DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH SIGNAL BRIGADE
606 BARNES AVENUE
FORT GORDON, GEORGIA 30905-5729

POLICY LETTER #15

ATZH-TB 1 APRIL 2026

MEMORANDUM FOR All Assigned and Attached Military and Civilian Personnel
SUBJECT: Policy Letter #15 – Privileges and Limitations for Soldiers in Training

1. References.

a. Army Regulation (AR) 614-200 (Enlisted Assignments and Utilization Management), 27 JUN 2025.

b. AR 600-20 (Army Command Policy), 6 FEB 2025.

c. AR 670-1 (Wear and Appearance of Army Uniforms and Insignia), 26 January 2021.

d. AR 600-85 (The Army Substance Abuse Program), 4 October 2024.

e. AR 600-8-10 (Leaves and Passes), 3 June 2020

f. U.S. Army Training and Doctrine Command (TRADOC) Regulation 350-6 (Enlisted Initial Training Policies and Administration),28 August 2025.

g. 15th Signal Brigade Blue Book (Standards), 17 September 2021.

2. Purpose and Applicability. This memorandum establishes command policy for the privileges and limitations of Soldiers in training assigned to the 15th Signal Brigade.

a. Soldier development is a process, and privileges must be earned.

b. Academic Instructor statements of performance and behavior will be considered when granting privileges.

c. This policy applies to all Cadre and Soldiers in training (MOS-I and MOS-T) assigned to or performing duties within the 15th Signal Brigade.

d. This policy supersedes all previously issued Policy Letter #15s.

e. Exceptions to this policy may only be granted by the Brigade Commander, at the request of a Battalion Commander or any member of 15th Signal Brigade.

3. Background. The 15th Signal Brigade is responsible for producing ready, trained, and disciplined Soldiers who:

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a. Live the Army Values and embody the Soldier's Creed.

b. Possess the technical, tactical and life skills required to succeed at their first unit of assignment.

c. To accomplish this mission, the Brigade must:

(1) Properly care for Soldiers throughout training.

(2) Incentivize positive and responsible behavior and instill good order and discipline.

(3) Safeguard the Army's investment in training and development.

d. This policy establishes a structured framework to ensure a prudent and responsible transition from initial training to the training environment and ultimately into the operational Army.

4. Terms of Reference. The following terms are defined for clarity and consistency throughout this policy.

a. AIT. Advanced Individual Training is training provided to enlisted personnel after completing Basic Combat Training (BCT) to qualify for a Military Occupational Specialty (MOS).

b. Brigade Footprint.

(1) The boundaries of the 15th Signal Brigade are:

(2) 25th Street, 8th Avenue, Brainard Avenue, and Kilbourne Street.

(3) The area inside West Hospital Road, North Hospital Road, and Central Hospital Road.

c. Cadre. Cadre refers to all military permanent party members or Department of the Army (DA) Civilian personnel who: command, supervise, instruct, train, or directly support training within the Brigade.

d. Command Team. Consists of the appointed commander and senior enlisted leader (First Sergeant or Command Sergeant Major) of an organization.

e. IET. Initial Entry Training is training provided to new enlistees with no prior military service, including BCT and AIT. Soldiers remain in IET status until they graduate and are awarded an MOS.

f. MOS-I. MOS-Initial Soldiers are currently engaged in IET (including SM who have not earned any MOS qualification).

g. MOS-Q. MOS-Qualified status is granted after Soldiers have completed all graduation requirements, are in good standing & not administratively flagged, and awaiting movement to their first duty station.

h. MOS-T. MOS-Transition Soldiers are:

(1) Reclassified or prior-service Soldiers attending skill level 1 training in IET units.

(2) Not considered IET Soldiers because they have earned MOS qualification previously in the Army or a sister service, but they are assigned to IET units.

(3) This definition does not apply to Soldiers who failed to complete the MOS requirements during their initial IET process for an alternate MOS (e.g. 68W, 35S, etc.)

i. In Loco Parentis. A person “in loco parentis” is an individual who has acted in place of a parent or guardian for a Soldier in the past.

(1) A person who acted as a parent to a Soldier for at least five years during the Soldier’s youth.

(2) Provided day-to-day care, financial support, and guidance, though not necessarily a biological or legal parent.

(3) Can include grandparents, aunts/uncles, older siblings, or guardians.

(4) Must be identified by the Soldier upon arrival to the 15th Signal Brigade.

j. Battle Buddy System. A system requiring MOS-I Soldiers to always remain with at least one other Soldier in accordance with the trainee’s “phase” privileges for safety, accountability, and discipline.

k. UCMJ. The Uniform Code of Military Justice is the legal framework governing conduct for all Soldiers. Violations of this policy letter, Army regulations or policies may result in disciplinary action under the UCMJ.

l. Weekend. A weekend begins at the close of business on the last duty day of the week and ends at the final bed check formation prior to the start of the next duty week.

5. General Standards and Policy. The following provisions apply to all Soldiers in Training assigned to the 15th Signal Brigade and, where specified, to Cadre and

Permanent Party Soldiers.

a. Prescription medication and Over-The-Counter Medication.

(1) Prescription Medications: All Soldiers are authorized to possess and use medications prescribed to them by a licensed medical provider. Medications must be current and prescribed to the individual in possession of them. Soldiers found with prescription drugs not prescribed to them may be subject to disciplinary action. Sharing prescription medication is strictly prohibited and may result in disciplinary action. Any controlled substance will be secured at the CQ/DS desk. Medication containers found to contain more than 1 type of pill (shapes, sizes, color, etc.) will be discarded. In the case of duplicate prescriptions, only the most recent/updated prescription medication and quantity will be allowed.

(2) Over the Counter (OTC) Medications: Soldiers are permitted to possess and use OTC medications for short-term, self-care of minor illnesses or symptoms. OTC medications, by definition, do not require a prescription for use. Soldiers are authorized to possess one (1) package or container of any type of OTC medication (e.g. one bottle of cough medicine, one package (24x count) allergy medication, one container of OTC pain relief medication (maximum of fifty (50) pills, etc.) Possession of any OTC medication in violation of this policy may constitute a minor or major disciplinary infraction. Medication bottles found to contain more than 1 type of pill (shapes, sizes, color, etc.) will be discarded.

(3) Enforcement: Commanders have the authority to conduct health and welfare inspections of barracks rooms to ensure compliance with this policy and to maintain the health and safety of all soldiers. Violations of this policy may result in disciplinary action under the UCMJ, including but not limited to, reprimand, loss of privileges, and in serious cases, separation from service.

b. Smoking, Vaping, and Banned Substances

(1) Tobacco/Nicotine and Smoking Guidelines.

(a) All Soldiers must be at least 21 years old to purchase or use tobacco and nicotine products in accordance with federal law.

