

32d Medical Brigade

The Strength of the AMEDD Starts Here ...



Excellence in Action!

Standards & Reference Handbook

Version 1, October 2013

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Introduction

Purpose

This handbook is intended to provide those assigned to the 32d Medical Brigade a solid reference for standards throughout the brigade footprint. While much of the guidance is rooted in standard Army regulations and policies, some standards are augmented to instill greater discipline and uniformity throughout the 32d Medical Brigade area of operations.

Service Member Expectations

The 32d Medical Brigade trains military professionals. This includes the technical training of medical skills and the continued growth of members in the profession of arms. It is expected that all members assigned to the brigade comprehend, comply, and enforce the standards set forth by each service and those presented in this guide.

All 32d Medical Brigade permanent party members and trainees will adhere to the highest standards of professional and personal conduct. All trainees will ensure their actions project a positive image consistent with the regulatory requirements and

customs of their respective services. Permanent party members are expected to serve as role models for the thousands of trainees on campus each year.

Policies and standards that are unique to the 32d Medical Brigade will be prefaced with the “▲” symbol.

Unit History

- Organized 1 June 1940 in the Regular Army at Carlisle Barracks, Pennsylvania, as the Provisional Medical Battalion, Medical Field Service School
- Consolidated 11 August 1940 with the 32d Medical Battalion (concurrently constituted in the Regular Army), and designated as the 32d Medical Battalion
- Inactivated 30 April 1948 at Fort Sam Houston, Texas
- Redesignated 19 August 1992 as the 132d Medical Battalion
- Headquarters, 132d Medical Battalion, redesignated 1 October 2002 as Headquarters and Headquarters Company, 32d Medical Brigade concurrently transferred to the United States Army Medical Command and activated at Fort Sam Houston, Texas

Shoulder Sleeve Insignia (SSI)



Symbolism: Maroon and white are the colors traditionally used by medical units. The diamond shape of the insignia signifies courage and energy of the cadre, to educate and direct the troops in the field of Health Sciences. The couped cross, universal symbol for medical care, denotes the brigade's focus on medical service. The torch refers to guidance and knowledge, and the brigade's mission of training the troops. The star symbolizes Texas, the largest state in the Continental United States and location of the 32d Medical Brigade. Background: The shoulder sleeve insignia was approved with amendments on 23 October 2002.

The 32d Medical Brigade Team

Vision

To be the Premier Army Training Brigade by developing adaptive Army Leaders, building and training Soldiers today and shaping the AMEDD of tomorrow.

Our Imperatives

We Train Medics and Grow Leaders
Our Graduates ... are Our Credentials
Build and Shape Relationships
Build a Soldier!

Our Enduring Priorities

Reception, Integration and Transition
Focus on Core Mission Set
Create an Environment of Standards, Accountability and Discipline
Shape Today for a Better Leader Tomorrow!

Our Mission

To provide Mission Command and engage Leadership to produce trained, disciplined, skilled Soldiers, leaders and professionals for the Operational Army

Training Battalions

187th Medical Battalion



The 187th Medical Battalion`s mission is to provide mission command, conduct training, and ensure sustainment and readiness for the 187th Medical Battalion Soldiers, Civilians and Families in a safe environment while promoting the Army Values and instilling Warrior Ethos.

232nd Medical Battalion



The 232nd Medical Battalion`s mission is to train and graduate highly motivated, disciplined, physically fit, technically and tactically competent Soldier Medics with a Warrior Spirit that live by the Army values.

264th Medical Battalion



The 264th Medical Battalion`s mission is to provide mission command, logistical and operational support to safely and effectively train and qualify highly motivated, technically proficient and tactically skilled, well-disciplined Soldiers who embody the Army Values, live the Warrior Ethos.

Brigade Standards & Policies

Counseling & Mentorship

Leaders and supervisors must ensure that all subordinates receive timely performance counseling. AR 623-3 mandates that raters will counsel their subordinates. It further states that senior raters will ensure that raters are fulfilling their obligation to develop and counsel their subordinates.

