



U.S. Army Alaska

Promotion

Study Guide

15 April 2002

United States Army Alaska Promotion Study Guide

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INTRODUCTION

Knowledge is the most valuable asset an individual can possess. The USARAK study guide has been prepared to assist soldiers in preparing for the promotion board, soldier of the month and NCO of the quarter boards. This guide is not meant to be the sole publication required in preparing to appear before any of these boards. There are many things a soldier needs to know which are not included in this guide. Users of the study guide should be aware that questions asked during the board are not limited to those found in this study guide. Areas such as current events, and MOS specific questions are the responsibility of the soldier.

PREPARING FOR THE BOARD

Study: Do not limit yourself to any single study guide. Army Regulations, Field Manuals, DA Pamphlets, and local command policies are constantly being revised and updated.

Personal Data: Check your records to ensure they are complete and accurate. Your Military Personnel Records will be available for the board members to review during the selection board process. If something is missing or incorrect, it may take time to correct the problem with your local Personnel Support Battalion. The best policy is for you to check your records well in advance of the board. The board members will consider that your responsibility!

Current Events: Know what is happening in the local community and around the world. You will be asked about current events on the local, national and international level. Read the local newspaper and watch the local and national news beginning at least a week before the promotion board. Situational awareness for any soldier is a great asset.

Rehearse: Ask your supervisor to practice your reporting procedures and any questions that you may encounter on the board. Your bearing, self-confidence, and communication skills are very important indicators to the board members.

BOARD PROCEDURES

Appearance: Check your uniform. Be sure that it fits properly and that all patches and insignia's are correct. Have it dry cleaned immediately before your board appearance. Do this far enough in advanced so that a delay at the cleaner's will not leave you without a uniform on the day of the board. Get a fresh haircut before the board.

Follow the regulation (AR 670-1), Wear and Appearance of Army Uniforms and

Insignia. Have your supervisor check your uniform and appearance before you report to the board.

Reporting To the President of the Board: You only get one chance to make a first impression! When it is your turn to appear before the board, knock LOUDLY on the door and enter only when told to do so. Normally, a board is composed of three to five members. The senior member is the President of the Board. They will normally be seated in the center. Approach the president using the most direct route. When you are approximately three feet from the edge of the table in front of the president, halt at the position of attention, and render the hand salute. While saluting, you will report. The first word you will say will always be "Sir," "Ma'am," or "Sergeant Major," whichever the case may be. State your rank and last name, followed by the phrase: "Reporting to the President of the Board." Hold your salute until you have finished reporting and the president returns your salute. You may be asked to perform some facing movements.

Finding Your Seat/Sitting: After you have reported and the president has returned your salute, he or she will probably direct you to be seated. Make a mental note where the chair is located when you're executing marching or facing movements. When assuming the sitting position, sit at the position of attention: Keep your back erect, knees and heels

BOARD PROCEDURES

(Continued)

together, feet at a 45 degree angle. Place your arms at your side and rest your hands comfortably on your upper thighs.

Introducing Yourself/Telling Your History: When answering a question or furnishing an opinion, direct your response to the board member who asked the question. For example, 1SG Ryan, a member of the board asks, “What does the color brown on a map represent?” Your reply should be, “First Sergeant, the color brown on a map represents contour lines.” Remember, always address the person with their proper title and give your answer using a complete sentence if possible. If the member is an officer, use “Sir”, or “Ma’am”. If the member is a noncommissioned officer, use “Sergeant”, “First Sergeant”, or “Sergeant Major”. Be enthusiastic when giving your answer and maintain eye contact. It is important to remember that you will not be rated on your answer alone. Attitude and enthusiasm will contribute to the type of impression you make. If you did not understand or hear the question, do not hesitate to have the question repeated. Think about each question. Don’t answer with “I don’t know,” until you have given the question some thought. If you don’t know the answer to a question, admit it. Don’t appear to be guessing. If asked your opinion on something, be honest and up-front. An opinion question should not be responded to with: “I don’t know.”

Exiting the Board: When the President of the Board dismisses you, snap to the position of attention from the sitting position, and render the hand salute. If there is a motto or slogan, which is normally used with salutes in your unit, use it. When your salute has been returned, drop your hand smartly to your side, and exit the room by the most direct route. (Remember to step off with your left foot!)

BOARD PROCEDURES

(Continued)

Keynote to the Leaders: Remember this and apply it to your situation as a leader:

Soldiers who make a poor showing before a board because they are poorly prepared, reflects not only upon the soldier, but also upon the NCO/leader who is that soldier's supervisor. There is no "trick" to doing well before boards. One must look and act sharp, be relaxed but confident, and be prepared. Your personal assurance of confidence in your soldier's ability to do well before any board is the best thing you can give your soldiers. Anyone can provide material to study, explain how boards operate, even conduct dry runs, but a leader who will study with the soldier and believe in the soldier 100%, helps provide the confidence they will need to do well.

THE PROMOTION POINT WORKSHEET
(DA Form 3355)

The **DA Form 3355**, Promotion Point Worksheet is used to compute the number of administrative points a soldier will be awarded based on previous accomplishments and training.

Promotion points are determined by reviewing the soldier's Military Personnel Record Jacket (MPRJ) maintained by the Enlisted Records section at the Military Personnel Office (MILPO). It is vital that the records-jacket contains documentation of all training, education, awards and decorations. A records check will allow a soldier to update his records prior to computing Administrative Points.

Unit training records also provide information from which promotion points are computed. Weapon Qualification and Army Physical Fitness Test scores are used.

THE BOARD MEMBER APPRAISAL
(DA Form 3356)

Each member of the board uses the Board Member Appraisal Worksheet. It gives the board member an opportunity to evaluate the soldier's performance during the board in various areas.

1. Personal Appearance, Bearing and Self-confidence
2. Oral Expressions and Conversational Skill
3. Knowledge of World Affairs
4. Awareness of Military Programs
5. Knowledge of Basic Soldiering (Soldier's Manual)
6. Soldier's Attitude (Includes Leadership and Potential for Advancement)

Each board member will evaluate the soldier in all areas listed on the DA Form 3356. The total number of points each board member can award is 200. The scores from all board members will be combined and averaged. This average score will determine how many points the soldier receives from the board.

There is also space for board members to make written comments pertaining to the soldier's appearance.

Each board member is required to recommend "Promote" or "Do Not Promote". The majority of the board members must recommend "Promote" for the soldier to be placed on the Promotion Standing List.

These points coupled with the points available from the Promotion Point Worksheet make it possible (but difficult) to obtain a promotion cutoff score of 800.

Soldiers competing for promotion must attain minimum scores before they can be placed on the promotion standing list. Those minimum scores are 450 for E-5 and 550 for E-6.

FORT WAINWRIGHT

On 1 January 1961, when Ladd Air Force Base was transferred to the Army and renamed Fort Wainwright, it already had a notable history dating back to when Brigadier General Billy Mitchell championed for improved defenses in the state. He stated before Congress in 1935. “I believe in the future, he who holds Alaska, holds the world, and I think it is the most strategic place in the world.”

Work finally began to build a cold weather experimental station in 1939, and the next year, Congress approved construction of an Army Airfield at Ladd. In September 1940, the first troops, about 50, arrived at Fairbanks.

During World War II, the installation was used as a troop dispersal point, a delivery point for lend-lease aircraft to Russian pilots and as a link in Alaska’s air defense chain. Following the war, the post re-supplied and maintained the remote DEW radar sites and experimental ice islands in the Arctic Ocean.

Two years after Alaskan statehood, the Army assumed command of the post. Since then, various units have been stationed here, including the Yukon Command, the 171st Infantry Brigade (Mechanized), a Nike-Hercules Battalion and many others.

In the past 16 years, due to the large amount of land available here, Fort Wainwright is the largest post in Alaska, with 980,000 acres available for training. Fort Wainwright has been the site of some of the largest exercises in the Army, including “Acid Test,” “Jack Frost,” and the “Brim Frost” series of Joint Readiness Exercises.

Due to recent improvements, Fort Wainwright today is a modern, bustling post which features all the conveniences and services found at any Army installation.

It is the home of Headquarters, 172 Separate Infantry Brigade.

FORT GREELY

Fort Greely, 105 miles southeast of Fairbanks, lies within a central valley and hill area known as the “Great Interior”. The Brooks Mountain Range to the south borders it. The main post area is six miles south of the junction of the Alaskan (ALCAN) and Richardson Highways.

Fort Greely is “Home of the Rugged Professional” and is a unique post. Although the main post is small, the entire reservation covers 677,000 acres, the Army’s largest post in Alaska. It is used for arctic testing of the Army’s equipment, and training the finest arctic soldiers in the world. Units of the 172nd Separate Infantry Brigade utilize the vast lands at Fort Greely for year-round field training exercises.

“We Battle Cold and Conquer Mountains” is fitting motto for the Northern Warfare Training Center (NWTC) at Fort Greely. NWTC is an exclusive joint service school that provides training in arctic survival, navigation of inland waterways, river crossing, military skiing, glacier-crossing techniques and mountaineering. Members of the cadre of NWTC provide the expertise needed for the High Altitude Rescue Teams (HART). They perform the vital mission of rescuing individuals stranded or lost in the high mountains of North America. The school not only trains soldiers to survive the arctic, but members of the other services, Reservists, ROTC and West Point Cadets.

The Cold Regions Test Center (CRTC) is in its second quarter century of service.

Established in 1949, the center conducts tests of equipment and material under the stress of severe arctic conditions. A wide variety of items have been tested at the center and many have been commercially adopted. Tests have included year around evaluations on freeze-dried food, cold weather clothing and arctic oils and brake fluids. Cobra and UH-1 helicopters, guided missile systems, the TOW anti-tank weapon and a variety of

other weapons have also been tested by CRTC. The Interior of Alaska provides the center with several important assets vital to this type of testing. Terrain and weather conditions at Fort Greely are typical of arctic and sub-arctic areas around the world.

The weather and terrain at Fort Greely provide the necessary natural environment to test equipment and man-machine interfaces. The center also maintains the many ranges surrounding the fort, which, in addition to their test purposes, are used by maneuver units of the Brigade and United States Army, Alaska (USARAK).

FORT RICHARDSON

Fort Richardson was named for the pioneer explorer in Alaska, Brigadier General Wilds P. Richardson, who served three tours of duty in the rugged territory between 1897 and 1917.

The post occupies 64,470 acres of land north of the 49th state's port city, Anchorage. The main post area serves 6,000 soldiers and civilians and 4,000 family members. Built during 1940-41 on the site of what is now the post's sister installation Elmendorf Air Force Base, Fort Richardson was established as the Headquarters of the United States Army, Alaska (USARAL) in 1947, and was moved to its present location in 1950. Fort Richardson then had barracks for 500 soldiers, a rifle range, a few warehouses, a hospital and bachelor officer's quarters.

The early 50's saw an intensive building program designed to make the post more livable. More permanent barracks, family quarters, warehouses, a service club, underground utilities and a power plant were built.

Also, the first streets were paved, the post was landscaped, the first of four school buildings sprang up, and the field house and the theaters were completed.

For the first time since World War II, female soldiers were assigned to the post in 1961. Also in 1961, the United States Modern Biathlon Training Center was established at Fort Richardson to train military and civilian athletes in the Winter Olympic event that combines cross-country skiing and rifle marksmanship. (The facility was phased out in 1973).

Fort Richardson today is a modern, bustling post, which features all the conveniences, and services found at any Army installation.

Fort Richardson is now the headquarters for United States Army, Alaska (USARAK).

THE HISTORY OF HEADQUARTERS AND HEADQUARTERS COMPANY

172nd INFANTRY BRIGADE

LINEAGE

Constituted 5 August 1917 in the National Army as Headquarters, 172nd Infantry Brigade, an element of the 86th Division. Organized 25 August 1917 at Camp Grant, Illinois. Demobilized in January 1919 at Camp Grant, Illinois. Reconstituted 24 June 1921 in the Organized Reserve as Headquarters Company, 172nd Infantry Brigade, an element of the 86th Division. Organized in January 1922 at Springfield, Illinois. Redesignated 23 March 1925 as Headquarters and Headquarters Company, 172nd Infantry Brigade. Redesignated 24 August 1936 as Headquarters and Headquarters Company, 172nd Infantry Brigade.

Converted and re-designated 31 March 1942 as the 3rd Platoon, 86th Reconnaissance Troop, 86th Division (Headquarters and Headquarters Company, 171st Infantry Brigade, concurrently converted and re-designated as the 86th Reconnaissance Troop [less 3rd Platoon], 86th Division). Troop ordered into active military service 15 December 1942 and reorganized at Camp Howze, Texas, as the 86th Cavalry Reconnaissance Troop, element of the 86th Infantry Division. Reorganized and re-designated 10 October 1945 as the 86th Mechanized Reconnaissance Troop. Inactivated 30 December 1946 on Leyte, Philippine Islands. (Organized Reserves re-designated 25 March 1948 as the Organized Reserve Corps; re-designated 9 July 1952 as the Army Reserve.)

3rd Platoon, 86th Reconnaissance Troop, converted and re-designated 20 May 1963 as Headquarters and Headquarters Company, 172nd Infantry Brigade, and relieved from assignment to the 86th Infantry Division; concurrently, withdrawn from the Army Reserve and allotted to the Regular Army (remainder of troop – hereafter separate lineage).

Activated 1 July 1963 in Alaska. Inactivated 16 April 1986 in Alaska.

PARTICIPATION CREDIT

World War I

World War II

Streamer without inscription

Central Europe

DECORATIONS

NONE



172nd INFANTRY BRIGADE
(Snow Hawks)

HERALDIC ITEMS

SHOULDER SLEEVE INSIGNIA

On an upright blue rectangle with rounded ends, 3 inches by 2 inches overall, and within a narrow white border and a wider red border 1/8 inch in width, a representation of the Great Dipper and Northern Star in yellow above two white-capped mountains and overall from top to bottom a blue bayonet, point up, edged white.

Combat Arms colors are represented, with the bayonet alluding to the infantry and symbolizing attack. The Great Dipper and North Star allude to Alaska, and the mountains refer to the terrain over which the units maneuver to gain and hold ground.

DISTINCTIVE INSIGNIA

A silver colored metal and enamel device 1 1/8 inches in height overall, consisting of a white triangular shape, the base of which is broken by four small blue triangles. Placed vertically in the center of the main triangle is a gold totem pole. Running parallel to the right side of the triangle and passing behind the totem pole is a blue and silver bayonet; to the left of the totem pole is an eight-pointed star (a mullet); below the triangle is a silver motto scroll bearing the inscription "Caveat" (Let Him Beware) in black letters.

The white triangle represents a snow-capped mountain, alluding to the Alaskan terrain in which the unit is trained to operate. The totem pole, consisting of an eagle sitting upon

a bear, refers to the purchase of Alaska from Russia. The bayonet symbolizes infantry, as does the blue at the base of the mountain. The red mullet alludes to the Great Dipper, and the North Star represents Alaska, the state in which the brigade serves. The red mullet symbolizes artillery.

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UNITED STATES ARMY ALASKA CREST

Activated March 28, 1941 at Fort Richardson as Headquarters, Alaska Defense Command

Redesignated October 27, 1943 as Headquarters, Alaskan Department

Redesignated November 15, 1947 as Headquarters, United States Army Alaska

Inactivated December 31, 1974 – Activated July 2, 1994

CAMPAIGN PARTICIPATION

World War II
Asiatic-Pacific Theater without inscription

DECORATIONS

None

SHOULDER SLEEVE INSIGNIA

A circular disk of a blue background upon which is superimposed a polar bear's head surmounted with a gold star. It represents the Army as guardian of the far north depicted by the polar bear, which, according to myth, is guardian of the North Star, represented by a yellow star.

Organization Day –October 29 commemorates the date in 1867 when Brevet Major General Jefferson C. Davis assumed command of the Military District of Alaska.



UNITED STATES ARMY ALASKA DISTINCTIVE UNIT INSIGNIA

DESCRIPTION

A gold metal and enamel device 13/16 inches in height overall consisting of a blue (ultramarine) enamel background, arched at the top and bearing a five-pointed gold star, the field bordered by a band of gold rays (each beveled), overall in base two white enamel mountain peaks (one on each side), in the center issuing from the base the crest of a totem pole consisting of an eagle's head in proper colors facing to the right.

SYMBOLISM

The single star on the blue background stands for the North Star, which also appears on the state flag of Alaska. The gold rays forming an archway symbolize the mission of the United States Army Alaska as the first line of defense in North America, and also alludes to the Northern Lights. The totem pole and the snow-covered peaks are symbolic of Alaska. The American eagle as depicted by the Alaskan Indian with penetrating eyesight, and with exceptional hearing alludes to the alertness and protection offered by the United States Army Alaska.

U.S. ARMY ALASKA HISTORY

The Army has served in Alaska since 1867, when soldiers of the US Army, 9th Infantry Regiment took part in the ceremonies that raised the Stars and Stripes of Sitka and transferred Russian America to the United States. Senator Charles Sumner is usually credited with selecting the native word “Alaskan”, to name the newly acquired territory. Brevet Major General Jefferson C. Davis assumed command of the territory, which remained an Army responsibility for the next ten years. During that decade, a garrison of 500 officers and men were assigned to Alaska.

The troops were withdrawn from Alaska in 1877, and for the next two years, Alaska was to be controlled by Treasury officials. During this time, natives and lawless adventurers proved to be more than the officials could cope with. In the spring of 1879, Navy vessels were diverted to Alaska to restore order. The Navy formed a quasi-military government and directed Alaskan affairs until 1884 when Congress organized a civil government.

Between 1869 and the Gold Rush era, pioneering Army expeditions, evicted the Hudson’s Bay Company from Fort Yukon; operated weather stations; opened up the approaches to the Klondike and explored the major river systems of the interior. United States Army officers Raymond, Schwatka, Abercrombie, Glenn, Allen, Ray, Randall, Brigadier General Wilds P. Richardson and others were commemorated on the map of Alaska for these accomplishments.

The lawless days of ‘98 initiated the Alaska-Canada boundary dispute and the need for law enforcement and aid to destitute prospectors. The military Department of Alaska

U.S. ARMY ALASKA HISTORY

(Continued)

bolstered the stand of the United States on the boundary question, which was later settled by convention in London. The Army brought law and order and fed the starving miners. Meanwhile, the US Army Signal Corps established telegraph, wireless, and cable links between far-flung forts and camps in Alaska, and connected the system to the United States by Submarine cable.

The Richardson Highway parallels much of the old Richardson trail that served the Washington-Alaska Military Cable and Telegraph System (WAMCATS) from Fort Lisicum (Valdez) to Fort Egbert (Eagle). It is a monument to Army builders in Alaska. Military forces in Alaska were never large until World War II. Even World War I bypassed Alaska. As late as 1939 merely 11 officers and 286 enlisted men manned the one active military establishment.

Construction of another Army post six miles northeast of Anchorage began on 8 June 1940. The War Department General Orders Number 9, 12 December 1940, designated the military reservation as Fort Richardson, and the flying field at Fort Richardson was designated Elmendorf Field. When the Japanese attacked Pearl Harbor, there were only token ground forces and 32 military aircraft in the Territory.

