15TH Signal Brigade Blue Book

Standards
17 September 2021

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DEPARTMENT OF THE ARMY

HEADQUARTERS, 15 TH SIGNAL BRIGADE
606 BARNES AVENUE
FORT GORDON, GA 30905-5729

ATZH-TB 05 August 2021

MEMORANDUM FOR 15h Signal Brigade Military Personnel

SUBJECT: 15th Signal Brigade Standards Blue Book

1. Welcome to 15th Signal Brigade, Fort Gordon, Georgia and the Central Savannah River Area (CSRA). Whether permanent party, Military Occupational Specialty Trainee (MOS-T), or Initial Entry Training (IET) Soldier, we hope that you will find your time in the Brigade challenging, rewarding, and beneficial. The intent of this handbook is to establish every day standards for all Soldiers and Cadre to build and maintain discipline and esprit de corps.

2. All Fort Gordon Soldiers, Active Duty, Reserve, and Army National Guard who train here, will know and follow these standards. Every commissioned and noncommissioned leader will enforce these standards.

3. Accomplish the MISSION - SOLDIERS are our most important asset – Voice of Victory!

//ORIGINAL SIGNED//	//ORIGINAL SIGNED//
AUBREY D. RUSSELL	EDWARD W. KENDALL
CSM, USA	COL, SC
Brigade Command Sergeant Major	Commanding

HISTORY OF FORT GORDON

Camp Gordon, named for Confederate Lieutenant General John Brown Gordon, was activated for infantry and armor training during World War II.

During the war, its 55,000 acres served as a divisional training base for the 4th and 26th Infantry Divisions and the 10th Armored Division that fought in Europe in General George S. Patton's Third Army. (The inactivated 10th Armored Division still calls Fort Gordon home).

After World War II, more than 85,000 officers and enlisted personnel were discharged from Camp Gordon's Army Personnel Center. Other facilities included a U.S. Disciplinary Barracks and, beginning in 1943, a prisoner of war camp for German and Italian World War II captives.

Camp Gordon, almost deserted after June 1948, came to life in September 1948 with the establishment of the Signal Corps Training Center. The post's training mission grew with the addition of the Military Police School in September 1948 and the activation of the Engineer Aviation Unit Training Center in January 1949 (the latter remained at Camp Gordon for only one year).

The Korean conflict again placed Camp Gordon center stage in preparing Soldiers for combat. In addition to communications personnel at the Signal Training Center's Signal Corps Replacement Training Center and Signal Unit Training Group, MPs trained for combat assignments while the 51st Anti-Aircraft Artillery Brigade formed three detachments before moving to Camp Stewart, Ga. In 1950, the installation became the site for Military Government Training for the Army.

Also during the decade, Camp Gordon was home to the only Army Criminal Investigation Laboratory in the continental United States as well as a Rehabilitation Training Center and a U.S. Disciplinary Barracks. In 1953, the Basic Replacement Training Center and the Advanced Leader's School provided basic training and advanced leadership training (both were inactivated in 1955). The Civil Affairs School arrived in 1955 as part of the Civil Affairs and Military Government School. Camp Gordon, becoming a permanent Army installation on March 21, 1956, was redesignated Fort Gordon.

The U.S. Army Training Center (Basic) was activated here in 1957. During the Vietnam War, infantry, military police and signal soldiers trained at Fort Gordon. While Signal Corps training continued to expand throughout the 1960s, other activities ceased through postwar deactivations and the Military Police School's move to Fort McClellan, Ala.

In June 1962, all activities of the Signal Corps Training Center were reorganized under the U.S. Army Southeastern Signal School. Designating the installation the U.S. Army Signal Center and Fort Gordon, the Army consolidated all communications training at Fort Gordon on Oct. 1, 1974. The arrival of the Army's Computer Science School was only part of the impetus for the fort's tremendous growth during the 1980s.

The following decade found its Mobilization Command deploying numerous troops to Southwest Asia during Operation Desert Shield-Desert Storm (1990-1991). Fort Gordon figures prominently in the post-Cold War national defense. Still the "Home of the Signal Regiment," it also supports the 35th Signal Brigade, 513th Military Intelligence Brigade, the National Security Agency/Central Security Service Georgia and the 7th Signal Command (Theater). Due to increases in the need and use of cyber technology the U.S. Army is consolidating the United States Army Cyber Command into one location. Fort Gordon along with Fort Meade were in the running to receive the command. In December 2013, it was announced that Fort Gordon was selected.

In March 2014, Fort Gordon was designated as the U.S. Army Cyber Center of Excellence.

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Introduction

Purpose.

a. The purpose of this book is to establish common standards within the 15th Brigade to maintain discipline, professionalism and morale within its ranks.

b. This book will apply to both Initial Entry Training Soldiers attending Advanced Individual Training (AIT) and Permanent Party personnel. Other branch personnel must comply with the same standards and follow the regulations based on their respective branch of service.

Chapter 1 The U.S. Army as a Military Profession

The Army is a unique vocation of experts certified in the ethical design, generation, support, and application of land power, serving under the civilian authority and entrusted to defend the Constitution and the rights and interests of Americans. An Army professional is a Soldier or Army Civilian who satisfies the requirements for certification in competence, character, and commitment.

1-1. Characteristics of the Army Profession.

The members of the Army profession, Soldiers and Army Civilians, create and strengthen the Army culture of Trust.

- **Trust** - The bedrock of the Army's relationship with the American people. Our professional responsibility is to preserve this earned trust. Within the Army profession, mutual trust is the organizing principle necessary to build cohesive teams.
- **Honorable Service** - Our professional responsibility is to daily contribute honorable service, living by and upholding the Army ethic in the conduct of our mission, performance of duty, and all aspects of life.
- **Military Expertise** – Our professional responsibility is to continually advance our expert knowledge and skills in land power and to certify Army professionals. To sustain our expertise, the necessity of lifelong learning is accepted by all Army professionals.
- **Stewardship of the Profession** – All Army professionals have the duty to be faithful, responsible, and accountable stewards, advancing the Army profession,

strengthening the Army culture of trust, and conveying the legacy we inherited from those who led the way.

- **Esprit De Corps** – The Army profession has a deep respect for its history and traditions and strives to achieve standards of individual and collective excellence. Army professionals are a cohesive team where mutual trust is reinforced through shared professional identity – living by and upholding the Army ethic. This collective commitment fortifies esprit de corps.

1-2. Army Ethic.

The Army ethic is an evolving set of laws, values, and beliefs, deeply embedded within the core of the Army culture and practiced by all members of the Army profession to motivate and guide the appropriate conduct of individual members bound together by a common moral purpose.

1-3. Army Values.

Army Values coupled with ethics are the foundation of our profession. Critical to each Soldier's development is learning about and living by the Army values, when in or out of uniform. Self-discovery, determining one's own character, and living the Seven Core Values reinforces trust in our Soldiers.

- **Loyalty** – Bear true faith and allegiance.
- **Duty** – Fulfill your duties.
- **Respect** – Treat people as they should be treated.
- **Selfless Service** – Put the welfare of the Nation, the Army, and your subordinates before your own.
- **Honor** – Live up to the Army Values.
- **Integrity** – Do what is right, legally, and morally.
- **Personal Courage** – Face fear, danger, or adversity (physical and Moral)

1-4. Army Customs, Courtesies, and Traditions.

Rendering customs and courtesies to Commission and Warrant Officers.

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. The Brigade greeting is "Voice of Victory, Sir or Ma'am!" The response from the officer will be "Faithful Service!"

When you meet someone outside, salute as soon as you recognize that he or she is an officer, or if you are walking toward the officer, wait until you are about six steps away.

Salute all officers (recognized by grade) in official vehicles identified by special plates or flags.

Salute only on command when in a formation.

If in a group and an officer approaches, the first Soldier to recognize the officer calls "Group, Attention!" and renders a salute with the appropriate greeting.

If you approach an officer while you are double-timing alone, assume quick time, render the hand salute and give the proper greeting. When the salute is returned, execute order arms and resume double-time.

The salute is always initiated by the subordinate and terminated only after acknowledgement by the individual saluted.

Accompany the salute with an appropriate greeting, such as, **"Good morning/afternoon, Sir/Ma'am."**

When addressing an officer, stand at attention unless given the order "At ease." When you are dismissed, or when the officer departs, come to the position of attention and salute.

When an officer enters a room, the first Soldier to recognize the officer calls personnel in the room to attention but does not salute. When indoors, a Soldier only renders a salute when reporting to the officer or part of a ceremony requiring saluting.

Salutes are not required to be rendered by or to personnel who are driving or riding in privately owned vehicles.

It is not customary for enlisted personnel to exchange salutes, except in some ceremonial situations.

Never render a salute with a noticeable object in your mouth or right hand.

If you are on detail and an officer approaches, salute if you are in charge of the detail. Otherwise, continue to work.

When a senior officer enters a dining facility, unless he or she directs otherwise or a more senior is already present, the diners will be given the order "At ease" by the first person who sees the officer. You will remain seated at ease and will continue eating unless the officer directs otherwise. If you are directly addressed, you should rise to attention when seated in a chair. If you are seated on a bench, stop eating and sit at attention until the conversation ends.

When spoken to, come to the position of attention while addressing an officer.

Rendering customs and courtesies to Noncommissioned Officers

When addressing an NCO, you must execute the proper position of Parade Rest. The NCO may direct you to at ease, stand at ease, or rest.

When approaching an NCO or if the NCO is you approaching you, whether in a group or otherwise, render courtesy with an appropriate greeting, such as, **"Good morning/afternoon, Sergeant."**

Drill Sergeants will be addressed as “Drill Sergeants” ONLY.

When walking with someone of higher rank, walk on the left side of the individual.

Be respectful at all times, regardless if you are familiar with the NCO. Professionalism is always priority.