(b) All Soldiers may smoke or use tobacco/nicotine products only in designated areas, with Cadre approval.

(c) Smoking, smokeless tobacco use, and nicotine use is prohibited in barracks, schoolhouses, and all government buildings.

(2) Electronic Nicotine Delivery Systems and Banned Substances.

(a) MOS-I Soldiers in Phase 5 or Phase 6 are strictly prohibited from possessing or using electronic nicotine delivery systems (vapes, e-cigarettes, liquid tobacco, etc.).

(b) Soldiers in Phase 6+ or 6++ or MOS-Q status and are at least 21 years old are authorized to possess and use an electronic nicotine delivery system. Any authorized user will not use any device in barracks or government buildings. The only authorized location for utilization of a device is in an established and marked smoking location. When not physically located on the Phase VI+ or VI++ Soldier, the device must be secured inside of the trainee's wall locker. Unsecured devices will be secured by cadre and turned over to the ARMY CID office.

(c) The U.S. Drug Enforcement Administration (DEA) classifies CBD oil and hemp-based products as Schedule I controlled substances, making their possession and use illegal under Army Regulation 600-85.

(d) All Soldiers are strictly prohibited from possessing or using any CBD/hemp-based products, regardless of labeling or intended use.

(e) Amnesty Period: Newly arrived Soldiers have one hour to dispose of prohibited items or send them home. After this period, violations may be subject to punishment under UCMJ and/or administrative action.

(f) The "Operation Supplement Safety" website is a useful tool in providing guidance or clarification on authorized or unauthorized substances IAW current Department of Defense policies. Website URL is: **https://www.opss.org/**

(g) Commander, 15th Signal Brigade withholds the disposition authority for any violation of the policy governing the possession and/or use of any Electronic Nicotine Delivery System or its components.

c. Cell Phones and Personal/Portable Electronic Devices (PED).

(1) General Use Restrictions.

(a) MOS-I Soldiers in Phase 5 or Phase 6 may not possess or use cell phones or PEDs during the duty day. MOS-I Soldiers in Phase 6+, Phase 6++ or MOS-T status may possess cell phones or PEDs during the duty day but may not utilize those devices during active academic hours. During class breaks and lunch breaks, authorized Soldiers may possess and use their device. This authorization does not override any established policy regarding spaces designated as SCIFs or authorized for Open Storage of Classified Material which preclude possessing any electronic device within that space. Cadre will establish a local and tailored means to allow for temporary storage such as lock boxes, phone tables or containers during active academic hours.

(b) All MOS-I Soldiers may use a cell phone or PED during non-duty hours.

(c) All MOS-I Soldiers may not possess or utilize a cell phone or PED during organizational PT or Field Training Exercises.

(d) Course managers/NCOICs/Instructors will ensure cell phone and PED policies are enforced in classrooms during academic instruction.

(2) Dining Facility Restrictions. Cell phone and PED use is prohibited in all dining facilities for all trainees regardless of Phase or status.

(3) Cell Phone and PED use during sleeping hours.

(a) Cell Phone and PED use during sleeping hours is not authorized.

(b) Cell phones and portable electronic devices must be powered off or have all sounds silenced during sleeping hours. Cell phones and PEDs may remain powered on only if used as an alarm clock.

(4) Company Commanders may grant a written exception to policy (ETP) for any MOS-I Soldier to have temporary regular access to a cell phone or PED in cases of a verified family emergency or significant event, such as pending birth of a child.

(a) Course managers/NCOICs/Instructors will direct on-site storage of cell phones and other electronic devices during active academic instruction.

d. Prohibited Relationships.

(1) Relationships between Cadre/Permanent Party and Soldiers in training.

(a) Cadre and Permanent Party Soldiers are prohibited from developing, attempting to develop, or engaging in any personal, intimate, or sexual relationship with a Trainee, whether in person or through any form of communication.

(b) Personal relationships between MOS-I, MOS-Q, and MOS-T Soldiers are prohibited.

(c) MOS-I Soldiers may not enter MOS-T barracks.

e. Prohibited Activities and Personal Interactions.

(1) Prohibited interactions unrelated to official training events or instruction

include:

(a) Dating, socializing, personal conversations, or exchanging private messages (texts, emails, phone calls, or social media).

(b) Writing personal letters or communicating outside of professional requirements.

(c) Gambling, playing cards, or dancing together.

(d) Transporting one another in a Privately Owned Vehicle (POV).

(e) Sharing a taxi or other ride-share service.

(f) Entertaining each other in personal residences.

(g) These restrictions apply both on and off post, regardless of duty status.

(2) Social Media Restrictions.

(a) MOS-I, MOS-Q and MOS-T Soldiers are prohibited from: "Friending" or sending social media connection requests to each other, or engaging in private messages, phone calls, or emails unrelated to training. Trainees will not post, “like or react”, message or have any interaction with Cadre on social media.

(b) Exceptions for Family Members: Permanent Party Soldiers/Cadre who are related to a Soldier in Training must obtain written Battalion Commander approval to interact outside of training.

(3) Physical Contact Restrictions.

(a) Physical contact between Cadre and Soldiers in training is prohibited, except when: making necessary training-related corrections or ensuring Soldier safety (e.g., heat exhaustion, injury treatment).

(b) Cadre must inform Soldiers before making corrections but do not require permission to make necessary physical adjustments.

(4) Acknowledgment of Prohibited Activities.

(a) All Soldiers in Training will sign DD Form 2983 (Trainee Prohibited Activities Acknowledgment) on their first day of assignment.

(b) Signed DD Form 2983 will be retained in the Soldier’s file until they depart the training unit.

(c) MOS-I Soldiers are prohibited from buying, selling, trading, or exchanging tobacco, nicotine products, or alcohol with any individual, regardless of status, when doing so would violate federal or Army age restrictions.

6. MOS-T Standards and Policy.

a. Uniform.

(1) The standard uniform for MOS-T Soldiers is the Army Combat Uniform (ACU) uniform with the appropriate shoulder sleeve insignia.

(2) For Active-Duty Soldiers PCS'd to Fort Gordon:

(a) Signal – 15th Signal Brigade patch

(b) Cyber – Cyber School patch

(c) Ordnance – 73rd Ordnance Battalion patch

(3) National Guard, Reserve, and Active-Duty Soldiers on Temporary Duty (TDY) and Return status are authorized to wear their assigned unit patches.

b. MOS-T Privileges.

(1) General Privileges.

(a) While reclassified Soldiers are subject to IET policies and procedures, their privileges will align with those of permanent party members of the same grade.

(b) MOS-T Soldiers must be treated with dignity and respect and appropriate customs and courtesies based on their rank.

7. MOS-I Standards and Policy.

a. Movement and Marching.

(1) Formation Requirements.

