# FORT LEE STANDARDS BOOK

**The Davis House (The oldest house on Fort Lee)**

**"READINESS IS OUR INDIVIDUAL RESPONSIBILITY"**

**COMBINED ARMS SUPPORT COMMAND**
**AND**
**SUSTAINMENT CENTER OF EXCELLENCE**
**FORT LEE, VIRGINIA**
1 JUNE 2016
**Change 1**

# FORT LEE STANDARDS QUICKVIEW

All military members have the enduring responsibility of ensuring the following are updated, at all times, to enhance readiness:

- Personnel administrative information (DD93s and SGLI)
- Exceptional Family Member Program
- Medical and Dental records
- Mandatory Training

All military members on Fort Lee will wear their appropriate service physical fitness uniform from the hours of 0500 to 0730 while participating in physical fitness training. Wearing military physical fitness uniform to off post establishments, other than for quick stop for gas, is prohibited.

All moving vehicles, except for emergency vehicles responding to an emergency, on Fort Lee will pull over to the right side and stop immediately upon the playing of Reveille (0600) and Retreat (1700).

Military members running in Petersburg battlefield during the hours of 0500 – 0730 must have a battle buddy for safety reasons.

All military members with walking profiles, when participating in physical fitness training and are using any designated run routes, will walk on the far right side of the road in a single file (one behind the other).

Initial Entry Training (IET) military members moving from location to location in a group of three or more will marched.

Hazing and bullying are prohibited on all occasions, to include off duty or "unofficial" celebrations, and unit functions on or off post.

All military and DOD supervisors are required to conduct, at a minimum, quarterly counseling for their subordinates for exceptional, as well as, substandard performance of duty.

Government Travel Credit Card (GTCC) is for official and routine TDY use **ONLY**. The GTCC is not for Permanent Change of Station (PCS) expenses, group travel, or personal reasons.

Smoking, dipping, and chewing of tobacco products are prohibited in the workplace (any government facility), military vehicles and during physical training.

Personnel who bring firearms onto the installation must registered their weapon(s)IAW Fort Lee Regulation 190-2, chapter 3.

Concealed weapons are unauthorized on Fort Lee unless the individual is a duly sworn Federal, State, or local law enforcement officer in the performance of his/her official duties.

Vehicles should not pass troop formations during the hours of darkness.

All military members will wear reflective belt/vest while conducting physical training including inside the gym. See para 3-80 for additional information.

Per Army Directive and CASCOM CG approval, conservative and discreet headphones are authorized. See para 3-84 for additional information.

Everyone must work diligently to promote a climate of dignity and respect for all.

# FORT LEE ORGANIZATIONS AND TENANT UNITS

## ORGANIZATIONS

Combined Arms Support Command
Ordnance School
Transportation School
Quartermaster School
Army Logistics University
Defense Commissary Agency
Defense Contract Management Agency
Defense Military Pay Office
Global Combat Support System - Army
Humanitarian Demining Training Center (HDTC)
Kenner Army Health Clinic
Military Entrance Processing Station
Network Enterprise Center
Software Engineering Center Lee

## MILITARY UNITS

HHC CASCOM
12th Military Police Detachment (CID)
217th Military Police Detachment
392nd Army Band
23rd Quartermaster Brigade
71st Student Transportation Battalion
244th Quartermaster Battalion
262nd Quartermaster Battalion
266th Quartermaster Battalion
Marine Corps Detachment
345th Air Force Training Squadron
59th Ordnance Brigade
832$^{nd}$ Ordnance Battalion
16$^{th}$ Ordnance Battalion
94th Division
508$^{th}$ Transportation Company
514$^{th}$ QM Company
111$^{th}$ QM Company

Fort Lee Standards Book
16 May 2016

CASCOM
Fort Lee, VA

# FORT LEE STANDARDS BOOK

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**DEPARTMENT OF THE ARMY**
**UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND**
**HEADQUARTERS AND HEADQUARTERS COMPANY**
**2221 ADAMS AVENUE**
**FORT LEE, VIRGINIA 23801-2102**

ATCL-CG 1 June 2016

MEMORANDUM FOR All Fort Lee Military Members, DOD Civilians and Contractors (Assigned and Visiting)

SUBJECT: The Fort Lee Standards

1. Welcome to Fort Lee, Virginia. You are joining units steeped in tradition and filled with proud, confident warfighters – many of whom have been proven in battle. Fort Lee is home to the Country's premier logistical and sustainment training headquarters. Our mission is to prepare our new logisticians to deploy by land, sea, or air to conduct mobile-armed offensive and defensive operations worldwide. As military members assigned to or visiting Fort Lee, we are committed to upholding the proud traditions of this command and the United States Armed Forces. This handbook identifies standards that apply to the way we conduct our professional and social lives, regardless of component or branch of service.

2. The Fort Lee Standards book applies to all military members (1) assigned to, attached to, or under the operational control of Fort Lee units – including Major Subordinate Commands, and (2) mobilizing and demobilizing units processing through Fort Lee. Military members will read, comprehend, and comply with the standards established in this handbook at all times. You have the responsibility to live up to the Armed Forces professionalism and disciplined heritage as a member of the Fort Lee Team.

NATHANIEL J. BARTEE SR.
Command Sergeant Major, USA
CASCOM and Fort Lee CSM

DARRELL K. WILLIAMS
Major General, U.S. Army
Commanding

## CASCOM Commanding General Vision & Mission

# Vision:

Enable Warfighting readiness by providing the finest institutional training and training products to support military members, Civilians and units in the operational force.

# Mission:

CASCOM trains, educates and grows adaptive sustainment professionals; develops and integrates innovative Army and Joint sustainment capabilities, concepts and doctrine to enable Unified Land Operations.

## Chapter 1

# Fort Lee Standards

## REFERENCES

1-1. The following references were used while creating this pamphlet however, future changes in Army policy and regulations will supersede unless otherwise notified.

- Joint Publication 1-02, *Department of Defense Dictionary of Military and Associated Terms*, 15 February 2016.
- Army Regulation (AR) 25-50, *Preparing and Managing Correspondence*, 17 May 2013.
- AR 190-5, *Motor Vehicle Traffic Supervision*, 22 May 2006.
- United States Army Training and Doctrine Command Regulation (TR) 350-6, *Enlisted Initial Entry Training Policies and Administration*, 18 December 2015.
- AR 360-1, *The Army Public Affairs Program*, 25 May 2011.
- AR 600-9, *Army Body Composition Program*, 28 June 2013.
- AR 600-20, *Army Command Policy*, 6 November 2014.
- AR 600-25, *Salutes, Honors, and Visits of Courtesy*, 24 September 2004.
- AR 670-1, *Wear and Appearance of Army Uniform and Insignia*, 10 April 2015.
- DoD 5400.11-R, Department of Defense Privacy Program, 14 May 2007
- Army Directive 2016-20, Authorization to Use Headphones in Uniform, 6 May 2016
- Fort Lee Policy No. 11-07, PT Road Closure and Safety Precautions for Military Troop Formations, 4 Jan 2016

## PURPOSE

1-2. The Fort Lee Standards Book is designed to better inform military members, DOD Civilians and Contractors of Fort Lee and CASCOM about basic standards for individual discipline, appearance, conduct, and military courtesy as established by Army Regulations and policies.

## APPLICABILITY

1-3. These standards apply to all United States military members, DOD civilians and contractors assigned to or visiting Fort Lee.

## MILITARY MEMBER, DOD CIVILIANS AND CONTRACTORS RESPONSIBILITIES

1-4. Leaders shall conduct a thorough risk assessment and employ/enforce applicable risk reduction measures at all events, on and off the installation, in which military members participate. Safety briefings/instructions will be executed as a part of all activities and leaders shall vigorously enforce safety standards.

1-5. Non-Commissioned Officers (NCOs) ARE THE STANDARD-BEARERS. Standards of conduct, as AR 600-20 states, Department of the Army personal must place loyalty to country, ethical principles, and law above personal gain and other interests. The performance of duties should be in keeping with the highest tradition of service to the United States Government.

1-6. Leaders (military and civilian) teach, coach, and mentor subordinates to achieve all standards. Discipline is the process through which knowledge and ability is imparted, and a sense of accountability and responsiveness is manifested in our military members. Counseling will be conducted, at a minimum quarterly, by their respective supervisors (military and DOD civilians).

1-7. All units on Fort Lee are responsible for policing their respective facility and sponsored area (up to a 100 feet) weekly, at a minimum, as part of maintaining our installation in a clean and professional manner at all times.

1-8. All military members residing on the installation shall have their quarters visited by their chain of command or student leadership, at least semi-annually to promote health, safety, and welfare. Leaders will coordinate permanent quarters visit in advance with military members.

1-9. Ensure all inbound military members are assigned a sponsor with the following characteristics:

- Sponsor for military members in the grades of Private though Private First Class (PVT-PFC) will be a junior NCO of the same gender; all other military members will be assigned a sponsor relative to their rank, gender, and marital status.
- Sponsors will contact the gaining military member prior to their arrival and provide CASCOM and unit specific welcome packets, and will coordinate to facilitate permanent change of citation (PCS) items such as: vehicle shipping, quartering, Exceptional Family Member Program (EFMP), transportation of pets, school enrollment, childcare, etc.

1-10. Commanders should conduct unit level health and welfare inspections routinely.

1-11. Treat others with dignity and respect and do not tolerate or engage in sexual, racial, or other types of discrimination or harassment.

1-12. Be technically and tactically proficient.

1-13. Maintain proper appearance, in accordance with applicable service regulation, height and weight standards. A letter from your Physician Assistant (PA) only highlights the reason for possible weight gain; however, it does not mitigate flagging actions IAW AR 600-8-2.

1-14. Maintain a proper level of physical conditioning, conduct physical training in accordance with applicable service regulation and unit standard operating procedures (SOPs), and be able to pass applicable physical fitness tests. It is the leader's responsibility to ensure you are mentally and physically fit to attend your respective leader development schools as scheduled. Deferment of any leader development school may result in future separation selection.

1-15. Know and use your chain of command, NCO support channel and civilian leadership chain.

1-16. Attend all scheduled medical and dental appointments or request cancellation at least 48 hours prior to appointment date.

1-17. Ensure your respective command has your contact information for official use only. The releasing of a Military Member's information to a third party without their permission is prohibited.

1-18. Commanders will not allow the consumption of alcohol at any unit event during duty hours, without the authorization of the first General Officer in the chain of command.

1-19. Exercise respect and restraint for all military members personal identification information (PII), shred all documents containing PII and encrypt emails containing PII included. Do not display service member PII in whole or in part on organization clothing and individual equipment (OCIE).

1-20. Every leader is responsible to make on the spot corrections "with dignity and respect". **Take time to correct yourself when corrected**.

## LANGUAGE

1-21. Military members, DOD civilians and contractors will refrain from using profanity in the presence of others. Military members should never use indecent language which is grossly offensive to modesty,

decency, or propriety, to include sexually explicit words or phrases in the interest of maintaining good order and discipline.

## HAZING

1-22. TR 350-6, defines hazing as any conduct that causes another to suffer, or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing.

1-23. Hazing and bullying are prohibited in all cases, to include off-duty or "unofficial" celebrations or unit functions, on or off post. Hazing need not involve physical contact among or between military members or employees; it can be verbal or psychological in nature. It may be accomplished through written or phone messages, text messages, email, social media, or any other virtual or electronic medium. Soliciting another to participate in this type of behavior is also prohibited. For additional information on Hazing see AR 600-20, para 4-19 and TRADOC Regulation 350-6, para 2-6b

## ID CARD

1-24. Protect your ID card from being stolen at all times. You are required to report all lost ID Cards to the Military Police and your respective Commander. A memorandum from your commander, two forms of identification, and an MP report (if applicable) are required to obtain a new ID card. You may schedule an ID card appointment on the Fort Lee website.

