

THE VICTORY STANDARD



**The BRO and Fort Riley
Standards Book
2016**



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“STANDARDS ARE THE BLUEPRINT FOR VICTORY”

-DANGER 7-



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST INFANTRY DIVISION AND FORT RILEY
580 1ST INFANTRY DIVISION
FORT RILEY, KS 66442-7000

AFZN-CG

18 December 2015

MEMORANDUM FOR All Leaders, Soldiers and Airmen Assigned to the 1st Infantry Division and Fort Riley, Kansas

SUBJECT: First Infantry Division Standards

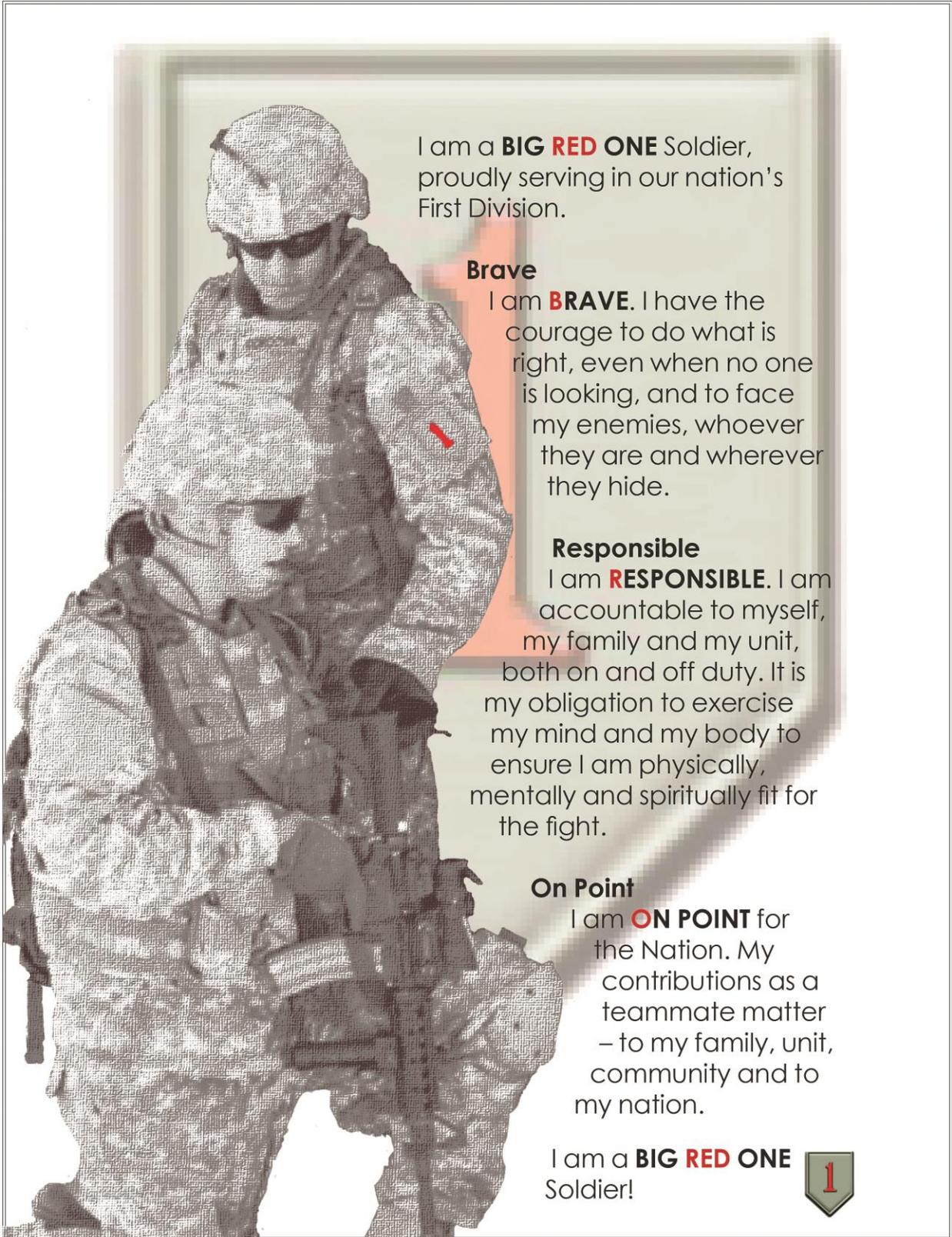
1. The primary purpose of "The Victory Standard: The BRO and Fort Riley Standards Book" is to inform all Big Red One and Fort Riley Soldiers of the high standards of conduct and appearance set by the 1st Infantry Division. The men and women of the 1st Infantry Division make up a highly disciplined fighting forces that embodies the adage: Brave, Responsible, and On Point for our Nation.
2. We must maintain our professionalism at all times. These standards do not represent all the regulatory guidance governing individual Soldiers. They highlight certain aspects found in Army Regulations and the standards applicable to the 1st Infantry Division and Fort Riley.
3. Compliance with these standards is fundamental to the discipline of all Big Red One Leaders and Soldiers as well as all members of Fort Riley. It is important that every Leader and Soldier has pride in one's self first. Training, Maintaining, Morale, Discipline, and Teamwork represent the framework of this Division's Warfighting Capability to be a premiere fighting force.
4. The ability to build and maintain tenacity and establish multi-function training starts with an awareness of comprehensive self-development. Leaders and Soldiers know why they serve, and understand where their efforts can actively effect the best outcome of the organization. This can only happen when Leaders and Soldiers commit to Doing What's Right When No One is Looking, and being recognized for those results.
5. Each Soldier from E-1 to O-8 needs to read the 1st Infantry Division Standards Book.

Duty First!

JOSEPH C. CORNELISON
CSM, USA
Division/Post Command Sergeant Major

WAYNE W. GRIGSBY JR.
Major General, US Army
Commanding

The BRO Charge



I am a **BIG RED ONE** Soldier, proudly serving in our nation's First Division.

Brave

I am **BRAVE**. I have the courage to do what is right, even when no one is looking, and to face my enemies, whoever they are and wherever they hide.

Responsible

I am **RESPONSIBLE**. I am accountable to myself, my family and my unit, both on and off duty. It is my obligation to exercise my mind and my body to ensure I am physically, mentally and spiritually fit for the fight.

On Point

I am **ON POINT** for the Nation. My contributions as a teammate matter – to my family, unit, community and to my nation.

I am a **BIG RED ONE** Soldier!





THE BRO NCO 3IC



- SET THE EXAMPLE
- FOSTER DISCIPLINE BY ENFORCING STANDARDS
- BE ACCOUNTABLE FOR YOURSELF AND YOUR SOLDIERS
 - TRAIN SOLDIERS
 - MAINTAIN THE WELFARE OF SOLDIERS



THE CREED OF THE NON-COMMISSIONED OFFICER

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

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

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



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.

THE ARMY VALUES

Many people know what the words Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage mean. However, how often do you see someone actually live up to them? Soldiers learn these values in detail during Basic Combat Training (BCT), from then on, they live them every day in everything they do — whether they are on the job or off. In short, the Seven Core Army Values listed below are what being a Soldier is all about.

Loyalty - Bear true faith and allegiance to the U.S. Constitution, the Army, your unit and other Soldiers.

Bearing true faith and allegiance is a matter of believing in and devoting yourself to something or someone. A loyal Soldier is one who supports the leadership and stands up for fellow Soldiers. By wearing the uniform of the U.S. Army, you are expressing your loyalty. In addition, by doing your share, you show your loyalty to your unit.

Duty - Fulfill your obligations.

Duty means being able to accomplish tasks as an individual or as part of a team. The work of the U.S. Army is a complex combination of missions, tasks and responsibilities — all in constant motion. You fulfill your obligations as a part of your unit every time you resist the temptation to take “shortcuts” that might undermine the integrity of the final product.

Respect - Treat people as they should be treated.

In the Soldier’s Code, we pledge to “treat others with dignity and respect while expecting others to do the same.” Respect is what allows us to appreciate the best in other people. Self-respect is a vital ingredient with the Army value of respect, which results from knowing you have put forth your best effort. The Army is one team and each of us has something to contribute.

Selfless Service - Put the welfare of the nation, the Army and your subordinates before your own.

Selfless service is larger than just one person. In serving your country, you are doing your duty loyally without thought of recognition or gain. The basic building blocks of selfless service is the commitment of each team member to go a little further, endure a little longer, and look a little closer to see how he or she can add to the effort.

Honor - Live up to Army values.

The nation’s highest military award is The Medal of Honor. This award goes to Soldiers who make honor a matter of daily living — Soldiers who develop the habit of being honorable, and solidify that habit with every value choice they make. Honor is a matter of carrying out, acting, and living the values of respect, duty, loyalty, selfless service, integrity and personal courage in everything you do.

Integrity - Do what is right, legally and morally.

Integrity is a quality you develop by adhering to moral principles. It requires that you do and say nothing that deceives others. As your integrity grows, so does the trust others place in you. The more choices you make based on integrity, the more this highly prized value will affect your relationships with family and friends, and, finally, the fundamental acceptance of yourself.

Personal Courage - Face fear, danger or adversity (physical or moral).

Personal courage has long been associated with our Army. With physical courage, it is a matter of enduring physical duress and at times risking personal safety. Facing moral fear or adversity may be a long, slow process of continuing forward on the right path, especially if taking those actions is not popular with others. You can build your personal courage by daily standing up for and acting upon the things that you know are honorable.

FIRST INFANTRY DIVISION HISTORY

The Division's history began in 1917 when General John "Blackjack" Pershing arrived in France with the First American Expeditionary Force. The "Fighting First" led the way for American troops in World War I. Names like Cantigny, Soissons, St. Mihiel and the Argonne Forest tell the story of the gallantry of the Soldiers of the 1st Infantry Division, now wearing the famous "Big Red One" patch on their left shoulder.

During World War II, the 1st Infantry Division was the first to reach England, the first to fight the enemy in North Africa and Sicily, the first on the beaches of Normandy in D-Day and the first to capture a major German city – Aachen. The D-Day landings on June 6, 1944 provided the supreme test. In five days, the division drove inland and cleared a beachhead for supplies and troops. Driving eastward across France against fanatical resistance, the Soldiers of the 1st Infantry Division spent nearly six months in continuous action with the enemy. After capturing Aachen, the 1st Infantry Division still faced months of bitter fighting at places like the Hürtgen Forest and the Battle of the Bulge. When the War ended, the Big Red One had rolled through Germany and into Czechoslovakia. The 1st Infantry Division remained in Germany until 1955, first as occupation troops, then as partners with the new Germany in NATO, North Atlantic Treaty Organization. In 1955, the Big Red One redeployed to Fort Riley Kansas.

In the summer of 1965, the Big Red One was the first division called to fight in Vietnam. For nearly five years, its Soldiers battled the enemy while carrying out programs to aid the people of South Vietnam. In April 1970, the colors of the 1st Infantry Division returned to Fort Riley. Home again, the Big Red One became a dual based division with its 3rd Brigade in then-West Germany.

On November 8, 1990, the 1st Infantry Division was alerted and over the next two months, deployed more than 12,000 Soldiers and 7,000 pieces of equipment to Saudi Arabia in support of Operations Desert Shield/Storm. Another first, the Big Red One led the charge into Iraq. After spearheading the armored attack into Iraq, by February 27, 1991 the division broke the enemy's defense along the Kuwait border and cut off the path of retreat for the fleeing Iraq Army.

