointment or family requirements.

(7) Commanders should consider the philosophy of increasing privileges and responsibilities based on trainee progress.

(8) 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 have a one week delay built into the Army Training Requirements and Resources System (ATRRS) training schedule between the BCT graduation date and the AIT report date. Soldiers may elect to take up to one week of leave, or report directly to AIT upon graduation from BCT. When the latter is chosen, the losing BCT site will coordinate with the gaining AIT site for early arrival.

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

(c) Soldiers taking holiday block 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.

(9) Brigade commanders determine privileges for Soldiers attending pre-BCT ESL training or assigned to a reception battalion in a long term hold status.

Table 4-1
IET phases and privileges

PHASE	I	II	III	IV	V	V+		
	Basic Combat Training			Advanced Individual Training				
	ONE STATION UNIT TRAINING							
WEEKS	1 - 3	4 - 6	7 - 10	11- 13	14 - 20	21 Thru Completion *****		
Color Designation	RED	WHITE	BLUE	BLACK	GOLD	GOLD		
PRIVILEGES *								
Total Control	X							
Restricted to Company Area	X							
Escorted to PX by DS	X							
Brigade Area Pass		** X	** X	** X	** X	*X		
Passes (on/off Post)			**** X	** X	** X	*X		
Overnight Pass ***	NO OVERNIGHT PASSES AUTHORIZED DURING INITIAL ENTRY TRAINING							
Wear Civilian Clothes					*X	*X		
Cell Phone/Electronic Devices	*X	*X	*X	*X	*X	*X		
Ride in POV			**** X		*X	*X		
Alcohol Use (of legal Age)	NO ALCOHOL USAGE AUTHORIZED DURING INITIAL ENTRY TRAINING							
Tobacco Use (of Legal Age)				*X	*X	*X		

* Privileges are earned and are reduced or modified based on Soldier performance and discipline at the discretion of the BDE CDR.
** Passes will conclude NLT 2100 Hours local time. BDE CDR is authorized to extend the pass to 2400 hours (non-duty) days. All Soldiers will utilize the battle buddy system except on graduation day where they may be accompanied by family members (Parents, Grandparents, Spouse or Legal Guardians).
*** No overnight pass authorized in BCT. BDE CDR approves exceptions to allow overnight pass for phase V+ Soldiers. This exception authority cannot be delegated below BDE CDR
**** Phase III Soldiers may be authorized an off post pass and ride in POV with family on graduation day and /or traveling from BCT to AIT location if approved by the commander.
***** For courses longer than 21 weeks, BDE commander will determine privileges and authority to grant Soldiers approval to reside with spouse if orders authorize PCS to training location. A written agreement between Soldier and Bn CDR will establish responsibilities in order to maintain this privilege.

4-6. Basic combat training feedback system

AIT commanders and other recipients of Soldiers from BCT will provide direct feedback to BCT commanders. This feedback will include information on the quality of the Soldiers they receive, if the Soldiers arrived with all the required documents for a complete record, and if the Soldiers arrived with proper equipment to include mouth guards and helmet bands. Specified topics for feedback include: Soldier morale on arrival, medical condition, common task proficiency, physical condition, DA Form 5286 completeness, and possession of TP 600-4 (Blue Book) and Soldier Training Publication (STP) 21-1-SMCT.

4-7. IET hold management

a. Soldiers placed in a hold status prior to starting a BCT class will be identified by name within 72 hours of arrival to the DCG-IMT and TOMA. Every effort will be made to assign these Soldiers to training companies or transship these individuals to other training locations in order to remain on their current training cycle. Post the Soldiers' status in ATRRS with the reason code display as being in a hold status (H) awaiting class start (6). The hold status for an H6 Soldier automatically ends when the Soldier starts training and is posted in a class in ATRRS with input status of (I). If a Soldier cannot be transshipped to another location, they will be actively engaged in introductory training. Hold training will consist of orientation, SHARP, PRT, Army Values, drill and ceremony, customs and courtesies, and other subjects that will help these Soldiers integrate into the Army and prepare them for BCT.

b. Change to IET Soldier status must be reported to the installation's Trainee/Student Processing Center (TSPC), in accordance with local standard operating procedures, per AR 612-201. A student's change in status must be reported by the unit/organization no later than the close of business on the first working day after the change takes effect. This deadline is established so TSPCs can post the changes to ATRRS within the timeframe required by AR 350-10.

c. Installations/brigades will send a report to USACIMT by the 14th of each month listing IET holds during the previous month. The report will be by name and hold category. Only IET Soldiers will be included on the report; do not include MOS-T Soldiers. Remarks re required for any Soldier who exceeds the threshold for the hold category he/she is in. Only the following hold categories will be included on the report:

(1) Security clearance. Soldiers who have not received the appropriate security clearance to start, continue, or complete AIT, or be granted a waiver upon graduation from AIT. Threshold is 60 days.

(2) Medical separation. Soldiers who are being processed for medical separation from the service. Medical separation status begins on the date the Medical Treatment Facility Commander indicates the Soldier should be separated for failure to meet procurement medical fitness standards (AR 635-200), or refers the Soldier to a Medical Evaluation Board (MEB) (AR 635-40). Includes MEBs and Chapters 5-11, 5-13, 5-17, and 8. Threshold is 90 days.

(3) Medical hold. Soldiers who cannot not participate in training due to a medical condition; e.g. profile, quarters, and convalescent leave. Threshold is 180 days.

(4) Trainee discharge. Soldiers who are being processed, other than medical reasons, for administrative separation from the service under the provisions of AR 635-200. Includes all Chapters except 5-11, 5-13, 5-17, and 8 (see para (b) above). Threshold is 30 days.

(5) APFT failure. Soldiers who have met all requirements for graduation from the course of instruction except passing the APFT. Threshold is 14 days. These Soldiers can be moved to the Fitness Training Unit (FTU) to receive additional training in physical fitness in order to meet the graduation requirement.

4-8. Reception and holding units (RHUs)

a. BCT/OSUT TRADOC service schools and major subordinate commands will establish company size RHUs to process Soldiers pending discharge. RHUs will process IET Soldiers identified by the chain of command for discharge from the Army in accordance with AR 635-200.

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

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

d. When the commander identifies and approves Soldiers for selection to the RHU, they are reported in ATRRS in accordance with ATRRS table 51 discharge reason codes (see table 4-2).

e. The Reception Battalion Commander has the authority to manage RHU processes and procedures at his/her discretion.

Table 4-2
ATRRS codes for IET Soldier actions

RECBN, BCT, OSUT, AIT	RECBN, BCT, OSUT, AIT		RHU, FTU	RHU, FTU	RHU, FTU		RECBN, BCT, OSUT, AIT
Enter output status	Enter reason code		Enter input status	Output status	Enter reason code		Enter input status
L (recycle out)	< (Transfer to FTU/RHU)		I (Input)	D (Discharge)	Appropriate code in accordance with ATRRS table 5-1 discharge reason codes		
L (recycle out)	< (Transfer to FTU/RHU)		I (Input)	G (Graduate)	No reason code required.		Q (Recycle in)

4-9. Soldiers held for security clearance

a. Process Soldiers that enlisted for MOS training and require security clearance eligibility in accordance with AR 612-201, paragraph 2-3.

b. Unit commanders are authorized to grant interim collateral security clearance eligibility in the name of the Commander, DOD Consolidated Adjudication Facility (DODCAF), Fort Meade, MD, to qualified Soldiers of all components in accordance with AR 380-67, chapter 3, so they may enter into classified training. Unit commanders will review current personnel security adjudicative guidelines for determining eligibility for access to classified information prior to making interim determinations. The intent is to move all qualified Soldiers to the AIT location.

c. Security managers will check the DOD personnel security system of record (currently the Joint Personnel Adjudication System (JPAS)) to ensure the Soldier has the appropriate personnel security investigation (PSI) and security clearance eligibility. If JPAS reflects an open PSI,

security managers will also check the security/suitability investigation index (SII) within JPAS to ensure the appropriate PSI has been submitted to and is opened by the Office of Personnel Management. Security managers at initial training sites will contact USAREC G-3 to resubmit the appropriate PSI, as needed.

d. Soldiers having enlisted into either MOS 35G, 35N, 35P, 35Q, or 35S and are pending Interim Top Secret with Sensitive Compartmented Information (ITS with SCI) will remain at initial training sites until such eligibility is granted by the DODCAF.

e. Security managers will ensure Soldiers scheduled for training at 229th Military Intelligence Battalion, DLIFLC and Presidio of Monterey, CA, will have the appropriate PSI submitted and open at the Office of Personnel Management prior to Soldier departing initial training. These Soldiers may ship pending ITS with SCI.

f. For MOS listed within table 4-3 and requiring Secret security clearance eligibility, Soldiers who meet Interim Secret eligibility may depart initial training sites, provided, at a mininmum, they have a National Agency Check with Local Agency and Credit Check (NACLC) PSI favorably pending at the Office of Personnel Management or the DODCAF. Commanders of AIT are responsible for granting the Interim Secret security clearance eligibility for these MOS.

g. Soldiers having known, credible, significant derogatory information, and not having final security clearance eligibility, and having enlisted into an MOS listed in table 4-3, are considered security holds and will remain at initial training sites until:

(1) A voluntary renegotiation of MOS is reached, normally within the first 60 days of hold status; or

(2) Receipt of a DODCAF notification denying eligibility for access to classified information, resulting in reclassifying the Soldier into an MOS that does not require security clearance eligibility; or

(3) The 120th day from the PSI submission date, at which time the Soldier will either be reclassified into an MOS not requiring security clearance eligibility or processed for discharge; or

(4) JPAS reflects the appropriate security clearance eligibility.

h. Soldiers with known, credible, significant derogatory information and reclassifying into another MOS requiring security clearance eligibility will not ship until appropriate clearance eligibility requirements for the new MOS have been met.

i. All other Soldiers not identified within table 4-3 will ship to AIT.

j. Soldiers requiring Secret security clearance eligibility for an MOS must meet Interim Secret security clearance eligibility requirements and be granted same to graduate. Soldiers who cannot meet Interim Secret security clearance eligibility when access to classified information is required during AIT or at graduation, whichever comes first, are then considered a security hold.

k. Soldiers whose MOS requires a final security clearance eligibility to graduate from AIT/be awarded the MOS but only meet interim security clearance eligibility requirements will be considered a security hold at graduation. Unless these Soldiers voluntarily reclassify into another MOS that does not require security clearance eligibility, they will remain a security hold until final security clearance eligibility is determined by the DOD CAF.

l. Soldiers with a multiple holdover status will not be considered a security hold until all other holdover standings have been resolved, e.g., medical hold, flagged, remedial training-academic hold.

m. Security holds will be coded appropriately within ATRRS with the code "=." Soldiers that have been granted final security clearance eligibility and subsequently lose the eligibility, for example, due to a serious incident report, will not be coded as ATRRS code "=."

Table 4-3
MOS security clearance eligibility requirements

MOS[1]	LOCATION	AIT REQUIREMENTS
13D	Sill	Interim Secret required by Week 1
13F	Sill	Interim Secret required by Week 4
13M	Sill	Interim Secret required by Week 1
13P	Sill	Interim Secret required by Week 1
13R	Sill	Interim Secret required by Week 1
13T	Sill	Interim Secret required by Week 1
14E	Sill	Interim Secret required by Week 1
14G	Sill	Interim Secret required by Week 1
14H	Sill	Interim Secret required by Week 1
14S	Sill	Interim Secret required by Week 1
14T	Sill	Interim Secret required by Week 1
15P	Rucker	Interim Secret required by Week 4
15W	Huachuca	Interim Secret required by Week 1
25E	Gordon	Interim Secret required by Week 1
25F	Gordon	Interim Secret required by Week 3
94A	Lee	Interim Secret required by Week 4
94E	Gordon	Interim Secret required by Week 5
94F	Gordon	Interim Secret required by Week 1
94P	Lee	Interim Secret required by Week 4
94T	Lee	Interim Secret required by Week 4
35F	Huachuca	Interim Secret required by Week 1 and ITS with SCI by Week 16
35G	Huachuca	ITS with SCI required by Week 1
35M	Huachuca	Interim Secret required by Week 1 and, at a minimum, an open Single Scope Background Investigation reflected within SII/JPAS
35N	Goodfellow	ITS with SCI required by Week 1 and Final TS with SCI by Week 18
35P	Goodfellow	ITS with SCI required by Week 1 and Final TS with SCI by Week 12
35Q	Pensacola	ITS with SCI required by Week 1
35S	Pensacola	ITS with SCI required by Week 1
35T	Huachuca	Interim Secret required by Week 1 and ITS with SCI required by Week 34
89D	Eglin AFB (Phase 2)	Open SSBI and Interim Secret required by Week 1 of Phase 2 training
[1] MOS' change constantly; contact HQ TRADOC Deputy Chief of Staff, G-2 Security at DSN 501-6170 or 757-501-6170 for latest MOS chart information.		

4-10. Separations

a. Attaining Army standards is the gauge for successful completion of IET. Commanders will exhaust retraining and counseling procedures before making a determination that a Soldier's performance and potential justify 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/ USAR liaison personnel counseling the Soldier.

b. Separation of all Soldiers will be in accordance with AR 635-200 and any other applicable separation provisions. Once the company commander notifies the Soldier that separation action (for example, chapter 11) has been initiated, the Soldier will be discharged within 30 calendar days.

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 fitness training unit (FTU) is not counted toward those two 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. Medical conditions that existed prior to service (EPTS).

(1) In the course of evaluation for an injury or condition, it may be revealed that the Soldier was not medically qualified under procurement medical fitness standards. If the chain of command and medical authorities determine the Soldier entered the service with a medical condition that prevents full participation in IET training activities, the Soldier may be separated in accordance with AR 635-200, paragraph 5-11. This provision is applicable only if the condition is discovered within the first six months of the Soldier's enlistment, and the Soldier provides reasonable proof (copy of medical records, sworn statements from parents, etc.) that the injury EPTS.

(2) The EPTS separation process should not be utilized if the Soldier received a waiver for the same condition, unless the condition changes and there is a significant safety concern related to the change or condition that prevents the Soldier from completing training in any MOS, and appropriate medical authority determines that the condition is not remediable within a reasonable period of time.

e. Commanders will utilize guidance in AR 635-200, paragraph 11-3b and 5-11d for pregnant Soldiers.

f. Chapter 11, Entry Level Performance and Conduct Separations. Prior service AA Soldiers may be discharged for unsatisfactory performance or misconduct under "entry level" status, if they had a break in service of greater than 92 days (per AR 635-200, Glossary, Section II Terms). For RC Soldiers, "entry level" status terminates 90 days after beginning split training option (STO) phase II or 180 days after entering IET for non-STO Soldiers.

4-11. Transportation of basic combat training (BCT) graduates to AIT locations

a. BCT graduates may travel to AIT locations through various means of transportation, including with family members in POVs. As such, the gaining AIT locations must have a clear understanding of which Soldiers are arriving at what time and by what means of transportation. The gaining AIT unit must ensure they have cadre available at the transportation nodes at the proper time to ensure these IET Soldiers are properly received and transported to their new training unit.

b. Losing BCT units will transmit a BCT graduate transportation report to the gaining AIT schools NLT the day prior to BCT graduation. This report should include the Soldiers' names, rank, gaining school, transportation mode, and expected arrival date/time.

c. Continued communication is maintained with receiving unit until Soldier is received to ensure resources are expended at the appropriate time/location and have the right capability to transport received Soldiers.

4-12. Conscientious objectors

a. Policy and procedures for processing conscientious objectors are 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.

4-13. MOS trained/prior service Soldiers

a. MOS trained and prior service Soldiers are those individuals, in any grade, who 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 who 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 (APFT, etc.) and are subject to IET policies, unless otherwise stipulated in this regulation.

b. Prior service Soldiers in IET.

(1) Prior service personnel entering the Active Army are not required to attend BCT if they completed Army or USMC basic training, or completed training for U.S. Air Force (USAF) or USN Special Operations Forces, or USAF Security Police, and have less than a 3-year break in service. (AR 350-1, dated, Aug 14)

(a) Prior service personnel entering the AC will attend Army BCT if they have not completed Army or USMC basic training, or completed training for USAF or USN Special Operations Forces, or USAF Security Police, and have more than a 3-year break in service. (AR 350-1, dated, Aug 14)

(b) Prior service personnel are not considered IET Soldiers but will comply with applicable regulations, standards, and training requirements.

(c) Prior service personnel in the pay grade of E-1 through E-4 are billeted in accordance with this and other applicable regulations.

(d) Prior service personnel in the pay grade of E-5 to E-9 are billeted separately from other BCT Soldiers. Prior service personnel are billeted in a separate building when possible. If a separate building is not available, then on a different floor of a BCT building. If a different floor within the building is not possible, then within a separate room (not in an open bay). Prior service NCOs may be billeted using the same as initial entry BCT Soldiers as a last resort with approval of the DCG-IMT. Requests should be submitted in memorandum format. Billeting NCOs with BCT Soldiers is not the intent and should be a last resort.

(e) These standards include billeting while processing through the reception units. Reception units will immediately identify prior service personnel and ensure the gaining BCT units are informed of the prior service personnel's status rank, pay grade, and billeting standards. Prior service personnel may be housed in AIT facilities.

(2) Prior service personnel who 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.

(3) Prior service personnel who 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.

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.

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

(3) There is no requirement for reclassified or prior service Soldiers to receive reinforcement training on skills taught in BCT or the BCT portion of 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 who are proficient in common

tasks as demonstrators and assistant instructors. Use reclassified and prior service NCOs as assistant evaluators in training IET Soldiers.

(4) Reclassified and prior service Soldiers should not be billeted with IET Soldiers, and when housed in a separate building, the separate and secure requirements do not apply. If training locations cannot meet this provision, commanders may billet prior service Soldiers in the same barracks complex as IET Soldiers. These Soldiers will not be billeted on the same floor as IET Soldiers and commanders must comply with the separate and secure policies in accordance with paragraph 2-9. If the requirements can't be met, an exception must be approved by DCG-IMT. Requests should be submitted in memorandum format. Commanders are encouraged to integrate reclassified and prior service personnel with IET Soldiers during training to enhance training by taking advantage of their knowledge, experience, and leadership abilities.

(5) 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 grade. They are treated with the dignity and respect due their grade.

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

(c) Fraternization between reclassified, prior service Soldiers, IET Soldiers, and cadre is forbidden in accordance with AR 600-20, paragraph 4-14b.

d. This paragraph is not applicable to individual ready reserve (IRR) Soldiers reactivated to military service. Utilize the guidelines outlined in the IRR mobilization (MOB) training strategy (appendix J).

4-14. MOS retraining/reclassification policy

TRADOC IET retraining/reclassification policy is as follows:

a. A Soldier unable to qualify for their current MOS assignment, due to medical limitations, academic failure, or administrative requirements may be considered for retention in the Army and qualify for reclassification skill training in an alternate MOS, based on the company commander's recommendation and the battalion commander's approval. The Soldier must demonstrate the motivation and potential to successfully complete the reclassification MOS training.

b. In all other cases, properly counsel and process Soldiers for separation not meeting academic standards in accordance with AR 635-200. See appendix I for additional guidance on retraining/reclassification procedures.

4-15. Promotions, awards, and competitions

a. Commanders will conduct promotions of graduating AIT students in accordance with AR 600-8-19, paragraph 7-13 (this includes USAR/ARNG Soldiers).

b. Commanders are strongly encouraged to utilize meritorious promotion authority granted in AR 600-8-19, paragraph 2-3h(3) to the maximum extent possible.

c. Commanders should establish a comprehensive award system within each TRADOC service school and ATC. This system should provide recognition for both IET Soldiers and cadre personnel. Any award program must meet the requirements of AR 600-8-22, AR 672-20, and TR 672-6.

d. Commanders are strongly encouraged to implement inter-unit competitions to instill the warrior spirit. Soldiers and units are to compete against common standards, rather than against each other, unless conducting obvious head-to-head competition such as physical fitness courses, combatives, drill and ceremony, etc. Competition should recognize each Soldier or unit that meets or exceeds the standards. All levels of command must constantly monitor competitive programs and ensure that competition supports, rather than detracts from training objectives. Take care to ensure statistics do not assume major importance and create undue pressure on the IET Soldier or the cadre.

4-16. Holiday block leave

HQ TRADOC will establish and announce the training policy for holiday block leave based on annual guidance HQDA publishes for the holiday season. The HQ TRADOC POC for holiday block leave is USACIMT (ATMT-OP), Building 210, Dillon Circle, Fort Eustis, VA 23604-5701. Commanders will conduct drug testing on 100 percent (all) of the Soldiers that participate in Holiday block leave (to include IET Soldiers not participating in holiday block leave).

4-17. AIT squad leader roles and duties

Squad leaders are valuable assets to the training and leadership team in AIT. They are instructors that assist AIT PSGs in leading and continuing to develop Soldiers. Squad leaders will be fully integrated into all aspects of the AIT daily mission. They serve as a first line leader and augment the efforts of the AIT PSG. Squad leaders will assist the PSG in conducting formations, physical training, counseling, administrative tasks, inspections and all aspects of the transformation process.

Instructors are assigned the additional duty of squad leader and are charged with, but not limited to, the following responsibilities.

a. Trains squad on individual and collective tasks.

b. Manages logistical and administrative needs of the squad.

c. Inspects condition of Soldiers' weapons, clothing, and equipment.

d. Maintains accountability of Soldiers and equipment.

e. Submits requests for awards and decorations.

f. Ensures material and supplies are distributed to Soldiers in squad.

g. Keeps PSG informed on squad status and requirements.

h. Assists PSG in the execution of Army Physical Readiness Test (APRT).

i. Conducts performance counseling for his/her squad.

4-18. Stored Value Card Program

The stored value card is a debit card used to purchase personal items needed to complete Basic and OSUT. The value of the card is based on historical costs for personal items needed to meet and maintain personal hygiene during the training cycle. This is an advance pay on the Soldier's first paycheck. Funds are allocated to every Soldier to ensure no financial burden is placed on Soldiers during the training cycle. Leaders will ensure cadre and Soldiers adhere to the following guidelines:

a. All Soldiers will be issued the Stored Value Card while processing through the Reception Battalion.

b. Commanders will ensure all Soldiers receive training on the use of this card and procedures to increase value or reimbursement if a card has value attached at the end of the training cycle or receiving a discharge prior to completion of training.

c. The stored value card can be used at all Army and Air Force Exchange Service (AAFES) sites (barber shop, hair salon, clothing sales, and Post Exchange).

d. The stored value card has a default expiration date of 45 days from issue. However, installations have the authority to adjust expirations dates to meet the requirements of their training mission. If the expiration date needs to be adjusted, the unit commander will contact the local DFAS to make changes.

e. Upon arriving at the basic training company, commanders will ensure all Soldiers receive a briefing during the unit integration on the stored value card, how to use the card, where it can be used, and how to redeem balance upon graduation or separation.

f. The stored value card closeout will be added to the out processing checklist for all Soldiers graduating or separating from the installation.

g. At no time will cadre or Drill Sergeants handle a Soldier's stored value card.

h. Training will be provided to cadre during Drill Sergeant School, Company Commander and First Sergeant Course, Cadre Training Course; or the Pre-command Course.

i. Commanders will ensure all Soldiers liquidate their balances on their stored value cards prior to departure.

4-19. Army Career Tracker (ACT)

a. AIT and OSUT Soldiers will use the Army Career Tracker (ACT) Sponsorship Module to initiate the sponsorship process. This process standardizes sponsorship procedures across the Army while facilitating the deliberate linkage between Army Sponsors and Soldiers in Permanent Change of Station (PCS) status.

b. Sponsorship processing begins with the receipt of assignment notification from Human Resources Command (HRC) and ends when the Soldier and/or family has successfully integrated into the unit, installation, and community.

c. Enlisted assignments are sent via the enlisted distribution and assignment system (EDAS) to the Electronic Military Personnel Office (EMILPO) on a weekly basis for the supporting personnel reassignment work center to process Soldiers for reassignment.

d. Procedures.

(1) The ACT system will send an email notification within 72 hours of issuance of reassignment instructions by HRC to the gaining and losing installation sponsorship liaisons, gaining and losing unit sponsor coordinators (USC), and the PCSing Soldier.

(2) The gaining brigade USC is notified of the inbound Soldier and of the requirement to assign a sponsor. The losing brigade and battalion USC are notified of the outbound personnel.

(3) The PCSing Soldier is notified of the Assignment Instructions and prompted to complete the DA Form 5434 (Sections 1, 2, 4 & 5) in the ACT Sponsorship Module.

(4) Upon assignment of the sponsor by the gaining unit, the losing BN S1 will access Soldier’s record in ACT, print the completed DA Form 5434 and welcome letter from the gaining Command, and provide the documents to the Soldier.

(5) The departing Soldier will acknowledge receipt and read the welcome letter with the assigned sponsor’s contact information.

e. 6-3. Actions required by the losing unit.

(1) BN USC: Monitor the ACT sponsorship process of the losing Soldier and contact gaining USC for sponsorship process on day 120 from report date if Soldier has not already received sponsor information.

(2) Cdr/CSM/1SG: Contact gaining Command for sponsor assignment on day 90 from report date if losing Soldier has not received sponsor information. Monitor the ACT sponsorship process and make contact with gaining command to address Soldier and/or Family concerns (if applicable).

f. 6-4. Exceptions to Policy (ETP).

(1) The approval authority for exceptions to receive orders without identifying a sponsor is the first General Officer / Senior Executive Service equivalent in the Soldier's chain of command, with authority to delegate approval authority no later than the Brigade level commander.

(2) The ETP will be processed no later than 21 days prior to graduation date for IMT Soldiers. The losing BN is responsible for ensuring IMT Soldiers access ACT Sponsorship Module within 72 hours of receipt of assignment instruction notification and complete sections 1, 2, 4, and 5 of the DA Form 5434 to afford the gaining command an opportunity to assign a sponsor.

(3) Format for the ETP will be a memorandum addressed to the Installation Military Personnel Division (Reassignment Branch), signed by the approval authority.

4-20. Hometown Recruiter Assistance Program (HRAP) execution

a. HRAP is a voluntary recruiter assistance program that allows qualified IET graduates to promote Army service in their hometowns while in a permissive temporary duty status. The intent of the program is to allow recent IET graduates to go to their hometowns and share their experiences with their peers to connect with the target market for recruiting.

b. HRAP is a performance reward. Only physically fit individuals with an outgoing personality and positive attitude to advocate for the Army, recommended by both their recruiters and DSs, can participate.

c. 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 at OSUT/AIT is the approval authority for HRAP requests.

d. The proponent for Active Army and Army Reserve HRAP is HQ USAREC, Assistant Chief of staff, G-3. Additional information on HRAP is found in AR 601-2, chapter 7 and at the Hometown Recruiter Assistant Program support site.

e. The ARNG executes a similar program as a way for the ARNG Soldiers to interface with local communities. Soldiers approved to participate in the ARNG program will report to and be briefed by the ARNG liaison NCO at each installation. On an annual basis, the National Guard Bureau Strength Maintenance Division provides additional information on the program.

f. Special provisions may apply to HRAP conducted during the annual block leave holiday break. HQ USAREC provides the Holiday block leave 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.

g. On an exception basis, Soldiers currently in IET who are 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.

h. HRAP duty is not performed during the Holiday Block Leave (HBL) period. Installations will use the HRAP website (http://hrap.goarmy.com) to enter Soldiers into the program for approval when the Soldier is projected for duty after AIT graduation.

Chapter 5
Entry Training and Enhanced Performance

5-1. IET strategy
IET commanders and commandants will ensure their training programs incorporate the following tenets of the TRADOC IET strategy.

a. Total immersion: The IET environment is the total immersion of IET Soldiers in a positive environment with active leadership. This environment establishes and enforces the Army's standards, provides positive role models, and uses every training opportunity to reinforce essential Soldier skills and develop a Warrior mentality. Officer and NCO leadership is the cornerstone of a positive IET environment and a successful transformation program.

b. IET investment strategy: The Army's motivated and professional IET cadre can train anyone with the mental and physical capacity to enter IET. Each cadre member accepts responsibility for providing a positive environment in which new Soldiers have every opportunity to succeed. Cadre train their Soldiers by building on and affirming their strengths, and shoring up their deficiencies. Cadre members coach, teach, mentor, and assist Soldiers in meeting the standards through performance counseling and phased goal setting. The investment strategy raises the individual to the standard; it does not lower the standard for the individual. The IET investment strategy includes:

(1) A training philosophy that is focused on graduating the maximum number of Soldiers who can meet standards.

(2) Allowing the medical community to rehabilitate low risk Soldiers who can continue to train and meet standards.

(3) Allowing IET Soldiers to participate in after-hours self-improvement or therapeutic classes/groups to improve their resilience and adaptability.

(4) 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.

(5) IET is based on accessions management processes. When the MEPS ships new accessions to the ATC, virtually all their required training is scheduled and they have an ATRRS

reservation in each type of training. Their reservation is based on the expectation that they will progress through each set of training (BCT, AIT, functional, (airborne, ranger indoctrination, etc.) as scheduled, so it is important for schools and ATCs to ensure new ATRRS reservations are made if a Soldier is delayed (medical hold, leave, etc.) and will not meet the scheduled training start date in all subsequent training.