## SUICIDE PREVENTION CARD

1-25. Permanent party (Army) military members stationed at Fort Lee may retain a copy of the following card (Figure 1-1):Visit the following site for more information: http://www.Armyg1.Army.mil/hr/suicide/ or http://phc.amedd.Army.mil/topics/healthyliving/bh/Pages/SuicidePreventionEducation.aspx.

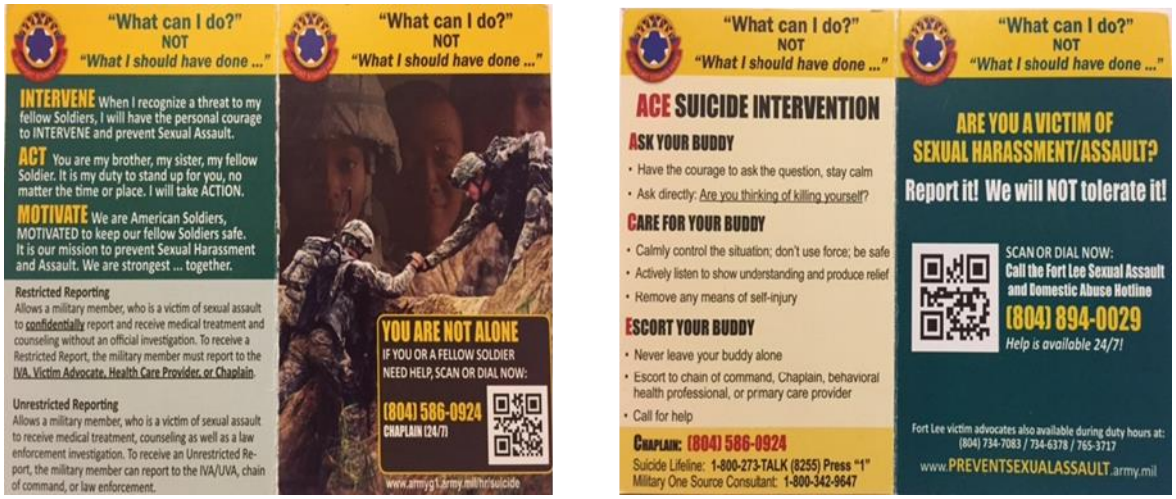



**Figure 1-1. Suicide Prevention Card**

## EMERGENCY DATA

1-26. Correct/update emergency data records (DD Form 93 and SGLI) as soon as a change occurs or at a minimum of annually. Sister services will ensure updates are made IAW their published regulations and policies.

## LEGAL

1-27. Wills and powers of attorney, while optional, should be kept current and accurate. If changes are needed to a will or power of attorney, contact the legal assistance office immediately. Refer to page 8-4, paragraph 8-33 of this book for Legal Assistance contact information.

## FAMILY READINESS GROUP (FRG)

1-28. AR 608-1, Appendix J., establishes guidelines for FRGs. Ensure your family members, whether residing on or off of Fort Lee, are aware of your unit's FRG. These groups provide vital information and assistance to family members.

## PERSONAL IDENTIFICATION INFORMATION (PII)

1-29. Personal Identification Information is any information about the individual that identifies, links, relates or is unique to or describe him or her. Examples of PII are names, Social Security Numbers (full or truncated), driver's license and other government identification numbers. Social Security Numbers will not be displayed openly on any OCIE in whole or truncated. PII will be shredded in a cross shredder and not thrown into general trash bin. For more information on PII consult DoDD 5400.11-R.

## FAMILY CARE PLANS (FCP)

1-30. IAW AR 600-20, commanders and supervisors (military and civilian) must ensure that all paperwork and counseling are completed within 30 days for all eligible newly assigned personnel. Family Care Plans (FCPs) are critical to enhancing military member readiness. Commanders must review FCPs on a regular basis to ensure they remain current and comply with AR 600-20. Marines will follow Marine Corps Order (MCO) 1740.13, which mandates completion of the Family Care Plan within 60 days of arrival into command. The FCP will be validated during in-processing, annually, and/or when changes in family or personal circumstances occur that will result in a change to the dependent's eligibility.

## SPONSORSHIP

1-31. All inbound Army military personnel and DOD civilians will be assigned a sponsor, who will be of the same rank or higher than the incoming military member or DOD civilian. It is the sponsor's responsibility to effectively communicate with the inbound military member or DOD civilian and ensure a smooth transition to Fort Lee for them and their family. The sponsor will initiate contact with the inbound member within 72 hours of being assigned the duties of sponsoring. Supervisors will ensure sponsors have adequate time to effectively conduct sponsorship duties. G1 will send a copy of the Command welcome letter to all inbound military and DOD civilians on behalf of the Command. All sponsors will meet with the newcomer upon arrival on Fort Lee to facilitate transition and in-processing.

## COUNSELING

1-32. Counseling is one of the most important responsibilities of a military or DOD civilian supervisor. The Army's future and the legacy of today's leaders rest on the shoulders of those they help prepare for greater responsibility. Supervisors are required to counsel their subordinates quarterly, for exceptional as well as for substandard performance of duty. This responsibility is critical to the development of our Army and should be taken seriously by all supervisors.

## PERSONAL FINANCES

1-33. All military members will have their pay sent directly to a financial institution for credit to an account in their name. All military member should create and organize their budget to live within their current income and pay their bills on time. Every military member and DOD civilian must know the Government Travel Credit Card (GTCC) is for official and routine TDY only. The GTCC is not for PCS expenses, group travel or personal reasons. The GTCC balance must be settled within 72 hours upon return from TDY or promptly upon PCS settlement at new duty station.

## Chapter 2

# Personal Conduct

## GENERAL

2-1. Whether on or off duty, on or off-post, military members and DOD civilians shall conduct themselves in such a manner so as not to bring discredit upon themselves, Fort Lee, or the Armed Forces. Undesirable conduct includes, but is not limited to, drunk/reckless driving, drunk or disorderly conduct, offensive language or gestures and failure to satisfy financial obligations. Tobacco and e-cigar use is prohibited in government buildings and military vehicles. Smoking is only authorized in designated areas or at least 50 feet from any building. Fort Lee and the majority of surrounding communities have rules that govern music volume. Military members must comply with these laws.

## MILITARY CUSTOMS AND COURTESIES (AR 600-25)

2-2. Courtesy among members of the Armed Forces is vital to maintain military discipline. Respect to seniors will be extended at all times. All Army personnel in uniform shall salute when they meet and recognize persons entitled to the salute. Salutes will be exchanged between officers (commissioned and warrant) and enlisted personnel of the Armed Forces.

2-3. Be alert for general officer and other senior officer vehicles, which are identified with plates depicting their rank attached to the front of the vehicle. Proper military courtesy requires that you render a salute to these officers as they pass.

2-4. The first person to sight an officer who is higher in rank than the officer present in the room should call "Attention." When a senior noncommissioned officer enters a room/area, the first person to sight the senior NCO, should sound "At Ease". Examples are unit headquarters, orderly rooms, supply rooms, dayrooms, squad rooms, and hallways. The senior military member present in the area should then report to the visitor (example: SGT Jones, NCOIC of the motor pool, reports). In smaller rooms, containing one or two military members, the military member(s) should rise and stand at the position of attention when an officer enters the room or parade rest when an NCO enters.

2-5. In work areas such as offices, shops, hangers, and medical treatment facilities, personnel can remain working, but the senior military member will report to the visiting officer.

2-6. Dining Facilities: The first person sighting an officer senior in rank to the unit commander or senior to those present in the dining facility should call "At ease" so that the officer's presence is known and necessary action can be taken. Military members should fall silent but continue to work or eat. The senior dining facility OIC or NCOIC should report to the officer.

2-7. When an officer approaches military members in a formation, the person in charge calls, "Attention," and renders a salute for the entire group. When an officer senior in rank approaches a group of individuals not in formation, the first person sighting the officer calls, "Attention," and everyone in the group faces the officer and renders a salute with the appropriate greeting. Military members working as part of the detail or participating in some other group activity, such as athletics, do not salute. The person in charge, if not actively engaged, salutes for the entire detail or group of military members. While running in a PT formation the senior military member in charge of the running formation will sound off with respective "unit motto" Sir or Ma'am.

# REVEILLE AND RETREAT

2-8. Reveille (0600): When you are outside, in uniform, not in formation and you hear "Reveille" you should face toward the US flag. If the U.S. flag is not visible, face toward the music and assume the position of attention. Military members will salute on the first note of music. When required, the senior Troop should bring the formation to attention and salute. If you are in civilian attire and hear "Reveille" you are expected to remove all headgear and place your right hand over your heart.

2-9. Retreat (1700): When you are outside, in uniform, not in formation and you hear the "Retreat" you should face toward the U.S. flag. If the U.S. flag is not visible, face toward the music and assume the position of attention. Military members will salute when "To the Colors" is played. When required, the senior Troop should bring the formation to attention and salute. If you are in civilian attire and hear "To the Colors" or the National Anthem, you are expected to remove all headgear and place your right hand over your heart. **When indoors, not in a formation, personnel will stand at attention but will not present arms**.

2-10. **During Reveille/Retreat ALL VEHICLES on the installation will silence their radio and pull to the far right of the road and come to a stop.** Military members, DOD civilians and contractors will dismount their vehicles and render the proper courtesy. Civilians may remain in their vehicle with engine turn off and radio silence.

2-11. Marines will follow P10520.3B which requires the vehicle to stop and personnel remain seated.

# CELL PHONE AND ELECTRONIC DEVICE ETIQUETTE

2-12. Texting while driving in Virginia is prohibited by State Law (Code of Virginia 46.2-1078.1, Chapter 661). It is illegal for anyone operating a handheld personal communication device to enter manually multiple letter or text while operating a Private Own Vehicle.

2-13. Hands-free devices while operating a personal, commercial, or military vehicle (to include a motorcycle or bicycle) are allowed if not otherwise prohibited by policy or law in accordance with AR 385–10.

2-14. USMC MarAdmin 065/08 states all cell phones and other electronic equipment will not be exposed while worn with Marine Corps uniforms.

# SOCIAL MEDIA USE

2-15. Military members using social media must abide by the Uniform Code of Military Justice (UCMJ) at all times. Commenting, posting or linking to material that violates the UCMJ or basic rules of Troop conduct is prohibited. Social media provides the opportunity for military members to speak freely about their activities and interests. However, military members are subject to UCMJ, even when off duty, so talking negatively about supervisors or releasing sensitive information is punishable under the UCMJ. It is important that all military members know that when they log on to a social media platform, they still represent the Army. Content posted online is viewable by commanders, supervisors and the public, so it is the responsibility of each Troop to make sure their comments, images and videos are consistent with their values and professional standards, and those of the Army and Fort Lee.

2-16. Social media outlets such as FACEBOOK, TWITTER, SNAPCHAT, INSTAGRAM, etc can be a great way to stay connected and pass along command information. Social media can also be a tool or threat depending on how it is used. Good or bad, a message can go viral very quickly. Below are some tips and hints to avoid compromising OPSE and embarrassing the Army.

- Don't chat with someone unless you know them in real life.
- Never discuss classified information.
- Be wary of anyone you met online, even if you met through official military social network sites.
- Remain professional and avoid getting personal if you disagree with a comment.
- Disrespectful comments about the President of the United States (POTUS) and the chain of command is punishable under UCMJ.