Reference AR 600-20, AR 623-3, and/or ADP/ADRP for further guidance.

Medical Readiness & Missed Appointments

Brigade Policy #27 states the following:

“Continuity of care is essential to keeping Soldiers healthy. If a Soldier fails to show up for their scheduled appointment, they may experience continued or undiagnosed health problems. Soldiers that fail to make a scheduled appointment will receive written counseling from their first line supervisor. Soldiers that fail to make two appointments within 30 days will receive additional written counseling from their First Sergeant. Soldiers that fail to make three appointments within a 45 day period may be recommended for UCMJ action.”

Uniforms- General

Uniforms will be maintained in serviceable condition, buttoned, zipped, and/or snapped. Ripped, torn, faded, and/or stained uniforms will not be worn and will be replaced. While in uniform, Soldiers may not place their hands in their pockets, except momentarily to place or retrieve objects.

▲ 32d Medical Brigade Soldiers are prohibited from walking and drinking and/or eating while in uniform.

Backpacks, Gym Bags, & Handbags

Soldiers may carry civilian gym bags, civilian rucksacks, or other similar civilian bags while in uniform. Soldiers may carry these bags by hand, on one shoulder using a shoulder strap, or over both shoulders using both shoulder straps. If the Soldier opts to carry a bag over one shoulder, the bag must be carried on the same side of the body as the shoulder strap; therefore, Soldiers may not carry the bag slung across the body with the strap over the opposite shoulder. If Soldiers choose to carry a shoulder bag while in uniform, the bag must be black or ACU pattern/foilage green with no other colors and no logos. The contents of the bag may not be visible; therefore, see-through plastic or mesh bags are not authorized. There is no restriction on the color of civilian bags carried by hand.

Body Alterations (Body Piercing/Alterations)

When on any Army installation or other places under Army control, Soldiers may not attach, affix, or display objects, articles, jewelry, or ornamentation to or through the skin while they are in uniform, in civilian clothes on duty, or in civilian clothes off duty (this includes earrings for male Soldiers). The term "skin" is not confined to external skin, but includes the tongue, lips, inside the mouth, and other surfaces of the body not readily visible.

Cosmetics

Males may not wear cosmetics. Females may wear cosmetics if they are conservative; complement the uniform and their complexion. Eccentric, exaggerated, or trendy cosmetic styles and colors, to include makeup designed to cover tattoos, are inappropriate with the uniform and are prohibited. Females will not wear lipstick that contrasts with their complexion, detracts from the uniform, or is extreme. Examples of extreme colors include, but are not limited to: purple, gold, blue, black, white, bright (fire-engine) red, khaki, camouflage colors, and fluorescent colors.

Earrings

Females are not authorized to wear earrings with any Class C (utility) uniform. In other uniforms earrings may be screw-on, clip-on, or post-type earrings, in gold, silver, white pearl, or diamond. The earrings will not exceed 6 mm or 1/4 inch in diameter and they must be unadorned and spherical. When worn, the earrings will

fit snugly against the ear. Females may wear earrings only as a matched pair, with only one earring per ear lobe.

Males are not authorized to wear earrings on or off duty.

Eyeglasses/Sunglasses

Eyeglasses or sunglasses that are trendy, or have lenses or frames with initials, designs, or other adornments are not authorized for wear. Soldiers may not wear lenses with extreme or trendy colors, which include but are not limited to: red, yellow, blue, purple, bright green, or orange. Lens colors must be traditional gray, brown, or dark green shades. Personnel will not wear lenses or frames that are so large or so small that they detract from the appearance of the uniform. Personnel will not attach chains, bands, or ribbons to eyeglasses. Personnel will not hang eyeglasses or eyeglass cases on the uniform, and may not let glasses hang from eyeglass restraints down the front of the uniform. Sunglasses are not authorized in formation.

