

UNITED STATES ARMY SCHOOL OF MUSIC



AIT STUDENT HANDBOOK

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
U.S. ARMY SCHOOL OF MUSIC
SCHOOL COMPANY
1420 GATOR BOULEVARD
VIRGINIA BEACH, VA 23459-2617

ATSG-SM

26 February 2013

MEMORANDUM FOR ALL AIT and Prior Service Students, US Army School of Music, 1420 Gator Blvd., Virginia Beach, VA 23459-2617

SUBJECT: Student Handbook for Standing Operating Procedure (SOP)

1. References.

- a. School of Music Instruction 11103.1H (SOM Bachelor Quarter Regulations), dated 15 Oct 02.
- b. TRADOC Regulation 350-6, dated 7 Nov 12.

2. Purpose. This student handbook establishes the policies and procedures that apply to all Advanced Individual Training (AIT) and Prior Service Soldiers assigned or attached to School Company, United States Army School of Music (USASOM).

3. Definitions (TRADOC 350-6).

- a. Initial Entry Training (IET). Enlisted IET consists of Basic Combat Training (BCT), One Station Unit Training (OSUT), AIT and any other formal Army training received prior to the awarding of an initial military occupational specialty (MOS). The mission of enlisted IET is to transform volunteers into technically and tactically competent Soldiers that live by the Army Values, inculcate the Warrior Ethos, understand the importance of teamwork, and are prepared to contribute on day one in their first unit of assignment.
- b. MOS Trained/Prior Service Soldiers. MOS trained (MOS-T) and prior service Soldiers are those individuals, in any rank, that have previously completed IET and are attending Skill Level 1 training in IET units as a result of reclassification or enlistment actions. MOS-T Soldiers have been awarded a MOS via graduation from an active duty AIT course and are now assigned to AIT for training in a new MOS. The phrase "IET graduates" includes both BCT and AIT.

ATSG-SM

SUBJECT: Student Handbook for Standing Operating Procedure (SOP)

4. Scope. In conjunction with instructions from the School of Music (SOM) and directives from Army Regulations, DoD policies, higher headquarters, and/or appropriate authorities, the student handbook describes policy for students assigned to this company.

5. Responsibilities. Each AIT Soldier assigned to this company has the responsibility to become familiar with the contents of this handbook and to comply with the instructions and procedures prescribed herein. Platoon Sergeants are charged with the responsibility to ensure their subordinates read, understand, and comply with this SOP.

6. General.

- a. All policies outlined in this handbook are directive in nature and will remain in effect until rescinded or superseded.
- b. Failure to comply with policies, procedures, or instructions contained in this handbook is a violation of the Uniform Code of Military Justice, is punitive, and may result in disciplinary action.
- c. Forward recommendations for corrections or updates through the chain of command to the commander.



DOMINGOS S. ROBINSON
MAJ, AG
Commanding

TABLE OF CONTENTS

THE SOLDIERS CREED
ARMY BANDS MISSION STATEMENT
ARMY BAND VALUES
SCHOOL COMPANY MISSION STATEMENT
CHAIN OF COMMAND
STUDENT LEADERSHIP
MILITARY COURTESY
MILITARY BEARING
OPEN DOOR POLICY
INSPECTOR GENERAL
SOLDIERIZATION PROCESS
PRIVILEGES
PASSES
EVENING CURFEW
LEAVE POLICY
SICK CALL PROCEDURES
MEDICAL PROFILES
APPOINTMENTS
SIGN IN/OUT PROCEDURES
FRATERNIZATION
ACADEMIC REVIEW BOARD (ARB)
HOMETOWN RECRUITER ASSISTANCE PROGRAM
ARMY BANDS INTRANET
COMMON ACCESS CARDS/ID TAGS
PERSONAL APPEARANCE/HYGIENE
PHYSICAL FITNESS TRAINING
WEIGHT CONTROL PROGRAM
FORMATIONS
COMMAND INSPECTIONS
DUTY DAY
DAILY CLEAN-UP DUTIES
FINANCIAL RESPONSIBILITIES
SCOTT HALL REGULATIONS
GOVERNMENT AND PRIVATELY OWNED VEHICLES
PHYSICAL SECURITY
DRUG AND ALCOHOL PROGRAM
STRESS MANAGEMENT
SEXUAL HARASSMENT
SEXUAL ASSAULT
END OF CYCLE AWARDS
IMPLEMENTATION
HOURS OF OPERATION/EMERGENCY PHONE NUMBERS
ABBREVIATIONS

APPENDICES

- OFFICER AND ENLISTED RANK INSIGNIA OF THE ARMED FORCES
- SPECIAL LIBERTY FORM
- EXCERPTS FROM AR 670-1: WEAR AND APPEARANCE OF ARMY UNIFORMS AND INSIGNIA
- APFT CHARTS
- AR 600-9 EXCERPT: HEIGHT/WEIGHT STANDARDS
- BARRACKS LAYOUTS

THE SOLDIERS CREED

I am an American Soldier.

I am a Warrior and a member of a team. I serve the people of the United States and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills. I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

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

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

I am an American Soldier.

ARMY BANDS MISSION STATEMENT

Army Bands provide music throughout the full spectrum of military operations to instill in our forces the will to fight and win, foster the support of our citizens, and promote our national interests at home and abroad.

ARMY BAND VALUES

Values need to be woven into everything that we do. They describe the spirit that imbues Army Bands. In conjunction with our Army values, these are the additional values we embrace:

BELIEF: Know that our role in the Army is vital.

ARTISTIC INTEGRITY: Strive for perfection in each performance.

NATIONAL PRIDE: Preserve our nation's traditions.

DEDICATION: Serve others through music.

SCHOOL COMPANY MISSION STATEMENT

The mission of the School Company is to continue the Soldierization process by producing motivated, disciplined and physically fit Soldiers who exemplify all Army values and are technically and tactically qualified to assume the duties and responsibilities of an Army Band Soldier around the world.

CHAIN OF COMMAND

1. The chain of command is unique to military organizations. The chain of command not only exercises authority in order to accomplish the mission but also maintains responsibility for Soldiers' needs. Mission accomplishment suffers when Soldiers are distracted by personal problems. When you cannot solve a problem, seek help from your chain of command.
2. **YOUR CHAIN OF COMMAND HAS AUTHORITY TO HELP YOU WITH MOST OF YOUR PROBLEMS.** No other entity in the military system has such authority. Your Platoon Sergeant should be your first point of contact when you seek assistance with personal matters. **DO NOT CIRCUMVENT THE CHAIN BY GOING DIRECTLY TO OUTSIDE AGENCIES WITHOUT NOTIFYING YOUR CHAIN OF COMMAND FIRST.** Although everyone in your chain of command is concerned about Soldier problems, for the sake of military efficiency, your leaders will make every effort to resolve problems at the lowest possible level and as quickly as possible.
3. Memorize your chain of command.

**PLATOON SERGEANT, SCHOOL COMPANY
COMPANY COMMANDER, SCHOOL COMPANY
COMMANDANT, US ARMY SCHOOL OF MUSIC
COMMANDANT, ADJUTANT GENERAL SCHOOL
COMMANDING GENERAL, US ARMY SOLDIER SUPPORT INSTITUTE
COMMANDING GENERAL, SUSTAINMENT CENTER OF EXCELLENCE
COMMANDER, TRAINING AND DOCTRINE COMMAND
ARMY CHIEF OF STAFF
SECRETARY OF THE ARMY
SECRETARY OF DEFENSE
COMMANDER-IN-CHIEF**

4. Student leaders assist your chain of command in performing accountability and details however; these leaders are not official members of your chain of command.

STUDENT LEADERSHIP

1. You may have the opportunity to serve in a leadership role (i.e. team leader, or detachment leader). Student leaders play an important role in setting a good example and improving the efficiency of company operations. AIT Soldiers are not assigned here to attend formal leadership training but the experience gained in performing these limited leadership roles will enhance the career development of all AIT Soldiers.
2. Platoon Sergeants will make student leader assignments on the basis of duty performance and demonstrated leadership potential. If you are selected for a leadership position ask questions, learn and work to have your “team” excel.
3. A student leader's mission is to aid the Platoon Sergeants in the day-to-day responsibilities of “Soldiers taking care of Soldiers.” As you perform your leadership duties keep the following facts in mind:
 - a. General military authority is the authority extended to all Soldiers to take action (i.e. stop fights, make on-the-spot-corrections). Command authority is given to leaders when they fill positions requiring the direction and control of other members of the Army. As a student leader, you will exercise command authority within very strict limitations. Your Platoon Sergeant will explain the scope of your mission and the authority you will have to accomplish that mission.
 - b. Prepare Soldier accountability reports for each formation. Keep your Platoon Sergeant informed of any appointments that “your” Soldiers have for that day. Serve as a communications link between your Soldiers and the Platoon Sergeant. For example, convey all requests for an appointment with your Platoon Sergeant.
 - c. Supervise details as assigned by your Platoon Sergeant.
 - d. SET A GOOD EXAMPLE! Your Soldiers expect you to display all the positive traits of a good leader. Accomplish the mission and guard the welfare of your troops.
 - e. Notify the chain of command of any problems that may interfere with a Soldier's performance or with any aspect of the ASOM training mission. Your primary purpose at the ASOM is to succeed in your MOS training. LET THE PLATOON SERGEANTS HANDLE SOLDIER PROBLEMS.

MILITARY COURTESY

1. It is important to learn proper forms of address of service members with whom you will interact while stationed on Joint Expeditionary Base Little Creek-Fort Story, (JEBLCFS).

2. Proper military courtesy requires Soldiers to:
 - a. Salute and greet officers. Two or more male officers together are addressed as "gentlemen" not "sirs" or in the case of female officers "ladies" not "ma'ams." A group of noncommissioned officers should be greeted by their individual ranks. Also, do not greet a group of noncommissioned officers as gentlemen or ladies.
 - b. Greet all officers and noncommissioned officers with the greeting of the day.
 - c. Assume the position of attention when speaking to an officer and the position of parade rest when addressing a noncommissioned officer or petty officer.
 - d. Call "ATTENTION" when an officer enters the room, or "AT EASE" when an NCO enters the room. DO NOT ISSUE THESE ALERTS IF SOMEONE OF SUPERIOR RANK IS ALREADY IN THE ROOM.
 - e. Know your chain of command.
3. Military courtesies are extended to members of all services. A PROFESSIONAL SOLDIER TREATS SUPERIORS AND SUBORDINATES WITH DIGNITY AND RESPECT REGARDLESS OF BRANCH OF SERVICE.
4. A rank insignia chart for all the services can be found in appendix A of this handbook.

MILITARY BEARING

1. All Soldiers have an obligation to conduct themselves according to the highest standards of military bearing and protocol.
2. Military bearing consists of mannerisms, appearance and conduct. Proper military bearing also implies that a Soldier displays confidence, enthusiasm and professionalism.
3. Soldiers in uniform should not engage in public displays of affection (PDA). Such displays include but are not limited to: kissing, holding hands, etc. In or out of uniform, Soldiers should refrain from PDA that might be considered offensive or of a nature as to bring discredit upon themselves and the military service.

OPEN DOOR POLICY

1. All Soldiers have right of access to their chain of command. Personal problems and grievances are of particular command concern. If you have a problem, tell your Platoon Sergeant. If reasonable attempts to solve a problem have been unsuccessful, you may exercise your right to ask to see the First Sergeant or Commander.

2. The Commander's open door policy is posted on the unit bulletin board.
3. See your Platoon Sergeant to arrange an open door appointment.

INSPECTOR GENERAL

1. The Inspector General's (IG) office is available to help Soldiers with problems, especially when the chain of command is unable to solve an individual's problem.
2. Soldiers should make every effort to allow the chain of command to solve problems and/or address concerns.
3. Schedule an appointment through your Platoon Sergeant.
4. No one will be denied the right to see the IG. However, visits will be scheduled to avoid conflict with training and/or other military duties. Any Soldier denied the right to see the IG should go to the next higher level of his or her chain of command.

