



**DEPARTMENT OF THE ARMY**  
**Headquarters, United States Army Training Center and Fort Jackson**  
**Fort Jackson, South Carolina 29207**

ATZJ-CG

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MEMORANDUM FOR All United States Army Training Center and Fort Jackson  
Soldiers

SUBJECT: Basic Standards Handbook

1. Our primary mission is to transform volunteers into trained, disciplined, motivated and physically fit Soldiers who espouse the Army's core values, focus on teamwork, and can successfully contribute to their first unit of assignment. Vital to this mission is observing established standards.
2. Compliance to these standards is basic to the discipline and uniformity expected of all USATC and Fort Jackson Soldiers. Additionally, it is an important element that leads to pride in your unit and yourself. Soldiers must project a military image that leaves no doubt they live by a common military standard and are disciplined to maintain or exceed that standard, both on and off duty.
3. The Basic Standards Handbook is intended to complement Army and Command regulations and policies. The information contained in this booklet does not override any existing regulation or policy. Accordingly, it may not be used as an origin for judicial, non-judicial, or administrative actions. It may, however, serve as a foundation to challenge and demand performance beyond the minimum standard and establish a basis for on-the-spot corrections and performance counseling.
4. This booklet is designed to better inform Soldiers, Noncommissioned Officers, and Officers about basic standards for individual discipline, appearance, conduct, and military courtesy as established by both Army Regulations and Installation policies. Every Soldier assigned or attached to Fort Jackson is expected to meet these standards. Soldiers will have the Basic Standards Handbook in their possession while in uniform.

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## BASIC STANDARDS HANDBOOK

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**PURPOSE.** At Fort Jackson, you must live to the highest standard of the Soldier's Creed. Since Fort Jackson is the Army's premier training center, you must model these ideals as we transform newly arriving recruits into Soldiers. Always set the example!!

## THE FORT JACKSON STORY

On June 2, 1917, a new Army Training Center was established to answer America's call for trained fighting men during the early ominous days of World War I. Named in honor of Major General Andrew Jackson, a native son of the Palmetto State and seventh president of the United States, Camp Jackson was designated as one of 16 national cantonments constructed to support the war effort.

At the conclusion of World War I, Camp Jackson was shut down and abandoned on 25 April 1922. Camp Jackson was reactivated for World War II. At the conclusion of World War II, the post was to have been inactivated by 1950; however, the outbreak of the Korean War caused the post to remain active.

In 1964, construction began on permanent steel and concrete buildings to replace wooden barracks which had housed the fort's troops since the early 1940s. In recognition of the fort's 50<sup>th</sup> anniversary in 1967, the citizens of Columbia gave Fort Jackson the statue of Andrew Jackson that stands at Hilton Field.

Throughout the 60s and 70s, Fort Jackson continued its mission of conducting basic training. The Army's first Drill Sergeant School was established here in 1964. In 1973, Fort Jackson was designated the United States Army Training Center, where young recruits were taught to think, look, and act as Soldiers.

Through the years, many changes were incorporated to enhance training. By 1988, the Initial Entry Training (IET) strategy was implemented. The standard unit of instruction was the platoon and training focused on the hands-on skill development rather than platform teaching.

Fort Jackson is the largest Initial Entry Training Center in the U.S. Army. Training the Army's newest Soldiers is the command's primary mission. Accomplishing this mission means training approximately 50,000 basic combat and advanced individual training Soldiers annually.

The post has other missions as well. While some military installations have experienced downsizing and closure in past years, Fort Jackson has added several new schools and training institutions since 1995, including the U.S. Army Soldier Support Institute, the Armed Forces Chaplaincy Center and Schools, the Defense Academy for Credibility Assessment, the consolidated Drill Sergeant and AIT Platoon Sergeant Schools, and the Master Resiliency Training Course at Victory College.

The fort encompasses more than 52,000 acres of land, including over 100 ranges and field training sites and 1,160 buildings. Many expansion and improvement projects have been completed or are in progress.

Soldiers, civilians, retirees and Family members comprise the Fort Jackson community that continues to grow in numbers and facilities. An additional 20,000 students attend courses at the Soldier Support Institute, the Armed Forces Chaplaincy Center and Schools, and at Victory University, annually.

Located in the heart of the midlands region of South Carolina, Fort Jackson was incorporated into the city of Columbia in October 1968. The fort has a significant economic impact on the local area. Annual expenditures by Fort Jackson introduce billions into the community for salaries, utilities, contracts and other services. In addition, over 100,000 Family members visit the Midlands area each year to attend basic combat and advanced individual training graduation activities.

## **ARMY VALUES**

The Army's core values are loyalty, duty, respect, selfless service, honor, integrity and personal courage. These values embody what you need to be, every day, in every action you take both on and off duty. They remind us and the world who we are and what we stand for. At Fort Jackson, Soldiers must be the epitome of the Army values in all that is said and done.

**LOYALTY** - *Bear true faith and allegiance to the US Constitution, the Army, your unit, and other Soldiers.*

Bearing true faith and allegiance is a matter of believing in and devoting yourself to something or someone. You began your Army career by promising to support and defend the Constitution. Your loyalty to the Constitution also means obedience to the orders of the President and higher ranking officers and NCOs.

**DUTY** - *Fulfill your obligations.*

Duty begins with everything required of you by law, regulation, and orders; but it includes much more than that. Professionals do their work not just to the minimum standard, but to the very best of their ability and then try to improve on their performance. Commit to excellence in all aspects of your professional responsibility so that when the job is done you can look back and say, "I could not have given any more."

**RESPECT** - *Treat people as they should be treated.*

Regardless of age, gender or grade, Soldiers should be treated as mature individuals. They are engaged in an honorable profession and deserve to be treated as such. Respect is an essential component for the development of disciplined, cohesive, and effective war fighting teams. Discrimination or harassment on any basis eats away at trust and erodes unit cohesion.

**SELFLESS SERVICE** - *Put the welfare of the Nation, the Army, and your Soldiers before your own.*

Selfless service is your commitment as a team member to go a little further, endure a little longer, and look a little closer to see how you can add to the effort of the unit, platoon, or company. Selfless service is larger than just one person. With dedication to the value of selfless service, each and every Soldier can rightfully look back and say, "I am proud to have served my country as a Soldier."