(6) DSs will conduct as much of the skill training as possible in BCT and OSUT. When DSs are the primary trainers, the role of the committee group is to augment cadre instructors, serve as subject matter experts, and advise on the conduct of training.

(7) Primarily, instructors/squad leaders will conduct MOS training in AIT; however, to the maximum extent feasible, they will involve PSGs in the technical training in AIT. Conversely, squad leaders must assist PSGs and unit cadre in the transformation effort. Training must be a total team effort between PSGs and squad leaders. PSGs and squad leaders will serve as both MOS and transformation role models.

(8) Through a system of rigorous evaluations of training and testing, TRADOC, ATC commanders, and school commandants must ensure that training standards are enforced.

c. The outcomes-based training and education training method. Outcomes-based training and education is a training method used to teach Soldiers a way to understand and accomplish tasks, think critically, understand why they are doing something, adapt to situations, and focus on overall mission accomplishment while adhering to the principles of the professional military ethic. The following techniques are examples that IET trainers can use when employing outcomes-based training and education:

(1) Explain the actions, conditions, and standards (use the lesson plans).

(2) Motivate the Soldiers by explaining the "why" (provide reason for outcome).

(3) Seek/encourage Soldiers' interaction early and often (ask leading questions).

(4) Demonstrate the action in accordance with the established standard (I do, we do, you do).

(5) Create opportunities and scenarios in field training to allow Soldiers to apply gained skills and encourage Soldiers' critical thinking process. Create training that will enable Soldiers to draw from lesson plans and various environmental conditions.

(6) Conduct after-action reviews (AARs) that identify the Soldiers' strengths and helps them improve their deficiencies (were the standards met?)

5-2. Phased training

As indicated in Chapter 2, paragraph 2-1, IET is conducted in five phases. Phases and associated goals provide intermediate objectives to 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 forward is viewed as a "gate" for each Soldier. The training cadre evaluates each Soldier's performance by the standards for each phase before advancing them to the next phase.

a. The five phases of IET are associated with the following colors: "Red," "White," and "Blue" which are associated with BCT and the BCT portion of OSUT, and "Black" and "Gold," which are associated with AIT and the AIT portion of OSUT. The five phases of IET are linked to training, not privileges.

(1) Phase I (Red). This phase encompasses weeks 1 through 3 of IET and consists of an environment of total control, where DSs begin transforming civilian volunteers into Soldiers. At the end of this phase each Soldiers should demonstrate a willingness to internalize the Army Values, nutrition, and treats others with dignity and respect. Possesses the foundation for physical fitness, resiliency, and demonstrates a level of adaptability to military life through acceptance of imposed discipline, execution of selected individual tasks, and work as a member of a team. Upon completion of this phase each Soldier will be awarded the Army logo patch.

(2) Phase II (White). This phase generally encompasses weeks 4 through 6 of IET and is centered on the development of basic combat skills, with special emphasis on weapon qualification and PRT. At the end of this phase each Soldier complies with Army Values and treats others with dignity and respect. Demonstrates an understanding of Warrior Ethos, and adheres to ethical requirements of the Army Profession. Safely handles and qualifies with their individual weapon. Performs basic field and combat survival skills. Results in awarding of the qualification badge.

(3) Phase III (Blue). This is the last phase of BCT and encompasses weeks 7 through 10 of IET. This phase concentrates on tactical training, increased Soldier responsibilities, and demonstration of teamwork and self-discipline. At the completion of this phase the individual Soldier should be a thinking apprentice who is committed to the Army Values, Profession of Arms, and Warrior ethos. Possesses the foundation of discipline, fitness, resiliency and ethics. Trained and evaluated in basic Soldiering skills, able to perform as a member of a team, and prepared for AIT. This phase culminates with the demonstration of proficiency in WTBD in a culminating field training exercise (FTX). An appropriate "rite of passage" ceremony commemorates successful demonstration of transformation and WTBD proficiency, marking the transformation from civilian to Soldier. Results in awarding of the Army Beret.

(4) Phase IV (Black). This phase begins on the day of arrival to AIT or weeks 10 through 13 of OSUT. Reduced supervision by DSs/AIT PSGs, reinforcement training on common skills, values, and traditions taught in BCT, and introduction to MOS tasks characterizes this phase. Increased emphasis on personal responsibility and accountability characterize this and subsequent phases. 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. Counseling will continue throughout AIT keeping the Soldier informed of their progress. Results in awarding a military occupational skill (MOS) in the designated field of study.

(5) Phase V (Gold). This phase generally begins the fourth week of AIT or weeks 14 through 20 of OSUT. Reinforcement training on common skills, training, and evaluation of MOS skills, a leadership environment that simulates the environment in an operational unit, and may include a culminating tactical FTX/STX that integrates WTBD and MOS tasks characterize this phase. This exercise is designed to reinforce the basic combat skills learned in BCT, applicable to the Soldier in the execution of MOS related duties in a tactical field environment. Results in awarding a military occupational skill (MOS) in the designated field of study.

(6) Phase V+. This phase begins week 21 through the completion of AIT. This phase continues reinforcement training as defined in Phase V with emphasis on transitioning Soldiers to the operational force. Units will enroll selected Phase V+ Soldiers in additional skill identifier training based on their gaining unit's requirement.

(7) Accelerated AIT graduation program. IET commanders may implement accelerated AIT graduation programs as described in appendix E. Commanders may use the accelerated AIT graduation programs to recognize Soldiers who exceed course standards and provide opportunities to them for additional MOS training and early promotion. Commandants can approve up to five days accelerated graduation in coordination with TOMA. Any accelerated AIT graduation of more than five days must be approved by DCG-IMT. Requests must be submitted in memorandum format.

b. Phase banners. 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 in accordance with AR 840-10, chapter 6.

(1) Local programs are established to govern the awarding, carrying, and displaying of platoon banners. Banners are made of nylon bunting, swallow tailed in shape, 18 inches high by 30 inches wide, and banner colors are solid colors representing the phase of training.

(2) In AIT, where IET platoons include Phase IV and Phase V Soldiers in the same platoon, the senior IET commander (lieutenant colonel or higher) is authorized to exempt those platoons from using phase banners.

c. The following formal counseling requirements must be met for all IET Soldiers:

(1) BCT counseling.

(a) Individual counseling should be conducted within 72 hours of arrival at the training unit.

(b) Performance counseling at the conclusion of Red Phase (generally week 3) and the beginning of Blue Phase (generally week 7).

(2) AIT counseling.

(a) Counseling of AIT Soldiers within 72 hours of beginning AIT.

(b) Counseling at the conclusion of AIT.

(3) Counseling in both BCT and AIT on the provisions for additional training, when Soldiers are not able to meet established standards and requirements (for example, new start, phase hold, rehabilitative transfer, remedial training).

(4) All Soldier assessments for IMT will be documented on an IMT Soldier assessment report and passed on to the first unit of assignment.

5-3. Company training starts/transformation

The standard BCT POI is 10 weeks in duration. Training starts on Monday of the first training week and ends on Friday of the 10th week of training. The senior TRADOC commander/commandant at the training location may approve early graduation up to 2 days. A change in BCT graduation date should not alter the arrival requirements for AIT or follow-on training. Notify TRADOC DCS, G-3/5/7, TOMA via phone at DSN 501-5666/5667 or commercial 757-501-5666/5667 and the gaining AIT location prior to making the change.

a. The BCT POI establishes the optimal class size as 200 Soldiers per company, TRADOC has historically averaged between 8 and 10% attrition from BCT. In order to maintain good stewardship of Army resources, the BCT Company fill policy will remain at 220 Soldiers per Company +/- 10 Soldiers during non-surge periods. During the summer surge period (1 May through 31 August), BCT Companies will be programmed to be filled at 240 Soldiers per Company.

b. BCT sites must ship Soldiers on time to ensure they arrive and link-up with their AIT course. BCT 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.

c. OSUT units normally ship Soldiers to the first unit of assignment NLT one day following graduation. Exceptions may be made for additional requirements for MOS specific training, additional skill qualification identifier (SQI) training, and special requirements (security clearances).

d. AIT Soldiers must begin training NLT the scheduled start date as established in ATRRS.

e. Conduct AIT based on the approved POI length and the start and graduation dates reflected in ATRRS. No additional time for a "zero week" or additional transformation is authorized.

5-4. Training schedules

a. The training week is managed through the training schedule. The principles of scheduling are outlined in Army Doctrine Reference Publication (ADRP) 7-0,

http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/adrp7_0.pdf, chapter 3. Local directives and the following guidelines will govern non-training time:

(1) In garrison, IET Soldiers must have the opportunity for a minimum of seven hours of sleep per night, unless the Soldier is scheduled for duty (for example, access control guard or CQ runner). Commanders will create a sleep plan for Soldiers on duty to ensure all Soldiers receive the seven hours. During field training exercises, 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. See paragraph 6-5 for further information regarding sleep schedules.

(2) In garrison, Soldiers are given at least one hour of preparation time each day to take care of personal needs.

(3) The unit ministry team provides and coordinates opportunities for Soldiers to attend a religious service weekly.

b. POI training is not conducted on Sundays unless specifically authorized by the proponent. On Sundays, activities required for preparing for the next week's training are conducted after 1300.

c. Core training requiring post assets is not conducted on Sundays or Federal holidays unless specifically authorized by the proponent and installation commander.

d. Soldiers in the first three phases of IET (Red, White, and Blue Phases) will not attend off-the-installation events, activities, or programs. These events include but are not limited to: local sporting events, church services, concerts, or military appreciation events. Exceptions to this provision must be approved by the DCG-IMT through the CoEs. Requests must be submitted in memorandum format. Commanders will limit off-the-installation events, activities, or programs to Soldiers in AIT or the AIT phases of OSUT (Black and Gold Phase).

5-5. Development of training programs

The designated proponent school is responsible for the development of training (individual and collective tasks), and POI within their area of expertise. Designated proponent schools will approve new and revised POIs in accordance with TR 350-70 para II-8-4.

5-6. Modifications to training programs

a. The time allotted for subjects in 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, commanders are permitted to 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. Request for an exception to policy for temporary changes to IET training programs (other than those specified in paragraph a), that do not require a revision to the POI, must be submitted to the office of the DCG-IMT. Information provided will include the purpose and nature of the

temporary change or planned pilot, its duration, and the number of students involved. Ensure coordination is made for such pilots with the proponent. Conduct a risk assessment in support of temporary changes, to identify any new hazards, changes in residual risk, and appropriate hazard controls and risk countermeasures necessary to ensure safe training. The supporting safety office will review and validate the risk assessment.

c. Recommendations are an important part of the continuing POI review and update process. Send POI changes to the appropriate proponent utilizing DA Form 2028. Submit all recommended changes for all IMT to the Training Strategies and Support Directorate; ATTN Director of Doctrine and Training Development. All recommendations will be reviewed and evaluated. These recommendations, when appropriate, will assist with the revision of course materials, individual training plans, course administrative data and POIs in accordance with TR 350-70, paragraph II-8.

d. Drill Sergeants are authorized to teach operations security (OPSEC) level I Awareness Training to Soldiers as part of BCT in lieu of a level II trained and certified unit OPSEC Officer. Prior to conducting OPSEC Level I Awareness training, Drill Sergeants will receive OPSEC instruction from their unit's trained and certified level II OPSEC Officer.

e. Drill Sergeants are authorized to teach Antiterrorism Level I. The installation Antiterrorism Officer must certify each Drill Sergeant assigned to teach this block of instruction.

f. DCG-IMT Commandants, proponent schools will make the final decision on task selection and training methods.

5-7. Makeup training/constructive credit

All training specified in TRADOC approved IET POI, as required for graduation, is made up when missed. The quality of makeup training is the same as the regular 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.

a. Only in extraordinary circumstances is constructive credit for these requirements granted.

b. 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.

c. Constructive credit may be granted to an entire class or an individual Soldier for a missed training event. A class may receive constructive credit for an event missed due to severe weather conditions, when time and resources preclude rescheduling and execution. Individuals may receive constructive credit for a missed training event due to circumstances beyond their control such as an illness, injury, emergency leave, etc.

d. Constructive credit authority for an entire class that misses a training event or an individual Soldier that has missed two or more requirements rests with the brigade commander. Constructive credit for an individual Soldier that has missed one requirement may be delegated to the battalion commander.

5-8. Soldier as an athlete Overview
This informs commanders on current initiatives to improve Soldier performance, including incorporating healthier foods in the dining facility menu ("Soldier fueling"); employing athletic trainers and/or certified strength and conditioning specialists for early identification and treatment of overuse injuries; and the importance of sleep discipline. Commanders should review these principles with a view to supporting the initiatives in progress within their units.

5-9. Physical readiness training

a. PRT in BCT/OSUT/AIT is conducted in accordance with FM 7-22. The objective of APRT is to train Soldiers to meet the physical requirements for graduation from IET, prepare them to meet the demands for their military duties and limit injuries while instilling confidence in their ability to successfully perform and reach the fullest extent of their potential.

b. Command presence at PRT will emphasize its importance. Leaders must emphasize the value of PRT by clearly explaining the objectives and benefits of their program, and ensuring the time allotted for PRT is used effectively.

c. The role of the DS/AIT PSG remains to instill maximum motivation among all IET Soldiers, to achieve their full physical potential. The training program will enable the DS/AIT PSG to execute a standardized training approach that emphasizes progressive conditioning of the Soldier's entire body. This supports the transformation process. Soldiers must meet the established standard set forth in AR 350-1, paragraph 1-21 and this regulation (for example, 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. PRT sessions are conducted maintaining Soldier to cadre ratios to ensure proper execution. 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 and make on-the-spot corrections.

5-10. Assessment and testing

a. BCT. Administer the record APFT during the last two weeks of training to determine if the Soldier has achieved the APFT requirement for graduation (50 points in each of the three events; 150 minimum total points).

b. OSUT. Administer the record APFT within the last two weeks of training. Soldiers who cannot complete the final APFT due to a temporary medical profile, and have successfully completed a diagnostic test with a score of 60 points in each of the three events (on the same test; total 180 points or higher) may be given constructive credit for having passed the APFT requirement. Commanders have the authority to award credit to Soldiers passing the diagnostic APFT based on the Soldiers performance and recommendation from the chain of command.

c. AIT.

(1) Administer diagnostic APFT at least once a month through the 20th week of training. Phase V+ Soldiers that have met the APFT standards for graduation will take the APFT in accordance with
AR 350-1, paragraph 1-24.

(2) Administer the record APFT NLT the last two weeks of training, to determine if the Soldier has achieved the APFT standard for graduation (60 points in each of the three events; 180 minimum total points). Soldiers who 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 three events on the same test) may be given credit for having passed the APFT requirement. Commanders have the authority to award credit to Soldiers passing the diagnostic APFT based on the Soldiers performance and recommendation from the chain of command.

(3) Phase IV, V, 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 the commander and physician/physician assistant. The two mile run event or an approved alternate test event as outlined in FM 7-22 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 two mile run. Soldiers are given three 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.

d. In the event Soldier is authorized Release From Active Duty (REFRAD), RC 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. RC personnel age 40 or older attending IET are subject to the same APFT requirements as regular Army personnel.

e. Safety.

(1) For environmental considerations, refer to AR 350-1, chapter 1, section 3, and FM 7-22, chapter 12.

(2) Unit commanders must ensure cadre or DSs inspect their Soldiers' running shoes upon arrival to AIT (or after week 9 of OSUT). Soldiers' running shoes are often broken down after nine weeks of BCT/OSUT and require replacement.

f. AR 670-1, chapter 14, prescribes the IPFU as the PRT uniform. Conduct foot marching and PRT in the Army combat uniform (ACU) in accordance with AR 670-1, chapter 5.

g. Soldiers with physical profiles.

(1) Soldiers with documented physical limitations require special PRT programs. Unit leaders will maintain a positive approach to all special fitness training. The program will:

(a) Support components of fitness the Soldier can continue to develop through the profile period. Soldiers on profile will participate in a regular fitness program in accordance with profile specifications. Substitute appropriate activities to replace those regular activities in which they cannot participate. The activity levels of Soldiers usually decrease while they are recovering from sickness or injury. It is important for Soldiers to engage in the cardio respiratory fitness activities permitted by their profile and pay special attention to their diets to avoid gaining body fat.

(b) Permit the Soldier to rest injured parts of their body as recommended by medical personnel.

(c) Rehabilitate specific parts of the body guided by recommendations from medical personnel.

(2) The primary sources of guidance for profiled Soldiers' PRT are:

(a) A locally generated and approved IET specific Sick Slip listing conditioning drills and activities (reference OTSG MEDCOM Policy Memo 11-095, dated 16 Nov 2011). A healthcare provider may indicate specific activities for reconditioning after the injury (in accordance with FM 7-22, chapter 6) as well as to limit activities. Note: DD Form 689 (Individual Sick Slip) is now intended only to initiate the Soldiers visit to sick call (see para H-4b(1) and for confinement to quarters.

(b) DA Form 3349 (Physical Profile) is generated electronically as the electronic profile (e-profile). It is used for longer-term limitations that may result in a permanent profile or medical board.

(c) Handout from the MTF showing specific rehabilitative activities for the Soldier. These may include stretches and muscle fitness activities not found in FM 7-22, or may prescribe a regiment for graduated return to activity (such as walk no farther than 1/4 mile on day 1, walk no farther than 1/2 mile on day 2, etc.).

(3) Secondary sources of guidance for a Soldier's profile PRT program are health care providers and physical therapists at the supporting MTF. The commander or unit representative should consult these professionals for any assistance required in individual and unit programs.

5-11. Fueling for performance

The Soldier Fueling Initiative (SFI) is an Army program developed to establish a feeding ('fueling") standard for Soldiers in Initial Military Training (IMT). It encompasses DOD nutrition standards, nutritional education, menu development, product selection, and preparation and serving standards. Recent studies clearly indicate that the "fueling for performance" message resonates with IET Soldiers and positively contributes to Soldier performance.

a. Dining facility support to IMT. All IMT dining facilities will implement the Soldier Fueling Initiative and will comply with the policies in AR 30-22 and DA Pam 30-22. Additional information including the IMT Menu, menu/product standards and implementation guidance is available at the Joint Culinary Center of Excellence website: http://www.quartermaster.army.mil/jccoe/Operations_Directorate/QUAD/Nutrition/nutrition_main.html.

b. Performance fueling education. Every IET Soldier will receive a one-hour block of instruction on performance nutrition education within the first two weeks of BCT/OSUT to ensure they have a good understanding of fueling for performance. Within the performance nutrition education, Soldiers will learn macro- and micro- nutrients' impact on performance and how to use the Go for Green™ labeling used throughout all Army dining facilities to select food choices that will optimize their performance. A video is available to assist cadre in providing this block of education. IET cadre will use the Go for Green™ labeling to guide Soldiers in their food choices to assist them in attaining their performance goals. A Go for Green™ digital application is also available.

c. Revisions in menu item selection include the following:

(1) Increasing the whole grain options, to include brown rice and whole grain pastas.

(2) Increasing baked entrée items that are just as appealing as deep fat fried alternatives.

(3) Replacing menu items with nutrient rich options such as orange juice with calcium and vitamin D.

(4) Including dark green leafy lettuce or baby spinach in tossed salads to provide additional nutrients particularly iron.

d. Strategies in dining facility layout include placing the milk dispenser in a place of prominence to promote milk consumption - specifically low-fat chocolate milk, the best recovery beverage on the market.

e. To ensure BCT/OSUT Soldiers receive optimum support to recover from physical exertion during specific training events in IET, the CIMT and JCCoE are partnering in a pilot known as the Recovery Fuel Nutrition Program. BCT/OSUT units will obtain a recovery bar containing a minimum of 28-30 grams carbohydrate, 8-9 grams protein, 3-5 grams fat, and a minimum of 10% Daily Value for iron using local Installation Food Program Manager's guidance. The approved IET training events for the purchase of recovery bar are: Confidence Tower, Obstacle Course, Foot March 1 (4K), Foot March 2 (8K), Foot March 3 (12K), Foot March 4 (16K), Night Infiltration Course, Basic Tactical Techniques (BTT) 2, FTX 3 (first evening/night only), Diagnostic Physical Fitness test #1, and Record Physical Fitness test.

5-12. Warrior tasks and battle drills

Proficiency at WTBD is a primary focus at BCT and OSUT. A list of the current WTBD is found at https://atn.army.mil/index.aspx Click the link "How to Access Army Warrior Tasks," and follow the instructions. This training is critical because it allows our Soldiers to shoot, move,

communicate, and survive, while operating in the contemporary operating environment. Furthermore, it develops proficiency of drills necessary to succeed while in contact with the enemy. BCT and OSUT units will ensure Soldiers are proficient at these skills through instruction, repetition, and application in realistic scenarios. Additionally, AIT Cadre/PSGs will reinforce the WTBDs. WTBDs will be evaluated and updated to reflect current contemporary operating environment at https://atn.army.mil/index.aspx.

5-13. Rifle marksmanship (RM) qualification

a. Soldiers who qualify during RM 9 (Practice Fire) are considered "qualified" and do not need to continue to RM 10 (Standard Qualification).

b. Soldiers who require more than one attempt to qualify during RM 10 (Standard Qualification) and are able to do so due to excess ammunition availability, will qualify as "Marksman" regardless of what score they receive during qualification.

5-14. Weapons immersion training (security of arms during IET) (safe handling and maintenance of individual weapon)

a. Weapons immersion training is conducted in accordance with AR 190-11, paragraph 4-22 to reduce negligent discharges. All Soldiers will carry their individual weapons at all times or it will be properly safeguarded and secured as designated in accordance with AR 190-11, paragraph 4-22b(4)(a).

b. Training will focus on safe weapons' handling, orientation, proper loading and clearing procedures, and maintaining situational awareness at all times.

c. Weapons immersion training will take place as early as possible during the BCT/OSUT training cycle.

d. Weapons immersion (safe handling and maintenance of individual weapons) in AIT will be reinitiated NLT one week prior to the FTX/STX, or during the last two weeks of POI training for those AIT courses without an FTX/STX.

e. IET brigade commanders will establish and enforce procedures for securing weapons and ammunition based on local assessment of the threat and installation policies.

f. Commanders will establish policies noting locations where weapons immersion training is not acceptable (for example, PX, bank, medical facility, etc.). Commanders will ensure that Soldiers abide by the policy.

5-15. Inspector general (IG) system briefing

Commander 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 obtain appointments to see the IG, and how the IG might help the Soldier with a problem.

5-16. AIT/OSUT Personal Financial Management Training (PFMT)

a. IMCOM provides the mandatory 8-hour PFMT lessons to all AIT and OSUT Soldiers during their first few weeks of IET "Black Phase." PFMT is an AIT/OSUT graduation requirement as outlined in paragraph 2.2. These lessons meet the Army requirements for new Soldier financial management training. At the completion of these lessons, Soldiers will be given a certificate stating they've met the Army requirement. IET Soldiers must take this certificate with them to their first unit of assignment, or they will be required to re-take the course at that location.

b. The Army Finance School developed the lesson plans and is the proponent for the course material. The lessons continue on the initial financial instruction provided in BCT to cover important financial management areas needed by AIT/OSUT Soldiers before receiving off-post privileges. PFMT subject areas include: managing a checkbook / debit card, consumer scams, savings / investments, reading the LES, spending habits, buying cars / insurance, using credit, and retirement / Thrift Savings Plan (TSP).

c. This course is not considered POI time and is usually conducted on weekends. IET units are required to:

(1) Schedule the training for the appropriate number of Soldiers with the contracted instructors.

(2) Provide an appropriate classroom facility with a computer and projection capability for lesson presentation.

(3) Provide blank TSP forms and have a copying machine to provide a copy of completed TSP forms to those Soldiers who elect to enroll in the program.

(4) Have cadre remain with the IET Soldiers during the instruction to provide assistance as needed, ensure discipline and a professional, interactive learning environment are maintained throughout the presentation, and to assist with the TSP forms.

d. The PFMT lesson includes instruction on the TSP. The IMCOM-contracted instructors will assist IET Soldiers in completion of the TSP enrollment form, but require assistance from the unit cadre in providing the forms and submitting the completed forms for processing through the installation Defense Military Pay Office. At the start of each class, the DS, AIT Platoon Sergeant (AIT-PSG), or Squad Leader (Sqd Ldr) responsible for the supervision of the class will provide sufficient TSP enrollment forms (TSP-U-1) to the class instructor. During the TSP portion of instruction, the instructor will assist any Soldier who wishes to enroll into the TSP in completing the TSP-U-1. Upon completion of the class, the completed enrollment forms will be collected and provided to the DS, AIT-PSG, or Sqd Ldr for submission to the pay office.

5-17. BCT/OSUT field training exercise (FTX)

a. Each BCT and OSUT course will conduct a scenario driven, tactical FTX. The duration of this FTX should be determined by the objectives set forth by the BDE Commander/MOS proponent.

b. The FTX/STX

(1) Reinforces/sustains acquired MOS skills, WTBD, and Soldier survival skills in a realistic, tactical environment.

(2) Is conducted in a tactical field environment, under all weather conditions, at day and night to replicate the stress, sounds, and conditions of the modern battlefield.

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

(4) AIT Commanders are not required to conduct an FTX. Commandants are authorized to conduct situational training exercises (STX) in place of the FTX. Requirements must be identified in the Program of Instructions (POI).

5-18. IET Soldier leader positions

a. IET 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. Allow IET Soldier leaders to use their initiative, authority, and to assume responsibilities commensurate with their position, experience, and ability while under supervision of IET cadre.

(1) IET Soldiers are authorized to wear brassards indicating rank in accordance with AR 670-1, chapter 28. They are not considered NCOs, nor accorded the privileges of NCOs.

(2) Appoint IET Soldiers and prior service Soldiers attending reclassification training to leadership positions identified in chapter 5-18a.

(a) Reclassified and prior service Soldiers in the ranks private through specialist are authorized to hold IET Soldier leader positions, but are not considered NCOs.

(b) NCOs will wear their proper rank, and be treated as the NCOs they are.

b. Do not assign an IET Soldier a leader's responsibility for a mission or function that is normally the responsibility of a cadre member or permanent party Soldier.

c. Do not use an IET Soldier leader's responsibility 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.

5-19. 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 at every training event. The two most precious resources in BCT/AIT/OSUT are trainers and time. Concurrent training will be incorporated into all training events to maximize repetition of critical training events while most of the trainers remain focused on training tasks for the training day. Concurrent training must be planned and resourced in advance and may include various forms of concurrent training.

a. Ramp up training. Focus on repetition of individual tasks which have already been introduced in preparation for their inclusion of major training events in the future.

b. Soldier assisted training. Use of Soldiers as trainers in small groups (5-15) to maximize repetition of critical skills under the supervision of a cadre member. Ideally a cadre member should supervise 3-5 groups of Soldiers. Soldiers used as trainers should be selected based on demonstrated leadership abilities and competence in the given task.

c. Instructor led concurrent training. Instructors (DSs & AIT PSG) should be used for primary instructors when teaching new tasks or complex tasks in concurrent training. Care should be taken to ensure group size remains small to keep Soldiers engaged and to allow Soldiers maximum opportunity for hands-on training.

5-20. On-the-job-training

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 on-the-job training objectives are being achieved and Soldiers involved are being employed productively in MOS or MOS-related duties.

5-21. Corrective training and corrective action

a. General. Corrective training and corrective action are tools available to leaders to rectify minor deficiencies, simple infractions, and less serious breaches of discipline, to focus the attention of Soldiers, and to inspire compliance with Army standards. At no time is corrective action meant to demean, belittle, or embarrass a Soldier. The effective leader knows when to use permissible corrective training and NOT excessive or unauthorized physical activity to coach, teach, train, and mentor Soldiers who are not meeting the standard. See table 5-1. The following definitions apply:

(1) Corrective Training. Corrective training is for Soldiers who have demonstrated that they need, and would benefit from, additional instruction or practice in a particular skill. Corrective training should be directly related to the military skill that the Soldier is deficient in and assist him/her in meeting the standard.

(2) Corrective Action. Nonpunitive actions used as a motivational tool by authorized cadre members to immediately address deficiencies in performance or conduct and to reinforce required standards. By virtue of administering corrective action, there is recognition that the misconduct did not result from intentional or gross failure to comply with standards of military conduct. Corrective action is inappropriate for situations requiring additional training to master a specific level of skill proficiency, or in matters where punishment is administered as a result of Uniform Code of Military Justice (UCMJ) action.

(3) Physical exercise for corrective action. Requiring Soldiers to perform a reasonable number of repetitions of authorized physical exercises in accordance with FM 7-22 page 5-5 as a motivational tool is permitted for corrective action. However, consideration must be given to the exercises, repetitions, and total number of times each day that exercise is used for corrective action to limit the potential for overtraining and injuries.