Note: The officer or NCO may give the directive “Carry on.” This means the Soldier or Soldiers should continue with whatever they were doing previously. This same directive is used in many other situations outside of formation, such as in the barracks and break areas.

Rendering Honor to the Flag and Bugle Calls

The flag of the U.S. is the symbol of our Nation. The union, white stars on a field of blue, is the honor point of the flag. The union of the flag and the flag itself, when in company with other flags, are always given the honor position, which is on the right.

The flag of the U.S. is displayed outdoors at all Army installations.

The flag is displayed daily from reveille to retreat. If illuminated, it may be displayed at night during special events or on special occasions deemed appropriate by the commander.

When the flag is being raised in the morning or lowered in the evening, stand at attention on the first note of Reveille or “To the Colors.” “Colors” refers to the flag of the U.S. and can include the unit flag. Give the required salute. You normally face the flag when saluting, unless duty requires you to face in some other direction. At the conclusion of the ceremony, resume you regular duties.

The flag, when flown at half-staff, is hoisted to the peak/top of the flagpole and then lowered to the half-staff position. At the end of the day, the flag is hoisted to the peak before lowered. “Half-staff” means lowering the flag to one-half the distance between the top of the bottom of the staff.

Whenever Reveille or To the Colors is played, and you are not in formation and not in a vehicle, come to the position of attention at the first note, face the flag, and give the required salute. If no flag is near, face the music and salute. If you are in formation, salute only on the order “Present Arms”. If you are in civilian clothing, stand at attention and place your right hand over your heart.

“Taps” signals unauthorized lights are about to be extinguished. It is the last call of the day. If indoors, there is no need to stand at attention and salute. The call is also sounded at the completion of a military funeral ceremony. **Execute the position of attention and salute until the music completes.** If not in uniform, come to the position of attention and place your right hand over your heart.

Note: It is deemed disrespectful to retreat indoors for the purpose of avoiding the rendering of proper honors to the flag or bugle and is therefore unauthorized.

Chapter 2 Personal Appearance

The Army is a profession. A Soldier's appearance measures part of their profession. Proper wear of both Army uniform and civilian attire while in the installation of Fort Gordon is a matter of personal pride and professionalism for all Soldiers. It is indicative of esprit de corps and morale within a unit.

Soldiers have an individual responsibility to ensure their appearance reflects the highest level of professionalism. Your uniform is only part of your appearance. To look like a Soldier and a master of your profession, you need to be physically fit, meet acceptable weight standards, and have a neatly kept hairstyle in accordance with Army regulations. You must also conduct yourself at all times in a manner of your professional status with dignity and respect.

See Army Regulation 670-1 and/or Department of the Army Pamphlet (DA PAM) 670-1 for additional information concerning Army uniforms and awards.

Note: When traveling to your permanent change of station (PCS) or temporary duty (TDY) assignment, you will wear appropriate civilian attire that will not draw negative attention to you or risk any operation security (OPSEC). Wearing ACU may be directed by the commander.

2-1. Civilian Attire while in the Installation

Soldiers in the U.S. Army are associated and identified with the U.S. Army in and out of uniform, and when on or off duty. Therefore, when civilian clothing worn, Soldiers will ensure that their dress and personal appearance commensurate with the high standards traditionally associated with the U.S. Army. Civilian attire worn should be clean, well-maintained, properly fitted and present a neat and orderly appearance. All MOS-I Soldiers shall abide by the following guidelines at all times unless otherwise approved by the Brigade Commander:

- Clothes and shoes that show good taste, avoiding extreme designs and styles which may pose a safety problem, are expected. Headdresses, hats, sweatbands and scarves, which are meant to be worn outside, are not to be worn inside the any building. Undergarments are not to be exposed.
- Shirts and Blouses – Unacceptable attire includes clothing that exposes the torso such as see-through garments, halters, spaghetti straps, backless dresses, tube tops, tank tops or muscle shirts, bare midriff outfits, or shirts or blouses that are tied at or may rise above the waist.
- Skirts, Shorts and Dresses – Skirts, shorts, and dresses should be appropriate in length. As a general rule, appropriate length would be at fingertips, provided this

measurement is mid-thigh or below. This includes dress and skirt slits or openings.

- Skirts, Shorts, and Pants – Skirts, shorts, and pants must be fitted at the waist and not be torn, tattered, ripped, or with holes above the appropriate length as defined above. The following are types of unacceptable shorts, given that they that do not meet appropriate length, include, but are not limited to, spandex-style 'bicycle' shorts, cut-off jeans, cut-off sweat pants, short-shorts, running shorts, and see-through boxer-type shorts. Leggings, "jeggings", or any other tight fitting pants may only be worn with a top or a dress that comes to the appropriate length.
- Accessories that appear to be weapons.
- Clothing not specifically designed as headgear (bandanas, durags, bonnets, etc.) Durags are not authorized in ACUs or outside personal dwellings.
- Clothing that is considered nightwear or sleepwear.
- Headgear with a visor facing back or to the side of the head. (Visor must face forward)
- Bandannas – No bandannas of any type will be allowed.
- Soldiers shall not wear clothing, (shirts, caps, etc.), that will in any way promote or advertise the use of narcotics, alcoholic beverages, tobacco or stimulant drugs which are illegal
- Suggestive, vulgar, or obscene pictures and/or language on clothing or body are forbidden.
- Soiled or sweaty athletic clothing, except while in recreation areas or conducting Holistic Health and Fitness.
- Bathing suits (without cover-ups), except in swimming and recreation areas.
- Bare chested or shirtless Soldier, except in swimming and recreation areas.
- Bare feet, except in swimming and recreation areas.
- Open toe shoes without socks are not authorized within the Dining Facilities.

2-2. The Army Combat Uniform (ACU) in the operational camouflage pattern (OCP) or the improved Hot Weather Combat Uniform (IHWCU), also called "Jungle Uniform"

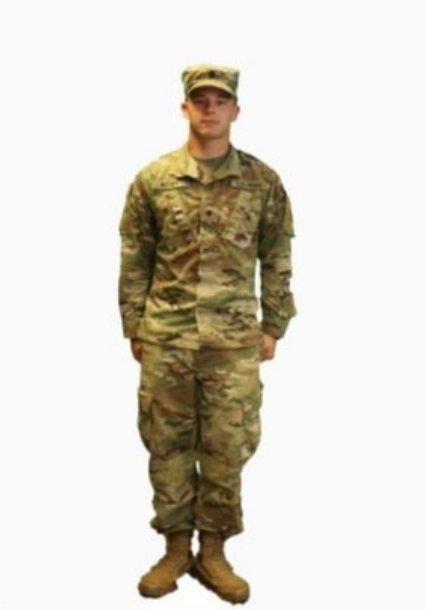


Figure 1 Army Combat Uniform, Operational Camouflage Pattern (OCP).

Soldiers will wear at a minimum, the U.S. Army and name tapes, rank, U.S. flag (full color for garrison and subdued/IR for field environment), Unit Shoulder Sleeve Insignia and Current Organization (Unit Patch). AIT Students will wear the "U.S. Army" patch until they report to their first unit of assignment, unless they qualify for Phase V + 28. The U.S. Flag will be worn on the right of the shoulder Velcro pocket. The Unit Shoulder Sleeve Insignia, Former Wartime Service (USSI-FWS), also called the Combat Patch, is optional for wear. If worn, the Combat Patch will be worn on the right shoulder Velcro pocket, below the U.S. Flag. When wearing the Combat Patch on the IHWCU, the U.S. Flag will be worn on the right shoulder pocket flap. The Flag may be sewn on directly to the pocket flag or velcroed. Trouser pant legs must be bloused at all times and not exceed below the third eyelet from the top of the combat boot. Sterile uniforms are an exception and will only be worn while conducting activities such as combatives, to which un-bloused trousers are authorized and with alternative footwear.

During Heat Category 5, the sleeves may be cuffed inside the coat one or two times and the trouser pant legs can be left un-bloused.

ACU/IHWCU Headgear

The patrol cap is the standard headgear worn and will be worn straight on the head so that the cap band creates a straight line around head, parallel to the ground. The patrol cap will fit snugly and comfortably around the largest part of the head without bulging or distortion from the intended shape of the headgear and without excessive gaps. No rolling (such as "ranger rolling"), blocking, or alterations to the cap are authorized. Rank insignia will be worn at the center front of the cap between the top seam and the bottom seam. Soldiers are authorized to wear the micro-fleece cap as the primary headgear when temperatures reach 32º F and below or when designated by the Chain of Command.

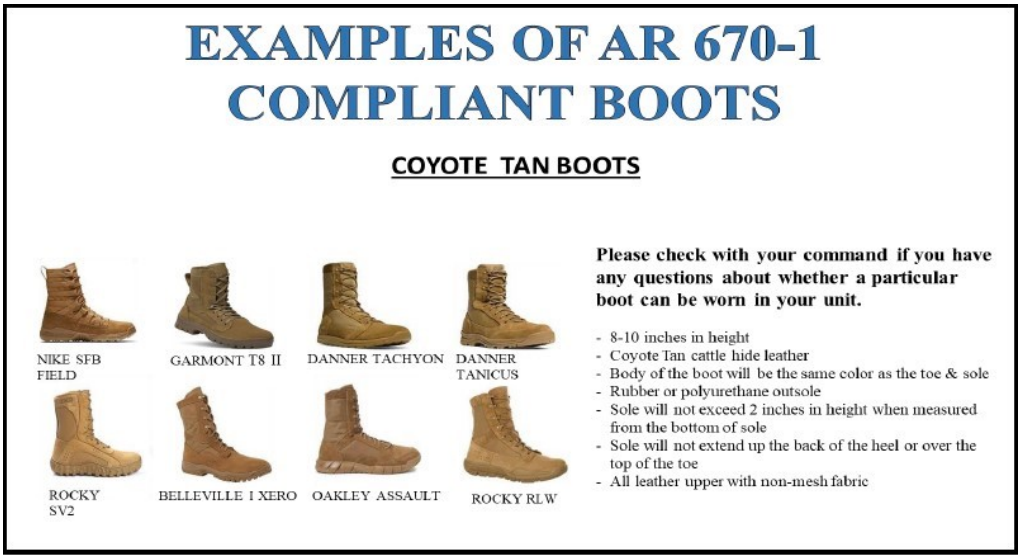
Figure 2 Patrol Cap front view.

