

## AIT STUDENT HANDBOOK



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REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY  
US ARMY SCHOOL OF MUSIC  
SCHOOL COMPANY  
1420 Gator Blvd.  
Virginia Beach, VA 23459-2617**

ATSG-SM

31 May 2011

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 5350.1C (SOM Drug and Alcohol Abuse Program), dated 1 Jul 03.

b. School of Music Instruction 11103.1H (SOM Bachelor Quarter Regulations), dated 15 Oct 02.

c. TRADOC Regulation 350-6, dated 01Jul 09.

2. Purpose. This student handbook establishes the policies and procedures that apply to all IET/Prior Service Soldiers assigned or attached to the School Company, United States Army School of Music (USASOM) regardless of the course of instruction enrolled.

3. Definitions (TRADOC 350-6).

a. Initial Entry Training (IET). Enlisted IET consists of BCT, 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 in the current operating environment.

b. MOS Trained/Prior Service Soldiers. MOS trained 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 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 SOP 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

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## **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 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  
FIRST 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 10-12.

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 11<sup>th</sup> 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 authorized during weekends only. The weekend is defined as the close of business on the last training day until 2130 prior to training resuming.

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 battle buddy when away from the company area for phase IV and V.

c. **Phase V (Gold)**—WEEKS 13-15.

1) Phase V begins after successful completion of the 12<sup>th</sup> week of Initial Entry Training. Approval for privileges is based on the Soldier's performance in the first three weeks of training at the ASOM. In the event a Soldier does not class up before the 4<sup>th</sup> week at the ASOM, he or she may still request Phase V privileges. 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.

d. **Phase V+ (Gold)—WEEKS 16-Completion.** After successful completion of week 16 and a passing score on the most recent APFT, IET Soldiers may be exempt from weekend curfew requirements for the duration of time remaining in the command. Soldiers must remain within a 50 mile radius from JEBLCFS unless on an approved pass. **HOWEVER, SOLDIERS WILL STILL BE REQUIRED TO MEET CURFEW REQUIREMENTS ON EVENINGS PRIOR TO A TRAINING DAY.**

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" (see appendix for example) 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 CHIT 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 non-training days is 2400 hours to 0530; 2400 to 0600 for phase V and V+. Curfew hours on nights preceding training days is 2130 for all.
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 or AIT Detachment 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) Sign in at 3B3 and provide the AIT Course Manager a copy of any profile or sick-in-quarters (SIQ) chit.

2) If you are not placed on SIQ status, obtain a late chit from AIT Course Manager or Department of Training (DOT) office.

3) If you are placed on SIQ status, sign out from the ASOM and bring a copy of your SIQ chit to your Platoon Sergeant before you go to your quarters. Tell your Platoon Sergeant 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 Sergeant 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 your Platoon Sergeant 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 IET physical profile sheet DA3349 (see appendix for example). You will 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 as well.
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 you notify your instructors 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 3B3 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 both the ASOM and 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 the ASOM to conduct business (i.e. practice) follow ASOM SIGN-IN/OUT PROCEDURES of this handbook.
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 and Facebook. 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. Recycle 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 prescribe 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 ¼ 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 ¼ 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. Any tattoo or brand anywhere on the head or face is prohibited except for permanent make-up. Tattoos that are not extremist, indecent, sexist or racist are allowed on the hands and neck.

#### 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.
- 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 ninth week 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 a diagnostic APFT in the second week and sixth week of training. 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 above on diagnostic tests with 90 points in each event may be released from PT formations and be required to exercise on their own (This does NOT apply to Phase IV Soldiers). ALL Soldiers are subject to APFT testing at any time. Should a Soldier score 269 or lower on any PT test, they will be required to attend company PT sessions until the next scheduled APFT or otherwise directed.

6. 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.

7. 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 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 ones 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. MOS-T Soldiers will weigh-in immediately upon reporting to the ASOM. Those Soldiers who do not meet the standards will have 30 days to do so.
6. 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.**
7. 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.
8. 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 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, TEAM LEADERS, DETACHMENT LEADERS 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 the bulletin boards at the following locations for specific types of information:

<u>LOCATION:</u>	<u>INFORMATION:</u>
• AIT Detachment	-PT Schedule -Command Policies -Soldier Information
• 2C6	- Information Training Schedule/General Military
• OOD Room	-Watchbill/Student Messages
• Rehearsal Division	-Drill Band/Rehearsals -Rehearsal/Gig Band rosters -Chamber Music Rosters
• Instrumental Division (1C7)	-Audition Schedules

## 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 at the ASOM at any time. Soldiers may use cell phones 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 or the student lounge at the ASOM. 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. 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 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 ASOM are cleaned. Field night occurs every Tuesday night and alternates between the ASOM and the BEQ. Field night begins at 1800 hours. Uniform is ACU at the ASOM and IPFU at BEQ.

### **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, please report to the front desk at Hammond Hall and fill out a work order request. 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. Dispose of 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 or 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 during 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 award will be presented during the graduation ceremony by the Chief, Army Bands. This unique award is presented by the Adjutant General's Corps Regimental Association and is not an official Army Award.

\*Note: Regardless of multiple recognition and honors, Soldier's will not receive more than one U.S. Army School of Music Commandant's Coin of Excellence.