(4) Other Corrective Action. Nonphysical tasks may be used as corrective action instead of physical exercise. Requiring a Soldier or group of Soldiers to recite the Soldier's Creed is an example of other action-based corrective action.

b. Leaders must exercise good judgment in the administration of corrective action. Corrective action may be applied to entire units if appropriate (correcting an entire platoon failing to show teamwork during Red Phase in a given training event by having them do five repetitions of the pushup, for example), but will be focused at the individual level whenever possible. Improper use can lead to unauthorized mass punishment or hazing. Do not refer to this type of administrative corrective measure as "smoking" or "smoke sessions;" such references give the impression that these measures are punitive or oppressive.

c. Only DSs, Squad Leaders, AIT PSGs, 1SGs, and Commanders are authorized to employ physical exercise for corrective action. This augments, but does not limit, a leader's general military authority to address observed deficiencies.

d. IET Soldiers and trainees from other DOD services who are occupying leadership positions are prohibited from administering physical exercise as corrective action. Prior service Trainees are similarly prohibited from administering physical training as corrective action.

e. Consider climatic conditions in the decision to use exercise as corrective action. The use of mission oriented protective posture gear during corrective physical training is specifically prohibited.

Table 5-1
Corrective action

Exercise	Phase I WK 1-3	Phase II WK 4-6	Phase III WK 7-9	Phase IV WK 10-13	Phase V WK 14-20	Phase V+ WK 21-Completion
	basic combat training			advanced individual training		
	one station unit training					
	repetitions/time					
Rower	5	5	5	5-10	5-10	5-10
Squat Bender	5	5	5	5-10	5-10	5-10
Windmill	5	5	5	5-10	5-10	5-10
Prone Row	5	5	5	5-10	5-10	5-10
Bent-leg Body Twist	5	5	5	5-10	5-10	5-10
Push-up	5	5	5	5-10	5-10	5-10
V-up	5	5	5	5-10	5-10	5-10
Leg Tuck & Twist	5	5	5	5-10	5-10	5-10
Supine Bicycle	5	5	5	5-10	5-10	5-10
Swimmer	5	5	5	5-10	5-10	5-10
8-ct Push-up	5	5	5	5-10	5-10	5-10
Push-up (Timed)	30 Sec	45 Sec	60 Sec	60 Sec	60 Sec	60 Sec
Sit-up (Timed)	30 Sec	45 Sec	60 Sec	60 Sec	60 Sec	60 Sec
High Jumper	N/A	N/A	5	5-10	5-10	5-10
Mountain Climber	N/A	N/A	5	5-10	5-10	5-10
Power Jump	N/A	N/A	5	5-10	5-10	5-10

f. Punishment. The imposition of specific requirements, actions, or restrictions that are designed to reinforce good order and discipline but are administered only as a result of UCMJ action by commanders. Only commanders have the authority to punish Soldiers, and they must use proper disciplinary procedures when doing so.

5-22. 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. Soldiers not passing an APFT prior to graduation may become a new start. The week of training will be identified by the commander with assistance from the company cadre, allowing the Soldier time to pass the training event. This will be for remedial training only; however, continue to report these Soldiers as holds in ATRRS with a physical fitness (remedial training - APFT) status code (B).

c. If a Soldier fails the required APFT for graduation (50-50-50 for BCT and 60-60-60 for AIT/OSUT), the company commander may hold the individual for up to seven days to retest the individual. If the Soldier fails at the end of the seven days, the battalion commander has the authority to keep the Soldier another seven days in the unit (for a total of 14 days) following graduation. At the end of 14 days, the commander has three choices:

(1) New start the Soldier in accordance with Chapter 5, paragraph 5-24 below.

(2) Eliminate the Soldier at any point in the process if the Soldier demonstrates lack of motivation.

(3) Transfer Soldier to FTU for additional fitness training.

d. In keeping with the IET investment strategy, a Soldier will continue to receive remedial training upon the decision by the brigade commander that the Soldier has the mental and physical capacity to succeed.

5-23. Reinforcement training in AIT/OSUT

a. IET Soldiers must continue to receive the same strong emphasis on transformation and Warrior Ethos throughout AIT/OSUT that was present during BCT. Accomplish this through reinforcement training of Army values, teamwork, customs, and courtesies, proper wear of the uniform, WTBD, inspections, increased demand for personal responsibility, a progressive PT program in accordance with the APRT, and DS and cadre role modeling.

b. Physical fitness requirements increase in AIT and the AIT portion of OSUT. Training will be conducted in accordance with FM 7-22.

c. Conduct command inspections in the ASU to ensure all Soldiers maintain proper military appearance during IET.

d. The transformation program in IET continues during all phases, with the basic Soldiering skills being trained, reinforced, and evaluated throughout the POI.

e. Commanders are required to provide quarterly reinforcement training to IET Soldiers on the Army values and the human relations subjects introduced in BCT. IET Soldiers will receive training on designated subjects (to include WTBD) as depicted in table 5-2.

f. Quarterly reinforcement training is focused on the Soldierization process and the reinforcement of WTBD skills learned in BCT. Specific Soldierization topics addressed during the quarterly periods should be researched by the subject matter expert (i.e., SARC, SJA, MRT, etc.). WTBD reinforcement training should be determined by the Commandant. In addition, commandants can add WTBD training to reinforce technical training taught within the school’s MOS training.

Table 5-2
Mandated/Reinforcement training

Reinforcement training subjects/hours	Once during AIT/OSUT	Quarterly
Museums (branch related)	✓	
Branch history	✓	
Manage personal finances/8 hours	✓	
Army Traffic Safety Training Program	✓	
Army values		✓
Sexual Harassment and Assault Prevention Response (SHARP)/2 hours		✓
Comply with UCMJ/1 hour		✓
CSF 2 (Modules determined by Commandant)		✓
WTBD		✓

5-24. New start program

a. IET Soldiers who consistently demonstrate deficiencies in Army values and discipline may be considered for restart based on the company commander's recommendation and battalion commander's approval. These reassignments, made under the new start program, are intended to give Soldiers an additional opportunity to meet the Army values standards, and become a productive Soldier.

b. IET Soldiers who 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 or into succeeding class where the Soldier has the opportunity to repeat the phase of 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 in 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.

c. IET 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.

d. Reassign IET 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.

e. Commanders will not remove Soldiers being considered for the new start program from training until the decision is made. Do not use IET Soldiers as detail Soldiers during the new start process. The goal is to get the Soldiers back into training within one day of the restart decision. While there are case-by-case exceptions, the decision during IET is authorized as follows:

f. USAR/ARNG new start Soldiers must be coordinated through TRADOC RCLNO and the LNO must notify the Soldier's home unit.

(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 in accordance with AR 612-201, paragraph 3-24.

(3) Process individuals unable to complete MOS training in accordance with AR 612-201, paragraph 3-25.

g. See appendix I for additional information on MOS retraining/reclassification.

5-25. After-action reviews (AARs) and sensing sessions

Commanders will establish a program for conducting formal/informal AARs and sensing sessions for Soldiers and cadre in an IET environment. The purpose is to provide all levels of command an assessment of the training program while promoting a culture of critical thinking and problem solving amongst Soldiers.

a. An AAR is a professional discussion of an event, focused on performance standards, which enables Soldiers to discover for themselves what happened, why it happened, and how to sustain strengths and improve on deficiencies. It is a tool leader and units can use to get maximum benefit from every mission or task. The following link can be used as a tool to establish and conduct proper AAR procedures in an IET environment:
https://rdl.train.army.mil/catalog/view/100.ATSC/1EDEFDDA-46B2-4045-814A-34CFD7EF8FA4-1308748302093/aar_training.htm

(1) Cadre will conduct AARs in accordance with A Leader's Guide to After Action Reviews (AAR), dated September 2011, after the completion of a major training event, end of phase, end of cycle, and as directed by the commander. The guide can be found at http://www.jackson.army.mil/sites/leaderdevelopment/docs/710

(2) AARs should be conducted at the training event for the benefit of the Soldiers. A separate AAR should be conducted for the benefit of the cadre to assess and evaluate the quality of instruction and execution of the training event.

(3) The leadership will conduct AARs and review performance in areas, including but not limited to:

(a) Phase goals and objectives.

(b) Quality of values training.

(c) Rifle marksmanship program.

(d) PRT program.

(e) FTX/STX.

(f) Discharges and restarts by type.

(g) Training injuries, safety program, and risk management.

(h) Cadre treatment of Soldiers.

(i) Quality of instruction.

(j) Quality of facilities.

(k) WTBD.

b. Leaders may use informal AARs as on-the-spot coaching tools while reviewing Soldier and unit performance during training. Informal AARs maximize training value because all unit members are actively involved. They learn what to do, how to do it, and the importance of the roles they play at the individual level in unit-task accomplishment.

c. Informal AARs will be conducted during and after training events by cadre to enhance training knowledge of the Soldiers and to reinforce task proficiency.

d. Sensing sessions are informal group discussions used by commanders to gather feedback and information about the command climate, the unit, and training conducted.

(1) Sensing sessions will be conducted at the end of each cycle and as directed by the commander.

(2) At a minimum, conduct sensing sessions at the battalion and company level.

(3) Sensing sessions with DSs will be held at the end of each cycle by the commander.

e. As an additional feedback mechanism, commanders may establish a "Dear Colonel letter" and a "Dear Chaplain letter" program to solicit feedback from IET Soldiers on their IET experience that will preserve participant anonymity.

5-26. Training records

a. Each company will initiate and maintain a DA Form 5286 (Individual Basic Training, AIT, and OSUT) for each Soldier. Use the modified DA Form 5286-R, available in the Resident Individual Training Management System/Digital Training Management System 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 is in appendix F.

b. NCOs attending MOS producing courses to reclassify into another MOS, or prior service personnel in the grade of sergeant or higher in accordance with paragraph 4-8, will receive a DA Form 1059 (Service School Academic Evaluation Report) upon completion of their course, regardless of course length.

Chapter 6
Cadre Selection and Certification

6-1. Selection and certification
Selection and certification of drill sergeants and AIT platoon sergeants are governed by AR 614-200 and TR 350-16.

6-2. POI and instructor certification

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

b. Each service school and ATC will establish a system for monitoring and improving the quality of instruction. A standardization/certification process will ensure each instructor is fully qualified and current in all aspects of their subject. Brigade and battalion commanders will ensure compliance with cadre certification requirements through their respective command inspection program and quarterly training briefs. See appendix B for specified certification requirements.

c. IET cadre must meet all Army standards and comply with Army regulations. Cadre in BCT/OSUT/AIT units will be certified on those tasks listed in the BCT/OSUT/AIT POI. Cadre in AIT units provides reinforcement training on, and reevaluation of, BCT common skills. All IET cadre will register on the BCT POI Web site https://www.us.army.mil/suite/page/352730 to receive recurring updates to BCT lesson plans as they are revised. All cadre will recertify annually or when there are changes to the Program of Instruction (POI) or significant changes to a lesson plan.

6-3. Cadre uniform

a. DSs are authorized to wear the DS hat and badge in accordance with AR 670-1 and AR 600-8-22 upon graduation.

b. Commanders designate the uniform in accordance with AR 670-1. Cadre will wear appropriate protective gear on all ranges in accordance with the POI and risk management assessments.

c. IET units will use color-coded road guard vests or reflective equipment (reflective belt, etc.) during PT to distinguish between IET Soldiers, cadre, and permanent party personnel.

d. AIT Platoon Sergeants are authorized to wear the black Beret or patrol cap in garrison with the ACUs. Patrol Cap in a field environment or /Kevlar helmet during field/range environment. Commander will designate what uniform and headgear that will be worn.

6-4. DS driving limitations
The DS's mission is to train and lead Soldiers, therefore, DSs driving vehicles in the performance of their duties should be an exception rather than the rule to maintain the appropriate DS to Soldier ratios at all training events. At the discretion of the chain of command, DSs are authorized to drive in the performance of daily training duties and during cycle breaks. Only RECBN, FTU, and RHU DSs; U.S. Army Drill Sergeant School leaders; and AIT PSGs are authorized to drive in the performance of administrative functions with commander's approval.

6-5. IET cadre/support personnel training

a. In addition to DSs, other IET unit cadre has major roles in creating and maintaining a positive IET environment that assists with the transformation from volunteer to Soldier. Training of other IET cadre/support personnel is conducted in the following five courses: PCC, CCFSC, CTC, SCTC, and ISCTC.

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

Chapter 7
Reserve Component (RC) training

7-1. 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.

7-2. Assistance to Army National Guard (ARNG)/U.S. Army Reserve (USAR) Soldiers in IET

a. The ARNG and USAR liaison personnel are attached to TRADOC service schools and major subordinate commands to assist commanders with solving problems RC Soldiers encounter during training. They advise the chain of command on Reserve Component unique challenges; therefore liaison personnel must communicate with the Soldier's chain of command to ensure Soldier status and personnel actions are accurately processed. Final decisions regarding discharge remain with the unit chain of command.

b. The IET cadre will promptly inform the appropriate and available ARNG and/or USAR liaison personnel of RC Soldiers sustaining illness or injury in training, as well as administrative and disciplinary actions. The liaison personnel will notify the appropriate chains of command of

those RC Soldiers that are ill/injured, will receive awards and honors, and ensure that advancements, reductions and UCMJ punishments are provided to the appropriate RC officials for proper posting in the RC data systems. RC liaison personnel will also be notified when separation action is initiated so the RC chain of command is aware of the pending loss.

7-3. Graduation requirements not met

Commanders will 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 in accordance with ATRRS verification tables reason codes.

7-4. Split training option (STO)

a. STO 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. STO 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. MRDs are determined at the Soldier's home station and are published in the additional instruction section of their active duty orders. It is critical to consider a STO 1 Soldier's MRD when scheduling entry into training.

7-5. STO early releases

a. Policies pertaining to MRDs are:

(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 at least 75 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 appropriate agency 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 amend or request the order to be amended 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 amend the order of an individual with insufficient time to complete the required training, notify TRADOC CIMT (ATMT), 210 Dillon Circle, Fort Eustis, VA 23604-5701 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 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 appropriate agency to obtain an extension on the MRD for completion of training. When such extensions are obtained, the individual's orders are amended 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) STO 1 Soldiers will continue in training through the latest date possible before processing for release from IET.

(b) Annotate DA Form 5286 to reflect training completed prior to release from active duty (REFRAD) and remaining training required to meet graduation requirements. The original individual training record will remain in the individual's military personnel records jacket for return to the parent unit.

d. Forward a copy of DA Form 5286 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 to the liaison NCO upon the Soldier's departure for home station (state).

e. Handle exceptions to the procedures in paragraphs 7-5b and 7-5c, above, on an individual basis, with the appropriate ARNG or USAR liaison representative at the installation.

f. National Guard Bureau/U.S. Army Reserve Command 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) Training requirements to be completed.

(3) Report date.

(4) Follow-on MOS, if appropriate.

(5) Copy of individual training record.

7-6. STO 2 Army physical training procedures

Administer STO 2 Soldiers a diagnostic APFT upon arrival to determine their level of conditioning. Place Soldiers not achieving the BCT standard in a remedial PT program in accordance with APRT guide and bring those Soldiers safely to the standard allowing them to continue with the MOS portion of their training. Place Soldiers in an FTU, if one is available.

7-7. STO 2 administrative deficiencies

a. TRADOC service schools and major subordinate commands may encounter STO 2 Soldiers who 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 who are not prepared to enter training upon arrival for STO 2, notify appropriate ARNG or USAR element and use the following procedures:

(1) Give individuals without current physicals new physicals. No Soldier will begin training without a current physical.

(2) Provide individuals arriving without the required clothing a new issue by the installation clothing initial issue point (CIIP) or military clothing sales, as appropriate. This additional issue will consist of only those items required to complete the training. Charge items issued to the appropriate State U.S. Property and Fiscal Office or U.S. Army Reserve Command as authorized in AR 700-84 chapter 14.

(3) Individuals arriving without a valid set of orders and their health records will be held out of training if the installation cannot duplicate their records. Notify appropriate ARNG or USAR liaison representative immediately of all personnel held out of training to rectify records discrepancies. If the needed documents are not received within 5 days, liaison personnel on the installation will notify the appropriate agency 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 TRADOC CIMT (ATMT), 210 Dillon Circle, Fort Eustis, VA 23604-5701. Provide information copies to the ARNG/USAR liaison personnel at the TRADOC service school and major subordinate command.

7-8. 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.

7-9. 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

ARs, DA Pams, FMs, and DA forms are available at www.apd.army.mil. TRADOC publications and forms are available at http://www.tradoc.army.mil/publications.htm.

Section I
Required Publications

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

AR 25-400-2
Army Records Information Management System (ARIMS)

AR 40-3
Medical, Dental, and Veterinary Care

AR 40-5
Preventive Medicine

AR 40-66
Medical Record Administration and Health Care Documentation

AR 40-400
Patient Administration

AR 40-501
Standards of Medical Fitness

AR 190-11
Physical Security of Arms, Ammunition, and Explosives

AR 190-45
Law Enforcement Reporting

AR 350-1
Army Training

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

AR 351-9, Chief of Naval Operations (OPNAVINST) 1500.27E, Air Force Instruction (AFI) 36-2230(I), Marine Corps Order (MCO) 1580.7D
Interservice Training

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

AR 420-1
Army Facilities Management

AR 600-8-4
Line of Duty Policy, Procedure, and Investigations

AR 600-8-19
Enlisted Promotions and Reductions

AR 600-8-22
Military Awards

AR 600-9
The Army Weight Control Program

AR 600-20
Army Command Policy

AR 600-43
Conscientious Objection

AR 600-85
The Army Substance Abuse Program (ASAP)

AR 601-2
Army Promotional Recruiting Support Programs

AR 601-210
Active and Reserve Component 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

AR 635-40
Physical Evaluation for Retention, Retirement or Separation

AR 635-200
Active Duty Enlisted Administrative Separations

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

AR 700-84
Issue and Sale of Personal Clothing

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

DA Pam 40-501
Hearing Conservation Program

DOD Directive 4165.63-M
DOD Housing Management

DOD Directive 6490.1
Mental Health Evaluations of Members of the Armed Forces

DODI 4000.19
Interservice and Intra-governmental Support

DODI 6490.4
Requirements for Mental Health Evaluations of Members of the Armed Forces

FM 3-11.4
Nuclear Biological and Chemical Protection

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

FM 7-0
Training for Full Spectrum Operations

FM 7-22
Army Physical Readiness Training

FM 21-10
Field Hygiene and Sanitation

Graphic Training Aid (GTA) 05-08-12
Individual Safety Card

MIL-HDBK 1008C
Fire Protection for Facilities Engineering, Design, and Construction

Special Text 4-02.501
Army Hearing Program

STP 21-1-SMCT
Soldiers Manual of Common Tasks, Warrior Skills, Level 1

TC 8-800
Medical Education and Demonstration of Individual Competence (Medic)

TP 350-36
TRADOC Trainee Abuse Prevention Program

TR 1-8
TRADOC Operations Reporting

TR 350-16
Drill Sergeant and Advanced Individual Training Platoon Sergeant Program

TR 350-18
The Army School System (TASS)

TR 350-29
Prevention of Heat and Cold Casualties

TR 350-70
Army Learning Policy and Systems

TR 385-2
US Army Training and Doctrine Command Safety Program

TRADOC Pamphlet 220-1
Using the Medical Operational Data System (MODS)

Technical Bulletin Medical 507
Heat Stress Control and Heat Casualty Management

Training Guide 41
Personal Hearing Protective Devices: Their Fitting, Care, and Use

USAREC Regulation 601-45
Recruiting Improprieties Policies and Procedures

Section II
Related Publications

AR 27-10
Military Justice

AR 40-68
Clinical Quality Management

AR 165-1
Army Chaplain Corps Activities

AR 350-2
Opposing Force (OPFOR) Program

AR 525-28
Personnel recovery

AR 385-10
The Army Safety Program

AR 600-8-10
Leaves and Passes

AR 600-63
Army Health Promotion

Applied Suicide Intervention Skills Training (ASIST). (Accessible at http://www.livingworks.net).

AR 623-3
Evaluation Reporting System

ATP 5-19
Risk management

DA Pam 600-24
Health Promotion, Risk Reduction, and Suicide Prevention

FM 1-05
Religious Support

Headquarters Department of the Army (HQDA) Execute Order (EXORD) 265-09, Soldiers First Term Dental Readiness (FTDR), 071215Z Aug 09

ITRO Procedures Manual

Manual for Courts-Martial United States (2008 Edition)

MEDCOM Regulation 10-1
U.S. Army Medical Command (MEDCOM) Organization and Functions

DA Pam 420-1-1
Housing Management

Technical Bulletin Medical 81
Cold Injury

Technical Guide 314
Non-vaccine Recommendations to Prevent Acute Infectious Respiratory Disease among U.S. Army Personnel Living in Close Quarters (Available on the U.S. Army Center for Health Promotion and Preventive Medicine website (http://chppm-www.apgea.army.mil/tg.htm))

TP 350-70-9
Budgeting and Resourcing

TP 600-4
IET Soldier's Handbook

TRADOC Policy Letter 4
Strengthening Resilience and Preventing Suicide

Section III
Prescribed Forms

TRADOC Form 350-6-1-R-E
Training Abuse Report

TRADOC Form 350-6-2-R-E
Soldier Assessment Report (Initial Entry Training Soldiers)

Section IV
Referenced Forms

DA Form 31
Request and Authority for Leave

DA Form 285
Technical Report of U.S. Army Ground Report

DA Form 705
Army Physical Fitness Test Scorecard

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 2173
Statement of Medical Examination and Duty Status

DA Form 3349
Physical Profile

DA Form 4856
Developmental Counseling Form

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

DD Form 689
Individual Sick Slip

DD Form 1172
Application for Uniformed Services Identification Card/DEERs Enrollment

DD Form 1380
U.S. Field Medical Card

DD Form 2215
Reference Audiogram

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 Leader and Cadre Training Courses

B-1. Purpose
IET leader and cadre training courses provide commanders, CSMs, 1SGs, cadre, and support personnel with the knowledge and skills needed to transform volunteers into Soldiers.

B-2. Requirements

a. All personnel assigned to an IET unit must complete the appropriate leader or cadre training course prior to, but NLT 30 days after, assuming their duties. RC IET personnel must complete the appropriate leader or cadre training course NLT 120 days after assuming IET duties. IET leader and cadre training courses are not a replacement for professional military education.

b. The IET leader and cadre training courses are as follows (see table B-1).

(1) TRADOC IET brigade/battalion PCC (two weeks). IET brigade and battalion commanders and CSMs will attend PCC. Branch managers will use ATRRS to schedule TRADOC PCC attendees. The DCG-IMT is the waiver approval authority for commanders and CSMs that do not attend the PCC prior to assuming duties. Commanders and CSMs become knowledgeable on the guiding principles and procedures of IET; understand that they own the process of converting civilians into Soldiers; and are exposed to the principles and science of Soldier development.

(2) IET company commander/1SG course (one weeks). IET company commanders and 1SGs will attend the CCFSC. The TRADOC IMT CCFSC is a Phase 2 course. Students must complete their installation CCFSC Pre-command Course prior to attending TRADOC IMT CCFSC. The brigade commander is the waiver approval authority for all company commanders and 1SGs that do not attend CCFSC prior to assuming IET duties. This course provides future company commanders and 1SGs with a training and educational experience beyond the basic TRADOC CTC and is a requirement throughout IET. This course is in lieu of CTC. Objectives are for commanders and 1SGs to apply TRADOC's training guidance/ philosophy; effectively

command and lead in the IET environment; influence the management of IET (training, injury prevention, misconduct procedures, and support systems); and understand IET resilience and fitness.

(3) IET CTC (one week). The CTC provides brigade/battalion staff officers and senior NCOs, squad leaders, military instructors, and training NCOs assigned to IET with information required to help facilitate the IET transformation process.

(4) IET support (SCTC) (two days). Cadre assigned to IET support activities or support positions in training units attend the SCTC to become familiar with the specific rules and challenges associated with the IET environment.

(5) IET installation staff contractor training course (ISCTC) (1/2 day). Civilian personnel assigned to IET installation-level support activities attend the ISCTC to become familiar with TRADOC IET rules and regulations.

(6) AIT PSG (six weeks). NCOs selected for AIT PSG duty will attend and graduate from the AIT PSG course prior to assuming AIT PSG duties. The AIT PSG course provides future AIT PSGs the knowledge and skills needed to better replicate the operational Army's command and control structure and environment in an AIT unit. See http://www.tradoc.army.mil/tpubs/regs/TR350-16withChange1.pdf for more information about the AIT PSG program.

(7) IET cadre train the trainer course (one week). High quality instructors attend cadre train the trainer course. This course supports the training of personnel who upon completion will teach CCFSC, CTC, SCTC, and ISCTC at other IET installations. IET brigade commanders will select personnel that have the IET experience and maturity needed to educate and train cadre personnel at their installations. Instructors are certified using the adult learning model, which emphasizes immersion into a multimedia style of instruction and self-paced learning. Completion of the Army basic instructor course or the total Army instructor training course is a prerequisite prior to enrollment into the train the trainer course.

c. All TRADOC service schools, major subordinate commands, IET units on non-TRADOC organizations, and USAR training divisions are authorized to conduct CTC, SCTC, and ISCTC to include School of Music (SOM) and Fort Rucker, AL. Personnel (to include DSs and former DSs) authorized to instruct these courses must be CTC qualified, certified by their respective TRADOC major subordinate command commander, commandant, or unit commander in a non-TRADOC organization, and graduates of the train the trainer course.

B-3. Training responsibilities

a. The proponent for all IET Leader and CTCs is the Director of Leader Development Division. The TRADOC DCG-IMT is the POI approval authority. The proponent, in addition to developing the leader and cadre training courses, is also responsible for the instructor certification process, course certification, site assistance visits, and accreditations of courses. IET leader and cadre training courses are conducted at the following locations:

(1) IET PCC, CCFSC and AIT PSG course are only authorized to be conducted at Fort Jackson, SC.

(2) CTC is authorized to be conducted at Fort Allen, PR; Fort Benning, GA; Fort Gordon, GA; Fort Huachuca, AZ; Fort Jackson, SC; Fort Eustis, VA, Fort Lee, VA; Fort Leonard Wood, MO; School of Music, VA, Fort Rucker, AL, Fort Sam Houston, TX; Fort Sill, OK; DLI, CA; and Goodfellow Air Force Base, TX. All USAR training divisions are authorized to conduct CTC.

(3) The following sites are authorized to conduct SCTC and ISCTC in addition to those listed in paragraph B-3a(3), Fort Meade, MD; Fort Belvoir, VA, Fort Eustis, VA; Little Creek Naval Amphibious Base, VA; Fort Bragg, NC; Panama City, FL; Pensacola, FL; Lackland Air Force Base, TX; Keesler Air Force Base, MS; Naval Construction Brigade, Gulfport, MS; Sheppard Air Force Base, TX; Fort Rucker, AL; All USAR training divisions are authorized to conduct SCTCs.

b. Former DSs 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.

c. Refresher training is highly encouraged for all cadre personnel after 36 months in IET. This training should cover IET policies, administration, prohibited practices, and illegal associations at a minimum. Commanders should contact their local ISCTC instructors for this particular training.

B-4. Reporting requirements

All IET TRADOC service schools and major subordinate commands (to include satellite AIT elements), and IET units in non-TRADOC organizations, are required to report TRADOC leader and cadre training course attendance NLT the last Thursday of each quarter, to the Leader Development Training and Training Support division (ATZJ-DTD), Building 3300 Magruder Ave, Fort Jackson, SC 29207-5000. All USAR training divisions will provide required reports quarterly through the U.S. Army Reserve Command (ARRC-OP), 4710 Knox Street, Fort Bragg, NC 28310, 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 TRADOC CIMT (ATMT-OP), 210 Dillon Circle, Fort Eustis, VA 23604-5701 within five working days.

Table B-1
IET leader and cadre program/training matrix

Brigade and battalion level positions	PCC	CCFSC	CTC	SCTC	ISCTC	AITPSGC
Commanders	X					
Executive officers			X			
CSMs	X					
Staff officers			X			
Chaplains			X			
Staff NCOICs (SFC through SGM)			X			
Operations NCOs (SFC through SGM)			X			
Brigade and battalion level positions	PCC	CCFSC	CTC	SCTC	ISCTC	AITPSGC
Staff clerks (personnel, intelligence, plans and operations, supply, communications)				X		
Reception battalion processing personnel (military)			X	X		
Reception battalion processing personnel (civilian)					X	
Chaplain assistants				X		
Dining facility employees					X	
AAFES clerks					X	
Company level positions	PCC	CCFSC	CTC	SCTC	ISCTC	AITPSGC
Company commanders		X				
Company executive officers			X			
1SGs		X				
Training NCOs			X			
PSGs						X
Squad leaders			X			
Unit armorers				X		
Unit supply personnel				X		
School & center positions	PCC	CCFSC	CTC	SCTC	ISCTC	AITPSGC
School commandants (COL and CSM)	X					
Deputy commandants and department sergeants major			X			
Military IET instructors (officers and enlisted)			X			
DOD/DA civilian IET primary instructors			X			
Contracted civilian IET primary instructors				X		
IET training developers/specialists				X		
Training Center IG/Deputy IG			X			
Installation agencies	PCC	CCFSC	CTC	SCTC	ISCTC	AITPSGC
The following personnel include, but are not limited to:						
Installation staff/personnel					X	
Medical personnel					X	
Dental personnel					X	
Contract personnel					X	
CIIP/central issue facility employees					X	

Appendix C
Defense Language Institute English Language Center, English as a Second Language Course

C-1. Mission and organization
ESL training for Soldiers is provided at DLIELC, Lackland Air Force Base, TX. The goal of DLIELC's ESL courses is to provide new Soldiers that do not speak English as their native language the English language skills necessary for success in their IET courses and throughout their military service. The Commander, 434th Field Artillery Brigade Fort Sill, OK, has administrative control of the U.S. Army Element (USAE) at DLIELC. The USAE Commander is dual-hatted as the DLIELC Deputy Commandant and is responsible for the command, control, training, and administration of U.S. Army permanent party and student personnel at DLIELC. Commander, C Company is responsible for operational control and administrative support to the Army permanent party assigned to DLIELC. Commander, E Company is responsible for ELT and transformation of all Army Soldiers. All pre-BCT Soldiers attending ELT at DLIELC are assigned to E Company.

