U.S. Army Board Study Guide

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U.S. Army Board Study Guide Table of Contents

Army Programs 5
ASAP - Army Substance Abuse Program 5
ACS - Army Community Service 7
ACES - Army Continuing Education Center 7
AER - Army Emergency Relief 9
Army Sexual Assault Prevention and Response Program 10
EO - Equal Opportunity 12
AFAP - Army Family Action Plan 15
ARC - Army Red Cross 16
Army Reenlistment / Retention Program 16
Army Safety Program 17
Army Sponsorship Program 18
QOLP - Army Quality of Life Program 18
BOSS – Better Opportunities for Single Soldiers 19
CHAMPUS / TRICARE 20
DEERS – Defense Enrollment Eligibility Reporting System 21
NCODP – Noncommissioned Officer Development Program 21
Weight Control 23
Physical Training 26
Weapons 29
M136 AT4 – Rocket Launcher 29
M16/A2 – 5.56 mm Semiautomatic Rifle 31
M4 – 5.56 mm Semiautomatic Rifle 35
M18A1 – Antipersonnel (Claymore) Mine 40
M2 - .50 Caliber Machine Gun 42
M203 – 40 mm Grenade Launcher 45
M240B – Machine Gun 47
M249 – Machine Gun 49
M60 – Machine Gun 51
M72 – Light Anti-Tank Weapon 53
M9 Pistol 55
M11 Pistol 57
MK19 – 40 mm Grenade Machine Gun 59
Hand Grenades 63
Awards and Decorations 67
Uniforms 73

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Army Green Service Uniform (Class A) *74*
Army Blue Service Uniform *76*
BDU - Battle Dress Uniform *78*
ACU - Army Combat Uniform *78*
IPFU – Improved Physical Fitness Uniform *80*
Chain of Command 82
Leadership 83
Counseling 88
NCO Duties, Responsibilities and Authority 92
NCO History 95
NCOER / ERS 97
Promotions and Reductions 101
Leaves and Passes 104
Military Justice 106
Code of Conduct 108
Geneva Convention 109
U.S. Constitution 111
Guard Duty 112
Army History 115
Customs and Courtesies 119
Drill and Ceremony 123
Flags 127
Battle Focused Training 130
Training The Force 137
The Army Plan 143
Land Navigation / Map Reading 145
First Aid 152
Chemical, Biological, Radiological, Nuclear 160
Field Sanitation 167
Physical Security 170
Security and Intelligence 172
Desert Operations 174
Survival 178
Camouflage, Concealment and Decoys 183
Maintenance 186
Communications 189
Supply Economy 192
Appendix A: Chain Of Command 194

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Appendix B: NCO Support Channel 195
Appendix C: Army History Timeline 196
Appendix D: Code of Conduct 198
Appendix E: General Orders 199
Appendix F: NCO Creed / Charge to the NCO 200
Appendix G: The Soldiers Creed 201
Appendix H: The Army Song 202
Appendix I: Board Prep Guide 203
Appendix J: Army Study Guide References 208
Appendix K: Notes 211

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Unless this study guide states otherwise, masculine nouns and pronouns do not refer exclusively to men.

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Army Programs

ASAP - Army Substance Abuse Program

☐ **What does ASAP stand for?**

Army Substance Abuse Program
(AR 600-85 Mar 2006)

☐ **What is the mission of ASAP?**

The ASAP's mission is to strengthen the overall fitness and effectiveness of the Army's total workforce and to enhance the combat readiness of its Soldiers.
(AR 600-85 Mar 2006 / 1-30 / PDF 19)

☐ **What are the objectives of ASAP?**

- Increase individual fitness and overall unit readiness.
- Provide services, which are adequate and responsive to the needs of the total workforce and emphasize alcohol and other drug abuse deterrence, prevention, education, and treatment.
- Implement alcohol and other drug risk reduction and prevention strategies that respond to potential problems before they jeopardize readiness, productivity, and careers.
- Restore to duty those substance-impaired Soldiers who have the potential for continued military service.
- Provide effective alcohol and other drug abuse prevention and education at all levels of command, and encourage commanders to provide alcohol and drug-free leisure activities.
- Ensure all military and civilian personnel assigned to ASAP staff are appropriately trained and experienced to accomplish their mission.
- Achieve maximum productivity and reduce absenteeism and attrition among DA civilian employees by reducing the effects of the abuse of alcohol and other drugs.
- Improve readiness by extending services to the total Army.
- Ensure quality customer service.

(AR 600-85 Mar 2006 / 1-30 / PDF 19)

☐ **What is meant by deglamorization of alcohol?**

Personnel will not promote any function glamorizing the use of alcohol through drinking contests, games, initiations, or the awarding of alcoholic beverages as prizes in contests.

☐ **What army Regulation covers ASAP?**

AR 600-85

☐ **Is ASAP participation mandatory for Individuals that are command referred?**

ASAP participation is mandatory for all Soldiers who are command referred. Failure to attend a mandatory counseling session may constitute a violation of Article 86 of the Uniform Code of Military Justice (UCMJ).
(AR 600-85 Mar 2006 / 1-31 / PDF 19)

☐ **What will happen to Soldiers who fail to participate in or fail to respond successfully to rehabilitation?**

Soldiers who fail to participate adequately in, or to respond successfully to, rehabilitation will be processed for administrative separation and not be provided another opportunity for rehabilitation except under the most extraordinary circumstances, as determined by the CD in consultation with the unit commander.
(AR 600-85 1-31 / Mar 2006 / PDF 19)

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☐ **What are the ways that Soldiers can be identified as having a substance abuse problem?**

- Voluntary (self-identification)
- Commander / Supervisor Identification
- Biochemical Identification
- Medical Identification
- Investigation and or Apprehension

(AR 600-85 / Mar 2006 3-1 / PDF 24)

☐ **What are the objectives of rehabilitation with ASAP?**

- Return Soldiers to full duty as soon as possible.
- Identify Soldiers who cannot be rehabilitated within the scope of this regulation and to advise their unit commanders.
- Assist and refer Soldiers who cannot be rehabilitated in the ASAP to a treatment facility in the vicinity where they reside after discharge from the Army.
- Help resolve alcohol and other drug abuse problems in the family, with the ultimate goal of enabling the Soldier to perform more effectively.

(AR 600-85 Mar 2006 / 4-2 / PDF 27)

☐ **What are the objectives of bio-chemical testing (also called a urinalysis)?**

The objectives of Army's Biochemical Testing Program are to:

- Deter Soldiers, including those members on initial entry on AD after enlistment or appointment, from abusing drugs (including illegal drugs, other illicit substances, and prescribed medication).
- Facilitate early identification of alcohol and/or other drug abuse.
- Enable commanders to assess the security, military fitness, good order and discipline of their units, and to use information obtained to take appropriate action (for example, UCMJ, administrative, or other actions, including referral to the ASAP counseling center for screening, evaluation, and possible treatment).
- Monitor rehabilitation of those enrolled for alcohol and/or other drug abuse.
- Collect data on the prevalence of alcohol and/or other drug abuse within the Army.

(AR 600-85 Mar 2006 / 8-1 / PDF 36)

☐ **Commanders may direct drug testing under what conditions?**

- Unit inspections. (either the entire or part of a unit)
- Search and seizures/probable cause.
- Competence for Duty.
- Rehabilitation.
- Mishap or Safety Inspection.
- Consent (*specimen may be provided voluntarily by a Soldier*).
- New Entrant.
- Medical.

(AR 600-85 Mar 2006 / 8-3 / PDF 37)

☐ **All ASAP referrals are accomplished by the Commander or 1SG using what form?**

Completing and signing the DA 8003 Referral Form.
(AR 600-85 Mar 2006 / 3-7 / PDF 26)

☐ **Can Soldiers that are enrolled in an ASAP rehabilitation program reenlist?**

Soldiers currently enrolled in the ASAP rehabilitation program are not allowed to reenlist. However, Soldiers who need additional service time to complete their enrollment may be extended for the number of months necessary to permit completion.
(AR 600-85 Mar 2006 / 5-6 / PDF 31)

☐ **Will Soldiers who are command referred to ASAP be flagged?**

Yes, IAW AR 600-8-2 (Suspension of Favorable Personnel Action (flags)).
(AR 600-85 Mar 2006 / 5-7 / PDF 31)

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ACS - Army Community Service

☐ **What Does ACS stand for?**
Army Community Service
(AR 608-1 Dec 2004)

☐ **What does the ACS symbol represent?**
The heart= giving, the cross= help, the gyroscope= stability
(AR 608-1 Dec 2004 / 3-10 / PDF 16)

☐ **What is the ACS mission statement?**
The mission of the ACS center is to—

- Facilitate commander's ability to provide comprehensive, coordinated, and responsive services that support readiness of soldiers, civilian employees and their families.
- Maximize technology and resources, adapt to unique installation requirements, eliminate duplication in service delivery, and measure service effectiveness.

(AR 608-1 Dec 2004 / 1-1 / PDF 9)

☐ **What Army regulation covers ACS?**
AR 608-1

☐ **How is ACS staffed for the most part?**
By volunteers

☐ **What is the motto of the ACS?**
Self-help, service and stability.
(AR 608-1 Dec 2004 / 3-10 / PDF 16)

☐ **Who qualifies for ACS?**
In the United States, the following personnel are eligible for ACS assistance:

- All active duty and retired military personnel and their family members, if otherwise eligible for services.
- Members of the Army National Guard and U.S. Army Reserve when on active duty and their family members, if otherwise eligible for services.
- Army appropriated fund (APF) and nonappropriated fund (NAF) employees and their family members, if otherwise eligible for services.
- Family members of prisoners of war or personnel missing in action, if otherwise eligible for services.
- Surviving family members of military personnel who died while on active duty, if otherwise eligible for services.

In overseas commands, the Commander will determine eligibility according to international treatise and agreements.
(AR 608-1 Dec 2004 / 1-7 / PDF 9)

☐ **What can you do to help out ACS?**
Donate Staple foodstuff to the food lockers, useable household goods, and volunteer your time.

ACES - Army Continuing Education Center

☐ **What regulation covers the ACES?**
AR 621-5

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☐ **What regulation covers Army Learning Centers?**
AR 621-6

☐ **What are the goals of ACES?**
- Develop confident, competent leaders.
- Support the enlistment, retention, and transition of soldiers.
- Provide self-development opportunities for soldiers and adult family members.
- Provide self-development opportunities for DACs.
- Provide self-development opportunities for DAC ACES professional and support staff.
(AR 621-5 Feb 2004 / 2-2 / PDF 12)

☐ **What does TABE stand for?**
Test of Adult Basic Education
(AR 621-5 Feb 2004 / 4-2 / PDF 17)

☐ **How much of your tuition does the tuition assistance grant pay?**
100%

☐ **Name some federal financial aid programs available to Soldiers through ACES**
- Pell Grant
- Perkins Loans
- Guaranteed Student Loans

☐ **What are some of the basic services offered by the Army Continuing Education Center?**
1. Basic Skills Education Program (BSEP)
2. Advanced Skills Education Program (ASEP)
3. High School Completion Program
4. Servicemembers Opportunity Colleges Associates Degree Program (SOCAD)
5. Veteran's Educational Assistance Program (VEAP)/Montgomery G. I. Bill (MGIB)
6. Skill Recognition Programs
7. Command Language Programs (Head start - Gateway)
8. Defense Activity for Non-Traditional Education Support (DANTES)
9. Education Counseling Services
10. Learning Resource Centers

☐ **What Soldier development programs does ACES provide?**
1. Functional Academic Skills Training (FAST).
2. High School Completion Program.
3. English-as-a-Second Language (ESL)
4. Mission-related Language (Head start and Gateway).
5. Mission-required Language.
6. MOS Improvement Training (MOSIT).
(AR 621-5 Feb 2004 / 4-1 / PDF 17)

☐ **What does DANTES stand for?**
Defense Activity for Non-Traditional Education Support
(AR 621-5 Feb 2004 / 3-5 / PDF 16)

☐ **What does DANTES do?**
DANTES provides standardized testing services free to military personnel. Family members and civilians may take DANTES tests but must pay for each test taken.

☐ **Soldiers with a GT score of less than 110 should be referred to what?**
BSEP - Soldiers with a GT less than 100 are normally automatically eligible. Soldiers with a GT between 100 and 110 may be command referred.

☐ **Soldiers who begin their active service after what date are eligible to receive the new GI Bill?**
July 1985, but they are required to pay $100 per month for the first 12 months

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☐ **What does SOC stand for?**
Service members Opportunity Colleges
(AR 621-5 Feb 2004 / 2-7 / PDF 14)

☐ **What does SOCAD stand for?**
Service members Opportunity College Army Degrees
(AR 621-5 Feb 2004 / 2-7 / PDF 14)

AER - Army Emergency Relief

☐ **AER closely coordinates with what other organization?**
American Red Cross
(AR 930-4 Aug 1994 / 2-13 / PDF 11)

☐ **What is AER?**
AER is a private, nonprofit organization to collect and hold funds to relieve distress of members of the Army and their dependents. AER provides emergency financial assistance to soldiers (active and retired) and their families in time of distress.
(AR 930-4 Aug 1994 / 1-6 / PDF 5)

☐ **What does AER stand for?**
Army Emergency Relief

☐ **What is the Army Regulation that covers AER?**
AR 930-4

☐ **Are you required to contribute to AER to receive help?**
No

☐ **Who does AER help?**
- Soldiers on extended active duty and their dependents.
- Members of the Reserve Components of the Army (Army National Guard and U.S. Army Reserve) on continuous active duty for more than 30 days and their dependents. (This applies to soldiers on AD for training (ADT) or serving under various sections of title 10, United States Code).
- Soldiers retired from active duty because of longevity or physical disability, or retired upon reaching age 60 (Reserve Components) and their dependents.
- Widows (ers) and orphans of soldiers who died while on active duty or after they retired.

(Site: AERHQ.org)

☐ **How are monetary contributions made to AER?**
Cash, check or allotment
(AR 930-4 Aug 1994 / 5-6 / PDF 24)

☐ **When is the AER annual fund campaign held army-wide?**
March 01 through May 15
(Site: AERHQ.org)

☐ **How does AER provide financial assistance?**
AER provides financial assistance by either a loan without interest, a grant or a combination of both
(AR 930-4 Aug 1994 /2-4 / PDF 8)

☐ **What is the purpose of AER?**
AER provides emergency financial assistance to soldiers (active and retired) and their families in time of distress.
(AR 930-4 Aug 1994 / 1-6 / PDF 5)

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☐ **What is the dollar limit on AER loans?**

There is no dollar limit. AER Assistance will meet your emergency need.
(Site: AERHQ.org)

☐ **Failure to repay an AER loan (unless repayment would cause undo hardship) will cause the Soldier's name to be placed on an AER restricted list which is disseminated Army-wide. What does this mean for the Soldier?**

Individuals who appear on this list will not be approved for AER assistance without the specific prior approval of HQ AER.
(AR 930-4 Aug 1994 / 2-8 / PDF 9)

☐ **What is the AER Motto?**

"Helping the Army Take Care Of its Own"
(AR 930-4 Aug 1994 / 1-6 / PDF 5)

☐ **The minimum amount that can be contributed to AER through allotment is what amount?**

1 dollar each month for 3 months

☐ **How is AER funded?**

Through Voluntary Contributions from Soldiers (tax free), through unsolicited contributions, repayments of loans, and income from investments.
(AR 930-4 Aug 1994 / 5-1 / PDF 14)

Army Sexual Assault Prevention and Response Program

☐ **What is the purpose of the Army Sexual Assault Prevention and Response Program?**

The Sexual Assault Prevention and Response Program reinforces the Army's commitment to eliminate incidents of sexual assault through a comprehensive policy that centers on awareness and prevention, training and education, victim advocacy, response, reporting, and accountability.
(AR 600-20 June 2006 / 8-1 / PDF 72)

☐ **The Army's policy on Army Sexual Assault Prevention and Response Program applies where and when?**

This policy applies—

- Both on and off post and during duty and non-duty hours.
- To working, living, and recreational environments (including both on- and off-post housing).

(AR 600-20 June 2006 / 8-2 / PDF 72)

☐ **What are the goals of the Army Sexual Assault Prevention and Response Program?**

- Create a climate that minimizes sexual assault incidents, which impact Army personnel, Army civilians, and family members, and, if an incident should occur, ensure that victims and subjects are treated according to Army policy.
- Create a climate that encourages victims to report incidents of sexual assault without fear.
- Establish sexual assault prevention training and awareness programs to educate Soldiers.
- Ensure sensitive and comprehensive treatment to restore victims' health and well-being.
- Ensure leaders understand their roles and responsibilities regarding response to sexual assault victims, thoroughly investigate allegations of sexual assault, and take appropriate administrative and disciplinary action.

(AR 600-20 June 2006 / 8-1 / PDF 72)

☐ **Define sexual assault.**

Sexual assault is a crime defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent.
(AR 600-20 June 2006 / Glossary / PDF 125)

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☐ **Sexual assault includes what acts?**

- Rape
- Nonconsensual Sodomy (oral or anal sex)
- Indecent Assault (unwanted, inappropriate sexual contact or fondling)
- Attempts to commit these acts
  (AR 600-20 June 2006 / Glossary / PDF 125)

☐ **More than half of sexual assault offenses include what?**

Alcohol

☐ **Prevention of sexual harassment is whose responsibility?**

The Commander's Responsibility
(AR 600-20 June 2006 / 7-1 / PDF 69)

☐ **Define the following terms as they apply to the Army Sexual Assault Prevention and Response Program: victim, alleged perpetrator, and perpetrator.**

Victim - One who has been sexually assaulted.
Alleged Perpetrator - One who has been accused of committing a crime (subject).
Perpetrator - One who has committed a crime (offender).

☐ **What is the Army's policy on sexual assault?**

- Sexual assault is a criminal offense that has no place in the Army. It degrades mission readiness by devastating the Army's ability to work effectively as a team. Every Soldier who is aware of a sexual assault should immediately (within 24 hours) report incidents. Sexual assault is incompatible with Army values and is punishable under the Uniform Code of Military Justice (UCMJ) and other federal and local civilian laws.
- The Army will use training, education, and awareness to minimize sexual assault; to promote the sensitive handling of victims of sexual assault; to offer victim assistance and counseling; to hold those who commit sexual assault offenses accountable; to provide confidential avenues for reporting, and to reinforce a commitment to Army values.
- The Army will treat all victims of sexual assault with dignity, fairness, and respect.
- The Army will treat every reported sexual assault incident seriously by following proper guidelines. The information and circumstances of the allegations will be disclosed on a need-to-know basis only.
- This policy applies—
  1. Both on and off post and during duty and non-duty hours.
  2. To working, living, and recreational environments (including both on- and off-post housing).

  (AR 600-20 June 2006 / 8-2 / PDF 72)

☐ **If someone has been sexually assaulted, to whom may they report the crime?**

- Their chain of command.
- Medical Treatment Facility.
- Military Police/Criminal Investigation Division.
- Chaplains.
- Social Work Services.
- Family Advocacy.
- Legal Services.

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☐ **Army Regulation 27-10 outlines the rights of crime victims, what are they?**

- The right to be treated with fairness, dignity, and a respect for privacy
- The right to be protected from the accused offender
- The right to be notified of court proceedings
- The right to be present at all public court proceedings related to the assault unless the court determines that testimony by the victim would be materially affected if the victim heard other testimony at trial, or for other good cause
- The right to talk to the attorney for the Government in the case
- The right to seek restitution, if appropriate
- The right to information regarding conviction, sentencing, imprisonment, and release of the offender from custody.

☐ **What must Commanders do to implement and supprt the Army's Sexual Assault Prevention and Response Program?**

- Ensure that assigned personnel (to include RC personnel under their jurisdiction) are familiar with the Army policy on sexual harassment.
- Publish and post written command policy statements for the prevention of sexual harassment.
- Continually assess and be aware of the climate of command regarding sexual harassment. Identify problems or potential problems. Take prompt, decisive action to investigate all complaints of sexual harassment. Either resolve the problem at the lowest possible level or, if necessary, take formal disciplinary or administrative action. Do not allow Soldiers to be retaliated against for filing complaints. Continually monitor the unit and assess sexual harassment prevention policies and programs at all levels within area of responsibility. Ensure all leaders understand that if they witness or otherwise know of incidents of sexual harassment, they are obligated to act. If they do not, they themselves are also engaging in sexual harassment.
- Set the standard
  (AR 600-20 June 2006 / 7-2 / PDF 70)

☐ **What are the categories of sexual harassment and give some examples?**

- **Verbal** – Examples of verbal sexual harassment may include telling sexual jokes; using sexually explicit profanity, threats, sexually oriented cadences, or sexual comments.
- **Nonverbal** – Examples of nonverbal sexual harassment may include staring at someone (that is, “undressing someone with one’s eyes"), blowing kisses, winking, or licking one’s lips in a suggestive manner.
- **Physical Contact** - Examples of physical sexual harassment may include touching, patting, pinching, bumping, grabbing, cornering, or blocking a passageway; kissing; and providing unsolicited back or neck rubs.
  (AR 600-20 June 2006 / 7-5 / PDF 70)

EO - Equal Opportunity

☐ **What does EO stand for?**

Equal Opportunity
(AR 600-20 June 2006 / 6-1 / PDF 56)

☐ **What is an EOR?**

Equal Opportunity Representative
(AR 600-20 June 2006 / 6-3 / PDF – 61)

☐ **What rank should an EOR normally be?**

SGT (P) through 1LT
(AR 600-20 June 2006 / 6-3 / PDF 61)

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☐ **What are some of the special commemorations / ethnic observances listed in AR 600-9?**

1. January – 3rd Monday – Martin Luther King Jr. Birthday
2. February – 1-28/29 - African-American/Black History Month
3. March – 1-31 - Women's History Month
4. April/May - Sunday to Sunday for Week Incorporating Yom Hashoah - "Days of Remembrance" for Victims of the Holocaust
5. May – 1-31 - Asian Pacific Heritage Month
6. August – 26 - Women's Equality Day
7. September/October - 15 Sep.-15 Oct. - Hispanic Heritage Month
8. November – 1-30 - National Native American Indian Heritage Month
   (AR 600-20 June 2006 / 6-3 / PDF 54)

☐ **What Army Regulation covers the EO program?**

AR 600-20 chapter 6

☐ **What are the goals of the EO program?**

1. Provide EO for military personnel and family members, both on and off post and within the limits of the laws of localities, states, and host nations.
2. Create and sustain effective units by eliminating discriminatory behaviors or practices that undermine teamwork, mutual respect, loyalty, and shared sacrifice of the men and women of America's Army.
   (AR 600-20 June 2006 / 6-1 / PDF 56)

☐ **What are the three policies each commander is required to publish and post on equal opportunity?**

- Written command policy statements for EO
- Prevention of Sexual Harassment
- Equal Opportunity Complaint Procedures
  (AR 600-20 June 2006 / 6-3 / PDF 58)

☐ **Soldiers are required to have how many periods of EO training per year?**

4 (1 each quarter)

☐ **Define the term ethnic group.**

A segment of the population that possesses common characteristics and a cultural heritage based to some degree on: faith or faiths; shared traditions, values or symbols; literature, folklore, or music; an internal sense of distinctiveness; and/or an external perception of distinctiveness.
(AR 600-20 June 2006 /Terms / PDF 126)

☐ **Define the term racism**.

Any attitude or action of a person or institutional structure that subordinates a person or group because of skin color or race.
(AR 600-20 June 2006 / 6-2 / PDF 57)

☐ **Describe minority group**

Any group distinguished from the general population in terms of race, religion, color, gender, or national origin.
(AR 600-20 June 2006 / Terms / PDF 124)

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☐ **What is sexual harassment?**

1. Sexual harassment is a form of gender discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders when—
   - Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career, or
   - Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person, or
   - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

2. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a Soldier or civilian employee is engaging in sexual harassment. Similarly, any Soldier or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.
   (AR 600-20 June 2006 / 7-4 / PDF 70)

☐ **What is an Affirmative Actions Plan (AAP)?**

A management document that consists of statements of attainable goals and timetables. This document is required of all Army organizations, commands, agencies, and activities down to brigade (or equivalent) level. It is designed to achieve EO for all military personnel.
(AR 600-20 June 2006 / Terms / PDF 119)

☐ **What action does the Army take against off-post activities, including housing and public accommodations, which arbitrarily discriminate against members of the Army and their dependents?**

Off limits or off limits sanctions may be applied.
(AR 600-20 June 2006 / 6-8 / PDF 65)

☐ **Who is the primary source for solving EO complaints?**

Your Unit Chain of Command
(AR 600-20 June 2006 / D-1 / PDF 97)

☐ **What is the Army's written policy on EO?**

The U.S. Army will provide EO and fair treatment for military personnel and family members without regard to race, color, gender, religion, national origin, and provide an environment free of unlawful discrimination and offensive behavior. This policy—

a. Applies both on and off post, during duty and non-duty hours.
b. Applies to working, living, and recreational environments (including both on and off-post housing).

(AR 600-20 June 2006 / 6-2 / PDF 56)

☐ **What is the primary channel for correcting discriminatory practices and for communications on equal opportunity matters?**

Chain of Command
(AR 600-20 June 2006 / D-1 / PDF 97)

☐ **Does every unit have an EO representative?**

Yes, each Commander is required to appoint an EOR in the rank of SGT (P) through 1LT.
(AR 600-20 June 2006 / 6-3 / PDF 61)

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AFAP - Army Family Action Plan

The Army Family Action Plan (AFAP) is input from the people of the Army-to-Army leadership. It's a process that lets soldiers and families say what's working, and what isn't - AND what they think will fix it. It alerts commanders and Army leaders to areas of concern that need their attention, and it gives them the opportunity to quickly put plans into place to work toward resolving the issues.

- AFAP was the brainchild of Army spouses.
- Each AFAP success story originated as an idea that someone decided to pursue.
- The Army is the only branch of DOD that has such a program.
- Almost 500 issues have entered the AFAP in its 17-year history.
- Many AFAP improvements impact quality of life for all services.
- AFAP is year-round - issues are continually being monitored and worked toward resolution...at local levels, MACOMs, and HQDA.

☐ **What does AFAP stand for?**
Army Family Action Plan

☐ **What Army Regulation covers the Army Family Action Plan?**
AR 608-47

☐ **When was the AFAP program established?**
The AFAP program was established in 1983 as a result of the Chief of Staff, Army (CSA), 1983 White Paper, "The Army Family."
(AR 608-47 Dec 2004 / 1-4 / PDF 7)

☐ **The AFAP program creates an information loop between whom?**
The Global Army Family and Leadership. The AFAP provides a means for Army constituents to address and report issues of well-being concern to leadership at regular intervals.
(AR 608-47 Dec 2004 / 3-1 / PDF 12)

☐ **The AFAP program's process of improvement begins where?**
At the local level, where an annual symposium is held to examine issues of concern that delegates believe need to be fixed.
(AR 608-47 Dec 2004 / 3-1 / PDF 12)

☐ **The Army family has been symbolized by the Secretary of the Army as an equilateral triangle. How is each side of the triangle expressed?**
- Base: "Family of Components" (Total Force)
- Second Leg: "Family of Units"
- Third Leg: "Family of People"

☐ **The philosophy toward the family, based on the Army Family White Paper, consists of three critical elements. What are they?**
1. Partnership
2. Wellness
3. Sense of community

☐ **What are some things that the AFAP does?**
- Gives commanders a gauge to validate concerns and measure satisfaction
- Enhances Army's corporate image
- Helps retain the best and brightest
- Results in legislation, policies, programs and services that strengthen readiness and retention
- Safeguards well-being

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☐ **What types of programs are focused on in the "Family of Components"?**
Programs relating to the Active Army, National Guard, Army Reserve and civilian employees

☐ **What type of programs are focused on in the "Family of Units"?**
Programs relating to the unique relationship of soldiers to their units and unit ties to other components of the command, such as squad to its platoon or the platoon to its company (battery)

☐ **What is the basis for the Army theme, " The Army family"?**
A joint announcement signed by the Secretary and the Chief of Staff of the Army. This announcement was based on the C/S white paper 1983

☐ **What types of programs are focused on in the Family of People?**
Programs relating to all areas of concern to the service members and their families, including the military and civilian retiree

ARC - Army Red Cross

☐ **What are some activities that the American Red Cross offers?**
CPR instruction, Blood drives, Swimming lessons, Communication services (by wire), Financial assistance, Counseling and referral services, Transplantation services, AIDS education, Health and safety services.

☐ **How is the ARC staffed for the most part?**
By volunteers

☐ **What is the major service that Red Cross offers?**
Communication between soldiers and their families for both problem solving and emergency (especially the notification or "red cross message")

☐ **What Army Regulation covers Red Cross?**
AR 930-5

Army Reenlistment / Retention Program

☐ **What Army Regulation covers the Army Retention Program?**
AR 601-280

☐ **What are some reasons that a soldier may be ineligible for reenlistment?**
If the soldier is barred or flagged and if the soldier is enrolled in ASAP

☐ **What is an SRB?**
Selective Reenlistment Bonus
(AR 601-280 Jan 2006 / 5-1 / PDF 33)

☐ **What is the minimum number of years that a soldier must reenlist for to be eligible for an SRB?**
Three years
(AR 601-280 Jan 2006 / 5-5 / PDF 34)

☐ **Can a Soldier request separation if a bar to reenlistment is imposed?**
No

☐ **Describe a Bar to Reenlistment.**
Administrative action initiated by the commander to prevent a substandard soldier from reenlisting or reentering the service

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☐ **A Bar to Reenlistment is reviewed how often?**
Every three months or 30 days prior to PCS / ETS

☐ **Who can initiate a Bar to Reenlistment?**
Any commander in the soldier's chain of command

☐ **Who is the final approving authority for a Bar to Reenlistment?**
A Commander who is one approval level higher than the commanding authority

☐ **Soldiers SGM and below who have not reenlisted under the indefinite reenlistment program are required to receive Retention Interviews. When are they done?**

- Career Counselor: 30 days from arrival to unit
- Unit Commander 90 days from arrival
- Unit Commander 15-16 months prior to ETS
- Career Counselor 13-14 months prior to ETS
- Career Counselor 4 months prior to ETS
- Reserve Component Career counselor 90-120 days prior to ETS

☐ **Who may lift a Bar?**
The same authority that approved the Bar may lift it with a written recommendation by the unit Commander

Army Safety Program

☐ **What type of fire extinguisher must not be used on electrical fires?**
A water fire Extinguisher

☐ **Who is responsible for the Army Safety Program?**
It is the responsibility of each soldier

☐ **The word SAFETY is often associated with what term?**
Risk Management

☐ **What accounts for the majority of accidents?**
Carelessness

☐ **Accidents are reported in accordance with what regulation?**
AR 385-40

☐ **Name 3 safety features commonly found in any barracks**.

- Lights in stairwells
- Fire lights (emergency lighting)
- Fire extinguisher and alarms
- Arms room safety procedures
- First aid kits
- CQ
- Safety posters
- Handrails
- Storage of dangerous tools and chemicals

☐ **What safety features are stressed in the motor pool?**
Reduced speed, no smoking except in designated areas, fire extinguishers in buildings and vehicles, proper utilization of tool safety equipment (goggles, safety toe shoes, etc.)

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☐ **How often are fire extinguishers in the barracks required to be checked for serviceability, and how can this be determined?**

Once a month, a tag on the fire extinguisher indicating the date and initials of authorized unit safety personnel

☐ **What AR covers safety?**

AR 385-10

☐ **Where on post can you find out how many privately owned vehicle accidents that were fatal have occurred this year?**

A sign in the vicinity of the outbound gate on post

Army Sponsorship Program

☐ **Should there be a sponsorship program for a soldier departing a unit?**

Yes

☐ **What Army Regulation covers the Total Army Sponsorship Program?**

AR 600-8-8

☐ **What is S-Gate?**

S-Gate provides information for incoming soldiers entering the USAREUR Theater of command. An incoming soldier can find out who their sponsor is and how to contact them. S-Gate includes their pinpoint assignment, sponsor information, a welcome letter, a needs assessment checklist and links to other useful USAREUR web sites and regulatory information.

☐ **What DA Form is used to transmit sponsorship requirements to gaining commands?**

DA Form 5434 or the Electronically Generated DA Form 5434-E

☐ **How soon after the DA Form 5434 is received should a sponsor be assigned?**

10 days unless the sponsorship is declined

☐ **What are the general rules for appointing a sponsor?**

The Soldier should be in a grade equal to or higher ranking than the incoming soldier. The sponsor should be the same sex (gender) as the sponsor. The sponsor should be familiar with the unit or activity and community

☐ **What are the six elements of the sponsorship program?**

1. DA Form 5434.
2. Welcome letter.
3. ACS Relocation Readiness Services.
4. Reception.
5. Orientation.
6. Inprocessing.

QOLP - Army Quality of Life Program

☐ **The primary goal of the Army's QOLP is to promote the development of military group commitment and cohesiveness, is essential to what?**

Readiness (combat effectiveness).

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☐ **What are some examples of the QOLP?**

- ACS / AER / ARC / EO
- Postal services
- PX / commissary privileges
- AFN radio and television
- MWR, education services
- Community sports programs
- Recreational facilities
- Banking services
- Clubs
- Gyms (physical fitness centers)

☐ **What does QOLP stand for?**

Quality Of Life Program

☐ **The Army's Quality of Life program is dedicated to the precept that the Army's number one operational resource must be taken care of. What is this resource?**

The soldier

☐ **Quality of Life needs and the programs and actions to address them, are categorized under two general headings. What are they?**

1. Living conditions
2. Duty environment.

BOSS – Better Opportunities for Single Soldiers

☐ **Who is the senior enlisted advisor to the BOSS council, and approves members selected to serve on BOSS committees?**

The Installation Command Sergeant Major

☐ **According to AR 215-1, what does the BOSS program provide?**

It provides opportunities for active duty soldiers, with an emphasis on single and unaccompanied soldiers, to participate in physical, self-development, leisure, and educational related services.

☐ **What type of program is BOSS?**

BOSS is categorized as a category B Morale, Welfare, and Recreation (MWR) program.

☐ **How many officers are on the BOSS council?**

Three: President, Vice-President, and Secretary and Treasurer

☐ **What is the lowest level unit that has a BOSS council representative?**

The battery/company level

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☐ **What are the 3 pillars of BOSS?**

1. **Recreation and Leisure:** Activities may be planned by the BOSS committee or by the BOSS committee working in conjunction with other MWR activities. Service members will assume a lead role in planning BOSS events. Events should be planned that meet the needs and desires of the single service member.
2. **Community Service:** The BOSS committee may elect to participate in community programs or projects that make a difference in the lives of others, in the community, and ultimately, in themselves. The service will be voluntary in nature and in accordance with the installation volunteer program. The program can be implemented in support of existing or established volunteer programs or programs developed by the BOSS committee.
3. **Well Being:** For single service members, Well being includes those things that single service members can directly or indirectly influence to enhance their morale, living environment, or personal growth and development. The well being issue identified or raised during the BOSS meetings will be directed to the appropriated command or staff agency for resolution on the installation.

CHAMPUS / TRICARE

TRICARE is the Department of Defense's health care program – or the military's equivalent of a medical insurance provider. Active Duty Service Member's are automatically enrolled in the program and receive full medical benefits through a primary care provider at their local military facility. Active duty family members and retirees under the age of 65 are also eligible for medical coverage (your family members are eligible from the first day you enter the Army). Sponsors must enroll their family members in the program through the local Health Benefits Advisor. (This is an important step – you need to ensure that you have enrolled your family in order for them to receive medical care.)

There are three TRICARE programs to choose from. The most common option is TRICARE Prime. Active duty soldiers are automatically enrolled in TRICARE Prime (they have no choice), and most sponsors choose this program for their families also. TRICARE Prime is similar to an HMO (Health Maintenance Organization). You and your family members are assigned to a Primary Care Manager (usually in the closest military facility) who will take care of most of your medical needs. He or she will refer you to a specialist if necessary. The great advantage of TRICARE Prime is that almost all of your medical expenses are paid for. However, you must see your Primary Care Manager first for all health care problems.

The second option is TRICARE Standard. With TRICARE standard you can choose your own civilian doctor. However, you must pay a yearly deductible (approximately $100 per person) as well as 20% of all medical bills.

The final option is TRICARE Extra. Under this plan, you may select from a list of TRICARE-participating civilian doctors. You are responsible for 15% of all medical expenses.

☐ **What is CHAMPUS?**

Civilian Health And Medical Program for the Uniformed Services. It is a cost-sharing program that is used to provide in-patient and outpatient care for dependants from civilian sources.

☐ **What Army regulation covers CHAMPUS?**

AR 40-121

☐ **Who is Eligible for CHAMPUS?**

Family members of active duty military personnel, Family members of either deceased or retired personnel, and retired military personnel and their family members under the age of 65

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DEERS – Defense Enrollment Eligibility Reporting System

☐ **What Does DEERS stand for?**
Defense Enrollment Eligibility Reporting System.

☐ **What is DEERS used for?**
To obtain dependent ID cards for eligible spouse and children

NCODP – Noncommissioned Officer Development Program

☐ **What does NCODP stand for?**
Noncommissioned Officer Development Program
(AR 350-1 Jan 2006 / 4-10 / PDF 86)

☐ **What is the goal of NCODP?**
The goal of the NCODP is to increase and sustain NCO combat readiness and compliment the overarching Army Noncommissioned Officer Professional Development Program.
(AR 350-1 Jan 2006 / 4-10 / PDF 87)

☐ **As with all leader training and leader development, who is responsible for NCODP?**
The command.
(AR 350-1 Jan 2006 / 4-10 / PDF 86)

☐ **NCODP is typically managed by whom?**
The CSM or Senior NCO in the organization.
(AR 350-1 Jan 2006 / 4-10 / PDF 87)

☐ **What are some objectives of NCODP?**
- Develop and strengthen the skills, knowledge, and abilities to train, deploy, and lead soldiers in combat through battle focused training.
- Develop NCOs who are self–aware, adaptive, competent, and confident.
- Realize the full potential of the NCO support channel.
- Foster a unit environment that enhances continued NCO leader development and encourages self–development as part of a lifelong learning process.

(AR 350-1 Jan 2006 / 4-10 / PDF 87)

☐ **What Army Regulation covers NCODP?**
AR 350-1 Chap 4

☐ **What is the purpose of AR 350-1?**
This regulation prescribes policies, procedures, and responsibilities for developing, managing, and conducting Army training and leader development.
(AR 350-1 Jan 2006 / 1-1 / PDF 13)

☐ **In order to accomplish battle-focused NCO development, commanders and unit NCOs should follow what procedures?**
- Link NCO development to the current skill level and duty assignments
- Establish a viable unit level NCODP using unit METL as the vehicle to incorporate the following into each NCO's daily activities.
- Synchronize battle-focused NCODP as a component of operational assignments (experience) with the other two pillars of leader development (institutional training and self-development)
- Establish a systematic and continuous program
- Integrate the use of leader books (FM 25-I01, app B) to track individual NCO progress
- Emphasize coaching to achieve commitment to excellence in performance

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☐ **A successful NCODP will result in NCOs who can what?**

- Demonstrate the skills of current skill level and duty position per AR 611–21 and DA Pam 600–25.
- Accept the duties and responsibilities of current rank and duty position per AR 600–20, AR 611–21, and FM 7–22.7.
- Enhance combat performance for the current and next higher rank and duty position per AR 600–20 and FM 22–100 (being revised as FM 6–22).
- Enhance combat leadership competencies for the current and next higher rank per FM 22–100 (being revised as FM 6–22).
- Train themselves and subordinates to be proficient in METL tasks and associated critical tasks per FM 7–0, FM 7–1, and FM 7–22.7.
- Coach subordinates to be totally committed to U.S. Army professional ethics, Warrior Ethos, and the Soldier's Creed per FM 22–100 (being revised as FM 6–22).
  (AR 350-1 Jan 2006 / 4-10 / PDF 87)

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Weight Control

☐ **What is meant by the term "overweight"?**

A soldier is considered overweight when his or her percent body fat exceeds the standard specified in AR 600-9.
(AR 600-9 June 1987 / Glossary / PDF 41)

☐ **Who is responsible for meeting the standards prescribed in AR 600-9?**

Every Soldier. (Commissioned Officer, Warrant Officer and Enlisted). Self discipline to maintain proper weight distribution and high standards of appearance are essential to every individual in the Army.
(AR 600-9 June 1987 / Section 2 / PDF 7)

☐ **What are the primary objectives of the Army Weight Control Program?**

Ensure that all personnel:

- Are able to meet the physical demands of their duties under combat conditions
- Present a trim military appearance at all times.

(AR 600-9 June 1987 / Section 1 / PDF 7)

☐ **Name three limitations on personnel that are overweight?**

1. Nonpromotable
2. Will not be authorized to attend professional military or civilian schooling.
3. Will not be assigned to command positions

(AR 600-9 June 1987 / Section 20 / PDF 10)

☐ **Can a Soldier who has been flagged for being overweight or an APFT failure receive an award?**

A Soldier that is flagged for being overweight cannot receive an award.
A Soldier that is flagged for APFT failure can receive an award
(AR 600-8-2 Dec 2004 / 1-15 / PDF 10)

☐ **When is a determination of percent body fat required to be made on personnel?**

- When their body weight exceeds the screening table weight.
- When the unit commander or supervisor determines that the individual's appearance suggests that body fat is excessive.

(AR 600-9 June 1987 / Section 21 / PDF 10)

☐ **What are three reasons why the Army is so concerned about excess body fat?**

1. Connotes a lack of personal discipline.
2. Detracts from military appearance.
3. May indicate a poor state of health, physical fitness, or stamina.

(AR 600-9 June 1987 / Section 1 / PDF 7)

☐ **When does enrollment in a weight control program begin?**

On the day that the soldier is informed by the unit commander that he or she has been entered into a weight control program.
(AR 600-9 June 1987 / Section 21 PDF – 10)

☐ **Tape measures used for taping should be made of what material?**

The tape measure should be made of a non-stretchable material, preferably fiberglass; cloth or steel tapes are unacceptable.
(AR 600-9 June 1987 / B-1 / PDF 18)

☐ **How often should soldiers in the weight control program weight in?**

Monthly to measure progress
(AR 600-9 June 1987 / Section 21 / PDF 10)

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☐ **What is the required weight loss goal for Soldiers on the Army Weight Control Program?**
The required weight loss goal of 3 to 8 pounds per month is considered a safely attainable goal to enable soldiers to lose excess body fat and meet the body fat standards
(AR 600-9 June 1987 / Section 21 / PDF 10)

☐ **What regulation covers the Army Weight Control Program?**
AR 600-9

☐ **Screening table weights and heights are measured to the nearest what?**
1/4 pound or 1/4 inch
(AR 600-9 June 1987 / B-2 / PDF 18)

☐ **What three things must happen when a soldier is determined to be overweight?**
1. Weight reduction counseling by health care personnel
2. Entered into appropriate weight control program by unit commanders
3. Flagged by the Commander under the provisions of AR 600-31
(AR 600-9 June 1987 / Section 21 / PDF 10)

☐ **How often should soldiers be weighed?**
A soldier should be weighed when they take the APFT or at least every six months
(AR 600-9 June 1987 / Section 3 / PDF 9)

☐ **Define Tape Test:**
The method of determining the percent of body fat on a soldier.