SOLDIERIZATION PROCESS

1. Soldierization continues the process begun in Basic Training and consists of both technical and tactical training. This training focuses on subject areas such as Warrior Tasks and Drills, Drill and Ceremonies, Army Values, Customs and Courtesies and The Proper Wear of Army Uniforms. Additional training is accomplished in the form of inspections, a progressive physical fitness program and mentorship by Platoon Sergeants and cadre.
2. Concept:
 - a. IET is divided into five command-managed phases. Each phase has established standards and objectives for each Soldier to achieve before he or she can advance to the next phase. As a Soldier demonstrates acceptable degrees of reliability, performance and personal responsibility he or she becomes eligible to receive greater privileges. The chain of command determines when a Soldier's performance merits the award of privileges.
 - b. A Soldier's inability to meet certain standards can result in a recommendation through the chain-of-command. This can be for remedial training, new start (re-cycle), rehabilitative transfer, change of MOS or discharge from the Army. Cadre will communicate the goals and standards to Soldiers, insist that the standards be met, assist the Soldier in achieving standards and evaluate the Soldier against those standards. The intent is to put emphasis on the Soldier and the task (not stress or tension between the Soldier and the cadre).

3. Phased Training and Soldierization:

a. Phases I thru III are completed in BCT.

b. **Phase IV (Black)**—WEEKS 11-14.

1) Phase IV begins upon arrival to the SOM. Soldiers have full-time on-post pass privileges. This pass allows Soldiers to go to unrestricted areas on-post. No request or approval is required however, Soldiers must be in the uniform of the day (NO IPFU). All post hotels/motels are off-limits while in this phase. Soldiers may go to the 11th Frame snack bar area but are prohibited from purchasing or consuming alcoholic beverages, regardless of age. Soldiers will not carry electronic devices to formation, training or class. Smoking is allowed ONLY off-duty and ONLY in designated smoking areas. Civilian clothing is not authorized during phase IV.

2) Weekend off-post day passes may be authorized upon request. However, passes end at 2130 hours. Soldiers must remain within a 50-mile radius of this installation. They may ride in the POV of a parent, legal guardian or spouse while on pass; no other riding in a POV is authorized. Soldiers are prohibited from buying or consuming alcohol, regardless of age

3) Soldiers will be counseled at the conclusion of this phase. They may not enter Phase V until counseling is complete.

4) Soldiers must be with a battle buddy when away from the company area for phase IV and V.

c. **Phase V (Gold)**—WEEKS 15-20.

1) Phase V begins after successful completion of the 14th week of Initial Entry Training. Approval for privileges is based on the Soldier's performance in the first four weeks of training at the ASOM. In the event a Soldier does not phase up, he or she may still request Phase V privileges on a case by case basis. The Soldier must score a minimum of 60 points in each event of the APFT in order to be considered for Phase V.

2) Off-post and overnight passes on weekends may be authorized. Passes will have a 50-mile radius limitation. Passes must end no later than 8 hours prior to the next training day. Civilian clothing is authorized during off-duty hours. If of legal age, Soldiers are permitted to consume alcohol as long as it is not consumed in the barracks, not in view of Phase IV/underage Soldiers and it is not within 8 hours of training. Soldiers may request POV privileges at this point. The only authorized passenger in the POV is a single Battle Buddy, provided they are of the same phase or higher. No phase IV Soldiers are allowed as passengers. Authorization for additional passengers in a POV must come from the chain of command.

3) Battle buddies will accompany each other during passes while in Phases IV & V except when family members are accompanying them. Buddy teams are not required to attend sick call, personal appointments or worship services together.

4. Soldiers enrolled in training for MOS reclassification (MOS-T Soldiers) have privileges commensurate with permanent party members of equal rank. In other words, they should be treated with dignity and respect commensurate with their rank. However, the commander determines specific privileges, based on such factors as rank, training performance, self-discipline, motivation and conduct. Soldiers that are reclassified after failing to obtain an MOS (this includes Reserve and National Guard Soldiers going Active Duty), may retain their previously earned phase privileges after being evaluated at 2 weeks, provided that they pass an APFT. Until the evaluation is complete, the Soldier will have Phase IV privileges.

5. Out-processing Graduates (OPGs) are awarded full privileges, except exemption from curfew on evenings prior to training days.

PRIVILEGES

1. IET Soldiers must make written requests to their Platoon Sergeant for privileges. Decisions concerning such requests are made on the basis of an assessment of a Soldier's overall duty performance. Privileges are earned (they are not a right) through demonstrated ability to accomplish military and technical training requirements. **PRIVILEGES ARE NOT GRANTED AUTOMATICALLY WHEN YOU HAVE BEEN AT THE ASOM FOR A CERTAIN PERIOD OF TIME. A PRIVILEGE BEGINS ONLY UPON RECEIPT OF AN AFFIRMATIVE RESPONSE TO YOUR WRITTEN REQUEST FOR THAT PRIVILEGE.**

2. Privileges can and will be **REVOKED** when performance or conduct warrants such action. The cadre can reduce any and all privileges at any time.

3. Off-base employment is **PROHIBITED** for all Soldiers assigned or attached for training to the ASOM.

PASSES

1. Submit a “Pass Request Form” to request a pass outside a 50-mile radius from JEBLCFS. Submit a pass request to your Platoon Sergeant. All requests should be submitted two weeks in advance. Out of country pass requests, including to U.S. territories (Puerto Rico, Virgin Islands, etc.) must be submitted to the Platoon Sergeants 3 weeks prior to start date. Out-of-bounds passes may or may not require Soldiers to meet curfew requirements. Phase IV Soldiers will not be entitled to out-of-bounds passes. They will be entitled to day passes only (see “Phase IV” under Soldierization Process). Travel by Commercial Conveyance (Air, Bus, Train) for destinations outside of mileage limitations may be submitted and may be approved on a case by case basis. Factors considered when approving out-of-bounds travel include: reason for request, Soldier’s phase level and Soldiers duty performance.
2. Unless specified on the pass request, you are NOT AUTHORIZED to stay overnight or visit any hotel, motel, lodge or military guesthouse. The Navy Lodge is OFF LIMITS unless specifically approved on your request.
3. KEEP A COPY OF YOUR APPROVED PASS REQUEST WITH YOU WHILE YOU ARE IN A PASS STATUS.
4. Most passes are 48-hours in duration and occur on weekends. 3-day or longer passes, except in conjunction with a holiday weekend are seldom granted.
5. Passes end as described in the EVENING CURFEW section of this handbook.
6. ASOM pass policies take precedence over Navy/SOM policy.

EVENING CURFEW

1. In accordance with Army regulations and ASOM policy, IET Soldiers must comply with the curfew policy of this command. The curfew for nights preceding training days is 2130 to 0530 hours. Curfew for nights preceding a non-training day is 2400 to 0530 hours.
2. At the established time of curfew all students will be in their own rooms.
3. Soldiers must wear the IPFU (any combination) during evening curfew and while they sleep. THIS RULE APPLIES REGARDLESS OF PHASE LEVEL PRIVILEGES.
4. All IET Soldiers are subject to unannounced curfew checks by SOM watch bill personnel and authorized ASOM cadre.

5. On evenings preceding training days, passes of IET Soldiers will expire at curfew regardless of privilege status. All exceptions to this requirement must be approved in writing.
6. Curfew does not end until 0530 the following day.
7. Soldiers caught violating curfew will be placed on Phase IV and are subject to punishment under Article 92, UCMJ.

LEAVE POLICY

1. Soldiers are authorized leave in the event of a qualifying emergency, during winter block leave or under circumstances which warrant the need to miss training. Requests for leave are reviewed on a case-by-case basis.
2. The American Red Cross will provide the command with verification of emergency situations. A Soldier should advise family members to contact their local chapter of the Red Cross to initiate such notification. **NOT ALL FAMILY EMERGENCIES QUALIFY YOU TO BE GRANTED EMERGENCY LEAVE.** Typically, emergency leave is authorized only in the event of a critical injury, illness or death of Soldier's spouse, child, parent, sibling or of the parents or siblings of the Soldier's spouse. Except in very special circumstances, grandparents, cousins, aunts and uncles do not meet the requirements for the granting of emergency leave, nor do any non-family members. **HOWEVER, IN ALL CASES, SUBMIT YOUR REQUEST THROUGH YOUR CHAIN OF COMMAND AND ALL PERTINENT FACTORS FOR CONSIDERATION OF YOUR SITUATION.**
3. Soldiers will initiate all requests for leave on a Leave/Pass Request Form (see appendix for example). If approved, AIT detachment cadre will prepare a DA Form 31 (Leave Form).
4. In general, Soldiers who graduate from AIT may take leave in conjunction with their PCS, provided they have accrued enough leave to cover the number of days requested. Any Soldier who desires to take advanced leave must submit written justification. Soldiers are authorized up to 10 days leave for a stateside assignment or up to 14 days leave for an overseas assignment.
5. Soldiers must follow procedures for signing in/out of the ASOM upon departure and return from leave (See SIGN-IN/OUT PROCEDURES). Further instructions and procedures are printed on the bottom of the DA 31.

SICK CALL PROCEDURES

1. During the duty day (Monday-Friday):

a. Immediately following morning PT, Soldiers will call to make a sick call appointment through TRICARE. In the event there are no appointments available, report to Boone Clinic prior to 0830.

b. Inform Your Platoon Sergeant of the appointment as soon as possible.

c. Immediately upon return from medical facilities:

1) Check in with the platoon sergeants and provide a copy of any profile or sick-in-quarters (SIQ) chit.

2) If you are not placed on SIQ status, obtain a note from the course manager or platoon sergeants before returning to training.

3) If you are placed on SIQ status, notify the course manager and bring a copy of your SIQ chit to the platoon sergeants before you go to your quarters. Tell your platoon sergeants of your status and if/what types of medications have been prescribed. Place the pink copy on your door. The uniform for SIQ is the IPFU.

4) When SIQ, your place of duty is your barracks room. You are only authorized to leave for chow at the galley. **NO EXCEPTIONS!**

5) Remember a SIQ chit is a military doctor's lawful order that restricts your activities for the purpose of medical treatment. **YOU MUST FOLLOW THAT LAWFUL ORDER.**

6) If a doctor places a Soldier on SIQ for 24 hours, it means that Soldier must return to duty at the 0720 formation the next day (the 24-hour period is not to be taken literally from the time you leave the clinic).

2. After duty hours/weekends/holidays:

a. Inform the OOD/DNCO of your need for medical assistance.

b. OOD/DNCO will arrange transportation to an appropriate medical facility.

c. Upon your return, report your status to the OOD/DNCO and inform your platoon sergeants as soon as possible.

d. Ensure that all documentation of your visit is kept in your medical records which are maintained at Boone Clinic.

MEDICAL PROFILES

1. If you have a medical problem that interferes with your physical fitness training, inform the platoon sergeants and report to sick call as soon as possible or as directed.
2. If you receive a medical profile restricting your physical activities, it must be documented on an Army physical profile DA Form 3349 or other appropriate military profile form. You may need to provide this form to your Boone Clinic medical provider upon examination. Inform your platoon sergeant as soon as possible after the examination and provide a copy of the profile.
3. If your reason for going to sick call is not PT related, then report to acute care and follow regular sick call procedures.
4. Problems arise when chronic medical problems delay or prevent periodic APFT testing. Such problems can impact a Soldier graduating, transferring on time or remaining in the Army. If you have a chronic problem, **TELL YOUR PLATOON SERGEANTS AND TELL THEM OFTEN.**
5. Your chain of command will help you receive timely medical evaluation and treatment. You **MUST TELL YOUR PLATOON SERGEANT** in order for AIT Cadre to assist you with medical conditions.