C-2. Staff relationships
TRADOC DCS, G-3/5/7, Training Integration Directorate (ATTG-TRI-G), Fort Eustis, VA 23604 is the TRADOC functional proponent and POC for the Army's DLIELC ESL program. The following TRADOC offices perform associated functions:

a. TRADOC DCS, G-1/4 (Personnel and Logistics) (ATBO), 661 Sheppard Place, Fort Eustis, VA 23604-5701 ensures adequate Army cadre strength in support of E Company, DLIELC.

b. TRADOC DCS, G-8 (Resource Management) (ATRM-ZA), 661 Sheppard Place, Fort Eustis, VA 23604-5701 determines manpower staffing in coordination with TRADOC DCS, G-3/5/7, Training Integration Directorate (ATTG-TRI-G).

c. TRADOC DCS, G-3/5/7, Training Integration Directorate (ATTG-TRI-G) monitors and evaluates program activities in coordination with the Army Research Institute (AHRC-PS-ARI).

C-3. Selection and processing
Schedule Army recruits for DLIELC in accordance with AR 621-5, chapter 4. Fort Sill RECBN will process enlisted personnel identified for attendance at DLIELC before shipment to Lackland Air Force Base, TX.

C-4. Graduation criteria
Commander, E Company, will ship all other Soldiers to BCT/OSUT once they achieve a confirmed English Comprehension Level score of 75 or above and a 70-percent book quiz average. An oral proficiency interview 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 English Comprehension Level score within five points of the DLIELC qualifying score, provided they meet all other qualifying criteria. Soldiers granted a waiver in accordance with this regulation must also attain a score of 1+/1 on the oral proficiency interview. Commander, E Company, will discharge any student that fails to achieve course standards after 24 weeks of training, or fails to show adequate academic progress during ESL training.

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

a. To obtain feedback concerning enlisted Soldier preparedness for BCT/OSUT, DLIELC will disseminate survey materials (direct mail questionnaires) to BCT/OSUT units.

b. The primary purpose of E Company's military training program is to start the transformation process and prepare Soldiers for BCT. E Company will conduct familiarization and reinforcement training on drill and ceremonies, military customs and courtesies, Army values, identification and wear of the uniform, and military justice. This training takes place during Phase I (Red Phase).

C-6. Physical fitness training
Commander, E Company, will create and implement a PT program in accordance with the APRT guide, with the goal of preparing Soldiers to excel in BCT, and administer a diagnostic APFT once a month.

C-7. Three phases of English as a Second Language (ESL) training
To enhance training effectiveness, the military instruction program for IET Soldiers is modeled after the first three phases of BCT and adapted to the unique environment of DLIELC. The concept of phasing and associated goals (in accordance with para 2-1) 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 meeting academic standards and cadre approval.

a. Phase I (Red) lasts from the Soldier's arrival through the third week of military training.

(1) The following characterizes Phase I (Red):

(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:

(a) Begin ESL training.

(b) Learn and conform to military standards of conduct.

(c) Learn to identify and wear an Army uniform.

b. Phase II (White) begins at the start of the 4th week of training and continues through the 16th 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) Soldiers given responsibility for themselves and others.

(d) Preparation for BCT.

(2) The goals for Soldiers during Phase II:

(a) Meet or exceed DLIELC language standards.

(b) Meet or exceed BCT APFT standards.

(c) Develop self-discipline and team building skills.

c. Phase III (Blue) begins at the start of the 17th week of military training and continues through the 24th 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.

(d) Soldiers given increasing responsibility for themselves and others.

(2) The goals for Soldiers during Phase III:

(a) Meet or exceed DLIELC language standards.

(b) Meet or exceed BCT APFT standards.

(c) Develop self-discipline and team building skills.

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.

(6) Introduce Soldiers to the Army culture and stress cultural awareness and sensitivity to others.

C-8. ESL cadre and DSs
Cadre and DSs 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 cadres must have completed the appropriate CTC. Cadre must attend a DOD-approved Cultural Awareness Training Course.

C-9. ESL Holiday block leave
Commander, USAE at DLIELC will implement TRADOC guidance concerning holiday block leave 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 IET training environment in accordance with paragraph 3-1 of this regulation.

Appendix D
Defense Language Institute Foreign Language Center (DLIFLC)

D-1. DLIFLC training priorities

a. DLIFLC mission. DLIFLC provides DOD-wide culturally-based foreign language education, training, evaluation, and sustainment for DOD personnel in order to ensure the success of the Defense Language Program and enhance the security of the nation.

b. 229th Military Intelligence Battalion at DLIFLC mission. The 229th MI Bn trains Soldiers in essential military skills and sustains Soldiers and their families, enabling DLIFLC language education and providing the Army ready Soldier linguists. To accomplish this mission, the 229th MI Bn executes the following mission essential tasks: support, promote and enable language proficiency; develop and maintain Soldier skills; develop Soldier and family readiness and resiliency; develop leaders; conduct battalion administrative, security information and logistical operations; and synchronize language education with readiness and resiliency training.

c. The primary purpose and mission priority at DLIFLC is to provide language education in a multi-cultural, multi-service environment. The instruction and acquisition of a language at DLIFLC is a rigorous, mentally demanding activity. The unique nature of language education at DLIFLC, length and pace of language courses and the limited availability of training ranges and resources within the USAG-Presidio of Monterey (POM) require the 229th MI Bn to balance demands on Soldiers' time for military training with demands on time for language education. The battalion must focus on only the most essential and fundamental elements of military training. The 229th MI Bn will minimize military training that duplicates IET training Soldiers undergo in BCT and AIT while conducting training within resource constraints that promotes Soldier readiness and resiliency.

(1) Classroom instruction for language education is conducted seven hours a day, five days a week. Language education also includes two to four hours daily of homework and self and group study periods. 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 education at DLIFLC awards a Soldier an SQI, not an MOS. Therefore, DLIFLC is not considered an AIT. MOS 35P and MOS 35M Soldiers remain in IET status until successful completion of both DLIFLC and AIT.

(2) The Commander, 229th MI Bn will prioritize and implement military training with minimal impact to language education. This military training must be conducted before or after school hours and during limited weekend training events depending on the language education schedule. Given the duration of language education at DLIFLC, a permanent duty station for all Soldiers, the 229th MI Bn is uniquely suited to focus on the development of IET Soldier resilience and maturity, a portion of the Soldierization process normally acquired at the first unit of assignment. The 229th MI Bn will accomplish this through a robust Phase IV/V training program and a focus on Soldier resilience tasks during Phase V+. The 229th MI Bn, with the approval of the DLIFLC Commandant, will determine the exact tasks to be trained during Phase V+.

D-2. DLIFLC phases of training

a. IET Soldiers arriving at DLIFLC have completed Phases I through III at BCT, and complete Phases IV and V at DLIFLC. Phase V+ begins at the completion of the consolidated Phase IV/V program at DLIFLC and continues until arrival at follow-on training or a permanent duty station. Aspects of the phase process are accelerated at DLIFLC based upon the specific requirements of language education not encountered at AIT or OSUT sites. The progressive phase criteria and the restrictions/limitations for Soldiers in Phases IV, V and V+ are determined by the Commander, 229th MI Bn, validated by Commandant, DLIFLC and outlined below. The Commander, 229th MI

Bn and Commandant, DLIFLC are responsible for publishing policy that further defines phase restrictions, privileges and training requirements.

b. The consolidated Phase IV/V program starts upon arrival at DLIFLC and continues until all requirements are accomplished for accelerated graduation to Phase V+. During this phase IET Soldiers receive supervision from AIT platoon sergeants at an increased leader to led ratio than the drill sergeant supervision they received at BCT. This phase is characterized by the reinforcement of common skills, values, and traditions taught in BCT. It also provides an introduction to MOS tasks. Increased emphasis on personal responsibility and accountability also characterize this and subsequent phases. Additionally, Soldiers will complete a "Running Start" language introduction program based on their target language. Although not ideal, some Phase IV/V Soldiers will begin their target language education course based on ATTRS class assignment prior to graduation to Phase V+. Phase IV/V requirements are:

(1) Complete Phase IV/V training tasks, as determined by the Commander, 229th MI Bn.

(2) Pass a record APFT with a minimum score of 60% in each event for age and gender.

(3) Spend a minimum of 6 weeks in the Phase IV/V program before phasing up to V+.

c. Phase V+ begins at the completion of the consolidated Phase IV/V program at DLIFLC and continues until arrival at follow-on training or a permanent duty station. This phase focuses on language education and Army resilience tasks in preparation for transitioning Soldiers to the operational force. Phase V+ Soldiers are afforded nearly all the same privileges and restrictions as permanent party Soldiers. Phase V+ requirements are:

(1) Pass a record APFT within 30 days of graduation with a 60% in each event for ag and gender.

(2) Pass the Defense Language Proficiency Test (DLPT) with a 2/2/1+.

(3) Complete Phase V+ training tasks, as determined by the Commander, 229th MI Bn.

D-3. DLIFLC Phase IV restrictions and privileges.

a. Phase IV Soldiers remain prohibited from the purchase, possession, or consumption of alcoholic beverages. This includes possession of alcohol containers, empty or full, at any time. This provision applies to visitors and includes areas around buildings such as balconies and break areas. This prohibition does not extend to Soldiers on approved leave away from the installation.

b. Phase IV Soldiers are not authorized overnight passes. The Commander, 229th MI Bn may authorize emergency leave or leave under emergency conditions as authorized under AR 600-8-10.

c. Phase IV Soldiers are not authorized off post day passes, unless specifically granted an exception by the Commander, 229th MI Bn. When granted an exception, Phase IV Soldiers will remain within a 50-mile radius of DLIFLC & POM. All passes end no later than (NLT) 2100.

d. Phase IV Soldiers will adhere to a daily curfew of 2100 hours, unless performing official duties.

e. Phase IV Soldiers are prohibited from driving POVs. They may only ride in the POV of a parent, legal guardian, or spouse while on a pass exception.

f. Phase IV Soldiers will adhere at all times to the TRADOC Battle Buddy system as defined in paragraph D-6, below. Phase IV Soldiers will have a battle buddy when speaking to cadre and at all times during the duty day. Battle buddies are not required during religious services, medical or dental appointments, but cadre will ensure accountability as outlined in D-6 below.

g. Phase IV Soldiers are prohibited from the purchase, possession, or consumption of tobacco. Tobacco of any kind is prohibited. This includes tobacco substitutes such as herbal, clove, or nicotine free cigarettes and smokeless tobacco substitutes. Possession of any empty tobacco container is prohibited.

h. Fraternization with any careerist enlisted of any service[1] , officer, cadre member, faculty member, teacher, or civilian employee of this installation is strictly forbidden in accordance with DLIFLC Policy Letter on Prohibited Relationships.

i. Civilian clothes are not authorized at any time. Phase IV Soldiers will remain in ACUs, ASUs, or IPFU while on the POM. If granted a pass exception, the only authorized uniform will be the ASU. Only the Commander, 229th MI BN may authorize exceptions to this uniform.

j. Married Phase IV/V Soldiers on orders authorizing accompanied assignment to DLIFLC may settle their families into housing prior to reaching Phase V+. The Soldier will reside in the barracks until all Phase IV/V requirements are met and the Soldier graduates to Phase V+.

D-4. DLIFLC Phase V restrictions and privileges.

a. All Phase IV restrictions apply to Phase V Soldiers, with the following exceptions:

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[1] (1) Soldiers who have completed Phase V+, as defined in Training and Doctrine Command (TRADOC) Regulation 350-6;
(2) Airmen in Initial Technical Training status who have been awarded the 3-Skill-Level Air Force Specialty Code;
(3) Sailors who have reported directly from Recruit Training Command and are not Fleet Returnees.
(4) Marines who have reported directly from USMC Recruit Depot, Paris Island, or USMC Recruit Depot, San Diego, and are not Fleet Returnees.

(1) Phase V Soldiers will adhere to a curfew of 2100 on nights before a duty day and 2100 on nights before a non-duty day.

(2) The Commander, 229th MI Bn may authorize ordinary leave and overnight passes during approved course breaks and federal holiday weekends and emergency leave or leave under emergency conditions as authorized under AR 600-8-10. Commander, 229th MI Bn will establish leave and pass policy defining travel limits for day passes and single day travel limits for Soldiers traveling by POV while on pass or leave outside the Monterey Peninsula area. All passes will end NLT eight (8) hours prior to the next training day. The Commandant, DLIFLC is the approval authority for all other Phase V requests for ordinary leave and overnight passes.

(3) Tobacco use is authorized only in designated areas outside of the barracks area. The Soldier may store tobacco products in a locked container in their assigned room. This policy prohibits Phase V Soldiers from using or consuming tobacco within the presence of Phase IV IET Soldiers. This provision applies to guests or visitors of Soldiers residing in the barracks and includes areas around unit buildings such as balconies and break areas.

D-5. DLIFLC Phase V+ restrictions and privileges.

a. Phase V+ begins at the 21st week of service. At DLIFLC Phase V+ extends up to 70+ weeks of service for students on a normal course trajectory. Phase V+ Soldiers will be allowed controlled, but extended, off post pass privileges.

b. Phase V+ Soldiers will adhere to a curfew of 2100 on nights before a duty day and 2400 on nights before a non-duty day.

c. The Commander, 229th MI Bn may authorize ordinary leave and overnight passes during approved course breaks and federal holiday weekends and emergency leave or leave under emergency conditions as authorized under AR 600-8-10. Commander, 229th MI Bn will establish leave and pass policy defining travel limits for day passes and single day travel limits for Soldiers traveling by POV while on pass or leave outside the Monterey Peninsula area. All passes will end NLT eight (8) hours prior to the next training day. The Commandant, DLIFLC is the approval authority for all other Phase V+ requests for leave and overnight passes.

d. Phase V+ Soldiers may ride in and drive POVs or rental cars. POVs require valid DLIFLC & POM vehicle registration. 229th MI Bn leaders will inspect POV insurance and registration or rental car insurance and rental agreements to ensure compliance.

e. Phase V+ Soldiers may not consume tobacco within the presence of Phase IV IET Soldiers. Soldiers will consume tobacco products only in designated smoking areas on DLIFLC & POM. Phase V+ Soldiers residing in the barracks may store tobacco products in lockable containers in their assigned rooms. Phase V+ Soldiers will not store or consume alcoholic beverages in barracks rooms.

f. The battle buddy system remains in effect. Phase V+ Soldiers will have a battle buddy when speaking to cadre and at all times during the duty day. Battle buddies are not required

during religious services, medical or dental appointments as noted in paragraph D-6. Phase V+ Soldiers not residing in the barracks do not require a battle buddy for their commute to and from domicile and duty. Married, accompanied Phase V+ Soldiers may have their spouse serve as their battle buddy during the duty day. Phase V+ Soldiers do not require a battle buddy after duty hours, however leaders and Soldiers will encourage the use of the battle buddy system as a risk mitigation measure based on the Soldier's planned activity and feasibility.

g. In accordance with Installation Command Policy Letter on Prohibited Relationships, non-professional relationships with any Careerist Enlisted, Officer, Airman, Marine, Sailor, faculty member, or civilian employee of this installation are strictly prohibited.

D-6. Buddy system requirement

a. DLIFLC's specialized education environment combined with the limited and geographically dispersed support resources require deviation from the battle buddy system for attendance to professional services, religious services and certain academic and testing situations. The full implementation of the battle buddy system constrains IET Soldiers' abilities to attend, participate and practice in religious services and programs because of DLIFLC's reliance on community providers for low density faiths and practices. The battle buddy system also dissuades Soldiers from seeking professional help due to the small unit condition of DLIFLC. Professional support services include but are not limited to: Medical, Dental, SARC and Unit Victim Advocates (UVAs) for Sexual Harassment and Assault reporting, Behavioral Health Services (BHS), ASAP, and Chaplains for counseling, religious services and religious education programs. Fully implementing the battle buddy system also places at risk the integrity of the Defense Language Proficiency Test (DLPT), especially in the case of the Oral Proficiency Interview (OPI). DLIFLC will employ the following control measures, which reduce vulnerability and reinforce safety while preventing conditions that deter self-referral, dissuade reporting and limit participation in healthy social and professional activities.

b. The 229th MI Bn will coordinate assignment of ad hoc battle buddies when feasible to minimize the employment of the below control measures for single Soldier movement. DLIFLC and 229th Military Intelligence Battalion will pair Soldiers of the same gender just like sick call procedures.

c. Since DLIFLC language classes are multi-service and all rank, it is quite possible that an IET Soldier may be the only Soldier assigned to a class. Under those conditions, the Soldier may move between his company area, language school, dining facilities and other routine duty locations during class hours without a battle buddy. Soldiers will move with classmates of equivalent career status from sister services to the extent feasible.

d. If only one Soldier must attend special assistance training, then a DLIFLC cadre member will monitor that training session.

e. The 229th MI Bn IET Soldiers will sign in and sign out at their CQ when leaving their unit and barracks for on-post religious services, religious programs and appointments with professional support services.

f. Soldiers will submit a DLIFLC Form 806, Academic Absence and Accountability Form when leaving class or an operational environment during duty and or class hours. This will maintain accountability of the IET Soldiers during appointments to a professional support service and on-post religious services or programs.

g. USAG-POM and DLIFLC professional support services will continue to maintain the use of rosters and operationally appropriate sign-in and sign-out rosters for accountability. Chaplains will continue to provide religious services and provide counseling in accordance with AR 165-1, FM 1-05 and JP 1-05 adhering to the Chief of Chaplains Confidentiality Policy.

h. 229th MI Bn will maintain sign-in and sign-out rosters for all on-post and off post religious services and programs. IET Soldiers residing in the barracks who request to attend off-post religious services will submit a formal request to their chains of command. Soldiers will provide the name, address, phone number and start and end times of these services and mode of travel information. Attendance to off-post services will comply with phase restrictions regarding uniform, transport and curfew.

D-7. DLIFLC IET fundraising

a. IET Soldiers in phase V+ status receive permanent-party privileges to participate in MWR, FRG, Better Opportunities for Single Soldier, and unit/installation fundraising events hosted at DLIFLC.

b. IET Soldiers can participate in these events as long as they benefit on the same basis as permanent-party Soldiers.

c. Commander, 229th Military Intelligence Battalion will ensure that IET Soldiers are not disadvantaged in any manner by this exception to policy.

d. IET Soldiers who maintain good academic and disciplinary status will receive such privileges after achieving the phase V+ status.

D-8. Separate and secure environment

a. DLIFLC will use non-student permanent party NCOs for CQ / NCOIC duties provided the NCOs receive proper training and understands the requirements outlined in paragraph 3-1.

b. Commander, 229th MI Bn will have a policy that ensures each permanent party pulling CQ is well rested and has enough time to prepare for class the next day or is compensated with adequate recovery time. Commander, 229th MI Bn will ensure that CQ duties do not result in disproportionate amounts of missed class time. 229th MI Bn will have one pair of CQ runners. The two runners will be of the same gender.

D-9. Phase V+ married Soldiers

a. DLIFLC will allow Phase V+ married Soldiers the privilege to reside with their family. In accordance with the Joint Travel Regulation, family members are authorized to travel with the Soldier due to the length of the course.

b. DLIFLC will allow Phase V+ POV privileges. Commander, 229th MI Bn will establish policy outlining, as a minimum, POV safety and inspections, and ensure that DLIFLC Soldiers are properly licensed and trained to operate a POV in accordance with state driving regulations.

Appendix E
Accelerated AIT Graduation Program

E-1. Accelerated AIT graduation program background
The accelerated AIT graduation program provides the AIT proponents the option to graduate AIT Soldiers early based on specific individual certifications attained prior to arrival. Approval is selective and is at brigade commander level. It is based on the premise that the standard POI may not fully challenge these Soldiers, and is a voluntary program for Soldiers in technical AITs. The incentive is accelerated graduation. Accelerated graduation is approved in accordance with AR 600-8-19 and the proponent's current graduation requirements.

E-2. Accelerated AIT graduation program objective
The accelerated AIT graduation program objective is to validate MOS specific skill sets and allow early graduation for those AIT Soldiers with prior individual certifications. It is not the intention of the program to punish advanced Soldiers by giving additional MOS training after normal duty hours and on weekends, when other Soldiers are not in MOS training. However, due to instances of facility and personnel constraints, additional time may be required to offer this program. These situations are the exception, and not the rule. Accelerated AIT graduation is annotated on appropriate individual training record forwarded to the first unit of assignment. Commandants can approve up to five days accelerated graduation in coordination with TOMA. Any accelerated AIT graduation of more than five days must be approved by DCG-IMT. Requests must be submitted in memorandum format.

Appendix F
Training Records

F-1. Training record content
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. An IET Soldier training record packet will contain the following content:

a. DA Form 5286-R for every Soldier attending IET; the Soldier's assigned company initiates and maintains. Use the modified DA Form 5286-R in the Resident Individual Training Management System 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.

b. DA Form 1059 for enlisted personnel attending MOS producing courses to reclassify or reenlist into another MOS or prior service personnel enlisting in accordance with paragraph 4-8, upon completion of course regardless of course length.

F-2. Management of training records

a. TRADOC service schools and major subordinate commands must ensure that out processing is in accordance with 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. 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 identifiable 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.

c. Training records (hardcopy or electronic) created and/or received in the course of doing Army business will be maintained in accordance with AR 25-400-2.

Appendix G
Fitness Training Unit (FTU)

G-1. FTU functional responsibilities

a. TRADOC CG-CIMT (ATMT) establishes policy concerning FTU operations.

b. TRADOC CG-CIMT (ATMT-OP) is the functional proponent for RECBN functions and is responsible for providing s the necessary resources to successfully accomplish the reception process at all ATCs.

c. TRADOC DCS, G-8 (ATRM-ZA) performs the application of the RECBN manpower staffing standards annually, in coordination with installations' director of resource management, to validate manpower resources for FTUs. FTUs are defined within these standards under separate manpower tables.

d. ATC commanders will:

(1) Ensure adequate resources are provided for FTU operations, including personnel, equipment, and facilities. Training funds for FTU workload are based on historical student load data contained in ATRRS.

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

G-2. FTU mission and objectives

a. The mission of the FTU is to physically, mentally, and psychologically prepare Soldiers to return to training after successful rehabilitation and/or reconditioning.

b. FTU Commanders must ensure the environment supports the objectives of the program. In order do so, commanders will ensure the following:

(1) FTU Soldiers will have access to a standard running track, pull-up bars, strength training machines and equipment, and aerobic training machines, (treadmills, stationary bicycles, step machines, or elliptical trainers).

(2) FTU Soldiers have priority use of equipment, gyms, and pools at installation gyms to allow for variety in training.

(3) Classroom instruction will address educational needs in the area of physical fitness, mental skill training, and nutrition, with additional focus on IET subjects.

c. Cadre selected for the FTU must demonstrate a high degree of motivation and commitment to assist and develop Soldiers to succeed in IET. It is essential that the Soldier receive a positive image of the Army when entering the FTU. DSs assigned to FTUs will:

(1) Have at least 12 months left on station.

(2) Score 250 or higher on a regular APFT (no alternate events authorized).

(3) Not be flagged; have adverse administrative actions pending or completed while assigned to previous unit.

(4) Not have personal issues (for example, going through divorce, extensive medical appointments, finance issues, or pregnancy) that could distract them from their duties.

G-3. Minimum Required Equipment:

a. FTUs require the following equipment to meet mission requirements.

(1) Dumbbells: In weights from 5lbs to 100lbs in the following amounts:

(a) 2 sets of pairs of weights from 5-30 lbs in 5 lbs increments.

(b) 1 set of pairs of weights from 35-100lbs in 5 lbs increments.

(2) Kettle bells (Per FM 7-22 dtd 26 October 2012, Chapter 9, Table 9-10)

(a) 6 ea @ 50 lbs.

(b) 24 ea @ 40 lbs.

(c) 24 ea @ 30 lbs.

(d) 24 ea @ 25 lbs.

(e) 24 ea @ 20 lbs.

(f) 36 ea @15 lbs.

(g) 30 ea @ 10 lbs.

(3) 6 ea Treadmills, 6 ea elliptical machines, and 6 ea stationary bicycles.

(4) 2 ea stationary flat bench with associated weights and weight bar.

(5) 1 ea incline bench with associated weights and weight bar.

(6) 2 ea squat rack with associated weights and weight bar.

(7) 3 ea stand-alone benches (can be moved around gym or outside).

(8) 1 ea cable/pulley system with pull-up bar option.

b. Equipment may be utilized in an appropriate space as designated by the FTU commander, to include barracks space, and may be granted an exemption from post fitness center/gymnasium policies.

G-4. Warrior Training Rehabilitation Program

a. The WTRP is an element of the FTU. Its mission is to rehabilitate and return IET Soldiers to duty who become injured during training. It provides an environment to allow for proper healing and recovery. ATCs will establish WTRPs using the guidelines below.

b. Procedures for assignment/attachment to the WTRP.

(1) The FTU commander has final approval authority for enrollment into WTRP.

(2) Only a designated physical or occupational therapist(s) will recommend Soldiers for admittance into the WTRP based on the following criteria. The Soldier:

(a) Was injured in training.

(b) Sustained an injury severe enough to remove the Soldier from current training to allow for proper healing (e.g. a stress fracture).

(c) Is recovering from a traumatic injury or surgery with a reasonable likelihood of returning to training within six months. Such recommendations should be made in accordance with the clinical practice guidelines for WTRP as outlined in AR 612-201, paragraph 8-5(5).

(d) Is not pending or undergoing treatment for a mental health condition.

(e) Is not pending UCMJ action, medical board, or administrative separation. (See paragraph 4-15 regarding assignment to RHUs).

(f) Is not presently in a cast that prevents the ability to participate in rehabilitation.

(g) Is motivated to continue in the service and complete training.

(h) ARNG/USAR STO 1 Soldiers must have Mandatory Return Dates (MRD) that allow sufficient time to finish healing and complete BCT. If the Reserve Component LNO cannot get the MRD extended, or the Soldier will not extend the MRD, the Soldier is not accepted into the FTU and is processed in coordination with the RC LNO.

(3) The physical therapist or occupational therapist will annotate the recommendations to assign/attach Soldiers to the FTU on a locally-approved WTRP Physical Profile Sheet. This document will be provided to the Soldier's commander for inclusion in the WTRP packet.

(4) Training unit cadre will counsel Soldiers concerning the recommendation. The units will prepare packets in accordance with subparagraph c below recommending WTRP and submit the packet for approval to the FTU commander.

(5) Soldiers will be transferred to the WTRP within five days of the unit receiving the WTRP recommendation unless disapproved by the training company commander or FTU commander.

c. Entrance guidelines.

(1) Once the FTU commander approves a Soldier’s assignment/attachment to WTRP, the losing unit transports the Soldier to the FTU at a time coordinated with FTU cadre.

(2) FTU commanders may determine the in-processing requirements. The in-processing packet may include, but is not limited to the following documents:

(a) Orders assigning Soldier to the FTU (WTRP), UCMJ authority memorandum, or DA 4187 attaching the Soldier to the FTU (WTRP).

(b) Current WTRP profile with recommendation to WTRP, along with signature from a physical or occupational therapist. The profile is recorded on the WTRP Physical Profile Sheet.

(c) Counseling statements from company commander or 1SG, and ARNG/USAR liaison (if applicable) recommending WTRP, as well as training phase counseling. Memorandum from the training company commander stating the last week of training completed.

(d) LOD investigation and DA Form 2173 (if applicable).

(e) Enlisted Records Brief.

(f) DA Form 3078, Personal Clothing record with all items listed, and personal items.

(g) CIF issue/turn-in sheet and inventory.

(h) Dental and medical records.

(i) DA Form 3799 (Laundry Payroll Deduction/Discontinuance Authorization).

(j) Identification card, tags, military glasses, and smart book.

(k) Training records: hard copy, or transfer the Soldiers training records using Resident Individual Training Management System or Digital Training Management System.

(l) DA 3955 mail card turned into losing unit's mailroom.

(m) DA 31 for convalescent leave taken prior to referral to the WTRP.

d. During WTRP assignment/attachment.