Fingernails

All personnel will keep fingernails clean and neatly trimmed. Males will keep nails trimmed so as not to extend beyond the fingertip. Females will not exceed a nail length of 1/4 inch, as measured from the tip of the finger. Females will trim nails shorter if the commander determines that the longer length detracts from the military image. Females will not wear shades of nail polish that distinctly contrast with their complexion, that

detract from the uniform, or that are extreme. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, white, bright (fire-engine) red, khaki, camouflage colors, and fluorescent colors. Soldiers will not apply designs to nails or apply two-tone or multi-tone colors to nails.

▲ 32d Medical Brigade female IET Soldiers are not authorized to wear French tip or French manicured fingernails.

Hair General

Extreme, eccentric, or trendy haircuts or hairstyles are not authorized. If Soldiers use dyes, tints, or bleaches, they must choose those that result in natural hair colors. Colors that detract from a professional military appearance are prohibited. Soldiers should avoid using colors that result in an extreme appearance. Prohibited hair colors include, but are not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors.

Hair (Male)

The length and bulk of the hair may not be excessive or present a ragged, unkempt appearance. When combed, the hair it will not fall over the ears or eyebrows or touch the collar, except for the closely cut hair at the back of the neck. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform or in civilian

clothes on duty. Hair that is clipped closely or shaved to the scalp is authorized.

Males will keep their face clean-shaven when in uniform or in civilian clothes on duty. Beards are not authorized.

Mustaches

▲ Mustaches are not authorized for 32d Medical Brigade IET Soldiers.

Sideburns

Males will keep sideburns neatly trimmed. Sideburns may not be flared; the base of the sideburn will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.

Shaving Profiles

If appropriate medical authority prescribes beard growth, the length required for medical treatment must be specified (usually $\frac{1}{4}$ "). While keeping the growth trimmed to the level specified by appropriate medical authority, Soldiers are not authorized to shape the growth in any styled fashion.

Hair (Female)

Females will ensure their hair is neatly groomed, that the length and bulk of the hair are not excessive, and that the hair does not present a ragged, unkempt, or extreme appearance. Likewise, trendy styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited. Females may wear braids and cornrows as long as the braided style is conservative, the braids and cornrows lie snugly on the head, and any hair holding devices comply with

standards. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so no free-hanging hair is visible. Styles that are lopsided or distinctly unbalanced are prohibited. Ponytails, pigtails, or braids that are not secured to the head (allowing hair to hang freely), widely spaced individual hanging locks, and other extreme styles that protrude from the head are prohibited. Extensions, weaves, wigs, and hairpieces are authorized; however, these additions must have the same general appearance as the individual's natural hair. Any wigs, extensions, hairpieces, or weaves must comply with grooming policies set forth in this paragraph. When headgear is worn, the hair will not extend below the bottom edge of the front of the headgear, nor will it extend below the bottom edge of the collar. All hair-holding devices must be plain and of a color as close to the Soldier's hair as possible or clear. Authorized devices include, but are not limited to, small, plain scrunchies (elastic hair bands covered with material), barrettes, combs, pins, clips, rubber bands, and hair bands. Devices that are conspicuous, excessive, or decorative are prohibited.

Reflective Belt

▲ IET students will wear a reflective belt during hours of darkness in both uniform and civilian attire.

Rings

May wear a total of two rings (a wedding set is considered one ring).

Duty Uniform

Duty Uniform for all Soldiers of the 32d Medical Brigade is the Army Combat Uniform (ACU). Seasonal additions to the Army Combat Uniform (ACU) may be worn when appropriate. ACUs will be serviceable and worn with pride and professionalism.

Uniforms that are faded, have worn patches and Velcro, stained, and otherwise unkempt are not within the standard of this Brigade.

Gloves

Gloves are a five-finger design in a slip-on style. An adjustable strap and buckle is provided on the back of gloves. The inserts are worn inside the leather shell gloves. Gloves are authorized for wear with or without cold-weather outer garments. Gloves may be worn with utility uniforms without cold-weather outer garments, provided sleeves are rolled down. Inserts may not be worn without the leather shell gloves when worn with utility uniforms and cold weather outer garments.

