

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

*TRADOC Regulation 350-6

8 May 2007

Training

ENLISTED INITIAL ENTRY TRAINING (IET) POLICIES AND ADMINISTRATION

History. This regulation is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

Summary. This United States (U.S.) Army Training and Doctrine Command (TRADOC) Regulation 350-6 prescribes policies and procedures for the conduct of enlisted IET.

Applicability. This regulation applies to all Active Army (AA), United States Army Reserve (USAR), and Army National Guard (ARNG) enlisted IET conducted at service schools, Army Training Centers (ATCs), and other training activities under the control of Headquarters (HQ), TRADOC and to all personnel, military and civilian, under the control of HQ, TRADOC, who interact with Soldiers undergoing IET conducted on an installation, the Commander of which is subordinate to, and within the supervisory chain of Commanding General (CG), TRADOC. The following provisions of the regulation are punitive and violations may subject offenders to judicial or non-judicial punishment under Article 92 of the Uniform Code of Military Justice (UCMJ), paragraph 2-3. This regulation applies only to TRADOC personnel. TRADOC subordinate commanders who are also installation commanders should issue local regulations or incorporate into pre-existing local regulations, the appropriate punitive provisions of TRADOC Regulation (TR) 350-6 as effective on their installations in order to protect Soldiers in training and preserve good order and discipline.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Operations and Training (DCSOPS&T), (ATTG-II). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2, but it does not identify key management controls that must be evaluated.

*This regulation supersedes TRADOC Regulation 350-6, 30 December 2005.

TRADOC Reg 350-6

Supplementation. Supplementation of this regulation and establishment of command and local forms is prohibited without prior approval from Headquarters TRADOC, (ATTG-II), 5 Fenwick Road, Fort Monroe, VA 23651-1049.

Suggested improvements. Users send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, Headquarters TRADOC, (ATTG-II), 5 Fenwick Road, Fort Monroe, VA 23651-1049.

Distribution. This publication is available only on the TRADOC Homepage at <http://www.tradoc.army.mil>.

Summary of Change

TRADOC Regulation 350-6
Enlisted Initial Entry Training (IET) Policies and Administration

This rapid action revision dated 8 May 2007.

The Deputy Commanding General for Initial Military Training (DCG-IMT) directed this regulation change to provide commanders greater authority and freedom to make decisions.

- Adds language in the applicability statement to include all personnel under the control of HQ, TRADOC, identifies paragraph 2-3 as punitive and limits this regulation to only those personnel in TRADOC and TRADOC subordinate commanders.
- Identifies prohibited practices, which are punitive in nature and may subject the offender to disciplinary action (para 1-1).
- Adds authority of additional training as directed by HQ, TRADOC (para 1-4a(9)).
- Moves paragraph 1-4b(7) to 1-4b(6) and changes content to reflect a cadre wellness program, identifies drill sergeant wellness program in TR 350-16.
- Changes the mission and transformation content to identify DCG-IMT's philosophy (para 1-5).
- Deletes content and identifies five color phases of IET (para 2-1a).
- Adds language through the Soldierization process to the end of the first sentence (para 2-1a(1)).
- Adds language specific to the beginning of the last sentence (para 2-1a(1)).
- Updates table IET Phases, training goals and privileges; See Table 2-1, IET Phases and Training Goals and Table 2-2, IET Phases and Privileges.
- Corrects FTX length to a minimum 120 hrs per the TSP and deletes redundant language pertaining to rite of passage ceremony (para 2-1a(3)).
- Clarifies pass and POV travel (para 2-2b(5)(a-c)).
- Changes language to upon completion of Phase IV of AIT and the AIT portion of OSUT, Soldiers are granted privileges up to and including permanent party like privileges (para 2-2(7)).
- Updates prohibited practices to include all prohibited punitive practices from treatment of IET Soldiers and fund-raising in IET (para 2-3).

TRADOC Reg 350-6

- Moves Schofield's definition of discipline to the glossary from chapter 2.
- Clarifies drill sergeant suspension; Manual for Courts Martial for definition of preliminary inquiry, clarifies suspension of drill sergeant and suspension of SDAP IAW AR 614-200, moves definition of terms to glossary (para 2-5).
- Clarifies the physical security measures (para 2-7).
- Adds ACU as travel uniform (para 2-9).
- Identifies advance rifle marksmanship in (para 2-10i).
- Changes sample suicidal behavior memorandum to a figure (fig 3-1).
- Updates reference for company starts in AR 612-201, grants commanders authority to change graduation dates to support operational requirements (para 3-5).
- Deletes reference to AIMS-PC, uses current automated database to eliminate the need for changes due to software updates (para 3-9).
- Changes make-up training to add constructive credit to place emphasis on standards (para 3-10).
- Updates to give commanders discretion to establish Dear COL/Chaplain letter (para 3-13e).
- Updates warrior task and battle drill charts to web-links (para 3-16).
- Updates weapons immersion training will be reinitiated in AIT at least one week prior to the FTX (para 3-17d).
- Reorganizes the text encouraging promotions, IAW 600-8-19, to reduce emphasis on competitions (para 3-25).
- Updates billeting requirement for reclassified and prior service to not be billeted with IET Soldiers (para 3-26(c)(4)).
- Moves medical definitions to the glossary, deletes non-directive language, and other medical issues moved from paragraph 3-31 to appendix H.
- Updates separation actions for company commander to notify Soldier that separation actions, under chapter 11, have been initiated and the Soldier will be discharged within 14 calendar days (para 3-46(b)).
- Adds EXODUS guidance to commanders (para 3-52).
- Adds term "winter block leave" to EXODUS (para 3-52).

- Moves guidance to IET commanders in reference to the hometown recruiter assistance program to paragraph 3-53.
- Adds guidance to use 1-1-1 assessment in establishing ability groups (para 4-3c).
- Expands guidance for assignment to PTRP (para 4-4).
- Corrects Appendix A by deleting FM 100-14 and adding FM 5-19.
- Corrects Appendix B by deleting B-1a(2) and (3) redundant to paragraph 3-27a(3) and moved content from B-1b to B-1a (para B-1).
- Includes cadre training matrix; provides a quick reference table identifying personnel for attendance in cadre training courses (table B-1).
- Removes the confidence obstacle course from Appendix E; redundant to FM 21-20 and TSP.
- Clarifies levels of medical support; table has been reduced to quick, easy reference to medical support required in addition to ATLS (table H-1).
- Removes figures H-5 through H-19.
- Removes the heat casualty and injury prevention from Appendix J; redundant to TR 350-29, GTA 5-8-22.
- Figures and tables have been added and updated.

TRADOC Reg 350-6

Contents

	Paragraph	Page
Chapter 1		
Introduction		
Purpose.....	1-1	10
References.....	1-2	10
Explanation of abbreviations and terms.....	1-3	10
Responsibilities.....	1-4	10
Mission and Transformation.....	1-5	13
Initial Entry Training (IET) graduation requirements	1-6	17
Chapter 2		
Conduct of IET		
Phased training.....	2-1	19
Amount and type of control/phase privileges	2-2	24
Prohibited practices.....	2-3	27
Treatment of IET Soldiers	2-4	29
Trainee abuse investigation and reporting	2-5	30
Integration of male and female Soldiers	2-6	31
Separate and secure environment.....	2-7	31
Battle Buddy system.....	2-8	34
Military appearance	2-9	35
Soldierization and reinforcement training in advanced individual training (AIT)		
/one station unit training (OSUT)	2-10	35
Tobacco cessation policy for IET	2-11	37
Allegations of recruiting improprieties.....	2-12	37
Chapter 3		
Training Policies, Procedures, and Administration		
IET strategy.....	3-1	38
IET cadre/support personnel training.....	3-2	39
Development of training programs	3-3	39
Modifications to training programs	3-4	39
Company training starts	3-5	40
Early arrivals/holds.....	3-6	41
Training schedules	3-7	41
Lesson plans and instructor preparation	3-8	42
Training records.....	3-9	42
Makeup training/Constructive Credit	3-10	42
Concurrent training.....	3-11	42
On-the-job-training (OJT).....	3-12	43
After action reviews (AARs) and sensing sessions	3-13	43
Basic combat training (BCT) feedback system	3-14	44
TRADOC Pam 600-4 (IET Soldier's Handbook).....	3-15	44
Warrior tasks and battle drills (WTBD).....	3-16	44
Weapons Immersion Training (handling and maintenance of individual weapon)....	3-17	45
Chemical, biological, radiological, and nuclear (CBRN) training.....	3-18	45

Contents, continued

	Paragraph	Page
Convoy live fire exercise (CLFX) Requirements.....	3-19	46
AIT field training exercise (FTX).....	3-20	46
Phase validation for BCT.....	3-21	46
Testing procedures for AIT and the AIT portion of OSUT.....	3-22	47
IET Soldier details.....	3-23	48
IET Soldier leaders positions.....	3-24	48
Promotion, Awards, and Competitions.....	3-25	49
Military occupational specialty (MOS) trained/prior service Soldiers.....	3-26	49
Safety.....	3-27	52
Composite risk management.....	3-28	53
Line of duty (LOD) investigations.....	3-29	53
Severe weather notification.....	3-30	53
Medical Support for training.....	3-31	53
Combat lifesaver (CLS) training/certification and utilization.....	3-32	53
Injury Prevention Measures.....	3-33	55
Suicide prevention.....	3-34	55
Field Sanitation Team (FST) training and utilization.....	3-35	57
Personal health and hygiene.....	3-36	58
Hearing Conservation Program.....	3-37	59
Health Care Committee.....	3-38	60
Drill sergeant/cadre uniform.....	3-39	61
Body composition standards in IET.....	3-40	62
Tattoos/brands.....	3-41	62
New Start Program.....	3-42	62
Remedial training.....	3-43	63
IET Soldiers held over for security clearance.....	3-44	64
MOS retraining/reclassification policy.....	3-45	66
Separations.....	3-46	66
Conscientious objectors.....	3-47	67
Retraining and Holding Units (RHUs).....	3-48	67
Inspector General (IG) system briefing.....	3-49	68
Fund-raising in IET.....	3-50	68
Drill sergeant driving limitations.....	3-51	68
EXODUS (winter block leave).....	3-52	69
Hometown Recruiter Assistance Program (HRAP) execution.....	3-53	69

Chapter 4

Physical Training (PT)

Objective of PT.....	4-1	70
Presence of commander and leaders.....	4-2	70
Execution.....	4-3	70
Physical Training Rehabilitation Program (PTRP).....	4-4	74

Contents, continued

	Paragraph	Page
Chapter 5		
Reserve Component (RC) Training		
General.....	5-1	75
Assistance to Army Reserve National Guard/United States Army Reserve		
Soldiers in IET	5-2	75
Graduation requirements not met.....	5-3	75
Split training option (STO).....	5-4	75
STO early releases	5-5	76
STO 2 Army Physical Fitness Test (APFT) procedures.....	5-6	77
STO 2 administrative deficiencies.....	5-7	78
Testing of STO Soldiers in IET	5-8	78
Placement into training	5-9	78

Appendixes

A. References.....	79
B. IET Cadre/Support Personnel Training Requirements.....	84
C. Defense Language Institute English Language Center (DLIELC), English as a second language (ESL) Course.....	88
D. Defense Language Institute Foreign Language Center (DLIFLC).....	92
E. Fast Track.....	93
F. Training Records	93
G. Fitness Training Unit (FTU).....	96
H. Medical Support.....	99
I. MOS Retraining/Reclassification Procedures	108
J. Individual Ready Reserve (IRR) Mobilization (MOB) Training Strategy	110
K. Reception Battalion (RECBN) Responsibilities	111
L. Inter-Service Training Review Organization (ITRO) (AIT).....	114

Table List

2-1: IET Phases and training goals	20
2-2: IET Phases and privileges	20
2-3: Reinforcement training table.....	36
3-1: CLS Bag Contents.....	54
3-2: Modified FST equipment set.....	57
3-3: MOS security clearance requirements.....	65
3-4: Army Training and Resource System Codes for IET Soldiers Action.....	68
B-1: Cadre Training Matrix	86
K-1: (1-1-1) Assessment Chart.....	113

Figure List

3-1: Sample: Suicidal Behavior Memorandum.....	57
F-1: Sample: Individual Training Record.....	95
H-1: Sample: IET Physical Profile	102

Contents, continued

	Page
J-1: IRR MOB training strategy.....	111
Glossary	124

TRADOC Reg 350-6

Chapter 1 Introduction

1-1. Purpose. This regulation prescribes U.S. Army TRADOC guidance, policies, procedures, and responsibilities for managing and conducting enlisted initial entry training (IET). Enlisted IET consists of basic combat training (BCT), one station unit training (OSUT), advanced individual training (AIT), and any other formal Army training received prior to the awarding of an initial military occupational specialty (MOS) (for example, English as a second language (ESL) Course). This regulation also supports the design, development, and execution of all IET program of instruction (POI), as well as, AIT for MOS training and prior service enlisted Soldiers, and noncommissioned officers (NCOs). This regulation also identifies prohibited practices, which are punitive in nature and may subject the offender to disciplinary action.

1-2. References. Referenced and related publications and referenced forms are listed in Appendix A.

1-3. Explanation of abbreviations and terms. Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities.

a. Commanding General, U.S. Army Accessions Command (USAAC)/Deputy Commanding General-Initial Military Training (DCG-IMT), in conjunction with HQ, TRADOC, DCSOPS&T, (ATTG-I) will-

- (1) Establish policy for conduct of IET.
- (2) Manage the IET program.
- (3) Assess IET programs.
- (4) Conduct conferences, video teleconferences (VTC), assistance visits, and inspections, as required, in the execution of IET management and evaluation responsibilities.
- (5) Conduct and host an annual Commandants conference.
- (6) Conduct and host two IET Brigade Commander/Command Sergeant Major (CSM) conferences each year.
- (7) Assess implementation of IET policy and TRADOC regulations at IET sites.
- (8) Approve the BCT POI and course materials submitted by the proponent.
- (9) Approve the Drill Sergeant School (DSS) POI and course material submitted by the DSS proponent.

(10) Approve the TRADOC IET Brigade/Battalion Pre-Command Course (PCC), Company Commander/First Sergeant Course (CCFSC), Cadre Training Course (CTC), Support Cadre Training Course (SCTC), and Installation Staff Contractor Training Course (ISCTC), and additional training as directed by HQ, TRADOC, POI and course material submitted by the proponent.

(11) Review composite risk management and environmental composite risk management integration into training products, and assess the validity of proposed control measures during annual safety evaluations.

(12) Review and approve infrastructure requirements necessary to support training outlined in POIs (for example, ranges; classrooms; training aids, devices, simulators, and simulations (TADSS)).

b. Commandants, TRADOC service schools, will –

(1) Develop and provide training support package (TSP) and training requirements analysis system (TRAS) documentation, POIs, lesson plans, and other instructional material, as required, in accordance with (IAW) [TRADOC Regulation \(TR\) 350-70](#), part VI. Proponents for OSUT will integrate BCT core training into their OSUT POIs.

(2) Establish and maintain a working relationship through visits, conferences, VTCs, and correspondence with Army Training Center (ATC) Commanders, Service School Commandants, and Training Division Commanders conducting training in courses for which they are the designated proponent.

(3) Manage the quality assurance program, IAW TR 350-70, part III, to evaluate the training program effectiveness for which they are proponents. Evaluation will include a thorough assessment of feedback from the field, as well as an assessment of teaching methods being used at course sites.

(4) Manage an effective mission oriented safety program that integrates composite risk management into all activities and training, in order to protect personnel, facilities, equipment, and materiel under their charge, as well as, the public and natural environment from hazards and accidents.

(5) Identify and validate POI infrastructure requirements and submit to HQ TRADOC, DCSOPS&T, Training Operations Management Activity (TOMA, ATTG-M) for approval.

(6) Establish a Wellness Program for cadre in the IET environment. A Drill Sergeant Wellness program will be established IAW [TR 350-16](#). This may also be used as a guide to establish cadre wellness programs.

(7) Conduct other IET programs as directed by CG, TRADOC.

TRADOC Reg 350-6

c. The senior IET commander at each TRADOC subordinate command and non-TRADOC organization will-

(1) Ensure designated courses are taught IAW approved lesson plans and training materials developed by the proponent. This includes application of IET training strategy and methods outlined in TR 350-70, [chapter III-2](#), and this regulation.

(2) Assist service schools and other course proponents in the design and development of courses taught in the ATC, IAW TR 350-70, [part VI](#).

(3) Provide feedback and make recommendations to change training content, such as methods of instruction and sequencing.

(4) Continually evaluate training effectiveness and enforce training standards.

(5) Ensure cadre and support personnel attend the appropriate training courses IAW paragraph 3-2 and Table B-1 of this regulation.

(6) Maintain a list, by position, of who must attend SCTC and ISCTC and submit to proponent at Fort Jackson (ATZJ-VU).

(7) Establish responsibility, at the appropriate level of command, for conducting preliminary inquiries, making credibility determinations, and documenting and maintaining records of Serious Incident Reports (SIR) and Operations Reports (OPREPS).

(8) Submit SIRs IAW Army Regulation (AR) [190-40](#) and OPREPS IAW [TR 1-8](#) to HQ TRADOC (ATAL-O). Reporting procedures outlined in TR 1-8 do not replace the reporting procedures as outlined in AR 190-40. Parallel reports are often required due to separate reporting channels.

d. Commander, BCT Center of Excellence, Fort Jackson is the proponent for BCT.

(1) Develop a stand-alone, non-OSUT BCT POI IAW TR 350-70 and submit to TRADOC for approval. Identify BCT core training that is integrated into OSUT POIs. The BCT core training is documented in a separate Appendix in the OSUT POI.

(2) Conduct and host an annual BCT conference.

(3) Revise [TRADOC Pam 600-4](#), IET Soldier's Handbook, as necessary, in coordination with (ICW) other TRADOC schools/proponents and provide a copy to the Army Training Support Center (ATSC) for publication and distribution annually.

e. Commandant, U.S. Army Infantry School is the proponent for warrior tasks and battle drills (WTBD), and is responsible for the following in regard to BCT, OSUT, and AIT-

(1) Design the education and training for those warrior tasks selected for training in BCT.

(2) Evaluate new equipment for use in BCT in conjunction with the appropriate proponents.

f. Commander, Defense Language Institute English Language Center (DLIELC), ESL Course, will adhere to TRADOC policies in Appendix C when training pre-BCT/OSUT Soldiers. Commander, Defense Language Institute Foreign Language Center (DLIFLC) will adhere to the policies outlined in Appendix D.

1-5. Mission and Transformation. The mission of enlisted IET is to transform volunteers into Soldiers who have demonstrated the requisite character and values, possess a warrior spirit, are competent and confident in their warfighting and technical skills, and who can successfully contribute to their first unit of assignment.

a. Desired End State of Transformation, Soldier will-

(1) Understand, accept, and live by the Army values and Warrior Ethos.

(2) Possess self-discipline, be adaptable, and flexible.

(3) Be capable of identifying and solving problems appropriate to their position and responsibility.

(4) Willingly subordinate self to the mission and fellow Soldiers.

(5) Be able to operate effectively under stress.

(6) Be proud of and committed to their profession.

(7) Be physically fit.

(8) Be proficient in WTBDs and MOS-related technical skills.

(9) Comply with Army traditions, customs/courtesies, and fundamental Soldier skills and responsibilities.

b. Definition of Transformation. The deliberate physical and psychological development/progression of a person with an uncertain set of values and level of commitment, discipline, and knowledge of the Army into a contributing member of this profession who demonstrates an appropriate level of commitment, discipline, task proficiency, and adherence to the Army values.

c. Principle of Transformation. Transformation is the continual process with expected levels of progression at major (specific) phase points. The desired changes in a person

TRADOC Reg 350-6

undergoing acculturation in the Army, referred to as transformation, are the result of a consistent application of the following critical concepts.

(1) Immersion in an environment of Army values and conduct. The desired environment is an embodiment of all that the Army stands for, including values, personal conduct, self-discipline, motivation, and task performance. Application of this critical concept ensures Soldiers learn by the example of everyone with whom they have contact and every activity which they participate in or observe. Consistently and broadly applied, this environment will demonstrate the practical application of the Army values and serve to establish the Army's standards for conduct, discipline, and relationships. The leaders and trainers Soldiers observe during their IET experience provide the only real example of conduct and performance a Soldier will have. In order to influence desired change, the example must always be consistent with our highest standards. Where the desired environment is in contrast to a Soldier's background or experience, it provides the basis for change, exemplifying in meaningful ways what is required to be a successful Soldier. When a Soldier's environment or behavior differs from the desired actions, an opportunity is provided for leaders to discuss or demonstrate the Army's expectations and standards. In short, it is the "soaking" in an environment that embodies Army values and standards that provides the primary basis and cause of change in human behavior. Applied over time, it provides the opportunity for Soldiers to observe how those values are put into practice, and how Army standards are applied in performance and discipline. It provides leaders the opportunity to relate attitude and behavior to individual and collective performance in real terms. Everyone a Soldier sees and senses, and everything they do establishes the environment. In order to be effective, all leaders and trainers must comply with the Army's highest standards.

(2) Standards. To establish order, standards and expectations must be clearly communicated, achievable and consistently and equitably enforced. The Army strives to establish clear standards for performance and conduct, communicate them clearly across the force and apply them equitably and consistently. Nowhere is that more important than during the acculturation of new Soldiers. It is imperative to communicate the standards clearly, because the standards and expectations may be significantly different than those of individual Soldiers. The desired standards at end state, may not be achievable early in the transformation process, particularly in areas of fitness and task proficiency, the standards may be adjusted in time, in order to provide goals that are achievable. The consistent, equitable enforcement of standards is essential to the desired end state. Anything less will demonstrate the standards don't have real meaning or consequence.

(3) Drill Sergeants/Leaders. Creation of a positive, motivational Drill Sergeant/Leader to Soldier relationship is the most influential aspect individual in the Soldier's transformation experience. The Drill Sergeant/Leader must demonstrate the beliefs, values, and performance measures consistent with the command climate and Army culture. The Drill Sergeant/Leader's approach and attitude should be characterized by "*Follow me and join me; I am a proud example of our Army, and I will do everything I can to assist you in meeting your goal(s) and meeting or exceeding our standards.*" The Drill Sergeant/Leader accepts the Soldier despite of his/her shortcomings, understands the difficulties and opportunities each Soldier presented, recognizes the commitment and trust the Soldier has placed in the Army, and appreciates the potential every Soldier brings to the Army. The Drill Sergeant/Leader identifies and accentuates the positive

traits of the Soldiers, and strengthens their weakness in order to assist them in overcoming all challenges. In addition, the leader understands their performance as a role model never ceases. All actions by the leader will either help or hinder a Soldier's progress through the transformation. The leader must be respectable, credible, and consistent. The leader must understand the key personal characteristics of each Soldier will affect the transformation process and serve to alter their individual reaction to stress and training. These key personal characteristics are relevant personal experience, self-confidence, and level of commitment. Soldiers with past experiences similar to components of IET may experience less stress and find it easier to cope with the rigors of training. Soldiers with low self-confidence and poor self-image may have more difficulty accepting the lessons, either formal or informal, given by leaders. In addition, Soldiers' level of commitment may affect how they react to uncertainty and their ability to meet standards. The leader must understand and accommodate those individual characteristics in order to better prepare each Soldier for duty and combat. Most importantly, the Drill Sergeant/Leader must make every Soldier understand they are responsible for meeting all established standards in order to serve in the Army successfully, and the Drill Sergeant/Leader is there to assist them.

(4) Team Approach. Each Soldier is made to feel as a valued member of a team. In the end, the Army is a large team comprised of many smaller ones, all sharing common goals, standards, and culture. Each Soldier must be a meaningful part of the team in which they are placed. In order to build the team upon which the Army depends, each Soldier must be made to feel a part of it and that their particular contributions are valuable to the greater effort.

(5) Adherence to standards through self-discipline rather than solely enforced discipline. The desired end state in every Soldier is that they know the Army standard and comply out of simple personal choice and pride rather than threat of the consequences or whether someone is watching. Simply put, the desired state, self-discipline, is doing what is right whether someone else will know or not. The discipline demonstrated by every Soldier during the transformation process in IET should progress to the point where they will demonstrate the adherence to the Army's standards through their own choice and will. The IET process is designed to clearly demonstrate the Army's standards and observe and enforce adherence on the part of every Soldier. As Soldiers demonstrate the understanding and acceptance of the standards, the overt observation and enforcement should be gradually relaxed in order to provide the opportunity for Soldiers to demonstrate adherence through their own will. It provides the necessary opportunity, while Soldiers are still in a relatively controlled environment, to identify and correct Soldiers who do not demonstrate the strength of will or character to live by the Army's standards. The opportunities and means to allow Soldiers to demonstrate self-discipline are as varied as the individual circumstance. It is essential that every Soldier demonstrate self-adherence to the Army's standards before departing the IET environment.

(6) Gradual restoration of normal privileges. In order to create an environment where Army standards of discipline and conduct can be clearly demonstrated and enforced, numerous privileges associated with normal Army life are withdrawn upon entry in IET. This does not have an end in itself, nor is it simply a rite of passage, but rather is part of an intricate process designed to teach discipline and subordinate of self to a greater purpose. In order for the process to be complete and assure the orderly transition from IET to a standard Army unit, it is

TRADOC Reg 350-6

appropriate to gradually restore full privileges, consistent with individual Soldier ability to demonstrate adherence to standards. The goal is to complete the original purpose of privilege revocation, that each Soldier demonstrates the ability and willingness to adhere to the Army's standards by gradually restoring the privileges in a relatively controlled environment where self-motivated adherence to the standards can be rewarded and failure to adhere can be corrected. This takes advantage of the control inherently possible within the IET environment and ensures confidence that Soldiers leaving the controlled environment can and will act within the Army's standards.

(7) Continual assessment and modification of tasks, activities, and conditions to accommodate progression and ability. Soldiers enter IET with different abilities and characteristics and progress through the transformation experience at different rates, therefore, an assessment based strategy similar to that employed for physical development is appropriate for all facets of the Soldier's development. An assessment based strategy involves two steps; first, develop and conduct assessments; second, modify the plan (tasks, activities, and conditions) to align with a Soldier's progress as appropriate. While effectively employing this type of strategy for those components that can be easily assessed by objective measures, such as the Army Physical Fitness Test (APFT) or weapons qualification, assessment of more difficult to measure components of the transformation should also be conducted. Self-discipline and privileges highlights this type of assessment based strategy for difficult to measure components. Using this approach to Soldier transformation enhances the ability of leaders at every level to ensure Soldiers achieve the required psychological and physical standards. It also enhances our ability to appropriately challenge every Soldier during their IET experience.

(8) Strive to reach the performance level of individual capability and potential. Every Soldier enters the Army with an individual and different set of goals, expectations, and level of commitment. They also have different levels of capabilities and potential. The minimum standard for performance, in conduct and discipline, as well as proficiency is well established, but it is just that, a minimum standard. The goal should be to challenge each Soldier to reach their individual level of capability. In easily quantifiable tasks, such as physical fitness and rifle marksmanship, this is relatively easy to measure and to motivate toward, but it applies equally to more difficult to measure areas, such as motivation and conduct. Leader actions and the overall training environment should contribute to the expectation of every Soldier performing to their full potential and creating a level of stress on Soldiers who are not fully performing.

(9) Stress in training should result from task accomplishment and meeting standards, not from leaders. Stress experienced by Soldiers in IET is natural, and to an extent, is desired. Stress is not desired for its own sake or because we simply want stress. The standards of performance and conduct should be high enough that every Soldier must exert effort to meet it. Any stress involved in that exertion must be from meeting the standard, not from a stressful environment.

(10) Primary behavioral learning method in IET is through observation requiring consistent leadership by example. The IET environment fosters learning through observation, making it critical for leaders and trainers embrace the "do as I do" mentality. Soldiers will observe those with experience during day to day activities and through specific training tasks.

Leaders must understand and acknowledge that Soldiers are observing their actions constantly. The proper example signifies there is only one standard; it also reinforces that all Soldiers, leaders included, are expected to maintain these standards. Anything less than the proper conduct and performance will force new Soldiers to question the importance of the Army values.

(11) The desired IET environment and leadership techniques employed should be consistent with those desired in other Army organizations. In all organizations across the Army, leaders are expected to accomplish assigned missions while taking care of their Soldiers, leading by example and constantly and consistently developing their subordinates. The IET environment is the same, leadership styles should mirror those executed in past assignments. Utilizing Armywide concepts in IET, leaders will ensure Soldiers learn to properly acknowledge all leaders in the appropriate manner. Incorrectly implemented, the IET environment can create the view that training cadre are treated differently than other leaders of equal grade and authority. This will only confuse Soldiers at the initial stages of their career.

(12) Teaching and educating Soldiers is valued equally with training them. Soldiers inherently desire to understand why things are done in certain ways in the Army and their IET experience should provide that basis of understanding. The Army desires Soldiers who are flexible, adaptive, and thinking; this can be achieved by ensuring that tasks are understood, and more importantly, leaders teach why activities and tasks are executed in a specific manner. Soldiers learn through education and action, rather than strict obedience to orders. While the discipline gained by quickly reacting to orders is important, it can be overstated when viewing how well tasks are learned and understood. Teaching and educating new Soldiers about the “why” of how we do things; the fundamental basis and underlying reasons behind unique Army methods and techniques is necessary to fully equip them for service. This education conveys caring and interest in their full preparedness and well-being. Education creates a better understanding of operations, equipment, traditions, and daily activities and will develop stronger commitment to the Army and the IET leadership and will improve the Soldiers transition into the first duty assignment. Leaders demonstrating commitment to each new Soldiers at the individual level, is a key component of fostering commitment to the Army and the team it represents.

d. The concepts above all combine to foster an environment conducive to creating lasting change, while facilitating training, education, and character development. This environment accommodates Soldiers from a wide range of backgrounds, skills, motivation, and commitment, because it is focused on the individual rather than on execution of a rote process. The IET process provides the context for focus on individual Soldiers in a large group setting, while providing opportunity for teaching, education, and training.

e. The ultimate goal is to have a seamless transition when a Soldier reports to the first unit of assignment. Success in this endeavor is accomplished when an encouraging, learning environment is created, bolstered by clearly stated high standards, and executed by well organized and efficiently leaders who exemplify the best in the Army.

1-6. IET graduation requirements. Every IET Soldier is required to meet the qualification requirements specified in the course student evaluation plan (SEP) and other appropriate course documentation. These requirements include, but are not limited to-

TRADOC Reg 350-6

(1) BCT and Phases I-III of OSUT:

(a) Complete the APFT with a minimum of 50 points in each event (waiverable only if Soldier passed diagnostic APFT).

(b) Participate in the prescribed weapons immersion program (safe handling and maintenance) and qualify with individual weapon.

(c) Pass all end of cycle requirements (Phases I-III).

(d) Complete obstacle and confidence courses as prescribed in the appropriate TSP and [Field Manual \(FM\) 21-20](#), Army Physical Fitness Training.

(e) Complete bayonet and pugil training as prescribed in the appropriate TSP.

(f) Complete combative (react to man-to-man contact) training as prescribed in the appropriate TSP.

(g) Throw two live hand grenades.

(h) Complete the protective mask confidence exercise IAW the appropriate TSP.

(i) Complete road marches as prescribed in the appropriate TSP.

(j) Complete tactical field training and field training exercises (FTXs) required by this regulation and appropriate TSP.

(k) Complete WTBDs as prescribed in the appropriate TSP.

(l) Complete a convoy live fire exercise (CLFX).

(m) Conduct urban operations.

(n) Complete combat lifesaver certification.

(2) AIT and Phases IV-V of OSUT:

(a) Pass the APFT with a minimum of 60 points in each event, (waiverable only if Soldier passed diagnostic APFT).

(b) Pass end of cycle requirements.

(c) Demonstrate proficiency of MOS specific critical tasks as identified by the proponent school, and as prescribed in the appropriate TSP.

- (d) Complete foot and tactical road marches IAW this regulation and the appropriate TSP.
 - (e) Complete tactical field training outlined in this regulation and the appropriate TSP.
 - (f) Ordnance, Transportation, Military Intelligence, Signal, and Quartermaster MOSs complete CLFX. All other MOSs will conduct convoy training IAW this regulation and the appropriate TSP.
 - (g) AIT courses will conduct advanced rifle marksmanship (ARM). Courses longer than 23 weeks will conduct weapons qualification and training as prescribed in the appropriate TSP. Use of 300 meter range is the standard for qualification. If a 300 meter range is not available, AITs may use a 25 meter range.
 - (h) Conduct urban operations training as prescribed in the appropriate TSP.
 - (i) Conduct combative (react to man-to-man contact) training as prescribed in the appropriate TSP.
 - (j) Complete the WTBD directed by proponent.
 - (k) Participate in the prescribed weapons immersion (safe handling and maintenance of individual weapon) program.
 - (l) Prepared to contribute to the successful mission accomplishment of the first unit of assignment and operate effectively in a contemporary operating environment.
-

Chapter 2

Conduct of IET

2-1. Phased training. IET is conducted in a 5 phase Soldierization program. Phases and associated goals provide intermediate objectives to give common direction and serve as milestones during IET. The training cadre informs IET Soldiers of the goals and standards for each phase of training. Movement from each phase forward is viewed as a "gate" for each Soldier. The training cadre evaluates each Soldier's performance by the standards for each phase before advancing them to the next phase.

a. The five phases of IET are "Red," "White," and "Blue" which are associated with BCT and the BCT portion of OSUT, and "Black" and "Gold," which are associated with AIT and the AIT portion of OSUT. The senior IET commander can adjust the established phase length to ensure Soldiers are trained to the course standards. The five training phases and associated goals and privileges are shown in tables 2-1 and 2-2.