(1) At a minimum, FTU commanders will assess their Soldiers' progress and motivation to stay in the Army every 30 days.

(2) FTU commanders are authorized flexibility in using convalescent leave, phase privileges, and MWR activities to maintain the motivation and enthusiasm of WTRP Soldiers.

(3) In accordance with AR 612-201 paragraph 8-11(2),
http://armypubs.army.mil/epubs/pdf/r612_201.pdf
the FTU commander is authorized to extend a Soldier past the rehabilitation period if there is a

reasonable expectation that the Soldier will successfully return to training with additional time. This decision will be made in conjunction with the physical or occupational therapist and other healthcare personnel as necessary.

e. Conduct of WTRP.

(1) Drill Sergeants conduct the Soldier's rehabilitative program based on guidance from the physical therapist and in accordance with FM 7-22, APRT.

(2) Will not exceed the maximum DS to trainee ratio of 1:15.

(3) FTU commander ensures WTRP cadre address Soldier motivation and esprit de corps. Soldiers who are removed from training for rehabilitation are especially subject to discouragement. Consider input and assistance from the following agencies:

(a) Behavioral health service (such as stress management).

(b) MWR office.

(c) Chaplain's office.

(d) Education center.

G-5. Army Physical Fitness Test Improvement Program

a. The APFT-I is an element of the FTU. Its mission is to physically retrain IET Soldiers who have failed to achieve the 50 point BCT or 60 point AIT APFT standard for graduation. It provides an environment in which a Soldier can focus on physical fitness improvement utilizing a variety of exercise protocols in accordance with FM 7-22.

b. Procedures for assignment/attachment to APFT-I.

(1) The FTU commander has final approval authority for enrollment into APFT-I.

(2) Soldiers who meet the following criteria may be admitted into the APFT-I:

(a) Failed to achieve the 50 point BCT or 60 point AIT standard.

(b) Achieved at least 30 points in each event on most recent record APFT. The FTU commander may authorize administration of the APFT upon arrival to the FTU. Soldiers who do not meet the 30 point standard will be returned to their training units.

(c) Does not have any type of physical profile.

(d) Is motivated to continue in service and complete training.

(e) Is not pending or undergoing treatment for a mental health condition.

(f) Is not pending UCMJ action or administrative separation.

(3) Training unit cadre will counsel Soldiers concerning the recommendation for admission into APFT-I. The units will prepare packets in accordance with subparagraph c (2)(b) below.

(4) Soldiers will be transferred to the APFT-I within 14 days of their last failed record APFT.

c. Entrance guidelines:

(1) Once the FTU commander approves a Soldier's assignment/attachment to APFT-I, the losing unit transports the Soldier to the FTU at a time coordinated with FTU cadre.

(2) FTU commanders may determine the in-processing requirements. The in-processing packet may include, but is not limited to the following documents:

(a) Orders assigning Soldier to the FTU (APFT-I), UCMJ authority memorandum, or DA 4187 attaching the Soldier to the FTU (APFT-I).

(b) Counseling statements from company commander or 1SG, and ARNG/USAR liaison recommending APFT-I as well as training phase counseling.

(c) LOD investigation and DA Form 2173 (ARNG, USAR and active duty).

(d) Enlisted Records Brief.

(e) DA Form 3078, Personal Clothing record with all items listed, and personal items.

(f) CIF issue/turn-in sheet and inventory.

(g) Dental and medical records.

(h) DA Form 3799 (Laundry Payroll Deduction/Discontinuance Authorization).

(i) Identification card, tags, military glasses, and smart book.

(j) Training records: hard copy, or transfer the Soldiers training records using Resident Individual Training Management System or Digital Training Management System.

(k) DA 3955 mail card turned into losing unit's mailroom.

(l) DA Form 705 (APFT Scorecard).

d. During APFT-I assignment/attachment.

(1) Soldiers will have up to four weeks to successfully achieve either the BCT or AIT APFT graduation standard.

(2) Soldiers who achieve the 50 point BCT or 60 point AIT APFT standard will be returned immediately to their original or subsequent training unit in accordance with local policy**.**

(3) FTU commanders will determine disposition of Soldiers who receive a physical profile during their assignment/attachment to APFT-I.

(4) Soldiers who refuse to train, or fail to demonstrate significant progress on the APFT can be removed from the program at the FTU commander's discretion.

(5) FTU commanders are authorized to grant an additional week of training in the APFT-I if they determine that the Soldier may be successful with the additional time.

(6) FTU commanders are authorized flexibility in using convalescent leave, phase privileges, and MWR activities to maintain the motivation and enthusiasm of APFT-I Soldiers.

e. Conduct of APFT-I.

(1) DSs conduct APFT-I program in accordance with FM 7-22, APRT.

(2) Do not exceed the maximum DS to trainee ratio of 1:15.

G-6. Authorized participants
Assignment/attachment of IET Soldiers to the FTU is authorized. For assignment, ensure FTU input and graduation data is posted into ATRRS in accordance with AR 350-10. Obtain assistance for ATRRS from TRADOC DCS, G-3/5/7, TOMA (ATTG-TRI-MO) at DSN 501-5666 or commercial 757-501-5666/5669.

Appendix H
Medical Support

H-1. Medical support requirements
Commanders will ensure medical support requirements are addressed in the planning, preparation, and execution of all training activities. Medical support training provides emergency medical services (EMS) in accordance with AR 40-3, chapter 13 on the installation or in accordance with AR 420-1. See Table H-1 for High risk training support.

Table H-1
Medical support matrix to high-risk training

Training	Potential injury	Equipment	Response personnel	Overall event
RANGER SCHOOL				
All				Evacuation plan [1] Medic [2]
SAPPER LEADER COURSE				
All				Medic Ambulance
TRAINING COMPONENTS				
Mountain Operations Rappelling Free climbing	Environmental injury	Cooling/warming/fluids [3]	CLS [4]	Medic Non-standard evacuation vehicle (NSE) 6
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	Medic	
	Blunt trauma	Treatment as required	CLS	
	Head injury	Transport	CLS	
	Spine Injury	Immobilization/transport	Medic	
Situational training exercise/ field training exercise	Blunt trauma	Treatment as required	CLS	CLS NSE
	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	BA [5]	
	Burn	Fluids	Medic	
Military operations in urban terrain	Blunt trauma	Treatment as required	CLS	CLS NSE
	Penetrating trauma	Bandages/fluids	CLS	
	Crush injury	Bandages/splints/fluids	CLS	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	
	Environmental injury	Cooling/warming/fluids	CLS	
	Smoke inhalation	Removal	BA	
	Eye injury	Protection	CLS	
	Burn	Fluids	Medic	

Table H-1
Medical support matrix to high-risk training, continued

Training	Potential injury	Equipment	Response personnel	Overall event
Hand grenades	Blunt trauma	Treatment as required	CLS	CLS NSE
	Penetrating trauma	Bandages/fluids	CLS	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Spine injury	Immobilization/transport	Medic	
	Eye injury	Protection	CLS	
	Burn	Fluids	Medic	
	Multiple injured		Medic	
Grenade launcher	Blunt trauma	Treatment as required	CLS	CLS NSE
	Penetrating trauma	Bandages/fluids	CLS	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Spine injury	Immobilization/transport	Medic	
	Eye injury	Protection	CLS	
	Burn	Fluids	Medic	
Training	**Potential injury**	**Equipment**	**Response personnel**	**Overall event**
Live fire	Penetrating trauma	Bandages/fluids	CLS	Evacuation plan CLS NSE
Live fire & maneuver	Blunt trauma	Treatment as required	CLS	Medic Ambulance
	Penetrating trauma	Bandages/fluids	CLS	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Spine injury	Immobilization/transport	Medic	
	Burn	Fluids	Medic	
	Multiple injured		Medic	
Demolitions	Blunt trauma	Treatment as required	CLS	Medic NSE
	Penetrating trauma	Bandages/fluids	CLS	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Spine injury	Immobilization/transport	Medic	
	Eye injury	Protection	CLS	
	Burn	Fluids	Medic	

Table H-1
Medical support matrix to high-risk training, continued

Training	Potential injury	Equipment	Response personnel	Overall event
Convoy live fire exercise	Blunt trauma	Treatment as required	CLS	Medic Ambulance
	Penetrating trauma	Bandages/fluids	CLS	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Spine injury	Immobilization/transport	Medic	
	Eye injury	Protection	CLS	
	Burn	Fluids	Medic	
	Multiple injured		Medic	
WATERBORNE				
Small boat	Environmental injury	Cooling/warming/fluids	CLS	Medic NSE
	Extremity trauma	Bandages/splints/fluids	CLS	
	Near drowning	CPR	Medic	
Training	**Potential injury**	**Equipment**	**Response personnel**	**Overall event**
Swamp movement	Environmental injury	Cooling/warming/fluids	CLS	Medic NSE
	Extremity trauma	Bandages/splints/fluids	CLS	
	Near drowning	CPR	Medic	
Stream crossing	Environmental injury	Cooling/warming/fluids	CLS	Medic NSE
	Extremity trauma	Bandages/splints/fluids	CLS	
	Near drowning	CPR	Medic	
Poncho raft	Environmental injury	Cooling/warming/fluids	CLS	Medic NSE
	Extremity trauma	Bandages/splints/fluids	CLS	
	Near drowning	CPR	Medic	
Water survival training	Environmental injury	Cooling/warming/fluids	CLS	Medic NSE
	Extremity trauma	Bandages/splints/fluids	CLS	
	Near drowning	CPR	Medic	
Deep dives	Decompression illness	Chamber	DMT [7]	DMT NSE
	Near drowning	CPR	DMT	
	Environmental injury	Cooling/warming/fluids	DMT	
	Crush injury	Bandages/splints/fluids	DMT	
	Blunt trauma	Fluids	DMT	
	Extremity trauma	Bandages/splints/fluids	DMT	

Table H-1
Medical support matrix to high-risk training, continued

Training	Potential injury	Equipment	Response personnel	Overall event
Underwater construction	Decompression Illness	Chamber	DMT	DMT NSE
	Near drowning	CPR	DMT	
	Environmental injury	Cooling/warming/fluids	DMT	
	Crush injury	Bandages/splints/fluids	DMT	
	Blunt trauma	Fluids	DMT	
	Extremity trauma	Bandages/splints/fluids	DMT	
Training	**Potential injury**	**Equipment**	**Response personnel**	**Overall event**
Aerial operations	Blunt trauma	Treatment as required	CLS	Medic Ambulance
	Penetrating trauma	Bandages/fluids	CLS	
	Crush injury	Bandages/splints/fluids	CLS	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	
	Inhalation	Removal	BA	
	Burn	Fluids	Medic	
	Multiple injured	Triage	Medic	
		Rescue	Fire and ambulance station personnel [8]	
Airborne operations	Blunt trauma	Treatment as required	CLS	
	Extremity trauma	Bandages/splints/fluids	CLS	Medic Ambulance
	Lacerations	Bandages/fluids	CLS	
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	
	Multiple injured	Triage	Medic	
High altitude low opening operations	Blunt trauma	Treatment as required	CLS	Medic Ambulance
	Extremity trauma	Bandages/splints/fluids	CLS	
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	
	Multiple injured	Triage	Medic	
Air assault	Extremity trauma	Bandages/splints/fluids	CLS	Medic Ambulance
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	
	Lacerations	Bandages/fluids	CLS	

Table H-1
Medical support matrix to high-risk training, continued

Training	Potential injury	Equipment	Response personnel	Overall event
Fast rope	Extremity trauma	Bandages/splints/fluids	CLS	Medic Ambulance
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	
	Blunt trauma	Treatment as required	CLS	
	Friction burn	Bandages	BA	
Rappelling - tower	Blunt trauma	Treatment as required	CLS	Medic Ambulance
	Crush injury	Bandages/splints/fluids	CLS	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	
	Friction burn	Bandages	BA	
Rappelling - nontower	Blunt trauma	Treatment as required	CLS	CLS NSE
	Crush injured	Bandages/splints/fluids	CLS	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	
	Friction burn	Bandages	BA	
Day land navigation	Environmental injury	Cooling/warming/fluids	CLS	CLS NSE
	Extremity trauma	Bandages/splints/fluids	CLS	
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	
Night land navigation	Environmental injury	Cooling/warming/fluids	CLS	MEDIC Ambulance
	Extremity trauma	Bandages/splints/fluids	CLS	
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	
	Eye injury	Protection	BA	

Table H-1
Medical support matrix to high-risk training, continued

Training	Potential injury	Equipment	Response personnel	Overall event
Road marches	Environmental injury	Cooling/warming/fluids	CLS	CLS NSE
Chemical, biological, radiological, and nuclear training	Inhalation	Removal	BA	CLS NSE
	Environmental injury	Cooling/warming/fluids	CLS	
Obstacle/confidence course	Head injury	Transport	CLS	Medic Ambulance
	Spine injury	Immobilization/transport	Medic	
	Environmental injury	Cooling/warming/fluids	CLS	
	Near drowning	CPR	CLS+CPR	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Blunt trauma	Treatment as required	CLS	
Combatives	Penetrating trauma	Bandages/fluids	CLS	CLS NSE
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	
	Eye injury	Protection	BA	
Driver training (wheeled/tracked)	Blunt trauma	Treatment as required	CLS	CLS NSE
	Crush injury	Bandages/splints/fluids	CLS	
	Extremity trauma	Bandages/splints/fluids	CLS	
	Lacerations	Bandages/fluids	CLS	
	Head injury	Transport	CLS	
	Spine injury	Immobilization/transport	Medic	
	Burn	Fluids	Medic	
Survival, evasion, resistance and escape	Environmental injury	Cooling/warming/fluids	CLS	CLS NSE
	Extremity trauma	Bandages/splints/fluids	CLS	

Table H-1
Medical support matrix to high-risk training, continued

1. Evacuation plan includes familiarity and possible coordination prior to the training event with local emergency medical services, in order to ensure timely evacuation of injured Soldiers to the appropriate level medical facility for the type injury. See AR 40-3 for requirements. 2. See AR 40-68 for qualifications of the healthcare specialist, MOS 68W (medic). 3. CLSs may administer oral fluids only; if intravenous fluids are needed, they must be administered by emergency medical services (EMS) personnel or medics; CLSs are no longer trained to administer IV fluids. 4. See AR 350-1 for qualifications of the combat lifesaver (CLS). 5. See FM 4-25.11 for discussion on buddy aid. 6. See ATP 4-02.2 for discussion on nonstandard evacuation vehicles (NSE). 7. Army diving medical technician (additional skill identifier Q5) or equivalent sister Service technician. 8. See DA Pam 385-90 for discussion on fire and ambulance station personnel.

H-2. Levels of medical support

a. The level of medical support to training is determined by the commander in accordance with local policies, TSP, and risk assessment. Considerations include, but are not limited to:

(1) Risk of injury (including hot- and cold-weather injury).

(2) Level of onsite medical personnel required (combat lifesaver or medic (68W).

(3) Level of transport required (dedicated nonmedical vehicle, ground ambulance).

(4) Communications (with parent unit, range control, EMS).

(5) Length and condition of evacuation route.

(6) Location of the Soldier (for example, land navigation or convoy route).

b. In accordance with AR 40-3, the EMS goal at training establishments is for the injured personnel to be arrive at an EMS facility is within one hour of the incident. Planning must take into consideration evacuation distances in an effort to meet this goal.

H-3. Self-care program

a. The self-care program is a tool for individual Soldiers to take care of their own minor illnesses and injuries thereby conserving training time, and reducing the demand on the medical system.

b. The self-care program is managed by the local MEDDAC and provided through the MTF. The self-care process may be decentralized to the unit level. Self-care program elements are:

(1) Formal instruction to the Soldier in self-care conducted by MEDDAC personnel.

(2) Soldier access to Technical Guide 272 Self Care Soldier Health Maintenance Manual published by the U.S. Army Center for Health Promotion and Preventive Medicine available at http://chppm-www.apgea.army.mil/documents/TG/TECHGUID/shmm.PDF.

(3) Under direction of cadre or medical personnel, Soldier use of the "Green Sheet" (Treatment Options for Symptoms/Conditions, available at http://chppm-www.apgea.army.mil/dhpw/Wellness/SelfCare/toolkit/forms/GreenSheet.doc).

(4) Accessibility to medical personnel.

(5) Accessibility of over-the-counter medications and self-treatment items to the Soldier.

c. Under supervision of cadre or medical personnel, a Soldier using the self-care program will follow symptom evaluation charts to one of three endpoints. If the chart ends with "use self-care measures," the Soldier may directly obtain over-the-counter medications or other self-care items.

H-4. Sick call

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. MTFs will use approved forms to document Soldiers' medical problems, treatment received, and prescribed courses of action/treatment.

(1) The commander or authorized representative issues DD Form 689 (Individual Sick Slip).

(a) Ensure compliance with the Health Insurance Portability and Accountability Act, by limiting pre-sick call questioning to information needed to complete the top portion of the sick slip in accordance with AR 40-66 (Medical Record Administration and Health Care Documentation), paragraph 13-3. Units can and should inquire as to the severity of the illness or injury to determine if the Soldier can move on foot to sick call with another Soldier, or whether transportation is required. Provide for Soldiers' privacy when they complete the personal information and remarks sections stating the reason why they want to go on sick call. Disclosure of information on the completed sick slip or physical profile is limited to the commander and other persons the commander designates to receive protected health information.

(b) Soldiers' medications should be managed as follows:

- Soldiers who possess the necessary responsibility and stability to self-medicate will retain possession of their authorized non-controlled prescription medications, to include EpiPens®. They are stored outside the view of others and are not subject to display for inspection. (list of controlled substances can be found at http://www.justice.gov/dea/pubs/scheduling.html).
- Commanders who elect to require Soldiers to turn in their medications to a central location and take doses under supervision (for example, because of historical misuse of medications) must establish policy that provides for security of the medications, and for the Soldier to handle the prescription bottle and dispense the medication himself or herself.

(c) Medication will be stored in a locked area whose sole purpose is intended for the distribution of such medication. Coordination must be made with the local medical treatment facility for proper disposal of unused and expired medication.

(d) Commanders and other permanent party personnel must be aware of restricted/ confidential reporting option available to Soldiers in accordance with AR 600-20, chapter 8 for sexual assault prevention and response (SAPR)/SHARP) reporting. When collecting pre-sick call information from Soldiers, the SAPR/SHARP program limits the extent of this questioning and protects the type of information that the Soldier chooses to divulge. See AR 600-20, appendix H for details on the commander's responsibility for assuring privacy and providing confidential disclosure options for Soldiers through restricted reporting. Failure to adhere to this policy could subject the individual found to have violated the SAPR/SHARP policy to disciplinary action

(2) DA Form 3349 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 three months in duration, except in specific circumstances in accordance with AR 40-501, chapter 7.

(3) In cases of accident or injury, the unit uses DD Form 689. Units will ensure that all individuals injured during training or mission sustainment report to troop medical facilities with a completed DD Form 689. The supervisor (military or civilian) completes the top portion of this form and gives it to the injured person (or medical personnel if the individual is incapacitated). The form is taken to the MTF and given to the medical officer or attendant performing medical treatment.

H-5. Supervised quarters

a. Commanders will establish policies and procedures, in coordination with the garrison commander and the commander of the local MTF, to house and monitor Soldiers with communicable respiratory illnesses.

b. Options for supervised quarters include:

(1) Admission to a hospital ward.

(2) Placement in designated barracks space.

c. Policies should include the following:

(1) Criteria for placement in supervised quarters.

(2) Routine checks and recordkeeping for mental status, vital signs, and rashes.

(3) Regular supervision by a competent medical professional.

(4) Enforced nourishment, hydration, and hygiene.

(5) Reporting procedures for lack of improvement and worsening condition.

(6) Criteria for release from supervised quarters.

H-6. Disposition of Soldiers with injuries or illnesses that prevent continued training

a. Report IET Soldiers that miss three or more consecutive full days of training, due to illness or injury, in ATRRS as a medical hold reason code. 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, and the Soldier resumes training, remove the medical hold code in ATRRS.

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

(1) Competent medical authorities should evaluate all prospective graduating IET Soldiers with significant injuries or other conditions that occurred in training (not EPTS as defined in paragraph 4-13d). The purpose of the evaluation is to determine whether the Soldier needs appropriate treatment and rehabilitation prior to transfer or REFRAD, or has a favorable prognosis for recovery, and will be capable of training/deploying in the future.

(2) Commanders in need of definitive medical advice regarding an injured Soldier should formally request a medical review in accordance with AR 40-501, paragraph 7-8b(4), and/or AR 600-20, paragraph 5-4c(7).

(3) Medical professionals and commanders should assess injured Soldiers based on the physical capacity and stamina required for continued training, the expectations of their deployed MOSs, and the Soldier's ability to fight and survive in combat.

(a) Medical professionals should advise commanders when a Soldier is determined to not meet the minimum requirements as described in paragraph H-5b and H-5c. The advice should clearly articulate whether the Soldier has received adequate treatment and rehabilitation or should be medically separated from the Army. Medical professionals will document physical status on the DA Form 3349. Commanders will instruct medical holdover status for Soldiers with a DA Form 3349 to remain on active duty status until the Soldier has been declared fit for further training/permanent change of station, or until they are medically separated from the Army.

(b) For injured ARNG/USAR Soldiers, medical authorities and unit leaders complete LOD investigations pertaining to the circumstances surrounding the injury. The LOD paperwork should be completed as soon as possible after the Soldier's injury is evaluated by medical professionals, and prior to the transfer or REFRAD of the injured Soldier.

(c) Unit commanders should ensure early notification and participation of installation ARNG/USAR liaisons when determining the disposition of moderate to severely injured ARNG/USAR Soldiers. ARNG/USAR liaisons should individually counsel Soldiers on the process and procedures pertinent to the Soldier's situation.

(d) Unit commanders should advise injured ARNG/USAR Soldiers of the following options when the Soldier is moderately to severely injured and cannot continue training or be expected to permanently change station:

- Remain on active duty in a medical holdover status during their recovery and rehabilitation period to include implementation of the active duty medical extension program, when applicable.
- Return home in an inactive status with an authorization for appropriate medical treatment and rehabilitation of the Soldier's injuries. This authorization, issued by the supporting MTF, is hand carried to an installation tri-service medical care (TRICARE) office to coordinate treatment. Once fully recovered, parent units can return these Soldiers to BCT/OSUT/AIT to complete their IET. Those Soldiers who do not fully recover and cannot complete IET should receive a MEB. Accomplishment of the MEB can be arranged by ARNG/USAR medical authorities at home station or performed by AA physicians (when the parent unit coordinates for the Soldier to travel to the nearest MTF for MEB processing).

(e) Unit commanders, ARNG/USAR liaisons, and medical personnel should closely coordinate the disposition of injured ARNG/USAR Soldiers who are unable to continue training or deploy. Key milestones include: timely completion of LOD paperwork; placement of the Soldier into a medical holdover training status; ensuring the existence of a credible clinical recovery and rehabilitation plan; coordinating the return of inactive Soldiers to their home unit/state with an authorization for care; establishment of a reasonable timeline for allowing IET graduation versus initiating a MEB/physical evaluation board for the injured Soldier; verification of LOD completion prior to transfer/REFRAD of affected Soldier; final liaison counseling prior to the Soldier's departure to their parent unit/state.

(4) Medical authorities determine when a Soldiers has received adequate recovery and rehabilitation, but is not expected to be able to continue training or deploy. In these cases, Soldiers will be evaluated by an MEB as defined in AR 40–400, and will be referred to a physical evaluation board as defined in AR 635–40. Administrative medical separation is rarely appropriate for Soldiers injured during training.

(5) The U.S. Army Medical Command standard for completing a MEB is 90 days (for example, the time allowed for issuing a permanent profile to the affected Soldier, completing MEB paperwork, and forwarding the MEB to the physical evaluation board).

(6) Soldiers being medically separated should not be required to participate in rigorous training due to the potential for aggravating injuries. These Soldiers can perform unit level administrative duties during their separation.

(7) Soldiers who have completed graduation requirements, recovered fully from their injuries, and declared to be medically fit by medical authorities for continued training and deployment, should be allowed to graduate and continue their Army careers (assuming no other legal or administrative issues exist that would preclude this).

c. AIT 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 minimum requirements for their MOSs in physical, upper, lower, hearing, eyes, psychiatric (PULHES). Initial entry Soldiers meeting MOS minimums will continue training in accordance with their profile. Adjutant generals or ARNG/USAR LNO will contact the appropriate command to negotiate a new MOS for Soldiers failing to meet PULHES minimums. Soldiers determined not fit for retention are separated.

H-7. Medical and Dental readiness

A Soldiers medical and dental readiness begins with medical in-processing at the RECBN and continues through the course of IMT to out-processing. Commanders at all levels should designate personnel to obtain access to the Medical Operational Data System (MODS) to track individual medical readiness (IMR). This is a TRADOC-wide requirement; see TRADOC Pamphlet 220-1 (Using the Medical Operational Data System (MODS)) for instructions on obtaining read-access and navigating MEDPROS and the electronic profile (e-Profile) for the purpose of maintaining IMR for trainees and permanent party Soldiers.

a. Medical readiness.

(1) Medical in-processing tasks are delineated in para K-7 below. These are accomplished by supporting MTF personnel, and checked for completion by RECBN leadership, consistent with medical readiness responsibilities for the Army in general. In addition,

(2) Through the course of IET, commanders at all levels are responsible for monitoring their trainees' IMR status, with particular attention to the following; see AR 612-201, paragraph 1-10d, and TRADOC Pamphlet 220-1, paragraph B-4c(3).

(a) Dental readiness category (see paragraph H-7b below).

(b) Immunizations, especially for second doses of hepatitis A and hepatitis B (see paragraphs 5-d(1) and K-7i), and influenza (during flu season).

(c) Validate and reconcile medical readiness (MR) classifications 3A (temporary condition requiring treatment) and 3B (meets criteria for reclassification or medical evaluation board) with the supporting MTF.

b. Dental readiness.

(1) As a condition of shipping to the first unit of assignment, at least 95% of Soldiers will be classified in dental readiness classification (DRC) 1 or 2, IAW HQDA EXORD 265-09 (see under Related Publications).

(2) Dental personnel may identify Soldiers in need of extensive repairs during RECBN processing. The commander of the supporting Dental Activity (DENTAC) can advise one week of hold-under for the Soldier to begin dental treatment, and allow time for healing in anticipation of later treatment.

(3) Unit leaders must closely manage their DRC 3 Soldiers' participation in training to facilitate necessary visits to the dental clinic.

(4) Battalion commanders may hold DRC 3 Soldiers for up to two weeks post-graduation to allow for more extensive dental treatment or to ensure attainment of DRC 1 or 2. Decisions to hold Soldiers longer than two weeks must be made by the brigade commander.

H-8. Reporting IET Soldier strength for medical surveillance

TRADOC maintains an active surveillance of overuse injuries and communicable illnesses in IET, to implement measures if the minimum thresholds are exceeded. TRADOC service schools and major subordinate commands shall accurately report unit IET Soldier strength. The standards for reporting are as follows:

a. For communicable illness surveillance, TRADOC service schools and major subordinate commands will ensure the local MTF receives all weekly training brigade IET Soldier strength reports by close of business 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 close of business Tuesday.

b. For overuse injury surveillance, ATSC (ATIC-DCO), Building 1726, Fort Eustis, VA 23604 will forward monthly RECBN shipping rosters, received from the five ATCs, to the U.S. Armed Forces Health Surveillance Center (commercial 301-319-3240), by close of business of the 3rd working day after the end of the month.

H-9. Prevention of environmental injuries

a. Commanders will ensure Soldiers maintain and use earplugs or other authorized hearing protection, mouth guard, hand sanitizing gel, insect repellent, sunscreen, foot powder, and lip balm. Commanders will ensure these items are replaced if lost or depleted.

b. Soldiers will fit and wear their mouth guards throughout engagement in physical performance of the following activities:

(1) Confidence obstacle course.

(2) Modern Army combatives.

(3) Rifle bayonet training, including pugil fighting.

c. Soap and water is always the preferred method for washing hands; however, sanitizing gel is available in garrison and in the field for after use when applicable when soap and water is not available.

H-10. Prevention of heat and cold casualties

a. Senior commanders will develop and implement detailed programs for prevention of heat and cold casualties in accordance with TR 350-29. Commanders should coordinate with the local MEDDAC preventive medicine service for assistance in developing their programs. The TRADOC Surgeon will publish hot weather guidance NLT 1 Jan and cold weather guidance NLT 1 Aug of each year.

b. Additional guidance specific to IET for preventing heat illness includes the following:

(1) Utilize a heat acclimatization period of two to three weeks at the beginning of all training cycles. Acclimatization periods will consist of heat exposure and progressive increases in physical work for new Soldiers. All Soldiers and cadre will receive a mandatory briefing on prevention of heat/cold casualties. Special emphasis for heat illness prevention is most critical between June and October.