APPOINTMENTS

1. The place of duty for AIT Soldiers is dictated by their training schedule. Soldiers will be released from training only for very important activities that cannot be accomplished outside of training hours (the duty day). **SCHEDULE YOUR APPOINTMENTS TO MINIMIZE INTERFERENCE WITH YOUR TRAINING.**
2. Place a copy of your appointment slip in the box outside the AIT Detachment Admin office in Scott Hall. Ensure that your name, the date, time and location of your appointment is noted on the slip. If you don't have an appointment slip then write your name, the date, time and location of the appointment on a piece of paper and place it in the Admin box.
3. Make sure your instructors are notified of your appointments as well. This will allow your instructors the opportunity to reschedule any necessary training. **THIS IS THE SOLDIER'S RESPONSIBILITY.**

SIGN-IN/OUT PROCEDURES

1. Duty day routine:
 - a. Sign-out at the Admin office at AIT Detachment and go directly to the appointed place (i.e. Boone Clinic, AIT Detachment).
 - b. Sign-in upon arrival at the appointed place (i.e. records section at Boone Clinic).
 - c. If a doctor places you on Sick-In-Quarters (SIQ), you must follow procedures explained in the SICK CALL section of this handbook.
 - d. When you have an appointment off-base (i.e. Fort Story, Portsmouth Naval Hospital), sign-out from AIT Detachment. **YOUR CHAIN OF COMMAND MUST KNOW WHENEVER YOU LEAVE THE BASE DURING THE TRAINING DAY.**
 - e. Generally speaking, sign-in procedures are accomplished in reverse order of sign-out procedures.
2. Holiday/weekend routine: when you enter Snug Harbor or the Relocatables to conduct business (i.e. practice) follow the established SIGN-IN/OUT PROCEDURES for those respective locations.
3. Pass/leave routine:
 - a. Sign-out with the OOD/DNCO prior to departure from the base. Have your pass and leave papers (DA 31) with you when you sign-out and carry them while you are away from Little Creek. These papers are your proof that you are authorized to be away from your place of duty. Proper authorities will assist if departing on emergency leave. (During duty hours, this is your AIT Detachment cadre. During non-duty hours, this is the CDO, OOD or DNCO).
 - b. AIT Soldiers must sign-in with the OOD/DNCO upon their return. All Soldiers must present their pass/leave papers upon check-in.

FRATERNIZATION

1. It is not possible to delineate all actions or situations that might be considered fraternization. The Army prohibits all unprofessional relationships that:
 - a. Compromise the chain of command.
 - b. Cause partiality or unfairness.
 - c. Involve the improper use of rank for personal gain.

- d. Are perceived to be exploitive or coercive in nature.
- e. Create an adverse impact on discipline, authority, morale or mission accomplishment.

2. Relationships:

a. The Army's fraternization policy prohibits personal relationships between officer and enlisted personnel regardless of their service. This policy applies to different-gender relationships and same-gender relationships. Violations of the fraternization and improper relationships policy may be punishable under Article 92, UCMJ as a violation of a lawful general regulation.

b. Personal relationships between permanent party members and IET Soldiers and relationships between IET Soldiers with other IET Soldiers are considered illegal associations. Students will not engage in or attempt to engage in any personal relationship or association with superiors under circumstances that might create the appearance of partiality or preferential treatment. Any relationship not required by the training mission is prohibited between IET Soldiers and permanent party personnel FROM ANY DUTY STATION. This all-inclusive prohibition (AR 600-20) means that IET Soldiers may NOT date or "hang out with" Soldiers, Sailors, Airmen or Marines from this and any other duty station. This regulation is binding for ALL U.S. military members.

3. There is no prohibition against IET Soldiers of the same or opposite sex talking to one another or developing friendships. There is also no intent to limit professional communications and camaraderie between staff and students or to inhibit any staff member from assisting a student.

4. Fraternization policies also apply to social networking sites such as but not limited to: MySpace, Facebook, and Twitter. These sites are not appropriate for interaction with ASOM staff or permanent party personnel from any duty station.

ACADEMIC REVIEW BOARD (ARB)

1. Soldiers who demonstrate unsatisfactory progress in technical training may be required to appear before an Academic Review Board (ARB).

2. An ARB is convened to diagnose the causes of a student's deficiencies and to recommend remedies for those deficiencies and/or their causes. The ARB members read comments from the student's instructors and Platoon Sergeants, review the training file, interview the Soldier, discuss the "case" and make a written recommendation to the ASOM Commandant. The ARB may choose from a variety of possible recommendations; the following are a few examples:

- a. Continue with training, with or without remediation.

- b. New start so the Soldier may repeat certain portions of training.
 - c. Grant an extension so that the Soldier has time to overcome a deficiency.
 - d. Disenroll from training.
3. The ARB recommendation is routed through the training chain of command to the ASOM Commandant who is the final authority on ARB recommendations. Students who are disenrolled may be subject to transfer, re-assignment or separation.
 4. The Army chain of command will initiate transfer or separation actions for disenrolled Soldiers. Decisions concerning such actions will be made on the basis of the Soldier's overall duty performance. All assignments to a new AIT will be made in accordance with the needs of the Army.
 5. **UNDER NO CIRCUMSTANCES WILL A SOLDIER'S TRANSFER OR SEPARATION BE DELAYED PENDING ANY APPEAL ACTIONS.**

HOMETOWN RECRUITER ASSISTANCE PROGRAM (HRAP)

1. IAW AR 601-2, Soldiers graduating from AIT may be eligible to take 14 consecutive calendar days permissive TDY to return home and assist their recruiter. Only exceptional Soldiers who are an outstanding example of the Army are eligible to participate in this program. Participation in HRAP is also contingent upon the needs of the home recruiting station. The Commandant of the ASOM is the approval authority for all HRAP requests.
2. The following are criteria used to determine eligibility:
 - a. Pass the end-of-cycle APFT with at least 75 points in each event.
 - b. Graduate with an audition score of 21 or better.
 - c. No Article 15's/UCMJ actions while assigned to the ASOM.
 - d. Recommendations from the Platoon Sergeant and First Sergeant based on the Soldier's overall attitude, appearance, military bearing, fitness and performance.
3. Soldiers wishing to participate in hometown recruiting must notify their Platoon Sergeant at least two weeks before graduation.
4. Soldiers attending jump school after AIT will request Hometown Recruiting Duty from the Airborne School at Fort Benning.

5. Hometown recruiting will not interfere with an established port call for overseas duty assignments.

ARMY BANDS INTRANET (ABI)

All Soldiers will be registered on the Army Bands Intranet (ABI) site as part of in-processing procedures. ABI is a portal to help you keep abreast of ongoing developments in the Army Band Field. Visiting ABI will help better prepare you for your first unit of assignment. The link is: <https://abi.army.mil/>

COMMON ACCESS CARDS/ ID TAGS

1. Your Identification (ID) Card, otherwise known as the Common Access Card (CAC), is government property. Safeguard your CAC. If you lose it, report it to your Platoon Sergeant immediately. A CAC IN THE WRONG HANDS POSES A THREAT TO THE SECURITY OF THE US ARMED FORCES AND CITIZENS OF THE UNITED STATES OF AMERICA.

a. Soldiers not engaged in physical training or sports activities will carry ID Cards at all times.

b. ID tags will be worn around the neck at all times, except when safety considerations apply. However, Soldiers should always keep them on their person.

c. Soldiers must use the CAC in the dining facility. During in-processing, necessary data will be loaded on the CAC to allow access to the dining facility for all meals.

PERSONAL APPEARANCE/HYGIENE

AR 670-1 prescribes minimum appearance standards Soldiers must meet. Violations of AR 670-1 may be punishable under the Uniform Code of Military Justice.

Excerpts from AR 670-1 directing placement of insignia on the Army Service Uniform (ASU) are found in the appendix of this handbook.

1. Uniforms:

a. Brown Boots will be kept clean. Dress oxfords will be kept clean, highly shined and properly edge-dressed.

b. ACUs will be appropriately maintained so as to present the best possible appearance.

c. Have a pen in your possession in all uniforms except the IPFU.

2. Hair and fingernails:

a. At a minimum, males will maintain a medium fade or high and tight haircut. Hair must be cut once a week. Soldiers must budget for this; **NO BARRACKS HAIRCUTS ARE AUTHORIZED.**

b. Males will shave before the first formation of the day, regardless of the uniform. **MALES MUST BE CLEAN SHAVEN WHEN IN UNIFORM AT ANY TIME.**

c. Female hairstyles will not touch the bottom collars at any time or fall over the eyebrows. Ponytails must be secured to the head. Hair holding devices are authorized only for the purpose of securing hair to the head, they are not used as fashion. Hair accessories must closely match the color of the hair and be of plain design.

d. All Soldiers will keep fingernails clean and neatly trimmed. Males will keep nails trimmed so as not to extend beyond the fingertip. Females will not exceed a nail length of $\frac{1}{4}$ inch measured from the tip of the finger. If nails are polished, they must be of a conservative color. Soldiers will not apply designs to nails or apply two-tone or multi-tone colors to nails.

e. Female Soldiers are authorized to wear cosmetic products so long as they are neutral in tone, complementary to the uniform and not excessively applied.

3. Jewelry/Tattoos:

a. Must be conservative and in good taste.

b. Soldiers are encouraged to wear a wristwatch.

c. Soldiers may wear a maximum of two rings (i.e. a wedding set is considered one ring).

d. Female Soldiers in the dress uniform only may wear a maximum of one earring per ear, fit snug against the ear. Earrings may be gold, silver, pearl or diamond; unadorned and spherical, not to exceed 6mm or $\frac{1}{4}$ inch in diameter. Earrings must be a matched set.

e. Male Soldiers assigned or attached as students at the ASOM will not wear earrings at any time, in or out of uniform.

f. Fad devices, body piercing, vogue medallions, personal talismans or amulets are not authorized for wear in any uniform.

g. Tattoos or brands anywhere on the head, face, and neck above the class A uniform collar are prohibited. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within units.

4. Eyeglasses:

Conservative prescription eyeglasses and contacts are authorized for daily wear. Soldiers may wear conservative style sunglasses when outdoors and not in formation. Contacts that change the shape or color of the eyes are not authorized.

5. The Improved Physical Fitness Uniform (IPFU):

- a. The IPFU is not authorized for wear other than in the barracks room or while doing PT either with the company or on your own.
- b. The IPFU may be worn during cleanups and field nights and **MUST** be worn during PT, curfew hours, while sleeping and as directed.
- c. The IPFU may not be worn during instrumental practice (except for when directed to for safety considerations).
- d. The IPFU may not be worn at McDonald's, NEX, etc.
- e. The IPFU will not be combined for wear with any other uniform or civilian attire.

6. General:

- a. Button and zip uniforms as required by regulation AR 670-1. Wear only clean, appropriately maintained and presentable uniforms.
- b. Wear appropriate headgear when outdoors.
- c. Wear or carry appropriate gloves with your field jacket and all-weather coat. These are mandatory accessories to cold weather gear.
- d. Do not use your pockets as a substitute for gloves. Soldiers may place articles in their pockets as long as articles do not protrude or present a bulky appearance.
- e. The black all weather coat may be worn as a rain garment.
- f. Soldiers may carry civilian gym bags, civilian rucksacks or other similar civilian bags while in uniform (see AR 670-1, pg 8, e.(2)). Soldiers may carry these bags by hand or on the shoulders using one or both shoulder straps. The bag must be carried on the same side of the body as the shoulder strap, if only one is present, therefore, Soldiers may not carry the bag slung across the body with the strap over the opposite shoulder. If Soldiers choose to carry a shoulder bag while in uniform, the bag must be black with no other colors and may not have any logos. The contents of the bag may not be visible therefore, see-through plastic or mesh bags are not authorized. The black and ACU backpack is authorized for wear. The ACU backpack may have

an inconspicuous Army logo on it. There is no restriction on the color of civilian bags carried in the hand.

g. While wearing the ACU, female Soldiers will not be required to wear the undershirt as an outer garment nor will they be required to remove the ACU top for training. If any Soldier is wearing the form-fitting version of the Underarmor brand, they will not remove the ACU top for training, at any time.