☐ **What circumference sites are used for taping male and female soldiers?**
- **Male**- Abdomen and Neck
- **Female**- Neck, Forearm, Wrist and Hip (largest portion of the protruding buttock)
(AR 600-9 June 1987 / B-4,5 / PDF 19)

☐ **How many times is each measurement required to be made?**
Three times (if there is greater than 1/4" difference between the measurements, then continue measuring until you have three measurements within 1/4" of each other.)
(AR 600-9 June 1987 / B-1 / PDF 18)

☐ **How many people should be utilized in the taping of soldiers?**
Two, one to place the tape measure and determine the measurements, the other to assure proper placement and tension of the tape, as well as to record the measurement on the worksheet
(AR 600-9 June 1987 / B-1 / PDF 18)

☐ **If circumstances prevent the weighing of soldiers immediately following the APFT, when can they be weighed?**
If the circumstances preclude weighing soldiers during the APFT, they should be weighed within 30 days of the APFT.
(AR 600-9 June 1987 / Section 22 / PDF 13)

☐ **It is a requirement that all TDY and PCS orders contain what statement in regards to weight control?**
"You are responsible for reporting to your next duty station/school in satisfactory physical condition, able to pass the APFT and meet weight standards."
(AR 600-9 June 1987 / Section 17 / PDF 9)

☐ **In regards to percent body fat, all personnel are encouraged to achieve the more stringent Department of Defense-wide goal of what?**
- Males - 20%
- Females - 26%
(AR 600-9 June 1987 / Section 3 / PDF 9)

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☐ **To assist soldiers in meeting the requirements prescribed in AR 600-9, weight-screening tables are used. The screening weight is based on what two considerations?**

Height and age with separate tables for males and females
(AR 600-9 June 1987 / Section 22 / PDF 13)

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Physical Training

☐ **When you take the APFT, what is the minimum number of points you must score in each event?**

60 points
(FM 21-20 Oct 1998 / 1 / PDF 21)

☐ **What FM covers Physical Fitness Training?**

FM 21-20

☐ **What are the three phases of physical conditioning?**

1. Preparatory
2. Conditioning
3. Maintenance

(FM 21-20 Oct 1998 / 1 / PDF 13)

☐ **About how long is the preparatory phase?**

2 weeks
(FM 21-20 Oct 1998 / 1 / PDF 14)

☐ **About how long is the conditioning phase?**

The conditioning phase ends when a soldier is physically mission-capable and all personal, strength-related goals and unit-fitness goals have been met.
(FM 21-20 Oct 1998 / 1 / PDF 15)

☐ **What is a MFT?**

Master Fitness Trainer. A Master Fitness Trainer (MFT) is a soldier who has completed either the four-week active-component, two week reserve-component, or U.S. Military Academy's MFT course work. Although called "masters," MFTs are simply soldiers who know about all aspects of physical fitness training and how soldiers' bodies function. Most importantly, since MFTs are taught to design individual and unit programs, they should be used by commanders as special staff assistants for this purpose.
(FM 21-20 Oct 1998 / Intro / PDF 9)

☐ **What does FITT stand for?**

Frequency, Intensity, Time, and Type (this acronym makes it easy to remember the key factors in the training program)
(FM 21-20 Oct 1998 / Intro / PDF 10)

☐ **What is Da Form 3349?**

Physical profile form

☐ **What is the objective of physical fitness training?**

To enhance soldiers' abilities to meet the physical demands of war.
(FM 21-20 Oct 1998 / 1 / PDF 21)

☐ **What are the three periods of a normal daily exercise routine?**

1. Warm-up
2. Conditioning
3. Cool-down

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☐ **What are the commands to get a unit from a normal line formation into an extended rectangular formation?**

1. Extend to the left, march
2. Arms downward, move
3. Left, Face
4. Extend to the left, march
5. Arms downward, move
6. Right, face
7. From front to rear, count off
8. Even numbers to the left, uncover

☐ **What AR covers the Army Physical Fitness Program?**

AR 350-1 Chapter 1 Section 24
(AR 350-1 Jan 2006 / 1-24 / PDF 23)

☐ **Soldiers 55 years of age or older have the option of taking the 3 event APFT or what?**

The alternate APFT. An alternate APFT is defined as push–ups, sit–ups and an alternate aerobic event (2.5–mile walk, 800–yard swim, or 6.2–mile bicycle ride).
(AR 350-1 Jan 2006 / 1-24 / PDF 24)

☐ **What are the seven basic principles of exercise?**

1. Regularity
2. Progression
3. Overload
4. Balance
5. Specificity
6. Variety
7. Recovery

(FM 21-20 Oct 1998 / 1 / PDF 10)

☐ **What are the three phases of fitness conditioning?**

1. Preparatory
2. Conditioning
3. Maintenance

(FM 21-20 Oct 1998 / 1 / PDF 14)

☐ **What are the five components of physical fitness?**

1. Cardio Respiratory Endurance
2. Muscular Strength
3. Muscular Endurance
4. Flexibility
5. Body Composition

(FM 21-20 Oct 1998 / Intro / PDF 9)

☐ **How many scorers should be supplied for the APFT?**

A minimum of 1 per every 15 soldiers
(FM 21-20 Oct 1998 / 14 / PDF 196)

☐ **What is the DA form 705?**

Physical Readiness Test Scorecard

☐ **Fitness tasks provide the framework for accomplishing all training requirements. The essential elements of fitness tasks can be cataloged into what four groups?**

1. Collective Tasks
2. Individual Tasks
3. Leader Tasks
4. Resources required for training

(FM 21-20 Oct 1998 / 10 / PDF 168)

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☐ **Name the two physical fitness formations?**

1. Extended Rectangular
2. Circular

(FM 21-20 Oct 1998 / 7 / PDF 119)

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Weapons

M136 AT4 – Rocket Launcher

☐ **What Army Field Manual covers the M136 AT4?**
FM 3-23.25 Chapter 2

☐ **What is the M136 AT4?**
The M136 AT4 is a 84mm, lightweight, self-contained, antiarmor weapon. It consists of a free-flight, fin-stabilized, rocket-type cartridge packed in an expendable, one-piece, fiberglass-wrapped tube.
(FM 3-23.25 Jan 2006 / 2-1 / PDF 15)

☐ **From which shoulder is the M136 AT4 fired?**
Right shoulder only
(FM 3-23.25 Jan 2006 / 2-1 / PDF 15)

☐ **What is the approximate length of the M136 AT4 Rocket?**
18 inches
(FM 3-23.25 Jan 2006 / 2-2 / PDF 16)

☐ **What is the approximate weight of the M136 AT4 Rocket?**
4 lbs
(FM 3-23.25 Jan 2006 / 2-2 / PDF 16)

☐ **What is the length of the M136 AT4?**
40 inches
(FM 3-23.25 Jan 2006 / 2-2 / PDF 15)

☐ **What is the maximum range of the M136 AT4?**
2100 meters
(FM 3-23.25 Jan 2006 / 2-2 / PDF 16)

☐ **What is the overall weight of the M136 AT4?**
14.8 lbs
(FM 3-23.25 Jan 2006 / 2-2 / PDF 16)

☐ **What is the maximum effective range of the M136 AT4?**
300 meters
(FM 3-23.25 Jan 2006 / 2-2 / PDF 16)

☐ **What is the minimum target engagement range of the M136 AT4?**
Training - 30 meters
Combat – 15 meters
(FM 3-23.25 Jan 2006 / 2-2 / PDF 16)

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☐ **How many pre-fire checks are there for the M136 AT4 and what are they?**

There are 11 pre-fire checks:

1. The rear seal, a brown acrylic plastic plate inside the venturi, is in place and undamaged.
2. The transport safety pin is in place and fully inserted. The lanyard is attached to the transport safety pin and the launcher. The lanyard should already be wrapped around the launcher clockwise and the transport safety pin inserted in the retainer hole counterclockwise.
3. The cocking lever is present and in the SAFE (uncocked) position.
4. The plastic fire-through muzzle cover is in place and undamaged. If it is torn or broken, cut it out and check the launch tube to ensure it is clear of foreign objects. Remove any that you find by turning the tube muzzle downward and gently shaking the launcher.
5. The launcher has the correct color-coded band.
6. The sights function properly. Open the sight covers to ensure the sights pop up and are undamaged.
7. The forward safety does not move when you depress it.
8. The red trigger button is not missing.
9. The launcher body has no cracks, dents, or bulges.
10. The carrying sling is not frayed and is attached firmly to the launch tube.
11. The shoulder stop is not broken or damaged, and it unsnaps and folds down.
    (FM 3-23.25 Jan 2006 / 2-11 / PDF 18)

☐ **If you have a misfire with the M136 AT4, what should you do?**

Combat Environment:

- If the M136 AT4 launcher is armed (cocked), keep it pointed away from personnel and equipment at all times.
- Release the forward safety.
- Remove your right hand from the firing mechanism and cock the weapon again.
- Try to fire again. If the launcher still does not fire, maintain the same firing position and return the cocking lever to the SAFE (uncocked) position.
- Move the launcher from your shoulder, keeping the launcher pointed toward the enemy. Reinsert the transport safety pin.
- Break off the sights to identify the misfired launcher.
- Place the launcher on the ground, pointed toward the enemy, and use another launcher. As soon as you can, dispose of the misfired launcher IAW unit SOP.

Training Environment:

- If the M136 AT4 launcher is armed (cocked), keep it pointed away from personnel and equipment at all times.
- Shout “Misfire” as soon as the launcher fails to fire, while maintaining the original sight picture.
- Release the forward safety.
- Recock the launcher. Immediately remove right hand from the firing mechanism and push the cocking lever forward with the heel of the right hand until the lever locks with a loud clicking noise.
- Press the forward safety all the way down and try to fire again. If the launcher still fails to fire, shout misfire, release the forward safety, and move the cocking lever to the SAFE (uncocked) position. Move the launcher from shoulder, keeping the weapon pointed toward the target and cradle the weapon in the left arm.
- Reinsert the transport safety pin, wait two minutes, then carefully lay the launcher on the ground with the muzzle toward the target.
  (FM 3-23.25 Jan 2006 / 2-23 / PDF 26)

☐ **How large and what does the back-blast area of the M136 AT4 consist of?**

The black-blast area is 65 meters in a 90-degree fan behind the weapon. The distances are 5 meters combat and 60 meters training.

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M16/A2 – 5.56 mm Semiautomatic Rifle

A lightweight, air-cooled, gas-operated, magazine-fed rifle designed for either semi-automatic or three-round burst fire through use of a selector lever. The M-16A2 incorporates improvements in iron sight, pistol grip, stock and overall combat effectiveness. Accuracy is enhanced by incorporating an improved muzzle compensator, three-round burst control, and a heavier barrel; and by using the heavier NATO-standard ammunition, which is also fired by the squad automatic weapon. The M-16A3 is identical to the M-16A2 but has a removable carrying handle that is mounted on a Picatinny Rail (for better mounting of optics) and is without burst control. The M-16A4 is identical to the M-16A2 except for the removable carrying handle and Picatinny Rail.

☐ **What is the FM concerning the M16/A2 Rifle?**
FM 3-22.9

☐ **What is the first thing you should do when you handle a weapon?**
Make sure you clear it

☐ **Name the five phases in Basic Rifle Marksmanship**.
1. Preliminary Rifle Instruction
2. Downrange Feedback
3. Field Fire
4. Advanced Rifle Marksmanship
5. Advanced Optics, Laser and Iron Sights

☐ **What is the purpose of a weaponeer?**
The weaponeer is capable of simulating all of the BRM live fire scenarios without firing rounds. Immediate feedback is available for critiquing the soldier's application of the integrated act of firing while using the weaponeer device to include misfire procedures.
(FM 3-22.9 Apr 2003 / 4-8 / PDF 84)

☐ **What are the four fundamentals of marksmanship?**
1. Steady Position
2. Proper Aim (Sight Picture)
3. Breathing
4. Trigger Squeeze
(FM 3-22.9 Apr 2003 / 4-5 / PDF 76)

☐ **During Preliminary Marksmanship Training (PMI), what are the only two positions taught?**
1. Individual Foxhole supported
2. Basic Prone unsupported
(FM 3-22.9 Apr 2003 / 4-6 / PDF 82)

☐ **What are the two basic elements of the Sight Picture?**
1. Sight Alignment
2. Placing of the Aiming Point
(FM 3-22.9 Apr 2003 / 4-5 / PDF 79)

☐ **What does the Acronym SPORTS stand for?**
Slap, Pull, Observe, Release, Tap and Shoot
(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

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☐ **What is remedial action?**

Remedial action is the continuing effort to determine the cause for a stoppage or malfunction and to try to clear the stoppage once it has been identified.
(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

☐ **Describe the proper procedures for applying remedial action with the M16/A2.**

1. Try to place the weapon on safe
2. Remove the magazine
3. Lock the bolt to the rear
4. Place the weapon on safe if not already done

(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

☐ **Describe the proper procedure for applying immediate action with the M16/A2.**

1. Slaps gently upward on the magazine to ensure it is fully seated, and the magazine follower is not jammed.
2. Pulls the charging handle fully to the rear.
3. Observes for the ejection of a live round or expended cartridge. (If the weapon fails to eject a cartridge, perform remedial action.)
4. Releases the charging handle (do not ride it forward).
5. Taps the forward assist assembly to ensure bolt closure.
6. Squeezes the trigger and tries to fire the rifle.

(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

☐ **Is SPORTS an Immediate or Remedial Action?**

Immediate action
(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

☐ **What is immediate action?**

Immediate action involves quickly applying a possible correction to reduce a stoppage without performing troubleshooting procedures to determine the actual cause.(SPORTS)
(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

☐ **How many times should immediate action be applied to a weapon?**

Once. (If Rifle still fails to fire, apply remedial action)
(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

☐ **What is a malfunction?**

The weapon ceasing to fire due to a stoppage resulting from mechanical failure of the weapon, magazine or ammo.
(FM 3-22.9 Apr 2003 / 3-2 / PDF 58)

☐ **Name the different categories of malfunctions on the M16/A2.**

1. Failure to feed, chamber or lock
2. Failure to fire cartridge
3. Failure to Extract
4. Failure to Eject

(FM 3-22.9 Apr 2003 / 3-2 / PDF 58)

☐ **What is stoppage?**

A stoppage is a failure of an automatic or semiautomatic firearm to complete the cycle of operation..
(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

☐ **How do you clear a stoppage?**

Apply immediate or remedial action
(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

☐ **What is the definition of Maximum Effective Range?**

The greatest distance at which a soldier may be expected to deliver a target hit.
(FM 3-22.9 Apr 2003 / Glossary / PDF 336)

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☐ **What does CLP stand for?**

- Cleaner - It contains solvents that dissolve firing residue and carbon.
- Lubricant - It lays down a layer of teflon as it dries to provide lubrication.
- Preservative - It prevents rust from Forming.

☐ **Describe the M16/A2 Rifle**.

A 5.56 mm, magazine fed, gas-operated, air-cooled, semiautomatic or three-round burst, hand-held, shoulder-fired weapon.

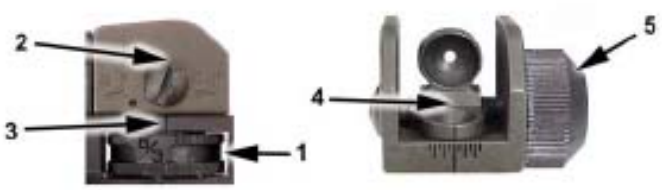
☐ **What are the 7 types of ammunition that can be used with the M16/A2 Rifle?**

1. M193 – Ball
2. M196 – Trace
3. M199 – Dummy
4. M200 – Blank (Violet tip and 7 petal rose crimp)
5. M855 – Ball (Green Tip)
6. M856 – Tracer (Red Tip)
7. M862 – Short Range Training Ammunition (Plastic with a Blue Tip)
   (FM 3-22.9 Apr 2003 / 2-11 / PDF 52)

☐ **What are the four steps required in order to mechanically zero the M16/A2?**

1. Adjust the front sight post (1) up or down until the base of the front sight post is flush with the front sight post housing (2).
2. Adjust the elevation knob (3) counterclockwise, as viewed from above, until the rear sight assembly (4) rests flush with the carrying handle and the 8/3 marking is aligned with the index line on the left side of the carrying handle.
3. Position the apertures (5) so the unmarked aperture is up and the 0-200 meter aperture is down. Rotate the windage knob (6) to align the index mark on the 0-200 meter aperture with the long center index line on the rear sight assembly.
   (FM 3-22.9 Apr 2003 / 2-1 / PDF 30)

☐ **What are the steps required in order to battlesight zero the M16/A2?**



1. Adjust the elevation knob (1) counterclockwise, as viewed from above, until the rear sight assembly (2) rests flush with the carrying handle and the 8/3 marking is aligned with the index line (3) on the left side of the carrying handle. Then adjust the elevation knob one more click clockwise.
2. Position the apertures (4) so the unmarked aperture is up and the 0-200 meter aperture is down. Rotate the windage knob (5) to align the index mark on the 0-200 meter aperture with the long center index line on the rear sight assembly.
   (FM 3-22.9 Apr 2003 / 2-1 / PDF 31)

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☐ **Describe the weights of the M16/A2 Rifle.**
- Without Magazine and Sling - 7.78 pounds
- With Sling and a loaded 20 round magazine - 8.48 pounds
- With Sling and a loaded 30 round magazine - 8.79 pounds
  (FM 3-22.9 Apr 2003 / 2-1 / PDF 27)

☐ **Describe the max effective rates of fire for the M16/A2 Rifle.**
- Semiautomatic - 45 rounds per minute
- Burst - 90 rounds per minute
- Sustained - 12-15 rounds per minute
  (FM 3-22.9 Apr 2003 / 2-1 / PDF 27)

☐ **What is the muzzle velocity of the M16/A2 Rifle?**
3,100 feet per second
(FM 3-22.9 Apr 2003 / 2-1 / PDF 27)

☐ **Describe the ranges for the M16/A2 Rifle.**
- Maximum Range - 3,600 meters
- Max Effective Range for a Point Target - 550 meters
- Max Effective Range for an Area Target - 800 meters
  (FM 3-22.9 Apr 2003 / 2-1 / PDF 27)

☐ **Describe the Barrel Rifling for the M16/A2 Rifle**.
Right hand twist 1/7
(FM 3-22.9 Apr 2003 / 2-1 / PDF 27)

☐ **What is the basic load of ammunition for the M16/A2 Rifle?**
210 Rounds total. (7 magazines with 30 rounds in each)

☐ **The elevation knob adjusts the point of aim for the M16A2 Rifle how much?**
300 to 800 meters
(FM 3-22.9 Apr 2003 / 7-31 / PDF 195)

☐ **What is the overall length of the M16/A2 Rifle?**
39.63 inches
(FM 3-22.9 Apr 2003 / 2-1 / PDF 27)

☐ **What are the 8 steps in the functioning of the M16/A2 rifle?**
1. Feeding
2. Chambering
3. Locking
4. Firing
5. Unlocking
6. Extracting
7. Ejecting
8. Cocking
   (FM 3-22.9 Apr 2003 / 4-2 / PDF 66)

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☐ **Describe the procedures for clearing the M16/A2 Rifle**.

- Point the muzzle in a designated SAFE DIRECTION. Attempt to place selector lever on SAFE. If weapon is not cocked, lever cannot be placed on SAFE.
- Remove the magazine by depressing the magazine catch button and pulling the magazine down.
- To lock bolt open, pull charging handle rearward. Press bottom of bolt catch and allow bolt to move forward until it engages bolt catch. Return charging handle to full forward position. If you have not done so before, place the selector lever on SAFE.
- Visually (not physically) inspect the receiver and chamber to ensure these areas contain no ammo.
- With the selector lever pointing toward SAFE, allow the bolt to go forward by pressing the upper portion of the bolt catch.
- Place the selector lever on SEMI and squeeze the trigger.
- Pull the charging handle fully rearward and release it, allowing the bolt to return to the full forward position.
- Place the selector lever on SAFE.
- Close the ejection port cover.
  (FM 3-22.9 Apr 2003 / 4-1 / PDF 66)

☐ **How do you perform a functions check on the M16/A2 Rifle?**

1. Place the selector lever on safe. If the selector switch will not go on safe, pull the charging handle to the rear and release. Place the selector lever on safe. Pull the trigger to the rear, the hammer should not fall.
2. Place the selector lever on semi. Pull the trigger to the rear and hold. The hammer should fall. While holding the trigger to the rear, pull the charging handle to the rear and release. Release the trigger and pull it to the rear again. The hammer should fall.
3. Place the selector lever on burst. Pull the charging handle to the rear and release. Pull the trigger to the rear and hold. The hammer should fall. While holding the trigger to the rear, pull the charging handle to the rear three times and release. Release the trigger and pull it to the rear again. The hammer should fall.

M4 – 5.56 mm Semiautomatic Rifle

A compact version of the M16A2 rifle, with a collapsible stock, a flat-top upper receiver accessory rail and a detachable handle/rear aperture site assembly. The M4 enables a soldier operating in close quarters to engage targets at extended range with accurate, lethal fire. It achieves more than 85 percent commonality with the M16A2 rifle and will replace all .45 caliber M3 submachine guns, selected M9 pistols, and M16 series rifles.

☐ **What is the FM concerning the M4 Rifle?**
FM 3-22.9

☐ **What is the first thing you should do when you handle a weapon?**
Make sure you clear it

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☐ **Name the five phases in Basic Rifle Marksmanship**.

1. Preliminary Rifle Instruction
2. Downrange Feedback
3. Field Fire
4. Advanced Rifle Marksmanship
5. Advanced Optics, Laser and Iron Sights

☐ **What is the purpose of a weaponeer?**

The weaponeer is capable of simulating all of the BRM live fire scenarios without firing rounds. Immediate feedback is available for critiquing the soldier's application of the integrated act of firing while using the weaponeer device to include misfire procedures.
(FM 3-22.9 Apr 2003 / 4-8 / PDF 84)

☐ **What are the four fundamentals of marksmanship?**

1. Steady Position
2. Proper Aim (Sight Picture)
3. Breathing
4. Trigger Squeeze

(FM 3-22.9 Apr 2003 / 4-5 / PDF 76)

☐ **During Preliminary Marksmanship Training (PMI), what are the only two positions taught?**

1. Individual Foxhole supported
2. Basic Prone unsupported

(FM 3-22.9 Apr 2003 / 4-6 / PDF 82)

☐ **What are the two basic elements of the Sight Picture?**

1. Sight Alignment
2. Placing of the Aiming Point

(FM 3-22.9 Apr 2003 / 4-5 / PDF 79)

☐ **What does the Acronym SPORTS stand for?**

Slap, Pull, Observe, Release, Tap and Shoot
(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

☐ **What is remedial action?**

Remedial action is the continuing effort to determine the cause for a stoppage or malfunction and to try to clear the stoppage once it has been identified.
(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

☐ **Describe the proper procedures for applying remedial action with the M4.**

1. Try to place the weapon on safe
2. Remove the magazine
3. Lock the bolt to the rear
4. Place the weapon on safe if not already done

(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

☐ **Describe the proper procedure for applying immediate action with the M4.**

1. Slaps gently upward on the magazine to ensure it is fully seated, and the magazine follower is not jammed.
2. Pulls the charging handle fully to the rear.
3. Observes for the ejection of a live round or expended cartridge. (If the weapon fails to eject a cartridge, perform remedial action.)
4. Releases the charging handle (do not ride it forward).
5. Taps the forward assist assembly to ensure bolt closure.
6. Squeezes the trigger and tries to fire the rifle.

(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

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☐ **What are the steps required in order to mechanically zero the M4?**

1. Adjust the front sight post (1) up or down until the base of the front sight post is flush with the front sight post housing (2).
2. Adjust the elevation knob (3) counterclockwise, when viewed from above, until the rear sight assembly (4) rests flush with the detachable carrying handle and the 6/3 marking is aligned with the index line (5) on the left side of the carrying handle.
3. Position the apertures (6) so the unmarked aperture is up and the 0-200 meter aperture is down. Rotate the windage knob (7) to align the index mark (8) on the 0-200 meter aperture with the long center index line on the rear sight assembly.
   (FM 3-22.9 Apr 2003 / 2-1 / PDF 34)

☐ **What are the steps required in order to battlesight zero the M4?**

1. Adjust the elevation knob (1) counterclockwise, when viewed from above, until the rear sight assembly (2) rests flush with the detachable carrying handle and the 6/3 marking is aligned with the index line (3) on the left side of the detachable carrying handle. The elevation knob remains flush.
2. Position the apertures (4) so the unmarked aperture is up and the 0-200 meter aperture is down. Rotate the windage knob (5) to align the index mark (6) on the 0-200 meter aperture with the long center index line on the rear sight assembly.
   (FM 3-22.9 Apr 2003 / 2-1 / PDF 34)

☐ **Is SPORTS an Immediate or Remedial Action?**

Immediate action
(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

☐ **What is immediate action?**

Immediate action involves quickly applying a possible correction to reduce a stoppage without performing troubleshooting procedures to determine the actual cause.(SPORTS)
(FM 3-22.9 Apr 2003 / 3-1 PDF 57)

☐ **How many times should immediate action be applied to a weapon?**

Once. (If Rifle still fails to fire, apply remedial action)
(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

☐ **What is a malfunction?**

The weapon ceasing to fire due to a stoppage resulting from mechanical failure of the weapon, magazine or ammo.
(FM 3-22.9 April 2003 / 3-2 / PDF 58)

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☐ **Name the different categories of malfunctions for the M4 Rifle.**

1. Failure to feed, chamber or lock
2. Failure to fire cartridge
3. Failure to Extract
4. Failure to Eject

(FM 3-22.9 Apr 2003 / 3-2 / PDF 58)

☐ **What is stoppage?**

A stoppage is a failure of an automatic or semiautomatic firearm to complete the cycle of operation..
(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

☐ **How do you clear a stoppage?**

Apply immediate or remedial action
(FM 3-22.9 Apr 2003 / 3-1 / PDF 57)

☐ **What is the definition of Maximum Effective Range?**

The greatest distance at which a soldier may be expected to deliver a target hit.
(FM 3-22.9 Apr 2003 / Glossary / PDF 336)

☐ **What does CLP stand for?**

- Cleaner - It contains solvents that dissolve firing residue and carbon.
- Lubricant - It lays down a layer of teflon as it dries to provide lubrication.
- Preservative - It prevents rust from Forming.

☐ **Describe the M4 Rifle**.

A 5.56 mm, magazine fed, gas-operated, air-cooled, semiautomatic or three-round burst, hand-held, shoulder-fired weapon.

☐ **What are the 7 types of ammunition that can be used with the M4 Rifle?**

1. M193 – Ball
2. M196 – Trace
3. M199 – Dummy
4. M200 – Blank (Violet tip and 7 petal rose crimp)
5. M855 – Ball (Green Tip)
6. M856 – Tracer (Red Tip)
7. M862 – Short Range Training Ammunition (Plastic with a Blue Tip)
(FM 3-22.9 Apr 2003 / 2-11 / PDF 52)

☐ **Describe the weights of the M4 Rifle without mgazine and sling, with sling and loaded 20 round magazine and with sling and loaded 30 round magazine.**

- Without Magazine and Sling - 6.49 pounds
- With Sling and a loaded 20 round magazine - 7.19 pounds
- With Sling and a loaded 30 round magazine - 7.50 pounds
(FM 3-22.9 Apr 2003 / 2-1 / PDF 27)

☐ **Describe the max effective rates of fire for the M4 Rifle.**

- Semiautomatic - 45 rounds per minute
- Burst - 90 rounds per minute
- Sustained - 12-15 rounds per minute
(FM 3-22.9 Apr 2003 / 2-1 / PDF 27)

☐ **What is the muzzle velocity of the M4 Rifle?**

2,970 feet per second
(FM 3-22.9 Apr 2003 / 2-1 / PDF 27)

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☐ **Describe the ranges for the M4 Rifle.**

- Maximum Range - 3,600 meters
- Max Effective Range for a Point Target - 500 meters
- Max Effective Range for an Area Target - 600 meters

(FM 3-22.9 Apr 2003 / 2-1 / PDF 27)

☐ **Describe the Barrel Rifling for the M4 Rifle**.

Right hand twist 1/7
(FM 3-22.9 Apr 2003 / 2-1 / PDF 27)

☐ **What is the basic load of ammunition for the M4?**

210 Rounds total. (7 magazines with 30 rounds in each)

☐ **The elevation knob adjusts the point of aim for the M4 Rifle how much?**

300 to 600 meters
(FM 3-22.9 Apr 2003 / 7-31 / PDF 195)

☐ **What is the overall length of the M4 Rifle?**

- Buttstock Closed - 29.75 inches
- Buttstock Open - 33.00 inches

(FM 3-22.9 Apr 2003 / 2-1 / PDF 27)

☐ **What are the four positions for the buttstock of the M4 Rifle?**

1. Closed
2. 1/2 Open
3. 3/4 Open
4. Full Open

(FM 3-22.9 Apr 2003 / 2-1 / PDF 33)

☐ **What are the 8 steps in the functioning of the M4 rifle?**

1. Feeding
2. Chambering
3. Locking
4. Firing
5. Unlocking
6. Extracting
7. Ejecting
8. Cocking

(FM 3-22.9 Apr 2003 / 4-2 / PDF 66)

☐ **What part of the M4 Rail Adapter System may be removed to perform PMCS?**

Only the Lower Assembly
(FM 3-22.9 Apr 2003 / 2-2 / PDF 35)

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☐ **Describe the procedures for clearing the M4 Rifle.**

- Point the muzzle in a designated SAFE DIRECTION. Attempt to place selector lever on SAFE. If weapon is not cocked, lever cannot be placed on SAFE.
- Remove the magazine by depressing the magazine catch button and pulling the magazine down.
- To lock bolt open, pull charging handle rearward. Press bottom of bolt catch and allow bolt to move forward until it engages bolt catch. Return charging handle to full forward position. If you have not done so before, place the selector lever on SAFE.
- Visually (not physically) inspect the receiver and chamber to ensure these areas contain no ammo.
- With the selector lever pointing toward SAFE, allow the bolt to go forward by pressing the upper portion of the bolt catch.
- Place the selector lever on SEMI and squeeze the trigger.
- Pull the charging handle fully rearward and release it, allowing the bolt to return to the full forward position.
- Place the selector lever on SAFE.
- Close the ejection port cover.

(FM 3-22.9 Apr 2003 / 4-1 / PDF 66)

☐ **How do you perform a functions check on the M4 Rifle?**

1. Place the selector lever on safe. If the selector switch will not go on safe, pull the charging handle to the rear and release. Place the selector lever on safe. Pull the trigger to the rear, the hammer should not fall.
2. Place the selector lever on semi. Pull the trigger to the rear and hold. The hammer should fall. While holding the trigger to the rear, pull the charging handle to the rear and release. Release the trigger and pull it to the rear again. The hammer should fall.
3. Place the selector lever on burst. Pull the charging handle to the rear and release. Pull the trigger to the rear and hold. The hammer should fall. While holding the trigger to the rear, pull the charging handle to the rear three times and release. Release the trigger and pull it to the rear again. The hammer should fall.

M18A1 – Antipersonnel (Claymore) Mine

☐ **Once done installing the M18A1, how far behind the mine should the wire be secured?**

1 meter

(FM 23-23 Jan 1966 / 12 / PDF 5)

☐ **Describe the M18A1**

A curved, rectangular-shaped weapon, with an olive drab molded case of fiberglass filled polystyrene (plastic). In the front portion of the case is a fragmentation face containing steel spheres embedded in a plastic matrix. The back portion of the case behind the matrix contains a layer of explosives.

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☐ **What is the M18A1 primarily used for?**
It was designed for use against mass infantry attacks
(FM 23-23 Jan 1966 / Section 2 / PDF 10)

☐ **What is the first step in installing the M18A1?**
Inspect the components
(FM 23-23 Jan 1966 / 12 / PDF 5)

☐ **How much does the M18A1 weigh?**
3.5 lbs
(FM 23-23 Jan 1966 / Section 1 / PDF 16)

☐ **What color is a "training" M18A1?**
Blue

☐ **How long is the wire that the M4 blasting cap is connected to?**
100 ft
(FM 23-23 Jan 1966 / Section 1 / PDF 16)

☐ **Name the components that are in the bandoleer of the M18A1**
The M7 bandoleer has two pockets. One pocket contain the mine and the other contains:

- M40 test set
- M57 firing device
- M4 Electric Blasting cap Assembly
- Instructions

(FM 23-23 Jan 1966 / Section 1 / PDF 17)

☐ **Where will you find the instructions for the employment of the M18A1?**
Under the flap of the bandoleer
(FM 23-23 Jan 1966 / Section 1 / PDF 17)

☐ **What color is a "live" M18A1?**
Green

☐ **What is the effective frontal range of the M18A1?**
When detonated, the M18A1 mine will deliver spherical steel fragments over a 60° fan-shaped pattern that is 2 meters high and 50 meters wide at a range of 50 meters
(FM 23-23 Jan 1966 / Section 2 / PDF 10)

☐ **Who keeps the M57 firing device while the M18A1 is being installed?**
The individual installing the mine
(FM 23-23 Jan 1966 / Section 3 / PDF 19)

☐ **What Field Manual covers the M18A1?**
FM 23-23

☐ **What are the two sites used on the M18A1 to aim it?**
Knife-edge and slit-type peep sights
(FM 23-23 Jan 1966 / 12 / PDF 5)

☐ **When aiming the M18A1 using the slit-type peepsight, how far above the ground do you aim**?
2 and 1/2 meters above the ground
(FM 23-23 Jan 1966 / 12 / PDF 5)

☐ **When aiming the M18A1 using the knife edge sight, how far above the ground do you aim**?
You aim at ground level
(FM 23-23 Jan 1966 / 12 / PDF 5)

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☐ **What type of explosive is used in the M18A1?**
1.5 lbs composition C4 (plastic explosive)
(FM 23-23 Jan 1966 / 7 / PDF 16)

☐ **One M40 test set is included with how may M18A1 claymores?**
1 in each case of 6

☐ **What is the killing zone of the M18A1?**
About 20 to 30 meters
(FM 23-23 Jan 1966 / 10 / PDF 18)

☐ **How far is the danger area to the rear of the M18A1?**
16 meters (The mine firing position should be in a foxhole or covered position at least 16 meters to the rear or the side of the emplaced mine.)
(FM 23-23 Jan 1966 / 12 / PDF 5, 6)

M2 - .50 Caliber Machine Gun

☐ **What is the M2 .50 Cal machine gun used for?**
Defend against low-flying hostile aircraft, support the infantryman in both attack and defense, destroy lightly armored vehicles, provide protection for motor movements, vehicle parks and train bivouacs, and reconnaissance by fire on suspected enemy positions

☐ **What is the weight of the M2 .50 Cal machine gun?**
84 lbs
(FM 3-22.65 Mar 2005 / 1-2 / PDF 12)

☐ **Which FM covers the M2 .50 Cal?**
FM 3-22.65

☐ **What is the importance of correct headspace adjustment on the .50 Cal machine gun?**
Incorrect headspace adjustment can cause a malfunction of the gun and lead to sluggish operation or failure to function freely.
(FM 3-22.65 Mar 2005 / 4-1 / PDF 61)

☐ **What is the length of the barrel of the .50 Cal?**
45 inches
(FM 3-22.65 Mar 2005 / 1-2 / PDF 12)

☐ **What is the maximum range of the .50 Cal?**
6,764 meters
(FM 3-22.65 Mar 2005 / 1-2 / PDF 12)

☐ **What is the muzzle velocity of the .50 Cal?**
3,050 ft per sec
(FM 3-22.65 Mar 2005 / 1-2 / PDF 12)

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☐ **What is the description of the .50 Cal, HB, M2 Machine Gun?**

The Browning machine gun caliber .50 HB, M2 is a belt-fed, recoil-operated, air-cooled, crew-served machine gun. The gun is capable of single shot, as well as automatic fire, and operates on the short recoil principle.
(FM 3-22.65 Mar 2005 / 1-2 / PDF 10)

☐ **What is the maximum effective range of the .50 Cal against point and area targets?**

- Point targets Single shot- 1,500 meters
- Area shot- 1,830 meters

(FM 3-22.65 Mar 2005 / 1-2 / PDF 12)

☐ **To control the rate of fire on the M2, the gunner may use what methods of fire?**

- Single shot
- Slow
- Rapid
- Cyclic

(FM 3-22.65 Mar 2005 / 5-10 / PDF 85)

☐ **Describe the Single Shot method of fire on the M2 .50 Cal.**

Place the gun in the single-shot mode and engage the target with aimed shots. The machine gun is accurate out to 1,500 meters.
(FM 3-22.65 Mar 2005 / 5-10 / PDF 85)

☐ **Describe the Slow method of fire on the M2 .50 Cal.**

Slow fire consists of less than 40 rounds per minute, in bursts of five to seven rounds, fired at 10- to 15-second intervals.
(FM 3-22.65 Mar 2005 / 5-10 / PDF 85)

☐ **Describe the Rapid method of fire on the M2 .50 Cal.**

Rapid fire consists of more than 40 rounds per minute, fired in bursts of five to seven rounds, at 5- to 10-second intervals.
(FM 3-22.65 Mar 2005 / 5-10 / PDF 86)

☐ **Describe the Cyclic method of fire on the M2 .50 Cal.**

Cyclic fire is when the weapon fires 450 to 550 rounds per minute.
(FM 3-22.65 Mar 2005 / 5-10 / PDF 86)

☐ **What is the length of the .50 Cal, overall?**

Approximately 65.13 inches
(FM 3-22.65 Mar 2005 / 1-2 / PDF 12)

☐ **What is the cyclic rate of fire of the M2 .50 Cal?**

450-550 rounds a minute
(FM 3-22.65 Mar 2005 / 1-2 / PDF 12)

☐ **What type of front sight does the M2 .50 Cal have?**

A semi-fixed blade type with cover
(FM 3-22.65 Mar 2005 / 1-2 / PDF 10)

☐ **What type of rear sight does the M2 .50 Cal have?**

A leaf type rear sight graduated in both yards and mils
(FM 3-22.65 Mar 2005 / 1-2 / PDF 10)

☐ **What are the common malfunctions of the M2 .50 Cal?**

- Failure to function freely
- Uncontrolled automatic fire

(FM 3-22.65 Mar 2005 / 4-1 / PDF 61)

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☐ **What are the common stoppages of the M2 .50 Cal?**

- Failure to feed
- Chamber
- Lock
- Fire
- Unlock
- Extract
- Eject
- Cock

(FM 3-22.65 Mar 2005 / 4-2 / PDF 61)

☐ **What are the ten major components and assemblies of the M2 .50 Cal?**

1. Barrel Group
2. Carrier Assembly
3. Back plate Group
4. Receiver Group
5. Bolt Stud
6. Cover Group
7. Barrel Buffer Body
8. Barrel extension group
9. Bolt Group
10. Driving Spring Rod Assembly

(FM 3-22.65 Mar 2005 / 1-3 / PDF 14)

☐ **What are the proper procedures for performing immediate action on the M2 .50 Cal?**

If machine gun fails to fire, take the following action:

1. Wait 5 seconds; a hangfire may be causing the misfire. In the next 5 seconds, pull the bolt to the rear (check for ejection and feeding of belt), release it, re-lay on the target, and attempt to fire. If the bolt-latch release and trigger are depressed at the same time, the bolt goes forward and the weapon should fire automatically.
2. If the gun again fails to fire, wait another 5 seconds, pull the bolt to the rear (engage with the bolt latch if applicable), and return the retracting slide handle to its forward position. Open the cover and remove the belted ammunition. Inspect the gun to determine the cause of stoppage.

A hangfire or cookoff can cause injury to personnel or damage to the weapon. To avoid these, the gunner must take the following precautions:

1. Always keep the round locked in the chamber the first 5 seconds after a misfire occurs. This prevents an explosion outside of the gun in event of a hangfire.
2. If the barrel is hot, the round must be extracted within the next 5 seconds to prevent a cookoff. When more than 150 rounds have been fired in a 2-minute period, the barrel is hot enough to produce a cookoff.
3. If the barrel is hot and the round cannot be extracted within the 10 seconds, it must remain locked in the chamber for at least 5 minutes, to guard against a cookoff.
4. Keep the gun cover closed during the waiting periods.

(FM 3-22.65 Mar 2005 / 4-3 / PDF 63)

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M203 – 40 mm Grenade Launcher

M203 Mounted on an M4 Carbine

The M203 grenade launcher is a single-shot weapon designed for use with the M16 series rifle and fires a 40mm grenade. The M203A1 grenade launcher is a single-shot weapon designed for use with the M4 series carbine and also fires a 40mm grenade. Both have a leaf sight and quadrant site. The M203 is also being used as the delivery system for a growing array of less-than-lethal munitions.

☐ **If you turn the M203 windage screw one increment, how far does that move the strike of the round at 200 meters?**
1 and 1/2 meters
(FM 3-22.31 Feb 2003 / 5-9 / PDF 62)

☐ **What is the maximum range of the M203?**
About 400 meters
(FM 3-22.31 Feb 2003 / 3-2 / PDF 17)

☐ **What is the maximum effective range of the M203 against a fire team sized area target?**
350 meters
(FM 3-22.31 Feb 2003 / 3-2 / PDF 17)

☐ **What is the maximum effective range of the M203 against a vehicle or weapon point target?**
150 meters
(FM 3-22.31 Feb 2003 / 3-2 / PDF 17)

☐ **What is the minimum arming range of the 40 mm round fired from the M203?**
14 to 38 meters
(FM 3-22.31 Feb 2003 / 3-2 / PDF 17)

☐ **What is the rate of fire of the M203?**
5 to 7 rounds per minute
(FM 3-22.31 Feb 2003 / 3-2 / PDF 17)

☐ **What Field Manual covers the M203?**
FM 3-22.31

☐ **What is the casualty radius of a M203 40 mm HE round?**
5 meters
(FM 3-22.31 Feb 2003 / 5-6 / PDF 59)

☐ **What are the 4 fundamentals of M203 marksmanship?**
1. Steady Position
2. Aiming
3. Breathing
4. Trigger Control

(FM 3-22.31 Feb 2003 / 5-1 / PDF 38)

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☐ **The M203 uses several fixed type, low velocity 40 mm rounds. Name some of the common types of rounds used.**

1. M433 – High Explosive Dual Purpose
2. M406 – High Explosive
3. M83A1 (white), M661 (Green), M662 (Red) – Star Parachute
4. M585 – White Star Cluster
5. M713 (Red Smoke), M715 (Green Smoke), M716 (Yellow Smoke) – Ground Marker
6. M781 – Practice
7. M651 – Tactical CS
8. Buckshot
   (FM 3-22.31 Feb 2003 / 3-4 / PDF 22)

☐ **What are the two common malfunctions of the M203?**

1. Failure to cock
2. Failure to lock
   (FM 3-22.31 Feb 2003 / 4-1 / PDF 34)

☐ **What are the five common stoppages of the M203?**

1. Failure to fire
2. Failure to extract
3. Failure to eject
4. Failure to chamber
5. Safety Fails to stay in position
   (FM 3-22.31 Feb 2003 / 4-2 / PDF 35)

☐ **What are the two types of sights on the M203?**

1. Leaf
2. Quadrant
   (FM 3-22.31 Feb 2003 / 3-3 / PDF 18)

☐ **Describe the M203**.

The M203 grenade launcher is a lightweight, single-shot, breech-loaded, pump action (sliding barrel), shoulder-fired weapon that is attached to an M16 rifle series, or the M4 carbine series with the M203A1, and M4 carbine series with the rail system.
(FM 3-22.31 Feb 2003 / 3-1 / PDF 15)

☐ **At what range do you zero the M203?**

200 meters
(FM 3-22.31 Feb 2003 / 5-9 / PDF 61)

☐ **How must you maintain the M203 Grenade Launcher in varying climates?**

- Extreme Heat: Lubricate with CLP, grade 2.
- Damp or Salty Air: Clean the weapon and apply CLP, grade 2, frequently.
- Sandy or Dusty Air: Clean the weapon and apply CLP, grade 2, frequently. Remove excess CLP with a rag after each application.
- Temperatures Below Freezing: When the weapon is brought in from a cold area to a warm area, keep it wrapped in a parka or blanket, and allow it to reach room temperature gradually. If condensation forms on the weapon, dry and lubricate it at room temperature with CLP, grade 2, before returning it to cold weather. Otherwise, ice will form inside the mechanism.
  (FM 3-22.31 Feb 2003 / 3-7 / PDF 29)

☐ **How long should you wait before opening the breach to unload the weapon if you happen to have a misfire with the M203?**

30 seconds
(FM 3-22.31 Feb 2003 / 4-3 / PDF 36)

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M240B – Machine Gun

The M240B is the modified version of the original M240/M240E1, 7.62mm medium class, coaxial/pintle mounted machine gun for tanks and light armored vehicles. The weapon feeds from the left, ejecting links to the right and spent cartridges underneath the receiver. The rate of fire may be controlled by three different regulator settings. The M240B is modified for ground use by the installation of an "Infantry Modification Kit", comprised of a flash suppresser, front sight, butt-stock, pistol grip, bipod, rear sight assembly, feed tray cover with optical rail, protective heat shield for the barrel, and a carrying handle for the barrel.

A ground-mounted, gas-operated, crew-served machine gun. This reliable 7.62mm machine gun delivers more energy to the target than the smaller caliber M-249 SAW. It is being issued to infantry, armor, combat engineer, special force/rangers, and selected field artillery units that require medium support fires and will replace the ground-mounted M-60 series machine guns currently in use.

☐ **What is the weight of the M240B?**
Approximately 27.6 pounds
(FM 3-22.68 Jan 2003 / 3-1 / PDF 83)

☐ **What Field Manual covers the M240B?**
FM 3-22.68 Chapter 3

☐ **Describe the M240B.**
The M240B is a belt-fed, air-cooled, gas-operated, fully automatic machine gun that fires from the open bolt position.
(FM 3-22.68 Jan 2003 / 3-1 / PDF 82)

☐ **What is the sustained rate of fire for the M240B?**
100 Rounds per minute fired in 6 to 9 round bursts and 4 to 5 seconds between bursts. Barrel change every 10 minutes.
(FM 3-22.68 Jan 2003 / 3-1 / PDF 83)

☐ **What is the rapid rate of fire for the M240B?**
200 Rounds per minute fired in 10 to 13 round bursts and 2 to 3 seconds between bursts. Barrel change every 2 minutes.
(FM 3-22.68 Jan 2003 / 3-1 / PDF 83)

☐ **What is the cyclic rate of fire for the M240B?**
650 to 950 Rounds per minute fired in continuous bursts. Barrel change every minute.
(FM 3-22.68 Jan 2003 / 3-1 / PDF 84)

☐ **What is the maximum range of the M240B?**
3725 meters
(FM 3-22.68 Jan 2003 / 3-1 / PDF 83)

☐ **What is the maximum effective range of the M240B with tripod and T&E?**
1100 meters
(FM 3-22.68 Jan 2003 / 3-1 / PDF 83)

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☐ **What is the maximum effective range of the M240B for an area target?**

Tripod – 1,100 meters
Bipod – 800 meters
(FM 3-22.68 Jan 2003 / 3-1 / PDF 83)

☐ **What is the maximum effective range of the M240B for a point target?**

Tripod – 800 meters
Bipod – 600 meters
(FM 3-22.68 Jan 2003 / 3-1 / PDF 83)

☐ **What is the length of the M240B?**

49 inches
(FM 3-22.68 Jan 2003 / 3-1 / PDF 83)

☐ **What is the maximum tracer burnout for the M240B?**

900 meters
(FM 3-22.68 Jan 2003 / 3-1 / PDF 83)

☐ **What types of ammunition can be used with M240B?**

- M80 – Ball
- M61 – Armor Piercing
- M62 – Tracer
- M63 – Dummy
- M82 – Blank

(FM 3-22.68 Jan 2003 / 3-3 / PDF 86)

☐ **What are the proper clearing procedures for the M240B?**

1. Move the safety to the fire “F” position.
2. With his right hand, (palm up) pulls the cocking handle to the rear, ensuring the bolt is locked to the rear (bipod mode).
3. Return the cocking handle to its forward position.
4. Place the safety on safe “S.”
5. Raise the cover assembly and conduct the four-point safety check for brass, links, or ammunition.
    - Check the feed pawl assembly under the cover.
    - Check the feed tray.
    - Lift the feed tray and inspects the chamber.
    - Check the space between the face of the bolt and chamber to include the space under the bolt and operating rod assembly.
6. Close the feed tray and cover assembly and place the safety to the fire “F” position. Pull cocking handle to the rear, and pull the trigger while manually riding the bolt forward. Close the ejection port cover.

(FM 3-22.68 Jan 2003 / 3-6 / PDF 90)

☐ **What are the proper procedures for performing a function check on the M240B?**

1. Places the safety on “F.”
2. Pulls the cocking handle to the rear, locking the bolt to the rear of the receiver.
3. Returns the cocking handle to the forward position.
4. Places the safety on “S,” and closes the cover.
5. Pulls the trigger. (Bolt should not go forward).
6. Places the safety on “F.”
7. Pulls the cocking handle to the rear, pulls the trigger, and rides the bolt forward.
8. Closes the ejection port cover.

(FM 3-22.68 Jan 2003 / 3-11 / PDF 108)

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M249 – Machine Gun

A lightweight, gas-operated, one-man-portable automatic weapon capable of delivering a large volume of effective fire at ranges up to 800 meters. Two M249s are issued per infantry squad. It is scheduled to replace the M60 7.62 medium machine gun in certain units.

☐ **What is the maximum range of the M249 (SAW)?**
3,600 meters
(FM 3-22.68 Jan 2003 / 1-1 / PDF 8)

☐ **What is the maximum effective range of the M249 with tripod and T+E?**
1,000 meters
(FM 3-22.68 Jan 2003 / 1-1 / PDF 8)

☐ **What is the maximum range of the M249 against an area target for both tripod and bipod?**
Tripod – 1,000 meters
Bipod – 800 meters
(FM 3-22.68 Jan 2003 / 1-1 / PDF 8)

☐ **What is the maximum range of the M249 against a point target for both tripod and bipod?**
Tripod – 800 meters
Bipod – 600 meters
(FM 3-22.68 Jan 2003 / 1-1 / PDF 8)

☐ **What does S.A.W. stand for?**
Squad Automatic Weapon

☐ **What is the weight of the M249?**
16.41 pounds
(FM 3-22.68 Jan 2003 / 1-1 / PDF 8)

☐ **What is the basic load of ammunition for the M249?**
1,000 rounds (in 200 round drums)
(FM 3-22.68 Jan 2003 / 1-1 / PDF 8)

☐ **What is the length of the M249?**
40.87 inches
(FM 3-22.68 Jan 2003 / 1-1 / PDF 8)

☐ **Describe the M249**.
The M249 machine gun is a gas-operated, air-cooled, belt or magazine-fed, automatic weapon that fires from the open-bolt position.
(FM 3-22.68 Jan 2003 / 1-1 / PDF 7)

☐ **What FM covers the M249?**
FM 3-22.68

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☐ **What are the rates of fire for the M249?**

- Sustained rate is 100 rounds per minute
- Rapid rate is 200 rounds per minute
- Cyclic rate is 650 to 850 rounds per minute

(FM 3-22.68 Jan 2003 / 1-1 / PDF 8)

☐ **What are the proper procedures for clearing the M249?**

1. Moves the safety to the fire "F" position by pushing it to the left until the red ring is visible.
2. With his right hand, palm up, pulls the cocking handle to the rear, locking the bolt in place.
3. While holding the resistance on the cocking handle, moves the safety to the SAFE position by pushing it to the right until the red ring is not visible. (The weapon cannot be placed on safe unless the bolt is locked to the rear.)
4. Returns and locks the cocking handle in the forward position.
5. Raises the cover and feed mechanism assembly, and conducts the five-point safety check for brass, links, or ammunition:
   (1) Checks the feed pawl assembly under the feed cover.
   (2) Checks the feed tray assembly.
   (3) Lifts the feed tray assembly and inspects the chamber.
   (4) Checks the space between the bolt assembly and the chamber.
   (5) Inserts two fingers of his left hand in the magazine well to extract any ammunition or brass.
6. Closes the cover and feed mechanism assembly and moves the safety to the "F" position. With his right hand, palm up, returns the cocking handle to the rear position. Presses the trigger and at the same time eases the bolt forward by manually riding the cocking handle forward.