When World War II began, the War Department authorized a buildup in Alaska to meet the threat presented by the Axis. The Army Air Corps recommended that airfields be built at Fairbanks and Anchorage. Those sites were selected in 1934 on the basis of a study done by Lieutenant Colonel Henry H. (Hap) Arnold, who had led an Alaska map and survey mission. Colonel Arnold commanded the Army Air Forces in World War II and achieved the 5-star rank of General of the Army.

U.S. ARMY ALASKA HISTORY

(Continued)

The Japanese invasion of Kiska and Attu in the Aleutians emphasized the strategic importance of Alaska. US Forces retaliated rapidly by air and sea, and on 11 May 1943, Army troops operating under Navy cover landed on Attu and regained control of the island after 19 days of bitter fighting. The Japanese abandoned Kiska after Attu was reclaimed.

Highlighting the war period was the epic task performed by the US Army Corps of Engineers in building the Alaska Highway. It gave the territory its only overland link with the rest of the Western Hemisphere.

The nation's first unified command was established as the Alaska Command (ALCOM) on 1 January 1947, to exercise joint operational control over assigned Army ground forces, Army air forces and certain Navy forces. Later that year, Army troops, until then, under the direct control of the Army's Alaska Department, were redesignated as the United States Army, Alaska (USARAL) the Army component of ALCOM.

When the Air Force was organized from the Army Air corps in 1947, steps were taken to convert Fort Richardson and Elmendorf Field into separate installations. On 15 October 1950, the Army released to the Air Force the land that is now Elmendorf Air Force Base, and began construction of new facilities at its present Fort Richardson site, eight miles from Anchorage. USARAL Headquarters moved to its new location on 3 January 1953.

During and shortly after the war years, several posts were established in Alaska. Some were inactivated and several became Air Force Bases. The Navy assumed control of still others, and the Army retained the remainder. The Army installation known as

U.S. ARMY ALASKA HISTORY

(Continued)

Fort Greely (near Big Delta, Alaska) was initially occupied by Army forces in 1941 and became the site for Army cold weather maneuvers. The forerunner of today's US Army Cold Region Test Center and the US Army Northern Warfare Training Center were stationed there. This location became an established Army post called "Big Delta, Alaska" on 6 May 1947; and on 21 June 1953, the name was changed to Fort Greely, Alaska". On 1 January 1961, Ladd Air Force Base (near Fairbanks) was transferred to Army jurisdiction and was named "Fort Jonathan M. Wainwright".

Following World War II, troops of both the 71st and 2d Infantry Divisions served in Alaska. In 1963, a re-organization established the 171st Infantry Brigade (Mechanized) at Fort Wainwright and the 172d Infantry Brigade (Mechanized) at Fort Richardson as major subordinate commands of USARAL. In 1969, both Brigades were converted to Light Infantry. At the end of 1972, the 171st stood down in accordance with a policy of troop reduction. The 172d absorbed the remaining units of the departing brigade. In 1974, Restructuring of Overseas Elements (Project ROSE) implemented a worldwide program to increase the utilization of military personnel in combat rather than support functions.

On 1 July 1974, USARAL lost its status as a separate major command and became subordinate to the United States Army Forces Command (FORSCOM), headquartered at Fort McPherson, Georgia. The USARAL designation remained until the end of the year and on 1 January 1975; USARAL was replaced by the 172d Infantry Brigade, Alaska. The 6th Infantry Division (Light) was activated on 23 March 1986 at Fort Wainwright, Alaska and during a follow-up ceremony at Fort Richardson, Alaska on 24 March 1986.

Chain of Command

Commander in Chief

Secretary of Defense

Secretary of the Army

Chief of Staff of the Army/Sergeant Major of the Army

United States Army Pacific Command Commander/Command Sergeant Major

United States Army Alaska Commanding General/Command Sergeant Major

Brigade Commander/Command Sergeant Major

Battalion Commander/Command Sergeant Major

Company Commander/First Sergeant

Platoon Leader/Platoon Sergeant/Squad Leader

CHAIN OF COMMAND
REFERENCE: AR 600-20, DTD: 15 JUL 99

1. What is the Chain of Command?

A simple and direct chain of command that facilitates the transmittal of orders from the highest to the lowest level of command in the organization, with the least chance of misinterpretation.

2. Name the channel of communication that reinforces the chain of command?

The NCO support channel (Command Sergeant Major to First Sergeant to other NCOs and then to junior enlisted).

3. Name who is in the Chain of Command and the NCO Support Channel?

The Squad Leader, Platoon Leader, and Company Commander are in your chain of Command. Your Platoon Sergeant, First Sergeant, and Command Sergeant Major are part of your NCO support channel.

4. Who is the first person in your chain of command?

Your squad leader or your immediate supervisor is the first person in your chain of command.

5. Explain the chain of command.

The succession of commanders, superior to subordinate, through which command is exercised.

6. May a noncommissioned officer be authorized to order an enlisted person into arrest or confinement?

Yes.

7. At company level, who is the first and second person in your chain of command?

Squad Leader and Platoon Leader.

8. Who are the basic manpower strength and grade of the United States Army?

The Junior Enlisted Soldier.

9. Do noncommissioned officers have the authority to apprehend personnel?

Noncommissioned officers have the authority to apprehend any person subject to trial by court-martial in accordance with the Manual for Courts-Martial.

10. Among soldiers of the same rank, how is precedence determined?

According to date of rank, if date of rank is the same, length of active service in the Army, when date of rank and length of service is the same, by total active federal service, and finally by age.

11. Do noncommissioned officers have the authority to impose non-judicial punishment on other enlisted personnel under the Manual for Courts-Martial?

No.

12. Where does the Chain of Command stop?

Beginning at the lowest ranking soldier to the President of the United States.

13. How is information passed throughout the military?

By the Chain of Command.

14. What is the First Sergeant's principal duty?

The First Sergeant's principal duty is individual training of the enlisted members of his or her unit.

15. Who administers the unit's NCO Development Program?

The Company First Sergeant.

16. What is the NCO Support Channel?

It is a channel of communication and supervision from the Command Sergeant Major to First Sergeants and then other NCOs and enlisted personnel of the unit. It reinforces and supports the chain of command.

COMMAND POLICY**REFERENCES: AR 600-20, DTD: 15 JUL 99, AR 600-85, DTD: 1 OCT 01**

1. What is the Army's policy concerning relationships between soldiers of different rank?

Any relationship that involves, or gives the appearance of partiality, preferential treatment, or the improper use of rank or position for personal gain, are prejudicial to good order, discipline, and high unit morale will be avoided.

2. What is sexual harassment?

Any soldier or civilian employee is engaging in sexual harassment who:

- a. Through behavior of a sexual nature attempts to control, influence, or affect the career, pay, or job of a soldier or civilian employee.
 - b. Makes deliberate or repeated verbal comments or gestures of a sexual nature that are offensive to the person to whom addressed.
 - c. Makes abusive physical contact of a sexual nature.
3. Military personnel on duty are considered impaired if, his/her blood alcohol content is at what level?

Blood alcohol level of .05 percent or above. Any violation of this provides basis for disciplinary action under UCMJ.

4. What is the policy concerning the wear of the Class "C" uniform (battle dress, maternity, hospital, food service, flight, etc) off post?

Class "C" uniform may be worn in public sector on any duty day (including holidays & weekends), from 0500-1900 hours except:

- a. Commercial air terminal and for travel aboard commercial aircraft other than when traveling aboard a military chartered aircraft. (This policy does not apply as long as the soldier is on duty and flying within the State of Alaska only).
 - b. At official functions (funerals, meetings, conferences, etc.)
 - c. In any establishment that serves hard liquor (restaurants, bars, taverns, pubs, etc.)
 - d. Public offices (courts, city and state offices) other than at satellite city halls and similar facilities used for motor vehicle registration, licensing, and other transactions.
 - e. Major shopping malls.
5. What is expected by commanders of all leaders in the Army, whether they are on or off duty or in a leave status, to ensure proper conduct of soldiers?

Ensure all military personnel present a neat, soldierly appearance; take action against military personnel in any case where the soldier's conduct violates good order and military discipline.

6. Under what circumstances is the accommodation of a soldier's religious practices not guaranteed?

When they will have an adverse impact on military readiness, unit cohesion, standards, health, safety, or discipline, or otherwise interfere with the performance of the soldier's military duties.

7. Under what circumstances can a commander require his subordinates to use the English language?

When it is clearly necessary and proper for the performance of military functions.

8. When can the installation commander take action to control or restrict dissemination of non-government printed materials on property subject to his/her control?

In cases in which a publication constitutes a clear danger to loyalty, discipline, or morale of soldiers.

9. "Religious" apparel is defined as an article of clothing worn as part of observance of religious faith practiced by the soldier. Under what circumstances would a soldier not be allowed to wear a religious item or article of clothing?

When wearing the item would interfere with the performance of the soldier's duties, or when the item is not neat and conservative.

10. What are the five major areas that requests for religious accommodations fall into?

- a. Worship
- b. Dietary
- c. Medical Practices
- d. Wear and Appearance of the Uniform
- e. Personal Grooming

11. When may a Chaplain wear religious attire?

When performing religious services and other official duties as required.

12. Does a commander have to establish an open door policy?

Yes

13. Whose responsibility is it to ensure the commander is made aware of problems that affect discipline, morale, and mission effectiveness?

It is every individual soldier's responsibility.

14. How should military authority be exercised?

Promptly, firmly, courteously, and fairly.

15. What is meant by the term “extremist organizations”? Can military personnel participate in them?

An organization that advocates racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, religious, or national origin or advocates the use of force or violence or unlawful mean to deprive individuals of the right under the United States Constitution or the laws of the United States, or any state, by unlawful means.

16. What type of personal relationships between officers and enlisted personnel are prohibited?

On-going business relationships, dating, shared living accommodations other than those directed by operational requirements, and intimate or sexual relationship, gambling between officers and enlisted personnel, and trainee and soldier relationship, recruiter and recruit relationship.

UNITED STATES ARMY HISTORY

1. When did Congress authorize an Army?

The U.S. Army was authorized on 14 June 1775.

2. When and by whom was the Medal of Honor established?

The Medal of Honor was established on 12 July 1862 by an act of Congress.

3. When was the Military Academy at West Point established and who are some of the distinguished graduates of the Academy?

The Academy was established on 16 March 1802. Some of the distinguished graduates include General Robert E. Lee, Ulysses S. Grant, Douglas A. Mac Arthur, Dwight D. Eisenhower, and John J. Pershing.

4. When was the National Security Act signed into law and what did it accomplish?

President Truman signed the National Security Act, on 26 July 1947. It established the Office of the Secretary of Defense, gave the Secretary of Defense Cabinet status and established separate Departments of the Army, Navy, and Air Force. Additionally, it established the Joint Chiefs of Staff.

5. What was the major significance of the National Defense Act of 1916?

The National Defense Act of 1916 divided the Army into 2 categories: A volunteer Regular Army and organized the Reserves and National Guard.

6. What monetary compensations are winners of the Medal of Honor entitled to?

\$200.00 per month for the rest of their life.

7. What military leader demanded, "Send me men who can shoot and salute"?

General John J. Pershing, in the First World War.

8. How many Army General Officers have attained the rank of General of the Army (five stars) and what are their names?

There are six (6)

- a. Henry H. "Hap" Arnold
- b. Omar N. Bradley
- c. Dwight D. Eisenhower
- d. Douglas A. MacArthur
- e. George G. Marshall
- f. John J. Pershing (considered by some authorities to have been equivalent to a five star rank)

9. Who was the first black General in U.S. Army history and when was he appointed as General?

Brigadier General Benjamin O. Davis was appointed on 25 October 1940.

10. When were Blacks officially allowed to join the U.S. Army and what were their units called?

On 22 May 1863, the War Department established a Bureau of Colored Troops to organize and supervise black units assigned to the Army. They were known as the United States Colored Troops and over 180,000 blacks served in this unit.

11. The infantry is the oldest branch in the Army. What is the oldest insignia in the Army?

The shell and flame presently used as the Ordnance Corps Insignia. It was initially the Infantry's.

12. Who was the first General to lead an American Army?

General George Washington.

13. Who said "I shall return" and where?

General Douglas MacArthur in the Philippines.

14. What was General MacArthur's rank at the time of his retirement?

General of the Army.

15. How many awards was SGT Audie Murphy awarded?

Thirty-three

16. How is a Constitutional amendment ratified and what is the normal time limit?

The legislatures of 2/3 of the states must approve ratification, normally within seven years.

GENERAL KNOWLEDGE

1. How much time in grade is required for promotion to SGT?

Eight (8) months as SPC (one-half of the time in grade may be waived.)

2. In accordance with AR 600-200, Promotion Boards can be mixed, composed of commissioned officers, warrant officers, or enlisted personnel or an all enlisted board. When the board is an all enlisted board, what requirement exists in regards to the President of the Board?

The President of an all enlisted promotion board must be a Command Sergeant Major or a frocked CSM. If there is not a CSM present or assigned to the promotion authority, the senior member may be a Sergeant Major.

3. Name the two (2) types of promotion point adjustments that are authorized?

- a. Correction of an error
- b. Adding of additional administrative points

4. When transporting a casualty using the one-man carry, what is the best carry to use for long distance?

Pistol belt carry.

5. All chaplains are addressed as “Chaplain” regardless of military pay grade or professional title. When a chaplain is addressed in writing, how is the grade indicated?

Grade is indicated in parentheses. For Example, Chaplain (Maj.) John F. Doe.

6. Prior to engagement of hostile aircraft with small arms what rate of fire is selected?

Highest rate of fire for the weapon.

7. When is the soldier’s name on the secondary zone list for promotion to grade SGT be transferred to the primary zone?

It will be transferred on the first day of the month in which he/she completes 36 Months of active Federal Service

8. Name the ranks of “Field Grade Officers?”

Major, Lieutenant Colonel, and Colonel.

9. What is the basic counter-intelligence responsibility of every soldier?

To keep information about yourself, your unit, and any other military information you might have from falling into unauthorized hands.

10. Communications are very important to any Army operating in the field. Some of the means of communication are: Radio, telephone, and messenger. Which of these is the most secure means for enemy interception?

Messenger.

11. What is the purpose of the clothing allowance?

To repair or replace issued clothing bag items.

12. How long should a soldier be in the Army before he/she starts receiving a clothing allowance?

Six (6) months.

13. What is the purpose of the troop layout inspections?

To see that you have all the clothing and equipment issued to you, and that you are properly maintaining these items.

14. What are the three (3) classifications of supplies and equipment?

- a. Expendable
- b. Nonexpendable
- c. Durable.

15. When speaking of supplies and equipment, what is meant by “durable?”

Durable items which are not consumed in use, retain their original identity, but are neither expendable nor nonexpendable.

16. What is the lowest enlisted grade authorized to perform headcount?

Specialist.

17. What does the letters “PMOS” stand for?

Primary Military Occupational Specialty.

18. What is the Table of Organization and Equipment?

An Army Authorization Document which prescribes the amount of personnel and equipment necessary for a unit to perform its mission. (TO&E)

19. What is the Table of Distribution and Allowances?

An Army Authorization Document which prescribes the organizational structure for a unit having a unique mission for which a “TOE” does not exist. It normally contains a large percentage of civilian positions.

20. In relation to the “QMP” what is the reenlistment ineligibility point?

Maximum number of years of active federal service authorized for a soldier in a specific grade.

21. What are two (2) types of inspections?

- a. In-ranks
- b. Quarters.

22. To recognize outstanding performance, unit commanders may advance soldiers to PFC when the soldier has at least 6 but less than 12 months of time in service (two months time in grade may be waived). What percentage of assigned and attached PFC soldiers may have less than 12 months time in service as outlined by HQDA?

20 Percent (This percentage can change based on HQDA guidance, so check current MILPER message traffic).

23. When does the unit commander review an approved Bar to Reenlistment?

At least every 6 months after the date of approval, and 30 days before the soldier's scheduled departure from the unit or separation from the Army.

24. Who is the final approving authority for any bar to reenlistment?

At least one approval level higher than the initiating authority (A Bar initiated by any commander above the company or battery or troop level must be approved at the general officer or GCMCA (General Court Martial Convening Authority) level, or at USAEEA as proper.

25. A soldier can be administratively discharged for unsatisfactory performance under what authority?

AR 635-200, Chapter 13

26. A soldier can be administratively discharged for failure to meet Army weight control standards under what authority?

AR 635-200, Chapter 5

27. Concerning official Military Personnel File on microfiche, which section of the fiche is not viewed by selection boards and career managers without the written approval from the CDR; MILPERCEN, CDR, ARPERCEN, or HQDA?

The restricted fiche.

Chapter 2

UNIFORM AND APPEARANCE **REFERENCE: AR 670-1, DTD: 1 SEP 92**

1. How are service stripes worn on the uniform?
On the left sleeve, centered four inches up from the edge of the sleeve.
2. How are overseas bars worn on the uniform?
On the right sleeve, centered four inches up from the edge of the sleeve.
3. When wearing the beret, how many inches above the eyebrow should the headband be?
1 inch.
4. Full size decorations and service medals may be worn on what uniforms?
Army blue, white and green dress uniforms.
5. What are the four categories of badges that are worn on the Army uniform?
Marksmanship badges and tabs.
Combat and special skill badges and tabs.
Identification badges.
Foreign badges.
6. How many marksmanship badges are authorized for wear at any one time?
Three (3).
7. How high above the camouflage band will the rank be sewn on the camouflage cover?
Rank will be sewn on 2 ½ inches above the bottom rim.
8. What is the rule for the placement of enlisted soldier's brass on their uniform?
US is Always Right.
9. What is the proper distance for the shoulder patch from the seam of the shoulder?
½ inch.
10. How many years does one service stripe represent?
Three years.
11. What jewelry may be worn while in uniform?
A watch, medical I.D. bracelet, two rings (wedding set counts as one ring), a religious medallion on a chain provided the chain is concealed, and female soldiers may wear gold, silver, or pearl post earrings, 6mm or ¼ inch in diameter when in the Army Classic, Dress Blue and Mess Dress Uniform.

Chapter 2

12. When is headgear not required to be worn outdoors?
- When it would interfere with the safe operation of a military vehicle.
 - In a privately owned or commercial vehicle.
 - When female personnel are wearing the Army white or blue uniform to an evening social event
 - When female personnel are wearing the Army mess or evening dress uniform.
13. When is wear of the Army uniform prohibited for all Army personnel?
- In connection with the promotion of any political or commercial interest or when engaged in off-duty civilian employment.
 - When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, unless authorized by competent authority.
 - When wearing the uniform would bring discredit upon the US Army.
 - When specifically prohibited by Army Regulation.
14. When must ID tags (dog tags) be worn?
- During field training.
 - At all times while in military uniform.
 - While traveling on a civilian or military aircraft.
 - When traveling outside the United States.
15. On what uniform will the subdued insignia be worn?
- On all work, field, and utility uniforms.
16. The bright brass pin-on insignia of rank is authorized for wear on what uniforms for enlisted personnel?
- The AG 415 (Class A & B) Green shirt.
 - Hospital duty uniform.
 - Food service uniform.
 - Black all weather coat and windbreaker.
 - The AG 415 maternity shirt.
17. In what military situation would the wearing of the windbreaker not be authorized?
- In formation, unless authorized by the local commander.
18. Can commercial rucksacks, gym bags, or other like articles be worn over the shoulder while in uniform?
- Yes, They have to be black with no logos. When carried on one shoulder, the bag and the shoulder strap must be on the same side of the body. Bags may be worn on two shoulders only when riding a bicycle or motorcycle.
19. When is the Green Service cap authorized to be worn?
- Limited to ceremonies or official duties, if such wear was prescribed by the commander.

