

JRTC and Fort Polk Standards and Discipline



FORGING the WARRIOR SPIRIT

2 February 2022



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, WOODFILL HALL
FORT POLK, LOUISIANA 71459-5339

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General's Intent for the Joint Readiness Training Center and Fort Polk's Standard Book.

1. Exceptional units are cohesive groups of disciplined Soldiers and leaders who continuously strive to be experts in their craft. The Joint Readiness Training Center (JRTC) and Fort Polk has a long-standing legacy of warfighting excellence. Our charge is to continue to be ready to answer our Nation's call wherever and whenever it comes.


a. My intent is to have a simple set of standards that Leaders utilize to develop disciplined and effective units capable of accomplishing their assigned missions. Leaders need to assess each situation and apply the standards in this document and common sense to enable their operations. I expect leaders at every echelon to build trust and exercise disciplined initiative to make their formations better every day. I do not intend for this document to limit commander options - rather to provide them with the latitude based on their respective formation and requirements.

b. People are our #1 priority – Soldiers, Families, and Civilians – we must be committed to knowing them, understanding their background, life stressors, personal and professional goals, and enabling their ability to build resiliency and thrive while serving in the Army and beyond.

2. Purpose. This standards book will inform Soldiers, Noncommissioned Officers, and Officers of JRTC and Fort Polk on expectations for individual discipline, appearance, conduct, and military courtesy. The proponent for this is the Post Command Sergeant Major.

3. Applicability. This standards book applies to all US Service Members assigned to JRTC and Fort Polk. JRTC and Fort Polk Soldiers who reside on other installations will comply with the host installation standards and policies, should policies conflict.

4. Responsibilities. Leaders are required to read and understand this pamphlet, brief their Soldiers, and enforce these standards. Leaders will ensure all Soldiers receive and have, on their person, a copy of this book or digital copy while in a utility uniform.


MICHAEL C. HENRY
CSM, USA
Post Command Sergeant Major
DAVID S. DOYLE
Brigadier General, USA
Commanding

DISTRIBUTION
A+

This is My Squad

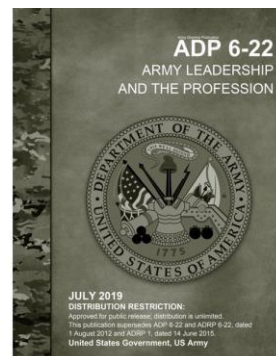
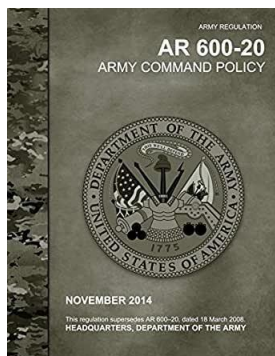
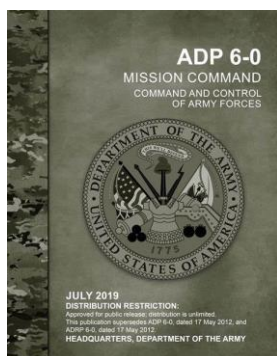
Remember, no matter at what echelon you serve in our Army, we are all a member of a Squad. “This is My Squad” is for every Soldier, from the Infantry Squad to the S- staff/G-staff, to Family members, and from the company/troop/battery command team, to Headquarters, Department of the Army. “Know Your Team, Grow Your Team.” In addition to instruction, development, and discipline, NCOs are the Army’s first line of care for most Soldiers. If a “Squad Leader” only focuses on mission and discipline, they risk not developing individual Soldiers or the team as a whole. “Squad Leaders” should take the time to get to know each individual Soldier on their team/in their squad and establish a personal bond. This bond will create trust and make each Soldier feel as if they belong to the team/squad.

Reception and integration, often referred to as in-processing, is the first moment a Soldier is exposed to their new team/squad. There are many inconsistencies in how a new Soldier might go through in-processing. Having an assigned sponsor in the Army Career Tracker or a battle buddy assigned to them to show someone around is only a small step in the overall experience, and one that will be done at JRTC and Fort Polk.

Because this is our program, we need you to be on the lookout for innovative and creative ways leaders and Soldiers are taking care of their people and accomplishing their Squad’s objectives.

ADP 6-22 ARMY LEADERSHIP AND THE PROFESSION, dated July 2019 defines *Leadership* is the activity of influencing people by providing purpose, direction, and motivation to accomplish the mission and improve the organization (paragraph 1-74).

Effective and engaged leadership at every level is our capital and it is cultivated through earning trust, across, up, and down our formations. The by-product of trust is earning respect from our subordinates, peers, superiors, rotational units and our community partners. Inspirational leaders who value their people will motivate others, going beyond perceived borders, creating space for development. We at JRTC and Fort Polk will be open to the co-creation of approaches to complex issues, seeing the best in our people-enabling them to see the best in themselves.



Forging the Warrior Spirit! All the Way!

THE JOINT READINESS TRAINING CENTER (JRTC) AND FORT POLK STANDARDS AND DISCIPLINE

TABLE OF CONTENTS

Section I: JRTC and Fort Polk Units	
JRTC and Fort Polk Units/Crests/Staff Duty Telephone Numbers.....	4
Chain of Command.....	5
Section II: Responsibilities	
Soldier and Command Responsibilities.....	5
Safety.....	7
Duty Day.....	7
Personal Conduct/Military Courtesy.....	7
Standards of Conduct for CQ and SDNCO.....	10
Soldier Readiness.....	10
Soldier Finances.....	11
Maintaining Organizational Clothing and Equipment.....	12
Fundraising.....	12
General Requirements/Information.....	13
Section III: Wear and Appearance of Uniforms	
Woodfill Hall Uniform Standard.....	15
Winter Uniform.....	15
Off-Duty Appearance.....	15
Physical Fitness.....	16
Soldier Support Agencies/EO/SHARP.....	17
Educational Opportunities.....	21
One Stop Newcomers Info.....	21
Public Affairs Office/Social Media.....	22
Cold Weather Injuries.....	22
Hot Weather Injuries.....	22
Suicide Prevention.....	23
Soldier Support Agencies/Emergency Contacts.....	23
Section IV: General Knowledge	
Army Values.....	25
Soldier's Creed.....	25
The Army Song.....	26
History of Fort Polk.....	27
QR Codes of JRTC and Fort Polk Policy Letters, Handbook and Digital Garrison App.....	28

Section I: JRTC and Fort Polk Units

JRTC AND FORT POLK UNITS

Crests and Staff Duty Telephone Numbers



Operations Group
(337) 208-3107



3/10 MTN DIV
(337) 531-0517



USAG
(337) 531-4080



MEDDAC
(337) 531-3118



32nd HC
(337) 531-6224



1-5 AV REGT
(337) 531-1737



519th MP
(337) 531-1677



46th EN
(337) 531-4444



DENTAC
(337) 531-2121



3d-353rd SFAC
(337) 718-3031

CHAIN OF COMMAND

COMMANDER IN CHIEF	
SECRETARY OF DEFENSE	
CHAIRMAN OF THE JOINT CHIEF OF STAFF	
SECRETARY OF THE ARMY	
ARMY CHIEF OF STAFF	
SERGEANT MAJOR OF THE ARMY	
FORSCOM COMMANDER	
FORSCOM COMMAND SERGEANT MAJOR	
JRTC AND FORT POLK COMMANDER	
JRTC AND FORT POLK	
COMMAND SERGEANT MAJOR	
BRIGADE COMMANDER	
BRIGADE COMMAND SERGEANT MAJOR	
BATTALION COMMANDER	
BATTALION COMMAND SERGEANT MAJOR	
COMPANY COMMANDER	
COMPANY FIRST SERGEANT	
PLATOON LEADER	
PLATOON SERGEANT	
SQUAD LEADER	
TEAM LEADER	

Section II: Responsibilities

1. JRTC and FORT POLK SOLDIER AND COMMAND RESPONSIBILITIES. All personnel assigned or attached to Fort Polk will conduct themselves in a manner that reflects favorably on them, their unit, Fort Polk, and the United States Army.

a. Soldiers' Responsibilities:

(1) Live the Army Values. Treat others with dignity and respect and do not unlawfully discriminate on the basis of race, color, sex (to include gender identity), national origin, religion, or sexual orientation.