Figure 3 Patrol Cap side view.

Army Combat Boots

Soldiers are required to possess two pairs of issued Army combat boots (HW) and one pair of issued Army combat (temperate weather specified) boots. Soldiers may wear commercial boots of a design similar to that of the Army combat boot coyote as authorized by the commander. **(For additional guidance, see DA Pam 670-1, Para 18-4)**

Note: Soldiers identified as hot weather injuries will wear a red bead on the lace of the left boot and PT shoe nearest the toe of the footwear. Soldiers identified as cold weather injuries will wear a blue bead on the lace of the left boot and PT shoe nearest the toe of the footwear. Soldiers will not un-blouse their boots unless conducting tactical foot-marches or during Heat Category 5 conditions



Additional Uniform items for AIT Students

Camelbaks: AIT Students will wear their issued water hydration system (Camelbak) unless directed otherwise by medical personnel. Water is the only authorized liquid contained in the Camelbak and must be changed weekly to prevent mold and bacteria. The Camelbak must remain full of water, with the SM's Wet Weather Jacket neatly rolled not to exceed the width of the Camelbak and secured, centered at the bottom. The drink tube will be secured around the left shoulder. Upon approval of the commander, unit identification or name tags may be taped and placed on the Camelbak handle, provided they are tasteful and professional. Additional items such as but not limited to as wrist watches, key chains, clips, etc. are prohibited. Commanders may authorize use of a camouflage, black, or solid color (in a similar color to match the shade of the uniform) personal hydration system. The size and shape should be similar to the issued version and commercial versions should be
designed to primarily to carry water not store additional items

Note: Soldiers may be authorized to drape their Camelbaks on the Dining Facility (DFAC) chairs while eating at Battalion Commanders discretion. They must properly don their Camelbaks upon completion and standing, prior to exiting.

Example of Authorized Camelbaks:

Example of Unauthorized Camelbaks:

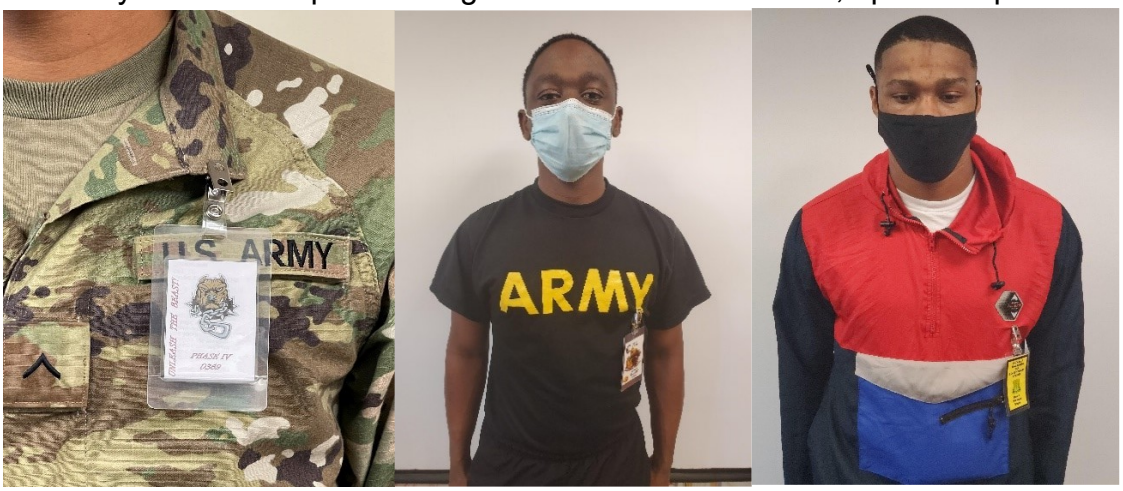
Phase Badges: Phase badges are a representation of the current Solderization process level the individual Solder has completed. They are to be worn at all times, regardless of attire unless conducting or participating in activities such as Holistic Health and Fitness, combatives, morale sporting events, or ceremonies. In this installation, they are organized into two phases with four total sub phases:

- Black Phase ○ Phase IV - White Phase Badge
- Gold Phase ○ Phase V - Yellow Phase Badge
- Phase V+ - Blue Phase Badge
- Phase V+ 28 - Branch-Designated Color Phase Badge

See Training Doctrine (TRADOC) Regulation 350-6 and 15th Signal Brigade Policy Letter #15 for more information on phase level standards and privileges.

- When in ACU, the phase badge will be attached via clip to the left lapel/collar of the OCP Jacket. (Except when the Soldier is conducting Holistic Health and Fitness, in a sterilized uniform).
- When in Army Physical Fitness Uniform or APFU, the phase badge will be worn clipped, on the upper left portion of the shirt, near the “Y” in the “ARMY” logo (except when the Soldier is conducting Holistic Health and Fitness.)

- When in civilian attire, the phase badge will be worn clipped, on the upper left portion of the shirt where the phase badge would normally be placed when wearing APFU. If the Soldier is conducting or participating in events such as Holistic Health and Fitness, morale sporting events, or ceremonies, the Soldier may remove the phase badge but must don it back on, upon completion.



Note: Phase Badges will not be worn at any time, outside of the installation. They must be stored away and readily available to wear upon re-entrance.

Removal of a Soldier's phase badge is only authorized by a Drill Sergeant, Company Commander and/or First Sergeant of the Soldier's respective unit.

2-3. Army Physical Fitness Uniform (APFU)

The APFU must be worn during organized Holistic Health and Fitness except when conducting activities such as combatives. Exceptions may be approved by unit commanders for morale and Esprit De Corps purposes. Leaders may adjust the uniform based on Soldier comfort and weather conditions.

a. Battalion Commanders may substitute the APFU t-shirt for a distinctive unit t-shirt within the following guidelines:
    - The unit t-shirt is an optional purchase for Soldiers.
    - Unit t-shirts are only authorized at the Company/Detachment or higher echelon. Platoon level unit t-shirt is not authorized.
    - If a Company/Detachment authorizes a unit t-shirt, it shall be the same color as the Battalion t-shirt and contain the same Battalion logo on the front of the shirt.
    - Company logos shall be in good taste, absent of profanity, nudity, vulgar images or any image that may be offensive.

b. Reflective belts are to be worn by individuals while conducting Holistic Health and Fitness outdoors during hours of limited visibility. Formations will post road guards with orange reflective vests and reflective lights to the front and rear during hours of limited visibility.
    - AIT Students under trainee status must wear yellow reflective belts at all times, while wearing APFU. The reflective belt will be worn diagonally from the wearer's RIGHT shoulder to LEFT.
    - AIT Students under MOS-T status must wear reflective belts at all times, while wearing APFU. Refer color to Battalion SOP.

- Conditioning foot marches may be conducted in the APFU with boots. At no time while foot marching will straps be hanging from rucks; they are to be buckled and stowed.
- Soldiers may use headphones, including wireless or non-wireless devices and earpieces, in uniform while performing individual physical training in indoor gyms or fitness centers. The wear of headphones while taking the Army Physical Fitness Test is prohibited. The wear of headphones beyond the permitted area in any manner, including around the neck or attached to the uniform is prohibited.

Authorized (1 ½ inches)

Not Authorized (over 1 ½ inches)

2-4. Tactical and Non-tactical Vehicle Uniform Standard

While operating a tactical vehicle, the minimum uniform will include the ACH and gloves. Refer to Battalion SOP for additional items to be worn.

a. Any Soldier riding in the back of an open-back vehicle must have on eye pro, gloves, and ACH. Gunners riding in the Gunner's hatch will include the Gunners Restraint System (GRS).
b. TCs for tactical vehicles must be an NCO or Warrant/Commission Officer.

2-5. Cold Weather Uniform Attire

Generally, the winter ACU and Winter APFUs will be worn from October to April or outside this window if the temperature falls to 32ºF or below. Final determination on the winter uniform posture and additional guidance for the winter uniform as temperatures change will be Commander's discretion. Downgrading of attire when temperatures are 32ºF or below is unauthorized.

This uniform is based on the Extended Cold Weather Clothing System (ECWCS), Generation II or Generation III, and wear will be dictated by garrison or field setting:

a. Generation II and III ECWCS are designed as a system of three basic layers.
    - Base Layer (also known as Inner or Wicking layer): The base layer(s) are those adjacent to your body and should be worn comfortably loose. The main purpose of these garments is to wick excess moisture away from your body. The Light-Weight Cold Weather Undershirt and Drawers (silk-weight) make up the base layer. The Mod-Weight Cold Weather undershirt and Drawers can be used as either a base or insulating layer.
    - Insulation Layer: The insulation layer(s) are the intermediate layer(s). Insulation layers provide volume to enable you to trap warm air between your body and the outer garments. This layer also wicks moisture away from the body. These layers should be comfortably loose to trap a sufficient volume of air. The insulation layer consists of the Mid-Weight Cold Weather Under shirt, drawers, and fleece jacket. The fleece jacket is authorized to be worn as an outer garment.
    - Outer Shell (protective) Layer: The outer shell layer(s) are the external layers that protect you from the elements in your environment. A main function is to keep dry. In addition, they provide additional volume for trapping warm air. These layers should also be comfortably loose. The Wind Cold Weather Jacket, Soft Shell Jacket and Trousers, Extreme Cold Weather.