**HONOR** - *Live up to all the Army values.*

Honor is a matter of carrying out, acting, and living the values of respect, duty, loyalty, selfless service, integrity, and personal courage in everything you do.

**INTEGRITY** - *Do what's right, legally and morally.*

Integrity requires us to pay our debts on time, return items that someone else has lost, and follow rules and regulations. Integrity is essential in self-discipline.

**PERSONAL COURAGE** - *Face fear, danger, or adversity.*

Personal courage is not the absence of fear; it is taking positive action in spite of the fear. It takes two forms: physical and moral.

## **Soldier's 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!**

## **Creed of the Noncommissioned Officer**

No one is more professional than I. I am a Noncommissioned Officer, a leader of Soldiers. As a Noncommissioned Officer, I realize that I am a member of a time honored Corps, which is known as "the Backbone of the Army." I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the military service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit or personal safety.

Competence is my watch-word. My two basic responsibilities will always be uppermost in my mind-- accomplishment of my mission and the welfare of my Soldiers. I will strive to remain technically and tactically proficient. I am aware of my role as a noncommissioned officer. I will fulfill my responsibilities inherent in that role. All Soldiers are entitled to outstanding leadership; I will provide that leadership. I know my Soldiers and I will always place their needs above my own. I will communicate consistently with my Soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Officers in my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my Soldiers. I will be loyal to those with whom I serve; seniors, peers and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders!

## **Drill Sergeant Creed**

I am a Drill Sergeant.

I will assist each individual in their efforts to become a highly motivated, well disciplined, physically and mentally fit Soldier, capable of defeating any enemy on today's modern battlefield.

I will instill pride in all I train. Pride in self, in the Army, and in country. I will insist that each Soldier meets and maintains the Army standards of military bearing and courtesy, consistent with the highest traditions of the U.S. Army.

I will lead by example, never requiring a Soldier to attempt any task I would not do myself.

But first, last, and always, I am an American Soldier. Sworn to defend the Constitution of the United States against all enemies, both foreign and domestic.

I am a Drill Sergeant!

## **Officer's Creed**

I will give to the selfless performance of my duty and my mission the best that effort, thought, and dedication can provide.

To this end, I will not only seek continually to improve my knowledge and practice of my profession, but also I will exercise the authority entrusted to me by the President and the Congress with fairness, justice, patience, and restraint, respecting the dignity and human rights of others and devoting myself to the welfare of those placed under my command.

In justifying and fulfilling the trust placed in me, I will conduct my private life as well as my public service so as to be free both from impropriety and the appearance of impropriety, acting with candor and integrity to earn the unquestioning trust of my fellow soldiers--juniors, seniors, and associates--and employing my rank and position not to serve myself but to serve my country and my unit.

By practicing physical and moral courage I will endeavor to inspire these qualities in others by my example.

In all my actions I will put loyalty to the highest moral principles and the United States of America above loyalty to organizations, persons, and my personal interest.

## Army Civilian Corps Creed

I am an Army Civilian – a member of the Army Team

I am dedicated to our Army, our Soldiers and Civilians

I will always support the mission

I provide stability and continuity during war and peace

I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army

I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage

I am an Army Civilian

## THE ARMY SONG

“The Army Goes Rolling Along” is the official Army song. While played, it is proper to stand at attention. The Army dedicated it as the official Army Song on 11 November 1956 – Veteran’s Day. We sing the below chorus at the conclusion of official ceremonies and graduations – **know it!**

March along, sing our song, with the Army of the free.  
Count the brave, count the true, who have fought to victory.  
We’re the Army and proud of our name!  
We’re the Army and proudly proclaim:

First to fight for the right,  
And to build the Nation’s might,  
And The Army Goes Rolling Along.  
Proud of all we have done,  
Fighting till the battle’s won,  
And the Army Goes Rolling Along.  
Then it’s hi! hi! hey!  
The Army’s on its way.  
Count off the cadence loud and strong;  
For where’re we go,  
You will always know,  
That The Army Goes Rolling Along.

## 1. DISCIPLINE

Soldiers achieve excellence in their organizations with Army Values, discipline and commitment to duty. It is the culmination of the genuine acceptance of the Army Values that results in self-discipline, without which there cannot be military discipline. **Discipline is an essential part of the warrior ethos.**

Discipline isn't blindly following orders or just imposing punishment for infractions but is something leaders and Soldiers build together. It is the desire to do what is right even if it is difficult or dangerous. It doesn't matter if the "boss" isn't watching; the mission will be done and done properly. **Discipline means putting the mission of the unit – the team – ahead of personal desires.**

Discipline in the Army is important because of the stakes involved. It means understanding your task and obeying orders promptly and willingly because your fellow Soldiers and leaders depend on you to do so.

The purpose of discipline is to make Soldiers so well trained that they carry out orders quickly and intelligently under the most difficult conditions. Discipline is essential when we receive urgent orders. Confidence in yourself, your fellow Soldiers, and your leaders all reinforce the discipline to finish the job, regardless of the difficulty of the mission.

Discipline in routine things like saluting, police call, and barracks maintenance leads to discipline in the difficult things like advancing under fire, disposing of unexploded ordnance, and safeguarding enemy prisoners of war. **A disciplined unit is made up of well trained Soldiers who trust each other and know they can accomplish any mission they are given.** Hence, the Army's emphasis is to train to standard.

## 2. THE OATHS.

a. The oath of enlistment establishes a binding contract between each Soldier and his or her chain of command. Leaders expect Soldiers to be at the proper place, at the proper time, in the correct uniform, and with the correct equipment, ready to conduct their immediate mission to a standard of excellence. Soldiers must conduct themselves properly on an off duty and meet the standards prescribed herein.

b. Commissioned, Warrant, and Noncommissioned officers also have taken an oath and are expected to live up to that oath. Leaders are to ensure their Soldiers receive proper training and treatment, have correct administrative paperwork, and use their time well. Leaders will allow Soldiers the opportunity to improve themselves, while treating them as responsible and mature adults.