Chapter 2

20. When is the authorized possession date for the IPFU?
1 October 2003
21. When is the wear out date for the current PFU?
30 September 2003
22. What are the dimensions for the nametape attached to the ECWCS?
Will be ½ inch wide and 3-1/2 inches long, with ¼ inch block lettering. The nametapes will accommodate up to 14 characters. Nametapes will be attached to the pocket flap on the left sleeve of the parka, only.
23. What is the authorized length for females nails?
Trimmed no longer than ¼ in, measured from the fingertip.
24. Is baldness authorized for male soldiers, either natural or shaved?
Yes
25. Are electronic devices authorized for wear with the military uniform?
Yes, (i.e. Cell phones, pagers) One electronic device is authorized for wear in the performance of official duties. The device must be black in color and may not exceed 4x2x1 inches. Devices that do not comply must be carried.
26. When is the use of the camouflage hydration system (camelback) authorized?
For field duty or details.
27. When are pregnant soldiers authorized to wear civilian equivalent workout attire?
When their PT uniform becomes uncomfortable or too small.
28. What are the only contact lenses authorized for wear with the military uniform?
Opaque lenses (when prescribed for eye injuries) and clear corrective vision lenses.
29. How should your boots be bloused?
No lower than the third eyelet from the top of the boot.
30. When did the black beret become the Army's standard headgear for conventional forces?
On 14 June 2001.
31. How is the insignia worn on the black beret for officers and warrant officers, chaplains, and enlisted members?
Officers and Warrant officers wear subdued grade insignia centered on the beret flash, and Chaplains wear their branch insignia. Enlisted members wear their distinctive unit insignia centered on the beret flash. General officers may wear full, medium, or miniature-size stars on the beret.

Chapter 2

AWARDS AND DECORATIONS

REFERENCES: AR 600-8-22, DTD: 2 FEB 95, AR 670-1, DTD: 1 SEP 95

1. Who may recommend an award?

It is the responsibility of any individual having personal knowledge of an act, achievement, or service believed to warrant the award of a decoration to submit a recommendation into military channels for consideration.

2. Can an award be revoked once it is presented? If so, why?

Yes. If facts previously unknown surface that would have prevented original approval of the award had they been known at the time of the award.

3. What is worn instead of five bronze oak leaf clusters?

Silver Oak Leaf Cluster.

4. How would you display the award of your fourth Good Conduct Medal?

The fourth award of the Good Conduct Medal is displayed by adding four bronze loops to the ribbon.

5. How would you display the award of your sixth Good Conduct Medal?

The sixth award of the Good Conduct Medal is displayed by adding one silver loop to the ribbon.

6. The Medal of Honor was approved by Congress when?

In 1862.

7. When is wearing of medals prohibited?

When equipped for combat, by officers while suspended from rank of command, by enlisted personnel while serving a sentence of confinement, and when wearing civilian clothing, except for civilian awards, lapel buttons, or rosettes intended for wear with civilian clothing.

8. In what order are service medals worn?

In order of precedence from the wearer's right to left and in one or more lines overlapped as required, 1/8 inch between line. No line will contain fewer decorations than the line above it.

9. What Army Form is used to recommend United States Army personnel for individual awards?

DA Form 638, Recommendation for Award.

Chapter 2

10. What time limitation is placed on submitting recommendations for individual awards into military channels?

Each recommendation for an award must be formally entered into military channels within two years of the act, achievement, or service to be honored.
11. The Army Commendation Medal was established when?

18 December 1945.
12. What length of time can a Meritorious Service Award for retirement purposes cover?

The last 10 years of service.
13. What is the second highest award in the Armed Forces?

Distinguished Service Cross.
14. What is the objective of an award?

Recognition given to individuals or units for acts of heroism, meritorious achievement or meritorious service.
15. What is the definition of a decoration?

A distinctively designed mark of honor denoting heroism or meritorious/outstanding service/achievement.
16. What are appurtenances?

Devices affixed to service or suspension ribbons or worn in lieu of medals or ribbons. They are worn to denote additional awards, participation in a specific event or other distinguished characteristics of the award.
17. What is the highest award that can be given by the Army in time of war?

The Medal of Honor.
18. What award is given for behavior, efficiency, and fidelity during enlisted status on active Federal military service?

The Good Conduct Medal
19. What is meant by “Above and beyond the call of duty?”

It includes the acceptance of existing danger or extraordinary responsibility with praiseworthy fortitude and exemplary courage, which is not as a rule expected of a person.
20. What is a clasp used for?

Indication of a second or subsequent award of the Good Conduct Medal.

Chapter 2

21. How many decorations may be awarded to an individual for the same act, achievement or period of meritorious service?

Only one decoration will be awarded to an individual for the same act, achievement or period of meritorious service.

22. What is Meritorious Service?

Service which is distinguished by a succession of outstanding acts of achievement over a sustained period of time.

23. What is Meritorious Achievement?

An act which is well above the expected performance of duty. The act should be an exceptional accomplishment with a definite beginning and ending date.

24. Can an individual who is under a suspension of favorable personnel actions be recommended for or receive an award?

No.

25. What is the purpose of awarding badges?

To provide for public recognition by tangible evidence of the attainment of a high degree of skill, proficiency, and excellence in tests, and competitions, as well as in the performance of duties.

26. When was the Army Achievement Medal established and by whom?

10 April 1981, by the Secretary of the Army.

27. What would the numeral 3 on the NCO Professional Development Ribbon signify?

Successful completion of ANCOC

28. What is the highest award for heroism, which may be awarded to a soldier during peacetime?

The Soldier's Medal

29. What is the oldest military decoration, which is still awarded today in the United States Military Service?

The Purple Heart.

30. Who has the authority to grant the Medal of Honor to a member of the military service and who is the approval authority?

The President of the United States and the United States Congress.

31. What does the oak leaf cluster represent?

The second or consecutive awards of the same decoration.

Chapter 2

32. For what is the Soldier's Medal awarded?

For distinguishing oneself by heroism not involving actual conflict with an armed enemy.

33. To whom is the Purple Heart awarded?

To anyone (military or civilian) wounded or killed in action against an armed enemy.

34. How many "V" devices denoting heroism (valor) can be worn on one ribbon?

One

35. What is the Army Commendation Medal given for?

It's given for service and heroism when the acts do not meet the Soldier's Medal requirements, for circumstances of a lesser degree than required for the Bronze Star.

Chapter 3

DUTY ROSTERS REFERENCE: AR 220-45, DTD: 15 NOV 75

1. What DA Form is used for the duty roster?

DA Form 6.

2. How are personnel placed on a DA Form 6?

All names will be entered alphabetically by pay grade, beginning with the highest pay grade.

3. What abbreviations are authorized on a duty roster?

A - for authorized absence.

D - for duty.

U - unauthorized absence.

4. What date will always be entered in the "TO (DATE)" section on a duty roster?

The date of the last detail covered by that roster, will be entered when the new roster is prepared.

5. What letter will indicate that those eligible for duty could not be selected because of previous detail or duty?

The letter **D** for duty will be entered when the individual must perform another duty.

6. What letter will indicate those persons not available because of being absent without leave, in arrest, in confinement, as a result of their own misconduct?

The letter **U** for unauthorized absence.

7. What does a number in parenthesis immediately following a person's name refer to?

An explanatory note on the reverse side of the roster.

8. Can units be placed on a duty roster?

Yes, by placing unit designations instead of names.

9. How are personnel chosen to perform a duty?

The person longest off the duty roster (with the highest number) will be the next person detailed. When such personnel are not available, the person on the roster who is next longest off the duty roster will be detailed.

10. How are weekend/holiday periods indicated on a consolidated roster?

By a system of vertical red lines or by indicating the dates, numbers and diagonal lines in red to separate weekend/holiday duty from the weekday duty.

Chapter 3

11. Unit XXX is a shift-working unit. May the commander establish procedures to select duties other than those outlined in established procedures in AR 220-45?

Yes, as long as equity is maintained.

12. What is the purpose of a duty roster?

To record the duty performance by each person in an organization in order to make an equitable determination of duty assignment.

13. What do diagonal lines in the right corner of any block on a duty roster indicate?

Performance of the duty on that date.

14. What names will be entered on a DA Form 6?

Only the names of those persons qualified and required for performing the duties involved.

15. Do you have to maintain separate duty rosters for weekday and weekend duty?

No.

16. If a soldier cannot pull duty due to illness determined not in the line of duty, what letter will be used?

The letter "U."

17. When is a duty roster posted?

Only for those days on which a detail is selected.

18. Whose responsibility is it to maintain the unit's duty roster?

The First Sergeant.

Chapter 3

MILITARY LEADERSHIP REFERENCE: FM 22-100, DTD: 31 AUG 99

1. What is military leadership?

Leadership is influencing people-by providing purpose, direction, and motivation-while operating to accomplish the mission and improving the organization.

2. What is discipline?

The prompt and effective performance of duty in response to orders, or taking the right action in the absence of orders.

3. Name the four (4) steps in a leader's plan of action, to achieve excellence.

- a. Assess.
- b. Analyze.
- c. Develop plan of action.
- d. Execute plan of action

4. What are the three (3) styles of leadership and give a definition of each.

Authoritative - a style of leadership in which the leader tells his subordinates what he wants done and how he want it done without getting their advice or ideas.

Delegative - a style of leadership in which the leader entrusts decision-making authority to a subordinate or group of subordinates. The leader is still responsible for the subordinates' decisions.

Participative - a style of leadership in which the leader involves one or more subordinates in determining what to do and how to do it. The leader maintains final decision-making authority.

5. What are the five (5) steps organizational leaders use to make timely decisions?

- a. Identify the problem.
- b. Collect input from all levels.
- c. Synthesize that input into solutions.
- d. Choose the best solution.
- e. Execute the best solution.

6. What are the seven (7) Army values that guide soldiers and leaders?

- a. Loyalty
- b. Duty
- c. Respect
- d. Selfless Service
- e. Honor
- f. Integrity
- g. Personal Courage

Chapter 3

7. What are the seven (7) mental attributes that contribute to good leadership?

- a. Will
- b. Self-discipline
- c. Initiative
- d. Judgment
- e. Self-confidence
- f. Intelligence
- g. Cultural awareness

8. What are the four (4) physical attributes of good leadership?

- a. Health fitness
- b. Physical fitness
- c. Military bearing
- d. Professional bearing

9. Define military ethics.

The principles of conduct governing an individual or the military as a group

10. What is the foundation of a leader's character?

- a. Professional beliefs
- b. Values
- c. Ethics.

11. What are the four (4) actions that should be taken in assuming a new leadership position?

- a. Determine what is expected of your unit.
- b. Determine what is expected of you.
- c. Determine the strength and weakness of your subordinates.
- d. Determine what other key people's support is necessary to accomplish your job.

12. Explain what a leader must Be, Know, and Do.

- a. A leader must Be: Committed to the professional army ethics. Possess professional character traits.
- b. A leader must Know: The four (4) factors of leadership and how they affect each other: Yourself, Human nature, Your job, and Your unit.
- a. A leader must Do: Provide direction, Implement, Motivate.

13. What are values?

Values are ideas about the worth or importance of things, concepts or people.

14. Describe selfless service.

Putting the needs and goals of the nation, the Army, your unit and your soldiers ahead of your personal needs and interest.

Chapter 3

15. What are the four (4) soldierly values and what do they mean?
- Candor - being frank, open, honest, and sincere with your soldiers.
 - Commitment - the dedication to carry out all unit missions and to serve the values of the unit, Army, and the country.
 - Competence - proficiency in required professional knowledge.
 - Courage - both physical and moral.
16. List the four (4) steps used by leaders to implement plans and goals.
- Communication
 - Coordination
 - Supervision
 - Evaluation.
17. List four (4) methods of reducing obstacles to communication.
- Sense what seniors, subordinates, and peers need to know to do their job.
 - Understand how stress affects communications.
 - Teach and demand accurate reporting.
 - Aim at your target before you shoot your message.
 - Use several channels of communication and repeat important communications.
 - Communicate to key subordinates leaders at one time.
 - Ensure that all leaders are completely informed on the mission.
 - Ensure that all soldiers are completely informed on the mission.
 - Ensure that accurate information flows laterally as well as up and down.
 - Conduct a personal reconnaissance.
18. List the four (4) indicators of unit effectiveness and give a short definition of each.
- Morale: A person's state of mind.
 - Esprit de Corps: Pride in unit, enthusiasm for the unit, and loyalty to the unit.
 - Discipline: Prompt obedience to orders and initiation of action in the absence of orders.
 - Proficiency: Unit's ability to accomplish the mission.
19. What is meant by command?
- Command is the authority a person in the military service lawfully exercises over subordinates by virtue of his rank and assignment or position.

Chapter 3

LEADERSHIP COUNSELING **REFERENCE: FM 22-100, DTD: 31 AUG 99**

1. What is the FM 22-100 definition of counseling?

It is the process of listening, communicating advice, instruction, or judgment with the intent of influencing a person's attitude or behavior.

2. What key techniques are useful for an effective counseling session ?

- a. Active Listening
- b. Responding
- c. Questioning

3. What makes a leader an effective coach?

The ability to understand the strength, weaknesses, and professional goals of his/her subordinates.

4. What are the two main types of counseling?

- a. Personal counseling (problem centered)
- b. Performance counseling (proficiency centered).

5. What are the three approaches used in military counseling?

- a. Directive
- b. Non-directive
- c. Eclectic (combined).

6. What DA Form is used for all types of counseling?

DA Form 4856

7. What approach to counseling is being used when the counselor assumes the dominant role?

Directive.

8. What approach to counseling may be most effective when the Counselee is immature, dependent, or insecure?

Non-directive.

9. Why is the non-directive approach to counseling termed soldier-centered?

Because the counselor causes the counselee to take complete responsibility for solving his own problems.

Chapter 3

10. What type of counseling is not forceful?
Non-directive.
11. What is the advantage to the non-directive approach to counseling?
It allows the most growth on the part of the counselee.
12. When planning for the accomplishment of individual and professional goals; what counseling is used ?
Professional Growth
13. What are some of the counseling techniques used for nondirective or combined approaches?
Suggesting alternatives, recommending, persuading advising
14. Name the four (4) stages of the counseling process?
 - a. Identify the need for counseling
 - b. Prepare for counseling
 - c. Conduct counseling
 - d. Follow-Up
15. What are the four (4) basic components of a counseling session?
 - a. Opening the session
 - b. Discussing the issues
 - c. Developing the plan of action
 - d. Recording and closing the session
16. What elements of active listening should you consider during a counseling?
 - a. Eye contact
 - b. Body Posture
 - c. Head Nods
 - d. Facial Expressions
 - e. Verbal Expressions
17. What are the two major categories of counseling?
 - a. Event-oriented and Performance/Professional Growth
 - b. Event-oriented and Promotion, Separation and Crisis etc.
18. What are the five (5) steps in preparing to counsel?
 - a. Advance notification.
 - b. Selection of site
 - c. Schedule of time.
 - d. General outline.
 - e. Create a desired atmosphere.

Chapter 3

19. What type of counseling would you use for a new soldier just arriving to the unit? When should it be initiated?

Reception and Integration, and it should begin as soon as they arrive to the unit.

20. When should a soldier be counseled on Promotion?

When they are eligible for promotion without waivers, but not recommended for promotion to the next higher grade.

21. Under the evaluation reporting systems, Performance Counseling is required for whom?

Officer, NCO, and DA Civilian

22. What does Performance counseling establish?

It establishes standards and is an opportunity for leaders to clarify the expected values, attributes, skills, and actions.

23. What are some of the potential pitfalls that may interfere with the counseling relationships between the leader and the soldier?

Likes, dislikes, biases, and prejudices.

24. What is performance counseling?

The process of communicating to a subordinate the leader's assessment of the strong and weak aspects of the subordinate's performance of duty, and ways that performance may be improved.

25. What are the three general areas of performance counseling?

- a. Development of individual performance
- b. Evaluating subordinates
- c. Motivating subordinates.

26. Are on-the-spot corrections a form of performance counseling?

Yes.

27. What are some examples of deficiencies that would require on-the-spot corrections?

- a. An improperly uniformed soldier walking down the street.
- b. Inappropriate conduct or dress in a public place.
- c. A soldier failing to observe a posted directive.
- d. A subordinate improperly performing a critical task.
- e. A subordinate leader failing to correct his subordinate.
- f. Violations of military courtesy.

28. After you have counseled a soldier on a specific problem, what must you do as a leader to insure that the problem has been resolved?

Follow-up.

Chapter 3

29. What is the purpose of performance counseling?

To improve the performance of a subordinate or to maintain an already existing desirable level of performance.

30. Making on-the-spot corrections of a subordinate for improper wear of the uniform, improper conduct, or failing to salute is what kind of counseling?

Performance counseling.

Chapter 3

MILITARY JUSTICE
REFERENCES: AR 27-10, MANUAL FOR COURTS-MARTIAL (MCM),
DTD: 21 JUL 00

1. A general court-martial must consist of a military judge and how many members?
At least five members, unless the accused requests in writing a trial by judge alone.
2. Normally, how long do you have to submit an appeal of a court-martial decision?
General - 30 days; Special - 20 days; Summary - 7 days.
3. Who may impose non-judicial punishment?
Commanding Officer
4. At what time of the day are extra duties required to be performed by offenders?
They may be performed at any time.
5. Define remission.
The cancellation of any portion of the unexecuted punishment imposed under Article 15.
6. Define mitigation.
A reduction in either the quantity or the quality of a punishment but its general nature remains the same.
7. What is the maximum forfeiture of pay a person is subject to as a result of one or more actions under Article 15?
One-half of a months pay, for two months.
8. Can a commanding officer impose non-judicial punishment on a member of his/her command who has departed?
No.
9. What is the purpose of non-judicial punishment?
 - a. To correct, educate, and reform offenders.
 - b. Preserve an offender's record of service from stigma of court martial.
 - c. Further military efficiency by disposing of minor infractions in a manner requiring less time and personnel than trial by court-martial.
10. What grades can a commanding officer reduce under Article 15?
Only grades that he/she is authorized to promote.

Chapter 3

11. A field grade commander can restrict for how long?

60 days.

12. What five (5) types of punishments can a company commander impose on a SPC or below under Article 15?

- a. Extra Duty
- b. Reduction in grade
- c. Restriction
- d. Forfeiture of pay and allowances
- e. Admonition and/or reprimand.

13. What is the purpose of a military judge?

To ensure the accuser's rights are protected and insure correct legal procedures are used.