Soldiers may have individualized haircuts and styles as long as it conforms to Army Regulation 670-1.

For male-identified personnel, the hair must not fall over the ears or eyebrows and must not touch the collar (except for closely cut hair at the back of the neck).

- Hair should be neatly tapered, except that “block cut” in the back near the neck is permitted in modern degree.
- Neither the bulk nor length of hair may interfere with the wearing of any military headgear.
- Sideburns must be neatly trimmed, not flared, not come to a point, and must not extend downward beyond the lowest part of the exterior ear opening.
- The face must be clean-shaven. Soldiers with a shaving profile must maintain facial hair in compliance with the profile rules and limitations stated. Soldiers must always keep a copy of their profile readily available for proof of expiration date and compliance.
- Mustaches must be neatly trimmed with no part covering the upper lip line or extend horizontally beyond or below the corner points of the mouth where the upper and lower lips join.

Note: Mustaches for AIT students are authorized upon fully meeting all graduation requirements only. Exceptions to policy are not authorized.

For female-identified personnel, the requirements for hair regulations are to maintain uniformity within a military population for female Soldiers while in uniform, or in civilian attire on duty, unless otherwise specified. Female hairstyles will present a cleaned and well-groomed appearance.

When hair securing devices are worn, they will comply with the guidelines. Female Soldiers are allowed to wear ponytails in all uniforms. Hair will be neatly and inconspicuously fastened or secured in either a bun, singular ponytail, two braids or singular braid. Multiple locks, braids, twists or cornrows may come together in one or two braids or a single ponytail. In all uniforms, the unsecured hair will be worn centered in the back of the head (placement of ponytail will not be on the side or on top of the head), be wider than the width of the head, and will not interfere with proper wear of authorized army headgear.

See Army Regulation 670-1/ ALARACT 040/2021 for more information.

2-7. Jewelry

A wrist watch, identification bracelet, and up to two rings (a wedding set is considered to be one ring) may be worn with you uniform as long as they are conservative and tasteful. Soldiers may also wear one activity tracker, pedometer, or heart rate monitor. You may wear a religious medal on a chain around your neck, provided that neither medal nor chain can be visibly seen.

Females are authorized the optional wear of earrings in the Army Combat Uniform. Earrings may be screw-on, clip-on, or post-type earrings in gold, silver, or diamond. Pearls are not authorized to wear in ACU but is authorized in formal attire (service dress or dress uniform).The earrings will not exceed 6mm or ¼ inch in diameter and must be adorned (plain) or spherical (round). When worn, the earring will fit snugly against the ear. Females may wear earrings only as a matched pair, with only one earring per ear lobe.

Females are not authorized to wear earrings with physical fitness and field uniform due to safety hazard.

When in civilian clothes on duty, female Soldiers must comply with the specifications listed subparagraph (a), above, when wearing earrings, unless otherwise authorized by the commander.

Male Soldiers may not wear earrings when in civilian clothes on duty. When male and female Soldiers are not in uniform and off duty, earring wear is not restricted as long as the earrings do not create or support ear gauging (enlarged holes in the lobe of the ear, greater than 1.6mm).

Body piercing

No displaying objects, articles, jewelry, or ornamentation attached or affixed to or through the skin may be worn while in uniform. Neither can such adornments be worn while wearing civilian clothes (on or off duty) when on any military installation, or other places under military control. Follow Army Regulation 670-1 guidance.

2-8. Cosmetics / Nails

Standards regarding cosmetics are necessary to maintain uniformity and to avoid an extreme or unprofessional appearance. Males are prohibited from wearing cosmetics, except when medically prescribed. Females are authorized to wear cosmetics with all uniforms, provided they are applied modestly and conservatively, and that they complement both Soldier's complexion and the uniform. Leaders at all levels must exercise professional judgment when interpreting and enforcing this policy. Exaggerated cosmetic styles and colors, to include makeup designed to cover tattoos, are inappropriate with the uniform and are prohibited.

Permanent makeup, such as eyebrow or eyeliner, is authorized as long as the makeup conforms to the standards outlined above. Eyelash extensions are not authorized unless medically prescribed.

Females will not wear shades of lipstick that distinctly contrast, with the natural color of their lips, that detract from the uniform, or that are exaggerated.

Females will comply with the cosmetics policy while in any military uniform or while in civilian clothes on duty.

Female Soldiers to wear solid color shades of nail polish that are not extreme. Extreme colors include, but are not limited to, purple, bright pink, red, gold, blue, black, hot pink, green, yellow, white, grey, ombre, and fluorescent/neon colors, to include French manicure. Colors that are authorized to wear include but are not limited to nude/natural shades, American manicure and light pink. Nail shapes that are extreme and not authorized are ballerina, stiletto, arrow, and coffin. Square and rounded nails are authorized. Male Soldiers are authorized to wear clear nail polish.

Male Soldiers will keep nails trimmed so as not to extend beyond the fingertip. Female Soldiers will not exceed a nail length of 1/4 inch as measured from the tip of the finger.

2-9. Tattoos

MOS-I Soldiers are not authorized to get tattoos while in a training status.

Note: Violation of tattoos policy by Soldiers may result in adverse administrative action and/or charges under the provisions of the Uniform Code of Military Justice (UCMJ).

Tattoos and brands are permanent markings that are difficult to reverse (in terms of financial cost, discomfort, and effectiveness of removal techniques). Before obtaining either a tattoo or brand, Soldiers should consider talking to unit leaders to ensure that they understand the Army tattoo and brand policy. The words tattoo and brand are interchangeable in regards to this policy.

The following types of tattoos or brands are prejudicial to good order and discipline and are, therefore, prohibited anywhere on a Soldier's body:

- **Extremist:** Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations and activities are those which advocate racial, gender, sexual preference, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, sexual preference, ethnicity, religion, or national origin; advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State Law (see Army Regulation 600-20)
- **Indecent:** Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety, or professionalism.
- **Offensive:** Offensive tattoos or brands are those that advocate a philosophy of hatred or intolerance towards indifferences such as sexual preference or identification.
- **Sexist:** Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender.
- **Racist:** Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.

Tattoos or brands, regardless of subject matter, are prohibited on certain areas of the body as follows:

Soldiers are prohibited from having tattoos or brands on the head, face (except for permanent makeup), to include on/inside the eyelids, mouth and ears, neck (anything above the t-shirt neck line), wrists/above the wrist bone, hands (except one ring tattoo on each hand below the joint of the bottom segment of the finger, which is the portion closest to the palm)

Accessing applicants must adhere to this same policy.

- Soldiers may not cover tattoos or brands with bandages or make up in order to comply with the tattoo policy.

Chapter 3 Standards of Behavior.

As members of the Profession of Arms, Soldiers are expected to conduct themselves as professionals both on and off-duty by living the Army Values and the Soldier's Creed. Soldiers will demonstrate appropriate respect for all civilian employees and authorities on and off the installation.

3-1. Prohibited Items

No personnel shall have in their possession the following items, unless authorized in performance of official duties:

- **Personal Storage of Privately Owned Firearms or Weapons**: Permanent Party personnel living in the barracks will store their weapons and firearms in the

unit arms room. This includes knifes with blades longer than 3 ½ inches, air rifles, “BB” guns, as well as bows and arrows. Permanent Party personnel living in government quarters will store their weapons and firearms in their quarters, outside the reach of children under the age of 18 or in a unit arms room. Ammunition will be stored in a secured container that is in a separate location from the weapon. Permanent Party personnel residing off post will store their weapons and/or firearms in the home of the individual to whom the firearm is registered. Under no circumstances will the transportation of loaded or concealed handguns, shotguns or rifles be permitted on the installation except by duly authorized law enforcement personnel or by military personnel in the performance of their official duties. No military weapon will be temporarily secured in a wall locker or similar container. Under no circumstances will IET/AIT Students possess knives air rifles, “BB” guns, as well as bows and arrows. This includes carrying or handling any privately owned weapons or firearms in this installation. Firearms pose a significant danger to Soldiers, family members, and the community. As a result, any Soldier involved in a firearm incident on or off Fort Gordon that violates federal law, Georgia law, or military policy/regulation will be considered for administration of a general officer memorandum of reprimand (GOMOR).

- **Lock bumping material:** Material that may be used to manufacture lock bypassing materials, including but not limited to: files, blank keys, instruction booklets, pamphlets or videos.
- **Straight edge razors:** AIT Students are not authorized
- **Explosives:** To include fireworks, pyrotechnics or black ammunition except for authorized training, sports, or ceremonial purposes. (AIT Students are not authorized).
- **Knives:** Knives with a blade over 4 inches, except while hunting or conducting tactical training. (IET/AIT Students are not authorized).
- **Cell Phones:** Permanent Party individuals’ cellular devices will not be used/visible while conducting training such as the range, Warrior Task and Battle Drills, gate or road guard duties, staff duty, and CQ. Cell phones will be used for emergency or work-related issues. MOS-I and MOS-T will not possess or use cell phones or any other electronic device (i.e. small hand-held electronic games, tablets, or wearable electronic devices) during the trainee official duty day hours. This includes but is not limited to locations such as the dining facilities (DFACs), dental facilities, emergency and non-emergency medical facilities, and the schoolhouse. Soldiers must possess a memorandum signed by their Company Commander, if the Soldier needs their phone during their official duty day hours and for emergency situations only. The memorandum must include the to date and from date. It is at the Company Commander's discretion to add but not take

away any additional locations where the use of cell phones will not be authorized.