(2) Be technically and tactically proficient. Seek to become an expert in your MOS and assigned duty position. Obey all lawful orders.

(3) Be at the right place, at the right time, in the right uniform, looking professional and prepared to excel.

(4) Maintain an appropriate level of physical conditioning and pass the Army Combat Fitness Test (ACFT). Meet the Army Body Composition standards prescribed in Army Regulation (AR) 600-9.

(5) Maintain weapons qualification on your assigned individual and crew-served weapons. Know technical/tactical proficiency, mechanical functions, firing techniques, and the capabilities of your assigned weapons.

(6) Know and use your chain of command and NCO support channel.

(7) Maintain equipment and living quarters.

(8) Stay current on your counseling. It is your duty to make sure you are counseling and/or being counseled in a timely and productive manner.

(9) Maintain professionalism 24/7, on and off duty while serving in the United States Army and be representative as such.

(10) Maintain proficiency in your medical capabilities, as mandated in Department of Defense Instruction (DoDi) 1322.24, Medical Readiness Training. The resources can be found on the DoD Developed App (Deployed Medicine App).

b. Command Responsibilities:

(1) The chain of command is responsible for ensuring Soldier and Family welfare. This is accomplished by ensuring proper recordkeeping, correct and timely pay and allowances, adequate housing, and fair and timely access to professional development opportunities. Religious, medical, spiritual, recreational, and educational needs must also be met. Commanders will ensure Soldiers and Families are treated with dignity and respect.

(2) The chain of command will conduct risk assessments as a part of all activities and will vigorously enforce safety standards.

(3) Leaders will know their Soldiers and will teach, coach, and mentor them to meet and maintain standards.

(4) Soldiers will be counseled monthly in writing for professional development and growth by their first-line supervisor. Senior NCOs and officers will be counseled quarterly.

(5) First line supervisors will execute verbal counseling weekly for Soldiers in the ranks of Private through Sergeant, and will stay involved in the lives of their Soldiers. Empathetic leadership tied to a counseling plan shows our commitment as leaders and is truly “taking care of our people.” Counseling complements and must be used with individual risk assessments. The counseling discussion is not intended to be a paperwork meeting and written records of the meeting are not necessary or desired. The discussion is intended to be a leader-to-led meeting with face-to face, Soldier-to-Soldier guidance. Counseling ensures that the first-line leader or supervisor is able to make a verbal contract with the Soldier in which the Soldier agrees to take steps to mitigate risks identified in the assessment.

(6) First line supervisors will visit their married Soldiers’ living quarters, to include geographical bachelors living on post, at least semi-annually to ensure health, safety, and quality of life for Soldiers and Family members. This visit should be pre-arranged.

(7) Leader’s Training Time (LTT) is encouraged at all levels and should be completed in a timely and recurring manner.

(8) Pay Day Activities are encouraged at all levels; leaders should use this time for uniform and barracks inspections.

(9) Foundational Training Day Mission. JRTC and Fort Polk MSCs and tenant units will institute monthly Foundational Readiness Warrior Day enabling leaders at every echelon, but focused at the squad leader level, the time resources and support to conduct counseling, small group discussions, and Team Building events to improve the health of the force (reductions in Suicide, Sexual Harassment/Sexual Assault, and Extremism/Racism) to inoculate a culture of trust between Soldiers, Department of the Army (DA) Civilians, and leaders at all levels.

2. SAFETY.

a. It is every leader and Soldier's responsibility to help prevent accidents. Safe operations start with unit readiness. Readiness depends on the ability of a unit to perform its Mission-Essential Task List (METL) to standard.

b. All operations require deliberate risk management in order to identify associated hazards and select control measures which mitigate the associated risk. The risk management process will be integrated into all planning phases of training and combat operations. Soldiers will not take unnecessary risks. An unnecessary risk is a risk which could be reduced or eliminated, while still accomplishing the mission.

c. Performing to standard is one of the key steps in preventing accidents; however, each leader must be aware that written standards may not exist for every task. High risk tasks must be identified and reviewed to ensure that adequate standards exist and that unnecessary risks are eliminated. It is primarily the leader's responsibility; however, everyone must ensure standards are enforced and unnecessary risks are not taken.

d. All risk assessments will be reviewed by the unit safety officer. Low risk operations will be reviewed by the unit Additional Duty Safety Officer (ADSO), medium risk operations will be reviewed by the brigade safety manager; and high risk operations will be reviewed by the JRTC and Fort Polk Safety Office.

3. TYPICAL DUTY DAY.

a. First Formation and PT: 0630 to 0800.

b. Duty Formation / Work Call: 0900 or 0930*.

c. Lunch: 1130 to 1300 (Soldiers are generally allotted one hour for lunch between 1130-1300.)

d. Final Formation: 1700*.

* Unit Dependent

4. PERSONAL CONDUCT/MILITARY COURTESY.

a. Whether on or off-duty, on or off-post, Soldiers will conduct themselves in such a manner so as not to bring discredit upon themselves, Fort Polk, or the Army. Undesirable conduct includes but is not limited to drunk/reckless driving, drunk or disorderly conduct, offensive language or gestures, and failure to satisfy financial obligations. Use of all tobacco products are prohibited in all DA occupied workplaces except for designated areas.

b. Conduct in Public Establishments.

(1) When visiting public establishments, Soldiers must be especially courteous to our civilian neighbors and conduct themselves in a manner that does not bring discredit upon themselves or the Army.

(2) Wear proper clothing. Find out ahead of time what clothes are appropriate for the establishment or event you plan to visit and dress accordingly.

(3) Watch your noise level. Always respect the rights of others to have a quiet meal or drink.

(4) Watch your language. The use of profanity and racial epithets are unacceptable anywhere, and reflect poorly on the speaker's education and Army Values. Profanity arouses resentment and disgust, and degrades both Civilian support for the military as well as military effectiveness. The use of profanity by Soldiers is prohibited in public areas on Fort Polk.

(5) Hazing, Abuse, and Unprofessional Activities: Adherence to the professional Army ethic and supporting individual values create an environment conducive to personal and professional growth. Any activity that subjects a Soldier to degradation or results in Soldier abuse, will not be tolerated. Examples of unacceptable activities include the slapping or pounding of any award, decoration, or badge, and events such as "blood wings" or "blood stripe" ceremonies, "cherry" jumper initiations, improperly conducted prop blasts, and hazing of any type. Regardless of the intent behind such activities, they are ultimately destructive to unit cohesion and contrary to good order and discipline.

c. Military Courtesy. A salute is rendering honor to an individual or Nation, e.g. our National Anthem. It is a visible sign of discipline and mutual respect. Saluting is an outward sign of unit pride and esprit de corps. Salutes at JRTC and Fort Polk should be the sharpest in the United States Army. Each salute should be rendered with a greeting and response. The JRTC and Fort Polk greeting is your, "unit motto, sir or ma'am!" The response from the officer will be "unit motto." When approaching an NCO, the appropriate greeting of the day will be rendered, "Good morning Sergeant!" The response from the Sergeant will be your "unit motto."

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

(2) If an officer approaches you, wait until you are about six paces apart and render your salute. However, a salute is appropriate at any distance.

(3) Salutes will be exchanged during field training unless specified by the commander.