14. What is the Uniform Code of Military Justice?

It is a Federal Law and is the basis of our military system of criminal justice courts and sets forth-basic procedures.

15. Does the Commander have to notify you of your rights to demand trial by court-martial?

Yes.

16. If an Article 15 is appealed, what three actions may the appealing authority take?

Leave it the same, reduce the punishment, or set the whole thing aside.

17. Does failure to notify a soldier of his rights under Article 31 mean an automatic acquittal of the charges?

No.

18. What is the difference between a Formal Article 15 and a Summarized Article 15 other than the punishment?

The Formal Article 15 is a permanent record and the Summarized Article 15 is not.

19. What is the maximum punishment authorized for a Summarized Article 15?

- a. 14 days extra duty
- b. 14 days restriction
- c. An oral admonition or reprimand.

20. What are the maximum punishments that a field grade commander may impose under Formal Article 15 action to enlisted personnel?

- a. Reduction of a SGT or SSG one grade if commander has promotion authority to those grades.

Chapter 3

- b. Reduction of a CPL/SPC and below to PV1; 60 days restriction and 45 days extra duty or correctional custody for 30 days; forfeiture of ½ of a months pay per month for two months.

21. What is the maximum number of hours of extra duty per day that can be given under Article 15?

Extra duties may be required to be performed at any time and within the duration of punishment, for any length of time, as long as it does not impair the soldier's health, and is not demeaning to the soldier.

22. Within how many days must an appeal of an Article 15 be made?

Five (5) days from imposition of punishment.

23. What are the three ways that a commander may lawfully seize the property of a person in his unit?

- a. Lawful searches and seizures
- b. Inspections and inventories.

24. What must a commander consider before authorizing a search?

That there is probable cause that an offense has been committed and that the items connected with the offense will be found in the location he intends to search.

25. After charges are read to an individual under Article 15, he/she has how long to decide whether to accept an Article 15 or demand trial by court-martial?

Normally, 48 hours; however, the commander may grant more time if it is requested.

26. What does the Uniform Code of Military Justice establish?

The UCMJ declares what conduct is a crime, establishes the various types of courts and sets forth the basic procedures to be followed in the administration of military justice.

27. What is the role of the Staff Judge Advocate?

He is charged with making sure that the criminal justice in the command is administered properly and fairly.

28. How is an Article 15 appealed?

Through the imposing commander to the next higher commander.

29. What is the lowest form of legal punishment?

Summarized Article 15.

Chapter 3

ENLISTED ADMINISTRATIVE SEPARATIONS **REFERENCE: AR 635-200; DTD 1 NOV 00**

1. Administrative separations are separate and distinct from discharges given by court-martial. What is the purpose of enlisted administrative separations?

It sets the policies, standards, and procedures to ensure the readiness and competency of the force while providing for the orderly administrative separations of soldiers for a variety of reasons.

2. What are the two types of discharge certificates for administrative discharges?
 - a. Honorable
 - b. General
3. Under AR 635-200, what grounds may a soldier use to request a voluntary discharge?

Hardship/Dependency, Conscientious objection, Good of the Service, Convenience of the Government, Pregnancy, and Retirement for Length of Service.

4. In accordance with Chapter 1, AR 635-200, what commander may generally order separation ?

Those commanders that are the general court-martial authorities and their superior commanders.

5. Under Chapter 13, AR 635-200, what actions may be grounds for involuntary separation?
 - a. If the commander determines the soldier will not develop sufficiently to participate satisfactory in further training and/or become a satisfactory soldier.
 - b. Soldier's retention would have an adverse impact on military discipline, good order and morale.
 - c. It is likely that circumstances forming the basis for elimination on action will continue or recur.
 - d. It is likely that soldiers will be disruptive influence in present and future assignments.
 - e. The ability of the soldier to perform duties effectively in the future, including potential for advancement or leadership is unlikely.

6. What type of discharge may a soldier receive when discharged for unsatisfactory performance under Chapter 13, AR 635-200?

An Honorable or General discharge, but it may limited benefits under the discharge.

Chapter 3

7. What type of discharge may a soldier receive for misconduct under Chapter 14, AR 635-200?

Honorable, General, or Under Other Than Honorable Conditions

8. Under Chapter 9, AR 635-200, what actions may be grounds for involuntary discharge? For alcohol and/or drug abuse, rehabilitation failure?
- If referred to the ASAP for alcohol and/or drug abuse, soldier may be separated because of inability or refusal to participate in, cooperate, or successfully complete such program.
 - When there is lack of potential for continued Army service and rehabilitation is no longer practical.
 - Long-term rehabilitation is necessary and the soldier is transferred to a civilian medical facility for rehabilitation.
9. What type of discharge may a soldier receive when discharged for alcohol and or drug abuse under Chapter 9, AR 635-200.

Honorable or General discharge and is based upon alcohol or other drug abuse such as illegal, wrongful, or improper use of any controlled substance.

10. Under Chapter 5, AR 635-200, may a soldier be discharged for inability to perform his or her prescribed duties due to parenthood, a personality disorder or concealment of an arrest record?

Yes.

11. Should an individual be formally counseled concerning his/her shortcomings prior to the commander initiating involuntary discharge action?.

Yes.

12. What is the purpose of a DD Form 214?

Certificate of Release or Discharge from Active Duty.

Chapter 4

PROMOTIONS REFERENCES: AR 600-8-19, DTD: 2 OCT 00

1. What could cause a soldier to be in non-promotable status?
 - a. Bar to reenlistment.
 - b. Punishment under UCMJ.
 - c. Suspension of favorable personnel actions (flag).
 - d. AWOL.
 - e. Confinement.
 - f. Pending reclassification for inefficiency or disciplinary reasons.
 - g. Not being qualified for reenlistment.
 - h. Under court-martial charges.
 - i. Without appropriate security clearance of favorable investigation for promotion to the grade and MOS.
 - j. Approved volunteer retirement.
 - k. Failed the APFT or have not taken one in the last 9 months.
 - l. Attendance at ADAPLP.

2. What are the three levels of promotion?
 - a. Unit level
 - b. Semi-centralized
 - c. DA Centralized

3. What should you look for when recommending an individual for promotion?
 - a. Overall performance.
 - b. Attitude.
 - c. Leadership ability.
 - d. Development potential.

4. Should an individual be promoted solely on time in grade/time in service?

No. Only the best-qualified personnel should be promoted.

5. Who recommends a soldier for promotion?

Must be recommended or have concurrence in recommendation from the unit commander. If duty is under other than unit commander to which assigned, the recommendation will be endorsed by attached or administrative unit commander. Waiver is not granted.

6. What is the minimum time a soldier must wait between being boarded and promoted?

The promotion points will be effective 3 months from the first day of the board month.

7. Who has the authority to promote personnel to SFC and above?

HQ, Department of the Army.

Chapter 4

8. What are the maximum number of points you can receive on a promotion board?

200 points.

9. What is promotion restriction?

Soldiers serving an enlistment for which they have received a VRB, SRB, or EB will not be promoted outside their CPMOS.

10. What are the 5 types of authority for promotion?

- a. Company Level Commander: SPC and below.
- b. Battalion Level Commander: SGT and SSG.
- c. HQDA: SFC, MSG, SGM and posthumous promotion.
- d. Commanders of medical facilities for hospitalized soldiers.
- e. Commandants and Commanders of some training facilities.

11. In computing time in service, what date is used?

Basic Active Service Date (BASD).

12. How many months before meeting secondary zonetime in service can you appear before a SGT or SSG promotion board?

Three (3) months for SGT and five months for SSG.

Chapter 5

ARMY PROGRAMS: ACS/AER/RED CROSS AR 930-4, DTD: 30 AUG 94

1. What does ACS stand for?

Army Community Service.

2. What are some of the services that Army Community Service provides?

Financial assistance, professional counseling (family, hardship discharge, compassionate reassignment), foster care, relocation services, family member employment assistance, loan closet, food locker assistance, exceptional family member program, budget counseling, family violence prevention, family education, and outreach services.

3. What does AER stand for?

Army Emergency Relief.

4. What are some of the services that AER provides?

Financial assistance to active duty soldiers, widows and orphans of soldiers, retired personnel, and their families when an unforeseen financial crisis arises. Reasons for assistance may include: non-receipt of authorized pay, emergency travel expenses, payment of rent to prevent eviction, payment of utilities to prevent termination, and disaster or fire. Low cost student loans are also available.

5. What services does the Red Cross provide?

Red Cross provides emergency communication for members and their families in times of family illness, death, or other emergencies. Disaster assistance, emergency financial assistance, reporting services for emergency leave purposes, counseling for personal and family problems.

6. How are ACS, AER and Red Cross funded?

They are funded through donations.

7. Where is ACS located on this post?

Building 337 at FRA and Bldg 3722 at FWA.

8. What are some of the activities Red Cross promote?

Blood donations, cardiopulmonary resuscitation (CPR) courses, first-aid classes, Water Safety

9. What does DEERS stand for?

Defense Enrollment Eligibility Reporting System

10. What is the purpose of DEERS?

Chapter 5

Designed to identify eligible military dependents and is used to secure ID Cards for them.

Chapter 5

ARMY SUBSTANCE ABUSE PROGRAM (ASAP) **REFERENCE: AR 600-85: 1 OCT 02**

1. What does ASAP stand for?

Army Substance Abuse Program

2. What are the three overall objectives of the program?

- a. Prevention
- b. Identification
- c. Rehabilitation (restore soldier to duty.)

3. What does the acronym CCC stands for?

Community Counseling Center.

4. How many tracks are there in the ASAP?

Three (3): Track I, II, and III

5. Does a commander have to be notified of a service member's enrollment in the ASAP?

Yes.

6. What are the two objectives of the rehabilitative portion of the program?

- a. To restore individuals identified as abusers to effective duty.
- b. To identify individuals for elimination.

7. Can a soldier be discharged from the service for alcohol and drug abuse?

Yes.

8. How can you identify alcohol and other drug abusers?

- a. Voluntary (self) identification.
- b. Command identification.
- c. Medical identification.
- d. Biochemical testing (urinalysis).
- e. Investigation/apprehension.

9. How much alcohol must a person have in their system to be considered drunk on duty?

.05 percent blood/alcohol level.

10. Who's BAC level does the Military Police use to determine a DUI?

The state in which the Army installation is located.

Chapter 5

ARMY CONTINUING EDUCATION SYSTEM

REFERENCE: AR 621-5, DTD: 17 NOV 93 AND DA PAM 611-21, DTD: 31 MAR

99

1. What are the goals of the Army Continuing Education System (ACES)?
 - a. Develop confident leaders.
 - b. Provide self-development opportunities for soldiers and adult family members.
 - c. Provide self-development opportunities for Department of Army Civilians (DACs.)
 - d. Provide self-development opportunities for DAC ACES professional and support staff.

2. What program replaced BSEP?

FAST - Functional Academic Skills Training.

3. What does the acronym SOCED stand for?

Service members **O**pportunity **C**olleges Education. A system of voluntary, off-duty Associate and Bachelor Degrees and certificates programs in various technical or general areas of study offered through an Army-wide network of SOC institutions.

4. What are two (2) language training programs in the Army?

Head start and Gateway

5. Where can a soldier find more information about ACES?

The Installation's Education Center

6. Where can a soldier go to find more information about their Military Occupational Specialty (MOS)?

They can go to the Post Learning Resource Center/MOS Library or review DA Pam 611-21, which can be accessed on US Army publication homepage.

7. What are some of the programs and services provided by the education center?

FAST Program, GED testing, college courses, Army Apprenticeship Program and Tuition Assistance

8. What DA Form is used for Tuition Assistance?

DA Form 2171

9. To enroll into the Army Correspondence Course Program, where do you go?

The Learning Resource Center or on the Internet.

Chapter 5

THE ARMY PHYSICAL FITNESS AND WEIGHT CONTROL PROGRAM **REFERENCES: FM 21-20, DTD: 30 SEP 92, AR 600-9: DTD 10 JUN 87, AND** **AR 350-41, DTD: 1 OCT 98**

1. What is the primary objective of the Army Weight Control Program?

The primary objective is to insure that all personnel are able to meet the physical demands of their duties under combat conditions and present a trim military appearance at all times.

2. What is meant by the term “overweight”?

An individual is considered overweight when his/her body fat exceeds the standards set forth in AR 600-9.

3. Why should every soldier be physically fit regardless of age or duty assignment?

It is essential to the readiness and combat-effectiveness of the Army.

4. Whose responsibility is it for a soldier to maintain a satisfactory level of Physical Fitness?

This responsibility is shared by each noncommissioned officer and officer /soldier and his/her commanding officer.

5. What are the objectives of the Army Physical Fitness Program?

To enhance combat readiness by developing and sustaining a high level of Physical Fitness in soldiers by:

- a. Anaerobic conditioning.
- b. A healthy lifestyle that includes good nutrition, avoidance of smoking and drug use, and stress management.
- c. Body composition.
- d. Cardio respiratory endurance.
- e. Competitive spirit, the will to win, and unit cohesion.
- f. Flexibility.
- g. Muscular strength and endurance.
- h. Self-discipline.
- i. Ability to cope with psychological stress

6. Do physical fitness and weight control set good examples in military appearance?

Yes.

7. In what way does physical conditioning benefit an individual?

It builds the individual’s morale, self-confidence, and overall well-being.

8. How often is the Army Physical Fitness Test to be conducted?

Semi-annually for active duty soldiers, and annually for Reserve and National Guard.

Chapter 5

9. What is considered a minimum passing score?

180 points.

10. When should body fat composition be determined?

- a. When the body weight exceeds the screening table weight in AR 600-9.
- b. When the unit commander or supervisor determines that the individual's appearance suggests that he/she may be overweight.

11. Are soldiers removed from the weight control program after they meet the weight standards in the screening table of AR 600-9?

No. The screening table will not be used to remove soldiers from the Weight Control Program. A soldier must meet the body fat standards to be removed.

12. Who does the physical fitness policy apply to?

The physical fitness policy applies Army wide. It includes all soldiers, functional branches, all units and operating agencies.

13. What is the purpose of physical fitness testing?

The purpose of physical fitness testing is to give soldiers an incentive to stay in good physical condition and to allow commanders a means of assessing the general fitness levels of their units.

14. What does FITT stand for?

- F = Frequency—How often one exercises
- I = Intensity—How hard one exercises
- T = Time—How long one exercises
- T = Type—Kind of exercise performed

15. Whose responsible for the planning, conducting, and evaluating physical training and testing?

All officers and noncommissioned officers

16. Who does the Physical Fitness Training Policy apply to?

All personnel in the Active Army, the ARNG, and the USAR.

17. What is the responsibility of the unit's Master Fitness Trainer?

- a. To prescribe proper exercise and fitness techniques to assist soldiers in determining, achieving and maintaining an appropriate personal weight goal.
- b. Assist commanders in developing proactive programs that clearly establish physical fitness as a unit value.

Chapter 5

THE EQUAL OPPORTUNITY PROGRAM **REFERENCE: AR 600-20, DTD: 15 JUL 99**

1. What is the definition of Equal Opportunity?

Equal opportunity means equal consideration and treatment based on merit, fitness, capability, and potential.

2. What is the definition of an ethnic group?

A group of individuals distinguishable from the general population by actual or perceived cultural criteria, such as language, lifestyle, religion, or national origin.

3. What is a minority group?

Any group distinguishable from the general population by race, religion, sex, age, or national origin.

4. What are the learning objectives of Equal Opportunity Training?

a. To facilitate and improve the soldiers' understanding of the entire equal opportunity program for the United States Army.

b. To inform unit members about potential sources of minority and gender dissatisfaction and interracial/intersexual tension in the Army.

c. To provide the chain of command with contemporary information and feedback on the status and progress of the Equal Opportunity Program.

5. What is the primary channel for correcting discriminatory practices?

The chain of command.

6. What are the components of the Equal Opportunity Program?

Affirmative Action, Education, and Training.

7. Who has responsibility for the training of units in equal opportunity matters?

Unit commanders.

8. What is the role of the Equal Opportunity Representative?

To assist the commander in the conduct of the Unit Equal Opportunity Program and act as discussion leaders, moderators, or facilitators.

9. Who are the principle assistants to the commander in the development and supervision of Equal Opportunity issues?

Equal Opportunity staff officers and Equal Opportunity advisors.

10. What does the Army mean by the term "affirmative action"?

Chapter 5

Equal opportunity activities of which go beyond nondiscrimination and include planned and positive steps to identify and eliminate discriminatory practices, past or present.

11. What is the objective of affirmative action?

To assume that treatment of all personnel is based on merit, fitness, capability and job-related factors, and not arbitrarily on race, color, sex, national origin, religion, or other irrelevant factors.

12. How often should Equal Opportunity Training be conducted?

Quarterly

13. What does the acronym POSH stand for?

Prevention of Sexual Harassment

Chapter 5

NONCOMMISSIONED OFFICER EVALUATION REPORTS **REFERENCE: AR 623-205, DTD: 17 DEC 01**

1. Why was the NCOER designed?

The NCOER was designed to:

- a. Strengthen the ability of the NCO Corps to meet the professional challenges of the future through the using the Army values and basic NCO responsibilities.
- b. Use the Army values and NCO responsibilities as evaluation criteria and reinforce a professional focus for the rating chains view of performance.
- c. Helps identify the needs of the Army's and the individual NCOs qualifications, using them as a basis for school selection, promotion, assignments, MOS classification, CSM designation and qualitative management.
- d. Use it to influence the soldier's career objectives and measure the quality of the NCO Corps. It also largely determines the senior enlisted leadership of the Army.

2. The NCOER regulation applies to soldiers in what pay grade?

All soldiers in the rank/grade of Corporal and above.

3. What are the types of Noncommissioned officer Evaluation Reports?

Initial, Annual, Change of Rater, Complete the Record, and Relief for Cause.

4. What is the minimum rating period of an NCOER?

90 days, except for Relief for Cause reports.

5. When may a rater act as both the rater and senior rater?

When the rater is a General Officer, Officer of the flag rank, or civilian with Senior Executive Service (SES).

6. Who does a rating chain consist of?

A rater, senior rater and reviewer

7. What is the minimum supervised rating period required to meet rater and senior rater qualifications on Initial, Annual, Change of Rater, and Complete the Record Reports?

The rater and the senior rater must be designated for a minimum period of 90 days for the Rater and 60 days for the Senior Rater.

8. When should a soldier receive a DA Form 2166-8-1 (Counseling Checklist)?

Within the first thirty (30) days of the rating period, effective date of lateral appointment to Corporal, or promotion to Sergeant.

9. On what form in your MPRJ is the NCOER information listed?

Chapter 5

DA Form 2-1.

10. What qualifications are necessary in order for a service member to become a rater?

The rater must be: A first line supervisor and designated as rater for a minimum of 90 days. A rater must be a Sergeant or higher, if military, and senior to the rated NCO by either grade or date of rank.

11. Are members of Allied Forces authorized to be in the rating chain for US Army Personnel?

No.

12. How should bullet comments be made on an NCOER?

They should be short, concise and to the point.