- **Headphones:** Soldiers may use headphones (wireless / non-wireless devices and earpieces) in uniform only while performing individual physical training indoors. Soldiers may not wear headphones beyond the permitted area in any manner, including around the neck or attached to the uniform. Headphones will be conservative and discreet. Ear pads will not exceed 1-1/2 inches in diameter at the widest point. Soldiers may also wear an armband for electronic devices in the fitness center. Soldiers may not wear the armband outside of the fitness facility. " IAW AR 385-10 and DoDI 6055.04 while running or walking on roadways, pedestrians are prohibited from using devices that could obstruct their hearing; for example, portable headphones, earphones, or other listening devices. An earphone for a cell phone hands-free device may be worn in one ear only. Headphones, etc., may be worn on Barton Field or other designated offroad tracks while wearing civilian clothes."

3-2. Alcoholic Beverages

The minimum age for possession, purchase, and consumption of alcoholic beverages in the State of Georgia is 21. See AR 215-1, paragraph 10-1.

- Military personnel will not have a blood alcohol level of 0.05 percent or above when reporting for or while on duty.
- Permanent Party individuals may consume alcoholic beverages in the barracks and unaccompanied government quarters. See your unit SOP for standards and restrictions, regarding alcoholic beverages.
- Alcohol may be consumed in a Military uniform for Permanent Party personnel at official Military social functions approved by a commander (O-5 or above).
- Purchasing of alcohol for individuals under the age of 21 is prohibited.
- IET/AIT Students under trainee status are not authorized possession, purchasing, and consumption of alcoholic beverages, regardless of age.
- Purchasing of alcohol for IET/ AIT students, under trainee status is prohibited, regardless of age.

3-3. Tobacco Products

Individuals under the age of 21 will not purchase, possess, or consume tobacco products (to include electronic cigarettes) on Fort Gordon per U.S. Law.

- Smoking areas shall be designated no less than 50 feet from any building.
- IET/AIT Students under trainee status will utilized their specified unit smoking areas only.
- IET/AIT Students under trainee status are not authorized the use of electronic cigarettes or hookahs.
- Purchasing tobacco products (to include electronic cigarettes and hookahs) for personnel under the age of 21 is prohibited.

- Permanent Party personnel purchasing tobacco products for AIT Students under trainee status, regardless of age, is prohibited (except if you are considered their dependent).
- Smoking and tobacco use of any kind, while walking in uniform, is not authorized.

3-4. Privately Owned Vehicles (POVs).

All Soldiers must have valid driver's license, registration and proof of insurance to operate a motor vehicle on the installation. AIT Students under MOS-I and MOS-Q status must see 15th Signal Brigade's Policy Letter #15 for more information on driving privileges. Major vehicle repair work will not be conducted in public parking lots nor will any vehicles be on jack-stands.
Vehicles will not be left abandoned on the Fort Gordon installation. Vehicles are considered abandoned if they meet the following criteria:

- Any POV, to include recreational vehicles, left unattended on the installation and sites with registration expired over 30 days or that appears abandoned through visual signs. Examples are missing essential components required for operation like flat or missing tire(s), windshield, engine, steering mechanisms, or jack stands or bricks.
- Law enforcement personnel have a reasonable belief that the vehicle is abandoned and efforts to contact the owner have failed.

Vehicles are towed at the expense of the owner, who is required to pay the towing contract company for the service of towing, impoundment and any applicable administrative fees.

3-5. Use of Bicycle, Skateboard, Scooter, Hover Boards, Segway, Roller or In Line Skates.

Wearing protective headgear approved by the Consumer Product Safety Commission is required for all personnel while using powered and non-powered scooters, skateboards, roller skates, and roller blades. Hand, elbow, and knee protection is highly recommended for these types of activities.

a. The use of a helmet is mandated for anyone riding a bicycle on the installation. Additionally, all bicycles must have visible lights on both the front and back of the bicycle while riding during hours of limited visibility. The use of reflective belts or vests is highly recommended for hours of limited visibility.
b. Wearing headphones, earphones, or other listening devices while operating powered and non-powered scooters, skateboards, hover boards, Segway, roller or in-line skates, and bicycles, on or adjacent to roadways is prohibited.
c. Skateboarding, riding child/toy scooters, roller and in-line skating are prohibited on the installation as follows:
    - On any roadway with a speed limit of 20 MPH or greater.

- Inside public buildings or porches and covered walkways of public buildings.
- In or on drainage ditches.
- On any roadway portion or other place designated and posted as a “No Skateboarding” zone.
- On roadways between sunset and sunrise.
- In the PX and Commissary parking lots during hours of business.

3-6 Social Media.

The U.S. Army is a values-based organization where everyone is expected to treat all persons as they should be treated – with dignity and respect, as outlined in AR 600-20. The U.S. Army defines online conduct as the use of electronic communications in an official or personal capacity in a manner that is consistent with Army values and standards of conduct.

a. It is important that all Soldiers know that when they are logged on to a social media platform, they still represent the U.S. Army. Soldiers using social media must abide by the UCMJ at all times, even when off duty. Commenting, posting and linking to material that violates the UCMJ or basic rules of Soldier’s conduct are prohibited, along with talking negatively about supervisors or releasing sensitive information.
b. Online misconduct is a term that describes unacceptable or improper behavior through the use of technology. According to ALARACT 058 2018, it is "the use of electronic communication to inflict harm. Examples include, but are not limited to: harassment, bullying, hazing, stalking, discrimination, retaliation, or any other types of misconduct that undermine dignity and respect."

REPORTING MISCONDUCT

There are mechanisms for reporting online misconduct. While there is no federal criminal statute called “online bullying,” misuse of online communications, sending harassing or intimidating communications and images, or other online misconduct may violate existing federal laws under the U.S. Code and may also be a violation of the UCMJ.

Chapter 4 Barracks and Government Housing

4-1. Permanent Party Barracks.

AIT students under MOS-I and MOS-Q are prohibited from visiting permanent party barracks. Exceptions to policy may be authorized to family members by the Battalion Commander (O5 or above)

4-2. AIT Barracks

All Soldiers deserve to live in a clean, healthy, and safe environment. This environment must provide privacy and comfort, as well as a predictable living standard regardless of the unit assignment. AIT students must be afforded the opportunity to live in a separate and secure living arrangement in accordance to TRADOC Regulation 350-6, paragraph 3-1. The provision is in accordance with section 10 United States Code Section 4319.

a. Leader Responsibilities: Drill Sergeants and Cadre (Cadre Training Course and/or Company Commander/First Sergeant Course certified) inherent responsibility to maintain the proper living standards and conditions. As such, they will be present in the barracks, conducting inspections, courtesy checks during duty and off duty hours, and ensuring work orders are properly submitted.

b. Barracks/Room standards: All AIT Soldiers will keep the same barracks standard, regardless of unit of assignment:

c. Visitors: AIT Students may host fellow AIT Students of the same gender. The following restrictions apply:

- Visitors after bed checks is prohibited. All AIT Soldiers must remain in their designated rooms after bed checks are conducted and must not leave their rooms unless of emergency purposes. Personal hygiene may be conducted during this time as long as it does not disrupt the quiet time and sleep time of the other Soldiers residing in the room.
- Visitors that may pose a problem or hindrance to other Soldiers residing in the room are prohibited. All Soldiers are to be respectful towards their roommates' privacy and comfort that reside in their rooms. Such visitors may be met in common/shared areas such as the dayrooms.
- Permanent Party personnel are prohibited to visit the IET Barracks. Commanders may authorize visitation from immediate family members to be conducted within the Brigade footprint but may not be authorized to enter the barracks rooms or common/shared areas such as the dayrooms.

a. **Charge of Quarters (CQ) Responsibilities:** Unit Commanders will maintain a CQ to safeguard barracks and residents. The Chain of Command is responsible for the safety, security, and cleanliness of the environment in which their Soldiers

live at all times. Only Cadre Training Course (CTC) certified personnel are authorized to assume CQ duties.

b. **Pets:** Soldiers will not own or keep any animals in any barracks room or barracks common/shared areas. This policy applies to pets including but not limited to: cats, dogs, caged animals, insects, arachnids, and fish.

c. **Conduct:** The standard in the barracks is good order and discipline. CQ/Staff Duty will correct instances of excessive noise, loud music, activities that disturb others and ensure conduct remains appropriate and follows applicable laws and regulations.

4-3. Government Housing

It is the personal responsibility of all Soldiers and family members alike to ensure that all government housing quarters are kept neatly clean and presentable with no unnecessary outdoor clutter.

AIT Soldiers under trainee status are prohibited from visiting government housing if not residing in that household.

Chapter 5 Command Policy and Suicide Prevention

5-1. Equal Opportunity (EO)

The EO program ensures an Army-wide, concentrated effort to maximize human potential and to ensure fair treatment for all persons based solely on merit, fitness, and capability in support of readiness.

The EO philosophy is based on fairness, justice, and equity.

The Army's EO program emphasizes fair and equal treatment for military personnel, and civilian employees without regard to race, color, religion, gender, or national origin. This policy applies on and off post, extends to Soldiers, civilian employees, and Family members, and includes working, living, and recreational environments.

Refer to Appendix A for phone number.

<u>Types of EO complaints</u>

The Army has two types of EO complaints within its EO complaint process: informal, and formal.

a. **Informal Complaint**: Any complaint that a Soldier, Family member or DA civilian does not wish to file in writing. Informal complaints may be resolved

by the complainant directly with the assistance of another unit member, the commander, or another person in the complainant's chain of command. Typically, those issues that may 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, nor is it reportable.

b. **Formal Complaint**: Any complaint that a Soldier, Family member, or DA civilian files in writing and swears to the accuracy of the information. DA Form 7279 (Equal Opportunity Complaint Form) can be obtained at the unit or higher headquarters level. Formal complaints require specific actions, are subject to timelines, and require documentation of actions taken.

Alternative Measures

Although handling EO complaints through the chain of command is strongly encouraged, this is not the only channel. Should a Soldier feel uncomfortable in filing a complaint with the chain of command, or should the complaint be against a member of the chain of command, there are a number of alternative agencies through which a complaint can be made.