## **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

<b>AIT</b> Advanced Individual Training	<b>HRAP</b> Hometown Recruiting Assistance Program
<b>AR</b> Army Regulation	<b>MOS</b> Military Occupational Specialty
<b>ARB</b> Academic Review Board	<b>MPT</b> Music Performance Team
<b>APFT</b> Army Physical Fitness Test	<b>OJT</b> On-the-job training
<b>ASOM</b> Army School Of Music	<b>OOD</b> Officer Of the Day
<b>BEQ</b> Bachelor Enlisted Quarters	<b>OSUT</b> One Station Unit Training
<b>BCT</b> Basic Combat Training	<b>PCS</b> Permanent Change of Station
<b>CDO</b> Command Duty Officer	<b>POV</b> Privately Owned Vehicle
<b>CMAA</b> Chief Master At Arms	<b>SARC</b> Sexual Assault Response Coordinator
<b>DNCO</b> Duty Non-Commissioned Officer	<b>SIQ</b> Sick in Quarters
<b>IAW</b> In Accordance With	<b>SOP</b> Standard Operating Procedure
<b>IET</b> Initial Entry Training	<b>TDY</b> Temporary Duty
<b>IG</b> Inspector General	<b>TRADOC</b> Training and Doctrine Command
<b>IP</b> In-Processing	<b>UCMJ</b> Uniform Code of Military Justice
<b>IPFU</b> Improved Physical Fitness Uniform	<b>UVA</b> Unit Victim Advocate
<b>JEBLCFS</b> Joint Expeditionary Base Little Creek-Fort Story	<b>WCP</b> Weight Control Program
	<b>WTBD</b> Warrior Tasks and Battle Drill











# INSIGNIA OF THE UNITED STATES ARMED FORCES – OFFICERS

<b>0-1</b>	<b>O-2</b>	<b>O-3</b>	<b>O-4</b>	<b>O-5</b>	<b>O-6</b>	<b>O-7</b>	<b>O-8</b>	<b>O-9</b>	<b>O-10</b>	<b>SPECIAL</b>
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## 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)

<b>WO1</b>	<b>CW2</b>	<b>CW3</b>	<b>CW4</b>	<b>CW5</b>
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## 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)












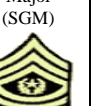
## NAVY

			
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
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### 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)
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## 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) <a href="https://safety.army.mil/">https://safety.army.mil/</a>		
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	_____ APPROVE    _____ DISAPPROVE	DATE:	
REMARKS:			
INSTRUMENTAL INSTRUCTOR	_____ APPROVE    _____ DISAPPROVE	DATE:	
REMARKS:			
COURSE MANAGER	_____ APPROVE    _____ DISAPPROVE	DATE:	
REMARKS:			
PLATOON SERGEANT	_____ APPROVE    _____ DISAPPROVE	DATE:	
REMARKS:			
FIRST SERGEANT	_____ APPROVE    _____ DISAPPROVE	DATE:	
REMARKS:			
PRIVACY ACT STATEMENT			
<small>The authority to request this information is contained I 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.

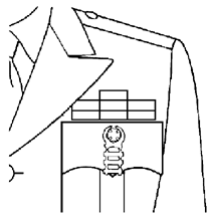


*Figure 28-144. Wear of nameplate on Army green (female)*

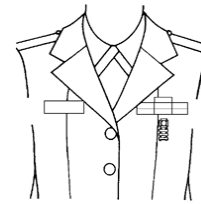
### **Marksmanship and special skill badges**

#### 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



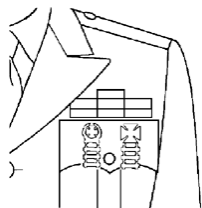
*Figure 29-21 (male)*



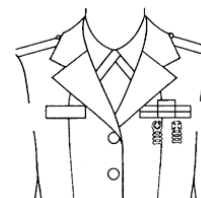
*Figure 29-22 (female)*

#### 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.

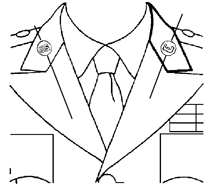


Figure 28-121 (male)



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.

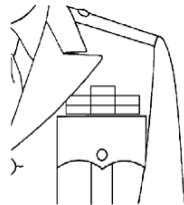


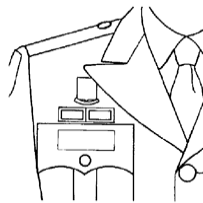
Figure 29-2 (male)