Fleece

Part of the Army Combat Uniform (ACU) Generation III Extended Cold Weather Clothing System (ECWCS). The olive-green fleece is authorized to be worn as a stand-alone outer garment or as part of the ECWCS system. Rank insignia is attached by hook and loop either on the left or right above

the plates depending on how the garment was manufactured. Name and US Army plates will also be attached with hook and loop. When wearing as the outer garment, the fleece will be worn over the ACU blouse, zippered at least 3/4 of the way. Sleeves will not be rolled up.

Gortex Jacket

The parka (Gortex) is the outer shell of the ECWCS. It can be worn separately or with other ECWCS items. Rank is worn on tab and nametape will be on left shoulder pocket flap. The Gortex must be zipped and buttoned at least 3/4 of the way when worn. The hood of the Gortex must be tucked in, zipped & closed when not in use.

Physical Fitness Uniform

The only authorized physical fitness uniform is the Improved Physical Fitness Uniform (IPFU) ensemble consisting of shorts, short/long sleeve T-shirt, jacket, and pants. Accessories to the uniform are limited to black gloves, green knit cap, unadorned white socks, and commercially purchased running shoes. A reflective vest will be worn by all cadre when in the PT uniform and all students will wear a reflective belt. The IPFU is not authorized for wear in the main Post Exchange or Commissary.

▲ Civilian physical fitness attire will not be worn during the hours of 0530-0630 on normal duty days while in the 32d Medical Brigade footprint. The only authorized clothing is the Improved Physical Fitness Uniform.

▲ 32d Medical Brigade IET Soldiers will not wear the IPFU in combination with civilian attire on/off the installation.

Gloves

Inserts may not be worn without the leather shell gloves.

Head Gear

Soldiers will wear the foliage green knit cap pulled down snugly on the head. Soldiers will not roll the edge of the cap.

Shorts/Pants

Shorts/pants will be not worn below the waist line.

Legs of pants will not be pushed upward and must remain down with the pant cuffs around the ankles.

Soldiers are authorized (not required) to wear commercially purchased gray or black spandex shorts under the IPFU shorts. The length of the spandex shorts must not extend past the length of the IPFU shorts. The commercial spandex shorts must be plain, with no logos, patterns, or obtrusive markings.

Socks

Plain white socks with no logos and must extend past the ankles.

▲ 32d Medical Brigade Soldiers may not stretch socks in a manner that covers more than 1/3 of the lower legs/calves.

Interacting With IET Students

Professional/Unprofessional Relationships

All faculty and staff personnel assigned/attached to the brigade will refrain from unprofessional relationships with trainees regardless of status. Professional relationships are those that contribute to the effective operation of the military. The military encourages personnel to communicate freely with their superiors regarding their careers, performance, duties and missions. This type of communication enhances morale and discipline and improves the operational environment while, at the same time, preserves proper respect for authority and focus on the mission. Relationships are unprofessional, whether pursued on or off-duty, when they detract from the authority of superiors or result in, or reasonably create the appearance of, favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests.

The integrity and leadership of the faculty and staff in the technical training environment must not be permitted to be compromised by personal relationships with trainees. At a minimum, faculty and staff will not date or carry on a social relationship with a trainee, or seek or engage in sexual activity with, make sexual advances to, or accept sexual overtures from a trainee. In addition, faculty and staff will not use grade, position, threats, pressure or promises to attain or attempt to attain any personal benefit of any kind from a trainee, or share living

quarters with, gamble with, lend money to, borrow money from or become indebted to, or solicit donations (other than for service approved campaigns) from a trainee. The same limitations govern personal relationships between faculty and staff and a trainee's immediate family members. Trainees have an independent obligation not to engage in these activities with members of the faculty and staff.

Brigade personnel have the duty to maintain a professional relationship with trainees at all times. This will continue throughout the entire period of training or instruction received by trainees. Outside of official social functions, faculty and staff are prohibited from engaging in personal, social contact by any means with trainees before they report to their first permanent duty stations of assignment. Prohibited contact includes, but is not limited to, personal social media contact, such as: e-mail, texting, Facebook, Twitter, and similar virtual social networks. This duty applies regardless of the existence of a direct instructional relationship.