During the next 100 hours, the Division raced across southern Iraq into Kuwait, engaging and destroying all or part of 11 enemy divisions. The Division fought its way through 260 kilometers of enemy-held territory, and destroyed more than 500 enemy tanks and 480 armored personnel carriers. In addition, the Division captured more than 11,400 enemy prisoners of war – twice as many as any other unit.

On April 10, 1996, the colors of the 1st Infantry Division moved to the German city of Würzburg. Shortly after their arrival, the Big Red One Soldiers assumed peace enforcement responsibilities in Bosnia-Herzegovina in support of Operations Joint Endeavor/Guard. The Division deployed to the Balkans twice in 1999, first as part of Task Force Sabre in Macedonia, then in Kosovo with NATO's Task Force Falcon on 10 June. This contingent patrolled the streets and countryside of Kosovo until June 2000, when it turned the mission over to the 1st Armored Division.

In January 2003, the division primed itself for Operation Iraqi Freedom. Big Red One Soldiers formed Headquarters, Armed Forces-Turkey and prepared the way for the 4th Infantry Division to enter Iraq through Turkey. When the Turkish Government denied access through their border, ARFOR-T collapsed the lines of communication it had built and the 4th ID deployed to Iraq via Kuwait.

In February 2004, the Division took a more direct role in Operation Iraqi Freedom as the rest of the 1st Infantry Division and Task Force Danger deployed to Northern Iraq. The 1st Infantry Division's Task Force Danger consists of Germany-based 1st Infantry Division units along with the 30th Brigade Combat Team "Old Hickory" based in North Carolina, and the 25th Infantry Division's 2nd Brigade Combat Team from Hawaii.

In January 2006, the 4th Infantry Brigade Combat Team joined the Division and became one of the first units deployed in support of the Iraq Surge. Later that summer, the Division headquarters cased its colors in Germany and subsequently returned to Kansas, activating on Fort Riley in August. The Division's footprint continued to expand in the face of increasing requirements as the 3rd Infantry Brigade Combat Team activated at Fort Knox, KY, in April 2007, and the 4th Maneuver Enhancement BDE activated at Fort Leonard Wood, MO in October 2008.

The Division deployed to United States Division – South to assume control of the ongoing United States Operations in the southern part of Iraq as the first of its kind in the new modular division headquarters structure, replacing the 34th Infantry Division 'Red Bulls', and was relieved by the 36th Infantry Division 'Arrowhead'.

The call to deploy came once again in 2012, as the Division assumed responsibility for the International Security Assistance Force's Regional Command East, and returned to Fort Riley in March 2013. Late 2013 and early 2014 were a time of change, as the Army's end strength decreased to pre-war levels. This restructuring resulted in the inactivation of 3rd IBCT (in May 2014), 4th IBCT, and the 4th MEB (both in June 2015).

In September 2014, the Army identified the 1st Infantry Division as the first division to deploy in support of Operation Inherent Resolve, and form the ground component of the coalition to degrade and destroy the Islamic State (ISIL). The headquarters deployed in October in three separate force packages, with the Division rear in Kuwait, the main in Baghdad, and headquarters section in Irbil. Responsible for standing up the initial effort to establish advice, assist, and train operations for Iraqi Security Forces. The Division returned from the mission in July 2015.

With many units saying farewell, it was nice to welcome one home to the formation in October 2015. The 1st Infantry Division Artillery (Drumfire) reactivated to synchronize and standardize fires across the Division.

"NO MISSION TOO DIFFICULT, NO SACRIFICE TOO GREAT" "DUTY FIRST!"

LADY VICTORY



The Division's distinctive insignia was originally approved for Headquarters Detachment and Headquarters, Special Troops, 1st Division, on 9 December 1930. It was reassigned for use by non-color bearing units of the First Infantry Division on 2 September 1965.

On 14 January 2006, the orders for the distinctive badge were once again amended to revise the description and to add the symbolism for the design. The insignia is described as follows:

It is an oval shaped gold color metal and enamel device 1 1/8 inches in height overall consisting of a gold color metal background encircled by an elliptical band divided horizontally of red enamel to the top and blue enamel to the base, inscribed on the blue the motto "VICTORY" in gold color metal letters; centered on the device is the figure from the First Division monument, molded in gold color metal, with wings upraised arms extending over the red enamel portion of the band.

Symbolism:

The colors red and blue are from the Distinguishing flags of Infantry Divisions. The figure portion is that of the 1st Infantry Division Monument, located in Washington D.C.

THE BIG RED ONE PATCH (SSI)



Two legends have emerged in answer to the question about the origins of the Big Red One shoulder patch.

The first story says that during World War I, First Division supply trucks were of English Manufacture, so the drivers painted a huge figure "1" on each truck to distinguish their vehicles from those of the other Allies. Later, First Division Engineers carried this measure a step further by sewing a red patch on their sleeves on which was placed the number "1."

The second, more-often quoted tale involves a general and a lieutenant. According to this version, during the build-up and training days of 1917, a general officer decided that the Division needed a suitable shoulder sleeve insignia. He proceeded to cut a crude numeral "1" from a ragged suit of his flannel underwear. When a brash young lieutenant saw the red numeral, he shouted, "The general's underwear is showing!" The general shouted back, "All right young man if you're so smart, come up with something better." The lieutenant produced a prototype of today's patch, using a piece of cloth (probably grey) from a captured Soldier's uniform on which he placed the red "1".

In October 1918, members of the Division officially approved the patch, as it is now known, a red "1" on a solid olive green background, for wear.

Proudly worn, the patch symbolizes the legacy and tradition that binds all generations of those who have worn the Big Red One.

THE LONG MOTTO CALL

From hell to victory

(Response) We are the fighting first!

No mission too difficult

(Response) No sacrifice too great!

Duty First

(Response) Victory!

THE BIG RED ONE SONG

Toast of the Army,
Favorite Son! Hail to the brave Big Red One!
Always the first to thirst for a fight.
No foe shall challenge our right to victory.
We take the field, a grand sight to see.
Pride of the Infantry.
Men of a great division,
Courage is our tradition,
Forward the Big Red One!

"The Big Red One" march was composed in the summer of 1943 at Constantine, Algeria by then Captain Donald T. Kellett who was hospitalized and recovering from wounds suffered during the Battle for Hill 609 at El Guettar, Algeria. It was dedicated to Major General Terry Allen, who commanded the Division in North Africa and Sicily, and who awarded Kellett the Silver Star at Kasserine Pass, Tunisia. Kellett, who retired from the U.S. Army as a colonel, became widely known throughout the Army during his 30-year military career for his marches. Colonel (Retired) Donald T. Kellett died in 1991.



FIRST INFANTRY DIVISION MEDAL OF HONOR RECIPIENTS (33)

World War I (5)

Sgt. Wilbur E. Colyer, 1st Eng. Regt
Pfc. Daniel R. Edwards, 3rd Machine Gun Bn.
Sgt. Michael B. Ellis, 28th Inf. Regt.
Pvt. Sterling Morelock, 28th Inf. Regt.
2nd Lt. Samuel L. Parker, 28th Inf. Regt.

World War II (16)

1st Lt. Jimmie W. Monteith Jr., 16th Inf. Regt.
Staff Sgt. George Peterson, 18th Inf. Regt.
Technician 5th Grade John J. Pinder, 16th Inf. Regt.
Pvt. James W. Reese, 26th Inf. Regt.
Staff Sgt. Joseph E. Schaefer, 18th Inf. Regt.
Sgt. Max Thompson, 18th Inf. Regt.
Cpl. Henry F. Warner, 26th Inf. Regt.
1st Lt. Walter J. Will, 18th Inf. Regt.
Pvt. Carlton W. Barrett, 18th Inf. Regt.
Capt. Bobbie E. Brown, 18th Inf. Regt.
Staff Sgt. Arthur F. DeFranzo, 18th Inf. Regt.
Staff Sgt. Walter D. Ehlers, 18th Inf. Regt.
Pvt. Robert T. Henry, 16th Inf. Regt.
Tech Sgt. Jake W. Lindsey, 16th Inf. Regt.
Pfc. Francis X. McGraw, 26th Inf. Regt.
Pfc. Gino J. Merli, 18th Inf. Regt.
Sgt. Alfred B. Nietzel, 2nd Bn., 16th Inf. Regt.



Vietnam (11)

2nd Lt. Robert J. Hibbs, 2nd Bn., 28th Inf. Regt.
Sgt. James W. Robinson Jr., 2nd Bn., 16th Inf. Regt.
Sgt. Donald R. Long, 1st Sqdn., 4th Cav. Regt.
Capt. Euripedes Rubio, Jr., 1st Bn., 28th Inf. Regt.
PSG Matthew Leonard, 1st Bn., 16th Inf. Regt.
2nd Lt. Harold B. Durham, Jr., 6th Bn., 15th Field Artillery Regt.
SPC. Robert F. Stryker, 1st Bn., 26th Inf. Regt.
Lt. Col. Charles C. Rogers, 1st Bn., 5th Field Artillery Regt.
1st Lt. Gary L. Miller, 1st Bn., 28th Inf. Regt.
SPC. Robert D. Law, Co. I (Ranger), 75th Inf. Regt.
Staff Sgt. James L. Bondsteel, 2nd Bn., 2nd Inf. Regt.
Sgt. Candelario Garcia, 1st Bn., 2nd Inf. Regt.

Operation Iraqi Freedom (1)

SPC. Ross A. McGinnis, 1st Bn., 26th Inf. Regt.
Official website of the congressional medical of honor society <http://www.cmohs.org/recipient-archive.php>

PERSONAL CONDUCT

Whether on-or off-duty, on-or off-post, in uniform or civilian clothes, Soldiers will conduct themselves in such a manner so as not to bring discredit upon themselves, the 1st Infantry Division, Fort Riley, and the United States Army. Some examples are:

Do

- Treat others with respect
- Make on the spot corrections
- Ask questions if you don't know
- Be a good steward of Army Resources
- Be a reliable Superior, Peer, or Subordinate
- Hold everyone accountable, Officers as well as Enlisted
- Communicate effectively with Soldiers, leaders and families
- Be in the right place, at the right time, in the right uniform
- Ensure Soldiers always present a professional military appearance
- Coach, teach, and mentor to assume the role of the next higher position

Don't

- Allow Soldiers to walk in a gaggle or not in formation
- Talk on your cell phone while walking in uniform
- Stand with hands in pockets or roll and/or tuck your sleeves
- Lose your military bearing
- Avoid or ignore Officers so as not to salute
- Drive or walk during Reveille/Retreat
- Forget to take care of each other
- Compromise your integrity
- Quit or Surrender
- Drink and Drive or use illegal Drugs

Ensuring the proper conduct of Soldiers is a function of command. **Commanders rely upon leaders in the Army to enforce the Army standard in all we do.** It is the responsibility of all Soldiers to exercise general military authority to correct military personnel in any case where the Soldier's conduct violates good order and military discipline. Leaders are responsible for their Soldiers and should take corrective action when they observe inappropriate conduct.

COMMANDER'S DISCIPLINE TOOLS

When addressing Soldier misconduct or indiscipline, commanders have many options. These include no action if the situation warrants, non-punitive action/adverse administrative measures, non-judicial punishment, and judicial action. When addressing misconduct or indiscipline, each case must be individually considered and addressed based upon the specific facts and circumstances involved.

Non-Punitive Measures/Adverse Administrative Actions. These measures are primarily tools for teaching proper standards of conduct and performance and do not constitute punishment. Extra Training or Instruction: AR 600-20 and AR 27-10. (The training or instruction must relate directly to the deficiency observed and must be oriented to correct that particular deficiency.)