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

(5) Courtesy is respect for and consideration of others. In the Army, various forms of courtesies are customary and traditional. It is important to render these courtesies correctly.

(6) The Retreat and Reveille Ceremony. Retreat and Reveille ceremonies are old military traditions. They symbolize the respect Soldiers and citizens give to the National flag and to the country. Retreat is in two distinctive parts: the bugle call "Retreat," followed by the bugle call "To the Colors," or if a band is

available, the “National Anthem.” Times for these are as follows: Reveille at 0630, Retreat at 1700, and Taps at 2100.

(a) When outside (not in formation) and the “Retreat” is heard, Soldiers will face toward the flag, or, if the flag is not visible, in the direction of music and assume the position of “Attention.” During “To the Colors” or the “National Anthem,” Soldiers will remain at the position of “Attention,” and render the hand salute, or place their right hand over their heart (hats will be removed) if not in uniform. Soldiers in civilian clothes are authorized to salute.

(b) During an inside ceremony (not in formation), Soldiers will stand at “Attention” but will not salute unless they are under arms and have on the proper military headgear.

d. SOLDIERS DO NOT DRINK AND DRIVE!

(1) The legal age to purchase alcoholic drinks in Louisiana is 21. Under Louisiana law, Soldiers under the age of 21 are prohibited from public possession and consumption of alcohol. Furthermore, according to JRTC and Fort Polk Policy, Soldiers under the age of 21 are prohibited from possessing or consuming alcoholic beverages in the barracks.

(2) The drunken driving standard is .08% BAC (over the age of 21) and .02% BAC (under the age of 21) in the state of Louisiana.

(3) Watch your drinking. Drinking excessively is an indicator of poor judgment and poor discipline. Soldiers will not carry open containers while in uniform except in designated areas.

(4) Know and use the designated driver rule. Groups of Soldiers will designate a driver who will not drink. Use public transportation such as taxis, contact your friends, or use your chain of command.

e. Radios, stereos, and CD players. Loud playing of radios, stereos, CD players, or similar devices in the housing areas, billets, public locations, or while driving is prohibited. Commanders have the authority to temporarily confiscate such devices in their area of responsibility when they are played in such a manner as to disturb others. Remember to be considerate of others and do not share your music. Loud music is a safety issue for Soldiers because they cannot hear anything else. If it can be heard beyond 25 feet, it is too loud and in violation of Fort Polk standards.

f. Relationships between Soldiers of different ranks. Professional relationships between Soldiers are outlined IAW AR 600-20, para 4-14. Relationships between Soldiers of different ranks that involve or give the appearance of partiality or preferential treatment, or result in improper personal gain are prohibited. The Joint Ethics Regulation governs financial transactions between superiors and subordinates.

g. Military Equal Opportunity (see details in section 15). All Soldiers will be treated fairly without regard to their race, color, sex (to include gender identity), national origin, religion, or sexual orientation. A positive command climate is an environment free from personal, social, or institutional barriers that prevent Soldiers from rising to the highest level of responsibility for which they are qualified. Soldiers are evaluated on individual merit, performance, and potential.

h. Sexual Harassment (see details in section 15). Sexual harassment is a form of gender discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders when the conduct is so severe

or pervasive that a reasonable person would perceive, and the victims does perceive, the environment as hostile or offensive, and:

(1) Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

(2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person.

(3) Such conduct has the purpose and effect of unreasonably interfering with an individual's work performance and creates an intimidating, hostile, or offensive working environment.

(4) Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a Soldier or Civilian employee is engaging in sexual harassment. Similarly, any **Soldier or Civilian employee who makes deliberate or repeated unwelcomed verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment. Leaders are reminded that unrestricted reports of physical contact of a sexual nature must be investigated by CID. Any Soldier found in violation of sexual harassment is subject to punishment under the UCMJ.**

5. STANDARDS OF CONDUCT FOR CHARGE OF QUARTERS (CQ) AND STAFF DUTY NONCOMMISSIONED OFFICER (SDNCO).

a. The NCO on duty will be held accountable for all incidents that occur during their tour of duty. A Soldier/NCO receives a compensatory day to recover after 24 hours of duty. The CQ and SDNCO obtains this compensation because the duty is meant to be demanding. They will remain alert, diligent, and active during the entire tour of duty. **All company CQs will be in the rank of Corporal or above. All Battalion and Brigade SDNCOs will be Staff Sergeants or above, no exceptions.**

b. The CQ/SDNCO will not leave the unit area for any reason during their tour of duty. The CQ/SDNCO are allowed no more than **45 minutes** per meal to consume meals. All meals will be consumed at the CQ/SDNCO desk/unit area or in the unit DFAC.

6. SOLDIER READINESS.

a. Soldier Readiness is a continuous individual and unit responsibility. All Soldiers are expected to be ready to deploy on short notice. To meet this requirement, Soldiers are responsible for ensuring the following:

(1) Identification (ID) card. Must be correct and serviceable at all times with an active personal identification number (PIN).

(2) ID tags. All Soldiers will possess a minimum of two ID tags at all times. If applicable, Soldiers will possess the red medical warning tag as well.

(3) Emergency Data. Update emergency data records (DD Form 93) as soon as a change occurs. Leaders will review during counseling and take action immediately to ensure emergency data remains up to date.

(4) Service Members' Group Life Insurance (SGLI). Soldiers will use the Army self-help tool to update their SGLI forms at least annually. Soldiers are not required to purchase SGLI.

(5) Defense Eligibility Enrollment Reporting System (DEERS). Soldiers will ensure all legal dependents are properly enrolled in DEERS and that updates are done whenever a change to dependent status occurs.

(6) TRICARE enrollment. Dependents cannot receive funded medical treatment unless they are properly enrolled in the TRICARE health system database. Soldiers will accomplish this task upon in processing and first-line supervisors will verify at least semi-annually.

(7) Legal. Wills and powers of attorney (POA) should be kept current and correct. First-line supervisors will ensure Soldiers who need a will or POA are given timely opportunity to visit the Office of the Staff Judge Advocate.

(8) Soldier Family Readiness Groups (SFRGs). AR 608-1 establishes the requirement for SFRGs. Ensure your Family members, whether residing locally or not, are aware of your unit's SFRG. These groups provide vital support and services to Family members. All Soldiers are encouraged to have their Family members participate in the SFRG.

(9) Dental. Soldiers are required to have annual dental checks to remain deployable. Any dental condition likely to cause a dental emergency (Category III) must be treated to make the Soldier deployable. First-line supervisors will ensure Soldiers have the opportunity to see a dentist prior to becoming non-deployable by reason of outdated annual exams (Category IV). Leaders and organizations are responsible for Soldiers making all required appointments.

(10) Family Care Plans. Service in the Army is a privilege, not a right. Soldiers with parental responsibilities are required by regulation to ensure their dependents are properly cared for in the event of their absence. It is the Soldier's responsibility to ensure all paperwork is complete, and all leaders need to subject each plan to a common sense test. All leaders will ensure single parents and dual military families submit complete and valid Family Care Plans within 30 days of being counseled by the unit commander. Commanders will review Family Care Plans on a quarterly basis to ensure they remain current, as required by AR 600-20, para. 5-5.

7. SOLDIER FINANCES.

a. Soldiers are expected to manage their personal affairs satisfactorily and provide adequate support to their Family members. Soldiers are paid based on their grade and time in service. All Soldiers are required to participate in the Sure-Pay Program; this means that your money will go directly to either a checking account or savings account of your choice. This is a useful way to keep an accurate account of your money, to reduce potential pay difficulties, to receive your pay regardless of your location on payday, and reduce the possibility of theft.

b. If you write a check and do not have sufficient funds for payment of the check, you may be subject to punishment under the UCMJ if your conduct was in bad faith, showed gross indifference, or had the intent to defraud or deceive. Army Community Services (ACS) is available as a resource to influence financial stability.