TRADOC Reg 350-6

**Table 2-1
IET phases and training goals**

PHASE		I	II	III	IV	V	V+
		Basic Combat Training (BCT)			Advanced Individual Training (AIT)		
		One Station Unit Training (OSUT)					
GOALS	WEEKS	1 THRU 3	4 THRU 6	7 THRU 9	10 THRU 13	14 THRU 20	21 THRU COMPLETION
PASS PHASE TRAINING		X	X	X	X	X	
CONFORM TO STANDARDS		X	X	X	X	X	X
OPERATE AS A TEAM MEMBER		X	X	X	X	X	X
MASTER BASIC SKILLS		X	X	X	X	X	X
DEVELOP PHYSICAL FITNESS		X	X	X	X	X	X
DEMONSTRATE SELF DISCIPLINE			X	X	X	X	X
DEMONSTRATE THE CAPABILITY TO COPE WITH STRESS		X	X	X	X	X	X
IMMERSE IN ARMY VALUES		X	X	X			
DEMONSTRATE ARMY VALUES				X	X	X	X
QUALIFY WITH RIFLE			X				X
PASS APFT				X ¹	X	X	X
CONDUCT CLFX				X	X	X	X
CONDUCT URBAN OPERATIONS				X	X	X	X
CONDUCT COMBATIVES		X	X	X	X	X	X
CONDUCT WTBD		X	X	X	X	X	X
COMPLETE POI REQUIREMENTS				X	X	X	X

¹ BCT requirement for APFT is 50 points per event.

**Table 2-2
IET Phases and privileges¹**

PHASE		I	II	III	IV	V	V+
		Basic Combat Training (BCT)			Advanced Individual Training (AIT)		
		One Station Unit Training (OSUT)					
PRIVILEGES ¹	LEVEL OF SUPERVISION	TOTAL CONTROL	REDUCED CONTROL	REDUCED CONTROL	REDUCED CONTROL	REDUCED CONTROL	SIMILAR TO PERMANENT PARTY
TOTAL CONTROL		X					
RESTRICTED TO COMPANY AREA		X					
ESCORTED TO BY DRILL SERGEANT		X					
BRIGADE AREA PASSES			X ²	X ²	X ²	X ²	X
ON-POST PASS				X ²	X ²	X ²	X
OFF-POST PASS				X ²	X ²	X ²	X
OVERNIGHT PASS					X ²	X ²	X
WEAR CIVILIAN CLOTHES					X	X	X
CELL PHONES, PAGERS, ELECTRONIC DEVICES					X	X	X
DRIVE OR RIDE IN PRIVATELY OWNED VEHICLE (POV)/RENTAL VEHICLE				Paragraph 2-2b(5)(c)	X	X	X
ALCOHOL OR TOBACCO USE FOR SOLDIERS OF LEGAL AGE					X ³	X ³	X ³

¹ Privileges are earned, and are granted, reduced or modified at the commander's discretion based on Soldier performance and discipline.
² During passes for phases II-V, all IET Soldiers will utilize the battle buddy system except when accompanied by family members.
³ Not in the presence of IET Soldiers

(1) Phase I (Red). This phase encompasses weeks 1-3 of IET and consists of an environment of total control, where active, involved, positive leaders begin transforming volunteers into Soldiers through the Soldierization process. Training is focused on immersion in the Army's core values, traditions, Warrior Ethos, and ethics; the development of individual basic combat skills, teamwork, and physical training (PT). Specific goals for Soldiers in Phase I include, but are not limited to-

- (a) Pass all Phase I training.
- (b) Pay strict attention to detail.
- (c) Conform to established standards.
- (d) Begin to work effectively as a team member.
- (e) Master basic skills.
- (f) Maintain individual and platoon areas.
- (g) Develop physical fitness consistent with time in training.
- (h) Demonstrate the capability to operate effectively in a stressful environment.

(2) Phase II (White). This phase encompasses weeks 4-6 of IET and is centered on the development of basic combat skills, with special emphasis on weapon proficiency and PT. At this phase, Soldiers are provided limited responsibilities and privileges commensurate with demonstrated performance. Soldiers continue to receive instruction on Army Values, Warrior Ethos, ethics, history, and traditions. Specific goals for IET Soldiers in Phase II include, but are not limited to-

- (a) Pass all Phase II training.
- (b) Conform to established standards.
- (c) Display self-discipline.
- (d) Qualify with the M16A2 rifle or assigned weapon.
- (e) Develop physical fitness consistent with time in training.
- (f) Continue to develop capability to work as a team member.

(3) Phase III (Blue). This is the last phase of BCT and encompasses weeks 7-9 of IET. This phase concentrates on individual tactical training, increased Soldier responsibilities, opportunities to prove increased self-discipline, and demonstration of teamwork. This phase culminates with the application of all the skills learned in BCT during a minimum 120 hour

TRADOC Reg 350-6

FTX. An appropriate "rite of passage" ceremony commemorates successful demonstration of all BCT skills marking the transformation from volunteer to Soldier upon the completion of BCT or the BCT portion of OSUT. Soldiers satisfying all requirements to complete BCT are awarded the black beret. Specific goals for Soldiers in Phase III include, but are not limited to-

- (a) Conform to Army standards.
- (b) Complete the APFT to BCT standard (50 points each event).
- (c) Complete all BCT POI requirements.
- (d) Demonstrate the ability to think, look, and act like a Soldier without detailed supervision.
- (e) Demonstrate knowledge of the Army's Values, Warrior Ethos, history, heritage, and traditions.
- (f) Demonstrate the capability to operate effectively as a team member.
- (g) Demonstrate proficiency of the WTBD.

(4) Phases IV, V and V+ of IET occur in AIT and the AIT portion of OSUT. Increased emphasis on personal responsibility and accountability characterize these phases. Privileges in AIT are granted IAW paragraph 2-2b(6) of this regulation. IET Soldiers receive reinforcement training on Army Values and teamwork, and an introduction to the history, heritage, and traditions of their specialty branch. This emphasis and the focus on MOS skills further develop Soldier skills and prepare the Soldier for first unit of assignment.

(a) Phase IV (Black). This phase begins on the first training day of the first week of AIT or weeks 10-13 of OSUT. Reduced supervision by drill sergeants, reinforcement training on common skills, values, and traditions taught in BCT, and increased emphasis on MOS tasks characterizes this phase. Upon arrival at the AIT unit, IET Soldiers starting AIT will receive initial counseling. This session is used to establish goals consistent with the Soldier's MOS training requirements, as prescribed in the appropriate POI and this regulation. Counseling will continue throughout AIT keeping the Soldier informed of their progress.

(b) Phase V (Gold). This phase begins the fourth week of AIT or weeks 14-20 of OSUT. Reinforcement training on common skills, training, and evaluation of MOS skills, a leadership environment that simulates the environment in an operational unit, and a culminating tactical FTX that integrates WTBD and MOS tasks characterize this phase. This exercise is designed to reinforce the basic combat skills learned in BCT, applicable to the Soldier in the execution of MOS related duties in a tactical field environment.

(c) Phase V+. This phase begins week 21 through the completion of AIT and week 21 through completion of OSUT. Phase V+ Soldiers are billeted separately from other IET Soldiers, and at the commanders' discretion may be granted privileges approximate to those held

by permanent party Soldiers. At TRADOC subordinate commands, where separation from other IET Soldiers is not possible, use of alcohol and tobacco is restricted, IAW paragraph 2-11 of this regulation. Graduates of IET that attend follow-on training prior to arriving at the gaining unit are billeted separately from other IET Soldiers, if possible.

(d) IET commanders may implement Fast Track programs as described in Appendix E. Commanders may use the Fast Track programs to recognize Soldiers who exceed course standards and provide opportunities to them for additional MOS training and early promotion. Commanders must have approval of their Fast Track programs from DCSOPS&T TOMA (ATTG-M) before implementation.

(5) Graduation from OSUT/AIT signifies successful completion of the first five phases of the Soldierization program. Units conducting AIT will conduct an appropriate branch pinning ceremony in conjunction with awarding the MOS.

b. The following formal counseling requirements must be met for all IET Soldiers-

(1) Individual counseling should be conducted within 72 hours of arrival at the training unit and continued throughout training to keep the Soldier informed of their progress.

(2) Counseling at the conclusion of each training phase.

(3) Counseling on the provisions for additional training, when they are not able to meet established standards and requirements (for example, new start, rehabilitative transfer, remedial training).

(4) All performance and professional counseling is documented on DA Form 4856 (Developmental Counseling Form).

c. Schools may use phase banners to distinguish a platoon's phase of training and recognize the passage of a platoon from one phase to another. Guidons are not authorized at the IET platoon level IAW AR 840-10, chapter 6.

(1) Local programs are established to govern the awarding, carrying, and displaying of platoon banners.

(2) Banners are attached to a standard 7 foot flagstaff (marker and marker pennant's flagstaff). The flagstaff head (finial) is an acorn, to distinguish it from the company guidon.

(3) Banners are made of nylon bunting.

(4) Banners are solid colors representing the phase as defined in paragraph 2-1a.

(5) Banners are swallow tailed in shape. The finished dimensions are 18 inches high by 30 inches wide, with the "V" 5 inches deep. The hem on the 18 inch straight side will provide a pocket designed to fit a flagstaff. The other hems are 1 inch deep.

TRADOC Reg 350-6

(6) In AIT, where IET platoons include Phase IV and Phase V Soldiers in the same platoon, the senior IET commander (Lieutenant Colonel or higher) is authorized to exempt those platoons from using phase banners.

(7) The use of platoon and company achievement streamers with the banners to recognize achievement in various training events and activities is authorized. Competition for achievement streamers is to be measured against an established standard, not competition against other platoons.

2-2. Amount and type of control/phase privileges.

a. During IET, the cadre leadership should evolve from asserting total control over Soldiers to the point where it duplicates the leadership environment in operational units. This gradual change supports the Soldierization program, and allows the drill sergeant to gauge each Soldiers self-discipline and maintain or relinquish control accordingly.

b. Privileges/limitations for IET Soldiers.

(1) Privileges granted in IET will support the phased training program, which establishes intermediate goals to facilitate the transformation from volunteer to Soldier. Specific privileges are associated with each phase of training as incentives, and Soldiers are eligible for these privileges as they progress in training. However, the decision to award privileges is based on an individual's performance and the privileges authorized for that specific phase of training. Brigade commanders and school commandants are the approval authority for granting or withholding privileges. Soldiers are granted additional freedom as they demonstrate self-discipline and the ability to accept responsibility. These are privileges, not rights, and as such, are withheld, modified, or withdrawn based upon performance, mission, and program requirements.

(2) Wearing of civilian clothes is strictly limited during BCT. Local standard operating procedures (SOP) will govern attire for BCT Soldiers departing on emergency leave prior to deferred issue. When time and facilities permit, the Soldier is issued a Class "A" uniform before departing on emergency leave.

(3) The use of telephones during IET, to include cellular and other wireless communication devices, is a privilege. IET brigade commanders will establish local policy for their use by IET Soldiers. Soldiers will not carry electronic devices to formation, training, or class unless authorized by the commander. IET Soldiers arriving to the Reception Battalion (RECBN), BCT, OSUT, AIT, or new duty assignment are given the opportunity to call home within 48 hours of arrival.

(4) BCT Soldiers are prohibited from driving or riding in privately owned vehicles (POVs) and rental vehicles except as defined in paragraph (5)(c).

(5) The following privileges establish guidelines for brigade commanders.

(a) Phase I (weeks 1 through 3). No passes are permitted and IET Soldiers are restricted to the company area. IET Soldiers are allowed outside the company area only when in formation and escorted by Drill Sergeants. A drill sergeant will escort IET Soldiers in this phase to the Post Exchange (PX). Soldiers are prohibited from driving or riding in POVs and rental vehicles, consuming alcoholic beverages, and using tobacco products. All IET Soldiers must maintain the battle buddy system IAW paragraph 2-8. Continuous cadre supervision is enforced during Phase I of IET.

(b) Phase II (weeks 4 through 6). In addition to the privileges authorized in Phase I, passes within the brigade area are authorized. This pass may be extended, at the discretion of the commander, for the use of facilities outside the brigade area. This modification is used as a reward for excellent achievement for the use of theaters, swimming pools, and other facilities offered on the installation. Soldiers are prohibited from driving or riding in POVs and rental vehicles, consuming alcoholic beverages, and using tobacco products. All IET Soldiers must maintain the battle buddy system IAW paragraph 2-8.

(c) Phase III (weeks 7 through 9). In addition to the privileges authorized in Phase II, on post passes are authorized. At the discretion of the commander, IET Soldiers may ride with family members in POVs and rental vehicles during BCT graduation day and OSUT family day. Soldiers can use the battle buddy system in lieu of a family member to sign out for a day pass (does not include overnight pass). Family members are authorized to transport BCT graduates to assigned AIT sites at the commander's discretion. IET Soldiers are prohibited from driving POVs and rental vehicles, consuming alcoholic beverages, and using tobacco products. All IET Soldiers must maintain the battle buddy system IAW paragraph 2-8. Soldiers may receive an off post day pass privilege during graduation day or family day and do not have to use the buddy system when accompanied by an adult family member.

- One day of travel time is allowed for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, one day's travel time is allowed. (Joint Federal Travel Regulation, U3003 Authorized Modes and U3005 Travel Time). Soldiers are not authorized to drive or consume alcohol when being transported.

- Soldiers are to report to AIT on the scheduled report date. Soldiers who are authorized to travel to the AIT location with family members must arrive at the AIT location no later than 1800 on the Sunday prior to the scheduled AIT report date.

(6) Phase IV (weeks 1-4 of AIT or 10 through 13 of OSUT). Soldiers should be reintroduced to those privileges withheld during phases I-III in a manner that provides Soldiers the opportunity to demonstrate their ability to handle privileges in a professional manner. Commanders may determine the timeline to reintroduce such privileges.

(7) Upon the completion of Phase IV. Soldiers are granted privileges up to and including permanent party privileges. Privileges may be withheld or withdrawn based on the Soldier's conduct and performance.

TRADOC Reg 350-6

(a) AIT Soldiers who pass the initial APFT test with only 50 points in each event will not be authorized to consume alcoholic beverages and tobacco products.

(b) Alcoholic beverages and tobacco products may only be used if the Soldier is of legal age. Alcoholic beverages will not be used within 8 hours prior to reporting for duty. Soldiers granted these privileges will not consume alcoholic beverages or use tobacco products in the presence of those Soldiers who have not been granted these privileges.

(c) AIT Soldiers must remain within a 50 mile radius of the post, and all passes must end no later than (NLT) 2100 hours. AIT Soldiers will wear the proper military uniform while on pass unless the commander allows civilian clothes. A safety briefing will be given to all Soldiers who earn this privilege, prior to departing on pass.

(d) AIT Soldiers are included in random drug testing. Soldiers who test positive for drug usage are handled IAW AR 600-85, paragraph 3-7.

(e) Graduates of DLIFLC (see app D) and non-MOS producing phases of training, arriving at AIT (or subsequent phases of AIT), at the discretion of the commander, will retain their previously earned privileges after an initial 72 hour period of reception, integration, orientation, and initial counseling activities.

(f) Soldiers in MOS training that fail to obtain an MOS, may retain their previously earned phase privileges after receiving a positive evaluation by the gaining AIT unit. Until the evaluation is complete, the Soldier will start with Phase IV privileges.

(g) Soldiers who have completed AIT and been awarded an MOS shall be considered permanent party Soldiers for purposes of privileges once they attend additional skill identifier or their first unit of assignment.

(8) Normally, IET Soldiers are not granted leave between BCT and AIT, unless they meet one of the following requirements-

(a) Soldiers are attending an AIT course of 24 weeks or longer. These courses have a one week delay built into the Army Training Requirements and Resources System (ATRRS) training schedule between the BCT graduation date and the AIT report date. Soldiers may elect to take up to one week of leave, or report directly to AIT upon graduation from BCT. When the latter is chosen, the losing BCT site will coordinate with the gaining AIT site for early arrival.

(b) Soldiers graduate from BCT in December, with an AIT start in January.

(c) Soldiers taking winter block leave during BCT are not authorized to take any additional leave between BCT graduation and the start of AIT (this includes AIT courses that are 24 weeks or longer).

(d) Battalion commanders may grant exceptions on a case by case basis. The unit approving the leave will advise TRADOC DCSOPS&T TOMA.

(9) Unit commanders may determine privileges for Soldiers attending Pre-BCT (for example, ESL course) or assigned to a Physical Training Rehabilitation Program (PTRP) medical hold company. Such privileges will not exceed those of Soldiers in phase IV.

2-3. Prohibited Practices. The following practices are prohibited-

a. Hazing.

(1) Hazing is defined as any conduct that causes another to suffer, or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered as hazing. Hazing need not involve physical contact, it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. Hazing is explicitly forbidden IAW AR 600-20, chapter 4 and applies to military members and civilian personnel. Hazing is an offense punishable under the UCMJ.

(2) This definition includes and is not limited to playing abusive tricks, threatening or offering violence or bodily harm to another, striking, branding, tattooing, any forced or coerced consumption of alcohol, drug, or tobacco product or causing the harmful, excessive, or abusive consumption of food, or any other substance.

(3) Hazing does not include command authorized mission or operational activities, the requisite training to prepare for such missions or operations, administrative corrective measures, extra military instruction, command authorized PT, and other similar activities that the commander authorizes. Corrective training is a key component of the investment strategy.

b. Sexual harassment, fraternization, or inappropriate or unprofessional relationships. This conduct is explicitly forbidden IAW AR 600-20 and may violate local regulations. These offenses are punishable under the UCMJ.

(1) Prohibited relationships. Any relationship between permanent party and IET Soldiers not required by the training mission is prohibited IAW AR 600-20, paragraph 4-15. This definition includes and is not limited to dating IET Soldiers, writing personal letters/e-mails, having personal telephone conversations unrelated to the training mission, playing cards, gambling, dancing, entertaining in a personal residences, sharing accommodations in a hotel/motel, transporting in a POV, or any other conduct of a personal or sexual nature.

(2) This does not preclude the normal exchange of military courtesies, the standard courtesies extended at command sponsored functions, participating in religious activities, or activities specifically approved by the commander, or necessitated by emergency.

c. Degrading Soldiers by use of vulgar, sexually explicit, obscene, profane, humiliating, racially, sexually, or ethnically slanted language.

TRADOC Reg 350-6

d. Physical contact with Soldiers for any reason. Exceptions to this are where the safety of the Soldier is in question (for example, heat exhaustion, physical injury, etc.) or when making corrections directly related to training. Cadre is not required to ask the Soldier's permission when make necessary corrections.

e. Using physical exercises outside of those listed in FM 21-20 and the IET standardized physical training (SPT) guide as corrective action for minor infractions.

(1) Only drill sergeants, uniformed military instructors, and the Soldier's immediate chain of command are authorized to employ physical exercise for corrective action.

(2) IET Soldiers, prior service Soldiers, and trainees from other Department of Defense (DOD) Services who are occupying leadership positions, are prohibited from administering physical exercise as corrective training.

(3) The use of physical exercises in this manner is an attention getting device and unrelated to remedial PT. The number of repetitions of any exercise is commensurate with the Soldier's physical conditioning progression. All corrective action is administered within the limits of the Soldier's profile.

(4) Supervise the Soldier's performance. Consider climatic conditions in the decision to use exercise as corrective action. The use of Mission Oriented Protective Posture (MOPP) gear during corrective physical training is specifically prohibited.

f. Failing to give Soldiers reasonable time to eat meals. Depriving Soldiers of meals or restricting meal choice is prohibited as a form of discipline. Drill sergeants and cadre are not authorized to select menu items for IET Soldiers as a means of diet control.

g. Contact by cadre members with family members of IET Soldiers in any manner, except in the performance of official duties.

h. Any relationship between reclassified and prior service Soldiers and IET Soldiers not required by the training mission.

i. Requiring or encouraging initial entry Soldiers to purchase common use items or cleaning supplies with their own funds (for example, billet cleaning supplies, weapons cleaning items, tools, irons, or other common use items). Obtain supplies or tools needed to perform routine cleaning and maintenance tasks through unit supply channels. Initial entry Soldiers are not required to purchase any issue items unless an item issued was lost.

j. Fund-raising.

(1) No cadre member may sell any product, service, or opportunity to IET Soldiers or their families. Selling to parents is authorized at graduation as long as IET units do not compete with Army and Air Force Exchange Service (such as selling t-shirts).

(2) No IET Soldiers will be directed to participate in or make purchases at fund-raising activities conducted in the brigade, battalion, company area, or in any training area.

(3) No fund-raising activities that directly involve IET Soldiers, as primary or sole customers, may be conducted during the training cycle by IET units, informal funds, family readiness groups or private organizations associated with IET units. Family readiness group activities, such as bake sales at the commissary, PX area, or other public locations, would not violate this provision because the activities are aimed at a wide range of patrons, and not solely IET Soldiers.

(4) IET Soldiers cannot be the sole or primary customers of special morale, welfare, and recreation (MWR) events (such as, summer concert series). This does not prohibit the patronage of traditional installation recreation services such as the bowling alley, outdoor recreation, and the movie theater.

k. Absent exigent circumstances for an official purpose, engaging in the following conduct as an IET Soldier or facilitating the following conduct of an IET Soldier, during IET phases when the IET Soldier does not possess the privileges to engage in such conduct include-

- (1) Driving or riding in POVs or rental vehicles,
- (2) Consuming alcoholic beverages,
- (3) Using tobacco products, and
- (4) Wearing civilian clothes.

l. Using tobacco products by cadre and Soldiers with permanent party privileges in areas where IET Soldiers are likely to observe such use.

2-4. Treatment of IET Soldiers.

a. All Soldiers will be treated IAW Schofield's definition of discipline and acceptance, understanding, recognition, and appreciation principals (see glossary sec II).

b. Address IET Soldiers by the appropriate grade and last name, "Soldier," or "Warrior."

c. Do not address Soldiers by gender (such as "you females").

d. Treat initial entry Soldiers with the same fairness, respect, and regard for dignity accorded to all Soldiers. IET Soldiers will wear rank, if authorized, IAW [AR 670-1](#).

e. Create a rigorous environment that places stress between the Soldiers and their ability to accomplish the task to standard.

TRADOC Reg 350-6

f. Give initial entry Soldiers the opportunity to contribute to approved charities, chapel offerings, and welfare campaigns in the same way as other Soldiers. Commanders will obtain legal advice from their servicing Staff Judge Advocate (SJA) or ethics counselor prior to conducting any fund-raising events. Additional guidance on fund-raising in IET is found in paragraph 3-50.

g. Provide sufficient time for Soldiers to conduct personal hygiene, take prescribed medications, perform rehabilitative exercises, and apply ice therapy, when directed by medical authorities or appropriate self care instructions.

2-5. Trainee abuse investigation and reporting.

a. IET Soldier trainee abuse (see glossary sec II) in any form is unacceptable and may violate local regulations. Such offenses are punishable under the UCMJ. It destroys a positive training environment and ignores Army Values. Preventing, discovering, and tracking trainee abuse is a top priority for TRADOC. All IET commanders are charged with this mission.

b. Report all incidents of Soldier maltreatment and trainee abuse IAW AR 190-40, TR 1-8 and TRADOC Pam 350-36. Commanders are responsible for reporting trainee abuse allegations as defined in these guidelines unless the commander can quickly determine the allegation is not credible. TRADOC Emergency Operations Center will forward TRADOC OPREPs concerning trainee abuse to the TRADOC DCG-IMT and the TRADOC SJA. TRADOC OPREPs provide the initial data for the TRADOC Trainee Abuse Coordinator.

c. Commanders will promptly conduct a preliminary inquiry IAW Manual for Courts Martial Part II, chapter III, Rule 303 into every trainee abuse allegation, regardless of the nature, magnitude, or source of the complaint. For some allegations, a quick and informal interview of the complainant and any witnesses is all that is required. Other allegations may require more extensive command or law enforcement investigation. Commanders will consult with their legal advisor when conducting an inquiry or evaluating evidence concerning all allegations of trainee abuse. Commanders will keep their legal advisor apprised of the major changes in the status of investigations and the disposition of offenses.

d. Commanders will document and maintain records of all preliminary inquiries into trainee abuse cases, including those the commander determines are non-credible. Commanders and local SJA will provide supplemental information by filling out [TRADOC Form 350-6-1-R-E](#) (Trainee Abuse Report) on all trainee abuse OPREPS and submit to TRADOC SJA in an accurate and timely manner.

e. Suspension actions.

(1) Preliminary inquiries. Commanders should not automatically suspend drill sergeants, or other cadre, simply because they are pending a preliminary inquiry into a trainee abuse allegation. Commanders will make suspension decisions based upon the facts of each case, and may suspend individuals pending a preliminary inquiry if it will aid the inquiry, benefit the training environment, or for other valid command reasons.

(2) Investigations. Suspension of a drill sergeant from his or her assigned duties is required when a serious incident occurs requiring an investigation IAW [AR 614-200](#), paragraph 8-17d. For all other incidents, the commander has the discretion whether or not to temporarily suspend the drill sergeant from his or her duties. A serious incident consists of any actual or alleged incident, accident, misconduct, or act, primarily criminal in nature, and because of its nature, gravity, potential for adverse publicity, or potential consequences warrants timely notice to Headquarters, Department of the Army (HQDA). Investigations include, but are not limited to investigations conducted IAW [AR 15-6](#) or those conducted by the Criminal Investigative Division or a Military Police Investigator.

(3) Considerations. In addition to the severity of the underlying incident, commanders should make any suspension determination only after considering all evidence available. The number of witnesses, or volume of physical evidence, does not determine the weight given to the evidence. Commanders should evaluate the evidence for factors including, but not limited to the witness's demeanor, opportunity for knowledge, information possessed, ability to recall and relate events, and other indications of truthfulness.

(4) Suspension of special duty assignment pay (SDAP). Suspension of drill sergeant SDAP will be done IAW [AR 614-200](#), paragraph 3-22e(8). Drill sergeant SDAP will not be suspended based upon the initiation of any inquiry or investigation into alleged drill sergeant misconduct.

2-6. Integration of male and female Soldiers.

a. For all MOS and courses open to female Soldiers, IET is gender integrated to the squad level. All Soldiers, regardless of gender, train to the Army standard. Performance requirement differences, such as APFT scoring, are based on physiological differences, and apply to the entire Army. Gender integrated training at the lowest levels enhances the ability of the training base to deliver a Soldier fully prepared to take their place in the ranks of a gender integrated Army. Gender integrated training conducted in an environment where control and supervision are maximized mitigates the risk associated with this training (for example, pairing Soldiers of similar size and physical ability, regardless of gender during combative training).

b. Formation of single gender companies or platoons is not authorized. The same POI is used for males and females. Male and female Soldiers housed in the same building are provided a physical separation of sleeping and latrine facilities. The intent is to maintain and maximize to the extent feasible a company integrity within a barracks.

2-7. Separate and secure environment. The intent of the separate and secure policy is to ensure that all Soldiers are afforded the opportunity to undergo IET in a gender safe environment. This provision implements section [10 USC 4319](#) and does not apply to the Warrior Transition Course (WTC).

a. Physically separate requirements-

(1) In the garrison environment:

TRADOC Reg 350-6

- (a) Each gender has an independent sleeping area.
- (b) Each gender has a separate latrine.
- (c) Each gender has a separate entrance to the living area.

(d) Access control guards of the same gender monitor entrances to sleeping areas during sleeping hours. Male access guards may be posted outside the entrance to female sleeping areas as an exception to policy for IET sites with less than 8 females in an assigned living area at any one time. The function of the access control guard is to ensure only authorized personnel enter the sleeping area during periods of lights out. Access control guards are assigned and execute their duties as gender pure buddy teams.

(e) Door alarms installed and doors locked. All doors leading to sleeping areas are equipped with an audible alarm that sounds and is heard at the charge of quarters (CQ) location and panic door locks. Alarms are activated any time Soldiers are sleeping in the bays, this includes anytime a Soldier is sleeping while on quarters.

(f) Fire safe barrier wall placed between the genders (same floor). If the barrier has a door, the door will be locked and alarmed, during lights out. When the alarm sounds it must be able to be heard at the CQ location. If conditions for fire safe barriers are not met, separate genders by floor, wing, or building are required.

(g) Digital video monitoring systems provide an additional degree of security, but are not mandatory, and do not replace the requirement for door and barrier alarms, access control guards, and supervisory personnel. If video monitoring is installed, only place cameras in public access areas, such as entryways, stairwells, etc. Cameras will not monitor living or latrine areas. Battalion commanders determine length of time digital recordings are maintained. Security of tapes, keys, and monitoring devices will be controlled by the Commander or 1SG.

(h) When offices and administrative areas are located within Soldier sleeping areas, the command will establish procedures whereby cadre do not occupy office areas after alarms are activated and lights out established.

(2) In the field environment.

(a) IET Soldiers will be organized in gender pure battle buddy teams when participating in an FTX (or IAW paragraph 2-8b(7)).

(b) Bivouac areas can be consolidated, however, sleeping areas must be gender specific (separate male/female tents).

(c) No more than one entry point per gender specific area will be established.

(d) Gender specific sleeping areas will be designated by cadre.

(e) Each gender specific area will have separate latrines that are clearly designated for gender usage marked “male” or “female.”

(f) In the hours of darkness, when the unit is stationary, roving battle buddy team control guards will be assigned to secure the inside perimeter of each gender specific bivouac area. Access control guards will be placed at the entry point and should be rotated at least every two hours.

(g) Pure gender specific buddy teams will be used as runners for the tactical operations center during the hours of darkness.

(h) Commanders are authorized to augment this physical security policy, as long as the guidelines outlined above are followed.

b. Supervisory measures-

(1) NCOs supervise the barracks when Soldiers in training are present, on bed rest, or authorized to be in the barracks throughout the day.

(a) Drill sergeants will serve as CQ during sleeping hours in BCT, and the BCT portion of OSUT. Soldiers in the grade of E5 and above may serve as CQ in the RECBN. A log is maintained on DA Form 1594 (Daily Staff Journal or Duty Officer’s Log) for each CQ duty period.

(b) NCO cadre members, to include instructors, company personnel, and drill sergeants, can serve as CQ during sleeping hours in AIT and the AIT portion of OSUT.

(2) Two enlisted Soldiers will serve as “runners” and maintain entrance security when the CQ conducts inspections. The two runners are of the same gender, but not necessarily the same gender as the CQ.

(3) Duty officers and NCOs from the company, battalion, and brigade HQs will conduct periodic checks.

(4) All Soldiers will sleep in the improved physical fitness uniform (IPFU) shorts and shirt.

(5) If an inspector is not of the same gender as the Soldiers in the living area being inspected, personnel of the same gender as the Soldier whose area is being inspected must accompany the inspector. This provision implements [10 USC 4319](#) and 10 USC [4320](#).

(a) For BCT, OSUT (Phases I, II, and III), and RECBN units, the personnel accompanying the drill sergeant or inspector is not an IET Soldier.

TRADOC Reg 350-6

(b) For OSUT (Phases IV and V), AIT, and DLIFLC, an IET Soldier may accompany the drill sergeant or inspector, and could be one of the Soldiers serving as an access control guard in the bay inspected.

(6) During lights out, only cadre leadership and their designated representatives are allowed in the barracks to conduct inspections and accountability.

d. On a case by case basis, AIT commanders and commandants may request from HQ, TRADOC, TOMA an exception to the physical security and supervisory measure requirements of the separate and secure policy. Commanders must certify that every attempt was made to comply with this policy, and its execution was found impracticable for units with small gender populations.

2-8. Battle Buddy system.

a. The battle buddy system establishes policy for the pairing of IET Soldiers into teams for the following reasons-

- (1) Mutual support and assistance,
- (2) Teaching teamwork,
- (3) Developing a sense of responsibility and accountability for fellow Soldiers,
- (4) Improving safety during training, and
- (5) Reducing the likelihood and opportunity for sexual harassment, misconduct, and suicide gestures or attempts.

b. Soldiers are introduced to the battle buddy team system at the RECBN. IET Soldiers are formed into two person teams upon arrival at the training unit. A battle buddy team may consist of three personnel in order to ensure all Soldiers are part of a battle buddy team. Team members learn to help one another in all aspects of training. This aids in the development of individual initiative, responsibility, and dependability. As a minimum, commanders will establish a battle buddy system in IET following these guidelines-

- (1) Drill sergeants will assign battle buddy teams, by name, after the IET Soldiers arrive at the platoon, but before formal training begins.
- (2) Unit cadre will instruct IET Soldiers on the purpose and rules of the battle buddy system.
- (3) Limit battle buddy team changes from the initial pairings.
- (4) Battle buddy teams will participate in training, CQ, and other activities together, when feasible.