- Be aware of photo/video content and how it can be taken out of context.
- Watch what you say online; use common sense, share your opinion but stay in your lane.
- Only ‘friend” actual friends and not just anyone.
- Your comments online are forever and “on the record.”
- Don’t discuss deployment details.
- Commenting, posting or linking to material that violates UCMJ or basic rules of military member conduct is prohibited.

2-17. Listed below are some tactics, techniques, and procedures that can be used to help prevent OPSEC violations:

- Contact your Public Affairs Office if you are contacted by the media.
- Interview Basics:
  - Always stay in your lane and tell the truth.
  - Talk about your job and how you are trained to do it.
  - Do not speak for any Higher Headquarters.
  - If you don’t know something, say so.
  - If asked questions outside of your responsibility, refer reporter to your public affairs office for answers, assistance or clarification.
  - Assume that everything you say in “on the record.”
  - You are in control of the interview. Listen and clarify before answering. You can always choose not to conduct the interview.
  - Be polite. Treat the media with respect and demand the same from them.
  - Perception is reality.
  - You are the message.
  - Facts provide information; emotions and energy provide interpretation.
- Have questions or need more information? Contact your unit Public Affairs Office or Staff Judge Advocate.

## AVOID ENDORSEMENT

2-18. In accordance with AR 360-1, Army Public Affairs and DOD Directive 1344, military members will not support in any capacity events involving (or appearing to involve) the promotion, endorsement or sponsorship of any individual, civilian enterprise, religious or sectarian movement, organization, ideological movement or political campaign by appearing/attending the events in uniform and/or by use of their military rank, grade or position.

## ON AND OFF-DUTY CONDUCT

2-19. Civilian attire should be a matter of personal pride. Military members should take care to ensure their clothing is clean, conservative, inoffensive and neat. When outside of a residence or barracks room, Military members will comply with Army and installation policy.

2-20. Military members are sworn to uphold the Constitution and serve the American people. Leaders have a right to expect that you will carry out your duties and conduct yourself properly, both on and off-duty. Civil laws pertain to all citizens, military members included. You must obey these laws.

2-21. Civilian clothing must be in good taste (i.e., military members should not go off post with their shirt off or unbuttoned down the front without a T-shirt). Wearing trousers or shorts lower than the waist so that the underwear becomes visible, sagging, is not in good taste and not acceptable for Fort Lee personnel. Items intended as undergarments are not acceptable to be worn as outer garments in public places, such as the PX, theaters, commissary, service clubs, chapels, clubs, dining facilities, and medical and dental facilities. Clothes that is excessively dirty, contains holes, is torn, or is adorned with vulgar and obscene slogans or design is prohibited on Fort Lee.

2-22. Civilian clothes that military members choose for off-duty wear should be in good taste and appropriate for the occasion. While excessively short shorts and halters are appropriate for sunbathing, they are not allowed in on-post facilities.

2-23. Swim wear is inappropriate beyond the confines of a swimming area and the immediate quarter's area.

2-24. Military members will maintain a good military appearance while on leave/pass.

2-25. Male military members will not wear earrings on or off duty while on Fort Lee or any military installation, or other place under military control. When on any Army installation or other places under Army control, military members may not attach, affix, or display objects, articles, jewelry, or ornamentation to or through the skin while in uniform; or in civilian clothes on duty or off duty.

2-26. Wearing a combination of civilian and military clothing is prohibited on or off the installation.

2-27. Civilian clothing is considered appropriate attire for individuals who are participating in civilian outdoor activities, such as volksmarches, orienteering, organization day or similar activities. Military members who are spectators at these activities may wear the service uniform. However, the Commander may prescribe appropriate uniforms, to include utility or organizational uniforms, if warranted by the occasion, weather conditions, or activity.

## SPEED LIMITS

2-28. Unless otherwise posted, the speed limit on Fort Lee is 25 mph. Housing areas speed limit is 15 mph. Speed limits are strictly enforced. Vehicular traffic will slow to 10 mph when passing any pedestrians on the roadway, regardless of what side of the road the pedestrians are on or how many lanes are on the road unless driving opposite on a road with a median. Vehicles should not pass troop formations during the hours of darkness.

## NOISE ABATEMENT

2-29. Military members will not operate vehicles (to include motorcycles) with radios or other such sound systems at a volume that impairs the driver's ability to hear outside sounds or another vehicle's horn. Playing a radio, CD player, stereo, or any sound system too loud, in a vehicle, operating a motorcycle, walking on the street, in the barracks, or in housing is prohibited. No audio equipment may be played loudly enough to be heard more than 10 feet away. Fort Lee quiet hours are between 2300-0630 work nights and 0100-0800 weekends/ holidays, no loud noises are permitted during this time.

## TRAFFIC REGULATIONS

2-30. You must have a valid driver's license, registration, and insurance to operate a motor vehicle. A Virginia state safety inspection is required, if the vehicle is registered in VA.

2-31. The use of required restraining devices (lap belts and shoulder belts when so equipped), when riding in any vehicle, on or off duty, on or off post, is mandatory. Failures to do so violates State law and may result in a fine IAW State law. In addition, insurance may refuse to pay a settlement if you are involved in an accident and found not to be wearing a seat belt. Children under the age of four must be secured in a Federally-approved child safety seat. All children between the ages of four and seven must ride in either a booster seat or a car seat. Kids 4'9" or taller or those riding in vehicles with lap-only seat belts in rear seats are exempt. Troop straps will be used while transporting military members in tactical vehicles. All military members driving or riding in a tactical vehicle will wear an Advance Combat Helmet (ACH) at all times. Passengers are not allowed to ride in the back of a privately owned truck or sport utility or non-tactical military vehicles unless they wear a manufacturer installed safety belt.

2-32. Pedestrian Crosswalk: Drivers are required to stop and allow all pedestrians to traverse the crosswalk.

## USE OF TOBACCO

2-33. Smoking, dipping, and chewing are prohibited in the work place (any government building) or barracks, military vehicles, aircraft, or during physical training. No smoking is authorized within 50 feet from any building. Electronic cigarettes will not be used indoors, in the work place or in any establishment on Fort Lee. The use of an electronic cigarette while walking in uniform is not authorized.

## ALCOHOL USAGE AND LAWS

2-34. Military members will not carry (on foot or in privately owned vehicles) open bottles or cans of alcoholic beverages except in areas designated for consumption of alcoholic beverages, such as picnic grounds.

2-35. Military members will know and use the designated driver rule. In lieu of a designated driver, use public transportation such as taxis, contact your chain of command.

2-36. In the state of Virginia, the legal limit for driving while intoxicated is a .08% blood alcohol content (BAC).

2-37. Military members are required to comply and conduct themselves accordingly while drinking alcohol.

2-38. Drinking on duty is not authorized without the approval of the first general officer within the chain of command.

2-39. Age requirement: In accordance with state laws, alcoholic beverages will not be sold or served to persons who have not reached the age of 21 years.

2-40. Army military members involved in an alcohol-related incident will be command referred to the Army Substance Abuse Program (ASAP) within 72 hours of the offense. Offenders will receive a memorandum of reprimand from the Commanding General that may be filed in their Army Military Human Resource Record (AMHRR).

## RELATIONSHIPS BETWEEN PERSONNEL OF DIFFERENT RANKS

2-41. In accordance with AR 600-20, Army military members of different grades must be cognizant that their interactions do not create an actual or clearly predictable perception of undue familiarity between an officer and an enlisted Army military member, or between an NCO and a junior-enlisted Army military member. Certain types of personal relationships between officers and enlisted military members, or NCOs and junior enlisted Army military members, are prohibited.

2-42. Through the Fort Lee Standards Book, the term "officer" includes both commissioned and warrant officers unless otherwise stated. The term “noncommissioned officer” refers to an NCO in the grade of corporal to command sergeant major/sergeant major. The term “junior enlisted member” refers to an Army military member in the grade of private to specialist (PVT-SPC).

2-43. In accordance with AR 600-20, relationships between military members of different rank are prohibited if they:

- Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command.
- Cause actual or perceived partiality or unfairness.
- Involve, or appear to involve, the use of rank or position for personal gain.
- Are or perceived to be, exploitative or coercive in nature.
- Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.
- Ongoing business relationships between officers and enlisted personnel, or NCOs and junior enlisted Army military members. This prohibition does not apply to landlord/tenant relationships or to one-time transactions such as the sale of an automobile or house, but does apply to

borrowing or lending money, commercial solicitation, and any other type of ongoing financial or business relationship.

- Dating, shared living accommodations other than those directed by operational requirements, and intimate or sexual relationships between officers and enlisted personnel, or NCOs and junior enlisted Army military members are prohibited.

2-44. Examples of familiarity between Army military members that may become "undue" can include gambling between all ranks, repeated visits to bars, nightclubs, eating establishments, or homes between an officer and an enlisted Army military member, or an NCO and a junior-enlisted Army military member, except for social gatherings, that involve an entire unit, office, or work section.

## Chapter 3

# Army Personal Appearance

3-1. Army military members will present a professional image at all times and continue to set the example in military presence, both on and off duty, in accordance with AR 670-1(Army). All other services will follow their regulations governing personal appearance. Refer to following chapters that are service appropriate for uniform standards.

3-2. Pride in appearance includes Army military members' physical fitness and adherence to acceptable weight standards in accordance with AR 600–9 (Army).

## HAIRCUTS, FINGERNAIL STANDARDS AND GROOMING POLICIES

3-3. The requirement for hair grooming standards is necessary to maintain uniformity within a military population. Many hairstyles are acceptable, as long as they are neat and conservative. It is the responsibility of leaders at all levels to exercise good judgment when enforcing Army policy. All military members will comply with hair, fingernail, and grooming policies while in any military uniform, or in civilian clothes on duty.

3-4. Extreme, eccentric, or faddish haircuts or hairstyles are not authorized. If military members use dyes, tints, or bleaches, they must choose a natural hair color. Colors that detract from a professional military appearance are prohibited. Therefore, military members must avoid using colors that result in an extreme appearance. Applied hair colors that are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors.

3-5. Military members who have a texture of hair that does not part naturally may cut a part into the hair or style the hair with one part. The part will be one straight line, not slanted or curved, and will fall in the area where the military member would normally part the hair. Military members will not shape or cut designs into their hair or scalp.

### MALE HAIRCUTS

3-6. The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive and must present a neat and conservative appearance. The hair must present a tapered appearance. A tapered appearance is one where the outline of the military member's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck. Hair that is completely shaved or trimmed closely to the scalp is authorized.

3-7. Sideburns will not extend below the bottom of the opening of the ear. Sideburns will not be styled to taper, flair, or come to a point. The length of the individual hairs of the sideburn will not exceed 1/8 inch when fully extended.

### FEMALE HAIRCUTS AND HAIRSTYLES

3-8. Short length. Short hair is defined as hair length that extends no more than 1 inch from the scalp. Hair may be no shorter than 1/4 inch from the scalp. Bangs, if worn, may not fall below the eyebrows.

3-9. Additional hairstyle guidelines. Faddish and exaggerated styles, to include shaved portions of the scalp other than the neckline, designs cut in the hair, unsecured ponytails (except during physical training), and unbalanced or lopsided hairstyles are prohibited.

3-10. Hair holding devices are authorized only for the purpose of securing the hair. All hair holding devices must be plain and of a color as close to the military member's hair as is possible or clear.

3-11. Braids, cornrows, and twists. Medium and long hair may be styled with braids, cornrows, or twists.

3-12. Any style of dreadlock or lock is not authorized.

3-13. Hair extensions are authorized. Extensions must have the same general appearance as the individual's natural hair.