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

d. The Financial Readiness Program (FRP) is responsible for providing basic education and counseling for active and reserve component Soldiers, their Family members, DA Civilians and their Family members concerning personal financial readiness and consumer affairs. It provides the Soldiers and Family members individual budget counseling, consumer rights and obligation classes, and classes on budget development. The Financial Readiness Program is a one stop for Soldiers and Family members considering making large purchases or need help on resolving consumer complaints. The FRP is located in Bldg. 920.

8. MAINTAINING ORGANIZATIONAL CLOTHING AND EQUIPMENT.

a. Soldiers are prohibited, regardless of location, to pawn, sell, or assist in the pawning or selling of organizational clothing and individual equipment "TA-50", or military clothing without the written approval of the unit commander.

b. Unit Commanders will approve sale or pawning only after the Soldier has clearly demonstrated personal ownership of the property. Personal ownership can be demonstrated only by a legible sales slip, which clearly identifies the property or a sworn statement of ownership. The individual wishing to pawn military gear even in this case must be in possession of a full military issue. Ownership may also be established by having a Soldier sign a statement swearing that the item is not government owned but is personal property and having a verifying inventory of appropriate issue property conducted by a commander's delegate (SFC or above). Commanders will maintain at unit level, copies of consent, and where appropriate, signed inventories and statements of ownership. Commander's consent will include all pertinent data to include name of requesting Soldier, description of item, and description of proof of ownership used.

c. STORAGE:

(1) Soldiers are prohibited from storing their OCIE in any personally owned vehicles.

(2) "Storing" is defined as placing OCIE in a personally owned vehicle for any period of time longer than is required to transport the equipment between his or her place of duty and his or her principal residence.

(3) A Soldier transporting OCIE in any personally owned vehicle between his or her principal residence and his or her place of duty will not make any stops between the two places except to refuel the vehicle, and will remain with the vehicle at all times while refueling until such time as the OCIE is no longer carried in the vehicle.

9. FUNDRAISING.

a. Fundraising in an official capacity requires authorization pursuant to statute, Executive Order, regulation, or other authority making it part of an employee's official duties. The Joint Ethics Regulation (JER), which is a punitive federal regulation, prevents military personnel from endorsing private organizations *in their official capacity*. As an exception, military personnel may endorse, in their official capacity, the Combined Federal Campaign and Army Emergency Relief. DoD official fundraising includes only the following fundraisers:

(1) Combined Federal Campaign (CFC).

(2) Army Emergency Relief (AER).

b. Although Soldiers may officially support and endorse CFC and AER, contributions must be truly voluntary. The DoD Directive which authorizes this fundraising guarantees freedom of choice to give or not give, and guarantees confidentiality of the donation decision. There may be no undue pressure to donate. Additionally, official support does not include official solicitation from individuals or entities that are not federal employees.

c. Worthwhile organizations are abundant. The general rule, however, is no personal fundraising because it disrupts the workplace, competes with the Combined Federal Campaign (CFC) for donations, and invites an abuse of power by superiors and an attempt to curry favor by subordinates. Soldiers may not fundraise in uniform for Private Organizations (POs) other than the CFC and AER. Soldiers are also prohibited from using government resources such as e-mail to advertise an event on behalf of a PO. The JER permits Soldiers to use official channels such as a bulletin board to notify other Soldiers of events of common interest sponsored by POs, provided all POs are provided access.

d. The four ethics principles commonly involved with POs are:

- (1) Personnel shall not use government property for other than authorized purposes.
- (2) Personnel shall not use public office for private gain.
- (3) Personnel shall not give preferential treatment to any private organization or individual.
- (4) Personnel shall not hold financial interests that conflict with their conscientious performance of duty.

e. Military personnel are prohibited from officially endorsing or sanctioning a PO and Soldiers may not be encouraged to join a particular PO even if it is for a good cause (exceptions are CFC and AER).

f. If you have additional questions of ethical concern, contact the Administrative Law Division, Office of the Staff Judge Advocate, at (337) 531-2754.

10. GENERAL REQUIREMENTS/INFORMATION.

a. Soldiers will not operate Army Motor Vehicles unless properly licensed. Army Motor Vehicle sustainment and refresher training is the key to accident prevention.

b. Soldiers and Leaders will ensure that vehicle operations are conducted IAW established standards, as applicable, to include use of ground guides, convoy briefings, use of assistant drivers, adherence to local highway rules and laws.

c. Seatbelts will be worn at all times in Army Motor Vehicles. Equipment (see para. 11.c.) worn will be adjusted in order to accommodate use of the installed seatbelt system.

d. POV and motorcycle accidents are the number one cause of fatalities among Soldiers in the Army today and as such warrant specific attention. Seatbelts will be worn in POVs at all times, on and off post.

e. Units will conduct vehicle safety and records checks monthly. Records checks will include driver's license, vehicle insurance, and motorcycle safety course completion.

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

g. On post passengers are prohibited from travelling in the back of privately owned trucks or sport utility vehicles or non-tactical military vehicles unless they wear a manufacturer installed safety belt.

h. Only Soldiers are required to take the Motorcycle Safety Foundation (MSF) training, Basic Rider Course (BRC), BRC II (experienced), and Military Sport Bike Riders Course (MSBRC). Family members, Civilians, and contractors are exempt because the Army does not pay for their training. Three-wheeled motorcycle riders are exempt, as are retirees. The MSF card is only mandatory for Soldiers who are motorcycle riders. If Soldiers have taken the MSF training at another installation, they should bring a copy of that card to the Garrison Safety Office to be annotated into the data base.

i. Service members who ride motorcycles on and off the installation are required to wear a Department of Transportation (DOT) or higher approved helmet (novelty helmets are not authorized), impact or shatter resistant goggles or wraparound safety glasses meeting American National Safety Institute (ANSI) standards—as windshield and/or eyeglasses are insufficient protection and do not meet this standard, full-fingered gloves, long trousers, long sleeved shirt or jacket; and enclosed sturdy foot wear (boots or leather high top shoes are recommended) that cover the ankles. While wearing duty uniform and riding motorcycles, leather coats and chaps are recommended, but must be taken off after parking the motorcycle. (No club affiliation patches are authorized while in uniform and all manufacturing logos must be in good taste). Ballistic glasses meeting military specifications are authorized for wear while riding a motorcycle. For additional information on the wear of safety requirements, please refer to Command Policy Memorandum 5: Command Safety Policy.

j. If an accident occurs, report the details to the chain of command immediately. The chain of command will report accidents IAW Command Policy Memorandum 1: Commander's Critical Information Requirements (CCIR).

k. A list of off limit areas will be posted in each company area. Soldiers should be aware of these areas.

l. Vehicles will not display any stickers, decals, ornaments, etc. which are offensive or sexually explicit. To avoid distracting other drivers and reduce the likelihood of accidents, the display of offensive bumper stickers, windows signs or other markings, items or accessories on or in a motor vehicle which are visible to other drivers is prohibited. The privilege to operate a vehicle on this installation is reserved for persons of maturity, responsibility, sobriety, and to those who show good judgment.

m. Fort Polk Training Area. If you are interested in hunting, fishing, or recreational activities at Fort Polk, additional information can be obtained from the Post Game Enforcement Section, located in Bldg. 8590 at Alligator Lake, off of LA Highway 469, North Fort Polk. The telephone number is (337) 531-5222/5715.

n. Personally Owned Weapons (POW). No Soldier may possess or bring a personally owned weapon on Fort Polk unless it is properly registered with the Directorate of Emergency Services (DES). Soldiers bringing a personally owned weapon onto Fort Polk for the first time, have five days to register the weapon with DES. At no time will personally owned weapons be at training sites or in barracks rooms. The requirements outlined in FP Regulation 190-3 will be strictly complied with concerning storage, possession, and transportation of personally owned weapons such as pistols, revolvers, shotguns,

bow and arrow, and crossbows. The telephone number for DES is (337) 531-2677.

o. Use of Government Travel Credit Cards (GTCC). Every Soldier must know the GTCC is for official-routine (home station and return) TDY, nothing else. The GTCC is not authorized for group travel or personal reasons. The GTCC may be used for PCS expenses; however, it must be stated on your PCS orders that you are authorized to use it during a PCS move. The standard for Fort Polk Soldiers is prompt payment of any outstanding bill. (Soldiers that are authorized use of GTCC for PCS are not eligible for PCS, DLA, or moving expenses advances). **IAW Joint Travel Regulation (JTR), you are required to settle your travel voucher within 5 days of return from TDY or completion of the PCS move.**

p. Unscheduled military after-duty requirements have priority over off-duty employment. Soldiers who wish to have off duty employment must submit a request to their commander stating the name and address of the prospective employer, a brief description of the work, and the hours of employment. Soldiers may not accept off duty employment until they receive written approval from the commander.