(5) Do not require battle buddy teams to attend sick call or personal appointments together. Cadre will pair other Soldiers of the same gender also reporting to sick call. Battle buddies are not required to accompany each other on family day while with family members. If one battle buddy is with family and the other does not have family members participating, then the battle buddy is paired with others in a similar situation for pass privileges. Likewise, Soldiers have an opportunity to worship in their chosen denomination; therefore, buddies are not required to accompany each other to worship. Soldiers attending worship are paired similar to sick call. Battle buddies will accompany each other during passes while in Phases II-V, except when family members are accompanying them as outlined in paragraph 2-2b(4)(c).

(6) Soldiers in Phase V+ (weeks 21 through completion) are not required to be with their battle buddy after the end of the established duty day.

(7) Male/female battle buddy teams are only authorized when there is only one IET Soldier of a particular gender, and a same gender battle buddy is not available. Use a 2:1 ration in these instances, team a solitary female Soldier with two male Soldiers or two female Soldiers; team a solitary male Soldier with two female Soldiers or two male Soldiers.

2-9. Military appearance.

a. All Class A uniforms and berets are issued during Phase II and properly fitted to the Soldier prior to completion of IET. Drill sergeants are present during fitting to ensure proper fit. Commanders will hold sufficient Class A inspections, so necessary refitting is scheduled prior to the end of the training cycle.

b. IET Soldiers must wear the Class A uniform at regular intervals to demonstrate knowledge of proper wear of the uniform to cadre satisfaction. Emphasize proper wear of beret, headgear, and tie. Before Soldiers leave the IET area, cadre will ensure Soldiers' uniforms are clean, pressed, and worn properly.

c. The cadre will stress the importance of maintaining standards in both appearance and actions, especially when in the civilian community. Soldiers must understand they represent the Army when they appear in public in or out of uniform. Commanders can authorize the wear of the Army Combat Uniform (ACU) when Soldiers are traveling from BCT to AIT and from AIT to unit.

2-10. Soldierization and reinforcement training in AIT/OSUT.

a. IET Soldiers must continue to receive the same strong emphasis on Soldierization and warrior ethos throughout AIT/OSUT that was present during BCT. Accomplish this through reinforcement training of Army Values, teamwork, customs and courtesies, wear of the uniform, WTBD, inspections, increased demand of personal responsibility, a progressive PT program, and drill sergeant and cadre role modeling.

b. Physical fitness requirements increase in AIT and the AIT portion of OSUT. PT intensity is increased throughout the cycle to meet the Soldier's expectations and challenge their abilities.

TRADOC Reg 350-6

c. Conduct command inspections in the Class A uniform to ensure all Soldiers maintain proper military appearance during IET.

d. The Soldierization program in OSUT continues during all phases, with the basic Soldiering skills being trained, reinforced, and evaluated throughout the POI.

e. Basic Soldiering skills taught in BCT are reinforced during AIT. Specifically, Soldiers are trained and evaluated on WTBD.

f. Commanders are required to provide quarterly reinforcement training to IET Soldiers on the Army Values and the human relations subjects introduced in BCT. Access to BCT TSPs will be found on the Basic Combat Training Center of Excellence, Knowledge Center at <http://www.us.army.mil/suite/kc/6544544>. Drill sergeants are the primary instructors for this training, supplemented with cadre/instructors to assist, as needed. Training is conducted in platoon size elements or smaller.

g. IET Soldiers will receive training on designated subjects (to include WTBD) based on the length of their course/cycle. The three reinforcement training plans are depicted in table 2-3.

Table 2-3
Reinforcement training table

Reinforcement Training Subjects/Hours	IET Weeks 10-17	IET Weeks 18-32	IET Weeks 33-completion
Museums (Branch related)/2 hours	X		
Branch History/1 hour	X		
Army Core Values/1 hour	X	X	Quarterly
Equal Opportunity (EO)/Prevention of Sexual Harassment (POSH)/4 hours		X	Quarterly
Comply with UCMJ/1 hour		X	Quarterly
Spiritual/Emotional/Mental Fitness/1 hour		X	Quarterly
Serve as a Member of a Team/3 hours		X	Quarterly
Manage Personal Finances/2 hours		X	Quarterly
SAPR/1 hour		X	Quarterly
WTBD	X	X	X
Army Warrior Training (AWT)	X	X	X

h. In courses greater than 23 weeks in length, commanders have the discretion to modify or adjust the number of subjects taught in the additional quarterly reinforcement training sessions, if course completion will occur prior to the end of a full quarter. When determining which subjects to teach, the commander should base the decision on the number of training weeks included in that quarterly period, and on the particular subjects the commander believes needs reinforcing with the Soldiers.

i. AIT continues the Soldierization process that started in BCT. Mandatory training is conducted at all AIT locations ARM, Urban Operations, Combatives, Convoy Training, and WTBD IAW proponent's guidance.

2-11. Tobacco cessation policy for IET.

- a. All cadre and Soldiers with permanent party privileges are prohibited from using tobacco products in areas where IET Soldiers are likely to observe use (for example, in the brigade, battalion, company, or any training area).
- b. Sale of tobacco products from vending machines in IET areas is eliminated to the extent possible, consistent with the requirements of existing contracts.
- c. Instruction on the adverse impact tobacco use has on health and readiness is presented to BCT and OSUT Soldiers, as prescribed in the physical readiness training and testing appendix of the BCT POI. POI proponents will incorporate similar instruction into AIT fitness and substance abuse training.
- d. Centers, schools, and organizations will coordinate with the supporting contracting office to ensure contractor personnel comply with this policy.
- e. Prior to implementing this policy, contact the local Civilian Personnel Advisory Center for assistance in carrying out labor/management relation responsibilities.
- f. This policy does not cancel or supersede other instructions where smoking is controlled because of fire, explosive, or other safety considerations.

2-12. Allegations of recruiting improprieties. The following policies and procedures are followed in the reporting of alleged recruiting improprieties from IET locations to HQ, U.S. Army Recruiting Command (USAREC), and reporting feedback to the originator of the allegation. The feedback loop for reporting results of the reports HQ USAREC receives is an important part of the process. The intent is that every allegation is properly reported and received by the Enlistment Standards Division (ESD) at HQ USAREC, for processing IAW USAREC Reg. 601-45, paragraph 3-2, and the results reported back to and received by the IET company commander initiating the allegation.

a. An allegation of a recruiting impropriety exists when recruiter commits an intentional act to conceal, or omission of fact in violation of a law or regulation, with the intent to enlist a person not qualified. Essentially, any recruiter knowledge that a person is not qualified and the recruiter intentionally assists or otherwise knowingly enlists that person is an impropriety. Recruiting improprieties are defined in USAREC Reg. 601-45, chapter 2.

b. When any member of the Soldier's chain of command receives an allegation, it is reported for disposition as follows-

(1) Company commanders report allegations to their IET battalion commander on USAREC Form 315-R-E (Report of Alleged or Suspected Recruiting Impropriety) and maintain a record of reported improprieties.

TRADOC Reg 350-6

(2) The battalion commander sends a copy of the allegation to the training base USAREC liaison officer (LNO). For those locations (AIT only) that do not have a USAREC LNO, a copy of the allegation to include sworn statement is sent to USAREC ESD (USAREC G-3) via e-mail to Improprieties@USAREC.army.mil.

(3) The alleged impropriety will contain the company commander's name, phone number, and e-mail address, which will allow USAREC to provide feedback to company level on the final disposition of the case. All allegations will be reported within 5 working days to their respective USAREC LNO or to the USAREC ESD.

(4) For centers, schools, and organizations with a USAREC LNO, USAREC ESD will provide feedback on the disposition of each case to the USAREC LNO with a copy furnished to the battalion and company commander whom initiated the allegation. For those locations without a USAREC LNO and for all other IET locations, feedback on the disposition of each case is sent to the commander whom initiated the allegation, with a copy furnished to the additional points of contact (POC) listed. The feedback will contain the name and social security number (SSN) of the trainee, date allegation reported, type of allegation, a short summary of the findings of the inquiry/investigation, and a determination if the enlistment was defective, unfulfilled, erroneous, or fraudulent, at a minimum. For those locations without an LNO, provide a POC (in addition to the commander that initiated the original allegation) to ensure a backup method is in place to receive such reports.

Chapter 3

Training Policies, Procedures, and Administration

3-1. IET strategy. IET commanders and commandants will ensure their training programs incorporate the following tenets of the TRADOC IET strategy-

a. The chain of command is responsible for training. Commanders must ensure that training meets POI standards and conforms to TRADOC policies on the conduct of training.

b. IET is based on accessions management processes. When the Military Entrance Processing Station ships new accessions to the ATC virtually all their required training is scheduled and they have a reservation in each type of training. Their reservation is based on the expectation that they will progress through each set of training (BCT, AIT, Functional (Airborne, Ranger, etc.) as scheduled, so it is important for ATCs and schools to ensure new reservations are made if a Soldier is delayed (Medical hold, leave, etc.) and will not meet the scheduled training start in all subsequent training.

c. Drill sergeants will conduct as much of the skill training as possible in BCT and OSUT. When drill sergeants are the primary trainers, the role of the committee group is to augment cadre instructors, serve as subject matter experts (SME), and advise on the conduct of training.

d. Primarily, SMEs will conduct MOS training, however, to the maximum extent feasible, they will involve drill sergeants in the technical training in AIT. Drill sergeants are the MOS

role models. They will assist with MOS skill practice, and make every attempt to have drill sergeants augment SMEs as assistant instructors (AI). Instructors must assist unit cadre in the Soldierization effort.

e. IET commanders will establish certification programs IAW paragraph 3-8, to ensure those cadres have the competence and skill proficiency to execute and evaluate effective training.

f. MOS training is taught in as realistic an environment as possible. Scenario driven FTXs are used to achieve this realism. The FTX should focus on the warfighting application of acquired MOS skills, while reinforcing teamwork and the WTBD. Submit a request for exceptions to FTX requirements to HQ, TRADOC DCSOPS&T TOMA for approval.

g. Through a system of rigorous evaluations of training and testing, TRADOC, ATC commanders, and school commandants must ensure that training standards are enforced.

3-2. IET cadre/support personnel training.

a. In addition to drill sergeants, other IET unit cadres have major roles in creating and maintaining a positive IET environment that assists with the transformation from volunteer to Soldier. Training of other IET cadre/support personnel is conducted in the following five courses PCC, CCFSC, CTC, SCTC, and ISCTC.

b. Specific implementation guidance on the training required for all IET cadre and support personnel is provided at Appendix B of this regulation.

3-3. Development of training programs. The proponent school is responsible for POIs. Prepare and approve new and revised POIs IAW TR 350-70, [paragraph II-8-4](#). Commanders will ensure all initial training period risk assessments are completed reflecting the conditions at the training site for the specific training period. Risk assessments are maintained at the training site, and updated as conditions change. Risk acceptance authority is IAW [TR 385-2, paragraph 1-5c](#).

3-4. Modifications to training programs.

a. The time allotted for subjects in a POI may vary depending on the aptitude and achievement levels of each group of Soldiers, the number of Soldiers in each cycle or class, the instructor to student ratio, and the availability of equipment and facilities. For these reasons, make adjustments to the amount of time devoted to a task, provided the learning objectives and performance standards are met, and the overall course length remains unchanged.

b. Inform HQ, TRADOC DCSOPS&T TOMA of temporary changes to IET training programs that do not require a revision to the POI. Information provided will include the purpose and nature of the temporary change or planned pilot, its duration, and the number of students involved. ATC will coordinate plans for such pilots with proponent schools. Conduct a risk assessment in support of temporary changes, to identify any new hazards, changes in

TRADOC Reg 350-6

residual risk, and appropriate hazard controls and risk countermeasures necessary to ensure training safety. The supporting safety office will review and validate the risk assessment.

c. ATC commander recommendations are an important part of the continuing POI review and update process. ATC commanders will submit recommended POI changes to the appropriate schools. The schools will evaluate these recommendations, and when appropriate, revise course materials, individual training plans, course administrative data, and POIs IAW TR 350-70, paragraph II8-4. The proponent school commandants will make the final decision on task selection and training methods.

3-5. Company training starts.

a. AIT Soldiers must begin training NLT the scheduled start date as established in ATRRS. The RECBN will complete processing within 4 working days, less weekends and holidays, after the receptee arrives at the TRADOC organization.

b. The standard BCT POI is 9 weeks and 1 day (55 training days) in duration. The senior TRADOC commander/commandant at the training location may approve early graduation of 1 to 2 days. A change in BCT graduation date does not alter the arrival requirements for AIT or follow-on training. Notify TRADOC DCSOPS&T TOMA and the gaining AIT location prior to making the change.

c. BCT sites must ship Soldiers on time to ensure they arrive and link with their AIT course. BCT sites must also establish a system to identify Soldiers with critical AIT hard start dates, to ensure that appropriate actions are taken to enable those Soldiers to meet their scheduled AIT start dates, provided they have met all graduation requirements.

d. OSUT units normally ship Soldiers to the first unit of assignment NLT 1 day following graduation. Make exceptions for additional requirements for MOS specific training, additional skill identifiers, and special requirements (security clearances).

e. Conduct AIT based on the approved POI length, and the start and graduation the dates reflected in ATRRS. No additional time for a "zero week" or additional Soldierization is authorized.

3-6. Early arrivals/holds. Soldiers arriving early for a scheduled course or Soldiers in a hold status waiting to fill a training unit should be actively engaged in introductory training for the course they are to attend (and are not used solely for performing details). This introductory training may consist of orientation, inprocessing, PT, and unit taught subjects the unit commander selected. Post these Soldiers in ATRRS with the reason code (HO) display as being in a hold status (H) awaiting class start (6). The hold status for an H6 Soldier automatically ends when the Soldier starts training and is posted in a class in ATRRS with input status of (I).

3-7. Training schedules.

a. The training week is managed through the training schedule. The principles of scheduling are outlined in [FM 7-0](#), chapter 4, and <https://134.11.61.26/CD6/Publications/DA/FM/FM%207-1%2020030915.pdf>. Local directives and the following guidelines will govern non-training time-

(1) In garrison, IET Soldiers will have the opportunity for 7 hours of continuous sleep per night, unless the Soldier is scheduled for duty (for example, access control guard, or CQ runner). During field training, the length of the training day and time for sleep will vary based on tactical and other training requirements, as established in the appropriate POI. Commanders will ensure that the tactical framework of field training allows sufficient time for rest.

(2) In garrison, Soldiers are given at least 1 hour of preparation time each day to take care of personal needs.

(3) Soldiers performing extra duty as a portion of punishment under UCMJ will not perform that extra duties beyond 2130 or lights out. No Soldier will perform multiple duties in a single night.

(4) The Unit Ministry Team (UMT) provides and coordinates opportunities for Soldiers to attend a religious service weekly.

b. Unless authorized by TRADOC subordinate commanders, POI training is not conducted on Sundays. On Sundays, activities required for preparing for the next week's training are conducted after 1300.

c. Unless authorized by the TRADOC subordinate commanders, core training requiring post assets, is not conducted on Sundays or Federal holidays.

3-8. Lesson plans and instructor preparation.

a. Tasks and subjects in POI form the basis for each period of instruction. The proponent prepares and keeps the lesson plans up to date for each period of instruction.

b. Each ATC and school will establish a system for monitoring and improving the quality of instruction. A standardization/certification process IAW [TR 350-70, part III](#) ensures each instructor is fully qualified and current in all aspects of their subject.

c. All IET cadre will accomplish semiannual physical fitness testing. All cadre responsible for conducting instruction and evaluating training are certified on all hands on phase tasks annually. Cadre in BCT/OSUT units is certified on those phase tasks listed in the BCT POI, and also accomplishes annual weapons qualification. Cadre in AIT units provides reinforcement training on, and reevaluation of, those BCT common skills tasks the commander selected. Maintain records of all certification and qualifications at the company level. Brigades and

TRADOC Reg 350-6

battalions will ensure compliance with cadre certification requirements through their respective Command Inspection Programs and Quarterly Training Briefs.

3-9. Training records.

a. The Soldier's assigned company will initiate and maintain a DA Form 5286-R (Individual Training Record) for BCT, AIT, and OSUT for every Soldier attending IET. Use the modified DA Form 5286-R, available in Resident Individual Training Management (RITM) to document the completion of training requirements in all IET courses. This modified form streamlines the information required, and provides a standardized reporting format for all IET sites. Additional guidance and a sample modified DA Form 5286-R is in Appendix F.

b. NCOs attending MOS producing courses, in order to reclassify into another MOS; or prior service personnel in the grade of E5 or higher IAW paragraph 3-26, will receive a DA Form 1059 (Service School Academic Evaluation Report) upon completion of their course, regardless of course length.

3-10. Makeup training/Constructive credit. All training specified in TRADOC approved IET POI, as required for graduation, is made up when missed. The quality of makeup training is the same as the regular scheduled instruction. The Soldier is required to meet the performance/learning objectives specified in the POI for the instruction missed. Time required for makeup training is determined locally.

a. Only in extraordinary circumstances is constructive credit for these requirements granted.

b. Make every effort to reschedule and conduct the missed training before a decision to provide constructive credit is made. Use this credit selectively, and only in those cases where there is a clear demonstration that the Soldier meets or exceeds the IET graduation standards.

c. Constructive credit may be granted to an entire class or an individual Soldier for a missed training event. A class may receive constructive credit for an event missed due to severe weather conditions, when time and resources preclude rescheduling and execution. Individuals may receive constructive credit for a missed training event due to circumstances beyond their control such as an illness, injury, emergency leave, etc.

d. Constructive credit authority resides at the TRADOC ATC or TRADOC service school and major subordinate command level, and may be delegated no lower than the IET brigade commander. For those training sites located at non-TRADOC organizations, this authority will reside with the first general officer in the school's chain of command.

3-11. Concurrent training. Concurrent training is conducted as prescribed in applicable TSPs. If not specifically prescribed by a TSP, the training unit commander will schedule and conduct concurrent training. Design this training to reinforce critical Soldierization skills, WTBD, and human relations subjects (values, traditions, equal opportunity (EO), Prevention of Sexual Harassment (POSH), etc.).

3-12. On-the-job-training (OJT). OJT is appropriate for those holdover Soldiers that have completed all POI requirements and are retained in the unit for administrative purposes. Commanders and trainers must ensure that clearly stated OJT objectives are being achieved and Soldiers involved are being employed productively in MOS or MOS related duties.

3-13. AARs and sensing sessions.

a. IET commanders will establish a program for conducting AARs and sensing sessions for each training cycle or class in AIT. The purpose is to provide all levels of command an assessment of the training program, to include the strengths and weaknesses of the organization.

b. AARs will be conducted-

(1) At the battalion and company level (at a minimum).

(2) For BCT/OSUT at company level at the end of each phase and battalion level at the end of each cycle.

(3) For AIT as the senior IET commander determines.

(4) As to focus on the quality of the training program, not on company averages or other numerical comparisons.

c. The commander will conduct AARs and review performance in areas, including but not limited to-

(1) Phase goals and objectives.

(2) Quality of values training.

(3) Rifle marksmanship program.

(4) PT program.

(5) FTX.

(6) Discharges and restarts by type.

(7) Training injuries, safety program, and composite risk management.

(8) Cadre treatment of Soldiers.

(9) Quality of instruction.

(10) Quality of facilities.

TRADOC Reg 350-6

(11) Unit EO, POSH, and sexual misconduct programs.

(12) WTBD.

d. Sensing sessions with IET Soldiers and cadre are an effective means to assess command climate and provide leadership a forum for identifying and resolving problems.

(1) At a minimum, conduct sensing sessions at the battalion and company level.

(2) Hold sensing sessions with IET Soldiers at mid-course and at the end of each cycle.

(3) Sensing sessions with drill sergeants are held quarterly.

e. As an additional feedback mechanism, commanders may establish a “Dear COL Letter” and a “Dear Chaplain Letter” program to solicit feedback from IET Soldiers on their IET experience that will preserve participant anonymity.

3-14. BCT feedback system. AIT commanders and other recipients of Soldiers from BCT TRADOC service school and major subordinate commands will provide direct feedback to BCT commanders. This feedback will include information on the quality of the Soldiers they receive, if Soldiers arrived with all the required documents for a complete record, and if all required Soldiers were issued proper equipment including mouth guards and headbands. Specific topics are Soldier morale on arrival, medical condition, common task proficiency, physical condition, DA Form 5286-R completion, completeness of training records, and possession of TRADOC Pam 600-4.

3-15. TRADOC Pam 600-4 (IET Soldier's Handbook).

a. Issue TRADOC Pam 600-4 and [Soldier training publication \(STP\) 21-1, Soldier's Manual of Common Tasks, Warrior Skill Level 1](#), to all Soldiers entering BCT/OSUT. The two publications provide Soldiers with a pocket reference for subjects taught and tested in BCT/OSUT, along with Warrior Skills needed upon arrival at their first unit of assignment.

b. Commanders will ensure that IET Soldiers departing BCT for AIT have a serviceable copy of both publications in their possession. If Soldiers arrive at AIT without a serviceable copy of TRADOC Pam 600-4 or STP 21-1, AIT commanders will ensure Soldiers replace these manuals as necessary.

3-16. Warrior tasks and battle drills (WTBD). WTBD will be taught in BCT/OSUT. Proponents of each MOS producing AIT will determine which WTBD to reinforce. Soldiers must qualify with individual weapons (if the AIT is 23 weeks or longer), and conduct training on ARM, combatives, urban operations, and convoy training or live fire as mandated by the TRADOC Commander. WTBD will be evaluated annually and updated to reflect current contemporary operating environment at <http://atiam.train.army.mil/soldierPortal/>.

a. Weapons immersion training is conducted to reduce negligent discharges. Soldiers are held accountable for their weapons around the clock, which replicate the contemporary warfighting environment.

3-17. Weapons Immersion Training (Security of arms during IET) (safe handling and maintenance of individual weapon).

a. Weapons immersion training is conducted IAW AR 190-11, paragraph 4-22 to reduce negligent discharges. Each weapon issued will be carried on the person of the individual to whom issued at all times or it will be properly safeguarded and secured as designated IAW 190-11, paragraph 4-22b(4)(a).

(1) If IET commander's policy is for the soldiers to physically sleep with their weapons, the weapon issued will be carried on the person of the individual to whom issued at all times guidance.

(2) If the IET commander does not want the soldiers to personally retain their weapons 24X7, they will provide weapons racks or other security devices, such as cable locks to assist Soldiers in securing their weapons during non-duty hours. Soldiers are held accountable for their weapons around the clock, which replicates the contemporary warfighting environment.

b. Training will focus on safe weapons handling, orientation, proper loading and clearing procedures, and maintaining situational awareness at all times.

c. Weapons immersion training will take place as early as possible during the BCT/OSUT training cycle.

d. Weapons immersion (safe handling and maintenance of individual weapons) in AIT will be reinitiated NLT 1 week prior to the FTX .

e. IET brigade commanders will establish and enforce procedures for securing weapons and ammunition based on local assessment of the threat, training objectives, training locations, and the duration of the training.

f. Weapons immersion training is not acceptable at certain locations. Weapons immersion training will not occur in medical and religious facilities, PX, banks, credit unions, public schools, and day care centers.

3-18. Chemical, biological, radiological and nuclear (CBRN) training.

a. Integrate practical CBRN exercises in bivouac, weapons firing, MOS tasks, and similar training to increase individual proficiency and confidence. The BCT/OSUT POI proponents include requirements to enable IET Soldiers progress to wearing MOPP IV equipment for at least 4 consecutive hours.

TRADOC Reg 350-6

b. Health and safety considerations pertaining to CBRN training are contained in [FM 3-11](#), chapter 7; [FM 21-10](#); and Technical Bulletin (TB) Medical (MED) 507. Weather conditions and wet bulb globe temperature (WBGT) readings may affect MOPP IV wear. Annotate the Soldier's training records to show the number of hours of continuous wear of MOPP IV equipment. During periods of warm weather, reduce training time on MOPP IV. FM 3-4, section VI, contains performance degradation data that is helpful in making this determination.

3-19. Convoy live fire exercise (CLFX) Requirements. CLFX is mandatory training event for all BCTs and OSUT. The following AITs must conduct a CLFX: Quartermaster, Ordnance, Military Intelligence, Signal, and Transportation Corps (including all 88M training locations). All other AITs will conduct convoy training.

3-20. AIT FTX.

a. Each AIT and OSUT course will include a minimum of 120 hour, scenario driven, tactical FTX.

b. The FTX-

(1) Reinforces/sustains acquired MOS skills, Army Warrior Training (AWT) and the WTBD in a realistic, tactical environment.

(2) Focuses on tactical skills, MOS technical skills, and reinforce Soldier survival skills.

(3) Is conducted in an austere field environment, under all weather conditions, at night as well as day, to replicate the stress, sounds, and conditions of the current operating environment.

(4) Is conducted during the final 4 weeks of training. During the FTX, Soldiers will undergo a series of events exposing them to the rigors of duty performance during field operations. The intent of the FTX in AIT/OSUT is to integrate MOS and combat survival skills into a simulated tactical scenario, and give Soldiers the opportunity to demonstrate their newly learned skills under realistic conditions. Address the FTX in a separate module in the POI.

c. Submit exceptions to FTX requirements to HQ, TRADOC, ATTG-II, for approval.

3-21. Phase validation for BCT.

a. Administer phased training, prescribed by the BCT POI to all BCT Soldiers.

b. The BCT proponent is responsible for the design and content of phased validation.

c. Training (particularly unit reinforcement training), will emphasize preparing Soldiers to correctly perform BCT tasks.

d. Use the following general guidance for the conduct of phase validation-

- (1) Score tests on a go no-go basis.
- (2) Counsel Soldiers receiving a no-go and give remedial training on the task(s) not passed.
- (3) Retest Soldiers on the task(s) for which they received a no-go.
- (4) Conduct an AAR at the completion of training.

3-22. Testing procedures for AIT and the MOS portion of OSUT.

a. Proponents will develop within course tests (end of Appendix/block/module) for MOS producing courses according to guidance outlined in TR 350-70, chapter VI-7. Continuously assess the validity of each task evaluated and its relevance, make changes as appropriate.

b. Commanders will ensure Soldiers are tested IAW the SEP for the course being presented. Guidelines for development of SEPs are outlined in TR 350-70; paragraph VI-7-5. The SEP informs Soldiers, instructors, and other personnel of the course graduation requirements. Explain the requirements of the SEP to each IET Soldier at the beginning of each course and prominently post on the bulletin board.

c. Within course tests must provide a fair and accurate evaluation of the Soldier's ability to perform the tasks presented to established standards.

d. Hands-on, performance-oriented testing is the norm throughout TRADOC. Situational based, written open book reference tests (when used), must require the Soldier to not only extract data, but also apply the data to specific situations they are likely to encounter on the job. Use closed book, knowledge based written tests only if it is necessary to verify the learner's knowledge as a prerequisite for later performance testing, where the knowledge is applied (as a building block to later tests). All testing is conducted in an environment that would replicate the Soldier's duty position in the unit, as far as safety and environmental considerations will allow and IAW test administration instructions.

e. Each test will have at least two versions. Use all versions concurrently.

f. Tests are monitored by quality control personnel reporting to the brigade or ATC commander, as determined by the local commander. Certify unit cadre personnel IAW TR 350-70, chapter III-4, and TR 350-18, paragraph 3-44, before they are permitted to participate in the testing process.

g. Score tests on a go no-go basis. Determine the passing (cutoff) score for making the go no-go determination during test design and validation, and document it within the course SEP.

h. Conduct counseling with each Soldier to reinforce strengths on tasks accomplished and to correct weaknesses on tasks missed.

TRADOC Reg 350-6

i. The goal is 100 percent performance to standard on all tasks by each Soldier. Consider Soldiers unable to achieve this goal for remedial training and retesting, prior to graduation, or reassignment to another company in a follow-on cycle.

j. Remedial training is a joint responsibility of Soldiers and trainers. Provide Soldiers failing to achieve task/course standards opportunities to review material and practice skills with SMEs prior to undergoing retest.

k. Retesting will include all tasks failed.

l. IAW the SEP, IET Soldiers that fail an end of Appendix/block/module retest are prohibited from progressing further in the course, and considered for new start to a follow-on class or elimination.

3-23. IET Soldier details.

a. Restrict use of IET Soldiers for details to a minimum. Details off the installation are restricted to military honors details such as flag or funerals.

b. As appropriate, give consideration to using an entire unit (section, squad, platoon, class, or company) to meet requirements, rather than distributing the requirement over several different units. This will lessen the need for individuals to make up training, and provides additional opportunities for building teamwork. IET Soldiers will perform details, at a minimum, as a battle buddy team.

c. To the maximum extent feasible, IET cadre will supervise IET Soldiers when they are performing details. In cases where non-IET cadre is supervising IET Soldiers, the supervisor will have attended the SCTC or ISCTC. Make maximum effort to utilize this time for reinforcement of Soldierization skills.

d. Any civilian employee overseeing IET Soldiers on a routine basis will be ISCTC qualified. Include the duties and responsibilities related to IET Soldier management in the civilian's official job description and on their annual performance evaluation.

3-24. IET Soldier leader positions.

a. IET Soldiers may serve as squad, crew, group, or section leaders and platoon guides, during any or all phases of IET. Teach Soldiers appointed as IET Soldier leaders the functions, duties, and responsibilities of their positions, prior to assuming those duties. Allow IET Soldier leaders to use their initiative, authority, and assume responsibilities commensurate with their position, experience, and ability while under supervision of IET cadre.

(1) IET Soldiers are authorized to wear brassards indicating rank IAW AR 670-1, chapter 28. They are not considered NCOs, nor accorded the privileges of NCOs.

(2) Appoint IET Soldiers and prior service Soldiers attending reclassification training to leadership positions identified in paragraph 3-24a.

(a) Reclassified and prior service Soldiers in the grades E1 through E4 are authorized to hold IET Soldier leader positions, but are not considered NCOs. Privileges are IAW paragraph 3-26.

(b) NCOs will wear their authorized rank, and be considered and treated as NCOs. Privileges are IAW paragraph 3-26c(6).

b. Do not assign an IET Soldier a leaders responsibility for a mission or function that is normally the responsibility of a permanent party Soldier.

c. Do not use an IET Soldier leaders responsibility as primary instructors during formal instruction. Use IET Soldier leaders as AIs, provided such duty or preparation does not keep them from scheduled instruction.

3-25. Promotions, Awards, and Competitions.

a. Commanders are strongly encouraged to utilize meritorious promotion authority granted in AR 600-8-19, paragraph 2-3h(3) to the maximum extent possible.

b. Commanders should establish a comprehensive award system within each ATC/school. This system should provide recognition for both IET Soldiers and cadre personnel. Any award program must meet the requirements of AR 600-8-22, AR 672-20, and TR 672-6.

c. Commanders may implement inter-unit competitions, however, Soldiers and units are to compete against common standards, rather than against each other. Competition should recognize each Soldier or unit that meets or exceeds those standards.

d. All levels of command must constantly monitor competitive programs and ensure that competition supports, rather than detracts from training objectives. Take care to ensure statistics do not assume major importance and create undue pressure on the IET Soldier or the cadre.

3-26. MOS trained/prior service Soldiers.

a. MOS trained and prior service Soldiers are those individuals, in any rank, who have previously completed IET and are attending Skill Level 1 training in IET units as a result of reclassification or enlistment actions. Reclassified and prior service Soldiers are not considered IET Soldiers, however, they are assigned to IET units. This definition does not apply to those Soldiers who failed to complete the requirements for the award of a MOS as part of the initial IET process. Reclassified and prior service Soldiers must meet all course requirements for graduation (APFT, etc.) and are subject to IET policies, unless otherwise stipulated in this regulation.

TRADOC Reg 350-6

b. IAW Chief of Staff, U.S. Army guidance, AR 601-210, paragraphs 5-20, and National Guard Regulation (NGR) 600-200, the following prior service guidelines will apply-

(1) Prior service Air Force, Navy, or Coast Guard personnel who have not completed a U.S. Army BCT Course or U.S. Marine Corps Basic Training Course must attend the WTC IAW AR 601-210.

(2) All prior service applicants are required to attend WTC, if they have had a break in service of 3 or more years.

(3) Soldiers entering, or already in the National Guard may attend AIT without attending Army BCT, if they have completed any BCT course IAW NGR 600-200. However, if a commander determines that such a Soldier is failing to progress in training due to a lack of basic Soldier skills, the commander will counsel the Soldier and permit the Soldier to attend BCT voluntarily. This counseling will occur prior to any separation action against the Soldier. Commanders will coordinate with the Army Reserve National Guard (ARNG) LNO, and the ARNG shipping unit, prior to the Soldier's voluntary attendance at BCT.

(4) Prior service personnel who enlist for a MOS held during their previous enlistment, and have less than a 3 year break in service are assigned directly to operational units.

(5) Prior service personnel who enlist for a MOS not previously held, and have less than a 3 year break in service will attend AIT in the new MOS. If the new MOS is taught in the OSUT mode, the person will enter training at a point at which all MOS training is accomplished.

(6) Treat prior service personnel in WTC with permanent party privileges. Prior service personnel with a break in service of less than 3 years are treated as outlined in paragraph 3-26c.

(7) WTC Soldiers going to AIT must pass the APFT at 50 points per event and 150 minimum total points prior to graduation. Those Soldiers who are scheduled to report directly to a unit must pass the APFT at 60 points per event and 180 minimum total points.

c. Duties/responsibilities.