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



# APFT CHARTS

<b>PUSH-UP STANDARDS</b>																						
17-21		22-26		27-31		32-36		37-41		42-46		47-51		52-56		57-61		62+				
Repetitions	M	F	M	F	M	F	M	F	M	F	Repetitions	M	F	M	F	M	F	M	F	Repetitions		
77					100						77										77	
76					99						76										76	
75			100		98		100				75										75	
74			99		97		99				74										74	
73			98		96		96		100		73										73	
72			97		95		97		99		72										72	
71	100		95		94		96		98		71										71	
70	99		94		93		95		97		70										70	
69	97		93		92		94		96		69										69	
68	96		92		91		93		95		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	96									64	
63	89		86		85		88		90		63	97									63	
62	88		85		84		87		89		62	96									62	
61	86		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	90		98							57	
56	79		78		78		81		83		56	89		96		100					56	
55	78		77		77		79		82		55	88		95		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		74		76		50	82		89		93		97		100	50	
49	70		70		71		73		75		49	81		86		92		96		99	49	
48	68		69		69		72		74		48	80		87		91		94		98	48	
47	67		68		68		71		73		47	79		86		90		93		96	47	
46	66		67		100		70		72		46	78		85		89		92		95	46	
45	64		66		66		69		71		45	77		84		88		91		94	45	
44	63		65		65		68		70		44	76		82		87		90		93	44	
43	61		63		64		67		69		43	74		81		86		89		92	43	
42	60	100	62		63		66		68		42	73		80		85		87		91	42	
41	59	98	61		62		65		67		41	72		79		83		86		89	41	
40	57	97	60		61		64		66		40	71		78		82		85		88	40	
39	56	95	59		60		63		65		39	70		76		81		84		87	39	
38	54	93	58		59		62		64		38	69		75		80		83		86	38	
37	53	91	57		58		61		63		37	68		74		79		82		85	37	
36	52	90	55		56		60		62		36	67		73		78		81		84	36	
35	50	88	54		55		58		61		35	66		72		77		79		82	35	
34	49	86	53		53		56		59		34	64		71		76		78		81	34	
33	48	84	52		52		55		58		33	63		70		75		77		80	33	
32	46	83	51		51		54		57		32	62		68		73		76		79	32	
31	45	81	50		50		53		56		31	61		67		72		75		78	31	
30	43	79	49		49		52		55		30	60		66		71		74		77	30	
29	42	77	47		47		50		53		29	59		65		70		73		75	29	
28	41	76	46		46		49		52		28	58		64		69		71		74	28	
27	39	74	45		45		48		51		27	57		62		68		70		73	27	
26	38	72	44		44		47		50		26	56		61		67		69		72	26	
25	37	70	43		43		46		49		25	54		60		66		68		71	25	
24	35	69	42		42		45		48		24	53		59		64		67		69	24	
23	34	67	41		41		44		47		23	52		58		63		65		68	23	
22	32	65	39		39		42		45		22	51		57		62		64		67	22	
21	31	63	38		38		41		44		21	50		56		61		63		66	21	
20	30	62	37		37		40		43		20	49		55		60		62		65	20	
19	28	60	36		36		39		42		19	48		54		59		61		64	19	
18	27	59	35		35		38		41		18	47		53		58		60		63	18	
17	26	57	34		34		37		40		17	46		52		57		59		62	17	
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14	21	51	30		30		33		36		14	42		47		53		55		58	14	
13	20	50	29		29		32		35		13	41		46		52		54		57	13	
12	19	48	28		28		31		34		12	40		45		51		53		56	12	
11	17	46	27		27		30		33		11	39		44		50		52		55	11	
10	16	44	26		26		29		32		10	38		43		49		51		54	10	
9	14	43	25		25		28		31		9	37		42		48		50		53	9	
8	13	41	23		23		26		29		8	36		41		47		49		52	8	
7	12	39	22		22		25		28		7	34		39		46		48		51	7	
6	10	37	21		21		24		27		6	33		38		45		47		50	6	
5	9	36	20		20		23		26		5	32		37		44		46		49	5	
4	8	34	19		19		22		25													
3	6	32	18		18		21		24													
2	5	30	17		17		20		23													
1	3	29	15		15		18		21													
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		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. 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	42-48	47-51	52-56	57-61	62+	AGE GROUP
Repetitions	MF	MF	MF	MF	MF	Repetitions	MF	MF	MF	MF	MF	Repetitions
82			100			82						82
81			99			81						81
80		100	98			80						80
79		99	97			79						79
78	100	97	96			78						78
77	98	96	95			77						77
76	97	95	94	100	100	76						76
75	95	93	92	99	99	75						75
74	94	92	91	98	98	74						74
73	92	91	90	96	97	73						73
72	90	89	89	95	96	72	100					72
71	89	88	88	94	95	71	99					71
70	87	87	87	93	94	70	98					70
69	86	85	86	92	93	69	97					69
68	84	84	85	91	92	68	96					68
67	82	83	84	89	91	67	95					67
66	81	81	83	88	89	66	94	100	100			66
65	79	80	82	87	88	65	93	99	98			65
64	78	79	81	86	87	64	92	98	98	100		64
63	76	77	79	85	86	63	91	97	97	99	100	63
62	74	76	78	84	85	62	90	96	96	99	99	62
61	73	75	77	82	84	61	89	94	95	97	98	61
60	71	73	76	81	83	60	88	93	94	96	97	60
59	70	72	75	80	82	59	87	92	93	95	96	59
58	68	71	74	79	81	58	86	91	92	94	95	58
57	66	69	73	78	80	57	85	90	91	92	94	57
56	65	68	72	76	79	56	84	89	89	91	92	56
55	63	67	71	75	78	55	83	88	88	90	91	55
54	62	65	70	74	77	54	82	87	87	89	90	54
53	60	64	69	73	76	53	81	86	86	88	89	53
52	58	63	68	72	75	52	80	84	85	87	88	52
51	57	61	66	71	74	51	79	83	84	86	87	51
50	55	60	65	69	73	50	78	82	83	85	86	50
49	54	59	64	68	72	49	77	81	82	84	85	49