(a) When three or more Soldiers are moving together, they will march in formation with the senior Soldier calling cadence.

(b) Formations of 10 or more Soldiers must be marched by a Drill Sergeant or assigned cadre.

(2) Marching to Training Areas. All MOS-I Soldiers must march to and from classrooms and training areas, except those authorized military vehicle transport.

(3) Travel Restrictions During POI Hours. MOS-I Soldiers are restricted to their designated training areas and assigned locations from 0500-1700. Travel beyond these areas requires a signed Troop Ticket (a.k.a. “Buck Slip”) from a Drill Sergeant.

(4) Trainees are NOT authorized to use taxis during the duty day for their assigned duty day shift (e.g. Days, Swings, Mids)

b. Alcohol Restrictions.

(1) All MOS-I Soldiers are strictly prohibited from consuming, possessing, or purchasing alcoholic beverages on or off post.

(2) Exception: Alcohol may be consumed as part of a recognized religious ceremony conducted by an authorized religious leader.

c. Off-Limits Areas.

(1) Barton Field is off-limits to MOS-I Soldiers during hours of darkness for safety and security.

(2) Exceptions.

(a) Physical fitness training, formations, and supervised athletic events that begin or extend into hours of darkness.

(b) MWR events authorized by the Company Commander.

d. Barracks Electronic Restrictions.

(1) Authorized Devices.

(a) Televisions and monitors must be 24 inches or smaller and fit inside a wall locker when stored.

(b) Laptops and tablets are authorized but must be properly secured.

(2) Inventory Requirements.

(a) All electronic devices must be listed on DA Form 4986 (High-Value Item Record).

(b) Possession of unspecified electronic devices is at the discretion of the Company Commander.

(3) Responsibility: MOS-I Soldiers must secure their personal items; cadre and unit leadership are not liable for lost or stolen items.

e. Privately Owned Vehicle (POV) and Rental Car Use.

(1) General POV and Rental Car Restrictions.

(a) MOS-I Soldiers may not drive or ride in a POV or rental car unless authorized by the Company Commander.

(b) Motorcycles are strictly prohibited for all IET Soldiers.

(c) Cadre and Permanent Party Soldiers are prohibited from providing transportation for Soldiers in Training outside of official business in government/military vehicles.

(2) Authorized Exceptions.

(a) A Company Commander may authorize a Family member or legal guardian (“in loco parentis”) to sign out a Phase V MOS-I Soldier for on-post activities or an off-post first-weekend pass.

(b) The MOS-I Soldier may only ride as a passenger when the authorized individual is driving.

(3) POV Use for Phase VI++ Soldiers.

(a) Phase VI++ Soldiers who complete at least 21 weeks of MOS training may be authorized by their Company Commander to ride in or drive a POV or rental car. Failure to maintain satisfactory course requirements or Army requirements such as AFT failure, enrollment in ABCP, or administrative flagging action, are grounds for revocation of this privilege.

(b) Authorized Soldiers may only transport authorized Phase VI, VI+, VI++ and MOS-Q Soldiers.

(c) Transporting Phase V Soldiers, prior-service Soldiers, or other Service Members is prohibited unless in a medical emergency.

(d) Cadre must conduct monthly POV inspections for authorized MOS-I drivers.

f. Battle Buddy System.

(1) Purpose.

(a) The Battle Buddy system reinforces accountability, responsibility, and safety while reducing risks of sexual harassment, assault, and misconduct.

(b) MOS-I Soldiers, conducting personal PT must adhere to the Battle Buddy system.

(2) Male and Female Interaction Restrictions. Male and female MOS-I Soldiers must always maintain proper Battle Buddy teams and are prohibited from being alone together, regardless of location IAW this Brigade policy. This includes private or secluded settings such as barracks rooms, bathrooms, offices, vehicles, smoke pits or off-post establishments that allow for privacy.

(3) On-Post Requirements.

(a) MOS-I Soldiers must always have a Battle Buddy while on post.

(b) Mixed-sex Battle Buddy teams are permitted only when a same-sex Battle Buddy is not available and must follow a 2:1 ratio (e.g., two males and one female) IAW this Brigade Policy for all MOS-I trainees in Phase V, VI, and VI+.

(4) Off-Post Requirements.

(a) MOS-I Soldiers must maintain a Battle Buddy IAW this Brigade Policy for off-post travel.

(b) The mixed-sex 2:1 ratio rule is authorized off-post IAW this Brigade Policy.

(c) Battle Buddy teams must sign out together, sign in together and remain together at all times.

(5) Family Members as Battle Buddies.

(a) A non-MOS-I spouse, parent, or legal guardian may serve as a Battle Buddy on or off-post.

(b) Battalion Commanders may authorize additional individuals as Battle Buddies on a case-by-case basis.

(c) MOS-I Soldiers married to each other cannot serve as each other’s Battle Buddy unless authorized by the Battalion Commander or if both are Phase

VI++.

g. Accountability Procedures.

(1) Sign-Out During Duty Hours.

(a) MOS-I Soldiers must sign out with their Company CQ or Cadre in Charge when leaving the Company area for any reason other than class, PT, or chow formations.

(b) After the final accountability formation, Soldiers must report to their assigned barracks unless on an authorized pass.

(2) Weekend/Pass Sign-Out Procedures. Soldiers must remain in the announced duty uniform until signed out on pass.

(3) Sign-In and Sign-Out Logs.

(a) Each Company will maintain an internal sign-in/out log for accountability.

(b) When outside the Brigade area, one Battle Buddy must carry the sign-out slip.

(4) Sign-Out Slip Requirements.

(a) Soldiers' names and ranks

(b) Sign-out time

(c) Expected return time

(d) Battle Buddy's name and rank

(e) Cadre member's name, rank, and contact information

(5) Returning to the Company Area. All Battle Buddy teams must return the sign-out slip to Cadre in Charge.

h. Relationships Between MOS-I Soldiers.

(1) Prohibited Relationships. Per TRADOC Pam 600-4 (The Soldier's Blue Book), MOS-I Soldiers may not engage in personal relationships involving:

(a) Intimate and sexual relationships including dating, handholding,

embracing, caressing, kissing, touching, massaging, or fondling of a sexual nature, engaging in sexual intercourse, or sodomy

(b) Use of sexually explicit, suggestive, or obscene language or gestures directed towards, or with respect to another Soldier in BCT, OSUT or AIT.

(c) Harassment or disparaging remarks.

(d) Entering barracks rooms or latrines of the opposite sex without authorization.

(2) Permitted Interactions: Friendships and professional conversations are allowed if they maintain military discipline.

(3) MOS-I Soldiers are prohibited from entering on- or off-post housing areas, regardless of phase or holdover status, except when visiting immediate family.

(a) Soldiers in Phase VI+ or VI++ and in good academic standing may visit immediate family in on-post housing after the duty day but must be present for bed-check formation.