(1) Commanders may take advantage of the experience and leadership abilities of reclassified and prior service Soldiers, and use them to augment their cadre. However, the primary duty of reclassified and prior service Soldiers is to attend training and become technically proficient in their new MOS.

(2) Prior service NCOs in training may assist with IET Soldiers with regular cadre oversight, after appropriate orientation and certification by the unit first sergeant/commander on TRADOC policy regarding leadership and treatment of IET Soldiers.

(3) There is no requirement for reclassified or prior service Soldiers to receive reinforcement training on skills taught in BCT or the BCT portion of OSUT. However, AIT/OSUT commanders will evaluate each Soldier's proficiency in all areas (not just MOS

subjects) and ensure training is provided, as required. Use reclassified and prior service Soldiers who are proficient in common tasks as demonstrators and AIs. Use reclassified and prior service NCOs as assistant evaluators in training IET Soldiers.

(4) Reclassified and prior service Soldiers should not be billeted with IET Soldiers, and when housed in a separate building the separate and secure requirements do not apply. If training locations cannot meet this provision, commanders may billet prior service Soldiers in the same barracks complex as IET Soldiers. These Soldiers will not be billeted on the same floor as IET Soldiers and commanders must comply with the separate and secure policies IAW paragraph 2-7. Commanders are encouraged to integrate reclassified and prior service personnel with IET Soldiers during training, to enhance training by taking advantage of their knowledge, experience, and leadership abilities.

(5) Privileges for reclassified and prior service personnel.

(a) Although reclassified Soldiers are subject to IET policies and procedures, their privileges are the same as those of permanent party members of equal grade. They are treated with the dignity and respect due their grade.

(b) The unit commander determines specific privileges, based on such factors as grade, training performance, self-discipline, motivation, and conduct.

(c) Fraternalization between reclassified, prior service Soldiers, IET Soldiers and cadre is forbidden IAW AR 600-20, paragraph 4-14b.

d. This paragraph is not applicable to Individual Ready Reserve (IRR) Soldiers re-activated to military service. Utilize the guidelines outlined in the IRR Mobilization (MOB) Training Strategy (Appendix J).

3-27. Safety.

a. Conduct realistic training exercises within the bounds of an effective composite risk management program. Before training, ensure the complete integration of composite risk management along with command approval prior to the event, then thoroughly brief all cadre and IET Soldiers on the risks associated with each specific training event/activity. This will include identification of specific hazards, and controls used to reduce the risk of accidents associated with the training event. TSP composite risk assessment and unit risk assessment will be reviewed to verify the proper level of risk has been identified. IET risk assessment will address all applicable safety procedures and potential accident producing conditions. Emphasize unusual vehicle, water, weapons safety considerations, and environmental hazards in training areas prior to and during the training. Training cadre is proactive and aggressive in reducing/preventing training injuries and fatalities.

(1) Each installation will establish standard procedures to ensure that emergency treatment is readily available during training.

TRADOC Reg 350-6

(2) TRADOC service schools and major subordinate commands will apply composite risk management techniques to eliminate or control hazards IAW guidelines established in FM 5-19, TR 350-70, chapter I-2, and TR 385-2, paragraph 3-2. The safety manager will review and validate all TSP risk assessments.

(3) Brigade, battalion, and company commanders, CSMs and first sergeants will complete the Commander's Safety Course prior to assuming IET duties. The Commander's Safety Course (Course number 012G1403) is one of the ATSC distance learning courses accessible at <https://www.aimsrdl.atsc.army.mil/secured/accptop.htm>.

(4) Unit commanders will ensure all safety controls identified in the composite risk management worksheet are implemented prior to the start of training.

(5) The instructor will integrate the appropriate safety/caution statement into each task, and evaluate performance, while Soldiers perform the task to the prescribed standard. The instructor will have a copy of the composite risk management worksheet with them during the training event.

(6) All training safety is built on a three tiered approach to safety (command, leader, and individual).

(a) Tier 1 (commander responsibility). Validate the structural soundness of the training and evaluation plan for safety, ensure safety related matters are addressed, and make risk acceptance decisions. Ensure all risk assessment worksheets are signed at the appropriate level for the risk involved (low, moderate, high, or extremely high).

(b) Tier 2 (first-line leader responsibility). Consider actions taken by responsible individuals, establish a safety over watch of training, focus on adherence to standards, and make risk acceptance decisions within the commander's intent and delegated authority.

(c) Tier 3 (individual Soldier responsibility). Ensure Soldiers look after themselves and others, and know how to recognize unsafe conditions and unsafe acts. Soldiers must meet their individual responsibilities for safety, and recognize and report unsafe acts to leaders.

b. Commanders will also ensure that cadre and IET Soldiers are aware of the appropriate procedures for reporting suspicious or adverse incidents during non-training hours. Examples are (but not limited to): actual or suspected instances of fire, theft, altercations; suicide gestures or attempts; injury; unusual health symptoms; or any other unusual behavior or event.

3-28. Composite risk management. Commanders and trainers of IET Soldiers will utilize the principles and procedures established in FM 5-19. Commanders will ensure cadre receives composite risk management training prior to assuming sole control over the IET Soldier. The composite risk management process assists commanders in making informed, conscious decisions on eliminating unnecessary risks, and in accepting residual risks inherent in accomplishing the mission.

3-29. Line of duty (LOD) investigations. Properly completed Statements of Medical Examination and Duty Status, DA Form 2173 (Statement of Medical Examination and Duty Status), are important to ARNG and United States Army Reserve (USAR) Soldiers who have sustained illnesses or injuries with lasting significance, and require follow-on medical evaluation and treatment upon returning to their home stations (see paragraph H-5 for further guidance). This form is the key document in the LOD determination process, which is prescribed in [AR 600-8-4](#).

3-30. Severe weather notification. Develop, coordinate, and periodically test severe weather notification plans. These plans will include the requirement for units/activities to acknowledge the receipt and documentation of such notification. The organization issuing the warning should maintain a log of the time of notice, receipt of acknowledgement(s), and person(s) acknowledging receipt.

3-31. Medical support for training.

a. All training activities, from the classroom to the field firing range, require well thought out plans for medical care and evacuation. Recommended levels of medical support for high risk training are defined by conducting thorough risk assessments of the scheduled training.

b. When a composite risk assessment indicates a lower level of support than the minimum as defined by local policy, TSP and risk assessment, commanders and commandants may (with the concurrence of the installation's medical treatment facility (MTF) commander and safety officer), authorize by memorandum an appropriate lower level of support. When a decision is taken to lower the level of medical support below the minimum recommended, for any training activity inform the TRADOC Safety Office.

c. TRADOC service school and major subordinate command commanders and commandants will assess and certify the adequacy of medical support to training (MST) at least annually. This responsibility will not be delegated. Commanders and commandants conducting high risk training shall rehearse their medical support plan (casualty response, evacuation, and treatment) at least semiannually, with focus on responding to a training catastrophe.

d. Training unit or MTF commanders will ensure that health care specialists (68W Health Care Specialist) providing support to training maintain their skills IAW TC 8-800. These may be coordinated through the IET Health Care Committee (see para 3-38), or by a memorandum of agreement (MOA) with Medical Department Activity (MEDDAC).

3-32. Combat lifesaver (CLS) training/certification and utilization.

a. CLS certified personnel and CLS aid bags are required-

(1) In RECBNs and BCT/OSUT units, at least one CLS certified drill sergeant or cadre member and one CLS aid bag, present during training per platoon. Units will maintain at a minimum one CLS certified Soldier for every 60 Soldiers involved with the training unit.

TRADOC Reg 350-6

(2) In AIT units, at least one CLS certified drill sergeant or cadre member and one CLS aid bag, present during training per company. Units will maintain at a minimum one CLS certified Soldier for every 60 Soldiers involved with the training unit.

b. IET UMT members are encouraged to obtain CLS certification.

c. Commanders will coordinate training schedules for the CLS course and annual recertification with supporting medical instructor organizations or MEDDAC.

d. Commanders will establish accountability for CLS medical equipment sets (aid bags) and supplies through their supply sergeants IAW TRADOC Information Paper (Subject: Combat Lifesaver Course and CLS Bag Contents (Revised), 19 Jan 06 (see table 3-1). CLS aid bags should be inventoried monthly and resupplied as items are used or expire. Resupply of CLS aid bags through class VIII accounts with the supporting MEDDAC.

Table 3-1 CLS Medical Equipment Set

Quantity	Item	NSN
1	Case, medical set, nylon (aid bag)	6545-01-161-7145
1	Tourniquet, combat application (CAT ^(TM))	6515-01-521-7976
3	Bandage, muslin, compressed ("cravat" bandage)	6510-00-201-1755
2	Bandage, gauze, 6-ply, 4-1/2 in. (Kerlix ^(R))	6510-00-105-5807
2	Bandage kit, elastic ("trauma dressing")	6510-01-492-2275
1	Catheter and needle unit, 14 gauge	6515-01-467-1335
1	Adhesive tape, surgical, silk, 3"	6510-01-221-1495
2	Sodium chloride injection ("normal saline"), 500 ml	6505-01-372-3425
2	Catheter and needle unit, 18 gauge, intravenous	6515-01-315-6227
1	Adapter, catheter ("saline lock")	6515-01-519-5778
1	Tourniquet, non-pneumatic ("constricting band")	6515-01-146-7794
1	Dressing, occlusive, clear, 4.75x4" (Tegaderm ^(TM))	6510-01-519-8421
2	Pad, isopropyl alcohol (alcohol pads)	6510-00-786-3736
2	Pad, povidone-iodine ("Betadine ^(R) " pads)	6510-01-029-7352
1	Syringe and needle, hypodermic, 3 ml, 23 gauge (to flush saline lock)	6515-01-519-5872
1	Intravenous injection set	6515-01-330-6218
1	Airway, nasopharyngeal	6515-00-300-2900
1	Splint, universal, aluminum ("SAM ^(R) " splint)	6510-01-217-1236
1	Bandage, elastic, 6" x 4-1/2 yd. ("Ace" bandage)	6510-00-935-5823
1	Dressing, first aid, field, 113/4" ("abdominal dressing")	6510-00-201-7425
1	Scissors, bandage	6515-00-935-7138
2	Oral rehydration salts	6505-01-197-8809
2	Gloves, patient examining	6515-01-491-5719
1	Field Medical Card (DD Form 1380)	N/A
1	CLS Medical Equipment Set Inventory	N/A

e. Certified CLSs should be allowed to fully utilize their CLS skills when providing care for Soldiers (they can start intravenous fluids for heat injuries after the institution of cooling measures).

f. Personnel qualified and certified to perform a higher level of medical care (68W Health Care Specialist) may fill the requirement for CLS, when available.

3-33. Injury Prevention Measures. In addition to the guidance in IET SPT Guide and FM 21-20 the following measures should be employed in order to mitigate overuse injuries-

- a. Place Soldiers in order of height (shortest to tallest) in running and marching formations.
- b. Ensure march paces do not exceed 5 kilometers per hour.
- c. Use the fittest Soldiers for road guard duties.
- d. Rotate road guard responsibilities.
- e. Avoid high impact activities for corrective training (running, marching, jumping). There is no benefit to exceeding the SPT guidelines for running, even for those who require remedial PT.
- f. Maximize "field feedings" to decrease the amount of marching to and from dining facilities (DFACs).
- g. Encourage Soldiers to apply ice to injured parts when prescribed by a health care provider or recommended by self-care guidelines.
- h. Maximize transportation vehicles for moving Soldiers to training areas.
- i. Encourage Soldiers to wear the sock liner under the cushion sole sock during the first 3 weeks of training (during new boot break in period), and for any foot march greater than 5 kilometers.

3-34. Suicide prevention.

a. Commander and UMT orientations in IET units will include instruction on suicide awareness and identification of potentially suicidal Soldiers. Instruction to Soldiers will include the appropriate actions they should take in the event a fellow Soldier talks to them about suicide; specifically, Soldiers must recognize the need to immediately notify the first cadre member available in the chain of command.

b. Commanders must comply with the provisions of DOD Directive 6490.1 and DOD Instruction 6490.4, before sending Soldiers for mental health evaluations to avoid violations of legal requirements. Commanders must counsel Soldiers reported to have discussed or alluded to suicide. The commander will ensure Soldiers in emergency/urgent situations are immediately referred to mental health personnel for counseling and evaluation, and accompanied by an NCO to the appointment until the mental health professional assumes control. An NCO is required to pick the Soldier up from the mental health facilities and to meet with the health provider as a representative of the commander to ensure the Soldiers condition and diagnosis is clearly

TRADOC Reg 350-6

communicated to the unit. Soldiers in this category will not be left alone or unsupervised. Escorts for subsequent appointments are not required to be an NCO. Counsel individuals in routine (non-emergency) situations, IAW DOD Instruction 6490.4, section F, prior to referral/meeting with mental health professionals.

c. Mental healthcare providers may return IET Soldiers to their units, once they have determined the Soldier is no longer an imminent threat to harm themselves or others, following an outpatient evaluation or upon discharge from the inpatient status.

(1) The mental healthcare provider may make precautionary recommendations to the commander that the Soldier be watched for some period of time. The mental health provider must stipulate the level of follow-up as part of the release to the unit.

(2) TRADOC service schools and major subordinate commands will develop a “Unit Watch” program, which will involve supervised watch of the IET Soldier in the implementation of mental healthcare provider guidance. The decision to place a Soldier under supervised unit watch will always be made in close coordination and consultation with mental healthcare providers. In unit watch the unit/cadre will observe/supervise the IET Soldier pursuant to the precautionary timeframe and conditions recommended by the mental healthcare provider.

(3) The unit watch program is to complement the guidance established in DOD Directive 6490.1 and DOD Instructions 6490.4. The unit watch program must ensure-

a. Positive control of the returned IET Soldier, especially during periods of transition, from training events to other appointments.

b. Soldiers under watch are escorted at all times, and not left alone or unsupervised.

c. Those entrusted to conduct unit watch are thoroughly briefed on the importance of being with the Soldier at all times.

d. While in unit watch status, the Soldier requires close follow-up by behavioral health as specified in paragraph 3-34(1).

d. IET Commanders will ensure 50 percent of assigned Drill Sergeants, 10 percent of assigned cadre and all UMT members will receive Army approved Suicide Intervention training. UMT members are available to train drill sergeants and cadre in suicide awareness, identification, and prevention, and also in applying suicide intervention techniques. Chaplains are also available for counseling Soldiers suspected of contemplating suicide, but do not make mental health evaluations in this area. UMTs should be considered a first line of defense and are an excellent resource in conjunction with mental health services.

e. BCT Battalion Commanders should send written notification (not e-mails) to the gaining AIT Brigade/Battalion Commanders in reference to Soldiers who required behavioral health intervention for suicidal behaviors during IET. Notification should be in memorandum format (see fig 3-1).

MEMORANDUM FOR (CDR, Brigade/Battalion receiving Soldier) _____

SUBJECT: Suicidal behavior

1. _____ (Soldier's name), _____ (SSN) received Community Mental Health Services for suicidal/self-injurious behavior during basic training. The Soldier has been cleared to continue duty. The Soldier does/does not require further monitoring for suicidal/self-injurious behavior. The Soldier does/does not require follow-up with behavioral health professionals.

Figure 3-1 Sample: Suicidal Behavior Memorandum

3-35. Field Sanitation Team (FST) training and utilization.

a. Trained and equipped FSTs are required in-

(1) All BCT/AIT/OSUT, at least two trained cadre and one FST equipment set per company/troop/battery (see table 3-2).

Table 3-2. Modified FST Equipment Set

Item	NSN	Unit of Issue	Quantity
Book Record Ledger Double Entry	7530-00-286-6211	EA	1
Goggles, Industrial, Non-vented	4240-00-190-6432	EA	2
Thermometer, Food	6685-00-444-6500	EA	2
Pad, Isopropyl Alcohol	6510-00-786-3736	PG	1
Gloves Surgical Disposable	6515-01-150-2978	BX	1
Test Paper, Chlorine Residual (food svc)	6630-01-012-4093	PG	1
Test Strips, pH & Cl	6640-NCM-02-1025	PG	1
Calcium Hypochlorite, 6 oz	6810-00-255-0471	BT	1
Spoon Measuring Plastic (0.5 g)	6640-01-070-7877	EA	2
Wet Bulb-Globe Temperature w tripod	6665-01-381-3023	EA	1

(2) Units that resource FTXs at the battalion level may request an exception to policy and resource one FST.

b. Commanders will coordinate training schedules for the FST course with supporting MEDDAC Environmental Science personnel.

c. Commanders will establish accountability for modified FST equipment sets through their supply officer.

d. Duties. Members of the FST will assist their Commanders to-

(1) Monitor overall sanitary conditions in the barracks, dining facility, ranges and training areas occupied by the unit.

TRADOC Reg 350-6

(2) Ensure potable water containers are maintained:

(a) Prior to use, scrub the container with a solution of 1/2 meal, ready to eat (MRE) spoonful of calcium hypochlorite dissolved in 1 gallon of water. If calcium hypochlorite is not available, use 3 MRE spoonfuls of household bleach dissolved in a gallon of water.

(b) Test the water using a chlorination test kit.

(c) Add more calcium hypochlorite, if necessary, to maintain a minimum chlorine residual of 2 parts per million or as prescribed locally.

(d) Empty and clean the container at least once every 3 days.

3-36. Personal health and hygiene.

a. To instill good hygiene habits in all Soldiers, each TRADOC service school and major subordinate command will establish a comprehensive personal hygiene program. Elements of the personal hygiene program include but are not limited to-

(1) Opportunity for Soldiers to bathe daily, whether in garrison or field environment (consistent with training presented in TSP 071-2045, Personal Hygiene and Sexually Transmitted Diseases and TSP 805-B-2025, Field Sanitation and Preventive Medicine Field craft).

(2) Caution against hot and cold weather injuries (consistent with training presented in TSP 805-B-2025, Field Sanitation and Preventive Medicine Field craft).

(3) Reinforcement of good dietary habits (consistent with training presented in TSP 071-2045, Personal Hygiene and Sexually Transmitted Diseases).

(4) Ensuring adequacy of billeting and maintenance of sanitary, healthful conditions to include the following net square footage guidelines as defined by AR 210-50:

(a) In BCT/OSUT, 72 net square feet per Soldier is the standard, exclusive of stairs, halls, latrines, utility rooms, recreation areas, storage rooms, or other administrative areas. All available billeting is used to achieve this standard.

(b) In AIT, 90 net square feet per Soldier is the desired goal, unless the AIT is located at an ATC.

(c) Commanders will notify the DCG-IMT when they cannot meet the 72 square foot standard, and will request permission from the DCG-IMT before placing Soldiers in less than 60 square foot per Soldier, after accomplishing the following:

- Installation Fire Marshal must verify the fire life safety codes are being met at the increased density.

- Preventive medicine personnel periodically check air quality.
- Sufficient latrine and shower facilities are made available.

(d) During periods of surge or mobilization the absolute minimum square footage per Soldier in BCT is 40 square foot and must be approved by the DCG-IMT with concurrence of the TRADOC Surgeon.

(e) Diversion of barracks space for other purposes (for example, offices, weight rooms, dojos) will be limited and will not result in the use of portable buildings for barracks. Barracks will be maintained IAW 10/20 standards for cleanliness, serviceability, and safety.

(5) TRADOC service schools and major subordinate commands will ensure posters emphasizing personal hygiene measures to mitigate the risk of a communicable illness outbreak are conspicuously displayed in the barracks, DFACs, and in latrines. Personal hygiene posters with three different backgrounds are downloadable off the TRADOC Surgeon's web site at <http://www.tradoc.army.mil/surgeon/information.htm> (see Personal Hygiene Information, parts I, II, and III).

b. Commanders will adhere to the following when IET Soldiers are donating blood-

(1) Blood donations will not be allowed during RECBN inprocessing, to include Soldiers in hold-under status or during the first three weeks of BCT/OSUT.

(2) Blood donors should not engage in any strenuous physical activity for 24 hours after donation. Activities to avoid include, but are not limited to running, push-ups, pull-ups/chin-ups, muscle failure PT, heavy lifting, obstacle/confidence courses, APFT (diagnostic or record), etc. Short foot movements to local areas or DFACs can be safely performed.

(3) Avoid prolonged exposure (greater than 1 hour) to Heat Category 3-5 conditions, and maximum performance events (APFT and road marches) for 3 days after donation.

(4) Soldiers in OSUT and AIT may donate blood eight weeks after their first donation, then every eight weeks thereafter.

3-37. Hearing Conservation Program.

a. Each ATC will follow a hearing conservation program IAW DA Pam 40-501, paragraph 6-1 and 7-2. Commanders at all levels will enforce the requirement for all IET Soldiers, instructors, and cadre to wear triple-flange/prescribed earplugs or other approved hearing protective devices, when exposed to noise levels (such as, range firing) that are hazardous to hearing. Leaders are responsible for ensuring the hearing conservation program is implemented in their units, especially the monitoring and enforcement of wearing hearing protection in noise hazardous areas to include blank weapon fire (such as, urban operations training).

TRADOC Reg 350-6

b. RECBNs will perform Defense Occupational and Environmental Health Readiness System Hearing Conservation audiograms on all new Soldiers. Abnormal audiograms may require further audiologic evaluation to include differential diagnostic assessments, appropriate DA Form 3349 (Physical Profile), Medical Review Board processing (in cases of serial 3 hearing profiles that do not have a waiver), existed prior to service (EPTS) processing if a waiver was not issued, and MOS reclassification/MOS renegotiation (see app I).

3-38. Health Care Committee.

a. The IET environment presents unique health care issues. Managing these issues involves a joint effort between MTF clinical staff and training battalions. An IET Health Care Committee provides the structural framework to facilitate this effort and develop coordinated approaches at the battalion level.

b. Objectives:

- (1) Reduce and control injuries in IET that take Soldiers away from training.
- (2) Conduct a regularly scheduled forum at the brigade level.
- (3) Monitor overuse injuries, communicable illnesses, environmental injuries, and suicidal behaviors.
- (4) Identify issues that would need the attention of HQ, TRADOC and USAAC.
- (5) Obtain feedback on initiatives.

c. The Health Care Committee can stand alone, or part of a committee already in existence.

(1) Membership. Commandants should identify a brigade commander as the chairperson. The commandant staff and MTF will determine the rest of the committee membership. Membership may include but is not limited to-

- (a) Chief, Primary Care or Deputy Commander for Clinical Services.
- (b) Commander, troop medical clinic (TMC) and/or Dental Clinic.
- (c) Psychologist or social worker for IET.
- (d) Officer in charge, TMC Physical Therapy.
- (e) Chief, Preventive Medicine.
- (f) Environmental Science Officer.

- (g) Training chaplain.
 - (h) Training Unit Commanders and/or Senior NCOs.
 - (i) Senior NCO for MST.
- (2) Agenda. Items to be addressed may include but are not limited to:
- (a) Sick call.
 - (b) Medical support for training.
 - (c) Access to specialty care, (for example, orthopedics, podiatry, mental health).
 - (d) Medical evaluation board (MEBs).
 - (e) IET attrition.
 - (f) Profiles.
 - (g) PTRP.
 - (h) Behavioral health professional support.
 - (i) Illness, injury, and behavior trends.

d. The chairperson should forward those issues needing assistance from HQ, TRADOC, or USAAC, to the TRADOC Surgeon, via e-mail or phone (757-788-2226, DSN 680).

3-39. Drill sergeant/cadre uniform.

a. Drill sergeants are authorized to wear the drill sergeant hat and badge IAW AR 670-1 and AR 600-8-22 upon graduation.

b. Commanders designate the drill sergeant duty uniform, but drill sergeants should be in the same uniform as the Soldiers in training, and will otherwise conform to AR 670-1. Drill sergeants will wear appropriate protective gear on all ranges IAW composite risk management assessments and local policies (for example, Kevlar/advanced combat helmet (ACH), body armor, and load carrying equipment on live fire ranges). A white reflective band on their Kevlar/ACH will identify drill sergeants/cadre.

c. Centers, schools, and organizations will use color coded road guard vests or reflective equipment (reflective belt, etc.), to distinguish between IET Soldiers and cadre. Vest and belt are standardized at each ATC.

TRADOC Reg 350-6

3-40. Body composition standards in IET.

a. Accessions standards for body composition as stated in AR 40-501, paragraph 2-21b, apply after the first year of IET Soldier's active duty service. The standards of AR 600-9, table 2, are applicable after the initial year of service.

b. Reserve Component (RC) Soldiers enrolled in the split training option must meet accession body composition standards for the successive period of active duty training.

c. Measure and weigh initial entry Soldiers within 14 days prior to graduation from AIT/OSUT. Enter this information on the Soldier's DA Form 5286-R.

d. Enroll and flag Soldiers that exceed one year of active service, and fail to meet the body composition standards IAW AR 600-9, table 2, in the Army Body Composition Program. Ship these Soldiers to the gaining unit and forward the documentation to include the flag (transferable), to the gaining unit.

e. Prior service Soldiers are required to meet the body composition standards of AR 600-9, table 2, upon reentry on active duty.

f. Reclassified Soldiers (those Soldiers currently holding a MOS) must meet the requirements of AR 600-9, table 1.

(1) Do not enroll reclassified Soldiers with temporary profiles which prevent completion of the APFT in MOS producing courses.

(2) Do not allow Soldiers in temporary duty (TDY) and return status to attend MOS producing courses when they do not meet the body composition standards as prescribed in AR 600-9. Return Soldiers not meeting standards to their home station.

(3) Do not allow Soldiers in TDY en route or permanent change of station, not meeting the prescribed body composition standards as prescribed in AR 600-9, table 2, to attend MOS producing courses. Attach these Soldiers to TRADOC subordinate commands, pending clarification of assignment instructions for follow-on training. The school commandant will notify Human Resources Command of the Soldier's ineligibility for schooling and request clarification of assignment instructions.

3-41. Tattoos/brands. TRADOC IET recruit tattoo/brand policies apply to all AA, USAR, and ARNG Soldiers whether non-prior service or prior service. Army policy governing tattoos is found in AR 670-1, paragraph 1-8e.

3-42. New Start Program.

a. IET Soldiers that demonstrate deficiencies in achieving task standards consistent with their time in training, but maintain the motivation to do so, are considered for reassignment to another company or battalion. Make reassignment to a company in a later cycle (for example, a

succeeding class) where the Soldier has the opportunity to repeat the phase of training. These reassignments, made under the New Start Program, are intended to give motivated Soldiers an additional opportunity to meet the skill standards, and become a productive Soldier in the Army. The success of the New Start Program is a direct function of the manner in which the Soldier is integrated into the new unit.

b. IET Soldiers that have missed training due to emergency leave or hospitalization, and not able to complete training with their current unit, are considered for reassignment to a company in the appropriate week of training.

c. Reassign IET Soldiers under the New Start Program at any point in the training cycle, based upon the recommendation of the chain of command, and approval of the battalion commander. Following the approval to reassign the Soldier under the New Start Program, move the Soldier to the new company or battalion for further training NLT the following duty day.

d. Commanders will not remove Soldiers being considered for the New Start Program from training until the decision is made. Do not use IET Soldiers as detail Soldiers during the new start process. The goal is to get the Soldiers back into training within 1 day of the restart decision. While there are case-by-case exceptions, the decision during IET is authorized as follows-

(1) When a Soldier's performance is unsatisfactory in a certain area, give the Soldier intensive remedial training and retesting in that area. If performance remains unsatisfactory after remedial training and retesting, reassign the Soldier to another company or battalion in a follow-on cycle.

(2) Grant new starts for academic retraining to complete AIT/OSUT IAW AR 612-201, paragraph 3-24.

(3) Process individuals unable to complete MOS training IAW AR 612-201, paragraph 3-25.

e. Additional information on MOS retraining/reclassification procedures is provided at appendix I.

3-43. Remedial training.

a. Provide Soldiers unable to attain training standards remedial training, to enable them to remain in cycle, rather than giving a new start in a follow-on cycle.

b. Soldiers, not passing an APFT prior to graduation may become a new start. The week of training will be identified by the commander with assistance from the company cadre, allowing the Soldier time to pass the training event. This will be for remedial training only; however, continue to report these Soldiers as holds in ATRRS with a physical fitness (remedial training - APFT) status code (B).

TRADOC Reg 350-6

c. If a Soldier fails the required APFT before graduation (50-50-50 for BCT and 60-60-60 for AIT/OSUT), the company commander may hold the individual for up to seven days to retest the individual. If the Soldier fails at the end of the seven days, the battalion commander has the authority to keep the Soldier another seven days in the unit (for a total of 14 days). At the end of 14 days the commander has two choices:

(1) New start the Soldier IAW paragraph 3-42 and the IET investment strategy, paragraph 1-6b.

(2) The commander may eliminate the Soldier at any point in the process if the Soldier demonstrates lack of motivation or will not make a quality Soldier.

d. In keeping with the IET investment strategy, a Soldier will continue to receive remedial training upon the decision by the chain of command that the Soldier has the mental and physical capacity to succeed.

3-44. IET Soldiers held over for security clearance.

a. Process IET Soldiers that enlisted for MOS training and require a security investigation, IAW AR 612-201, paragraph 2-3.

b. Security managers are authorized to grant interim collateral security clearances in the name of the Commander, U.S. Army Central Personnel Security Central Clearance Facility (USACCF), Fort Meade, MD, to qualified IET Soldiers of all components IAW AR 380-67, chapter 3, so they may enter training. A memorandum from HQDA, Office of the Deputy Chief of Staff for Intelligence, DAMI-CH, 19 Feb 99, Subject: Personnel Security, provides adjudicative guidelines for determining eligibility for access to classified information. The intent is to move all qualified IET Soldiers to the AIT location.

c. Security managers at BCT sites will forward to the gaining AIT security manager, a list containing the Soldier's name, SSN, and status of the Soldier's investigation or security clearance. Security Managers must receive authorization, from USACCF, to ship Soldiers that require interim clearances with sensitive compartmented information (SCI) access, prior to shipment to AIT locations. Soldiers may depart AIT/OSUT with an interim collateral clearance, provided they have a national agency check/local area check and credit check investigation favorably pending at the Defense Security Service or Office of Personnel Management (OPM). Ensure a personnel security investigation has been submitted to and opened by the appropriate investigative agency for the IET Soldier requiring Secret security clearance eligibility. Ensure a single scope background investigation (SSBI) has been submitted to and opened by the appropriate investigation agency for an IET Soldier requiring Top Secret security clearance eligibility.

d. Renegotiation of MOS for Holdover Trainees Pending Security Clearance provides information and guidance on processing trainees in security hold status. Consider IET Soldiers, holding a MOS identified in table 3-2, with known major derogatory information, security holdovers at BCT sites, until a USACCF Letter of Intent is received or USACCF makes a

favorable security clearance determination. IET Soldiers must have an interim clearance by the AIT week listed in table 3-3 to continue training.

Table 3-3 MOS security clearance requirements

MOS¹	KNOWN DEROGATORY INFORMATION	REQUIREMENT TO CONTINUE TRAINING
13D	Security Holdover at BCT	Interim Secret required by Week 3 of AIT
13F	Security Holdover at BCT	Interim Secret required by Week 4 of AIT
13R	Security Holdover at BCT	Interim Secret required by Week 4 of AIT
14 Series	Security Holdover at BCT	Interim Secret required by Week 2 of AIT
15P	Security Holdover at BCT	Interim Secret required by Week 5 of AIT
15Q	Security Holdover at BCT	Interim Secret required by Week 7 of AIT
15N	Security Holdover at BCT	Interim Secret required by Week 18 of AIT
15S	Security Holdover at BCT	Interim Secret required by Graduation of AIT
25B	Security Holdover at BCT	Interim Secret required by week 14 of AIT
25C	Security Holdover at BCT	Interim Secret required by Graduation of AIT
25F	Security Holdover at BCT	Interim Secret required by week 1 of AIT
25L	Security Holdover at BCT	Interim Secret required by Graduation of AIT
25N	Security Holdover at BCT	Interim Secret required by week 2 of AIT
25P	Security Holdover at BCT	Interim Secret required by week 9 of AIT
25Q	Security Holdover at BCT	Interim Secret required by week 2 of AIT
25S	Security Holdover at BCT	Interim Secret required by Graduation of AIT
37F	Security Holdover at BCT	Interim Secret required by Week 11 of AIT
38A	Security Holdover at BCT	Interim Secret required by Week 11 of AIT
56M	Security Holdover at BCT	Requires Electronic Questionnaires for investigation processing (eQUIP) verification to proceed to AIT
94P	Security Holdover at BCT	Interim Secret required by Week 3 of AIT
94T	Security Holdover at BCT	Interim Secret required by Week 3 of AIT
96B	Security Holdover at BCT	Interim Secret required by Week 1 of AIT Interim Top Secret with SCI by Week 12 of AIT
96D	Security Holdover at BCT	Interim Top Secret with SCI by Week 1 of AIT
96H	Security Holdover at BCT	Interim Secret required by Week 1 of AIT
96R	Security Holdover at BCT	Interim Secret required by Week 5 of AIT
96U	Security Holdover at BCT	Interim Secret required by Week 1 of AIT
97B	Security Holdover at BCT	Interim Secret required by Week 1 of AIT Interim Top Secret with SCI by Week 10 of AIT
97E	Security Holdover at BCT	Interim Secret required by Week 5 of AIT
98C	Security Holdover at BCT	Interim Top Secret with SCI by Week 1 of AIT
98G	Security Holdover at BCT	Interim Top Secret with SCI by Week 5 of AIT
98H	Security Holdover at BCT	Interim Top Secret with SCI by Week 5 of AIT
98Y	Security Holdover at BCT	Interim Top Secret with SCI by Week 1 of AIT
¹ MOS' change constantly, contact HQ TRADOC Deputy Chief of Staff for Intelligence at DSN 680-3903 or 757-788-3903 for the updated chart/MOS change.		

e. IET Soldiers in MOS 98XL (Electronic Warfare/Signal Intelligence Specialist (Linguist)) may be sent to Defense Language Institute for language training. IET Soldiers in MOS 98G (Heritage Speakers) may be sent to Goodfellow AFB, TX for additional language and military subject training.