3-14. Wigs, if worn in uniform or in civilian clothes on duty, must look natural and conform to this regulation. Wigs are not authorized to cover up unauthorized hairstyles.

3-15. During physical training, long length hair may be worn in a ponytail.

### COSMETICS

3-16. Eccentric, exaggerated, or faddish cosmetic styles and colors, to include makeup designed to cover tattoos, are prohibited. Eyelash extensions are not authorized unless medically prescribed.

3-17. Females will not wear shades of lipstick that distinctly contrast with the natural color of their lips, that detract from the uniform, or that are faddish, eccentric, or exaggerated.

### FINGERNAILS

3-18. All personnel will keep fingernails clean and neatly trimmed. Males will keep nails trimmed so as not to extend beyond the fingertip unless medically required and are not authorized to wear nail polish. Females will not exceed a nail length of 1⁄4 inch as measured from the tip of the finger.

3-19. Females may wear clear acrylic nails, provided they have a natural appearance and conform to Army standards.

### HYGIENE AND BODY GROOMING

3-20. Military members will maintain good personal hygiene and grooming on a daily basis and wear the uniform so as not to detract from their overall military appearance.

## TATTOO, BRANDING, AND BODY MUTILATION

3-21. Army military members Tattoos or brands are prohibited from certain areas of body. Please consult with AR 670-1, para 3-3 for more detail information.

3-22. According to AR 670-1, Chapter 3, paragraph 3-3c, tattoos or brands, regardless of subject matter, are prohibited on the head, face (except for permanent makeup), wrists, hands, except one ring tattoo on each hand, below the joint of the bottom segment (portion closest to the palm of each finger. Military members may NOT cover tattoos or brand with bandages or make up in order to comply with the tattoo policy. Please see AR 670-1, Chapter 3 for more detailed information on tattoo, branding and body mutilation.

## JEWELRY

3-23. Any jewelry or monitors worn by military members while in uniform or in civilian clothes on duty must be conservative. Military members are only authorized to wear one item on each wrist while in uniform, or in civilian clothes on duty. An activity tracker, pedometer, or heart rate monitor may be worn, in addition to the one item (watch or identification bracelet) authorized to be worn on each wrist.

3-24. Pens and/or pencils worn in the pen/pencil slots on the combat uniform coat may be exposed. There are no stipulations on the colors of pens and/or pencils worn in the slots on the combat uniform coat while wearing the uniform.

3-25. Attaching, affixing or displaying objects, articles, jewelry, or ornamentation to, through, or under the skin, tongue, or any other body part is prohibited. This applies to all military members whether on or off duty.

3-26. Females are authorized to wear earrings with the service, dress, and mess uniforms.

3-27. The use of gold caps, platinum caps, or caps of any unnatural color or texture (permanent or removable) for purposes of dental ornamentation is prohibited. Unnatural shaping of teeth for nonmedical reasons is prohibited.

# WEAR OF THE ARMY UNIFORM AT NATIONAL, REGIONAL, AND LOCAL EVENTS

3-28. When Army participation in a public event has been approved, in accordance with AR 360–1, commanders are responsible for determining the appropriate uniform for the event. Generally, protocol standards dictate standards of dress. For instance, when an invitation calls for business attire, the appropriate Army uniform is the service or dress uniform. However, in some instances, the Class C uniform may be appropriate. Commanders should make use of their protocol or other appropriate Public Affairs Officers (PAO) for a decision regarding the appropriate uniform per AR 670-1, para 3-5.

3-29. Commanders should use their discretion and consider the following when determining the appropriate uniform for the event:

- The nature and location of the event (for example, on or off-post).
- Whether or not the event is open to the public.
- The solemnity of the event.
- Who is being recognized at or by the event (is the event recognizing current military members or veterans)?
- Who is hosting the event?
- Who is attending the event?
- Whether the media will be present?

3-30. When attire is listed as “duty uniform,” the activities undertaken drive the appropriate uniform. “Duty uniform” does not necessarily indicate Class C uniform wear. When “duty” is listed as the uniform for an event, commanders need to exercise good judgment for participants and attendees.

3-31. If an event recognizes the service and sacrifice of military members for named operations, then the Army combat uniform may be appropriate. If the event recognizes the shared sacrifice of our veterans on Veteran’s Day, then the service uniform is appropriate. In all cases, the Army is on display. Commanders are expected to recognize the difference and prescribe a uniform appropriate for an event.

3-32. When commanders are in doubt regarding the appropriate uniform, they should seek guidance from their higher headquarters and/or the appropriate public affairs or protocol office.

***Note: IAW AR 670-1 para 3-5, the above paraphrased paragraphs (para 3-26 through para 3-30) are punitive with regard to Army military members. Violation by Army military members may result in adverse administrative actions and/or charges under the provisions of the UCMJ.**

# ARMY UNIFORM APPEARANCE AND FIT

3-33. Personnel on official travel and traveling by commercial means may wear the service uniform, the Army combat uniform, or appropriate civilian attire, unless restricted by the commander per AR 670-1 para 3-7.

3-34. All personnel will maintain a high standard of professional dress and appearance. Uniforms will fit properly, as described in DA Pam 670–1. Personnel must keep uniforms clean, serviceable, and roll-pressed, as necessary. Military members must project a military image that leaves no doubt that they live by a common military standard and uphold military order and discipline per AR 670-1 para 3-6.

3-35. Consider the following when wearing items on uniforms:

- Keys or key chains will not be attached to the uniform on the belt, belt loops, or waistband, unless they are not visible (to include making a bulky appearance under the uniform). When

authorized by the commander, military members may attach visible keys or key chains to the uniform when performing duties such as charge of quarters or armorer.

- Military members may wear an electronic device on the belt, belt loops, or waistband of the uniform. Only one electronic device (for example, cell phone) may be worn. The body of the device may not exceed the size of a government-issued electronic device, and the device and carrying case must be black; no other colors are authorized. If security cords or chains are attached to the device, military members will conceal the cord or chain from view. Other types of electronic devices are not authorized for wear on the uniform, unless medically prescribed. If the commander issues and requires the use of other electronic devices in the performance of duties, the military member will carry them in the hand, pocket, briefcase, purse, bag, or some other carrying container.
- Military members will not walk while engaged in activities that would interfere with the hand salute and greeting of the day or detract from a professional image. Examples include, but are not limited to, walking while eating/drinking, using electronic devices, or smoking cigarettes/ cigars/pipes. Military members are not authorized to wear wireless or non-wireless devices/earpieces while wearing Army uniforms. While in uniform, personnel will not place their hands in their pockets, except momentarily to place or retrieve objects. Military members will keep uniforms buttoned, zipped, and snapped.

3-36. Lapels and sleeves of service, dress, and mess coats and jackets will be roll-pressed, without creasing. Skirts will not be creased. Trousers, slacks, and the sleeves of shirts and blouses will be creased. Military members are not authorized to sew military creases into the uniform.

3-37. Although some uniform items are made of wash-and-wear materials, or are treated with a permanent-press finish, military members may need to press these items to maintain a neat, military appearance. However, before pressing or roll pressing uniform items, military members should read and comply with care instruction labels attached to the items. Use of starch, sizing, and any process that involves dry-cleaning or steam pressing will adversely affect the treatments and durability of the wash-and-wear uniforms and is not authorized. See DA Pam 670–1 regarding specific guidance pertaining to each uniform.

3-38. Army military members will wear their headgear when pumping gas outdoors while in duty uniform.

# EYEGLASSES, CONTACTS, AND SUNGLASSES

3-39. Prescription eyeglasses will not be faddish or have lenses or frames with initials or other adornments on them while in any U.S. Army uniform. Eyeglasses will not be worn on the forehead or over your head.

3-40. Tinted or colored contact lenses are not authorized for wear with the uniform. The only exception is for opaque lenses that are prescribed medically for eye injuries. Additionally, clear lenses that have designs on them that change the contour of the iris are not authorized for wear with the uniform.

3-41. Sunglasses are authorized for wear when in a garrison environment, except while indoors unless prescribed by a doctor. Military members may not wear lenses with extreme or trendy colors, which include, but are not limited to, red, yellow, blue, purple, bright green, or orange. Lens colors must be traditional gray, brown, or dark green shades. Frames must be conservative in color. Commanders may authorize sunglasses in formations or field environments, as appropriate. The only exceptions to this prohibition are issued sunglasses and protective eye wear that have the manufacturers name/initials on them and are stamped Z87 rated (such as Oakley, Wiley-X, and ESS). Military members will not wear lenses or frames that are so large or so small that they distract from the appearance of the uniform. Military members will not attach chains, bands, or ribbons to sunglasses or eyeglasses, unless authorized for wear when required for safety purposes while in garrison. Conservative prescription and nonprescription sunglasses are authorized for wear in a garrison environment. Sunglasses are not authorized to be worn on the forehead or over your head.

# HEARING PROTECTION

3-42. Army military members are required to wear fitted non-linear hearing protection in all military training/operations involving high-frequency impulse noise that can cause injury to military members

hearing. Foam earplugs are NOT authorized for military training. Foam ear plugs are only authorized for those observing training from a safe distance (minimum 10 minutes).

# CELL PHONES AND ELECTRONIC DEVICES

3-43. Per AR 670-1, para 3-6 (2) b, Army military members may wear an electronic device on the belt, belt loop, or waistband of the uniform. Only one electronic device (for example, cell phone) may be worn. The body of the device may not exceed the size of a Government-issued electronic device, and the device and carrying case must be black; no other colors are authorized. If security cords or chains are attached, military members will conceal the chain or cord from view. Other types of electronic devices are not authorized for wear on the uniform, unless medically prescribed. If the commander issues and requires the use of other electronic devices in the performance of duties, the Army military member will carry them in hand, pocket, brief case, purse, bag, or some other carrying container.

3-44. Any use of a hands free cell phone listening devices (e.g. Bluetooth) while in any uniform is prohibited. The only exception is while operating a motor vehicle (POV or Military) to comply with local and federal traffic regulations. Texting and driving on the installation is prohibited. Local and State Statues prohibit texting while driving.

# BAGS

3-45. Army military members may use civilian backpacks or rucksacks. However, they must be black or match the camouflage pattern uniform being worn, without any visible logos. The contents of the bag may not be visible; therefore, see-through plastic or mesh bags are not authorized. Only a nametape and rank can be placed on the bag, no other items are authorized (unit patches, special skill badges, civilian patches and U.S Flag).

## HAND CARRIED BAGS

3-46. Bags will be conservative and professional in appearance. Bags (to include civilian gym bags, civilian backpacks, or other similar civilian bags) must be carried only in the hand if they do not meet the criteria outlined in shoulder bags.

## FEMALE HANDBAGS

3-47. Army female military members may carry black handbags in the hand or over one shoulder. Military members may not wear the shoulder bag in such a manner that the strap is draped diagonally across the body with the purse resting on the hip opposite the shoulder holding the strap.

# ARMY IDENTIFICATION TAGS AND SECURITY IDENTIFICATION BADGES

3-48. Wearing identification tags is governed by AR 600–8–14.

3-49. Army military members will wear identification tags at all times while on duty in uniform unless otherwise directed by the commander.

3-50. Personnel will wear identification tags around the neck, except when safety considerations apply (such as during physical training, or when conducting vehicle maintenance).

3-51. Security identification badges. In restricted areas, commanders may prescribe wearing security identification badges, in accordance with AR 600–8–14 and other applicable regulations. Personnel will not wear security identification badges outside the area for which they are required.