Section III: Wear and Appearance of Uniforms.

11. WOODFILL HALL UNIFORM STANDARDS.

a. JRTC and Fort Polk Security Identification Badges. For areas of restricted access, commanders may prescribe the wear of security identification badges, in accordance with AR 600-8-14 and other applicable regulations. **Personnel will not wear security identification badges outside the area for which they are required.** Personnel will not hang other items from the security badge(s). Security badges will be worn from the pocket or similar location on the front of the uniform so as to be readily visible.

b. Jump Boots. The black or brown (AGSU) all leather jump boot or combat boot is the traditional footwear of the JRTC and Fort Polk. Soldiers assigned to HQs JRTC and Fort Polk, Ops Group, 1-509th will wear jump boots with their Army Service Uniform (ASU)/Army Green Service Uniform (AGSU), Class A, or Class B uniforms. Trousers will be bloused IAW the guidance in AR 670-1.

c. The Advanced Combat Helmet (ACH) will be worn by all personnel operating or riding as passengers of tactical vehicles (Bump helmets are authorized for Ops Group). The ACH band will be worn under the Night Vision Goggle's (NVGs) base. Sun-wind-dust goggles may be worn on the ACH when directed by the unit leadership.

12. WINTER UNIFORM.

a. Army issued cold-weather clothing is authorized for wear in accordance with AR 670-1. Black or green gloves with no civilian logos may be worn at the commander's discretion.

b. The black or coyote brown micro fleece cap, the neck gaiter, or the balaclava may be worn under the helmet when conducting tactical training as directed by the unit commander (when temperature is below 32 F). During cold weather conditions, Soldiers exposed for an extended period may wear the black or coyote brown micro fleece cap as an outer headgear at the unit leader's discretion in the unit area/training area. This pertains mostly to Soldiers working on flight lines, in motor pools, and on work detail. **The black or coyote brown micro fleece cap will not be worn at the JRTC and Fort Polk Post Exchange (PX), to conduct business off post, or be a replacement as the duty headgear.**

13. OFF-DUTY APPEARANCE.

- a. High standards of appearance should carry over into your selection of civilian attire. Wear of appropriate attire avoids public embarrassment and promotes a sense of community. While off duty, Soldiers may dress casually and comfortably.
- b. Warrior and Patriot Restaurants: Soldiers and visitors will not wear a patrol cap (PC), hats, berets, or sleeveless shirts. Headphones will be removed in the serving line while ordering meals.
- c. Clothes with obscene, slanderous, vulgar words, or drawings are not authorized on Fort Polk.
- d. Bare feet in any on post facility, except where footwear is not appropriate, such as swimming pools, are not authorized.
- e. Soldiers will wear appropriate attire when utilizing any post facilities on Fort Polk, to include all AAFES facilities, PX, Commissary, Warrior Restaurants, public buildings, public areas, and work areas and WILL NOT wear the APFU, cut-off jeans/slacks, or garments which expose any part of the buttocks. See through garments normally worn as undergarments are prohibited.
- f. Soldiers will keep their face clean-shaven when in uniform, or in civilian clothes while on duty, unless exempt by medical profile or religious accommodation.
- g. Soldiers should carry their Military I.D. Cards at all times whether on or off duty when they are on the installation but outside of their personal residence, unless carrying the I.D. card would be impractical (for example, while swimming or using communal showers in the barracks).
- h. When male and female Soldiers are not in uniform and are off duty, earring wear is not restricted as long as the earrings do not create or support ear gauging (greater than 1.6 mm).

14. PHYSICAL FITNESS.

a. Holistic Health and Fitness (H2F) is important to the successful accomplishment of the JRTC and Fort Polk missions. Every Soldier assigned to JRTC and Fort Polk must be fit to fight. Every Soldier will conduct physical training a minimum of five times per week unless the unit commander has a higher priority for that day. Soldiers will develop peak physical performance along with the mental toughness required of operational assignments. The standard is for every Soldier to build physical lethality and mental toughness in order to sustain a high state of healthiness, pass the ACFT/APFT, run 4 miles without stopping in 36 minutes or less, and be able to road march with a ruck/Soldier's load. When conducting unit runs, focus on team building and assessment. When conducting H2F while wearing the ACU or IBA with running shoes or boots, the nametag, US Army tag, left shoulder patch and colored US Flag will be worn unless conducting combative H2F. All Soldiers will meet the standards set forth in FM 7-22 and AR 600-9. All Soldiers must participate unless prohibited by their profile. Commanders will ensure leaders conduct risk assessments and tailor the H2F program to meet the commander's physical fitness intent.

(1) Typically, unit H2F is conducted for a minimum of 90 minutes; 0630 to 0800, Monday through Friday.

(2) An NCO, warrant officer, or commissioned officer will always be present during H2F and BN level profile PT in order to conduct formations and fitness to standard.

(3) Soldiers with temporary or permanent profiles shall conduct daily H2F within the limitations of their profiles and with a sense of purpose.

(4) Maintain uniformity.

(5) Remember safety (e.g. use road guard vests, belts, and flashlights when appropriate).

(6) Pregnant Soldiers are mandated to attend Pregnancy and Post-Partum (P3T) H2F program. Pregnant Soldiers will wear the APFU until such time it becomes too small or uncomfortable. Pregnant Soldiers may wear the t-shirt outside the trunks. Commanders shall not, at any time, require pregnant Soldiers to purchase a larger APFU in order to accommodate the pregnancy. When the uniform becomes too small or uncomfortable, pregnant Soldiers may wear equivalent civilian workout attire so long as it is conservative and professional in appearance.

b. Cadence will not contain profanity, sexual innuendo, or language demeaning to others. Soldiers are encouraged to call cadences that promote esprit de corps, unit capabilities, and the successes of their unit.

c. Fort Polk has both designated and shared H2F routes. If conducting H2F/foot marches prior to 0630, it will be conducted off roads (Texas, Chaffee, or on gravel foot trails) Chaffee has a high rate of travel speed and Texas is on one of the thoroughfares necessary for persons headed to and from work prior to 0800. Shared routes are open to runners, bicyclists, and vehicular traffic. When on these routes, Soldiers should use caution. In order to aid the safety of Soldiers, running is prohibited on some roads. Refer to the latest established running route map for guidance: <http://fortpolkmwr.com>. Alabama Avenue is closed for traffic Monday-Friday, 0630-0800, for PT. Georgia Avenue is closed from Louisiana to 4th Street during this time.

d. IAW AR 385-10, para 11-11b., approved bicycle helmets will be worn while bicycling on Fort Polk. When bicycling during the hours of darkness (sunset to sunrise) or reduced visibility, bicycles will be equipped with operable headlights and taillights, and the bicyclist will wear reflective gear. Wearing headphones, earphones, or other listening devices while bicycling on or adjacent to installation roadways is prohibited.