Corrective Training

Corrective training is limited to that which brings credit upon the Services. Trainees will not be forced to conduct any form of physical conditioning while they are engaged at the METC. Counseling, mentorship and documentation are the preferred mechanisms for student rehabilitation.

Use of Profanity

The use of profanity in the training environment is prohibited. As role models and professionals, members need to set a positive example of the professionalism expected and required of individuals in the respective profession trainees are striving to attain. Use of profanity may result in UCMJ punishment.

Phasing Program

Phase IV IV

Advanced Individual Training , Weeks 10 through 17. Phase IV begins upon arrival from Basic Combat Training and ends when the Soldier demonstrates the proficiency to move up in phase or course completion depending on the Soldier's MOS. The first opportunity to phase up will be provided at the beginning of training week 18 with subsequent opportunities provided thereafter.

Phase V V

Advanced Individual Training, Weeks 18 through 22. Phase V is characterized by the reinforcement of common skills training and evaluation of MOS skills in a leadership environment that is geared towards transitioning Soldiers from institutional environment to operating/generating force capability.

Phase V+ V+

Advanced Individual Training, Weeks 23 through 26. Phase V+ is designed to increase privileges in order to accommodate the various requirements associated with more technical courses that require longer stays while maintaining discipline within the training environment.

Phase VI VI

Advanced Individual Training, Weeks 27 to course completion. Phase VI is designed to further increase privileges in order to accommodate the various

requirements associated with more technical courses that require the longest stays while maintaining discipline within the training environment.

MOS-T MOS-T

Military Occupational Specialty – Trained (MOS-T). MOS-T are categorized as those Soldiers that have obtained an MOS but have yet to serve in an operational environment. For example, 92Gs attending 68M School or Soldiers who have completed an AMEDD MOS-produced course but are awaiting the start of Airborne School.

Prior Service PRIOR SERVICE

Prior Service Soldiers are defined as those Soldiers that have had at least one assignment in the operational Army. For example, those Soldiers pursuing an Additional Skill Identifier (ASI) associated with their current Military Occupational Specialty (MOS). With some exceptions, Prior Service Soldiers are granted the privileges afforded by their rank consistent with the policies that govern permanent party Soldiers. However, they remain subject to TRADOC, AMEDD Center and School and METC requirements for obtaining new MOS qualification.

Commanders may take advantage of the experience of student NCOs and personnel to assist cadre; however, the student's primary mission is to become proficient in the skill they are training in. Prior service members will

not be utilized to augment or replace permanent party staff in the execution of their training mission, nor will they be allowed to assign corrective training tasks (i.e. dropping trainees for pushups).

Prior service members are required to maintain professional relationships with IET Soldiers. Prior service personnel will not interact with IET Soldiers after duty hours, except when approved by staff personnel for the purpose of studying in a group setting. Unprofessional relationships between prior service and IET Soldiers, regardless of service, will not be tolerated. It is the responsibility of both parties to avoid unprofessional relationships. Prior service members are permitted to operate POVs; however, they are not authorized to transport IET Soldiers in their POVs, regardless of Service affiliation.

BOLC

Basic Officer's Leader Course (BOLC) training is designed to transform civilian volunteers into Army officers capable of leading upon arrival at their first unit of assignment and to instill the skills, knowledge, and attributes required for Soldiers to contribute to the operational Army. Officers attending BOLC will be granted the privileges afforded by their rank and are subject to all policies that govern permanent party officers, but remain subject to TRADOC and AMEDD Center and School requirements.