(FM 3-22.68 Jan 2003 / 1-5 / PDF 16)

☐ **What are the 8 major groups of the M249?**

1. Operating Rod Group
2. Barrel Group
3. Handguard Group
4. Buttstock and Buffer Assembly Group
5. Trigger Mechanism Group
6. Gas Cylinder Group
7. Bipod Group
8. Receiver Group

(FM 3-22.68 Jan 2003 / 1-6 / PDF 19)

☐ **The M249 is loaded, fired, unloaded and cleared from what bolt position?**

The open bolt position

(FM 3-22.68 Jan 2003 / 1-13 / PDF 33)

☐ **What are the steps to the cycle of functioning for the M249?**

- Feeding
- Chambering
- Locking
- Firing
- Unlocking
- Extracting
- Cocking

(FM 3-22.68 Jan 2003 / 1-16 / PDF 35)

☐ **How do you adjust for windage with the M249?**

Adjustments for windage are made by traversing the rear sight right and left along the sliding scale.

(FM 3-22.68 Jan 2003 / 1-17 / PDF 37)

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☐ **How do you adjust for elevation with the M249?**
Adjustments for elevation (range) require the automatic rifleman to turn the elevation knob (closest to the buttstock) on the rear sight to the desired range setting.
(FM 3-22.68 Jan 2003 / 1-17 / PDF 37)

☐ **Name 3 assault firing positions used with the M249**
1. Shoulder
2. Hip
3. Underarm

(FM 3-22.68 Jan 2003 / 1-1 / PDF 8)

☐ **What are two unique features of the M249?**
It has a regulator to change the rate of fire, and it is fed by M16 magazines as well as belt fed

M60 – Machine Gun

☐ **What is the FM that covers the M60?**
FM 3-22.68

☐ **What is the weight of the M60?**
23 Pounds
(FM 3-22.68 Jan 2003 / 2-1 / PDF 49)

☐ **What is the maximum effective range of the M60?**
1,100 meters with Tripod and T+E
(FM 3-22.68 Jan 2003 / 2-1 / PDF 49)

☐ **What feature of the M60 allows the user to change the barrels rapidly**?
A fixed headspace

☐ **What are the sustained, rapid and cyclic rates of fire for the M60?**
Sustained – 100
Rapid – 200
Cyclic – 550
(FM 3-22.68 Jan 2003 / 2-1 / PDF 50)

☐ **What is the most effective rate of fire for the M60?**
6-9 round bursts with 4-5 seconds between bursts.
(FM 3-22.68 Jan 2003 / 2-1 / PDF 49)

☐ **What is the tracer burnout range for the M60?**
900 meters
(FM 3-22.68 Jan 2003 / 2-1 / PDF 49)

☐ **What is grazing fire?**
Horizontal fire in the vicinity of the knee to the waist high area on the enemy

☐ **What is the maximum range of grazing fire for the M60 over level or uniformly sloped terrain?**
600 meters
(FM 3-22.68 Jan 2003 / 2-1 / PDF 49)

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☐ **What is always the Number 1 target on an M60 range card?**
The FPL (Final Protective Line)

☐ **What are the 5 types of ammunition used with the M60?**
1. M80 - Ball
2. M62 - Tracer
3. M61 - Armor piercing
4. M63 - Dummy
5. M82 - Blank
(FM 3-22.68 Jan 2003 / 2-1 / PDF 49)

☐ **What weapon is scheduled to replace the M60 machine gun?**
The M240B

☐ **Describe the M60.**
The M60 is a gas-operated, air-cooled, belt-fed, automatic machine gun that fires from the open-bolt position.
(FM 3-22.68 Jan 2003 / 2-1 / PDF 48)

☐ **The M60 is fired with the bolt in what position?**
The open bolt position

☐ **How often should the barrel be changed on the M60?**
- Sustained rate of fire- every 10 minutes
- Rapid rate of fire- every 2 minutes
- Cyclic-every minute
(FM 3-22.68 Jan 2003 / 2-1 / PDF 50)

☐ **Name 2 common malfunctions of the M60**
1. Sluggish operation
2. Runaway gun

☐ **What should you do if you have a "runaway gun" with the M60 Machine Gun?**
Break the belt

☐ **How many barrels are issued with the M60?**
2 barrels

☐ **What are the proper procedures to clear the M60 Machine Gun?**
1. Moves the safety lever to the “F” position.
2. With his right hand, palm up, pulls the cocking handle in the rear. Moves the safety lever to the “S” position. Returns and locks the cocking handle in the forward position.
3. Raises the cover and conducts the four-point safety check for brass, links, or ammunition.
   (1) Checks the feed pawl assembly under the cover.
   (2) Checks the feed tray.
   (3) Lifts the feed tray and hanger assembly and inspects the chamber.
   (4) Checks the space between the face of the bolt and the chamber.
4. Closes the cover and moves the safety lever to the “F” position. Pulls the cocking handle to the rear position. Pulls the trigger and at the same time eases the bolt forward by manually riding the cocking handle forward.
5. Places the safety lever on “S” and raises the cover. (If not disassembling the gun, keep the cover down.)
(FM 3-22.68 Jan 2003 / 2-5 / PDF 56)

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☐ **How do you perform a function check on the M60?**

1. Open the cover and pull the cocking handle to the rear.
2. Place the safety on "S" position.
3. Return the cocking handle to the forward position.
4. Close the feed tray cover.
5. Place the safety on "F" position.
6. Grasp the cocking handle with the right hand, pull the trigger with the left hand, and ease the bolt forward.
   (FM 3-22.68 Jan 2003 / 2-10 / PDF 68)

M72 – Light Anti-Tank Weapon

☐ **How many spring-loaded fins are attached to the M72A2/A3 LAW?**

6
(FM 3-23.25 Jan 2006 / 5-4 / PDF 42)

☐ **What is the muzzle velocity of the M72A2 and M72A3?**

475 fps
(FM 3-23.25 Jan 2006 / 5-5 / PDF 42)

☐ **Describe the M72A2/A3 LAW**

The M72A2/A3 LAW is a lightweight, self-contained, antiarmor weapon consisting of a rocket packed in a launcher . It is man-portable, may be fired from either shoulder.
(FM 3-23.25 Jan 2006 / 5-1 / PDF 41)

☐ **What is the length of the Launcher of the M72A2 and the M72A3?**

- Closed- 24.8 inches
- Fully extended- 34.67 inches
  (FM 3-23.25 Jan 2006 / 5-5 / PDF 42)

☐ **About the Rocket in the M72A2 and the M72A3, how long is it and how much does it weigh?**

- Length- 20 inches
- Weight- 2.2 lbs
  (FM 3-23.25 Jan 2006 / 5-5 / PDF 42)

☐ **What FM covers the use of the M72 LAW?**

FM 3-23.25 Chapter 5

☐ **What is the Minimum range of the M72A2 and the M72A3 in a combat environment?**

10 meters
(FM 3-23.25 Jan 2006 / 5-5 / PDF 42)

☐ **What is the Maximum Range of the M72A2 and the M72A3?**

1000 meters
(FM 3-23.25 Jan 2006 / 5-5 / PDF 42)

☐ **What is the Maximum Effective range of the M72A2 and the M72A3?**

- Stationary target- 200 meters
- Moving Target- 165 meters
  (FM 3-23.25 Jan 2006 / 5-5 / PDF 42)

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☐ **Because the M72-series LAW is issued as a round of ammunition rather than as a weapon, inspection is limited to a visual examination of the sealed unit. How do you inspect the M72 series LAW?**

- Check the body for dents, cracks, or bulges.
- Check the rubber boots covering the trigger bar and barrel detent for
- Ensure the arming handle is present and on SAFE and that the pull
- Check the data plate for the phrase, W/COUPLER.
  (FM 3-23.25 Jan 2006 / 5-16 / PDF 46)

☐ **What is the first thing that you should do before engaging a target with the LAW?**

Determine its range
(FM 3-23.25 Jan 2006 / 5-34 / PDF 56)

☐ **What kind of projectile is fired form the LAW?**

A 66 mm high explosive, antitank (HEAT), percussion ignited, fin-stabilized, fixed munitions rocket.
(FM 3-23.25 Jan 2006 / 5-6 / PDF 42)

☐ **What is the first step in preparing the LAW for use?**

Inspect its overall condition
(F FM 3-23.25 Jan 2006 / 5-25 / PDF 52)

☐ **What is the weight of a complete M72A2?**

5.1 lbs
(FM 3-23.25 Jan 2006 / 5-5 / PDF 42)

☐ **What is the weight of a complete M72A3?**

1.5 lbs
(FM 3-23.25 Jan 2006 / 5-5 / PDF 42)

☐ **If you have a misfire with the M72A2/A3 LAW, what should you do?**

Combat Environment:

- Squeeze the trigger again immediately.
- If the launcher still fails to fire, place the trigger arming handle on SAFE.
- Partly collapse the launcher, than extend it to cock it again.
- Place it on your shoulder, check the backblast area again, and then arm, aim, and fire the launcher.
- If the LAW still fails to fire, squeeze the trigger again and return the trigger arming handle to
- SAFE. Collapse the launcher, set it aside, and try another one. As soon as possible, dispose of the misfired LAW IAW unit SOP.

Training Environment:

- Squeeze the trigger again.
- If the launcher still fails to fire, keep the launcher on your shoulder, announce “Misfire,” and wait 10 seconds. Place the trigger arming handle on SAFE.
- Move the launcher from your shoulder and wait one minute.
- Extend the launcher to cock it again, check the backblast area, place the launcher back on your shoulder, pull the arming handle to the ARM position, aim, and squeeze the trigger bar.
- If the launcher again fails to fire, wait 10 seconds before returning the trigger arming handle to the SAFE position.
- Keep the launcher trained on the target area at least one minute; DO NOT collapse the launcher.
- Move the launcher to a safe area and dispose of it IAW unit SOP.
  (FM 3-23.25 Jan 2006 / 5-28 / PDF 55)

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M9 Pistol

A semi-automatic, single-action / double-action pistol. The M9 is the primary sidearm of The U.S. military, replacing the .45 caliber model M1911A1. The M9 has a 15-round staggered magazine with a reversible magazine release button that can be positioned for either right- or left-handed shooters.

☐ **What is the weight of the M9 pistol with an empty magazine?**
2.1 Pounds
(FM 3-23.35 June 2003 / 1-1 / PDF 10)

☐ **Describe the M9 pistol**.
The M9 pistol is a 9-mm, semiautomatic, magazine fed, recoil-operation, double-action weapon chambered for the 9-mm cartridge.
(FM 3-23.35 June 2003 / 1 / PDF 9)

☐ **Describe the magazine for the M9**.
A standard staggered box magazine designed to hold 15 rounds

☐ **What is the weight of the M9 pistol with a 15 round magazine?**
2.6 pounds
(FM 3-23.35 June 2003 / 1-1 / PDF 10)

☐ **What is the basic load of ammunition for the M9?**
45 Rounds
(FM 3-23.35 June 2003 / 1-1 / PDF 10)

☐ **How many rounds can a magazine designed for the M9 hold?**
15 Rounds
(FM 3-23.35 June 2003 / 1-1 / PDF 10)

☐ **What are the two types of ammunition used by the M9?**
1. Cartridge, 9-mm ball, M882 with/without cannelure).
2. Cartridge, 9-mm dummy, M917.
(FM 3-23.35 June 2003 / 1-3 / PDF 12)

☐ **What Field Manual covers the M9?**
FM 3-23.35

☐ **What are the proper clearing procedures for the M9?**
1. Place the decocking/safety lever in the SAFE down position.
2. Hold the pistol in the raised pistol position.
3. Depress the magazine release button and remove the magazine from the pistol.
4. Pull the slide to the rear and remove any chambered round.
5. Push the slide stop up, locking the slide to the rear.
6. Look into the chamber to ensure that it is empty.
(FM 3-23.35 June 2003 / 1-4 / PDF 13)

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☐ **What are the steps required to perform a function check for the M9?**

1. Clear the pistol in accordance with the unloading procedures.
2. Depress the slide stop, letting the slide go forward.
3. Insert an empty magazine into the pistol.
4. Retract the slide fully and release it. The slide should lock to the rear.
5. Depress the magazine release button and remove the magazine.
6. Ensure the decocking/safety lever is in the SAFE position.
7. Depress the slide stop. When the slide goes forward, the hammer should fall to the forward position.
8. Squeeze and release the trigger. The firing pin block should move up and down and the hammer should not move.
9. Place the decocking/safety lever in the fire POSITION.
10. Squeeze the trigger to check double action. The hammer should cock and fall.
11. Squeeze the trigger again. Hold it to the rear. Manually retract and release the slide. Release the trigger. A click should be heard and the hammer should not fall.
12. Squeeze the trigger to check the single action. The hammer should fall.
    (FM 3-23.35 June 2003 / 1-9 / PDF 15)

☐ **What are the steps to the cycle of operation of the M9?**

1. Feeding
2. Chambering
3. Locking
4. Firing
5. Unlocking
6. Extracting
7. Ejecting
8. Cocking
   (FM 3-23.35 June 2003 / 1-13 / PDF 17)

☐ **How do you perform immediate action for the M9?**

1. Ensure the decocking/safety lever is in the FIRE position.
2. Squeeze the trigger again.
3. If the pistol does not fire, ensure that the magazine is fully seated, retract the slide to the rear, and release.
4. Squeeze the trigger.
5. If the pistol again does not fire, remove the magazine and retract the slide to eject the chambered cartridge. Insert a new magazine, retract the slide, and release to chamber another cartridge.
6. Squeeze the trigger.
7. If the pistol still does not fire, perform remedial action.
   (FM 3-23.35 June 2003 / 1-15 / PDF 18)

☐ **How do you perform remedial action for the M9?**

1. Clear the pistol.
2. Inspect the pistol for the cause of the stoppage.
3. Correct the cause of the stoppage, load the pistol, and fire.
4. If the pistol again fails to fire, disassemble it for closer inspection, cleaning, and lubrication.
   (FM 3-23.35 June 2003 / 1-15 / PDF 18)

☐ **What are the major components of the M9?**

- Slide and Barrel assembly
- Recoil spring and Recoil Spring guide
- Barrel and Locking Block Assembly
- Receiver
- Magazine
  (FM 3-23.35 June 2003 / 1-2 / PDF 11)

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☐ **What is the maximum range of the M9?**
1800 meters
(FM 3-23.35 June 2003 / 1-1 / PDF 10)

☐ **What is the maximum effective range of the M9?**
50 meters
(FM 3-23.35 June 2003 / 1-1 / PDF 10)

☐ **What are the three safety features found on the M9?**
1. Decocking
2. Safety Lever
3. Firing Pin Block

(FM 3-23.35 June 2003 / 1-1 / PDF 10)

M11 Pistol

A semi-automatic, single-action / double-action pistol. The M11 has a 13-round staggered magazine with a reversible magazine release button that can be positioned for either right- or left-handed shooters.

☐ **What is the weight of the M11 pistol with an empty magazine?**
26.1 Ounces
(FM 3-23.35 June 2003 / 1-1 / PDF 10)

☐ **Describe the M11 pistol**.
The M11 pistol is a 9-mm, semiautomatic, magazine fed, recoil-operation, double-action weapon chambered for the 9-mm cartridge.
(FM 3-23.35 June 2003 / 1 / PDF 9)

☐ **Describe the magazine for the M11**.
A standard staggered box magazine designed to hold 13 rounds

☐ **What is the weight of the M11 pistol with a 13 round magazine?**
29.1 Ounces
(FM 3-23.35 June 2003 / 1-1 / PDF 10)

☐ **What is the basic load of ammunition for the M11?**
39 Rounds
(FM 3-23.35 June 2003 / 1-1 / PDF 10)

☐ **How many rounds can a magazine designed for the M11 hold?**
13 Rounds
(FM 3-23.35 June 2003 / 1-1 / PDF 10)

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☐ **What are the two types of ammunition used by the M11?**
1. Cartridge, 9-mm ball, M882 with/without cannelure).
2. Cartridge, 9-mm dummy, M917.
(FM 3-23.35 June 2003 / 1-3 / PDF 12)

☐ **What Field Manual covers the M11?**
FM 3-23.35

☐ **What are the proper clearing procedures for the M11?**
1. Place the decocking/safety lever in the SAFE down position.
2. Hold the pistol in the raised pistol position.
3. Depress the magazine release button and remove the magazine from the pistol.
4. Pull the slide to the rear and remove any chambered round.
5. Push the slide stop up, locking the slide to the rear.
6. Look into the chamber to ensure that it is empty.
(FM 3-23.35 June 2003 / 1-4 / PDF 13)

☐ **What are the steps required to perform a function check for the M11?**
1. Clear the pistol in accordance with the unloading procedures.
2. Depress the slide stop, letting the slide go forward.
3. Insert an empty magazine into the pistol.
4. Retract the slide fully and release it. The slide should lock to the rear.
5. Depress the magazine release button and remove the magazine.
6. Ensure the decocking/safety lever is in the SAFE position.
7. Depress the slide stop. When the slide goes forward, the hammer should fall to the forward position.
8. Squeeze and release the trigger. The firing pin block should move up and down and the hammer should not move.
9. Place the decocking/safety lever in the fire POSITION.
10. Squeeze the trigger to check double action. The hammer should cock and fall.
11. Squeeze the trigger again. Hold it to the rear. Manually retract and release the slide. Release the trigger. A click should be heard and the hammer should not fall.
12. Squeeze the trigger to check the single action. The hammer should fall.
(FM 3-23.35 June 2003 / 1-9 / PDF 15)

☐ **What are the steps to the cycle of operation of the M11?**
1. Feeding
2. Chambering
3. Locking
4. Firing
5. Unlocking
6. Extracting
7. Ejecting
8. Cocking
(FM 3-23.35 June 2003 / 1-13 / PDF 17)

☐ **How do you perform immediate action for the M11?**
1. Ensure the decocking/safety lever is in the FIRE position.
2. Squeeze the trigger again.
3. If the pistol does not fire, ensure that the magazine is fully seated, retract the slide to the rear, and release.
4. Squeeze the trigger.
5. If the pistol again does not fire, remove the magazine and retract the slide to eject the chambered cartridge. Insert a new magazine, retract the slide, and release to chamber another cartridge.
6. Squeeze the trigger.
7. If the pistol still does not fire, perform remedial action.
(FM 3-23.35 June 2003 / 1-15 / PDF 18)

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☐ **How do you perform remedial action for the M11?**
1. Clear the pistol.
2. Inspect the pistol for the cause of the stoppage.
3. Correct the cause of the stoppage, load the pistol, and fire.
4. If the pistol again fails to fire, disassemble it for closer inspection, cleaning, and lubrication.
(FM 3-23.35 June 2003 / 1-15 / PDF 18)

☐ **What are the major components of the M11?**
- Slide and Barrel assembly
- Recoil spring and Recoil Spring guide
- Barrel and Locking Block Assembly
- Receiver
- Magazine
(FM 3-23.35 June 2003 / 1-2 / PDF 11)

☐ **What is the maximum range of the M11?**
1800 meters
(FM 3-23.35 June 2003 / 1-1 / PDF 10)

☐ **What is the maximum effective range of the M11?**
50 meters
(FM 3-23.35 June 2003 / 1-1 / PDF 10)

☐ **What are the three safety features found on the M11?**
1. Decocking
2. Safety Lever
3. Firing Pin Block
(FM 3-23.35 June 2003 / 1-1 / PDF 10)

MK19 – 40 mm Grenade Machine Gun

A self-powered, air-cooled, belt-fed, blowback-operated weapon designed to deliver decisive firepower against enemy personnel and lightly armored vehicles. It replaces the M2 heavy machine guns in selected units and will be the primary suppressive weapon for combat support and combat service support units. The MK19-3 can be mounted on the HMMWV, M113 family of vehicles, 5-ton trucks, and selected M88A1 recovery vehicles.

☐ **What size projectile is fired from the MK19?**
40 mm
(FM 3-22.27 Nov 2003 / PDF 1)

☐ **What is a special feature of the barrel of the MK19?**
It is designed to not overheat even after prolonged firing
(FM 3-22.27 Nov 2003 / 1-2 / PDF –8)

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☐ **What is a MK64, MOD7?**
The gun cradle for the MK19
(FM 3-22.27 Nov 2003 / 3-1 / PDF 39)

☐ **Describe the MK19**.
An air-cooled, blowback operated, belt-fed machine gun that is fed by a disintegrating metallic-link belt and fires 40mm grenade cartridges
(FM 3-22.27 Nov 2003 / 1-2 / PDF 7)

☐ **What is the length of the MK19?**
43.1 inches
(FM 3-22.27 Nov 2003 / 1-2 / PDF 12)

☐ **What is the maximum range of the MK19?**
2,212 meters
(FM 3-22.27 Nov 2003 / 1-2 / PDF 13)

☐ **What is the maximum effective range of the MK19?**
- Point - 1,500 meters
- Area - 2,212 meters

(FM 3-22.27 Nov 2003 / 1-2 / PDF 13)

☐ **What are the rates of fire for the MK19?**
- Sustained- 40 rds/min
- Rapid- 60 rds/min
- Cyclic- 325-375 rds/min

(FM 3-22.27 Nov 2003 / 1-2 / PDF 13)

☐ **What is the muzzle velocity of the MK19?**
798ft per second
(FM 3-22.27 Nov 2003 / 1-2 / PDF 13)

☐ **What are the two most common malfunctions of the MK19?**
- Runaway gun
- Sluggish action

(FM 3-22.27 Nov 2003 / C-4 / PDF 142)

☐ **When taking immediate action for a "runaway gun" with the MK19, should you ever break the ammo belt?**
No
(FM 3-22.27 Nov 2003 / C-4 / PDF 144)

☐ **One click in rear site windage equals how many change?**
1 mil
(FM 3-22.27 Nov 2003 / 1-2 / PDF 8)

☐ **What mounts are available for the MK19?**
- M3 Tripod
- M4 Pedestal
- M66 Ring
- HMMWV Weapons Platform
- M113 APC Commander's cupola

(FM 3-22.27 Nov 2003 / 1-2 / PDF 12)

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☐ **Describe the sight system for the MK19**.

The MK19 has a blade-type front sight attached to the top cover assembly and a leaf-type rear sight (with an adjustable range plate) mounted on a spring dovetail base. The rear sight range plate is incremented in 100-meter intervals from 300 to 1500 meters. Range changes are made using either the slide release or the elevation wheel. The rear sight is also adjustable for windage
(FM 3-22.27 Nov 2003 / 1-2 / PDF 8)

☐ **What is the weight of the MK19 weapon system?**

- System weight (Gun, Cradle and Tripod with feed throat) = 143 lbs
- MK19 with feed throat = 78 lbs
- MK64 = 21 lbs
- M3 (tripod) = 44 lbs
  (FM 3-22.27 Nov 2003 / 1-2 / PDF 12)

☐ **What are the approved methods of destruction for the MK19?**

- Mechanical means
- Burning
- Gunfire
- Demolition
- Disposal
  (FM 3-22.27 Nov 2003 / 2-9 / PDF 37)

☐ **What FM covers the MK19?**

FM 3-22.27

☐ **What is the average recoil force of the MK19?**

500 lbs
(FM 3-22.27 Nov 2003 / 1-2 / PDF 13)

☐ **What is the type of ammunition fired from the MK19?**

- M430 (HEDP)
- M383 (HE)
- M918 (TP)
- M922 (DUMMY)
  (FM 3-22.27 Nov 2003 / 1-2 / PDF 10)

☐ **What are the 6 steps in the MK19 cycle of operation?**

1. Charging
2. Extracting (delinking)
3. Cocking
4. Firing
5. Blowback
6. Automatic Feeding
   (FM 3-22.27 Nov 2003 / 2-1 / PDF 15)

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☐ **What are the proper procedures to clear a MK19?**

In a Firing Situation:

1. Move the safety switch to S (SAFE).
2. Open the top cover assembly. If all the ammunition has NOT been fired, the bolt is to the rear and a round is on the bolt face. If the bolt is forward, lock it to the rear
3. Take the ammunition from the feed tray by reaching beneath the feed tray and pressing the primary and secondary positioning pawls. While pressing the position pawls, slide the linked rounds out of the MK 19 through the feed throat.
4. Insert a section of the cleaning rod or bayonet through either side of the receiver rail. Place it on top of the live round or cartridge case, as close to the bolt face as possible, and push down. This action forces the round out of the MK 19.
5. Lower and pull both charger handles to the rear.
6. Inspect the chamber and bolt face to ensure that no live rounds are in the weapon.
7. Place the safety switch on F (FIRE) (Figure 2-6).
8. Maintain rearward pressure on the charging handle, press the trigger and ease the bolt forward.
9. Place the safety switch on S (SAFE).

In a Non-Firing Situation:

1. Place the safety switch on S (SAFE) (Figure 2-6).
2. Open the top cover assembly.
3. Lower one or both charger handles.
4. Pull the charger handle slightly to the rear.
5. Allow sufficient space between the face of the bolt and the chamber to see both.
6. Check for live ammunition.
7. Ride the bolt forward.
8. Return the charger handle to its original upright position.
   (FM 3-22.27 Nov 2003 / 2-3 / PDF 18)

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☐ **What are the proper procedures for performing immediate action on the MK19?**

During peacetime and training:

1. The gunner ensures the safety of other personnel and clears the weapon of ammunition by performing the following steps in sequence:
    - Clear the area of personnel.
    - Pull bolt to the rear. If the bolt does not go to the rear, go to BOLT JAMMED.
    - Catch the live round as it is ejected.
    - Push the charging handles forward and up.
    - Put the gun on S (SAFE) and check for any bore obstructions.
    - If bore is clear, move safety switch from the S (SAFE) to the F (FIRE) position, and attempt to fire.
    - If nothing happens, put gun on S (SAFE) and wait 10 seconds.
    - Pull the bolt to the rear.
    - Catch the live round as it is ejected.
    - Open the top cover and clear the ammunition.
    - Check bore for any obstructions.
2. Charge the MK 19 in the normal manner and check to see the primary pawls have clicked up behind the cartridge in front of the bolt face and that the secondary pawls have clicked up behind the next round before firing. The feed pawls should click up within the 1-inch of charging handle travel.
3. If the primary and secondary pawls do not click up within the last 1-inch of charging travel, follow these procedures:
    - Turn the MK 19 into unit level maintenance.
    - Record ammo lot number, type of ammo, number of rounds fired, serial number of the MK 19 and indicate whether ammo is linked with one-piece or two-piece links.

During Combat:

1. Press charger handle locks and rotate charger handles down.
2. Pull charger handles to the rear until the bolt sears.
3. Push charger handles forward and rotate charger handles up and lock.
4. Relay and fire.
5. Turn in live rounds that cycled through the weapon as instructed by current directives.
   (FM 3-22.27 Nov 2003 / C-1 / PDF 139)

Hand Grenades

☐ **What is a hand grenade?**

The hand grenade is a hand-held, hand-armed and hand-thrown weapon
(FM 3-23.30 June 2005 / 1 / PDF 7)

☐ **What is the effective casualty-producing radius of the M67 hand grenade?**

15 meters

☐ **What are the components of a hand grenade?**

- Body
- Filler
- Fuse Assembly
  (FM 3-23.30 June 2005 / 1 / PDF 8)

☐ **What are the three characteristics of all hand grenades?**

1. Employment range is short
2. Small effective casualty radius
3. Delay element permits safe throwing

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☐ **What FM covers Grenades and Pyrotechnic Signals?**
FM 3-23.30

☐ **In what five areas can the hand grenade assist the individual soldier in the accomplishment of the mission?**

- Producing casualties
- Signaling
- Screening
- Producing incendiary effects
- Riot control

☐ **What are the six types of hand grenades?**

1. Fragmentation – The grenades are used to produce casualties by high-velocity projection of fragments.
2. Illuminating – This grenade is used to provide illumination of terrain and targets.
3. Chemical – These grenades are used for incendiary, screening, signaling, training, or riot control.
4. Offensive – This grenade is used for blast effect.
5. Practice and Training – These grenades are used for training personnel in use, care and handling of service grenades.
6. Nonlethal – This grenade is used for diversionary purposes or when lethal force is not desired.
(FM 3-23.30 June 2005 / 1 / PDF 7)

☐ **How do you inspect unpacked grenades or grenades stored in ammunition pouches?**

1. Inspect unpacked grenades daily to ensure that the safety pins are present.
2. Check the body for rust or dirt.
3. Make sure the lever is not broken or bent.
(FM 3-23.30 June 2005 / 2 / PDF 25)

☐ **What types of grenades should every soldier be able to identify?**

- M67 Fragmentation
- M18 Colored Smoke
- AN-M8 HC Smoke
- AN-M14 TH3 Incendiary
- ABC-M7A2, ABC-M7A3 CS Riot Control

M-67

M18

AN-M8 HC

AN-M14 TH3

ABC M7 A2

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☐ **About the M67 Fragmentation Grenade:**

- **Body** - steel sphere with scored steel spring for fragmentation
- **Filler** - 6.5 ounces of Composition B.
- **Fuse** - M213.
- **Weight** - 14 ounces.
- **Safety clip** - yes.
- **Capabilities** – The average Soldier can throw the M67 grenade 35 meters. The effective casualty producing radius is 15 meters and killing radius is 5 meters.
- **Color/markings** – The M67 grenade has an olive drab body with a single yellow band at the top. Markings are in yellow
  (FM 3-23.30 June 2005 / 1 / PDF 12)

☐ **About the M18 Colored Smoke Grenade:**

- **Body** - sheet steel cylinder with four emission holes at the top and one at the bottom which allow smoke to escape when the grenade is ignited. (recently manufactured grenades do not have bottom holes.)
- **Filler** - 11.5 ounces of colored smoke mixture (red, green, yellow, and violet).
- **Fuse** - M201A1.
- **Weight** - 19 ounces.
- **Safety clip** - no.
- **Capabilities** - The average Soldier can throw the M18 grenade 35 meters. The grenade burns for 50 to 90 seconds with an average burn time of 60 seconds.
- **Color/markings** – The M18 grenade is alight green with black markings. The top of the grenade indicates the smoke color.
  (FM 3-23.30 June 2005 / 1 / PDF 13)

☐ **About the AN-M8 HC Smoke Grenade:**

- **Body** – sheet, steel cylinder.
- **Filler** - 19 ounces of Type C, HC smoke mixture.
- **Fuse** - M201A1.
- **Weight** - 24 ounces.
- **Safety clip** - no.
- **Capabilities** – The average Soldier can throw the AN-M8 grenade 30 meters. The grenade emits a dense cloud of white smoke for 105 to 150 seconds. The AN-M8 Grenade produces harmful hydrochloric fumes that irritate the eyes, throat and lungs. It should not be used in closed-in areas unless soldiers are wearing protective masks.
- **Color/markings** – The AN-M8 grenade has a light green body with black markings and a white top.
  (FM 3-23.30 June 2005 / 1 / PDF 15)

☐ **About the AN-M14 TH3 Incendiary:**

- **Body** - sheet metal.
- **Filler** - 26.5 ounces of thermate (TH3) mixture.
- **Fuse** - M201A1.
- **Weight** - 32 ounces.
- **Safety clip** - no.
- **Capabilities** – The average Soldier can throw the AN-M14 TH3 25 meters.. A portion of the thermate mixture is converted to molten iron, which burns at 4,000 degrees Fahrenheit. It will fuse together the metallic parts of any object that it contacts. Thermate is an improved version of thermite, the incendiary agent used in hand grenades during World War II. The thermate filler of the AN-M14 grenade burns for 40 seconds and can burn through a 1/2-inch homogeneous steel plate. It produces its own oxygen and will burn under water.
- **Color/markings** - gray with purple markings and a single purple band (current grenades). Under the standard color-coding system, incendiary grenades are light red with black markings.
  (FM 3-23.30 June 2005 / 1 / PDF 20)

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☐ **About the ABC M7A2 and ABC M7A3 CS Riot Control:**

- **Body** – Sheet metal with four emission holes at the top and one at the bottom.
- **Filler** – The ABC M7A2 has 5.5 ounces of burning mixture and 3.5 ounces of CS in gelatin **capsules**. The ABC M7A3 has 7.5 ounces of burning mixture and 4.5 ounces of CS pellets
- **Fuse** – M201A1 MOD2
- **Weight** – 15.5 ounces.
- **Safety clip** - no.
- **Capabilities** – The average Soldier can throw either of these grenades 40 meters. Both grenades produce a cloud of irritant agent for 15 to 35 seconds.
- **Color/markings** – Both grenades have gray bodies with red band and red markings.
  (FM 3-23.30 June 2005 / 1 / PDF 17)

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Awards and Decorations

☐ **What is the purpose of the D.A. Military Awards Program?**
The objective of the DA Military Awards Program is to provide tangible recognition for acts of valor, exceptional service or achievement, special skills or qualifications, and acts of heroism not involving actual combat.
(AR 600-8-22 Feb 1995 / 1-12 / PDF 11)

☐ **What is the highest peacetime award for valor?**
The Soldiers Medal
(AR 600-8-22 Feb 1995 / 3-12 / PDF 28)

☐ **During peacetime, who is the approving authority for the Soldier's Medal?**
HQ Perscom
(AR 600-8-22 Feb 1995 / Table 3-1 / PDF 33)

☐ **What is an Award?**
A decoration, medal, badge, ribbon, or appurtenance bestowed on an individual or a unit

☐ **What is a decoration?**
An award to an individual for a specific act of gallantry or service

☐ **What is DA Form 7013?**
Certificate of Appreciation

☐ **What are the six groups that individual awards can be categorized into?**
1. Decorations
2. Good Conduct Medal
3. Service Medals
4. Service Ribbons
5. Badges and Tabs
6. Certificates and Letters
(AR 600-8-22 Feb 1995 / 1-13 / PDF 11)

☐ **What is the highest award given by the Army in time of war?**
The Medal of Honor

☐ **What is engraved on the reverse side of the Medal of Honor?**
The grade, name, and organization of the awardee are engraved on the reverse of the Medal of Honor.
(AR 600-8-22 Feb 1995 / 1-32 / PDF 15)

☐ **What is engraved on the reverse side of every Decoration or Good Conduct Medal other than the Medal of Honor?**
The name of the awardee only
(AR 600-8-22 Feb 1995 / 1-32 / PDF 15)

☐ **How many stars are on the blue silk shield that the Army Medal of Honor is suspended from?**
13

☐ **Who is the approving authority for the Medal of Honor?**
The U.S. Congress

☐ **Who awards the Medal of Honor?**
The President of the United States
(AR 600-8-22 Feb 1995 / 1-31 / PDF 14)

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☐ **What is the word inscribed on the suspension bar of the Medal of Honor?**
"Valor"

☐ **Whose profile is on the Medal of Honor?**
Minerva, the roman goddess of wisdom and righteous war

☐ **What is the order of precedence for the wearing of individual awards?**
1. U.S. Military Decorations
2. U.S. Non-Military Decorations
3. Prisoner of War Medal
4. Good Conduct Medal
5. U.S. Army Reserve Components Achievement Medal
6. U.S. Service Medals and Service Ribbons
7. U.S. Merchant Marine Decorations
8. Foreign Decorations (Does not include Service Medals and Ribbons)
9. Non-U.S. Service Medals and Ribbons
(AR 600-8-22 Feb 1995 / 1-40 / PDF 16)

☐ **Name the ribbon awarded to members of the US Army for successful completion of the Basic and AIT?**
The Army Service Ribbon

☐ **What is the DA Form 2442?**
Certificate of Achievement

☐ **What is the time limit for recommending an award?**
Two Years

☐ **How many "V" devices may be worn on a ribbon?**
Not more than 1

☐ **The "V" Device is authorized for wear on what decorations?**
- Distinguished Flying Cross
- Bronze Star Medal
- Air Medal
- ARCOM
- Joint Service Commendation Medal

☐ **How many different weapons are authorized component bars?**
19

☐ **For what is the Good Conduct Medal given?**
For exemplary behavior, efficiency, and fidelity

☐ **What three words are inscribed on the front of the Good Conduct Medal?**
Honor, Efficiency, and Fidelity

☐ **Who is the approving authority for the Good Conduct Medal?**
The Company Commander

☐ **How often can you get the Good Conduct Medal?**
Every 3 years

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☐ **Who are the final approving authorities for the AAM, ARCOM, MSM, LM and DSM?**

- AAM = Lieutenant Colonel and above
- ARCOM = Colonel and above
- MSM = Major General and above
- LM = Lieutenant General and above
- DSM = U.S. Army Chief of Staff

☐ **Who can make recommendations for an award?**

Any person having knowledge of an outstanding act or achievement

☐ **To whom is the Purple Heart awarded?**

To anyone, military or civilian, wounded or killed in action against an armed enemy
(AR 600-8-22 Feb 1995 / 2-8 / PDF 18)

☐ **What is the second highest award for valor?**

The Distinguished Service Cross

☐ **What was the first medal awarded in the U.S. Army?**

The Purple Heart

☐ **In the order of precedence, what are the U.S. Unit Awards authorized for wear on Army Uniforms?**

1. Presidential Unit Citation (Army, Air Force).
2. Presidential Unit Citation (Navy).
3. Joint Meritorious Unit Award.
4. Valorous Unit Award.
5. Meritorious Unit Commendation (Army).
6. Navy Unit Commendation.
7. Air Force Outstanding Unit Award.
8. Coast Guard Unit Commendation.
9. Army Superior Unit Award.
10. Meritorious Unit Commendation (Navy).
11. Navy “E” Ribbon.
12. Air Force Organizational Excellence Award.
13. Coast Guard Meritorious Unit Commendation.

(AR 670-1 Feb 2005 / 29-6 / PDF 290)

☐ **What was the Purple Heart initially awarded for?**

It was awarded for valor in the revolutionary war

☐ **What is a DA Form 4950?**

Good Conduct Medal Certificate

☐ **What decoration has George Washington's picture on it?**

The Purple Heart

☐ **Who is the approving authority for the Army Achievement Medal?**

The battalion commander

☐ **What is a DA Form 87?**

Certificate of Training

☐ **What words are inscribed on the reverse side of the AAM?**

For Military Achievement

☐ **What words are inscribed on the reverse side of the ARCOM?**

For Military Merit

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☐ **What is a Fourragere?**
A ropelike device worn to signify the award of a foreign decoration

☐ **When can a unit award be worn?**
When serving with a unit that received an award or if you were assigned to the unit when the award was assigned

☐ **Name the four Special Skills Tabs.**
1. Ranger
2. Special Forces
3. Presidents Hundred
4. Sapper

☐ **What Army Regulation covers the wear and appearance of the military uniform?**
AR 670-1

☐ **Name three appurtenances**.
1. Oak leaf clusters
2. "V" Devices
3. Numerals
4. Clasps
5. Service Stars
6. Arrowhead
7. Berlin Airlift Device
8. Ten-Year Device
9. "M" Device
(AR 670-1 Feb 2005 / 29-12 / PDF 301)

☐ **If the number of authorized oak leaf clusters exceeds four and will not fit on a single ribbon, what will happen?**.
A second ribbon is authorized for wear. When the second ribbon is worn, it is placed after the first ribbon; the second ribbon counts as one award. Personnel may wear no more than four oak leaf clusters on each ribbon. If the receipt of future awards reduces the number of oak leaf clusters sufficiently (that is, a silver oak leaf for five awards), personnel will remove the second ribbon and place the appropriate number of devices on a single ribbon.
(AR 670-1 Feb 2005 / 29-12 / PDF 301)

☐ **What DA Form is used to recommend /request an award?**
DA Form 638

☐ **What Army Regulation governs Awards and Decorations?**
AR 600-8-22

☐ **When was the Medal of Honor established?**
1862
(AR 600-8-22 Feb 1995 / 3-6 / PDF 27)

☐ **Why is the Purple Heart different than all the other decorations?**
While clearly an individual decoration, the Purple Heart differs from all other decorations in that an individual is not "recommended" for the decoration; rather he or she is entitled to it upon meeting specific criteria.
(AR 600-8-22 Feb 1995 / 1-40 / PDF 16)

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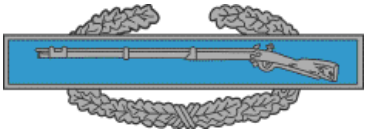

Combat Infantryman Badge

Combat Action Badge

Combat Medical Badge

☐ **What are the three U.S. Army Combat Badges?**

1. Combat Infantryman Badge (CIB)
2. Combat Action Badge (CAB)
3. Combat Medical Badge (CMB)

☐ **Who is eligible to be awarded the Combat Infantryman Badge (CIB)?**

Personnel in the grade of Colonel or below with an infantry or special forces military occupational specialty who have satisfactorily performed duty while assigned as a member of an infantry/special forces unit, brigade or smaller size, during any period subsequent to 6 December 1941 when the unit was engaged in active ground combat. There is specific criteria for each conflict that must also be met.

☐ **What are the four specific eligibility requirements for the Combat Action Badge (CAB)?**

1. May be awarded to any soldier.
2. Soldier must be performing assigned duties in an area where hostile fire pay or imminent danger pay is authorized.
3. Soldier must be personally present and actively engaging or being engaged by the enemy, and performing satisfactorily in accordance with the prescribed rules of engagement.
4. Soldier must not be assigned/attached to a unit that would qualify the soldier for the CIB/CMB.

☐ **Can the Combat Action Badge be awarded to members of the other U.S. Armed Forces and foreign Soldiers?**

Yes, provided they were assigned to a U.S. Army unit and meet the four specific eligibility requirements for the award of the CAB.

☐ **May Soldiers may be awarded the CIB, CMB and CAB for the same qualifying period?**

Yes, provided the criteria for each badge is met. However, subsequent awards of the same badge within the same qualifying period are not authorized.

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☐ **Who is eligible to be awarded the Combat Medical Badge (CMB)?**

The following medical personnel, assigned or attached by appropriate orders to an infantry unit of brigade, regimental, or smaller size, or to a medical unit of company or smaller size, organic to an infantry unit of brigade or smaller size, during any period the infantry unit is engaged in actual ground combat are eligible for award of the badge, provided they are personally present and under fire during such ground combat:

1. Subsequent to 6 December 1941 – Army Medical Department (Colonels and below), the Navy Medical Department (Captains and below), the Air Force Medical Service (Colonels and below), assigned or attached to the Army, who have satisfactorily performed medical duties.
2. Subsequent to 19 December 1989 – Special Forces personnel possessing military occupational specialty 18D (Special Operations Medical Sergeant) who satisfactorily performed medical duties while assigned or attached to a Special Forces unit during any period the unit is engaged in actual ground combat, provided they are personally present and under fire. Retroactive awards are not authorized.
3. Subsequent to 16 January 1991 – Personnel outlined in (1) above, assigned or attached to Armor or ground Cavalry units of brigade or smaller size, who satisfactorily performed medical duties while the unit is engaged in actual ground combat, provided they are personally present and under fire. Retroactive awards are not authorized.
4. Subsequent to 11 September 2001 – Personnel outlined in (1) and (3) above, assigned or attached to or under operational control of any ground Combat Arms units (not to include members assigned or attached to Aviation units) of brigade or smaller size, who satisfactorily performed medical duties while the unit is engaged in actual ground combat provided they are personally present and under fire. Retroactive awards are not authorized.

Awards will not be made to general or flag officers. Specific eligibility requirements by geographic area are listed in Army Regulation 600-8-22.

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Uniforms

☐ **What Army Regulation covers the wear and appearance of the military uniform?**
AR 670-1

☐ **Why is the flag worn on the right shoulder of the Utility Uniform?**
The flag is worn on the right shoulder to give the effect of the flag flying in the breeze as the wearer moves forward.

☐ **Why are all Soldiers in the U.S. Army now authorized to wear the Reverse-Side Full-Color U.S. Flag Cloth Replica upon gaining permission from their commander?**
The Nation is at war and will be for the foreseeable future. As an expeditionary Army, our Soldiers' commitment to fight and win our Nation's War, at home and abroad, is best exemplified by permanently wearing the U.S. Flag insignia on the utility uniforms.

☐ **What AR covers the issue and sale of personal clothing?**
AR 700-84

☐ **When is the only time that commercially designed protective headgear is authorized for wear with uniform?**
When operating motorcycles, bicycles or like vehicles but once the travel is complete protective headgear must be removed and army headgear donned
(AR 670-1 Feb 2005 / 1-17 / PDF 33)

☐ **When must Identification Tags be worn?**
When directed by the commander, engaged in field training, in an aircraft, or OCONUS
(AR 670-1 Feb 2005 / 1-16 / PDF 33)

☐ **What does "ECWCS" stand for?**
Extended Cold Weather Clothing System

☐ **What are the ranks that shoulder boards come in?**
Corporal through SGM of the Army and also the Officer Ranks.
(AR 670-1 Feb 2005 / 28-8 / PDF 227)

☐ **What is a CVC uniform?**
Combat Vehicle Crewman's Uniform (Tanker's Uniform)

☐ **Exposed pens in pockets are allowed on which uniforms?**
- Hospital duty Uniforms
- Food Service Uniforms
- Flight uniforms
- CVC Uniforms

(AR 670-1 Feb 2005 / 1-14 / PDF 32)

☐ **How is the beret properly worn?**
The beret is worn so that the headband (edge binding) is straight across the forehead, 1 inch above the eyebrows. The flash is positioned over the left eye, and the excess material is draped over to the right ear, extending to at least the top of the ear, and no lower than the middle of the ear. Personnel will cut off the ends of the adjusting ribbon and secure the ribbon knot inside the edge binding at the back of the beret. When worn properly, the beret is formed to the shape of the head; therefore, soldiers may not wear hairstyles that cause distortion of the beret.
(AR 670-1 Feb 2005 / 3-5 / PDF 41)

☐ **Who is authorized to wear insignia of branch on the Patrol cap?**
Chaplains

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☐ **When is the wear of Army uniforms prohibited?**

- In connection with the furtherance of any political or commercial interests, or when engaged in off-duty civilian employment.
- When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by competent authority.
- When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.
- When wearing the uniform would bring discredit upon the Army.
- When specifically prohibited by Army regulations.
  (AR 670-1 Feb 2005 / 1-10 / PDF 31)

☐ **Soldiers will wear headgear with the Army uniform except under which circumstances?**

- Headgear is not required if it would interfere with the safe operation of military vehicles.
- The wear of military headgear is not required while in or on a privately owned vehicle (to include a motorcycle, bicycle, or convertible automobile), a commercial vehicle, or on public conveyance (such as a subway, train, plane, or bus).
- Soldiers will not wear headgear indoors unless under arms in an official capacity, or when directed by the commander, such as for indoor ceremonial activities.
- Male and female soldiers are not required to wear headgear to evening social events (after Retreat) when wearing the Army blue and white uniforms, the enlisted green dress uniform, the Army green maternity dress uniform (females only), or the mess and evening mess uniforms.
  (AR 670-1 Feb 2005 / 1-10 / PDF 31)

Army Green Service Uniform (Class A)

☐ **How will service ribbons be worn on the male Class A uniform?**

The ribbons centered 1⁄8 inch above the left breast pocket. Ribbon mounts will remain centered above the pocket even if the top ribbon row is offset
(AR 670-1 Feb 2005 / 29-7 / PDF 293)

☐ **How will service ribbons be worn on the female Class A uniform?**

The ribbons centered on the left side, with the bottom row positioned parallel to the bottom edge of the nameplate. Females may adjust the placement of the ribbons to conform to individual body-shape differences
(AR 670-1 Feb 2005 / 29-7 / PDF 294)

☐ **Where are unit awards worn on the male Class A uniform?**

Emblems with or without frames are worn centered with the bottom edge of the emblem 1/8 above the right breast pocket flag
(AR 670-1 Feb 2005 / 29-11 / PDF 299)

☐ **Where are unit awards worn on the female Class A uniform?**

Emblems with or without frames are worn centered on the right side of the uniform, with the bottom edge 1⁄2 inch above the top edge of the nameplate
(AR 670-1 Feb 2005 / 29-11 / PDF 300)

☐ **What are the dimensions of the dress uniform nameplate?**

1 x 3 x 1/16 of an inch
(AR 670-1 Feb 2005 / 29-24 / PDF 271)

☐ **How are marksmanship badges worn on the male Class A uniform**?