13. What are the primary forms used in the NCOER system?

DA Forms 2166-8 and 2166-8-1.

14. How may the blocks on an NCOER be filled in?

With Xs hand written or typed in black ink.

15. How often are counseling sessions conducted?

At least quarterly.

16. When is a bullet comment required and what is its maximum length?

A bullet comment is required with an annotation of "NO, Excellent, and or Needs Improvement." The comment cannot exceed two (2) lines and must be one (1) comment. Individual bullet comments are double-spaced.

17. Who is responsible for submitting an appeal to a NCOER?

The individual soldier.

18. Can a promotable SGT rate a non-promotable SGT?

Only if the rater is senior in grade or date of rank.

19. What is the overall purpose of face- to- face performance counseling between the rater and the rated NCO?

To improve or maintain performance and professionally develop the rated NCO.

20. May a NCO refuse to sign his/her NCOER? And if so what comment is put on the NCOER?

Yes, "NCO refuses to sign".

21. Are facsimile signatures authorized?

No.

Chapter 5

22. What is the DA Form 2166-8-1 used for?

It is used for counseling NCOs under the NCOER System.

Chapter 5

NONCOMMISSIONED OFFICER EDUCATION SYSTEM **REFERENCE: AR 351-1(CHAPTER 5), DTD: 15 OCT 87**

1. What is the Noncommissioned Officer Education System (NCOES)?
 - a. Provides leader and MOS skill training in residence, focusing on tasks in the next higher level.
 - b. An integrated system of resident training, supervised on-the-job training (SQJT), self-study and experiences (OJE) which provides job-related training of soldiers throughout their careers.
2. How is Advanced NCOES course selection made?

By HQDA Selection Board process.
3. What is the highest-level NCOES course? And where is it located?

US Army Sergeants Major Academy, at Fort Bliss, Texas.
4. Who is eligible for selection and attendance to the Advanced Course (ANCOC)?

Staff Sergeants and Sergeants First Class DA selected for leadership positions at Platoon Sergeant level.
5. What are the objectives of the NCOES?
 - a. To train NCOs to be trainers and leaders of soldiers who will work and fight under their supervision.
 - b. To provide tactical and technical job training and to improve collective mission proficiency through increased individual proficiency of NCOs.
6. What ranks are eligible for attendance at PLDC (Primary Leadership Development Course)?

Specialist, Corporal, Sergeant
7. What skills does the PLDC develop?

Foundation of leadership for newly promoted or soon to be promoted NCOs. It trains NCOs to teach and lead the soldiers that will fight and work under their leadership.
8. What is the mission of the Army School System?
 - a. To prepare Army personnel to perform their duties in war and peace.
 - b. To support training research and systems development.
 - c. To take part in the formulation of military doctrine.
 - d. To develop strategy for export of training programs to the unit level.
 - e. To promote the highest standard of professional military competence.

Chapter 5

9. What are the four levels of NCOES training?
 - a. Primary
 - b. Basic
 - c. Advanced
 - d. Senior

10. What are the accomplishments from the NCOES?
 - a. It sustains the Army with trained leaders and trainers during wartime.
 - b. Supports mobilization
 - c. Upgrades readiness
 - d. Serves as an integrated part of the Enlisted Personnel of all components of the Army.

11. What type of preparation does BNCOC (Basic Noncommissioned Officer Course) provide?

Prepares selected sergeants and Staff Sergeants for leadership positions at squad/section/weapons systems level.

Provides tactical, technical, and leader training to prepare NCOs at the squad leader, section leader, tank commander or weapon system leader level to lead and train soldiers.

Chapter 5

LEAVE AND PASSES REFERENCE: AR 600-8-10, DTD: 1 JUL 94

1. Is a pass a right or a privilege?

A pass is privilege (not a right) awarded to deserving individuals by their commanders.

2. Can a special three-day pass be given during the normal duty week such as Tuesday, Wednesday and Thursday?

Yes.

3. Can a special four-day pass be given during the week such as Monday through Thursday?

No. A four-day pass must include two consecutive non-duty days.

4. What is the maximum number of leave days that may be taken for a Reenlistment?

The soldier is authorized 30 days and up to 90 days with approval from the Commander.

5. What is the difference between annual (ordinary) leave and convalescent leave?

Annual leave is charged against the soldier's leave account and convalescent leave is not because it is part of prescribed medical treatment.

6. What is the difference between accrued leave and advanced leave?

Accrued leave is leave earned and advanced leave is granted prior to actual accrual of leave time.

7. Is administrative absence chargeable as leave?

No.

8. For what reason is an administrative absence authorized?

To attend or participate in activities of semi-official nature to the benefit of the Department of the Army.

9. How many days of leave are earned on an annual basis?

30 days

10. Why was the leave and pass program designed?

To allow soldiers to use authorized leave to the maximum extent possible.

Chapter 5

11. What does AWOL stand for?

Absent Without Leave

12. What is meant by the term rest and recuperation leave (R&R)?

It's a chargeable leave to allow soldiers leave away from hostile fire and immersed danger areas.

13. Can a regular pass and leave be granted together?

Yes, when a pass begins and terminates on post at the duty location or at the location from where one soldier normally commutes to duty before leave began.

Chapter 5

TOTAL ARMY RETENTION PROGRAM REFERENCE: AR 601-280, DTD: 31 MAR 99

1. Who can reenlist or extend you?

Any commissioned officer or warrant officer

2. What regulation governs the Army Retention Program?

AR 601-280

3. Does a Declination of Continued Service Statement (DCSS) prevent an eligible soldier from joining the Army Reserve or National Guard?

No

4. Under normal conditions can a soldier within 12 months of ETS extend their current term of service?

No, they must reenlist.

5. What are the reenlistment periods available for immediate reenlistment in the U.S. Army today?

Two, three, four, five, six years and indefinite status.

6. What does the term “Retention Control Point” (RCP) mean?

Maximum number of years a soldier may stay in the Active Army commensurate with their grade.

7. How many reenlistment options are there? what are they?

There are five:

- a. Regular Army Reenlistment Option
- b. Current Station Stabilization Reenlistment Option
- c. Army Training Reenlistment Option
- d. Overseas Assignment Reenlistment Option
- e. CONUS Station of Choice reenlistment Option

8. What is the RCP for you or your soldier’s current grade?

PVT-PFC	3 yrs
SPC/CPL	10 yrs
SPC (P)/CPL/SGT	15 yrs
SGT (P)/SSG	20 yrs
SSG (P)	22 yrs
SFC	24 yrs
SFC (P)/MSG/1SG	26 yrs
MSG (P)/1SG/SGM/CSM	30 yrs

Chapter 5

9. Once a soldier is within 90 days of his/her ETS what are their reenlistment options?

Normally a soldier is ineligible to reenlist once he falls within 90 days of his/her ETS unless an exception is approved, if an exception is approved he is eligible for "Regular Army Reenlistment Option" only.

10. Who is eligible to reenlist for indefinite status?

Soldier's SSG and above with ten or more years of active federal service can only reenlist for "Indefinite Status"

11. What does the acronym BEAR stand for?

Bonus Extension and Retraining Program

12. What is the BEAR program?

It allows eligible soldiers an opportunity to extend their enlistment for formal retraining in a shortage MOS that is presently in the SRB Program, and upon completion of retraining the soldier is awarded the new PMOS. The soldier then reenlists and receives an SRB in the newly awarded PMOS.

13. Can non-US citizens reenlist in the United States Army?

Yes, but the soldier can not exceed 8 years of Total Active Federal Service

14. Under normal conditions a soldier's window for reenlistment opens at what point during their reenlistment(i.e. the soonest he can reenlist)?

One year from ETS

15. The Army National Guard and the Army Reserve are the two components a soldier may affiliate with when leaving the Army. What are the differences between them?

National Guard-State and Federal Mission, mostly combat and combat support

Army Reserve-Federal mission, mostly service and service support

16. What does "Military Service Obligation" (MSO) mean?.

Enlisted soldiers have an initial eight-year MSO. They may have enlisted for three years active service and the remaining five years is fulfilled in a reserve status.

17. When is a Declination of Continued Service Statement (DCSS) used? And are Initial Term soldiers required to sign a DCSS?

When a soldier refuses to extend or reenlist to meet the service remaining requirements (SRR) for a service school or assignment. No.

18. Can soldiers on the Indefinite Reenlistment Program be barred from reenlistment?

No

Chapter 5

19. What does the CONUS Station of Choice Reenlistment Option guarantee?

A minimum of 12 months duration at a station in CONUS of the re-enlistee's choice of those that are available.

20. Generally speaking, who is eligible to join the reserves when ETSing?

Everyone who is eligible to reenlist

Chapter 5

SICK CALL AND MEDICAL SERVICES

REFERENCES: AR 40-3, DTD: 30 JUL 99, AR 40-501, DTD: 27 FEB 98

1. Who is responsible for determining which soldiers will receive treatment in, be admitted to, and be discharged from an Army Medical Treatment Facility?

The commander of the particular medical treatment facility.

2. What is sick call?

The daily assembly of sick and injured military duty personnel for examination and routine medical care.

3. What is the form used as authorization for an individual going on sick call?

DD Form 689, Individual Sick Slip

4. What is the purpose of convalescent leave?

To assist in the restoration of health and when used properly, it can expedite an individual's return to full duty. It is primarily used to allow individuals to recuperate at home instead of keeping them in the hospital.

5. How often must an active duty person get a dental examination?

At least once a year.

6. Who is responsible for having patients report for dental appointments promptly and for canceling appointments when they can't be kept?

The unit commander.

7. What is the primary objective of preventive dentistry?

The prevention and control of oral disease is a priority aspect of the dental care program.

8. What is the objective of the preventive veterinary medicine program?

The early detection and prevention/control of animal diseases that are transmittable to humans.

9. Can immunizations be administered to service personnel without their consent?

Yes.

10. Who is responsible for the medical treatment of service members if they are confined or committed by a civil authority?

The civil authority has the responsibility until the service member is relinquished to the military authorities.

Chapter 5

11. Under what circumstances may an individual obtain civilian medical care without prior authorization from the approving authority?

In an emergency, when serving outside the Continental United States, and when not under the jurisdiction of an approving authority. When the medical condition will not exceed \$250.00 in cost. When a person is AWOL and requires emergency medical care.

12. What is the objective of emergency medical care?

To develop the military resources required for medical support of the Armed Forces.

13. Are dependent parents or dependent parents-in-law authorized treatment under TRICARE?

No.

14. Are medical examinations authorized for insurance purposes?

Yes, with limitations of local resources.

15. Can family planning services be provided at Army Medical Treatment Facilities?

Yes, they can be provided to the extent that professional capabilities and facilities permit.

16. Does TRICARE cover active duty service members?

No, Only their families.

17. Who has technical control of all Army Medical Treatment Facilities?

The Surgeon General.

Chapter 6

CUSTOMS AND COURTESIES

REFERENCES: AR 600-25, DTD: 1 SEP 83, FM 22-5, DTD: 8 DEC 86

1. What is considered to be the most important of all military courtesies?

The salute.

2. At what distance is the salute usually rendered?

Between six (6) and 30 paces before the approaching officer.

3. On what occasions is a salute not required?

- a. When driving or riding in privately owned vehicles.
- b. In public areas. (Theaters, outdoor athletic facilities).
- c. If either the senior or subordinate or both are in civilian attire.
- d. Indoors, except when reporting to a superior officer.

4. Is there any exception to the “junior on the left” courtesy? If so what is it?

Yes, during an inspection of troops, the junior person will walk to the right of the senior person.

5. What is meant by military discipline?

It is individual and group training that develops a mental attitude resulting in proper conduct and prompt obedience to lawful military authority.

6. What are soldiers prohibited from doing during political elections?

A soldier may not use his official authority or influence to interfere with an election or affect the course of its outcome, be a candidate and hold civil office, or take part in partisan political management, campaigns, or conventions. Make financial contributions to a candidate when the candidate is the employer or employing authority of the contributor.

7. What type of gun salute is afforded the President, Ex-President, or President-elect on arrival or departure?

A 21-gun salute.

8. When is the uniform hat or cap raised as a form of salute?

Never.

9. Are designated representatives of officials entitled to the honors afforded the represented official?

No, the representative will be afforded honors according to his/her rank, not the rank of the person he/she is representing.

10. What three NCO grades are not addressed as Sergeant?

Sergeant Majors, First Sergeants, and Corporals.

Chapter 6

11. What action is taken when the flag is lowered?
Military personnel in uniform salute, civilians remove hats and place hand over the heart.
12. When do military personnel salute uncased colors?
When colors are six steps from them and they hold the salute until the colors are six steps beyond them.
13. Do you salute when in a vehicle?
Salutes are not required to be rendered by or to personnel who are driving or riding in privately owned vehicles. When military personnel are acting as drivers of a moving vehicle they should not initiate a salute.
14. You are in charge of a detail, riding in the front seat of a 2 ½ ton truck. Your detail is in the back. A general officer approaches, who salutes?
NCO or person in charge of the detail.
15. Who is responsible for the safeguarding, care, and display of the unit colors?
The Command Sergeant Major.
16. What bugle call is played for lights out?
Tattoo.
17. What bugle call is played at 2300 hours?
Taps.
18. If an enlisted man salutes an officer outside and gives him the greeting of the day, by regulation, is the officer required to return the salute?
Yes.
19. What is the origin of the salute?
Early Roman history, persons meeting would raise their hand in the air, palm forward, to show they held no weapons and were friendly. This has evolved into the present day salute.
20. When do you keep your headgear on when reporting to an officer inside a building?
When under arms.
21. How is the flag flown on Memorial Day, 30 May?
Displayed at half-staff from reveille until noon, then full staff.
22. What is the longest bugle call?
Tattoo, 28 bars long.

Chapter 6

23. When do you salute inside a building?

- a. At an indoor ceremony.
- b. At sentry duty indoors.
- c. When reporting to a military board.
- d. When reporting to a pay officer.
- e. When reporting to your commander.

24. What is the purpose of displaying courtesy to a senior?

It is done to recognize the position and/or grade and rank that person holds.

Chapter 6

DRILL AND CEREMONIES **Reference: FM 22-5, DTD: 8 Dec 86**

1. What should you do while marking time in formation?

Adjust your position to insure proper alignment and cover, alternately raise each foot two inches off the ground, allowing your arms to swing naturally.

2. You are a platoon sergeant and your platoon is in a column of fours. What command would you use to form the platoon into a column of twos?

To form a column of twos from a column of fours at a halt, the command is "Column of Twos from the Left, March."

3. You are a platoon sergeant and your platoon drills as a separate unit. In a line formation, what do you do in response to the command "Right Face"?

Execute the movement with the platoon.

4. After the squad has stacked arms, what would your command to un-stack them be?

"Take Arms"

5. What are the fundamental objectives accomplished by drill?

Teamwork, confidence, pride, alertness, attention to detail, esprit de corps, and discipline.

6. Define distance.

Distance is the space between elements when the elements are one behind the other.

7. From what position will the command "Fix Bayonets" be executed?

Order arms only.

8. What is the lateral space between elements called?

Interval.

9. What are the two formations and describe them?

- a. Line formation - elements are side by side.
- b. Column formation - elements are one behind the other.

10. What is the difference between rank and file?

Rank - a line, which is only one element in depth.

File - a column, which has a front of only one element.

Chapter 6

11. What are the two parts of drill commands?
 - a. Preparatory command.
 - b. Command of execution.
12. What is the quick time cadence?

120 counts or steps per minute.
13. What is cadence?

The uniform rhythm in which movement is executed or the number of steps or counts per minute at which the movement is executed.
14. With a four squad platoon, what would be the actions of each squad when the command “Open Ranks, March” is given?
 - 1st Squad - 2 steps forward.
 - 2^d Squad - 1 step forward.
 - 3^d Squad - stand fast.
 - 4th Squad - 2 steps backward (15 inch steps).
15. To revoke a preparatory command, what command is given?

“As You Were”.
16. Why was drill and ceremonies used by the Army originally and why is it still used today?

Originally the Army had little or no organization, control, discipline, or teamwork. Drill established teamwork, pride, alertness, attention to detail, esprit de corps, and discipline, which are just as important to our modern day Army as they were to the Continental Army.
17. Who introduced drill and ceremonies to the United States?

Baron Von Stueben, 1778.
18. In drill and ceremonies, what does cover mean?

Aligning yourself directly behind the man to your immediate front while maintaining correct distance.
19. Name the different rest positions at the halt.
 - a. Parade Rest
 - b. Stand at Ease
 - c. At Ease
 - d. Rest.
20. What commands may be given while marching at “Half Step”?

“Mark Time, March”; “Forward, March”; “Extend, March”; “Halt.”

Chapter 6

21. What is drill?

Drill consists of certain movements by which a unit or individuals are moved in an orderly uniform manner from one formation to another, or from one place to another.

22. How many types of intervals are there?

Three (3):

- a. Normal interval
- b. Close interval
- c. Double interval.

23. What command is given to align the squad, platoon, or other elements?

Dress Right, Dress.

24. The command of execution for the command "Rear, March" is given on which foot?

The right foot.

25. When is a leader or commander authorized to give an "All Present or Accounted For" report?

When he has personal knowledge that those personal not in the formation are officially authorized to be absent.

26. What commands are given to change a platoon or company formation into an Extended Rectangular Formation ready for physical training?

"Extend to the left, March"

"Arms downward, Move"

"Left, Face"

"Extend to the left, March"

"Arms downward, Move"

"Right, Face"

"From front to rear, Count Off"

"Even numbers to the left, Uncover"

27. Under what conditions do enlisted personnel salute other enlisted personnel?

When reporting to the president of a board or in formation.

28. What are the three methods used to teach drill?

- a. Step-by-step method.
- b. By-the-numbers method.
- c. Talk through method.

29. What are the only commands used to dismiss armed troops?

"Inspection Arms."

"Ready, Port Arms."

"Dismissed."

Chapter 6

30. What is the proper method to render a salute when marching troops at a double time?

Only the individual in charge assumes a “Quick time, March” and renders the salute.

31. Where are the Commander, Guidon Bearer, and First Sergeant located in a company formation?

a. Commander - 12 paces to the front and centered.

b. Guidon Bearer- 30 inches to the rear and 2 fifteen inch steps to the left of the Commander.

c. First Sergeant-3 steps to the rear of the last rank and centered

Chapter 6

FLAGS

REFERENCES: AR 840-10, DTD: 1 NOV 98, FM 22-5, DTD: 8 DEC 86

1. What is the size and occasion of display of the Garrison flag?

20 feet hoist by 38 feet fly and flown on holidays as listed in AR 600-25 and other important occasions, as designated by presidential proclamation.

2. What type of ornament is authorized on the presidential flagstaff?

An eagle.

3. The flag of the United States is the only flag that may be flown from a flagpole over Army installation; however, there is one exception. What is that exception?

The Minuteman flag, if awarded, may be flown beneath the flag of the United States.

4. No other flag pennant will be placed above the flag of the United States or, if on the same level, to the right of the flag. However, there are two exceptions. What are the two exceptions?

- a. Church pennant may be flown above the flag during church services conducted by Naval chaplains at sea.
- b. United Nations flag at UN Headquarters.