TRADOC Reg 350-6

f. Soldiers reclassifying into another MOS requiring a security clearance, may not be sent until the appropriate clearance requirements for that MOS have been met.

g. IET Soldiers having enlisted into one of the specified MOS' with training at one of the specified sites outlined within the latest HQ, TRADOC personnel security guidance who are pending completion of the national agency check portion of the required SSBI will remain at BCT installations as a security hold until the national agency check is completed and the USCCF has granted interim Top Secret with SCI eligibility.

3-45. MOS retraining/reclassification policy.

a. The TRADOC IET retraining policy is as follows-

(1) A Soldier unable to qualify for their current MOS assignment, may be considered for retention in the Army and qualify for additional skill training in a second MOS, only if:

(a) In the judgment of the commander, the Soldier possesses those qualities that are considered exceptional.

(b) The Soldier demonstrates the motivation and potential to successfully complete the second MOS training.

(2) In all other cases, properly counsel and process Soldiers for separation not meeting academic standards IAW AR 635-200, chapter 1. See appendix I for additional guidance on retraining/reclassification procedures.

3-46. Separations.

a. Attaining Army standards is the gauge for successful completion of IET. Commanders will exhaust retraining and counseling procedures before making a determination that a Soldier's performance and potential justify a new start or separation from the service. Commanders will not begin any separation actions against a RC Soldier prior to the local ARNG/USAR liaison personnel counseling the Soldier.

b. Separation of all Soldiers will be IAW AR 635-200 and any other applicable separation provisions. Once the company commander notifies the Soldier that separation action (for example, chapter 11) has been initiated, the Soldier will be discharged within 14 calendar days.

c. Soldiers in BCT/OSUT normally are not separated for reasons of lack of motivation or aptitude prior to completion of their second week of training. Time spent in the Fitness Training Unit (FTU) is not counted toward those 2 weeks. This will provide new Soldiers a fair adjustment period, and allows the command an opportunity to evaluate and counsel the Soldier. However, commanders will ensure that highly disruptive Soldiers are removed from the platoon environment and the appropriate administrative or disciplinary actions are taken.

d. Medical conditions that EPTS.

(1) In the course of evaluation for an injury or condition, it may be revealed that the Soldier was not medically qualified under procurement medical fitness standards. If the chain of command and medical authorities determine the Soldier entered the service with a medical condition that prevents full participation in IET training activities, the Soldier may be separated IAW AR 635-200, paragraph 5-11. This provision is applicable only if the condition is discovered within the first 6 months of the Soldier's enlistment, and the Soldier provides reasonable proof (copy of medical records, sworn statements from parents, etc.) that the injury EPTS.

(2) The EPTS separation process should not be utilized if the Soldier received a waiver for the same condition, unless the condition changes and there is a significant safety concern related to the change or condition that prevents the Soldier from completing training in any MOS, and appropriate medical authority determines that the condition is not remediable within a reasonable period of time.

e. Commanders will utilize guidance in AR 635-200, paragraph 11-3b, for pregnant Soldiers.

3-47. Conscientious objectors.

a. Policy and procedures for processing conscientious objectors are provided in AR 600-43. Retain Soldiers that have submitted applications in their unit, and assign duties providing minimum practicable conflict with their asserted beliefs, pending final decision on their applications. They are not required to train in the study, use, or handling of arms or weapons.

b. The Soldier is not precluded from taking part in those aspects of training that do not involve the bearing or use of arms, weapons, or munitions. Except for this restriction, conscientious objector applicants are subject to all military orders, discipline, and regulations, to include those on training.

3-48. Retraining and Holding Units (RHUs).

a. BCT/OSUT TRADOC service schools and major subordinate commands will establish company size RHUs to perform two functions-

(1) Process Soldiers pending discharge. RHUs will process IET Soldiers identified by the chain of command for discharge from the Army IAW AR 635-200.

(2) Retrain selected IET Soldiers. RHUs will provide special training to selected IET Soldiers that have the potential to complete training with additional time and assistance.

b. Soldiers in each category are managed and housed in separate groups.

c. All RC service members will receive counseling from the RC Liaison Office prior to assignment to the RHU.

d. When the commander identifies and approves Soldiers for selection to the RHU, they are reported in ATRRS IAW ATRRS Table 51 discharge reason codes (see table 3-4).

Table 3-4 ATRRS Codes for IET Soldier Actions

RECBN, BCT, OSUT, AIT	RECBN, BCT, OSUT, AIT		RHU, FTU	RHU, FTU	RHU, FTU		RECBN, BCT, OSUT, AIT
Enter Output Status	Enter Reason Code		Enter Input Status	Output Status	Enter Reason Code		Enter Input Status
L (Recycle Out)	< (Transfer to FTU/RHU)		I (Input)	D (Discharge)	Appropriate code IAW ATRRS Table 51 Discharge Reason Codes		
L (Recycle Out)	< (Transfer to FTU/RHU)		I (Input)	G (Graduate)	No reason code required.		Q (Recycle In)

3-49. Inspector General (IG) system briefing. Commander orientations in BCT/OSUT and AIT units will include a briefing on the IG system. Specifically, this briefing must cover the role of the IG, their function, how Soldiers can obtain appointments to see the IG, and how the IG might help the Soldier with a problem.

3-50. Fund-raising in IET. A special trust exists between IET units and the Soldiers they train. IET cadre members or organizations associated with IET units should never exploit that trust for financial gain.

a. All IET units and informal funds, family readiness groups and private organizations associated with IET units, will comply with installation/garrison procedures for fund-raising and resale activities.

b. Commanders will obtain legal advice from their servicing SJA/ Ethics Counselor prior to conducting any fund-raising event.

c. Prohibited practices as it concerns fund-raising in IET are located at paragraph 2-3j.

d. On a voluntary basis, IET Soldiers may contribute to officially authorized campaigns, such as the Combined Federal Campaign, Army Emergency Relief Fund, Red Cross Blood Program, and Chapel offerings.

3-51. Drill sergeant driving limitations. The drill sergeant’s mission is to train and lead Soldiers, therefore, drill sergeants driving vehicles in the performance of their duties should be an exception rather than the rule, in order to maintain the appropriate drill sergeant to Soldier ratios at all training events. At the discretion of the chain of command, drill sergeants are authorized to drive in the performance of daily training duties and during cycle breaks. Drill sergeants are not authorized to drive vehicles in order to perform administrative functions. Only RECBN, FTU, RHU, AIT drill sergeants, and DSS Leaders are authorized to drive in the performance of administrative functions.

3-52. EXODUS (winter block leave). HQ TRADOC will establish and announce the training policy for winter block leave based on annual guidance HQDA publishes for the holiday season. The HQ TRADOC POC for winter block leave is DCSOPS&T TOMA. Commanders will conduct 100% drug testing for all Soldiers that participate in winter block leave.

3-53. Hometown Recruiter Assistance Program (HRAP) execution.

a. HRAP is a voluntary recruiter assistance program that allows qualified IET graduates to promote Army service in their hometowns while in a permissive TDY status. The intent of the program is to allow recent IET graduates to go to their hometowns, and share their experiences with their peers, in order to connect with the target market for recruiting.

b. HRAP is a performance reward. Only physically fit individuals with an outgoing personality and positive attitude to sell the Army, recommended by both their recruiters and drill sergeants can participate. The goal for participation in the HRAP program is at least 60 percent of all AA IET graduates.

c. The normal time period for HRAP for an AIT or OSUT graduate Soldier is 14 days, including travel. The first lieutenant colonel or equivalent commander in the Soldier's chain of command is the approval authority for HRAP requests at the TRADOC service schools and major subordinate commands.

d. The proponent for HRAP is HQ USAREC, Director of Recruiting Operations. Additional information on HRAP is found in AR 601-2, chapter 7 and USAAC HRAP SOP.

e. The ARNG executes a similar program as a way for the ARNG Soldiers to interface with local communities. Soldiers approved to participate in the ARNG program will report to and be briefed by the ARNG Liaison NCO at each installation. The ARNG Liaison NCO will work with individual state HQs for coordination. On an annual basis the National Guard Bureau (NGB) Strength Maintenance Division provides additional information on the program.

f. Special provisions may apply to HRAP conducted during the annual winter block leave holiday break. HQs USAREC provides the winter block leave HRAP policy on a yearly basis since policy may change based on recruiting mission, and the capacity of recruiting stations to work with volumes of HRAP Soldiers.

g. On an exception basis, Soldiers currently in IET who are home on leave can perform HRAP duty, if the local recruiting station commander believes the Soldier can contribute to the mission, and the station commander's Recruiting Battalion Commander approves the exception.

h. Incorporate the HRAP application and processing using DA Form 31 (Request and Authority for Leave) into planning and ticketing systems for winter block leave.

Chapter 4
Physical Training (PT)

4-1. Objective of PT.

a. The objective of IET PT is to train Soldiers to meet the physical requirements for graduation from IET and prepare them to meet the demands for their military duties. PT instills confidence, the will to win and develops teamwork and unit cohesion while integrating aggressiveness and resourcefulness.

b. PT brings Soldiers to a state of physical readiness through a standardized program of drills and activities specifically designed to enhance performance of all WTBD.

c. Commanders are responsible for the PT program. Commanders must increase the intensity of exercise in logical increments throughout the training cycle, to limit injuries while instilling confidence in their ability to successfully perform and reach the fullest extent of their potential under any and all circumstances.

4-2. Presence of commander and leaders.

a. Command presence at PT will emphasize its importance. Leaders in the chain of command are responsible for the training and performance of their Soldiers and units. They are the primary training managers and trainers for their organization. Leaders must emphasize the value of PT by clearly explaining the objectives and benefits of their program, and ensuring the time allotted for PT is used effectively.

b. Commanders will ensure, when possible, PT sessions are conducted with two drill sergeants per platoon for BCT/OSUT and as a minimum one drill sergeant per platoon in AIT. In BCT/OSUT, one cadre member will lead and perform the exercises with the Soldiers to monitor the intensity level and provide a role model. Remaining cadre members will act as AIs and make on the spot corrections to insure proper execution. In AIT, one cadre member will lead and perform the exercises with the Soldiers. When available, additional cadre members will act as AIs and perform duties mention above. The cadre's primary responsibilities are to demonstrate proper PT execution, correct Soldiers' performance, and to encourage Soldiers to meet the standards. The cadre will ensure PT is conducted IAW the IET SPT Guide or FM 21-20 as applicable (see para 4-3b(3)). PT leaders and demonstrators will position themselves on a PT platform or other device, for clear visibility and unobstructed view by all Soldiers.

4-3. Execution.

a. The role of the drill sergeant remains to instill maximum motivation among all IET Soldiers, in order to achieve their full physical potential. The training program will enable the drill sergeant to execute a standardized training approach that emphasizes progressive conditioning of the Soldier's entire body. This is in support of the Soldierization process. Soldiers must meet the established standard set forth in AR 350-1, paragraph 1-21 and this

regulation (for example, 50 points in each event for BCT, and 60 points in each event for AIT and OSUT upon graduation). Passing rates, not average scores, support the overall objective of IET injury control.

b. Standards for PT execution are-

(1) To conduct PT sessions 4 to 6 times per week.

(2) When scheduling PT, commanders are not restricted to early morning hours, PT may be scheduled at the end of the duty day. All cadre will adhere to the installation heat/cold casualty reduction guidelines prior to executing PT (see app H).

(3) PT sessions will consist of warm-up, activities, and cool-down IAW the IET SPT Guide and FM 21-20 (for Phase V and V+ Soldiers who have achieved a score of 60 points per event, total 180 points on the APFT).

(4) When running in ability groups, place Soldiers of smaller stature at the front of the formation.

(5) Follow the training schedule guidance given in IET SPT Guide, and FM 21-20 to deconflict PT activities with other daily training activities. Adjust the duration and intensity of PT to compensate for other physically demanding activities scheduled.

(6) PT sessions and exertional physical corrective training will not begin 30 minutes before, during, or until at least 60 minutes after meals. This does not preclude the use of short physical tasks to get the attention of Soldiers.

(7) Running sessions during PT will be conducted IAW the IET SPT Guide or FM 21-20 (exception is for Esprit de Corps runs limited to once a month).

c. Assessment and testing.

(1) BCT.

(a) Administer the 1-1-1 assessment IAW IET SPT Guide. The purpose is to place the Soldier in the appropriate ability group and assess the Soldiers' progress toward meeting the graduation requirement.

(b) Administer the record AFPT during the last 2 weeks of training to determine if the Soldier has achieved the APFT requirement for graduation (50 points per event; 150 minimum total points).

(2) OSUT.

(a) Administer the 1-1-1 assessment IAW IET SPT Guide and diagnostic APFT as part of Phases I, II, III, and IV performance evaluations.

TRADOC Reg 350-6

(b) Administer the record APFT within the last 2 weeks of training. Soldiers who cannot complete the final APFT due to medical profile, and have successfully completed a diagnostic test with a score of 60 points in each of the three events (on the same test; total 180 points or higher) are given constructive credit for having passed the APFT requirement. Commanders have the authority to award credit to Soldiers passing the diagnostic APFT based on the Soldiers performance and recommendation from the chain of command.

(3) AIT.

(a) Administer diagnostic APFT at least once a month through the 20th week of training. Phase V+ Soldiers that have met the APFT standards for graduation will take the APFT [IAW AR 350-1 paragraph 1-24](#).

(b) Administer the record APFT no later than the last 2 weeks of training, to determine if the Soldier has achieved the APFT standard for graduation (60 points per event; 180 minimum total points). Soldiers who cannot complete the final APFT due to a temporary medical profile and have successfully completed a diagnostic APFT during AIT (scored 60 points minimum on each of the 3 events on the same test) are given credit for having passed the APT requirement.

(c) Phase IV, V, and V+ IET Soldiers with permanent profiles will take the APFT. A Soldier whose profile precludes taking the push-up, sit-up, or both events will take the remaining event(s) when approved by a physician or physician's assistant. The 2 mile run event or an approved alternate test event as outlined in [FM 21-20, chapter 14](#), is taken if the test is to count for record. The alternate test is for Soldiers with permanent physical profiles that preclude them from taking the 2 mile run. Soldiers are given 3 months to prepare for the alternate test from the date of the permanent profile.

(4) For reclassified Soldiers passing the APFT is a graduation requirement for AIT.

(5) RC Soldiers must meet APFT requirement at the TRADOC school prior to graduation. If the RC Soldier is recalled to their parent unit prior to meeting the APFT standard, the Soldier must return to the training unit they were released from and pass the APFT before meeting graduation requirements.

(6) RC personnel age 40 or older attending IET are subject to the same APFT requirements as AA personnel.

d. Safety.

(1) For environmental considerations refer to [AR 350-1, chapter 1, section 3](#), and [FM 21-20, chapter 12](#).

(2) Unit Commanders must ensure cadre or drill sergeants inspect their Soldiers' running shoes upon arrival to AIT (or after week 9 of OSUT). Soldiers' running shoes are often broken

down after 9 weeks of BCT/OSUT and require replacement. Running shoes should be evaluated IAW [FM 21-20, Appendix E](#).

e. [AR 670-1](#), chapter 14, prescribes the IPFU as the PT uniform. Conduct foot marching and battle-focused PT in the ACU IAW [AR 670-1](#), chapter 5.

f. Soldiers with physical profiles.

(1) Soldiers with documented physical limitations require special PT programs. Unit leaders will maintain a positive approach to all special fitness training. The program will-

(a) Support components of fitness the Soldier can continue to develop through the profile period. Soldiers on profile will participate in a regular fitness program IAW profile specifications. Substitute appropriate activities to replace those regular activities in which they cannot participate. The activity levels of Soldiers usually decrease while they are recovering from sickness or injury. It is important for Soldiers to engage in the cardio-respiratory fitness activities permitted by their profile and pay special attention to their diets to avoid gaining body fat.

(b) Permit the Soldier to rest injured parts of their body as recommended by medical personnel.

(c) Rehabilitate specific parts of the body guided by recommendations from medical personnel.

(2) The primary sources of guidance for profiled Soldiers' PT are-

(a) DD Form 689 (Individual Sick Slip) prescribes simply stated limitations, such as "no running, jumping, or marching," for a brief period of time (no more than 30 days).

(b) DA Form 3349 (Physical Profile) prescribes more extensive limitations, such as "no running, marching, jumping, climbing, crawling, or repetitive knee flexion," and is used if the profile is for a more than 30 days.

(c) Some installations provide a local version of a profile form, such as an "IET Physical Profile," which is used instead of DD Form 689, as the local form contains more activities specific to the IET environment (see fig H-1, IET Physical Profile form).

(d) Handout from the MTF showing specific rehabilitative activities for the Soldier. These may include stretches and muscle fitness activities not found in FM 21-20, or may prescribe a regiment for graduated return to activity, such as walk no farther than 1/4 mile on day 1, walk no farther than 1/2 mile on day 2, etc.).

(3) Secondary sources of guidance for a Soldier's profile PT program are health care providers and physical therapists at the supporting MTF. The commander or unit representative should consult these professionals for any assistance required in individual and unit programs.

4-4. Physical Training Rehabilitation Program (PTRP).

a. The PTRP is an element of the FTU and is designed for injured IET Soldiers. It provides a training environment to allow for proper healing and recovery. The program is available at the five ATCs (Forts Benning, Jackson, Knox, Leonard Wood, and Sill) for Soldiers that require treatment and rehabilitative physical therapy.

b. Procedures for assignment to the FTU (PTRP).

(1) Physical therapists or appropriate medical officers will recommend a Soldier for admittance into FTU based on the criteria the Soldier-

(a) Was injured in training.

(b) Sustained an injury severe enough to remove the Soldier from current training to allow for proper healing (usually a stress fracture).

(c) Has an overuse injury likely to fully recover within 4 months, and is able complete all of the physical requirements of training.

(d) Has traumatic injuries and surgical recovery, a standard recovery period may be significantly longer than the standard 4 months, with a reasonable likelihood of returning to training.

(2) The physical therapists will annotate their recommendations to assign Soldiers to the FTU on TRADOC Form 385-2-5-R-E (Record of Injury), DD Form 689 (Individual Sick Slip), or DA Form 3349 (Physical Profile). This document will be provided to the Soldier's commander for inclusion in the FTU assignment packet.

(3) Unit commanders will counsel Soldiers concerning the recommendation. Units will prepare a New Start Packet recommending PTRP and submit the packet for approval.

(4) Battalion commanders are the approving authority for enrollment in the PTRP.

(5) Once the battalion commander approves the recommendation, Soldiers will be transferred to the FTU within 48 hours of the unit receiving the FTU assignment recommendation.

(6) As a minimum, FTU commanders will evaluate Soldiers every 30 days to assess their progress and their motivation to stay in the Army.

c. FTU Soldiers should be assigned to separate units from IET Soldiers separating from the service.

d. As FTU assignment can be up to 6 months in duration, FTU commanders are authorized flexibility in using convalescent leave, phase privileges, MWR activities, etc. to maintain the motivation and enthusiasm of PTRP Soldiers.

e. Specific guidance on PTRP implementation is provided in appendix G.

Chapter 5

RC Training

5-1. General. This chapter sets forth policies and establishes uniform procedures for addressing RC unique training issues. These guidelines apply to the training of both ARNG and USAR members, unless specifically stated as applicable to only one of the components, and address those issues most commonly encountered during IET.

5-2. Assistance to ARNG/USAR Soldiers in IET.

a. The ARNG and USAR liaison personnel are attached to TRADOC service schools and major subordinate commands to assist the ATC and unit chain of command in solving problems RC Soldiers encounter during training. They advise the chain of command on matters related to separation actions. Final decisions regarding discharge remain with the unit chain of command.

b. The IET cadre will promptly inform the appropriate and available ARNG and/or USAR liaison personnel of all actions, both positive and negative, which have the potential to affect RC Soldiers. The liaison personnel will notify the appropriate chains of command of those RC Soldiers that will receive awards and honors, and counsel those RC Soldiers with attitude, motivation, or training problems.

5-3. Graduation requirements not met. Notify installation ARNG/USAR liaison personnel immediately when RC personnel do not complete all graduation requirements. Installation ARNG/USAR liaison personnel will resolve any potential conflict with extensions on active duty with the appropriate RC command. As necessary, place ARNG or USAR personnel in a holdover status IAW ATRRS verification tables reason codes.

5-4. Split training option (STO).

a. STO is an alternative training program designed to recruit and train students and seasonal employees that do not have enough time to complete BCT/AIT or OSUT during their initial IET tour. STO allows Soldiers to enter and complete the first portion of training (STO 1 = BCT portion), return to their civilian education or occupation, and come back the following year to complete the second portion of training (STO 2 = AIT or MOS portion of OSUT).

b. Mandatory release dates (MRDs) are management tools to ensure that STO 1 Soldiers are properly processed for training. The MRDs are determined at the Soldiers' home station and are published in the additional instruction section of their active duty orders. It is critical to consider a STO 1 Soldier's MRD when scheduling entry into training.

TRADOC Reg 350-6

5-5. STO early releases.

a. Policies pertaining to MRDs are-

(1) All STO 1 Soldiers are guaranteed a return to home of record for civilian education or employment commitments on a predetermined date.

(2) The STO 2 Soldiers are not guaranteed a MRD for civilian education or employment purposes as part of the enlistment contract. Individuals returning for STO 2 are expected to remain on active duty until training is completed and a MOS is awarded.

b. To preclude STO 1 individuals from being placed in training with insufficient time to complete the course, accomplish the following steps at the installation-

(1) Screen all STO 1 Soldiers prior to the start of training to determine if there are conflicts between the length of training and anticipated release date. Orders must provide at least 75 days to complete training.

(2) Refer individuals identified as having a conflict to ARNG or USAR liaison personnel for assistance in conflict resolution. Liaison personnel will contact the appropriate agency to resolve the conflict and obtain an extension of training time.

(3) When it is impossible to obtain an extension to complete training and course acceleration is not feasible, ARNG and USAR liaison personnel will amend or request the order to be amended and return the individual to the parent RC unit. Do not enter individuals in this category into training.

(4) Should liaison personnel encounter a refusal to amend the order of an individual with insufficient time to complete the required training, notify HQ, TRADOC (ATTG-I), for assistance in obtaining a release.

c. Instances may be encountered when conflicts develop between available time and course length for STO 1 Soldiers, due to conditions such as placement into the FTU, profile, emergency leave, or new start. The following procedures will help minimize the impact on the individual Soldier and the training system-

(1) When completion date conflicts exist for those individuals currently in training the following steps apply:

(a) Installation ARNG and USAR liaison personnel will contact the appropriate agency to obtain an extension on the MRD for completion of training. When such extensions are obtained the individual's orders are amended to clearly indicate the period of training being performed.

(b) Where extensions on MRDs cannot be obtained, consider accelerated training to meet POI graduation requirements.

(2) When training cannot be accelerated so that an individual can meet POI requirements for graduation or if a Soldier fails to meet graduation requirements by their MRD, the following guidance will apply:

(a) STO 1 Soldiers will continue in training through the latest date possible before processing for release from IET.

(b) Annotate DA Form 5286-R (see app F) to reflect training completed prior to release from active duty (REFRAD) and remaining training required to meet graduation requirements. The original individual training record will remain in the individual's Military Personnel Records Jacket for return to the parent unit.

d. Forward a copy of DA Form 5286-R to the trainee academic records section for retention, to aid in maintaining accurate training files for STO 1 Soldiers. Furnish a copy of DA Form 5286-R to the liaison NCO upon the Soldier's departure for home station (state).

e. Handle exceptions to the procedures in paragraphs 5-5b and 5-5c, above, on an individual basis, with the appropriate ARNG or USAR liaison representative at the installation.

f. NGB/U.S. Army Reserve Command (USARC) will reschedule individuals, released from active duty prior to completing STO 1 training, to complete course requirements at the ATC they were released from. Provide the following information to TRADOC service schools and major subordinate commands that receive individuals rescheduled for training, prior to the rescheduled start date:

- (1) Name.
- (2) SSN.
- (3) Training requirements to be completed.
- (4) Report date.
- (5) Follow-on MOS, if appropriate.
- (6) Copy of individual training record.

5-6. STO 2 APFT procedures. Administer STO 2 Soldiers a diagnostic APFT upon arrival to determine their level of conditioning. Place Soldiers not achieving the BCT standard in a remedial PT program IAW IET SPT Guide and bring those Soldiers safely to the standard allowing them to continue with the MOS portion of their training. Place Soldiers in an FTU, if one is available.

TRADOC Reg 350-6

5-7. STO 2 administrative deficiencies.

a. TRADOC service schools and major subordinate commands may encounter STO 2 Soldiers who are not prepared to enter training upon arrival at the training location. Some discrepancies in the area of military personnel, finance, or medical records, and outdated physicals may occur. Some individuals may report without the required clothing issue.

b. For Soldiers who are not prepared to enter training upon arrival for STO 2, use the following procedures-

(1) Give individuals without current physicals new physicals. No Soldier will begin training without a current physical.

(2) Provide individuals arriving without the required clothing a new issue by the installation clothing initial issue point (CIIP) or Military Clothing Sales, as appropriate. This additional issue will consist of only those items required to complete the training. Charge items issued to the appropriate State United States Property and Fiscal Office or USARC as authorized in AR 700-84 chapter 14.

(3) Individuals arriving without a valid set of orders and their health records will be held out of training if the installation cannot duplicate their records. Notify appropriate ARNG or USAR liaison representative immediately of all personnel held out of training in order to rectify records discrepancies. If the needed documents are not received within 5 days, liaison personnel on the installation will notify the appropriate agency of the delay. If the required records are not received within a total of 10 days, the installation will return the individual to the unit of assignment for rescheduling to complete STO 2.

c. On a quarterly basis, TRADOC service schools and major subordinate commands will forward a list of discrepancies with the Soldiers names, units, States, site where BCT was conducted, and discrepancies, to HQ TRADOC, ATTG-I. Provide information copies are provided to the ARNG/USAR liaison personnel at the TRADOC service school and major subordinate command.

5-8. Testing of STO Soldiers in IET.

a. Soldiers in STO 1 must meet all BCT graduation requirements prior to being released from STO 1 training or they will return to the ATC and complete all BCT graduation requirements prior to the start of STO 2 training.

b. Soldiers in STO 2 AIT must meet all MOS course requirements and pass the APFT prior to their release from STO 2 active duty tour.

5-9. Placement into training. IAW AR 612-201, chapters 2-3, RC personnel processing will meet report dates specified in the Soldier's orders. This policy applies to all BCT, OSUT, and AIT courses, and requires priority seating for RC personnel when insufficient capacity exists to seat all Soldiers awaiting a course start.

Appendix A
References

Section I
Required Publications

AR 15-6
Procedures for Investigating Officers and Boards of Officers

AR 40-5
Preventive Medicine

AR 40-66
Medical Record Administration and Health Care Documentation

40-400
Patient Administration

AR 40-501
Standards of Medical Fitness

AR 190-40
Serious Incident Report

AR 350-1
Army Training and Education

AR 350-10
Management of Army Individual Training Requirements and Resources

AR 380-67
The Department of the Army Personnel Security Program

AR 600-8-4
Line of Duty Policy, Procedure, and Investigations

AR 600-8-19
Enlisted Promotions and Reductions

AR 600-9
The Army Weight Control Program

AR 600-20
Army Command Policy

TRADOC Reg 350-6

AR 600-43
Conscientious Objection

AR 600-85
Army Substance Abuse Program (ASAP)

AR 601-2
Army Promotional Recruiting Support Programs

AR 601-210
Regular Army and Army Reserve Enlistment Program

AR 612-201
Initial Entry/Prior Service Trainee Support (RCS MILPC-17(R1))

AR 614-200
Enlisted Assignments and Utilization Management

AR 621-5
Army Continuing Education System (ACES)

AR 635-40
Physical Evaluation for Retention, Retirement or Separation

AR 635-200
Active Duty Enlisted Administrative Separations

AR 670-1
Wear and Appearance of Army Uniforms and Insignia

AR 700-84
Issue and Sale of Personal Clothing

AR 840-10
Flags, Guidons, Streamers, Tabards, Automobile and Aircraft Plates

DOD Instruction 6490.4
Requirements for Mental Health Evaluations of Members of the Armed Forces

NGR 600-200
Enlisted Personnel Management System

FM 3-11.4
Nuclear Biological and Chemical Protection

FM 3-11
Multi-Service Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical
Defense Operations

FM 5-19
Composite risk management

FM 7-0
Training the Force

FM 21-10
Field Hygiene and Sanitation

FM 21-20
Physical Fitness Training

TRADOC Pamphlet 350-36
TRADOC Trainee Abuse Prevention Program

TR 1-8
TRADOC Operations Reporting

TR 350-16
Drill Sergeant Program (DSP)

TR 350-18
The Army School System (TASS)

TR 350-29
Prevention of Heat and Cold Casualties

TR 350-70
Systems Approach to Training Management, Processes, and Products

TR 385-2
TRADOC Safety Program

TB MED 507
Heat Stress Control and Heat Casualty Management

USAREC Regulation 601-45
Recruiting Improprieties Policies and Procedures

TRADOC Reg 350-6

Section II Related Publications

AR 27-10
Military Justice

AR 165-1
Chaplain Activities in the United States Army

AR 210-50
Housing Mangement

AR 350-2
Opposing Force Program

AR 350-21
Instruction in Benefits of an Honorable Discharge

AR 350-30
Code of Conduct/Survival, Evasion, Resistance and Escape Training

AR 385-10
Army Safety Program

AR 385-55
Prevention of Motor Vehicle Accidents

AR 600-8-10
Leaves and Passes

AR 600-63
Army Health Promotion

AR 623-1
Academic Evaluation Reporting System

FM 1-05
Religious Support

GTA 5-8-12
Individual Safety Card

Manual for Courts-Martial United States (2005 Edition) (Available on the U.S. Department of Defense DefenseLINK web site (<http://www.defenselink.mil/pubs/>))

MIL-HDBK 1008C

Fire Protection for Facilities Engineering, Design, and Construction

TB MED 81

Cold Injury

TRADOC Pam 350-70-8

Total Army School System (TASS) Training Requirements Analysis System (TRAS)

TRADOC Pam 600-4

IET Soldier's Handbook

Section III

Prescribed Form

TRADOC Form 350-6-1-R-E

Trainee Abuse Report

Referenced Forms

DA Form 31

Request and Authority for Leave

DA Form 285

U.S. Army Accident Report

DA Form 705

Army Physical Fitness Test Scorecard

DA Form 1059

Service School Academic Evaluation Report

DA Form 1594

Daily Staff Journal or Duty Officer's Log

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2173

Statement of Medical Examination and Duty Status

DA Form 3349

Physical Profile

DA Form 4856

Developmental Counseling Form

TRADOC Reg 350-6

DA Form 5286-R
Individual Training Record, Basic Training (BT), Advanced Individual Training (AIT), One Station Unit Training (OSUT)

DA Form 5287
Training Record Transmittal Jacket

DD Form 689
Individual Sick Slip

DD Form 1172
Application for Uniformed Services Identification Card/DEERs Enrollment

TRADOC Form 385-2-5-R-E
Record of Injury

USAREC Form 315-R-E
Report of Alleged or Suspected Recruiting Impropriety (this form is available on the USAREC web site (<http://www.usarec.army.mil/im/formpub/>))

Appendix B IET Cadre/Support Personnel Training Requirements

B-1. Requirements. All IET assigned personnel should attend specified IET cadre/support personnel training prior to, but NLT 30 days after, assuming their IET duties. RC IET personnel will complete specified support personnel training NLT 120 days after assuming IET duties. The IET cadre/support personnel training courses are not a replacement for officer and NCO professional development training.

a. Assigned personnel will attend the following IET cadre/support personnel training as indicated:

(1) TRADOC PCC. IET brigade and battalion commanders, and Command Sergeants Major, will attend PCC prior to assuming duties. Branch managers will use the ATRRS to schedule TRADOC PCC attendees. The DCG-IMT is the waiver approval authority for commanders and Command Sergeants Major that don't attend PCC prior to assuming duties. No others will attend without the approval of the DCG-IMT.

(2) CCFSC. IET Company Commanders and First Sergeants will attend the CCFSC prior to assuming IET duties. This course provides future Company Commanders and First Sergeants with a broader training and educational experience beyond the basic TRADOC CTC and is a requirement throughout TRADOC. This course is in lieu of TRADOC CTC. The Brigade commander is the waiver approval authority for all Company commanders and First Sergeants that do not attend CCFSC prior to assuming IET duties.