15. JRTC and FORT POLK SOLDIER SUPPORT AGENCIES/EO/SHARP.

a. Army Community Service. The Army Community Service (ACS) Main Center is located in Bldg. 920, 1591 Bell Richard Avenue, phone number: (337) 531-1941. ACS provides information, assistance, and guidance on financial planning, food stamps, emergency care, shelter, transportation, job assistance, counseling, and baby-sitting. Additional services include information, referral and follow-up, relocation, assistance to handicapped dependents, and the Army Family Advocacy Program. ACS also has a loan closet for newly arrived Soldiers and Family members awaiting household goods.

b. Military One Source is an integrated Army information source that is available 24 hours per day, 365 days per year. The Army One Source can and will answer any type of question you may have concerning any Army issue. All calls are answered live and can be accessed by the following numbers. In the US, you may call 1-800-342-9647 or outside the US, you may call 1-800-464-8107. The web address is www.militaryonesource.com.

c. TRICARE Service Center. Your TRICARE Service Center is located on the 1st floor, entrance "A," at BJACH or call toll free at 1-800-444-5445. The TRICARE Service Center provides information,

assistance and guidance about high-quality healthcare at affordable costs for military Families and retirees. The appointment help line is (337) 531-3011.

d. Free legal advice on military and Civilian legal problems (i.e., contracts, insurance, wills, leases, and powers of attorney) is available from the Legal Assistance Office located at 7090 Alabama Avenue, Bldg. 1454; the telephone number is (337) 531-2019.

e. The American Red Cross is located at 1778 3rd Street; the telephone number is (337) 531-2041 (duty hours only) or 1-800-733-2767 (nights, holidays, and weekend emergencies). The American Red Cross provides military personnel at Fort Polk and their Family members with:

- (1) Counseling and guidance on personal and Family matters.
- (2) Communication/reports for emergency leave consideration between the Soldier and their families.
- (3) Emergency financial assistance.
- (4) Immediate emergency needs due to disaster.
- (5) Information on service-related benefits.
- (6) Arranging health care and safety courses.
- (7) Recruiting and training volunteer workers for specific activities in dental and hospital clinics, blood, health, and safety program.

f. The unit Chaplain is always available for spiritual or Family counseling. A duty Chaplain is always on call at (337) 531-4916/7501.

g. Behavioral Health. For all emergencies, including thoughts of suicide, proceed to the nearest emergency room or call 911. Counseling and other behavioral health services are also available at Behavioral Health, located at BJACH, 6th floor, at (337) 531-3922/3923.

h. JRTC and Fort Polk Office of the Inspector General. It is the right of every Soldier to seek the assistance of the Inspector General (IG) concerning complaints or grievances. Your IG office is located at Bldg. 1629, 2155 11th Street; telephone number is (337) 531-2100/7878. You must notify your chain of command if you visit the IG during duty hours. We encourage you to use your chain of command first. More often than not, they can and will resolve any matter that concerns you.

(1) The JRTC and Fort Polk Office of the Inspector General is a resource for all Soldiers, Civilians, and Family members to request assistance with any Army related issue or allegation.

(2) The JRTC and Fort Polk Office of the Inspector General can provide assistance for anyone with Army related issues. Examples include but are not limited to:

- (a) Clarification of regulations or policies.
- (b) Pay problems.

(c) Issues involving DTS.

(d) Questions or correction of administrative errors. Service Hours: Mon and Thu, 1300-1630; Tue, Wed, and Fri 0900-1630.

(e) Contact information: Fort Polk Inspector General, 2155 11th Street, Bldg. 1629, Fort Polk, LA 71459. Email is usarmy.polk.imcom.mbx.ig-inspector-general@army.mil. The phone number is (337) 531-2100.

i. Military Equal Opportunity (MEO). The Army ensures fair treatment of all Soldiers based solely on merit, performance, and potential in support of readiness. Commanders will provide an environment that is free of unlawful discrimination. Discrimination occurs when someone, or a group of people, is harassed, intimidated, insulted, humiliated, or is treated less favorably than another person or group, because of their race, color, sex (to include gender identity and pregnancy), national origin, religion, or sexual orientation. It includes the use of disparaging terms which can lead to a hostile work environment.

(1) Harassment consists of hazing, bullying, discriminatory harassment, other acts of misconduct, and online misconduct as outlined in AR 600-20 paras. 4-19a (1) through (5).

(2) There are three types of sexual harassment complaints: Anonymous, Informal, and Formal.

(3) An anonymous complaint is where the complainant remains unidentified and may be handled as either an informal or a formal complaint.

(4) An informal complaint is one that a Soldier, Cadet, or Family member does not wish to file in writing on a DA Form 7746. When practical, an informal complaint should be reported within 60 calendar days of the last incident. Unit SHARP Representatives can process informal complaints.

(5) A formal complaint is one that a complainant files in writing using a DA Form 7746 and swears to the accuracy of the information. Formal complaints are subject to timelines and need to be submitted within 60 calendar days of incident. Formal complaints may be submitted after 60 calendar days, but are then at the discretion of the commander as to whether or not an official investigation will be conducted. Only the Sexual Assault Response Coordinator (SARC) can process formal complaints.

(6) Although not mandatory, it is recommended that all complaints be handled at the lowest level of command possible.

(7) For further information regarding the Army's MEO Program refer to AR 600-20 Chapters 4 and 6, Appendices C, D, E, and Q, and the Glossary. All related command policy letters can be found via the JRTC and Fort Polk webpage at <https://home.army.mil/polk/index.php/about/pol>.

(8) To report allegations of discrimination/harassment or to discuss any EO related matters call the JRTC and Fort Polk Equal Opportunity Hotline at (337) 353-1911.

There is no tolerance for sexual harassment and sexual assault in our Army. We have a comprehensive program to educate and train our Soldiers on sexual harassment, and sexual assault response and prevention. Everyone, at every level of leadership, must help establish a climate of dignity, respect, and trust.

j. Sexual Harassment Assault Response Prevention (SHARP) Program. The Senior Mission commander will ensure the appointment of a lead SARC in writing. All battalion commanders will ensure

the appointment of one trained and certified collateral duty SARC and one trained and certified collateral duty SHARP Victim Advocate (VA). All garrison commanders will ensure the appointment of one full time SARC and one full time SHARP VA. Any military member, Family member, or Civilian employee will be provided an environment free of Sexual Harassment/Sexual Assault. There are two different types of Sexual Harassment complaints: informal and formal, and follow the complaint procedures listed under EO. There are also two ways to report sexual assault: restricted and unrestricted. You cannot report a restricted report to a SHARP Advisor. If you have any questions or concerns pertaining to the SHARP Program, please refer to the Command Policy Memorandum 7: Prevention of Sexual Harassment and Sexual Assault, or contact the Installation SHARP Program Manager at (337) 531-1788.

****If anyone is a victim of sexual assault or encounters someone that has been a victim, follow these steps below:**

(1) Unrestricted reporting. A Soldier, Family member, or DA Civilian who is sexually assaulted and desires medical treatment, counseling, and an official investigation of his/her allegation should use current reporting channels; for example, chain of command, law enforcement, or report the incident to the SARC. Upon notification of a reported sexual assault, the SARC will immediately assign a VA. Healthcare providers will, with the consent of the victim, initiate the appropriate care and treatment, and report the sexual assault to law enforcement or the chain of command. Additionally, at the victim's discretion/request, the healthcare provider will conduct a forensic medical examination, which may include the collection of evidence. **Details regarding the incident will be limited to only those personnel who have a legitimate need to know.** If you have any questions or concerns pertaining to the SHARP Program, please contact the Installation SHARP Program Office at (337) 531-1788.