PHYSICAL FITNESS TRAINING

1. The Army requires that Soldiers pass the Army Physical Fitness Test (APFT) with a minimum of 60 points per event in order to graduate from any service school. **YOU WILL RECEIVE YOUR RECORD APFT** during the last two weeks of training. Charts with PT standards are found in the appendix of this handbook.
2. Although physical fitness training is scheduled 5 days per week, **PHYSICAL FITNESS REMAINS A SOLDIER'S INDIVIDUAL RESPONSIBILITY**; which means you may need to do additional physical conditioning on weekends or in addition to company PT sessions during the week.
3. While assigned to the ASOM, Soldiers will take diagnostic APFTs during the beginning and middle of the course. Diagnostic tests help you and your leaders determine your abilities and training requirements.
4. Soldiers who experience chronic difficulties in fitness training will receive special fitness training. Difficulties are indicated by failure to attain 60 points per event score on any PT test. Your Platoon Sergeant will explain the special fitness program to you.
5. Soldiers who score 270 or higher on their record APFT, with 90 points in each event, will receive a Certificate of Achievement from the Commandant, ASOM and the Army Physical Fitness Badge that they may properly wear on the IPFU.
6. Soldiers who fail to achieve APFT standards required for their phase of training will lose or be denied privileges. If a Soldier fails an APFT (record or diagnostic), they will be placed on Phase IV and will be required to turn in all civilian clothing. Also, they will be required to attend Special PT. This will continue until the Soldier passes the next APFT. To advance a phase level you must successfully complete your most recent APFT.

WEIGHT CONTROL PROGRAM

1. AIT Soldiers will undergo height/weight testing coinciding with each APFT to ensure they maintain their body weight within Army standards IAW AR 40-501 and AR 600-9. The screening table for Army standards is in the appendix of this handbook.
2. Body fat composition will be measured when:
 - a. Body weight exceeds screening table weight.
 - b. The chain of command determines that an individual's appearance suggests one's body fat is excessive.
3. AIT Soldiers who fail to meet body fat standards will participate in special fitness training to assist in weight loss and trimming of inches.
4. AIT Soldiers who fail to meet the body fat standards will also receive nutrition counseling.
5. Those Soldiers who have been on active duty longer than 12 months who exceed body fat standards on a record weigh-in will be entered into the Army Weight-Control Program (AWCP) IAW AR 600-9. Soldiers on the AWCP will have their military records "flagged" against favorable personnel actions IAW AR 600-8-2. The flag remains in effect until the Soldier meets their body fat standard and is removed from the AWCP. **EVEN IF A SOLDIER PASSES THE SCREENING TABLE WEIGHT THEY WILL REMAIN IN THE AWCP UNTIL THEY PASS THE BODY FAT STANDARD AS WELL.**
6. Soldiers who enter the WCP for a second time within 12 months of initial removal from the program are subject to receive a bar to reenlistment and separation action may be initiated. Soldiers who enter the WCP for a second time after 12 months but before 36 months of initial removal from the program will have 90 days to meet standards before separation action is taken.
7. All Soldiers are required to have a weigh-in within fourteen days prior to graduation. The results from this weigh-in will be recorded on the Soldier's DA Form 5286-R. **EXCESSIVE BODY FAT JEOPARDIZES YOUR CAREER. STAY FIT.**

FORMATIONS

1. Soldiers who without proper authorization fail to go to, arrive late for or depart early from any formation or duty function are in violation of Article 86 of the UCMJ. Such a violation, no matter how slight or short in duration, makes the offender subject to disciplinary action. **BE WHERE YOU ARE SUPPOSED TO BE AND BE ON TIME.**
2. Soldiers who miss formations or classes are responsible for obtaining any information disseminated/taught during their absence. **YOU MUST SEEK THIS INFORMATION FROM YOUR INSTRUCTORS, STUDENT LEADERSHIP, OR PLATOON SERGEANTS.**
3. If you know in advance that you will miss a class or formation due to an appointment, inform your instructor or Platoon Sergeant as soon as possible prior to the class or formation.
4. Check all pertinent bulletin boards for information regarding scheduled training, rehearsals, Watchbill instructions, and potential changes to time, location or uniform. Locations of these bulletin boards will be identified during in-processing orientation and throughout the course.

COMMAND INSPECTIONS

1. AIT Soldiers of this command will stand many inspections. Inspections are a means for command leadership to ensure personnel, equipment and facilities are maintained to standards required for mission accomplishment. In addition to daily uniform and room inspections, AIT Soldiers will stand at least one command inspection:
 - a. **COMMAND ROOM INSPECTION** is a stand-by inspection of your BEQ room and may include a wall locker inspection/TA-50 layout.
 - b. **COMMAND UNIFORM INSPECTION** is an in-ranks inspection of Soldiers in uniform to enforce standards of proper fit, appearance and uniform preparation.
2. Standards for room and uniform appearance are found in the appendix of this handbook.

DUTY DAY

1. Cell phones are not to be used for personal business at the ASOM at any time. Soldiers may use cell phones for personal reasons at the BEQ during personal time. Smart phones, personal computers and MP3's are authorized for professional use only during the duty day. Soldiers caught texting, phoning or using electronic equipment in an unauthorized manner may have the equipment confiscated and will be subject to disciplinary action.
2. The only authorized lunch location for AIT Soldiers is the Galley. Soldiers are not authorized to eat lunch in the barracks or at any commercial restaurants on or off-base.
3. AIT Soldiers, regardless of phase level or status, are not allowed to smoke during the duty day (0720-1700). The only authorized smoking area is the one located at the barracks.

4. Soldiers are NOT ALLOWED AT THE BARRACKS during the duty day, with the exception of conducting instrumental proficiency practical exercise (IP PE) training. Soldiers conducting IP PE will sign in and out of the IP PE practice log located in the AIT Detachment command hallway. You must have permission from a Platoon Sergeant to enter the barracks during the duty day.

5. Soldiers are not authorized to leave the ASOM campus during the duty day for personal business, including IP periods or free periods.

DAILY CLEAN-UP DUTIES

All AIT Soldiers will participate in regularly scheduled cleaning duties at the ASOM and/or the BEQ. In addition to daily clean-ups, field night is a weekly event wherein the common areas of the BEQ and Relocatables are cleaned. Field night occurs every Tuesday night at 1800 hours. Uniform is the IPFU.

FINANCIAL RESPONSIBILITIES

All Soldiers are required to fulfill their financial obligations. If you need assistance and advice or are unable to manage your finances see your Platoon Sergeant. The Army has assistance available for Soldiers who need guidance in financial matters. You can receive free advice on how to handle a checking account, debt repayment, loan procedures and a myriad of other financial topics. If you have a disagreement with creditors, contact them and attempt to resolve the problems. In no case should you ignore problems in the hope that they will go away. SOLDIERS WHO FAIL TO FULFILL THEIR FINANCIAL OBLIGATIONS CAN BE PUNISHED UNDER PROVISIONS OF THE UCMJ.

SCOTT HALL REGULATIONS

1. Soldiers who reside in Scott Hall must comply with the Bachelor Quarters Regulations. The barracks are government property and must therefore be thoroughly cleaned and carefully maintained. A copy of the regulation can be obtained from Williams Hall and referred to whenever you have questions about proper procedures.

2. Certain uniform maintenance supplies are not authorized in Scott Hall. Check this list before purchasing any supplies:

AUTHORIZED:

- Commercially available black edge dressing (sponge-top, no glass bottles).
- Black touch-up paint for insignia and buckles.
- Liquid brass polish (i.e. "Brasso") or cotton wadding polish.
- Nail polish remover for stripping brass.

UNAUTHORIZED:

- "Honor Guard" or similar edge dressing products with drip applicator.

3. Work Orders:

Should you have any maintenance problems with your room, fill out a work order request located outside the AIT Detachment Admin office and place it in the box outside the Admin office door. Ensure that you provide your Platoon Sergeant a copy of the request.

GOVERNMENT AND PRIVATELY OWNED VEHICLES

1. AIT Soldiers are not authorized to drive government vehicles while in IET.
2. AIT Soldiers will not serve as duty drivers on the student watch bill or be tasked by any SOM staff to drive government vehicles. MOS-T/Prior Service Soldiers may serve as duty drivers on the student watch bill.
3. SOLDIERS WHO RESIDE IN THE BARRACKS (TO INCLUDE MOS-T) ARE NOT PERMITTED TO DRIVE THEIR POV DURING THE DUTY DAY, unless given specific permission to do so by your Platoon Sergeant.
4. IET SOLDIERS MUST CONSULT WITH THEIR CHAIN OF COMMAND BEFORE SIGNING A CONTRACT FOR THE PURCHASE OR LEASE OF ANY POV.
5. Base policy requires that a reflective vest, helmet, pants, full leather shoes and gloves be worn during the operation of a motorcycle. A reflective vest and helmet is required for bicycles, rollerblades and skateboards. Soldiers must also complete the on-base motorcycle safety course.

PHYSICAL SECURITY

1. Soldiers are responsible for safeguarding money, personal property and government property. Do not leave any of these items unprotected. Secure your high value items, such as checks, cameras, watches, currency, MP3/CD players, etc. in your wall locker.
2. Memorize Personal Identification Numbers (PINs) for ATM cards and credit cards; do not write them down and keep them in your wallet, etc.
3. Record the serial numbers of your high value items (any item worth \$50 or more) on a Personal Property Record (DA 4986) and turn it in to your Platoon Sergeant.
4. You should secure valuable possessions or large amounts of money in a commercial facility for safekeeping. Any amount of cash over \$100 should be converted to traveler's checks or money orders.
5. Immediately report the loss or theft of property or money to the following:
 - a. During duty hours: Platoon Sergeant.

b. After duty hours: OOD, the JEBLCFS Security Police and your Platoon Sergeant.

6. DO NOT:

a. Leave your wall locker, secretary or instrument locker unsecured.

b. Leave your room unlocked when the room is not occupied.

c. Leave keys unattended.

d. Leave your wallet, checkbook, cash, postage stamps, medications and jewelry unsecured.

DRUG AND ALCOHOL PROGRAM

1. General:

a. Any Soldier who thinks, feels or suspects that he or she has an alcohol or drug use problem should speak to his or her Platoon Sergeant. The chain of command will provide assistance to Soldiers who have problems of chemical abuse.

b. Seek help before your abuse results in medical or legal problems. Soldiers are protected from any adverse actions for seeking help for substance abuse problems. However, seeking help does not protect a Soldier from disciplinary action for offenses committed while under the influence of drugs or alcohol.

c. Read the ASOM Drug and Alcohol Abuse Policy and the Statement of Understanding contained in the appendix of this handbook. Once you understand the information contained in that form sign it as directed by your Platoon Sergeant.

2. Medications:

a. Keep all medications secure. Properly dispose expired prescriptions or other medications. Possession of expired prescriptions or of the prescriptions of another person, is unsafe and is a violation of the UCMJ.

b. Improper use of prescription and/or over the counter medication is a violation of the ASOM Drug and Alcohol Abuse Policy. Drugs need not be illegal in order to be used in an illegal fashion.

3. Alcohol:

a. Soldiers who are not at least 21 years of age are prohibited from purchasing, possessing, or consuming alcoholic beverages in the Commonwealth of Virginia. THIS PROHIBITION ALSO APPLIES ON MILITARY INSTALLATIONS IN VIRGINIA.

b. Any Soldier who provides, purchases, secures alcohol for or fails to report consumption of alcohol by any minor is subject to prosecution IAW Military and Civilian laws.

c. Soldiers assigned for training at the ASOM are prohibited from possessing or consuming alcoholic beverages in the barracks even if you are of legal age.

d. Any Soldier who consumes or is under the influence of alcohol while in a duty status may be prosecuted IAW military laws. **A SOLDIER DOES NOT HAVE TO BE INTOXICATED TO BE CONSIDERED TO BE UNDER THE INFLUENCE OF ALCOHOL.**

e. Only Soldiers who are of legal age (21) and are on Phase V may drink alcohol in authorized establishments and restricted areas.

f. Alcohol is never to be consumed in Scott Hall.