Marksmanship badges are worn on the upper portion of the left breast pocket flap, or on the lower portion of the pocket flap, if special skill badges are worn.
(AR 670-1 Feb 2005 / 29-16 / PDF 306)

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☐ **How are marksmanship badges worn on the female Class A uniform**?
Marksmanship badges are worn on the left side, 1⁄4 inch below the bottom ribbon row, or in a similar location if ribbons are not worn. Personnel may adjust the placement of badges to conform to individual body-shape differences.
(AR 670-1 Feb 2005 / 29-16 / PDF 306)

☐ **Which direction does the belt tab on the army belt extend to on the male Class A uniform?**
The wearers left
(AR 670-1 Feb 2005 / 27-2 / PDF 177)

☐ **Which direction does the belt tab on the army belt extend to on the female Class A uniform?**
The wearers right
(AR 670-1 Feb 2005 / 27-2 / PDF 177)

☐ **How many marksmanship badges are authorized for wear at one time on the Class A Uniform?**
No more than 3
(AR 670-1 Feb 2005 / 29-16 / PDF 306)

☐ **What is the maximum number of clasps that can be attached to each marksmanship badge?**
No more than 3
(AR 670-1 Feb 2005 / 29-16 / PDF 306)

☐ **How are service ribbons worn on the male Class A uniform?**
The ribbons centered 1⁄8 inch above the left breast pocket. Ribbon mounts will remain centered above the pocket even if the top ribbon row is offset
(AR 670-1 Feb 2005 / 29-7 / PDF 293).

☐ **How are service ribbons worn on the female Class A uniform?**
The ribbons centered on the left side, with the bottom row positioned parallel to the bottom edge of the nameplate. Females may adjust the placement of the ribbons to conform to individual body-shape differences
(AR 670-1 Feb 2005 / 29-7 / PDF 294)

☐ **How is the Regimental Distinctive Insignia (RDI) worn on the male Class A Uniform?**
The RDI centered 1⁄8 inch above the top of the pocket flap, or 1⁄4 inch above any unit awards or foreign badges that are worn. When the coat lapel obscures the insignia, soldiers may wear the RDI aligned to the right edge of unit awards or the nameplate.
(AR 670-1 Feb 2005 / 28-23 / PDF 268)

☐ **How is the Regimental Distinctive Insignia (RDI) worn on the female Class A Uniform?**
The RDI centered 1⁄2 inch above the nameplate, or 1⁄4 inch above any unit awards or foreign badges that are worn. When the coat lapel obscures the RDI, soldiers may wear the RDI aligned to the right edge of unit awards or the nameplate.
(AR 670-1 Feb 2005 / 28-23 / PDF 269)

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☐ **How is the branch insignia worn on the male Enlisted Class A uniform?**
Enlisted males wear their branch insignia centered on the left collar, with the bottom of the disk approximately 1 inch above the notch, with the centerline of the insignia parallel to the inside edge of the lapel
(AR 670-1 Feb 2005 / 28-12 / PDF 254)

☐ **How is the branch insignia worn on the female Enlisted Class A uniform?**
Enlisted females wear their branch insignia on the left collar. The insignia is worn so the bottom of the disk is centered between the outside point and inside edge of the collar, approximately 5⁄8 inch up from the notch, with the centerline of the branch insignia parallel to the inside edge of the lapel.
(AR 670-1 Feb 2005 / 28-12 / PDF 255)

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☐ **How is the U.S. insignia disk worn on the male Class A uniform?**
The bottom of the U.S. insignia disk is placed approximately 1 inch above the notch, centered on the right collar, with the centerline of the insignia parallel to the inside edge of the lapel
(AR 670-1 Feb 2005 / 28-4 / PDF 208)

☐ **How is the U.S. insignia disk worn on the female Class A uniform?**
the bottom of the U.S. insignia disk is centered on the right collar, approximately 5⁄8 inch up from the collar and lapel seam, with the centerline of the insignia parallel to the inside edge of the lapel
(AR 670-1 Feb 2005 / 28-4 / PDF 208)

☐ **How are service stripes placed on the Class A uniform?**
The service stripes are worn centered on the outside bottom half of the left sleeve on the Army green uniform coat. The service stripe is placed at an angle of 45 degrees with the lower end toward the inside seam of the sleeve, and it is placed 4 inches from the bottom of the sleeve. For each additional period of 3 years honorable service, another service stripe is added above and parallel to the first stripe, with a 1/16-inch space between stripes
(AR 670-1 Feb 2005 / 28-27 / PDF 274)

☐ **One service stripe represents how many years?**
3
(AR 670-1 Feb 2005 / 28-27 / PDF 275)

Army Blue Service Uniform

☐ **What is the most noticeable difference between the Army Blue Service Uniform trousers worn by Soldiers in the ranks of PVT through SPC and those worn by NCOs in the ranks of CPL through SMA?**
The trousers worn by Soldiers in the ranks of PVT through SPC will not have a gold stripe along the legs which can be found on the trousers worn by CPL through SMA.

☐ **As a "rite of passage" when a Soldier progresses in rank and enters the NCO Corps, what is added to the Army Blue Service Uniform?**
The trousers will have a gold stripe added and the wear of the beret will be replaced with a Service Cap.

☐ **How will service ribbons be worn on the male Army Blue Service uniform?**
The ribbons centered 1⁄8 inch above the left breast pocket. Ribbon mounts will remain centered above the pocket even if the top ribbon row is offset
(AR 670-1 Feb 2005 / 29-7 / PDF 293)

☐ **How will service ribbons be worn on the female Army Blue Service uniform?**
The ribbons centered on the left side, with the bottom row positioned parallel to the bottom edge of the nameplate. Females may adjust the placement of the ribbons to conform to individual body-shape differences
(AR 670-1 Feb 2005 / 29-7 / PDF 294)

☐ **How is the Regimental Distinctive Insignia (RDI) worn on the male Army Blue Service Uniform?**
The RDI centered 1⁄8 inch above the top of the pocket flap, or 1⁄4 inch above any unit awards or foreign badges that are worn. When the coat lapel obscures the insignia, soldiers may wear the RDI aligned to the right edge of unit awards or the nameplate.
(AR 670-1 Feb 2005 / 28-23 / PDF 268)

☐ **How is the Regimental Distinctive Insignia (RDI) worn on the female Army Blue Service Uniform?**
The RDI centered 1⁄2 inch above the nameplate, or 1⁄4 inch above any unit awards or foreign badges that are worn. When the coat lapel obscures the RDI, soldiers may wear the RDI aligned to the right edge of unit awards or the nameplate.
(AR 670-1 Feb 2005 / 28-23 / PDF 269)

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☐ **Where are unit awards worn on the male Army Blue Service uniform?**
Emblems with or without frames are worn centered with the bottom edge of the emblem 1/8 above the right breast pocket flag
(AR 670-1 Feb 2005 / 29-11 / PDF 299)

☐ **Where are unit awards worn on the female Army Blue Service uniform?**
Emblems with or without frames are worn centered on the right side of the uniform, with the bottom edge 1⁄2 inch above the top edge of the nameplate
(AR 670-1 Feb 2005 / 29-11 / PDF 300)

☐ **How are marksmanship badges worn on the male Army Blue Service uniform**?
Marksmanship badges are worn on the upper portion of the left breast pocket flap, or on the lower portion of the pocket flap, if special skill badges are worn.
(AR 670-1 Feb 2005 / 29-16 / PDF 306)

☐ **How are marksmanship badges worn on the female Army Blue Service uniform**?
Marksmanship badges are worn on the left side, 1⁄4 inch below the bottom ribbon row, or in a similar location if ribbons are not worn. Personnel may adjust the placement of badges to conform to individual body-shape differences.
(AR 670-1 Feb 2005 / 29-16 / PDF 306)

☐ **Which direction does the belt tab on the army belt extend to on the male Army Blue Service uniform?**
The wearers left
(AR 670-1 Feb 2005 / 27-2 / PDF 177)

☐ **Which direction does the belt tab on the army belt extend to on the female Army Blue Service uniform?**
The wearers right
(AR 670-1 Feb 2005 / 27-2 / PDF 177)

☐ **How many marksmanship badges are authorized for wear at one time on the Army Blue Service Uniform?**
No more than 3
(AR 670-1 Feb 2005 / 29-16 / PDF 306)

☐ **What is the maximum number of clasps that can be attached to each marksmanship badge?**
No more than 3
(AR 670-1 Feb 2005 / 29-16 / PDF 306)

☐ **How are service ribbons worn on the male Army Blue Service uniform?**
The ribbons centered 1⁄8 inch above the left breast pocket. Ribbon mounts will remain centered above the pocket even if the top ribbon row is offset
(AR 670-1 Feb 2005 / 29-7 / PDF 293).

☐ **How are service ribbons worn on the female Army Blue Service uniform?**
The ribbons centered on the left side, with the bottom row positioned parallel to the bottom edge of the nameplate. Females may adjust the placement of the ribbons to conform to individual body-shape differences
(AR 670-1 Feb 2005 / 29-7 / PDF 294)

☐ **How is the branch insignia worn on the male Enlisted Army Blue Service uniform?**
Enlisted males wear their branch insignia centered on the left collar, with the bottom of the disk approximately 1 inch above the notch, with the centerline of the insignia parallel to the inside edge of the lapel
(AR 670-1 Feb 2005 / 28-12 / PDF 254)

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☐ **How is the branch insignia worn on the female Enlisted Army Blue Service uniform?**
Enlisted females wear their branch insignia on the left collar. The insignia is worn so the bottom of the disk is centered between the outside point and inside edge of the collar, approximately 5⁄8 inch up from the notch, with the centerline of the branch insignia parallel to the inside edge of the lapel.
(AR 670-1 Feb 2005 / 28-12 / PDF 255)

☐ **How is the U.S. insignia disk worn on the male Army Blue Service uniform?**
The bottom of the U.S. insignia disk is placed approximately 1 inch above the notch, centered on the right collar, with the centerline of the insignia parallel to the inside edge of the lapel
(AR 670-1 Feb 2005 / 28-4 / PDF 208)

☐ **How is the U.S. insignia disk worn on the female Army Blue Service uniform?**
the bottom of the U.S. insignia disk is centered on the right collar, approximately 5⁄8 inch up from the collar and lapel seam, with the centerline of the insignia parallel to the inside edge of the lapel
(AR 670-1 Feb 2005 / 28-4 / PDF 208)

☐ **How are service stripes placed on the Army Blue Service uniform?**
The service stripe is worn centered from seam-to-seam on the outside bottom half of both sleeves. The first stripe is sewn on an angle of 30 degrees, with the lower end inserted in the front inside seam, 1⁄4 inch above the cuff braid. The upper end of the stripe is inserted in the back seam of the sleeve. Each additional stripe is spaced 1⁄8 inch apart from the last, and above the first stripe.
(AR 670-1 Feb 2005 / 28-27 / PDF 275)

☐ **One service stripe represents how many years?**
3
(AR 670-1 Feb 2005 / 28-27 / PDF 275)

BDU - Battle Dress Uniform

☐ **Which items are considered part of the ACU ensemble and also authorized for wear with the BDU?**

- Rigger Belt
- Moisture Wicking T-Shirt (tan)
- Green socks
- Army Combat Boots – Hot weather and Temperate weather (tan)

☐ **Can the Black all-weather coat be worn as a raincoat while wearing BDUs?**
Yes, but only in a Garrison environment when organizational rain gear has not been issued

☐ **What is the proper distance of the shoulder patch from the seam of the shoulder on the BDU?**
1/2 inch

☐ **How is the Reverse-Side Full-Color U.S. Flag Insignia placed on the BDU Uniform?**
If the Soldier has a Shoulder Sleeve Insignia-Former Wartime Service (SSI-FWTS) (Also commonly called a "combat patch), the insignia is placed 1/8 inch below the SSI-FWTS. If the Soldier does not have a SSI-FWTS, the insignia is placed 1/2 inch below the right shoulder seam.

ACU - Army Combat Uniform

☐ **What is the estimated lifetime of the new ACU?**
6 months. (ACU is made with the same nylon/cotton rip-stop fabric as the current Enhanced Hot Weather BDU (EHWBDU). The current EHWBDU has an estimated wear life of six months.)

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☐ **Explain the new digitized pattern.**

The new pattern is designed to work in the three primary combat environments, -- Woodland, Desert and Urban. Though not optimized for any particular environment, it is effective in all three.

☐ **Describe the rank and grade insignia on the ACU.**

The rank and grade will be black emroidery on the digitized fabric with hook fastener, expect major and 2nd lieutenant; which will be bronze embroidery with hook fastener. The olive drab areas of the warrant officer rank will be foliage green.

☐ **Can embroidered badges be worn on the ACU?**

No, embroidered badges will not be worn on the ACU.

☐ **Describe the Name tape / U.S. Army tape for the ACU.**

The U.S. Army Tape will be black embroidery on the digitized fabric with hook fastener. The finished length will be 5 inches.

☐ **How is the Name tape / U.S. Army tape worn on the ACU?**

Immediately above and parallel with the slanted chest pocket flaps

☐ **Describe the rank insignia dimensions used on the ACU.**

Private through Colonel – 2 inches by 2 inches with hook fastener
Brigadier General and Major General – 2 inches by 2 inches overall with hook fastener
Lieutenant General – 2 inches by 3 ¼ inches with both hook and loop fasteners attached.
General Officer – ¾ inch stars point to vertex 1/8 inch apart

☐ **Soldiers may wear up to five skill badges on the ACU. All skill badges will be worn above the U.S. Army tape in order of precedence from the wearers left. How would you wear 1,2,3,4, or and 5 skill badges?**

1 Badge – Worn 1/8 inch above and centered on the U.S. Army tape.
2 Badges – Worn vertically 1/8 inch above and centered on the U.S. Army tape with ¼ inch between badges.
3 Badges - Worn vertically 1/8 inch above and centered on the U.S. Army tape with ¼ inch between badges.
4 Badges – Worn vertically and side by side in stacks of two, 1/8 inch above and centered on the U.S. Army tape, with 1.4 inch between badges vertically and ½ inch between badges horizontally.
5 Badges - Worn vertically and side by side in stacks of two, 1/8 inch above and centered on the U.S. Army tape, with 1.4 inch between badges vertically and ½ inch between badges horizontally. The 5th badge is placed ¼ inch above and centered on the top two badges.

☐ **Branch insignia will not be worn with the ACU with one exception. Who is allowed to wear branch insignia and how is it worn?**

U.S. Army Chaplaincy religious denomination insignia may be worn 1/8 inch above and centered on the name tape. The insignia will be pin on only.

☐ **How will the SSI (Unit Patch) and the SSI-FWTS (Combat Patch) be worn on the ACU?**

The SSI will be worn centered on the hook and loop faced pad already provided on the left sleeve of the coat.
The SSI-FWTS will be worn centered on the hook and loop faced pad already provided on the right sleeve of the coat.

☐ **How will the U.S. Flag insignia be worn on the ACU?**

The U.S. Flag insignia is worn on the right shoulder pocket flap of the ACU coat.

☐ **How many skill tabs can be worn on the ACU?**

No more than 3

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☐ **How are skill tabs worn on the ACU?**

Centered on the shoulder pocket flap of the hook and loop faced pad already provided on the left shoulder of the ACU coat in order of precedence IAW AR 670-1.

☐ **Can a Soldier wear the Black All weather coat as a raincoat with the ACU?**

Yes, but only in a Garrison environment.

☐ **How is the ACU patrol cap worn with the ACU?**

Personnel wear the patrol cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground. The patrol cap will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. The cap is worn so that no hair is visible on the forehead beneath the cap. At their discretion, individuals may wear the earflaps down during cold weather, except in formation when the commander may prescribe wear policy
(AR 670-1 Feb 2005 / 3-5 / PDF 42)

☐ **What type of rank is authorized to be worn on the ACU patrol cap?**

Sewn or Pin on rank.

☐ **How is the name tape worn on the ACU Patrol Cap?**

The name tape will be worn centered on the hook and loop pad on the back of the ACU Patrol Cap.

☐ **When the ACU trouser leg is bloused, what is the maximum distance that it may extend down the boot?**

The bloused trouser legs should not extend below the third eyelet from the top of the boot..

☐ **Describe the proper process for washing the ACU.**

1. Wash in cold water and mild detergent containing NO optical brighteners or bleach.
2. Tumble dry at low heat (not to exceed 130 degrees farenheit)
3. Remove immediately from dryer and fold flat or place on a rustproof hanger to ensure heat from the dryer does not set wrinkles.
4. To drip dry, remove from the washer/water and place on a rustproof hanger. Do not wring or twist.

IPFU – Improved Physical Fitness Uniform

☐ **What are the components of the IPFU?**

1. Jacket, running, gray and black.
2. Pants, running, black.
3. Trunks, running, black, moisture-wicking.
4. T-shirt, gray, short sleeve, moisture-wicking.
5. T-shirt, gray, long sleeve, moisture-wicking.
6. Cap, knit, black or Cap, Synthetic, Microfleece, Green
(AR 670-1 Feb 2005 / 14-2 / PDF 85)

☐ **When authorized by the Commander, may the IPFU be worn on and off post and on and off duty?**

Yes, Soldiers may wear all or part of the IPFU with civilian attire off the installation, when authorized by the commander.
(AR 670-1 Feb 2005 / 14-4 / PDF 85)

☐ **What is the only insignia authorized for wear on the IPFU according to AR 670-1?**

The Physical Fitness Badge
(AR 670-1 Feb 2005 / 14-5 / PDF 85)

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☐ **How is the Physical Fitness Badge properly placed on the IPFU?**

When the physical fitness badge is worn, it is sewn on the upper left front side of the IPFU T-shirt. On the IPFU running jacket, the insignia is sewn centered 1⁄2 inch above the word "Army."
(AR 670-1 Feb 2005 / 14-5 / PDF 85)

☐ **Are Soldiers authorized to wear commercially purchased gray or black spandex shorts under the IPFU trunks?**

Yes, The length of the shorts must end above the knee or higher. The commercial shorts must be plain, with no logos, patterns, or obtrusive markings. Soldiers are not required to buy the spandex shorts.
(AR 670-1 Feb 2005 / 14-3 / PDF 85)

☐ **Who are the only Soldiers authorized to wear the IPFU shirt outside of the trunks?**

Pregnant Soldiers
(AR 670-1 Feb 2005 / 14-6 / PDF 85)

☐ **Can Commanders authorize the wear of commercial items be worn with the IPFU?**

Commanders may authorize the wear of commercial running shoes, calf-length or ankle-length, plain white socks with no logos, gloves, reflective belts or vests, long underwear, and other items appropriate to the weather conditions and type of activity. If soldiers wear long underwear or other similar items, they must conceal them from view when wearing the running jacket and pants of the IPFU.
(AR 670-1 Feb 2005 / 14-3 / PDF 85)

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Chain of Command

☐ **When was the NCO support channel formally recognized?**
20 December 1976

☐ **What is Sergeant's Business?**
To train and lead soldiers

☐ **What is a Sergeant?**
A leader

☐ **Explain the Chain of Command**
The succession of commanders superior to subordinates through which command is exercised

☐ **Define Responsibility**
Being accountable for what you do

☐ **How does the Chain of Command support the NCO support channel?**
By legally punishing those who challenge a sergeant's authority

☐ **Define Duty.**
Duty is a legal or moral obligation to do what should be done without being told to do it

☐ **What is the role of the CSM?**
Senior Enlisted Advisor to the Battalion commander

☐ **How does a Commander exercise command?**
Through subordinate commanders

☐ **When was the position of Sergeant Major of the Army established?**
4 July 1966

☐ **Is the CSM in the Chain of Command?**
No (but he supervises the NCO support channel)

☐ **What are key elements of command?**
Authority and Responsibility

☐ **What is the NCO Support Channel?**
It is the channel of communication that reinforces the Chain of Command

☐ **What must a Sergeant have in order to accomplish Sergeant's Business?**
The Skill, ability and Leadership to train soldiers for combat and lead them into combat

☐ **Who is the only member of both your chain of command the your NCO support channel?**
Your first line supervisor, section, squad or team leader

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Leadership

☐ **What does FM 22-100 cover?**
Army Leadership (Be, Know, Do)

☐ **What does FM 7-0 cover?**
Training the force

☐ **Define Leadership.**
Leadership is influencing people—by providing purpose, direction, and motivation—while operating to accomplish the mission and improving the organization.
(FM 22-100 Aug 1999 / 1-6 / PDF 17)

☐ **What is purpose?**
Purpose gives people a reason to do things.
(FM 22-100 Aug 1999 / 1-8 / PDF 17)

☐ **What is direction?.**
When providing direction, you communicate the way you want the mission accomplished.
(FM 22-100 Aug 1999 / 1-11 / PDF 18)

☐ **What is motivation?**
Motivation gives subordinates the will to do everything they can to accomplish a mission. It results in their acting on their own initiative when they see something needs to be done.
(FM 22-100 Aug 1999 / 1-13 / PDF 18)

☐ **Describe the "Be, Know and Do".**
Army leadership begins with what the leader must BE, the values and attributes that shape a leader's character. Your skills are those things you KNOW how to do, your competence in everything from the technical side of your job to the people skills a leader requires. But character and knowledge—while absolutely necessary—are not enough. You cannot be effective, you cannot be a leader, until you apply what you know, until you act and DO what you must.
(FM 22-100 Aug 1999 / 1-21 / PDF 19)

☐ **A leader must have a certain level of knowledge to be competent. That knowledge is spread across four skill domains. What are the four skills a leader must have?**

1. Interpersonal - knowledge of your people and how to work with them.
2. Conceptual - the ability to understand and apply the doctrine and other ideas required to do your job.
3. Technical - how to use your equipment.
4. Tactical - the ability to make the right decisions concerning employment of units in combat.

(FM 22-100 Aug 1999 / 1-25 / PDF 20)

☐ **What are the Leader Actions?**

1. Influencing – making decisions, communicating those decisions, and motivating people.
2. Operating – the things you do to accomplish your organization's immediate mission.
3. Improving – the things you do to increase the organization's capability to accomplish current or future missions.

(FM 22-100 Aug 1999 / 1-28 / PDF 20)

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☐ **What are the three levels of leadership?**

1. Direct - Direct leadership is face-to-face, first-line leadership.
2. Organizational - Organizational leaders influence several
3. hundred to several thousand people. They do this indirectly, generally through more levels of subordinates than do direct leaders.
4. Strategic - Strategic leaders include military and DA civilian leaders at the major command through Department of Defense levels. Strategic leaders are responsible for large organizations and influence several thousand to hundreds of thousands of people.
   (FM 22-100 Aug 1999 / 1-36 / PDF 23)

☐ **What are the Army Values?**

- Loyalty
- Duty
- Respect
- Selfless Service
- Honor
- Integrity
- Personal Courage
  (FM 22-100 Aug 1999 / 2-4 / PDF 36)

☐ **What are the attributes a leader must have?**

1. Mental - The mental attributes of an Army leader include will, self-discipline, initiative, judgment,self-confidence, intelligence, and culturalawareness.
2. Physical - Physical attributes include health fitness, physical fitness, and military and professional bearing, all which can be developed. Army leaders maintain the appropriate level of physical fitness and military bearing.
3. Emotional - As an Army leader, your emotional attributes include self-control, balance, and stability. All contribute to how you feel and therefore to how you interact with others.
   (FM 22-100 Aug 1999 / 2-40 / PDF 43)

☐ **Why must leaders introduce stress into training?**

Leaders must inject stress into training to prepare soldiers for stress in combat.
(FM 22-100 Aug 1999 / 3-33 / PDF 68)

☐ **What are the different leadership styles?**

1. Directing - The directing style is leader-centered. Leaders using this style don't solicit input from subordinates and give detailed instructions on how, when, and where they want a task performed. They then supervise its execution very closely.
2. Participating - The participating style centers on both the leader and the team. Given a mission, leaders ask subordinates for input, information, and recommendations but make the final decision on what to do themselves. This style is especially appropriate for leaders who have time for such consultations or who are dealing with experienced subordinates.
3. Delegating - The delegating style involves giving subordinates the authority to solve problems and make decisions without clearing them through the leader. Leaders with mature and experienced subordinates or who want to create a learning experience for subordinates often need only to give them authority to make decisions, the necessary resources, and a clear understanding of the mission's purpose.
4. Transformational and Transactional - These words of a distinguished military leader capture the distinction between the transformational leadership style, which focuses on inspiration and change, and the transactional leadership style, which focuses on rewards and punishments.
   (FM 22-100 Aug 1999 / 3-64 / PDF 76)

☐ **What are intended and unintended consequences?**

- Intended Consequences are the anticipatedresults of a leader's decisions and actions.
- Unintended Consequences are are the results of things a leader does that have an unplanned impact on the organization or accomplishment of the mission.
  (FM 22-100 Aug 1999 / 3-87 / PDF 79)

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☐ **What are the four forms of communication?**
1. One way
2. Two way
3. Active Listening
4. Nonverbal

(FM 22-100 Aug 1999 / 4-6 / PDF 83)

☐ **Which of the four forms of communication do Soldiers receive the least training on?**

Listening
(FM 22-100 Aug 1999 / 4-6 / PDF 84)

☐ **What is communications?**

The flow or exchange of information and ideas from one person to another

☐ **Name the two barriers of communications**
1. Physical
2. Psychological

☐ **Name some physical barriers of communication**
- Noise of battle
- Distance

☐ **What is counseling?**

Subordinate-centered communication that produces a plan outlining actions necessary for subordinates to achieve individual or organizational goals.
(FM 22-100 Aug 1999 / 4-14 / PDF 86)

☐ **What are the two categories of counseling?**
1. Event-oriented counseling
2. Performance / Professional growth counseling

(FM 22-100 Aug 1999 / C-27,C-38 / PDF 211)

☐ **What are the 4 steps of ethical reasoning?**
1. Define the problem
2. Know the relevant rules
3. Develop and evaluate courses of action
4. Choose the course of action that best represents Army values

(FM 22-100 Aug 1999 / 4-30 / PDF 89)

☐ **What are the 7 steps to problem solving?**
1. Identify the problem
2. Identify facts and assumptions
3. Generate alternatives
4. Analyze alternatives
5. Compare the alternatives
6. Make and execute your decision
7. Assess the results

(FM 22-100 Aug 1999 / 5-17 / PDF 98)

☐ **What is reverse planning?**

When you begin with the goal in mind, you often will use the reverse planning method. Start with the question “Where do I want to end up?” and work backward from there until you reach “We are here right now.”
(FM 22-100 Aug 1999 / 5-43 / PDF 103)

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☐ **Good teams get the job done. People who are part of a good team complete the mission on time with the resources given them and a minimum of wasted effort; in combat, good teams are the most effective and take the fewest casualties. What are five characteristics of a good team.**

1. Work together to accomplish the mission.
2. Execute tasks thoroughly and quickly.
3. Meet or exceed the standard.
4. Thrive on demanding challenges.
5. Learn from their experiences and are proudof their accomplishments.
   (FM 22-100 Aug 1999 / 5-43 / PDF 103)

☐ **Name the four indicators of good leadership**

1. Proficiency
2. Discipline
3. Cohesion
4. Morale

☐ **To assess your subordinate leaders you must-**

- Observe and record leadership actions.
- Compare what you see to the performance indicators in the appropriate reference.
- Determine if the performance meets, exceeds, or falls below standard.
- Tell your subordinates what you saw; give them a chance to assess themselves.
- Help your subordinate develop a plan of action to improve performance.
  (FM 22-100 Aug 1999 / 5-67 / PDF 108)

☐ **What are the team building stages?**

1. Formation
2. Enrichment
3. Sustainment
   (FM 22-100 Aug 1999 / 5-111 / PDF 115)

☐ **What are the 11 principles of leadership?**

1. Know yourself and seek self-improvement
2. Be technically and tactically proficient
3. Seek responsibility and take responsibility for your actions
4. Make sound and timely decisions
5. Set the example
6. Know your soldiers and look out for their well being
7. Keep your subordinates informed
8. Develop a sense of responsibility in your subordinates
9. Ensure the task is understood, supervised and accomplished
10. Build the team
11. Employ your unit in accordance with its capabilities

☐ **What are the 4 major factors of leadership?**

1. The led
2. The leader
3. The communication
4. The situation

☐ **What are the 4 individual values that soldiers are expected to possess?**

1. Courage
2. Candor
3. Competence
4. Commitment

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☐ **What are the three stages of the Character Development Pyramid?**

1. Leaders teach values - subordinates learn from culture
2. Leaders reinforce values - subordinates comply
3. Leaders shape the ethical climate - subordinates internalize army values
   (FM 22-100 Aug 1999 / E=1 / PDF 232)

☐ **Name some things in a unit that affect morale**

- Mess
- Military justice
- Mail
- Supply
- Billets

☐ **What are Beliefs?**

Beliefs are assumptions or convictions you hold as true about something, concept or person

☐ **What are Values?**

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

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Counseling

☐ **What Field Manual covers counseling?**
FM 22-100 Appendix C

☐ **What are the characteristics of effective counseling?**
1. *Purpose*: Clearly define the purpose of the counseling.
2. *Flexibility*: Fit the counseling style to the character of each subordinate and to the relationship desired.
3. *Respect*: View subordinates as unique, complex individuals, each with a distinct set of values, beliefs, and attitudes.
4. *Communication*: Establish open, two-way communication with subordinates using spoken language, nonverbal actions, gestures, and body language. Effective counselors listen more than they speak.
5. *Support*: Encourage subordinates through actions while guiding them through their problems.
(FM 22-100 Aug 1999 / C-8 / PDF 204)

☐ **What are the three approaches to counseling?**
1. Directive
2. Non-directive
3. Combined
(FM 22-100 Aug 1999 / C-46 / PDF 212)

☐ **Explain the advantages and disadvantages of Directive counseling.**
Advantages:
- Quickest method.
- Good for people who need clear, concise direction.
- Allows counselors to actively use their experience.

Disadvantages:
- Doesn't encourage subordinates to be part of the solution.
- Tends to treat symptoms, not problems.
- Tends to discourage subordinates from talking freely.
- Solution is the counselor's, not the subordinate's.
(FM 22-100 Aug 1999 / C-52 / PDF 213)

☐ **Explain the advantages and disadvantages of Non-Directive counseling.**
Advantages:
- Encourages maturity.
- Encourages open communication.
- Develops personal responsibility.

Disadvantages:
- More time-consuming
- Requires greatest counselor skill.
(FM 22-100 Aug 1999 / C-52 / PDF 213)

☐ **Explain the advantages and disadvantages of Combined counseling.**
Advantages:
- Moderately quick.
- Encourages maturity.
- Encourages open communication.
- Allows counselors to actively use their experience.

Disadvantages:
- May take too much time for some situations.
(FM 22-100 Aug 1999 / C-52 / PDF 213)

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☐ **What are the two categories of developmental counseling?**

1. Event-oriented counseling
2. Performance / Professional growth counseling
   (FM 22-100 Aug 1999 / C-27,C-38 / PDF 209)

☐ **What are some examples of Event-oriented counseling?**

1. Counseling for specific instances
2. Reception and Integration
3. Crisis Counseling
4. Referral Counseling
5. Promotion Counseling
6. Adverse Separation
7. Performance / Professional growth counseling
   (FM 22-100 Aug 1999 / C-27 / PDF 209)

☐ **What areas would you cover in a reception and integration counseling?**

- Organizational standards.
- Chain of command.
- NCO support channel (who and how used).
- On-and-off duty conduct.
- Personnel/personal affairs/initial clothing issue.
- Organizational history, organization, and mission.
- Soldier programs within the organization, such as soldier of the month/quarter/year and Audie Murphy.
- Off limits and danger areas.
- Functions and locations of support activities (see Figure C-3).
- On- and off-post recreational, educational, cultural, and historical opportunities.
- Foreign nation or host nation orientation.
- Other areas the individual should be aware of, as determined by the leader.
  (FM 22-100 Aug 1999 / C-32 / PDF 209)

☐ **What are the 4 steps of the Counseling Process?**

1. Identify the need for counseling.
2. Prepare for counseling.
3. Conduct counseling.
4. Follow up.
   (FM 22-100 Aug 1999 / C-55 / PDF 214)

☐ **What are the steps required to prepare for counseling?**

- Select a suitable place.
- Schedule the time.
- Notify the subordinate well in advance.
- Organize information.
- Outline the counseling session components.
- Plan your counseling strategy.
- Establish the right atmosphere.
  (FM 22-100 Aug 1999 / C-57 / PDF 214)

☐ **A counseling session consists of what 4 basic components?**

- Opening the session.
- Discussing the issues.
- Developing the plan of action.
- Recording and closing the session.
  (FM 22-100 Aug 1999 / C-67 / PDF 215)

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☐ **What are the requirements of successful counseling?**
- Establish communications.
- Get the person to feel at ease.
- Listen to the problem.
- Don't put the person down by showing him his problem is common.
- Develop confidence between the counselee and yourself.

☐ **What is the definition of counseling?**

Counseling is subordinate-centered communication that produces a plan outlining actions necessary for subordinates to achieve individual or organizational goals.
(FM 22-100 Aug 1999 / 4-14 / PDF 86)

☐ **How many human needs are there?**

4 (Physical, Social, Security and Higher (Religious))

☐ **What is tact?**

A keen sense of what to do or say in order to maintain good relations with others and to avoid offense

☐ **What is the objective of counseling?**

For one person to help another

☐ **What are the 7 steps to problem solving?**
1. Identify the problem
2. Identify facts and assumptions
3. Generate alternatives
4. Analyze alternatives
5. Compare the alternatives
6. Make and execute your decision
7. Assess the results

(FM 22-100 Aug 1999 / 5-17 / PDf 98)

☐ **What is communications?**

Communications is the flow or exchange of information and ideas from one person to another.

☐ **Faulty communications causes most problems. True or false?**

True

☐ **Leaders should seek to develop and improve what three leader counseling skills?**
1. Active Listening
2. Responding
3. Questioning

(FM 22-100 Aug 1999 / C-77 / PDF 218)

☐ **To insure that they understand the message sent to them, the receiver should send what back to the transmitter?**

Feedback

☐ **What are the four qualities of an effective counselor?**
1. Respect for subordinates
2. Self-awareness and Cultural awareness
3. Empathy
4. Credibility

(FM 22-100 Aug 1999 / C-77 / PDF 218)

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☐ **In communications, your exchange of information has three important parts. What are they?**

1. Message
2. Content
3. Context

☐ **Name some good conditions that make for good discipline**

- High performance standards
- Loyalty to superiors and subordinates
- Competitive activities
- Tough training
- Open channel of communications

☐ **What course of action should a supervisor take when a subordinate has been performing below his/her usual standards?**

1. Counsel about substandard performance.
2. Attempt to define the problem with the soldier.
3. Afford opportunity and time to solve the problem.
4. Make a written statement of counseling

☐ **What are the stresses that influence behavior?**

- Fear
- Hunger
- Illness
- Anxiety
- Fatigue

☐ **By neglecting the welfare of your soldiers, you will probably do what?**

Lose their respect and loyal cooperation

☐ **What form is used for counseling?**

DA Form 4856 E

☐ **When is the directive approach in counseling most likely to be used?**

When time is short, when the LEADER knows what to do, when the counseled soldier has limited problem-solving abilities.
(FM 22-100 Aug 1999 / C-50 / PDF 212)

☐ **Is it a requirement that a leader counsel his/her subordinates?**

Yes. A leader who neglects to counsel his subordinates is negligent in his performance of duty

☐ **Is performance counseling limited to bad performance?**

No. Counseling may also be for good performance

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NCO Duties, Responsibilities and Authority

☐ **What FM covers the duties, responsibilities and authorities of a NCO?**
FM 7-22.7.

☐ **What is Responsibility?**
Responsibility is being accountable for what you do or fail to do.
(FM 7-22.7 Dec 2002 / 2-14 / PDF 53)

☐ **What does Individual Responsibility make a soldier accountable for?**
It makes them accountable for the personal conduct.
(FM 7-22.7 Dec 2002 / 2-18 / PDF 54)

☐ **What is Command Authority?**
Command authority is the authority leaders have over soldiers by virtue of rank or assignment. Command authority originates with the President and may be supplemented by law or regulation.
(FM 7-22.7 Dec 2002 / 2-22 / PDF 55)

☐ **What are the two most important responsibilities of a leader?**
Mission accomplishment and the welfare of the soldiers.
(FM 7-22.7 Dec 2002 / 1-52 / PDF 39)

☐ **What does Command Responsibility make a soldier accountable for?**
Command responsibility refers to collective or organizational accountability and includes how well the unit performs their missions. For example, a company commander is responsible for all the tasks and missions assigned to the company; his superiors hold him accountable for completing them. Commanders give military leaders the responsibility for what their sections, units, or organizations do or fail to do. NCOs are therefore responsible to fulfill not only their individual duties, but also to ensure that their team and unit are successful. The amount of responsibility delegated to you depends on your mission, the position you hold and your own willingness to accept responsibility.
(FM 7-22.7 Dec 2002 / 2-16 / PDF 54)

☐ **Where would a soldier find a noncommissioned officer's role in reference to the chain of command?**
AR 600-20

☐ **The authority of command that one individual exercises over others is acquired as a result of what?**
Grade and assignment.

☐ **What is a NCO's principle duty and responsibility?**
Training.

☐ **Name some basic responsibilities of a NCO?**
- Maintaining discipline
- Maintaining government property
- Training soldiers
- Ensuring the welfare of the soldiers
- Executing the mission

☐ **What is authority?**
Authority is the legitimate power of a leader to direct those subordinates to him or to take action within the scope of his position.

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☐ **Every soldier has two responsibilities. What are they?**
1. Individual responsibilities
2. Command responsibilities.

☐ **What is power?**
Power is the ability, either physical, mental or moral to have a positive control over the actions of others.

☐ **What are the five types of power?**
1. Legal
2. Reward
3. Coercive
4. Referent
5. Expert.

☐ **What is legal power?**
The power derived from law and regulation.

☐ **What is reward power?**
The power derived from the capacity of the leader to provide desired rewards to a soldier for good performance.

☐ **What is coercive power?**
The power which influences a person to perform or behave in a manner contrary to how that person desires to behave at the time.

☐ **What is referent (charismatic) power?**
The power derived from the leader's personality and is effective as a means of influencing soldiers to the extent they respect and admire the leader.

☐ **What is expert power?**
The power derived from the leader's accumulation of knowledge, skills and capabilities.

☐ **How do you determine the amount of supervision needed to accomplish a task?**
By considering your soldiers' competence, motivation and commitment to perform the task.

☐ **To insure your soldiers understand and are carrying out the task, you should do what?**
Supervise the task.

☐ **What is general military authority?**
General military authority is authority extended to all soldiers to take action and act in the absence of a unit leader or other designated authority. It originates in oaths of office, law, rank structure, traditions and regulations. This broad-based authority also allows leaders to take appropriate corrective actions whenever a member of any armed service, anywhere, commits an act involving a breach of good order or discipline. For example, if you see soldiers in a brawl, you have the general military authority (and the obligation) to stop the fight. This authority applies even if none of the soldiers are in your unit.
(FM 7-22.7 Dec 2002 / 2-24 / PDF 56)

☐ **What are the four fundamental steps in supervising subordinates in the accomplishment of a task?**
1. Assign the task
2. Set standards
3. Check progress
4. Determine if standards have been met (follow-up)

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☐ **What is supervision?**

Keeping a grasp of the situation and ensuring that plans and policies are being followed; the art of checking without undue harassment.

☐ **What are the three different types of duties?**

1. Specified
2. Directed
3. Implied duties

(FM 7-22.7 Dec 2002 / 2-10 / PDF 53)

☐ **What is a specified duty?**

Specified duties are those related to jobs and positions. Directives such as Army regulations, Department of the Army (DA) general orders, the Uniform Code of Military Justice (UCMJ), soldier's manuals, Army Training and Evaluation Program (ARTEP) publications and MOS job descriptions specify the duties. For example, AR 600-20 says that NCOs must ensure that their soldiers get proper individual training and maintain personal appearance and cleanliness.
(FM 7-22.7 Dec 2002 / 2-11 / PDF 53)

☐ **What is a directed duty?**

Directed duties are not specified as part of a job position or MOS or other directive. A superior gives them orally or in writing. Directed duties include being in charge of quarters (CQ) or serving as sergeant of the guard, staff duty officer, company training NCO and NBC NCO, where these duties are not found in the unit's organization charts.
(FM 7-22.7 Dec 2002 / 2-12 / PDF 53)

☐ **What is an implied duty?**

Implied duties often support specified duties, but in some cases they may not be related to the MOS job position. These duties may not be written but implied in the instructions. They're duties that improve the quality of the job and help keep the unit functioning at an optimum level. In most cases, these duties depend on individual initiative. They improve the work environment and motivate soldiers to perform because they want to, not because they have to. For example, while not specifically directed to do so, you hold in-ranks inspections daily to ensure your soldiers' appearance and equipment are up to standards.
(FM 7-22.7 Dec 2002 / 2-13 / PDF 53)

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NCO History

☐ **Who is the 1st Senior Enlisted Advisor to the Chairman Joint Chiefs of Staff (SEAC)?**
SGM William Joseph Gainey.
(http://www.jcs.mil/bios/bio_gainey.html)

☐ **When did the 1st Senior Enlisted Advisor to the Chairmen Joint Chiefs of Staff (SEAC) assume the position?**
October 01, 2005.
(http://www.jcs.mil/bios/bio_gainey.html)

☐ **What grade is the Senior Enlisted Advisor to the Chairman Joint Chiefs of Staff (SEAC)?**
The SEAC holds the grade of E-9 and is equal in seniority to the Services SEAs.
(http://www.jcs.mil/bios/bio_gainey.html)

☐ **How many SMA have there been?**
13.

☐ **Name the five most recent Sergeant Majors of the Army:**
- Sergeant Major of the Army Kenneth O. Preston
- Former Sergeant Major of the Army Jack L. Tilley
- Former Sergeant Major of the Army Robert E. Hall
- Former Sergeant Major of the Army Gene C. McKinney
- Former Sergeant Major of the Army Richard A. Kidd

☐ **Who was the first Sergeant Major of the Army?**
Sergeant Major Willion O. Wooldridge.

☐ **What year was the Sergeant Major of the Army Established?**
1966.

☐ **The Sergeants Major Course began in what year?**
1973 (January).

☐ **The history of the Noncommissioned Officer began in what year with the birth of the Continental Army?**
1775.

☐ **Who wrote the "Regulations for the Order and Discipline of the Troops of the United States", also commonly called the "Blue Book" and thus standardized NCO duties and responsibilities in 1778?**
Inspector General Friedrich von Steuben

☐ **During the year 1778, what were the NCO ranks during that period?**
- Corporals
- Sergeants
- First Sergeants
- Quartermaster Sergeants
- Sergeants Major

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☐ **Three NCOs received special recognition for acts of heroism during the American Revolution. Each received the Badge of Military Merit, a purple heart with a floral border and the word "merit" inscribed across the center. In practice this award was the precursor to the Medal of Honor introduced during the Civil War. What were their names?**

- Sergeant Elijah Churchill
- Sergeant William Brown
- Sergeant Daniel Bissell

☐ **During what year did the War Department make the first reference to noncommissioned officer chevrons?**

1821.

☐ **What publication published in 1829 provided instructions for training of noncommissioned officers?**

The Abstract of Infantry Tactics

☐ **The 417 page unnoffical publication called the Noncommissioned Officers Manual, was published in what year?**

1909.

☐ **During what year did the symbol of NCO rank, the chevron, rotate to what we would today call point up and become smaller in size?**

1902.

☐ **During the period of World War 1, the First Sergeants often carried a book in their pockets that contained administrative files. This book, which today may be known as a "leaders book" contained the names of everyone in the company and their professional history (AWOLs, Work Habits, Promotions, etc.). This book was passed from First Sergeant to First Sergeant, staying within the company and providing the unit historical information. What was this book called?**

A Black Book.

☐ **During what year did the AR 350-90 establish army-wide standards for NCO Academies?**

1957.

☐ **In 1958 the Army added two grades to the NCO Ranks, these pay grades would "provide for a better delineation of responsibilities in the enlisted structure". What were the two new pay grades?**

E8 and E9.

☐ **During what year did PLDC first become a mandatory prerequisite for promotion to Staff Sergeant?**

1986.