Revocation of Pass Privileges: AR 600-8-10 Suspension of Favorable Actions—FLAGS: AR 600-8-2. Negative Counseling—View Towards Separation: AR 635-200. Rehabilitative Transfer: AR 635-200. Enlisted Separations: AR 635-200. Officer Separations: AR 600-8-24. Bar to Reenlistment: AR 601-280. Enlisted Administrative Reduction in Grade: AR 600-8-19. Suspension/Revocation of Driving Privileges: AR 190-5. Relief for Cause: AR 623-3 and 600-20. Reprimand: AR 600-37.

Non-Judicial Punishment/Article 15. Use of non-judicial punishment is proper in most cases involving minor offenses in which non-punitive measures are considered inadequate or inappropriate. If it is clear that non-judicial punishment will not be sufficient to meet the ends of justice, more stringent measures may be taken. Summarized Article 15/Company Grade Article 15/Field Grade Article 15/GO Article 15.

Judicial Action/Courts-Martial. Courts-martial are appropriate when other measures are deemed insufficient to meet the ends of justice. Consult with your Servicing Judge Advocate immediately if you believe the situation will warrant judicial action. Summary Court-Martial/Special Court-Martial/General Court-Martial

Undesirable conduct includes, but is not limited to drunk/reckless behavior, drunk or disorderly conduct, offensive language or gestures, and failure to satisfy financial obligations. Smoking (to include electronic cigarettes) is not permitted **within 50 feet** of any entrance to any building and only in authorized and designated smoking areas. Tobacco use (to include the use of electronic cigarettes) is prohibited in all DA-occupied workplaces except for designated smoking areas. The workplace includes any area inside a building or facility over which DA has custody and control, and where work is performed by military personnel, civilians, or persons under contract to the Army. Designated areas will be at least 50 feet from common points of ingress/egress and will not be located in areas that are commonly used by nonsmokers. Use of all tobacco products is prohibited in all military vehicles and aircraft, and in all official vans and buses.

1. Conduct in Public Establishments.

- a. When visiting public establishments, Soldiers must be especially courteous to our civilian neighbors and conduct themselves in a manner that does not bring discredit upon themselves or the Army.
- b. Wear proper clothing. Find out ahead of time what clothes are proper for the establishment or event you plan to visit and dress accordingly.
- c. Watch your noise level. Excessive noise infringes on the rights of other's and is detrimental to a positive and healthy environment in which Fort Riley Soldiers, civilians and Family members can work and live. Individuals will not create situations where voices, activities, or electronics devices create excessive noises. Always respect the rights of others to have a quiet meal or drink. Entering an establishment yelling and screaming at friends will create resentment.
- d. Watch your language. The Army Values and Warrior Ethos guide us in all aspects of our professional and personal lives. Dignity and respect for others are essential in everything we do. We should be considerate of one another. The use of profanity and racial epithets are unacceptable anywhere. Profanity has become much more prevalent in what would be considered normal conversation in public. We are, often, no longer aware of the impression it conveys to our host community, as well as the offensive atmosphere it creates for fellow Soldiers. Soldiers should be aware of their surroundings and be tactful and courteous at all times.

2. Soldiers Do Not Drink and Drive! Driving under the influence of alcohol or other drugs (DUI) decreases the readiness, morale, and discipline of the command. This dangerous behavior calls into question the Soldier's judgment and professionalism and brings discredit upon the Soldier, the command and the United States Army.

- a. The legal drinking age in Kansas is 21. Soldiers under age 21 are prohibited from drinking on or off post at any time. This can cost you your career. "Do the right thing... especially when no one is looking".
- b. In the State of Kansas, it is illegal to drive with a BAC of .08 or higher if you are 21 years or older. For drivers under the age of 21, it is illegal to drive with a BAC of .02 or higher. The legal limit for on duty (over the age of 21) personnel is .05% BAC.
- c. Watch your drinking. Drinking excessively is an indicator of poor judgment and poor discipline. Soldiers will not carry on foot open containers of alcoholic beverages except in areas designated for consumption of alcoholic beverages, i.e. picnic grounds.
- d. Plan ahead, know and use the designated driver rule. Groups of Soldiers will designate a driver who will not drink. Use public transportation such as taxis, contact your friends, or use your chain of command or command/installation sponsored programs like the "Riley Ride".
- e. Drunk Driving Prevention Program (DDPP) at (785) 693-0303 to get you and your vehicle home safe. Sign up before you go out! It's quick and easy to sign up, just log on to <http://www.ddpp.us/>

Drunk Driving Prevention Program of Fort Riley

Been Drinking? Cant find a Designated Driver? Want to get
you and your car home?

Give us a Call Now!



Visit: WWW.DDPP.US or Call 785-693-0303
HOURS OF OPERATION 8:00PM - 6:00AM

FOLLOW US AT: @FORTRILEYDDPP



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3. Music Devices.

a. Commanders within the workplace can confiscate music devices when they are played in such a manner that disturbs others, the item must be returned to the Soldier prior to leaving at the end of the duty day. Remember to be considerate of others.

b. Loud music is a safety concern for Soldiers not only for those who are listening to it while they are driving but for other operators, road workers and emergency vehicles as well. In a vehicle on the installation if noise can be heard **50 feet** from the vehicle, whether that vehicle is moving or stationary, the windows are up or down or if you are enclosed or not (for vehicles without tops i.e. Jeeps or convertibles) the noise is too loud.

c. Music containing vulgar or obscene language will not be so loud as to be heard outside of the vehicle, barracks rooms and on post housing, regardless of the distance.

4. Relationships between Soldiers of different grade. (IAW AR 600-20)

a. The term "officer" used in this paragraph includes both commissioned and WOs unless otherwise stated. The term "noncommissioned officer" refers to a Soldier in the grade of corporal to command sergeant major/sergeant major. The term "junior enlisted Soldier" refers to a Soldier in the grade of private to specialist. The provisions of this paragraph apply to both relationships between Soldiers in the Active and Reserve Components and between Soldiers and personnel of other military Services. This policy is effective immediately, except where noted below, and applies to opposite-gender relationships and same-gender relationships.

b. Soldiers of different grades must be cognizant that their interactions do not create an actual or clearly predictable perception of undue familiarity between an officer and an enlisted Soldier,

or between an NCO and a junior-enlisted Soldier. Examples of familiarity between Soldiers that may become “undue” can include repeated visits to bars, nightclubs, eating establishments, or homes between an officer and an enlisted Soldier, or an NCO and a junior-enlisted Soldier, except for social gatherings, that involve an entire unit, office, or work section. All relationships between

Soldiers of different grade are prohibited if they—

(1) Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command.

(2) Cause actual or perceived partiality or unfairness.

(3) Involve, or appear to involve, the improper use of grade or position for personal gain.

(4) Are, or are perceived to be, exploitative or coercive in nature.

(5) Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.

c. Certain types of personal relationships between officers and enlisted Soldiers, or NCOs and junior enlisted Soldiers, are prohibited. Prohibited relationships include the following:

(1) Ongoing business relationships between officers and enlisted personnel, or NCOs and junior enlisted Soldiers. This prohibition does not apply to landlord/tenant relationships or to one-time transactions such as the sale of an automobile or house, but does apply to borrowing or lending money, commercial solicitation, and any other type of ongoing financial or business relationship. Business relationships between NCOs and junior enlisted Soldiers that exist at the time this policy becomes effective and that were authorized under previously existing rules and regulations, are exempt provided the individuals are not in the same unit or chain of command and the relationship does not meet the criteria listed in paragraph 4–14b(1 through 5). In the case of ARNG or U.S. Army Reserve personnel, this prohibition does not apply to relationships that exist due to their civilian occupation or employment.

(2) Dating, shared living accommodations other than those directed by operational requirements, and intimate or sexual relationships between officers and enlisted personnel, or NCOs and junior enlisted Soldiers. This prohibition does not apply to the following:

(a) When evidence of fraternization between an officer and enlisted member or an NCO and a junior enlisted Soldier prior to their marriage exists, their marriage does not preclude appropriate command action based on the prior fraternization. Commanders have a wide range of responses available including counseling, reprimand, order to cease, reassignment, administrative action, or adverse action. Commanders must carefully consider all of the facts and circumstances in reaching a disposition that is appropriate. Generally, the commander should take the minimum action necessary to ensure that the needs of good order and discipline are satisfied.

(b) Situations in which a relationship that complies with this policy would move into noncompliance due to a change in status of one of the members (for instance, a case where two junior enlisted members are dating and one is subsequently commissioned or selected to be a WO, commissioned officer, or NCO). In relationships where one of the enlisted members has entered into a program intended to result in a change in his or her status from enlisted to officer or junior enlisted Soldier to NCO, the couple must terminate the relationship permanently or marry within one year of the date of the appointment or the change in status occurs.

(c) Personal relationships between members of the National Guard or Army Reserve, when the relationship primarily exists due to civilian acquaintanceships, unless the individuals are on AD (other than AT), on FTNGD (other than AT), or serving as a dual status military technician.

(d) Personal relationships between members of the RA and members of the National Guard or Army Reserve when the relationship primarily exists due to civilian association and the RC member is not on AD (other than AT), on FTNGD (other than AT), or serving as a dual status military technician.

(e) Prohibited relationships involving dual status military technicians, which were not prohibited under previously existing rules and regulations, are exempt until 1 March 2015.

(f) Soldiers and leaders share responsibility for ensuring that these personal relationships do not interfere with good order and discipline. Commanders will ensure that personal relationships that exist between Soldiers of different grades emanating from their civilian careers will not influence training, readiness, or personnel actions.

(3) Gambling between officers and enlisted personnel, or NCOs and junior enlisted Soldiers.

d. These prohibitions are not intended to preclude unit based normal team building or activity based on interaction which occurs in the context of community based, religious, or fraternal associations such as scouting, youth or adult sports leagues or teams; membership in organizations such as the Masons or Elks; religious activities including chapel, church, synagogue, mosque, or religious education; Family gatherings; unit-based social functions; or athletic events.

e. All military personnel share the responsibility for maintaining professional relationships. However, in any relationship between Soldiers of different grade or rank, the senior member is generally in the best position to terminate or limit the extent of the relationship. Nevertheless, all members may be held accountable for relationships that violate this policy.

f. Commanders should seek to prevent inappropriate or unprofessional relationships through proper training and personal leadership. Commanders have a wide range of responses available should inappropriate relationships occur. These responses may include counseling, reprimand, order to cease, reassignment, or adverse action. Potential adverse action may include official reprimand, adverse evaluation report(s), non-judicial punishment, separation, bar to reenlistment, promotion denial, demotion, and courts martial. Commanders must carefully consider all of the facts and circumstances in reaching a disposition that is warranted, appropriate, and fair.