5. At a burial service, to whom is the flag given?

The flag will be given to the next of kin, in the event that there is no next of kin, upon request, to a close friend or associate of the deceased veteran.

6. What is known as the "hoist" of the flag?

The length of the flag (vertical edge at the flagstaff) measured from top to bottom.

7. What is known as the "fly" of the flag?

The width of a flag (horizontal edge) measured from left to right, exclusive of the heading.

8. What is the order of precedence of flags?

- a. The US Flag.
- b. Foreign national flags (Normally, these are displayed in alphabetical order using the English alphabet.)
- c. Flag of the President of the United States of America.
- d. State flags (Normally, these are displayed in order of admittance of the State to the Union. However, they may be displayed in alphabetical order.)
- e. Military organizational flags in order of precedence or echelon.
- f. Personal flags in order of rank.

9. Who is authorized the United States Army Flag?

Authorized only for those individual headquarters, offices, and organizations designated by HQDA.

Chapter 6

10. How are streamers awarded?

In recognition of a display of heroism or meritorious service, which is the result of a group effort.

11. When and by what document was the design for the Presidential Flag authorized?

Executive Order 10860, dated 5 February 1960 authorized the design for the Presidential Flag.

12. Under what circumstance can the retired general officers of the Regular Army, US Army National Guard, and US Army Reserve display their individual flags?

They may display their individual flags privately in their homes. Under no circumstances will a public display be made of these flags.

13. The United States Army Flag is always displayed with streamers. In weather conditions that would adversely affect the proper handling of the US Army Flag, command may limit representation to how many streamers?

Twenty-five (25) streamers, two (2) for each campaign (first and last campaign of each war) and one for the Mexican Expedition.

14. Who is authorized a US Flag over their casket at a military funeral?

Members of the active military force, Army National Guard, Army Reserve, honorably discharged veterans and retired military personnel.

15. How long is the US Flag flown at half-staff after the death of a President or former President?

Thirty (30) days.

16. When the national flag is worn-out, how is it disposed of?

The star section is cut from the flag and then both sections are burned together.

17. When the flag is draped over a casket, where are the stars placed?

Always placed over the left shoulder of the deceased.

18. What is the difference between the national colors and the national flag?

The national colors have a gold fringe around it.

19. What is a guidon?

Guidons are unit markers for companies, batteries, troops, and certain designated detachments and units.

Chapter 7

FIELD SANITATION REFERENCES: FM 21-10, DTD: 21 JUN 00

1. Who is the individual chiefly responsible for the health of the command?

The commander.

2. There are five (5) types of communicable diseases. Name them and give examples.
- Insect Born (malaria, yellow fever.)
 - Intestinal (cholera, influenza.)
 - Miscellaneous (rabies, tetanus.)
 - Respiratory (colds, tuberculosis.)
 - Venereal (gonorrhea, syphilis.)

3. What is a “cat hole” and approximately how deep should it be dug?

An individual latrine used by personnel during short halts. It is dug approximately 1 foot deep and is completely covered and packed down after use.

4. What are three (3) types of germs that flies may carry?

- Cholera
- Dysentery
- Typhoid.

5. In relation to water, what does “potable mean”?

It is water that is safe for human consumption.

6. What are the five (5) ways in which diseases can be transmitted?

- Droplets (air and dust)
- Food
- Insects
- Physical contact
- Water.

7. For purification of a truck full of water, how many ounces of sodium hypo chloride must be used for every 100 gallons of water?

Two (2) ounces.

8. What is the chain of disease transmission?

- Reservoir (source).
- Vehicle (means of transportation).
- Susceptible person.

9. What is the principal source of the organism, which causes intestinal diseases?

Human feces.

Chapter 7

10. What are the four types of waste?
- Human (feces and urine)
 - Liquid (wash, bath, and liquid kitchen wastes)
 - Garbage
 - Rubbish.
11. A ground water source should be located at least how far from all possible sources of contamination?
- 30 yards or more.
12. What are five diseases carried by mosquitoes?
- Dengue, filariasis, malaria, virus encephalitis, and yellow fever.
13. Which direction should a latrine be constructed in relationship to the mess hall?
- Downhill and or downstream, and in such a position that the drainage from the latrine will flow away from food and water sources.
14. What three (3) items do you check on the lyster bag?
- Interior - Check for dirt and other contamination; check for holes.
 - Cover - Check to make sure it fits; check for holes.
 - Spigots - Make sure spigots are clean and in place.
15. What is sanitation?
- Sanitation may be defined as the effective use of measures, which will create and maintain healthful environmental conditions to include safeguarding of food and water and the control of disease-bearing insects and rodents.
16. How many cans are set up in a mess kit wash line and what do they contain?
- There are four (4):
- Pre-dip (pre-heat), which is clear boiling water.
 - Hot, soapy (for wash) at 180 degrees.
 - Two (2) clear boiling for rinse.
17. What item is the soldier issued to purify his own water?
- Iodine tablets.
18. How far must a latrine be from food and water sources to protect them from contamination?
- 100 yards from the unit mess; 100 feet from the nearest water source; also make sure drainage is away from water sources.
20. Name three (3) ways of disposing of trash and waste material in the field.
- Bury
 - Burn

Chapter 7

c. Carry it out with you.

21. What is the Army's most effective way to combat disease?

Immunization.

Chapter 7

FIRST AID REFERENCE: FM 21-11, DTD: 27 OCT 88

1. What steps are taken to prevent shock?
 - a. Keep the body warm.
 - b. Keep casualty calm.
 - c. Keep the casualty's head low; turn head to the side.
 - d. Loosen clothing and elevate feet.
 - f. Make the casualty comfortable.
2. What does the word "hemorrhage" mean?

Heavy bleeding
3. When do you remove a tourniquet?

Never! It should be removed only by competent medical personnel.
4. What is a fracture?

A broken bone.
5. What are the two (2) types of fractures?
 - a. Closed (simple) when the skin is not broken.
 - b. Open (compound) when skin is broken.
6. What is the preferred method of artificial respiration?

Mouth to mouth resuscitation.
7. When a patient's abdomen bulges during mouth-to-mouth resuscitation it indicates what?

Air is going into the stomach.
8. What are four ways to control bleeding?
 - a. Pressure dressing (direct pressure).
 - b. Elevation (wounded limb).
 - c. Digital pressure (pressure points).
 - d. Tourniquet (last resort).
9. What is the easiest manual carry for one person to carry another?

Fireman's carry.
10. What causes heat exhaustion?

Excessive loss of water and salt from the body.

Chapter 7

11. What are the symptoms of heat exhaustion?
 - a. Headaches
 - b. Excessive sweating
 - c. Weakness
 - d. Dizziness
 - e. Muscle cramps
 - f. Skin is hot and dry.
12. Name three (3) types of bleeding.
 - a. Arterial
 - b. Capillary
 - c. Venous.
13. How do you treat someone suffering from snow blindness?
 - a. Cover eyes with dark cloth.
 - b. Transport casualty to treatment facility at once.
14. What is First Aid?

It is the emergency care given to the sick, wounded, or injured before medical personnel can administer medical treatment.
15. When should you apply a tourniquet to stop the bleeding?

Only when all other methods of controlling the bleeding have failed.
16. What are the four (4) life-saving steps?
 - a. Stop the bleeding.
 - b. Clear the airway.
 - c. Protect the wound.
 - d. Treat for shock.
17. Name several items of personal equipment that you as a soldier might have to make a splint.

A bayonet, entrenching tool, rifle, tent pegs, or tent pole.
18. How do you mark a casualty with a tourniquet?

By writing "T" on their forehead and the time.
19. In a serious burn what is of utmost importance?

Keeping it clean.
20. Describe how to perform mouth-to-mouth respiration.
 - a. Clear airway.
 - b. Position individual on back.
 - c. Tilt head back, lift lower jaw and depress tongue.

Chapter 7

- d. Pinch nostrils and blow in mouth.
- e. See if chest rises.
- f. Repeat 10 to 20 times per minute or until relieved by medical personnel.

21. When applying first aid to a casualty, whose first aid kit do you use?

His, because you may need yours later.

22. What causes heatstroke?

Prolonged exposure to high temperatures.

23. What are the symptoms of heat stroke?

- a. Stoppage of sweating.
- b. Headache.
- c. Dizziness.
- d. Fast pulse.
- e. Nausea.
- f. Vomiting.
- g. Collapse and unconsciousness.

24. What is the treatment for frostbite?

- a. DO NOT treat by massage, exposure to open fires, cold-water soaks, or by rubbing with snow.
- b. Parts of the face: Cover the frostbitten parts with your warm hands until pain returns.
- c. Hands: Place bare hands next to the skin in the opposite armpit.
- d. Feet: Place feet in the most protected area possible. Place the bare feet under their clothing and against the abdomen of another person.

25. What is trench foot?

An injury which results from fairly long exposure of the foot to wet conditions, normally at temperatures from approximately freezing to fifty (50) degrees Fahrenheit.

26. How should trench foot be treated?

Dry feet thoroughly and transport immediately to nearest medical facility. Avoid having the casualty walk if at all possible.

27. What is Immersion Foot?

An injury which result from immersing of the your feet in water or constant wetness for a prolonged period, usually in excess of 12 hours. It is similar to Trench foot, and treated in the same manner.

28. What are the methods of artificial respiration?

Mouth-to-mouth, mouth-to-nose, chest pressure/arm lift and back pressure-arm lift.

Chapter 7

29. When would you not remove a casualty's clothing to expose a wound?

In a chemical environment.

30. What are the four (4) types of burns?

- a. Chemical
- b. Electrical
- c. Laser
- d. Thermal.

31. What are the shock control measures?

- a. Control the bleeding.
- b. Keep the soldier warm.
- c. Loosen restrictive clothing.
- d. Maintain adequate respiration and heartbeat.
- e. Position the soldier depending on the location and extent of the injury received.
- e. Reassure the soldier.

Chapter 8

WEAPONS
CLAYMORE MINE
REFERENCES: FM 23-23, DTD: 6 JAN 96

1. Describe the claymore mine.

The M18A1 Claymore Mine is contained in a curved rectangular, olive drab, molded fiberglass case that is 8.5 inches long, 1.38 inches high, and weighs 3.5 pounds.

2. Inside the front case is a fragmentation face containing how many steel balls?

700 steel balls.

3. What is the matrix of the claymore mine?

The matrix is the plastic in which the steel balls are contained.

4. How much and what kind of explosive is used in the claymore?

The claymore mine contains a 1.5 lb layer of composition C4 explosive.

5. The M18A1 claymore mine is used primarily for what purpose?

It is used for the defense of bivouac areas, outposts, and against infiltration.

6. How is the claymore mine detonated?

It can be detonated by electrical or non-electrical means.

7. How may the claymore mine be employed?

It can be employed on the approach, forward edges, flanks and rear edges of protective mine fields as close-in protection against mass enemy attack.

Chapter 8

HAND GRENADES

1. What is a hand grenade?

A hand grenade is a small, hand-held, short-range weapon that is designed for projection to a target by means of throwing.

2. In what six (6) areas can the hand grenade assist the individual soldier in the accomplishment of the mission?

- a. Producing casualties
- b. Signaling
- c. Screening
- d. Illumination
- e. Producing incendiary effects
- f. Riot control.

3. What are the three (3) characteristics of all hand grenades?

- a. Relatively short range in comparison to other weapons.
- b. Small effective casualty radius.
- c. Incorporates a delay element to permit safe throwing.

4. What are the four (4) general types of hand grenades?

- a. Fragmentation
- b. Chemical/Smoke
- c. Riot Control
- d. Special Purpose.

5. What are the three (3) types of special purpose hand grenades?

- a. Incendiary
- b. Concussion
- c. Practice.

6. What are the three (3) main parts of a hand grenade?

- a. Body
- b. Filler
- c. Fuse Assembly.

7. What does an offensive grenade mean?

A special purpose grenade, usually a concussion type, used for short range areas.

8. What type and color grenade would you use to hide your movement?

The white smoke hand grenade, AN-H8 HE.

Chapter 8

9. What is a thermite grenade?

A thermite grenade burns for 40 seconds at a temperature of 4000 degrees and will burn through $\frac{1}{2}$ inch homogeneous steel plate.

Chapter 8

M16A1 RIFLE REFERENCE: FM 23-9, DTD: 3 JUL 89

1. Describe the M16A1 rifle.

It is a 5.56mm, magazine fed, gas operated, air-cooled, shoulder fired weapon that can be fired semi-automatically or fully automatically.

2. What is the muzzle velocity of the M16A1 rifle?

3,250 ft. per second.

3. What is maximum effective range of the M16A1 rifle?

460 meters

4. What is the maximum range of the M16A1 rifle?

2,653 meters.

5. What types of rounds can be used with the M16A1 rifle?

- a. Ball
- b. Tracer
- c. Dummy
- d. Blank

6. When does the bolt of the M16A1 automatically lock in the open position?

After the last round has been fired.

7. Which sight is moved to adjust for windage on the M16A1 rifle?

The rear sight.

8. Which sight is moved to adjust for elevation on the M16A1?

The front sight.

9. What is the first step in clearing the M16A1 rifle?

Attempt to put the weapon on safe.

10. What does **SPORTS** stand for?

- a. **S**lap, the forward assist
- b. **P**ull, charging handle to the rear
- c. **O**bserve, the chamber
- d. **R**elease, the charging handle
- e. **T**ap, the magazine
- f. **S**queeze, the trigger

Chapter 8

M16A2 RIFLE REFERENCE: FM 23-9, DTD: 3 JUL 89

1. What are the major differences between the M16A1 and M16A2 rifle?

Heavier barrel, square front sight post, rear sight adjustment and elevation knob, round handguards, selector switch, pistol grip, and 5/8 inch butt pad.

2. What is different about the M16A2 selector switch?

The M16A2 selector switch has Burst, Semi and Safe and the M16A1 has Auto, Semi, and Safe.

3. What is the maximum effective range of the M16A2 rifle?

550 meters for point targets
800 meters for area targets.

4. What is the maximum range of the M16A2 rifle?

3,534 meters.

5. What is battlesight zero on the M16A2 rifle?

300 meters.

6. When the M16A2 rifle is set on Burst what will happen?

A three round burst is fired when the trigger is squeezed.

7. Is a brass deflector needed for M16A2 left-handed firers?

No. The brass deflector is on the rear of the ejection port.

Chapter 8

M-9 PISTOL

REFERENCE: FM 23-35, DTD: 3 OCT 88

1. Describe the M-9 Pistol.

9mm semiautomatic, magazine-fed, recoil operated, double action weapon. The magazine has a 15 round capacity.

2. What is the M-9s weight w/loaded magazine?

2.6lbs

3. What is the maximum effective range of the M-9?

50 meters.

4. What is the maximum range of the M-9?

1800 meters.

5. What are the elements of combat pistol marksmanship?

- a. Grip
- b. Aiming
- c. Breath control
- d. Trigger squeeze
- e. Target engagement
- f. Positions

6. For qualification on the “Combat Pistol Qualification Course”, how many targets are exposed and how many rounds of ammunition are issued?

30 Targets and 40 Rounds.

Chapter 8

M60 MACHINE GUN

REFERENCE: TM 9-1005-224-10, DTD: 11 MAY 90

1. What is the main field manual for the use of the M60 Machine Gun?
Field Manual 23-67.
2. What are the rates of fire for the M60?
 - a. Sustained - 100 RPM
 - b. Rapid - 200 RPM
 - c. Cyclic - 550 RPM.
3. How often should the barrel be changed on the M60?
 - a. Sustained - every 10 minutes
 - b. Rapid - every 2 minutes
 - c. Cyclic - every minute.
4. In what situation is the M60 placed on a tripod?
In the defensive role.
5. What is the maximum effective range of the M60?
1100 meters or as far as the gunner can see to effectively engage the target.
6. What are the eight (8) major groups of the M60?
 - a. Barrel
 - b. Trigger Mechanism
 - c. Stock
 - d. Forearm Assembly
 - e. Feed Tray
 - f. Buffer
 - g. Operating Rod
 - h. Bolt and Receiver
7. What is the weight of the M60 MG?
It is approximately 10.4 KG (23 lbs).
8. What types of ammunition are available for the M60 MG?
The 7.62mm Ball, tracer, armor piercing, blank, and dummy. Ammunition is packed in 100 round bandoleers each weighting approximately 2.9 KG (6.5 lbs).
9. What is the maximum range of the M60 MG?
3,725 meters.
10. What is the maximum range at which a .5 probability of hit is achievable when firing a 6 to 9 round burst?

Chapter 8

- (1) Moving point target, bipod: 200 meters
- (2) Point target, bipod or tripod: 600 meters
- (3) Area target, bipod: 800 meters
- (4) Area target, tripod: 1,100 meters

11. In general disassembly the eight major groups of the M60 are?

- a. Barrel.
- b. Trigger-Mechanism group.
- c. Stock group.
- d. Forearm assembly group.
- e. Cover, Feed Tray, and Hanger group.
- f. Buffer and Operating-Rod group.
- g. Bolt group.
- h. Receiver group.

12. You are the gunner on a M60 MG and your M60 fails to fire. What would the probable causes be?

Faulty ammunition, broken or damaged firing pin, firing pin spring, defective trigger, or broken or deformed sear plunger and/or spring.

13. Function check must be made to insure that the M60 is correctly assembled. What is the proper function check for the M60?

- a. Place the safety on fire
- b. Pull the cocking handle to the rear, cocking the M60
- c. Close the cover; place the safety on safe and pull the trigger (should not fire)
- d. Place the safety on fire and pull the trigger while holding the cocking handle to allow the bolt to ease forward
- e. Move safety to safe.

14. The gun and mount will be destroyed only on the authority of the unit commander, in accordance with orders or policy. What steps should you take and in what order should the destruction be?

- a. Bolt
- b. Buffer and operating-rod group
- c. Barrels
- d. Sights - rear and front
- e. Mounts

15. What is grazing fire?

Grazing fire is when the center of the cone of fire does not rise more than 1 meter above the ground. When firing over level or uniformly sloping terrain, a maximum of 600 meters of grazing fire can be obtained.

16. How many classes of fire are there with respect to the ground, the target and the gun and what are the classes of fire?

- Twelve:
- (1) Grazing fire.
 - (2) Plunging fire.
 - (3) Frontal fire.
 - (4) Flanking fire.
 - (5) Oblique fire.

Chapter 8

- (6) Enfilade fire.
- (7) Fixed fire.
- (8) Traversing fire.
- (9) Searching fire.
- (10) Traversing and Searching fire.
- (11) Swinging Traverse fire.
- (12) Free gunfire.

17. What are the five (5) most common methods of fire control for the M60?
- a. Oral
 - b. Arm-and-Hand signals
 - c. Prearranged signals
 - d. Personal contact
 - e. Standing Operating Procedures

Chapter 8

TOW REFERENCE: FM 23-34, DTD: 17 AUG 94

1. What does TOW stand for?

Tube launched, Optically tracked, Wire command link guided missile.

2. What is the maximum effective range and the minimum range of the TOW?

The maximum range is 3750 meters and the minimum is 65 meters.