The following agencies are frequently used:

- EO advisor
- Chaplain
- Provost Marshal
- Staff Judge Advocate
- Housing referral office
- Inspector General (IG)
- EO hotline

Inspector general (IG): Serves as the eyes, ears, voice and conscience of the commander. The IG performs four basic functions: teaching and training; inspections; assistance, and investigations. Providing the commander impartial fact findings to improve the Army and support the Chain of Command.

5-2. Sexual Harassment/Assault Response and Prevention (SHARP)

When sexual harassment or sexual assault occurs, it is not only a direct violation of our Army Values and Warrior Ethos, but also an assault on what it means to serve in the Profession of Arms and the Army way of life - a life in which it is our duty to protect and take care of each other no matter the time, place, or circumstance. As a band of Brothers and sisters, we have a personal and professional duty to intervene and prevent sexual harassment and sexual assault. For more information about Sexual harassment and assault, refer to Army Regulation 600-20, Chapters 7.

What to Do If You Have Been Sexually Assaulted

If you have been sexually assaulted or think you have been, go to a safe location away from the perpetrator.
If you want to talk with someone or want assistance, you have individuals who are ready to help. Make sure you understand the difference between a restricted and unrestricted report so that those you reach out to will understand your needs and can best assist you.

a. **Restricted Report**: Sexual assault victims who want to confidentially disclose a sexual assault without triggering an official investigation can contact a **SARC/SHARP Specialist/VA, or a healthcare provider**. By filing a restricted report with these personnel, a victim can disclose the sexual assault without triggering an official investigation AND receive medical treatment, advocacy services, legal assistance, and counseling. You can speak to a chaplain and also maintain a restricted report. While a chaplain cannot take a restricted report, chaplains may not disclose privileged communication revealed in the practice of their ministry without the individual's informed consent. The chaplain will report incidents of sexual assault to the SARC only with the victim's consent.

b. **Unrestricted Report:** This option is for victims of sexual assault who desire medical treatment, counseling, legal assistance, SARC/SHARP Specialist and VA assistance.

Official Investigation of the Crime

When selecting unrestricted reporting, you may report the incident to the SARC/SHARP Specialist or VA, request healthcare providers to notify law enforcement, contact law enforcement yourself, or use current reporting channels, for instance your chain of command. Refer to Appendix A for phone number.

You can also call the DOD safe helpline at 877-995-5247 or your local installation helpline for further assistance.

5-3. Suicide Prevention

Everyone has the power and responsibility to protect Soldiers on and off the battlefield. This includes recognizing uncharacteristic and suicidal behaviors.
Effective suicide prevention requires everyone in the unit to be aware of the risk factors for suicide and know how to respond. Commanders, noncommissioned officers (NCOs), supervisors and battle buddies must lead the way.
If a Soldier seems suicidal, the time to take action is NOW. Talk to the Soldier before it is too late.

Refer to Appendix A for phone number.

Warning Signs

Distress can lead to the development of unhealthy behaviors. People closest to the Soldier (fellow Soldiers, family, and friends) are in the best position to recognize changes due to distress and to provide support.

The following is a list of what to look for:

- Comments that suggest thoughts or plans of suicide
- Rehearsal of suicidal acts
- Giving away possessions
- Obsession with death and dying
- Uncharacteristic behaviors
- Significant change in performance
- Appearing overwhelmed by recent stressor(s)
- Depressed mood; hopelessness
- Withdrawal from social activities
- Sleep difficulties
- Transitional periods
- Medical, behavioral, or disciplinary problems

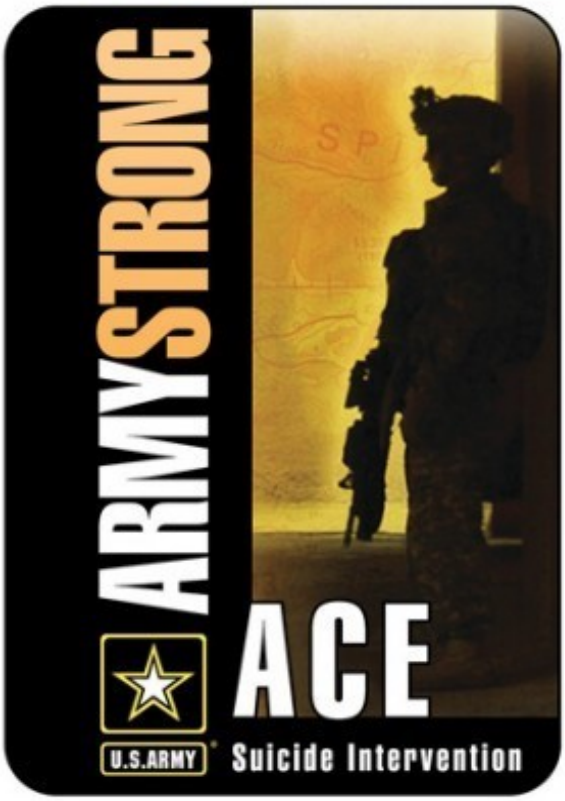


Figure 5-1. ACE Suicide Intervention

Chapter 6 Advanced Individual Training (AIT)

6-1. Prohibited Relations between AIT and Permanent Party

All Cadre and students will sign a Department of Defense (DD) Form 2982 (Cadre Prohibited Activities Acknowledgement) and DD Form 2983 (Student Prohibited Activities Acknowledgement) upon assignment to a position or the first day of entrylevel training, with explicit and strict command guidance, that acknowledges their understanding and responsibilities regarding the policies prohibiting inappropriate behaviors and relations between AIT and Permanent Party. At a minimum, the signed DD Form 2983 will be retained in the student's file and kept until 6 months after the student has left the unit. Also, at a minimum, the DD Form 2982 will be retained in the cadre's local file and kept for 1 year after the cadre has left the unit. Each cadre member will recertify the DD Form 2982 annually, demonstrating his understanding and responsibilities. Soldiers who violate this policy may be subject to punishment under the UCMJ. See TRADOC Regulation 350-36, paragraph 3-1 for more information.

Note: Any relationship between permanent party personnel (to include Command team, Drill Sergeants, and Civilians) and Trainee Soldiers not required by the training mission is prohibited.

a. All Cadre and Permanent Party will not:

- Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with any student. These relationships include, but are not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities.
- Develop, attempt to develop, or conduct prohibited personal, intimate, or sexual relationships that include, but are not limited to relationships conducted in person; through a third person; or via cards, letters, emails, telephone calls, text and instant messaging, video, photographs, social media, social networking, and any other means of communication.
- Engage in a personal telephone conversation with a student unrelated to the training mission or an authorized activity and "friending" or request to be a "friend" with a student through social media or via a social media networking website. (This prohibition does not apply to official unit-sponsored social media pages directed at conveying official Army information, communications, or activities used for official/professional communication between a cadre and a student.) Additionally, you may not contact a student's family member other than for matters in furtherance of performance of official duties.
- Engage in physical contact with any student that is unrelated to an official training activity or duty. Permissible physical contact includes physical

contact required to make necessary training corrections, to act in circumstances related to the safety of a student, or to provide medical assistance (for

Example, heat exhaustion, physical injury). This provision emphasizes wrongful, unnecessary touching between cadre and students, not harmless physical contact, such as a handshake. Cadre are not required to ask the student's permission when making necessary training corrections; however, effective cadre explain first to students why a training correction is necessary.

- Use grade or position, threats, pressure, or promise of return of favors or favorable treatment in an attempt to gain sexual favors from any student.

- Make sexual advances toward, or seek or accept sexual advances or favors from, any student. In addition, leaders will report all offers of sexual favors or sexual advances any student makes to appropriate military authorities.
- Allow a student to enter a cadre's or permanent party's dwelling or residence, or share accommodations with a student in a hotel, motel, or similar dwelling. Exceptions to policy may be granted to immediate family members, given proof of relation.
- Establish a common household with any student (that is, cadre or permanent party will not share the same living area in an apartment, house, or other dwelling). This prohibition does not include facilities open to all members of a homeowners association or all tenants in an apartment complex.
- Allow entry of any student into a cadre's or permanent party's privately owned vehicle. Exceptions exist for official business or when the safety or welfare of a student is at risk.
- Provide alcohol to, or consume alcohol with, any student. This prohibition does not apply to the practice of participation in religious services, rites, or rituals.
- Attend social gatherings, clubs, bars, theaters, or similar establishments on a personal social basis with any student.
- Play video games, cards, games of chance, or gamble with any student.
- Lend money to, borrow money from, or otherwise become indebted to any student.
- Solicit donations from any student. Cadre may not require or encourage students to purchase common use items or common area cleaning supplies with their own funds (for example, bay cleaning supplies, toilet paper for common latrines, and other common use items).
- Hire or otherwise employ, in an unofficial or personal capacity, any student (for example, for babysitting or maintenance jobs). Additionally, you may not sell any product, service, or opportunity to students. You may not direct or

encourage students to participate in, or purchase items at, any fundraising activity or volunteer event or direct or engage students to assist in the set up or break down of Soldier and Family readiness group (SFRG) activities. Family members may purchase items during SFRG fundraisers or be invited to events that support SFRG fundraisers. This provision does not prohibit students from voluntarily contributing to officially authorized campaigns (for example, Combined Federal Campaign, Army Emergency Relief) or making chapel offerings.