(b) Overnight stays in on- or off-post housing remain prohibited unless otherwise authorized by a battalion commander. All approved exceptions must be reported to the Brigade Commander and Command Sergeant Major.

i. Household Goods and Dependents.

(1) MOS-I Soldiers are not authorized to move dependents or household goods to Fort Gordon.

(2) Movement costs will not be reimbursed, and no exceptions will be granted to housing restrictions.

8. MOS-I Phases. MOS-I Soldiers at Fort Gordon progress through three numbered phases (Phase V, Phase VI, and Phase VI+), each linked to training and performance milestones. A fourth phase (Phase 6++) exists for courses longer than 20 academic weeks. Phasing up is considered favorable action. Phasing down is not a punitive action, but it serves as an administrative action subject solely to command discretion.

a. Phase Structure & Objectives. Each phase provides intermediate objectives that serve as milestones for progression. Advancing through phases is considered a "gate" process that reflects Soldier growth in discipline, responsibility, and performance.

(1) Phase V (Black Phase): AIT Weeks 1–3

(2) Phase VI (Gold Phase): AIT Weeks 4–10

(3) Phase VI+: AIT Weeks 11 until graduation (20 or fewer weeks).

(4) Phase VI++: AIT academic week 21 until graduation

b. Phasing Up.

(1) Training-Based Advancement.

(a) Phase progression is linked to training completion, not privileges.

(b) Unit-wide performance cannot delay individual advancement.

(c) Battalion/Company Commanders will establish academic standards for phase progression in accordance with TRADOC Regulation 350-6 Solidarization standards.

(2) Command Discretion for Accelerated Advancement.

(a) Battalion Command Teams may advance individual Soldiers to a higher phase based on exceptional performance, discipline, and maturity.

(b) This authority is intended for specific cases where a Soldier demonstrates readiness beyond their current phase.

c. Phasing for Reclassified Soldiers from another AIT Location. Soldiers who fail to complete their original MOS training at another AIT location and are reclassified into a new MOS at Fort Gordon will retain credit for time already spent in AIT and phase up as soon as they meet all training requirements/milestones for their new MOS. Phase VI++ is not applicable for any MOS-I Soldier in a course that is fewer than 21 academic weeks.

(1) Phasing Progression for Reclassified Soldiers.

(a) Reclassified Soldiers may be eligible for Phase VI then Phase VI+ upon arrival at Fort Gordon, depending on the total time already spent in AIT. Phase VI++ is not applicable for any MOS-I Soldier in a course that is fewer than 21 academic weeks.

(b) Soldiers must demonstrate competency in all 15th Signal Brigade training requirements before being authorized to phase up.

(c) If a Soldier has not yet met all necessary training requirements, they will remain in Phase V until those requirements are fulfilled.

(2) Training Requirements for Phasing Up.

(a) Regardless of prior time in AIT, all Soldiers must complete all training milestones required by the 15th Signal Brigade, including passing an AFT on Fort Gordon.

(b) Soldiers are not automatically placed into a higher phase; they must still prove their readiness and meet all performance benchmarks before advancing. Phase VI++ is the exception to this rule for courses 21 academic weeks or longer, where the only requirement is that the trainee remains in good standing, academically and discipline-wise.

d. Phasing Down.

(1) Phasing down is not a punitive action, but it serves as an administrative action subject solely to command discretion.

(2) Administrative Separation Cases.

(a) Soldiers pending administrative separation for misconduct revert to Phase V status until the flag is lifted, punishment is completed, charges are dropped, or the separation action is finalized.

(b) Phase V Soldiers who are administratively flagged and facing separation for misconduct may not phase up until cleared.

(c) Soldiers pending separation for behavioral health, medical, or administrative clearance issues will not be phased down solely based on this hold status. The Battalion Commander retains authority to phase down any trainee who is considered for administrative separation and also exhibits behaviors prejudicial to good order and discipline.

(3) Flagged or Punitive Actions.

(a) Phase VI, VI+ and VI++ Soldiers who are flagged or under punishment revert to Phase V status until the flag is lifted, punishment is completed, or charges are dropped.

(b) Phase V Soldiers under a flag or punishment may not phase up until cleared. If a Soldier is flagged for an investigation, but that investigation determines there was no misconduct, the Soldier will revert to the Phase they held prior to when the administrative flag was emplaced.

9. Phase Privileges: During IET, cadre leadership should transition from total control

over trainees to an environment that closely mirrors operational units. This phased approach supports Soldier transformation, allowing cadre to assess and adjust privileges based on self-discipline and responsibility. Privileges are earned, not guaranteed, and may be modified, withheld, or revoked based on performance, mission requirements, and unit needs.

a. Suspension of Phase Privileges.

(1) Authority to Modify Privileges.

(a) Battalion Command Teams may award, suspend, reduce, or modify any phase privilege listed in this policy ***with approval of Brigade Commander***.

(b) Privileges restricted by higher headquarters or not included in this policy cannot be modified.

(2) Authority for temporary suspension of Phase Privileges for minor misconduct (reduce to Phase V).

(a) Minor misconduct is considered a violation of local policy, Army or Command Policy or Regulation, or general violations prejudicial to good order and discipline. Examples of minor misconduct include late or failure to report to an accountability formation or bed check, failure to adhere to AR 670-1 grooming policy, possession of items not authorized by phase such as food, etc.

(b) Drill Sergeants/Instructors: Phase suspension up to 72 hours.

(c) Senior Drill Sergeants: Phase suspension up to 7 days.

(d) Company Command Teams: Phase suspension up to 14 days.

(e) Three (3) temporary suspensions documented via formal counseling on DA 4856 will result in a permanent suspension (reduction to Phase V) and emplacement of an administrative flag and punitive action, at the discretion of the chain of command.

(3) Authority for permanent suspension of Phase Privileges for major misconduct or an administrative flag.

(a) Permanent Suspension of Phase Privileges can result from multiple minor infractions or violations or may be emplaced as the result of a single act of major misconduct.

(b) Examples of major misconduct that will result in the permanent suspension of phase privileges include Bar to Continued service initiation;

alcohol or illegal substance use or possession violation; appearance as a subject on the Fort Gordon Military Police Blotter; Adverse Action/Punishment Phase/Law Enforcement Investigation administrative flagging action initiated; etc.

(4) Documentation & Phase Badge Requirements.

(a) All phase privilege suspensions must be documented on a DA Form 4856 (Counseling Statement) with an appropriate plan of action.

(b) Soldiers must surrender their phase badge upon temporary or permanent suspension.

(5) Badge Issuance for Suspended Soldiers.

(a) Soldiers with suspended privileges will receive and wear the reduced phase badge (Phase V) immediately.