4. Dietary supplements with the purpose of enhancing metabolism (Hydroxycut, Xenadrine, etc.) are not allowed. Students may possess and supplement their diets with FDA approved vitamins. If you have any questions or doubts about such products, ask your Platoon Sergeant.

STRESS MANAGEMENT

1. All Soldiers must learn to cope with varying degrees of stress. Stress may be caused by any number of things (family problems, financial problems, training challenges and homesickness).

2. Signs indicating difficulty with stress include: low self-esteem, deterioration of duty performance, a chronic sense of frustration, drug or alcohol abuse, depression, moodiness, withdrawal from friends, insomnia, etc. If you notice these symptoms in yourself or others, notify your chain of command. Help is available.

3. In extreme cases, a person may entertain thoughts of suicide or self-injury as a means to deal with their stress. Such ideations are actually a cry for help. All of us must learn to recognize indicators of severe difficulties in coping with stress. These indicators include:

a. Obsession with the subject of death.

b. Sudden mood changes especially sudden cheeriness after a period of chronic depression.

c. The giving away of personal effects especially items of value.

4. If you believe that someone is having difficulties:

a. **DO** take all threats to commit self-harm seriously.

b. **DO SEND FOR HELP.**

- c. DO be reassuring and caring.
- d. DO NOT leave the person unattended.
- e. DO NOT act shocked at what the person tells you.
- f. DO NOT debate the morality of self-destruction or talk of how it may hurt others. This may induce more guilt.
- g. DO NOT assume that the person is not suicidal.

SEXUAL HARASSMENT

1. The Army will provide equal opportunity and treatment for all Soldiers without regard to race, color, religion, gender, or national origin and provide an environment free of sexual harassment. This policy applies both on and off-post, during duty and non-duty hours.
2. Sexual harassment is defined as:
 - a. Any attempt to control, influence or affect the career, pay or job of another person through behavior of a sexual nature.
 - b. The act of making deliberate or repeated comments or gestures of an obscene or sexual nature that is offensive to the person to whom addressed.
 - c. Any act of provoking or causing unwanted physical contact, especially of a sexual nature.
3. Soldiers will not:
 - a. Engage in physical contact with other Soldiers unless such contact is necessary for military training or for protection of life or limb.
 - b. Use language that a reasonable person would consider to be threatening or sexually offensive.
 - c. Intentionally blocking another person in an attempt to cause physical contact.
 - d. Use rank, position or military authority to coerce or threaten another person to provide personal or sexual favors.
4. Soldiers have an obligation to report violations of these policies to their chain of command. You may also report violations to the IG, Provost Marshall, Equal Opportunity Representative or Equal Opportunity. Telephone numbers for Ft. Eustis EO are posted at AIT Detachment and on each floor of Scott Hall.

SEXUAL ASSAULT

1. Soldiers who are victims of sexual assault have two reporting options:

a. **Restricted Reporting:** Restricted reporting allows a Soldier who is a sexual assault victim, on a confidential basis, to disclose the details of his/her assault to specifically identified individuals and receive medical treatment and counseling without triggering the official investigation process. Soldiers who are sexually assaulted and desire restricted reporting under this policy should report the assault to a Unit Victim Advocate (UVA), a Sexual Assault Response Coordinator (SARC), chaplain or a healthcare provider. A Soldier exercising this option is under no obligation and may not be compelled to report the assault to anyone in the chain of command, including Platoon Sergeants. Posters identifying trained UVA ASOM representatives are posted at AIT Detachment, the School of Music and Scott Hall. Do not be afraid to seek help.

b. **Unrestricted reporting:** Unrestricted reporting allows a Soldier who is sexually assaulted and desires medical treatment, counseling and an official investigation of his/her allegation to use current reporting channels (i.e. the chain of command or law enforcement) or he/she may report the incident to a UVA or SARC. Additionally, with the victim's consent, the healthcare provider will conduct a forensic examination which may include the collection of evidence. Details regarding the incident will be limited to only those personnel who have a legitimate need to know.

2. Do not be afraid to ask the OOD to call the SARC POC if the assault occurs during non-duty hours. You have the right to counseling and a medical exam regardless of the type of report you choose to file. A medical exam is effective if performed within the first 72 hours. However, it is most effective if performed immediately after the assault before any evidence is destroyed.

END OF CYCLE AWARDS

Distinguished Honor Graduate. One student in each class will be recognized as the Distinguished Honor Graduate with a Department of the Army Certificate of Achievement signed by the Commandant, U.S. Army School of Music. Selecting the student for this honor will be based primarily on the highest academic performance to include the instrumental proficiency assessment, achieving a score of at least 30, and the music performance team assessments. In addition, the student selected for this honor must achieve a first-time "GO" on all assessments as well as demonstrate the "Total Soldier" concept: excellence in the areas of Army Physical Fitness, military bearing, warrior tasks knowledge, personal and professional conduct, appearance, attitude, Field Training Exercise (FTX) performance, and leadership in this evaluation. Students who have any disciplinary or adverse administrative action while assigned to AIT Detachment will not be eligible for this honor. The Senior Platoon Sergeant, Course Manager and Senior Instructor will recommend the student for this honor.

Commandant's List. Any student who achieves an instrumental proficiency assessment score of 30 or higher and is in the top 20% of the graduating class is eligible for "Commandant's List" status. Students selected for this honor must achieve a first-time "GO" on all assessments as well as demonstrate the "Total Soldier" concept: excellence in the areas of Army Physical Fitness, military bearing, warrior tasks knowledge, personal and professional conduct, appearance, attitude, Field Training Exercise (FTX) performance, and leadership in this evaluation. Students who have any disciplinary or adverse administrative action while assigned to AIT Detachment will not be eligible for this honor. The Senior Platoon Sergeant, Course Manager and Senior Instructor will recommend the students for this honor. Soldiers on the "Commandant's List" will be recognized with the U.S. Army School of Music Commandant's Coin of Excellence, presented by the Commandant prior to the graduation ceremony.

Additional Skill Identifier (ASI C1 Award). Any student who achieves an instrumental proficiency assessment score of 30 or higher will be awarded the ASI C1. This honor denotes superior musical ability and qualifies Army Musicians for assignments throughout the Army to positions coded for C1 Army Musicians. Soldiers earning this award will have the ASI C1 added to their military records and will be recognized with the U.S. Army School of Music Commandant's Coin of Excellence. Presentation of this recognition will not be held in conjunction with the graduation ceremony.

Army Physical Fitness. Students who score a minimum of 90 points in each APFT event will be recognized by the Commandant for outstanding physical fitness and will be awarded the Army Physical Fitness patch, a Department of the Army Certificate of Achievement signed by the Commandant, U.S. Army School of Music and the U.S. Army School of Music Commandant's Coin of Excellence, presented by the Commandant. Presentation of this recognition will not be held in conjunction with the graduation ceremony.

Adjutant General Corps Regimental Medal Of Excellence. This honor is awarded to all Soldiers who demonstrate excellence in Academics, Physical Fitness and Leadership. Soldiers considered for this honor must score a minimum of 90 points in each APFT event, achieve an instrumental proficiency assessment score of 30 or higher and contribute significantly to group work. Students who have any disciplinary or adverse administrative action while assigned to AIT Detachment will not be eligible for this honor. The Senior Platoon Sergeant, Course Manager and Senior Instructor will recommend student(s) for this honor. This unique award is presented by the Adjutant General's Corps Regimental Association and is not an official Army Award.

IMPLEMENTATION

During the in-processing briefing, all Soldiers will receive a copy of this document acknowledging understanding of and agreement to comply with its contents on the formal in-processing counseling statement.

BASE CHAPEL

CATHOLIC MASS

WEEKDAYS: 1130

SATURDAY: 1800

SUNDAY: 0730, 0900, 1215

PROTESTANT WORSHIP

SUNDAY 1030

DINING HALL HOURS

MONDAY-FRIDAY

0600-1730

BREAKFAST 0600-1000

LUNCH 1000-1400

DINNER 1400-1730

SATURDAY, SUNDAY, AND HOLIDAYS

0800-1730

BREAKFAST 0800-1100

LUNCH 1100-1400

DINNER 1400-1730

MEDICAL CLINIC

Boone Clinic Appointment Line

Telephone Number: (757) 953-8351 option 4 then option 1

Hours of operation are: Monday – Friday 0700 – 1600.

Boone Dental Clinic Appointment Line

Telephone Number: (757) 953-8334

EMERGENCY PHONE NUMBERS

AIT DETACHMENT: (757) 462-8125/8687/7242/4790

AIT DET. DUTY CELL: (757) 272-5753/4485

JEBLCFS BASE POLICE: (757) 462-4444

TRICARE 1-866-645-4584

OOD: (757) 462-7773/5110

DNCO: (757) 462-7221

ABBREVIATIONS

AIT

Advanced Individual Training

AR

Army Regulation

ARB

Academic Review Board

APFT

Army Physical Fitness Test

ASOM

Army School Of Music

BEQ

Bachelor Enlisted Quarters

BCT

Basic Combat Training

CDO

Command Duty Officer

CMAA

Chief Master At Arms

DNCO

Duty Non-Commissioned Officer

IAW

In Accordance With

IET

Initial Entry Training

IG

Inspector General

IP

In-Processing

IPFU

Improved Physical Fitness Uniform

JEBLCFS

Joint Expeditionary Base Little Creek-Fort Story

HRAP

Hometown Recruiting Assistance Program

MOS

Military Occupational Specialty

MPT

Music Performance Team

OJT

On-the-job training

OOD

Officer Of the Day

OSUT

One Station Unit Training

PCS

Permanent Change of Station

POV

Privately Owned Vehicle

SARC

Sexual Assault Response Coordinator

SIQ

Sick in Quarters

SOP

Standard Operating Procedure

TDY

Temporary Duty

TRADOC

Training and Doctrine Command

UCMJ

Uniform Code of Military Justice

UVA

Unit Victim Advocate

WCP

Weight Control Program

WTBD

Warrior Tasks and Battle Drill

INSIGNIA OF THE UNITED STATES ARMED FORCES – OFFICERS

0-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	SPECIAL
------------	------------	------------	------------	------------	------------	------------	------------	------------	-------------	----------------

ARMY

										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA) (Reserved for wartime only)

MARINES

										
Second Lieutenant (2ndLt)	First Lieutenant (1stLt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (LtCol)	Colonel (Col)	Brigadier General (BGen)	Major General (MajGen)	Lieutenant General (LtGen)	General (Gen)	

NAVY

										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RDML)	Rear Admiral Upper Half (RADL)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (Reserved for wartime only)

WO1	CW2	CW3	CW4	CW5
------------	------------	------------	------------	------------

ARMY

				
Warrant Officer (WO1)	Chief Warrant Officer 2 (CW2)	Chief Warrant Officer 3 (CW3)	Chief Warrant Officer 4 (CW4)	Chief Warrant Officer 5 (CW5)

MARINES

				
Warrant Officer (WO)	Chief Warrant Officer 2 (CW02)	Chief Warrant Officer 3 (CW03)	Chief Warrant Officer 4 (CW04)	Chief Warrant Officer 5 (CW05)

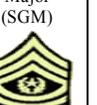
NAVY

				
	Chief Warrant Officer 2 (CW02)	Chief Warrant Officer 3 (CW03)	Chief Warrant Officer 4 (CW04)	

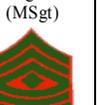
INSIGNIA OF THE UNITED STATES ARMED FORCES – ENLISTED

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	Senior Enlisted Advisors
------------	------------	------------	------------	------------	------------	------------	------------	------------	---------------------------------