(2) Restricted reporting. A Soldier or Family member over the age of 18 who has been sexually assaulted and desires medical care, counseling, and victim advocacy, without initiating the investigative process, should use the restrictive reporting option. Restricted reporting allows a sexual assault victim to confidentially disclose the details of his/her assault to specifically identified individuals and receive medical treatment and counseling, without triggering the official investigative process. Restricted reporting is intended to give victims additional time, increased control over the release and management of their personal information, and to empower them to seek relevant information and support to make more informed decisions about participating in the criminal investigation. A victim who receives appropriate care and treatment, and is provided an opportunity to make an informed decision about a criminal investigation is more likely to develop increased trust that his/her needs are of primary concern to the command and may eventually decide to pursue an investigation. Even if the victim chooses not to pursue an official investigation, this additional reporting avenue gives commanders a clearer picture of the sexual violence within their command, and enhances a commander's ability to provide an environment that is safe and contributes to the well-being and mission readiness of all of its members. Restricted reports must only be made to the following: VA, Brigade SARC/SHARP, and Health Care Provider. Reporting outside of those individuals or agencies will automatically generate a formal investigation by state and federal law. Communication with the Chaplain is not considered a report.

Victims of Sexual Assault should follow these steps:

1. Go to a safe location away from the perpetrator.
2. Preserve all evidence.
 - (a) Do not bathe, wash your hands, brush your teeth, eat, or smoke.

(b) If you are still in the location of the crime, do not clean or straighten up, do not remove anything from your surroundings.

(c) Write down or audio record all the details you can remember about the attack and the attacker.

3. Report the assault to the military law enforcement or the local police—who can be reached by calling 911 in most areas inside of the United States.

4. CID is the investigating authority for all sexual assaults. If you are not sure whether you would like to report the crime, or if you have any questions about your options, you can call the Fort Polk SHARP Hotline at (337) 531-1848 or the DoD Safe Helpline at (877) 995-5247.

SHARP Reporting Chain

_____	Fort Polk Installation SHARP
_____	BDE SARC/ SHARP VA
_____	BN SARC/ SHARP VA
_____	Chaplain/Medical Healthcare Provider

<u>Restricted</u>	<u>Unrestricted</u>
Allows you to seek medical care and counseling services. Reports are kept confidential and your Chain of Command and Law Enforcement are not notified.	Allows you to participate in the Military Criminal Justice process through an official investigation of the crime.

16. EDUCATIONAL OPPORTUNITIES.

a. JRTC and Fort Polk offers educational opportunities for Soldiers and the community at the Fort Polk Library and Education Center located across from the Commissary.

b. Check out <https://home.army.mil/polk/index.php/about/garrison-directorates-and-support-offices/directorate-human-resources/continuing-education-services> in order to learn about the center's full array of programs.

17. ONE STOP NEWCOMERS INFORMATION.

a. The Directorate of Human Resources (DHR) provides quality personnel services to military personnel (Active/Reserve/National Guard), Retirees, Family members, DA Civilians, and eligible contractors in replacement operations, in/out-processing, transition and retirement services, compassionate reassignment/hardship discharge request processing, military awards/decorations, ID cards/tags and DEERS enrollment, and the Installation School of Standards Program.

b. The Consolidated In and Out Processing Center in Bldg. 250 offers a one stop for new and transitioning Soldiers at JRTC and Fort Polk. The telephone numbers are listed below:

- (1) Welcome Desk: (337) 531-7258
- (2) NCOIC: (337) 531-6119
- (3) DEERS: (337) 531-1891
- (4) ID Cards: (337) 531-1430
- (5) Retirement Services: (337) 531-0402/0363
- (6) Consolidated In/Out Processing: (337) 531-7258
- (7) Transition Point: (337) 531-7352
- (8) Reassignment Processing: (337) 531-7597

18. PUBLIC AFFAIRS OFFICE/SOCIAL MEDIA.

a. The Public Affairs Office (PAO) is responsible for the JRTC and Fort Polk Facebook page, all users emails, the installation newspaper (Guardian), media relations, and community relations. Units are authorized to create their own Facebook pages, but must first register them with Army Social Media. The PAO does not approve individual unit messaging; that is under the purview of each unit.

b. Units receiving requests from the media should always refer to their public affairs officer, who in turn, should inform the Public Affairs Office. This office tracks all media wishing to enter the installation.

19. COLD WEATHER INJURIES.

a. Hypothermia – Non-freezing Injury. Generally occurs from prolonged exposure to low temperatures, often above freezing, especially immersion in cold water or from wet clothes exposed to wind. Symptoms include intense shivering, drowsiness, mental slowness, and lack of coordination; may progress to unconsciousness, irregular or slow heartbeat. Treatment includes prevent further heat loss. Move to a warm environment and remove wet clothing. Rewarm the body evenly, providing a heat source. Call the hospital and transport ASAP.

b. Chilblains – Non-Freezing Injury. Chilblains is caused by repeated prolonged exposure of bare skin in damp, nonfreezing temperatures. It is often precipitated by acute repeat exposure to cold. Symptoms include redness or cyanosis of affected areas, blue-red patches commonly on lower extremities, face, hands and feet, hot and tender itchy skin, and may include subcutaneous nodules. There might also be ulcerated or bleeding lesion with chronic repeated episodes. Treatment includes elevating and warming the affected body part using body heat. Never rub the affected tissue, and do not apply direct heat or ice.

c. Immersion Syndrome (Immersion foot/Trench foot) – Non-Freezing Injury. Resulting from prolonged exposure of the feet to cold water or mud. Inactive feet in damp or wet socks and boots, or tightly laced boots that impair circulation are more susceptible to injury. Symptoms include cold numb feet that may progress to hot with shooting pains. Swelling, redness, and bleeding. Feet may become pale and blue. Treatment for Immersion Syndrome is the same as for chilblains. Prevention is the best deterrent, keep the feet warm and dry, change socks several times daily, ensure boots fit and never sleep

in wet socks or boots.

20. HOT WEATHER INJURIES.

a. Categories.

(1) Heat cramps. Condition is characterized by painful spasms of skeletal muscles including muscles of the arms and legs and abdomen that is not associated with an injury or strain. Treatment includes rest and rehydration. Persistent, severe cramps that do not resolve with rest and rehydration should be evacuated by ground to be further evaluated at a higher level of care.

(2) Heat exhaustion. Patients are unable to continue the physical activity in which they were previously engaged. There is usually no change in mental status. Skin may be red and moist, nausea may occur. Treatment is rest, cooling, and rehydration. If no improvement, patient should be evacuated to appropriate level of care.

(3) Heat stroke. Patients will demonstrate an unsteady gait, be confused, disoriented, or even combative (signs of altered mental status). Skin is red and dry. These patients require rapid and aggressive cooling using ice sheets. They will be evacuated from the field to BJACH by air MEDEVAC as soon as possible.

b. Wet Bulb Global Temperature (WBGT).

(1) The WBGT index and the corresponding heat category is available by calling the Bayne-Jones Army Community Hospital (BJACH) Administrative Officer of the Day (AOD) at (337) 531-3118.

(2) For JRTC rotations, the JRTC Aid Station Rear (JASR) will monitor the WBGT on site and record data.

(3) Units training in the field will monitor a WBGT at each site. Accuracy of the reading degrades after a mile of radius.

(4) Evaluation and Evacuation of Heat Casualties. Any casualty that appears to be beyond the ability of providers in the field should be transported to the BJACH Emergency Room for evaluation regardless of their core temperature.

21. SUICIDE PREVENTION.

a. Suicide Prevention is a 365-days-a-year effort and a top priority for the Army and this command. Suicide prevention demands Soldiers' vigilance, and it is the responsibility of everyone. Be there for your buddy, be there for your Family, be there for yourself. Know the warning signs; it is not always obvious. Whether you or someone you know are in need of help, get help or assist them in getting help. Talk to your chain of command, Chaplain, Behavioral Health Professional, a battle buddy, or someone you trust.

b. Suicide Prevention Hotline: 1-800-273-8255.