(b) Soldiers phased down permanently to Phase V, resulting from major misconduct or multiple minor infractions, may only phase up again with Battalion Command Team approval.

b. Regaining Phase Privileges.

(1) Soldiers must successfully complete the corrective plan of action to regain temporarily suspended privileges.

(a) If Soldiers fail to meet corrective training requirements within the authorized timeframe, the next higher echelon will review and determine further action (e.g., Drill Sergeant → Senior Drill Sergeant → First Sergeant, etc.). Soldiers can remain phased down if higher echelon deems it fit for retraining or further guidance to the plan of action. For example, if a Soldier's first minor misconduct is the result of arriving late to formation with no approved excuse, that Soldier may be temporarily phased down (misconduct #1). If the Soldier fails to meet the requirements of that counseling session and plan of action for misconduct #1, then the chain of command will determine if a subsequent counseling session is appropriate to document the second instance of misconduct & employ an additional temporary phase down.

(b) Three (3) or more minor misconduct instances will necessitate a permanent suspension, and the chain of command will assess if additional punitive or administrative action is appropriate.

(c) Positive "spot reports" (a.k.a. positive counseling): TEAM 15 cadre and permanent party are authorized and encouraged to document via DA4856 instances when he or she observes a Soldier doing well, on-duty or off-duty. A

positive “spot report” will be considered as counteracting any instance of a negative counseling for minor misconduct on a 1-to-1 basis. Positive “spot reports” will not be used to offset any major misconduct or permanent suspension of phase privileges, and a positive “spot report” can only be used once to offset a negative counseling for minor misconduct.

c. Medical Considerations for Phase Privileges.

(1) Soldiers on medical hold or long-term medical profiles (> 45 days) may be granted Phase VI/VI+/VI++ privileges if they meet all other requirements and are in good standing. Soldier’s counseling packet should be reviewed to ensure they are in good standing.

(2) Short-duration medical profiles cannot be combined to exceed 45 days in order to qualify for this exemption.

d. Phase V.

(1) Timeframe.

(a) Begins upon arrival to the MOS-producing unit and lasts a minimum of three weeks.

(b) Phase-up eligibility begins at the completion of Academic Week 3, with weekly opportunities thereafter.

(c) Soldiers who have a permanent phase down to Phase V will appear in front of the Battalion chain of command to advocate for return to their previously awarded Phase. The Battalion Command Team will determine if and when a Soldier’s permanent phase suspension will revert to a prior held phase.

(2) Uniform.

(a) Standard Uniform: ACU, Phase Badge, and camelbak (only exception if camelbak it lost or damaged and SM has a signed ETP from Commander/SDS to carry an alternate approved military issued hydration system).

(b) Exceptions: Uniform relaxation is only authorized during sleeping, PT, unit sports, or work details.

(c) Phase Badge is issued immediately upon arrival.

(3) Phase Advancement Criteria.

(a) Standards for progressing from Phase V to Phase VI are detailed in

Enclosure 1: Phasing Standards.

Phase V Passes (authorized travel outside of the Brigade footprint)	
Pass Type	**Timeline**
First Weekend Off-Post (Family Only)	Upon completion of unit in-processing until 1200 Sunday
On-Post Weekdays	Authorized IAW Encl 2 after duty hours
On-Post Weekends/Holidays	Authorized IAW Encl 2
Off-Post Weekdays	Not Authorized
Off-Post Weekends/Holidays	Not Authorized

(4) Restrictions.

(a) Monday–Friday: Restricted to the Brigade Area except for official business.

(b) Weekends: Soldiers may access authorized Phase V areas (see Encl 2: MOS-I Phase Privileges).

(c) All Meals must be consumed at AIT-approved Warrior Restaurants (WR). On a case-by-case basis, trainees may be authorized by a drill sergeant to obtain a meal from the DDEAMC cafeteria only if they have written permission (buck slip) and that meal coincides with a medical appointment.

(d) Fast food, restaurants, and food trucks are prohibited unless an approved exception exists for an official event with cadre presence.

(e) Snacks purchased from a vending machine or AAFES vendor are not authorized in Phase V. The only authorized meal or snack is from the Dining Facilities on Fort Gordon.

(f) Barton Field is off limits unless escorted by Cadre.

(g) May be escorted to the PX with up to 4x total Phase V Soldiers under supervision of a Phase VI+ or VI++ Soldier.

(5) Phase V formations are formations times separate from guidance given by the Company leadership. These formations will be conducted for accountability and detail purposes:

Phase V Formations	
Day	**Formation Time(s)**
Duty Day	PT, Class, End of Day Formations
Non-Duty Day, Weekend, DONSA	0800, 1200, 1500, 1900

e. Phase VI.

(1) Timeframe: Begins after Academic Week 3, upon meeting Phase VI standards (Enclosure 1: Phasing Standards).

(2) Uniform: Standard Uniform: ACU, Phase Badge, and camelbak (only exception if camelbak is lost, damaged or deemed unsafe to consume and SM has a signed ETP from Company Commander or SDS to carry an alternate approved military issued hydration system)

Phase VI Passes (authorized travel outside of the Brigade footprint)	
Pass Type	**Hours**
On-Post Weekdays	Authorized IAW Encl 2 after duty hours
Off-Post Weekdays	Not Authorized
On-Post Weekends/Holidays	Authorized IAW Encl 2
Off-Post Passes Weekends/Holidays	Not Authorized
Off-Post Overnight Passes	Not Authorized

(3) Additional Privileges.

(a) Civilian clothing is authorized on post while off duty, in accordance with AR 670-1, paragraph 3-9.

(b) Civilian bedding may be used per unit policy.

(c) All Breakfast and Lunch Meals must be consumed at AIT-approved Warrior Restaurants (WR) on duty days. Phase VI Soldiers may purchase dinner on duty days and all meals on non-duty days IAW Enclosure 2 (MOS-I Phase Privileges). On a case-by-case basis, trainees may be authorized by a drill sergeant to obtain a meal from the DDEAMC cafeteria only if they have written permission (buck slip) and that meal coincides with a medical appointment.

(4) Phase VI formations are formations times separate from guidance given by the Company leadership. These formations will be conducted for accountability purposes:

Phase VI Formations	
Day	**Formation Time(s)**
Duty Day	PT, Class, End of Day Formations
Non-Duty Day, Weekend, DONSA	0800,1500

f. Phase VI+.

(1) Timeframe: Generally begins in Academic Week 11 and continues until AIT graduation for courses fewer than 21 academic weeks.

(2) Uniform: Standard Uniform: ACU, Phase Badge, and camelbak (only exception if camelbak is lost, damaged or deemed unsafe to consume and SM has a signed ETP from Commander/SDS to carry an alternate approved military issued hydration system).

Phase VI+ Formations	
Day	**Formation Time(s)**
Duty Day	PT, Class, End of Day Formations
Non-Duty Day, Weekend, DONSA	0800

(3) Additional Privileges.