# ARMY PERSONAL PROTECTIVE OR REFLECTIVE CLOTHING

3-52. Army military members are authorized to wear commercially designed protective headgear while in uniform when operating motorcycles, bicycles, or other similar vehicles and are required to do so when

installation regulations mandate such wear. Military members will remove protective headgear and wear authorized Army headgear upon dismounting from the vehicle.

3-53. Military members may wear protective and/or reflective outer garments with uniforms when required per AR 385–10, when safety considerations make it appropriate, or when authorized by the commander.

3-54. Coveralls are protective clothing and may only be worn in the respective work areas.

## ARMY COMBAT UNIFORM AUTHORIZATION FOR WEAR

3-55. The combat uniform is authorized for year-round duty wear by military members, when prescribed by the commander.

3-56. Non-standard identification badges or gear (such as Red Cap for Riggers and ID instructor badges) are not authorized for wear off the installation.

3-57. The combat uniform (ACU/OCP/Multi-Cam) is prescribed for year-round wear for all military members, unless otherwise directed by the commander. Personnel may not wear the combat uniform in off-post establishments that primarily sell alcohol for consumption on the premises. If the off-post establishment sells alcohol and food for consumption on the premises, military members may not wear the combat uniform if their activities in the establishment center on the drinking of alcohol.

3-58. Though highly discouraged, military members may wear the combat uniform for commercial travel.

3-59. The combat uniform is not considered appropriate for social or official functions off the installation, such as memorial services, funerals, weddings, inaugurals, patriotic ceremonies, and similar functions.

3-60. All military members on Fort Lee will wear approved ACU or OCP combat boot. The boots are laced diagonally with tan laces, with the excess lace tucked into the top of the boot under the bloused trousers or slacks, or wrapped around the top of the boot. Metal or plastic cleats and side tabs are not authorized for wear. The boots must be between 8 to 10 inches in height and made of tan flesh-side out cattle hide leather, with a plain toe and a soling system matching the color of the tan upper materials. Rubber and polyether polyurethane are the only outsole materials that are authorized. The soling materials will not exceed 2 inches in height, when measured from the bottom of the outsole, and will not extend up the back of the heel or boot or over the top of the toe. The exterior of the boot upper will not contain mesh but will be constructed of either all leather or a combination of leather and no mesh fabric. The boots will not have any zippers on them.

**Figure 3-1. Unauthorized Boots (Army)**

3-61. Sleeves will be worn down at all times (not rolled or cuffed). The sleeve cuffs on the combat uniform coat are not authorized to be rolled inside the coat.

3-62. The foliage green T-shirt is a standard 100 percent cotton shirt authorized for wear by those military members in jobs that have an associated flame risk or hazard. The foliage green T-shirt is required to support those individuals in MOS fields that cannot wear the light tan moisture- wicking T-shirt, to include fuel handlers and others who handle hazardous materials. This wear policy will not prevent military members from wearing the sand colored moisture wicking T-shirt with the Army combat uniform (ACU/OCP/Multi-cam), but it will allow those military members who have an associated flame risk in their job to have alternative wear when appropriate.

3-63. The ACU/OCP/Multi-cam is designed to be a loose fitting uniform and may not be altered or tailored. Trousers will be bloused, using the draw cords or blousing rubbers if trousers are not tucked into the boots.

3-64. In garrison and non-tactical training, the full color U.S. Flag Replica will be affixed to the right shoulder above any other shoulder sleeve insignias. During tactical training and combat operations, the Brigade commander will designate the appropriate flag.

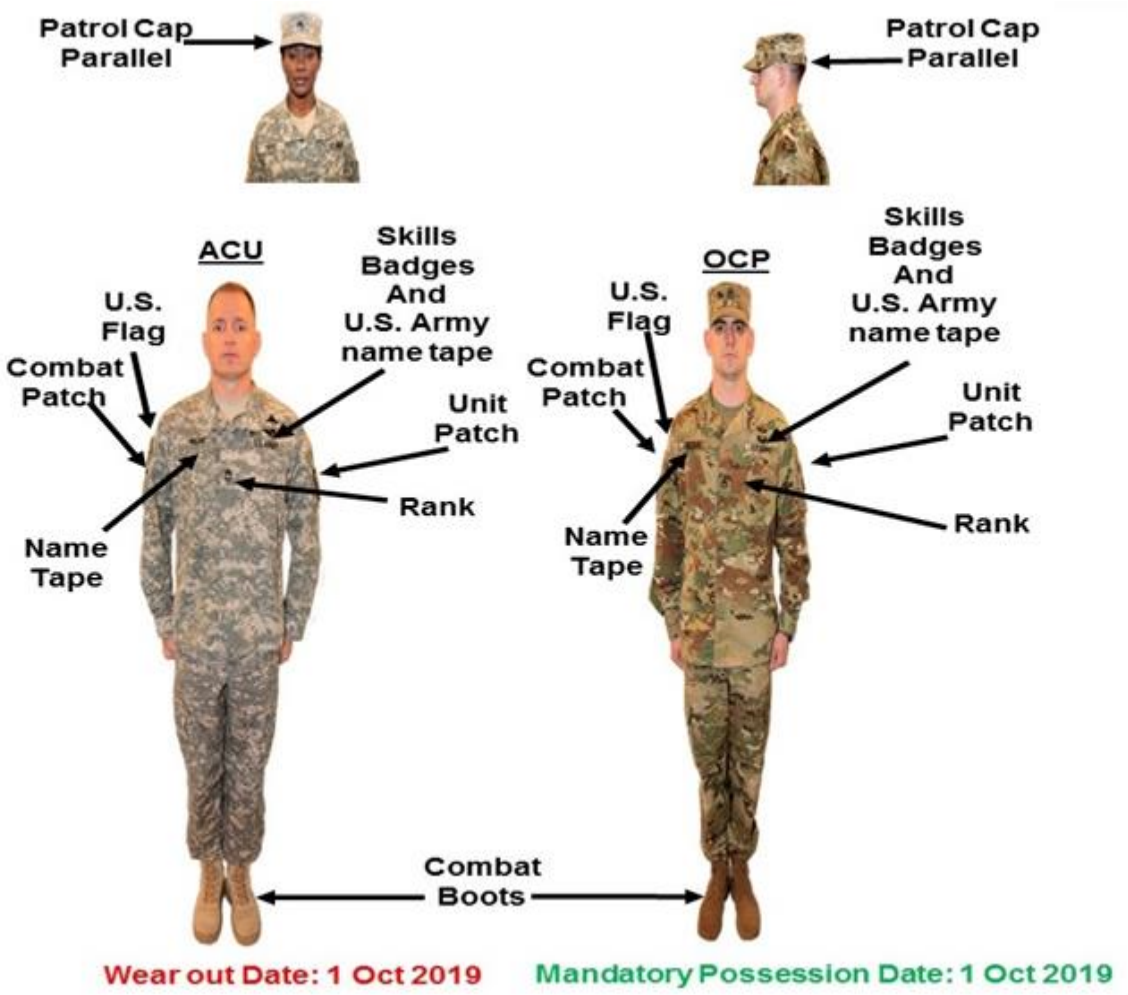



Figure 3-2. Army Combat Uniform

### PATROL CAP

3-65. The Patrol Cap is the authorized headgear for wear with the normal duty uniform for all military members assigned/attached to Fort Lee unless authorized to wear the green, tan, maroon beret, or Drill Sergeant Hat.

### THE BERET

3-66. The beret may be worn for special events such as parades or changes of command or authority. The beret will be worn with the edge binding one inch above the eyebrows and straight across the forehead. The excess material will be pulled down between the top and middle of right ear.

### HYDRATION SYSTEMS

3-67. The camelback may be worn with the physical fitness and duty uniforms when authorized by the Commander. The hydration system (i.e. Camelback) will be worn as prescribed in AR 670-1, para 5-7j. That is, it will be worn over both shoulders and military members will not let the drinking tube hang from their mouths when the system is not in use.

## TACTICAL UNIFORM

3-68. Commanders and NCOs are responsible for establishing uniform standard operating procedures (SOPs) for combat operations and tactical training. All leaders will ensure the following minimum guidance is met.

3-69. Components. Leaders will ensure all military members wear and maintain all tactical and protective gear properly. Tactical gear includes, but is not limited to, the Advance Combat Helmet (ACH), Individual Outer Tactical Vest (IOTV) or Individual Body Armor (IBA), if issued, with components of the MOLLE system. Protective gear includes Small Arms Protective Inserts (SAPI) or Enhance Small Arms Protective Inserts (ESAPI), Deltoid and Auxiliary Protector Sets (DAPS), neck and throat protector, ballistic eyewear, goggles, hearing protection and flame resistant gloves such as NOMEX. ACU, or OCP individual pattern are the only authorized patterns for wear. The practice of mixing patterns (ACU, OCP, Multi-Cam) is not authorized.

3-70. Advance Combat Helmet (ACH). The ACH will be complete with ACU cover, pad suspension system, retention system (chinstrap), camouflage band, and NVG mount. Wear the ACH with the chinstrap fastened at all times (refer to your organization's SOP for additional details). Full or parts of a military member's social security number will not be displayed on the ACH, for security reasons.

3-71. Individual Outer Tactical Vest (IOTV/IBA). The IOTV/IBA will be worn closed with all snaps, hooks and loops fastened, nametape and rank. Commanders may dictate wear SOPs.

3-72. Leaders will ensure all military members have the Individual First Aid Kit (IFAK) attached to the IOTV for training and combat operations.

3-73. All protective equipment will be worn during Live Fire Exercises (LFXs). Protective gear includes IOTV, ballistic eyewear (goggles), gloves and hearing protection.

## PHYSICAL FITNESS UNIFORM

3-74. Physical readiness is important to the successful accomplishment of our daily missions. All supervisors must make every effort to ensure their military members are present at physical fitness training daily. Every military member assigned to Fort Lee and CASCOM must be fit to fight. Every Troop will do physical training every duty day. The standard for every military member is to pass the Army Physical Fitness Training (APFT). When conducting unit runs, focus should be on team building and assessment. PT will occur from 0500-0730. Units/agencies are not authorized to conduct organized Physical Training (PT) prior to 0500 without COL (Brigade Commander/Commandant) approval (including Foot marches). Military members conducting PT on any non-standard PT route are required to have a "Battle Buddy". **Mission requirements are priority, if military members are unavailable for daily morning formation,**

**supervisors MUST ensure military members are allotted time to conduct physical training during the duty day.** Colonels/CW5/Sergeants Major may conduct physical training on their own or with their respective company/section.

3-75. When calling cadence, the use of profanity, sexual innuendo, or language demeaning to others is prohibited. Military members are encouraged to call cadences that promote esprit de corps.

## AUTHORIZATION FOR WEAR

3-76. The physical fitness uniform is authorized for year-round wear by all personnel, when prescribed by the commander.