## 3. ARMY LEADERSHIP COUNSELING.

a. Leaders have a responsibility to develop subordinates through counseling, coaching, and mentoring. Counseling across the Army has continued to deteriorate and we aim to remove this trend at Fort Jackson. Soldiers assigned or attached to Fort Jackson will be counseled on a regular basis. Types of counseling and counseling requirements are listed below:

(1) **Event-Oriented Counseling** – Involves specific events or situations, such as:

- **Instances of superior or substandard performance** – Leaders tell the subordinate whether or not they met the standard and what they did right or wrong.

- **Reception and Integration counseling** – Leaders must counsel new team members when they arrive to the unit. This counseling helps identify and fix any problems or concerns that the Soldiers may have, and it lets them know the unit standards. First Line Leaders will counsel new Soldiers within 24 hours of arrival.

- **Crisis counseling** – The purpose of this counseling is to get the subordinate through the initial shock of hearing negative news.

- **Referral counseling** – This counseling helps subordinates work through a personal situation and may or may not follow crisis counseling.

- **Promotion counseling** – Must be conducted for all Specialists and Sergeants who are fully eligible for advancement without waivers but not recommended to compete for the next higher grade. This counseling is a monthly requirement until the Soldier meets qualifications for advancement.

- **Separation counseling** – Informs the Soldier of administrative actions available to the commander in the event substandard performance continues and of the consequences of those administrative actions.

## (2) **Performance and Professional Growth Counseling –**

(a) **Performance Counseling** – Counseling at the beginning of and during the evaluation period facilitates a subordinate's involvement in the evaluation process. It communicates the standards and is an opportunity for leaders to establish and clarify expectations, to include values, attributes, skills, and actions. Specialists and below deserve and will receive monthly counseling. Leaders deserve and will receive quarterly counseling, at a minimum.

(b) **Professional Growth Counseling** – Helps Soldiers plan for accomplishing their professional goals. The leader must identify and discuss their strengths and weakness and identify short and long term goals. Specialists and below deserve and will receive face-to-face counseling monthly. Leaders deserve and will receive face-to-face counseling quarterly, in writing, at a minimum.

b. All leaders will use DA Form 4856, Developmental Counseling for junior Soldiers; DA Form 67-9-1a, Developmental Support Form for Officers; or DA Form 2166-8-1, NCOER Counseling and Support Form for NCOs, as appropriate.

## **4. WEAR AND APPEARANCE STANDARDS.**

The Army is a profession. The uniform identifies Soldiers as a member of the United States Army and will be worn with pride. Individual appearance is a reflection of professionalism and Espirit de Corps. Commanders, supported by the NCO Corps and the individual Soldier, are responsible for ensuring the professional appearance of all Soldiers. Wear of the Army uniform is outlined in Army Regulation 670-1. The following paragraphs provide a summary of the basic uniform requirements set forth in the regulation. Possession of uniforms is mandatory by Army regulations. As a general guideline when we refer to seasonal uniform wear the dates for winter are 01 OCT – 01 APR.

(1) Mixed Uniforms. The black all weather overcoat, black windbreaker, black pullover or unisex cardigan sweater, and the Gortex jacket may be worn with civilian clothing when insignia of rank is removed. Any article of the Physical Fitness Uniform (PFU) is authorized with civilian clothing.

(2) Soldiers will ensure that articles in pockets (i.e. berets, wallets, checkbooks, combs, keys, etc.) do not protrude from the pocket or present an extremely bulky appearance. Items such as keys and key chains will not be attached to belt loops or belts unless required for duties being performed (e.g. unit armorer). While in uniform, Soldiers will not place their hands in their pockets except to place or retrieve objects. All buttons will be buttoned while wearing the ACU. Soldiers may affix a cell phone to their belts. Knives and multi-tools, such as Leatherman, are allowed at unit discretion. Female Soldier's are authorized to carry a shoulder strap black leather or vinyl purse in any Army uniform but not in a tactical environment.

(3) The **Army Combat Uniform (ACU)** will serve as the Non-tactical (Garrison) and Tactical (Field) uniform for Soldiers. This is the prescribed uniform for all Soldiers beginning at 0830.

(4) The ACU is a "wash and wear", **no iron – no starch uniform**. Soldiers will not iron or starch the ACU or turn them into any commercial cleaners, to be starched or ironed.

(5) Combat and Special Skill Badges. Soldiers may sew on all authorized skill and identification badges at their own expense. Soldiers are not authorized to mix sew-on with pin-on badges. Soldiers will not sew on the following: Shoulder sleeve insignia-current organization, shoulder sleeve insignia-former wartime service, tabs, or the U.S. flag. The ACU is a combat uniform; if Soldiers do not desire to wear special skills badges, they can opt not to.

(6) Sleeves will be worn down at all times. Cuffing or folding sleeves is not authorized at anytime. Soldiers are not authorized to remove the ACU jacket while conducting normal duties, training, or work details.

(7) The ACU is designed to be a loose fitting uniform and may not be altered or tailored. Trousers will be bloused, using the draw cords or blousing rubbers if trousers are not tucked into the boots. Trousers legs will not be wrapped around the leg presenting a pegged appearance. When blousing outside the boots, the blouse will not exceed the third eyelet from the top of the boot.

(8) The full color U.S. Flag Replica will be worn on the right shoulder pocket flap of the ACU coat. It will be placed directly on top of the hook and loop faced pad already provided with the ACU coat shoulder pocket flap. Subdued flag replicas, any type, are not authorized for wear outside of designated combat environments.

b. Identification (ID) tags will always be worn around the neck when in duty uniform. Two identification tags and the Army Values/Warrior Ethos tag will be worn with long and short metal necklace chains.

c. Duty uniform includes the ACU or maternity work uniform. When attire is listed as "duty uniform", the activities undertaken drive the appropriate uniform. Duty uniform does not indicate ACU wear. When "duty" is listed as the uniform for an event, Commanders need to exercise good judgment for participants and attendees.

d. While off-post in any type of establishment, the duty uniform, if worn, will be complete, neat, and clean.

e. Personnel will not wear the ACU in off post establishments that primarily sell alcohol. If the off post establishment sells alcohol and food, Soldiers may not wear the ACU if their activities in the establishment center on drinking alcohol. The ACU is not normally considered appropriate for social or official functions off the installation, such as memorial services, funerals, weddings, inaugurations, patriotic ceremonies, etc. The ACU is issued as a Combat Uniform and is not intended for wear as an all purpose uniform when other uniforms are appropriate, such as (Class A or B, ASU, tropical, dress, and mess uniform).

f. Headgear.