5. Military Customs and Courtesy.

a. Courtesy among members of the Armed Forces is vital to maintain military discipline. 1ID Soldiers will extend proper customs, courtesies and respect to their superiors at all times. All Army personnel in uniform shall salute when they meet and recognize persons entitled to the salute. Salutes will be exchanged between officer (commissioned and warrant) and enlisted personnel, and with authorized personnel of all the Armed Forces. Courteousness is respect for and consideration of others. In the Army the various forms of courtesy have become customs and traditions. It is important to render these courtesies correctly.

b. The exchange of a salute is a visible sign of good discipline and mutual respect. Saluting is an outward sign of unit pride and esprit de Corps. IAW AR 600-25 each salute shall be rendered with a greeting and response. **The 1st Infantry Division greeting is “Duty First, Sir or Ma’am.” The response from the officer will be “Victory.”** When approaching an NCO the appropriate greeting of the day will be rendered, “Good morning Sergeant” the response from the NCO will be “Unit Motto.” Additionally:

(1) Be on alert for general officers and other senior officer vehicles, which are identified with plates depicting their rank attached to the front of the vehicle. **Proper military courtesy requires that you render a salute to these officers as they pass.**

(2) If an officer is coming your way, wait until you are approximately six paces apart and salute. If the officer is at a distance and turning away, then the proper saluting distance is recognition distance.

c. The following rules apply in most situations you are likely to face.

(1) Unit headquarters, orderly rooms, supply rooms, dayrooms, and squad rooms. The first person to see an officer who is higher rank than the officer present in the room should call "Attention." The senior Soldier present in the area should then report to the visiting officer. When a senior Noncommissioned Officer enters a room/area, "At Ease" will be called.

(2) During conversations. All Soldiers, officer or enlisted, will come to the position of attention facing a senior officer when spoken to. In an official capacity normally the senior officer will direct "At Ease" or "Carry on" if the situation merits. When an enlisted Soldier is speaking to a senior Noncommissioned Officer, the Soldier will stand at "Parade Rest" unless otherwise directed by the NCO. A subordinate shall stand when spoken to by someone senior in rank unless the superior directs otherwise. When walking with a senior Soldier, the junior officer or enlisted Soldier will walk to the senior's left side.

(3) In formation. When an officer approaches Soldiers in a formation, the person in charge calls, "Attention" and renders a salute for the entire group. When an officer senior in rank approaches a group of individuals not in formation, the first person to see the officer calls "Group, Attention" and everyone in the group faces the officer and renders a salute with the appropriate greeting.

(4) Salutes will be exchanged outside the PX, post theater, and other congested areas to include under overhangs. All Soldiers, officer and enlisted, will render the necessary salute, unless the act would be impractical. i.e., arms full of packages, at which time render the appropriate verbal greeting.

(5) The US flag as distinguished from "The Colors" is not saluted except during the ceremonies of raising (Reveille) and lowering (Retreat) the flag and when it is passing in a parade.

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

d. Reveille and Retreat ceremonies.

(1) Reveille: When you are outside, in uniform, not in formation and you hear "Reveille" you should face towards the US flag, if visible. If the US flag is not visible face towards the music and assume the position of attention. Soldiers will salute on the first note of music. Soldiers will sing the Big Red One Song after Reveille is played followed by reciting the BRO charge prior to conducting PT. **During reveille all vehicles on post will stop when the music is heard. Military and Civilian attire occupants will dismount their vehicle and render the proper courtesy.** If you are in civilian attire and hear "Reveille" you may remove all headgear and place your right hand over your heart.

(2) Retreat: When you are outside, in uniform, not in formation and you hear "Retreat" you should face towards the US flag, if visible. If the US flag is not visible, face towards the music and assume the position of attention. Soldiers will salute when "To the Colors" is played.

During retreat all vehicles on post will stop when the music is heard. Military and Civilian attire occupants will dismount their vehicle and render the proper courtesy. If you are in civilian attire and hear “To the Colors” or the National Anthem, you may remove all headgear and place your right hand over your heart or salute as you would if you were in an authorized military uniform.

(3) Soldiers outside will stand at attention and sing the Big Red One or Army Song whenever it is played. These songs are played at the end of every formal ceremony.

6. Single Enlisted Soldier Quarters Policy:

a. Barracks Purpose. Barracks and their associated areas are primarily to facilitate our military mission. The barracks provide secure, comfortable living quarters for single Soldiers so that Soldiers might rest, relax, and enjoy a degree of privacy thus preparing themselves mentally, spiritually, and physically for future missions.

b. Leader’s Responsibility. Commanders, assisted by the chain of command, are responsible for the readiness, welfare, morale, discipline, and good order of their units, including the barracks. **NCOs are at the forefront of taking care of our Soldiers and will check on their Soldiers living conditions daily.** We in the 1st Infantry Division are interested in maintaining the highest standards possible.

(1) Clean: All common areas and individual rooms will be neat and clean.

(2) Secure: All personal items should not be left unattended or unsecured.

(a) Internal: All rooms will have functional locks, doors, windows, and wall lockers.

(b) External: Commanders will ensure barracks are protected from intruders and unauthorized visitors.

(3) Functional: Barracks lighting, heating, and cooling systems, latrines, washers, dryers, refrigerators, microwaves, and other major appliances will be functional.

(4) Safe: Commanders will continually monitor safety. Commanders will correct or report hazardous conditions, materials, and situations immediately.

(5) Privacy. There is NO perfect privacy in the Army. In the barracks, leaders will respect a Soldier’s privacy to the extent appropriate. The intent is to provide privacy consistent with maintaining discipline, good order and mission readiness.

c. Specific Policies:

(1) Alcohol. Alcohol is permitted in the barracks as specified in CG Policy Letter 9. Commanders may not adopt blanket policies or restrictions on types or amount of alcoholic beverages Soldiers may possess in the barracks. When any Soldier abuses the privileges regarding possession or consumption of alcoholic beverages, commanders may take action to withdraw the privilege the Soldier has for possession or use of alcohol.

(a) Consumption of alcohol while on duty is prohibited.

(b) Soldiers below the legal drinking age will not consume, store, or purchase alcohol, nor will it be stored or purchased for them.

(c) Soldiers 21 years or older living in the barracks may possess alcohol in their rooms or common areas.

(2) Checks of Barracks. Commanders will ensure that health and welfare inspections are conducted in the barracks on at least a monthly basis. In addition to these inspections, commanders will regularly make personal visits to their Soldiers' barracks rooms. These visits should not be considered inspections but should instead focus on ensuring each Soldier's welfare. During the visits, the Commander will not enter the barracks room without consent except under exigent circumstances such as safety concerns or to conduct a probable cause search.

(3) Cohabitation/Visitors. Although visitors are allowed, they are not permitted to spend the night, live in the barracks, or abuse the visitation privileges. Soldiers are responsible for their visitors' actions in the barracks. Any non-military visitor under the age of 18 and not a member of the Soldier's immediate family must be accompanied by a parent or legal guardian. Units will maintain a visitor's log at each CQ location. Soldiers having visitors will ensure that their visitors are properly signed in and out at the CQ. Cohabitation (even short-term) is strictly forbidden.

(a) Soldiers residing in the barracks may have visitors of either sex in their rooms as previously outlined.

(b) Commanders will suspend visitations during EDREs, call outs, or if the commander determines that it may adversely impact upon mission readiness.

(c) Visitation is a privilege. Commanders may revoke this privilege if abused.

(4) Command Presence. In addition to the aforementioned inspections and visits, commanders will ensure frequent, conspicuous leadership presence in the barracks especially on the weekends and holidays. All units will establish and maintain a presence of command during off duty, weekends, and holidays before and after midnight. The purpose is so that leadership is aware of what is going on with their Soldiers within the barracks, assist Soldiers with getting problems related to emergency work orders addressed and to help resolve other social issues that may arise before they get out of control.

(5) Contraband. Soldiers may not have contraband in the barracks or in their privately owned vehicles (POVs). FR Reg 190-1 and CG Policy Letter 9. Examples include illegal drugs, privately owned weapons, pyrotechnics, martial arts weapons, and other items designated by the Commanding General. Subordinate commanders may prohibit items in their unit areas as necessary to ensure safety, preserve unit cohesion, and maintain good order and discipline. Examples include unsafe items such as flammables, and divisive items such as openly displayed racist signs, symbols, and/or literature, which have been determined by the unit commander to be prejudicial to good order and discipline.

(6) CQs. Each Company will have a CQ in their barracks. CQs are mandatory in all barracks. Brigade and separate Battalion Commanders may establish CQs for specific purposes and periods at their own discretion.

(7) Flags/Banners. Properly displayed flags of the Nation, States, and U.S. territories and possessions are permitted. Appropriate regulations as to display, dignity, and respect with regard to the flag of the United States of America will be followed. Brigade Commanders and separate Battalion Commanders will address other foreign flags with exception to the flag/banner policy – example: an official exchange Soldier from a foreign army.

(8) Formal Inspections. These are normally “stand-by” type of formations that are unit oriented. Example: Payday procedures, Command Inspection Program (FR Reg 1-201). They

may involve layouts, corrective actions or remedial procedures as a part of the program. All inspections or checks should include a corrective or follow-up plan and feedback to the Soldiers. All units will have a routine that includes periodic formal inspections.

(9) Health and Welfare Inspections. Scheduled inspections maintain the health, safety and readiness of the Unit. The use of Military Working Dogs or other technical means may be utilized in addition to the eyes and ears of the chain of command.

(10) Inspections. The Commander will inspect rooms and common areas to ensure standards of cleanliness, security, functionality, and safety are met on at least monthly basis. Units may want to put this in an SOP to provide further clarity. NCOs are responsible for taking care of our Soldiers and will check on their Soldiers living conditions daily.

(11) Occupancy. The goal is no more than 2 per standard (2 person) room. NCO acceptable standards for space are 135 square feet and a shared bath with not more than one other Soldier.

(12) Personal Property. Stereos, phones, refrigerators, microwaves, civilian furniture, and bedding are permitted. Units will set standards for use.

(13) Pets. Personnel who reside in the barracks are allowed to keep fish only. All personnel who reside in the area must agree to keep the fish and provide a plan in case of leave or deployment. Commanders must specifically authorize any tank that exceeds 10 gallons.

(14) Plants. No large floor plants or those that would stain or damage the room are authorized. Commanders may establish a "No Plant" policy if plants and their maintenance is inconsistent with their operational needs and OPTEMPO/OPCYCLE.

(15) Posters, Wall Displays, Screen Savers. Nothing in the rooms will endorse racial intolerance, gang activity, drug activity, or overt sexual activity. Additionally, no items or pictures that degrade national or military leaders will be acceptable as decoration. Refer to Barracks policy #9 for further guidance. Examples of offensive and inappropriate displays are:

- (a) Nudity.
- (b) Glorification of drugs and Alcohol.
- (c) Racist, extremist, or violent gangs.
- (d) Cruel, inhumane, or displays otherwise incompatible behavior with normal unit cohesion.

(16) Room Arrangements. There are no standard arrangements. Rooms may be arranged and decorated to allow the Soldier maximum freedom but emphasizing cleanliness and property accountability. Units will prohibit unsafe arrangements.

(17) Room Paint. Commanders may approve exceptions for solid-color or light pastels. Room must be restored to government color upon clearing. No dark colors, bizarre patterns, or other schemes are allowed.

(18) Safety. Units will establish a safety program IAW current directive.

(19) Smoking/Tobacco use (to include the use of electronic cigarettes) is prohibited in all DA-occupied workplaces, in accordance with AR 600-63, except for designated smoking areas. Designated areas will be at least 50 feet from common points of ingress/egress and will not be located in areas that are commonly used by nonsmokers.