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NCOER / ERS

☐ **What Army Regulation prescribes the policies for completing evaluation reports that support the Evaluation Reporting System (ERS)?**

AR 623-3

☐ **What DA Pamphlet prescribes the procedures for completing evaluation reports that support the Evaluation Reporting System (ERS)?**

DA Pam 623-3

☐ **What does the Evaluation Reporting System (ERS) identify?**

The ERS identifies officers and noncommissioned officers who are best qualified for promotion and assignments to positions of higher responsibility. ERS also identifies Soldiers who should be kept on active duty, those who should be retained in grade, and those who should be eliminated.
(DA PAM 623-3 May 2006 / 1-8 / PDF 8)

☐ **Under the ERS a Soldier is evaluated on performance and potential. In this system, what three kinds of evaluations are given?**

1. *Duty evaluations*. Either the DA Form 67–9 or DA Form 2166–8 is used for these evaluations.
2. *School evaluations.* Either the DA Form 1059 and DA Form 1059–1 is used for these evaluations.
3. *DA evaluations.* Selection boards and personnel management systems are used for these evaluations. Duty and school evaluations are single time-and-place evaluations and are used to make DA evaluations. DA evaluations cover the entire career of an officer and noncommissioned officer.
(DA PAM 623-3 May 2006 / 1-8 / PDF 8)

☐ **DA evaluations focus on an individual Soldier's potential. They are judgments on their ability to perform at current and higher grades, and they are also made to judge whether an officer or NCO should be retained and given greater responsibility in their present grade. In making DA evaluations, what three factors are considered?**

1. *Army requirements for leaders:* officers and noncommissioned officers frequently change. At times, the Army has a need for leaders with certain backgrounds, experience, and expertise. The size of the Army leader corps by law in terms of strength by grade. Army needs limit the number of selections and assignments that can be made. Thus, a leader's potential is partially determined by how they compare with their peers.
2. *Duty performance.* Performance of duty is an extremely important factor in determining a leader's potential. Duty performance is judged by how well a Soldier performs their assigned tasks and how well they meet Armyprofessional values uniquely established for each respective corps.
3. *Leader qualifications.* It must be considered in order to meet Army needs for outstanding leaders of troop or technical units, supporting staff managers, and technical specialists. One consideration in determining qualifications is the different skills and backgrounds required by different specialties. Another consideration is a Soldier's individual progress through specialist fields to positions of greater responsibility. In addition, their length of service, civil schooling, military schooling, or other unique skills required by the Army are considered.
(DA PAM 623-3 May 2006 / 1-8 / PDF 8)

☐ **What is the basic strucure of the ERS?**

- Allows the rater to give shape and direction to the rated officer or noncommissioned officer's performance.
- Provides a chain-of-command evaluation of a Soldier's performance and potential.
- Allows the entire evaluation reporting process to be reviewed.
(DA PAM 623-3 May 2006 / 1-8 / PDF 9)

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☐ **What is the ERS Process designed to do?**

- Set objectives for the rated Soldier that supports the organization's overall achievement of the mission.
- Review the rated Soldier's objectives, special duties, assigned tasks, or special areas of emphasis and update them to meet current needs.
- Promote performance-related counseling to develop subordinates and better accompish the organization's mission.
- Evaluate the rated leader's performance.
- Assess the rated leader's potential.
- Ensure a review of the entire process.
- Noncommissioned officer's organizational rating chain use DA Form 2166–8; and DA Form 2166–8–1.
  (DA PAM 623-3 May 2006 / 1-8 / PDF 9)

☐ **What will a rating chain for an NCO consist of?**

- Rated NCO
- Rater
- Senior Rater
- Reviewer
  (AR 623-3 May 2006 / 2-3 / PDF 18)

☐ **Can an NCO that is on a recommended list for promotion or frocked to one of the top three NCO grades (first sergeant (1SG), SGM, or CSM) and is serving in an authorized position for the new grade, rate any NCO under their supervision, if after the rater's promotion he/she will be senior in pay grade or date of rank to the rated NCO?**

Yes
(AR 623-3 May 2006 / 2-5 / PDF 20)

☐ **What is an NCOER?**

Rating chain members use the DA Form 2166–8 (NCOER) to provide DA with performance and potential assessments of each rated NCO. The DA Form 2166–8 also provides evaluation information to ensure that sound personnel management decisions can be made and that an NCO's potential can be fully developed.
(DA PAM 623-3 May 2006 / 3-2 / PDF 40)

☐ **How many types of NCOERs are there?**

There are 7:

1. Annual
2. Change of Rater
3. Relief for Cause
4. Complete the Record
5. 60 Day Rater Option
6. 60 Day Senior Rater Option
7. Temporary Duty, Special Duty or Compassionate Reassignment

☐ **What is the minimum period of time for rater qualification?**

3 Rated Months
(AR 623-3 May 2006 / 2-5 / PDF 19)

☐ **What is the minimum period of time for senior rater qualifications?**

2 months
(AR 623-3 May 2006 / 2-7 / PDF 21)

☐ **When will a member of an allied force meet senior rater qualifications?**

Never
(AR 623-3 May 2006 / 2-4 / PDF 19)

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☐ **What form is used for the NCO Counseling/Checklist Record?**
DA Form 2166-8-1

☐ **What are some of the uses of an NCOER?**
The information in evaluation reports, the Army's needs, and the individual Soldier's qualifications will be used together as a basis for such personnel actions as school selection, promotion, assignment, military occupational specialty (MOS) classification, command sergeant major (CSM) designation, and qualitative management.
(AR 623-3 May 2006 / 1-8 / PDF 16)

☐ **What is a rating scheme?**
A rating scheme is the published rating chain of the NCO's rating officials (rater, senior rater, and reviewer).
(AR 623-3 May 2006 / Glossary / PDF 116)

☐ **What forms are used for the NCOER?**
- DA 2166-8-1, NCO Counseling Checklist/Record
- DA 2166-8, NCO Evaluation Report.

☐ **What is the minimum time period before the initial counseling must be done?**
Within the first 30 days of the rating period, effective date of lateral appointment to corporal, or promotion to sergeant, the rater will conduct the first counseling session with the rated NCO
(DA PAM 623-3 May 2006 / 3-1 / PDF 36)

☐ **The intitial counseling is slightly different than future counselings in that it primarily focuses on what areas?**
Communicating performance standards to the rated NCO. It should specifically let the rated NCO know what is expected during the rating period. The rater shows the rated NCO the rating chain and a complete duty description, discusses the meaning of the values and responsibilities contained on the NCOER, and explains the standards for success.
(DA PAM 623-3 May 2006 / 3-1 / PDF 36)

☐ **Who is the last individual to sign the NCOER?**
The rated NCO
(AR 623-3 May 2006 / 3-37 / PDF 45)

☐ **Does the rated NCOs signature mean that the rated NCO approve of the bullets / comment on the NCOER?**
No, The rated Soldier's signature will only verify the accuracy of the administrative data in Part I, to include nonrated time; the rating officials in Part II; the APFT and height and weight data; and that the rated Soldier has seen the completed report.
(AR 623-3 May 2006 / 3-37 / PDF 45)

☐ **Are NCOERs required for POWs?**
No
(AR 623-3 May 2006 / 3-27 / PDF 42)

☐ **What are the parts of the NCOER?**
Part I. Administrative Data
Part II. Authentication
Part III. Duty Description
Part IV. Army Values/ NCO Responsibilities
Part V. Overall Performance and Potential.
(DA PAM 623-3 May 2006 / 3-4 / PDF 43)

☐ **What is the minimum period of time for the reviewer?**
None, there is no minimum time required
(AR 623-3 May 2006 / 3-8 / PDF 22)

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☐ **Are handwritten comments allowed on the NCOER?**

No
(AR 623-3 May 2006 / 3-22 / PDF 41)

☐ **Will any references be made in an NCOER to an incomplete investigation (formal or informal) concerning a Soldier?**

No
(AR 623-3 May 2006 / 3-23 / PDF 41)

☐ **Rating an NCO's fears, inner feelings, enthusiasm, and overall confidence falls into which Values/NCO Responsibility block?**

Physical Fitness/Military Bearing
(AR 623-3 May 2006 / Glossary / PDF 103)

☐ **Is the use of the 2166-8-1 mandatory for counseling all NCOs in the ranks of CPL through CSM?**

Yes.
(DA PAM 623-3 May 2006 / 3-1 / PDF 36)

☐ **Who receives an NCOER?**

All NCOs
(DA PAM 623-3 May 2006 / 3-2 / PDF 40)

☐ **What annotation will be made on the NCOER for a NCO's performance as a member of a Court Martial?**

None
(AR 623-3 May 2006 / 3-30 / PDF 43)

☐ **What NCOER is used upon the removal of an NCO from a ratable assignment based on the decision by a member of the NCO's chain of command?**

Relief-for-cause

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Promotions and Reductions

☐ **What regulation prescribes the policy and procedures governing enlisted promotions and reductions?**

AR 600-8-19, Enlisted Promotions and Reductions

☐ **What should you look for when recommending an individual for promotion?**

Overall performance, attitude, leadership ability, and development potential.

☐ **What is meant by "inefficiency"?**

A demonstration of characteristics that shows that a person cannot perform duties and responsibilities of the grade and MOS.

☐ **What must be done for soldiers (SGT and below) who meet advancement or promotion eligibility, without waiver, but are not recommended for promotion?**

The soldier should be counseled. This counseling should be directed towards those areas in which the soldier needs to improve in order to qualify for the next higher grade.

☐ **What is the purpose of the secondary zone?**

The secondary zone (SZ) provides incentives to those who strive for excellence and whose accomplishments demonstrated capacity for leadership, and marked potential warrant promotion ahead of their peers.

☐ **Name five reasons that a soldier may be administratively reduced.**

1. Erroneous enlistment grade
2. Misconduct
3. Inefficiency
4. Approve for discharge from service Under Other Than Honorable conditions
5. Failure to complete training (I.e., OCS, Flight School)

☐ **What are the three different ways that a soldier may be reduced for misconduct?**

1. By Article 15
2. By Court Martial
3. Conviction by a civil court

☐ **What are the normal TIS and TIG requirements for promotion to PFC?**

- TIS: 12 months
- TIG: 4 months

☐ **What are the normal TIS and TIG requirements for promotion to SPC?**

- TIS: 24 months
- TIG: 4 months

☐ **What are the objectives of the Army promotion system?**

- Fill requirements with the best-qualified soldiers
- Provide an equitable and just system that will objectively consider all qualified soldiers
- Recognize the best qualified soldier and thereby attract and retain the highest caliber solder for a career in the Army

☐ **What is the maximum number of waivers that may be requested when recommending a soldier for promotion?**

Two

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☐ **Who has the authority to administratively reduce soldiers in the grades E-2 through E-9?**
- E4 and below: Company Commander or higher
- E5 - E6: Battalion Commander (O-5 or higher)
- E7 - E9: Brigade Commander (O-6 or higher)

☐ **What are the three levels of promotion?**
1. Unit level
2. Semi-centralized
3. DA centralized

☐ **Promotion to SGT/SSG represents what level of promotion?**
Semi-centralized

☐ **An administrative reevaluation may be requested at any time for soldiers who believe they have increased their latest promotion score by __ or more points.**
20

☐ **How many "zones" are there for promotion to SGT and SSG?**
Two;
1. Primary zone (PZ)
2. Secondary zone (SZ)

☐ **In the event that you have 20 or more points to add, when are you eligible for promotion using the new points?**
On the first day of the third month following the date your request for reevaluation was received at the PSC.

☐ **What are the TIS and TIG requirements for promotion to SGT?**
- Time in service: 36 months (PZ); 18 months (SZ)
- Time in grade: 8 months (PZ); 4 months (SZ)

☐ **What are the TIS and TIG requirements for promotion to SSG?**
- Time in service: 84 months (PZ); 48 months (SZ)
- Time in grade: 10 months (PZ); 5 months (SZ)

☐ **Who has the authority to promote soldiers in the grades E2 through E9?**
- E4 and below: Unit Commander
- E5 - E6: Battalion Commander (O-5 or higher)
- E7 - E9: The commanders of an Army Command (ARCOM)/General Officer Command (GOCOM)/Reserve Support Command (RSC), and a Commanding General of a command outside the OCONUS.

☐ **What is a "total" reevaluation?**
A total reevaluation includes the entire process - from the commander's recommendation to the promotion board and administrative points.

☐ **What is the time requirement for board appearance for both the SGT and SSG board as of the first day of the board month?** (AR 600-8-19, Table 3-3)
- SGT Board "Primary Zone" - 34 months TIS and 6 months TIMIG.
- SGT Board "Secondary Zone" - 16 months TIS and 4 months TIMIG.
- SSG Board "Primary Zone" - 82 months TIS and 8 months TIMIG.
- SSG Board "Secondary Zone" - 46 months TIS and 5 months TIMIG.

☐ **When may a soldier request a total reevaluation?**
6 months after the latest board appearance, reevaluation or recomputation

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☐ **When is a soldier promoted to PV2?**
When they complete 6 months of active Federal Service, unless the commander stops it.

☐ **What are the two types of promotion point reevaluations?**
Administrative and total

☐ **What is the composition of a promotion board?**
There must be at least three voting members and a recorder without a vote.

☐ **What are the three types of promotion point worksheets?**
1. Initial
2. Reevaluation
3. Recomputation.

☐ **What is the NCOES requirement for promotion to SGM? SFC? SSG? SGT?**
- SGM: Must be a graduate of ANCOC
- SFC: Must be a graduate of BNCOC
- SSG: Must be a graduate of PLDC
- SGT: Must be a graduate of None

☐ **Who sits on a promotion board?**
The board may be comprised of all officers, all noncommissioned officers or mixed. In all cases, members must be senior in grade to those being considered for promotion.

☐ **What is DA Form 3355?**
DA Form 3355 is the promotion point worksheet, which must be completed when appearing before promotion boards, re-computation or reevaluating promotion points.

☐ **Soldiers are required to have their promotion points recomputed at least how often?**
Once per year.

☐ **Who is the president of the promotion board?**
The senior member of the board.

☐ **When should soldiers be recommended for promotion?**
Only after they develop the skills and abilities necessary to perform the duties and responsibilities of the next higher grade.

☐ **What is the maximum number of points possible on the Promotion Point Worksheet (DA Form 3355)?**
800 points

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Leaves and Passes

☐ **What Army Regulation covers leaves and passes?**
AR 600-8-10

☐ **Can a three day pass be given during the normal duty week such as Tuesday through and Thursday?**
Yes

☐ **What is the difference between an accrued leave and an advanced leave?**
Accrued leave is a leave earned and advanced leave is granted prior to actual accrual of leave time

☐ **What is a DA Form 31**
Request and authority for leave (A Leave Form)

☐ **Is a pass a right or a privilege?**
A pass is a individuals privilege (not a right) awarded to deserving soldiers by their commanders

☐ **What is the Form DA Form 4179R?**
Leave Control Log

☐ **What does the term "terminal leave" mean?**
Leave in conjunction with termination of service

☐ **How many days are soldiers allowed to take leave after pregnancy and childbirth?**
42 Days

☐ **In reference to the above question: If a soldier voluntarily decides to return to work after less than 42 days of leave, what must happen?**
A physician must approve

☐ **What is the difference between an annual (ordinary) leave and a convalescent leave?**
An annual is charged against a Soldier's leave account and a convalescent leave is not, because it is part of the treatment prescribed.

☐ **Can a pass be taken in conjunction with a leave?**
No

☐ **Is administrative absence chargeable as leave?**
No

☐ **What is the maximum number of days which may be taken for a "Reenlistment Leave?"**
90 days, provided advance leave does exceed 30 days

☐ **When is, or 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 (DA)

☐ **Can a four day pass be obtained during the week such as Monday through Thursday?**
No. A four day pass must include two non-duty days

☐ **When is emergency leave authorized?**
Emergency leave is granted to soldiers for an emergency within his immediate family

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☐ **Is emergency leave a nonchargeable leave?**
No, emergency leave is a chargeable leave granted for a personal or family emergency requiring the soldier's presence.

☐ **Who pays for emergency leave air transportation?**
The soldier's commander pays IAW Army budget procedures.

☐ **Is emergency leave transportation authorized to the soldier's emergency location?**
No, emergency leave is authorized to the first Aerial Port of Debarkation (APOD) closest to the emergency location

☐ **Who is the approval authority for PTDY?**
The installation or equivalent commander is the approval authority for PTDY

☐ **Is a Soldier authorized PTDY under the Transitional Assistance Program at Permanent Change of Station (PCS)?**
No, soldiers being reassigned because of PCS are authorized 10 days PTDY (IAW AR 600-8-10, Chapter 5, paragraph 5-32f.)

☐ **Can PTDY be taken in combination with ordinary leave?**
No, soldiers may not use PTDY in combination with ordinary leave. The soldier must complete a duty day between the two periods of leave.

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Military Justice

☐ **What AR covers military justice?**
AR 27-10

☐ **Does a person have to accept an article 15?**
No, he or she has the right to demand a trial by court martial

☐ **What kind of extra duty is an NCO given by an article 15?**
Supervisory duty only

☐ **What is the UCMJ?**
Uniform Code of Military Justice (the statute that prescribes criminal law for soldiers)

☐ **How many articles are there in the UCMJ?**
There are 146 Articles in the UCMJ. There are also sub-articles which total 12, nested within the UCMJ such as the following example: Article 106 deals with "Spies", but Article 106a Deals with "Espionage". It would be more accurate to state a total of 158 Articles in the UCMJ (The 146 Articles + 12 Sub-articles = 158)

☐ **When was the UCMJ enacted?**
1950, congress enacted the UCMJ, which was based upon and replaced the Articles of War, which had been around in various forms since 1775

☐ **What is a Field Grade Article 15?**
An article 15 imposed by an O4 or above

☐ **Who may impose an article 15?**
Any commanding officer, including a warrant officer exercising command

☐ **What does the UCMJ establish?**
It 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.

☐ **What are the three classifications of article 15s?**
1. Summarized
2. Company grade
3. Field grade

☐ **What form is used to record Summarized Article 15 proceedings?**
DA Form 2627-1

☐ **What are articles 77 through 134 of the UCMJ known as?**
Punitive Articles

☐ **What are 3 types of Court martial?**
1. Summary
2. Special
3. General

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☐ **What are the maximum punishments that company commanders may impose?**

- 14 Days extra duty
- 14 Days restriction
- 7 Days correctional custody (E3 and below)
- 7 Days forfeiture of pay
- 1 Grade Reduction for E4 and below
- Oral or written letter of reprimand

☐ **Who is the highest military court?**

The court of military appeals

☐ **Under what article is Non-judicial punishment imposed?**

Article 15

☐ **Who makes up the court of military appeals?**

The Court was originally composed of three civilian judges appointed by the President of the United States for a normal term of 15 years and confirmed by the Senate of the United States. However, effective October 1, 1990, Congress increased the membership on this Federal Court to five civilian judges, maintaining the original appointment and confirmation process. Except for ceremonial sessions and special hearing sessions held in various sections of the United States, the Court sits only in Washington, D.C.

☐ **What is one circumstance when a soldier does not have the right to refuse an Article 15 and demand trial by court martial?**

When aboard a ship

☐ **What rights are given to a Soldier under Article 31?**

The rights given to a Soldier under Article 31 are: the right to remain silent, the right to demand trial, and the right to an attorney

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Code of Conduct

☐ **When was the Code Of Conduct established?**
17 august 1955 under the Eisenhower Administration

☐ **What Army Regulation covers the Code Of Conduct?**
AR 350-30

☐ **If you were to become a prisoner of war (POW), what information would you be required to give?**

- Name, Rank
- Service Number
- Date of Birth

☐ **Which article of the Code pertains to escape and evasion?**
Article 3 of the COC

☐ **When was the COC Amended?**
May 1988

☐ **How many articles are in the COC?**
6

☐ **What is the first sentence Article 1?**
"I am an American, fighting in the forces which guard my country and our way of life."

☐ **What should prisoners be searched for?**
Hidden weapons and documents of intelligence value

☐ **Does the COC apply to soldiers held by terrorists during peacetime?**
Yes

☐ **What is the main purpose of the Geneva Convention?**
It provides rules that prisoners of war must be treated humanely. Specifically forbidden are violence to life and person, cruel treatment and torture, outrages on personal dignity (in particular, humiliating and degrading treatment)

☐ **Under the Geneva Convention rules, can a person worship as he pleases?**
Yes

☐ **What document supports the COC?**
Manual for Courts- Martial under Uniform Code of Military Justice

☐ **What does SERE stand for?**
Survival, Evasion, Resistance, and Escape

☐ **What was the reason that the COC was developed?**
To provide a mental defense for U.S. POWs to use to resist enemy POW management practices

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Geneva Convention

☐ **Which DA PAM covers the Geneva Convention?**
DA PAM 27-1

☐ **What documents must POWs be allowed to keep upon capture?**
They may keep their identity cards and personal papers.

☐ **What publication governs the rights and obligations for POWs under the Geneva Convention?**
DA PAM 27-25

☐ **How many nations were initially represented at the first drafting of the Geneva Convention?**
61 nations

☐ **There are four (4) international agreements that were written at the same time dealing with the treatment of POWs. What are they known as?**
The Geneva Conventions for the Protection of War Victims.

☐ **True or False. The United States was the country where the Geneva Convention was written.**
False. It was written in Geneva, Switzerland.

☐ **When did the Geneva Convention come into force for the United States?**
February 2, 1955

☐ **What is the maximum non-judicial punishment that may be imposed upon a POW for minor offenses?**
Up to 30 days confinement, extra duties and deprivation of privileges for similar periods.

☐ **If no POW of commissioned officer rank is present in a prisoner group, how often and by what means do prisoners choose their spokesman or representative?**
They are chosen by secret ballot every six months.

☐ **How many articles govern the Geneva Convention in relation to the treatment of POWs?**
143 articles

☐ **Name three (3) types of work that junior enlisted prisoners may be forced to perform as described in the Geneva Convention.**

- Domestic services.
- Commercial business, arts and crafts.
- Public utility services.
- Transport and handling of stores that are not of military reference.
- Public works and construction
- Industrial work connected with raw materials and manufacturing.
- Agriculture.
- Administration, maintenance and installation of the camp.

☐ **If captured, who are the only personnel that are not considered POWs?**
All medical personnel and chaplains, who serve in or accompany the Armed Forces of the United States.

☐ **What is a capture card and what is it used for?**
A post card written by a POW informing their next of kin of their whereabouts and state of health.

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☐ **On what date, along with three (3) other international agreements were the Geneva Convention written?**
August 12, 1949

☐ **As a POW, what is the only information you are required to give?**
Your name, age, rank and service number.

☐ **As POWs, what types of work may noncommissioned officers be required to perform?**
Supervisory work, but they may request other kinds of duty.

☐ **What does the Geneva Convention recognize as the main duty of a POW?**
To try to escape or aide others in escaping.

☐ **What disciplinary action will be enforced if a member of the U.S. Armed Forces deliberately violates the Geneva Convention?**
Trial by Court-Martial under UCMJ.

☐ **In 1785, a treaty was drafted with the Kingdom of Prussia and is considered the first agreement concerning wartime. Who was it drafted by and for what reason?**
It was drafted by Benjamin Franklin, John Adams and Thomas Jefferson to improve treatment of POWs.

☐ **Under the Geneva Convention, who is the only one that may determine whether a person is entitled to be a POW or not?**
A "competent tribunal" of the capturing nation.

☐ **True or False. POWs are required to salute the enemy camp commander if he is not an officer.**
True

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U.S. Constitution

☐ **State the preamble to the U.S. Constitution?**

We the people of the United States, in order to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

☐ **How many articles are there in the U.S. Constitution?**

7

☐ **How many amendments are there in the U.S. Constitution?**

27

☐ **How many people signed the U.S. Constitution?**

39

☐ **When was the U.S. Constitution signed?**

17 September, 1787.

☐ **What do each of the articles of the U.S. Constitution cover?**

Article I – The Legislative Branch
Article II – The Presidency
Article III – The Judiciary
Article IV – The States
Article V – The Amendment Process
Article VI – Legal Status of the Constitution
Article VII. - Ratification

☐ **What year was the first amendment made?**

1791

☐ **What year was the 27th amendment made?**

1992.

☐ **What are the first 10 amendments called?**

The Bill of Rights

☐ **When was the Bill of Rights ratified?**

15 December, 1791

☐ **What are the first 10 amendments?**

Amendment 1: Freedom of religion
Amendment 2: Right to bear Arms
Amendment 3: No soldier should be quartered without consent of the Owner
Amendment 4: Right against unreasonable search and seizure
Amendment 5: Right to remain silent
Amendment 6: Right to a speedy and public trial
Amendment 7: Right to Trial by Jury
Amendment 8: Concerns bails, fines and punishments
Amendment 9: Guarantees and reserves the rights of the people
Amendment 10: States, "The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people"

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Guard Duty

☐ **What are the three general orders?**
1. I will guard everything within the limits of my post and quit my post only when properly relieved.
2. I will obey my special orders and perform all my duties in a military manner.
3. I will report violations of my special orders, emergencies, and anything not covered in my instructions to the Commander of the Relief.
(FM 22-6 Sept 1971 / 9 / PDF 15)

☐ **What two types of orders can a guard receive?**
1. General orders
2. Special orders
(FM 22-6 Sept 1971 / 8 / PDF 15)

☐ **What are you normally responsible for at your guard post?**
Your post and all government property in view

☐ **What is deadly force?**
The power to cause death or severe bodily harm

☐ **What specifies the time for challenging?**
The special orders
(FM 22-6 Sept 1971 / 4 / PDF 19)

☐ **Who is responsible for the instruction, discipline and performance of the guards?**
The commander of the guards
(FM 22-6 Sept 1971 / 19 / PDF 30)

☐ **How would you challenge people in a vehicle?**
You would challenge the same as if on foot but, make one or all of the individuals dismount the vehicle if deemed necessary.
(FM 22-6 Sept 1971 / 10 / PDF 20)

☐ **What are the two words that the countersign consists of?**
Challenge and Password
(FM 22-6 Sept 1971 / 2-4 / PDF 11)

☐ **What is the proper use of deadly force?**
Only the minimum amount of force necessary to make an apprehension

☐ **At what position do you hold your rifle while challenging?**
Port arms
(FM 22-6 Sept 1971 / 9 / PDF 19)

☐ **What Field Manual covers Guard duty?**
FM 22-6

☐ **What are the two different types of guard mountings?**
1. Formal
2. Informal
(FM 22-6 Sept 1971 / 6 / PDF 39)

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☐ **What is your chain of command as a guard?**
1. Commander of the relief,
2. Sergeant of the guard
3. Officer of the guard
4. Field officer of the day
5. Commanding officer at the level responsible for the guard mount

☐ **What type of guard is normally used to protect a unit in a tactical environment?**
Exterior guard
(FM 22-6 Sept 1971 / 7 / PDF 14)

☐ **What is F.O.D.?**
Field Officer of the Day
(FM 22-6 Sept 1971 / 2 / PDF 9)

☐ **If you sleep on duty, what could your punishment be?**
Court Martial

☐ **What are two types of guard duty?**
1. Interior guard
2. Exterior guard
(FM 22-6 Sept 1971 / 5 / PDF 13)

☐ **What is the normal length of time for a field officer of the day?**
24 hrs
(FM 22-6 Sept 1971 / 17 / PDF 28)

☐ **How long will a guard normally stay at his post?**
2 to 4 hours

☐ **Who is normally in charge of establishing the special orders for guard posts?**
The Post Commander

☐ **Does a guard salute indoors?**
Yes
(FM 22-6 Sept 1971 / 10 / PDF 18)

☐ **When are guards not required to salute?**
No salute is given by a guard who is engaged in a specific duty, the performance of which prevents saluting.
(FM 22-6 Sept 1971 / 10 / PDF 19)

☐ **What are three examples of exterior guard?**
1. Lookouts
2. Listening posts
3. Outposts
(FM 22-6 Sept 1971 / 7 / PDF 14)

☐ **What are the duties of a guard?**
They must memorize, understand, and comply with the general orders for guards. In addition, guards must understand and comply with special orders applying to their particular posts, including the use of the countersign and parole word, if they are in effect.
(FM 22-6 Sept 1971 / 23 / PDF 36)

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☐ **What is a parole word?**

The parole (word) is used to check on the countersign when inspecting guards. Any person in time of war who discloses the parole word or countersign to any person not entitled to receive it, shall be punished by death or such other punishment as a court-martial may direct (Article 101, Uniform Code of Military Justice).
(FM 22-6 Sept 1971 / 87 / PDF 92)

☐ **What do special orders define?**

Exactly what a guard must do in a particular post
(FM 22-6 Sept 1971 / 8 / PDF 15)

☐ **What is supernumerary?**

An extra member of the guard who is used when needed to replace a guard or to perform special duties as prescribed by local directives.
(FM 22-6 Sept 1971 / 4 / PDF 9)

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Army History

Also see Appendix C, the Army History Timeline

☐ **What date was the Army flag dedicated?**
14 June 1956 (it was approved 12 June 1956)

☐ **What is the oldest part of our Army?**
The Army National Guard (In December 1636, the Massachusetts Bay Colony organized America's first militia regiments, some of which still serve today in the Army National Guard.)
(FM 7-21.13 Feb 2004 / 2-2 / PDF 54)

☐ **What did the U.S. Army begin?**
June 14, 1775
(FM 7-21.13 Feb 2004 / 2-8 / PDF 56)

☐ **Who was the first commander in Chief of the Continental Army?**
George Washington

☐ **When was the start of the Revolutionary War?**
19 April, 1775
(FM 7-21.13 Feb 2004 / 2-7 / PDF 56)

☐ **When was the Declaration of Independence signed?**
July 04, 1776
(FM 7-21.13 Feb 2004 / 2-7 / PDF 56)

☐ **The Army received it's first real training from what former Prussian Officer at Valley Forge in the winter of 1778?**
Baron Fredreich von Steuben
(FM 7-21.13 Feb 2004 / 2-13 / PDF 59)

☐ **What did Baron Fredriech von Steuben teach the Continental Army at Valley Forge?**
He taught the Continental Army:

- A simplified but effective version of the drill formations and movements of European armies.
- Proper care of equipment.
- The use of the bayonet (a weapon in which British superiority had previously been marked).
- He impressed upon officers their responsibility for taking care of the soldiers.
- Taught NCOs how to train and lead those soldiers.

(FM 7-21.13 Feb 2004 / 2-13 / PDF 59)

☐ **On what date did the Revolutionary War officially end with a signing of a peace treaty in Paris?**
03 September 1783
(FM 7-21.13 Feb 2004 / 2-24 / PDF 61)

☐ **What is the name of the document that originally governed the United States and was later replaced by the "Constitution"?**
The Articles of Confederation
(FM 7-21.13 Feb 2004 / 2-25 / PDF 61)

☐ **The nation nearly doubled in 1803 when it purchased a huge expanse of territory from France in what became known as what?**
The Louisiana Purchase
(FM 7-21.13 Feb 2004 / 2-29 / PDF 63)

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☐ **Who was one of the most prolific writers of the early 19th century and would be the author of "The Army Regulations of 1821", the first written regulation by the Army since the publication of Baron von Steubens "Blue Book"?**

General Winfield Scott
(FM 7-21.13 Feb 2004 / 2-43 / PDF 65)

☐ **What were some of the areas covered in "The Army Regulations of 1821".**

- The Hand Salute
- How to conduct a march
- How to make a good stew for the company

(FM 7-21.13 Feb 2004 / 2-43 / PDF 65)

☐ **What is the bloodiest war in American history?**

The Civil War with the death of over 600,000 Americans on both sides.
(FM 7-21.13 Feb 2004 / 2-74 / PDF 73)

☐ **When and where did the Civil War actually begin?**

The Civil War being in April of 1861 when South Carolina militia forces fired on Fort Sumter in Charleston Harbor.
(FM 7-21.13 Feb 2004 / 2-58 / PDF 68)

☐ **The Union defeat at the First Battle of Bull Run showed the need for more what?**

More thorough preparation and for more soldiers.
(FM 7-21.13 Feb 2004 / 2-61 / PDF 69)

☐ **President Lincoln's Emancipation Proclamation on 22 September 1862 freed the slaves in any areas still under Confederate control as of what date?**

01 January 1863.
(FM 7-21.13 Feb 2004 / 2-66 / PDF 70)

☐ **Congress authorized the creation of the Medal of Honor on what date?**

12 July 1862.
(FM 7-21.13 Feb 2004 / 2-67 / PDF 71)

☐ **Who received the first Medal of Honor ever awarded?**

Private Jacob Parrott, Company K, 33d OhioVolunteer Infantry on 25 March 1863
(FM 7-21.13 Feb 2004 / 2-67 / PDF 71)

☐ **The Battle of Gettysburg started on what date?**

01 July 1863
(FM 7-21.13 Feb 2004 / 2-68 / PDF 71)

☐ **General Lee surrendered his Army on what date, marking the end of the Civil War?**

09 april, 1865
(FM 7-21.13 Feb 2004 / 2-73 / PDF 73)

☐ **Who was the only female to receive the Medal of Honor?**

Dr. Mary E. Walker

☐ **Congress declared war on Spain on what date?**

25 april, 1898
(FM 7-21.13 Feb 2004 / 2-79 / PDF 76)

☐ **When did World War I begin?**

August 1914
(FM 7-21.13 Feb 2004 / 2-85 / PDF 78)

☐ **What event sparked the start of World War I?**

A Bosnian separatist murdered the Archduke Francis Ferdinand of Austria-Hungary and his wife during a visit to Sarajevo.
(FM 7-21.13 Feb 2004 / 2-85 / PDF 78)

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☐ **On 23 February 1917 the British turned over to the US Government an intercepted note from the German foreign minister to the German ambassador in Mexico. In the note were instructions to offer Mexico an alliance in the event of war with the United States and promising that Mexico could regain what?**

Texas, New Mexico and Arizona
(FM 7-21.13 Feb 2004 / 2-85 / PDF 78)

☐ **On what date did President Wilson ask Congress to declare war on Germany?**

02 April, 1917
(FM 7-21.13 Feb 2004 / 2-86 / PDF 78)

☐ **The Armistice ended the fighting at the 11th hour of the 11th day of the 11th month of 1918. Known for many years as Armistice Day, what is it now called in the United States?**

Veteran's Day
(FM 7-21.13 Feb 2004 / 2-86 / PDF 78)

☐ **One result of WW I was the creation of what International body roughly similar to the United Nations of today?**

The League of Nations (it was envisioned as a forum where disputes could be settled peacefully)
(FM 7-21.13 Feb 2004 / 2-100 / PDF 83)

☐ **National Defense Act of June 4, 1920 governed the organization and regulation of what until 1950?**

The Army
(FM 7-21.13 Feb 2004 / 2-101 / PDF 84)

☐ **On what date did the Japanese attack Pearl Harbor?**

07 December 1941
(FM 7-21.13 Feb 2004 / 2-113 / PDF 87)

☐ **The Women's Army Corps was created in what year?**

1943
(FM 7-21.13 Feb 2004 / 2-151 / PDF 102)

☐ **When was D Day?**

06 June 1944
(FM 7-21.13 Feb 2004 / 2-119 / PDF 89)

☐ **Just after dawn on D Day, the 1st, 4th, and 29th Infantry Divisions assaulted what beaches?**

Utah and Omaha
(FM 7-21.13 Feb 2004 / 2-119 / PDF 89)

☐ **President Truman authorized the use of two atomic bombs against Japan, destroying Hiroshima and Nagasaki on what dates?**

Hiroshima – 06 August 1945
Nagasaki – 09 August 1945
(FM 7-21.13 Feb 2004 / 2-130 / PDF 93)

☐ **The National Security Act of 1947 was a sweeping reorganization of the US military. What did it establish?**

- Department of Defense
- Army
- Navy
- Air Force

(FM 7-21.13 Feb 2004 / 2-133 / PDF 95)

☐ **What year marked the start of the Korean War?**

1950
(FM 7-21.13 Feb 2004 / 2-136 / PDF 96)

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☐ **In early of what year did President Johnson begin a process of escalation that put 184,000 American troops in South Vietnam by year's end?**
1965
(FM 7-21.13 Feb 2004 / 2-144 / PDF 99)

☐ **What is the longest war in U.S. History?**
The Vietnam War

☐ **In early of what year did President Johnson begin a process of escalation that put 184,000 American troops in South Vietnam by year's end?**
1965
(FM 7-21.13 Feb 2004 / 2-144 / PDF 99)

☐ **After a U.S. Marine was shot in 1989 in Panama, what Operation was launched?**
Operation Just Cause
(FM 7-21.13 Feb 2004 / 2-157 / PDF 104)

☐ **General H. Norman Schwarzkopf and his Saudi counterpart sent their multinational ground forces across the border into Iraq in what in late February of what year?**
1991
(FM 7-21.13 Feb 2004 / 2-159 / PDF 106)

☐ **On what date did the United States enormous support from the global community, respond to the attacks on September 11th, 2001 with attacks on the al-Qaeda network and the Taliban-controlled government of Afghanistan that was supporting it?**
07 October, 2001
(FM 7-21.13 Feb 2004 / 2-166 / PDF 107)

☐ **With a coalition that included Great Britain, Australia, Poland and 44 other nations, the United States began offensive military operations to remove Saddam Hussein from power and liberate Iraq on what date?**
20 March 2003
(FM 7-21.13 Feb 2004 / 2-169 / PDF 109)

☐ **When was Saddam Husein captured?**
13 December 2003

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Customs and Courtesies

☐ **What Army regulation covers Salutes, honors and visits of courtesy?**
AR 600-25

☐ **Salutes are not required to be rendered or returned when the senior or subordinate, or both are what?**

- In civilian attire.
- Engaged in routine work if the salute would interfere.
- Carrying articles with both hands so occupied as to make saluting impracticable.
- Working as a member of a detail, or engaged in sports or social functions where saluting would present a safety hazard.
- In public places such as theaters, churches, and in public conveyances.
- In the ranks of a formation.

(AR 600-25 Sept 2004 / 1-5 / PDF 8)

☐ **When do you salute inside a building?**

- When reporting to your commander
- When reporting to a pay officer
- When reporting to a military board
- At an indoor ceremony
- At sentry duty indoors

☐ **What is the origin of the Salute?**

The origin of the Hand Salute is uncertain. Some historians believe it began in late Roman times when assassinations were common. A citizen who wanted to see a public official had to approach with his right hand raised to show that he did not hold a weapon. Knights in armor raised visors with the right hand when meeting a comrade. This practice gradually became a way of showing respect and, in early American history, sometimes involved removing the hat. By 1820, the motion was modified to touching the hat, and since then it has become the Hand Salute used today.
(FM 3-21.5 July 2003 / App A / PDF 201)

☐ **Can you salute as a prisoner?**

No, you have lost the right to salute

☐ **What is the proper process for reporting to an Officer indoors?**

When reporting to an officer in his office, the soldier removes his headgear, knocks, and enters when told to do so. He approaches within two steps of the officer's desk, halts, salutes, and reports, "Sir (Ma'am), Private Jones reports." The salute is held until the report is completed and the salute has been returned by the officer. When the business is completed, the soldier salutes, holds the salute until it has been returned, executes the appropriate facing movement, and departs. When reporting indoors under arms, the procedure is the same except that the headgear is not removed and the soldier renders the salute prescribed for the weapon with which he is armed.
(FM 3-21.5 July 2003 / A-2 / PDF 201)

☐ **What is the proper process for reporting to an Officer outdoors?**

When reporting outdoors, the soldier moves rapidly toward the officer, halts approximately three steps from the officer, salutes, and reports (as when indoors). When the soldier is dismissed by the officer, salutes are again exchanged. If under arms, the soldier carries the weapon in the manner prescribed for saluting..
(FM 3-21.5 July 2003 / A-3 / PDF 202)

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☐ **Enlisted members generally do not exchange salutes, what are some examples of when they would exchange salutes?**

- When rendering reports in formation
- When reporting to an enlisted president of a board

☐ **On what command would you salute while in formation?**

Individuals in formation do not salute or return salutes except at the command Present, ARMS.
(FM 3-21.5 July 2003 / A-5 / PDF 202)

☐ **Is the recipient of the Medal of Honor (Enlisted or Commissioned) entitled to a salute ?**

Yes

☐ **Where do you walk when walking with someone that is senior to you?**

On the senior person's left

☐ **When meeting an officer in the open, how far away should you be before rendering the hand salute?**

Approximately 6 paces when our paths will bring you close by, or within speaking distance when making eye contact.

☐ **Who salutes in a group of soldiers not in formation?**

The first person to see the officer should call the group to attention and everyone should salute

☐ **When a President or Former President of the U.S. arrives and leaves an army installation, how many gun salute do they get?**

21 gun salute, both times
(AR 600-25 Sept 2004 / 2-3 / PDF 11)

☐ **When lowering the flag (retreat) the flag is folded (cocked hat) and treated as a cased color. Do persons meeting the flag detail salute the flag?**

No. Once the flag has been folded (cocked hat), it is treated as a cased Color and not saluted by persons meeting the flag detail. The flag will be treated with the utmost dignity and respect but not be rendered any sort of honors.
(FM 3-21.5 July 2003 / K-2 / PDF 277)

☐ **Who will set the time of sounding reveille and retreat?**

Installation Commanders
(AR 600-25 Sept 2004 / 3-1 / PDF 12)

☐ **During the sounding of reveille, when is the flag hoisted?**

On the first note of reveille
(AR 600-25 Sept 2004 / 3-1 / PDF 12)

☐ **At the last note of retreat, what will happen?**

a gun will be fired (if available) on military installations, followed by the playing of the national anthem or sound of “To The Color” (using a drum and bugle corps, a bugler, or recorded music) concurrent with the lowering of the flag. The flag will be lowered to ensure completion at the last note of the music. The same respect will be observed by all military personnel whether the national anthem is played or "To the Color" is sounded.
(AR 600-25 Sept 2004 / 3-1 / PDF 12)

☐ **When foreign soldiers are invited by U.S. forces to participate in parades, where will they be positioned?**

they will be assigned a position of honor ahead of U.S. soldiers. As a special compliment, a small escort of honor composed of U.S. soldiers will precede the foreign soldiers.
(AR 600-25 Sept 2004 / 3-3 / PDF 13)

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☐ **What is the official song of the U.S. Army?**
"The Army Goes Rolling Along"
(AR 600-25 Sept 2004 / 3-5 / PDF 14)

☐ **When was "The Army Goes Rolling Along" dedicated by the Secretary of the Army?**
Veterans Day, 11 November 1956, and officially announced on 12 December 1957
(AR 600-25 Sept 2004 / 3-5 / PDF 14)

☐ **During the playing of the Army Song, how will individuals stand?**
They will stand at attention and sing the lyrics of the Army Song when played.
(AR 600-25 Sept 2004 / 3-5 / PDF 14)

Although there is no Department of the Army directive in this regard, commanders, other officers, and other personnel can encourage the tribute to the Army by standing at attention when the band plays "The Army Goes Rolling Along."

☐ **The Army Song is always played at the conclusion of what events?**
- Reviews
- Parades
- Honor Guard Ceremonies.

(AR 600-25 Sept 2004 / 3-5 / PDF 14)

☐ **What is it customary for all Officers of a unit, organization or installation to do on New Year's Day?**
Call upon the commanding officer on New Year's Day. The commander may designate a convenient hour and place for receiving such visits or omit the visit if desired. Commanders may exercise the option to have such visits take place on a day other than New Year's Day if deemed more practical.
(AR 600-25 Sept 2004 / 4-4 / PDF 14)

☐ **What personnel are included in Full Military Funeral Honors?**
9–member team (6 pallbearers and/or firing party, a chaplain, and officer and/or NCO in charge, and a bugler (if available)). The team serves as pallbearers and the firing party, folds and presents the American flag to the next of kin, and plays "Taps." A member of the decedent's parent military Service will present the flag.
(AR 600-25 Sept 2004 / 6-15 / PDF 18)

☐ **Where do you walk when walking with someone that is senior to you?**
On the senior person's left

☐ **When meeting an officer in the open, how far away should you be before rendering the hand salute?**
Approximately 6 paces when our paths will bring you close by, or within speaking distance when making eye contact.

☐ **Who exits a military vehicle first?**
The senior person, then in ascending order

☐ **What is the only time that you do not remove your headgear when reporting to an officer indoors?**
When under arms
(FM 3-21.5 July 2003 / A-2 / PDF 201)

☐ **When are you considered to be under arms?**
When you are carrying a weapon in your hand, by sling or by holster
(FM 3-21.5 July 2003 / A-2 / PDF 202)

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☐ **How long is the call "to the color"**

40 seconds
(FM 3-21.5 July 2003 / K-2 / PDF 276)

☐ **What are the courtesies rendered by individuals during Reveille if they are in uniform and in formation either with or without headgear?**

Execute "Present Arms" at the command of officer or NCO in charge. Execute "Order Arms" at the command of officer or NCO in charge.
(AR 600-25 Sept 2004 / C-3 / PDF 26)

☐ **What are the courtesies rendered by individuals during Reveille if they are in uniform and not in formation either with or without headgear?**

At the first note of music, face flag and render hand salute (if flag is not in view, face direction of music).
End salute on last note of music.
(AR 600-25 Sept 2004 / C-3 / PDF 26)

☐ **What are the courtesies rendered by individuals during Retreat and To the Color if they are in uniform and in formation either with or without headgear?**

1. At the first note of Retreat, execute "Parade Rest" at the command of the officer or NCO in charge. Remain at Parade Rest until given "Attention" by officer or NCO in charge.
2. At the first note of To the Color, execute "Present Arms" at the command of officer or NCO in charge. Execute "Order Arms" at the command of officer or NCO in charge.
(AR 600-25 Sept 2004 / C-3 / PDF 26)

☐ **What are the courtesies rendered by individuals during Retreat and To the Color if they are in uniform and not in formation either with or without headgear?**

1. At the first note of Retreat, face flag and stand at attention (if flag is not in view, face direction of music). Remain at attention until last note of "TO THE COLOR" has been played.
2. At the first note of To the Color: If outdoors, render hand salute; if indoors, stand at attention. Hold this position until the last note of music has been played.
(AR 600-25 Sept 2004 / C-3 / PDF 26)

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Drill and Ceremony

☐ **What are the three marching steps used in drill?**
1. 15in step
2. 30in step
3. 30in step, DOUBLE TIME 180 steps per minute

(the 18in step is used when formally stacking arms, it is executed on the command of execution of ARMS in STACK ARMS.)

☐ **What FM covers Drill and Ceremony?**
FM 3-21.5

☐ **What is a review?**
A military ceremony used to:
- Honor a visiting, high-ranking commander, official, or dignitary, and or permit them to observe the state of training of a command.
- Present decorations and awards.
- Honor or recognize unit or individual achievements.
- Commemorate events.