## ARMY PHYSICAL FITNESS UNIFORM/INDIVIDUAL PHYSICAL FITNESS UNIFORM (APFU/IPFU) COMPOSITION

3-77. The physical fitness uniform consists of the following components:

- Jacket
- Pants
- Trunks
- T-shirt
- Undergarments
- Footwear
- Socks (black or white)
- Gloves (black)
- Watch cap (foliage green or black)

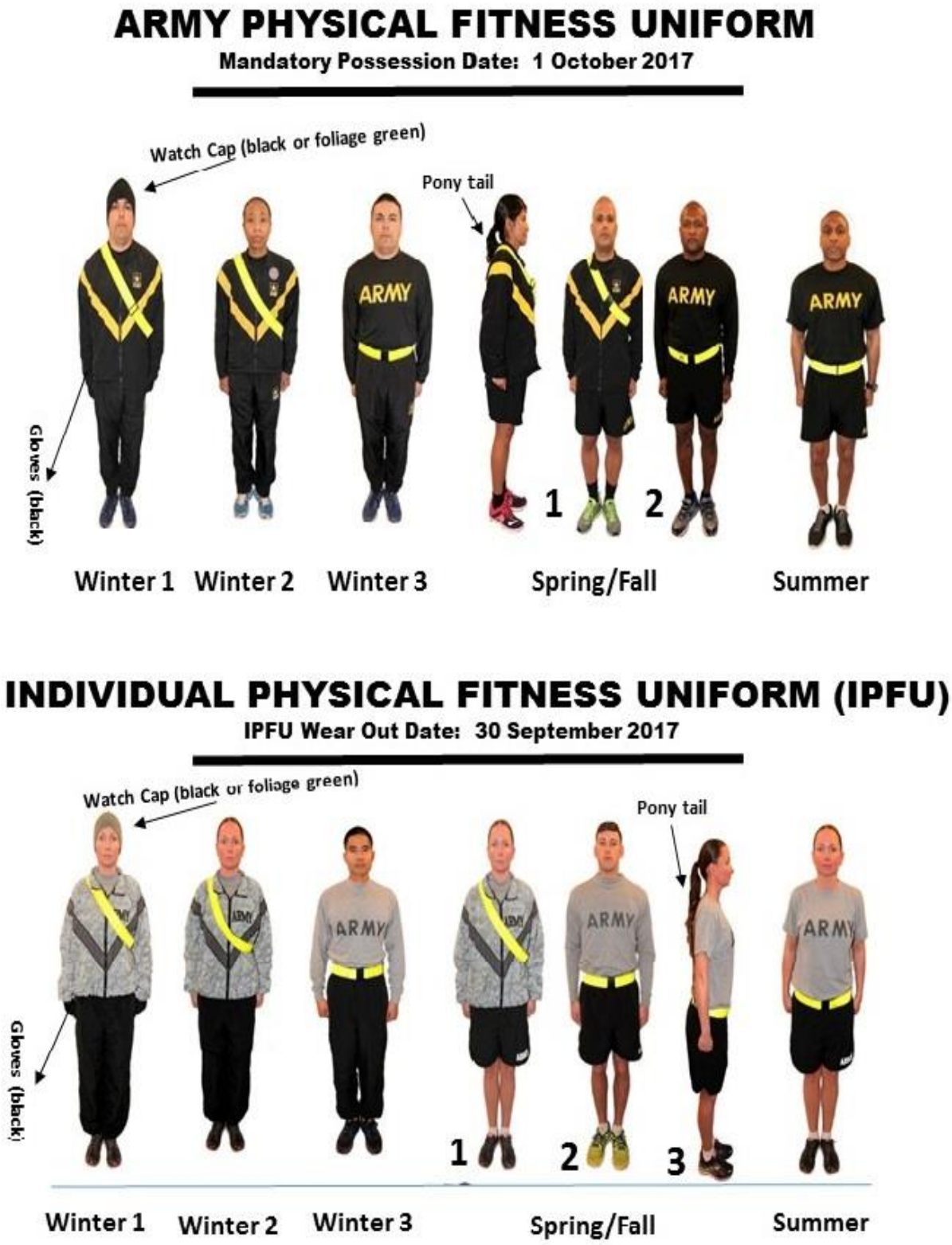



**Figure 3-3. Army Physical Fitness Uniform**

3-78. The Physical Fitness Uniform (serviceable and clean) is authorized for wear on the installation (Fitness Training, Medical Facility, Dining Facility (DFAC), and Post Exchange – Extra (PXtra) only). Personnel may not wear the physical fitness uniform in off-post establishments, unless for purchase of essential items (for example, gas). Army military members will not wear the physical fitness uniform for commercial travel or in military vehicles. Army military members will not wear parts of the physical fitness uniform with civilian attire unless approved by battalion-level commander or higher in support of a specific event.

3-79. The foliage green or black micro watch cap is worn with the physical fitness uniform or combat uniform in field environments when the ACH is not worn, on work details, or in other environments where wearing the patrol cap is impractical, as determined by the commander. Personnel wear the watch cap pulled down snugly on the head. In order to wear the cap properly, the bottom edge (a portion of or all) of the cap maybe folded, but not rolled. During extreme cold weather, military members exposed to those conditions for an extended period may wear the foliage green micro-fleece cap as an outer headgear at the unit leader's discretion. This pertains mostly to military members working on flight lines, in motor pools, and on work detail.

3-80. The reflective belt MUST be worn with the APFU/IPFU when conducting physical training including in the gym. The color of PT belt worn will be determined by Brigade SOPs. Command teams and cadre are authorized to wear the blue PT vest with rank and name tape sewn on. Platoon Sergeants will have two nametapes sewn on their vest (upper nametape will have rank/last name, lower name tape will state "Platoon Sergeant").

3-81. The only insignia authorized for wear on the APFU/IPFU is the physical fitness badge. When the physical fitness badge is worn, it is sewn on the upper left front side of the APFU/IPFU T-shirt. On the APFU/IPFU running jacket, the insignia is sewn centered 1⁄2 inch above the word "Army".

3-82. Army military members are authorized to wear commercially purchased gray or black spandex shorts under APFU/IPFU shorts. 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. Army military members are encouraged to wear spandex shorts under their APFU/IPFU shorts. Athletic socks with no logos (white or black) must be worn and shall not be below the ankle when worn.

3-83. For motivational purposes, unit T-shirts that are voluntarily purchased are authorized for wear when conducting physical fitness training at battalion and separate company level or higher. However, unit T-shirts are not authorized for wear when conducting routine physical fitness training. Battalion Commanders may substitute a distinctive unit T-shirt for the IPFU T-shirt within the following guidelines. (NOTE: Individual purchase of distinctive unit T-Shirt must be voluntary.). Shirts may have the same logo on the front of the shirt as battalion. Company logos are authorized on the back of battalion T-shirts however logos must be in good taste with no profanity, nudity, or gross images.

3-84. The installation commander has approved the use of headphones, including wireless or non-wireless devices and earpieces, in uniform while performing individual physical training in indoor gyms or fitness centers. Soldier may not beyond the exit doors of fitness center or gyms in any manner, including around the neck or attached to the uniform. **Headphones will be conservative or discreet**. Ear pads will not exceed 1-1/2 inches in diameter at the widest point. Military personnel may wear electronic devices, such as music players or cell phones, as permitted in AR 670-1, para 3-6a(2)(b). They may also wear a solid black armband for electronic devices in the gym or fitness center. Military members may not wear armband beyond the exit doors of fitness centers or gym. Ear phones/earbuds and headphones may be used while in civilian clothing in restricting fitness areas such as stadiums, fitness centers, etc.

3-85. Avenue "B", Sissiky Road and Shop Road (designated Run Routes marked in GREEN) are blocked off for Physical Training daily, during the hours of 0500-0730. No motor vehicle traffic is allowed, except for emergency vehicles responding to active emergencies. Formations run on Sissiky Road is prohibited.

3-86. The streets marked in BLUE are designated as Vehicle/PT joint use roadways from 0500-0730, Monday through Friday for conducting physical training in formation.

3-87. The street marked in RED are designated roadways from 0500 to 0730, Monday through Friday for conducting physical training in formation.

3-88. The streets marked in BLACK are designated as no physical training in formation roadways, except to cross at those intersections. For additional information on designated routes and formations restrictions review Fort Lee Policy Letter 11-07.

3-89. Command teams have the freedom to participate in physical training, as deemed necessary, to provide oversight to their personnel across Fort Lee. Units on Fort Lee will conduct physical fitness training every duty day.

3-90. Installation Post-Partum Physical Training (PPPT) is required for all military members with pregnancy profiles. Military members in this program will be required to pass an APFT and H/W in order to be released from this program. Post-Partum Physical Training is a special conditioning and educational program designed to assist all pregnant and post-partum military members in maintaining health and fitness during and after pregnancy, and successfully integrate into unit fitness training.

3-91. Pregnancy IPFU. Pregnant military members will wear the IPFU until such time it becomes too small or uncomfortable. Pregnant military members are authorized to wear the T-shirt outside the trunks. At no time will commanders require pregnant military members to purchase a larger IPFU in order to accommodate the pregnancy. When the uniform becomes too small or uncomfortable, pregnant military members may wear equivalent civilian workout clothes that are conservative and professional in appearance. Pregnant military members will attend PT daily at the Post Pregnancy and Post-Partum PT session.

3-92. All military members will wear APFU/IPFU (except PPPT military members) during the hours of 0500-0730 on Fort Lee, while participating in any type of physical fitness activities, regardless if on leave or pass during the duty day. Road Marches may be conducted in ACU/OCP/Multi-cam and Combat Boots.

3-93. All units will conduct routine daily Physical Training on the installation, unless granted permission from their respective brigade-level commander or Commandant for an exception.

3-94. The transition of the summer Army Fitness Uniform to the winter uniform may take place in the month of October. The transition of the winter Army Fitness Uniform to the summer uniform may take place in the month of April. Commanders may adjust uniform wear based upon the weather conditions. See Table 3-1 for further transition guidelines.

## PETERSBURG BATTLEFIELD

3-95. Military members running in the Petersburg Battlefield from 0500 – 0730 must have a battle buddy for safety reason.

## WALKING PROFILE AND MILITARY FORMATIONS

3-96. Military members with a walking profile, when participating in physical fitness activity on any road or track on Fort Lee, will walk in single file and to the absolute far right of the road.

3-97. Marching of military formations are allowed on all roads but must avoid use of high traffic roads between the hours of 1600-1730 hours. Use of widen sidewalks can be use no matter street color or time of the day per Fort Lee Policy letter 11-07, page 2.

3-98. Military formations will march/run to the right of the centerline, including the individuals in charge of the formation, except when using the GREEN roadways during the closed timeframe IAW Fort Lee Policy 11-07, Annex B.

3-99. Each company size formation will designate one or more NCO to manage a straggler control. These NCOs will run with reflective vest and flashlight.

**Table 3-1. Physical Fitness Uniform Transition Guideline**

| Endurance and Mobility | Temperature | | | |
|---|---|---|---|---|
| | 60 or + | 50 - 59 | 40 - 49 | 39 & below |
| Uniform Items | | | | |
| S/S Shirt | X | | | |
| Shorts | X | X | X | X |
| L/S Shirt | | X | X | X |
| Outer-garment Shirt | | | X | X |
| Outer-garment Pants | | | | X |
| Gloves w/ Inserts | | | | X |
| Watch Cap | | | | X |

| Strength and Mobility | Temperature | | | |
|---|---|---|---|---|
| | 60 or + | 50 - 59 | 40 - 49 | 39 & below |
| Uniform Items | | | | |
| S/S Shirt | X | X | | |
| Shorts | X | X | X | X |
| L/S Shirt | | X | X | X |
| Outer-garment Shirt | | | X | X |
| Outer-garment Pants | | | X | X |
| Gloves w/ Inserts | | | | X |
| Watch Cap | | | | X |

# CONDITIONING FOOT MARCH

3-100. The uniform for the conditioning foot march may be ACU/OCP/Multi-Cam with tan combat boots, green, black, or tan wool socks, (optional IOTV/IBA/ Plate Carrier with attached modular components), MOLLE or assault pack, and reflective belt, which will be worn around the rucksack. During limited visibility conditions, foot marches must be conducted off roads on authorized PT routes only. Road guards will be equipped with white lights during periods of darkness or limited visibility. Commanders may also dictate their respective foot march uniform, according to their established SOP.