ARMY

Private	 Private E-2 (PV2)	 Private First Class (PFC)	 Corporal (CPL)	 Sergeant (SGT)	 Staff Sergeant (SSG)	 Sergeant First Class (SFC)	 Master Sergeant (MSG)	 Sergeant Major (SGM)	 Sergeant Major of the Army (SMA)
			 Specialist (SPC)				 First Sergeant (1SG)	 Command Sergeant Major (CSM)	

MARINES

Private	 Private First Class (PFC)	 Lance Corporal (LCpl)	 Corporal (Cpl)	 Sergeant (Sgt)	 Staff Sergeant (SSgt)	 Gunnery Sergeant (GySgt)	 Master Sergeant (MSgt)	 Sergeant Major (Sgt Maj)	 Sergeant Major of the Marine Corps (SgtMajMC)
							 First Sergeant	 Master Gunnery Sergeant (MGySgt)	

NAVY

Seaman Recruit (SR)	 Seaman Apprentice (SA)	 Seaman (SN)	 Petty Officer Third Class (PO3)	 Petty Officer Second Class (PO2)	 Petty Officer First Class (PO1)	 Chief Petty Officer (CPO)	 Senior Chief Petty Officer (SCPO)	 Master Chief Petty Officer (MCPO)	 Master Chief Petty Officer of the Navy (MCPON)
---------------------	---	--	--	---	--	---	--	--	---

LEAVE/PASS REQUEST FORM

U.S. ARMY SCHOOL OF MUSIC STUDENT DETACHMENT LEAVE & PASS REQUEST			
NAME (LAST FIRST MI)		RANK	DATE
SSN (LAST FOUR)	PLATOON	CURRENT PHASE LEVEL	CLASS #
DATES: FROM _____ TO _____ <small>DATE/TIME DATE/TIME</small>		AUDITION: INC / FINAL (Circle most recent) SCORE _____	
PASS/LEAVE ADDRESS	NATURE OF REQUEST <input type="checkbox"/> PASS <input type="checkbox"/> LEAVE <input type="checkbox"/> POV PRIVILEGES <input type="checkbox"/> OTHER RISK ASSESSMENT NEEDED (DRIVE POV OVER 50mi)? Y or N DATE RA COMPLETED _____ (Attach to DA 31) https://safety.army.mil/		
CITY	STATE	ZIP	
PHONE NUMBER	MODE OF TRAVEL (CHECK)		
SIGNATURE	<input type="checkbox"/> POV (DRIVE MILEGE) _____ <input type="checkbox"/> POV (PASSENGER MILEGE) _____ <input type="checkbox"/> AIR <input type="checkbox"/> OTHER PUBLIC TRANS (SPECIFY) _____		
	REASON/REMARKS:		

APPROVAL AUTHORITY			
WATCHBILL COORDINATOR	<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	DATE:	
REMARKS:			
INSTRUMENTAL INSTRUCTOR	<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	DATE:	
REMARKS:			
COURSE MANAGER	<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	DATE:	
REMARKS:			
PLATOON SERGEANT	<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	DATE:	
REMARKS:			
FIRST SERGEANT	<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	DATE:	
REMARKS:			
PRIVACY ACT STATEMENT			
<small>The authority to request this information is contained in 5 USC 301, Departmental Regulations. The principle purpose of the information is to enable you to make known your desire for one of the four name listed or for some other special consideration or authorization. The information will be used to assist officials and employees of the Department of the Army in determining your eligibility for and approving or disapproving the special consideration or authorization being requested. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.</small>			

Excerpts from AR 670-1: Wear and Appearance of Army Uniforms and Insignia

Placement of insignia on the Army dress uniform (ASU, Class A or B)

Nameplate:

- Males: On the AG shade 415 shirts, and on the coat of the Army green uniform, the nameplate is worn centered left to right on the flap of the right breast pocket, and centered between the tip of the button and the top of the pocket.
- Females: On the Army green uniform, the nameplate is worn 1 to 2 inches above the top button of the coat and centered horizontally on the wearer's right side. On the AG 415 shirts (the green dress shirt), the nameplate is worn in a comparable position.



Figure 28-144. Wear of nameplate on Army green (female)

Marksmanship and special skill badges

One badge

- Males: Badge is centered on the left pocket flap, from left to right, with the upper portion of the badge approximately 1/8 inch below the top of the pocket
- Females: Badge is worn on the left side, 1/4 inch below the bottom ribbon row, or in a similar location if ribbons are not worn

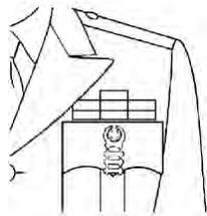


Figure 29-21 (male)



Figure 29-22 (female)

Two badges

- Males: Badges are equally spaced on the left pocket flap, from left to right, with the upper portion of the badges approximately 1/8 inch below the top of the pocket, and with at least 1 inch between badges
- Females: Upper portion 1/4 inch below the ribbon bar (or in similar locations if ribbons are not worn), and with at least 1 inch between badges

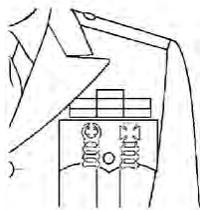


Figure 29-23 (male)

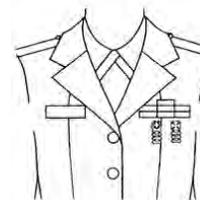


Figure 29-24 (female)

U.S. or branch insignia on the Class A coat:

* When branch insignia is authorized, it is worn on the wearer's left side.

The word "collar" refers to that part of the coat or shirt (around the neck) that forms a neckband and turnover piece. The word "lapel" is used when referring to the fold of the front of the coat that is a continuation of the collar, and which is usually separated by a notch in the collar.

- Males: Centered on the collar, with the bottom of the disk approximately 1 inch above the notch, with the centerline of the insignia parallel to the inside edge of the lapel
- Females: 5/8 inch above the collar lapel seam, centered on the left collar between the outside point and the inside edge of the collar, with the centerline of the insignia parallel to the inside edge of the lapel.

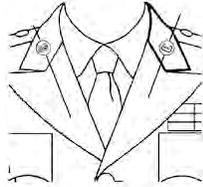


Figure 28-121 (male)



Figure 28-125 (female)

Ribbons

- Males: Ribbons are centered 1/8 inch above the left breast pocket
- Females: Ribbons are centered on the left side, with the bottom row positioned parallel to the bottom edge of the nameplate. Females may adjust the placement of the ribbons to conform to individual body-shape differences.

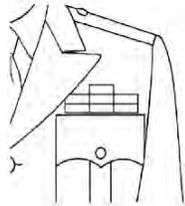


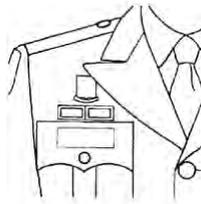
Figure 29-2 (male)



Figure 29-3 (female)

Regimental Distinctive Insignia (RDI)

- Males: RDI will be centered 1/8 inch above the top of the pocket flap, or 1/4 inch above any unit awards or foreign badges that are worn. When the coat lapel obscures the insignia, Soldiers may wear the RDI aligned to the right edge of unit awards or the nameplate. Wear of the RDI on the AG 415 shirt is optional.
- Females: RDI will be centered 1/2 inch above nameplate, or 1/4 inch above any unit awards or foreign badges



PUSH-UP STANDARDS

AGE GROUP	17-21		22-26		27-31		32-36		37-41		AGE GROUP	42-46		47-51		52-56		57-61		52+	AGE GROUP	
	Repetitions	M	F	M	F	M	F	M	F	M		F	Repetitions	M	F	M	F	M	F	M		F
77					100						77										77	
76					99						76										76	
75				100	98		100				75										75	
74				99	97		99				74										74	
73				98	96		98		100		73										73	
72				97	95		97		99		72										72	
71	100			96	94		96		99		71										71	
70	99			94	93		96		97		70										70	
69	97			93	92		94		96		69										69	
68	96			92	91		93		96		68										68	
67	94			91	89		92		94		67										67	
66	93			90	88		91		93		66	100									66	
65	92			89	87		90		92		65	99									65	
64	90			87	86		89		91		64	98									64	
63	89			86	85		88		90		63	97									63	
62	88			85	84		87		89		62	96									62	
61	88			84	83		86		88		61	94									61	
60	85			83	82		85		87		60	93									60	
59	83			82	81		84		86		59	92	100								59	
58	82			81	80		83		85		58	91	99								58	
57	81			79	79		82		84		57	89	98								57	
56	79			78	78		81		83		56	89	96	100							56	
55	78			77	77		79		82		55	88	96	99							55	
54	77			76	76		78		81		54	87	94	98							54	
53	75			75	75		77		79		53	86	93	97	100						53	
52	74			74	74		76		78		52	84	92	96	99						52	
51	72			73	73		75		77		51	83	91	94	98						51	
50	71			71	72	100	74		76		50	82	89	93	97	100					50	
49	70			70	71	99	73		75		49	81	88	92	96	99					49	
48	68			69	69	98	72		74		48	80	87	91	94	98					48	
47	67			68	68	96	71		73		47	79	86	90	93	96					47	
46	66			67	67	95	70		72		46	78	85	89	92	95					46	
45	64			66	64	94	69	100	71		45	77	84	88	91	94					45	
44	63			65	65	93	68	99	70		44	76	82	87	90	93					44	
43	61			63	63	92	67	97	69		43	74	81	86	89	92					43	
42	60	100		62	64	91	66	96	68		42	73	80	84	87	91					42	
41	59	99		61	63	90	65	95	67		41	72	79	83	86	89					41	
40	57	97		60	62	89	64	94	66	100	40	71	78	82	86	89					40	
39	56	95		59	60	87	63	92	65	99	39	70	76	81	84	87					39	
38	54	93		58	59	86	62	91	64	97	38	69	75	80	83	86					38	
37	53	91		57	58	85	61	89	63	96	37	68	74	79	82	85					37	
36	52	90		56	57	83	60	88	62	94	36	67	73	78	81	84					36	
35	50	88		54	56	82	59	87	61	93	35	66	72	77	79	82					35	
34	49	86		53	55	81	58	86	60	91	34	64	71	76	79	81					34	
33	48	84		52	54	79	57	84	59	90	33	63	70	75	78	80					33	
32	46	83		51	53	78	56	83	58	88	32	62	69	74	77	79					32	
31	45	81		50	52	77	55	81	57	87	31	61	68	73	76	78					31	
30	43	79		49	50	76	54	80	56	86	30	60	67	72	75	77					30	
29	42	77		47	49	75	53	79	55	84	29	59	66	71	74	76					29	
28	41	76		46	48	73	52	77	54	82	28	58	65	70	73	75					28	
27	39	74		45	47	72	51	76	53	81	27	57	64	69	72	74					27	
26	38	72		44	46	71	50	75	52	79	26	56	63	68	71	73					26	
25	37	70		43	45	70	49	73	51	78	25	54	61	66	69	71					25	
24	35	69		42	44	68	48	72	50	76	24	53	60	65	68	70					24	
23	34	67		41	43	67	47	71	49	75	23	52	59	64	67	69					23	
22	32	66		39	41	66	46	70	48	73	22	51	58	63	66	68					22	
21	31	63		38	40	65	45	68	47	72	21	50	57	62	65	67					21	
20	30	62		37	39	64	44	67	46	70	20	49	56	61	64	66					20	
19	28	60		36	38	63	43	66	45	69	19	48	55	60	63	65					19	
18	27	58		35	37	62	42	65	44	67	18	47	54	59	62	64					18	
17	26	57		34	36	61	41	64	43	66	17	46	53	58	61	63					17	
16	24	55		33	35	60	40	63	42	64	16	44	51	56	59	61					16	
15	23	53		31	33	59	38	62	41	63	15	43	50	55	58	60					15	
14	21	51		30	32	58	37	61	40	61	14	42	49	54	57	59					14	
13	20	50		29	31	57	36	60	39	60	13	41	48	53	56	58					13	
12	19	48		28	30	56	35	59	38	59	12	40	47	52	55	57					12	
11	17	46		27	29	55	34	58	37	57	11	39	46	51	54	56					11	
10	16	44		26	28	54	33	57	36	56	10	38	45	50	53	55					10	
9	14	43		25	27	53	32	56	35	54	9	37	44	49	52	54					9	
8	13	41		23	26	52	31	55	34	53	8	36	43	48	51	53					8	
7	12	39		22	25	51	30	54	33	51	7	34	42	47	50	52					7	
6	10	37		21	24	50	29	53	32	50	6	33	40	45	48	50					6	
5	9	36		20	23	49	28	52	31	49	5	32	39	44	47	49					5	
4	8	34		19	22	48	27	51	30	47	4										4	
3	8	32		18	21	47	26	50	29	46	3										3	
2	5	30		17	20	46	25	49	28	44	2										2	
1	3	29		16	19	45	24	48	27	42	1										1	
Repetitions	M	F	M	F	M	F	M	F	M	F	Repetitions	M	F	M	F	M	F	M	F	M	F	Repetitions
AGE GROUP	17-21		22-26		27-31		32-36		37-41		AGE GROUP	42-46		47-51		52-56		57-61		52+	AGE GROUP	

Scoring standards are used to convert raw scores to point scores after test events are completed. Male point scores are indicated by the M at the top and bottom of the shaded column. Female point scores are indicated by the F at the top and bottom of the unshaded column. To convert raw scores to point scores, find the number of repetitions performed in the left-hand column. Next, move right along that row and locate the intersection of the soldier's appropriate age column. Record that number in the Push-Up points block on the front of the scorecard.