(FM 3-21.5 July 2003 / 10-2 / PDF 123)

☐ **What are two prescribed formations for platoons?**
1. line
2. column

(FM 3-21.5 July 2003 / 7 / PDF 73)

☐ **What is the primary purpose of drill (drill and ceremony)?**
The purpose of drill is to enable a commander or noncommissioned officer to move his unit from one place to another in an orderly manner; to aid in disciplinary training by instilling habits of precision and response to the leader's orders; and to provide for the development of all soldiers in the practice of commanding troops.
(FM 3-21.5 July 2003 / 1 / PDF 13)

☐ **What are the 4 rest positions that can be given at the halt?**
1. Parade rest
2. Stand at ease
3. At ease
4. Rest

(FM 3-21.5 July 2003 / 4-2 / PDF 34)

☐ **What is the primary value of ceremonies?**
To render honors, preserve tradition, and to stimulate Esprit de Corps
(FM 3-21.5 July 2003 / Glossary / PDF 288)

☐ **What is a rank?**
A line, which is only one element in depth
(FM 3-21.5 July 2003 / Glossary / PDF 289)

☐ **What foot is your leading foot?**
Your left foot

☐ **What is the only command given from "Inspection Arms"?**
"Ready, Port, Arms"
(FM 3-21.5 July 2003 / 5-1 / PDF 46)

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☐ **What is an element?**
An individual, squad, section, platoon, company or larger unit forming part of the next higher unit
(FM 3-21.5 July 2003 / Glossary / PDF 288)

☐ **When marching, who is the only person in a platoon that is never out of step?**
The platoon guide is the person responsible for maintaining the prescribed direction and rate of march.
(FM 3-21.5 July 2003 / Glossary / PDF 288)

☐ **What is a file?**
A column, which has a front of only one element
(FM 3-21.5 July 2003 / Glossary / PDF 287)

☐ **If you were marching a squad, when would you give the command "squad halt"?**
When either foot strikes the ground

☐ **What is a formation?**
The arrangement of elements of a unit in a prescribed manner
(FM 3-21.5 July 2003 / Glossary / PDF 288)

☐ **After weapons have been issued to a unit and all other soldiers have fallen in with their weapons, what is the next command that you should give?**
Inspection arms

☐ **While passing the colors or while the colors are passing you, when is the hand salute rendered?**
Six paces before and six paces after

☐ **How many steps per minute is quick time?**
120 steps per minute
(FM 3-21.5 July 2003 / 4-5 / PDF 40)

☐ **How many steps per minute is double time?**
180 steps per minute
(FM 3-21.5 July 2003 / 4-5 / PDF 40)

☐ **What command is given to reverse the direction of a march?**
Rear March
(FM 3-21.5 July 2003 / 4-8 / PDF 40)

☐ **From what position are all stationary movements given?**
Position of attention

☐ **On what foot would you give the command "Mark time march"?**
On either foot
(FM 3-21.5 July 2003 / 4-11 / PDF 41)

☐ **What is cover?**
Aligning yourself directly behind the man to your immediate front, while maintaining correct distance
(FM 3-21.5 July 2003 / Glossary / PDF 288)

☐ **How do you measure a "step"?**
Heel to heel
(FM 3-21.5 July 2003 / Glossary / PDF 289)

☐ **What is depth?**
The space from front to rear of a formation including front and rear elements
(FM 3-21.5 July 2003 / Glossary / PDF 288)

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☐ **What is the interval between the preparatory command and the command of execution?**
1 step or 1 count

☐ **What are the two parts of most drill command?**
1. Preparatory command
2. Command of execution

☐ **How many steps does each rank take when a platoon is given the command of Open Ranks?**
On the command "March", The first rank takes two steps forward, the second rank takes one step forward, the third rank stands fast and the fourth rank take two 15 inch steps to the rear
(FM 3-21.5 July 2003 / 7-16 / PDF 87)

☐ **What are the 5 types of commands in a drill?**
1. Two part
2. Combined
3. Supplementing
4. Directive
(FM 3-21.5 July 2003 / 3 / PDF 27)

☐ **What position is the unit guidon once a preparatory command is given?**
The raised vertical position

☐ **What are some examples of a combined command?**
- At ease
- Fall in
- Rest
(FM 3-21.5 July 2003 / 3-3 / PDF 28)

☐ **Define Cadence**
The uniform rhythm in which a movement is executed, or the number of steps or counts per minute at which a movement is executed. Drill movements are normally executed at the cadence of quick time or double time. Quick time is the cadence of 120 counts or steps per minute; double time is the cadence of 180 counts or steps per minute.
(FM 3-21.5 July 2003 / Glossary / PDF 288)

☐ **What is Close Interval?**
The lateral space between soldiers, measured from right to left by the soldier on the right placing the heel of his left hand on his hip, even with the top of the belt line, fingers and thumb joined and extended downward, with his elbow in line with the body and touching the arm of the soldier to his left.
(FM 3-21.5 July 2003 / Glossary / PDF 289)

☐ **What is Double Interval?**
The lateral space between soldiers, measured from right to left by raising both arms shoulder high with the fingers extended and joined (palms down) so that fingertips are touching the fingertips of the soldiers to the right and to the left.
(FM 3-21.5 July 2003 / Glossary / PDF 289)

☐ **What is Normal Interval?**
The lateral space between soldiers, measured from right to left by the soldier on the right holding his left arm shoulder high, fingers and thumb extended and joined, with the tip of his middle finger touching the right shoulder of the soldier to his left.
(FM 3-21.5 July 2003 / Glossary / PDF 289)

☐ **What command is given to revoke a preparatory command?**
As You Were
(FM 3-21.5 July 2003 / 3-1 / PDF 27)

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☐ **Who is responsible for training and appearance of the color guard?**
The CSM

☐ **What is a Guidon?**
A guidon is a swallow-tailed flag carried by companies, batteries, troops, and certain detachments.
(FM 3-21.5 July 2003 / K-4 / PDF 280)

☐ **When executing a Rear March, on which foot do you pivot?**
Both feet, turning 180 degrees to the right
(FM 3-21.5 July 2003 / 4-8 / PDF 40)

☐ **What are the three methods used to teach Drill?**
1. Step by step
2. By the numbers
3. Talk-through method
(FM 3-21.5 July 2003 / 2 / PDF 17)

☐ **What 4 movements in marching require a 15-inch step?**
1. Half step
2. Left step
3. Right step
4. Backward march
(FM 3-21.5 July 2003 / 4-10 / PDF 41)

☐ **How many steps should separate platoons when a company is formed?**
5 steps

☐ **What is the only command that can be given from Inspection Arms, when performing drill with the M16?**
Ready, Port Arms
(FM 3-21.5 July 2003 / 5-1 / PDF 46)

☐ **What is the "Blue Book"?**
A drill manual used by Baron Von Steuben (a former Prussian officer) to train the colonial army. It preceded the FM 3-21.5. It was known as "The regulations for the Order and Discipline of the Troops of the United States". This book was the first Army Field Manual
(FM 3-21.5 July 2003 / 1-1 / PDF 14)

☐ **Can a command be changed after the command of execution has been given?**
No

☐ **How far in front of the Honor Company or color company do the colors halt?**
Ten steps

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Flags

☐ **On post, where is building number 1 located?**
At the base of the flag pole

☐ **Other than Garrison, Post, Field, Storm and Internment flags, name the other types of military flags.**

- Colors - These are flags of organizations and certain civilian and military officials.
- Standards - Flags of mounted units were formerly called standards.
- Distinguished flags - These flags identify headquarters, offices, general officers, and organizations, none of which is authorized organizational or individual Colors.
- Ensigns - An ensign is a rectangular flag flown from aircraft, ships, and boats.
- Guidons -A guidon is a swallow-tailed flag carried by companies, batteries, troops, and certain detachments.
- Pennants - A pennant is a triangular flag used for various utility purposes.
  (FM 3-21.5 July 2003 / K-4 / PDF 280)

☐ **How is the flag flown on Memorial Day?**
At half-mast till noon, then from noon until retreat sounds, it is at full staff

☐ **When the flag is flown at night, what must be done?**
It must be illuminated

☐ **What date was the Army flag dedicated?**
14 June 1956 (it was approved 12 June 1956)

☐ **When a President or Past President dies, how long is the flag flown at half-mast?**
30 days

☐ **How is the flag draped over the casket?**
So the stars are over the left shoulder

☐ **How many stripes does the American flag have?**
13 stripes (7 red and 6 white)

☐ **What is the difference between the National Colors and the National Flag?**
The National Colors is trimmed on 3 sides with golden yellow fringe

☐ **What do the colors on the flag represent?**

- Red-Hardiness and Valor
- White-Purity and Innocence
- Blue- Vigilance, Preservation and Justice

☐ **When Military personnel die, the flag is presented to the beneficiary, who provides the flag?**
The postmaster general

☐ **When the national flag is worn out, how is it disposed of?**
The section of the flag with the stars is cut from the flag and then both pieces are burned together

☐ **What are the 2 ways that the flag can be displayed?**

1. Flat
2. Hanging free
   (AR 840-10 Nov 1998 / 2-5 / PDF 14)

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☐ **Who is traditionally responsible for the safeguarding, care and display of the unit's colors?**
The Command Sergeant Major

☐ **How is the American flag raised to the half-staff position?**
It is first raised all the way to the top of the staff for an instant, then lowered to half staff

☐ **If a flag is in the half-staff position, how is it lowered?**
It is first raised to the top of the staff for a brief moment, and then it is lowered.

☐ **When folded, what is the shape of the American flag?**
The shape like that of a cocked hat
(AR 840-10 Nov 1998 / 2-1 / PDF 14)

☐ **What does the Hoist and Fly of a flag mean?**
The Hoist is the width of a flag (vertical edge measured from top to bottom); the Fly is the length of the flag (horizontal edge, measured from left to right)

☐ **What Army Regulation governs the raising and the lowering of the Flag?**
AR 600-25 and AR 840-10

☐ **What are the two bugle calls played at Retreat?**
"Retreat" and "To The Color"

☐ **What are some places that the flag is flown 24 hours a day by specific legal authority as of January 1966?**

- US Capitol in Washington, DC
- Fort McHenry National Monument, Flag House Square in Baltimore, MD
- Francis Scott Keys Grave
- The World War Memorial in Worcester, Massachusetts

☐ **Are the colors ever dipped as a salute or compliment?**
Never on land, only at sea when 2 friendly ships of war meet

☐ **Name the 3 types of flags normally flown and their sizes**

- Storm- 5ft x 9 and 1/2 ft
- Post- 8ft 11 3/8 inches x 17 ft
- Garrison- 20 ft x 38 ft
  (AR 840-10 Nov 1998 / 2-3 / PDF 12)

☐ **What are the 5 basic US flags used by the Army?**

- Garrison
- Post
- Field
- Storm
- Interment
  (AR 840-10 Nov 1998 / 2-3 / PDF 12)

☐ **When a new state enters the Union, when is the star added to the flag?**
The following 4th of July

☐ **Approximately how long is “to the color”?**
40 seconds in duration

☐ **How many National colors can be present during a review, parade, or honor guard ceremony?**
1

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☐ **What is the height of a flagpole?**
50, 60, or 75 ft

☐ **What are the dimensions of the campaign streamers displayed on the Army Flag?**
2 and ¾ inches wide and 4 feet long

☐ **What can be found on all but the last three campaign streeamers displayed on the Army flag?**
The date of action. (Dates have traditionally been embroidered on Army flag campaign streamers, but since these new streamers will be displayed before the end of hostilities they will not include dates)

☐ **With the addition of the three most recent campaign streamers, what is the total number of campaign streamers displayed on the Army Flag?**
178

☐ **What will be embroidered on the three most recent campaign streamers?**

- *"Afghanistan"* - For service in Afghanistan, under the criteria established for the Afghanistan Campaign Medal, units will receive and display a streamer embroidered "AFGHANISTAN." Each unit that has served in Afghanistan will be recognized with only one campaign streamer, regardless of the number of deployments or operational rotations it has made.
- *"Iraq"* - For service in Iraq, under the criteria established for the Iraq Campaign Medal, units will display a streamer embroidered "IRAQ." Each unit that has served in Iraq will be recognized with only one campaign streamer regardless of the number of deployments or operational rotations to the country of Iraq.
- *"Global War on Terrorism"* - In recognition of service in the other geographic regions outside Iraq and Afghanistan, such as Kuwait, Qatar and the Horn of Africa, units will receive a streamer in the colors of the Global War on Terrorism Expeditionary Medal. Regardless of the geographic region, or the number of deployments, units participating in this campaign will receive a single streamer embroidered "Global War on Terrorism."

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Battle Focused Training

☐ **What is the number one principle of peacetime training?**
Replicate battlefield conditions

☐ **Primarily, there are three methods used to present training. What are they?**
1. Demonstration (Most Preferred Method)
2. Conference
3. Lecture (Least Preferred Method)
(FM 7-1 Sept 2003 / 5-19 / PDF 169)

☐ **What does effective training require?**
Effective training requires the personal time, energy, and guidance of commanders.

☐ **What is the Army training standard?**
The standard for the Army is to train and maintain to the published standards in Technical Manuals (TMs) -10 and -20.

☐ **When does the greatest combat power result?**
The greatest combat power results when leaders synchronize combat support (CS) and combat service support (CSS) systems to compliment and reinforce one another.

☐ **Once soldiers and units have trained to the standard, how do they maintain proficiency**?
They maintain proficiency through sustainment training.

☐ **Which FM covers Battle Focused Training?**
FM 7-1.

☐ **How do commanders determine their units' METLs?**
Commanders determine their units' METLs based on war and external directives.

☐ **What do leaders use to assess soldier, leader, and unit proficiency?**
Leaders use evaluations and other feedback to assess soldier, leader, and unit proficiency.

☐ **How should units train during peacetime?**
Units should train in peacetime, as they will fight during war. Peacetime training must replicate battlefield conditions. All training is based on this principle.

☐ **The evaluation of collective training is critical to assessing what?**
The evaluation of collective training is critical to assessing a unit's capability to perform its METL tasks.

☐ **What is a Battle Roster?**
Listing of individuals, crews, or elements that reflects capabilities, proficiencies of critical tasks, and other information concerning war-fighting capabilities.
(FM 7-1 Sept 2003 / Glossary / PDF 353)

☐ **What is a TEWT and where is it conducted?**
Tactical Exercise Without Troops. The TEWT is conducted on actual terrain with unit leaders and staffs, without soldiers. A TEWT allows the battalion TF or company commander to train his staff and subordinate leaders.
(FM 7-1 Sept 2003 / Glossary / PDF 361)

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☐ **What must soldiers, leaders, and units be proficient in to perform their missions under battlefield conditions?**

Soldiers, leaders, and units must be proficient in the basic skills required to perform their missions under battlefield conditions.
(FM 7-1 Sept 2003 / 2-21 / PDF 34)

☐ **What is the FCX (Fire Coordination Exercise)?**

An exercise that can be conducted at platoon, company/team, or battalion/task force level. It exercises command and control skills through the integration of all organic weapon systems, as well as indirect and supporting fires. Weapon densities may be reduced for participating units, and sub-caliber devices substituted for service ammunition.
(FM 7-1 Sept 2003 / Glossary / PDF 356).

☐ **Where may the CPX (Command Post Exercise) be conducted?**

The CPX may be conducted in from garrison locations or in between participating headquarters.
(FM 7-1 Sept 2003 / Glossary / PDF 354)

☐ **Should all maintenance be on the unit's training schedule?**

Yes

☐ **What are the ten principles of training?**

1. Commanders are responsible for training
2. NCOs train individuals, crews, and small teams.
3. Train as a combined arms and joint team.
4. Train for combat proficiency
   - Realistic conditions
   - Performance-oriented
5. Train to standard using appropriate doctrine
6. Train to adapt
7. Train to maintain and sustain
8. Train using multi-echelon techniques
9. Train to sustain proficiency
10. Train and develop leaders.

(FM 7-1 Sept 2003 / 2-1 / PDF 23)

☐ **What are STXs (Situational Training Exercise)?**

STXs are mission-related, limited exercises designed to train one collective task, or a group of related tasks and drills, through practice.

☐ **What drives the M.E.T.L. development process?**

Battle focus

☐ **What is the AAR?**

The AAR is a structured review process that allows training participants to discover for themselves what happened, why it happened, and how it can be done better.

☐ **Where does the CFX (Command Field Exercise) lay?**

The CFX lies on a scale between the CPX and the FTX.

☐ **What is the next step for the battalion commander once the METL is developed?**

Once the METL is developed, the battalion commander briefs his next higher wartime commander who approves the METL

☐ **What is a battle drill?**

A battle drill is a collective action rapidly executed without applying a deliberate decision-making process

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☐ **Who do AC commanders brief the QTB to?**
AC commanders brief the QTB to the commander's two levels above.

☐ **What is the LCX (Logistical Coordination Exercise)?**
LCXs allow leaders to become proficient at conducting unit sustainment operations such as supply, transportation, medical, personnel replacement, maintenance, and graves registration.

☐ **How can commanders insure that training is effective?**
They must personally observe and assess training at all echelons

☐ **What may NCOs use is assessing squad, crew, and soldier proficiency?**
NCOs may use a leader book is assessing squad, crew, and soldier proficiency.

☐ **What does battle focus drive?**
Battle focus drives METL development allowing the commander to narrow the scope of his training challenge to make it manageable.

☐ **What two things does sustainment training do?**
1. Trains on tasks, which build on skills mastered by the soldier, leader, and units.
2. Uses opportunity training to constantly hone proficiency on known tasks.

☐ **When are FTXs (Field Training Exercise) conducted?**
FTXs are conducted under simulated combat conditions in the field.

☐ **For noncommissioned officers, who are the key players in the reception and integration phase?**
For noncommissioned officers, the CSM and 1SG are key players in the reception and integration phase

☐ **The CSM and key NCOs review and refine the supporting tasks for two things in each unit. Name those two things.**
1. Each skill level in every MOS within the unit
2. CTT

☐ **What type of training excites and motivates soldiers and leaders?**
Training that is tough, realistic, and mentally and physically challenging.

☐ **What does the combat training center program provide?**
The combat training center program provides the most realistic environment available for corps and subordinate units during peacetime.

☐ **Why is it particularly important to train and monitor low-density MOS soldiers?**
Sometimes their hours are different and they get lost in the shuffle and therefore remain untrained if not monitored and included in training

☐ **The unit leader development program consists of what three phases?**
1. Reception and integration
2. Basic skills development
3. Advanced development and sustainment.

☐ **Training schedules are developed at what level and approved by whom?**
Developed at company level and approved by the battalion commander

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☐ **Name the four elements of TADSS.**
1. Training aids
2. Devices
3. Simulators
4. Simulations.

☐ **What does near-term planning define?**
Near-term planning defines specific actions requires to execute the short-range plans. It is the final phase of planning prior to the execution of training.

☐ **What four skills does challenging training build?**
1. Builds competence and confidence by developing new skills.
2. Instills loyalty and dedication.
3. Inspires excellence by fostering initiative, enthusiasm, and eagerness to learn.
4. Builds aggressive, well-trained soldiers.

☐ **What begins the training planning process?**
Assessment

☐ **What does the basic skills development phase ensure?**
The basic skills development phase ensures that the new leader attains a minimum acceptable level of proficiency in the critical tasks necessary to perform his mission.

☐ **What are training aids?**
Training aids are items that assist in the conduct of training and the process of learning.

☐ **In the military structure, what is the lowest level that has battle tasks?**
Battalion level

☐ **What does the company commander do after he develops the METL?**
He briefs the battalion commander

☐ **What do principles of training provide?**
The principles provide direction, but are sufficiently flexible to accommodate local conditions and the judgment of commanders and other leaders

☐ **What does the advanced development and sustainment phase involve?**
The advanced development and sustainment phase involves sustaining those tasks already mastered and developing proficiency in new tasks.

☐ **What is multi-echelon training?**
Multiechelon trainingallows simultaneous training and evaluation on any combination of individual and collective tasks at more than one echelon. Multiechelon training is the most efficient and effective way to train and sustain proficiency on mission essential tasks within limited periods of training time.
(FM 7-0 Oct 2002 / 4-50 / PDF 76)

☐ **At battalion level, how does long-range planning start?**
At battalion level, long-range planning starts with unit assessment and is the basis for the long-range training calendar.

☐ **What unit is the lowest level to have a METL?**
The company.

☐ **What is a low density MOS?**
A MOS within an organization or unit that is required but applies to a very small amount of soldiers

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☐ **What is long-range planning based on?**
Long-range planning is based on unit assessment.

☐ **Give some examples of training aids.**
- Visual modification (VISMOD) sets; for example, BRDM-2 mock-up.
- Graphic training aids (GTAs); for example-
- GTA 10-2-2, Fuel System Supply Point
- GTA 6-5-2, Fire Direction Kit
- GTA 3-6-3, NBC Warning and Reporting System
- Models; for example, inert munitions.
- Displays; for example, 35-millimeter slides on training topics.
- Books; for example, documentation on training aids.
- Pictures to support briefings and presentations.
- Magnetic media; for example, training films.

☐ **Why must the entire METL development process be understood by NCOs?**
So that NCOs can integrate soldier tasks

☐ **What do leaders list in the leader book?**
Leaders list in the leader book the common tasks found in the Soldier's Manual of Common Tasks that support the METL.

☐ **Are training meetings negotiable at battalion and company level?**
No. Training meetings are non-negotiable at battalion and company level.

☐ **What is a crew drill?**
A crew drill is a collective action that the crew of a weapon or piece of equipment must perform to use the weapon or equipment

☐ **A leader may use information in the leader book to provide what?**
A leader may use information in the leader book to provide input on his unit during daily "huddles" and company training meetings.

☐ **What is risk assessment?**
Risk assessment is the thought process of making operations safer without compromising the mission.

☐ **What is band of excellence?**
The range of proficiency within which a unit is capable of executing its wartime METL tasks
(FM 7-0 Oct 2002 / 2-23 / PDF 30)

☐ **Commanders select a particular training exercise or combination of exercises based on what?**
Commander select a particular training exercise or combination of exercises based on specific training objectives and on available resources.

☐ **Do soldiers have a legal responsibility to attend scheduled training?**
Yes

☐ **What are training devices?**
Training devices are three-dimensional objects that improve training.

☐ **What needs to be identified at the appropriate level to support the accomplishment of the units mission essential tasks?**
Leader and soldier tasks must be identified.

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☐ **What are simulators?**
Simulators are a special category of training devices that replicate all or most of a systems functions.

☐ **What is the most difficult task for an AAR leader?**
To avoid turning the discussion into a criteria or lecture

☐ **When selecting exercises, commanders must consider what key questions?**
- Who will be trained (soldiers, leaders, teams, or units)?
- What are the training objectives?
- Which, if any, of the training exercises are most suitable to accomplish each objective?
- What are the available resources (time, training areas, equipment, money)?
- Which of the training exercises or combination will help meets the training objectives within the available training resources?

☐ **What does the battle staff consist of?**
The battle staff consists of the battalion staff and battalion slice (CS and CSS elements that are tasked-organized).

☐ **What does the MAPEX portray?**
The MAPEX portrays military situations on maps and overlays.

☐ **When are informal AARs usually conducted?**
Informal AARs are usually conducted for soldiers and crew, squad, and platoon-level training, or when resources are not available to conduct a formal review.

☐ **Give some examples of simulators.**
- Conduct-of-fire trainer (COFT); for examples, M2 BFV and M1 Abrams.
- Flight simulators.
- Weaponeer.
- Simulations networking (SIMNET).

☐ **What is the battlefield operating systems (BOS)**
A tool that the TF commander may use to organize his battle tasks is the battlefield operating systems (BOS).

☐ **What are simulations?**
Simulations provide leaders effective training alternatives when maneuver and gunnery training opportunities are limited.

☐ **What are pre-execution checks?**
Pre-execution checks are the informal planning and coordination conducted prior to training execution.

☐ **When are formal AARs usually conducted?**
Formal AARs are normally conducted at company level and above.

☐ **What is training strategy?**
The method used to attain desired levels of training proficiency on METL

☐ **What are the five basic fundamentals that commanders and leaders must use?**
1. Move
2. Shoot
3. Communicate
4. Sustain
5. Secure.

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☐ **Historically speaking, more casualties occur in combat due to what?**
Accidents.

☐ **When used properly, simulations can create what?**
When used properly, simulations can create the environment and stress of battle needed for effective command and battle staff training.

☐ **Why aren't AARs critiques?**
AARs are not critiques because they do not determine success or failure.

☐ **What are two keys to success in combat?**
Night training and adverse weather training are keys to success in combat.

☐ **What does AAR stand for and what does it provide?**
After Action Review. An AAR provides feedback to units by involving participants in the training diagnostic process in order to increase and reinforce learning. The AAR leader guides participants in identifying deficiencies and seeking solutions.
(FM 7-0 Oct 2002 / Glossary / PDF – 110)

☐ **What are post operation checks?**
Tasks a unit accomplishes at the conclusion of training.

☐ **What begins the training planning process?**
The assessment begins the training planning process.
(FM 7-0 Oct 2002 / 4-7 / PDF 84)

☐ **What is lane training?**
Lane training is a technique for training primarily company team-level and smaller units on a series of selected soldier, leader, and collective tasks using specific terrain.

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Training The Force

☐ **What Army Field Manual is called "Training The Force"?**
FM 7-0

☐ **What is meant by performance oriented training?**
The soldiers learn best by hands on
(FM 7-0 Oct 2002 / 2-16 / PDF 28)

☐ **What is the Army's number one priority?**
Training
(FM 7-0 Oct 2002 / 1-51 / PDF 22)

☐ **The Army Time Management System is composed of what three phases?**
1. Green - Training focus primarily on collective tasks with individual and leader tasks integrated during multi-echelon training.
2. Amber - Small unit, crew, leader and individual soldier training emphasized.
3. Red - Sub-organizations take advantage of all training opportunities to conduct individual, leader, and crew training.
(FM 7-0 Oct 2002 / 4-18 / PDF 61)

☐ **Training is _____ we do, not _____ we do.**
What, Something
(FM 7-0 Oct 2002 / 1-51 / PDF 22)

☐ **What is training?**
Training is the instruction of personnel to increase their capacity to perform specific military functions and associated individual collective tasks.
(FM 7-0 Oct 2002 / Glossary / PDF 117)

☐ **What is the OPTEMPO of an organization?**
The annual operating miles or hours for the major equipment system in a battalion-level or equivalent organization. Commanders use OPTEMPO to forecast and allocate funds for fuel and repair parts for training events and programs.
(FM 7-0 Oct 2002 / Glossary / PDF 116)

☐ **What are the types of evaluations and their differences?**
- Informal – when a leader conducts training with his unit or when a leader visits ongoing training. This type provides real time feedback on the training environment and the proficiency resulting from training.
- Formal – are resourced with dedicated evaluators and are generally scheduled in the long-range or short-range training plans. To the maximum extent, headquarters two echelons higher conduct formal external evaluations.
- Internal – are planned, resourced, and conducted by the organization undergoing the evaluation.
- External – are planned, resourced , and conducted by a headquarters at an echelon higher in the chain of command than the organization undergoing the evaluation or a headquarters outside the chain of command.
- Any Combination of the above listed evaluation types.
(FM 7-0 Oct 2002 / 6-5 / PDF 97)

☐ **What does realistic training inspire?**
It builds competence and confidence by developing and honing skills, and inspires excellence by fostering initiative, enthusiasm, and eagerness to learn.
(FM 7-0 Oct 2002 / 2-16 / PDF 28)

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☐ **To accomplish their training responsibility, list three of the six things that commanders must do.**

1. Be present at training to maximum extent possible.
2. Base training on mission requirements.
3. Train to applicable army standards.
4. Assess current levels of efficiency.
5. Provide the required resources.
6. Develop and execute training plans that result in proficient individuals, leaders and units.
   (FM 7-0 Oct 2002 / 2-2 / PDF 24)

☐ **An AAR is not called what?**

Critique
(FM 7-0 Oct 2002 / 6-12 / PDF 98)

☐ **What is the goal of combat level training?**

To achieve combat level standards

☐ **What are the three types of training plans?**

1. Long-range
2. Short-range
3. Near-term
   (FM 7-0 Oct 2002 / 2-44 / PDF 36)

☐ **Who is responsible for maintaining all assigned equipment in a high state of readiness in support of training or combat employment?**

Soldiers and leaders.
(FM 7-0 Oct 2002 / 2-19 / PDF 29)

☐ **What does evaluation of training measure?**

It measures the demonstrated ability of soldiers, commanders, leaders, battle staffs, and units against the Army standard.
(FM 7-0 Oct 2002 / 6-8 / PDF 98)

☐ **What does multiechelon training allow?**

It allows simultaneous training and evaluation on any combination of individual and collective tasks at more than one echelon. It is the most efficient and effective way to train and sustain proficiency on mission essential tasks within limited periods of trainng time.
(FM 7-0 Oct 2002 / 4-50 / PDF 76)

☐ **What is force integration?**

It is the process of incorporating new doctrine, equipment, and force structure into an organization while simultaneously sustaining the highest possible levels of combat readiness.
(FM 7-0 Oct 2002 / Glossary / PDF 114)

☐ **What is battle focus and what does it do?**

Battle focus is a concept used to derive peacetime training requirements assigned and anticipated missions. Battle focus guides the planning, preparation, execution and assessment of each organization's training program to ensure its members train as they are going to fight.
(FM 7-0 Oct 2002 / 2-31 / PDF 35)

☐ **What does realistic training require?**

It requires organizations to train the way they will fight or support within all dimensions of the battlefield/space.
(FM 7-0 Oct 2002 / 5-12 / PDF 90)

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☐ **What does AAR stand for and what does it provide?**

After Action Review. An AAR provides feedback to units by involving participants in the training diagnostic process in order to increase and reinforce learning. The AAR leader guides participants in identifying deficiencies and seeking solutions.
(FM 7-0 Oct 2002 / Glossary / PDF 110)

☐ **What does the term METL stand for?**

Mission Essential Task List
(FM 7-0 Oct 2002 / Glossary / PDF 115)

☐ **What are the codes used to rate task proficiency?**

- "T" = trained
- "P" = needs practice
- "U" = untrained

(FM 7-0 Oct 2002 / 4-4 / PDF 54)

☐ **What are the five primary inputs to METL development?**

1. Wartime operational plans.
2. Enduring combat capabilities.
3. Operational environment.
4. Directed missions.
5. External guidance.

(FM 7-0 Oct 2002 / 3-6 / PDF 41)

☐ **Who stated, "The best form of welfare for the troops is first class training, for this saves unnecessary casualties"?**

Field Marshal Erwin Rommel
(FM 7-0 Oct 2002 / 6 / PDF 95)

☐ **What does MILES stand for?**

Multiple Integrated Laser Engagement System
(FM 7-0 Oct 2002 / Glossary / PDF 107)

☐ **In regards to preparation for training, what do pre-execution checks cover?**

Pre-execution checks are preliminary actions commanders and trainers use to identify responsibility for selecting tasks to be trained, planning the conduct of the training, training the trainers, reconnaissance of the training site, issuing the training execution plan, and conducting rehearsals along other training support tasks.
(FM 7-0 Oct 2002 / 5-3 / PDF 88)

☐ **List three of the seven things that training plans will do, if they are properly developed.**

1. Maintain a consistent battle focus.
2. Be coordinated with habitually task organized supporting organizations.
3. Focus on the correct time horizon.
4. Be concerned with future proficiency.
5. Incorporate risk management into all training plans.
6. Establish organizational stability.
7. Make the most efficient use of resources.

(FM 7-0 Oct 2002 / 4-11 / PDF 57)

☐ **What are the four parts that the AAR consists of?**

1. Review what was supposed to happen. (Training Plans)
2. Establish what happened.
3. Determine what was right or wrong with what happened.
4. Determine how the task should be done differently the next time.

(FM 7-0 Oct 2002 / 6-13 / PDF 98)

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☐ **Evaluation can be done in what ways.?**

1. Informal
2. Formal
3. Internal
4. External
5. A Combination of the above
   (FM 7-0 Oct 2002 / 6-5 / PDF 97)

☐ **What ten objectives have to be accomplished by senior leaders to help ensure effective training?**

1. Develop and communicate a clear vision
2. Train one echelon below and evaluate two echelons below
3. Require subordinates to understand and perform their roles in training
4. Train all elements to be proficient on their mission essential tasks
5. Develop subordinates
6. Involve themselves personally in planning, preparing, executing, and assessing training
7. Demand training standards are achieved
8. Ensure proper task and event discipline
9. Foster a command climate that is conducive to good training
10. Eliminate training distractions
    (FM 7-0 Oct 2002 / 2-27 / PDF 32)

☐ **What does well-structured training contain?**

It contains a mixture of initial and sustainment training.
(FM 7-0 Oct 2002 / 5-12 / PDF 90)

☐ **True or false. Safe training is the predictable result of performing to established tactical and technical standards.**

True
(FM 7-0 Oct 2002 / 5-12 / PDF 90)

☐ **What is the key requirement for division and brigade commanders in regards to training resources?**

The key requirement is to coordinate short-range training plans with the various resource processes that support training.
(FM 7-0 Oct 2002 / 4-55 / PDF 79)

☐ **What is ITEP?**

Individual Training Evaluation Program
(FM 7-0 Oct 2002 / Glossary / PDF 106)

☐ **_____ is the range of proficiency within which a unit is capable of executing its wartime METL tasks.**

Band of Excellence
(FM 7-0 Oct 2002 / 2-23 / PDF 30)

☐ **Are senior leaders supposed to make on the spot corrections, underwrite honest mistakes, and demand aggressive action to correct training deficiencies?**

Yes
(FM 7-0 Oct 2002 / 6-20 / PDF 100)

☐ **What are the principal source documents for training and evaluation outlines (T&EOs)?**

- MTP
- Soldier Manuals
- Soldier Training Publications
- DA Pamphlet 350-38 (Standards in Weapons Training)
- Deployment or Mobilizations Plans
- Along with various Army, MACOM and Local Regulations.
  (FM 7-0 Oct 2002 / 3-38 / PDF 50)

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☐ **List four (4) of the many sources of training feedback available to senior leaders.**
(There are many more not listed below)

- Personal observations of training.
- Assessment and feedback from higher headquarters.
- Staff visit reports.
- Unit status reports
- Training Briefings.
- Local ARTEP evaluations and CTC take-home packages.
- AARs from FTX, gunnery periods, or other major training exercises.
- CTT results.
- APFT scores
- IG general and special inspections.
  (FM 7-0 Oct 2002 / Fig 6-1 / PDF 97)

☐ **What are the three core domains that shape the critical learning experiences throughout a soldier's and leader's career?**
The Operational, Institutional and Self-Developmental Domains.
(FM 7-0 Oct 2002 / 1-20 / PDF 13)

☐ **Describe the Operational Domain.**
It includes home-station training, combat training center rotations, joint training exercies, and deployments that satisfy national objectives.
(FM 7-0 Oct 2002 / 1-20 / PDF 13)

☐ **Describe the Institutional Domain.**
It focuses on educating and training soldiers and leaders on the key knowledge, skills and attributes required to operate in any environment.
(FM 7-0 Oct 2002 / 1-20 / PDF 13)

☐ **Describe the Self-developmental Domain.**
They are structured and informal and focus on taking those actions necessary to reduce or eliminate the gap between operational and institutional experiences.
(FM 7-0 Oct 2002 / 1-20 / PDF 13)

☐ **What is the one purpose of Army Training?**
To produce competent, confident, and adaptive soldiers, leaders and units, trained and ready to fight and win our nation's battles. Training is the Army's number one priority. Training is WHAT we do, not SOMETHING we do.
(FM 7-0 Oct 2002 / 1-51 / PDF 22)

☐ **What is the definition of METL?**
A compilation of collective mission essential tasks an organization must perform successfully to accomplish its wartime mission(s).
(FM 7-0 Oct 2002 / Glossary / PDF 115)

☐ **Why do commanders use a mix of Live, Virtual and Constructive (L-V-C) training?**
To achieve and sustain unit proficiency on selected METL tasks and supporting unit and staff battle tasks within the band of excellence.
(FM 7-0 Oct 2002 / 4-29 / PDF 67)

☐ **What is the foundation of the training process?**
The training management cycle.
(FM 7-0 Oct 2002 / 2-44 / PDF 36)

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☐ **What are the ten principles of training?**

1. Commanders are responsible for training
2. NCOs train individuals, crews, and small teams.
3. Train as a combined arms and joint team.
4. Train for combat proficiency
   - Realistic conditions
   - Performance-oriented
5. Train to standard using appropriate doctrine
6. Train to adapt
7. Train to maintain and sustain
8. Train using multi-echelon techniques
9. Train to sustain proficiency
10. Train and develop leaders.
    (FM 7-0 Oct 2002 / 2-1 / PDF 23)

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The Army Plan

☐ **What does the Army Strategic Campaign Plan (ASCP) express?**

The Senior Leadership's intent for how the Army will fulfill its Title 10 obligations to the Joint Force and the Nation in support of Defense and National Strategies.

☐ **What are the ten new strategic imperatives that the Army is introducing to provide the necessary focus to help guide how the Army organizes, trains and equips it's forces to ensure mastery of the full range of military operations and dominance in armed conflict??**

1. Implement Transformation Initiatives
2. Improve Capabilities for Homeland Defense
3. Improve Proficiencies Against Irregular Challenges
4. Improve Capabilities for Stability Operations
5. Achieve Army Force Capabilities to Dominate in Complex Terrain
6. Improve Army Capabilities for Strategic Responsiveness
7. Improve Global Force Posture
8. Improve Capabilities for Battle Command
9. Improve Joint Fires Capability
10. Improve Capabilities for Joint Logistics

☐ **The Army has two Strategic Objectives, what are they?**

- Trained and Equipped Soldiers and Developed Leaders
- Relevant and Ready Land Power for the Combatant Commander as part of the Joint Team.

☐ **According to the Army Strategic Campaign Plan, what is our nation's highest priority?**

Defending the U.S. from attack

☐ **Why are the Army Values and Warrior Ethos important?**

Because they underpin everything the Army does

☐ **Other than being well trained and equipped, recent experience has taught us that Soldiers must be also be what?**

Adaptable and Capable of responding to rapidly changing situations and are attuned to cultural conditions

☐ **In addition to rigorous training in weapons and field craft, Soldiers also require training on what?**

- How to adapt to quickly evolving situations, not just how to react to changes
- How to shape the environment to create the best possible outcomes.

☐ **To ensure that Soldiers are trained and equipped to meet the challenges they will face, an initiative has been undertaken. What is the initiative that will help ensure Soldier's success by providing Soldier equipment designed to enhance protection and effectiveness in today's challenging environment?**

The Rapid Fielding Initiative (RFI)

☐ **What is supplemented by the critical capabilities that the DA civilian provides throughout all phases of a military campaign?**

Soldier Skills

☐ **Who is responsible for winning wars and the Joint Force that fights them?**

The Joint Force Commander

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☐ **Who has the responsibility to provide the land power that will win the fight and set the conditions for enduring peace?**

The Army

☐ **What does the term Joint Interdependence mean?**

It is the purposeful reliance on other service and joint capabilities

☐ **What does the speed, operational distances, and demands of modern combat operations require?**

Constant, effective and timely logistical support

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Land Navigation / Map Reading

☐ **What is the Field Manual for map reading and land navigation?**
FM 3-25.26

☐ **What are the basic colors of a map, and what does each color represent?**
- Black - Indicates cultural (man-made) features such as buildings and roads, surveyed spot elevations, and all labels.
- Red-Brown - The colors red and brown are combined to identify cultural features, all relief features, non-surveyed spot elevations, and elevation, such as contour lines on red-light readable maps.
- Blue - Identifies hydrography or water features such as lakes, swamps, rivers, and drainage.
- Green - Identifies vegetation with military significance, such as woods, orchards, and vineyards.
- Brown - Identifies all relief features and elevation, such as contours on older edition maps, and cultivated land on red-light readable maps.
- Red - Classifies cultural features, such as populated areas, main roads, and boundaries, on older maps.
- Other - Occasionally other colors may be used to show special information. These are indicated in the marginal information as a rule.
(FM 3-25.26 Jan 2005 / 3-5 / PDF 24)

☐ **What are military symbols?**
Figures used to represent types of military organizations, installations, and activities
(FM 3-25.26 Jan 2005 / 3-4 / PDF 24)

☐ **Where is the Legend of the map found?**
Lower left margin
(FM 3-25.26 Jan 2005 / 3-1 / PDF 19)

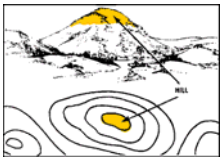
☐ **What are contour lines?**
Imaginary lines on the ground connecting equal elevation, they represent high and low ground elevation.
(FM 3-25.26 Jan 2005 / 10-2 / PDF 123)

☐ **What are 3 types of contour lines?**
1. Index
2. Intermediate
3. Supplementary
(FM 3-25.26 Jan 2005 / 10-2 / PDF 123)

☐ **How many Mils are in one Degree?**
17.7 mils
(FM 3-25.26 Jan 2005 / 6-1 / PDF 65)

☐ **How many Norths are there on a military map?**
Three;
1. True north
2. Magnetic north
3. Grid north
(FM 3-25.26 Jan 2005 / 3-1 / PDF 20)

☐ **What shape are the contour lines that indicate a hill?**



A hill is shown on a map by contour lines forming concentric circles. The inside of the smallest closed circle is the hilltop.
(FM 3-25.26 Jan 2005 / 10-6 / PDF 133)

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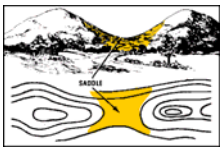
☐ **What shape are the contour lines that indicate a saddle?**

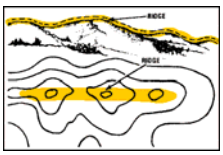


A saddle is normally represented as an hourglass
(FM 3-25.26 Jan 2005 / 10-6 / PDF 133)

☐ **What shape are the contour lines that indicate a valley?**

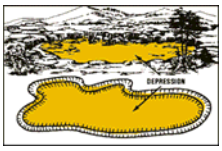
Contour lines forming a valley are either U-shaped or V-shaped.
(FM 3-25.26 Jan 2005 / 10-6 / PDF 134)

☐ **What shape are the contour lines that indicate a Ridge?**



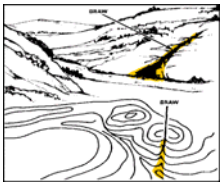
Contour lines forming a ridge tend to be U-shaped or V-shaped. The closed end of the contour line points away from high ground.
(FM 3-25.26 Jan 2005 / 10-6 / PDF 134)

☐ **What shape are the contour lines that indicate a depression?**



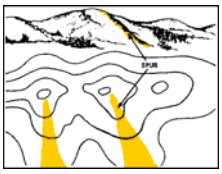
Usually only depressions that are equal to or greater than the contour interval will be shown. On maps, depressions are represented by closed contour lines that have tick marks pointing toward low ground.
(FM 3-25.26 Jan 2005 / 10-6 / PDF 135)

☐ **What shape are the contour lines that indicate a draw?**



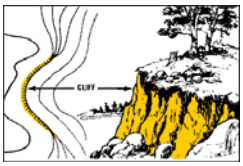
The contour lines depicting a draw are U-shaped or V-shaped, pointing toward high ground.
(FM 3-25.26 Jan 2005 / 10-6 / PDF 135)

☐ **What shape are the contour lines that indicate a spur?**



Contour lines on a map depict a spur with the U or V pointing away from high ground.
(FM 3-25.26 Jan 2005 / 10-6 / PDF 136)

☐ **What shape are the contour lines that indicate a cliff?**



Cliffs are also shown by contour lines very close together and, in some instances, touching each other.
(FM 3-25.26 Jan 2005 / 10-6 / PDF 136)

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☐ **What shape are the contour lines that indicate a cut?**

This contour line extends the length of the cut and has tick marks that extend from the cut line to the roadbed, if the map scale permits this level of detail.
(FM 3-25.26 Jan 2005 / 10-6 / PDF 137)

☐ **What shape are the contour lines that indicate a fill?**

This contour line extends the length of the filled area and has tick marks that point toward lower ground. If the map scale permits, the length of the fill tick marks are drawn to scale and extend from the base line of the fill symbol.
(FM 3-25.26 Jan 2005 / 10-6 / PDF 137)

☐ **What must be done to a map before it can be used?**

It must be oriented.
(FM 3-25.26 Jan 2005 / 11-1 / PDF 147)

☐ **What are 5 major terrain features found on a map?**

1. Hill
2. Ridge
3. Valley
4. Saddle
5. Depression

(FM 3-25.26 Jan 2005 / 10-6 / PDF 133)

☐ **What are the 3 minor terrain features found on a military map?**

1. Draw
2. Spur
3. Cliff

(FM 3-25.26 Jan 2005 / 10-6 / PDF 135)

☐ **What are the 2 supplementary terrain features found on a military map?**

1. Cut
2. Fill

(FM 3-25.26 Jan 2005 / 10-6 / PDF 137)

☐ **What is a map?**

A map is a graphic representation of a portion of the earth's surface drawn to scale, as seen from above.
(FM 3-25.26 Jan 2005 / 2-1 / PDF 11)

☐ **What is an azimuth?**

A horizontal angle, measured in a clockwise manner from a north base line, expressing direction.
(FM 3-25.26 Jan 2005 / 6-3 / PDF 66)

☐ **What is vertical distance?**

The distance between the highest and lowest points measured.

☐ **What is a contour interval?**

The vertical distance between adjacent contour lines on a map.
(FM 3-25.26 Jan 2005 / 3-1 / PDF 20)

☐ **What is the distance between grid lines on a combat map?**

1 kilometer or 1000 meters

☐ **How many mils are there in a circle?**

6400 mils in 360 degrees

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☐ **Which north is used when using a military map?**
Magnetic north when using a compass, and grid north when using the map

☐ **How would you hold a lensatic compass?**
Away from metal (weapons, electrical devices), level and firm

☐ **Name two ways to hold a compass?**
1. Compass-to-Cheek Method
2. Center-Hold Method
(FM 3-25.26 Jan 2005 / 9-4 / PDF 111)

☐ **Are topographic symbols drawn to scale?**
No

☐ **What do topographic symbols represent?**
Man-made and natural features
(FM 3-25.26 Jan 2005 / 3-4 / PDF 24)

☐ **In military symbols, what colors are used for a map overlay and what do they represent?**
- Blue- Friendly forces
- Red-Enemy forces
- Black- boundaries
- Yellow-contaminated area both friendly and enemy
- Green- engineer obstacles, both friendly and enemy

☐ **What is Back Azimuth?**
The opposite direction of an azimuth.
(FM 3-25.26 Jan 2005 / 6-3 / PDF 67)

☐ **How do you figure out a back azimuth?**
To obtain a back azimuth from an azimuth, add 180 degrees if the azimuth is 180 degrees or less; subtract 180 degrees if the azimuth is 180 degrees or more
(FM 3-25.26 Jan 2005 / 6-3 / PDF 67)

☐ **What is a declination diagram?**
Shows the angular relationship between the magnetic north, grid north and true north
(FM 3-25.26 Jan 2005 / 3-1 / PDF 20)

☐ **What is the general rule for reading military grid coordinates?**
Right and UP

☐ **How many sights does a compass have?**
2

☐ **What is a benchmark?**
A man-made marker showing points of elevation
(FM 3-25.26 Jan 2005 / 10-3 / PDF 127)

☐ **What are parallels of latitude?**
Measured distances going north or south of the equator
(FM 3-25.26 Jan 2005 / 4-2 / PDF 25)

☐ **What is an aerial photograph?**
An aerial photograph is any photograph taken from an airborne vehicle (aircraft, drones, balloons, satellites, and so forth)
(FM 3-25.26 Jan 2005 / 8 / PDF 87)

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☐ **What does UTM stand for?**
Universal Transverse Mercator
(FM 3-25.26 Jan 2005 / 4-3 / PDF 34)

☐ **The lensatic compass has a bezel ring; each bezel ring click is equal to how many degrees?**
3

☐ **How many times would the bezel ring click if it were fully rotated?**
120

☐ **Large cities on a map are represented by what color?**
Black

☐ **Name two ways to orient a map?**
Use a compass and terrain association

☐ **What is the Field Manual for Operational Terms and Graphics?**
FM 1-02

☐ **The arrow on a compass always points what direction?**
Magnetic north

☐ **What does the term FLOT mean?**
Forward Line Of Troops

☐ **What are the alternate colors on a map and what do they mean?**
Gray- alternate color for brown, Yellow- built up areas, and Pink- political boundaries

☐ **What is longitude?**
Imaginary lines that run north to south originating in Greenwich, England and measured in degrees
(FM 3-25.26 Jan 2005 / 4-2 / PDF 25)

☐ **What s a topographic map?**
Portrays terrain and land forms in a measurable way as well as horizontal features of the positions represented
(FM 3-25.26 Jan 2005 / 2-6 / PDF 15)

☐ **What is a small-scale map?**
Those maps with scales of 1:1,000,000 and smaller are used for general planning and for strategic studies. The standard small-scale map is 1:1,000,000. This map covers a very large land area at the expense of detail.
(FM 3-25.26 Jan 2005 / 2-6 / PDF 14)

☐ **What is a medium-scale map?**
Those maps with scales larger than 1:1,000,000 but smaller than 1:75,000 are used for operational planning. They contain a moderate amount of detail, but terrain analysis is best done with the large-scale maps described below. The standard medium-scale map is 1:250,000. Medium scale maps of 1:100,000 are also frequently encountered.
(FM 3-25.26 Jan 2005 / 2-6 / PDF 14)

☐ **What is a large-scale map?**
Those maps with scales of 1:75,000 and larger are used for tactical, administrative, and logistical planning. These are the maps that you as a soldier or junior leader are most likely to encounter. The standard large-scale map is 1:50,000; however, many areas have been mapped at a scale of 1:25,000.
(FM 3-25.26 Jan 2005 / 2-6 / PDF 14)

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☐ **What does the term intersection mean?**
Finding the location of an unknown point by sighting two or more known points
(FM 3-25.26 Jan 2005 / 6-7 / PDF 77)

☐ **Why is a map so important?**
When used correctly, a map can give you accurate distances, locations and heights, best routes key terrain features and cover and concealment information.