48	52	57	63	67	71	48	76	80	81	83	84	48
47	50	56	62	66	69	47	75	79	80	82	83	47
46	49	55	61	65	68	46	74	78	79	81	82	46
45	47	53	60	64	67	45	73	77	78	79	81	45
44	46	52	59	62	66	44	72	76	77	78	79	44
43	44	50	58	61	65	43	71	74	76	77	78	43
42	42	49	57	60	64	42	70	73	75	76	77	42
41	41	48	56	59	63	41	69	72	74	75	76	41
40	39	47	55	58	62	40	68	71	73	74	75	40
39	38	45	54	56	61	39	67	70	72	73	74	39
38	36	44	52	55	60	38	66	69	71	72	73	38
37	34	43	51	54	59	37	65	68	69	71	72	37
36	33	41	50	53	58	36	64	67	68	70	71	36
35	31	40	49	52	57	35	63	66	67	69	70	35
34	30	39	48	50	56	34	62	64	66	68	69	34
33	28	37	47	49	55	33	61	63	65	66	68	33
32	26	36	46	48	54	32	60	62	64	65	66	32
31	25	35	45	47	53	31	59	61	63	64	65	31
30	23	33	44	46	52	30	58	60	62	63	64	30
29	22	32	43	45	50	29	57	59	61	62	63	29
28	20	31	42	44	49	28	56	58	60	61	62	28
27	18	29	41	42	48	27	55	57	59	60	61	27
26	17	28	39	41	47	26	54	56	58	59	60	26
25	15	27	38	40	46	25	53	54	57	58	59	25
24	14	25	37	39	45	24	52	53	56	57	58	24
23	12	24	36	38	44	23	51	52	55	56	57	23
22	10	23	35	36	43	22	50	51	54	55	56	22
21	9	21	34	35	42	21	49	50	53	54	55	21
Repetitions	MF	MF	MF	MF	MF	Repetitions	MF	MF	MF	MF	MF	Repetitions
AGE GROUP	17-21	22-26	27-31	32-36	37-41	AGE GROUP	42-48	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		
	M	F	M	F	M	F	M	F	M	F		M	F	M	F	M	F	M	F	M	F		M	F
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		96								13:12												13:12	
13:18	96		97		100		100				13:18												13:18	
13:24	94		96		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		96		96		99		13:42												13:42	
13:48	89		91		95		95		98		13:48												13:48	
13:54	88		90		94		94		97		13:54												13:54	
14:00	86		89		92		94		97		14:00												14:00	
14:06	85		88		91		93		96		14:06	100											14:06	
14:12	83		87		90		92		95		14:12	99											14:12	
14:18	82		86		89		91		94		14:18	98											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	96		98									14:36	
14:42	77		81		85		87		91		14:42	95		98		100							14:42	
14:48	75		80		84		86		90		14:48	94		97		99							14:48	
14:54	74		79		83		85		89		14:54	93		96		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		86		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	71	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		96		99			15:48	
15:54	60	96	68	97	72	99	76	100	80		15:54	84		88		91		95		98			15:54	
16:00	59	95	67	96	71	98	75	99	80		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		86		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	66	95	72	97	76		16:24	80		84		87		90		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	95	17:12	73		78		80		83		86			17:12	
17:18	41	79	52	83	57	87	64	90	68	98	17:18	72		77		80		83		85			17:18	
17:24	39	78	51	82	56	86	63	90	67	97	17:24	71	100		76		79		82		84		17:24	
17:30	38	77	50	81	55	85	62	89	67	96	17:30	70	99	76		78		81		83			17:30	
17:36	37	76	49	80	54	85	61	88	66	96	17:36	70	99	75	100	77		80		82			17:36	
17:42	35	75	48	79	53	84	60	88	65	95	17:42	69	98	74	99	76		79		81			17:42	
17:48	34	73	47	78	51	83	59	87	64	94	17:48	68	97	73	99	76		78		80			17:48	
17:54	32	72	46	77	50	82	58	86	63	94	17:54	67	97	73	98	75		77		80			17:54	
18:00	31	71	44	76	49	81	57	86	63	93	18:00	66	96	72	97	74		77		79			18:00	
18:06	30	70	43	75	48	80	56	85	62	92	18:06	65	96	71	97	73		76		78			18:06	
18:12	28	68	42	74	47	80	55	84	61	92	18:12	64	95	70	96	73		75		77			18:12	
18:18	27	67	41	73	46	79	55	83	60	91	18:18	63	94	69	96	72		74		76			18:18	
18:24	26	66	40	72	45	78	54	83	59	90	18:24	63	94	69	95	71		73		75			18:24	
18:30	24	65	39	71	44	77	53	82	58	89	18:30	62	93	68	94	70		72		74			18:30	
18:36	23	64	38	70	43	76	52	81	57	89	18:36	61	92	67	94	69		71		73			18:36	
18:42	21	62	37	69	42	75	51	81	57	88	18:42	60	92	66	93	69		70		72			18:42	
18:48	20	61	36	68	41	74	50	80	56	87	18:48	59	91	65	92	68		70		71			18:48	
18:54	19	60	34	67	39	74	49	79	55	87	18:54	58	90	65	92	67		69		70			18:54	
19:00	17	59	33	66	38	73	48	79	54	86	19:00	57	90	64	91	66	100		68		69		19:00	
19:06	16	58	32	65	37	72	47	78	53	85	19:06	57	89	63	91	65	99		67		68		19:06	
19:12	14	56	31	64	36	71	46	77	52	85	19:12	56	89	62	90	65	99		66		67		19:12	
19:18	13	55	30	63	35	70	45	77	51	84	19:18	55	88	62	89	64	98		65		67		19:18	
19:24	12	54	29	62	34	69	45	76	51	83	19:24	54	87	61	89	63	97		64		66		19:24	
19:30	10	53	28	61	33	69	44	75	50	82	19:30	53	87	60	88	62	96		63		65		19:30	
19:36	9	52	27	60	32	68	43	74	49	82	19:36	52	86	59	87	62	96		63		64		19:36	
19:42	8	50	26	59	31	67	42	74	48	81	19:42	51	85	58	87	61	95		62	100			19:42	
19:48	6	49	24	58	30	66	41	73	47	80	19:48	50	85	58	86	60	94		61	99		62	19:48	
19:54	5	48	23	57	29	65	40	72	46	80	19:54	50	84	57	86	59	93		60	98		61	19:54	
20:00	3	47	22	56	28	64	39	72	46	79	20:00	49	83	56	85	58	93		59	98		60	100	20:00
20:06	2	45	21	55	28	63	38	71	45	78	20:06	48	83	55	84	58	92		58	97		59	99	20:06