Civilian Clothing Wear

Civilian clothing will be in good taste:

- When arms are fully extended and palms placed flat on the side of the leg (position of attention), shorts, dresses, and skirts must extend past the middle finger.
- Footwear will be worn upon exiting sleeping quarters/barracks
- Under clothing will be worn at all times
- Prohibited wear of civilian clothing includes the following:
 - Clothing with holes/rips/tears/frays regardless of whether skin/undergarments are exposed or not
 - See-through garments
 - Clothing that exposes cleavage
 - Sleeveless shirts
 - Pants, shorts, dresses or other clothing that “sag” below the waist
 - Swim wear worn anywhere other than authorized swimming areas
 - Clothing with explicit pictures/language or other potentially offensive themes

Dining Facility (DFAC)

The DFAC is designed to feed up to 2,000 people at one time. The trainee population far exceeds this number; therefore, it is incumbent on all members to

understand the limitations of the DFAC and to be respectful of other Soldier's, Sailor's and Airmen's time. In order to ensure equal access for everyone, METC has designed a schedule to facilitate the lunch hour. Members must eat in their unit's designated dining facility. Books, coats, hats, or other items will not be left in chairs or used to save seats while in the serving line. After finishing meals, patrons must depart from the DFAC so that other individuals are able to sit and eat. Members must be in compliance with the post dress code inside the DFAC, including but not limited to the following: sleeveless shirts, soiled PT gear and open-toed shoes are not permitted. Members entering the dining facility must wash their hands.

Headphone Use Policy

Using listening devices impairs recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and other general noise. Therefore, the wear of headphones or earphones on all installation roads and streets (including sidewalks) is prohibited. This includes, but is not limited to, those operating motorized vehicles and bicycles, joggers, walkers, and skaters. Soldiers will not wear headphones upon the ears, around the head or neck, or resting or dangling while in uniform.

The only exception is the wear of headphones in uniform while actively conducting physical fitness in post gyms. The wear of headphones is authorized on designated running tracks while in civilian clothing only.

Mandatory Items

All student Soldiers must carry ID cards, ID tags, Form 1 (2 copies), and physical profiles (if applicable) at all times.

Mobile Phone & Device Policy

Student Use

Students will not possess or utilize cell phones or other portable electronic devices such as small hand-held electronic games, DVD players, small CD players, walkman radio/CD players, MP3 players, etc. while attending school and/or scheduled training events, including formed movements and details. Soldiers are authorized to purchase / possess the electronic items noted provided they are listed on the high dollar inventory record and are properly secured when not in use. Company commanders and first sergeants may give written permission under emergency conditions to possess cell phones during POI time.

Driving

Use of cell phones or other mobile devices (iPods, digital audio players, portable computers, etc) is strictly

prohibited while driving on post. This includes text messaging. Only hands-free devices are authorized.

Walking

Walking and talking or texting on cell phones or other mobile devices is prohibited while on post.

Movement throughout Campus

Reflective Belts

During hours of darkness, all trainees will wear a reflective belt at all times, whether in military uniform or civilian attire.

Marching Policy

When in uniform (physical fitness, duty uniform, dress uniform, etc.), all Soldiers in uniform will march to and from each location on campus and post, 24 hours a day/7 days a week, using troop walks, sidewalks or designated route-of-march streets and avenues. All Soldier movements in uniform consisting of three or more personnel will, at all times, march in a formation led by a cadre member when available or designated student leader. When cadre or student leadership is not available, a student will assume the lead of the formation.

No items will be carried in hands while marching. Members are not authorized to eat, drink, talk, or chew gum while marching in formation or small marching units. Drinks will be stowed in the backpack. If unable to march while carrying packages, members will

maintain military bearing and discipline. Members will not cut through grass, drill pads, parking lots, or use other shortcuts. Additionally, members will march to and from school in formation, unless given prior authorization.

No student will move to or from or between training areas by privately owned vehicles (POV), unless authorized in writing by the Company commander.

Cadence Calling

During formation movement, cadence calling is strongly encouraged; however, attention must be made to areas that restrict cadence calling such as footbridges and other areas with posted cadence calling restrictions. Cadence calling is prohibited upon entering housing areas or when marching/running within a distance that cadence may be disruptive to tenants (for example, along roadways that border housing areas).

Calling of cadences containing inappropriate themes, profanity, offensive themes or language, or any other inappropriate topics, whether implicit or implied, are absolutely prohibited.