SIT-UP STANDARDS

AGE GROUP	17-21		22-26		27-31		32-36		37-41		AGE GROUP	42-46		47-51		52-56		57-61		62+		AGE GROUP	
Repetitions	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	Repetitions	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	Repetitions	
82					100						82											82	
81					99						81												81
80					98						80												80
79					97						79												79
78					96						78												78
77					95						77												77
76					94			100		100	76												76
75					93			99		99	75												75
74					92			98		98	74												74
73					91			97		97	73												73
72					90			96		96	72			100									72
71					89			95		95	71			99									71
70					88			94		94	70			98									70
69					87			93		93	69			97									69
68					86			92		92	68			96									68
67					85			91		91	67			95									67
66					84			90		90	66			94		100		100					66
65					83			89		89	65			93		99		99					65
64					82			88		88	64			92		98		98			100		64
63					81			87		87	63			91		97		97			99		63
62					80			86		86	62			90		96		96			98		62
61					79			85		85	61			89		95		95			97		61
60					78			84		84	60			88		94		94			96		60
59					77			83		83	59			87		93		93			95		59
58					76			82		82	58			86		92		92			94		58
57					75			81		81	57			85		91		91			93		57
56					74			80		80	56			84		90		90			92		56
55					73			79		79	55			83		89		89			91		55
54					72			78		78	54			82		88		88			90		54
53					71			77		77	53			81		87		87			89		53
52					70			76		76	52			80		86		86			88		52
51					69			75		75	51			79		85		85			87		51
50					68			74		74	50			78		84		84			86		50
49					67			73		73	49			77		83		83			85		49
48					66			72		72	48			76		82		82			84		48
47					65			71		71	47			75		81		81			83		47
46					64			70		70	46			74		80		80			82		46
45					63			69		69	45			73		79		79			81		45
44					62			68		68	44			72		78		78			80		44
43					61			67		67	43			71		77		77			79		43
42					60			66		66	42			70		76		76			78		42
41					59			65		65	41			69		75		75			77		41
40					58			64		64	40			68		74		74			76		40
39					57			63		63	39			67		73		73			75		39
38					56			62		62	38			66		72		72			74		38
37					61			61		61	37			65		71		71			73		37
36					60			60		60	36			64		70		70			72		36
35					59			59		59	35			63		69		69			71		35
34					58			58		58	34			62		68		68			70		34
33					57			57		57	33			61		67		67			69		33
32					56			56		56	32			60		66		66			68		32
31					55			55		55	31			59		65		65			67		31
30					54			54		54	30			58		64		64			66		30
29					53			53		53	29			57		63		63			65		29
28					52			52		52	28			56		62		62			64		28
27					51			51		51	27			55		61		61			63		27
26					50			50		50	26			54		60		60			62		26
25					49			49		49	25			53		59		59			61		25
24					48			48		48	24			52		58		58			60		24
23					47			47		47	23			51		57		57			59		23
22					46			46		46	22			50		56		56			58		22
21					45			45		45	21			49		55		55			57		21
Repetitions	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	Repetitions	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	Repetitions	
AGE GROUP	17-21	22-26	27-31	32-36	37-41	AGE GROUP	42-46	47-51	52-56	57-61	62+	AGE GROUP											

Scoring standards are used to convert raw scores to point scores after test events are completed. To convert raw scores to point scores, find the number of repetitions performed in the left-hand column. Next, move right along that row and locate the intersection of the soldier's appropriate age column. Record that number in the Sit-Up points block on the front of the scorecard.

2-MILE RUN STANDARDS

AGE GROUP	17-21		22-26		27-31		32-36		37-41		AGE GROUP	42-46		47-51		52-56		57-61		62+	AGE GROUP	
Time	M	F	M	F	M	F	M	F	M	F	Time	M	F	M	F	M	F	M	F	M	F	Time
12:54											12:54											12:54
13:00	100		100								13:00											13:00
13:06	99		99								13:06											13:06
13:12	97		98								13:12											13:12
13:18	95		97		100		100				13:18											13:18
13:24	94		95		99		99				13:24											13:24
13:30	93		94		98		98				13:30											13:30
13:36	92		93		97		97		100		13:36											13:36
13:42	90		92		95		95		99		13:42											13:42
13:48	89		91		95		95		98		13:48											13:48
13:54	88		90		94		95		97		13:54											13:54
14:00	85		89		92		94		97		14:00											14:00
14:06	85		88		91		93		95		14:06	100										14:06
14:12	83		87		90		92		95		14:12	99										14:12
14:18	82		85		89		91		94		14:18	96										14:18
14:24	81		84		88		90		93		14:24	97	100									14:24
14:30	79		83		87		89		92		14:30	97	99									14:30
14:36	78		82		86		88		91		14:36	95	98									14:36
14:42	77		81		85		87		91		14:42	95	98	100								14:42
14:48	75		80		84		85		90		14:48	94	97	99								14:48
14:54	74		79		83		85		89		14:54	93	95	98								14:54
15:00	72		78		82		85		88		15:00	92	95	98								15:00
15:06	71		77		81		84		87		15:06	91	95	97								15:06
15:12	70		76		79		83		86		15:12	90	94	96								15:12
15:18	68		74		78		82		85		15:18	90	93	95	100							15:18
15:24	67		73		77		81		85		15:24	89	92	95	99							15:24
15:30	66		72		76		80		84		15:30	88	91	94	98							15:30
15:36	64	100	74	100	75		79		83		15:36	87	91	93	97							15:36
15:42	63	99	70	99	74		78		82		15:42	86	90	92	97	100						15:42
15:48	61	98	69	98	73	100	77		81		15:48	85	89	91	95	99						15:48
15:54	60	96	68	97	72	99	76	100	90		15:54	84	88	91	95	98						15:54
16:00	59	95	67	96	71	98	75	99	88		16:00	83	87	90	94	97						16:00
16:06	57	94	66	95	70	97	75	99	79		16:06	83	87	89	93	96						16:06
16:12	56	93	64	94	69	97	74	98	78		16:12	82	85	88	92	95						16:12
16:18	54	92	63	93	68	96	73	97	77		16:18	81	85	87	91	94						16:18
16:24	53	90	62	92	65	95	72	97	76		16:24	80	84	87	91	93						16:24
16:30	52	89	61	91	65	94	71	96	75		16:30	79	84	86	90*	93						16:30
16:36	50	88	60	90	64	93	70	95	74		16:36	78	83	85	89	92						16:36
16:42	49	87	59	89	63	92	69	94	74		16:42	77	82	84	88	91						16:42
16:48	48	85	58	88	62	91	68	94	73		16:48	77	81	84	87	90						16:48
16:54	46	84	57	87	61	91	67	93	72		16:54	76	80	83	86	89						16:54
17:00	45	83	56	86	60	90	66	92	71	100	17:00	75	80	82	85	88						17:00
17:06	43	82	54	85	59	89	65	92	70	99	17:06	74	79	81	84	87						17:06
17:12	42	81	53	84	58	88	65	91	69	99	17:12	73	78	80	83	86						17:12
17:18	41	79	52	83	57	87	64	90	69	98	17:18	72	77	80	83	85						17:18
17:24	39	78	51	82	56	86	63	90	68	97	17:24	71	76	79	82	84						17:24
17:30	38	77	50	81	55	85	62	89	67	95	17:30	70	75	78	81	83						17:30
17:36	37	76	49	80	54	85	61	88	66	95	17:36	70	75	78	80	82						17:36
17:42	35	75	48	79	52	84	60	88	65	95	17:42	69	74	77	79	81						17:42
17:48	34	73	47	78	51	83	59	87	64	94	17:48	68	73	76	78	80						17:48
17:54	32	72	46	77	50	82	58	86	63	94	17:54	67	72	75	77	79						17:54
18:00	31	71	44	76	49	81	57	86	63	93	18:00	66	71	74	77	79						18:00
18:06	30	70	43	75	48	80	56	85	62	92	18:06	65	70	73	76	78						18:06
18:12	28	68	42	74	47	80	56	84	61	92	18:12	64	69	72	75	77						18:12
18:18	27	67	41	73	46	79	55	83	60	91	18:18	63	68	71	74	76						18:18
18:24	26	66	40	72	45	78	54	83	59	90	18:24	63	67	70	73	75						18:24
18:30	24	65	39	71	44	77	53	82	58	89	18:30	62	66	69	72	74						18:30
18:36	23	64	38	70	43	76	52	81	57	89	18:36	61	65	68	71	73						18:36
18:42	21	62	37	69	42	75	51	81	57	88	18:42	60	64	67	70	72						18:42
18:48	20	61	36	68	41	74	50	80	56	87	18:48	59	63	66	69	71						18:48
18:54	19	60	34	67	39	74	49	79	55	87	18:54	58	62	65	68	70						18:54
19:00	17	59	33	66	38	73	48	79	54	86	19:00	57	61	64	67	69						19:00
19:06	16	58	32	65	37	72	47	78	53	85	19:06	57	60	63	66	68						19:06
19:12	14	56	31	64	36	71	46	77	52	85	19:12	56	59	62	65	67						19:12
19:18	13	55	30	63	35	70	45	77	51	84	19:18	55	58	61	64	66						19:18
19:24	12	54	29	62	34	69	45	76	51	83	19:24	54	57	60	63	65						19:24
19:30	10	53	28	61	33	68	44	75	50	82	19:30	53	56	59	62	64						19:30
19:36	9	52	27	60	32	68	43	74	49	82	19:36	52	55	58	61	63						19:36
19:42	8	50	26	59	31	67	42	74	48	81	19:42	51	54	57	60	62	100					19:42
19:48	8	49	24	58	30	66	41	73	47	80	19:48	50	53	56	59	61	99					19:48
19:54	8	48	23	57	29	65	40	72	46	80	19:54	50	53	56	59	61	98					19:54
20:00	3	47	22	56	28	64	39	72	46	79	20:00	49	52	55	58	60	100					20:00
20:06	2	45	21	55	26	63	38	71	45	78	20:06	48	51	54	57	59	99					20:06
20:12	1	44	20	54	25	63	37	70	44	78	20:12	47	50	53	56	58	98					20:12
20:18	0	43	19	53	24	62	36	70	43	77	20:18	46	49	52	55	57	97					20:18
20:24		42	18	52	23	61	35	69	42	76	20:24	45	48	51	54	56	96					20:24
20:30		41	17	51	22	60	34	68	41	75	20:30	44	47	50	53	55	94					20:30
Time	M	F	M	F	M	F	M	F	M	F	Time	M	F	M	F	M	F	M	F	M	F	Time
AGE GROUP	17-21		22-26		27-31		32-36		37-41		AGE GROUP	42-46		47-51		52-56		57-61		62+		AGE GROUP