☐ **What does the term resection mean?**
Resection is the method of locating one's position on a map by determining the grid azimuth to at least two well-defined locations that can be pinpointed on the map.
(FM 3-25.26 Jan 2005 / 6-8 / PDF 79)

☐ **If you find a symbol on a map that is unknown to you, where would you look?**
The marginal data, located on the outside lower portion of the map

☐ **How many scales are there on a compass, what are they?**
There are two;
1. Degrees
2. Mils

☐ **What are the 4 quadrants on a map?**
1. Northeast
2. Southeast
3. Northwest
4. Southwest

☐ **What are the three elements for a land navigation process known as Dead Reckoning?**
1. Known starting point
2. Known distance
3. Known azimuth

☐ **What is the feature that makes the lensatic compass work well at night?**
The dials and needles are luminous

☐ **What is a polar coordinate?**
Plotting or locating an unknown point using an azimuth and a distance from a known starting point

☐ **What is the name of the map system that the U.S. uses?**
UTM

☐ **On a lensatic compass there are two rings, an outer black ring and an inner red ring, what are they used for?**
The inner red ring is used to find degrees, and the outer black ring is used to find mils

☐ **Name 3 field expedient methods of determining direction**
The shadow-tip method, the watch method, and the North Star method

☐ **What is a contour level?**
It is the vertical distance between contour lines. The amount of the contour level is located in the Marginal Information on the map.

☐ **The border line around the edge of the map is called the what?**
Neat Line

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☐ **Name the different slopes found on a map.**

1. Gentle
2. Steep
3. Concave
4. Convex

(FM 3-25.26 Jan 2005 / 10-4 / PDF 127)

☐ **You must find at least how many known locations on a map and the actual ground in order to plot your location accurately?**

At least 2

☐ **What are the three main map sizes?**

1. Small
2. Medium
3. Large

(FM 3-25.26 Jan 2005 / 2-6 / PDF 14)

☐ **What are two methods of measuring an azimuth?**

Compass and a protractor

☐ **How close will an eight-digit grid get you to your point?**

10 meters

☐ **How close will a six-digit grid coordinate get you to your point?**

100 meters

☐ **What would you use on a map to measure actual ground distance?**

The bar scale

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First Aid

☐ **What is Self Aid?**
Emergency treatment one applies to oneself

☐ **Name some items that you might use as a splint from your military equipment**
- Bayonet
- Rifle
- Entrenching tool
- Tent poles and stakes
- Web belt

☐ **What is the quickest way to splint a broken leg**?
Tie the broken leg securely to the unbroken leg

☐ **How many pressure points, which can be used to control bleeding with fingers, thumbs or hands are there on the human body?**
11
(FM 4-25.11 Dec 2002 / 2-19 / PDF 46)

☐ **What is the object of first aid?**
1. To stop bleeding
2. Overcome shock
3. Relieve pain
4. Prevent infection

☐ **What FM covers first aid for soldiers?**
FM 4-25.11

☐ **What is First Aid?**
It is the first care given to casualties before treatment by medical personnel can be made available

☐ **What is the unique feature of type "O" blood?**
It is a universal donor

☐ **When would you not remove a casualties clothing to expose a wound?**
If in a chemical environment or if the clothing is stuck to the wound

☐ **What soldiers are most likely to suffer heat injuries?**
Soldiers not accustomed to the heat, overweight soldiers, prior heat casualties, and soldiers already dehydrated due to alcohol use, diarrhea, or lack of water (insufficient use of)

☐ **How high should an injured limb be elevated above the heart to control bleeding?**
2 to 4 inches

☐ **What are the lifesaving steps? (The ABC's of medical treatment)**
1. Open the airway and restore breathing
2. Stop the bleeding / Protect the wound
3. Prevent shock
(FM 4-25.11 Dec 2002 / 2-1 / PDF 23)

☐ **When applying splint, where should the bandages be tied?**
The bandages should be tied with knots against the splint

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☐ **Whose first aid dressing should be used on a casualty?**
Use the casualty's field dressing.
(FM 4-25.11 Dec 2002 / 2-16 / PDF 42)

☐ **How should the ends of an improved pressure dressing be tied?**
Tie the ends together in a nonslip knot, directly over the wound site. DO NOT tie so tightly that it has a tourniquet-like effect.
(FM 4-25.11 Dec 2002 / 2-18 / PDF 45)

☐ **What is manual pressure?**
If bleeding continues after applying the sterile field dressing, direct manual pressure may be used to help control bleeding. Apply such pressure by placing a hand on the dressing and exerting firm pressure for 5 to 10 minutes. The casualty may be asked to do this himself if he is conscious and can follow instructions.
(FM 4-25.11 Dec 2002 / 2-17 / PDF 43)

☐ **Should a casualty be given water to drink?**
He should not eat or drink

☐ **Why should you dress and bandage the wound as soon as possible?**
To protect the wound from further contamination of germs, and also to control the bleeding

☐ **What should you do to indicate that a casualty has received a tourniquet?**
Mark his or her forehead with a T and if possible, note the time of the application of the tourniquet
(FM 4-25.11 Dec 2002 / 2-20 / PDF 51)

☐ **Should you ever remove or loosen a tourniquet?**
No, only qualified medical personnel can do that
(FM 4-25.11 Dec 2002 / 2-20 / PDF 51)

☐ **Where is a tourniquet applied?**
Place the tourniquet around the limb, between the wound and the body trunk (or between the wound and the heart). Never place it directly over a wound, a fracture, or joint. Tourniquets, for maximum effectiveness, should be placed on the upper arm or above the knee on the thigh.
(FM 4-25.11 Dec 2002 / 2-20 / PDF 49)

☐ **How can you prevent athlete's foot?**
Keep your feet clean, use foot powder and change socks daily

☐ **Name 3 categories of heat injuries**
1. Heat cramps
2. Heat exhaustion
3. Heat stroke

(FM 4-25.11 Dec 2002 / 5-2 / PDF 113)

☐ **What are the signs and symptoms of heat cramps?**
1. Cramping in the extremities (arms and legs)
2. Abdominal Cramps (stomach)
3. Excessive Sweating

(FM 4-25.11 Dec 2002 / 5-2 / PDF 114)

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☐ **What is the treatment for heat cramps?**

1. Move the casualty to a cool, shady area or improvise shade if none is available.
2. Loosen his clothing (if not in a chemical environment)

   In a chemical environment, transport the heat casualty to a noncontaminated area as soon as the mission permits.

3. Have him slowly drink at least one canteen full of water. (The body absorbs cool water faster than warm or cold water; therefore, cool water is preferred if it is available.)
4. Seek medical assistance should cramps continue.
   (FM 4-25.11 Dec 2002 / 5-2 / PDF 114)

☐ **What are the signs and symptoms of heat exhaustion?**

1. Excessive sweating with pale, moist, cool skin
2. Headache
3. Weakness
4. Dizziness
5. Loss of appetite
6. Cramping
7. Nausea (with or without vomiting)
8. Urge to defecate
9. Chills (Gooseflesh)
10. Rapid Breathing
11. Tingling of Hands/Feet
12. Confusion
    (FM 4-25.11 Dec 2002 / 5-2 / PDF 114)

☐ **What would the treatment be for heat exhaustion?**

1. Move the casualty to a cool, shady area or improvise shade if none is available.
2. Loosen or remove his clothing and boots (unless in a chemical environment); pour water on him and fan him.
3. Have him slowly drink at least one canteen of water.
4. Elevate his legs.
5. If possible, the casualty should not participate in strenuous activity for the remainder of the day.
6. Monitor the casualty until the symptoms are gone, or medical assistance arrives.
   (FM 4-25.11 Dec 2002 / 5-2 / PDF 115)

☐ **What are the signs and symptoms of heat stroke?**

1. Skin is red, hot and dry
2. Weakness
3. Dizziness
4. Confusion
5. Headaches
6. Seizures
7. Nausea
8. Stomach pains or cramps
9. Respiration and pulse may be rapid and weak.
10. Unconsciousness and collapse may occur suddenly.
    (FM 4-25.11 Dec 2002 / 5-2 / PDF 116)

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☐ **What would the treatment be for heat stroke?**

Cool casualty immediately by—

1. Moving him to a cool, shady area or improvising shade if none is available.
2. Loosening or removing his clothing (except in a chemical environment).
3. Spraying or pouring water on him; fanning him to permit the coolant effect of evaporation.
4. Massaging his extremities and skin, which increases the blood flow to those body areas, thus aiding the cooling process.
5. Elevating his legs.
6. Having him slowly drink at least one canteen full of water if he is conscious.
7. Seek medical assistance immediately

(FM 4-25.11 Dec 2002 / 5-2 / PDF 116)

☐ **If a casualty were suspected of having a neck/spinal injury or severe head trauma, which method would you use for opening an airway?**

The jaw thrust technique, because in most cases it can be done without extending the neck

(FM 4-25.11 Dec 2002 / 2-3 / PDF 25)

☐ **What are two basic types of fractures?**

1. Open (compound)
2. Closed (simple)

(FM 4-25.11 Dec 2002 / 1-6 / PDF 21)

☐ **What are some signs of an open fracture?**

- Bleeding.
- Bones sticking through the skin.
- Check for pulse.

(FM 4-25.11 Dec 2002 / 1-6 / PDF 21)

☐ **What are some signs of a closed fracture?**

- Swelling.
- Discoloration.
- Deformity.
- Unusual body position.
- Check for pulse.

(FM 4-25.11 Dec 2002 / 1-6 / PDF 21)

☐ **With an open fracture, what should you do first?**

Stop the bleeding

☐ **What is the basic proven principle in splinting fractures?**

"Splint them where they lie"

☐ **How tight should tourniquet be?**

Tightened until the bright red bleeding has stopped.

☐ **What are the three types of bleeding?**

1. Arterial- Blood is bright red and will spurt with each heart beat
2. Venous- Blood is dark red and flows in a steady stream
3. Capillary- Blood oozes from the wound

☐ **Name 4 common points for checking pulse**

1. Carotid- The side of the neck
2. Femoral- The groin
3. Radial- The wrist
4. Posterial Tibial- Ankle

(FM 4-25.11 Dec 2002 / 2-19 / PDF 46)

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☐ **What are some signs/symptoms of shock?**

- Clammy skin (cool, pale and damp)
- Restlessness and nervousness
- Thirst
- Loss of blood
- Confusion
- Fast breathing
- Nausea or vomiting
- Blotched or bluish skin (especially around the mouth and lips)
- Often perspires freely
- May pass out.

☐ **What is the treatment for shock?**

"P.E.L.C.R.N." (Pronounced Pell-Crin)

- Position the casualty on their back
- Elevate the Legs
- Loosen clothing at neck waist or wherever it is binding
- Climatize (prevent too hot or too cold)
- Reassure (keep the casualty calm)
- Notify medical personnel (Help, Get a medic!!)

☐ **What is a heat injury?**

A loss of water and salt, loss of sweat while personnel work in the heat, a general dehydration of the body

☐ **What is the greatest preventive measure for disease?**

Cleanliness

☐ **How do you stop bleeding?**

- Apply a field dressing
- Manual pressure
- Elevate the limb
- Apply a pressure dressing
- Digital Pressure
- Apply a tourniquet

☐ **What is CPR?**

Cardiopulmonary resuscitation, it is used to restore a heart beat

☐ **When can measures taken to restore breathing in an individual be discontinued?**

- When a doctor tells you to stop
- When others relieve you
- When you cannot physically continue
- When the casualty starts to breath on his own

☐ **What is AIDS?**

AIDS is the end stage of the HIV infection. At this point, the virus has attacked and weakened a person's immune system

☐ **Name two types of rescue breathing**

1. Mouth to mouth
2. Mouth to nose

(FM 4-25.11 Dec 2002 / 2-6 / PDF 28)

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☐ **What do the letters AIDS stand for?**
Acquired Immunodeficiency Syndrome

☐ **When should a casualty not be placed in the shock position?**
When the casualty has a:
- Head injury
- Abdominal wound
- Fractured (unsplinted) leg

☐ **How long is direct manual pressure applied to control bleeding?**
5 to 10 minutes

☐ **What should you do prior to leaving an unconscious casualty?**
Turn their head to the side to prevent them from choking on their own vomit

☐ **When should a tourniquet be used to stop bleeding?**
As a last resort when everything else has failed or when an arm or leg has been severed off

☐ **What does COLD stand for?**
It is a key word in cold weather protection, it stands for Keep it CLEAN, Avoid OVERHEATING, Wear it LOOSE and in layers and Keep it DRY

☐ **What are the 8 steps in evaluating a casualty?**
Check for:
1. Responsiveness
2. Breathing
3. Pulse
4. Bleeding
5. Shock
6. Fractures
7. Burns
8. Possible concussions (head injuries)

☐ **What is the first indication of frostbite?**
Skin becomes numb and white particles/patches form on it

☐ **What do you do to treat frostbite?**
Remove clothing from the affected area, warm with body heat, dress the area and seek additional medical help

☐ **When should an airtight dressing be applied to a sucking chest wound?**
As the individual breathes out
(FM 4-25.11 Dec 2002 / 3-5 / PDF 61)

☐ **How should you position a casualty with an open abdominal wound?**
On his back with his knees up to relieve abdominal pressure
(FM 4-25.11 Dec 2002 / 3-7 / PDF 64)

☐ **What do you do with exposed abdominal organs?**
Wrap them in dry clean material and place on top of the abdomen (never try to put them back in)
(FM 4-25.11 Dec 2002 / 3-7 / PDF 65)

☐ **How do you take the Carotid pulse?**
Carotid pulse. To check the carotid pulse, feel for a pulse on the side of the casualty's neck closest to you. This is done by placing the tips of your first two fingers beside his Adam's apple.
(FM 4-25.11 Dec 2002 / 1-3 / PDF 14)

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☐ **In reference to carrying a casualty, what are the two-man methods?**
- Two-Man Support Carry
- Two-Man Arms Carry
- Two-Man Fore-and Aft-Carry
- Four-Hand Seat Carry
- Two-Hand Seat Carry
  (FM 4-25.11 Dec 2002 / B-8 / PDF 191)

☐ **In reference to carrying a casualty, what are the one-man methods?**
- Fireman's carry
- Supporting carry
- Arms Carry
- Saddleback carry
- Pack-strap carry
- Pistol belt carry
- Pistol belt drag
- Neck drag
- LBE Carry Using Bearers LBE
- LBE Carry Using Casualty's LBE
- Cradle Drop Drag
  (FM 4-25.11 Dec 2002 / B-8 / PDF 191)

☐ **Should you put any medication or cream on a burn?**
No
(FM 4-25.11 Dec 2002 / 3-9 / PDF 71)

☐ **Name the four types of burns**
1. Thermal
2. Electrical
3. Chemical
4. Laser
   (FM 4-25.11 Dec 2002 / 3-8 / PDF – 67)

☐ **What is the primary objective in the treatment of burns?**
Lessen or prevent shock and infection

☐ **What are the three categories used in medical evacuation?**
1. Urgent- within 2 hours
2. Priority- within 4 hours
3. Routine- within 24 hours

☐ **What is the first aid procedure for a white phosphorous casualty?**
Smother the flame by submerging the affected area in water or pack with mud. Then remove the particles by brushing or picking them out
(FM 4-25.11 Dec 2002 / 7-13 / PDF 168)

☐ **What is the first step in the first aid of a burn victim?**
Remove the casualty from the source of the burn
(FM 4-25.11 Dec 2002 / 3-9 / PDF 68)

☐ **What are the 2 prescribed methods for opening an airway?**
1. The jaw thrust
2. Head tilt/chin lift methods
   (FM 4-25.11 Dec 2002 / 2-2 / PDF 23)

☐ **What is the major cause of tooth decay and gum disease?**
Dental plaque

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☐ **What are the 9 mild symptoms of nerve agent poisoning?**

1. Unexplained runny nose
2. Unexplained headache
3. Sudden drooling
4. Difficulty seeing (dimness of vision and miosis)
5. Tightness in the chest or difficulty in breathing
6. Localized sweating and muscular twitching in the area of contaminated skin
7. Stomach cramps
8. Nausea
9. Tachycardia followed by bradycardia (Tachycardia is an abnormally rapid heartbeat wth a heart rate of over 100 beats per minute. Bradycardia is a slow heart rate of less than 60 beats per minute)
   (FM 4-25.11 Dec 2002 / 7-7 / PDF 151)

☐ **What are the 11 severe symptoms of nerve agent poisoning?**

1. Strange or confused behavior.
2. Wheezing, dyspnea (difficulty in breathing), and coughing.
3. Severely pinpointed pupils.
4. Red eyes with tearing.
5. Vomiting.
6. Severe muscular twitching and general weakness.
7. Involuntary urination and defecation.
8. Convulsions.
9. Unconsciousness.
10. Respiratory failure.
11. Bradycardia.
    (FM 4-25.11 Dec 2002 / 7-7 / PDF 151)

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Chemical, Biological, Radiological, Nuclear

☐ **What are the 5 levels of MOPP?**

MOPP Level:	Available for Immediate Donning	Available	When used:
MOPP 0	• IPE • Field Gear	• IPE issued and serviceable • Protective mask filter/hood installed	• CB threat • Preattack
MOPP0 is used during periods of increased alert when the enemy has CB employment capability but there is no indication of use in the immediate future.			
MOPP Level:	**Worn:**	**Carried:**	**When used:**
MOPP 1	• Overgarment • Field gear	• Footwear covers • Mask • Gloves	• CB threat • Preattack
MOPP1 is generally used when a chemical, and/or biological attack in theater is possible.			
MOPP 2	• Overgarment • Field gear • Footwear covers	• Mask • Gloves	• CB threat • Preattack
MOPP2 is generally used when a chemical, and/or biological attack in theater is likely.			
MOPP 3	• Overgarment • Mask and hood • Field gear • Overboots	• Gloves	• CB threat • Postattack
MOPP3 is generally used in areas with no contact hazard or operationally significant percutaneous vapor hazard.			
MOPP 4	• Overgarment • Mask and hood • Field Gear • Footwear covers • Gloves		• CB threat • During-attack • During and postattack
MOPP4 is used when the highest degree of CB protection is required, or when CB agents are present; but the actual hazard has not been determined.			

(FM 3-11.4 June 2003 / Chapter 4 / PDF 77)

☐ **What does JSLIST stand for?**

Joint Service Lightweight Integrated Suit Technology
(FM 3-11 Mar 2003 / Glossary / PDF 203)

☐ **What does MOPP stand for?**

Mission Oriented Protective Posture
(FM 3-11 Mar 2003 / Glossary / PDF 204)

☐ **When under an NBC attack, when do you give warning?**

After you mask
(FM 3-11.3 Feb 2006 / Appendix E / PDF 138)

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☐ **What are the proper masking procedures?**
Stop breathing and close your eyes, don protective mask, clear mask, check the seal of the mask, sound the alarm to alert others, and continue the mission

☐ **What does C.B.R.N. stand for?**
Chemical, Biological, Radiological and Nuclear

☐ **NBC hazards are classified into two types, what are they?**
1. Immediate hazards- produce casualties immediately after attack
2. Residual hazards- Delayed effects

☐ **What will replace the Nerve Agent Antidote Kit (NAAK) based on shelf life expiration dates?**
The Antidote Treatment, Nerve Agent Autoinjector (ATNAA)
(FM 3-11.4 June 2003 / App. A / PDF 127)

☐ **What is the number of Antidote Treatment Nerve Agent Autoinjector (ATNAA) that must be given as immediate first aid treatment for nerve agent poisoning?**
3
(FM 3-11.4 June 2003 / App. A / PDF 127)

☐ **What is the number of Nerve Agent Antidote Kits (NAAK) that must be given as immediate first aid treatment for nerve agent poisoning?**
3
(FM 3-11.4 June 2003 / App. A / PDF 126)

☐ **Alarms and signals convey warnings of NBC contamination. Units use easily recognizable and reliable alarm methods to respond quickly and correctly to NBC hazards. What are three types of alarms and signals?**
1. Audible Alarms
2. Automatic Alarms
3. Visual Signals
(FM 3-11 Mar 2003 / Chapter 2 / PDF 35)

☐ **What Field Manual covers NBC Operations?**
FM 3-11

☐ **What Field Manual covers NBC Protection?**
FM 3-11.4

☐ **What Field Manual covers NBC Decontamination?**
FM 3-5

☐ **What is FM 3-7?**
NBC Handbook

☐ **What forms do Chemical Agents come in?**
- Vapors
- Solids
- Liquids
- Gases
(FM 3-11.4 June 2003 / Chapter 2 / PDF 47)

☐ **Soldiers in MOPP 4 may lose how much water per hour through perspiration?**
1 quart or more

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☐ **When fitting the protective mask, in what sequence should the straps be tightened?**
1. Forehead straps
2. Cheek straps
3. Temple straps

☐ **Which of the NBC reports is most widely used?**
NBC 1

☐ **What are the three types of procedures for MOPP gear exchange?**
1. Buddy Team
2. Triple Buddy
3. Individual

(FM 3-11.5 April 2006 / Chapter 4 / PDF 50)

☐ **What are three fundamentals of NBC defense?**
1. Avoid contamination
2. Protection
3. Decontamination

☐ **How long should you apply pressure when using the Auto injector?**
10 seconds

☐ **What do you do with the Auto injector after injecting?**
Stick it through the pocket flap (upper left) so that you do not lose count and so that someone that happens to come across the casualty will know that they have already been given X amount of injections and will not give them more than needed.

☐ **The protective mask will not protect against what two types of gases?**
Ammonia vapors or carbon monoxide
(FM 3-11.4 June 2003 / Chapter 6 / PDF 96)

☐ **When giving Buddy Aid, whose auto injectors would you use?**
The other person (the person's auto injectors that is receiving the medication)

☐ **When giving Buddy Aid, how long should you wait if still experiencing the symptoms of Nerve agent, to administer a second nerve agent antidote (MK1)?**
Immediately give the second and third

☐ **When giving Self Aid, how long should you wait if still experiencing the symptoms of a Nerve Agent before administering a second MK1?**
Wait 10 to 15 minutes; also wait 10 to 15 minutes between 2nd and 3rd

☐ **Once a unit has masked, who can make the decision to unmask?**
The unit commander
(FM 3-11.4 June 2003 / Chapter 2 / PDF 47)

☐ **What is the shape of the contamination markers?**
Triangle

☐ **What type of attack does an M22 ACADA alarm warn you of?**
Chemical (ACADA = Automatic Chemical Agent Detection Alarm)
(FM 3-11 Mar 2003 / Glossary / PDF 199)

☐ **What are the three levels of Decontamination?**
1. Immediate
2. Operational
3. Thorough

(FM 3-11 Mar 2003 / Chapter 2 / PDF 42)

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☐ **How often should you check your protective mask during peacetime?**
Before, during and after training events, monthly, and semi-annually. (refer to TM 3-4240-339-10 and 20&P manuals) The minumum is MONTHLY...

☐ **What are the dimensions of an NBC marker?**
11 1/2 inches on the top by 8 inches on either side

☐ **What are the 9 mild symptoms of nerve agent poisoning?**
1. Unexplained runny nose
2. Unexplained headache
3. Sudden drooling
4. Difficulty seeing (dimness of vision and miosis)
5. Tightness in the chest or difficulty in breathing
6. Localized sweating and muscular twitching in the area of contaminated skin
7. Stomach cramps
8. Nausea
9. Tachycardia followed by bradycardia (Tachycardia is an abnormally rapid heartbeat wth a heart rate of over 100 beats per minute. Bradycardia is a slow heart rate of less than 60 beats per minute)
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1. Strange or confused behavior.
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5. Vomiting.
6. Severe muscular twitching and general weakness.
7. Involuntary urination and defecation.
8. Convulsions.
9. Unconsciousness.
10. Respiratory failure.
11. Bradycardia.
(FM 4-25.11 Dec 2002 / 7-7 / PDF 151)

☐ **When crossing a contaminated area, what 2 things should you avoid doing?**
Stirring up dust and touching anything

☐ **Of these 3, Nerve, Blood, and Blister agents, which causes the most casualties?**
Nerve agents

☐ **How should an area that is suspected of contamination be crossed?**
Quickly, avoiding depressions and vegetation

NUCLEAR

☐ **What are the 3 effects of a nuclear explosion?**
1. Blast
2. Heat
3. Radiation

☐ **What is the color of a Nuclear (radiological) contamination marker?**
White background with ATOM in black letters

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☐ **What is the current U.S. policy regarding the use of Nuclear assets?**
Last Resort, will use first only if necessary

☐ **What are Flash Burns?**
Direct burns produced by the flash of thermal radiation from the fireball

☐ **What causes the most casualties in a nuclear attack?**
The initial blast and the heat of detonation

☐ **What is the difference between Dose Rate and Total Dose?**
Dose Rate is the amount of radiation per hour; Total Dose is the actual accumulation

☐ **Who has the authority to order the use of nuclear weapons?**
Only the President of the U.S.

☐ **What are the 3 types of nuclear bursts?**
1. Air
2. Ground
3. Subsurface

☐ **What does an AN VDR-2 detect and measure?**
The AN VDR-2 detects and measures nuclear radiation from fallout and radioisotopes.
(FM 3-11.4 June 2003 / Appenix A / PDF 130)

☐ **An NBC-1 report is used to determine what?**
The initial detection of NBC weapons usage by the enemy

☐ **What FM covers Nuclear Contamination Avoidance?**
FM 3-11.3

☐ **For maximum radiation effect, which nuclear burst would you use?**
Air burst

BIOLOGICAL

☐ **What is the best way to protect against Biological agents?**
Personal hygiene
(FM 3-11.4 June 2003 / Chpaters 2 / PDF 44)

☐ **What is a vector?**
An insect used to disseminate biological agents (fleas, ticks, lice, mosquitoes....)
(FM 3-11.3 Feb 2006 / Appendix F / PDF 194)

☐ **What is the current U.S. policy regarding the use of Biological assets?**
No Use

☐ **What is meant by Biological Warfare?**
The intentional use by an enemy, of germs or toxins, to cause death and disease among personnel, animals, plants, or more rarely, to deteriorate material

☐ **What is the color of a Biological contamination marker?**
Blue background with BIO in red letters

☐ **What does FM 3-3 cover?**
Chemical, Biological, Radiological and Nuclear Contamination Avoidance

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☐ **What are the 4 types of microorganisms found in Biological agents?**
1. Bacteria
2. Fungi
3. Rickettsiae
4. Viruses

☐ **What is the best decontamination for Biological agents?**
Warm soapy water
(FM 3-11.5 April 2006 / Appendix E / PDF 254)

☐ **Where would a biological attack be most effective?**
Cities, large troop concentrations, animals and vegetable crops

CHEMICAL

☐ **How may Chemical Agents be deployed?**
- Arterial spray
- Artillery bombs
- Individuals (pollution of water, food and supplies)
- Mines
- Rockets

☐ **What are the most effective times to use chemical agents?**
Evening and early morning (The lack of wind and sun allows the agents to persist)

☐ **Chemical agents are classified by the U.S. into 3 categories, name them**
1. Persistent
2. Non-Persistent
3. Dusty

☐ **What is the current U.S. policy regarding the use of Chemical assets?**
No First Use

☐ **What is the color of the Chemical contamination marker?**
Yellow with GAS in Red letters

☐ **What are the 4 types of Chemical agents?**
1. Nerve
2. Blister
3. Blood
4. Choking

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☐ **What decontamination equipment is available for chemical agents?**

- M291 SDK - To decontaminate your skin completely, through physical removal, absorption, and neutralization of toxic agents without long-term effects.
- M295 IEDK - To decontaminate your chemical protective gloves, mask, hood, overboots, LCE, and weapon.
- M100 SDS - To perform immediate decontamination of equipment, vehicles, and crew-served weapons.
- FSDS - To perform fixed-site and terrain decontamination. To perform operational and thorough decontamination of vehicles and equipment.
- M12A1 PDDA - To spray decontaminating agents, STB slurries and solutions, and hot, soapy water rinses during field decontamination operations. To pump water or foam to fight fires, deice items, wash vehicles, and pump various fluids.
- M17 LDS - To perform operational and thorough decontamination of vehicles and equipment. To provide troop showers, as necessary.
- MPDS - To perform operational and thorough decontamination of vehicles and equipment.
  (FM 3-11.5 April 2006 / Appendix H / PDF 285)

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Field Sanitation

☐ **What are the 4 types of waste?**
1. Human
2. Liquid
3. Garbage
4. Rubbish

☐ **What is the water requirement per person, per day in a temperate zone?**
5 gallons

☐ **A latrine can be no closer than what distance to a water source?**
100 ft

☐ **What is Potable water?**
Water that is safe to drink

☐ **What are the measurements of a straddle trench?**
1 ft wide, 4 ft long and 2 1/2 ft deep

☐ **How many gallons of water will a Lister bag hold?**
36 gallons

☐ **How deep is a cat hole?**
6 to 12 inches

☐ **What is a communicable disease?**
A disease that ca be transmitted person to person, animal to person and insect to person

☐ **What are the 5 "F"s of Field Sanitation?**
1. Fingers
2. Feces
3. Flies
4. Foods
5. Fluids

☐ **What is the best protection against disease or biological warfare?**
Immunization and personal hygiene

☐ **What Field Manual covers Unit Field Sanitation Team?**
FM 4-25.12

☐ **What Field Manual covers Field Hygiene and Sanitation?**
FM 21-10

☐ **What is Field Sanitation?**
The use of measures to create and maintain healthful environmental conditions, these include safeguarding food, safeguarding water, and controlling disease bearing insects and rodents.

☐ **What is a vector?**
Any living organism that can carry a disease-producing virus

☐ **What is palatable water?**
Water that is pleasing to the taste, but which may be unsafe

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☐ **What are the 5 communicable disease grouped by the Army?**

1. Respiratory
2. Intestinal
3. Insect borne
4. Venereal
5. Miscellaneous

☐ **What are some diseases carried by the fly?**

- Typhoid
- Cholera
- Dysentery

☐ **What 3 rules apply to water discipline in the field?**

1. Drink only from approved sources
2. Conserve water
3. Do not contaminate your sources

☐ **What are the three most common poison plants?**

1. Poison ivy
2. Poison oak
3. Poison sumac

☐ **Where should the latrine be located in relation to the mess hall?**

At least 100 meters downhill or downstream

☐ **What are some of the diseases carried by the mosquito?**

- Malaria
- Dengue
- Yellow Fever
- Encephalitis
- Filariasis

☐ **What are some methods for human waste disposal?**

- Straddle trench
- Mound latrine
- Burn out latrine
- Deep pit
- Bore hole latrines
- Pail latrines
- Urine soak pits

☐ **How far should garbage pits be located away from the mess area?**

30 yards and no closer than 100 ft from any water sources.

☐ **Enough straddle trenches should be dug to accommodate what percentage of the unit at one time?**

8 percent

☐ **Water that is not properly treated can spread what diseases?**

- Common diarrhea,
- Leptospirosis
- Cholera
- Dysentery
- Bacillary
- Typhoid
- Paratyphoid fever

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☐ **What are two ways to purify water?**

1. Iodine tablets
2. Boiling

☐ **Who gives the final approval on whether water is safe to drink?**

Medical personnel

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Physical Security

☐ **What Field Manual covers Physical Security?**
FM 3-19.30

☐ **What Army Regulations covers the Army Physical Security Program?**
AR 190-13

☐ **Security lighting allows security personnel to maintain visual-assessment capability during darkness. When security-lighting provisions are impractical, what are needed?**
- Additional security posts
- Patrols
- MWD patrols
- NVDs
- Other security means as necessary.
(FM 3-19.30 Jan 2001 / 5 / PDF 57)

☐ **What are the two primary concerns of Physical Security?**
Prevention and Protection. Both serve the interests of people, equipment and property.
(FM 3-19.30 Jan 2001 / Preface / PDF 7)

☐ **Define the objectives of the Physical Security Education Program.**
Get all personnel acquainted with the reasons for security measures and to ensure their cooperation.

☐ **Describe standard Barbed wire.**
Twisted, double-strand, 13.5-gauge wire, with four-point barbs spaced equal distances apart.
(FM 3-19.30 Jan 2001 / 4 / PDF 49)

☐ **What are vulnerabilities?**
Gaps in the assets protection
(FM 3-19.30 Jan 2001 / 2 / PDF 15)

☐ **Commander must ensure that appropriate physical-security measures are taken to minimize the loss of what?**
- Personnel
- Supplies
- Equipment
- and material through both human and natural threats.

☐ **What is the interval for placing warning signs for a limited area on or outside the limited area physical barrier?**
No more than 100 ft

☐ **What two major categories can protective barriers be divided into?**
1. Structural
2. Natural.
(FM 3-19.30 Jan 2001 / 4 / PDF 47)

☐ **What is the purpose of the Army Physical Security Program?**
Physical security is defined as that part of security concerned with physical measures designed to safeguard personnel; to prevent unauthorized access to equipment, installations, material, and documents; and to safeguard against espionage, sabotage, damage, and theft.
(FM 3-19.30 Jan 2001 / 1 / PDF 9)

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☐ **How far from the point of entry of an installation should the signs located that indicate the conditions of entry onto that installation?**

No less than 50 ft from the point of entry
(FM 3-19.30 Jan 2001 / 4-35 / PDF 54)

☐ **What are the four types of fencing that are authorized for the protection of restricted areas?**

1. Chain link
2. Barbed wire
3. Barbed tape
4. Concertina

(FM 3-19.30 Jan 2001 / 4 / PDF 48)

☐ **What are the three designations of restricted areas?**

1. Controlled area
2. Limited area
3. Exclusion area (Greatest degree of security)

(FM 3-19.30 Jan 2001 / 7 / PDF 113)

☐ **Protective barriers are designed to define what?**

The physical limits of an installation, activity, or area.
(FM 3-19.30 Jan 2001 / 4 / PDF 47)

☐ **Name some challenges relative to Physical Security.**

Control of populations, information dominance, multinational and interagency connectivity, antiterrorism, and the use of physical-security assets as a versatile force multiplier.
(FM 3-19.30 Jan 2001 / 1 / PDF 9)

☐ **An overall site-security system is comprised of what three major sub-elements?**

1. Detection
2. Delay
3. Response

(FM 3-19.30 Jan 2001 / 6 / PDF 63)

☐ **_____ are the most acceptable and widely used security devices for protecting facilities, classified materials, and property.**

Locks (All containers, rooms, and facilities must be locked when not in actual use.)
(FM 3-19.30 Jan 2001 / 8 / PDF 127)

☐ **The detection subelement of the overall site-security system includes what?**

- Intrusion detection
- Assessment
- Entry control.

☐ **What does a detailed physical plan include?**

The plan should include at least special and general guard orders, access and material control, protective barriers/lighting systems, locks, and IDSs.
(FM 3-19.30 Jan 2001 / F / PDF 255)

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Security and Intelligence

☐ **What AR covers security?**
AR 380-5

☐ **What are 3 security classifications used to protect material against disclosure?**
1. Top secret
2. Secret
3. Confidential

☐ **How is Top Secret material destroyed?**
Burning or pulping

☐ **How many overall security classifications can a document have?**
1

☐ **Name Some Counterintelligence measures**
- Use of sign and countersign
- Camouflage
- Recon
- Noise and light discipline
- OPSEC training

☐ **What does the word SAEDA mean?**
Subversion And Espionage Directed against the Army

☐ **Can a person with a Secret clearance be denied access to any secret material?**
Yes, access is granted on a need to know basis

☐ **What does MIJI mean?**
Meaconing, Intrusion, Jamming, and Interference

☐ **What are the 5 S's that apply to POWs?**
1. Search
2. Segregate
3. Silence
4. Speed
5. Safeguard

☐ **In what groups should prisoners of war be divided?**
- Officers
- NCOs
- Privates
- Deserters
- Females
- Civilians
- Political Personnel

☐ **What does the word OPSEC mean?**
OPerational SECurity

☐ **What does SALUTE mean?**
Size, Activity, Location, Uniform, Time, Equipment

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☐ **What is OPSEC?**
It is a program within the unit to deny a potential enemy information on the brigades intentions, plans and operations

☐ **Why is challenge and password used?**
To identify unknown personnel

☐ **How often is the Challenge and Password changed?**
Every 24 hours

☐ **What is the Standard Form (SF) for Security Container Check Sheet?**
SF 702

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Desert Operations

☐ **What field manual covers Desert Operations?**
FM 90-3

☐ **Even though desert terrain varies considerably from place to place, there is one common feature of all deserts. What is that common feature?**
Lack of water
(FM 90-3 Aug 1993 / 1 / PDF 6)

☐ **Successful desert operations require adaptation to what?**
The environment and to the limitations its terrain and climate impose
(FM 90-3 Aug 1993 / 1 / PDF 6)

☐ **What is the basic definition of a desert:**
Arid, barren regions of the earth incapable of supporting normal life due to lack of water
(FM 90-3 Aug 1993 / 1 / PDF 6)

☐ **What are the three types of desert terrain?**
- Mountain
- Rocky plateau
- Sandy or dune terrain

(FM 90-3 Aug 1993 / 1 / PDF 8)

☐ **Describe mountain deserts:**
Mountain deserts are characterized by scattered ranges or areas of barren hills or mountains, separated by dry, flat basins
(FM 90-3 Aug 1993 / 1 / PDF 8)

☐ **Describe Rocky Plateau Deserts:**
Rocky plateau deserts are extensive flat areas with quantities of solid or broken rock at or near the surface.
(FM 90-3 Aug 1993 / 1 / PDF 9)

☐ **Describe Sandy or Dune Deserts:**
Sandy or dune deserts are extensive flat areas covered with sand or gravel, the product of ancient deposits or modern wind erosion.
(FM 90-3 Aug 1993 / 1 / PDF 10)

☐ **What is the highest known ambient temperature recorded in a desert?**
136 degrees Fahrenheit
(FM 90-3 Aug 1993 / 1 / PDF 13)

☐ **What is the most important single characteristic of the desert?**
The lack of water
(FM 90-3 Aug 1993 / 1 / PDF 15)

☐ **Name some snakes common to deserts:**
- Sand Vipers
- Cobras

(FM 90-3 Aug 1993 / 1 / PDF 21)

☐ **Lack of natural concealment has been known to induce what fear in some troops?**
Agoraphobia (fear of open spaces)
(FM 90-3 Aug 1993 / 2 / PDF 22)

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☐ **In a desert environment, it is important that unit leaders monitor their troops carefully for signs of heat distress and adjust what?**

- Work Schedules
- Work Rates
- Rest
- Water consumption according to conditions

(FM 90-3 Aug 1993 / 2 / PDF 23)

☐ **A lack of alertness can indicate early stages of what?**

Dehydration
(FM 90-3 Aug 1993 / 2 / PDF 23)

☐ **Chronic dehydration increases the incidence of what several medical problems?**

- Constipation
- Piles (hemorrhoids)
- Kidney Stones
- Urinary Infections

(FM 90-3 Aug 1993 / 2 / PDF 24)

☐ **At the first evidence of heat illness, what should the troops do?**

Stop work, get into shade and rehydrate
(FM 90-3 Aug 1993 / 2 / PDF 24)

☐ **Contact lenses are very difficult to maintain in the dry dusty environment of the desert and should not be worn except by military personnel operating in what?**

Air conditioned environments, under command guidance.
(FM 90-3 Aug 1993 / 2 / PDF 26)

☐ **Maintaining safe, clean, water supplies is critical. The best containers for small quantities of water (5 gallons) are plastic water cans or coolers. How long does water last in both plastic and metal containers?**

- Water in plastic cans will be good for up to 72 hours
- Water in metal containers is safe only for 24 hours

(FM 90-3 Aug 1993 / 2 / PDF 28)

☐ **If water trailers are kept cool, how long is the water considered fresh and safe to drink?**

Up to 5 days
(FM 90-3 Aug 1993 / 2 / PDF 28)

☐ **If ice is placed into a water trailer to keep it cool, what should happen prior to moving the trailer to prevent damage to the inside lining of the water trailer?**

The ice should be removed
(FM 90-3 Aug 1993 / 2 / PDF 28)

☐ **What is a use of water that is not fit to drink but is not otherwise dangerous (it may be merely oversalinated)?**

May be used to wet clothing to aid in cooling
(FM 90-3 Aug 1993 / 2 / PDF 28)

☐ **When carrying your water supply during a mission, how should the water containers be stored?**

- Try to vibration by clamping them firmly to the vehicle body.
- In the shade and benefit from an air draft.
- In an area protected from puncture by shell splinters.
- Able to be easily dismounted in case of vehicle evacuation.

(FM 90-3 Aug 1993 / 2 / PDF 28)

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☐ **What is the best indicator of proper hydration?**

Urine
(FM 90-3 Aug 1993 / 2 / PDF 29)

☐ **All unit leaders must understand the critical importance of maintaining the proper hydration status. Almost any contingency of military operations will act to interfere with the maintenance of hydration. What are the considerations for proper hydration during desert operations:**

- Drink before you become thirsty and drink often, When you become thirsty you will be about a "quart and a half low"
- Carry as much water as possible when away from approved sources of drinking water
- Drink before you work; carry water in your belly, do not "save" it in your canteen
- Ensure troops have at least one canteen of water in reserve, and know where and when water re-supply will be available

(FM 90-3 Aug 1993 / 2 / PDF 29)

☐ **Gaseous drinks such as sodas, beer, and milk are not good substitutes for water because of what?**

Their dehydrating effects.
(FM 90-3 Aug 1993 / 2 / PDF 30)

☐ **Diseases common to the desert include**

- Plague
- Typhus
- Malaria
- dengue fever
- dysentery
- cholera
- typhoid

(FM 90-3 Aug 1993 / 2 / PDF 33)

☐ **Most diarrheal diseases result from ingestion of water or food contaminated with what**?

Feces.
(FM 90-3 Aug 1993 / 2 / PDF 33)

☐ **What are the ten characteristics of the desert environment which may adversely affect equipment used in the desert:**

1. Terrain
2. Heat
3. Winds
4. Dust and sand
5. Humidity
6. Temperature variations
7. Thermal bending
8. Optical path bending
9. Static electricity
10. Radiant light.

(FM 90-3 Aug 1993 / 3 / PDF 35)

☐ **What is the major problem with radios in a desert environment?**

Overheating
(FM 90-3 Aug 1993 / 3 / PDF 38)

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☐ **What are some steps that may be taken to reduce the heat effects on radio equipment?**

- Keep radios out of direct sunlight
- Place a piece of wood on top of the radio. Leaving space between the wood and the top of the radio will help cool the equipment
- Operating the radio on low power whenever possible will also help
- Place wet rags on top of radios to help keep them cool and operational. Do not cover the vents.
  (FM 90-3 Aug 1993 / 3 / PDF 38)

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Survival

☐ **What survival concept does each letter in the word SURVIVAL stand for?**

S- Size up the situation
U- Use all your senses
R- Remember where you are
V- Vanquish fear and panic
I- Improvise
V-Value living
A- Act like the natives
L- Live by your wits, but for now learn basic skills
(Fm 3-05.70 May 2002 / 1 / PDF 10)

☐ **What is the FM that covers "Survival"?**

FM 3-05.70

☐ **What would your reaction be to an overhead flare at night?**

Immediately crouch or lie down, stop all movement and close one eye to keep "night vision" in one, while scanning with the other

☐ **What are the 9 common senses of Dehydration?** (You may only have to name about 5 in a board)

1. Dark urine with a very strong odor
2. Dark, Sunken eyes
3. Low urine output
4. Fatigue
5. Loss of skin elasticity
6. Emotional instability
7. Thirst
8. "Trench line" down center of tongue
9. Delayed capillary refill in the fingernail beds

(Fm 3-05.70 May 2002 / 4-4 / PDF 32)

☐ **What are the basic rules for water consumption in an arid area?**

- At temperatures below 100 degrees Fahrenheit, drink one pint of water every hour.
- At temperatures above 100 degrees Fahrenheit, drink one quart of water every hour

☐ **Is it always safe to eat and drink what the animals eat and drink?**

No, some animals are able to eat and drink something that may be harmful to humans
(Fm 3-05.70 May 2002 / 10-3 / PDF 174)

☐ **In any situation, cleanliness is an important factor in preventing infection and disease. It becomes even more important in a survival situation. Poor hygiene can reduce your chances of survival. What are some key areas to focus on to maintain good personal hygiene?**

- Keep your hands clean
- Keep your hair clean
- Keep your clothing clean
- Keep your teeth clean
- Take care of your feet
- Get sufficient rest

(Fm 3-05.70 May 2002 / 4-20 / PDF 35)

☐ **Name 4 crucial factors in staying healthy**

1. Having adequate food and water
2. Practicing good personal hygiene
3. Getting sufficient rest
4. Keeping your immunizations up-to-date.

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Develop a survival pattern that lets you beat the enemies of survival. This survival pattern must include food, water, shelter, fire, first aid, and signals placed in order of importance. For example, in a cold environment, you would need a fire to get warm; a shelter to protect you from the cold, wind, and rain or snow; traps or snares to get food; a means to signal friendly aircraft; and first aid to maintain health. If injured, first aid has top priority no matter what climate you are in.

☐ **What is Stress?**

Stress is not a disease that you cure and eliminate. Instead, it is a condition we all experience. Stress can be described as our reaction to pressure. It is the name given to the experience we have as we physically, mentally, emotionally, and spiritually respond to life's tensions.
(Fm 3-05.70 May 2002 / 2-1 / PDF 16)

☐ **Do we need STRESS?**

Yes, it has many positive benefits. Stress provides us with challenges; it gives us chances to learn about our values and strengths. The goal is to have stress, but not an excess of it. Too much stress can take its toll on people and organizations. Too much stress leads to distress. Distress causes an uncomfortable tension that we try to escape and, preferably, avoid.
(Fm 3-05.70 May 2002 / 2-3 / PDF 16)

☐ **What are a few of the common signs of distress you may find in yourself or fellow soldiers you may find when faced with too much stress?**

- Difficulty making decisions
- Angry Outbursts
- Forgetfulness
- Low energy levels
- Constant worrying
- Propensity for mistakes
- Thoughts about death or suicide
- Trouble getting along with others
- Withdrawing from others
- Hiding from responsibilities
- Carelessness

(Fm 3-05.70 May 2002 / 2-3 / PDF 16)

☐ **What are some of the natural reactions / emotions you are likely to experience in a survival situation?**

- Fear
- Anxiety
- Anger
- Frustration
- Depression
- Loneliness
- Boredom
- Guilt

(Fm 3-05.70 May 2002 / 2-16 / PDF 20)

☐ **What are some of the difficulties in operating in arid areas?**

- It is hard to find food, water and shelter.
- Physical movement is demanding.
- Land navigation is difficult.
- There is limited cover and concealment.

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☐ **What are some methods of improving the taste of wild plants?**
- Soaking
- Boiling
- Cooking
- Leaching

(Fm 3-05.70 May 2002 / 9-23 / PDF 167)

☐ **What heat effects must be considered in an arid area?**
- Direct sun
- Reflective heat gain
- Conductive heat gain
- Hot blowing winds

☐ **Why should you only drink milk from green coconuts rather than ripe mature coconuts?**

The milk from the Mature Ripe coconuts contain an oil that acts like a laxative
(Fm 3-05.70 May 2002 / 6-9 / PDF 94)

☐ **What are a few types of stresses that you could be exposed to in a Survival setting?**
- Injury, Illness or Death
- Uncertainty and Lack of Control
- Environment
- Hunger and thirst
- Fatigue
- Isolation

☐ **What is the depth of a hasty fighting position?**

18 to 20 inches deep

☐ **What is "Dead Space"?**

An area that cannot be fired upon within a weapons sector.

☐ **What is "Scanning"?**

Focusing your attention on an object without looking directly at it. (The proper method to scan is to move your eyes in short, irregular movements)

☐ **What would your reaction be to an overhead flare?**

Immediately crouch or lie down, and stop all movement

☐ **What is the Low-crawl used for?**

To move through places where concealment is limited and enemy fire prevents you from getting up

☐ **In order to maintain your heath, what rules must you follow?**
- Prevent dehydration
- Eat sufficient food
- Maintain high personal hygiene.