(1) Effective 14 June 2011, the ACU patrol cap is the primary headgear for all Soldiers as the duty uniform headgear. The Green, Maroon, or Tan beret, if authorized, may be worn by transient Soldiers receiving schooling/training on Fort Jackson. Berets will be worn with the edge binding one inch above the eyebrows, straight across the forehead and Flash with unit crest or rank centered over the left eye, and with no hair visible on the forehead. The excess material will be pulled down between the top and middle of the right ear. The beret can be worn without a unit crest, specifically by IET Soldiers. Beret's are authorized for wear by IET Soldiers after initial issue IOT break it in, on Family Day (prior to graduation) and on graduation day. Headgear is required to be worn at all times when outside or under any type of overhead shelters that have open sides.

(2) "Active" status Drill Sergeants are excluded from wearing the beret. They are awarded and expected to wear the campaign/bush hat and DS identification badge upon graduation from the United States Army Drill Sergeant School. Drill Sergeants are authorized to wear their hats indoors while conducting duty in a supervisory role over Soldiers in training. When Drill Sergeants are conducting BCT training the only authorized headgear is the Drill Sergeant Hat. During BRM conducted in combat gear and FTX training Drill Sergeants are authorized to wear the patrol cap and advanced combat helmet

(ACH) when wearing combat equipment. During all range training operations Commanders may prescribe appropriate protective gear variations IAW POI and Composite risk management assessments.

(3) Officers, NCOs and Soldiers will wear the patrol cap, as part of the duty uniform, if attending events as a guests. Drill Sergeants will wear their DS Hats.

(4) When operating military vehicles the headgear will be worn unless it interferes with the safe operation of the vehicle, and it is mandatory for all other occupants to wear proper headgear.

g. The following nonstandard items will continue to be worn as indicated:

(1) Nonstandard colored T-shirts (Foliage Green) are worn by personnel susceptible to “flash-fire” environments; meaning conducting refueling operations. All others will wear the standard tan colored T-Shirt.

(2) Coveralls are protective clothes and, if prescribed by unit standing operating procedures, will be worn in the work areas only.

(3) Conservative prescription and nonprescription sunglasses or tinted lenses will not be worn in formation or indoors unless prescribed for indoor wear by a medical authority. A formation, for the purpose of this booklet, is an arrangement of personnel in a prescribed manner. Wearing sunglasses that are faddish, mirrored, or adorned with irregular attachments is prohibited while in uniform. Personnel will not wear lenses or frames that are so large or so small that they detract from the appearance of the uniform. Personnel will not attach chains, bands, or ribbons to sunglasses or eyeglasses, unless authorized for wear when required for safety purposes. Soldiers and cadre will wear ballistic eyewear when conducting training or missions that requires such protection. They will not be worn around the neck, on the bill of the ACU Patrol Cap, or on the forehead/top of head.

(4) Assault Pack style commercial rucksacks may be worn over both shoulders while in uniform. All commercial non-issued items worn on the shoulders must be black, tan, or ACU/multi Camouflage and will not have logos. Gym bags and lap top cases will not be worn diagonally across the body while in uniform.

(5) Hydration Systems (i.e. Camelback) will be worn as prescribed in AR 670-1. That is, it will be worn over both shoulders and Soldiers will not let the drinking tube hang from their mouths when the system is not in use. Company commanders are authorized to direct the use of the Hydration System during physical fitness, field training and during the conduct of strenuous work details during warm weather. The Camelback may be worn during the conduct of Non-tactical (Garrison) activities.

## **5. WINTER UNIFORM.**

a. Gortex jackets and trousers are the standard outer garments worn with the duty uniform. Black leather, green leather, black Gortex, black poly tech. or green flyer’s issued gloves may be worn with the Gortex jacket. Soldiers will wear pin-on insignia of rank or a cloth loop insignia of rank, over the front tab of the jacket. The cloth rank must be sewn closed. Velcro-fastened cloth rank is not authorized. If authorized to wear the Leaders Insignia Tab on the parka, the rank will be pinned or sewn on the tab. The Gortex jacket is required to have the name sewn on the small pocket flap of the left shoulder sleeve. Nametapes will be 3 ½ inches long and ½ inch wide, with ¼ inch block lettering.

b. The black unisex cardigan sweater, which has five buttons and epaulets, may be worn with the Army Class B uniform while indoors or outdoors. The sweater may be worn buttoned or unbuttoned indoors and all five buttons must be buttoned when outdoors. No nameplate is required with the cardigan sweater.

c. The black wool sweater may be worn with the Class B uniform. Items required on the sweater are nameplate, DUI, and rank (shoulder boards for NCOs and officers).

d. The black all weather overcoat with insignia of rank may be worn with the Army Service Uniform or Green Service uniform (Class A or B). It may also be worn with civilian clothing with rank insignia removed.

e. The green fleece cap may be worn under the helmet when conducting tactical training as directed by the unit commander. During extreme cold weather, Soldiers exposed to those conditions for an extended period may wear the green fleece cap as an outer headgear. **This specifically pertains to Soldiers on extended work details under the direct supervision of a noncommissioned officer or training in tactical areas.**

f. The brown/green neck gaiter is authorized to be worn with both the duty uniform and physical fitness uniform. In non-tactical areas, the neck gaiter will be worn only if the Gortex jacket or green fleece jacket is also worn. In tactical environments the neck gaiter is authorized for wear with any uniform. There are several ways to wear the neck gaiter; however, it must present a military appearance when worn. The neck gaiter will be pulled up over the head and ears from the neck. It will not be used to cover the face in **non-tactical areas**. It will not be worn as outer headgear indoors or outdoors.

g. The green fleece jacket can be worn as an outer garment in **non-tactical** environments.