(a) Civilian clothing is authorized on post while off duty, in accordance with AR 670-1, paragraph 3-9.

(b) Authorized to also carry Civilian approved water source in accordance with 15th Signal Brigade Blue book.

(c) All Breakfast and Lunch Meals must be consumed at AIT-approved Warrior Restaurants (WR) on duty days. Phase VI+ Soldiers may purchase dinner on duty days and all meals on non-duty days IAW Enclosure 2 (MOS-I Phase Privileges). On a case-by-case basis, trainees may be authorized by a drill sergeant to obtain a meal from the DDEAMC cafeteria only if they have written permission (buck slip) and that meal coincides with a medical appointment.

(4) Civilian bedding may be used per unit policy.

Phase VI+ Passes (authorized travel outside of the Brigade footprint)	
Pass Type	**Hours**
On-Post Weekdays	Authorized IAW Encl 2 after duty hours
Off-Post Weekdays	Not Authorized
On-Post Weekends/Holidays	Authorized IAW Encl 2
Off-Post Passes Weekends/Holidays	Authorized IAW Encl 2
Off-Post Overnight Passes	Not Authorized

g. Phase VI++

(1) Timeline: For AIT courses more than 20 academic weeks, begins in Academic Week 21 and continues until AIT graduation.

(2) Phase privileges mirror Phase VI+ with the following modifications:

(a) All Breakfast and Lunch Meals must be consumed at AIT-approved

Warrior Restaurants (WR) on duty days. Phase VI++ Soldiers may purchase dinner on duty days and all meals on non-duty days IAW Enclosure 2 (MOS-I Phase Privileges). On a case-by-case basis, trainees may be authorized by a drill sergeant to obtain a meal from the DDEAMC cafeteria only if they have written permission (buck slip) and that meal coincides with a medical appointment.

(b) Soldiers in Phase VI++ may operate in a 1:1 mixed sex battle buddy pair, both on-post or off-post. Soldiers are reminded of the TEAM 15 and T2COM policy on personal relationships and behavior between MOS-I students. Violations of this policy are considered major misconduct.

(c) Soldiers in Phase VI++ may be authorized by the Company Commander for an overnight pass to the on-post residence where their spouse or dependent resides on nights prior to a duty day as well as prior to a non-duty day. Any off-post overnight pass request must be approved by the Battalion Commander and the Brigade leadership informed of the authorization.

(d) Privately Owned Vehicle (POV) Use. Phase VI++ Soldiers are not automatically authorized POV use. The Trainee's Company Commander may authorize a Phase VI++ Soldier to drive a POV or rental vehicle under the following conditions:

- The Soldier has completed at least 21 academic weeks of MOS training on Fort Gordon.
- The Soldier is not flagged for any adverse administrative action, law enforcement investigation, punishment phase following non-judicial punishment or flagged for a punitive separation.
- The Soldier has a valid driver's license, vehicle registration and proof of insurance.
- The vehicle passes a monthly joint POV inspection conducted by Cadre.
- Passenger Restrictions: Phase VI+ Soldiers may only transport Phase VI+, Phase VI++, and MOS-Q Soldiers. Transporting Phase V, Phase VI or any MOS-T Soldiers is prohibited, except in a life-threatening emergency.

h. MOS-Q.

(1) Timeframe: Applies to Soldiers who have completed AIT graduation, meet Phase VI+ requirements, and are not pending UCMJ or other adverse actions.

(2) MOS-Q status is only granted by the Hold Company Commander for Soldiers assigned to the Brigade Hold Company.

(3) Eligibility and assignment procedures for Hold Company are outlined in Annex A to this policy.

(4) MOS-Q Soldiers remain subject to all MOS-I limitations and restrictions outlined in this policy unless explicitly stated otherwise.

(5) If needed, a memorandum of understanding between Battalion Commanders and the Hold Company Commander will establish guidance on additional privileges authorized for MOS-Q Soldiers from their battalion while assigned to the Hold Company.

(6) Uniform.

(a) Same standards as Phase VI+ and VI++.

(b) Phase Badge replaced by the 15th Signal Brigade unit patch.

(7) Privileges & Modifications.

(a) MOS-Q Soldiers receive Phase VI+ privileges, with additional privileges at the Battalion Commander's discretion, such as Phase VI++.

(b) Exceptional Soldiers may receive additional privileges based on demonstrated self-discipline and responsibility.

(8) Restricted Privileges.

(a) Alcohol possession and/or consumption is strictly prohibited.

Table 8-4 MOS-Q Passes

Privilege	Modification
Cell phone use	May be restricted to certain areas/times
No Battle Buddy requirement	May be restricted to certain areas/times
No hydration system required	May be restricted to certain areas/times
Overnight passes	Only if awarded Ph VI++ or at the discretion of the BN CDR
Hotel/Airbnb like stays	Only in exceptional situations
Off post passes during duty hours	May be restricted to certain areas/times
Mileage pass	Only in exceptional situations
POV use	May be restricted to certain areas/times
Gym access	May be restricted to certain areas/times

10. Formations

a. Duty day first formation, classroom movement and end of the day formations for accountability for all purposes for all trainees will be dictated by Company Commander.

11. Leaves and Passes.

a. First Weekend Pass.

(1) Phase V MOS-I Soldiers arriving with Family Members may be granted an off-post overnight pass during their first weekend at Fort Gordon, with a maximum travel radius of 150 miles. Civilian attire is authorized. Soldiers must sign out before departure and sign in no later than 1200 hours on Sunday.

b. All Remaining Weekends.

(1) Off-Post Day Pass Counseling.

(a) Commanders must document and maintain counseling statements for all Phase VI+ or VI++ MOS-I Soldiers granted off-post passes.

(b) Counseling must include accident prevention (for POV or rental car approved drivers), safety briefings, and emergency contact information.

(c) MOS-I Soldiers participating in weekend training are not authorized passes until all training and unit tasks are completed.

c. Family-Member-Sponsored Passes.

(1) Company Commanders may grant an off-post day pass to Phase VI+ or VI++ Soldiers if signed out by an approved Family Member (Spouse, Parent, Grandparent, Legal Guardian, or person “in loco parentis”) if not one of the above listed persons, the trainee cannot be signed out.

(2) Family Members must serve as the Soldier’s Battle Buddy during the pass.

(3) The designated link-up points for Soldiers and Family Members are the Battalion Staff Duty Office or Company Operations/CQ.

d. Barracks Restrictions.

(1) Family Members are not authorized to enter barracks rooms.

e. Hotel/Motel Restrictions.

(1) MOS-I Soldiers on off-post or on-post passes may not check into or enter hotels/motels unless accompanied by an authorized Family Member (Spouse, Parent, Grandparent, Legal Guardian, or person “in loco parentis”).