(2) Establish a notification system to ensure that all cadre members know the current wet bulb globe thermometer (WBGT) indexes and wind chill factors at their training location (not at a centrally-monitored location). Ensure that two portable WBGT kits (NSN 6665-00-159-2218); or TRADOC -approved substitute, are issued per training company (BCT, OSUT, and AIT) and will be placed in use when the ambient temperature exceeds 75º and monitored in accordance with TR 350-29. The digital WBGT is authorized. Unit Cadre members will carry the pocket-sized GTA 07(GTA) 05-08-12 (Individual Safety Card) during training, or another suitable locally produced GTA.

(3) Publish a specific SOP on training activities that may or may not be conducted during the various WBGT indexes/wind chill factors. Decision to accept risk is made in accordance with TR 385-2; paragraph 1-5d(4). Refer to TR 350-29, appendix B, for the heat casualty risk factor matrix. The SOP should include the statement that during cold weather, use of nonstandard portable space heaters is prohibited in field training and operations.

(4) In addition to risk factors found in TR 350-29, donating blood and recent, rapid weight loss due to extreme measures will increase the risk of a heat illness.

(5) If the Soldiers have been subjected to heat category IV and/or category V conditions for two to three consecutive days, then cumulative heat stress increases their chance for a heat illness on the subsequent day. Risk-controlling measures include; monitoring living area temperatures of 74 degrees +/- 2 as outlined in AR 420-1; decreasing the distance and/or pace of unit runs; and changing the training schedule if strenuous events are scheduled, especially if they are scheduled to occur outdoors in category IV or V conditions.

(6) For Soldiers who are at increased risk for heat illness, pre- and post-activity weighing is an excellent tool for monitoring their hydration level and managing their risk. Weigh Soldiers the same time each day, after using the bathroom, before showering, and in underwear. Any weight lost in 24 hours represents loss of water. If weight has been lost, have the Soldier drink water or an electrolyte drink at the rate of one pint of water per pound, not to exceed hydration guidelines. If weight has been gained, have the Soldier eat a salty snack, and do not require him or her to drink more water. If feasible and if sufficient numbers of scales are available, weigh all Soldiers during category IV and V conditions.

(7) For treatment of suspected heat casualty, the use of iced sheets is mandatory. Although guidance from TR 350-29 states that ice sheets should be applied anytime the Soldier has a change in mental status, err of the side of caution and always apply ice sheets to Soldiers showing any signs of environmental heat overexposure. Any change to this regulation needs prior approval from DCG IMT. The use of bed sheets cooled with ice water has been proven to significantly improve the recovery and outcome of persons suffering from heat stroke. Insulated ice chests can be maintained at training sites by DSs/CLS; carried on ambulances; and/or maintained at troop medical clinics. Prepare and apply iced sheets as follows:

(a) Soak normal bed sheets in insulated ice chests full of iced water. The sheets can be kept in re-sealable plastic bags ready for use, or kept immersed in the water. Commanders should plan on a minimum of eight sheets per company.

(b) Remove Soldier's outer clothing, down to underwear. (*Note*: make every effort to ensure a same-gender Soldier is present during removal of the Soldier’s clothing, ideally an NCO, or the Soldier’s battle Buddy in order to protect the Soldier’s privacy and modesty-DON’T hinder treatment waiting for a same-gender Soldier.

(c) Cover as much of the exposed skin as possible, and the top of the head, with the ice cold sheets.

(d) When the sheets warm up, remove them and replace them with fresh iced sheets.

(e) Heat related illnesses may occur at any temperature and iced sheets may be carried at the discretion of the commander. However, iced sheets will be maintained at the training site whenever a wet bulb is present.

(8) All IMT cadre including Drill Sergeants, Platoon Sergeants, Squad Leaders, Company Leadership, and support personnel involved in training Soldiers in a field environment will view the "Heat Can Kill," video on an annual basis in order to ensure all cadre are trained on hot weather injury prevention. The video can be found at https://www.us.army.mil/suite/page/630102 under "Cadre Training"

c. Rhabdomyolysis or "rhabdo," is the breakdown of muscle fibers and release of muscle fiber products into the circulation. Some of these products are toxic to the kidney and frequently result in kidney damage. In some cases, rhabdo has resulted in kidney failure and death. Rhabdo can be caused by extreme exertion in a person who is unaccustomed to exertion. This disease is not categorized as a heat illness but is closely related. In addition to poor conditioning, some contributors to rhabdo are: Environmental heat stress (which can result from inadequate hydration); electrolyte abnormalities (which can be caused by inadequate diet, and/or abuse of laxatives or diuretics); and sickle cell trait, which is probably not causative, but increases a person's risk.

(1) Symptoms of rhabdo include: abnormal urine color (dark, red, or cola colored); muscle tenderness; and muscle weakness.

(2) Treatment. Casualties with rhabdo should be promptly evacuated to MTFs. Treatment of rhabdo includes aggressive rehydration of the casualty.

d. Guidance specific to IET for preventing cold weather injuries includes the following:

(1) Ensure appropriate cold weather protective items (clothing, shelter) are available to Soldiers.

(2) Ensure Soldiers' clothing and equipment is present and serviceable prior to the training day; consider modifications to the uniform, based on local conditions.

(3) Monitor conditions of cold, including wind chill, on the training site. Consider modifications to scheduling, location, and uniform.

(4) Plan for alternate activities and locations for conditions of extreme cold (for example, physical activity or warming shelters).

(5) Provide adequate ventilation inside shelters to guard against carbon monoxide poisoning.

H-11. Reporting of injuries and illnesses

Report all injuries and/or illnesses. Refer to paragraph 3-7 this regulation.

Appendix I
MOS Retraining/Reclassification Procedures

I-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 TRADOC DCS, G-3/5/7, TOMA (ATTG-TRI-M), 950 Jefferson Avenue, Fort Eustis, VA 23604-5721.

I-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 two working days to determine 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 reclassification/ renegotiation, 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.

I-3. Procedures

a. IET Soldiers offered a second training opportunity are sent to the personnel service center with all documents relative to their reclassification. The personnel service center 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 number for up to 10 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 four 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 personnel service center, which is their authority to publish orders.

b. The personnel service center 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.

c. 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.

d. If ATRRS is not operational, manual processing will not result in the forfeiture of any of the above mentioned efforts. Accomplish the reclassification process within five working days.

e. In the event another training opportunity is not offered or available, the commander with separation authority will counsel the Soldier and consider separation actions in accordance with AR 635-200, chapter 2, section II.

f. In all cases where reclassification involves a move from one TRADOC service school and/or major subordinate command to another, each commander 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 non-waiverable separation from service. The training battalion commander or authorized representative will sign the memorandum.

Appendix J
Individual Ready Reserve Mobilization (IRR MOB) Training Strategy

J-1. IRR recall process

Training base expansion does not occur until partial MOB is declared, at which time IRRs are involuntarily recalled to active duty. IRR personnel recalled to active duty will report to a designated ATC for in-processing and Army Warrior training. IRRs will then receive MOS specific refresher training at their proponent school or will transship to another MOS proponent school to reclassify into a new MOS and proponent certification.

a. The RECBN will in-process IRR Soldiers back into the AA. The projected number of IRRs, being recalled to active duty for the particular operation, determines the number of ATC sites required. This RECBN process is established at three days and should follow guidelines in AR 612-201, chapter 2. A medical examination and survey will be completed to determine their mobilization eligibility.

b. Following RECBN in-processing, all IRR Soldiers will receive seven days of Army Warrior training refresher training, using the established MOB POI (071-CTT-REFR (MOB)), with all tasks performed to standard.

c. 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 two week rapid training IRR MOB POIs for the particular MOS. Refresher training is conducted for only those tasks for which the IRR is deficient. IRRs 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 one day, or up to, and beyond, two weeks. Figure J-1 depicts the IRR MOB training strategy.

d. As prior service Soldiers, IRRs are not subject to IET policies and procedures. IRR Soldiers are on orders from departure of home of record through completion of MOS refresher training. IRR Soldiers will transship on TCS MOB orders upon departure from the ATC site. PT begins upon arrival of the IRR, and continues throughout training.

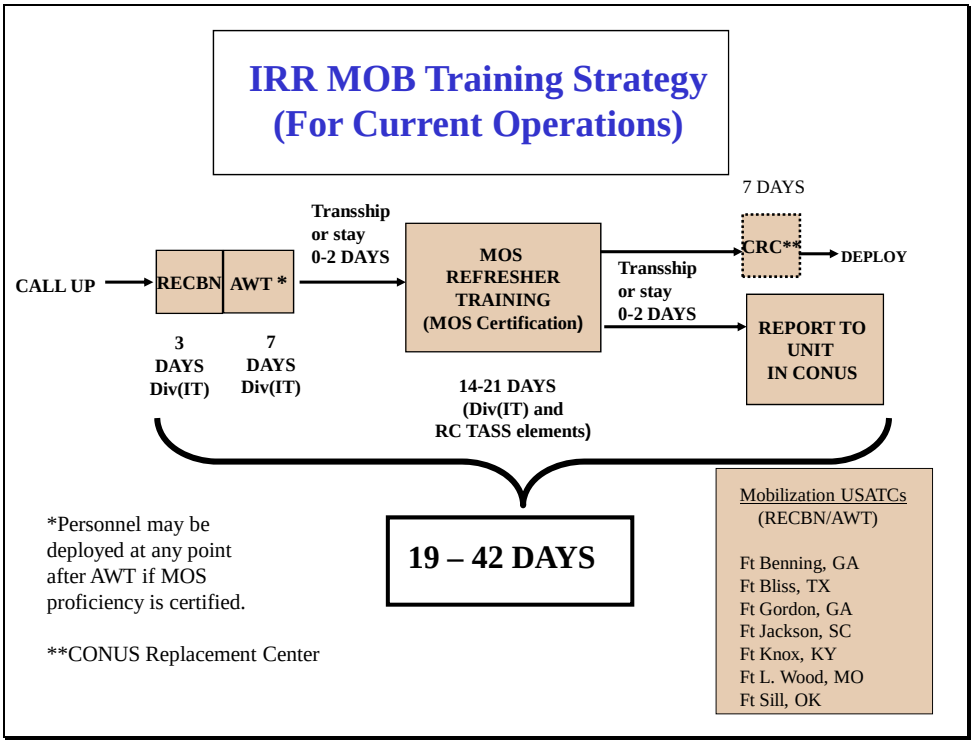

Figure J-1. IRR MOB training strategy

J-2. Additional sources of information for IRR MOB training

a. TRADOC DCS, G-3/5/7, TOMA (ATTG-TRI-M) is proponent for the TRADOC Operations and Planning Mobilization and Execution System. This document is found on Army Knowledge Online at https://www.us.army.mil/suite/folder/10823387.

b. See TR 350-70 for MOB training design requirements.

K-1. RECBN responsibilities

a. Provide the best first impression of the U.S. Army. Demonstrate to the Soldier the efficiency of the Army and the careful attention given to each Soldier's welfare. Processing will compliment the IET goals and Army values, uniformity standards, and policies.

b. Use standardized scripts and video briefings to implement and document standards.

c. Receive, process, and prepare Soldiers for BCT/OSUT in accordance with AR 612-201, Chapter 2, Table 2-1 recommended sequence.

d. The IMT RECBN proponent office will:

(1) Update reception welcome scripts and videos in accordance with doctrine.

(2) Publish, maintain, and distribute the "What to Bring" and "What to Buy" list of required items for BCT or OSUT to be posted at Reception Battalion Troop annex, AAFES stores, and on each RECBN Web site.

(3) Maintain and update Army regulation and TRADOC regulations to support the operations of the U.S. RECBNs.

(4) Serve as the focal point for information flow, distribution, and staff actions for the RECBNs missions, operations, and functions.

K-2. RECBN night arrival reception standards

a. The "Meet and Greet" briefing will be completed within 10 minutes after the newly arrived Soldiers have exited the bus.

b. Use standardized script, and video upon arrival at the U.S. Army RECBN.

c. DSs wearing ACU will welcome arriving Soldiers using the standard meet and greet script located at paragraph K-9 of this appendix.

d. Present the standard "Welcome and Amnesty Video" that encourages and quickly describes to the Soldiers their first mission in the Army is to in-process. The amnesty period opportunity must be given to every Soldier.

e. The Soldiers should arrive with the absolute minimum personal property and high dollar items as synchronized by the "What to Bring" list distributed to USAREC and posted on each RECBN Web site

f. Issue the Soldier the IPFU the first night. Soldiers will sleep in their IPFU.

g. Night arrival; completion of night processing is off the bus to include a snack or meal up to the point the Soldiers are transferred to the processing company; this is completed within 1.5 hours. Processing companies should limit tasks and manage excessive time to accomplish company processing that is conducted. Focus on accountability and preparation for day one processing instructions that facilitate processing.

K-3. Processing events and standards

a. Soldiers will purchase their required items in conjunction with the "What to Buy" list. Leaders will not direct Soldiers to "re-buy" items already purchased or items to meet local preferences. Running shoes: Soldiers will purchase a new pair of Army-fitted running shoes at the PX while in the RECBN. RECBN commanders can make case-by-case exceptions not to re-buy, if they can verify that Soldiers have brought running shoes that meet condition standards. Soldiers receive a cash allowance for the running shoe purchases.

b. The RECBNs will implement standardized TRICARE and Defense Eligibility Enrollment Reporting System (DEERS) enrollment procedures. Healthcare Benefits also apply for Reserve Component Soldiers on active duty for more than 30 days and their families. The RECBN will send each new Soldier's spouse the welcome TRICARE/DEERS packet. At a minimum the packet will include:

(1) Memorandum of welcome for spouse (RECBN unique).

(2) DD Form 1172 (Application for Uniformed Services Identification Card/DEERs Enrollment).

(3) Form 5579 (United Concordia TRICARE Dental Program Enrollment/Change Form).

(4) Welcome to the Army, A Handbook for Family Members (RECBN unique).

(5) Health Care for New Military Service Members and Their Families (Trifold).

(6) TRICARE Family Member Dental Plan Benefit Booklet.

(7) Available TRICARE brochures are listed at http://www.tricare.mil/tricaresmart/

(8) Download the “We Care” application on their personal cell phone (if available)

c. Complete a Soldiers assessment form on Soldiers who failed to accomplish processing for their original BCT/OSUT start date.

d. Reception Battalions will not add any other publications to be mailed; do not compete with outside agencies providing information to Army families.

e. NGB and USAR liaisons conduct standard briefings to their component Soldiers to ensure new Soldiers are aware that each component liaison is available at the RECBN and the services

they provide. This brief will not hinder the Soldiers from processing to BCT/OSUT and will not exceed 15 minutes in length. The liaison briefings are more beneficial when conducted on day one of processing.

K-4. Reception battalion environment standards

a. Initial Soldierization training involves the most basic core competencies and must compliment the climate of discipline. New Soldiers must begin the Soldierization process and are in the beginning stages of learning how to think, act, and look like Soldiers. TSPs are available for the DSs on "Rank Recognition," "Wear and Appearance of the Army uniform," "Military Customs and Courtesies," "Stationary Drill," "Bunk Making," "Initial Army Values," "Composite Risk Management," and "Introduction to Physical Readiness Training (PRT)" available at: https://www.us.army.mil/suite/page/352804.

b. Soldiers will wear ACUs by the end of day two and will be issued a canteen and wet weather top or appropriate equipment while at the RECBN. The desired end state is for the Soldier to take this equipment to BCT.

c. Groups as a whole are addressed as "Soldiers" or "Warriors" vice "You" or "Privates." Civilian, GS workers, and contractors who are in contact with IET Soldiers must attend the appropriate TRADOC course in conjunction with TR 350-6, Appendix B to perform their duties around IET Soldiers.

d. All male Soldiers will receive the standard "buzz cut" haircut. Female Soldiers who are not in compliance with AR 670-1 will be required to visit the hair salon.

e. New Soldiers will have constant military supervision. DSs or processing NCOs will insist that good order and discipline be maintained waiting in line or at the dining facilities. Supervisors will assist whenever and wherever possible to correct issues. Soldiers will travel in battle buddy teams while moving in the reception complex.

f. Soldiers will not consume caffeine.

g. Soldiers may purchase spandex in accordance with AR 670-1 and should not be restricted by commanders based on preference. Spandex is part of the recommend items available at the AAFES annex.

h. All Soldier photos will be taken at reception in ACUs. REC BNs should work with the agencies taking the Soldier’s photo to ensure these photos are archived and available should the need arise to access the Soldier’s photo.

i. RECBNs should be staffed to maintain an effective supervision of instructor to Soldier ratio not to exceed 1 to 60 during processing. Reception processing NCOs should be in the rank of sergeant or above.

K-5. Weight and tattoo screening

a. RECBN personnel can visually scan arriving Soldiers at the initial reception point to identify anyone on an individual basis that may have a questionable tattoo, in accordance with AR 670-1. Reception commanders have access to the Soldier's waiver file through the USAREC LNO.

b. If Soldiers appear to be marginal or exceed body fat content standards, in accordance with AR 40-501 Body Fat Standards. Newly arrived Soldiers that are visually screened and appear overweight will be taped. Soldiers have six months to meet compliance with AR 600-9.

c. A physical fitness assessment (1-1-1) or one mile assessment will not be conducted in the RECBN and is not part of the reception process. Commanders can introduce PRT to the Soldiers when time permits, or work with gaining BCT/OSUT units to provide this training.

K-6. Clothing initial issue point

a. The CIIP will issue rank insignia to the Soldier. This function can be conducted at the Personnel Automation Branch. Soldiers, who are in the rank of PV2 thru Specialist, will begin wearing their rank at the RECBN.

b. The CIIP will fit, measure, and issue the Soldier their initial clothing bag items in phase one in accordance with the approved clothing bag, and in phase two when the Soldiers are in BCT/OSUT. Individuals 6'5" or taller for special order ASUs: CIIP ensures Soldiers over 6'5" receive their ASUs prior to BCT graduation since they require a custom order, which takes longer than the standard sizes. Soldier receipt of special order ASUs during return for deferred issue. Variation may occur across each ATC based on scheduling for deferred/phase two issues.

c. The CIIP is responsible for the proper fitting of the Soldier's combat boots.

K-7. Medical and dental screening

a. Medical and dental in-processing is the first and best opportunity to establish a new Soldier's readiness status. All Medical Occupational Data System (MODS) data entries should be made within seven days of the point of service. Enter date of medical examination conducted at MEPS into MODS.

b. Screen health record for medical waiver. If a waiver is present (see DD Form 2808, item 76) and a numerical designation of "3" or greater is recorded under PULHES (item 74b), refer the Soldier to a health care provider for consideration of permanent profile.

c. Enter 6-digit PULHES into MODS. Enter "No" against item "Nondeployable Medical Profile" in MODS.

d. Ensure that AA/RC Soldiers have documentation of a human immunodeficiency virus (HIV) antibody test within the previous six months. Obtain test results and enter date of HIV test

performed at MEPS in MODS. Obtain blood specimen for testing if no documentation of HIV test within the past six months and enter the HIV test date in the record and MODS.

e. Obtain and determine the blood group and type (AR 40–3), and annotate in Soldier's records in MODS.

f. Conduct pregnancy screening and obtain results for female Soldiers before giving any vaccinations, and annotate in Soldier's records in MODS.

g. Identify persons who are at risk for tuberculosis in accordance with Office of the Surgeon General memorandum.

h. Collect laboratory specimen for Deoxyribonucleic acid identification and enter into MODS.

i. Administer immunizations per AR 40–562. Conduct serological screening to determine pre-existing immunities for vaccine-preventable diseases including measles, rubella, varicella, hepatitis A, and hepatitis B. Document immunizations and medical exceptions in MODS per AR 40–562. Ensure immunization/phlebotomy floor is padded or immunizations are given while the Soldier is seated.

j. Conduct eye examinations when MEPS examination shows visual acuity worse than 20/20 in either eye, and Soldier has worn glasses in the past, and for Soldier who reports current problems with vision. Ensure vision readiness is recorded in MODS.

k. Conduct baseline audiograms, DD 2215, using the Defense Occupational Environmental Health Readiness System-Hearing Conservation. Ensure hearing readiness status is recorded in MODS.

l. Enter medical warning tag status in MODS.

m. Fit earplugs.

(1) Single-sided earplug
(2) Large
(3) Regular
(4) Small
(5) Earplug Carrying Case

n. Provide hearing education briefing and earplug training prior to Soldiers firing at the range in BCT or OSUT. earplug wallet card available at: http://phc.amedd.army.mil/Pages/default.aspx

o. Conduct Medical Moment of Truth, physical inspection, and partial medical examination if required (AR 612-201, para 2–10).

p. Take dental panographic radiograph (x-ray) for identification purposes (AR 40-66) and other radiographs as deemed necessary. Fit and issue Soldier's mouth guard.

q. Educate female Soldiers on the benefits and risks of human papillomavirus quadrivalent (types 6, 11, 16, and 18) vaccine, recombinant (Gardasil®). Offer Gardasil® to female Soldiers.

r. In accordance with medical command policy, RECBN medical and dental staff will enter all immunizations into MEDPROS within 72 hours of administration.

s. If the RECBN medical staff discovers a vaccine is unavailable and they are unable to immediately rectify the deficiency, generate a critical command information requirement to the MEDCOM and TRADOC chain of command.

K-8. Reception battalion publications
The RECBNs will supply the below publications; any other publications to be introduced into the reception process must be approved by the CG-CIMT.

a. Soldier's Handbook/Bluebook: I*n accordance with TR 360-6, Paragraph 4-3*

b. STP Soldier Manual of Common Tasks: I*n accordance with TR 360-6, Paragraph 4-3*

K-9. The "Meet and Greet" script:

Drill Sergeant "Meet and Greet" Script

The DS conducts this script in the most advantageous location where instructions can be clearly given. The uniform for the DS is ACUs with campaign hat or Australian bush hat (female DS) and seasonal gear.

Once the bus arrives, DS boards and speaks in a loud and authoritative voice, but not demeaning, his or her instructions.

"**Soldiers, when you exit the bus, you will line up_____** *(depending on the location will determine how and where) (explain the formation).* **Make sure you have all of your personal belongings to include any baggage that might be stored elsewhere on the bus. Secure <u>your</u> bag only and no one else's. Do not leave <u>any</u> trash on the bus. Do not run off the bus, however, move quickly, without talking. Watch your step as you exit the bus.**
(After all the Soldiers have been formed, ensure you are in a position that all can hear you, once the Soldiers are off the bus conduct the welcome script.)

Note: when time permits allow the bus(s) to depart to avoid distractions.

"Soldiers; I am Drill Sergeant _____. On behalf of the Battalion Commander, LTC _____ Welcome to the _____ Adjutant General Reception Battalion, FT _____."

Speaking for all of us here at FT _____, and all current and former United States Army Soldiers, thank you for volunteering for the world's premier fighting force. You have made a commitment to become part of the Army team, the greatest land force in the World. Your mission over the next few days is to in-process into the United States Army.
Soldiers, this is the Army Reception Battalion. Here you will get medically screened, your pay and benefits will be started, your Army uniforms issued, your personnel file updated, and you will be provided everything you require to begin Basic Combat Training.
Remember, your first mission as an Army Soldier is to in-process into the Army and prepare for Basic Combat training. Report any problems you are experiencing to the Drill Sergeant immediately.

"Are there any prior service members or members on the bus that are not attending Basic Combat Training?" *(If Yes) (Give those Soldiers Specific instructions on what to do, i.e secure all your belongings and follow DS_____ into the building or follow me).*
(Speaking to the remaining Soldiers)

From this point forward, you will address me as Drill Sergeant. "Respond to my questions with a Yes, Drill Sergeant, or No, Drill Sergeant. This is a sign of respect. I will respect you and I will expect you to respect me. Disrespect will not be tolerated. Is this understood?"
(Soldiers Respond)
From the time you departed the MEPS station, you were considered a mature, responsible adult, A Soldier. You will be addressed as "Soldier," "Warrior," or by your rank and last name. Here on FT _____, you will be treated with dignity and respect and in return I will insist that you will treat me with the same dignity and respect. "Is this understood?" *(Soldiers Respond)*

(This is where the Soldierization process begins)
"Soldiers, at this time I will now talk you into the position of parade rest."
Move the left foot about 10 inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet. Simultaneously, place the hands at the small of the back and centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward *(Hold your hand so they can see)*. Keep the head and eyes straight to the front. Remain silent and do not move unless otherwise directed.
This is the position of Parade rest, this is the position you will be in as you talk to cadre members. Cadre members are identified by a distinctive shoulder patch on their left shoulder and wear a variety of rank that you will learn in the next few days. Drill Sergeants are identified by their distinctive head gear. You will have most of your contact with your Drill Sergeants. Soldiers, disrespect is not tolerated while you are here. Disrespect may be verbal and nonverbal such as rolling of the eyes, smacking of the lips, sucking of breath or heavy exhaling. Soldiers, while you are here at FT_____, you will have a battle buddy; this means that you should never be alone. Everywhere you go, you are required to move with a battle buddy of the same gender. Is that understood?" (Soldiers respond).

At this time, you will:
1. Pull your pants up, and tuck in your shirt.
2. Remove all headgear.
3. Take out all gum and candy in your mouth to include tobacco products *(or depending on locations, deposit these items in the trashcan as you enter the building).*
4. Take off all necklaces which do not pertain to religion.
5. Take out all tongue rings, earrings, and nose rings. If you have on belly rings, wait until you go into the amnesty room to take that item off.
6. Take off all watches that are not black/olive drab, brown, gold, silver or metallic in color.
7. Take off all bracelets at this time with the exception of a medical warning bracelet.
8. Take off all rings with the exception of a wedding ring.

(The Drill Sergeant now can move the group into the building or continue with other functions and may be a good time to let the Soldiers use the latrines.)

K-10. Cash Stored Value Card (SVC)

a. **The Card:** It is important to treat this card like cash. If the card is lost, stolen, or damaged report it immediately. The stored value card reduces need for cash/check operations for initial entry Soldier on a pay advance, and works like a debit card. This is the Soldier's money.

b. **Use of the Card:** This SVC issued to all Soldiers at the Reception Battalion to defray the initial cost to purchase needed items in preparation for BCT or OSUT. The card is used at the AAFES sites (barber shops, clothing sales, and Post Exchange annex facilities).

The card may be used to the expiration day of the card, which is defaulted to 45 days after issue. Installations can work with local finance DFAS offices to adjust longer expiration dates.

c. **SVC Cards Do's and Don'ts:**

(1) **Soldier:**

(a) **Do** spend the entire value on the card for items you require. This is your money as an advance and helps get you to your first pay day. The schedule may allow for weekly visits to the PX.

(b) **Do** exhaust this cards value prior to graduation.

(c) **Don't** share your card or lend this card it's your money, it's like cash.

(1) **Cadre:**

(a) **Do,** build time into the schedule for Soldier to use their card appropriately, PX annex visits, haircuts, etc…

(b) **Do**, plan for the Soldiers to cash out the remaining value of the card at installation facilities prior to graduation.

(c) **Do** have a SVC reader available for the Soldier to determine the amount still on the card.

(d) **Don't** handle, collect or use the stored value card.

Any remaining value at expiration is returned to the Soldier account; however, spending the full amount prior to completion of training is highly encouraged. The residual amount on the card may take an extensive amount of time to recover back to the Soldier.

Appendix L
Interservice Training Review Organization (ITRO) (AIT)

L-1. Interservice training overview

a. The Army accomplishes some AIT as a participant in interservice training at sister service sites. Interservice training focuses on individual training acquired in an institutional setting and is defined as a school or course conducted on one service's installation by mutual agreement between the host service and the participating services.

b. Host service. Service on whose installation training is conducted. The host provides base support and facilities. The host service budgets and programs resources to meet student requirements (except for service unique equipment, material, and facilities; and personnel costs of students, instructors, and administrators from each service). When serving as the service with lead responsibility for the training, the host service is responsible for: POI management; consolidating course revisions and evaluations; providing data to the participating services in the format requested regarding entries, graduates, elimination, recycling; and evaluation of their students. Note: In some cases, a participating service may not have the lead POI responsibility (such as, United States Navy Explosive Ordnance Disposal training at Eglin AFB).

c. Participating service is a service that receives training from or conducts training at another service's installation. Participating services furnish the estimated trained personnel requirements projected by fiscal year to the host service, and provide a proportionate share of instructor and school support personnel. Military personnel remain administratively assigned to their parent service, but they may be assigned to the host service for the purpose of executing their day-to-day duties and responsibilities as designated members of the school staff. Participating services must coordinate IG visits with the host service and course personnel in advance. Coordination will include: scope of inspection; number of personnel visiting; and length of stay. Participating service members must attend any necessary classes required by the host.

d. Regulatory guidance. Services have agreed on policy and procedures to guide interservice training. Key policy and guidance are in the following publications, instructions, and directives:

(1) AR 351-9, OPNAVINST 1500.27G (Navy), AFI 36-2230(I) (Air Force), MCO) 1580.7E (Marines).

(2) DODI 4000.19, Interservice and Intragovernmental Support.

(3) DOD Directive 4165.63M, DOD Housing Management.