- Accept personal goods, in an unofficial or personal capacity, from any student for storage or any other reason.
- Participate in a closed-door discussion with a student alone. Cadre will keep doors fully open when meeting with any student. Window coverings are prohibited.
- Use electronic communication in a manner that fails to treat a student with dignity and respect. Examples include, but are not limited to harassment, bullying, hazing, stalking, unlawful discrimination, or retaliation. Electronic communication is defined as the transfer of information (signs, writing, images, sounds, or data) transmitted by computer, phone, or another electronic device. Electronic communication includes, but is not limited to text messages, emails, chats, text and instant messaging, screensavers, blogs, social media sites, electronic device applications and web/video conferencing.

b. All AIT Students will not:

- Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a cadre or permanent party. These relationships include, but are not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person; through a third party; or via cards, letters, emails, telephone calls, instant messaging, video, photographs, social media, social networking, or any other means of communication.
- Make sexual advances toward, or seek or accept sexual advances or favors from a cadre or permanent party.
- Allow any cadre or permanent party to enter their dwelling or privately owned vehicles except to conduct official business. Exceptions exist for official business when their safety or welfare is at risk.
- Establish a common household with a cadre or permanent party (that is, will not share the same living area in an apartment, house, or other dwelling).

This prohibition does not include facilities open to all members of a homeowners association or all tenants in an apartment complex.

- Consume alcohol with a cadre or permanent party on a personal social basis. This prohibition does not apply to the practice of participation in religious services, rites, or rituals.
- Attend social gatherings, clubs, bars, theaters, or similar establishments on a personal social basis with a cadre or permanent party.
- Play video games, cards, games of chance, or gamble with a cadre.
- Lend money to, borrow money from, or otherwise become indebted to a cadre.
- Engage in an intimate or sexual relationship with **another student**. Such a relationship includes dating, handholding, kissing, embracing, caressing, or engaging in sexual activities.

6-2. the AIT "Golden Rules"

The following "Golden Rules" are simple rules and are not limited to live by to help you be successful during your Solderization process and integration to Fort Gordon.

a. **DO NOT bully, haze, assault or harass a fellow Soldier.**
   - **DO** help and assist your teammate.

b. **DO NOT use vulgar language, rude gestures or discriminate against others.**
   - **DO** treat everyone with dignity and respect.

c. **DO NOT kiss, attempt to kiss or touch a fellow Soldier.**
   - **DO** respect your teammate's personal space.

d. **DO NOT steal or take something that does not belong to you.**
   - **DO** build trust with teammates through your ethical and disciplined actions.

e. **DO NOT go anywhere without your battle buddy.**
   - **DO** report violations of policies and regulations to your platoon and company leadership.

f. **DO NOT post sensitive or personal information, details about your assigned unit (to include pictures with phase badges), announce**

missions or deployments, post images or pictures derogatory in nature or make threats toward anyone.

- **DO** talk to your family and friends, turn off geotagging and location-based social networking and closely review photos, videos, comments and statuses before posting.

Appendix.

Appendix A CCoE Point of Contact Information

Military Police Desk (Non-emergency) - (706) 791-4537/4380

SARC/SHARP (24 hour line) - (706) 791-6297

Suicide Prevention Office - (706) 791-3985 / 3437

Suicide Prevention On-Call/Resource Locator 24/7 - (706) 791-9747

National Suicide Prevention Lifeline - (800) 273-TALK (8255)

15th Regimental Signal Brigade

S1 COM: +1 (706)791-0108

S1 DSN: +1 (312)780-0108

Staff Duty COM: +1 (706)791-8314

Staff Duty DSN: +1 (312)780-8314

Trainees: All hours of day arrival – report to Building 25710

Permanent Party: During duty day – report to Darling Hall (Enlisted – Room 207; Officer – Room 262)

After duty hours – report to Building 25710

551st Signal Battalion

Staff Duty COM: +1 (706)791-4124

A 551 Duty COM: +1 (706)791-4124

B 551 Duty COM: +1 (706)791-3572

C 551 Duty COM: +1 (706)791-7915

D 551 Duty COM: +1 (706)791-1248

E 551 Duty COM: +1 (706)791-7915

Trainees: All hours of day arrival – report to Building 25710

369th Signal Battalion

Staff Duty COM: +1 (706)791-3502

A 369 Duty COM: +1 (706)791-8900

B 369 Duty COM: +1 (706)791-8482

C 369 Duty COM: +1 (706)791-8457

D 369 Duty COM: +1 (706)791-0721

Trainees: All hours of day arrival – report to Building 25710

442nd Signal Battalion

S1 COM: +1 (706)791-3056

S1 DSN: +1 (312)780-3056

Staff Duty COM: +1 (706)791-2516

Staff Duty DSN: +1 (312)780-2516

During duty day / after duty hours – report to Building 25604

Ordnance Training Detachment – Gordon

Staff Duty COM: +1 (706)791-2926

Barracks COM: +1 (706)791-3690

Trainees: All hours of day arrival – report to Building 25710

Cyber Training Battalion

B CO Duty COM: +1 (706)791-7990

Trainees: All hours of day arrival – report to Building 25710

Note: All Permanent Party Unit Points of Contact and useful phone numbers may be located at:

https://home.army.mil/gordon/index.php/units-tenants/military-units

https://home.army.mil/gordon/index.php/phonebook

Appendix B Signal Regimental Distinctive Insignia (RDI) and "Crossed Flags" History

The Regimental Distinctive Insignia is a gold color metal and enamel device that consists of a gold eagle grasping a horizontal baton from which is suspended a red signal flag with a white center, enclosing the flag from a star at the bottom, a wreath of laurel all gold and at top left and right a white scroll inscribed PRO PATRIA at left and VIGILANS at right in gold. The design originated in 1865 from a meeting of Signal Corps officers, led by Major Albert J. Myer, the chief signal officer, in Washington, D.C. The badge was a symbol of faithful service and good fellowship for those who served together in war and was called the Order of the Signal Corps. The symbolism for each item is as follows:

- The gold eagle holds in his talons a golden baton, from which descends a signal flag.
- The motto *Pro Patria Vigilans* (Watchful for the Country) was adopted from the Signal School insignia and serves to portray the cohesiveness of Signal soldiers and their affiliation with their regimental home.
- The laurel wreath depicts the myriad achievements through strength made by the corps since its inception.
- The battle star centered on the wreath represents formal recognition for participation in combat. It adorned a signal flag and was first awarded to Signal Corps soldiers in 1862. The battle star typifies the close operational relationship between the combined arms and the Signal Corps.

Figure B.1 Regimental Distinctive Insignia

The Crossed flags have been used by the Signal Corps since 1864, when they were prescribed for wear on the uniform coat by enlisted men of the Signal Corps. In 1884, a burning torch was added to the insignia and the present design adopted on 1 July of that year. The flags and torch are symbolic of signaling or communication. Two signal flags crossed, dexter flag- the flag on the right, white with red center, the sinister flag on the left, red with white center, staffs of gold, with a flaming torch of gold color upright at center of crossed flags. Branch colors: Orange trimmings and facings were approved

for the Signal Service in 1872. The white piping was added in 1902, to conform to the custom which prevailed of having piping of a different color for all except the line branches.

Figure B.2 Crossed Flags

Appendix C Barracks

Maintenance

Maintenance:

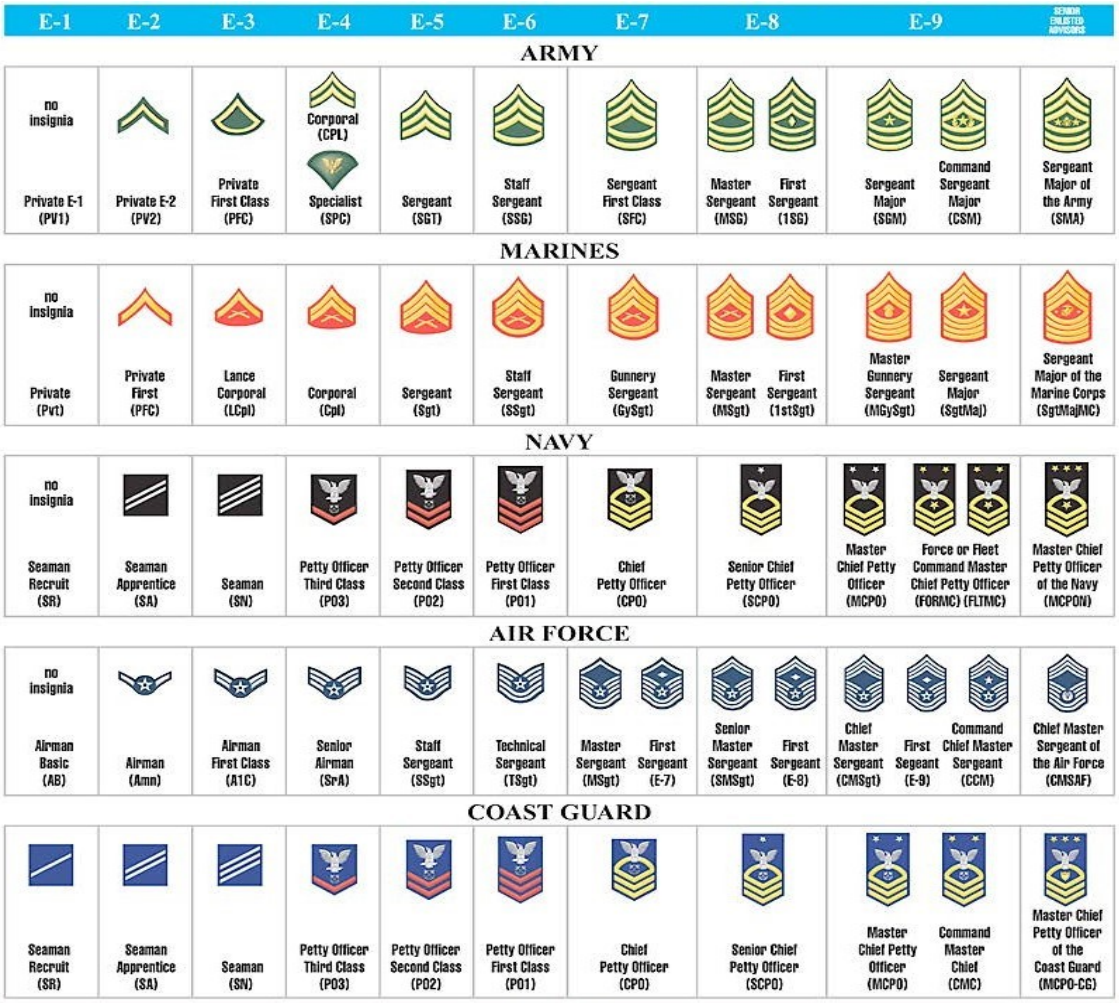
New Barracks Maintenance Request website