(2) This restriction ensures good order, discipline, health, morale, safety, and welfare while reducing risks associated with underage drinking, inappropriate relationships, sexual assault, or other misconduct.

f. Overnight Passes.

(1) General Restrictions.

(a) Overnight passes are not authorized for Phase V and Phase VI MOS-I Soldiers.

(b) Phase VI+ and VI++ Soldiers may be granted overnight passes during extended weekends, but only with Battalion Commander approval.

g. Medical Emergency Exception.

(1) The Battalion Commander may authorize an overnight pass or emergency leave if an MOS-I Soldier has a verified Family emergency confirmed through a Red Cross message.

h. Leave.

(1) Ordinary Leave.

(a) Not authorized for IET Soldiers.

(b) Battalion Commanders may approve ordinary leave in extraordinary circumstances when emergency leave is not applicable.

(c) This provision applies to all phases of training and cannot be delegated.

(d) Commanders may approve ordinary leave for MOS-Q Soldiers.

(2) Emergency Leave.

(a) Battalion Commanders may approve emergency leave in accordance with AR 600-8-10.

(b) Emergency leave will only be considered for immediate family members or those have been identified in loco parentis for the Soldier.

(3) Holiday Block Leave (HBL).

(a) Conducted in accordance with T2COM policy.

(b) An OPORD will be published annually detailing HBL procedures.

(4) Convalescent Leave. May be approved in accordance with AR 600-8-10, Chapter 5.

12. Enforcement. This policy is punitive, and violations may result in punishment under the Uniform Code of Military Justice (UCMJ) or adverse administrative action. Civilian personnel who violate this policy are subject to disciplinary or adverse action in accordance with applicable laws and regulations.

13. This policy letter is effective until superseded or rescinded. This policy letter supersedes Policy Letter 15, dated 14 February 2026 and all prior versions.

14. Point of contact for this memorandum is the Brigade Operations at (706) 791-8603.

WILLIAM J. CHERKAUSKAS
COL, SC
Commanding

Encls (4)
1. ANNEX A
2. Baseline Phasing-Up Standards
3. MOS-I Phase Privileges
4. Brigade Area Imagery
5. Battalion Areas Imagery

Commanders Policy Letter #15 Annex A, Hold Company Assignment.

1. Purpose of Hold Company. Hold Company is an administrative assignment for Soldiers who are temporarily removed from training but still require accountability and structured supervision while awaiting further action. Hold Company is not a training phase or status change but serves to manage Soldiers in transition due to medical, administrative, legal, or separation reasons.

2. Eligibility Criteria for Hold Company Assignment. A Soldier must meet one or more of the following conditions to be assigned to Hold Company:

a. MOS-Q Soldiers Awaiting Orders. Soldiers who have graduated AIT and been awarded an MOS but are awaiting PCS orders or transportation to their next duty station.

b. Medical Hold (MED-HOLD) Soldiers.

(1) Soldiers who cannot continue training due to an extended medical profile but are expected to return to duty once cleared.

(2) Must have a valid, documented medical profile that prevents participation in training but does not warrant separation at the time of placement.

c. Soldiers Pending Civilian Legal Proceedings.

(1) Soldiers facing civilian legal charges may be assigned to Hold Company if they are not pending any punitive action within the Army.

(2) Soldiers pending any punitive action must remain in their original unit, as the Commander imposing UCMJ or courts martial must retain jurisdiction over them.

d. Reclassification After Failing an MOS Course.

(1) Soldiers who fail to complete their originally assigned MOS training and are awaiting reassignment to a new MOS-producing course.

(2) Soldiers must have orders pending for their new AIT course.

(3) If a Soldier does not meet the reclassification criteria, they will be processed for separation under the Trainee Discharge Program (TDP).

e. Trainee Discharge Program (TDP) Soldiers.

(1) Soldiers approved for separation under the TDP will be assigned to Hold Company while awaiting final discharge processing.

(2) Soldiers in the TDP must continue to adhere to all Brigade standards and accountability procedures while in Hold Company.

3. Command Authority for Assignment & Privileges.

a. Battalion Commanders must approve Hold Company assignment for their Soldiers.

b. A Memorandum of Understanding (MOU) must be established between the Battalion Commander and the Hold Company Commander outlining any additional privileges granted to MOS-Q Soldiers assigned to Hold.

c. Soldiers assigned to Hold Company remain subject to all Brigade policies, accountability procedures, and training requirements, including:

(1) Army Fitness Test (AFT) compliance

(2) Military discipline and conduct standards

(3) Brigade phase privileges, unless modified by the MOU

(4) Hold Company Soldiers may have additional privileges beyond MOS-I Soldiers, but only if authorized via the MOU.

4. Transitioning Out of Hold Company. A Soldier will transition out of Hold Company when they meet one of the following conditions:

a. MOS-Q Soldiers receive PCS orders and transportation to their next duty station.

b. MED-HOLD Soldiers are cleared by medical professionals and reassigned to their training unit.

c. Soldiers reclassifying into a new MOS start training at their newly assigned AIT.

d. Soldiers complete any civilian legal proceedings and receive appropriate disposition.

e. Soldiers approved for separation under the TDP complete out-processing and receive their final discharge orders.

f. Battalion Commanders and the Hold Company Commander will coordinate each Soldier's transition back to training, PCS, or separation to ensure proper accountability.

Encl 1 – Baseline Phasing-Up Standards

PHASE	PHASE V to PHASE VI STANDARDS	PHASE VI to PHASE VI+ STANDARDS	PHASE VI+ to PHASE VI++ STANDARDS
Pass a Knowledge Exam	X	X	Any Soldier in a course longer than 20 weeks will automatically become Phase VI++ after 20 academic weeks if they remain in good standing (AFT, Ht/Wt, No Academic Failures, no Flag)
Recite the Army Song	X	X	
Recite the Branch Song*	X		
Recite the Soldiers Creed	X		
Pass an AGSU Inspection	X		
Pass a Wall Locker Inspection	X		
Pass a room Inspection	X		
Pass an AFT **	X		
Completed at least 3 weeks in AIT	X		
Completed at least 10 weeks in AIT		X	
WTBD Proficiency		X	