**6. PHYSICAL FITNESS UNIFORM.** The Army Physical Fitness Uniform (PFU) / Service equivalent is the standard duty uniform for Soldiers, Sailors, Marines and Airmen will wear their issued service physical fitness uniform, between the hours of 0530 to 0800 Monday through Saturday. Uniformity must be maintained at all times. All permanent party cadre will wear the blue physical training reflective vest IAW TR 350-16. IET units will use color coded road guard vests or reflective equipment (reflective belt, etc.) during PT to distinguished between IET Soldiers, cadre, and permanent party personnel. Reflective vests/belts are mandatory for every Soldier when running outside of restricted run routes during designated PT hours. Commanders will use FM 7-22, Army Readiness Training Handbook, Appendix D as a guide to determine the daily physical fitness uniform based upon weather, not Soldier comfort. The uses of portable radios or headphones are authorized in Army approved gymnasiums only. They are not authorized while bicycling, running, foot marching, or walking along any installation roadway, sidewalk, or trail system.

a. Warm weather. The warm weather physical fitness uniform consists of the PFU (or service equivalent) short sleeve shirt, shorts, appropriate reflective gear, running shoes, and white socks with no logos. Sock length will not rise above the lower calf or go below the ankle bone. The wear of running shoes is limited to those that accommodate all five toes in one compartment. Those that feature five separate, individual compartments for the toes detract from a professional military image. These shoes are prohibited for wear in the Improved Physical Fitness Uniform or when conducting physical training in military formation. **The shirt will remain tucked into the shorts at all times.**

b. Cold weather physical fitness uniform consists of the PFU (or service equivalent) long or short sleeve shirt, shorts, jacket, pants, black/green foliage gloves, green fleece cap, appropriate reflective gear, running shoes, and white socks as described above. The neck gaiter is authorized for wear with the cold weather IPFU. Commanders may direct adjustment of the uniform based upon weather, but must ensure uniformity across their respective formations.

c. Soldiers may wear commercially purchased items such as spandex biking shorts or equivalent with the IPFU. The biking shorts or equivalent will not extend below the knee and must be gray or black and cannot bear any visible markings or patterns.

d. Per AR 670-1, the IPFU may be worn on and off duty both on off the military installation. Soldiers may wear all or part of the IPFU in an "off-duty" status only when off the installation. **At no time will Soldiers wear "soiled" IPFU in places such as PX, commissary, dining facilities, etc. Additionally, the IPFU is not authorized for wear in military or civilian clubs where alcohol is served.** Standards of wear and appearance specified in AR 670-1 will apply at all times. The same rules apply for off-post wear.

## 7. PHYSICAL READINESS.

a. Physical readiness is important to the successful accomplishment of our Army. Every Soldier assigned or attached to Fort Jackson must be physically and mentally fit. Consequently, all Soldiers are required to conduct physical training a minimum of five times per week. Units are encouraged to conduct physical training in tactical (field) environments. All Soldiers are expected to meet the standards set forth in FM 7-22. Organized sport-play (i.e. football, basketball, soccer, softball, etc.) are only authorized for permanent party personnel and will play from 0630-0800 one day of a seven day week after the completion of a shortened PRT workout by order of the Battalion Commander. All Soldiers must participate unless prohibited by their profile. Unit Commanders will record this event on company training schedules, ensure leaders conduct risk assessments, and tailor the sports events to meet the Commanders' physical fitness intent. APFT failures/or overweight Soldiers should not be allowed to take part in any sport event or programs. Units may participate in these activities after 0800. Formations in BCT will be conducted in a 1:20 ratio, and no more than 60 Soldiers will train in one element, no BCT Soldier will be left unassisted during unit runs. Formations in AIT will be conducted in generally the same manner depending on the number of Platoon Sergeants available.

b. Bicycles. Bicyclists are required to wear safety helmets and reflective vests and must exercise caution when traveling near or passing pedestrians. Headphones are not authorized for wear when operating a bicycle on Fort Jackson.

## 8. HEALTH.

Good health and physical conditioning includes maintaining proper body and weight standards. Accordingly, our Army's height/weight and body fat standards will be strictly enforced. Commanders will ensure overweight Soldiers are enrolled in a formal weight control program. All newly assigned Soldiers will be weighed and their height measured within 30 days of arrival. If overweight, Soldiers will undergo counseling and receive evaluation in accordance with AR 600-9. Soldiers are required to maintain a high standard of personal hygiene in both non-tactical (Garrison) and tactical (Field) environments.

**9. BASIC APPEARANCE.** Although AR 670-1 provides minimal standards, Soldiers must strive to live by the highest of standards.

**a. Male Haircuts:** Male Soldiers will abide by Army standards in accordance with AR 670-1.

(1) Hair on top of the head will be kept neatly groomed. The length and/or bulk of hair will not be excessive or present a ragged or extreme appearance. Hair will present a tapered appearance and, when combed, will not fall over the ears or eyebrows or touch the collar except for the closely cut hair at the back of the neck. The bulk of hair will not interfere with normal wear of headgear or protective masks. Fad haircuts are not authorized. Wigs may be used to cover baldness or disfigurement as long as the hairpiece is of natural hair color and the style and length conforms to appearance standards.

(2) Sideburns will be neatly trimmed. The base will not be flared and will present a clean-shaven, horizontal line. Sideburns will be well within the standards and not present a faddish appearance.

(3) The face will be clean-shaven on or off duty. Mustaches will be kept neatly trimmed, tapered, and tidy and will not present a chopped-off appearance. No portion of the mustache will cover the upper lip line or extend below or horizontally beyond the corners of the mouth. Handlebar mustaches, goatees, and beards are not authorized. If appropriate, medical authority prescribes beard growth. The length required for medical treatment **must be** specified (i.e. a neatly trimmed beard is authorized, not to exceed ¼ inch growth). The Soldier will carry a copy of the beard profile at all times.

**b. Female Hair:** Female Soldiers will abide by Army standards in accordance with AR 670-1.

(1) Hair will be neatly groomed and the length/bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Weave extensions are authorized, however hair should be groomed in the same manner as natural hair. Hairstyle will not interfere with the proper wearing of military headgear or protective masks.