3. What is the TOW missile's time of flight to its maximum range?

22 seconds.

Chapter 8

M203 GRENADE LAUNCHER REFERENCE: FM 23-31, DTD: 20 SEP 94

1. What is the description of the M203 Grenade Launcher?

The M203 Grenade Launcher is a lightweight, breach loaded, pump action barrel, single shot; shoulder fired weapon attached to the M16A1 or M16A2 Rifle.

2. What is the weight of the M203?

3.0 lbs. unattached.
11 lbs loaded including the M16A1.

3. What is the maximum effective range of the M203?

Area Target 350 meters
Point Target 150 meters

4. What size ammunition does the M203 use?

The ammunition used in the M203 is a 40mm round.

5. What are the four major components that make up the M203?

- a. Quadrant sight assembly
- b. Barrel assembly
- c. Receiver assembly
- d. Hand guard and leaf sight assembly.

6. What three assemblies are you authorized to remove in disassembly of the M203?

Quadrant sight assembly, Barrel assembly, Handguard and leaf sight assembly.

7. How must you maintain the M203 in varying climates?

- a. Arctic Weather - Keep weapons free of moisture and lubricate with CLP.
- b. Desert (hot and dry) - Clean daily, keep free of dirt and sand and lubricate frequently with a very light coat of CLP.
- c. Jungle (humid/salt air) - Keep weapon free of moisture and rust and lubricate frequently with a heavy coat of CLP.
- d. Normal - Keep weapon cleaned and oiled at all times using light coats of CLP.

8. What is the maximum range of the M203?

400 meters.

9. What does LSA mean?

Lubricant, semi-fluid, automatic.

Chapter 8

10. What do the letters LAW mean in reference to weapons cleaning?

Lubricant, Arctic weather.

11. How do you clear the M203 and put it on safe?

- a. Try to place the weapon on safe.
- b. Depress barrel latch and slide barrel forward.
- c. Inspect breach end of barrel.
- d. Close barrel.
- e. Place safety on safe.

12. How do you load the M203?

- a. Try to place the M203 and the M16A1 or M16A2 on safe.
- b. Depress barrel latch and slide barrel forward.
- c. Insert 40mm round or casing into breach end of barrel.
- d. Close the barrel.
- e. Place M203 on safe.

13. How do you unload the M203?

- a. Check to see if M203 is on safe.
- b. Depress barrel latch and slide barrel forward.
- c. Catch 40mm round as it leaves the barrel. Do not drop 40mm round.
- d. Close the barrel.
- e. Place the M203 on safe.

14. What are the four steps for immediate action for the M203?

- a. Wait 30 seconds with weapon pointed at target.
- b. Unload the weapon.
- c. Reload the weapon with a new round.
- d. Attempt to fire.

15. What types of ammunition can be fired from the M203?

- a. Training Practice
- b. High Explosive
- c. Dual Purpose
- d. Chemical, Smoke
- e. Bounding
- f. Fragmentation
- g. Multiple Projectile or Buck Shot
- h. White Star
- i. Parachute

16. What are the two (2) common malfunctions of the M203 and corrective actions for each?

- a. Failure to cock - Turn in to armorer.
- c. Failure to lock - Clean with armorer supervision.
- d. Failure to extract - Tap out with cleaning rod.

Chapter 8

SQUAD AUTOMATIC WEAPON (SAW) REFERENCE: FM 23-14, DTD: 26 JAN 94

1. What is the rapid rate of fire for the SAW?
200 RPM.
2. What is the length of the SAW?
40.87 inches.
3. What are the two classes of fire with respect to the ground?
Grazing/Plunging
4. Moving the windage knob one click at a range of 10 meters moves the strike of the round how many centimeters?
.5 cm
5. What is a P.D.F.?
Principal Direction of Fire.
6. What FM covers the SAW?
FM 23-14
7. What is the only lubricant used on the SAW?
CLP
8. What is the cyclic rate of fire for the SAW?
850 RPM
9. What is the sustained rate of fire for the SAW?
85 RPM, in bursts of three rounds
10. If the SAW stops firing immediate action should be taken within how many seconds?
10 seconds
11. What is the maximum score a gunner can receive on qualification?
106 hits
12. What operator manual covers the operator's maintenance of the SAW?
TM 9-1005-201-10
13. The SAW has a maximum range of how many meters?
3600

Chapter 8

14. What is the path of the bullet in flight called?

Trajectory

15. What is the basic load for the gunner?

600 rounds

16. What are the two more common malfunctions of the SAW?

Sluggish operation and uncontrolled fire (runaway gun).

17. Moving the windage knob forward moves the strike of the round which direction?

Right.

19. Rotating the peep sight clockwise moves the strike of the round which direction?

Down.

20. Large shot groups are usually caused by what?

Incorrect position and grip.

21. What is the difference between immediate action and remedial action?

Immediate action you don't look for the cause & remedial you do.

22. What is the purpose of fire commands?

To deliver effective fire on a target quickly & without confusion.

23. How many rounds do you fire in a burst?

5 to 7, FM 3-5 when field zeroing.

Chapter 8

NBC
REFERENCES: FM 3-3, DTD: 29 SEP 94, FM 3-4 DTD: 29 MAY 92, FM 3-5,
DTD: 28 JUL 00, FM 3-7, DTD: 3 NOV 86 AND FM 3-100, DTD: 8 MAY 96

1. What are the four (4) steps of masking?
 - a. Stop breathing.
 - b. Put on, clear, and check the mask.
 - c. Give the alarm.
 - d. Continue the mission.

2. Who gives the order to unmask?

The immediate commander.

3. What is the last item to be removed before entering the shower in the Decon chamber?

M17 protective mask.

4. What type of attack does the M8Al alarm warn you of?

Chemical.

5. Who operates the survey meter?

Specially trained personnel.

6. What is nuclear warfare?

The use of nuclear weapons against men and material to produce casualties and cause destruction.

7. What is "FALL OUT"?

The falling out of radioactive dust particles from the nuclear cloud.

8. What are the three (3) basic routes which biological agents may take to enter the body?
 - a. The respiratory tract
 - b. A break in the skin
 - c. The digestive tract.

9. What are the probable methods of delivering biological agents?
 - a. Aerial bomblets
 - b. aircraft spray
 - c. bomblets from missiles
 - d. Covert sabotage
 - e. Rockets
 - f. Vectors.

Chapter 8

10. What are the first symptoms of a nerve agent?

Runny nose, tightness of the chest, difficult breathing, excessive sweating, drooling, nausea, vomiting, dimness of vision, pinpointing of the pupils of the eyes, convulsions, and death.
11. What are the symptoms of choking agents?
 - a. Coughing
 - b. Choking
 - c. Tightness of the chest
 - d. Nausea
 - e. Headache
 - f. Watering of the eyes.
12. What are the symptoms of a blood agent?

Convulsions, and coma.
13. What are the symptoms of a blister agent?
 - a. Searing of the eyes
 - b. Stinging of the skin
 - c. Irritation of eyes and nose.
14. The body possesses several defenses against biological agents. What are they?

Physical barriers, natural and acquired immunities.
15. How can personnel decontaminate themselves after a biological attack?

By showering with soap and hot water; germicidal soaps should be used if available. Clothing should be washed in hot soapy water.
16. What is the first aid for nerve agents?

Injection of nerve agent antidote and artificial respiration.
17. What is the M13 kit used for?

Limited decontamination of an individual's clothing and equipment.
18. How long must a soldier wait before giving himself the second nerve agent antidote injection?

10-15 minutes.
19. What is the first aid for White Phosphorous?

Smother the flame by submerging in water or by dousing the WP with water. Urine, a wet cloth, or mud can be used. Copper sulfate pads if available, can be wet and put over the burning WP.
20. How can chemical and biological agents enter the body?

Through your eyes, nose, mouth and skin.

Chapter 8

21. What is a NBC marker?

They are right-angled isosceles triangles with a base of approximately 11 ½ inches and sides of about 8 inches. They designate a contaminated area.

22. Name the five (5) types of NBC agents.

- a. Biological
- b. Blister
- c. Blood
- d. Choking, Nerve.

23. Name four (4) instances when you should mask without alarm or command.

- a. When under attack by aircraft spray.
- b. When smoke of unknown source is present.
- c. When an NBC attack is suspected.
- d. When a suspicious odor or liquid is present.

24. What are the four (4) different types of particles produced by radiation?

- a. Alpha particles
- b. Beta particles
- c. Gamma rays
- d. Free neutrons

25. What are the three (3) types of nuclear explosions?

- a. Airburst - when the fireball does not touch the earth
- b. Surface burst - when the fireball touches the surface of the earth
- c. Subsurface burst - when the fireball is below the surface of the ground or water.

26. Name three (3) ways to decontaminate.

- a. Removing
- b. Neutralizing
- c. Destroying.

Chapter 9

GUARD DUTY

REFERENCE: FM 22-6, DTD: 17 SEP 71, CH1 15 JAN 75

1. What is a military guard?

An individual responsible to keep watch over, protect, shield defend, warn, or any duties prescribed by general orders and or special orders.

2. What is the definition of challenge and the phraseology used?

Any process carried out by one unit or person with the object of ascertaining the friendly or hostile character or identity of another. "Halt, who is there?"

3. Checking a countersign is referred to as?

Parole.

4. What are the two (2) types of guard duty?

- a. Interior guard
- b. Exterior guard.

5. By what two (2) types of orders is a guard on a post governed by? Name them.

- a. General Orders - outlines fundamental responsibilities and apply to all guard posts.
- b. Special Orders - instruct him in the actual performance of his duty and apply to a particular guard post.

6. What are your three (3) general orders?

- a. I will guard everything within the limits of my post and quit my post only when properly relieved.
- b. I will obey my special orders and perform all my duties in a military manner.
- c. I will report violations of my special orders, emergencies, and anything not covered in my instructions to the commander of the relief.

7. What is the purpose of a special guard?

To protect vehicles, buildings, equipment, supplies, and other property not protected by the main guard.

8. Who is entitled to use parole words?

It is a secret word imparted only to commanders and members of the guard, and those entitled to it.

9. What is the guard's response to a parole word?

The guard replies with both parts (the challenge and the password) of the countersign.

Chapter 9

10. What are countersigns and parole words used for on guard duty?
- Countersigns are a challenge and response in pre-selected code word; a parole word is a code word that identifies a person authorized to inspect the guard.
11. What is the maximum punishment for compromise of a parole word or countersign?
- Death.
12. Does a sentinel with a raised pistol salute after challenging?
- No. He stands at raised pistol.
13. May a guard leave his post to investigate or apprehend person(s) involved in a disorder on or near his post?
- No.
14. List in order the chain of command of guard duty.
- Sentinel (Guard)
 - Commander of the Relief
 - Sergeant of the Guard
 - Commander of the Guard
 - Officer of the Day
 - Field Officer of the Day
15. How many relief's compose a guard?
- Three (3).
16. Who within the composition of the guard assigns posts to the guards?
- Commander of the relief.
17. What are the three purposes if interior guard?
- To preserve order, protect property, and enforce military regulations.
18. What two main qualifications must a soldier have before being eligible for guard duty?
- He must know his general orders and be qualified with his individual weapon if it is being used for guard.
19. Who inspects the guard?
- The Officer of the Day (OD) or Sergeant of the Guard, when an OD is not appointed.
20. What disciplinary actions can be handed out to an individual who is caught sleeping on guard duty?
- Sleeping on guard duty can be punishable by court martial.

Chapter 9

21. If you find an irresponsible guard on post, what should your action be?

Notify the commander of the guard or NCO of the guard and stay on the post until a qualified guard is posted.

22. What ranks is normally assigned to posts?

Privates and Specialists are normally assigned posts. NCOs may be assigned posts at the discretion of the Commanding Officer.

23. What is interior guard?

A guard or guard force which is detailed to protect property and enforce specific military regulations within the confines of the installation. Interior guard applies to posts both inside and outside of building located on the installation.

24. Define exterior guard.

Exterior guard is not as formal and restricted as interior guard is. Exterior guard usually performs their duties outside the limits of the installation such as in combat and field training areas and consists of lookouts, listening posts, outposts, specially designated patrols, and other guards in combat zones and field training areas.

25. Does a sentry or guard salute indoors?

Yes.

26. Under what conditions may a guard use deadly force?

- a. For self-defense in the event of imminent danger or death or serious bodily harm.
- b. To prevent the actual theft or destruction of property designated for protection.

27. What is meant by the hours of challenging?

It means the hours of darkness and during the hours of poor visibility (fog, heavy, rain, etc)

Chapter 9

LAND NAVIGATION REFERENCE: FM 21-26, DTD:

1. What are the basic colors on a map and what do they stand for?

- a. Blue-water
- b. Red-roads
- c. Black-man made objects
- d. Green-vegetation
- e. Brown-contour lines.

2. Land navigation demands application of what two basic rules?

- a. Begin from a known point both on the ground.
- b. The map a orient the map to the ground and keep it oriented throughout the movement.

3. What is intersection?

Locating a distant or inaccessible feature on the map by shooting an azimuth from two known points towards this object. Where the lines cross the map is the location of the object.

4. What is resection?

A method of locating one's position on the map. Take azimuth readings to distant points on the ground that can be identified on the map, convert to back azimuth and grid azimuth and draw these azimuth lines from the known points on the maps, where these lines intersect is your location.

5. What is a polar coordinate?

This is the method of plotting or locating an unknown point using an azimuth and distance from a known starting point.

6. What is a map overlay?

A map substitute, a piece of transparent plastic placed on a given map with certain items traced on them, reference grids drawn, name, date, or scale indicated used in conjunction with a map which does not already contain the overlay information.

7. What are the three elements necessary for a land navigation process known as dead reckoning?

- a. Known starting point
- b. Known distance
- c. Known azimuth.

8. What is a meant by declination?

The angular distance between any of the three north directions as indicated on the map.

Chapter 9

9. What is a map?

A map is a graphic representation of the earth's surface drawn to scale as seen from above.

10. What is the definition of scale?

The scale of a map is expressed as a fraction and gives the ratio of a map distance to ground distance.

11. Through what city does the prime meridian on American and British maps run?

Greenwich, England (this is the reason the prime meridian is sometimes referred to as the Greenwich meridian).

12. What is longitude?

It is the distance east or west of the prime meridian to a point not exceeding 180 degrees.

13. What is the graphic (bar) scale on a map used for?

A graphic scale is a ruler printed on the map on which distances on the map may be measured as a representation of actual ground distances.

14. How is a back azimuth obtained?

To obtain a back azimuth from an azimuth, add 180 degrees if the azimuth is 180 degrees or less, or subtract 180 degrees if the azimuth is more than 180 degrees.

15. When is a map considered oriented?

When it is in a horizontal position with its north and south corresponding to the north and south on the ground.

16. What are the different scales of a map and what are their ratios?

- a. Small-1/600,000 and below.
- b. Medium-Between 1/600,000 and 1/75,000.
- c. Large-1/75,000 and over.

17. What are the eight terrain features?

- a. Hilltop
- b. Ridge
- c. Valley
- d. Saddle
- e. Depression
- f. Draw
- g. Spur
- h. Cliff

18. What is an azimuth?

It is a direction measured in degrees from a baseline.

Chapter 9

19. Four general rules should be used when utilizing a compass. What are they?
- Keep away from metal objects and high tension wires.
 - Keep closed when not in use.
 - Set initial azimuth if compass is to be used in darkness:
 - Handle with care.
20. How many mils are there in a compass?
- 6,400 mils.
21. What does one click of the bezel ring on the lensatic compass equal in degrees?
- 3 degrees/5 mils.
22. What do contour lines indicate?
- They represent the elevation and relief of terrain features.
23. What are the two methods of orienting a map?
- By aligning the map with prominent landmarks and by using the compass.
24. What is the most important part of the compass to check during the inspection?
- Floating dial.

Chapter 9

CODE OF CONDUCT

1. I am an American fighting soldier. I serve in the forces, which guard my country and our way of life. I am prepared to give my life in their defense.
2. I will never surrender of my own free will. If in command, I will never surrender my men while they still have the means to resist.
3. If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.
4. If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action, which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.
5. When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.
6. I will never forget that I am an American fighting soldier, responsible for my actions, and dedicated to the principles, which made my country free. I will trust in my God and in the United States of America.

Chapter 9

CODE OF CONDUCT AND SURVIVAL, EVASION, RESISTANCE AND ESCAPE TRAINING (SERE)

REFERENCES: TC 27-12, DTD: 10 DEC 85, AR 350-30, DTD: 10 DEC 85

1. How many articles are there in the Code of Conduct?

Six (6)

2. When does a soldier surrender?

Never, while he still has the means to resist.

3. When captured, what should you do?

- a. Continue to resist
- b. Try to escape
- c. Aid others to escape

4. What is parole?

A prisoner's promise not to escape.

5. What favors can you expect from the enemy?

None.

6. Can you ever accept command of POWs in a camp?

Yes, if you are the senior NCO or officer.

7. What is the Geneva Convention?

The Geneva Convention is a treaty agreed upon by one or more nations for the protection and conduct of the prisoner of war and consists of 25 sections.

8. What information must one give if captured?

- a. Name
- b. Rank
- c. Service number
- d. Date of birth.

9. What is the main purpose of the Geneva Convention?

In general, COC rules provide that prisoners of war must be treated humanely. It specifically forbids violence to life and person, cruel treatment and torture, outrages on personal dignity, and in particular, humiliating and degrading treatment.

10. Can a prisoner worship as he pleases under the Geneva Convention Rules?

Yes.

11. What are prisoners searched for?

Hidden weapons and documents of intelligence value.

Chapter 9

12. Prisoners should be separated into what groups?
- NCOs
 - Officers
 - Enlisted personnel
 - Civilians
 - Females.
13. A good way to remember what you should do if you capture a prisoner is to use the 5-S Rule. What are the 5-Ss?
- Search
 - Segregate
 - Silence
 - Speed
 - Safeguard.
14. What is the legal authority supporting the Code of Conduct?
- The Uniform Code of Military Justice (UCMJ).
15. When is the initial training of the Code of Conduct given to a new soldier?
- Upon entry into the United States Army
16. What is the main purpose of the Code of Conduct regulation?
- It sets forth the responsibilities, policies, and procedures for the United States military personnel who are detained, captured, or taken hostage during peacetime.
17. What is one of the most important ways that a POW can aid one another?
- By maintaining communication
18. What are the three levels of Code of Conduct?
- Level A- initial entry level training
- Level B- Officer and enlisted personnel or any military occupation that is operating forward of the division rear boundary and up to the forward line of own troops
- Level C-soldiers whose wartime position, MOS, or assignment has a high risk of capture and whose position, rank or seniority make them vulnerable to greater than average exploitation efforts by a captor.
19. Where will Code of Conduct training be annotated in a soldier's personnel record?
- ERB or DA Form 2-1
20. What is meant by the "barbed wire" syndrome?
- Secure facilities and experienced guard systems, usually located far from friendly forces, debilitated physical condition of prisoners; psychological factors that reduce escape motivation.

Chapter 9

COMBAT INTELLIGENCE REFERENCE: FM 21-75, DTD: 3 AUG 84

1. The key word for reporting intelligence information is what?

SALUTE.