Time	3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29		30		31		32		33		34		35		36		37		38		39		40		41		42		43		44		45		46		47		48		49		50		51		52		53		54		55		56		57		58		59		60		61		62		63		64		65		66		67		68		69		70		71		72		73		74		75		76		77		78		79		80		81		82		83		84		85		86		87		88		89		90		91		92		93		94		95		96		97		98		99		100																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
20:06	2	45	21	55	26	63	37	70	44	78	20:06	48	83	55	84	57	91	57	96	58	98	20:12	1	44	20	54	25	63	37	70	44	78	20:12	47	82	55	84	57	91	57	96	58	98	20:18	0	43	19	53	24	62	36	70	43	77	20:18	46	82	54	83	56	90	57	95	57	98	20:24	42	18	52	23	61	35	69	42	76	20:24	45	81	53	82	55	90	56	95	56	97	20:30	41	17	51	22	60	35	68	41	75	20:30	44	80	52	82	55	89	55	94	55	96	20:36	39	16	50	21	59	34	68	40	75	20:36	43	80	51	81	54	88	54	93	54	95	20:42	38	14	49	20	58	33	67	40	74	20:42	43	79	51	81	53	87	53	92	53	94	20:48	37	13	48	19	57	32	66	39	73	20:48	42	78	50	80	52	87	52	91	53	94	20:54	36	12	47	18	57	31	66	38	73	20:54	41	78	49	79	51	86	51	91	52	93	21:00	35	11	46	17	56	30	65	37	72	21:00	40	77	48	79	51	85	50	90	51	92	21:06	33	10	45	16	55	29	64	36	71	21:06	39	77	47	78	50	84	50	89	50	91	21:12	32	9	44	15	54	28	63	35	71	21:12	38	76	47	77	49	84	49	88	49	90	21:18	31	8	43	14	53	27	63	34	70	21:18	37	75	46	77	48	83	48	87	48	90	21:24	30	7	42	12	52	26	62	34	69	21:24	37	75	45	76	47	82	47	87	47	89	21:30	28	6	41	11	51	25	61	33	68	21:30	36	74	44	76	47	81	46	86	46	88	21:36	27	4	40	10	51	25	61	32	68	21:36	35	73	44	75	46	81	45	85	45	87	21:42	26	3	39	9	50	24	60	31	67	21:42	34	73	43	74	45	80	44	84	44	86	21:48	25	2	38	8	49	23	59	30	66	21:48	33	72	42	74	44	79	43	84	43	86	21:54	24	1	37	7	48	22	59	29	66	21:54	32	71	41	73	44	79	43	83	42	85	22:00	22	0	36	6	47	21	58	29	65	22:00	31	71	40	72	45	78	42	82	41	84	22:06	21		35	5	46	20	57	28	64	22:06	30	70	40	72	42	77	41	81	40	83	22:12	20		34	4	46	19	57	27	64	22:12	30	70	39	71	41	76	40	80	40	82	22:18	19		33	3	45	18	56	26	63	22:18	29	69	38	71	40	75	39	80	39	82	22:24	18		32	2	44	17	55	25	62	22:24	28	68	37	70	40	75	38	79	38	81	22:30	16		31	1	43	16	54	24	61	22:30	27	68	36	69	39	74	37	78	37	80	22:36	15		30	0	42	15	54	23	61	22:36	26	67	35	68	38	73	37	77	36	79	22:42	14		29		41	15	53	23	60	22:42	25	66	34	68	37	72	36	76	36	78	22:48	13		28		40	14	52	22	59	22:48	24	65	34	67	36	72	35	76	34	78	22:54	12		27		40	13	52	21	59	22:54	23	65	33	67	36	71	34	75	33	77	23:00	10		26		39	12	51	20	58	23:00	23	64	33	66	35	70	33	74	32	76	23:06	9		25		38	11	50	19	57	23:06	22	64	32	66	34	70	32	73	31	75	23:12	8		24		37	10	49	18	56	23:12	21	63	31	65	33	69	31	73	30	74	23:18	7		23		36	9	49	17	56	23:18	20	63	30	64	33	68	30	72	29	74	23:24	5		22		35	8	48	17	55	23:24	19	62	29	64	32	67	30	71	28	73	23:30	4		21		34	7	48	16	54	23:30	18	61	29	63	31	67	29	70	27	72	23:36	3		20		34	6	47	15	54	23:36	17	61	28	62	30	66	28	69	27	71	23:42	2		19		33	5	46	14	53	23:42	17	60	27	62	29	65	27	69	26	70	23:48	1		18		32	5	46	13	52	23:48	16	59	26	61	29	64	26	68	25	70	23:54	0		17		31	4	45	12	51	23:54	15	59	25	61	28	64	25	67	24	69	24:00			16		30	3	44	11	51	24:00	14	58	25	60	27	63	24	66	23	68	24:06			15		29	2	43	11	50	24:06	13	57	24	59	26	62	23	65	22	67	24:12			14		29	1	43	10	49	24:12	12	57	23	58	25	61	23	65	21	66	24:18			13		28	0	42	9	49	24:18	11	56	22	58	25	61	22	64	20	66	24:24			12		27		41	8	48	24:24	10	56	22	57	24	60	21	63	19	65	24:30			11		26		41	7	47	24:30	10	55	21	57	23	59	20	62	18	64	24:36			10		25		40	6	47	24:36	9	54	20	56	22	59	19	62	17	63	24:42			9		24		39	6	46	24:42	8	54	19	56	22	58	18	61	16	62	24:48			8		23		39	5	45	24:48	7	53	18	55	21	57	17	60	15	62	24:54			7		23		38	4	45	24:54	6	52	18	54	20	56	17	59	14	61	25:00			6		22		37	3	44	25:00	5	52	17	54	19	56	16	58	13	60	25:06			5		21		37	2	43	25:06	4	51	16	53	18	55	15	58	13	59	25:12			4		20		36	1	42	25:12	3	50	15	52	18	54	14	57	12	58	25:18			3		19		35	0	42	25:18	3	50	15	52	17	53	13	56	11	58	25:24			2		18		34		41	25:24	2	49	14	51	16	53	12	55	10	57	25:30			1		17		34		40	25:30	1	49	13	51	15	52	11	55	9	56	25:36			0		17		33		40	25:36	0	48	12	50	15	51	10	54	8	55	25:42			16		32		39		39	25:42	47	11	49	14	50	10	53	7	54	25:48			15		32		38		38	25:48	47	11	49	13	50	9	52	6	54	25:54			14		31		38		38	25:54	46	10	48	12	49	8	51	5	53	26:00			13		30		37		37	26:00	45	9	47	11	48	7	51	4	52	26:06			12		30		36		36	26:06	45	8	47	11	47	6	50	3	51	26:12			11		29		35		35	26:12	44	7	46	10	47	5	49	2	50	26:18			11		28		35		35	26:18	43	7	46	9	46	4	48	1	50	26:24			10		28		34		34	26:24	43	6	45	8	45	3	47	0	49	26:30			9		27		33		33	26:30	42	5	44	7	44	3	47	0	48