(REF: CG Policy Letter 9)

8. LEAVES AND PASSES:

a. Leave. Soldiers accrue 30 days of leave annually. It is accrued at the rate of 2 1/2 days each month. Your accrued leave is shown on your Leave and Earnings Statement (LES). Soldiers are encouraged by commanders to take periodic short leaves or leave during the unit's scheduled block leave rather than save up a large number of days, which they may not be able to use all at one time. Leave is requested in advance according to your unit SOP and are approved by commanders using DA Form 31. When you submit a request for leave, you are telling the commander that:

- (1) You have sufficient days accrued or are asking for advanced leave.
- (2) You have enough money to cover your cost of leave and travel.
- (3) You will return on time.
- (4) You know to ask for an extension of leave if necessary.
- (5) You can be contacted at the leave address stated in the event of a recall at any time.
- (6) You will carry your approved DA Form 31 and Military ID card with you at all

times.

(7) You will uphold the expected standards of conduct and appearance. Failure to return by 2400 hours on the designated last day of leave could result in you being AWOL. The unit phone number(s) contained on the DA Form 31 will be used to contact your unit if you cannot return by the prescribed time.

(8) Leave (both ordinary and emergency) taken outside the continental US (OCONUS) must be approved in advance by the Soldier's chain of command and G1/AG.

b. Block leave programs are treated as part of the commander's annual leave program and are designed to provide maximum opportunity for all Soldiers to take leave at the same time. Block leaves are incorporated into the master training schedule as a normal part of the training year.

c. Passes. A pass is an authorized absence from your unit for a relatively short period of time. Passes are a privilege to be awarded to deserving Soldiers by commanders. They are not a right. Passes are granted only to deserving Soldiers and only when you are not required to perform essential duties.

(1) Soldiers who earn a Division coin will earn a three-day pass.

(2) Regular Passes (i.e. an authorized absence during off-duty hours) will not exceed 3 days in length. Regular passes may be taken in conjunction with leave, provided that both the pass and the leave begin and end at the duty location. Special passes (i.e. an authorized absence during duty hours) will not exceed 4 days in length. Special passes cannot be taken in conjunction with leave.

d. Division units must be capable of responding swiftly to meet contingencies ranging from war to civil disturbance to natural disaster. When you are on pass or leave, it is your responsibility to make sure that your unit knows where you are and when you will return.

(REF: CG Policy Letter 4)

9. Equal Opportunity (EO)/Sexual Harassment/Assault Response and Prevention program (SHARP)/Emergency Numbers.

Post Equal Opportunity Office:
8071 Normandy Dr.

Division SHARP:
8071 Normandy Dr.

Fort Riley, KS 66442
(785)239-3357

Fort Riley, KS 66442
(785)239-3379
24/7 Hot Line (785) 307-9338

Family Advocacy Program:
24/7 Hotline (785) 307-1373

Chaplain
24/7 Hotline: (785) 239-4357

Suicide Prevention Lifeline
24/7 Hotline (800) 273-TALK (8255)

Irwin Army Community Hospital ER
(785) 239-7777

Fort Riley Police
(785) 239 MPMP (6767)

a. All Soldiers have the right to be treated fairly without regard to their race, color, gender, national origin, or religion. This includes not being sexually harassed.

b. Sexual harassment is a form of discrimination that involves unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders when submission to, or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career or such conduct by a person is used as a basis for career or employment decision affecting that person; Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

c. Techniques of dealing with sexual harassment

(1) All Soldiers and civilians have a responsibility to help resolve acts of sexual harassment. Examples of how to accomplish this includes:

(a) Direct approach. Confront the harasser and tell him/her that the behavior is not appreciated, not welcomed and that it must stop. Stay focused on the behavior and its impact. Use common courtesy. Write down thoughts before approaching the individual involved.

(b) Indirect approach. Send a letter to the harasser stating the facts, personal feelings about the inappropriate behavior and expected resolution.

(c) Third party. Request assistance from another person. Ask someone else to talk to the harasser, to accompany the victim, or to intervene on behalf of the victim to resolve the conflict.

(d) Chain of command. Report the behavior to immediate supervisor or others in chain of command and ask for assistance in resolving the situation.

d. There are two types of complaints: Informal and Formal

(REF: CG Policy Letter 3 and 8)

(1) Informal complaint is any complaint that a Soldier or Family member does not wish to file in writing. Informal complaints may be resolved directly by the individual, with the help of another unit member, the commander or other person in the complainant's chain of command. Typically these issues that can be taken care of informally can be resolved through discussion, problem identification, and clarification of the issues. An informal complaint is not subject to time suspense. Commanders will not preclude Soldiers from using these channels in accordance

with the procedures inherent/established by these agencies: Someone in a higher echelon of the complainant's chain of command, Inspector General, Chaplain, Provost Marshal, Medical agency personnel, Staff Judge Advocate, Community Housing Referral and Relocation Services (CHRRS) office. Reference: AR 600-20 Appendix C-1.a.

(2) Formal complaint is one that a complainant files in writing and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the action taken. Soldiers have 60 calendar days from the date of the alleged incident in which to file a formal complaint. If a complaint is received after 60 calendar days, the commander may conduct an investigation into the allegations or appoint an investigating officer. Reference: AR 600-20 Appendix C-1.b.

e. Sexual Assault –Sexual assault is a crime and is intolerable.

(1) Restricted Reporting. A Soldier who is sexually assaulted and desires medical care, counseling and victim advocacy, without initiating the investigative process should use the restricted reporting option. Restricted reporting allows a sexual assault victim to confidentially disclose the details of the assault to specifically identified individuals and receive medical treatment and counseling, without triggering the official investigative process. Soldiers who are sexually assaulted and desire restricted reporting under this policy should report the assault to the Sexual Assault Response Coordinator (SARC), a Unit Victim Advocate, or a health care provider.

(2) Unrestricted Reporting. A Soldier who is sexually assaulted and desires medical treatment, counseling and an official investigation of his/her allegation should use current reporting channels, for example, chain of command, law enforcement or report the incident to the SARC. Upon notification of a reported sexual assault, the SARC will immediately assign a Unit Victim Advocate.

10. Harassment/Maltreatment, Hazing & Corrective Training

All Soldiers deserve to be treated with dignity and respect, free from harassment and maltreatment, safe to focus on the mission at hand. Leadership must foster a balanced and dignified work climate. Corrective action, in the form of extra training and instruction, is one of the most effective administrative measures for fixing a deficiency. These corrective actions must be tempered and conducted IAW prescribed regulations and policies, in order to prevent abuse of our Soldiers. Hazing is fundamentally in opposition to our Army Values and is prohibited at all times.

- a. Reference UCMJ Article 93
- b. Train NCOs on administering the proper leadership IAW FM 6-22 and AR600-20

Uniform Wear and Appearance

1. Reference.

- a. AR 670-1, Wear and Appearance of Army Uniform and Insignia, 15 Sep 2014.
- b. DA PAM 670-1 Guide to the wear and appearance of Army Uniforms and Insignia, 2 Dec 2014.
- c. ALARACT 202/2008, ARMY SERVICE UNIFORM (ASU) WEAR POLICY, 20 August 2008.
- d. Army Directive 2011/11, Changes to Wear of the Army Combat Uniform (ACU) Items, 13 June 2011.
- e. ALARACT 241/2011, MODIFYING WEAR OF IMPROVISED PHYSICAL FITNESS UNIFORM (IPFU), 23 June 2011.
- f. ALARACT 315/2011, AUTHORIZATION TO WEAR THE FLAME RESISTANT (FR) ARMY COMBAT UNIFORMS (ACU), (FRACU) UPON REDLOYMENT, 22 August 2011.
- g. ALARACT 209/2014 - THE NEW ARMY PHYSICAL FITNESS UNIFORM (APFU) AND THE NEW BLACK MICROFLEECE CAP, 3 Sep 2014.

The Army is a uniformed service where discipline is judged, in part, by the manner in which the individual wears the uniform prescribed. Therefore, a neat and well-groomed appearance by Soldiers is fundamental to the Army and contributes to building the pride and esprit essential to an effective military force. This policy is not meant to replace AR/DA PAM 670-1 or other appropriate Army policies, but to augment and reinforce those existing standards. I expect leaders at all levels to enforce these standards and instill good order and discipline across the formation.

2. Duty Uniform. The uniform of the day is prescribed by the commander and is normally the ACU (both OCP and UCP), food service uniform, or hospital duty uniform. On occasion, other uniforms may be proscribed by the commander (i.e., ASU, field uniform, etc.). Regardless of the uniform, it will be worn IAW AR/DA PAM 670-1. The standard for the duty uniform is very simple and Soldiers will remain in complete uniform at all times. The blouse will not be removed nor will the t-shirt be worn as an outer garment unless a Leader determines that the health and safety of the Soldier is in jeopardy and temporary removal of the blouse is required.

3. ACU (both OCP and UCP). The ACU (both OCP and UCP) will be worn IAW AR/DA PAM 670-1. Trousers will be bloused and sleeves will remain down (cuffing the sleeves is not authorized) at all times. Soldiers may sew on the U.S. Army tape, name tape, authorized skill and identification badges, and rank insignia as an option at their own expense. A mix of sewn on and pin on may not be used. Soldiers will not sew on the following: subdued shoulder sleeve insignia-current organization, subdued shoulder sleeve insignia-former wartime service, tabs, or the U.S. flag. Additionally, only authorized patches may be worn on the ACU. Commanders may NOT authorize distinctive unit patches to be worn on these duty uniforms. Soldiers are reminded that only one POW/MIA/KIA bracelet may be worn while in uniform (550 cord survival, stay strong, or other bracelets are NOT authorized for wear when in uniform). Sunglasses/eye protection will NOT be worn on the top of the forehead/head when not in use.

4. Civilian Dress on Post. Grooming is a matter of pride within the military community and the wearing of appropriate civilian attire is a personal responsibility within the parameters of good taste and social acceptability. In keeping with this principle and to ensure health, welfare, morale, and safety, the following dress code is implemented. Soldiers using post facilities, public buildings, public areas, or work areas will not wear:

- a. Shorts, cut-off jeans, or cut-off slacks, which are so short they expose any part of the buttocks or undergarments.
- b. Exposed hair curlers.
- c. Garments made of transparent material or of “open weave” type material, which expose the body (other than the arms) beneath the garment.
- d. Mixed military and civilian clothing is prohibited, except those garments authorized by AR/DA PAM 670-1.
- e. Garments which contain, depict, or display any obscene, pornographic, lewd, or lascivious word(s), character(s), picture(s), or symbol(s). Garments, which contain, depict or display any word(s), or expressly condone any criminal conduct in violation of federal law or obviously offensive to individuals or groups on the basis of national origin, race, sex, religion, or employment.
- f. Piercings will not be worn by Soldiers in uniform or civilian clothes on duty anywhere on the installation. Female Soldiers may wear earrings while in ASU’s and civilian clothes on post. **Male Soldiers will not wear earrings while in uniform or civilian clothes, on or off the installation and on or off duty.**
- g. Footwear of some type must be worn in all post facilities with the exception of swimming pools and immediate areas.
- h. Soldiers will not wear trousers, jeans, shorts so low around the waist that their undergarments or buttocks are exposed.