A hairnet will not be worn unless required for health or safety reasons. Commanders may require its wear and will provide at no cost to the Soldier. Wigs of natural hair color may be worn as long as the style and length conform to appearance standards.

(2) Cornrows/braids may be worn as long as the hair is not bulky and does not interfere with the proper wear of headgear and protective masks. Dreadlocks and/or extreme micro-braids are prohibited in uniform or in civilian clothes while on duty. Hair holding ornaments (barrettes, pins, clips) must be transparent or match the hair color and will be inconspicuously placed. Commanders reserve the final judgment.

**c. Cosmetics.** As with hairstyles, the requirement for standards regarding cosmetics is necessary to maintain uniformity and to avoid an extreme or unmilitary appearance. Males are prohibited from wearing cosmetics, to include nail polish. Females are authorized to wear cosmetics with all uniforms, provided they are applied conservatively and in good taste and complement the uniform and their complexion. Leaders at all levels must exercise good judgment in the enforcement of this policy. Eccentric, exaggerated, or trendy cosmetic styles and colors, to include makeup designed to cover tattoos, are inappropriate with the uniform and are prohibited. Permanent makeup, such as eyebrow or eyeliner, is authorized as long as the makeup conforms to the standards outlined above. Lipstick and nail polish may be worn with all uniforms, if conservative in color. Extreme shades of lipstick and nail polish, such as purple, gold, and white (these colors are not all inclusive) will not be worn. The determining factor is if the color detracts from the uniform's appearance.

**d. Fingernails.** All personnel will keep fingernails clean and neatly trimmed. Males will keep nails trimmed so as not to extend from the tip of the finger. Females will not exceed a nail length of ¼ inch, as measured from the tip of the finger. Females will trim nails shorter if the commander determines that the longer length detracts from the military image, presents a safety concern, or interferes with the performance of duties. No pictures or ornamental designs will be allowed on fingernails of any Soldier in uniform.

## **10. JEWELRY.**

a. No jewelry, watch chains, or similar civilian items will appear exposed on the uniform; to include the attachment of snap links and key rings on the belt or belt loops. A wristwatch, identification bracelet (medical or POW/MIA/KIA), or rings are authorized as long as the style is conservative and in good taste. Only two rings can be worn while in uniform (a wedding set is considered one ring). Thumb rings or toe rings are not authorized for wear in duty uniform. The wearing of a fad device, vogue medallion, or personal talisman or amulet when in duty uniform is forbidden.

b. Soldiers may wear a religious item on a civilian-style necklace or neck chain while in military uniform as explained in AR 670-1. Such religious jewelry, however, must not be visible or apparent when worn with the combat, service, dress, or mess uniforms. When worn with the physical fitness uniform, the item should be no more visible than identification (ID) tags. The width of chains worn with religious items should approximate the same size as the width of the ID tag chain. The preferred method is to attach a neat and conservative religious symbol or religious medallion to the standard military ID tag chain. This policy does not affect the requirement for Soldiers to wear identification tags and security badges around the neck when required.

**11. TATTOOS.** Visible tattoos or brands on the face or head are prohibited. Tattoos on other areas of the body that are extremist or prejudicial to good order and discipline, racist, sexist, vulgar, or profane are prohibited.

**12. BODY PIERCING.** In accordance with AR 670-1, when on any Army installation or other places under Army control (e.g. Hail and Farewell event conducted at off-post establishment): Soldiers may not attach, affix, or display objects, articles, jewelry, or ornamentation to or through the skin/tongue while they are in uniform, in civilian clothes on duty, or in civilian clothes off duty (this includes earrings for male Soldiers). Female Soldiers are authorized to wear earrings on Army installations while on and off duty in civilian attire.

**13. TONGUE SPLITTING.** Tongue splitting is not authorized.

**14. MOUTH JEWELRY.** Removable tooth/teeth caps are not authorized and are prohibited for wear in or out of uniform on any Army installation. This type of jewelry is commonly the gold or silver caps or plates worn on the upper and lower front teeth and has not been required or issued for wear by an Army or contracted dentist or orthodontist.

**15. CELLULAR TELEPHONES.** Soldiers are prohibited from operating a government (tactical or non-tactical) or privately owned vehicle while using a cellular telephone. The use of any other personal electronic device while operating a motor vehicle is also prohibited. Soldiers will not use cellular telephones while walking outdoors in any military uniform. **Hands-free cell phone devices are not authorized while in any military uniform, except when driving a privately owned or rental vehicle.**

**16. MILITARY COURTESY.** Courtesy is respect for and consideration of others. In the Army, various forms of courtesy have become customary and traditional. It is important to render these courtesies correctly.

a. Saluting. The salute is an expression that recognizes each other as a member of the profession of arms; that they have made a personal commitment of self-sacrifice to preserve our way of life. The fact that the junior extends the greeting first is merely a point of etiquette—a salute extended or returned makes the same statement. Each salute should be rendered with a greeting and a response. The greeting should be a unit motto. The response should complement the greeting. For example, Soldier gives greeting Good Morning Sir/Ma'am or "Forty Rounds, Sir/Ma'am"! the response should be "Victory Starts Here"!

(1) Soldiers must remain alert for vehicles identified with plates depicting General Officer (or other senior) rank attached to the front of the vehicle. Proper military courtesy requires that Soldiers render a salute to these officers as they pass.

(2) Salutes will be exchanged in tactical (Field) environments. Failure to do so lends to a "break-down" in unit discipline.

(3) When an officer is approaching, Soldiers render a salute when the officer is approximately 6 paces away, or when the Soldier recognizes that the approaching individual is indeed an officer. When not in uniform, saluting is optional; still it is a form of courtesy by professionals and is strongly encouraged. The NCO will be greeted in the same manner, with the exception of the hand salute.

b. The following rules apply in most situations:

(1) Unit headquarters, orderly rooms, dayrooms, and other common usage areas; the first Soldier to sight an officer who is higher in rank than those present in the room will call "Attention". The senior Soldier present in the area will then report to the visiting officer (i.e. "SGT Pain, NCOIC of the Aid Station reporting"). The officer will normally command "At Ease" or "Carry On". In smaller rooms containing one or two enlisted Soldiers, each individual will rise on their feet and stand at attention when an officer enters the room. If a Soldier sees an NCO higher in rank or responsibility than the NCOs present, the Soldier will call "At Ease" and stand at the position of parade rest while talking with the senior NCO.