Pedestrian Traffic & Street Crossing

Soldiers will only use marked crosswalks while traversing post roadways. Before crossing roadways, Soldiers will pause at each crosswalk to ensure a safe crossing.

Use of the Garden Avenue Footbridge

Use of the Garden Avenue Footbridge is off limits to all 32d Medical Brigade trainees.

Noise Policy

Military personnel will not operate vehicles with radios or other sound systems at a volume that impairs the driver's ability to hear outside sounds, another vehicle's horn, or at a volume that disturbs others.

Soldiers will not use sound producing equipment (stereos, laptops, DVD or entertainment players, etc) without the use of personal headphones.

All devices must be turned off during sleep hours with the exception of a cell phone when used as an alarm clock.

Alcohol and Tobacco Use

See the 32d Medical Brigade Commander's Policy Letter #16.

Alcohol purchase and consumption is not authorized on post.

Use of tobacco products is not authorized during the hours of POI.

Training & Education

NCO Professional Development

Noncommissioned Officer Development Program is conducted 0630-0730 on the last Wednesday of every month at Blesse Auditorium at AMEDD C&S. Attendance is mandatory for all available NCOs within the AMEDD C&S.

Certification Sustainment

Maintaining certifications and sustaining skills required for each MOS is an individual responsibility. NCOs are expected to seek out opportunities to comply with their individual MOS.

The Department of Combat Medic Training (DCMT) conducts training opportunities on a monthly basis. Courses available for continuing education include:

- 68W Sustainment Course
- Advanced Medical Life Support (AMLS)
- Prehospital Trauma Life Support (PHTLS)
- Tactical Combat Casualty Care (TC3)
- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Pediatric Education For Prehospital Professionals (PEPP)

- Emergency Medical Patients: Assessment Care & Transport (EMPACT)
- Basic Ecg Recognition
- 12 Lead Ecg In Acute Coronary Syndromes (8 Hr & 16 Hr Classes)
- Basic Life Support (BLS/CPR) Provider Course
- Basic Life Support (BLS/CPR) Instructor Course & Instructor Renewals

Preregistration is required as seats are limited. Walk-ins are not accepted.

For more information, email DCMT Cadre Development at osd.jbsa.metc.mbx.dcmt-cadre-development@mail.mil

Appendix

Customs & Courtesies

Customs

A custom is an established practice. Many military customs compliment procedures required by military courtesy. Violations of customs may bring official censure or disciplinary action. The customs of the military are its common law.

General Courtesy

Military courtesy shows respect and reflects self-discipline. Consistent and proper military courtesy is also an indicator of unit discipline. Military members demonstrate courtesy in the way they address officers or NCOs of superior rank. Military courtesy is also the respect shown to each other by members of the same profession.

Rendering Flag Honors

Reveille

When in uniform, upon hearing music (0530 daily) come to the position of attention and render the hand salute until the music stops. If in civilian clothes, come to the position of attention and place your hand over your heart.

Retreat

At retreat (1730 daily), when in uniform and not in formation, come to the position of attention facing the flag (or sound of the music if flag is not visible). Render the hand salute upon

the playing of “To the Colors.” The salute is held through the last note of the music. While in formation, bring group to parade rest, then attention. Bring to present arms when “To the Colors” is played. If in civilian clothes, come to attention and place their over the heart upon the playing of “To the Colors.”

Personally Owned Vehicle (POV) operation during Reveille and Retreat

Personnel driving motor vehicles will pull over and stop. Air Force and Navy personnel will sit quietly in vehicle. Army personnel will exit and comply with the established procedures listed above.