☐ **When you have been firing from one position, what should you do before you move?**

Roll or crawl a short distance from your position before moving

☐ **What is the High-crawl used for?**

When concealment is good, but enemy fire prevents you from getting up

☐ **What is the most important need in a survival situation?**

Water

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☐ **What are the five factors for selecting a hide site when evading the enemy?**

B -blends in with the surroundings
L -low in silhouette
I -irregular in shape
S -small in size
S -secluded.

☐ **What should you avoid when seeking shelter?**

Avoid using existing buildings or shelters.

☐ **What are the eight rules for avoiding detection?**

1. Identify the threat's capabilities
2. Avoid detection
3. Use countermeasures against the enemy
4. Apply realistic camouflage
5. minimize movement
6. Use decoys
7. continuously avoid detection
8. Avoid operational/terrain patterns.

☐ **What is a "Rally Point"?**

An area where a platoon or section moves when it has become dispersed.

☐ **When you move through tall grass, why do you change direction from time to time?**

To avoid being seen by the enemy.

☐ **What is a hole-up area?**

After hiding for several days, it is an area where you can recuperate and get or prepare food.

☐ **What is a Recon Patrols mission?**

To provide accurate information on the enemy and terrain.

☐ **When is it most feasible to travel while in a survival situation?**

At night

☐ **When should an evader attempt to contact friendly troops once near?**

When there is enough light to be identified by the friendly forces.

☐ **What are the three types of operation orders?**

1. Warning Order
2. Fragamentary Order
3. Operation Order.

☐ **What are the five parts to a combat order?**

1. Situation
2. Mission
3. Execution
4. Service Support
5. Command & Control.

☐ **When marching on roads during daylight hours, what is the recommended distance between soldiers?**

- 2-5 meters between soldiers
- 50 meters between platoons
- 100 meters between companies.

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☐ **When marching on roads during night hours, what is the recommended distance between soldiers?**

- 1-3 meters between soldiers
- 25meters between platoons
- 50 meters between companies.

☐ **When constructing a defensive position as a platoon or squad, what should the rest of the platoon or squad be doing?**

Providing Security

☐ **What is a patrol?**

Operations conducted to gather mission critical information.

☐ **What is "manually supporting fire"?**

When weapons are placed in support of neighboring fighting positions (interlaced fields of fire).

☐ **What are the three types of movement techniques used in combat?**

1. High-crawl
2. Low-crawl
3. Rush.

☐ **When marching, what is the distance that should be covered during the night on a road or cross country?**

- Road = 3.2kilometers per hour
- Cross Country = 1.6kilometers per hour

☐ **When marching, what is the distance that should be covered during daylight hours on a road or cross country?**

- Road = 4 kilometers per hour
- Cross Country = 2.4 kilometers per hour

☐ **How long does it take for your eyes to develop their "night vision"?**

About 30 minutes

☐ **What formation is normally used during tactical road marches?**

Column of two, one file on each side of the road

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Camouflage, Concealment and Decoys

☐ **What is Camouflage, Concealment and Decoys (CCD)?**

CCD is the use of materials and techniques to hide, blend, disguise, decoy, or disrupt the appearance of military targets and/or their backgrounds. CCD helps prevent an enemy from detecting or identifying friendly troops, equipment, activities, or installations. Properly designed CCD techniques take advantage of the immediate environment and natural and artificial materials.
(FM 20-3 Aug 1999 / 1 / PDF 6)

☐ **What Army Field Manual covers Camouflage, Concealment, and Decoys?**

FM 20-3

☐ **Is each Soldier responsible for Camouflaging and Concealing themselves and their equipment?**

Yes, Practicing good CCD techniques lessens a soldier's probability of becoming a target.
(FM 20-3 Aug 1999 / 1-5 / PDF 7)

☐ **The primary goal of CCD is to avoid enemy detection. What seven rules are critical when considering how to avoid detection or identification?**

1. Identify the enemy's detection capabilities.
2. Avoid detection by the enemy's routine surveillance.
3. Take countermeasures against the enemy's sensors.
4. Employ realistic, CCD countermeasures.
5. Minimize movement.
6. Use decoys properly.
7. Avoid predictable operational patterns.

(FM 20-3 Aug 1999 / 3-1 / PDF 17)

☐ **Any change in an existing terrain pattern will indicate the presence of activity. Terrain patterns have distinctive characteristics that are necessary to preserve. What are the 5 general terrain patterns?**

1. Agricultural. Agricultural terrain has a checkerboard pattern when viewed from aircraft. This is a result of the different types of crops and vegetation found on most farms.
2. Urban. Urban terrain is characterized by uniform rows of housing with interwoven streets and interspersed trees and shrubs.
3. Wooded. Woodlands are characterized by natural, irregular features, unlike the geometric patterns of agricultural and urban terrains.
4. Barren. Barren terrain presents an uneven, irregular work of nature without the defined patterns of agricultural and urban areas. Desert environments are examples of barren terrain.
5. Arctic. Arctic terrain is characterized by snow and ice coverage.

(FM 20-3 Aug 1999 / 3-37 / PDF 24)

☐ **What is decoying?**

Decoying is deploying a false or simulated target(s) within a target's scene or in a position where the enemy might conclude that it has found the correct target(s). Decoys generally draw fire away from real targets. Depending on their fidelity and deployment, decoys will greatly enhance survivability..
(FM 20-3 Aug 1999 / 3-51 / PDF 28)

☐ **The LCSS is the standard Army camouflage net currently available, What do the stainless steel fibers in the LCSS do?**

They reduce a vehicle's visual and radar signatures. Stainless steel fibers in the LCSS material absorb
some of the radar signal and reflect most of the remaining signal in all directions. The result is a small percentage of signal return to the radar for detection.
(FM 20-3 Aug 1999 / 3-63 / PDF 30)

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☐ **The radar-scattering capabilities of the LCSS are effective only if there is how much space between the LCSS and the camouflaged equipment if the LCSS completely covers the equipment?**

There must be at least two feet of space.
(FM 20-3 Aug 1999 / 3-63 / PDF 30)

☐ **When using natural materials to camouflage it is important to what?**

Not disturb the look of the natural surroundings and also use materials that are commonly found in that specific are.
(FM 20-3 Aug 1999 / 5-19 / PDF 42)

☐ **There are two types of cover and concealment. What are the two types?**

1. Natural cover - ravines, hollows, reverse slopes, bushes, grass and shadows
2. Artificial cover - foxholes, trenches, walls, burlap, nets, or natural materials that are moved from their original spots, such as leaves bushes, or grass

☐ **When do you camouflage a fighting position?**

Camouflage as you prepare it

☐ **What is cover?**

Physical protection from bullets, fragments of exploding rounds, flame, nuclear effects and biological and chemical agents.

☐ **What is concealment?**

Protection from enemy observation

☐ **What do you do with the excess dirt when digging a fighting position?**

Take excess dirt away from the position to the rear

☐ **One of the key factors of good camouflage is blending. What is blending?**

Blending is trying to alter a target's appearance so that it becomes a part of the background. Generally, it is arranging or applying camouflage material on, over, and/or around a target to reduce its contrast with the background.
(FM 20-3 Aug 1999 / Section 2 / PDF 27)

☐ **Give several examples of natural materials, which can be used to camouflage both you and your equipment.**

Leaves, bushes, and grass
(FM 20-3 Aug 1999 / Section 2 / PDF 27)

☐ **How often should you change the camouflage when using natural material?**

When it doesn't look natural and blend in with the natural surroundings

☐ **How do you camouflage your clothes and LBE?**

Clothes, LBE and other weapons and equipment will have outlines altered by irregular patterns added to blend with the predominant color of the background in the area

☐ **After camouflaging your position what should you do?**

Inspect it from the enemy's viewpoint at least 35 meters forward

☐ **What do you do with tracks that lead into your position?**

Cover or brush them

☐ **Where should live foliage be gathered?**

As far as possible behind your position, so the enemy cannot see where it has been taken from.

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☐ **What are two types of cover?**

1. Natural
2. Man-made

☐ **What are some examples of Natural cover?**

- Logs
- Trees
- Stumps
- Ravines
- Hollows

☐ **What are some examples of Man-made cover?**

- Fighting positions
- Trenches
- Walls
- Rubble
- Craters

☐ **Give some examples of natural concealment?**

- Tree limbs
- Bushes
- Grass
- Shadows.

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Maintenance

☐ **What DA PAM covers The Army Maintenance Management System (TAMMS)?**
DA PAM 750-8

☐ **What DA PAM is the Guide for Motor Pool Operations?**
DA PAM 750-35

☐ **What Army Regulation covers the Army Materiel Maintenance Policy?**
AR 750-1

☐ **What DA PAM is the Leader's Unit Maintenance Handbook?**
DA PAM 750-1

☐ **What are the 4 levels of Maintenance?**
1. Unit
2. Direct support (DS)
3. General support (GS)
4. Depot

(DA PAM 750-1 Oct 2003 / 1-8 / PDF 8)

☐ **What does PMCS stand for?**
Preventative Maintenance Checks and Service
(AR 750-1 Jan 2006 / Glossary / PDF 188)

☐ **When is a PMCS required to be performed?**
Before, during and after the operation of a piece of equipment and also at weekly and monthly intervals

☐ **What is a TM?**
A Technical Manual, outlines the specific scope of repairs on equipment

☐ **What is a DD Form 314?**
Preventative Maintenance Schedule and Record
(DA PAM 750-1 Oct 2003 / 4-5 / PDF 21)

☐ **What forms are contained in the equipment record folder when the vehicle is dispatched?**
- DA Form 2404 or DA Form 5988 E- Equipment inspection and maintenance worksheet
- DA Form 2408-14 (only if something is deferred or on order for the equipment)
- SF 91- Operator's report of motor vehicle accident
- DD Form 518- Accident ID card
- DA Form 5987 E or DD Form 1970- Vehicle utilization record

(DA PAM 750-8 Aug 2005 / 2-1 / PDF 21)

☐ **Who is required to perform a PMCS?**
Every operator who is assigned a piece of equipment

☐ **What does TAMMS stand for?**
The Army Maintenance Management System

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☐ **A thorough vehicle dispatch process is necessary as part of a quality maintenance program, to ensure equipment is operationally ready before being dispatched and to establish an audit trail on operators and equipment. Every leader should follow and check the dispatch procedures. The dispatch process is evaluated by getting answers what questions?**

1. Is the dispatcher appointed on orders per DA Pam 738–750?
2. Is an operator assigned to each vehicle and piece of equipment?
3. Is the equipment mission capable in accordance with the appropriate TM –10 series manuals?
4. Is a service or AOAP sample due on the equipment?
5. Does the dispatcher inspect the operator's OF 346? ULLS performs the above checks automatically.
6. Is the equipment suitable for the mission for whom it is dispatched?
   (DA PAM 750-1 Oct 2003 / 4-3 / PDF 18)

☐ **Historical records are permanent records that show the receipt, operation, maintenance, modification, transfer, and disposal of equipment. These records assist commanders in maintaining equipment at the Army Maintenance Standard and achieving mission assigned operationally ready rates. Some of the most frequently used historical records?**

- DA Form 2408–4 (Weapon Record Data).
- DA Form 2408–5 (Equipment Modification Record).
- DA Form 2408–9 (Equipment Control Record).
- DA Form 2408–14 (Uncorrected Fault Record).
- DA Form 2408–20 (Oil Analysis Log).
- DA Form 2415 (Ammunition Condition Report).
  (DA PAM 750-1 Oct 2003 / 4-3 / PDF 19)

☐ **What DA Form do you use to Request for Issue or Turn-in?**

DA Form 2765
(DA PAM 750-1 Oct 2003 / Glossary / PDF 34)

☐ **What is the DA Form 2407 used for?**

To request support maintenance on a piece of equipment
(DA PAM 750-1 Oct 2003 / 3-1 / PDF 13)

☐ **What type of manual is used to perform operator level PMCS?**

The operator's manual (10 series)

☐ **Before a vehicle can be dispatched, what safety equipment must be present?**

Fire extinguishers (up to date inspection tags), complete first aid kit and highway warning kit

☐ **What is a class 1 leak?**

Seepage of fluid not great enough to form drops

☐ **What is a class 2 leak?**

Seepage of fluid great enough to form drops, but not great enough to cause the drops to fall during inspection

☐ **What is a class 3 leak?**

Seepage of fluid great enough to form drops and drip during inspection

☐ **What does PLL mean?**

Prescribed Load List
(DA PAM 750-1 Oct 2003 / 4-4 / PDF 19)

☐ **How many days does a basic PLL sustain a unit?**

15 days
(DA PAM 750-1 Oct 2003 / 4-4 / PDF 19)

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☐ **What does the Acronym MAIT stand for?**

Maintenance Assistance and Instruction Team
(DA PAM 750-1 Oct 2003 / Glossary / PDF 36)

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Communications

☐ **What does SOI stand for?**
Signal Operation Instructions
(FM 24-18 Sept 1987 / 5-1 / PDF 110)

☐ **What does the SOI provide?**
- The organization of stations into nets
- Assigns call signs
- Designates Net Control Stations (NCS)
- Assigns frequencies
- Changes to alternate frequencies
- Security Procedures to be used by Radio Operators

(FM 24-18 Sept 1987 / 5-2 / PDF 110)

☐ **What Field Manual covers Tactical Single-Channel Radio Communications Techniques?**
FM 24-18

☐ **What percent of slack should you allow when laying WD1 wire?**
20 percent

☐ **Which means of communication is least secure?**
Radio

☐ **What are five methods of communication?**
1. Radio
2. Sound
3. Visual
4. Messenger
5. Wire

☐ **Which means of communication is most secure?**
Messenger

☐ **What is COMSEC?**
COMmunications SECurity
(FM 6-02.45 Apr 2004 / 1-23 / PDF 13)

☐ **What is OPSEC?**
OPerations SECurity
(FM 6-02.45 Apr 2004 / Glossary / PDF 251)

☐ **List 5 factors that affect the range of radio equipment?**
- Weather
- Terrain
- Antenna
- Power
- Location

☐ **What does NCS stand for?**
Net Control Station
(FM 24-18 Sept 1987 / 5-2 / PDF 110)

☐ **What does MIJI stand for?**
Meaconing, Intrusion, Jamming and Interference
(FM 24-18 Sept 1987 / 6-6 / PDF 133)

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☐ **What is the range of a TA-1 field phone?**
Approximately 3.7 miles using field wire
(FM 24-24 Dec 1994 / Section 1 / PDF 11)

☐ **How many volts are in a TA-1 field phone when squeezed?**
100 volts

☐ **What is the maximum effective distance of a TA-312 field phone in wet and dry climates?**
- Wet - 14 miles
- Dry -22 miles
(FM 24-24 Dec 1994 / 1 / PDF 15)

☐ **What does CB, LB, and CBS stand for on a TA-312 field phone?**
- CB-common battery
- LB-local battery
- CBS- common battery signaling

☐ **BA30 batteries should be installed how, in a TA-312 field phone?**
1 up 1 down

☐ **What is WD-1?**
Communications field wire

☐ **What does the "W" and "D" stand for in "WD-1" Wire?**
Wire Drum

☐ **How deep should you dig when laying WD1 wire under hard-packed dirt roads?**
6 to 12 inches

☐ **How deep should you dig WD1 wire in loose or sandy soil?**
At least 3 feet

☐ **How much WD1 wire is on a donut roll (MX306)?**
1/2 mile

☐ **How much WD1 wire is on a DR8 reel?**
1/4 mile

☐ **How far beyond each side of the road should wire be buried?**
At least 2 ft

☐ **WD1 wire must be how high above a road crossing?**
At least 18 ft

☐ **How much tape should you use when taping a splice?**
At least 4 inches

☐ **What device is used to enter FH (Frequency Hop) Data info into the SINCGARS?**
A MX-10579 ECCM Fill Device
(FM 24-18 June 1995 / 11-43 / PDF 150)

☐ **What do the letters AN and PRC stand for?**
Army/Navy and Portable Radio Communicator

☐ **What is an AN/PRC-68?**
A type of Squad radio small unit transceiver

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☐ **What is the first thing you do before sending a radio message?**
Listen to see if the Net is clear

☐ **What does SINCGARS stand for?**
SINgle Channel Ground/Airborne Radio System

☐ **How much does the AN/PRC 77 weigh?**
About 25 lbs

☐ **What is the approximate range of the AN/PRC 77?**
5 to 8 KM

☐ **How many channels does the AN/PRC 77 have?**
920

☐ **What type of knot do you use when repairing WD1 wire?**
A square knot

☐ **Most infantry radios are _____ Modulated?**
FM

☐ **What does EPLRS Stand for?**
Enhanced Position Location Reporting System
(FM 11-41 Dec 1991 / 3-3 / PDF 27)

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Supply Economy

☐ **What is "Supply Economy"?**
Stopping haste, waste, and abuse of supplies, use only what is necessary

☐ **Who is responsible for Supply Economy?**
All individuals who deal with Army supplies

☐ **What is a Report of Survey?**
A document/investigation for recording the circumstances concerning the loss, damage, or destruction of Army property

☐ **If you lose or damage a piece of equipment and are required to pay for it, what is the action taken?**
Statement of Charges

☐ **What are Expendable Supplies?**
Supplies that are expended in one use i.e. (paint, paper, fuel, etc.)

☐ **What is the purpose of the Army Clothing Allowance?**
To replace initial issue items that become unserviceable

☐ **How long must a soldier be in the Army to receive a clothing allowance?**
At least 6 months

☐ **When does a soldier receive clothing allowance?**
On the anniversary month he/she entered the Army every year

☐ **What is a Gratuitous Issue?**
Replacement of clothing items that are lost, damaged, destroyed, or otherwise rendered useless due to no fault of the individual and at no cost

☐ **When initiating a "Report of Survey", what is the time constraint?**
within 15 calendar days after the discovery of the discrepancy

☐ **What publication addresses the proper fit of Army uniforms and footwear?**
TM 10-227 (Fitting of Army Uniforms and Footwear, 30 Dec 2000)

☐ **When you sign a hand receipt, what does your signature establish?**
Direct responsibility of the equipment

☐ **Before signing a hand receipt what should you do?**
Inspect the equipment for accountability and serviceability

☐ **How many classes of supplies are there?**
10

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☐ **What are some of the classes?**

Class I= Rations
Class II= Clothing and Equipment
Class III= Fuels and Lubricants
Class IV= Fortification Material
Class V= Ammunition and explosives
Class VI= Personal Items
Class VII= Major End Items
Class VIII= Medical Supplies, Minimal Amounts
Class IX= Repair Parts
Class X= Miscellaneous Supplies

☐ **What is the form number for a permanent Hand-Receipt?**

DA Form 2062

☐ **How many days does it take to initiate a report of survey?**

5 days

☐ **Name four ways you can be relieved from accountability of property?**

Report of Survey, Statement of Charges, Cash collection voucher, Turn-In

☐ **What is a DA Form 4697?**

Report of Survey

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Appendix A: Chain Of Command

For a current list of Army Leadership, visit: http://www.army.mil/leaders/

☐ **- Commander-In-Chief** _____

☐ **- Secretary of Defense** _____

☐ **- Secretary of the Army** _____

☐ **- Chairman, Joint Chiefs Of Staff** _____

☐ **- Army Chief Of Staff** _____

☐ **- Theatre Commander** _____

☐ **- Corps Commander** _____

☐ **- Division Commander** _____

☐ **- Brigade Commander** _____

☐ **- Battalion Commander** _____

☐ **- Company / Troop Commander** _____

☐ **- Platoon Leader** _____

☐ **- Section / Squad / Team Leader** _____

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Appendix B: NCO Support Channel

☐ **- Sergeant Major of the Army** _____

☐ **- Theatre CSM** _____

☐ **- Corps CSM** _____

☐ **- Division CSM** _____

☐ **- Brigade CSM** _____

☐ **- Battalion CSM** _____

☐ **- Company 1SG** _____

☐ **- Platoon Sergeant** _____

☐ **- Section / Squad / Team Leader** _____

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Appendix C: Army History Timeline

Date	Event
1775-1783	The Revolutionary War
1775 May 10	The Battle of Fort Ticonderoga (The action for which the Army was awarded it's first battle streamer)
1775 Jun 14	The infantry branch was established in the U.S. Army. The U.S. Army was created by the Second Continental Congress. Six Companies of expert riflemen formed in Pennsylvania, Two in Maryland and Two in Virginia
1775 Jul 03	George Washington became the first Commander in Chief of the Continental Army
1776 Jul 04	The Declaration of Independence was established
1778	During the winter the Army received it's first real training by a former Prussian Officer named Baron Friedrich Von Steuben at Valley Forge
1787	The Constitution of the United States was written (Ratified in 1789)
1812-1815	The war of 1812
1861-1865	The Civil War
1862 Jul 12	The Medal of Honor was established by a Congressional Act
1898	The United States emerged as a world power with the outbreak of the Spanish American War
1903 Aug 16	The first Chief of Staff of the Army took office
1908	LT. Edmund L. Gruber composed the "Caisson Song" which was later to be known as "the Army goes rolling along". It was dedicated on Veterans day of 1956 by the Secretary of the Army.
1926	Congress changed the name of the Air Service to the Army Air Corp
1931 Mar 03	"The Star Spangled Banner" officially became the National Anthem by law (title 36, U.S. Code 170)
1941 Dec 07	The Japanese attacked Pearl Harbor
1944 Jun 06	D-Day, France was liberated when the U.S. and it's Allies stormed Normandy Beach (the password used was "Mickey Mouse") The official name of the operation was "Operation Overlord"
1945 May 12	VE-Day, Germany surrendered
1945 Aug 06	The 1st atomic bomb was dropped on Hiroshima, Japan (dropped by a plane named the Enola Gay)
1945 Aug 09	The 2nd atomic bomb was dropped on Nagasaki, Japan
1947	The Department of the Army was established by the National Security Act of 1947. It was previously known as the War Department.
1947 Sep	The Air Force separated from the Army
1949 Aug 10	Department of Defense was created
1950 May	The Uniform Code of Military Justice was enacted
1955 Aug 17	President Eisenhower signed the Code of Conduct
1956 Jun 14	The Army flag was dedicated. Also the 181st Anniversary of the U.S. Army
1956 Nov 11	The army song "The Army Goes Rolling Along" was dedicated by the Secretary of the Army. It was not officially announced until Dec 12, 1957. Originally known as the "Caisson Song", it was composed by LT. Edmund L. Gruber in 1908
1957 Dec 12	The army officially announced "The Army goes rolling along" was the Official U.S. Army song. The song originally written by LT. Edmund L. Gruber in 1908 was originally known as the "Caisson Song" and was dedicated in 1956 by the Secretary of the Army.

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1959	The draft was extended until this year due to the outbreak of the Korean war
1966 Jul 04	The position of Sergeant Major of the Army was established
1968	The Tet Offensive, the full scale assault on all major South Vietnamese cities by the enemy
1968	The American spy ship "USS Pueblo" was captured by the North Korean Forces
1973	The majority of American troops pulled out of Vietnam
1983 Oct 25	The Grenada Operation commenced
1989	Operation Just Cause - In December 1989, U.S. Army forces supported by the U.S. Air Force and U.S. Navy, participated in Operation Just Cause - the invasion of Panama. Ground forces, consisting of combat elements of the XVIII Airborne Corps, the 82nd Airborne Division, the 7th Infantry Division, the 75th Ranger Regiment, a Joint Special Operations Task Force and U.S. Marines, executed a night assault into Panama
1991 Jan	Marlin Fitzwater announces, "The liberation of Kuwait has begun..." The air war started Jan 17 at 2:38 a.m. (local time) or January 16 at 6:38PM EST due to an 8-hour time difference, with an Apache helicopter attack. US warplanes attack Baghdad, Kuwait and other military targets in Iraq.
1992 Feb 1	US and Russia sign a treaty officially ending the Cold War
2001 Sept 11	Attacks Begin on United States Targets. Also known as 9-11
2001 Sept 14	Operation Noble Eagle Begins
2001 Oct 07	Operation Enduring Freedom Begins
2002 Jan 06	Joint Task Force Guantanamo Begins
2003 Mar 20	Operation Iraqi Freedom Begins
2003 Dec 13	Saddam Hussein is captured
2006 June 07	Abu Musab al-Zarqawi is killed

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Appendix D: Code of Conduct

I- I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

II- I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.

III- If I am captured I will continue to resist by all means available. I will make every effort to escape and to aid others to escape. I will accept neither parole nor special favors from the enemy.

IV- 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.

V- 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.

VI- I will never forget that I am an American, fighting for freedom, 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.

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Appendix E: General Orders

1- I will guard everything within the limits of my post and quit my post only when properly relieved.

2- I will obey my special orders and perform all my duties in a military manner.

3- I will report violations of my special orders, emergencies, and any thing not covered in my instructions to the commander of the relief.

General Orders Explained:

General Order Number 1 gives you responsibility for everything that occurs within the limits of your post while you are on duty. You must investigate immediately any unusual or suspicious occurrence on or near your post, provided you do not have to leave your post to do so. You must apprehend all suspicious persons, using only necessary force to overcome resistance. If you should require relief for any purpose, you must contact the commander of the relief for instructions.

General Order Number 2 also requires you to perform your duties in a military manner, to be courteous to all, and to speak to no one, except in the line of duty. You must maintain an erect and soldierly bearing, carrying your weapon as instructed by the commanding officer or commander of the guard. You must salute individuals according to Army regulations. The special orders will tell you whether and when to challenge.

General Order Number 3 requires you to report all special order violations and emergencies. In case of a fire on or near your post, you should call, "Fire, post number _____." You should alert the occupants if the fire is in an occupied building, and should give the alarm or make sure one is given. If possible, extinguish the fire. Help direct fire-fighting apparatus to the fire. If a disturbance occurs that requires assistance, call, "The guard, post number _____." If the danger is great, fire your weapon into the air three times in rapid succession.

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Appendix F: NCO Creed / Charge to the NCO

Creed of the Noncommissioned Officer

No one is more professional than I. I am a Noncommissioned Officer, a leader of soldiers. As a Noncommissioned Officer, I realize that I am a member of a time honored corps, which is known as "The Backbone of the Army."

I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the Military Service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

Competence is my watch-word. My two basic responsibilities will always be uppermost in my mind--accomplishment of my mission and the welfare of my soldiers. I will strive to remain tactically and technically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All soldiers are entitled to outstanding leadership; I will provide that leadership. I know my soldiers and I will always place their needs above my own. I will communicate consistently with my soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my soldiers. I will be loyal to those with whom I serve; seniors, peers and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders!

Charge to the Noncommissioned Officer

I will discharge carefully and diligently the duties of the grade to which I have been promoted and uphold the traditions and standards of the Army.
I understand that Soldiers of lesser rank are required to obey my lawful orders. Accordingly, I accept responsibility for their actions. As a Noncommissioned Officer, I accept the charge to observe and follow the orders and directions given by supervisors acting according to the laws, articles and rules governing the discipline of the Army, I will correct conditions detrimental to the readiness of therof. In so doing, I will fulfill my greatest obligation as a leader and thereby confirm my status as a noncommissioned officer.

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Appendix G: The Soldiers Creed

I am an American Soldier.

I am a Warrior and a member of a team. I serve the people of the United States and live the Army Values.

- I will always place the mission first.
- I will never accept defeat.
- I will never quit.
- I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills. I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

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

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

I am an American Soldier

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Appendix H: The Army Song

"The Army Goes Rolling Along"

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

Verse: First to fight for the right,
And to build the Nation's might,
And The Army Goes Rolling Along
Proud of all we have done,
Fighting till the battle's won,
And the Army Goes Rolling Along.

Refrain: Then it's Hi! Hi! Hey!
The Army's on its way.
Count off the cadence loud and strong (TWO! THREE!)
For where e'er we go,
You will always know
That The Army Goes Rolling Along.

Verse: Valley Forge, Custer's ranks,
San Juan Hill and Patton's tanks,
And the Army went rolling along
Minute men, from the start,
Always fighting from the heart,
And the Army keeps rolling along.
(refrain)

Verse: Men in rags, men who froze,
Still that Army met its foes,
And the Army went rolling along.
Faith in God, then we're right,
And we'll fight with all our might,
As the Army keeps rolling along.
(refrain)

About the Army Song:

The song was originally written by field artillery First Lieutenant [later Brigadier General] Edmund L. Gruber, while stationed in the Philippines in 1908 as the "Caisson Song." The original lyrics reflect routine activities in a horse-drawn field artillery battery. The song was transformed into a march by John Philip Sousa in 1917 and renamed "The Field Artillery Song."

It was adopted in 1952 as the official song of the Army and retitled, "The Army Goes Rolling Along." The current lyrics tell the story of our past, our present, and our future.

The "Army Goes Rolling Along" is played at the conclusion of every U.S. Army ceremony and all soldiers are expected to stand and sing.

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Appendix I: Board Prep Guide

Prepared by: MSG Randall High, U.S. Army (ret)

Introduction
If you are scheduled to appear before a Soldier/NCO board or a promotion board, you should know that the competition will be intense. The good news is that, since you have been selected you are considered to be one of the best soldiers in your troop or company. Regardless of which type of board you are going to attend, this guide will help you arrange your preparation.

1. **REVIEW YOUR RECORDS**
   You should schedule a records review at least 21 days prior to your board appearance. Your Official Military Personnel File (OMPF) is available to you online if you have an Army Knowledge Online (AKO) account. The items you will need to check are: correspondence course completion documentation, military and civilian course/school certification, awards, duty positions, assignments, time in service, time in grade, letters, etc. It's a good idea to maintain a paper copy of your personal records. Bring this documentation to the record review. At the records review examine your DA Forms 2A and 2-1, Military Personnel Records Jacket (MPRJ), to ensure your information is correct and/or updated.

   Note for sergeants seeking promotion to staff sergeant; Sergeants should understand promotion board members are generally instructed to pay close attention to special and additional duty assignments. Boards are also tasked to consider evidence of a sergeant's initiative and performance in leadership positions and/or in jobs with increasing levels of responsibility. The NCOER is the primary document the board will use to determine leadership potential. Sergeants should always pay close attention to their NCOER and other documentation to ensure their duty performance is properly recorded. Remember board members are looking for NCOs who can lead effectively, not simply meet requirements.

2. **STUDY AND PREPARATION**
   1. Obtain a study guide. The purpose of a study guide is to make you aware of the type of questions that board members may ask and to put the material in a "user friendly" format for study. The questions in any study guide should not be considered to be the only questions a board will ask. Some units provide a basic study guide for their soldiers. Study guides can also be purchased at the PX. One excellent study resource is the U.S Army Board Study Guide (www.armystudyguide.com). This is a free and very comprehensive online study guide.
   2. Seek counsel; other soldiers in your unit who have previously been to "the board" can provide you with a wealth of valuable information. They will be able to tell you about the process, the types of questions asked and their views on what the board members are looking for. Additionally, they can participate in a mock board to help you prepare yourself (see mock boards). Knowing what to expect can help to ease your nerves and prevent you from being surprised by unexpected questions and situations.
   3. Know your unit's history, meaning of the unit crest and the unit's current mission.
   4. If being considered for promotion, know the MOS and skill level that you are being recommended for. Be familiar with the Soldier's Manual and be proficient in the duties required of that skill level.
   5. Be prepared to express yourself on current events (world and national and local level). Pay close attention to news programs and read the daily newspaper at least a week prior to, and up to the date of the board.

3. **UNIFORM**
   1. Ensure your uniform is in accordance with AR 670-1(AR 670-1 and most common Army Regulations can be found on line). Check the fit and location of sewn-on items to ensure

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that they are in compliance. Common uniform deficiencies are: poorly placed or frayed rank insignia and unit patch, sleeves or pant legs that are too long or short, or a coat that is too tight. Once uniform deficiencies are identified, send your uniform in for alterations and cleaning as soon as possible. If you are planning on attending future Soldier/NCO boards it could be worthwhile to purchase a polyester class A uniform. This uniform presents an outstanding appearance and will set you apart from your peers.

2. Awards and decorations: Set up your uniform in accordance with AR 670-1. Use a ruler to check placement of awards and decorations. All authorized awards and decorations should be clean, and be properly positioned on the uniform. Brass must be of the authorized type, highly shined, and correctly positioned. The name tag must be in accordance with the regulation and properly positioned on the uniform. Check that the unit crests are clean and properly positioned. If any items are scratched, faded, worn, discolored or dirty, replace them. Remove loose threads. Double-check the precedence for your awards. You may want to ask your supervisor or platoon sergeant to inspect your uniform. Once you are sure everything is correct, place it in a garment bag or cover until you are ready to put it on for the board.
3. Class A shirt and tie: Check to ensure that your shirt collar is clean and fits properly. A common mistake is to wear a shirt that is too tight or too loose in the neck. To determine the proper collar size; measure around your neck just above your collar bone, leaving 1 to 2 fingers between the tape and your neck, and round up to the nearest 1/2 inch. Ensure your tie is clean and pressed (a clip-on tie is not recommended).
4. Footgear: must be in good repair and highly shined to include the edge of shoes and soles painted with sole dressing. Also, ensure shoes are properly laced, not cracked, and heels are not worn down.
5. ID and head gear: Make sure you have your military ID card and that your ID tags are on a double chain and are around your neck. Check that the head gear is clean and the unit crest is properly positioned.
6. Grooming: Prior to the board, get a fresh haircut and ensure sideburns and mustache are properly trimmed and in accordance with current Army policy. Ensure all jewelry is in accordance with current Army policy as well. It is advisable to limit jewelry to a wristwatch (and wedding band if married).

4. **ORAL EXPRESSION, CONVERSATION SKILLS, and BOARD INTERACTION**
    1. During a board appearance your ability to articulate your knowledge and opinions is a combination of good preparation and your vocabulary. Board members will prefer an individual who is comfortable within their own vocabulary level over a soldier who is always searching for word at the level above. Bottom line, speak normally and don't try to use unfamiliar words to depict your thoughts and answers to questions.
    2. Opening Statement; the truth about board interviewing is that it is weighed heavily toward first impressions; therefore the opening statement is very important. Most boards require or will entertain an opening statement.
    3. An opening statement will take some time to put together and should include positions held, jobs performed, military and civilian education, duty stations, significant accomplishments, and future goals. The opening statement should be written and organized into three parts as follows:
        1. Part one is a summary of your career to date (one to two sentences). In other words, your career needs to be condensed into a couple of concise sentences that encapsulates the most important aspects of your career. You may start with where you entered the service, and continue to your current assignment (dates are not important). For example; “Sergeant Major, I have an opening statement” …“I enlisted in the Army in Fort Worth, Texas, attended 19K OSUT at Fort Knox, Kentucky , I am currently assigned to A Company 1/63 Armor.”
        2. Part two should be a summary of your accomplishment(s) (one to three sentences). These should be things that you are proud of and that you feel will also capture the attention of the board members. The accomplishment(s) you chose should be easily explained, and clearly highlight the achievement. When stated correctly board members will want to inquire further, thus giving you an

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opportunity to further discuss your significant achievements. For example; "During OSUT, I served as the Platoon Guide of the honor platoon. I was selected as an Excellence in Armor soldier……..."

3. Part three is a summary of what you plan to do next in your career (one to three sentences). The third part may be more difficult to develop because an Army career typically spans a period of twenty plus years. This part needs to specifically address what you want to do next as well as briefly mention the highpoints of what you would like to achieve over the out years of your career. For example: "My short-term goals are to; achieve the promotion to Sergeant, and graduate PLDC with honors. My intermediate goals are to obtain a Bachelor's Degree in American History, Promotion to Staff Sgt, and attend and graduate the Master Gunner Course. My long-term goal is to retire from the Army as a Command Sergeant Major."
4. After you have the opening statement written in a draft form, ask your supervisor to review it for content and to suggest possible revisions.
5. Once you have the opening statement completed, practice reciting the statement until you are comfortable with it. Also, think about how you would expand on each point if asked to do so. When giving your opening statement to the board, remember to address the president of the board first, and at least once, look directly at all board members during your statement. If you adequately practice the opening statement it should help you feel relaxed and comfortable with the board process, and get you off to a good start.

4. Inappropriate Language: Make sure your grammar is professional and "watch your mouth". Many soldiers get in a stressful situation and can only express themselves with the use of profanity. Needless to say, this will not make a good impression during your board appearance. If you have this problem, you need to know that you can limit or even eliminate profanity from your conversations. One way you can do this is to ask peers and family members to remind you when you say a profane word. Once you become aware of the habit you can effectively change it. It will take an average of 30 days to completely get rid of profanity from your speech.

5. **STANDARD PROCEDURES FOR APPEARING BEFORE THE BOARD AND INTERACTING WITH BOARD MEMBERS**
   1. Reporting to the Board: Knock loudly on the door of the board room and enter when told to do so. Approach the president of the board using proper facing movements and position yourself in front of the president of the board. Halt at attention, render a hand salute, and report to the president of the board. Example: "Sir,/Ma'am" or "Sergeant Major, Specialist (Smith) reports". Hold your salute until the president returns it.
   2. If asked to be seated, look over your shoulder, step to the rear with your left foot, and be seated. While seated, sit straight with both feet flat on the floor and approximately one foot apart. Place your hands comfortably on your thighs.
   3. Opening statement: When you begin your opening statement address the president of the board, looking directly at him. At some point during the statement remember to also look directly at all board members.
   4. Begin all statements to the board members by rank ("Sergeant Major," "First Sergeant," "Sergeant," or with whatever salutation is appropriate). Direct your answer to the person asking the question, maintaining eye-to-eye contact at all times. Speak loudly enough so that all board members will hear you. If you feel your voice start to waiver because of nervousness, take a breath and raise your voice slightly this will usually help to steady it.
   5. Answering board member's questions.
      1. When answering questions; Use a natural tone and don't deviate from your normal speaking rate. Don't mumble or begin your reply with "uh", "well", "I think", or "I believe". This indicates indecisiveness. Whatever you do, don't continually reach for unfamiliar words to perfectly portray your thoughts and answers to questions.
      2. It is helpful and impressive to repeat the question as part of your answer. For example, "Sergeant, the five colors of a topographical map are..." If you answer a

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question and the board member asks you “are you sure?” he or she is probably trying to see if you are indecisive and will change your answer. The best thing to do is to pause and think for a second, and then give your reply. If you think you have actually given the wrong answer, simply restate the members rank and reply with the corrected answer. Conversely, if you are confident in your original answer, state the members rank and “yes”. Also, if a member responses to your answer with a follow-up probing question like “what do you mean?” or “can you explain that in depth?” they are just trying to see if you really know something about the subject or if you have just memorized answers from a study guide.

3. More that likely there will be some questions you will not know the answer to. Remember, if you don’t know the answer say so! Example: “Sergeant, I do not know the answer to that question” or “Sergeant, I don’t know the answer to that question, but I know the answer can be found in (give the appropriate AR, FM, TM etc.).” Also, never say "I'm sorry" when you find yourself unable to answer a question. Sometimes you may be unable to answer a particular question simply because you have never been in such a situation, if so say so. Of course if you don’t understand the question, you can ask the board member to please repeat or rephrase it.
4. When asked your opinion, be sure you respond with your opinion (not what you think they want to hear). Board members do not penalize you for an opinion they do not agree with. They only want to evaluate your knowledge, and ability to intelligently present an opinion.

6. Departing the Board: Come to attention in front of the board president (if seated, stand and take a half step forward first). Render a hand salute to the president of the board and hold your salute until it has been returned. Leave the room using proper facing movements and close the door unless directed otherwise.

6. **MOCK BOARDS (practice boards)**
   1. Mock boards are a tremendously efficient way closely replicate the actual board experience, and therefore push your confidence up to the next level. Mock boards are used to help you work through your anxiety and become more confident and comfortable in the dialogue.
   2. Mock board composition. Members of a mock board can be members of your platoon, and/or other personnel from your unit that have experience in this area. They will role play and ask the kinds of questions you can expect to encounter on the board. During the mock board you will respond to the questions as if it is an actual board appearance.
   3. After you have completed the mock board, the members should offer you feedback on how you performed. Members should critique your body language, overall image, as well as your answer content. Their feedback should provide you with an objective measure of your level of discussion performance. For example, maybe you are not making enough eye contact or you tap your foot when you answer the questions. After you become more confident, most of your nervous gestures begin to disappear. It is a good idea to do at least one session in the uniform you will wear on the day of the actual board. That way the mock board members can also provide you with a full critique of your overall appearance.
   4. Mock boards should be conducted in accordance with the standard procedures outlined in the following steps:
      1. Convene a Mock board consisting of at least three voting members and one nonvoting member (the recorder). The President of the Board is the senior member (role play an officer or senior enlisted). For mock promotion boards, all members of the board must role play at least one grade senior to those being considered for promotion (For example, for an E-5 promotion board, all of the members must role play an E-6 or above).
      2. Each mock board member will be assigned at least one subject area. Members will ask a series of questions pertaining to that area. Questions can be obtained from: study guides, TMs, FMs, Soldier’s Manuals, Army Regulations and/or from

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the U.S Army Board Study Guide (www.armystudyguide.com):

Board evaluation subject areas:
* Personal appearance
* Oral Expression and conversation skills
* Knowledge of world and local affairs and current events
* Awareness of military programs
* Overall soldier knowledge (MOS Soldier's Manual, basic soldier knowledge, etc.)
* Soldier's attitude

3. Members will take notes and subsequently provide constructive feed back to the board interviewee.

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Appendix J: Army Study Guide References

Listed below is some of the reference material which was used to help prepare this Study Guide. You should always reference the Army Regulations, Field Manuals and other sources when possible to gain a wider knowledge of the subject areas covered in this study guide and those that may be asked during your board. You can find many of the pubs commonly used to help prepare for boards by visiting http://armystudyguide.com.

Army Programs: ▼

ASAP:
🗋 AR 600-85 – Army Substance Abuse Program

ACS:
🗋 AR 608-1 – Army Community Service Center

ACES:
🗋 AR 621-5 – Army Continuing Education System
🗋 AR 621-5 – Army Learning Centers

AER:
🗋 AR 930-4 – Army Emergency Relief

AFAP:
🗋 AR 608-47 – Army Family Action Plan Program

EO:
🗋 AR 600-20 – Army Command Policy

Army Red Cross:
🗋 AR 930-5 – American National Red Cross Service Program and Army Utilization

Army Retention Program:
🗋 AR 601-280 – Army Retention Program

Army Safety Program:
🗋 AR 385-10 – The Army Safety Program

Sponsorship:
🗋 AR 600-8-8 – The Total Army Sponsorship Program

CHAMPUS:
🗋

NCODP:
🗋 AR 350-1 – Army Training and Leader Development

Weight Control: ▼

🗋 AR 600-9 – The Army Weight Control Program

Physical Fitness Training: ▼

🗋 FM 21-20 – Physical Fitness Training
🗋 AR 350-1 – Army Training and Leader Development

Weapons: ▼

M136 AT4:
🗋 FM 3-23.25 – Shoulder Launched Munitions

M16/A2 and M4 Rifle
🗋 FM 3-22.9 – Rifle Marksmanship M16A1, M16A2/A3, M16A4, and M4 Carbine

M18A1
🗋 FM 23-23 – Antipersonnel Mine, M18A1 and M18 (Claymore)

M2:
🗋 FM 3-22.65 – Browning Machine Gun, Caliber .50 HB, M2

M203:
🗋 FM 3-22.31 – 40-mm Grenade Launcher, M203

M240B:
🗋 FM 3-22.68 – Crew-Served Machine Guns, 5.56-MM and 7.62-MM; M249, 5.56-MM Machine Gun; M60, 7.62-MM Machine Gun; M240B, 7.62-MM Machine Gun

M249:
🗋 FM 3-22.68 – Crew-Served Machine Guns, 5.56-MM and 7.62-MM; M249, 5.56-MM Machine Gun; M60, 7.62-MM Machine Gun; M240B, 7.62-MM Machine Gun

M60:
🗋 FM 3-22.68 – Crew-Served Machine Guns, 5.56-MM and 7.62-MM; M249, 5.56-MM Machine Gun; M60, 7.62-MM Machine Gun; M240B, 7.62-MM Machine Gun

M72:
🗋 FM 3-23.25 – Shoulder Launched Munitions

M9 and M11 Pistols:
🗋 FM 3-23.35 – Combat Training with Pistols M9 and M11

MK19:
🗋 FM3-22.27 – MK-19, 40 mm, Grenade Machine Gun Mod 3

Grenades:
🗋 FM 3-23.30 – Grenades and Pyrotechnic Signals

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Uniforms: ▼

- AR 670-1 – Wear and Appearance of Army Uniforms and Insignia
- AR 600-8-22 – Military Awards

Awards and Decorations: ▼

- AR 600-8-22 – Military Awards
- AR 670-1 – Wear and Appearance of Army Uniforms and Insignia

Chain of Command: ▼

- AR 600-20 – Army Command Policy

Counseling: ▼

- FM 22-100 Army Leadership

Leadership: ▼

- FM 22-100 – Army Leadership

NCO Duties: ▼

- FM 7-22.7 – The Army Noncommissioned Officer Guide

NCOER: ▼

- AR 623-3 – Evaluation Reporting System
- DA PAM 623-3 – Evaluation Reporting System

Enlisted Promotions and Reductions: ▼

- AR 600-8-19 – Enlisted Promotions and Reductions

Leaves and Passes: ▼

- AR 600-8-10 – Leaves and Passes

Military Justice: ▼

- AR 27-10 – Military Justice
- FM 27-10 – The Law Of Land Warfare

Code of Conduct: ▼

- AR 350-30 – Code of Conduct / Survival, Evasion, Resistance and Escape (SERE) Training

Geneva Convention: ▼

- DA PAM 27-1 – Treatise Governing Land Warfare

Guard Duty: ▼

- FM 22-6 – Guard Duty

Customs and Courtesies: ▼

- AR 600-25 – Salutes, Honors and Visits of Courtesy
- FM 3-21.5 – Drill and Ceremonies

Drill and Ceremony: ▼

- FM 3-21.5 – Drill and Ceremonies

Flags: ▼

- AR 600-25 – Salutes, Honors and Visits of Courtesy
- AR 840-10 – Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates
- FM 3-21.5 – Drill and Ceremonies

Battle Focused Training: ▼

- FM 7-1 – Battle Focused Training

Training the Force: ▼

- FM 7-0 – Training The Force

Map Reading / Land Navigation: ▼

- FM 3-25.26 – Map Reading and Land Navigation
- FM 1-02 – Operational Terms and Graphics

First Aid: ▼

- FM 4-25.11 – First Aid

C.B.R.N.: ▼

- FM 3-11 – Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical Defense Operations
- FM 3-11.4 – Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection
- FM 3-11.5 – Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological and Nuclear Decontamination.
- FM 3-7 – NBC Field Handbook

Unit Field Sanititation: ▼

- FM 4-25.12 – Unit Field Sanitation Team
- FM 21-10 – Field Hygiene and Sanitation

Physical Security: ▼

- FM 3-19.30 – Physical Security

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🗋 AR 190-13 – The Army Physical Security Program

Security and Intelligence: ▼

🗋 AR 380-5 – Department of the Army Information Security Program

Survival: ▼

🗋 FM 3-05.70 - Survival

Camouflage and Concealment: ▼

🗋 FM 20-3 – Camouflage, Concealment and Decoys

Maintenance: ▼

🗋 DA PAM 750-8 – The Army Maintenance Management System (TAMMS) User Manual
🗋 DA PAM 750-35 – Guide for Motor Pool Operations
🗋 DA PAM 750-1 – Leader's Unit Maintenance Handbook
🗋 AR 750-1 – Army Materiel Maintenance Policy

Communications: ▼

🗋 FM 6-02.72 – Tactical Radios Multiservice Communications Procedures For Tactical Radios in a Joint Environment
🗋 FM 24-18 – Tacticle Single Channel Radio Communications Techniques

ArmyStudyGuide.com Q.A.D.: ▼

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Appendix K: Notes

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