2-MILE RUN STANDARDS

AGE GROUP	17-21				22-26				27-31				32-36				37-41				AGE GROUP	42-46				47-51				52-56				57-61				62+				AGE GROUP
	Time	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Time		M	F	M	F	M	F	M	F	M	F	M	F	Time								
20:18	0	43	19	53	24	62	36	70	43	77	29	16	46	82	54	83	56	90	57	65	57	66	20:16																			
20:24		42	18	52	23	61	35	69	42	76	20:24		45	81	53	82	55	89	56	64	56	65	20:24																			
20:30		41	17	51	22	60	34	68	41	75	20:30		44	80	52	82	54	88	55	64	55	64	20:30																			
20:36		39	16	50	21	59	34	68	40	75	20:36		43	80	51	81	54	88	54	63	54	63	20:36																			
20:42		38	14	49	20	58	33	67	40	74	20:42		43	79	51	81	53	87	53	62	53	64	20:42																			
20:48		37	13	48	19	57	32	66	39	73	20:48		42	78	50	80	52	87	52	61	53	64	20:48																			
20:54		36	12	47	18	57	31	66	38	73	20:54		41	78	49	79	51	86	51	61	52	63	20:54																			
21:00		35	11	46	17	56	30	65	37	72	21:00		40	77	48	79	51	85	50	60	51	62	21:00																			
21:06		33	10	45	16	55	29	64	36	71	21:06		39	77	47	78	50	84	50	59	50	61	21:06																			
21:12		32	9	44	15	54	28	63	35	71	21:12		38	76	47	77	49	84	49	58	49	60	21:12																			
21:18		31	8	43	14	53	27	63	34	70	21:18		37	75	46	77	48	83	48	57	48	60	21:18																			
21:24		30	7	42	13	52	26	62	34	69	21:24		37	75	45	76	47	82	47	57	47	60	21:24																			
21:30		28	8	41	11	51	25	61	33	68	21:30		36	74	44	76	47	81	46	56	46	60	21:30																			
21:36		27	4	40	10	51	25	61	32	68	21:36		35	73	44	75	46	81	45	55	45	60	21:36																			
21:42		26	3	39	9	50	24	60	31	67	21:42		34	73	43	74	45	80	44	54	44	60	21:42																			
21:48		25	2	38	8	49	23	59	30	66	21:48		33	72	42	74	44	79	43	54	43	60	21:48																			
21:54		24	1	37	7	48	22	59	29	65	21:54		32	71	41	73	44	79	43	53	42	60	21:54																			
22:00		22	0	36	6	47	21	58	29	65	22:00		31	71	40	72	43	78	42	52	41	60	22:00																			
22:06		21		35	5	46	20	57	28	64	22:06		30	70	40	72	42	77	41	51	40	60	22:06																			
22:12		20		34	4	45	19	57	27	64	22:12		30	70	39	71	41	76	40	50	40	60	22:12																			
22:18		19		33	3	44	18	56	26	63	22:18		29	69	38	71	40	75	39	50	39	60	22:18																			
22:24		18		32	2	44	17	55	25	62	22:24		28	68	37	70	40	75	38	49	38	60	22:24																			
22:30		16		31	1	43	16	54	24	61	22:30		27	68	36	69	39	74	37	48	37	60	22:30																			
22:36		15		30	0	42	15	54	23	61	22:36		26	67	36	69	38	73	37	47	36	60	22:36																			
22:42		14		29		41	15	53	23	60	22:42		25	66	35	68	37	73	36	46	35	60	22:42																			
22:48		13		28		40	14	52	22	59	22:48		24	65	34	67	36	72	35	45	34	60	22:48																			
22:54		12		27		40	13	52	21	59	22:54		23	65	33	67	36	71	34	44	33	60	22:54																			
23:00		10		26		39	12	51	20	58	23:00		23	64	33	66	36	70	33	44	32	60	23:00																			
23:06		9		25		38	11	50	19	57	23:06		22	64	32	66	34	70	32	43	31	75	23:06																			
23:12		8		24		37	10	49	18	56	23:12		21	63	31	65	33	69	31	43	30	74	23:12																			
23:18		7		23		36	9	49	17	56	23:18		20	63	30	64	33	68	30	42	29	74	23:18																			
23:24		5		22		35	8	48	17	55	23:24		19	62	29	64	32	67	30	41	28	73	23:24																			
23:30		4		21		34	7	48	16	54	23:30		18	61	29	63	31	67	29	40	27	72	23:30																			
23:36		3		20		34	6	47	15	54	23:36		17	61	28	62	30	66	28	39	27	71	23:36																			
23:42		2		19		33	5	46	14	53	23:42		17	60	27	62	29	65	27	38	26	70	23:42																			
23:48		1		18		32	5	46	13	52	23:48		16	59	26	61	29	64	26	38	26	70	23:48																			
23:54		0		17		31	4	45	12	52	23:54		15	59	25	61	28	64	25	37	24	69	23:54																			
24:00				16		30	3	44	11	51	24:00		14	58	25	60	27	63	24	36	23	68	24:00																			
24:06				15		29	2	43	11	50	24:06		13	57	24	59	26	62	23	35	22	67	24:06																			
24:12				14		28	1	43	10	49	24:12		12	57	23	59	25	61	23	34	21	66	24:12																			
24:18				13		28	0	42	9	49	24:18		11	56	22	59	25	61	22	34	20	66	24:18																			
24:24				12		27		41	8	48	24:24		10	56	22	57	24	60	21	33	19	65	24:24																			
24:30				11		26		41	7	47	24:30		10	55	21	57	23	59	20	32	18	64	24:30																			
24:36				10		25		40	6	47	24:36		9	54	20	56	22	59	19	32	17	63	24:36																			
24:42				9		24		39	6	46	24:42		8	54	19	56	22	58	18	31	16	62	24:42																			
24:48				8		23		39	5	45	24:48		7	53	18	55	21	57	17	30	15	62	24:48																			
24:54				7		23		38	4	45	24:54		6	52	18	54	20	56	17	29	14	61	24:54																			
25:00				6		22		37	3	44	25:00		5	52	17	54	19	56	16	28	13	60	25:00																			
25:06				5		21		37	2	43	25:06		4	51	16	53	18	55	15	28	13	59	25:06																			
25:12				4		20		36	1	42	25:12		3	50	15	52	18	54	14	27	12	58	25:12																			
25:18				3		19		35	0	42	25:18		3	50	15	52	17	53	13	26	11	58	25:18																			
25:24				2		18		34		41	25:24		2	49	14	51	16	53	12	25	10	57	25:24																			
25:30				1		17		34		40	25:30		1	49	13	51	15	52	11	24	9	56	25:30																			
25:36				0		17		33		40	25:36		0	48	12	50	15	51	10	24	8	56	25:36																			
25:42						16		32		39	25:42			47	11	49	14	50	10	23	7	54	25:42																			
25:48						15		32		38	25:48			47	11	49	13	50	9	22	6	54	25:48																			
25:54						14		31		38	25:54			46	10	48	12	49	8	21	5	53	25:54																			
26:00						13		30		37	26:00			45	9	47	11	48	7	20	4	52	26:00																			
26:06						12		30		36	26:06			45	8	47	11	47	6	19	3	51	26:06																			
26:12						11		29		35	26:12			44	7	46	10	47	5	18	2	50	26:12																			
26:18						11		28		35	26:18			43	7	46	9	46	4	17	1	50	26:18																			
26:24						10		28		34	26:24			43	6	45	8	45	3	16	0	49	26:24																			
26:30						9		27		33	26:30			42	5	44	7	44	3	15	0	48	26:30																			
Time	M	F	M	F	M	F	M	F	M	F	Time	M	F	M	F	M	F	M	F	M	F	Time																				
AGE GROUP	17-21	22-26	27-31	32-36	37-41	AGE GROUP	42-46	47-51	52-56	57-61	62+	AGE GROUP																														

Scoring standards are used to convert raw scores to point scores after test events are completed. Male point scores are indicated by the M at the top and bottom of the shaded column. Female point scores are indicated by the F at the top and bottom of the unshaded column. To convert raw scores to point scores, find the number of repetitions performed in the left-hand column. Next, move right along that row and locate the intersection of the soldier's appropriate age column. In all cases, when a time falls between two point values, the lower point value is used. Record that number in the 2MR points block on the front of the scorecard.

AR 600-9 EXERPT HEIGHT/WEIGHT STANDARDS

Weight for height table (screening table weight)

Height (in inches)	Minimum weight (in pounds)*	Male weight in pounds, by age				Female weight in pounds, by age			
		17-20	21-27	28-39	40+	17-20	21-27	28-39	40+
58	91	—	—	—	—	119	121	122	124
59	94	—	—	—	—	124	125	126	128
60	97	132	136	139	141	128	129	131	133
61	100	136	140	144	146	132	134	135	137
62	104	141	144	148	150	136	138	140	142
63	107	145	149	153	155	141	143	144	146
64	110	150	154	158	160	145	147	149	151
65	114	155	159	163	165	150	152	154	156
66	117	160	163	168	170	155	156	158	161
67	121	165	169	174	176	159	161	163	166
68	125	170	174	179	181	164	166	168	171
69	128	175	179	184	186	169	171	173	176
70	132	180	185	189	192	174	176	178	181
71	136	185	189	194	197	179	181	183	186
72	140	190	195	200	203	184	186	188	191
73	144	195	200	205	208	189	191	194	197
74	148	201	206	211	214	194	197	199	202
75	152	206	212	217	220	200	202	204	208
76	156	212	217	223	226	205	207	210	213
77	160	218	223	229	232	210	213	215	219
78	164	223	229	235	238	216	218	221	225
79	168	229	235	241	244	221	224	227	230
80	173	234	240	247	250	227	230	233	236

Maximum allowable percent body fat standards

Age Group: 17-20

Male (% body fat): 20%

Female (% body fat): 30%

Age Group: 21-27

Male (% body fat): 22%

Female (% body fat): 32%

Age Group: 28-39

Male (% body fat): 24%

Female (% body fat): 34%

WALK-IN CLOSET DISPLAY

Black all-weather coat
Gortex/Field Jacket
Class A Jacket
Trousers - zipper left of hanger
Trousers - zipper left of hanger
(Skirt if applicable)
Long-sleeve Army Green shirt - all buttons secured
Short-sleeve Army Green shirt - top bottom open
Short-sleeve Army Green shirt - top button open
ACU
ACU
IPFU – Winter
Civilian Clothes, if displayed, will be neat and clean

- All hangers will be the same color and style.
- All hangers will be evenly spaced.
- Uniforms are displayed without rank insignia.
- All uniforms must be cleaned. Dress uniform must be cleaned and pressed.
- No footwear is kept in the closet.
- Dirty PT's should be hung on the doors of the secretary, shirt on the left, shorts on the right with the ARMY facing out.
- All gear will be stored inside ruck sack and ruck sack will be stored underneath hanging clothes on the side closest to the shelves.
- PT mat will be stored underneath hanging clothes on the side closest to the shelves as well.
- All uniform items will be displayed for all command inspections.



BUNK, INDIVIDUAL ROOM DISPLAY

Fold should be 6 in. Fold should start 12in from top of bun



Shoe Display Order

Boots - Low Quarters - Dress Pumps (females) - PT Shoes - Shower Shoes (behind boots) Civilian Shoes (placed behind military foot gear, clean)

1. All foot gear edge-dressed/free of dirt.
2. All laces tied and tucked in as if worn.
3. All roommates' footgear will face center of room.