22. SUPPORT AGENCIES/EMERGENCY CONTACT INFORMATION.

CRISIS HOTLINES:

Louisiana Rape Crisis Hotline	888-411-1333
Louisiana Domestic Violence Hotline	888-411-1333
National Child Abuse Hotline	800-422-4453
National Aids Hotline	800-342-2437
National Parent Hotline	800-840-6537
National Poison Control	800-222-1222
Suicide Hotline	800-273-8255
National Drug/Alcohol Abuse Hotline	800-521-7128
Wounded Warrior and Family Hotline	800-984-8523
SHARP Hotline	(337) 531-1848
SEXUAL HARRASSMENT	(337) 531-1788
Victim Advocacy Program (VAP) Coordinator	(337) 531-0587
Advocate Trainer	(337) 531-4656
	(337) 531-1549
VAP Coordinator	(337) 531-6333
Administrative Assistant Family Advocacy	(337) 531-1938

CHILD, YOUTH and SCHOOL SERVICES (BLDG 400)	(337) 531-9737
CYS Services Coordinator	(337) 531-1989
Admin	(337) 531-0407
Fax	(337) 531-6692
Family Child Care Director	(337) 531-1961
FCC Admin	(337) 531-6673
School Liaison Officer	(337) 531-9481
Parent Central Services Admin	(337) 531-6778
Parent Central Services	(337) 531-1955/6
CYS Services Registration	(337) 531-6851
Kids On-Site	(337) 531-2900
Fax	(337) 531-6779
Training Audiovisual Support Center (TACS)	(337) 531-6678
Parent Outreach	(337) 531-9639

DEPARTMENT OF THE ARMY CIVILIAN POLICE	(337) 531-2227
Police Desk SGT	(337) 531-2677
Station Manager	(337) 531-4783

24/7 Emergency Service Center	(877) 272-7337
BJACH Hospital Office	(337) 531-3260
Medical Appointments	(337) 531-3011

CHAPLAIN
Appointment

(337) 531-4916

CONSOLIDATED IN/OUT PROCESSING CENTER
(BLDG 250)
DEERS
ID Cards

(337) 531-7351

(337) 531-1891

(337) 531-1430

ARMY VALUES

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

Duty: Fulfill your obligations.

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 all the Army values.

Integrity: Do what's right, legally and morally.

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

SOLDIER'S CREED

I am an American Soldier.

I am a Warrior and a member of a team.

I serve the people of the United States and live the Army Values.

I will always place the mission first.

I will never accept defeat. I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained, and proficient in my warrior tasks and drills.

I always maintain my arms, my equipment and myself. I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

THE ARMY SONG

(All Soldiers assigned or attached to JRTC and FortPolk will learn the Army song, stand at attention when it is played, and sing the song.)

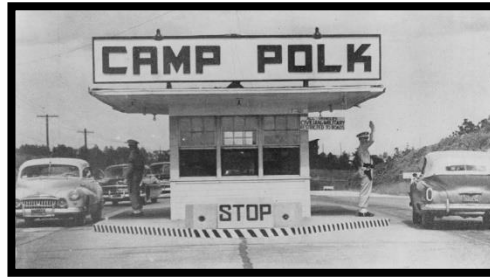
March along, sing our song, with the Army of the free.
Count the brave, count the true, who have fought to victory.
We're the Army and proud of our name!
We're the Army and proudly proclaim:

First to fight for the right,
And to build the Nation's might,
And the Army goes rolling along.

Proud of all we have done,
Fighting 'till the battle's won,
And the Army goes rolling along.

Then it's Hi! Hi! Hey! The Army's on its way.
Count off the cadence loud and strong!
For where're we go, you will always know
that the Army goes rolling along.

History of Fort Polk



Camp Polk was established on January 10, 1941, in accordance with War Department General Order (GO) #1. Thousands of Soldiers learned the basics of combat here during the World War II Louisiana Maneuvers. 48 of the Army's 91 divisions trained here during WWII. Generals such as Eisenhower, Patton, Bradley, and Marshall learned many lessons during the Maneuvers that were critical to their success in defeating the Axis powers.

Camp Polk closed in 1946 and reopened in 1950 at the start of the Korean War, only to close again in 1954. It reopened in 1955 and on October 27, 1955, in accordance with War Department GO #63, re-designated as Fort Polk. Exercise Sage Bush was conducted in late 1955, the largest Army maneuvers since WWII. It closed again in 1959. Fort Polk reopened permanently in 1961, with the Berlin Crisis, and was designated an Army Infantry Training Center in 1962. Fort Polk was the Army's largest infantry training center during the Vietnam War. It became renowned for its Advanced Individual Training realistic Vietnamese-style training villages at "Tiger Land". Fort Polk trained over one million Soldiers for the Vietnam War.

The 5th Infantry Division (ID) (Mechanized) replaced the Army Infantry Training Center in 1975, as the Army's mission switched from light infantry to mechanized warfare. The 5th ID Soldiers formed the nucleus of the task force sent to Panama for Operation Just Cause in 1989-90. As the Army's mission evolved, the 5th ID deactivated and reflagged as the 2nd Armored Division in 1992. On March 12, 1993, Fort Polk officially became the Joint Readiness Training Center (JRTC) and Fort Polk. The Joint Readiness Training Center relocated from Fort Chaffee, Arkansas, the 2nd Armored Cavalry Regiment (ACR) relocated from Fort Lewis, Washington, 42nd Field Artillery Brigade and the 108th Air Defense Artillery Brigade relocated from Germany.

The 42nd Field Artillery deactivated in June 1995. The 108th Air Defense Artillery Brigade was moved to Fort Bliss in August 1996. 2nd ACR deployed to the Balkans and Iraq during its tenure. In 2004, the 2nd ACR relocated back to Fort Lewis, Washington and the 4th Brigade, 10th Mountain Division was stationed at Fort Polk. The 4th Brigade, 10th Mountain Division was reflagged as the 3rd Brigade, 10th Mountain Division in 2015. The 162nd Infantry Brigade and 1st Maneuver Enhancement Brigade later deactivated at Fort Polk.

The 15th Evacuation Hospital was assigned to Fort Polk in 1988 and was designated as the 115th Field Hospital in 1993. Between 2004-2005, it was re-designated to a Combat Support Hospital, and in 2019 restructured again as the 115th Field Hospital and created a Hospital Center (HC) element, the 32nd HC. The Soldiers of these units have been called to serve around the world, deploying to Operations Enduring Freedom, Iraqi Freedom, and New Dawn in missions that embraced medical, military police, engineer, and other support roles in addition to combat missions.

The 3rd, 353rd was originally activated as 4th, 353rd on May 1, 2009 under the 162nd at Fort Polk. It was then reallocated to the Operations Group, Joint Readiness Training Center and Fort Polk in late 2014. On September 16, 2020, 3rd, 353rd was reassigned again to the Security Forces Assistance Command. The Tiger Battalion is FORSCOM's premier training organization for the security cooperation and security force assistance mission.

The Joint Readiness Training Center provides rigorous, realistic, and relevant training for Soldiers deploying to Afghanistan and prepares units for future operations throughout the world. U.S. Army Garrison and Medical and Dental Activity Commands also support the installation.

Throughout its history, Fort Polk has answered the Nation's call to train Soldiers for missions throughout the world and will continue to uphold the legacy of missions accomplished and lives saved.

**JRTC & Fort Polk
Standards & Discipline
Handbook
& Map**



**JRTC & Fort Polk
Policy Letters**



**Digital
Garrison App**