(4) AR 190-45.

e. ITRO procedures manual. Serves as a detailed organizational manual, a guide for the conduct of interservice training studies and reviews, and as a supplement to the interservice training regulation. The ITRO procedures manual may be obtained from the Army Interservice Training Office (ITO) located within the TRADOC DCS, G-3/5/7, Training Integration Directorate, 950 Jefferson Avenue, Fort Eustis, VA 23604-5721.

L-2. Duties and responsibilities

a. Host service will:

(1) Provide and maintain office/administrative space for instructor and administrative staff and real-property accountability, utilities, refuse collection, and custodial services for host and Army service staff, faculty, and students.

(2) Brief all faculty, staff, and students on its applicable instructions, policies, and procedures. All faculty, staff, and students will comply with instructions, policies, and procedures briefed by the host service.

(3) Provide and fund any instructor training required by the host.

(4) Provide Army personnel adequate time to attend their service unique functions as long as it does not interfere with school mission requirements.

(5) Provide facilities equivalent to quality it provided to its own missions. When facilities realignments are required, facilities should be provided at the same or better standard.

b. Commanders, installations/bases will:

(1) Provide barracks/dormitory facilities that meet minimum DOD standards unless otherwise negotiated. All students will be billeted in accordance with the DOD Directive 4165.63M (see authority 3[c]), except that ITRO students should not be billeted in open bays. Billeting for ITRO students should comply with services separate and secure policies.

(2) Provide dining facilities to accommodate Soldiers grade specialist and below, as well as administrative space for Army detachment personnel and instructor staff.

(3) Provide training facilities for consolidated training. Facilities to support Army-unique tracks are provided where possible. Additions and modifications for Army unique tracks are the responsibility of the Army.

(4) Provide safety program management for all instructors and students to include inspections, advice, and training, with particular reference to the following:

(a) Perform annual inspections (spot checks if there are high risk areas). In accordance with the host service procedures, inspection reports will be sent from the host to the participating services in a timely manner with corrective action/follow-up noted.

(b) Conduct class A/B mishap investigations in accordance with service instructions. Mishap investigations will include representatives from the other services if the mishap involved the other services. Provide a copy of all mishap reports, in accordance with host service procedures, to the involved service(s).

(5) Fire protection. Provides and maintains fire control, protection, and preventive programs and services to include the periodic inspection of buildings, fire extinguishing equipment, and facilities.

(6) Serious incident reports/emergencies. Serious incidents involving students will be reported in accordance with service directives.

(7) Provides urinalysis program support services for students and staff as requested by the participating services.

c. TRADOC DCS, G-3/5/7, Training Operations Management Activity (TOMA), (ATTG-TRI-MP) will:

(1) Define policies, procedures, and provide clear and concise guidance to TRADOC units operating in an interservice environment.

(2) Serve as TRADOC lead to host service for interservice MOU and POI changes or updates.

(3) Leads or participates in studies to establish or disestablish interservice training.

d. Proponent schools will:

(1) Provide and maintain appropriate training material, training aids, and computers to support collocated and service unique tracks of AIT training as required.

(2) Serves as the service POC for interservice training issues.

(3) Funds service unique portions of training, course evaluation, and facility requirements and coordinates these through the host. Provides and maintains the necessary service-unique documents and regulations.

(4) Provides and funds any service-unique required instructor training.

e. ITRO commanders will:

(1) Ensure policies reflect a mixture of both TRADOC and host service locally established guidelines of the host command.

(2) Ensure Soldiers meet training qualification requirements specified by host service training guidelines.

(3) Monitor interservice training and life support facilities (dining facilities, MWR, and fitness center) to ensure compliance of MOU and POI.

(4) Communicate any interservice violation or concerns to the host service installation commander, and through the first colonel in the chain of command and the proponent school to TRADOC DCS, G-3/5/7, Training Operations Management Activity, 950 Jefferson Avenue, Fort Eustis, VA 23604-5721.

(5) Provide host service installation commanders with copies of unit training schedule to ensure awareness of Army-unique training.

(6) Request an exception to policy if training standards and policy cannot be met. Exceptions to policy must come from first COL/0-6 in the chain of command through the proponent school to TRADOC DCS, G-3/5/7, Training Operations Management Activity, 950 Jefferson Avenue, Fort Eustis, VA 23604-5721.

L-3. Army requirements not covered in ITRO memorandum of agreement or POI

a. Unit commanders are responsible to ensure all administrative and legal actions are adhered to and processed in accordance with both TRADOC and host service policies. Commanders will develop local policies that reflect higher HQ intent and do not conflict with or violate host service policies. Army unique requirements must be coordinated through TRADOC DCS, G-3/5/7, Training Operations Management Activity, 950 Jefferson Avenue, Fort Eustis, VA 23604-5721, for inclusion into existing ITRO MOUs and POIs.

b. TRADOC DCS, G-3/5/7, TOMA (ATTG-TRI-MP), will coordinate with host services for holiday block leave dates, holidays, organization days, training holidays, etc. Unless otherwise specified, Army commanders will conform to host service approved holidays, training, and organizational days.

c. The buddy system as outlined in TR 350-6, paragraph 3-2, is instituted at interservice training sites and will pair IET Soldiers into proper battle buddy teams. This concept is designed to improve safety, motivation, and esprit de corps. Army personnel will be assigned a buddy upon arrival.

d. Commanders must utilize Army-unique POI time and non-POI time to accomplish Army specific training. Consolidated training time is used to conduct training as specified in the POI.

e. Commanders are required to conduct a STX in accordance with proponent POI, support and meet APFT standard, weapons immersion, complete additional WTBDs as directed by the commandant.

f. When possible, commanders will utilize host service facilities and training areas to accomplish Army-specific training.

g. Commanders are responsible for resources to conduct training outside the interservice POI. Soldiers, DSs, and cadre will not utilize personal funds to purchase resources or supplies to accomplish the mission.

h. Soldiers are required to pass a record APFT for graduation from IET. Commanders are authorized, based on Soldier performance and positive recommendations from the chain of command, to allow the Soldier to graduate if they have passed a diagnostic APFT with at least 60 points in each event. However, Soldiers failing to meet the criteria will be recycled or removed from the course prior to the awarding of any certification by the host service

i. Unit commanders are the approving authorities for all leave requests for instructor, support, and student personnel that fall under their chain of command. Leave requests for consolidated training will be submitted through the supervisory chain of command established at the host site. Unit commanders may grant special liberty/pass with the approval of the host for the consolidated training and at their own discretion for collocated training.

j. Medical support will be provided by the host service/installation command. Army personnel will comply with host service medical procedures unless otherwise specified. Commander will ensure profiles accurately identify the activity limits of the Soldier.

k. The host service is responsible for providing like barracks space that adequately supports the living conditions outlined by the host service installation. IET Soldiers will be kept separate by gender and from other services members as much as possible. Exceptions must be submitted through the proponent school to TRADOC DCG-IMT (ATMT), 210 Dillon Circle, Fort Eustis, VA 23604-5701 for approval.

l. All IET unit cadre will be required to attend cadre/support personnel training which is based upon their level of interaction with trainees. Specific course attendance guidance is provided in appendix B.

L-4. Course administration

a. Enrollment. Army students arriving at the sister service site without previously being enrolled in a course become the sole responsibility of the Army, including lodging and all other services, until they are enrolled in a course and that course begins. If Army chooses not to wait until a course position is open, the cost of moving these students to another site will be borne by the Army. Enrolled in the context of this paragraph means the student has official orders that identify the course to be attended and specifies class start date.

b. Academic/performance standards. Army and the host service will determine and establish policies and procedures governing consolidated course-specific academic standards. Army will determine and establish policies and procedures governing Army specific academic standards. All students will comply with interservice procedures for the administration and evaluation of consolidated courses. All course documentation will be made available to appropriate service personnel on an as-needed basis. Services will develop a student evaluation plan for consolidated courses. The student evaluation plan will explain and illustrate the procedures and policies affecting each student and how they progress through training and will be used as a basis for determining relief/elimination or setback. It will include both academic and nonacademic facets.

c. Training responsibility. Consolidated course content is a mutually agreed upon set of topics that are specific in nature. All documentation and course control material will conform to the host standard, except as agreed to by all participating services during ITRO detailed analysis groups or curriculum review boards. All course documentation will be made available to appropriate service personnel as needed. Each service has responsibility for developing, conducting, and resourcing service unique training in accordance with ITRO procedures to include providing required service unique material.

d. Course changes. The Army proponent school will ensure detachments at sister service schools are provided adequate notification of any major new training requirements mandated by HQ TRADOC or higher HQ. Curriculum, policy, and procedural changes that impact time, course length, resources, Army/host service directives, or accreditation will be coordinated and agreed to by all services prior to implementation. Curricula review/validation will be accomplished by the host and each participating service. Service unique training will be coordinated in accordance with that service's policies and procedures.

e. Curriculum review. Curriculum review will be conducted, as required by the services, in accordance with the interservice training directive and the ITRO procedures manual. Instructional staff from the host and participating services will be represented. Services will have equal input in the management of curriculum, instructional planning, development, and review of consolidated training. Course changes will be made in accordance with paragraph d above.

f. Certificates of completion/award/diplomas. The host shall issue certificates of completion for consolidated training. Academic honors criteria for awards (top/distinguished graduate and course awards) will be applied to all students regardless of service for consolidated training. These should be presented in an appropriate graduation ceremony. Certificates of course completion and awards will be entered into the student's personnel record.

g. Leave, passes, and liberty. Leave requests will be submitted through the supervisory chain of command established at the host site. Student personnel will not normally be granted leave while enrolled in the course. If the host, for reasons such as holiday periods, suspends academic training, students will be provided the opportunity to take leave. Emergency leave requests will be processed directly by the Army detachment in cooperation with the host. In those cases, the approving authority (parent service) will notify the school commander in a timely manner. Army may grant special liberty/pass with the approval of the host for consolidated training and at their own discretion for service unique training.

h. Academic disenrollment. Failure to meet academic standards can result in disenrollment of a student in a consolidated course. A student may be reinstated into a consolidated course only with the approval from both Army and the host service. Disenrollment will be accomplished by the host registrar and subsequently forwarded to the Army. The parent service will process disenrollments on their students. A student retains the right to address an academic disenrollment through their service chain of command and/or through an academic review board as outlined in the student evaluation plan.

i. Academic review board. An academic review board will make recommendations on student retention, disenrollment, and remediation to the school commander for consolidated courses. The board consists of equal representation by the appropriate services for consolidated courses.

j. Nonacademic disenrollment. Situations other than academic that prevent a student from completing consolidated course objectives will be grounds for nonacademic disenrollment. These reasons can vary widely and may include such situations as emergency leave, hospitalization, or problems with conduct and suitability. All nonacademic disenrollment decisions will consider the recommendations of the host. The decision to disenroll a student normally belongs to the participating service. Army will accomplish disenrollment. Army will inform the host of such action in writing, if possible, prior to any disenrollment action. Final appeal will be through Army chain of command. A student may be reinstated into the course only with the approval from both the Army and the host service for consolidated courses.

k. Counseling. For consolidated courses, academic and nonacademic counseling will be conducted in accordance with the host’s policies and procedures. Any staff member may perform counseling regardless of service origin. Nonacademic counseling will be performed in accordance with parent service policies and normally be performed by the parent service.

L-5. Legal responsibilities

a. Memorandums of agreement between the participating services and host service will address the proper process and legal jurisdiction of unit commands and their respective personnel.

b. Army commanders will provide Soldiers the opportunity to obtain legal advice from their servicing SJA office. This office may or may not be stationed in the same location as the Soldier.

c. Initial entry trainees from sister services and prior service, occupying leadership positions, are prohibited from administering physical exercise as corrective action. All military counseling will be conducted by same service personnel within the Soldiers respective chain of command.

d. Host service school may remove a Soldier if they fail to meet course requirements.

L-6. Instructor administration

a. Each service will provide qualified instructor and support staff as agreed to in the manpower review or as a result of validated annual instructor manpower adjustments. Each service will, to the greatest extent possible, provide 100 percent manning of the agreed to requirement.

b. Each service will recognize that the length and complexity of the training necessitates early arrival of staff to ensure no disruption of training due to lack of qualified personnel. Each service will work towards programming the arrival of new personnel at the host as early as possible to allow for adequate indoctrination.

c. Each service will ensure to the maximum extent possible that instructors serve a tour of three years or more to meet mutually agreed upon instructor requirements and provide timely replacements. A staggered rotation of instructors is preferred.

d. For consolidated training hosted by the Air Force, each service will make every attempt to comply with the formal training requirements established in support of the Community College of the Air Force, consistent with their service policies and procedures. This will be a standard consideration for assignment selection and will, to the maximum extent possible, ensure that all instructors teaching Community College of the Air Force accredited courses complete the required training. Upon assignment, instructors who do not meet the requirement will develop an associate degree plan through the education service office. Air Force will provide tuition assistance to Air Force instructors enrolled in an associate degree program. Funding for other service military instructors is provided as part of the Air Education and Training Command training requirement. All civilian instructors must have a degree from an accredited institution to be selected for instructor duty. Office of Personnel Management has established a minimum requirement of an associate degree for all civilian instructors (including other services) who teach courses that result in credit toward an associate degree conferred by the Community College of the Air Force.

e. Faculty selection. To the greatest extent possible, selection of service faculty should be made based on demonstrated proficiency and experience dealing with the course-related issues and be recognized as competent by the parent service.

f. Faculty development. All instructors must graduate from an instructor training course. Instructors will be certified by the host school in accordance with the command’s regulations and instructions for consolidated courses. Services will make every effort to ensure instructors complete an instructor training course prior to reporting for duty.

g. Faculty dress and appearance. The standard of dress for all staff members will conform to current regulations of their parent service and as dictated by training requirements. Authority for conducting formal personnel inspections will remain with the officer-in-charge of the respective service detachment.

h. Operational control of consolidated instructors. All instructor and school support personnel will be under the operational control of the host during academic hours. Host will not remove or use instructors during academic hours for other functions or details unless coordinated and agreed to by the participating service. Participating services may not utilize instructor personnel during academic hours without the prior approval of the host.

i. Instructor staff authority. Instructors will exercise authority over the students in the class and will be under the control of the host for consolidated courses. The instructor staff will preside over all students and be considered part of their supervisory chain of command.

j. Instructor performance/evaluation. Instructor evaluation will be in accordance with participating service directives. The participating service should be informed immediately of any performance problems for instructors of consolidated courses. An instructor record will be established and maintained for each instructor. This record will include an education plan for completion of requirements for instructor qualifications. Format of instructor records will comply with host requirements for consolidated training. Instructors may qualify for host/participating services' Master Training Specialist designation.

k. Training support staff. Each service will provide training support staff as determined by the manpower review. Each service will work towards providing 100 percent support staff manning requirements at all times.

L-7. Separate and secure environment

The intent of the separate and secure environment is to ensure that all Soldiers are afforded the opportunity to undergo IET in a safe environment. Requirements for separate and secure are located in this regulation, paragraph 3-1. Many of the host services barracks/dormitories do not support Army separate and secure requirements. Commanders may request an exception to policy from TRADOC DCG-IMT (ATMT), 210 Dillon Circle, Fort Eustis, VA 23604-5701 for the physical security and supervisory measure requirements in paragraph 3-1. This request must be initiated with the requesting unit through the first colonel in the chain of command through the proponent school to the HQ.

Appendix M
TRADOC Trainee Abuse Prevention Program

M-1. Introduction

a. Purpose. This appendix will assist in understanding the TRADOC Trainee Abuse Prevention Program. It describes the procedures and methods of preventing, detecting, investigating, and/or reporting allegations of trainee abuse. This appendix also provides commanders with materials that may be used when developing trainee abuse prevention training programs.

b. References. Required and related publications are provided on page 4.

c. Explanation of abbreviations and terms. Abbreviations and terms used in this appendix are explained in the glossary.

M-2. Trainee Abuse Prevention and Detection

a. TRADOC objective. The TRADOC mission is to provide competent, capable, and well-trained Soldiers of good character, ready to fight and win our Nation's wars. There is no greater obstacle to the effective IMT environment than the improper treatment of trainees. As thousands of young people enter the Army profession, they place their trust in TRADOC to provide high standards of training, professional leadership, and an acceptable quality of life. Trainee abuse undermines that trust by violating Army Values, disrupting military order and discipline, and destroying a positive training environment. As such, the TRADOC Trainee Abuse Prevention Program is designed to prevent, detect, report, investigate, and eradicate trainee abuse in any form.

b. Preventive measures. Trainee abuse actions are not those of a professional cadre member, permanent party Soldier or Army civilian; they destroy the ability to build our most essential weapon system—the American Soldier. Any actions of cadre members, which do not directly relate to the trainee's health, welfare, training, or another official purpose, may be trainee abuse. The primary goal of the TRADOC Trainee Abuse Prevention Program is to prevent incidents of trainee abuse, through cadre training, professional development, and effective detection of at-risk cadre, abusive acts, and a supportive command climate.

(1) Training. All commanders will have a training program that educates cadre members (military and civilians) regarding the dangers of trainee abuse and the importance of professional behavior. This training will specifically focus upon positive aspects of professionalism, prevention and why abuse occurs (for example, frustration with trainees, marital problems, financial difficulties, or physical attraction toward trainees). Effective training tools may include quarterly or semiannual small group sensing sessions; officer/noncommissioned/civilian officer professional development classes, where previous instances of trainee abuse are analyzed; or formal trainee abuse presentations during all initial cadre training courses.

(2) Detection of at-risk cadre and abusive acts. The duties associated with a drill sergeant, AIT platoon sergeant, or an IMT instructor (Military/civilian) are challenging. Long hours, complex duties, and time away from family members can cause frustration, anger, and other

problems that may lead to trainee abuse. An effective system to detect at-risk cadre, and a supportive command climate that encourages cadre to seek assistance from their fellow cadre, the chain of command, local chaplains, or counselors could combat these problems. To be effective, drill sergeants, AIT platoon sergeants, commanders, instructors (military/civilian) and other cadre should rely heavily upon each other by being vigilant for signs or indications of a potential abuser. These cadre members are our first lines of defense against trainee abuse.

(3) Supportive command climate. Commanders will ensure drill sergeants, Platoon Sergeants, and instructors (military /civilian) take ownership of problems they see in other cadre members, by intervening early to prevent any acts of abuse, provide counseling to an at-risk cadre member, and report the matter to the chain of command immediately. Commanders will implement programs that keep these key trainers fresh, alert, properly oriented, and motivated.

(4) Commanders will establish a hotline for Soldiers to report incidents of abuse and allow Soldiers to download the "We Care" application on their personal cell phones (if available).

M-3. Reports and Investigations

a. Reporting trainee abuse. All allegations of trainee abuse received by a commander will be reported. Timely reporting of allegations of trainee abuse is vital to the command. Reporting requirements for allegations of trainee abuse are found in TRADOC Regulation 1-8, http://www.tradoc.army.mil/tpubs/regs/tr1-8.pdf and Army Regulation (AR) 190-45. All IMT commanders will be familiar with these requirements, and have copies readily available. Trainee Abuse is additionally defined as any incident in which a trainee is harmed or injured in violation of Army Regulations and TRADOC policies. A report should be filed in any case where there might be media interest or Command interest, regardless of the alleged perpetrator status (peer on peer included). Only a commander can determine an incident as trainee abuse.

b. Types of reports.

(1) OPREP**.** The OPREP is designed to provide the TRADOC Command Group "real time" information regarding important events or adverse incidents in the command. The Commanding General, TRADOC considers allegations of trainee abuse and sexual harassment a serious matter, and requires commanders to report allegations to the headquarters. Specifically, commanders will follow procedures in TR 1-8, for reporting all allegations of trainee abuse to the TRADOC Emergency Operations Center via OPREP, unless the commander can quickly determine that the allegation is not substantiated or the CID is still conducting the trainee intake report. "Quickly determine" means that the commander finds the allegation is without merit within 2 hours. Commanders must immediately report sexual assault allegations. They do not have the authority to determine if sexual assault allegations are without merit. If more than a few hours are necessary to make the credibility determination, the commander should report the allegation to TRADOC CoE, EOC and the EOC will send the report to CIMT. Brigade (or any unit) commanders must report all sexual assault allegations to CID, the SARC, and the servicing OSJA, pursuant to AR 600-20, paragraph 8-5. Under no circumstances should the report be delayed longer than 8 hours from the time the commander learns of the allegation. If the report is made after 8 hours, then an explanation of the delay will accompany the OPREP. When in doubt, file the OPREP.

(2) Serious Incident Reports (SIR). In addition to the OPREP, commanders will submit a SIR for allegations that are listed as a reportable incident under AR 190-45. Commanders will also file a SIR if it is determined that the incident may be of concern to Headquarters, Department of the Army, based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident. A sample SIR report is in AR 190-45, figure 9-1.

(3) Hazing reports. Commanders will use the OPREP format to submit allegations of hazing as defined in AR 600-20, paragraph 4-20 as a reportable incident under AR 190-45. Commanders will also file a SIR if it is determined that the incident may be of concern to Headquarters, Department of the Army, based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident. A sample SIR report is in AR 190-45, figure 9-1.

c. Investigating trainee abuse. With the exception of sexual assault, commanders will investigate all allegations of trainee abuse, regardless of the nature, magnitude, or source of the complaint, and keep a record of all allegations. Commanders may use several methods to investigate trainee abuse allegations. These include a commander's inquiry, an AR 15-6 investigation, or a law enforcement investigation. While investigating allegations, commanders will consider appropriate actions to ensure a prompt investigation to protect the interests of the organization. If a trainee who is sexually assaulted desires restricted reporting then allegations of sexual assault should only be reported to the SARC, victim advocate (VA), or a healthcare provider and no investigative process may be initiated. If the information involving the sexual assault of the trainee is disclosed to a commander from sources outside of these restricted reporting avenues, then the commander must report the matter to the SARC and to law enforcement authorities to initiate an investigation.

(1) Preliminary inquiry. At a minimum, commanders must conduct a preliminary inquiry into every allegation of trainee abuse with the exception of sexual assault which must be reported to CID for investigation pursuant to AR 600-20, paragraph 8-5. For minor allegations, this inquiry may be as simple as an interview of the complainant and any witnesses to the incident. Extreme profanity, minor assaults, and improper physical training (PT) are examples of cases that could be properly investigated through the preliminary inquiry.

(2) Administrative investigation (AR 15-6). In more complex cases, the commander will consider use of an administrative investigation, in accordance with AR 15-6. This investigation requires a formal appointment of an investigating officer (IO) by the proper "appointing authority," and is much more structured than the preliminary inquiry. Complex cases involving multiple witnesses, victims, allegations, or suspects, may be properly investigated through the AR 15-6 investigation.

(3) Law enforcement investigations. When the commander's preliminary inquiry reveals credible evidence of criminal acts, the commander will contact law enforcement personnel. Personnel of the CID and the Military Police Investigations Unit are experts in investigating serious criminal matters such as hazing, rape, sexual assault, or sodomy.

d. Suspension and/or removal of drill sergeants. AR 614-200, paragraph 8-17, requires the suspension of drill sergeants when there is a serious incident involving an allegation of trainee abuse, where an investigation is mandated (such as an investigation conducted by CID or military police investigator or conducted in accordance with AR 15-6.

e. Removal from the AIT Platoon Sergeant Program. TR 360-16, paragraph 6-3a, and 6-3e, requires temporary reassignment pending investigation when a serious incident occurs or allegation of trainee abuse requiring an investigation. Attention should be given to moving the alleged offender out of the victim's immediate location.

f. Judge Advocate assistance. Commanders and investigative officers will immediately contact their trial counsel or other servicing judge advocate regarding all cases. The timely advice of an attorney will ensure the commander or IO takes the appropriate action to properly investigate the trainee abuse allegation. When in doubt, call your servicing judge advocate.

M-4. References

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

AR 190-45
Law Enforcement Reporting (serious incident reporting)

AR 600-20
Army Command Policy

AR 614-200
Enlisted Assignments and Utilization Management

TR 1-8
TRADOC Operations Reporting

Manual for Courts-Martial, United States

M-5. Special Terms - Hazing
The Army has been and continues to be a values-based organization where everyone is encouraged to do what is right by treating others as they should be treated—with dignity and respect. Hazing is fundamentally in opposition to our values and is prohibited.

a. Definition. Hazing is defined as any conduct whereby one military member or employee, regardless of Service or rank, unnecessarily causes another military member or employee, regardless of Service or rank, to suffer or be exposed to an activity that is cruel, abusive, oppressive, or harmful.

(1) Hazing includes, but is not limited, to any form of initiation "rite of passage" or congratulatory act that involves: physically striking another in order to inflict pain; piercing another's skin in any manner; forcing or requiring the consumption of excessive amounts of food, alcohol, drugs, or other substances; or encouraging another to engage in illegal, harmful, demeaning or dangerous acts. Soliciting or coercing another to participate in any such activity is also considered hazing. Hazing need not involve physical contact among or between military members or employees; it can be verbal or psychological in nature.

(2) When authorized by the chain of command and not unnecessarily cruel, abusive, oppressive, or harmful, the following activities do not constitute hazing:

(a) The physical and mental hardships associated with operations or operational training.

(b) Administrative corrective measures, including verbal reprimands and a reasonable number of repetitions of authorized physical exercises.

(c) Extra military instruction or training.

(d) Physical training (PT) or remedial PT.

(e) Other similar activities.

(3) Whether or not such actions constitute hazing, they may be inappropriate or violate relevant civilian personnel guidance, depending on the type of activities and the assigned duties of the employee involved.

b. Scope. Hazing is not limited to superior-subordinate relationships. It may occur between peers or even, under certain circumstances, may involve actions directed towards senior military personnel by those junior in rank or grade to them (for example, a training instructor hazing a student who is superior in rank). Hazing has at times occurred during graduation ceremonies or similar military "rites of passage." However, it may also happen in day-to-day military settings. It is prohibited in all cases, to include off-duty or "unofficial" celebrations or unit functions. Express or implied consent to hazing is not a defense to violation of this regulation.

c. Command responsibilities. Enforcement of this policy is a responsibility of commanders at all levels. Commanders will devote particular attention to graduation or advancement ceremonies as well as other occasions or settings that might put Soldiers at risk for voluntary or involuntary hazing. These situations will be supervised properly, respectful of all participants, perpetuate the best of the traditions that the Army embraces, and leave all participants and spectators feeling proud to be a member of or associated with the U.S. Army.

Appendix N
Naturalization of Non-Citizen Soldiers during BCT

N-1. Situation

a. A recruiting program, authorized under Title 10 § 504b(2), allows the enlistment of legal present non-citizens including certain visa holders, asylees, refugees, and those on temporary protective status, if they are "Vital to the National Interest". There are two ways in which they can enlist in the Army:

(1) They speak a DoD strategic foreign languages

(a) Enlisted Members

(b) May serve in RA or USAR

(2) Health Care Professionals

(a) Officers

(b) May serve in RA or USAR

b. The United States Citizenship and Immigration Service (USCIS) has partnered with the United States Army to expedite citizenship processing for all non-citizen Soldiers. The goal of this partnership is to ensure all non-citizen Soldiers take their oath of citizenship prior to (or concurrent with) graduation from Basic Combat Training (BCT).

c. Although this partnership is meant to speed up the process toward the path to U.S. citizenship for non-citizen Soldiers, neither USCIS nor the Army guarantees any Soldier U.S. citizenship, or that the Soldier will receive citizenship prior to graduating from BCT.

N-2. Eligibility Criteria

a. Foreign language proficiency or a licensed healthcare professional in a critically short specialty. For soldiers enlisting with language proficiency, they must score a 2/2 in their native language on the Oral Proficiency Exam.

b. 2+ years residence in US in a Military Accessions Vital to the National Interest eligible status.

c. Minimum of a high school diploma.

d. Test score category I-III (50+ on Armed Forces Qualification Test.

e. Meet enlistment requirements with NO CONDUCT WAIVERS.

f. Health Care Professionals Only: Score 2+/2+ in English proficiency test.

g. All Military Accessions Vital to the National Interest must receive favorable enhanced security background screenings.

N-3. Term of Service & Citizenship

a. Language enlistees:

(1) Must enlist for 4 years of active duty (+4 years in Troop Program Unit (TPU) or Individual Ready Reserve. Or-

(2) 6 years in TPU (+2 years in IRR)

(3) Not initially placed in MOS that requires security clearance.

(4) Apply for expedited U.S. citizenship during BCT

b. Health Care Professionals:

(1) Must enlist for 3 years of active duty (+5 years in TPU/IRR) or 6 years in the Selected Reserve (2 years in IRR).

(2) Upon completing 4 Multiple Unit Training Assemblies (MUTA), their commander will sign the N-426.

(3) Once received, health care professionals will provide N-400 (and all supporting documents) to the USCIS who will then initiate the naturalization process.

N-4. Duties and responsibilities

a. To ensure the goal of citizenship by BCT graduation is met, the naturalization process must begin at the Army training center (ATC) reception battalion (RECBN). To minimize the steps in the citizenship process and training distractions at the ATC, USCIS will station an officer at each RECBN one day a week. ATCs may coordinate a specific day and time with USCIS, as long as the chosen day and time is the same every week.

b. The USCIS officer will be ready to process Soldiers in any step of the citizenship process (steps are listed in paragraphs b(1) through b(3) below) on the training center's designated/coordinated day/time. No appointments are necessary.