(3) CTC. Deputy Brigade Commanders, brigade/battalion cadre, lieutenant colonel detachment commanders, executive officers, company grade staff officers (S1-S4), brigade/battalion operations NCOs in charge, Drill/Platoon Sergeants, Squad Leaders, IET Chaplains, and all training center IGs to include IG NCOs will attend CTC.

(4) SCTC. All IET cadre not attending the above listed courses, and military and civilian IET primary instructors will attend SCTC. Attendees include, but are not limited to, brigade/battalion/company staff section NCOs, military IET instructors, DOD/DA civilian IET primary instructors, contracted civilian IET primary instructors, unit armorers, unit supply personnel, RECBN processing NCOs, and IET chaplain assistants.

(5) ISCTC. All installation staff, medical, dental, and contract personnel that in the execution of their duties, come into daily or frequent contact with IET Soldiers, will attend ISCTC. Attendees include, but are not limited to CIIP/central issue facility (CIF) employees, DFAC employees, medical personnel, dental personnel, bus drivers, and other civilian installation personnel (for example, drug and alcohol representative).

b. TRADOC service schools and major subordinate commands, TRADOC units on non-TRADOC organizations, and USAR training divisions are authorized to conduct SCTCs and ISCTCs. Personnel (to include drill sergeants and former drill sergeants) authorized to instruct SCTC and ISCTC are CTC-qualified, and certified by their respective TRADOC service school and major subordinate command (institutional training) commander, commandant, or unit commander in a non-TRADOC organization.

TRADOC Reg 350-6

**Table B-1
IET Cadre Training Matrix**

BRIGADE AND BATTALION LEVEL POSITIONS	PCC	CCFSC	CTC	SCTC	ISCTC
Commander	X				
XO			X		
CSM	X				
Staff Officers			X		
Chaplain			X		
Staff NCOIC'S (E-7 thru E-9)			X		
Operations NCOIC (E-7 thru E-9)			X		
Staff Clerks (S1, S2, S3, S4, S6)				X	
PROCESSING NCO'S				X	
PROCESSING CLERKS				X	
Chaplain Assistants				X	
Bn Operations NCOIC				X	
DFAC Employees					X
AAFES Shoppettes Clerks					X
COMPANY LEVEL POSITIONS	PCC	CCFSC	CTC	SCTC	ISCTC
Co Cdr		X			
Co XO			X		
First Sergeant		X			
Drill/Platoon Sergeants, Squad Leaders			X		
Unit Armorers				X	
Unit Supply Personnel				X	
SCHOOL & CENTER POSITIONS	PCC	CCFSC	CTC	SCTC	ISCTC
School E9s			X		
Department E9s			X		
Military IET instructors (Officers and Enlisted)				X	
DOD/DA civilian IET primary instructors				X	
Contracted civilian IET primary instructors				X	
Training Center IG/Deputy IG			X		
INSTALLATION AGENCIES	PCC	CCFSC	CTC	SCTC	ISCTC
The following personnel include, but are not limited to					
Installation Staff					X
Medical Personnel					X
Dental Personnel					X
Reception Battalion Processing Personnel (Military)				X	
Reception Battalion Civilian Personnel					X
Contract Personnel					X
CIIP/CIF Employees					X
DFAC Employees					X
Other Civilian Installation Personnel					X

B-2. Training responsibilities.

a. Commander, Fort Jackson, ATZJ-PCC, Fort Jackson, SC 29207-5000, is the proponent for TRADOC Cadre Courses. HQs TRADOC, HQs, U.S Army Training Center (USATC) and Fort Jackson, will approve the POI for TRADOC IET Cadre Courses; and other courses designated by the proponent, and are responsible for the instructor certification process and course certification. The following sites are authorized to conduct CTC: Forts Allen (PR), Benning, Bliss, Gordon, Huachuca, Jackson, Knox, Lee, Leonard Wood, Sam Houston, Sill, and the DLIFLC (Monterey, CA). The following sites are authorized to conduct SCTC and ISCTC: Forts Meade, Belvoir, Eustis, Rucker, Bragg; Aberdeen Proving Ground; Redstone Arsenal; Little Creek Naval Air Base, Panama City, FL; Pensacola; Naval Construction Battalion, Gulfport; Air Force Bases Goodfellow, Lackland and Sheppard. All USAR training divisions are authorized to conduct cadre training courses.

b. The senior army commander/representative at non-TRADOC organizations is responsible for coordination efforts with the non-TRADOC unit commander to ensure compliance with policies prescribed in this regulation.

c. The Fort Jackson proponent will host an annual cadre training conference and monitor TRADOC PCC, CCFSC, CTC, SCTC, and ISCTC certification to ensure compliance with this regulation.

B-3. Attendance.

a. TRADOC service school and major subordinate command personnel, non-TRADOC organizations and USAR, will attend the appropriate cadre training course in one of the following modes:

- (1) Resident training at any approved site.
- (2) Mobile Training Team.
- (3) TRADOC-approved distance learning programs, when available

b. Former drill sergeants and cadre/support personnel returning to IET positions after being out of the IET environment for more than 24 months will attend the appropriate training course.

B-4. Reporting requirements. All IET TRADOC service schools and major subordinate commands (to include satellite AIT elements), and IET TRADOC units in non-TRADOC organizations, are required to report TRADOC cadre training course attendance, NLT the last Thursday of each quarter, to the Fort Jackson proponent, ATJZ-VU, BLDG 3300 Magruder Ave, Fort Jackson, SC 29207-5000 (IAW Fort Jackson. Victory University SOP). All USAR training divisions will provide quarterly reports in the same manner through the USARC, AFRC-OP, for collation and forwarding to the Fort Jackson proponent NLT the last Thursday of each quarter. The Fort Jackson proponent will consolidate all reports, and forward the completed quarterly training report to HQ TRADOC, ATTG-I, within 5 working days.

Appendix C

Defense Language Institute English Language Center (DLIELC), English as a Second Language Course

C-1. Mission and organization. English language training (ELT) for Soldiers is provided through the ESL course at DLIELC, Lackland Air Force Base (LAFB), TX. The goal of DLIELC's ESL courses is to provide entry-level to Soldiers that do not speak English as their native language, the English language skills necessary for success in their IET course and throughout military service. The Commander, U.S. Army Field Artillery Training Center, Fort Sill, OK, provides administrative control of the U.S. Army Element (USAE) at DLIELC. The USAE commander, serving simultaneously as the DLIELC deputy commandant, is responsible for the command, control, training, and administration of U.S. Army permanent party and student personnel at DLIELC. The C Company is responsible for operational and administrative support to the U.S. Army permanent party assigned to DLIELC. Assign all pre-BCT Soldiers attending DLIELC for ELT to E Company. E Company is responsible for the ELT and Soldierization of all U.S. Army Soldiers.

C-2. Staff relationships. The DCSOPS&T, Individual Training Directorate (ITD, ATTG-I), is the TRADOC functional proponent and POC for the Army's DLIELC ESL program. The following TRADOC offices perform associated functions:

a. Deputy Chief of Staff for Personnel, Infrastructure, and Logistics ensures adequate Army cadre strength in support of E Company, DLIELC.

b. Deputy Chief of Staff for Resource Management determines manpower staffing ICW DCSOPS&T-ITD.

c. DCSOPS&T-ITD, monitors and evaluates program activities ICW the Army Research Institute.

C-3. Selection and processing. Schedule Army recruits for DLIELC IAW AR 621-5, chapter 4. Fort Sill RECBN will process enlisted personnel identified for attendance at DLIELC before shipment to LAFB.

C-4. Graduation criteria.

a. Commander, E Company, will ship Soldiers with an MOS of 09L (Arabic Interpreter/Translator) to BCT/OSUT once they achieve a confirmed English comprehensive level (ECL) score of 80 or above, a 70 percent book quiz average and an oral proficiency interview (OPI) of 2/2. Commander, USAE, may grant a waiver and allow E Company to process 09L Soldiers to BCT/OSUT that achieve an ECL score within 5 points of the DLIELC qualifying score, provided they meet all other qualifying criteria. Commander, E Company, will discharge any student that fails to achieve course standards after 24 weeks of training, or fails to show adequate academic progress during ESL training.

b. Commander, E Company, will ship all other Soldiers to BCT/OSUT once they achieve a confirmed ECL score of 75 or above, a 70 percent book quiz average. An OPI is not required for Soldiers achieving this standard. Commander, USAE, may grant a waiver and allow E Company to process Soldiers to BCT/OSUT that achieve an ECL score within 5 points of the DLIELC qualifying score, provided they meet all other qualifying criteria. Soldiers granted a waiver IAW this regulation must also attain a score of 1+/1 on the OPI. Commander, E Company, will discharge any student that fails to achieve course standards after 24 weeks of training, or fails to show adequate academic progress during ESL training.

C-5. Training priorities. The primary mission of DLIELC is to provide ELT. This training is the responsibility of the staff at DLIELC as monitored and approved by Commander, USAE. The DLIELC staff, ICW, Commander, USAE, will determine the best ELT program to meet the graduation requirements. The ELT will receive top priority, and not supplanted by other training or activities.

a. In order to obtain feedback concerning enlisted Soldier preparedness for BCT/OSUT, DLIELC will disseminate survey materials (direct mail questionnaires) to BCT/OSUT units.

b. The primary purpose of E Company's military training program is to start the Soldierization process and prepare Soldiers for BCT. E Company will conduct familiarization and reinforcement training on Drill and Ceremonies, Military Customs and Courtesies, Army Values, Identification and Wear of the Uniform and Military Justice. This training takes place during Phase I (Red Phase).

C-6. Physical fitness training. Commander, E Company, will create and implement a PT program, with the goal of preparing Soldiers to excel in BCT, IAW the IET SPT Guide, and administer a diagnostic APFT once a month.

C-7. Three phases of training. To enhance training effectiveness, the military instruction program for IET Soldiers is modeled after the first three phases of BCT and adapted to the unique environment of DLIELC. The concept of phasing and associated goals (IAW para 2-2) was established to provide the entry-level Soldier with intermediate objectives, which give common direction and serve as milestones. Although time goals are identified, a Soldier will not graduate from one phase to another without meeting academic standards and cadre approval.

a. Phase I (Red) lasts from the Soldier's arrival through the third week of military training.

(1) The following characterizes Phase I (Red):

(a) Emphasis on English language skills.

(b) Total control and strict discipline.

(c) Constant supervision.

(d) All movement in formation.

TRADOC Reg 350-6

- (e) Daily inspections.
 - (f) Orientation to the military lifestyle.
 - (g) Start the Army Physical Fitness Program.
- (2) The goals for Soldiers during Phase I:
- (a) Begin ELT.
 - (b) Learn and conform to military standards of conduct.
 - (c) Learn to identify and wear an Army uniform.
- b. Phase II (White) begins at the start of the 4th week of training and continues through the 16th week of training, or until the completion of ESL training, whichever occurs first.
- (1) Phase II is characterized by:
- (a) Continued emphasis on English language skills.
 - (b) Gradual release from total control.
 - (c) Soldiers given responsibility for themselves and others
 - (d) Preparation for BCT.
- (2) The goals for Soldiers during Phase II:
- (a) Meet or exceed DLIELC language standards.
 - (b) Meet or exceed BCT APFT standards.
 - (c) Develop self-discipline and team building skills.
- c. Phase III (Blue) begins at the start of the 17th week of military training and continues through the 24th week of training, or until the completion of ESL training, whichever occurs first.
- (1) Phase III is characterized by:
- (a) Continued emphasis on English language skills.
 - (b) Increased release from total control.
 - (c) Preparation for BCT.

- (d) Soldiers given increasing responsibility for themselves and others
- (2) The goals for Soldiers during Phase III:
 - (a) Meet or exceed DLIELC language standards.
 - (b) Meet or exceed BCT APFT standards.
 - (c) Develop self-discipline and team building skills.
- d. Cadre must:
 - (1) Provide an environment conducive to learning English.
 - (2) Lead by example.
 - (3) Insist on high standards, and assist Soldiers in meeting those standards.
 - (4) Conduct effective counseling on Soldier's performance.
 - (5) Conduct quality reinforcement/remedial training.
 - (6) Introduce Soldiers to the Army culture and stress cultural awareness and sensitivity to others.

C-8. Cadre and drill sergeants. Cadre and drill sergeants selected for E Company must have demonstrated a high degree of motivation and commitment to assist in the development of Soldiers that can succeed in BCT/OSUT. All cadre must have completed the appropriate CTC. Of the Drill Sergeants assigned to E Company, two require Spanish language proficiency, and one require Arabic language proficiency and one is female. Cadre must attend a DOD approved Cultural Awareness Training Course.

C-9. Winter block leave. DLIEC will implement TRADOC guidance concerning Christmas Holiday winter block leave for enlisted IET Soldiers to the maximum extent possible, while giving appropriate consideration to the impact upon DLIELC staffing, training, and resources.

C-10. Separate and secure. Commander, E Company, will exercise the separate and secure policy for the IET training environment IAW para 2-7 of this regulation.

Appendix D
Defense Language Institute Foreign Language Center

D-1. Training priorities.

a. The primary purpose and mission priority at DLIFLC is to provide language training. The instruction and acquisition of a language at the DLIFLC is a rigorous, mentally demanding activity.

b. The DLIFLC mission is to provide foreign language education, training, evaluation, and sustainment for DOD personnel in order to ensure the success of the Defense Foreign Language Program and enhance the security of the Nation. The mission of the 229th Military Intelligence Battalion at DLIFLC is to provide relevant training to enable Warrior Linguists to meet or exceed the Defense Language Institute's standards and accomplish their worldwide missions. It encompasses required training for both IET and MOS trained Soldiers assigned to DLIFLC.

(1) Classroom instruction is conducted 7 hours a day, 5 days a week. The course of instruction for a particular language determines the length of the course (26 to 63 weeks). Regardless of course length, completion of language training at DLIFLC awards a Soldier a special qualification identifier (SQI), not a MOS. Therefore, language training is not considered AIT.

(2) The Commander, 229th MI BN will prioritize and implement military training with minimal impact to language training. This military training may be conducted before or after school hours and during some weekends depending on the language training schedule.

D-2. Phases of training. IET Soldiers arriving at DLIFLC have completed Phases I-III at BCT, and complete phases IV and V at DLIFLC. The progressive phase criteria and the restrictions/limitations for Soldiers in phases IV and V are determined by the Battalion Commander.

a. Phase V+ begins at the completion of Phase V at the DLIFLC and continues until arrival at follow-on training or permanent duty station.

(1) Phase V+ requirements are:

(a) Pass a record APFT within 30 days of graduation at 60% for age and gender.

(b) Completion of selected WTBD approved by Commander, 229th MI BN.

(2) Phase V+ Soldiers are afforded nearly all the same privileges and restrictions as permanent party Soldiers.

Appendix E Fast Track

E-1. Background. Fast Track provides instruction beyond the scope of the standard POI, and is a voluntary program for AIT and OSUT Soldiers that show potential by exceeding the standards. It is based on the premise that the standard POI does not fully challenge these Soldiers, and they can accept additional instruction. This instruction will not increase course length, is executed within the commander's existing resources, and should average an additional 9 hours per week for the duration of the Fast Track course of study. Incentives for participation include special privileges, letters, certificates, and accelerated advancement. Accelerated advancement is awarded IAW DA PAM 25-40, paragraph 2-32. Even though the goal for participation in the program is 20 percent of a class, there is no upper limit as to the number of Soldiers that can participate, if they meet the POI proponent's criteria.

E-2. Objective. The objective of Fast Track is to teach the brightest Soldiers, as a group, on more tasks, in basically the same amount of training time. It is not the intention of the program to "punish" these Soldiers by giving additional MOS training after normal duty hours and on weekends, when other Soldiers are not in MOS training. However, some instances of facility and personnel constraints may force this to happen. These situations are the exception, and not the rule. Additional tasks trained are annotated on appropriate individual training record forwarded to the first unit of assignment.

Appendix F Training Records

F-1. Contents. Training records provide gaining unit commanders with an official record of the Soldier's completed training and serve as objective departure points for unit training. The IET Soldier's training records packet will contain the following-

a. DA Form 5286-R (Individual Training Record, Basic Training (BT), Advanced Individual Training AIT, One Station Unit Training OSUT) for every Soldier attending IET, the Soldier's assigned company initiates and maintains. Use the modified DA Form 5286-R in the RITM database to document the completion of training requirements in all IET. This form streamlines the information required, and provides a standardized reporting format for all IET sites. A sample modified DA Form 5286-R is at figure F-1.

b. DA Form 1059 (Service School Academic Evaluation Report) for enlisted personnel attending MOS producing courses in order to reclassify or reenlist into another MOS or prior service personnel enlisting IAW paragraph 3-26, upon completion of course regardless of course length.

c. DA Form 705 (Army Physical Fitness Test Scorecard).

TRADOC Reg 350-6

F-2. Management of training records.

a. TRADOC service schools and major subordinate commands must ensure that outprocessing is IAW AR 612-201, chapter 3. Losing units will ensure completed training forms are given to each Soldier to hand-carry to their next training site, or first unit of assignment, using DA Form 5287 (Training Record Transmittal Jacket). Soldiers will not depart IET without training records. Commanders must instill in Soldiers the importance of safely hand-carrying these records to their next duty station.

b. Due to the increasing problem of identity theft, commanders must ensure critical personal identification information is not included on the outside of the records packet envelope. Mark packets to identify the content's owner, but do not place complete names and SSNs on the outside of the envelope. Development of proper records identification systems is at the commander's discretion.

FOR OFFICE USE ONLY

MODIFIED AUTOMATED DA FORM 5286-R
 INDIVIDUAL TRAINING RECORD FOR
 BASIC COMBAT TRAINING (BCT), ONE STATION UNIT TRAINING (OSUT)
 ADVANCED INDIVIDUAL TRAINING (AIT)
 (FOR USE OF THIS FORM SEE TRADOC REGULATION 350-6)
 (PROPONENT IS TRADOC)

1. NAME: (Last, First MI): _____ 2. SSN: _____
 3. ORGANIZATION: _____ ON: _____
 5. NEW START: _____
 6. CONSTRUCTIVE CREDIT GIVEN DATE: _____
 7. POI SUBJECTS TRAINED/TESTED: (CHECK APPROPRIATE COURSE BEING RECORDED)
 () BCT () OSUT () AIT

FOR AIT AND OSUT COURSES, INCLUDE COURSE NUMBER/TITLE (MOS) BELOW:

COURSE NUMBER: _____

COURSE TITLE MOS: _____

A. BCT/OSUT PHASES I-III REQUIREMENTS:
DATE COMPLETED/SCORE

(1) Pass the APFT – 150 points minimum (50 per event) BCT: _____

	Raw	Points
Push-ups	_____	_____
Sit-ups	_____	_____
Run	_____	_____

(2) Qualify with individual weapon: _____

(3) Pass all end of phase tests (Date) _____

- a. Phase I: _____
- b. Phase II: _____
- c. Phase III: _____

(4) FIFTY-EIGHT _____

(5) FIFTY EIGHT _____

(6) MAX SCORE _____

(7) MAX TEST _____

B. AIT/OSUT PHASES IV-V REQUIREMENTS:
DATE COMPLETED/SCORE

(1) Pass the APFT - 180 points minimum (60 per event) _____

	Raw	Points
Push-ups	_____	_____
Sit-ups	_____	_____
Run	_____	_____

(2) Pass all end of phase tests (Date) _____

- a. Phase IV: _____
- b. Phase V: _____

8. ADDITIONAL INFORMATION:

9. COMMENTS:

10. INDIVIDUAL HAS SATISFACTORILY COMPLETED THE REQUIREMENTS OF THE TRAINING PROGRAM NOTED ABOVE (Except as noted on this form)

 Signature of Training Officer or Commander

 Date

Figure F-1. Sample: DA Form 5286, Individual Training Record

Appendix G
Fitness Training Unit

G-1. Mission and objectives.

a. The mission of the FTU is to physically, mentally, and psychologically prepare injured Soldiers to return to training after their successful rehabilitation.

b. Cadre selected for the FTU must demonstrate a high degree of motivation and commitment to assist and develop Soldiers to succeed in IET. It is essential that the Soldier receive a positive image of the Army when entering the FTU.

c. Commanders must ensure the environment supports the objectives of the program.

(1) FTU Soldiers should have access to a standard running track, pull-up bars, and aerobic machines, such as treadmills, stationary bicycles, step machines, or elliptical trainers.

(2) When possible, establish periods of time at installation gyms and pools when FTU Soldiers will have priority use of equipment, in order to achieve program goals and allow for variety in training.

(3) Classroom instruction will address educational needs in the area of physical fitness and nutrition, but will also focus on IET subjects.

d. Do not use the FTU as a discharge facility.

G-2. Functional responsibilities.

a. Headquarters, TRADOC, will-

(1) Establish policy concerning FTU operations.

(2) Provide ATCs the necessary resources, including manpower and funding to conduct FTU operations.

b. ATC Commanders will-

(1) Ensure adequate resources are provided for FTU operations, including personnel, equipment, and facilities. Application of (RECBN) Manpower Staffing Standards validates manpower resources for FTU. FTUs are defined within this standard under separate manpower tables. Training funds for FTU workload is based on historical student load data contained in ATRRS. Functional proponent for the FTU manpower staffing and funding information is HQ

TRADOC, DCSOPS&T. RECBN functional proponent is DCSOPS&T TOMA. Deputy Chief of Staff for Resource Management, HQ TRADOC, conducts Annual Manpower Staffing Standard System application, and the installation Director of Resource Management verifies.

(2) Develop cadre training programs that will ensure FTU cadre are properly trained and motivated to perform FTU duties.

G-3. Physical Training Rehabilitation Program (PTRP).

a. The mission of the PTRP is to rehabilitate and physically prepare Soldiers that become injured after assignment to a training unit. ATC establish a PTRP using the guidelines below:

(1) Soldiers assigned to the PTRP meet the entrance criteria listed in paragraph 4-4b(1).

(2) Drill sergeants conduct the Soldier's rehabilitation program based on guidance from the physical therapist or other medical personnel.

(3) Assign only second or third year drill sergeants to the PTRP. Do not exceed the minimum drill sergeant to trainee ratio of 1:20.

(4) Train and billet PTRP Soldiers separately when the PTRP is collocated with the APFT completion program and Soldiers who are pending separation from the Army.

(5) Ensure that the PTRP addresses Soldier motivation and esprit de corps. Soldiers who are removed from training for rehabilitation are especially subject to discouragement. Consider input and assistance from the following agencies:

(a) Behavioral health service (such as, stress management).

(b) MWR office.

(c) Chaplain's office.

(d) Education center.

(6) FTU Commanders are authorized flexible use of convalescent leave, privileges, MWR activities, etc. for Soldiers motivated to continue training after their rehabilitation is complete.

b. Entrance guidelines:

(1) Once the commander approves a Soldier's enrollment in the PTRP, the Soldier's losing unit contacts the FTU commander or first sergeant to coordinate the reassignment of the Soldier prior to transport. The losing unit transports Soldiers to the FTU.

(2) Soldiers must have the following to inprocess at the FTU-

TRADOC Reg 350-6

(a) TRADOC Form 385-2-5-R-E (Record of Injury) and the current profile with recommendation to PTRP, along with signature from a physical therapist. The profile is recorded on a DD Form 689 (Individual Sick Slip) or the IET Physical Profile Form if for 30 days or less or on a DA Form 3349 (Physical Profile) if profile is in excess of 30 days. ARNG/USAR Soldiers will have a copy of DA Form 2173 (Statement of Medical Examination and Duty Status).

(b) Counseling statements from company commander/first sergeant recommending PTRP.

(c) Memorandum of recommendation for PTRP from battalion commander/CSM.

(d) Orders assigning Soldier to the FTU.

(e) Clothing record with all items listed, and personal items. Soldier must have the “pink slip” for items at the laundry service.

(f) Dental and medical records.

(g) DA Form 705 (Army Physical Fitness Test Scorecard).

(h) Identification card and tags.

(i) Diskette with training records and/or hard copy.

(j) Any personal items in the company safe.

(3) For acceptance into the FTU, ARNG/USAR STO 1 Soldiers must have MRDs that allow sufficient time to finish healing and complete BCT. If the RC LNO cannot get the MRD extended, or the Soldier will not extend the MRD, the Soldier is not accepted into the FTU and is processed ICW the RC LNO.

c. Exit guidelines.

(1) A medical officer will refer Soldiers failing to make normal physical progress to the Soldier's commander.

(2) Soldiers reentering training after 5 weeks must score at least 50 points in each event on the APFT.

(3) A physical therapist or appropriate medical doctor will clear Soldiers for return to training.

(4) The training brigade commander determines the Soldier's placement in training, and their unit assignment, upon completion of PTRP. Give consideration to the amount of time spent

in the PTRP, acclimatization needed for the particular phase and rigors of training the Soldier is entering, and the amount of retraining required due to learning decay.

(5) FTU Commanders are encouraged to conduct PTRP Graduation Ceremonies" for those Soldiers who have healed and are being reassigned back to IET training units.

(6) The FTU transports the Soldier to the gaining unit.

G-4. Authorized participants. Reassignment of BCT/OSUT Soldiers to the FTU is authorized. Ensure FTU input and graduation data is posted into ATRRS IAW AR 350-10. Obtain assistance for ATRRS from HQ, TRADOC, DCSOPS&T Operations Division (ATOM-O).

Appendix H

Medical Support

H-1. Medical support requirements. Commanders will ensure medical support requirements are addressed in the planning, preparation, and execution of all training activities. MST provides emergency medical services (EMS) IAW AR 40-3 (Medical, Dental and Veterinary Care), chapter 13 on the installation or IAW AR 420-90 (Fire and Emergency Services).

H-2. Levels of support.

a. The level of MST is determined by the commander IAW local policies, TSP, and composite risk assessment. Considerations include but are not limited to:

- (1) Risk of injury (including hot- and cold-weather injury).
- (2) Level of onsite medical personnel required (combat lifesaver or medic (68W)).
- (3) Level of transport required (dedicated non-medical vehicle, ground ambulance).
- (4) Communications (with parent unit, range control, emergency medical service).
- (5) Length and condition of evacuation route.
- (6) Location of the Soldier (for example, land navigation or convoy route).

b. The goal for MST is for injured personnel to be at an EMS facility, as defined in AR 40-3, within 1 hour. Planning must take into consideration evacuation distances in an effort to meet this goal.

H-3. Self care.

TRADOC Reg 350-6

a. The self care program is a tool for individual Soldiers to take care of their own minor illnesses and injuries thereby conserving training time, and reducing the demand on the medical system.

b. The self-care program is managed by the local MEDDAC and provided through the TMC. The self-care process may be decentralized to the unit level. The elements of the self-care program are:

(1) Formal instruction to the Soldier in self-care conducted by MEDDAC Personnel.

(2) Access to the "Soldier Health Maintenance Manual" (U.S. Army Center for Health Promotion and Preventive Medicine) Technical Guide 272, available at <http://chppm-www.apgea.army.mil/documents/TG/TECHGUID/shmm.PDF> by the Soldier.

(3) Use of the "green sheet" (Treatment Options for Symptoms/Conditions, available at <http://chppm-www.apgea.army.mil/documents/TG/TECHGUID/shmm.PDF> www.apgea.army.mil/dhpw/Wellness/SelfCare/toolkit/forms/GreenSheet.doc) by the Soldier, under direction of cadre or medical personnel.

(4) Accessibility to medical personnel.

(5) Accessibility of over the counter medications and self-treatment items to the Soldier.

c. Under supervision of cadre or medical personnel, a Soldier using the self-care program will follow symptom evaluation charts to one of three endpoints. If the chart ends with "use self-care measures" the Soldier may directly obtain over the counter medications or other self-care items.

H-4. Sick Call.

a. Inform Soldiers of sick call procedures upon arrival in their training units. Conspicuously post key information on sick call and emergency medical/dental procedures. Instruct Soldiers on the need to seek prompt medical attention, regardless of interruptions in their training.

b. MTFs will use approved forms to document Soldiers' medical problems, treatment received, and prescribed courses of action/treatment.

(1) The commander or authorized representative issues DD Form 689 (Individual Sick Slip).

(a) Ensure compliance with the Health Insurance Portability and Accountability Act, by limiting pre-sick call questioning to information needed to complete the top portion of the sick slip IAW AR 40-66 (Medical Record Administration and Health Care Documentation), paragraphs 13-3. Units can and should inquire as to the severity of the illness or injury to determine if the Soldier can move on foot to sick call with another Soldier, or whether transportation is required. Provide for Soldiers' privacy when they complete personal

information and “remarks” sections stating the reason why they want to go on sick call. Disclosure of information on the completed sick slip or physical profile is limited to the commander and other persons the commander designates to receive protected health information.

(b) Soldiers who possess the necessary responsibility and stability to self-medicate will retain possession of their authorized prescription medications, to include EpiPens®. They are stored outside the view of others and are not subject to display for inspection.

(c) Commanders and other permanent party personnel must be aware of restricted/confidential reporting option available to Soldiers as contained in AR 600-20, chapter 8, Sexual Assault Prevention and Response (SAPR) Program. When collecting pre-sick call information from Soldiers, the SAPR program limits the extent of this questioning and protects the type of information that the Soldier chooses to divulge. See AR 600-20, Appendix H for details on the commander’s responsibility for assuring privacy and providing confidential disclosure options for Soldiers through restricted reporting. Failure to adhere to this policy could subject the individual found to have violated the SAPR policy to disciplinary action

(2) DA Form 3349 (Physical Profile) is used to record both permanent profiles and temporary profiles in excess of 30 days in duration. Temporary profiles written on DA Form 3349 will not exceed 3 months in duration, except in specific circumstances outlined in AR 40-501, chapter 7. For more information on profiles written on the physical profile form, see paragraphs 4-3 f (1) and (2).

(3) The IET Physical Profile provides recommendations to cadre on activities that are more specific to IET, subparagraphs (1)(a) and (b); provide rules on completing personal information on the modified sick slip. A sample of this form is shown at figure H-1.

(4) In cases of accident or injury, the unit uses TRADOC Form 385-2-5-R-E (Record of Injury) in place of DD Form 689. Units will ensure that all individuals injured during training or mission sustainment report to troop medical facilities with a completed TRADOC injury form. The supervisor (military or civilian) completes and gives Section I of this form to the injured person or medical transport personnel if the individual is incapacitated. The form is taken to the MTF and given to the medical officer or attendant performing medical treatment. Detailed guidance on the use of this form is contained in TR 385-2, paragraph 2-3c.

(5) Combined IET Physical Profile and Record of Injury. To facilitate completion of injury data and reduce workload, the Record of Injury form may be printed on the back of the IET Physical Profile. By combining the forms, the chain of command or health care provider may refer to information on one side of the form to complete information on the other. At the discretion of the MTF commander, information on the Physical Profile may be provided to command safety officers under provisions of AR 40-66, paragraph 2-4a(2).

H-5. Disposition of Soldiers with injuries or illnesses that prevent continued training.

a. Report initial entry Soldiers that miss 3 or more consecutive full days of training, due to illness or injury, in ATRRS as a medical holdover reason code (HO). Soldiers will remain

TRADOC Reg 350-6

coded as "Medical Holdovers" until they have recovered from their illness/injury, or for as long as they remain on a profile. Once the profile has expired, the Soldier resumes training and is removed as a "Medical Holdover" in ATRRS.