5. Uniform Wear in the MWR Facilities. All Soldiers will adhere to AR/DA PAM 670-1 and The Victory Standard book uniform standards when utilizing MWR facilities on and off duty. If engaging in a physical activity (ex. bowling, billiards, table tennis, basketball etc.) the blouse may be removed while in MWR facilities. The physical fitness uniform will not be worn in MWR facilities (ex. Bowling Alley, Warrior Zone, etc)

6. Off Post. Wearing of the uniform off post is authorized with the following requirements: the uniform is clean, serviceable, and the Soldier is in the complete uniform at all times. The duty uniform in this paragraph is defined as ACU (OCP or UCP), food service uniform, and hospital duty uniform. Combat vehicle crewman uniforms are not authorized except in transit from the individual’s quarters and duty station. The Army Service Uniform (ASU), Class A uniform, and dress/mess uniforms are authorized for wear off post. All uniforms will meet standards as outlined in AR/DA PAM 670-1. Exceptions to wearing the duty uniform off post are:

- a. Soldiers will not visit off-post drinking establishments in duty uniform. NOTE: A drinking establishment is defined as a bar or club that primarily sells alcohol. Restaurants primarily selling food items are not considered drinking establishments.
- b. Soldiers appearing in court during the duty day, whether on or off post, will wear the ASU or Class A uniform with all awards and badges IAW AR/DA PAM 670-1 and ALARACT Message 202/2008.

7. Personnel traveling on Air Mobility Command and non-Air Mobility Command flights on permanent change of station orders, temporary duty (TDY), emergency leave, or space-available flights are authorized to wear civilian clothes. Personnel must ensure that the clothing worn is appropriate for the occasion and reflects positively on the Army. (See DOD 4500.54E for information concerning mandatory wear of civilian clothing in foreign countries. The individual's travel orders will reflect information authorizing wear of civilian clothing.) Personnel on official travel and traveling by commercial travel means will wear the service uniform or appropriate civilian attire. Soldiers may wear the combat uniform on commercial flights only when deploying/redeploying or on rest and recuperation leave to and from the combat theater. However, commanders may authorize service or utility uniforms for Soldiers when traveling by commercial travel for emergency leave or casualty assistance duties.

8. Seasonal Uniforms. Dependent upon weather conditions, commanders may prescribe cold/warm weather uniforms. Commanders will establish reasonable uniformity throughout their units. In establishing seasonal uniforms, the following guidance is provided:

- a. The GORTEX jacket is authorized for wear during inclement weather.
- b. The green fleece is authorized for wear as an outer garment.
- c. The green or black micro-fleece watch cap is authorized to replace the patrol cap when temperatures, including wind chill, fall below freezing (32 Degrees). Battalion Leadership will determine wear of fleece cap for duty. Fleece caps are not authorized for wear off of Fort Riley, KS, wear of the fleece cap is restricted to Fort Riley.

9. Patrol Cap. The patrol cap is the basic headgear for all duty uniforms except the food service uniform and hospital duty uniform. The patrol cap may also be worn in field environments when the training situation dictates.

10. Black Beret. The black beret is the prescribed headgear for those participating in parades and ceremonies, including Change of Command, Change of Responsibility, and retirement. The beret will be retained and worn with the ASU/Class A, food service, and hospital duty uniform. It will be worn IAW AR/DA PAM 670-1.

11. Non-Subdued Big Red One Patches. The 1st Infantry Division Non-Subdued Big Red One (BRO) patch will only be worn during special events such as parades or changes of command or responsibility for those participating in the event/ceremony. As a general rule of thumb, when wearing the black beret the BRO patch will be worn.

12. Field Uniform. At a minimum, the field uniform consists of the following components: IBA with IFAK on the lower left side, the Army Combat Helmet (ACH), gloves, and ballistic glasses or goggles. Battalion level commands have the authority to add to the uniform, but must maintain the minimum standard at all times.

- a. The patrol cap may be authorized by the senior commander when the unit is deployed in secure areas, or training to simulated FOB like conditions. Under no circumstances will the

patrol cap be worn in place of the ACH during off-FOB operations, ranges, or tactical training outside of garrison.

b. ACH. The ACH is equipped with a chin strap. The chin strap will be secured across the wearer's chin whenever the ACH is worn. The ACH will be worn during tactical training, rotary wing flight, and while riding or driving in all tactical vehicles. Soldiers in the rank of SPC or below will have their last name sewn on the helmet band above the wearer's left eye. SGTs and above will have their rank and last name sewn on the helmet band above the wearer's left eye (i.e. SGT JONES).

c. ARMY COMBAT SHIRT (ACS). The ACS is authorized for wear under the IOTV while deployed for combat operations during off-FOB missions. Commanders may authorize the wear of the ACS during training events, however, only when worn under the IOTV. At no time will the ACS be worn as a standalone top in garrison.

d. The field uniform is not authorized to be worn in off-post establishments.

e. NOMEX. The NOMEX uniform is specifically designed to provide an extra measure of protection from flash fires over non-fire retardant clothing. All crews and personnel working on or handling fuel, ammunition or performing in flight aircrew duties or in a fighting vehicle are required to wear NOMEX.

13. The Physical Fitness Uniform.

a. The Army Improved Physical Fitness Uniform (IPFU) and The New Army Physical Fitness Uniform (APFU) are the only authorized uniform for unit physical training during normal training days. Soldiers may use civilian fitness attire while on leave or pass. Soldiers are reminded that the IPFU and the APFU are official Army uniforms and will therefore adhere to all other grooming standards outlined in AR/DA PAM 670-1 (i.e. hair, fingernails, jewelry, clean shaven, etc.)

b. The summer/warm weather APFU/IPFU consists of the T-shirt and shorts. The winter/cold weather APFU/IPFU consist of the gray and black jacket or black and gold jacket, black pants, foliage-green or black micro-fleece cap, and gloves.

c. Commanders may authorize wear of the long sleeved T-shirt with the warm weather PT uniform as needed. Commanders may also authorize the wear of black gloves and the foliage-green and black micro-fleece cap. Uniformity is required when in formations. The shirt will be tucked inside the trunks.

d. Only running shoes that accommodate all five toes in one compartment are authorized for wear. Those shoes that feature five separate, individual compartments for the toes are prohibited for wear with the PT uniform.

e. Commanders may authorize the wear of commercially purchased items such as shoes, socks, spandex biking shorts or equivalent to be worn with the PT uniform. Socks will be above the ankle bone with no visible logos. Biking shorts or equivalent will not extend below the top of the knee and must be gray or black and cannot bear any visible brand markings or patterns.

f. Wrist/headbands, leg warmers, and hats will not be worn with the APFU/IPFU.

g. A reflective belt will be worn with both the summer/warm weather and the winter/cold weather PT uniform. When wearing the summer PT uniform, the reflective belt will be worn outside the jacket around the waist. When wearing the winter PT uniform, the reflective belt will be worn outside the jacket diagonally from the top right to the bottom left.

h. Distinctive unit t-shirts may be substituted for the gray or black Army t-shirt for battalion/squadron level organizations and higher.

i. Commanders may authorize the wear of the ACU for physical fitness training when deemed appropriate.

j. The physical training uniform is for physical training. Therefore, it is not authorized for wear off post and in any of the on post facilities, i.e. DFAC, Post Theater, Bowling Alley, Commissary, PX, etc. except for the following stipulations: May be worn during the duty week (Monday – Friday) in the DFAC for the breakfast meal only, at a Shoppette only during the hours of 0800-0900 to purchase essential items, i.e. bread, milk, gas, and emergency auto repair items, etc. Those traveling to and from the installation may stop at an off post establishment for the same type of services. Soldiers may wear the physical fitness uniform to drop off/pick up children at the Child Care Center during the duty week (Monday – Friday) only when it coincides with their conducting physical training (i.e. Special population PT, shift workers, etc.). In all cases the IPFU will be clean and serviceable IAW AR/DA PAM 670-1.

Physical Fitness Training

1. Discretion for Non-Traditional Unit PT. Brigade Commanders will be the approving authority for any unit that wishes to conduct physical training utilizing competitions, or other non-traditional physical activities that improve unit cohesion, morale, and Esprit de Corps.

2. Use of Headphones. The use of headphones while wearing the PT uniform, whether indoors or outdoors, regardless of the circumstance is **NOT** authorized on or off the installation.

(This policy is tentatively pending revision. Maintain awareness of any changes to AR/DA PAM 670-1 and any applicable ALARACT messages that may alter this rule)

3. Unit T-Shirts. Distinctive Unit T-shirts are authorized down to the Battalion/ Squadron level or higher. Battalion/Squadron level Commanders and higher may substitute a distinctive unit T-shirt for the APFU/IPFU shirt within the following guidelines:

- a. Authorized for all Soldiers in Brigade, Battalion, and Division staff
- b. Logos must be in good taste with no profanity, nudity, or otherwise offensive images.
- c. All Soldiers in formation must be in the same uniform. No mixing of Soldiers with summer and winter APFU/IPFU.
- d. Soldiers will not be coerced or forced to purchase a T-shirt.

4. Authorized Individual PT. Only Battalion Sergeants Major/Commanders and above are authorized to conduct PT on their own. PT will be executed in only designated PT areas. All housing areas and unauthorized PT routes apply to any Soldier conducting PT.

5. Big Red One Physical Re-conditioning Program (BRO PReP). Battalion-level commanders and CSMs are primarily responsible for Physical re-conditioning Program. The goal of Physical re-conditioning Program is to reduce the risk of further trauma to an injured Soldier while maintaining the Soldier's fitness levels as high as possible. (More information FM 7-22 CH 6)

6. Post Gyms. Units are authorized to conduct unit level PT inside of gyms with prior coordination and reservation of necessary training equipment. Gymnasiums are otherwise prioritized to support the Big Red One Physical Re-conditioning Program (BRO PReP) or Pregnancy/ Post-Partum Physical Training (P3T).

a. Prohibited civilian attire while conducting physical training in gyms on Fort Riley. Tank tops or similar clothing that expose the mid-drifts, stomach, undergarments, sports bras, oblique, open backs, and chest cleavage.

b. Civilian attire is not authorized for wear by Soldiers in gyms during the hours of 0630-0730. The only exception are those Soldiers participating in Post-Partum/ Pregnancy PT (P3T) or Soldiers with on approved leave or pass.

7. Unit Runs and Cadence Calling. Unit and cohesive runs are encouraged and authorized. Units should ensure that cadence calling is kept clean in nature and does not distract from unit cohesion, morale and Esprit de Corps

8. Sports. A unit will **NOT** play sports for PT, nor will any sporting activities be conducted between 0630 and 0730. The only time a unit may conduct sports is as an additional activity during the day to enhance esprit de corps. A unit will **NOT** forgo a PRT session with sports also being conducted.

9. Foot Marches on Roadways. One of the greatest dangers on Fort Riley is Soldiers conducting foot marches during hours of limited visibility. The use of CHEM lights throughout the formation is encouraged. Preventive measures must be taken to ensure the safety of everyone involved in these events.

a. A formation is an assembled group of military personnel under the supervision of a leader and in two or more squad columns. Units conducting individual foot marches in a single file are not defined as formations.

b. When marching, Commanders will maximize use of off-road areas, tank trails, firebreaks, and roads with speeds of less than 35 MPH. The following guidelines apply:

(1) Any 2 or more lane road or roads where the speed exceeds 35 MPH or higher are off limits to formations (2 or more squad columns).

(2) Formations will proceed with traffic. The formation will have front and rear road guards and all trail vehicles will be off on the shoulder of the road. The Commander will ensure that no one walks in the middle of traffic.

(3) Formations will not pass each other on the left side of the Street during PT hours. All personnel must stay to the right of the center line.

(4) **Conditioning Foot March** uniform will consist of APFU/IPFU with boots and boot socks. PT reflective belt will be worn across the midsection of the MOLLE rucksack or assault

pack. The pace will be fast as the point of the conditioning foot march is to train speed and stride.