Armed Forces Insignia

Enlisted Ranks & Insignia

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	SENIOR ENLISTED ADVISORS
ARMY									
no insignia									
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL) Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG) First Sergeant (1SG)	Sergeant Major (SGM) Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)
MARINES									
no insignia									
Private (Pvt)	Private First (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSgt) First Sergeant (1stSgt)	Master Gunnery Sergeant (MGySgt) Sergeant Major (SgtMaj)	Sergeant Major of the Marine Corps (SgtMajMC)
AIR FORCE									
no insignia									
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt) First Sergeant (E-7)	Senior Master Sergeant (SMSgt) First Sergeant (E-8)	Chief Master Sergeant (CMSgt) First Sergeant (E-9)	Command Chief Master Sergeant (CCM) Chief Master Sergeant of the Air Force (CMSAF)
NAVY									
no insignia									
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO) Force or Fleet Chief Petty Officer (FORMC/FLTMC)	Master Chief Petty Officer of the Navy (MCPON)
COAST GUARD									
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO) Command Master Chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCPON-CG)

Officer Ranks & Insignia

0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	SPECIAL
ARMY - AIR FORCE - MARINES										
NAVY - COAST GUARD										
WARRANT OFFICER RANKS										
W-1		W-2		W-3		W-4		W-5		
ARMY										
<p>Warrant Officer 1 W-1 * The grade of Warrant Officer W-1 is no longer in use.</p>								<p>NO Chief Warrant Officer (CW05)</p>		
MARINES										
AIR FORCE										
NO WARRANT		NO WARRANT		NO WARRANT		NO WARRANT		NO WARRANT		

Phase Privilege Matrix

Phases IV & V

	IV	V
	PHASE IV WEEKS 10-17	PHASE V WEEKS 18-20
ALCOHOL	Not authorized to purchase, possess or consume alcohol.	Not authorized to purchase, possess or consume alcohol.
POV	Prohibited from driving/riding in POV and rental vehicles.	Authorized to ride in POV (driven by immediate family member), taxi or rental car.
WEEKDAY PASSES	Authorized on post passes only until 2000. Must wear ASU with phase badge.	Weekday on/off post passes allowed (0800-2000). Must wear ASU with badge for off post passes.
WEEKEND PASSES	On post passes only authorized (0800-2100, 2000 Sunday). Must wear ASU with phase badge.	Weekend/holiday on/off post passes allowed 0800-2100, 2000 Sunday). Must wear ASU with badge for off post passes.
CIVILIAN CLOTHING	Not authorized.	Authorized to wear civilian clothes with phase badge during personal time or pass on post.
ADDITIONAL PRIVILEGES	At discretion of chain of command, may wear IPFU with phase badge in company area.	

Phases V+ & VI

	V+	VI
	PHASE V+ WEEKS 21-26	PHASE VI WEEKS 27-UTC
ALCOHOL	Not authorized to purchase, possess or consume alcohol if residing on post.	Not authorized to purchase, possess or consume alcohol if residing on post.
POV	Company CDR may authorize use of rental cars/purchase, possess or register POV. Motorcycles not authorized.	Company CDR may authorize use of rental cars/purchase, possess or register POV. Motorcycles not authorized.
WEEKDAY PASSES	Weekday on/off post passes allowed until 2000 hours. Overnight passes are not authorized.	Weekday on/off post passes allowed until 2200 hours. Overnight passes are not authorized.
WEEKEND PASSES	Weekend/holiday on/off post passes allowed 0800-2100, 2000 Sunday). Overnight passes are not authorized.	Single over-night pass privileges authorized on an individual basis.
CIVILIAN CLOTHING	Authorized to wear civilian clothes with phase badge during personal time or on or off post pass.	Authorized to wear civilian clothes with phase badge carried when not on duty, both on and off post.
ADDITIONAL PRIVILEGES	Commanders have discretion to grant married AIT Soldiers privileges similar to permanent party Soldiers. Authorized use of personal linen.	Commanders have discretion to grant married AIT Soldiers privileges similar to permanent party Soldiers. Authorized use of personal linen.

MOS-T, Prior Service, & BOLC

- MOS-T
 Have been awarded an MOS, but have no previous operational experience. MOS-T enter training at Phase V.
- PRIOR SERVICE
 Have operational experience; Privileges similar to permanent party personnel.
- BOLC
 Initial Entry Officer Students; Privileges similar to permanent party personnel.

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