IET PHYSICAL PROFILE																	
MEDICAL CONDITION(S):					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">P</td> <td style="width: 12.5%; text-align: center;">U</td> <td style="width: 12.5%; text-align: center;">L</td> <td style="width: 12.5%; text-align: center;">H</td> <td style="width: 12.5%; text-align: center;">E</td> <td style="width: 12.5%; text-align: center;">S</td> </tr> <tr> <td style="text-align: center;">1</td> </tr> </table>	P	U	L	H	E	S	1	1	1	1	1	1
P	U	L	H	E	S												
1	1	1	1	1	1												
TEMPORARY PROFILE EXPIRATION DATE (Use DA Form 3349 for Permanent Profiling):																	
CONDITIONING DRILL 1 unl* op/t** <input type="checkbox"/> <input type="checkbox"/> Bend and Reach <input type="checkbox"/> <input type="checkbox"/> Rear Lunge <input type="checkbox"/> <input type="checkbox"/> High Jumper <input type="checkbox"/> <input type="checkbox"/> Rower <input type="checkbox"/> <input type="checkbox"/> Squat Bender <input type="checkbox"/> <input type="checkbox"/> Windmill <input type="checkbox"/> <input type="checkbox"/> Forward Lunge <input type="checkbox"/> <input type="checkbox"/> Prone Row <input type="checkbox"/> <input type="checkbox"/> Bent-leg Body Twist <input type="checkbox"/> <input type="checkbox"/> Push-up	CONDITIONING DRILL 2 unl op/t <input type="checkbox"/> <input type="checkbox"/> Push-Up <input type="checkbox"/> <input type="checkbox"/> Sit-Up <input type="checkbox"/> <input type="checkbox"/> Straight-Arm Pull <input type="checkbox"/> <input type="checkbox"/> Pull-Up <input type="checkbox"/> <input type="checkbox"/> Leg Tuck * Unlimited ** Own pace and tolerance	CONDITIONING DRILL 3 unl op/t <input type="checkbox"/> <input type="checkbox"/> Power Jump <input type="checkbox"/> <input type="checkbox"/> V-up <input type="checkbox"/> <input type="checkbox"/> Mountain Climber <input type="checkbox"/> <input type="checkbox"/> Leg Tuck and Twist <input type="checkbox"/> <input type="checkbox"/> Single-leg Push-up	STRETCH DRILL unl op/t <input type="checkbox"/> <input type="checkbox"/> Overhead Arm Pull <input type="checkbox"/> <input type="checkbox"/> Rear Lunge <input type="checkbox"/> <input type="checkbox"/> Extend and Flex <input type="checkbox"/> <input type="checkbox"/> Thigh Stretch <input type="checkbox"/> <input type="checkbox"/> Single-leg Over MILITARY MOVEMENT DRILL <input type="checkbox"/> <input type="checkbox"/> Verticals <input type="checkbox"/> <input type="checkbox"/> Laterals <input type="checkbox"/> <input type="checkbox"/> Shuttle Sprint														
AEROBIC ACTIVITIES <input type="checkbox"/> No Run or Jump <input type="checkbox"/> Walk at Own Pace and Distance <input type="checkbox"/> Run at Own Pace and Distance <input type="checkbox"/> Bicycle at Own Pace and Distance <input type="checkbox"/> Swim at Own Pace and Distance <input type="checkbox"/> Marching up to ____ Miles <input type="checkbox"/> Unlimited Walk <input type="checkbox"/> Unlimited Run	FUNCTIONAL ACTIVITIES <input type="checkbox"/> Rucksack up to ____ Pounds <input type="checkbox"/> Wear Kevlar Helmet <input type="checkbox"/> Carry and Fire Weapon <input type="checkbox"/> Lift/Carry up to ____ Pounds <input type="checkbox"/> Construct a Fighting Position <input type="checkbox"/> Perform 3-5 Second Rushes <input type="checkbox"/> Crawling (Low/High) <input type="checkbox"/> Climbing (Obstacles/Ropes) <input type="checkbox"/> Gripping (Horizontal Traversing) <input type="checkbox"/> Overhead Reaching <input type="checkbox"/> Throwing <input type="checkbox"/> Stand up to ____ Minutes <input type="checkbox"/> Raking/Sweeping/Mowing <input type="checkbox"/> Wear Protective Mask / MOPP	ARMY PHYSICAL FITNESS TEST <input type="checkbox"/> No APFT <input type="checkbox"/> APFT without limitations Modified APFT <input type="checkbox"/> Push-Ups <input type="checkbox"/> Sit-Ups <input type="checkbox"/> Two-Mile Run Alternate Aerobic Events <input type="checkbox"/> Walk <input type="checkbox"/> Swim <input type="checkbox"/> Bicycle **Alternate events not authorized for BCT soldiers on this form.	MEDICAL INSTRUCTIONS <input type="checkbox"/> Crutch ambulation <input type="checkbox"/> Soft shoes <input type="checkbox"/> Ice ____ mins/ ____ hrs. <input type="checkbox"/> Elevate ____ mins/ ____ hrs. <input type="checkbox"/> Wear brace/splint as directed <input type="checkbox"/> Soldier is taking a medication that may cause drowsiness. Monitor Soldier closely if allowing climbing, operating machinery, firing a weapon, or performing other hazardous duties. <input type="checkbox"/> Soldier is taking a medication that increases risk for heat injury. Monitor Soldier closely in hot weather and/or if performing exertional activity.														
OTHER LIMITATIONS:		REHABILITATION INSTRUCTIONS: <input type="checkbox"/> Attend rehab in physical / occupational therapy clinic: <input type="checkbox"/> Perform home exercise program as provided <input type="checkbox"/> Walk/Run Program (attached)															
TYPED NAME AND GRADE OF PROFILING OFFICER		SIGNATURE AND CONTACT NUMBER		DATE													
TYPED NAME AND GRADE OF PROFILING OFFICER		SIGNATURE AND CONTACT NUMBER		DATE													
RECOMMENDED EXERCISE MODIFICATIONS FOR OWN PACE AND/OR TOLERANCE LIMITATIONS:																	
LOWER EXTREMITY INJURIES CONDITIONING DRILLS 1-3 1. Perform lunging and squatting in pain-free ranges of motion to tolerance. 2. Progress to jumping exercises when all other exercises within CD are pain-free. Perform initially by rising up on toes, and then begin jumping with minimal height to tolerance. 3. Progress motion, repetitions and intensity until standards are met for normal exercise. 4. Begin CD3 only when all CD1 exercises are performed to standard and pain-free. STRETCH DRILL 1. Perform Rear Lunge, Thigh Stretch, and Single-leg Over in pain-free motions. MILITARY MOVEMENT DRILL 1. Reduce speed, intensity, and distance from 25 to 15 yards. Walk as needed. 2. Perform with decreased crouching in Laterals and decreased high-stepping in Verticals.	UPPER EXTREMITY INJURIES CONDITIONING DRILLS 1-3 1. Repetitive overhead arm exercises performed with hands on hips or in pain-free ranges of motion. 2. Prone Row performed with arms at sides or maintained in "count 1" position. 3. Push-Ups performed in six-point position until repetitions and cadence achieved. May be performed on fists to avoid wrist extension. 4. Sit-ups performed with hands crossed over chest. 5. Pulling exercises in CD2 initiated when all CD1 exercises are performed to standard. Progress to Pull-ups and Leg Tucks when the Straight-arm Pull is performed pain-free. 6. Begin CD3 only when all CD1 exercises are performed to standard and pain-free. STRETCH DRILL 1. Perform Overhead Arm Pull and Extend and Flex in pain-free motions. MILITARY MOVEMENT DRILL 1. Reduce speed, intensity, and arm swings as needed. Walk as needed.	BACK INJURIES CONDITIONING DRILLS 1-3 1. Bending or twisting exercises performed in pain-free ranges of motion. 2. Maintain stable spine with lunging, squatting, and Push-Ups. Push-ups in six-point position as needed. 3. Progress to jumping exercises when all other exercises within CD are pain-free. Perform initially by rising up on toes, then begin jumping with minimal height to tolerance. 4. May place feet on ground with knees bent during Bent Leg Body Twist, to tolerance. 5. Sit-ups performed with hands crossed over chest. 6. Leg Tucks (CD2) and CD3 exercises are begun only when all CD1 exercises are performed to standard and pain-free.															
SERVICE MEMBER'S IDENTIFICATION (Name (Last, first); grade; and SSN)				UNIT													
				ISSUING CLINIC & PHONE NUMBER													

Figure H-1. Sample: IET Physical Profile

b. Do not ship graduates of BCT on temporary profiles to their AIT units.

(1) Competent medical authorities should evaluate all prospective graduating IET Soldiers with significant injuries or other conditions that occurred in training (not EPTS as defined in paragraph 3-46d). The purpose of the evaluation is to determine whether the Soldier needs appropriate treatment and rehabilitation prior to transfer or REFRAD, or has a favorable prognosis for recovery, and will be capable of training/deploying in the future.

(2) Commanders in need of definitive medical advice regarding an injured Soldier should formally request a Fitness for Duty IAW 40-501, paragraph 7-8b(4), and/or AR 600-20, paragraph 5-4c(7).

(3) Medical professionals and Commanders should assess injured Soldiers based on the physical capacity and stamina required for continued training, the expectations of their deployed military occupational specialties, and the Soldier's ability to fight and survive in combat.

(4) Medical professionals should advise Commanders when a Soldier is determined to not meet the minimum requirements described in subparagraph (3), above. The advice should clearly articulate whether the Soldier has received adequate treatment and rehabilitation or should be medically separated from the Army. The standard methodology for medical professionals to document this advice is with the DA Form 3349 (Physical Profile Form). Soldiers in this category should remain on active duty and be placed into a medical holdover status by their training unit until the Soldier has been declared fit for further training/deployment, or until they are medically separated from the Army.

(a) For injured ARNG/USAR Soldiers, medical authorities and unit leaders complete LOD investigations (DA Form 2173 (Statement of Medical Examination and Duty Status)) pertaining to the circumstances surrounding the injury (see paragraph 3-29 above). The LOD paperwork should be completed as soon as possible after the Soldier's injury is evaluated by medical professionals, and prior to the transfer or REFRAD of the injured Soldier.

(b) Training unit leaders should ensure early notification and participation of installation ARNG/USAR liaisons when determining the disposition of moderate to severely injured ARNG/USAR Soldiers. ARNG/USAR liaisons should individually counsel Soldiers on the process and procedures pertinent to the Soldiers situation.

(c) Unit commanders should advise injured ARNG/USAR Soldiers of the following options when the Soldier is moderately to severely injured and cannot continue training or be expected to deploy:

- Remain on active duty in a medical hold-over status during their recovery and rehabilitation period to include implementation of the Active Duty Medical Extension program when applicable.

- Return home in an inactive status with an authorization for appropriate medical treatment and rehabilitation of the Soldier's injuries. This authorization, issued by the supporting MTF, is hand carried to an installation Tri-service medical care (TRICARE) office to coordinate treatment. Once fully recovered, parent units can return these Soldiers to BCT/OSUT/AIT to complete their IET. Those Soldiers who do not fully recover and cannot complete IET should receive a MEB. Accomplishment of the MEB can be arranged by ARNG/USAR medical authorities at home station or performed by AA physicians (when the parent unit coordinates for the Soldier to travel to the nearest military treatment facility for MEB processing).

(d) Training unit leaders, ARNG/USAR liaisons, and medical personnel should closely coordinate the disposition of injured ARNG/USAR Soldiers who are unable to continue training or deploy. Key milestones include: timely completion of LOD paperwork; placement of the Soldier into a medical hold-over training status; ensuring the existence of a credible clinical recovery and rehabilitation plan; coordinating the return of inactive Soldiers to their home unit/state with an authorization for care; establishment of a reasonable timeline for allowing IET graduation vs. initiating a MEB/physical evaluation board (PEB) for the injured Soldier; verification of LOD completion prior to transfer/REFRAD of affected Soldier; final liaison counseling prior to the Soldier's departure to their parent unit/state.

(5) Medical authorities determine when a Soldier has received adequate recovery and rehabilitation, but is not expected to be able to continue training or deploy. In these cases, Soldiers will be evaluated by an MEB as defined in AR 40-400, and will be referred to a PEB as defined in AR 635-40. Administrative medical separation is rarely appropriate for Soldiers injured during training.

(6) The U.S. Army Medical Command standard for completing a MEB is 90 days (for example, the time allowed for issuing a permanent profile to the affected Soldier, completing MEB paperwork, and forwarding the MEB to the PEB).

(7) Soldiers being medically separated should not be required to participate in rigorous training due to the potential for aggravating injuries. These Soldiers can perform unit level administrative duties during their separation.

(8) Soldiers who have completed graduation requirements, recovered fully from their injuries, and declared to be medically fit by medical authorities for continued training and deployment, should be allowed to graduate and continue their Army careers (assuming no other legal or administrative issues exist that would preclude this).

c. AIT Soldiers that are injured, and receive permanent profiles prior to graduation, are evaluated to determine if they are fit for retention. Soldiers, determined fit for retention, are evaluated against minimum requirements for their MOSs in Physical Capacity or Stamina; Upper Extremities; Lower Extremities; Hearing and Ears; Eyes; and Psychiatric (PULHES). Initial

entry Soldiers meeting MOS minimums will continue training IAW their profile. Adjutant Generals or ARNG/USAR LNO will contact the appropriate command to negotiate a new MOS for Soldiers failing to meet PULHES minimums. Soldiers determined not fit for retention are separated.

H-6. Dental readiness.

a. As a condition of graduation from IET, Soldiers will be classified in dental fitness classification (DFC) 1 or 2.

b. Dental personnel may identify Soldiers in need of extensive repairs during RECBN processing. The Commander, Dental Activity can advise 1 week of hold-under for the Soldier to begin dental treatment, and allow time for healing in anticipation of later treatment.

c. Unit leaders must closely manage their DFC 3 Soldiers' participation in training to facilitate necessary visits to the dental clinic.

d. Commanders may hold DFC 3 Soldiers for up to two weeks post-graduation to allow for more extensive dental treatment, or to ensure attainment of DFC 1 or 2.

H-7. Medical/dental processing.

a. Army Regulation 612-201 governs medical processing of initial entry personnel.

b. For Soldiers who received hepatitis A and hepatitis B vaccinations, a second dose of these vaccines is required one month following the first dose. Training unit Commanders will coordinate the delivery of these vaccinations with their MTF Commanders.

H-8. Medical Protection System (MEDPROS).

a. The Army's automated MEDPROS is the standard source of information on individual and unit medical readiness (UMR). The "UMR command drilldown" option in MEDPROS allows Commanders and personnel officers to track the medical status of their Soldiers. The items of particular interest to the training unit Commander are as follows:

(1) Dental Fitness Category (see paragraph H-6).

(2) Immunizations, especially for second doses of hepatitis A and hepatitis B, and influenza (during flu season).

b. Commanders should designate staff personnel in their units who will have access to MEDPROS and track the UMR. For access to MEDPROS, see <https://apps.mods.army.mil/MEDPROS/Secured/>.

c. RECBN medical staff will conduct a weekly review of MEDPROS data entries of the previous week, and report discrepancies exceeding 10 percent to the chain of command. If

TRADOC Reg 350-6

discrepancies exceed 10 percent on any given day, a 100 percent analysis of the week's Medical Occupational Data System entries is required.

H-9. Reporting IET Soldier strength for medical surveillance.

TRADOC maintains an active surveillance of overuse injuries and communicable illnesses in IET, in order to implement measures, if the minimum thresholds are exceeded. TRADOC service schools and major subordinate commands shall accurately report unit IET Soldier strength. The standards for reporting are as follows:

a. For communicable illness surveillance, TRADOC service schools and major subordinate commands will ensure the MTF receives all weekly training brigade IET Soldier strength reports by close of business (COB) each Monday for the previous week. Reports will reflect Soldier strength as of the Saturday preceding the Monday. If Monday is a holiday, the MTF will receive those reports by COB Tuesday.

b. For overuse injury surveillance, The ATSC will forward monthly RECBN shipping rosters, from the five ATCs, to the U.S. Army Medical Surveillance Activity, by COB of the 3rd working day after the end of the month.

H-10. Prevention of environmental injuries.

a. Commanders will ensure that Soldiers maintain and use for protection ear plugs, mouth guard, hand sanitizing gel, insect repellent, sunscreen, foot powder, and lip balm. Commanders will ensure these items are replaced if lost or depleted.

b. Soldiers will fit and wear their mouth guards throughout engagement in physical performance of the following activities:

- (1) Confidence obstacle course.
- (2) Modern Army Combatives.
- (3) Rifle bayonet training, including pugil fighting.

c. Soap and water is always the preferred method for washing hand, however sanitizing gel is available in garrison and in the field for after use when applicable when soap and water is not available.

H-11. Prevention of heat and cold casualties.

a. Installation commanders will develop and implement detailed programs for prevention of heat and cold casualties IAW TR 350-29; and the Heat Risk Manual and Cold Risk Manual. Commanders should also coordinate with the local MEDDAC Preventive Medicine Service for assistance in developing their programs. To support this, TRADOC Surgeon will publish hot weather guidance NLT 1 Mar and cold weather guidance NLT 1 Oct.

b. As a minimum, programs will provide the following:

(1) A heat acclimatization period of 2 to 3 weeks at the beginning of all training cycles. Acclimatization periods will consist of heat exposure and progressive increases in physical work for new Soldiers. All Soldiers and cadre will receive a mandatory briefing, or class, on prevention of heat/cold casualties.

(2) A notification system to ensure that all cadre members know the current WBGT indexes and wind chill factors at their training location (not at a centrally-monitored location). Ensure that two portable WBGT kits (NSN 6665-00-159-2218) or TRADOC approved substitute, are issued per training company (BCT, OSUT, and AIT) and will be placed in use when the ambient temperature exceeds 75° and monitored IAW TR 350-29. Cadre members will carry the pocket-sized graphic training aid (GTA) 5-8-12 during training, or another suitable locally produced GTA.

(3) A specific SOP on training activities that may or may not be conducted during the various WBGT indexes/wind chill factors. Decision to accept risk is made IAW TR 385-2; paragraph 1-5c (4). Refer to TR 350-29, appendix B, for the heat casualty risk factor matrix. The SOP should include the statement that during cold weather, use of nonstandard portable space heaters is prohibited in field training and operations.

c. In addition to risk factors found in TR 350-29, donating blood and recent, rapid weight loss due to extreme measures will increase the risk of a heat injury.

d. If the Soldiers have been subjected to CAT IV and/or CAT V conditions for 2-3 consecutive days, then cumulative heat stress increases their chance for a heat injury on the subsequent day. Risk-controlling measures include decreasing the distance and/or pace of unit runs; and changing the training schedule if strenuous events are scheduled, especially if they are scheduled to occur outdoors in CAT IV or V conditions.

e. For Soldiers who are at increased risk for heat injury, pre- and post-activity weighing is an excellent tool for monitoring their hydration level and managing their risk. Weigh these Soldiers the same time each day, after using the bathroom, before showering, and in underwear. Any weight lost in 24 hours represents loss of water. If weight has been lost, have the Soldier drink water or electrolyte drink at the rate of one pint of water per pound, not to exceed hydration guidelines. If weight has been gained, have the Soldier eat a salty snack, and do not require him or her to drink more water. If feasible and if sufficient numbers of scales are available, weigh all Soldiers during CAT IV and V conditions.

f. For treatment of heat stroke, the use of iced sheets is preferred. The use of bed sheets cooled with ice water has been proven to significantly improve the recovery and outcome of persons suffering from heat stroke. Insulated ice chests can be maintained at training sites by drill sergeants/CLS; carried on ambulances; and/or maintained at TMCs. Prepare and apply iced sheets as follows:

TRADOC Reg 350-6

(1) Soak normal bed sheets in insulated ice chests full of iced water. The sheets can be kept in re-sealable plastic bags ready for use, or kept immersed in the water. Commanders should plan on a minimum of 8 sheets per company.

(2) Cover as much of the exposed skin as possible, and the top of the head, with the ice cold sheets.

(3) When the sheets warm up, remove them and replace them with fresh iced sheets.

(4) Heat related injuries may occur at any temperature and iced sheets may be carried at the discretion of the commander. However, iced sheets will be maintained at the training site whenever a wet bulb is present.

g. Rhabdomyolysis or "rhabdo," is the breakdown of muscle fibers and release of muscle fiber products into the circulation. Some of these products are toxic to the kidney and frequently result in kidney damage. In some cases, rhabdo has resulted in kidney failure and death. Rhabdo can be caused by extreme exertion in a person who is unaccustomed to exertion. This disease is not categorized as a heat injury but is closely related. In addition to poor conditioning, some contributors to rhabdo are: Environmental heat stress (which can result from inadequate hydration); electrolyte abnormalities (which can be caused by inadequate diet, and/or abuse of laxatives or diuretics); and sickle cell trait, which is probably not causative, but increases a person's risk.

(1) Symptoms of rhabdo include: Abnormal urine color (dark, red, or cola colored); muscle tenderness; and muscle weakness.

(2) Treatment. Casualties with rhabdo should be promptly evacuated to MTFs. Treatment of rhabdo includes aggressive re-hydration of the casualty.

H-12. Reporting of Injuries and Illnesses. Report all injuries and/or illnesses IAW TR 1-8 as directed by paragraph 1-4c (8) of this regulation on DA Form 285 (U.S. Army Accident Report). Report the following: heat exhaustion, heat stroke, rhabdomyolysis, frostbite, and hypothermia.

Appendix I MOS Retraining/Reclassification Procedures

I-1. Retraining POC. TRADOC service schools and major subordinate commands will establish a central POC with delegated staff authority for matters pertaining to IET retraining. Provide the name, office symbol, and telephone extension of the POC to Commander, TRADOC, ATTG-M, 11 Bernard Road, Fort Monroe, VA 23651-1001. This is also the office to address questions or comments pertaining to this policy.

I-2. Battalion commander options. When an IET Soldier is given all remedial training opportunities, and ultimately fails the first attempt at a MOS-producing school or course, the training unit battalion commander has 2 working days to decide on the disposition of the Soldier.

- a. The battalion commander, based upon input received from cadre familiar with the Soldier's reason for failure, can consider the Soldier for a new start in another company or battalion.
- b. If qualified, consider the Soldier for retraining in another available MOS reclassification/renegotiation, or recommend the Soldier for separation.
- c. When RC Soldiers are not granted a second training opportunity, coordination with the RC liaison NCO is required, to present additional evidence on behalf of the Soldier to the battalion commander. The battalion commander will consider the liaison's input before making a final decision.

I-3. Procedures.

- a. IET Soldiers offered a second training opportunity are sent to the Personnel Service Center (PSC) with all documents relative to their reclassification. The PSC has access to the "TS" display on ATRRS, which is used to reclassify IET individuals.
 - (1) The ATRRS operator will bring up the IET Soldier's MOS selection "TS" display in ATRRS. The "TS" display is reviewed and updated to include the reason code for reclassification. This establishes the IET Soldier's current qualifications and status in ATRRS. A list is printed providing MOS the IET Soldier is qualified to select.
 - (2) Using the "RETAVAL" report available in the reports generator section of ATRRS, the ATRRS operator can enter the SSNs for up to ten different individuals. ATRRS will print out a listing of the training available for each individual, based on their qualifications and the available classes scheduled in ATRRS over the next 4 weeks. The IET Soldier may use this listing to select a new MOS. If the IET Soldier is qualified, and a training seat is available, the MOS is reserved. When the reservation is made, a message is provided to the PSC, which is their authority to publish orders.
- b. The PSC will reclassify the IET Soldier within 48 hours. To save transportation costs and reduce stress on the Soldier, make reasonable attempts to match the Soldier to a MOS taught at the assigned location.
- c. In the case of a RC Soldier, the RC Liaison NCO will seek a MOS based on a unit vacancy. If an ARNG accession module does not contain predetermined second and third choices based on unit needs, the ARNG unit and ARNG liaison NCO at the training location will make resolution. Similar coordination is performed for USAR personnel.
- d. If ATRRS is not operational, manual processing will not result in the forfeiture of any of the above-mentioned efforts. Accomplish the reclassification process within 5 working days.
- e. In the event another training opportunity is not offered or available, the commander with separation authority will counsel the Soldier and consider separation actions IAW AR 635-200, chapter 2, section II.

f. In all cases where reclassification involves a move from one TRADOC service school and/or major subordinate command to another, each commander will ensure the Soldier's file/packet includes a memorandum of introduction. The memorandum will verify the training battalion commander has evaluated the Soldier as being satisfactory, and the reclassification decision was not the result of any "automatic" process. The Soldier will also acknowledge their understanding that a second training failure will result in a non-waiverable separation from service. The training battalion commander or authorized representative will sign the memorandum.

Appendix J

Individual Ready Reserve (IRR) Mobilization (MOB) Training Strategy

J-1. Recall process. Training Base Expansion does not occur until partial MOB is declared, at which time IRRs are involuntarily recalled to active duty. IRR personnel recalled to active duty will report to a designated USATC for inprocessing and AWT. IRRs will then receive MOS-specific refresher training, as required, and proponent certification at either the USATC site, or will transship to another MOS proponent school for refresher training and proponent certification.

a. A RECBN, at one of seven MOB USATC sites, will inprocess IRR Soldiers back into the AA. The projected number of IRRs, being recalled to active duty for the particular operation, determines the number of USATC sites used. This RECBN process is established at 4 days and should follow guidelines in AR 612-201, chapter 2.

b. Following RECBN inprocessing, all IRR Soldiers will receive 7 days of AWT refresher training, using the established MOB program of instruction (MOBPOI) (071-CTT-REFR (MOB)), with all tasks performed to standard.

c. Upon arrival at the proponent school, a diagnostic test is given to each IRR, to determine level of proficiency, based on the critical skills defined in the proponent-designed 2-week rapid train-up IRR MOBPOIs for the particular MOS. Refresher training is conducted for only those tasks for which the IRR is deficient. IRRs will not deploy until the training proponent certifies MOS proficiency in all critical tasks. Therefore, IRRs are in the training base for as little as 1 day, or up to, and beyond, 2 weeks. Figure J-1 depicts the IRR MOB training strategy.

d. As prior service Soldiers, IRRs are not subject to IET policies and procedures, unless housed or trained in an IET area. IRR Soldiers are on TDY orders, from departure of home of record, through completion of MOS refresher training. PT should begin upon arrival of the IRR, and continue throughout training.

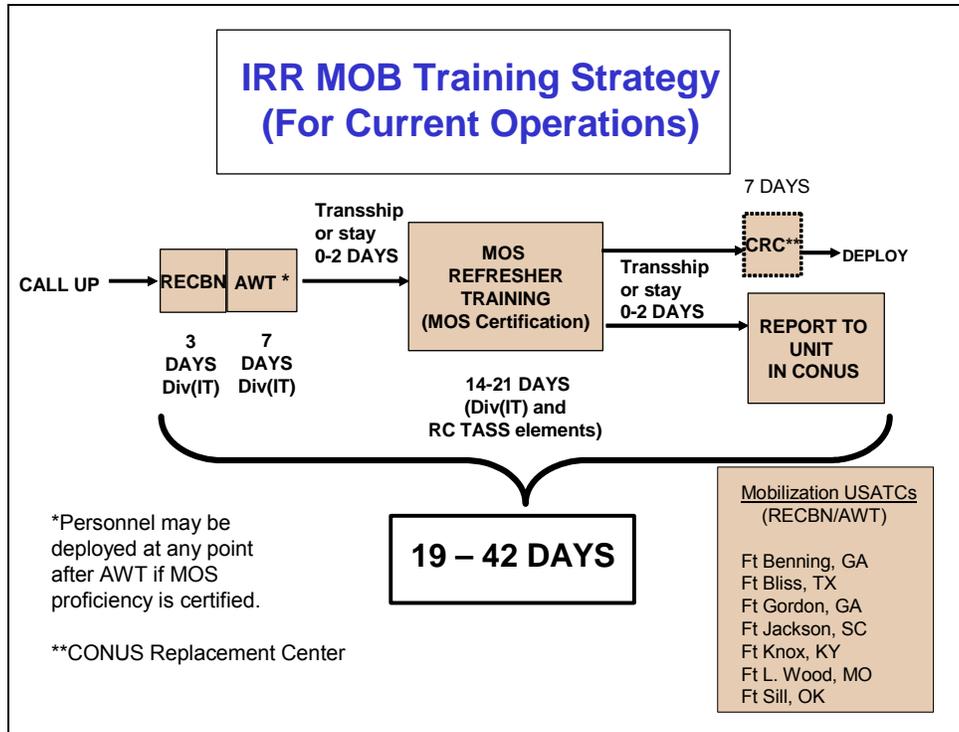


Figure J-1. IRR MOB training strategy

J-2. Additional sources of information.

a. TRADOC Operations and Planning Mobilization and Execution System Appendix T. DCSOPS&T TOMA is proponent for this appendix, which includes the detailed information included in paragraph J-1 above, plus additional guidance on training base augmentation, planning assumptions, concept of operations, and training support. This document is found on Army Knowledge Online.

b. TR 350-70, chapter VI-6. This regulation contains MOB training design requirements

Appendix K

RECBN

K-1. RECBN Responsibilities.

- a. Provide the first, best impression of the U.S. Army.
- b. Use standardized scripts and quality video briefings to implement and document standards. The 120th Adjutant General Battalion will develop and coordinate the development of standards, scripts, and videos.
- c. Synchronize “what to bring” list with USAREC and the individual RECBN websites to ensure newly arriving Soldiers bring the absolute minimum property and high value items.

TRADOC Reg 350-6

K-2. RECBN arrival reception standards.

- a. Only drill sergeants wearing ACU, appropriate campaign hat, will meet arriving Soldiers and brief them using the “Meet and Greet” script located at the RECBN.
- b. The “Meet and Greet” briefing will be completed within ten (10) minutes (goal) after the newly arrived Soldiers have exited the bus.
- c. The terms “receptee” and “receptees” are descriptive terms used to describe newly arrived Soldiers while they are processing through the RECBN. IAW paragraph 2-4b of this regulation receptees will be referred to as “Soldier,” “Warrior,” or by appropriate grade and last name. Groups as a whole will be addressed as “Soldiers” or “Warriors” vice “You Privates.”
- d. Implement standardized RECBN welcome briefings and videos.
- e. Implement standardized amnesty briefings and videos based on a synchronized “restricted items” list. This will include medical review of prescription medication to include EpiPens®. These medications will remain in the Soldiers’ possession IAW paragraphs H-4 (Sick Call) and 3-34 (Suicide Prevention of this regulation.
- f. Issue the IPFU at night. Soldiers will sleep in the physical fitness uniform.
- g. Complete arrival procedures within two (2) hours (goal).

K-3. Processing standards.

- a. The CIIP will issue grade to the Soldiers. Soldiers will begin wearing their grade at the RECBN.
- b. The RECBNs may conduct the 1-1-1 physical assessment test utilizing the chart below (fig K-1). Those Soldiers, who do not meet these goals, may be assigned to a unit to begin training. If available, and at the commander’s discretion, the Soldier may be assigned to the FTU.
- c. Drill sergeants and processing NCOs will view the running shoe fitting video and will employ the procedures described on the video to fit each Soldier’s running shoes. Soldiers will purchase required items IAW AR 612-201 paragraph 2-7. Drill sergeants and processing NCOs will not direct Soldiers to re-buy items already purchased or items not meeting local preferences. Soldiers may purchase spandex shorts as an optional buy and wear IAW AR 670-1.

Table K-1 (1-1-1) Assessment Chart

Event	Male	Female
17-35 y/o		
1 Mile Run	<8:31	<10:31
Push-ups	13	3
Sit-ups	17	17
≥35 y/o		
1 Mile Run	<8:45	<11:00
Push-ups	12	2
Sit-ups	14	14

d. The RECBNs will implement standardized TRICARE briefings and Defense Eligibility Enrollment Reporting System (DEERS) enrollment procedures. The RECBN will send each new Soldier’s spouse (at a minimum) the welcome/TRICARE/DEERS packet containing-

- (1) Memorandum of Welcome for Spouse.
- (2) DD Form 1172, Application for Uniformed Services Identification Card/DEERS Enrollment.
- (3) Form 5579 (United Concordia TRICARE Dental Program Enrollment/Change Form).
- (4) Welcome to the Army, A Handbook for Family Members (RECBN unique).
- (5) Health Care for New Military Service Members & Their Families (Trifold).
- (6) TRICARE Family Member Dental Plan Benefit Booklet.
- (7) When the Soldier is a Reservist, the Healthcare Benefits for RC Members on Active Duty for More than 30 Days and Their Families (Trifold) (English or Spanish Version, where applicable).
- (8) Available TRICARE brochures are listed at <http://www.tricare.osd.mil/>.

e. The RECBNs will provide standardized USAREC, ARNG, and USAR liaison briefings to make new Soldiers aware of their component liaison’s availability and services at the RECBN. This briefing will not hinder the Soldier from processing or proceeding to BCT.

K-4. RECBN Environment Standards.

a. Soldiers will wear ACUs and be issued a wet weather top or poncho and canteen with cover and pistol belt by the end of second duty day.

b. RECBNs will initiate initial Soldierization training focusing on the most basic core competencies and reinforcing the climate of discipline. Drill sergeants and processing NCOs will utilize the Soldiers’ idle time during processing to teach the Soldiers to “think, look, and act” like a Soldier and to train Soldierization tasks. These Soldierization tasks, include but are

TRADOC Reg 350-6

not limited to, grade recognition, military courtesy, bunk making, general orders, uniform wear and appearance, stationary movements, introduction to Army values, and military time.

c. Male Soldiers will receive a haircut. Female Soldiers are not required to get their hair cut. However, they must go to the hair salon if their hair style or color is not in compliance with AR 670-1.

d. The RECBN photo will be taken in ACUs.

e. RECBNs must be staffed to maintain the RECBN environment while providing processing and Soldierization training. The minimum leader to led ratio is 1-to-60. RECBN leaders will be E5 or above.

f. Soldiers will have constant military supervision. Soldiers will travel in no less than a buddy team when escorted out of the battalion area for appointments, etc. Soldiers will march when traveling in groups of three or more.

g. Soldiers will maintain good order and discipline while waiting in lines or in the dining facility.

h. Soldiers will not consume caffeine.

K-5. CIIP. The RECBN will ensure the CIIP-

a. Fits combat boots.

b. Issues three sets of rank insignia.

K-6. Weight and Tattoo Screening.

a. RECBN personnel will visually screen arriving receptees at the initial reception point to identify anyone who has tattoos in violation of AR 670-1 or appears to be marginal or exceeds body fat content standards. See AR 612-2-1, paragraph 2-10(e) for those identified as appearing to exceed body fat content standards.

b. Newly arrived Soldiers that are visually screened and appear overweight will be taped. Soldiers have one year to meet compliance with AR 600-9.