(2) Formations. When an officer approaches Soldiers in a formation, the person in charge calls "Attention" and renders a salute for the entire group. When a senior officer in rank approaches a group of individuals who are not in formation, the first person sighting him/her calls "Attention". Everyone in the group faces the officer and renders a salute with the proper greeting. However, Soldiers working as part of a detail or participating in another group activity, such as physical fitness training, do not salute. The person in charge, if not actively engaged, salutes for the entire detail or group. When outdoors and approached by an NCO, you greet the NCO by saying, "Good morning, Sergeant, First Sergeant, Sergeant Major". When you hear the command "At ease" in a dining facility, remain seated, silent and continue eating unless otherwise directed.

(3) Retired military personnel. Retired military personnel should be given the respect normally afforded their active duty rank.

c. Officer Respect. When addressing or addressed by an officer, subordinate Soldiers will stand at attention until given a command to do otherwise. Walk on the left of an officer.

d. NCO Respect. When addressing or addressed by an NCO senior in grade, enlisted Soldiers will stand at parade rest until given the command "At Ease". Walk on the left of a NCO of superior rank,

e. Reveille and Retreat. Reveille and Retreat ceremonies are old military traditions. They symbolize the respect Soldiers and citizens give to the National flag of the United States. "Reveille" is one distinct bugle call. Retreat is in two distinctive parts: the bugle call "Retreat", followed by the bugle call "To the Colors". If in a vehicle and "Reveille" or "Retreat" is heard, the senior passenger will direct the vehicle to a safe place, come to a complete stop and everyone will exit the vehicle and render proper military courtesies.

(1) When outside (not in formation) and "Reveille" is heard, Soldiers will face toward the flag, if it is within view, or music, assume the position of Attention, and render the hand salute until completion of the bugle call, whether in uniform or not. When outside (in formation) and "Reveille" is heard, the senior Soldier will call the formation to "Attention" and give the command "Present, Arms". Once the bugle call is complete, the command "Order, Arms" is given. When indoors come to the position of Attention.

(2) When outside (not in formation) and "Retreat" is heard, Soldiers will face toward the flag or music and assume the position of Attention. During "To the Colors", Soldiers will remain at the position of Attention and render the hand salute, until completion of the bugle call, whether in uniform or not. When outside (in formation) and "Retreat" is heard, the senior Soldier will command "Parade Rest". During the pause between bugle calls, the command "Attention" is given. On the first note of "To the Colors", the command "Present, Arms" is given and Soldiers render the hand salute. Upon completion of the bugle call, the command "Order, Arms" is given.

f. National Anthem.

(1) During outside ceremonies (not in formation), Soldiers in ear-shot of the National Anthem of the United States will assume the position of Attention and render the hand salute, whether in uniform or out of uniform.

(2) During indoor ceremonies, Soldiers will stand at Attention but will not salute, unless they are under arms or have on the proper military headgear, where the ceremony is conducted as if outdoors. If not in uniform Military Personnel will stand at attention while facing the National Colors.

g. Pledge of Allegiance.

Soldiers may recite the Pledge of Allegiance as noted below in accordance with Section 4, Title 4, United States Code (4 USC 4):

(1) During military ceremonies, Soldiers will not recite the Pledge of Allegiance.

(2) At Official functions, social events, and sporting events, Soldiers should –

(a) When in uniform, outdoors, stand at attention, remain silent, face the flag.

(b) When in uniform, indoors, stand at attention, remain silent, and face the flag.

(c) When in civilian attire, stand at attention, face the flag with the right hand over the heart and recite the Pledge of Allegiance. Headgear should be removed with the right hand and held over the left shoulder, the hand being over the heart.

## 17. OFF-DUTY APPEARANCE.

a. Civilian clothing must be in good taste (i.e. Soldiers should not go off installation with their shirt off or unbuttoned down the front without a T-Shirt). Items intended as undergarments are not acceptable as outer garments in public places, such as the PX, theaters, commissary, service clubs, chapels, dining facilities and medical or dental facilities. Articles of clothing that is excessively dirty or contains holes, is torn, or is adorned with vulgar and obscene slogans or designs are prohibited.

b. Civilian clothes for off-duty wear should be in good taste and appropriate for the occasion/weather. While 'short shorts' and halters are appropriate for sunbathing, they are not allowed in on-post facilities.

c. Swim wear is inappropriate beyond the confines of a swimming area.

d. Soldiers are reminded to maintain a good military appearance while on leave/pass.

**18. ON AND OFF DUTY CONDUCT.** Soldiers are expected to carry out their duties and conduct themselves properly, both on and off duty. South Carolina laws pertain to all citizens, U.S. Soldiers included. Laws that govern behavior of Soldiers on and off installation and on or off duty are the responsibility of each Soldier to obey.

a. Profanity. The use of profanity is unprofessional and should be avoided. Profanity used by cadre towards Students in Training (IET/MOS-T) is strictly prohibited and WILL NOT be tolerated. Such actions are in violation of good order and discipline and are contrary to our ethos as a Profession of Arms.

b. Drugs. Unlawful possession of any controlled substance is punishable under the UCMJ. Offenders' potentially will face substantial monetary loss and confinement.

c. Consumption of Alcoholic Beverages.

(1) Soldiers are expected not to abuse alcohol due to your contractual obligation to remain physically and mentally strong. Overindulgence in alcohol affects Soldiers' readiness, health, and possibly their career. The de-glamorization of alcohol consumption is strongly encouraged.

(2) The legal drinking age in South Carolina is 21. Therefore, consumption or possession of alcohol on or off the installation by Soldiers under the age of 21 is illegal. Soldiers over 21 who provide alcoholic beverages to those under 21 are committing a criminal offense.