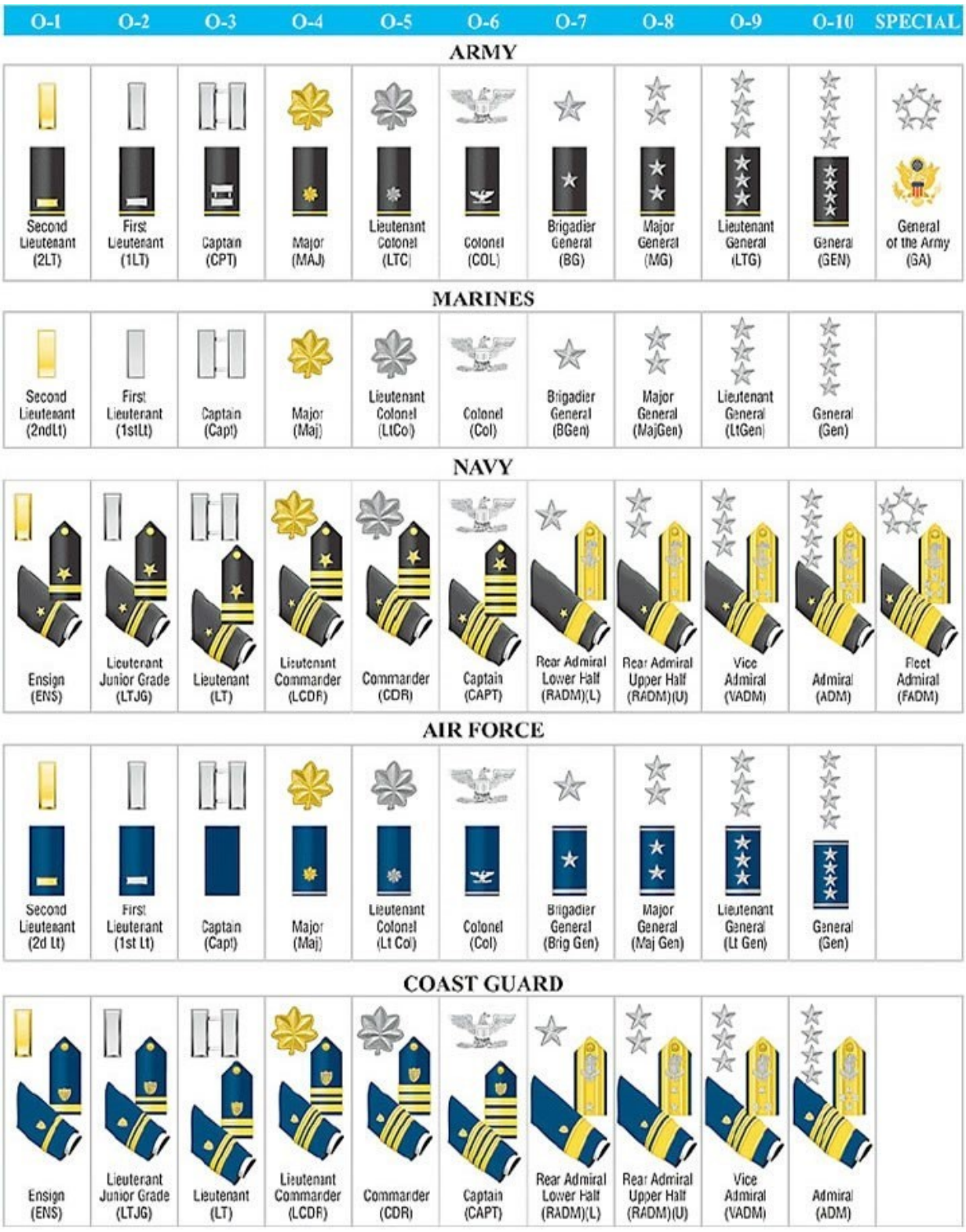
A new website, ArMA, (Army Maintenance), which allows those living in Army barracks to file and track maintenance work orders, is now available. ArMA is a simple interface where service members submit work requests and provide a description of their case. Residents can access a maintenance catalog and list of services as well as upload photos of the maintenance problem. Service members can access ArMA at www.armymaintenance.com, or from the free app, Digital Garrison, available from the Apple or Google Play stores. Scan the code below with your smartphone camera to open the Army Maintenance Application (ArMA) and submit a case

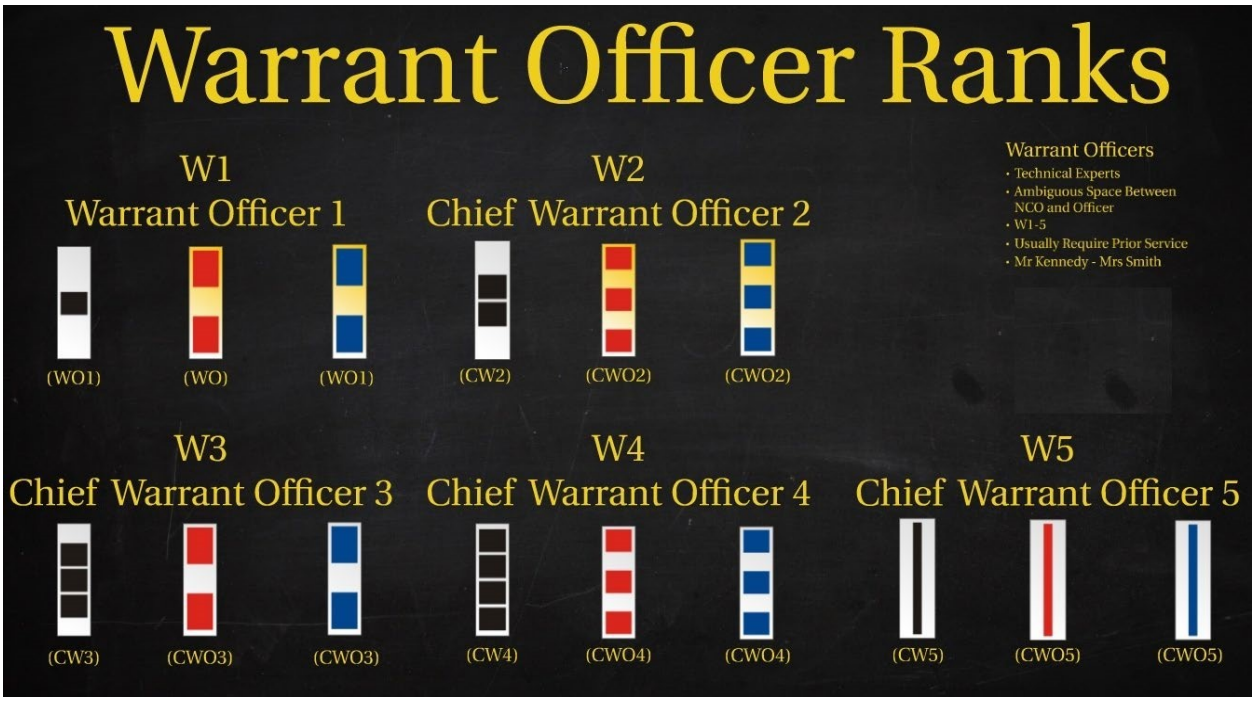
ARMYMAINTENANCE.COM

If you have any urgent maintenance needs, please call the local DPW office at 706-791-5520

Appendix D U.S. Military Rank Structure




O-1
O-2
O-3
O-4
O-5
O-6
O-7
O-8
O-9
O-10
SPECIAL
ARMY
Second Lieutenant (2LT)
First Lieutenant (1LT)
Captain (CPT)
Major (MAJ)
Lieutenant Colonel (LTC)
Colonel (COL)
Brigadier General (BG)
Major General (MG)
Lieutenant General (LTG)
General (GEN)
General of the Army (GA)
MARINES
Second Lieutenant (2ndLt)
First Lieutenant (1stLt)
Captain (Capt)
Major (Maj)
Lieutenant Colonel (LtCol)
Colonel (Col)
Brigadier General (BGen)
Major General (MajGen)
Lieutenant General (LtGen)
General (Gen)
NAVY
Ensign (ENS)
Lieutenant Junior Grade (LTJG)
Lieutenant (LT)
Lieutenant Commander (LCDR)
Commander (CDR)
Captain (CAPT)
Rear Admiral Lower Half (RADM)(L)
Rear Admiral Upper Half (RADM)(U)
Vice Admiral (VADM)
Admiral (ADM)
Fleet Admiral (FADM)
AIR FORCE
Second Lieutenant (2d Lt)
First Lieutenant (1st Lt)
Captain (Capt)
Major (Maj)
Lieutenant Colonel (Lt Col)
Colonel (Col)
Brigadier General (Brig Gen)
Major General (Maj Gen)
Lieutenant General (Lt Gen)
General (Gen)
COAST GUARD
Ensign (ENS)
Lieutenant Junior Grade (LTJG)
Lieutenant (LT)
Lieutenant Commander (LCDR)
Commander (CDR)
Captain (CAPT)
Rear Admiral Lower Half (RADM)(L)
Rear Admiral Upper Half (RADM)(U)
Vice Admiral (VADM)
Admiral (ADM)



----------NOTHING FOLLOWS----------