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 EXCERPT HEIGHT/WEIGHT STANDARDS**

Table 3-1. 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

**Notes:**

\*. Male and female Soldiers who fall below the minimum weights shown in [table 3-1](#) will be referred for immediate medical evaluation.

**Notes:**

1. Height will be measured in stocking feet (without shoes), standing on a flat surface with the chin parallel to the floor. The body will be straight but not rigid, similar to the position of attention. The measurement will be rounded to the nearest inch with the following guidelines: If the height fraction is less than 1/2 inch, round down to the nearest whole number in inches; if the height fraction is 1/2 inch or greater, round up to the next highest whole number in inches.

2. Weight will be measured and recorded to the nearest pound within the following guidelines: If the weight fraction is less than 1/2 pound, round down to the nearest pound; if the weight fraction is 1/2 pound or greater, round up to the next highest pound.

3. All measurements will be in a standard PT uniform (gym shorts and T-shirt, without shoes).

4. If the circumstances preclude weighing Soldiers during the APFT, they will be weighed within 30 days of the APFT.

5. Add 6 pounds per inch for males over 80 inches and 5 pounds for females for each inch over 80 inches.

**Table 3-2. 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%****Age Group: 40 & Older****Male (% body fat): 26%****Female (% body fat): 36%**

<b>PHYSICAL PROFILE</b>									
For use of this form, see AR 40-501; the proponent agency is the Office of the Surgeon General.									
1. MEDICAL CONDITION: (Description in lay terminology) <input type="checkbox"/> INJURY? Or <input type="checkbox"/> ILLNESS/DISEASE?			2. CODES (Table 7-2 AR 40-501)		3. Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>		P U L H E S		
							YES		NO
4. PROFILE TYPE									
a. TEMPORARY PROFILE (Expiration date YYYYMMDD) <span style="float: right;">(Limited to 3 months duration)</span>							<input type="checkbox"/>		<input type="checkbox"/>
b. PERMANENT PROFILE (Reviewed and validated with every period's health assessment or after 5 years from the date of issue)							<input type="checkbox"/>		<input type="checkbox"/>
5. FUNCTIONAL ACTIVITIES THAT EVERY SOLDIER REGARDLESS OF MOS MUST BE ABLE TO PERFORM. IF SOLDIER CANNOT PERFORM ANY ONE OF THESE TASKS, THEN THE PULHES MUST CONTAIN AT LEAST ONE "3" AND SOLDIER MUST BE REFERRED TO A MEB. CAN THE SOLDIER:									
FUNCTIONAL ACTIVITY:							YES		NO
a. Carry and fire individual assigned weapon?							<input type="checkbox"/>		<input type="checkbox"/>
b. Evade direct and indirect fire?							<input type="checkbox"/>		<input type="checkbox"/>
c. Ride in a military vehicle for at least 12 hours per day?							<input type="checkbox"/>		<input type="checkbox"/>
d. Wear a helmet for at least 12 hours per day?							<input type="checkbox"/>		<input type="checkbox"/>
e. Wear body armor for at least 12 hours per day?							<input type="checkbox"/>		<input type="checkbox"/>
f. Wear load bearing equipment (LBE) for at least 12 hours per day?							<input type="checkbox"/>		<input type="checkbox"/>
g. Wear military boots and uniform for at least 12 hours per day?							<input type="checkbox"/>		<input type="checkbox"/>
h. Wear protective mask and MOPP 4 for at least 2 continuous hours per day?							<input type="checkbox"/>		<input type="checkbox"/>
i. Move 40lbs (for example, duffel bag) while wearing usual protective gear (helmet, weapon, body armor and LBE) at least 100 yards?							<input type="checkbox"/>		<input type="checkbox"/>
j. Live in an austere environment without worsening the medical condition?							<input type="checkbox"/>		<input type="checkbox"/>
6. APFT		YES	NO	ALTERNATE APFT (Fill out if unable to do APFT run otherwise N/A)		N/A	YES		NO
2 MILE RUN		<input type="checkbox"/>	<input type="checkbox"/>	APFT WALK		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
APFT SIT-UPS		<input type="checkbox"/>	<input type="checkbox"/>	APFT SWIM		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
APFT PUSH UPS		<input type="checkbox"/>	<input type="checkbox"/>	APFT BIKE		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
7. DOES THE SOLDIER MEET RETENTION STANDARDS IAW CHAPTER 3 AR 40-501?									
YES <input type="checkbox"/> NEEDS MMRB					NO <input type="checkbox"/> NEEDS MEB				
8. FUNCTIONAL LIMITATIONS AND CAPABILITIES AND OTHER COMMENTS:									
<input type="checkbox"/> This temporary profile is an extension of a temporary profile first issued on _____									
9. NAME, GRADE & TITLE OF PROFILING OFFICER					10. SIGNATURE			11. DATE (YYYYMMDD)	
12. NAME & GRADE OF APPROVING AUTHORITY					13. SIGNATURE			14. DATE (YYYYMMDD)	
15. Commanders can access the electronic profiles of Soldiers in their unit(s) by going to <a href="http://www.mods.army.mil/">http://www.mods.army.mil/</a> and clicking on eProfile in the list of applications. Commanders will be required to register and be approved in eProfile before they can gain access to profiles.									
16. PATIENT'S IDENTIFICATION					17. HOSPITAL OR MEDICAL FACILITY				
a. NAME: (Last, First) _____									
b. GRADE/RANK: _____									
c. SSN: _____									
d. UNIT: _____									
					18. PROFILING OFFICER E-MAIL				