2. What do the letters “S A L U T E stand for?

S- Size
A-Activity
L- Location
U-Unit
T-Time
E-Equipment

3. Counterintelligence in combat includes what measures and actions?
 - a. DENY - the enemy information of our plans, intentions, and activities.
 - b. DETECT - the enemy efforts to obtain information.
 - c. DECEIVE - the enemy as to our true plans and intentions.

4. If you are on a reconnaissance patrol, what is your primary mission?

To gather and report information on enemy activities and information.

5. It is important that your reports of enemy activity be what?

Be accurate, thorough, and timely.

6. When can combat intelligence be gathered by the individual soldier?

- a. When manning an observation post.
- b. When a member of a patrol.

7. Who is the commander’s best intelligence source?

The soldier.

8. What is Combat Intelligence?

It is the knowledge of the enemy, weather, and terrain, which is used to plan and conduct combat operations.

9. The combat soldier can provide intelligence on what three (3) things?

- a. Enemy personnel captured or observed.
- b. Enemy documents captured or found.
- c. Enemy weapons and equipment captured or found.

Chapter 9

10. When you observe, what five things do you look for?
- WHO - did you see.
 - WHAT - was he doing?
 - WHEN - did you see it?
 - WHERE - did it happen?
 - WHERE - were you?
11. What staff section at battalion or higher level is responsible for combat intelligence?
- S2/G2 or DSCINT at MACOM level.
12. What do you do when as a command post guard, a colonel whom you do not know orders you to let him in the CP?
- Request his ID card and check it against the access roster.
13. What do you do when you are in the field on a FTX and realize that you have lost your CEOI?
- Make a quick, thorough search, and if you don't find it, immediately tell your supervisor.
14. Name the counterintelligence measures that the individual soldier practices in the field?
- Camouflage and concealment.
 - Challenge and password.
 - Proper radio procedures.
 - Noise and light discipline.
 - Field sanitation.
15. What do the letters "O C O K A" stands for?
- O** – Observation
C - Cover and concealment
O - Obstacles
K - (Key) terrain features
A - Avenues of approach and withdrawal

Chapter 9

COMBAT TRAINING/TACTICS REFERENCES: FM 21-75, DTD: 3 AUG 84

1. What are the purposes of camouflage, cover, and concealment?

To deny the enemy ground or air observation of your unit, equipment and position, and to deny enemy intelligence the knowledge of your presence, positions, units and equipment.

2. What is cover?

Protection from bullets and fragments of exploding rounds, flame nuclear effects, and biological and chemical agents.

3. What is concealment?

Anything that hides you or your position from enemy observation.

4. What are the seven (7) basic factors of recognition in camouflaging your equipment?

- a. Position
- b. Shadow
- c. Shine
- d. Shape
- e. Movement
- f. Dispersion
- g. Color.

5. What is meant by camouflage?

Measures taken to conceal yourself, your equipment, or your position from enemy observation.

6. How do you camouflage your clothes and LBV?

Clothes, LBV and other weapons and equipment will have outlines altered by irregular patterns added to blend with predominant color of the background in the area.

7. What are three (3) types of barbed wire emplacements used in defensive positions?

Protective - used to protect your position.
Supplemental - used to confuse the enemy.
Tactical - used to channel the enemy into your fields of fire.

8. By regulation, when are you required to wear your identification tags (dog-tags)?

- a. When in the field or engaged in field training.
- b. When traveling in aircraft.
- c. Required for mandatory wear outside CONUS, except in Alaska and Hawaii.

Chapter 9

9. There are two (2) types of cover and concealment. What are the two (2) types?
- Natural Cover - logs, trees, stumps, ravines, and hollows.
 - Artificial Cover - fighting positions, rubble, and craters.

10. What are the three standard colors for the camouflage face paint sticks?

- Loam and light green - for use by all troops in areas with green vegetation.
- Sand and light green - for use by all troops in areas lacking green vegetation.
- Loam and white - for use by all troops in snow covered terrain.

11. What are the slits in a Kevlar helmet cover used for?

Insertion of natural material, i.e., twigs, leaves, etc.

12. What are the three (3) fundamental methods of concealment for installation and activities?

- Hiding
- Blending
- Disguising.

13. What are field fortifications?

Temporary emplacements or shelters that provide protection from nuclear or conventional fire.

14. What is evasion?

Evasion is the action you take to stay out of the hands of the enemy when separated from your unit and in an enemy area.

15. What is escape?

Escape is the action taken to get away from the enemy if captured.

16. What do we mean by observation post?

A fixed location from which observation is made of a particular piece of terrain.

17. Give are examples of natural cover.

- Ravines
- Hollows
- Reverse slopes
- Rock formations.

18. There are seven (7) major individual protective measures. Name them.

- Alter familiar objects.
- Avoid unnecessary movement.
- Expose nothing that shines.
- Keep off the skyline.
- Keep quiet.

Chapter 9

- f. Stay low to observe.
- g. Use all available concealment.

19. Why must you be careful when you use mud or dirt to dull the shiny surfaces of your weapon?

If you are not careful to keep the working parts clean, your weapon will not function properly.

20. What could be used in the absence of issue-type face paint sticks when they are not available for camouflage of the face?

- a. Burnt cork
- b. Charcoal
- c. Mud.

21. What is the purpose of scanning, and what is the proper method to use?

It is using off-center vision to observe an area or an object. Move your eyes in short, abrupt, irregular movements over and around your target, but do not look directly at it.

22. While preparing a defensive position, one soldier of the group should be designated to do what, while others of the group are working?

One soldier should be responsible for providing security.

23. When constructing a shelter tent, what things could be used for padding on the ground to insulate against cold and dampness?

Cover the floor with a poncho or whatever vegetation can be found, such as grass, hay, or branches.

24. When is the best time to attempt to escape?

Within the first two (2) hours of capture: as soon as possible after you are captured.

25. What should you do with the dirt you remove from a fighting position?

Displace it to the rear of the position and camouflage it.

26. What is a field of fire?

That area assigned a soldier to cover with fire from his weapon.

27. What is the purpose of a reconnaissance patrol?

Reconnaissance patrols provide the commander with timely accurate information of the enemy and the terrain he controls. This information is vital in making tactical decisions.

28. Name the three (3) over watch formations.

- a. Traveling
- b. Traveling over watch
- c. Bounding over watch.

Chapter 9

29. What is the difference between fire and movement, and fire and maneuver?
- Fire and Movement: pertains to individual rushes and movement under fire.
 - Fire and Maneuver: pertains to one element (squad/platoon, etc.) laying down a base of fire while another element maneuvers to attack.
30. What is the normal distance between personnel on a tactical road march, day or night?
- Day - 2 to 5 meters
 - Night - 1 to 3 meters.
31. Why is noise and light discipline so important during a combat mission?
- It prevents the enemy from discovering or pinpointing your position.
32. What is STANO?
- S**urveillance, **T**arget **A**cquisition, and **N**ight **O**bservation. Any device or technique used to detect enemy or friendly activity during periods of limited visibility.
33. What are the four stages in the development of a field site?
- Planning
 - Occupation
 - Maintenance
 - Evacuation

Chapter 9

SURVIVAL, EVASION, AND ESCAPE **REFERENCE: FM 21-76, DTD: 5 JUN 92**

1. What should you do to polluted water before drinking it?

Boil it, add charcoal from the fire to remove the odors and let it stand for 45 minutes before drinking.

2. What are the two (2) types of evasion and define each?

a. Short Range - Evasion that takes place in or near the forward combat zone when return to friendly control can be accomplished within a matter of hours or days. The evader has adequate food and clothing and is oriented as to direction, distance, and terrain.

b. Long Range - The evader must travel over completely foreign terrain for extended periods of time with little or no food or equipment.

3. Would it be appropriate for an evader to disguise himself in civilian clothing?

Yes, however, retain some type of military ID such as ID tags or ID card.

4. While hiding in a wooded area, you notice that the surrounding vegetation is unseasonably discolored. What would this indicate to you?

Chemically contaminated wooded area.

5. What is a "blood chit"?

A small rayon American flag bearing an inscription in several languages that identifies the bearer as a member of the U.S. military forces and promises a reward for that person's return to U.S. control.

6. What is a good way to make your captors give you a bath and allow you to wash your clothes?

Tell your guards you have lice. Whether it's true or not, their fear of an outbreak of louse borne disease among the civilian population may prompt them to allow it.

7. While being interrogated, should you look the interrogator directly in the eye?

No, this may reveal information without a direct answer. Pick out a spot between the interrogator's eyes or on his forehead and concentrate on it.

8. What three (3) ways does an enemy use to indoctrinate you while you are a prisoner?

- a. Repetition
- b. Harassment
- c. Humiliation.

Chapter 9

9. At what time does Article 29, IV Hague Convention, state that a soldier can be considered a spy?

Only when acting clandestinely he tries to obtain information about the enemy's area of operations with the intention of communicating it to or returning with the information to his parent organization.

10. What is your greatest need in a survival situation?

Water.

11. What is the minimum amount of water the body requires, even in cold weather?

Two (2) quarts a day.

12. Survival time is increased or decreased according to your ability to build a fire. What is the importance of this?

Fire is needed for warmth, keeping dry, signaling, cooking, and purifying water by boiling.

13. What is the first defense against disease germs in maintaining your health and hygiene?

Body cleanliness.

14. What are the symptoms of severe dehydration?

- a. Dizziness
- b. Headache
- c. Difficulty in breathing
- d. Tingling in the arms and legs
- e. Dry mouth
- f. Speech indistinct
- g. Body turning bluish color
- h. Inability to walk

15. When you become separated from your unit in enemy territory, what are the three major problems?

- a. Evading the enemy.
- b. Survival.
- c. Returning to friendly territory.

16. What is survival?

Living through a period of hardship, while evading capture or while a prisoner of war.

17. What is evasion?

Action taken while separated from your unit to avoid capture and rejoin your friendly forces.

Chapter 9

18. When captured, when should you attempt to escape?

As soon as possible.

19. Why should a soldier risk his/her life attempting to escape?

Duty as a soldier, contribution to war efforts, escape attempts require additional enemy personnel.

20. Officers and enlisted members are segregated in POW camps for what reason?

To prevent organizing.

21. Where would you put a snare to trap small animals?

Look for tracks or trails and build the trap near that area.

22. If separated from you unit, you have a choice to do what?

- a. Continue the mission, if you have the capability.
- b. Defending your present position.
- c. Breakout or evasion.

23. What do the letters of the key word **SURVIVAL** mean?

- S**- Size up the situation.
- U**- Undue haste makes waste.
- R**- Remember where you are.
- V**- Vanquish fears and panics.
- I**- Improvise.
- V**- Value living.
- A**- Act like a native.
- L**- Learn basic skills.

24. What is escape?

Action taken to get away from enemy forces if captured.

Chapter 9

ARCTIC SURVIVAL REFERENCE: FM 21-76 AND TC 21-3 DTD: 5 JUN 92

1. What is the wind chill?

Wind Chill is the effect of moving air on exposed skin.

2. What does the keyword **COLD** represent?

C - Keep clothing clean.
O - Avoid overheating.
L - Wear clothing loose and in layers.
D - Keep clothing dry.

3. What is hypothermia?

The lowering of the body's temperature at a rate faster than the body can produce heat

4. What is frostbite and what are the two levels of frostbite?

- a. Freezing of body tissue.
- b. Light frostbite.
- c. Deep frostbite.

5. How deep should the snow be for the site of a snow cave?

About three (3) meters.

6. What are the four (4) requirements for survival in the arctic?

- a. Food
- b. Water
- c. Shelter
- d. Heat.

7. Name three (3) of the (6) most common health hazards in the arctic.

- a. Cold Diuresis (an increased excretion of urine.)
- b. Constipation
- c. Dehydration
- e. Snow Blindness
- f. Sunburn
- g. Trench and Immersion Foot

8. What areas of the skin are the most vulnerable to frostbite?

- a. Face
- b. Ears
- c. Hands
- d. Feet

Chapter 9

9. Name 5 types of Arctic Shelters?
 - a. Snow Trench Shelter
 - b. Snow House or Igloo
 - c. Lean to Shelter
 - e. Tree Pit Shelter
 - f. Snow Block or Parachute Shelter

10. Some types of abundant fuels that can be used within the fire lines are?
 - a. Spruce Tree
 - b. Tamarack Tree
 - c. Birch Tree
 - d. Willow and Arder Tree

11. How long can a plastic spoon from a MRE burn?

About 10 minutes

12. What are the two most important factors in determining when and how you obtain water?

They are location and season of the year.

13. What are some of the plant foods that can be found in the arctic?
 - a. Bearberries
 - b. Cranberries
 - c. Crowberries
 - d. Dandelions
 - e. Eskimo potato
 - f. Fireweed

14. What materials can be used to make snowshoes if there are none available?
 - a. Willow
 - b. Strips of cloth
 - c. Leather
 - d. Suitable materials

Chapter 10

SAEDA
REFERENCE: AR 381-12, DTD: 15 JAN 93

1. What is SAEDA and what does it stand for?
Subversion and Espionage directed Against the US Army.
2. What does OPFOR mean?
Opposing Forces
3. The primary target of the enemy espionage is?
A soldier.
4. You are on leave in another country and become aware of a SAEDA incident, what should you do?
Report it to the nearest US Embassy/Consulate or Military Attaché.
5. What do you do if you are in a local bar and you are approached by a foreign national and he or she begins asking you questions about your unit's personnel, weapons, morale and officers?
Report the matter to the unit commander.
6. How often is SAEDA training of DA personnel required?
It is required training at least annually.
7. What is the goal of the SAEDA program?
To secure the assistance of every DA member in the deterrence of intelligence and terrorist threats to the Army.
8. What information will every soldier know?
What, When, Why, and Where to report information required by regulation.
9. What persons have been targeted by foreign intelligence, by virtue of their position?
Those who have access to sensitive compartmented, cryptographic, and special access program information.

Chapter 10

SECURITY

REFERENCES: AR 380-5, DTD: 29 SEP 00, AR 380-13, DTD: 13 SEP 74

1. During what month will all TOP SECRET documents in the custody of DA be reviewed?

All classified holdings will be reviewed during the month of April.

2. When is a foreign travel briefing required?

This briefing is required when a person will travel to or through a communist controlled country or will attend an international or professional meeting where it can be anticipated that representatives of communist controlled countries will be in attendance.

3. What is the classification of a security container combination?

The classification of the highest level of classified information stored in the container. For example, a combination to a container which is used to store SECRET material would be classified SECRET.

4. Who should be granted access to the classified information processed or started in your work section?

Only those personnel who are properly cleared and have a need-to-know. Need-to-know means that the individual must have access to the information in order to accomplish his/her mission or to assist in mission accomplishment.

5. Who is responsible for security?

Every individual is responsible for ensuring that proper security procedures are adhered to and enforced.

6. When do combinations to security containers have to be changed?

Once a year or whenever a person having knowledge of the combination is reassigned from the section or no longer has the need-to-know.

7. What activities are prohibited by AR 380-13?

Basically, this regulation prohibits the collection, processing, and storage of information on U.S. personnel and organizations that have no legitimate connection with DOD. Under certain circumstances, exceptions can be granted such as operations related to protection of U.S. Army personnel, functions, and property or operations related to civil disorder.

Chapter 10

8. What are the restrictions imposed on U.S. intelligence agencies by Executive Order 12036?

- a. Use of electronic surveillance directed against an U.S. citizen.
- b. Use of surreptitious electronic or mechanical devices to continuously monitor any person within the U.S. or any U.S. person abroad.
- c. Disallowed physical searches.
- d. Mail surveillance except in accordance with applicable statutes and regulations.
- e. Participation in any organization in the U.S. on behalf of any intelligence agency.
- f. Collection, dissemination, or storage of information concerning the activities of U.S. persons that is not available publicly.
- g. Obviously, there are exceptions to the above. However, permission must be obtained at high levels of the government and/or the DOD.

9. What forms will be displayed on security containers?

DA Form 727 and DA Form 672.

10. Why are AR 380-13 and the Executive Orders important?

They are designed to protect the rights of U.S. citizens. Further, all U.S. Army units are subject to inspection for compliance by the IG. All members of INSCOM are required to be knowledgeable of the provisions of these directives.

11. What security classifications does the Army use?

- a. CONFIDENTIAL
- b. SECRET
- c. TOP SECRET.

12. What actions would you take if you discover a classified document in your work area unprotected?

Notify your immediate supervisor immediately.

13. Destruction of a TOP SECRET document is recorded on what DA Form?

DA Form 3964, Classified Document Accountability Record.

Chapter 11

COMMUNICATIONS

TM 11-668, FM 24-18, DTD: 30 SEP 87 AND FM 21-75, DTD: 3 AUG 84

1. Is the PRC 77 an AM or FM Radio set?

It is a FM or frequency modulation set.

2. What are the two (2) different paths radio waves travel?

- a. Ground wave
- b. Sky wave

3. What does the term "Line of Sight" means when used with radio wave transmissions?

It means straight or direct from the transmitting antenna to the receiving antenna.

4. What are the (7) conventional military antennas

- a. Whip
- b. Loop
- c. Long wire
- d. Vertical half-rhombic
- e. Directional half-rhombic
- f. Ground plane
- g. OE 254

5. What are the (5) field expedient antennas.

- a. Center fed doublet
- b. End fed half-wave
- c. V antenna
- d. Jungle 292
- e. Patrol antenna

6. What are the (7) types of jamming you may encounter.

- a. Random noise
- b. Stepped tones
- c. Gulls
- d. Spark
- e. Wobbler
- f. Tone
- e. Pulse

7. What is the planning range for the PRC 77?

5-8 Kilometers.

8. What is the weight of the PRC 77?

24.7 lbs. w/batteries.

9. When describing line laying techniques what are the two (2) types?

Surface and overhead.

Chapter 11

10. What does the acronym MIJI stand for?

Meaconing, Intrusion, Jamming, and Interference.

11. What secure device is used with the PRC 77 radio?

KY-57

12. What does SINGARS stand for?

Single channel Ground and Airborne Radio

13. What is Frequency hopping Mean?

Transmitting and receiving on a list of frequencies in a predetermined order identified in the Hopset.

14. What is a Hopset?

The frequencies, placed in random order, which are authorized for use while in the frequency-hop mode.

15. How fast does the SINGARS hop?

Approximately 100 times a second.

16. What is a Net Identification (ID) Number?

The net ID is a number ranging from 001 to 999, that determines the start point within the frequency-hopping pattern.

17. What are the different modes a SINGAR can be operated in?

Single Channel (Secure and Non-secure) and frequency-hopping (Secure only) modes of operation

18. Are operators authorized to load un-cleared frequencies for test purposes within the confines of a military installation?

No, under no circumstances are operators authorized to load un-cleared (pirate) frequencies in any radio equipment

19. If an operator is caught using an un-cleared frequency, who is responsible for the fine imposed by the Federal Communications Commission?

The individual who loaded or knowingly used the unauthorized frequency will be responsible for the fine imposed, regardless of who directed the freq. be loaded

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