(5) **Tactical Foot March** uniform will consist of duty uniform, boots and boot socks, and ACH. Patrol Cap will NOT be worn in place of ACH. ACH will be worn at all times. Body armor, FLC, eye pro, headgear and gloves will be at the Commander's discretion. Soldiers and leaders will wear Ruck sack (not assault pack) and have a reflective belt around the ruck. During a tactical foot march the Soldiers and leader will make a tactical formation and keep proper intervals. IAW FM 21-18

OFF LIMITS AREAS/ROADS DURING PT

1. Reference. FR Pam 350-2

2. At no time will PT be conducted in housing areas; except for units in and around the area of Historic Main Post housing (noise will be kept to a minimum when conducting PT in the Historic Main Post housing area and cadence calling is prohibited). Any Road with a speed limit less than 35 MPH that is not listed as '*off limits*' is available for use by units to conduct PT and conditioning road marches. Unit runs should only be conducted in/on authorized PT routes. Units are restricted from running on the following roads during PT hours or while conducting individual PT:

a. Main Post. Williston Point Road, Caisson Hill, 1st Division Road, Huebner road, and Dickman are off limits to units for PT.

b. Camp Whiteside: All routes except from the softball parking lot on 4th Street, E Street, Third Street and the Riley Conference Center Golf Course are off limits to unit PT. Loops can be made around building 610, northwest of 3rd Street

c. Camp Funston: Off limits to unit PT

d. Camp Forsyth: Off limits to unit PT

e. Custer Hill will be closed to vehicle traffic from 0630-0730

3. At no time will PT, to include foot marches, be allowed on roadways where the posted speed limit is 35 MPH or higher. This includes formations and individual runners alike, at any time. Physical Training is prohibited on the following roadways (see fig. 3) unless prior approval for a specific training event has been given by the G-3 and coordinated with the Division Provost Marshal Office (PMO) to provide a Military Police (MP) escort:

Huebner Road
Junction City Blvd.
1st Division Road
McCormick Road
Henry Ave.
Trooper Drive
Custer Ave.
Holbrook Ave.
Caisson Hill
12th, A and Buffalo Soldier
(Camp Funston)

Estes Road
Williston Point Road
Campbell Hill Road
Mallon Road
Old Highway 77
Vinton School Road
Kitty Drive (Wash Rack Road)
Dickman Ave.
Road Morris Ave.

SAFETY



1. Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers, Commanders and Army Civilians are responsible to integrate Risk Management into missions, jobs, and off-duty activities.

Leaders will encourage **ALL Soldiers** to log on and complete the Risk Management Basic Course online. To do so follow these steps:

Step 1. Go to <https://www.atrrs.army.mil/>

Step 2. Click on "Self Development" in the ATRRS Channels Directory

Step 3. Put course number or title search blocks (2G-F97_DL/Risk Management Basic Course)

Step 4. Click "Search"

Step 5. Click "Register"

2. These five steps represent a logical and systematic thought process from which users develop tools, techniques and procedures for applying risk management in their areas of responsibility.

3. Leader's responsibility of Risk Assessment:

a. Leaders are responsible for the actions and omissions of the Soldiers and civilians we lead. Leaders will establish a climate promoting Risk Management, will understand and fully implement the Army's five-step Risk Management process (ATP 5-19). Risk Management will be incorporated into Standing Operating Procedures, training plans, operation orders, and all aspects of every event. Risk assessments will be conducted for all training events, operations, weekends, holidays, sporting, and recreational events. Risk Management is a continuous process.

b. All accidents (regardless of accident class or personnel duty status) must be reported to the unit safety office and to the immediate commander or supervisor whose operation, personnel,

or equipment is involved. An Army accident is defined as an unplanned event, or series of events, which results in one or more of the following:

- (1) Occupational illness to Army military or Army civilian personnel.
- (2) Injury to on-duty Army civilian personnel.
- (3) Injury to Army military on-duty or off-duty.

c. DD form 2977 (Deliberate Risk Assessment Worksheet) or FR FORM 108 will be utilized by all leaders to reduce risk and help prevent both accidents and loss.

d. DD FORM 2977 Link: <http://www.dtic.mil/whs/directives/forms/eforms/dd2977.pdf>

e. Worksheet Instructions: SEE ATP 5-19, C1

4. POV/ Motorcycle Safety.

a. Reference. Army Regulation (AR) 385-10, chapter 11 and CG Policy Letter 6 states (On SharePoint at

https://necportal.riley.army.mil/1ID/CMDGrp/sgs/Shared%20Documents/Policy%20Letters/CG%20Policy%20Letter%2006_Command%20Safety%20Policy%20Letter.pdf

b. It is the leaders and the Soldiers responsibility to ensure that POV/POM inspections are completed to standard once every quarter. The inspection forms to be used are the FR form 31-E for POV **and FR form 31-MIC-R for motorcycles**. One copy of the inspection will remain in the vehicle or on the rider and the original will be maintained at the company level at all times.

c. Soldiers planning to drive long distances for any reason will utilize the Travel Risk Planning System (TRiPS) <https://trips.safety.army.mil/>.

d. Prior to operation of any motorcycle, Soldiers will successfully complete an appropriate Motorcycle Safety Foundation (MSF) based Basic Riders Course (BRC) or Deputy Under Secretary of Defense (Installations and Environment) DUSD (I&E) endorsed, State approved, curriculum for motorcycle operator's safety training. The Progressive Training Model is now mandatory for all Soldiers who ride motorcycles on or off-post. The new requirements include completion of the Experienced Rider Course (ERC), or Military Sport Bike Rider Course (MSRC) within 12 months of graduation from the Basic Rider Course, followed by sustainment training every five years and refresher training after every 180 days or greater deployed. Anyone on Fort Riley who is operating or riding as a passenger on a motorcycle, moped, motor scooter, or ATV, will wear complete Personal Protective Equipment (PPE) as indicated in 5d(4). Soldiers operating any of these vehicles off post are required to wear the same PPE. Required PPE is per AR 385-10 paragraph 11-9d.

e. All civilian personnel or contracted laborers that are properly licensed to ride a motorcycle shall not be required to receive service sponsored training, or to prove that they have taken other motorcycle training in order to operate a motorcycle on a DoD installation, except

civilians or contractors that operate government owned motorcycles, mopeds, motor scooters and ATVs.



f. The PPE includes but not limited to:

(1) **Helmet:** The helmets of personnel riding motorcycles or ATVs on Fort Riley, shall be certified to meet DOT Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658, or Snell Standard M2005 in accordance with DODI 6055.04, encl. 3, para. 6e(4) 2 April 2010.

(2) **Eye Protection:** Designed to meet or exceed ANSI Z87.1, reference (z) for impact or shatter resistant goggles, wraparound glasses or a full-face shield properly attached to the helmet. A windshield or fairing does not constitute eye protection. Amber or clear lens are encouraged for night riding.

(3) **Foot Protection:** Includes sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn).

(4) **Protective Clothing:** Long-sleeved shirt or jacket, long trousers, and full fingered gloves or mittens. Motorcycle jackets and pants constructed of abrasion-resistant materials such as leather, Kevlar®, or Cordura® and containing impact-absorbing padding is strongly encouraged. The intent is to have riders in gear designed for riding that provides the rider as much protection as possible. Riders are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material. The ACU is authorized for entrance during duty hours, off-duty personnel are encouraged to select PPE that incorporates fluorescent colors and retro-reflective materials. Backpacks do not require reflective materials

g. **POV/POM Inspection Form Link:**

<https://necportal.riley.army.mil/Garrison/DHR/ASD/Forms/Shared%20Documents/Fort%20Riley%20Forms/FR%20Form%2031%20POV%20Inspection%20Checklist.locked.xfdl>

(POV)

https://necportal.riley.army.mil/1ID/SpecStaff/Safety/SafetyGI/Shared%20Documents/CG%20Policy%205.%20Command%20Safety/Enclosure%205_Motorcycle%20Mentorship%20SOP_DIVSAF_150115_U_Final.docx

(POM)

h. Motorcycle Mentorship Program POC: Division Safety Office, 240-1073.

i. Reference Policy Letter is CG Policy Letter 6.

5. Motorcycle Mentorship Program.

a. Mentors are the backbone in promoting a lifetime of riding skills. Mentors and experienced operators will serve as examples and role models for novice operators by emphasizing key motorcycle, moped, motor scooter and ATV fundamentals, and promoting adherence to Army, installation, local and state regulations and laws.

b. Installation units including strategic partners and non-divisional unit commanders, and the Fort Riley Garrison Commander will implement the Motorcycle Mentorship Program within their commands. The Combat Readiness Safety Center (CRSC) website, <http://safety.army.mil/>, provides best practices, regulations, messages, and policy to assist commanders in their mentorship programs.

c. All commands with motorcycle or ATV operators will designate in writing by appointment orders, both a motorcycle and ATV operator mentor based on the operators' experience as a rider, maturity, and commander's assessment. These individuals will be in compliance with all requirements IAW CG Policy Letter 6. The Motorcycle Mentor(s) will report to his/her commander on issues involving motorcycle training and safety.

d. Commanders will track all new operators that have completed the licensing requirements and Basic Rider Course (BRC). These operators will be targeted to attend the Experienced Rider Course (ERC) or Sport Bike Course as required by CG Policy 6.

e. All installation units will assign a POC as a motorcycle/ATV, or a specialty vehicle advisor with oversight of their program for government employees who operate a motorcycle, ATV or specialty vehicle as part of their job requirements. If requested, GSO will provide training to the assigned POC.

6. Boat Safety. On line courses are available; for more information visit: **Boating Education** (beware of web-sites as they may claim to be National Association of State Boating Law Administrators (NASBLA) or contact the Fort Riley MWR Outdoor Recreation Marina at 785-463-LAKE (5253).

7. ATV Safety classes and courses. Contact Garrison Safety Office at 785-239-3391 for more information.

8. Military Vehicle Safety.

a. Both Leaders and Soldiers must play an active role in the safety for all military vehicles by ensuring that:

- (1) PMCS' are completed to standard with a leader present.
- (2) Vehicles are properly dispatched.
- (3) Driver is fully trained and licensed on the assigned vehicle and a TC is present in the rank of CPL and above during any movement of the vehicle.
- (4) All required safety equipment is present and operational.
- (5) Seat belts are worn at all times during operation of vehicle.
- (6) The ACH will be worn in all military tactical vehicles as well as both eye protection and gloves.

b. Tactical Vehicles. Extra precautions must be taken when operating in or around tactical vehicles. Only licensed drivers are authorized to operate these vehicles. Vehicle operators must ensure they follow all technical standards for the safe operation of the vehicle.

c. Vehicle ground guides are required in the following situations:

- (1) When vehicles enter congested, confined, or bivouac areas.
- (2) Before a wheeled or track vehicle is moved in an assembly or bivouac area.
- (3) During movement within or through an assembly area. Tracked vehicles require two ground guides, front and rear. Guides must be able to see each other, be visible to the driver, and be located 10 meters in front of and off to the side of the driver(not in the vehicle's path). If the driver loses sight of the ground guide, they will stop the vehicle until line of sight is regained.
- (4) When traveling cross-country during periods of reduced visibility (extreme ground fog, snowstorms, dust/sand storms, etc.).

d. Leaders will ensure:

- (1) All personnel in the vehicle wear seat belts.
- (2) Gunners will utilize the Gunner Restraint straps and Troop straps are utilized by personnel riding in the back of authorized Troop carriers.
- (3) No one rides on top of vehicles.
- (4) Soldiers must wear eye protection in gunner's turrets or when riding in the cargo area of a vehicle.
- (5) Crews rehearse roll over drills.
- (6) Chalk block and drip pan are always used.