# TACTICAL FOOT MARCH

3-101. The uniform for the tactical foot march may be ACU with the appropriate tan combat boots, green, black, or tan wool socks, Advanced Combat Helmet (ACH), NOMEX gloves, ballistic eyewear, (optional IOTV/IBA/ Plate Carrier with attached modular components), MOLLE or assault pack, weapon (carried at the ready), and reflective belt, which will be worn around the MOLLE or assault pack. During limited visibility conditions, commanders will equip every marching military member with additional luminous or reflective devices that will allow the military member to been seen from the front and rear traffic. During limited visibility conditions, tactical foot marches must be conducted off roads on authorized PT routes only. Road guards with white lights will be used during periods of darkness or limited visibility. The standard for tactical foot marches will be 12 miles in 4 hours.

# HEALTH

3-102. Good health and physical conditioning includes maintaining a proper height and weight standard IAW AR 600-9. The Army's body composition, height and weight standards will be strictly enforced. Commanders will ensure that overweight military members are counseled monthly, receive nutrition counseling, and enrolled in an effective progressive fitness program. All newly assigned military members will be weighed and have their height measured, within 30 days of arrival. If overweight, military members will undergo counseling and be evaluated in accordance with AR 600-9. Military members will also maintain a high standard of personal hygiene both in garrison and in the field

# MEDICAL READINESS

3-103. Medical readiness is an individual responsible and every member is responsible for meeting medical readiness standards with Kenner Army Health Clinic assistance. All military members are responsible for maintaining readiness with the assistance of Kenner Army Clinic. All military members must keep up to date on their individual Service's requirements, to include immunizations, physical profile/duty limitations (ensure ERB reflect current profile also), individual medical equipment (eye glasses/inserts, etc.) periodic lab testing, vision screening, hearing screening, dental exams and cleaning, Exception Family Member Program, periodic health assessment (PHA), and any other specified elements. All Department of Defense service portals (Army Knowledge Online, Marine Net, Air Force Portal, Navy Knowledge Online) allow member to monitor their individual medical readiness status. All military members should log on to their respective service portal at least monthly to check for any deficiencies and take immediate actions to correct them.

3-104. Periodic Health Assessment (PHA) is a military member annual medical readiness requirement including completing both online questionnaire and in-person screening by a medical provider. All medical readiness requirement must be current before the PHA can be completed. Further details and guidance may be found online at http://kenner.narmc.amedd.army.mil/SitePages/Home.aspx or at service specific web sites. Personnel PCSing are required to complete a PHA within 60 days of PCSing

3-105. All military members are required to complete an annual dental check in order to maintain their deployability, at a minimum. Any dental condition likely to cause a dental emergency (Category III or IV) requires military member immediate action to address the issue with the Dental Clinic to. All supervisor are required to ensure their respective military member report to the dental clinic immediately (within 48 hours) upon becoming a Category IV patient. .

## Chapter 4

# IET Army Military Members Phases and Privileges (TR 350-6)

4-1. All military leaders will treat IET trainees with the same respect, fairness, and dignity, regardless of race, gender, creed, etc.

4-2. Cadre members will provide trainees sufficient time to conduct personal hygiene, take prescribed medications, perform rehabilitative exercises, and apply ice therapy when directed by medical authorities, or appropriate self-care instructions.

4-3. Cadre members will provide trainees the opportunity to participate in scheduled religious services, but do not direct or coerce participation in any service.

4-4. Commanders will ensure corrective training and corrective action is conducted, in accordance with (IAW) AR 27-10 and TRADOC Regulation 350-6.

4-5. Privileges for IET trainees are not rights and should be managed effectively.

4-6. All Army IET platoon size formations will be moved from one location to another under NCO leadership supervision. Air Force, Marines, and Navy will follow their appropriate doctrinal guidelines.

4-7. All Army IET movement of military members, three or more, will be marched from location to location.

4-8. Sexual harassment, fraternization, and inappropriate or unprofessional relationships are explicitly forbidden IAW AR 600-20 and may violate local regulations. These offenses are punishable under the UCMJ.

4-9. Prohibited relationships: Cadre and Trainee. Any relationship between permanent party and any trainee, not required by the training mission is prohibited IAW AR 600-20, paragraph 4-15. This definition includes and is not limited to dating IET trainees, writing personal letters, text messages, e-mails, exchanging personal communications on social media, having personal telephone conversations unrelated to the training mission, playing cards, gambling, dancing, entertaining in personal residences, sharing accommodations in a hotel/motel, transporting in a POV, or any other conduct of a personal or sexual nature.

4-10. Cadre personnel are prohibited from "Friending" or requesting to be a "Friend" of trainees through use of personal social media outlets/networking sites (that is, Facebook, Twitter, Snap Chat, Instagram, etc.).

### BATTLE BUDDY SYSTEM

4-11. Battle buddy system: The battle buddy system establishes policy for the pairing of IET trainees to teach teamwork, develop a sense of responsibility and accountability for fellow military members, improve safety during IET, and reduce the likelihood and opportunity for sexual harassment, misconduct, and suicidal gestures or attempts.

4-12. All IET military members will have a battle buddy at all times.

4-13. The battle buddy system also applies to cadre members, AIT Platoon Sergeants, and cadre will never be in a closed-door counseling session with a single trainee.

4-14. Male-female battle buddy teams are only authorized when there is only one IET Military member of a particular gender, and a same gender battle buddy is not available. Use a 2:1 ratio in these instances, team

a solitary female Military Member with two male military members or team a solitary male Military member with two female military members.

### TOBACCO CESSATION POLICY FOR IET

4-15. All Cadre and military members with permanent party privileges are prohibited from using tobacco products in IET training areas (for example, in the brigade, battalion, company, or any training area).

### DUTIES/CHARGE OF QUARTERS (CQ), FIRE GUARD, AND EXTRA DUTY

4-16. Army IET military members performing extra duty as a portion of punishment under UCMJ will not perform extra duty beyond 2100. Battalion Commanders must approved extra duty to be performed on Sunday and other training holidays.

### HOLIDAY BLOCK LEAVE

4-17. Units may established their own respective Holiday Block Leave Program. Commanders may conduct 100 percent urinalysis on (all) military members to include those who participate in Holiday block leave.

### HOMETOWN RECRUITER ASSISTANCE PROGRAM (HRAP) EXECUTION

4-18. HRAP is a voluntary recruiter assistance program that allows qualified IET graduates to promote Army service in their hometowns, while in a permissive temporary duty status. The intent of the program is to allow recent IET graduates to return to their hometowns and share their experiences with their peers to connect with the target market for recruiting. For more detailed information on HRAP please see TR 350-6, para 4-19.

## MOS-T MILITARY MEMBERS (TRADOC REGULATION 350-6)

4-19. MOS-T military members may use tobacco products, however, not in the presence of IET military members (regardless of phase level) or in areas where IET military members are likely to observe use. For example, in the Brigade, battalion, company, or any training area. Use of tobacco products (to include smokeless tobacco or chewing tobacco) is only authorized in designated areas.

4-20. Alcohol consumption by MOS-T military members is authorized on weekend or holidays, if the military member is 21 years or older. Consumption of alcohol within 8 hours of duty or in the barracks is prohibited. MOS-T military members will not consume alcoholic beverages in the presence of those military members who have not been granted the privilege and will not provide or purchase alcoholic beverages to military members not granted these privileges.

4-21. MOS-T military members are authorized to drive or ride in a POV or rental vehicle at the end of the prescribed duty day.

4-22. MOS-T military members are authorized off-post privileges on the weekends in civilian clothes (must remain in a 50 mile radius of Fort Lee). An approved Pass request is required for travel outside of a 50 mile radius. MOS-T military members are prohibited from using their POV to transport any IET military members. MOS-T military members are to be back for the final recall formation on Sunday or the last day of the holiday weekend.

4-23. MOS-T military members are not permitted to carry cell phones or other electronic devices during POI hours or at training events. MOS-T military members will not communicate on cellular phones to include texting or playing music while walking or standing and will not use hands-free or blue-tooth headphones or earpieces while in uniform.

4-24. All military members should review their respective battalion and company policies regarding specific guidance on IET pass privileges and other policies.

## Chapter 5

# Marines

## PHYSICAL TRAINING UNIFORM

5-1. The standard physical training (PT) uniform consists of the green general purpose trunks and the standard olive green undershirt. Footwear, headgear, and hydration pack with PT uniform will be prescribed by the commander. The commander can authorize unit PT shirts. The commander may designate the summer/winter wear.

5-2. The USMC running suit can be worn in any combination with the green PT shorts and green undershirt, however, the running suit is not authorized for wear in any form with the USMC sweat suit. The running suit is meant to complement the standard PT uniform, not take its place.

5-3. The cold weather PT uniform consists of an olive green sweat shirt and olive green sweat pants, with "USMC" lettering and Marine Corps emblem on the left breast of the shirt and upper left leg of the pants.

5-4. All other Marine Corps PT uniform guidance will be per the Marine Corps Uniform Regulation, MCO P1020.34.

**Figure 5-1. Marine Uniforms**

## SEASONAL UNIFORM

5-5. Marines will wear the appropriate seasonal uniform of the day as prescribed by the commander when in garrison. During the summer season, those uniforms are the Blue Dress. A/B (NCOs and below)/D, Blue-White Dress A/B (SNCOs and Officers), service a/c, and the desert MARPAT Marine Corps Combat Utility Uniform (MCCUU) with sleeves down. During the winter season, those uniforms are the Blue dress A/B/C, Service A/B, and the Woodland MARPAT MCCUU with sleeves down.

5-6. The Marine Corps seasonal uniform change, while in garrison, will occur world-wide in synchronization with the change to and from Daylight Saving Time (DST) in the United States.

5-7. Summer season. The Marine Corps will transition to the summer season uniform the duty day following the change to DST.

5-8. Winter season. The Marine Corps will transition to the winter season uniform the duty day following the change from DST. Waivers to the timing of the seasonal uniform change will be considered on a case-by-case basis. Commanders may dictate uniform wear based on weather conditions.

5-9. All military members will wear their respective physical fitness uniform (except Post-Partum Physical Training Marines) during the hours of 0500-0730 on Fort Lee while participating in any type of physical fitness activities, regardless if on leave or pass during the duty day.

## Chapter 6

# U. S. Air Force

## AIRMEN RESPONSIBILITIES

6-1. Leaders shall teach, coach, and mentor subordinates to achieve all standards. Discipline is the process though which knowledge and ability is imparted on, and a sense of accountability and responsiveness is manifested in our military members. All Military members will be counseled a minimum of quarterly, by their respective supervisors (military and DOD civilians).

6-2. All units on Fort Lee are responsible for policing of their respective facility and sponsored area daily.

6-3. All military members residing on the installation shall have their quarters visited at least semi-annually to promote health, safety, and welfare. Permanent quarters visits must be coordinated in advance with individual Airman.

6-4. All Airmen will comply with AFI 36-2903 standards at all times. If unsure, ask your MTL or an NCO.

6-5. Uniforms must be clean, neat, fitted properly, pressed if applicable, and serviceable.

6-6. Boots/shoes will be clean, fully laced, and polished if applicable.

6-7. Males will not wear earrings or healing posts on base, whether in uniform or civilian clothes. In uniform, females are authorized to wear small spherical, conservative, diamond, gold, white pearl, or silver earrings in each lobe must match. In civilian clothes on base, earrings should not be extreme or excessive. In uniform, and in civilian clothing on a military installation, all personnel are prohibited from attaching, affixing or displaying objects, articles, jewelry, or ornamentation to or through the nose, tongue, or any exposed body part.