### 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 footgear 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 bunk



### **Shoe Display Order**

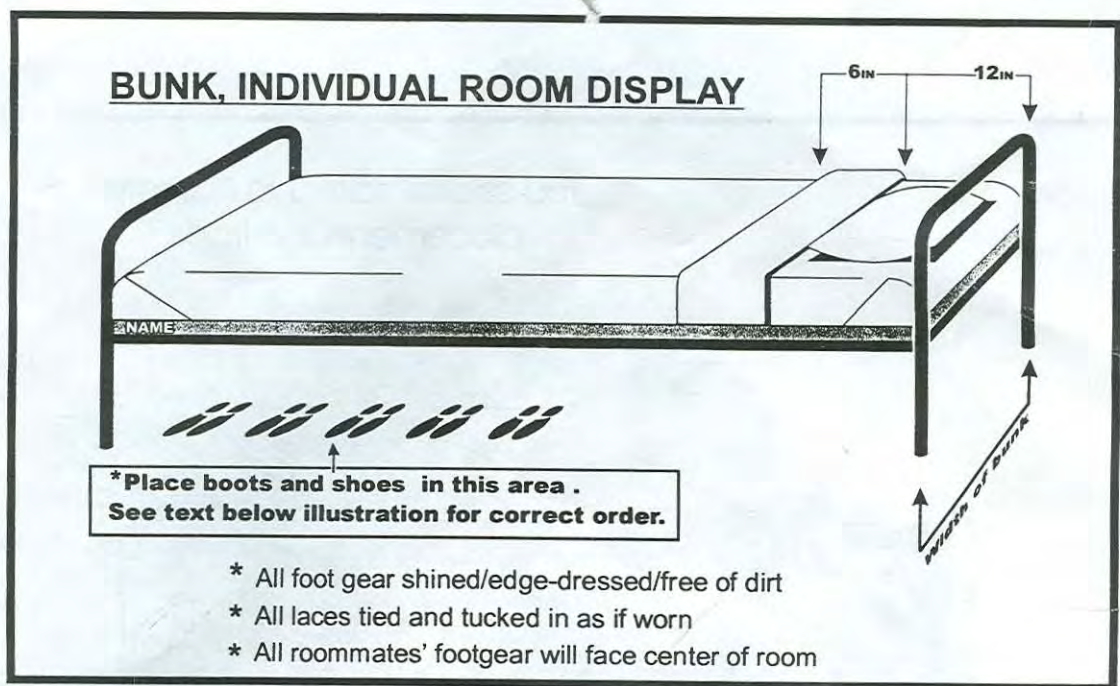
Boots - Low Quarters - Dress Pumps (females) - PT Shoes - Shower Shoes (behind boots)  
Civilian Shoes (placed behind military foot gear, clean)

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.

### **Stockade**

- Fold all linen articles to width of bunk by width of pillow.
- Pillow case tri-folded with edges on underside and ends tucked under entire stockade.
- Stockade will have all edges tucked in properly (no overhang).
- Stockade is completed Monday morning, or Tuesday morning if Monday is a holiday.
- Stockade is placed at foot of bed.