Always be prepared for the ever changing terrain.

9. Operators strictly adhere to speed limits for the type of vehicle. IAW FR Reg 385-12, Chap 5-13 and 5-15, the following are the maximum speed limits, on Fort Riley, during ideal driving conditions and blackout driving:

a. Maximum speed limits:

- (1) Wheeled vehicles on hard surface roads: as posted
- (2) Wheeled vehicles on improved tank trails: 30 MPH
- (3) Wheeled vehicles on unimproved tank trails and roads: 20 MPH
- (4) Wheeled vehicles off road travel: 10 MPH (or as directed by the unit commander).
- (5) Tracked vehicles on improved tank trails: 30 MPH
- (6) Tracked vehicles on unimproved tank trails and roads: 20 MPH.
- (7) Tracked vehicles off road travel: 10 MPH (or as directed by the unit commander)

b. Speed limits for blackout driving with NVDs when authorized are as follows:

- (1) Hard surface roads: 20 MPH.
- (2) Improved tank trails 15 MPH.
- (3) Unimproved tank trails 10 MPH.
- (4) Off road travel 5 MPH (or as directed by the commander).

NOTE:

- The above speed limits will be observed unless a lower speed limit is posted.
- Catch-up speed will not exceed the posted speed limit.
- All wheeled vehicles traveling off post will not exceed the posted speed limits.

10. For more information on Safety, please contact:

Division Safety Office: BLDG 580. Phone: (785) 239-6464; (785) 240-1073/1491
Garrison Safety Office: BLDG 500. Phone: (785) 239-2514; (785) 239-8469

11. Useful Safety Related Links

USAR/SAFETY CENTER

<https://safety.army.mil/Default.aspx>

COMPOSITE RISK MANAGEMENT

<https://safety.army.mil/crm/COMPOSITERISKMANAGEMENTHOME/tabid/110/Default.aspx>

SAFETY STATISTICS & REPORTS

<https://safety.army.mil/statisticsdata/SAFETYSTATISTICSREPORTSHOME/tabid/242/Default.aspx>

ARMY TRiPS – Travel Risk Planning System

https://trips.safety.army.mil/ako_auth/trips

FORT RILEY COMMAND SAFETY

<http://www.riley.army.mil/UnitPage.aspx?unit=usag.safety>

FM 5-19 (FM 100-14) Composite Risk Management

1st INFANTRY DIVISION'S BRO TRAINING TIME (BTT)

1. WHAT IS BTT.

BTT is hands-on, practical training for Soldiers given by their NCOs. It provides our NCOs with resources and the authority to bring training publications or technical manuals to life and to develop the trust between the leader and the led to ensure success in combat. BTT is an excellent tool in preparing our Soldiers to fight and win our nation's wars. In combat operations, it will be our first line leaders that ensure steady and precise execution by our Soldiers. NCOs and their Soldiers must have the confidence that their unit can accomplish essential combat skills to standard. From BTT, Soldiers develop greater confidence in their first line leaders and those leaders gain more confidence in themselves. BTT is our best opportunity to build that leadership.

2. WHO CONDUCTS BTT

First line NCO leaders are the primary trainers during BTT and should strive for 100% of their Soldiers present for training. Platoon sergeants assist in the preparation and execution of the training. Platoon leaders provide the METL and resources (time, personnel and equipment) to evaluate training and provide feedback to Commanders. Senior NCOs and Officers should protect this program against distractions and provide leadership and guidance as necessary to the first line leader. They must train their Soldiers to standard (not to time) oriented on specific tasks to provide the important one-on-one exchange between NCO leaders and their Soldiers.

3. WHAT TRAINING OCCURS DURING BTT.

NCOs conduct a training assessment and recommend what Warrior tasks / Battle drills, MOS Soldier tasks or section, squad, team and crew collective training they need to conduct. The first line supervisor must be able to justify to the chain of command why he is training a selected task, such as; "It was a training weakness during the last FTX". The small unit leader then recommends the subjects for BTT at unit training meetings so that the training can be identified, resourced and rehearsed prior to execution. The commander puts this training on the training schedule via DTMS six weeks prior to execution. Squadron and Battalion CSMs will be the final approval for their organization's BTT under the supervision of the Brigade CSM. Units should schedule resources for the training NLT four weeks before the training. Commanders are encouraged to utilize the facilities on Fort Riley for Live, Virtual and Constructive/Gaming to execute their training. The Brigade Commander is the approval authority for any changes to a unit's training plan inside 6 weeks.

4. NCO RESPONSIBILITIES DURING BTT

- (1). Command Sergeants Major will approve, provide detailed guidance for and monitor BTT. CSMs are invaluable at providing technical expertise, checking training to ensure standards are established and maintained and advising both Commanders and First Sergeants on their program. Preparation is the key to a successful training session and program.
- (2). First Sergeants and Commanders will ensure that NCOs scheduled to conduct training do a risk assessment and use the 8 step training model in the preparation of their classes.
- (3). Platoon Sergeants and Platoon Leaders will observe NCO rehearsals of BTT classes prior to delivery to Soldiers.

(4). BTT may be used to train Soldiers in a low-density MOS by consolidating Soldiers across the Battalion and Brigade. The senior NCO in a low-density MOS conducts training for other Soldiers holding that MOS even if he doesn't supervise the Soldiers directly.

Note: Brigade low density BTT will occur on the 3rd Thursday of the month. Low density BTT training schedules will be entered into DTMS and disseminated via FRAGOs.

5. WHAT IT IS NOT

BTT is not company, troop or battery time, nor is it a "round robin" training event. Company, troop or battery annual mandatory training, physical training, inventories, weapons and routine maintenance should not occur during this time. BTT should be hands on training, involving all Soldiers that builds proficiency in essential war fighting tasks. Do not have Platoon Sergeants as instructors; they should be checking training and ensuring it is conducted to standard.

6. HOW AND WHEN TO CONDUCT BTT

(1). BTT occurs Thursdays with the following format: conducting Physical Training starting at 0630 with a strong focus on combat related training. PT may go into BTT (ie a ruck march out to a site where BTT will be conducted), if not PT will be conducted and be promptly followed by BTT. BTT will run until 1300 at its latest keeping in mind to provide the Soldiers lunch. From 1300-1500 will be the leader's time to do counseling. In the instance where a Thursday falls on a holiday BTT will not be conducted.

(2) BTT will not be conducted on a Thursday that coincides with a DONSA. This is to ensure that leaders have enough time to complete their normal day to day mission requirements.

(3). Have written **Task, Conditions, and Standards** prepared for each training event along with an end state. Post the Task, Conditions and Standards so that all visitors entering the training site know what tasks are being trained and who the instructor is. Additionally, designate a secondary instructors to allow the supervisor on site to brief any visitors.

(4). BTT should be conducted outdoors and in a Combat uniform. The training will be standard oriented and not time oriented. Continue training on a task until Soldiers are proficient in that task, that is, they receive a "GO" or perform the task to standard. You should use the training management cycle when developing and executing your BTT. Use hands-on-training as much as possible. All first line supervisors will use their Leader's Book to record each Soldier's proficiency in those tasks.

(5). At the end of BTT, the Platoon Sergeant will lead an after action review in order to improve the quality of instruction provided by his subordinates and make recommendations for future training.

DANGER 7 NCO LEADERSHIP AND DEVELOPMENT PHILOSOPHY

References: AR 600-20, FM 7-22, ADRP 6-22

Big Red One NCOs are charged with proficiently and professionally conducting the daily business of our Division using established orders, directives and policies. This level of authority and responsibility given to our NCOs is a privilege which is based on demonstrated **Integrity, Competence** and **Performance**. An essential part of this collective effort is effective junior level NCO leadership. This is where the “rubber meets the road” within the Division and is where the roots of Victory (or failure) begin.

As the senior enlisted leader of the Big Red One NCO support channel, it is my duty to establish standards of conduct for our NCO Corps as well as guidelines for its training and development. There is a shortcoming in our junior NCO professional development and it is placing us at risk. This lack of development leads to poor first line leadership and has the potential to impact the readiness of the Division. Until further notice, the end state of our collective NCO leader development efforts is to ultimately deliver knowledge in order to increase the skills and abilities of our junior NCOs.

The Big Red One NCO support channel will approach all subordinate NCO leader development by focusing two levels down and use the 5 five basic duties that **ALL** NCOs are responsible to expertly perform regardless of rank or duty position. They are called the **BRO NCO Big 5** and are: **1.) Set the Example, 2.) Foster Discipline by Enforcing Standards, 3.) Be Accountable, 4.) Train Soldiers, 5.) Maintain the Welfare of Soldiers.**

These fundamental tasks and their professional execution are critical to our success as both a Division and an Army. Junior NCO leaders will use the BRO NCO Big 5 outlined in this document as a basic guide for the performance of their duties. Senior NCO Leaders will use this guidance to focus their leader development efforts of our junior NCOs.

BRO NCO Big 5:

1. **Set the example**
 1. Be physically fit.
 2. Lead from the front.
 3. Master your MOS skills
 4. Be positive.
 5. Have Integrity.
 6. Have character (Courage, Candor, Competence, Commitment, and Compassion).
 7. Use the 8 Troop Leading procedures.
 - Step 1. Receive the Mission
 - Step 2. Issue a warning order
 - Step 3. Make a tentative plan
 - Step 4. Start necessary movement
 - Step 5. Reconnoiter
 - Step 6. Complete the plan
 - Step 7. Issue the complete order
 - Step 8. Supervise (Inspect and rehearse)
 8. Improve yourself (Professionally and personally).

2. **Foster discipline by enforcing standards**
 1. Do not fraternize.
 2. Know the standard.
 3. Enforce the standard.
 4. Perform proper corrective training.
 5. Eliminate hazing.
 6. Develop Esprit De Corps within your unit.
 7. Make your unit better.
3. **Be accountable**
 1. Seek responsibility and take responsibility for your actions as well as those of your Soldiers.
 2. Realize that what you say and do reflects on the entire NCO Corps.
 3. When in charge, be in charge.
4. **Train Soldiers**
 1. Plan and lead physical training.
 2. Communicate by using tasks, conditions and standards.
 3. Focus on individuals, teams and crews
 4. Plan and lead BRO Training Time (BTT).
 5. Ensure your Soldiers are proficient in their warrior tasks and battle drills.
 6. Use the 8 step training model in everything we do.
 1. Plan the Training
 2. Train & Certify Leaders
 3. Conduct Recon
 4. Issue the Plan
 5. Rehearse
 6. Execute the Training
 7. Conduct AARs
 8. Retrain to Standard
 7. Enforce Safety
 8. Utilize a leader's book to manage training.
5. **Maintain the Welfare of Soldiers**
 1. Know your Soldiers (What are they doing and who are they doing it with?)
 2. Inspect the barracks frequently.
 3. Prevent sexual harassment and assault, "Not in my squad!" (Junior leaders taking ownership of solutions)
 4. Train your Soldiers to be tough and resilient.
 5. Counsel your Soldiers regularly.
 6. Keep your Soldiers informed.
 7. Resolve administrative issues in a timely manner.
 8. Develop your Soldiers professionally and personally.
 9. Care for families.

Make no mistake, BRO NCOs are the best in the Army and by using the BRO NCO Big 5, we will continue to grow outstanding NCO leaders in this Division who are ready for increased responsibility while contributing to the overall professionalism of our NCO Corps. No mission too difficult, No sacrifice too great, Duty First!