(3) Driving While Intoxicated. Soldiers authorized to drive are legally expected to refrain from operating a motor vehicle under the influence of alcohol or drugs. Doing so subjects you to civilian and military sanctions, including loss of driving privileges.

d. Seat Belts. Wear of seat belts is mandatory in both tactical and non-tactical vehicles. Soldiers violating the mandatory seat belt policy may be punished under Article 92 of the UCMJ.

e. Speed Limits. Posted speed limits must be strictly adhered to and enforced by vehicle operators and their vehicle commander on and off the installation. When passing Soldiers, in formation (two or more), drivers (to include bicyclists) must slow down to a maximum speed of 10 mph.

f. Absent Without Leave. Absence without leave (AWOL) is a serious military offense. Soldiers not present for duty at the prescribed time and place, or who fail to return from pass or leave on time are considered AWOL. This offense adversely affects Soldiers and their unit's readiness. The AWOL time (or bad time) results in the loss of one day's pay for each day absent and possible UCMJ action. For each day a Soldier is AWOL, his/her ETS date is extended another day. Additionally, punishment may be imposed by the Soldier's unit through non-judicial punishment (Article 15) or trial by Courts-Martial. Soldiers who have a personal problem that requires absence from duty should seek advice from their chain of command, which may authorize ordinary or emergency leave.

g. Disobedience of Lawful Orders. Soldiers must obey and execute the lawful orders of superiors. Most orders will be enforced by the NCO Corp. Lawful orders given by an NCO require the same obedience as those given by an officer. Willfully disobeying an order from an NCO is an offense punishable under the UCMJ, Article 91. The maximum punishment for this offense is a bad conduct discharge, confinement for one year, and loss of all rank and pay.

h. Off Limits Areas. A list of off limits areas (if applicable) should be posted in each company area. Soldiers should be aware of these areas.

i. Noise Abatement. Soldiers must refrain from operating vehicle stereo systems at a level that can be heard at a distance in excess of 10 feet. This practice is impolite, inconsiderate, offensive, and is disorderly conduct. Unruly conduct of this nature interferes with the rights of others and will not be tolerated. The 10 foot rule applies for music played in barracks, at gas stations, and other government buildings. Soldiers should be aware of and abide by the policies governing quiet hours in the barracks.

j. Cell phones should be placed on silent or vibrate while in duty uniform.

k. IAW AR 600-63 no one is authorized to smoke within 50 feet of any government building.

## **19. PERSONAL FINANCES.**

a. Soldiers must have their pay sent via direct deposit to a financial institution for credit to an account in their name. Soldiers should organize their budget to live within their income and pay their bills on time.

b. Indebtedness.

(1) Soldiers will manage their personal affairs satisfactorily and pay debts promptly. Failure to do so damages their credit and affects the public image of our Army. Failure to pay debts could result in the denial of reenlistment, administrative separation from the service, loss of security clearance, or punishment under the UCMJ.

(2) Writing checks against an insufficiently funded account is a serious matter. All Soldiers will ensure that enough money is in their bank account to cover checks written. Writing bad checks may result in disciplinary or administrative actions. Leaders will counsel Soldiers in violation, promptly and thoroughly.

(3) AR 608-99 requires Soldiers to manage their personal affairs satisfactorily, to include adequate support of their Family members.

**20. INSPECTOR GENERAL ASSISTANCE.** Every Soldier has the right to seek the assistance of the Inspector General (IG) concerning complaints or grievances. Your IG office is located on Sumter Ave. You must have permission to be absent from your place of duty if you visit the IG during duty hours. We encourage you to use your chain of command first. More often than not, your chain of command can and will resolve any matter that concerns you.

## **21. SAFETY.**

a. Soldiers have the responsibility to help prevent accidents by keeping safety as their number one priority. Safe operations start with unit readiness. Readiness depends on the ability of a unit to perform its mission-essential task list (METL) to standards.

(1) Operations require a Risk Assessment in order to identify associated hazards and select control measures which mitigate the associated risk. The composite risk management process will be integrated into all planning phases of training. Soldiers will ensure that unnecessary risk is not taken. An unnecessary risk is that which could be reduced or eliminated and still accomplishes the mission.

(2) Performing to standard is one of the key steps in preventing accidents. However, each leader must be aware that written standards may not exist for every task. High-risk tasks must be identified and

reviewed to ensure that adequate standards and controls exist and the unnecessary risks are eliminated. It is the leader's responsibility to ensure standards are enforced and unnecessary risks are not taken. Safety is every Soldier's responsibility!

b. General Requirements.

(1) Soldiers will not operate Army Motor Vehicles unless properly licensed. Army motor vehicle sustainment and refresher training is key to accident prevention.

(2) Leaders and Soldiers will ensure that vehicle operations are conducted in accordance with established standards, as applicable, to include use of ground guides, patrol (convoy) briefings, and use of assistant drivers. Operators will also secure canopies, adhere to vehicle load-plans, wear the Army Combat Helmet (ACH) while operating, and traveling, in tactical vehicles, and follow all local highway rules and laws.

(3) Seat belts will be worn at all times in Army Motor Vehicles. Equipment worn will be adjusted in order to accommodate use of the installed seatbelt system.

c. POV and Motorcycle accidents are the number one cause of fatalities among Soldiers in the Army today (speed, fatigue, and alcohol), and warrant specific attention. Seatbelts will be worn in POVs at all times, on and off installations.

(1) Soldiers are responsible for knowing, understanding, and complying with the rules of the road, and operating a vehicle safely in consideration of other motorists and pedestrians.

(2) Never allow passengers to travel in the back of privately owned trucks or sport utility vehicles or non-tactical military vehicles unless they wear a manufacturer-installed safety belt.

(3) All motorcycle riders must attend the Basic course and must also attend either the Experienced Rider course or the Sport Bike course and provide completion verification to their units. Riders will wear ALL required Personal Protective Equipment (PPE), while operating motorcycles on and off post. The mandatory PPE includes DOT approved helmet, shatter proof goggles/glasses/shield, full-fingered gloves, long sleeved shirt/jacket, long pants/trousers, and over the ankle boots/shoes.

d. If an accident occurs, report the details to the chain of command immediately. The chain of command will report accidents in the form of 5W Reports (LCIR) to the Installation EOC in a timely and accurate fashion.

e. Detailed Safety and Occupational Health guidance can be found in Fort Jackson Regulation 385-10. Contact the Fort Jackson Safety Center at 751-6004 for assistance.