Appendix L

Inter-Service Training Review Organization (ITRO) (AIT)

L-1. Inter-Service Training Overview.

a. The Army accomplishes some AIT as a participant in inter-Service training at sister service sites. Inter-Service training focuses on individual training acquired in an institutional

setting and is defined as a school or course conducted on one service's installation by mutual agreement between the host service and the participating services.

b. Host service. Service on whose installation training is conducted. The host provides base support and facilities. The host service budgets and programs resources to meet student requirements (except for service unique equipment, material, and facilities; and personnel costs of students, instructors, and administrators from each service). When serving as the service with lead responsibility for the training, the host service is responsible for: POI management; consolidating course revisions and evaluations; providing data to the participating services in the format requested regarding entries, graduates, elimination, recycling; and evaluation of their students. *Note: in some cases a participating service may not have the lead POI responsibility (such as, USN Explosive Ordnance Disposal training at Eglin AFB).*

c. Participating service. A service that receives training from or conducts training at another service's installation. Participating services furnish the estimated trained personnel requirements projected by fiscal year to the host service, and provide a proportionate share of instructor and school support personnel. Military personnel remain administratively assigned to their parent service, but they may be assigned to the host service for the purpose of executing their day-to-day duties and responsibilities as designated members of the school staff. Participating services must coordinate IG visits with the host service and course personnel in advance. Coordination will include: scope of inspection; number of personnel visiting; and length of stay. Participating service members must attend any necessary classes required by the host.

d. Regulatory Guidance. Services have agreed on policy and procedures to guide inter-Service training. Key documents are:

(1) AR 351-9 (Inter-Service Training) (Army), OPNAVINST 1500.27E (Navy), AFI 36-2230(I) (Air Force), MCO 1580.7D (Marines), Inter-Service Training.

(2) DODI 4000.19, Inter-Service and Intra-governmental Support.

(3) DOD Directive 4165.63-M, DOD Housing Management.

(4) AR 190-40, Serious Incident Reports.

e. ITRO Procedures Manual, 1 Apr 2004. Serves as a detailed organizational manual, a guide for the conduct of inter-Service training studies and reviews, and as a supplement to the inter-Service Training Regulation.

L-2. Duties and Responsibilities.

a. Host service will-

(1) Provide and maintain office/administrative space for instructor and administrative staff and real-property accountability, utilities, refuse collection, and custodial services for host and Army service staff, faculty, and students.

TRADOC Reg 350-6

(2) Brief all faculty, staff, and students on its applicable instructions, policies, and procedures. All faculty, staff, and students will comply with instructions, policies, and procedures briefed by the host Service.

(3) Provide and fund any instructor training required by the host.

(4) Provide Army personnel adequate time to attend their service unique functions as long as it does not interfere with school mission requirements.

(5) Provide facilities equivalent to quality it provided to its own missions. When facilities realignments are required, facilities should be provided at the same or better standard.

b. Installations/Bases will-

(1) Provide barracks/dormitory facilities that meet minimum DOD standards unless otherwise negotiated. All students will be billeted IAW the DOD Directive 4165.63M, http://neds.daps.dla.mil/Directives/4900_49.pdf (see authority 3[c]), except that ITRO students should not be billeted in open bays. Billeting for ITRO students should comply with services separate and secure policies.

(2) Provide DFACs to accommodate E4 and below, as well as administrative space for Army detachment personnel and instructor staff.

(3) Provide training facilities for consolidated training. Facilities to support Army-unique tracks are provided where possible. Additions and modifications for Army unique tracks are the responsibility of the Army.

(4) Provide safety program management for all instructors and students to include inspections, advice, and training, with particular reference to the following:

(5) Perform annual inspections (spot checks if there are "High Risk" areas). IAW the host service procedures, inspection reports will be sent from the host to the participating services in a timely manner with corrective action/follow-up noted.

(6) Conduct Class A/B mishap investigations IAW service instructions. Mishap investigations will include representatives from the other services if the mishap involved the other services. Provide a copy of all mishap reports, IAW host service procedures, Class A/B/C to the involved service(s) as appropriate.

(7) Fire Protection. Provides and maintains fire control, protection, and preventive programs and services to include the periodic inspection of buildings, fire extinguishing equipment, and facilities.

(8) Serious Incident Reports/Emergencies. Serious incidents involving students will be reported IAW service directives.

(9) Provides Urinalysis Program support services for students and staff as requested by the participating services.

c. TRADOC DCSOPS&T will-

(1) Define policies, procedures, and provide clear and concise guidance to TRADOC units operating in an inter-Service environment.

(2) Serve as TRADOC lead to host service for inter-Service MOU and POI changes or updates.

(3) Leads or participates in studies to establish or disestablish inter-Service training.

d. Proponent Schools will-

(1) Provide and maintain appropriate training material, training aids, and computers to support collocated and service unique tracks of AIT training as required.

(2) Serves as the service POC for inter-Service training issues.

(3) Funds service unique portions of training, course evaluation, and facility requirements and coordinates these through the host. Provides and maintains the necessary service unique documents and regulations.

(4) Provides and funds any service unique required instructor training

e. Commanders will-

(1) Commanders' policies will reflect a mixture of both TRADOC and host service locally established guidelines of the host command.

(2) Ensure Soldiers meet training qualification requirements specified by host service training guidelines.

(3) Monitor inter-Service training and life support facilities (DFAC, MWR, and Fitness Center) to ensure compliance of MOU and POI.

(4) Communicate any inter-Service violation or concerns to the host service installation commander, through the first Colonel in the chain of command through the proponent school to TRADOC DCSOPS&T liaison.

(5) Provide host service installation commanders with copies of unit training schedule to ensure awareness of Army unique training.

(6) Adhere to Army and TRs unless otherwise specified by an exception to policy.

TRADOC Reg 350-6

(7) Request an exception to policy if training standards and policy can not be met. Exceptions to policy must come from first COL/06 in the chain of command through the proponent school to HQs TRADOC for approval.

L-3. Army requirements not covered in ITRO MOA or POI.

a. Unit commanders are responsible to ensure all administrative and legal actions are adhered to and processed IAW both TRADOC and host service policies. Commanders will develop local policies that reflect higher HQs intent and do not conflict with or violate host service policies. Army-unique requirements must be coordinated through TRADOC DCSOPS&T for inclusion into existing ITRO MOUs and POIs.

b. DCSOPS&T will coordinate with host services for winter block leave dates, Holidays, Organization days, Training Holidays, etc. Unless otherwise specified, Army commanders will conform to host service approved holidays, training, and organizational days.

c. The buddy system as outlined in TR 350-6, paragraph 2-8, is instituted at inter-Service training sites and will pair IET Soldiers into proper Battle Buddy teams. This concept is designed to improve safety, motivation, and esprit de corps. Army personnel will be assigned a buddy upon arrival.

d. Commanders must utilize Army unique POI time and non-POI time to accomplish Army-specific training. Consolidated training time is used to conduct training as specified in the POI.

e. Commanders are required to conduct a 72-hour FTX, SPT, meet APFT standard, Weapons Immersion, and conduct WTBD (Convoy operations, Urban operations, Combatives, and Weapons qualification for AITs greater than twenty-three weeks as resources allow.

f. When possible, commanders will utilize host service facilities and training areas to accomplish Army-specific training.

g. Commanders are responsible for resources to conduct training outside the inter-Service POI. Soldiers, drill sergeants, and cadre will not utilize personal funds to purchase resources or supplies to accomplish the mission.

h. Soldiers are required to pass a record APFT for graduation from IET. Commanders are authorized, based on Soldier performance and positive recommendations from the chain of command, to allow the Soldier to graduate if they have passed a diagnostic APFT with at least 60 in each event. However, Soldiers failing to meet the criteria will be recycled or removed from the course prior to the awarding of any certification by the host service

i. Unit Commanders are the approving authorities for all leave requests for instructor, support, and student personnel that fall under their chain of command. Leave requests for consolidated training will be submitted through the supervisory chain of command establish at the host site. Unit commanders may grant special liberty/pass with the approval of the host for the consolidated training and at their own discretion for collocated training.

j. Medical support will be provided by the host service/installation command. Army personnel will comply with host service medical procedures unless otherwise specified. Commander will ensure profiles accurately identify the activity limits of the Soldier.

k. The host service is responsible for providing like barracks space that adequately supports the living conditions outlined by the host service installation. IET Soldiers will be kept separate by gender and from other services members as much as possible. Exceptions must be submitted through the proponent school to HQ TRADOC, ATTG-II, for approval.

l. All IET unit cadre will be required to attend cadre/support personnel training which is based upon their level of interaction with trainees. Specific course attendance guidance is provided in Appendix B.

L-4. Course Administration.

a. Enrollment. Army students arriving at the sister service site without previously being enrolled in a course become the sole responsibility of the Army, including lodging and all other services, until they are enrolled in a course and that course begins. If Army chooses not to wait until a course position is open, the cost of moving these students to another site will be borne by the Army. Enrolled in the context of this paragraph means the student has official orders that identify the course to be attended and specifies class start date.

b. Academic/Performance Standards. Army and the host service will determine and establish policies and procedures governing consolidated course-specific academic standards. Army will determine and establish policies and procedures governing Army specific academic standards. All students will comply with inter-Service procedures for the administration and evaluation of consolidated courses. All course documentation will be made available to appropriate service personnel on an as-needed basis. Services will develop a SEP for consolidated courses. The SEP will explain and illustrate the procedures and policies affecting each student and how they progress through training and will be used as a basis for determining relief/elimination or setback. It will include both academic and nonacademic facets.

c. Training Responsibility. Consolidated course content is a mutually agreed upon set of topics that are specific in nature. All documentation and course control material will conform to the Host standard, except as agreed to by all participating services during ITRO Detailed Analysis Groups or Curriculum Review Boards. All course documentation will be made available to appropriate service personnel as needed. Each service has responsibility for developing, conducting, and resourcing service unique training IAW ITRO procedures to include providing required service unique material.

d. Course Changes. The Army Proponent School will ensure detachments at sister service schools are provided adequate notification of any major new training requirements mandated by HQ TRADOC or higher HQs. Curriculum, policy, and procedural changes that impact time, course length, resources, Army/host service directives, or accreditation will be coordinated and agreed to by all services prior to implementation. Curricula review/validation will be

TRADOC Reg 350-6

accomplished by the Host and each participating service. Service-unique training will be coordinated IAW that service's policies and procedures.

e. Curriculum Review. Curriculum review will be conducted, as required by the services, IAW the inter-Service Training directive and the ITRO Procedures Manual. Instructional staff from the host and participating services will be represented. Services will have equal input in the management of curriculum, instructional planning, development and review of consolidated training. Course changes will be made IAW paragraph d above.

f. Certificates of Completion/Award/Diplomas. The host shall issue certificates of completion for consolidated training. Academic honors criteria for awards (top/distinguished graduate and course awards) will be applied to all students regardless of service for consolidated training. These should be presented in an appropriate graduation ceremony. Certificates of course completion and awards will be entered into the student's personnel record.

g. Leave, Passes and Liberty. Leave requests will be submitted through the supervisory chain of command established at the host site. Student personnel will not normally be granted leave while enrolled in the course. If the host, for reasons such as holiday periods, suspends academic training, students will be provided the opportunity to take leave. Emergency leave requests will be processed directly by the Army detachment in cooperation with the host. In those cases, the approving authority (parent service) will notify the school commander in a timely manner. Army may grant special liberty/pass with the approval of the host for consolidated training and at their own discretion for service unique training.

h. Academic Disenrollment. Failure to meet academic standards can result in disenrollment of a student in a consolidated course. A student may be reinstated into a consolidated course only with the approval from both Army and the host service. Disenrollment will be accomplished by the host registrar and subsequently forwarded to the Army. The parent service will process disenrollments on their students. A student retains the right to address an academic disenrollment through their service chain of command and/or through an academic review board as outlined in the SEP.

i. Academic Review Board. An academic review board will make recommendations on student retention, disenrollment, and remediation to the school commander for consolidated courses. The board consists of equal representation by the appropriate services for consolidated courses.

j. Non-academic Disenrollment. Situations other than academic that prevent a student from completing consolidated course objectives will be grounds for nonacademic disenrollment. These reasons can vary widely and may include such situations as emergency leave, hospitalization, or problems with conduct and suitability. All nonacademic disenrollment decisions will consider the recommendations of the host. The decision to disenroll a student normally belongs to the participating service. Army will accomplish disenrollment. Army will inform the host of such action in writing, if possible, prior to any disenrollment action. Final appeal will be through Army chain of command. A student may be reinstated into the course only with the approval from both the Army and the host service for consolidated courses.

k. Counseling. For consolidated courses, academic and nonacademic counseling will be conducted IAW the host's policies and procedures. Any staff member may perform counseling regardless of service origin. *Note: Non-academic counseling will be performed IAW parent service policies and normally be performed by the parent service.*

L-5. Legal Responsibilities.

a. MOAs between the participating services and host service will address the proper process and legal jurisdiction of unit commands and their respective personnel.

b. Army Commanders will provide Soldiers the opportunity to obtain legal advice from their servicing SJA office. This office may or may not be stationed in the same location as the Soldier.

c. Initial entry trainees from sister services and prior service, occupying leadership positions, are prohibited from administering physical exercise as corrective training. All military counseling will be conducted by same service personnel within the Soldiers respective chain of command.

d. Host service school may remove a Soldier if they fail to meet course requirements.

L-6. Instructor Administration.

a. Each service will provide qualified instructor and support staff as agreed to in the manpower review or as a result of validated annual instructor manpower adjustments. Each service will, to the greatest extent possible, provide 100 percent manning of the agreed to requirement.

b. Each service will recognize that the length and complexity of the training necessitates early arrival of staff to ensure no disruption of training due to lack of qualified personnel. Each service will work towards programming the arrival of new personnel at the host as early as possible to allow for adequate indoctrination.

c. Each service will ensure to the maximum extent possible that instructors serve a tour of three years or more to meet mutually agreed upon instructor requirements and provide timely replacements. A staggered rotation of instructors is preferred.

d. For consolidated training hosted by the Air Force, each service will make every attempt to comply with the formal training requirements established in support of the Community College of the Air Force (CCAF), consistent with their service policies and procedures. This will be a standard consideration for assignment selection and will, to the maximum extent possible, ensure that all instructors teaching CCAF accredited courses complete the required training. Upon assignment, instructors who do not meet the requirement will develop an associate degree plan through the education service office. Air Force will provide tuition assistance to Air Force instructors enrolled in an Associate Degree program. Funding for other service military instructors is provided as part of the AETC Command training requirement. All

TRADOC Reg 350-6

civilian instructors must have a degree from an accredited institution to be selected for instructor duty. The OPM has established a minimum requirement of an associate degree for all civilian instructors (including other services) who teach courses that result in credit toward an associate degree conferred by the CCAF.

e. Faculty Selection. To the greatest extent possible, selection of service faculty should be made based on demonstrated proficiency and experience dealing with the course-related issues and be recognized as competent by the parent service.

f. Faculty Development. All instructors must graduate from an Instructor Training Course (ITC). Instructors will be certified by the Host School IAW the command's regulations and instructions for consolidated courses. Services will make every effort to ensure instructors complete an ITC prior to reporting for duty.

g. Faculty Dress and Appearance. The standard of dress for all staff members will conform to current regulations of their parent service and as dictated by training requirements. Authority for conducting formal personnel inspections will remain with the officer in charge of the respective service detachment.

h. Operational Control of Consolidated Instructors. All instructor and school support personnel will be under the operational control of the host during academic hours. Host will not remove or use instructors during academic hours for other functions or details unless coordinated and agreed to by the participating service. Participating services may not utilize instructor personnel during academic hours without the prior approval of the host.

i. Instructor Staff Authority. Instructors will exercise authority over the students in the class and will be under the control of the host for consolidated courses. The instructor staff will preside over all students and be considered part of their supervisory chain of command.

j. Instructor Performance/Evaluation. Instructor evaluation will be IAW participating service directives. The participating service should be informed immediately of any performance problems for instructors of consolidated courses. An instructor record will be established and maintained for each instructor. This record will include an education plan for completion of requirements for instructor qualifications. Format of instructor records will comply with host requirements for consolidated training. Instructors may qualify for host/participating services' Master Training Specialist designation.

k. Training Support Staff. Each service will provide training support staff as determined by the manpower review. Each service will work towards providing 100 percent support staff manning requirements at all times.

L-7. Separate and Secure Environment. The intent of the separate and secure is to ensure that all Soldiers are afforded the opportunity to undergo IET in a gender safe environment. Requirements for separate and secure are located in paragraph, 2-7. Many of the host services barracks/dormitories do not support Army separate and secure requirements. Commanders may request an exception to policy from HQ TRADOC, ATTG-II, for the physical security and

supervisory measure requirements in paragraph 2-7. This request must be initiated with the requesting unit through the first COL/06 in the chain of command through the proponent school to the HQs.

Glossary

Section I

Abbreviations

AA	Active Army
AAR(s)	after action review(s)
ACH	advanced combat helmet
ACU	Army Combat Uniform
AI	assistant instructor
AIT	advanced individual training
APFT	Army Physical Fitness Test
AR	Army Regulation
ARM	advanced rifle marksmanship
ARNG	Army National Guard
ATC	Army Training Center
ATRRS	Army Training Requirements and Resources System
ATSC	Army Training and Support Center
AWT	Army Warrior Training
BCT	basic combat training
CBRN	chemical, biological, radiological and nuclear
CCAF	Community College of the Air Force
CCFSC	Company Commander/First Sergeant Course
CIF	central issue facility
CIIP	clothing initial issue point
CLFX	convoy live fire exercise
CLS	combat lifesaver
COB	close of business
CQ	charge of quarters
CSM	Command Sergeant Major
CTC	Cadre Training Course
DA	Department of the Army
DCG-IMT	Deputy Commanding General-Initial Military Training
DCSOPS&T	Deputy Chief of Staff for Operations and Training
DEERS	Defense Eligibility Enrollment Reporting System
DFAC	dining facility
DFC	dental fitness classification
DLIELC	Defense Language Institute, English Language Center
DLIFLC	Defense Language Institute, Foreign Language Center
DOD	Department of Defense
DSS	Drill Sergeant School
ECL	English comprehension level
ELT	English language training
EO	equal opportunity
EPTS	existed prior to service
ESD	Enlisted Standards Division

ESL	English as a second language
FM	Field Manual
FST	Field Sanitation Team
FTU	Fitness Training Unit
FTX	field training exercise
GTA	Graphic Training Aid
HQ	Headquarters
HQDA	Headquarters, Department of the Army
HRAP	Hometown Recruiter Assistance Program
IAW	in accordance with
ICW	in coordination with
IET	initial entry training
IG	Inspector General
IPFU	improved physical fitness uniform
IRR	Individual Ready Reserve
ISCTC	Installation Staff Contractor Training Course
ITC	Instructor Training Course
ITD	Intial Training Directorate
ITRO	Inter-Service Training Review Organization
LAFB	Lackland Air Force Base
LDRSHIP	Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage
LNO	liaison officer
LOD	line of duty
MEB	medical evaluation board
MED	Medical
MEDDAC	Medical Department Activity
MEDPROS	Medical Protection System
MOA	memorandum of agreement
MOBPOI	mobilization program of instruction
MOPP	Mission Oriented Protective Posture
MOS	Military Occupational Specialty
MRD	mandatory release date
MRE	meal, ready to eat
MST	medical support to training
MTF	medical treatment facility
MWR	morale, welfare, and recreation
NCO	noncommissioned officer
NGB	National Guard Bureau
NGR	National Guard Regulation
NLT	not later than
OJT	on-the-job-training
OPI	oral proficiency interview
OPM	Office of Personnel Management
OPREP	operations report
OSUT	one station unit raining
PCC	Pre-command Course

TRADOC Reg 350-6

PEB	physical evaluation board
POC	point of contact
POI	program of instruction
POSH	Prevention of Sexual Harassment
POV	privately owned vehicle
PSC	Personnel Service Center
PT	physical training
PTRP	Physical Training Rehabilitation Program
PULHES	Physical Capacity or Stamina, Upper Extremities, Lower Extremities, Hearing and Ear, Eyes, Psychiatric
PX	Post Exchange
RC	Reserve Components
RECBN	Reception Battalion
REFRAD	release from active duty
RHU	Retraining and Holding Units
RITM	Resident Individual Training Management
SCI	sensitive compartmented information
SCTC	Support Cadre Training Course
SEP	student evaluation plan
SJA	Staff Judge Advocate
SME	subject matter expert
SOP	standard operating procedures
SDAP	special duty assignment pay
SPT	standardized physical training
SQI	skill qualification identifier
SSBI	single scope background investigation
SSN	social security number
STO	split training option
STP	Soldier training publication
TB	Technical Bulletin
TDY	temporary duty
TMC	troop medical clinic
TOMA	Training Operations Management Activity
TR	TRADOC Regulation
TRADOC	Training and Doctrine Command
TRAS	Training Requirements Analysis System
TRICARE	Tri-service medical Care
TSP	training support package
UCMJ	Uniform Code of Military Justice
UMR	unit medical readiness
UMT	Unit Ministry Team
U.S.	United States
USAAC	U.S. Army Accessions Command
USACCF	U.S. Army Central Personnel Security Clearance Facility
USAE	U.S. Army Element
USAR	United States Army Reserve

USARC	U.S. Army Reserve Command
USAREC	U.S. Army Recruiting Command
USATC	U.S. Army Training Center
VTC	video teleconference
WBGT	wet bulb globe thermometer
WTBD	warrior task and battle drills
WTC	Warrior Transition Course

Section II

Terms

Active Army

Members and units of the Active Army.

Active Duty Medical Extension

A program to evaluate and treat the RC Soldier with a documented injury in the line of duty incurred or aggravated injury, illness, or disease, and provides pay and allowances, to the extent permitted by law, to those Soldiers while being treated for or recovering from this Service-connected medical condition.

Acceptance, Understanding, Recognition, Appreciation

Acceptance, How do you ensure new Soldiers and Civilians are accepted into your organization? How do we accept, inprocess & integrate them and their families? Do they feel like part of the team from day one? Do they know how important they are to our organization?

Understanding, Does each member of the chain of command understand their Soldiers and Civilians? Have we talked with them and gotten to know them to the point that we understand what unique contributions they can make to the organization? Are we providing formal and informal counseling and feedback on performance? Does every team member understand what is expected of him/her? Do they understand how they fit into the team? Do they feel understood?

Recognition, Are we giving proper and regular recognition? Has the unit leadership expended the effort to the team? Has your organization developed members when appropriate? Do they feel like they are making a significant contribution to the organization?

Appreciation, Do you demonstrate your appreciation of every team member? Do they feel appreciated? Does everyone want to commit the extra effort to the task at hand?

Advanced Individual Training

Training given to enlisted personnel, after completion of BCT, to qualify for the award of an MOS.

Advanced Rifle Marksmanship

Rifle marksmanship that includes mounting of optical sights, reflexive fire and judgmental engagement scenarios.

TRADOC Reg 350-6

Army National Guard

The Army portion of the organized militia of all states, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia, whose units and members are federally recognized.

Army Physical Fitness Test

A three-event test designed to measure the basic component of fitness and evaluate Soldiers' ability to perform physical tasks.

Basic Combat Training

Training in basic military subjects and fundamentals of basic combat skills, common to all newly enlisted AA and RC personnel without prior service.

Battle buddy team

A team of two or three Soldiers in the same platoon. Buddy teams are essential elements of Soldierization as Soldiers begin the development of teamwork and team spirit.

Cadre

All military, permanent party members or civilian personnel that command, supervise, instruct, train, or directly support IET Soldiers.

Cadre training

The training of IET unit cadre and support personnel that have major roles in creating and maintaining a positive IET environment that assists with the transition from civilian to Soldier. IET cadre and support personnel are trained IAW the guidelines outlined in paragraph 3-2 and Appendix B, above.

Cadre Training Course

A mandatory course presented to IET company officers, first sergeants, brigade, and battalion staff to familiarize them with the IET environment, organization, policies and procedures, leadership, training, evaluation, performance management, and administration. Other IET permanent party officers and NCO may attend on a space-available basis.

Constructive credit

Training credit granted to an entire class or an individual for a missed training event due to extraordinary circumstances. Use this credit selectively, and grant only in those cases where there is a clear demonstration that the Soldier(s) meet or exceed the IET graduation standards. Constructive credit authority resides at the TRADOC ATC or TRADOC service school or major subordinate command; delegate no lower than IET brigade commander level. For those training sites located at non-TRADOC organizations, this authority will reside with the first general officer in that school's chain-of-command.

Credible allegations

Trainee abuse allegations are “credible” when a commander determines that it is “more likely than not” that the abuse occurred. The commander may make this determination only after a preliminary inquiry, an administrative investigation, or a law enforcement investigation. Commanders should find allegations credible if, after considering all evidence available, the

evidence points to a particular conclusion as being more credible and probable than any other conclusion. The number of witnesses, or volume of physical evidence, does not determine the weight given to the evidence.

Drill sergeant

A noncommissioned officer that has successfully completed the prescribed instruction in a U.S. Army Drill Sergeant School, been awarded the "X" SQI, and is qualified to train and supervise IET Soldiers.

Entry-level separation

Separation from the Army of and enlisted Soldier that has completed no more than 180 days of creditable continuous active duty or initial active duty for training, or no more than 90 days of Phase II under a STO.

Fire safe barrier

A barrier that meets the fire, smoke resistance, and means of egress requirements of the latest National Fire Protection Association Standard 101, Life Safety Code; and/or applicable requirements of the latest MIL-HDBK 1008. The local authority having jurisdiction, normally the fire chief, determines the suitability of a barrier meeting standards for a "fire safe barrier."

Go no-go

The condition or state of operability of a component or system: "go," functioning properly; or "no-go," not functioning properly. Alternatively, a critical point at which a decision to proceed or not must be made. (DOD)

Hold

Any trainee in an "inactive status," defined as a trainee not currently progressing toward completion of skill training. Any trainee in an "inactive status" is reported via the with a hold (H) status code and the appropriate reason code listed in verification table 09 in ATRRS.

Inactive Soldier

Any Soldier out of training for more than 3 days and remaining in the training unit for remedial training or administrative action (for example, school start, port call, security clearance, etc.).

Individual training record

The form (DA Form 5286-R) used to record the training received and standards achieved by the Soldier.

Initial Entry Training

Training presented to new enlistees with no prior military service. It is designed to produce disciplined, motivated, physically fit Soldiers ready to take their place in the Army in the field. This training includes BCT, OSUT, AIT, DLIFLC, and pre-basic training courses (FTU, DLIELC-ESL). Individuals are considered IET status until they graduate and awarded an MOS. The IET unit is responsible for the Soldier until they sign in to their new duty station.

TRADOC Reg 350-6

Mandatory release date

A predetermined release date that is part of the RC enlistment contract. The date is established at the home station to allow students and seasonal employees to enter and complete BCT during IET.

Initial Military Training

Term that encompasses all initial Army training including enlisted, warrant officer, and officer.

Mandated/directed training

Training mandated by DA and directed by HQ TRADOC for inclusion in IET.

Military occupational specialty qualified

An IET Soldier is considered MOS qualified upon successful completion of all BCT and AIT/OSUT requirements. The MOS qualified Soldier can perform to standard the institutionally taught critical Skill Level 1 tasks identified by the MOS proponent. The Soldier also demonstrates a willingness to live by the Army's core values, Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage (LDRSHIP), and has the ability to work effectively as a team member.

New Start

The reassignment of an IET Soldier to another company or battalion in a later cycle to provide the Soldier the opportunity to make up training missed, due to emergency leave or hospitalization, or to achieve performance standards not attained in the first training unit.

Non-credible allegations

Trainee abuse allegations are “non-credible” when a commander determines that it is “more likely than not” that the abuse did not occur. The commander may make this determination only after a preliminary inquiry, an administrative investigation, or a law enforcement investigation.

One Station Unit Training

IET conducted at one location, in one unit, under the same cadre, with a POI tailored to a specific MOS.

Phased training

The division of IET into separate phases of training. Each phase has short-term goals for the Soldier and the unit, with incentives to attain the goals.

Preliminary inquiry

The preliminary inquiry is usually informal. It may include an examination of the charges and an investigative report, or other summary of expected evidence.

Reclassified Soldiers

Graduates of IET in the grades of private through sergeant first class that have been selected for training in a different MOS due to reclassification or reenlistment actions. The Soldier is assigned to an AIT or OSUT unit to take Skill Level 1 training.

Remedial training

Additional training given to Soldiers enabling them to attain training standards and remain in cycle, rather than receive new starts.

Reserve Components

Members and units of the ARNG and USAR.

Schofield's Definition of Discipline

The discipline which makes the Soldier of a free country reliable in battle is not to be gained by harsh or tyrannical treatment. On the contrary, such treatment is far more likely to destroy than to make an Army. It is possible to impart instruction and give command in such a manner and such a tone of voice to inspire in the Soldier no feeling but an intense desire to obey, while the opposite manner and tone of voice cannot fail to excite strong resentment and a desire to disobey. The one mode or the other of dealing with subordinates springs from corresponding spirit in the breast of the Commander. He who feels the respect which is due to others cannot fail to inspire in them regard for himself, while he who feels, and hence manifests, disrespect toward others, especially his inferiors, cannot fail to inspire hatred against himself'. MG John M. Schofield, 11 August 1879.

Soldierization

The tough, comprehensive process that transforms volunteers into Soldiers. It results from the total immersion in a positive environment active, involved leadership establishes. This environment sets high standards, provides positive role models, and uses every training opportunity to reinforce basic Soldier skills.

Total control

Continuous cadre supervision; IET Soldiers restricted to company area.

Trainee

All personnel undergoing IET (BCT, AIT, or OSUT). Also included are those inprocessing at the reception station, awaiting training in FTUs, receiving English or foreign language training, and/or those that have completed training and remain in a holdover status. For purposes of this regulation, trainee also includes prior service Soldiers, Soldiers undergoing reclassification training, and personnel from other services undergoing IET at TRADOC service schools and major subordinate commands

Trainee abuse

Trainee abuse is any improper or unlawful physical, verbal, or sexual act against a trainee (however, this definition does not include acts involving a trainee against a trainee). Examples might include assault, extreme PT not IAW a POI, extreme profanity, sodomy, rape, sexual harassment, extortion of money, or any personal relationship that is not required by the training mission. IAW this regulation, only a commander can determine that trainee abuse has occurred.

Training Requirements Analysis System

The purpose of TRAS is to ensure that students, instructors, facilities, ammunition, equipment, and funds are all at the right place and time to implement directed training. The TRAS is a

TRADOC Reg 350-6

management system that provides for the documentation of training and resource requirements in time to inject them into resource acquisition systems.

Warrior Tasks and Battle Drills

Skills taught in BCT and the BCT portion of OSUT to train Soldiers how to survive in combat.

Weapons Immersion Training

Training Soldiers on weapons at the earliest time during the cycle. Soldier's responsibility and understanding of weapons control is enforced through this training. Placing assigned weapons in their hands at the earliest point in training will reinforce security, maintenance, and control.

FOR THE COMMANDER:

OFFICIAL:

ROBERT L. VANANTWERP
Lieutenant General, U.S. Army
Deputy Commanding General/
Initial Military Training



RANDALL L. MACKEY
Colonel, GS
Chief Information Officer

TRAINEE ABUSE REPORT				
(For use of this format, see TR 350-6; the proponent agency is TRADOC OSJA)				
(Explain all "OTHER" entries in the "REMARKS" section of this form)				
SECTION I- ALLEGED OFFENSE INFORMATION (To be completed by the Installation Traiee Abuse Coordinator)				
1. CASE NO (F1 = help)				
2. CATEGORY OF OFFENSE:	3. LOCATION OF OFFENSE:	4. DATE OF OFFENSE:	5. DATE REPORTED:	6. TIME OF OFFENSE:
SECTION II - SUBJECT INFORMATION (To be completed by the Installation Traiee Abuse Coordinator)				
7. GRADE:	8. DUTY POSITION:		9. SEX:	
10. SERVICE:	11. MOS	12. COMPONENT:	13. CADRE TRAINING COMPLETED:	14. MARITAL STATUS:
15. UNIT:	TYPE UNIT:	16. INSTALLATION:	17. RACE:	
18. TIME IN DUTY POSITION (estimate to nearest months or years, i.e., 1 year; 6 months; 2 years, etc.)		19. PREVIOUS CREDIBLE ALLEGATIONS: ("YES" response must be supported with comments in item 20). <input type="checkbox"/> YES <input type="checkbox"/> NO		
20. PREVIOUS CREDIBLE ALLEGATIONS SUMMARY:				
SECTION III - VICTIM INFORMATION (Use continuation sheet for multiple victims)				
21. Total No. of Victims involved	22. HOW MANY/RACE:	23. HOW MANY/SEX:	24. HOW MANY/TRAINING PROGRAM:	25. HOW MANY/HOLD STATUS:
0		0	0	0
0		0	0	0
0		0	0	0
0		0	0	0
0		0	0	0
SECTION IV - ADDITIONAL INFORMATION (To be completed by the Installation Traiee Abuse Coordinator)				
26. SUMMARY OF INCIDENT:				
INCIDENT FIRST REPORTED TO:		OPREP #:		
27. CASE STATUS: <input type="checkbox"/> PENDING INVESTIGATION <input type="checkbox"/> FOUNDED <input type="checkbox"/> UNFOUNDED REMARKS				
28. FINAL DISPOSITION (If disposition resulted in trial by court-martial, enter results of trial in item 30):		29. DATE OF FINAL DISPOSITION:		
30. RESULTS OF TRIAL FOR COURT-MARTIAL CASES:				
31. REMARKS:				
SECTION V - FOR ACOM OSJA USE ONLY				
32. COMMENTS:				