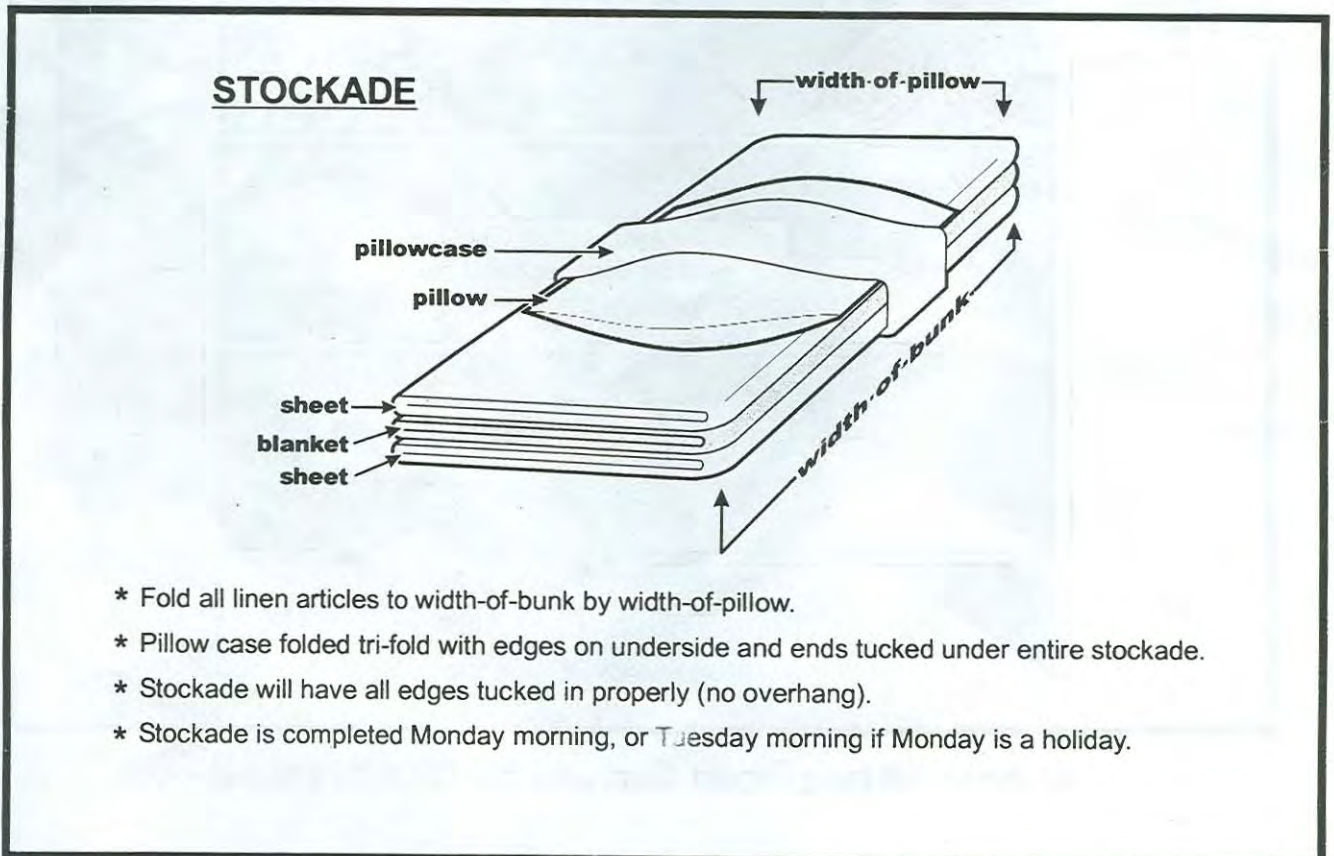
### Shoe Display Order

#### Female

**Boots (Combat, Black) - Low Quarters - Dress Pumps - PT Shoes - Shower Shoes**  
**Civilian Shoes** (placed behind military foot gear, clean).

#### Male

**Boots (Combat, Black) - Low Quarters - PT Shoes - Shower Shoes**  
**Civilian Shoes** (placed behind military foot gear, clean).





REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**U.S. ARMY SCHOOL OF MUSIC**  
**AIT DETACHMENT**  
 1420 Gator Blvd.  
 Virginia Beach, VA 23459-2617

MEMORANDUM FOR RECORD

SUBJECT: Statement of Understanding for AIT Detachment Handbook policies

1. I have received a briefing on the following subject areas and standard operating procedures (SOPs) pertaining to all members assigned/attached to AIT Detachment, US Army School of Music:

1.	The Soldier's Creed	20.	Physical Fitness Training
2.	Mission Statements	21.	Medical Profiles
3.	Chain of Command	22.	Weight Control Program
4.	Military Courtesy	23.	Student Leadership
5.	Military Bearing	24.	Formations
6.	Open Door Policy	25.	Command Inspections
7.	Inspector General	26.	Duty Day
8.	Soldierization Process	27.	Daily Clean-up Duties
9.	Privileges	28.	Financial Responsibilities
10.	Passes	29.	Scott Hall Regulations
11.	Evening Curfew	30.	Common Access Cards /ID Tags
12.	Leave Policy	31.	Government & Privately Owned Vehicles
13.	Sick Call Procedures	32.	Physical Security
14.	Appointments	33.	Drug and Alcohol Program
15.	Sign In/Out Procedures	34.	Stress Management
16.	Academic Review Board	35.	Fraternization and other Improper Associations
17.	Hometown Recruiter Assistance Program	36.	Sexual Harassment
18.	Army Bands Intranet	37.	Sexual Assault
19.	Personal Appearance/Hygiene		

2. I understand that it is my responsibility to read and understand AIT Detachment Handbook rules and procedures.

3. Failure to comply with policies, procedures, or instructions contained in this SOP is a violation of the Uniform Code of Military Justice, is punitive, and may result in disciplinary action.

\_\_\_\_\_  
Printed Name (Last, First, MI)

\_\_\_\_\_  
Grade/Rank

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date