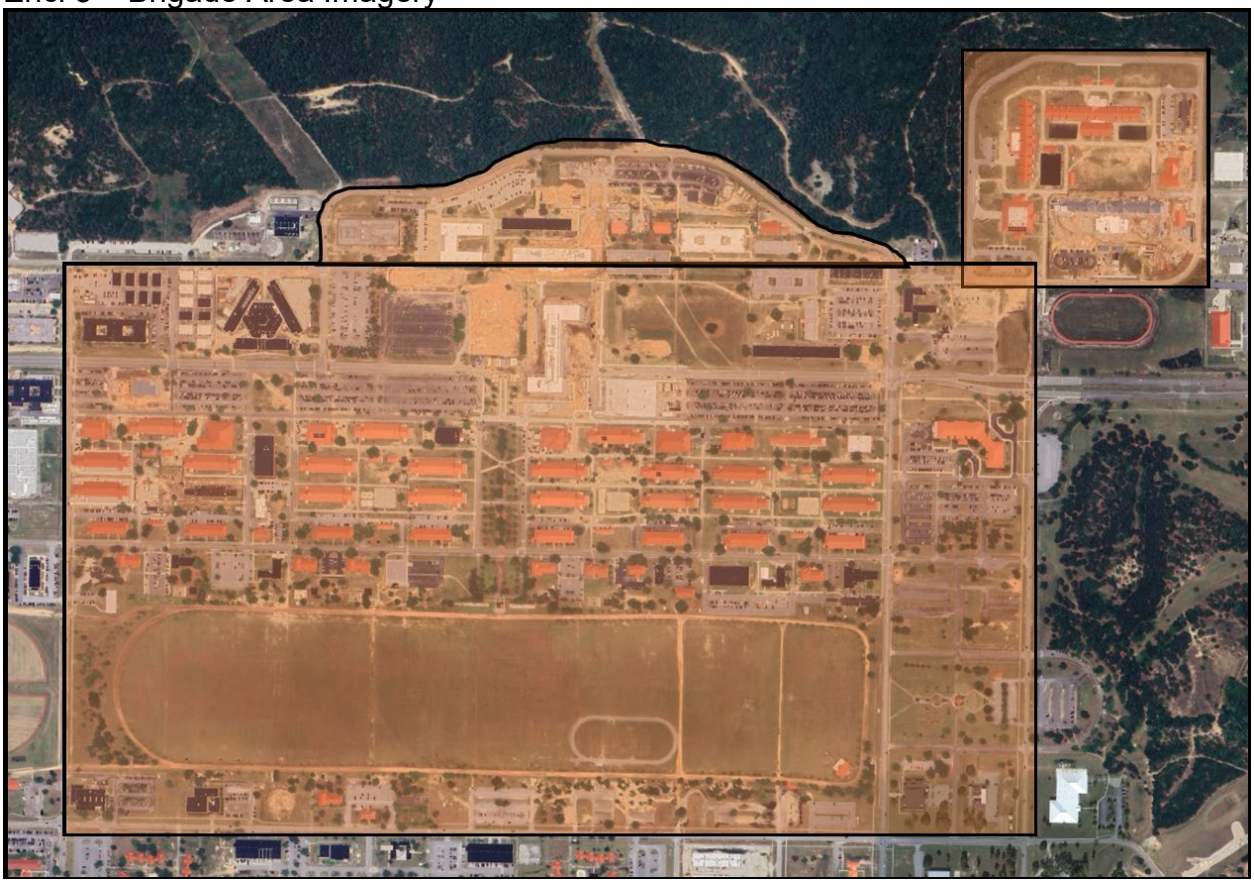
* Not applicable to Cyber Soldiers.
** Commanders may override based on medical limitations.

Encl 2 – MOS-I Phase Privileges

MOS-I Phase Priviliges				
Facility/Accessibility	**Phase V**	**Phase VI**	**Phase VI+**	**Phase VI++**
Installation Facilities				
Barton Field w/out Cadre	NO	***YES	***YES	***YES
Barton Field during hours of darkness (except unit PT and Official Ev	NO	NO	NO	NO
Eisenhower Club (except for official function)	NO	NO	NO	NO
Installation BOSS HQ	NO	NO	NO	NO
MWR Lounges & Sports Bars (incl. Heroes Lounge)	NO	NO	NO	NO
Training Areas (except for official events)	NO	NO	NO	NO
Outdoor Pool	NO	NO	NO	NO
Indoor Pool	NO	***YES	***YES	***YES
MWR Gyms (other than TORCH Gym)	NO	NO	NO	NO
TORCH Gym	NO	***YES	***YES	***YES
Education Center	NO	YES	YES	YES
Library	YES	YES	YES	YES
On-Post Hotels	Only when on approved pass w/ family			
MWR Facilities				
Wilkerson Lake	NO	NO	*YES	*YES
TASC (MWR Firearms Range)	NO	NO	*YES	*YES
Dinner Theater	NO	NO	*YES	*YES
Five Star Lanes Bowling Center	NO	*YES	*YES	*YES
Eisenhower Lakes Golf Club	NO	*YES	*YES	*YES
Disc Golf	NO	*YES	*YES	*YES
Horse Riding Stables	NO	*YES	*YES	*YES
Alternate Escapes Café / Dominoes Pizza	NO	***YES	***YES	***YES
Shopping/Food				
Class VI Store	NO	NO	NO	NO
Gate 1 Shopette incl. Class VI	NO	NO	NO	****YES
Gate 5 Shopette incl. Class VI	NO	NO	NO	****YES
Main PX	**YES	***YES	***YES	***YES
Other Stores in Main PX (MCSS, Gamestop, etc.)	**YES	***YES	***YES	***YES
PX Food Court & Food Trucks	NO	***YES	***YES	***YES
Starbucks (PX location)	NO	***YES	***YES	***YES
Commissary	NO	***YES	***YES	***YES
Meme & Bobo's / Burger King	NO	***YES	***YES	***YES
Any delivery service (Uber Eats, DoorDash, etc.)	NO	NO	***YES	***YES
Mini Mall (Subway, Panda Express, Tactical Store, GNC)	NO	***YES	***YES	***YES
AAFES Troop Store (BDE Footprint)	**YES	***YES	***YES	***YES
Troop Store Restaurants (Qdoba, Starbucks, Hunt Bros.)	NO	***YES	***YES	***YES
Starbucks (DDEAMC)	NO	NO	NO	NO
DDEAMC cafeteria (w/DS approval slip only IAW appointment)	NO	NO	NO	NO
Amazon Drop Box/Package Pickup	NO	NO	NO	NO
Dominoes (Alternate Escapes)	NO	***YES	***YES	***YES
Religious (on-post)				
Any on-post religious center (Friendship, Good Shepherd, Center)	YES (class or official duty conflict requires Buck Slip)			
Religious (off-post)				
Any off-post religious center/location	*****YES			

YES	= Authorized
*YES	= Authorized on non-duty days
**YES	= Authorized w/Phase VI+ or VI++ Escort
***YES	= Authorized after training/unit tasks complete AND on non-duty days
****YES	= Authorized only for PH VI++ with driving priviliges
*****YES	= Authorized IAW 15th Signal Brigade Policy #13
NO	= NOT Authorized

Encl 3 – Brigade Area Imagery



Encl 4 – Battalion Area Imagery