(1) Step 1. Soldiers must hand-carry and turn in Department of Homeland Security (DHS) Form N-400 (Naturalization Application) and related documents to the designated USCIS officer at their ATC (day/time ATC has coordinated with USCIS in paragraph N-2a, above). The USCIS officer will check for completeness and take the completed packet for USCIS processing. USCIS will not consider the application packet complete unless an Army representative has signed the

DHS Form N-426 (Request for Military Certification). This step should preferably occur during reception, but Soldiers may turn-in their applications anytime during BCT.

(2) Step 2. During either reception or BCT, each Soldier must have a short interview with the USCIS officer and pass an oral exam. The exam is 10 questions and the applicant must score a minimum of 70% to continue the process. Soldiers will have previously been given a list of 100 questions and answers to review and the 10 exam questions will be chosen directly from this list. The interview and exam may be combined with the steps in paragraphs N-2b(1) or N-2b(3) whenever possible, depending on when the Soldier is ready to take the test.

(3) Step 3. Once the Soldier has completed all BCT requirements and is ready to graduate, the Soldier will take the oath of citizenship in an appropriate ceremonial setting. Possible suggestions include incorporating the oath during Family Day or the BCT graduation ceremony. The oath may be administered any place as long as it is administered by a USCIS official or federal judge.

N-5. Unit support requirements

a. Units must provide points of contact to synchronize all necessary support and to facilitate naturalization of non-citizen Soldiers. These POCs will coordinate with their respected USCIS officer as often as appropriate.

b. Units will ensure all non-citizen Soldiers are identified as soon as possible upon arrival at the training installation and facilitate the Soldier's ability to meet with USCIS officers during the coordinated day/time mentioned above to complete the mandated steps necessary to attain U.S. citizenship.

c. If necessary units will provide space in the RECBN area for USCIS officers to conduct business on the coordinated day/time. If necessary units will also provide an appropriate ceremonial setting for Soldiers to take their oath of citizenship.

d. See "A Guide to Naturalization" (M-476) for additional information on the Naturalization of Non-Citizen Soldiers.

Glossary

Section I
Abbreviations

1SG	First Sergeant
AA	Active Army
AAR	After Action Review
AAFES	Army and Air Force Exchange Service
ACE	Ask, Care, Escort

ACU	Army Combat Uniform
AIT	Advanced Individual Training
APFT	Army physical fitness test
APRT	Army Physical Readiness Test
AR	Army Regulation
ARNG	Army National Guard
ASIST	Applied Suicide Intervention Skills Training
ASU	Army Service uniform
ATC	Army Training Center
ATRRS	Army Training Requirements and Resources System
ATSC	Army Training Support Center
BCT	basic combat training
CCFSC	Company Commander/First Sergeant Course
CID	Criminal Investigation Division
CIIP	Clothing Initial Issue Point
CIMT	Center for Initial Military Training
CLS	combat lifesaver
CoE	Center of Excellence
CQ	charge of quarters
CSM	Command Sergeant Major
CTC	Cadre Training Course
DA	Department of the Army
DA Pam	DA Pamphlet
dBA	A-weighted decibel
dBP	decibel, peak measurement
DCG-IMT	Deputy Commanding General-Initial Military Training
DCS	Deputy Chief of Staff
DEERS	Defense Eligibility Enrollment Reporting System
DFC	dental fitness classification
DLIELC	Defense Language Institute, English Language Center
DLIFLC	Defense Language Institute, Foreign Language Center
DOD	Department of Defense
DODI	Department of Defense Instruction
DS	Drill Sergeant
DSN	Defense Switched Network
EFMP	Exceptional Family Member Program
ELT	English language training
EMS	emergency medical service
EPTS	existed prior to service
ESL	English as a Second Language
FM	Field Manual
FRG	Family Readiness Group
FST	Field Sanitation Team
FTU	fitness training unit
FTX	Field Training Exercise
G-1/4	personnel and logistics

G-3/5/7	plans, operations, and training
G-8	resource management
GTA	graphic training aid
HIV	human immunodeficiency virus
HQ	headquarters
HQDA	Headquarters, Department of the Army
HRAP	Hometown Recruiter Assistance Program
IET	Initial Entry Training
IG	Inspector General
IMT	Initial Military Training
IO	Investigating Officer
IPFU	Improved Physical Fitness Uniform
IRR	Individual Ready Reserve
ISCTC	installation staff contractor training course
ITRO	Interservice Training Review Organization
ITS	interim Top Secret
JPAS	Joint Personnel Adjudication System
LNO	liaison officer
LOD	line of duty
MEB	medical evaluation board
MEDDAC	medical department activity
MEDPROS	Medical Protection System
MEPS	military entrance processing station
MOB	mobilization
MODS	medical occupational data system
MOS	Military Occupational Specialty
MRD	mandatory release date
MTF	medical treatment facility
MWR	Morale, Welfare, and Recreation
NCO	Noncommissioned Officer
NLT	not later than
OPREP	operations report
OSUT	One Station Unit Training
PCC	pre-command course
POC	point of contact
POI	program of instruction
POV	privately owned vehicle
PRT	Physical Readiness Training
PSG	Platoon Sergeant
PSI	personnel security investigation
PT	Physical Training
PULHES	physical, upper, lower, hearing, eyes, psychiatric
PX	Post Exchange
RC	Reserve Component
RECBN	reception battalion
REFRAD	release from active duty

RHU	reception and holding units
RM	Rifle Marksmanship
RSD	Recruiting Standards Directorate
SAPR	Sexual Assault Prevention and Response
SARC	Sexual Assault Response Coordinator
SHARP	Sexual Harassment Assault Response and Prevention
SCI	sensitive compartmented information
SCTC	support cadre training course
SJA	Staff Judge Advocate
SII	security/suitability investigation index
SIR	Serious incident report
SOP	Standard Operating Procedures
SQI	skill qualification identifier
STO	split training option
STP	Soldier training publication
TAR	Trainee abuse coordinator
TP	TRADOC Pamphlet
TR	TRADOC regulation
TRADOC	U.S. Army Training and Doctrine Command
TRAS	Training Requirements Analysis System
TRICARE	Tri-service medical care
TSP	training support package
UCMJ	Uniform Code of Military Justice
UMR	unit medical readiness
U.S.	United States
USACCF	U.S. Army Central Personnel Security Clearance Facility
USAE	U.S. Army Element
USAR	U.S. Army Reserve
USAREC	U.S. Army Recruiting Command
USCIS	United States Citizenship and Immigration Service
VA	Victim advocate
WBGT	wet bulb globe thermometer
WTBD	Warrior tasks and battle drills
WTRP	Warrior training rehabilitation program

Section II
Terms

Active Army
Members and units of the active Army.

Active Army medical extension
A program to evaluate and treat the RC Soldier with a documented in the line of duty incident incurred or aggravated injury, illness, or disease, and provides pay and allowances, to the extent permitted by law, to those Soldiers while being treated for or recovering from this service-connected medical condition.

Advanced individual training
Training given to enlisted personnel, after completion of BCT, 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 AA and RC personnel without prior service.

Battle buddy team
A team of two or three Soldiers in the same platoon. Buddy teams are essential elements of transformation as Soldiers begin the development of teamwork and team spirit.

Behavioral health care provider
Those trained mental health professionals who are credentialed or licensed as psychiatrists, clinical or counseling psychologists, social workers, or psychiatric clinical nurse specialists.

Cadre
All military, permanent party members, 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. IET cadre and support personnel are trained in accordance with 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 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.

Corrective action
Nonpunitive actions used as a motivational tool by authorized Cadre members to immediately address deficiencies in performance or conduct and to reinforce required standards.

Corrective training
Corrective training is for Soldiers who have demonstrated that they need, and would benefit from, additional instruction or practice in a particular skill. Corrective training must be directly related to the Soldier's deficiency and assist the Soldier in meeting the standard.

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.

dBA
Sound pressure level measured with a sound level meter set to the A-weighted network, reducing the contribution of lower frequencies that are of less concern for hearing conservation.

dBP
Unit used to express the peak sound pressure level of impulse noise.

Drill sergeant
A noncommissioned officer that has successfully completed the prescribed instruction in a U.S. Army Drill Sergeant School, been awarded SQI X, 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."

Fitness Training Unit (FTU)
Organization established to assist Soldiers to physically, mentally, and psychologically prepare to return to training after successful rehabilitation and/or reconditioning.

Gatekeeper
Individuals who, in the performance of their assigned duties and responsibilities, provide specific counseling to Soldiers and Army Civilians in need. There are Primary and Secondary gatekeepers: Primary: Chaplains & Chaplain Assistants; ASAP Counselors; Family Advocacy Program Workers; Army Emergency Relief Counselors; Emergency Room Medical Technicians and Medical/Dental Health Professionals. Secondary: Military Police; Trail Defense and legal Assistance Attorneys; Inspector Generals; DOD School Counselors and Red Cross Workers.

Go no-go
The condition or state of operability of a component or system: "go," functioning properly; or "no-go," not functioning properly. Alternatively, a critical point at which a decision to proceed or not must be made. (DOD)

Hard start MOS
Critical AIT MOS' that have 9 or fewer hard start dates annually.

Hold
Any trainee in an "inactive status," defined as a trainee not currently progressing toward completion of skill training. Included in this category are the following: trainees that have completed training and remain in the training unit for administrative purposes; trainees that have been pulled out of training at any point for medical purposes but remain in the training unit until he/she has been declared fit for further training, permanent change of station , or until he/she is medically separated from the Army; and any trainee removed from training awaiting criminal action or administrative discharge from the service. Any trainee in an "inactive status" is reported via the with a hold (H) status code and the appropriate reason code listed in verification table 09 in ATRRS.

Inactive Soldier
Any trainee/Soldier out of training(meaning he/she is not currently progressing toward completion skill training) for more than three days and remaining in the training unit for remedial training, awaiting administrative action or criminal action (for example, school start, port call, security clearance, etc.). Any trainee in an "inactive status" is reported via the with a hold (H) status code and the appropriate reason code listed in verification table 09 in ATRRS.

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. This training 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). Individuals are considered IET status until they graduate and are awarded a Military Occupational Specialty (MOS). The IET unit is responsible for the Soldier until he/she signs in to his/her new duty station.

Initial military training
Training presented to new enlistees. This training 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). Individuals are considered IET status until they graduate and are awarded a Military Occupational Specialty (MOS). The IET unit is responsible for the Soldier until he/she signs in to his/her new duty station. Term that encompasses all initial Army training including enlisted, warrant officer, and officer.

Mandatory release date
A predetermined release date that is part of the RC 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, loyalty, duty, respect, selfless service, honor, integrity, and personal courage and has the ability to work effectively as a team member.

MOS-T
Designation of Soldier who has graduated AIT/OSUT, awarded their MOS, and is prepared for follow-on additional skill identifier courses and/or assignments.

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.

Noncredible allegations
Trainee abuse allegations are "noncredible" 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.

One station unit training
IET conducted at one location, in one unit, under the same cadre, with a POI tailored to a specific MOS.

Phased training
Phases and associated goals that provide intermediate objectives to give common direction and serve as milestones during IET. The training cadre evaluates each Soldier's performance by the standards for each phase before advancing them to the next phase.

Reclassified Soldiers
Graduates of IET in the grades of private through sergeant first class who have been selected for training in a different MOS due to reclassification or reenlistment actions. The Soldier is assigned to an AIT, OSUT or a RC training location 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 ARNG and USAR.

Schofield's definition of discipline
"The discipline which makes the Soldier of a free country reliable in battle is not to be gained by harsh or tyrannical treatment. On the contrary, such treatment is far more likely to destroy than to make an Army. It is possible to impart instruction and give command in such a manner and such a tone of voice to inspire in the Soldier no feeling but an intense desire to obey, while the opposite manner and tone of voice cannot fail to excite strong resentment and a desire to disobey. The one mode or the other of dealing with subordinates springs from corresponding spirit in the breast of the Commander. He who feels the respect which is due to others cannot fail to inspire in them regard for himself, while he who feels, and hence manifests, disrespect toward others, especially his inferiors, cannot fail to inspire hatred against himself. "MG John M. Schofield, 11 August 1879.

Transformation
The deliberate physical and psychological development/progression of a civilian into a Soldier who demonstrates an appropriate level of commitment, discipline, task proficiency, and adherence to the professional military ethic.

Total control
Continuous cadre supervision; IET Soldiers restricted to company area.

Trainee
All personnel undergoing IET (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 hold or 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 PT not in accordance with a POI, demeaning or derogatory language, extreme profanity, sodomy, rape, sexual harassment, extortion of money, or any personal relationship that is not required by the training mission. In accordance with this regulation, only a commander can determine that trainee abuse has occurred.

Training Requirements Analysis System
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 management system that provides for the documentation of training and resource requirements in time to inject them into resource acquisition systems.

Warrior tasks and battle drills
Warrior task: A collection of individual Soldier skills know to be critical to Soldier survival?
Battle Drill: A group of skills designed to teach a unit to react and survive in common combat situations. Taught in BCT and the BCT portion of OSUT.

Weapons immersion training
Training Soldiers on weapons at the earliest time during the cycle. Soldiers' responsibility and understanding of weapons control is enforced through this training. Placing assigned weapons in their hands at the earliest point in training will reinforce security, maintenance, and control.

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TRAINING ABUSE REPORT

(For use of this form see TR 350-6; the proponent agency is TRADOC OSJA.) Explain all "OTHER" entries in the "REMARKS" section of the form.

SECTION I: ALLEGED OFFENSE INFORMATION *(To be completed by the Installation Training Abuse Coordinator.)*

1. CASE NUMBER:

2. CATEGORY OF OFFENSE:	3. LOCATION OF OFFENSE:	4. DATE OF OFFENSE:	5. DATE REPORTED:	6. TIME OF OFFENSE:

SECTION II: SUBJECT INFORMATION *(To be completed by the Installation Training Abuse Coordinator.)*

7. GRADE:	8. DUTY POSITION:	9. SEX:	10. SERVICE:
11. MOS:	12. COMPONENT:	13. CADRE TRAINING COMPLETED:	
14. MARITAL STATUS:	15. UNIT:		TYPE UNIT
16. INSTALLATION:	17. RACE:	18. TIME IN DUTY POSITION:	YEARS MOS

19. PREVIOUS CREDIBLE ALLEGATIONS (A "YES" RESPONSE MUST BE SUPPORTED WITH COMMENTS IN ITEM 20): YES ☐ NO ☐

20. PREVIOUS CREDIBLE ALLEGATIONS SUMMARY:

SECTION III: VICTIM INFORMATION *(Use continuation sheet for multiple victims.)*

21. TOTAL NUMBER VICTIMS INVOLVED:	22. HOW MANY/RACE	23. HOW MANY/SEX:	24. HOW MANY/TRAINING PROGRAM	25. HOW MANY/HOLD STATUS:

SECTION IV: ADDITIONAL INFORMATION *(To be completed by the Installation Training Abuse Coordinator.)*

26. SUMMARY OF INCIDENT:

INCIDENT FIRST REPORTED TO: OPREP NUMBER:

27. CASE STATUS: ☐ PENDING INVESTIGATION ☐ FOUNDED ☐ UNFOUNDED REMARKS:

28. FINAL DISPOSITION (If disposition resulted in trial by court-martial, enter results of trial in Item 30):	29. DATE OF FINAL DISPOSITION:

30. RESULTS OF TRIAL FOR COURT-MARTIAL CASES:

31. REMARKS:

TRADOC FORM 350-6-1-R-E, JUL 2009 Previous editions are obsolete. 8.5 x 11

INITIAL MILITARY TRAINING (IMT)
SOLDIER ASSESSMENT REPORT

(For use of this form see TRADOC Reg 350-6; the proponent agency is DCG-IMT)

PRIVACY ACT NOTICE

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, United States Code, Section 301, Departmental Regulations; Title 10, United States Code, Section 3013, Secretary of the Army.

PRINCIPAL PURPOSE: To assist leaders in verifying enlistment eligibility and in identifying Soldier leadership and personal readiness issues having a predictable, direct, and substantial impact on initial entry training.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 522a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DOD as routine use pursuant to 5 U.S.C. 552a(b)(3) and published at http://privacy.defense.gov/notices/army/A0600-8-104b_AHRC.shtml.

DISCLOSURE: Disclosure of this information is voluntary. Failure to provide the requested information will hinder processing of official training related functions.

PART 1 - ADMINISTRATIVE DATA

(Record pertinent administrative data on Soldier)

a. NAME *(Last, First, Middle Initial)*	b. PMOSC	c. DATE (YYYYMMDD)

RECEPTION DS: _____	BCT DS: _____	AIT PSG: _____
UNIT: _____	UNIT: _____	UNIT: _____
START DATE: _____	START DATE: _____	START DATE: _____
E-MAIL ADDRESS: _____	E-MAIL ADDRESS: _____	E-MAIL ADDRESS: _____
PHONE: _____	PHONE: _____	PHONE: _____

PART II - PERSONAL DATA

(Initiated by Reception, updated at BCT or OSUT and AIT)

1. FAMILY/FINANCIAL STATUS: List any information that would affect/distract Soldier from training success (e.g., financial issues _____, Exceptional Family Member Program (EFMP) _____, sole provider for family _____, military affiliation _____, family tragedy within the past year _____).

2. EDUCATION STATUS: List highest educational level attained and date it was attained (high school graduation date _____, years of college _____, vocational school _____). List vocational training, unique job experiences, and last three jobs.

3. LEADERSHIP EXPERIENCE IN PRE-ACCESSION (AS DESCRIBED BY RECRUIT AND IN IMT). List any positions of leadership such as Squad Leader, Platoon Guide, ROTC, Police Explorers, Boy Scouts/Girl Scouts, Prior Service, etc.

4. LANGUAGE SKILLS OR BARRIERS: Identify and explain any language skills or barriers, either oral or written.

5. WEIGHT CONTROL/FITNESS LEVEL OR CONDITIONS THAT COULD AFFECT SOLDIER TRAINING. Beginning BCT Height _____ Weight _____ Beginning AIT Height _____ Weight _____ Dental category _____ Profile Data: Profile Type _____ Profile Limitations _____ Exp Date _____

ARMY PHYSICAL FITNESS TEST							BASIC RIFLE MARKSMANSHIP		
1 - 1 - 1	BCT/OSUT APFT #			AIT/OSUT APFT #			Qual Day 1	Qual Day 2	Combat Familiarization Fire
EVENT	EVENT	RAW	SCORE	EVENT	RAW	SCORE			
PUSH-UPS G / NG	PUSH-UPS			PUSH-UPS					
SIT-UPS G / NG	SIT-UPS			SIT-UPS			Additional MOS-related certifications:		
1 MI RUN G / NG	2 MI RUN			2 MI RUN					
TIME	DATE	TOTAL		DATE	TOTAL				

CLS CERTIFICATION DATE: _____ **AIT MODULE TEST SCORES:** _____ **DATE** _____ **DATE** _____ **DATE**

PART III - SUMMARY OF OBSERVATION

(Summarize most significant observed leadership behaviors.)

BCT/OSUT

DRILL SERGEANT OBSERVATIONS/COMMENTS:	AREAS TO SUSTAIN: 1. 2. AREAS TO IMPROVE: 1. 2.

AIT/OSUT

PLATOON SERGEANT OBSERVATIONS/COMMENTS:	AREAS TO SUSTAIN: 1. 2. AREAS TO IMPROVE: 1. 2.

PART IV - SUMMARY RATINGS

Put an X to mark "1" thru "4" or "NA" for each area of emphasis. 1 - Needs much improvement 2 = Needs some improvement 3 = Satisfactory 4 = Excellent

AREAS OF EMPHASIS	BCT/OSUT					AIT/OSUT				
BRM / ARM	1	2	3	4	NA	1	2	3	4	NA
Physical Readiness	1	2	3	4	NA	1	2	3	4	NA
Ability to Conduct First Aid	1	2	3	4	NA	1	2	3	4	NA
Leadership Skills	1	2	3	4	NA	1	2	3	4	NA
Inculcation of seven Army Values	1	2	3	4	NA	1	2	3	4	NA
Understanding of "Resiliency" (What it takes to grow in our Army)	1	2	3	4	NA	1	2	3	4	NA
Discipline	1	2	3	4	NA	1	2	3	4	NA
Military Occupational Specialty	1	2	3	4	NA	1	2	3	4	NA

COMMENTS:

	REC BN	BCT/OSUT	AIT/OSUT
Soldier	Concur/Nonconcur Date (YYYYMMDD) Signature	Concur/Nonconcur Date (YYYYMMDD) Signature	Concur/Nonconcur Date (YYYYMMDD) Signature
Leader	Date (YYYYMMDD) Signature	Date (YYYYMMDD) Signature	Date (YYYYMMDD) Signature

RECRUITER/TRAINER PROHIBITED ACTIVITIES ACKNOWLEDGMENT

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoD Instruction 1304.33, Standardized Protection Policies Prohibiting Inappropriate Relations Between Recruiters and Recruits, and Trainers and Trainees.
PRINCIPAL PURPOSE(S): To document your understanding of the prohibitions identified in section 7 of this form.
ROUTINE USE(S): The DoD Blanket Routine Uses found at http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx apply to this collection.
DISCLOSURE: Voluntary. However, if you fail to provide the requested information or complete this form, you may not be assigned to recruiter or trainer positions.

INSTRUCTIONS

In accordance with DoDI 1304.33, this form will be read and signed prior to performing recruiting duties or upon assignment to a training command where the individual will be providing an entry-level training. As a minimum, the signed original will be retained in the service member's recruiting/training record while assigned to recruiting or training duty. This form will be certified annually. Please initial beside each entry acknowledging that you have read and understand the statement.

1. RECRUITER/TRAINER NAME *(Last, First, Middle)*	2. PAY GRADE	3. UNIT/COMMAND
4. UNIT/COMMAND ADDRESS *(City, State, ZIP Code)*	5. DATE SIGNED *(YYYYMMDD)*	6. SIGNATURE

7. I ACKNOWLEDGE AND UNDERSTAND THAT AS A RECRUITER OR TRAINER, I WILL NOT:

(Initial)	
_____	a. Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a recruit/trainee. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication.
_____	b. Use grade or position, threats, pressure, or promise of return of favors or favorable treatment in an attempt to gain sexual favors from a recruit/trainee.
_____	c. Make sexual advances toward, or seek or accept sexual advances or favors, from a recruit/trainee.
_____	d. Allow entry of any recruit/trainee into my dwelling.
_____	e. Establish a common household with a recruit/trainee, that is, share the same living area in an apartment (does not include facilities open to all members of a homeowners association or all tenants in an apartment complex), house, or other dwelling.
_____	f. Allow entry of any recruits/trainees into my privately-owned vehicle. Exceptions are permitted for official business when the safety or welfare of a recruit/trainee is at risk.
_____	g. Provide alcohol to, or consume alcohol with a recruit/trainee on a personal social basis.
_____	h. Attend social gatherings, clubs, bars, theaters or similar establishments on a personal social basis with a recruit/trainee.
_____	i. Gamble with a recruit/trainee.
_____	j. Lend money to, borrow money from, or otherwise become indebted to a recruit/trainee.
_____	k. Solicit donations from a recruit/trainee.
_____	l. Hire or otherwise employ recruits/trainees (e.g., baby-sitting, maintenance).
_____	m. Accept personal goods, in an unofficial or personal capacity, from a recruit/trainee for storage or any other reason.

(initial) _____

n. Participate in closed-door discussions with recruits/trainees. Recruiters will keep doors open when meeting recruits/trainees except when:
(1) there is another person at least 18 years or older present; or
(2) based on the proximity of others, there is a need to protect Personal Identifiable Information, sensitive information, or confidential information. These "closed-door" sessions shall be short in duration; or
(3) the design of the office is such that the door opens to a public area where the office is left unprotected from the elements or allows unwanted public interaction. In these cases, the door shall be left unlocked and clearly marked that it is open for business and that visitors are welcome.

8. EXCEPTIONS. Exceptions may be granted to accommodate relationships that existed prior to the Recruiter or Trainer performing recruiting or training duties. The exception also applies to the recruit/trainee prior to the start of the recruiting process or the trainee starting the formal training process. These relationships include, but are not limited to, family members. Only the Recruiter's or Trainer's Commander, O-4 or higher, or higher level authority, has the authority to approve these exceptions. Approved exceptions will be documented below and signed by the Recruiter's or Trainer's Commander, O-4 or higher, or higher level authority.
DESCRIPTION OF EXCEPTION(S):

(initial) _____

9. VIOLATIONS. Violations of any part of paragraph 7.a. through 7.n., not granted an exception in paragraph 8, may result in disciplinary action.

10. APPROVED BY

a. NAME *(Last, First, Middle Initial)*	b. TITLE	c. DATE SIGNED *(YYYYMMDD)*	d. SIGNATURE/RANK

11. ANNUAL RECERTIFICATION.
By signing below, I certify I have reviewed this form and acknowledge that I have read and understand this policy.

NAME *(Last, First, Middle Initial)*	SIGNATURE	DATE SIGNED *(YYYYMMDD)*
NAME *(Last, First, Middle Initial)*	SIGNATURE	DATE SIGNED *(YYYYMMDD)*
NAME *(Last, First, Middle Initial)*	SIGNATURE	DATE SIGNED *(YYYYMMDD)*
NAME *(Last, First, Middle Initial)*	SIGNATURE	DATE SIGNED *(YYYYMMDD)*
NAME *(Last, First, Middle Initial)*	SIGNATURE	DATE SIGNED *(YYYYMMDD)*
NAME *(Last, First, Middle Initial)*	SIGNATURE	DATE SIGNED *(YYYYMMDD)*
NAME *(Last, First, Middle Initial)*	SIGNATURE	DATE SIGNED *(YYYYMMDD)*
NAME *(Last, First, Middle Initial)*	SIGNATURE	DATE SIGNED *(YYYYMMDD)*
NAME *(Last, First, Middle Initial)*	SIGNATURE	DATE SIGNED *(YYYYMMDD)*

RECRUIT/TRAINEE PROHIBITED ACTIVITIES ACKNOWLEDGMENT

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoD Instruction 1304.33, Standardized Protection Policies Prohibiting Inappropriate Relations Between Recruiters and Recruits, and Trainers and Trainees.
PRINCIPAL PURPOSE(S): To document your understanding of the prohibitions identified in section 7 of this form.
ROUTINE USE(S): The DoD Blanket Routine Uses found at http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx apply to this collection.
DISCLOSURE: Voluntary. However, if you fail to provide the requested information or complete this form, you might not be able to complete your enlistment or receive training.

INSTRUCTIONS

In accordance with DoDI 1304.33, this form will be read and signed no later than the first visit with a recruiter following a recruit's entry into the Delayed Entry Program or read and signed no later than the first day of entry-level training for a trainee. As a minimum, the signed original will be retained in the recruit's file until they enter active duty or in the trainee's file until they detach from the training command or school they are attending. Please initial beside each entry acknowledging that you have read and understand the statement.

1. RECRUIT/TRAINEE NAME *(Last, First, Middle)*	2. PAY GRADE	3. RECRUITING OFFICE/TRAINING COMMAND
4. RECRUITING OFFICE/TRAINING COMMAND ADDRESS *(City, State, ZIP Code)*	5. DATE SIGNED *(YYYYMMDD)*	6. SIGNATURE

7. I ACKNOWLEDGE AND UNDERSTAND THAT AS A RECRUIT OR TRAINEE, I WILL NOT:

(Initial)	
_____	a. Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a recruiter or trainer. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication.
_____	b. Establish a common household with a recruiter/trainer, that is, share the same living area in an apartment, house, or other dwelling.
_____	c. Consume alcohol with a recruiter/trainer on a personal social basis.
_____	d. Attend social gatherings, clubs, bars, theaters or similar establishments on a personal social basis with a recruiter/ trainer.
_____	e. Allow entry of any recruiter/trainer in my dwelling or privately-owned vehicle except to conduct official business. Exceptions are permitted for official business when the safety or welfare of the recruiter/trainer is at risk.
_____	f. Gamble with a recruiter/trainer.
_____	g. Make sexual advances toward, or seek or accept sexual advances or favors from, a recruiter/trainer.
_____	h. Lend money to, borrow money from, or otherwise become indebted to a recruiter/trainer.

8. EXCEPTIONS. Exceptions may be granted to accommodate relationships that existed prior to the start of the recruiting process or prior to the trainee starting the formal training process. These relationships include, but are not limited to, family members. Only the Recruit's or Trainee's Commander, O-4 or higher, or higher level authority, has the authority to approve these exceptions. Approved exceptions will be documented below and signed by the Recruit's or Trainee's Commander, O-4 or higher, or a higher-level authority.
DESCRIPTION OF EXCEPTION(S):

(Initial)	
_____	**9. VIOLATIONS.** Violations of any part of paragraph 7.a. through 7.h., not granted an exception in paragraph 8, may result in disciplinary action.

10. APPROVED BY

a. NAME *(Last, First, Middle Initial)*	b. TITLE	c. DATE SIGNED *(YYYYMMDD)*	d. SIGNATURE/RANK