6-8. Portable electronic devices are prohibited during the duty day.

6-9. Airmen in civilian clothing will not wear clothing that is torn, frayed, or does not present a neat and clean appearance.

6-10. Undershirts will not be worn as outer garments.

6-11. T-shirts are authorized provided they bear no obscene or degrading language or symbols. Messages must not be offensive in nature.

6-12. Remove headgear when inside any building. Exception: approved religious headgear may be worn indoors.

6-13. Clothing will not be provocative or revealing in nature.

6-14. Cosmetics will be conservative and in good taste when in uniform.

6-15. Nail polish will be conservative and one singular color. Finger nails will not exceed ¼ in length measured from the tip of the finger.

6-16. While in uniform NPS Airmen assigned to the 37 TRG are prohibited from frequenting any establishment that offers tattoos or body piercing/modifications.

6-17. Tattoos/brands anywhere on the body that are obscene, advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform.

6-18. Tattoos/brands will not be exposed excessively (exceed ¼ of the exposed body part and those above the collarbone and readily visible when wearing an open collar uniform).

6-19. Anklets are not authorized while in uniform.

6-20. Only solid black backpacks can be worn while wearing the AF Blue Uniform.

6-21. Only solid black, woodland camouflage, or olive drab backpacks can be worn while wearing the AF BDU Uniform.

6-22. NPS Airmen are prohibited from affixing any unit/command badges to a uniform item until arrival at their first duty location.

## WEAR OF AQUILETTES

6-23. Blue rope signifies a Military Training Leader. A leader responsible to mold and mentor the airman while in Technical Training.

6-24. Red, yellow, green- Airman Leader. They are placed in charge with greater responsibilities.

6-25. Refer to AFI 36-2903 for further uniform guidance.

**Figure 6-1. Air Force Uniforms**

# PHYSICAL TRAINING UNIFORM

6-26. PTU/IPTU jacket. The jacket will be zipped at least halfway between the waistband and collar. Sleeves will end within one inch of the wrist.

6-27. Short-sleeved PTU/IPTU shirt. The short-sleeve shirt will be tucked into shorts or running pants at all times. Do not remove or cut sleeves. Short and long-sleeved white or light gray form fitting undershirts, (i.e. spandex, lycra or elastic material) may be worn and visible under the short-sleeved PTU/IPTU shirt. Undershirt must be tucked into PT shorts.

6-28. Optional long-sleeved IPTU shirt. The long-sleeve shirt will be tucked into the PTU/IPTU shorts or running pants at all times. Do not push up, remove, or cut sleeves.

6-29. Optional IPTU sweatshirt. The sweatshirt will extend no lower than six inches below the natural waist line. Do not push up, remove, or cut sleeves.

6-30. PTU/IPTU running pants. The waistband will rest at or within two inches of the natural waistline. Both pant legs will extend below the ankles and will be zipped to within one inch of the bottom.

6-31. PTU/IPTU shorts (with reflective material) and optional IPTU running shorts (without reflective material). The PTU/IPTU shorts waistband will rest at or within two inches of the natural waistline. The lining in the PTU/IPTU shorts may be removed. Short, mid and full length solid black or dark blue form fitting sportswear (i.e. spandex, lycra or elastic) may be worn and visible under both the PTU/IPTU and optional IPTU running shorts.

6-32. Socks are mandatory! Socks will be black or white and may have small trademark logos.

6-33. Athletic style shoes are mandatory.

6-34. Installation commanders may authorize wear of an optional solid black or dark blue baseball/sport cap with the Air Force symbol or U.S. Air Force printed/embroidered on the front during organized PT or individual PT. If authorized, caps are to be worn outdoors only.

6-35. Commanders may authorize wear of an embroidered “Excellence for/in PT” solid black or dark blue baseball/sports cap. If worn, the baseball/sport cap will have the words — “Excellence for PT” or “Excellence in PT” or a combination of the two, in small embroidered letters no more than ½ inch in height. Patches, large logos and multi-patterned caps are not authorized. Additional unit or organizational issued hats are not authorized with the PTU/IPTU. Headgear may be worn during individual PT, but not indoors.

6-36. Bandanas and other similar head-scarves/headgear are not authorized, unless due to medical waiver condition.

6-37. Reflective belts, reflective armbands, etc. are required during periods of low light conditions when wearing the optional running shorts (without reflective material) as part of the PTU/IPTU. Reflective belts, armbands, etc. are optional when wearing combinations of the standard issue PTU/IPTU items that contain reflective material on the top and bottom garments.

6-38. Appropriate undergarments are required to be worn with all PTU/IPTU combinations.

6-39. Cold weather accessories may be worn outdoors only.

6-40. Knit watch cap. If worn, will be plain, solid black, dark blue, or sage green without logos (bandanas and other similar head-scarves/headgear are not authorized unless due to medical waiver conditions).

6-41. Gloves will be black or dark blue leather, knitted, tricot or suede; or a combination of leather, knitted, tricot, and suede and without logos.

6-42. The scarf will be black or dark blue, all wool or cotton simplex; with or without napped surface, and less than 10 inches in width.

6-43. Earmuffs will be solid black or dark blue, made of any material and may wrap around either the top or rear of the head.

6-44. Sage green fleece is authorized to be worn with the ABU when the temperature is 32 degrees or below or there is prolonged standing outside.

6-45. Do not mix/match the PTU/IPTU running suit jacket with running suit pants. All other combinations are authorized.

6-46. PTU/IPTU items are authorized for wear with conservative civilian/personal attire during individual/personal PT or while off-duty (e.g. PT shirt with personal shorts/pants, PT jacket with personal shirt/pants/shorts, etc.). No civilian/personal items with offensive wording, graphics or photos are to be worn with the PTU/IPTU items at any time.

6-47. All Airman will wear their PTU/IPTU during the hours of 0500-0730 (except Post Partum Physical Training personnel) while participating in any type of physical training activities on Fort Lee regardless if on leave or pass during that duty day.

6-48. All personal grooming standards apply while participating in physical fitness activities (refer to Chapter 3), with one exception: long female hair will be secured but may have loose ends and may extend below the collar (i.e., ponytails).

**Figure 6-2. Air Force Enlisted Rank**

## Chapter 7

# United States Navy

## NAVY PROFESSIONAL APPEARANCE

7-1. Men. Will keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch, and outward not greater than 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The unique quality and texture of curled, kinked, waved, and straight hair are recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases, hair must present a graduated appearance and may combine the taper with a line at the back of the neck. A single (cut, clipped or shaved) natural, narrow, fore and aft part in the hair is authorized. Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military head gear. Plaited or braided hair shall not be worn while in uniform or in a duty status. Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line. "Muttonchops," "ship's captain," or similar grooming modes are not authorized.

7-2. Women. Acceptable Hairstyle Criteria- Hairstyles and haircuts shall present a professional and balanced appearance. Appropriateness of a hairstyle shall be evaluated by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hairstyles will not interfere with the proper wearing of headgear, protective masks or equipment. When headgear is worn, hair shall not show from under the front of the headgear, with the exception of the Tiara and Beret. Hair (including bun) is not to protrude from the opening in the back of the ball cap. Lopsided and extremely asymmetrical hairstyles are not authorized. Angled hairstyles will have no more than a 1-1/2 inch difference between the front and the back length of hair. Layered hairstyles are authorized provided layers present a smooth and graduated appearance. Hair length, when in uniform, may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. With jumper uniforms, hair may extend a maximum of 1-1/2 inches below the top of the jumper collar. Long hair, including braids, shall be neatly fastened, pinned, or secured to the head. When bangs are worn, they shall not extend below the eyebrows. Hair length shall be sufficient to prevent the scalp from being readily visible (with the exception of documented medical conditions). Hair bulk (minus the bun) as measured from the scalp will not exceed 2 inches. The bulk of the bun shall not exceed 3 inches when measured from the scalp and the diameter of the bun will not exceed 4 inches. Loose ends must be tucked in and secured. Hair, wigs, or hair extensions/pieces must be of a natural hair color (i.e. blonde, brunette, brown, red, gray, or black). Hair extensions/pieces must match the current color of hair. Wigs, hairpieces and extensions shall be of such quality and fit so as to present a natural appearance and conform to the grooming guidelines listed herein. Tints and highlights shall result in natural hair colors and be similar to the current base color of the hair.

7-3. Hairstyles. Hairstyles shall not detract from a professional appearance in uniform. Styles with shaved portions of the scalp (other than the neckline), those with designs cut, braided, or parted into the hair, as well as dyed using unnatural colors are not authorized. The unique quality and texture of curled, waved and straight hair are recognized. All hairstyles must minimize scalp exposure.

7-4. Three strand braids and two strand braids (also referred to as twists) are authorized.

7-5. Multiple braids. Multiple braids consist of more than 2 braids and encompass the whole head. When a hairstyle of multiple braids is worn, each braid shall be of uniform dimension, small in diameter (no more than 1/4 inch), and tightly interwoven to present a neat, professional, well- groomed appearance. Foreign material (e.g., beads, decorative items) shall not be braided into the hair. Multiple braids may be worn loose, or may be pulled straight back into a bun, within the guidelines herein.

7-6. Two individual braids. One braid worn on each side of the head, uniform in dimension and no more than one inch in diameter. Each braid extends from the front to back of the head near the lower portion of the hair line (i.e., braids are closer to the top of the ear than the top of the head to prevent interference with wearing of headgear). A single French braid may be worn starting near the top of the head and be braided to the end of the hair. The end of the braid must be secured to the head and braid placement shall be down the middle of the back of the head.

7-7. Corn rows. Must be in symmetrical fore and aft rows, and must be close to the head, leaving no hair unbraided. They must be no larger than 1/4 inch in diameter and show no more than approximately 1/8 inch of scalp between rows. Corn row ends shall not protrude from the head. Rows must end at the nape of the neck and shall be secured with rubber bands that match the color of the hair. Corn rows may end in a bun conforming to the guidelines listed herein, if hair length permits.

7-8. Rolls. Two individual rolls, one on each side of the head, must be near the lower portion of the hair line (i.e., rolls are closer to the top of the ear than the top of the head and will not interfere with wearing of headgear). Rolls must be of uniform dimension and no more than one inch in diameter.

7-9. Hair Accessories. When hair accessories are worn, they must be consistent with the hair color. A maximum of two small barrettes, similar to hair color, may be used to secure the hair to the head. Bun accessories (used to form the bun), are authorized if completely concealed. Additional hairpins, bobby pins, small rubber bands, or small thin fabric elastic bands may be used to hold hair in place, if necessary. The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward or outward from the head. For example, when using barrettes or hairpins, hair will not extend loosely from the head; when hair is in a bun, all loose ends must be tucked in and secured. Hair accessories shall not present a safety or foreign object damage (FOD) hazard. Hair nets shall not be worn unless authorized for a specific type of duty. Headbands, scrunchies, combs, claws and butterfly clips, are examples of accessories that are not authorized; this list is not to be considered all inclusive.

7-10. Unauthorized Hairstyles. While this list shall not be considered all inclusive, the following hairstyles are not authorized: ponytails; pigtails; braids that are widely spaced and/or protrude from the head; and locks. Locks, also called dreads, are fused or coiled strands of hair that cannot easily be combed out.

7-11. All Sailors on Fort Lee will comply with Navy Uniform Regulations NAVPERS 15665I in maintaining uniform standards, manner of wear and grooming standards at all times.

## SHAVING AND MUSTACHES (MEN)

7-12. The face shall be clean shaven unless a shaving waiver is authorized by the Commanding Officer. Mustaches are authorized but shall be kept neatly and closely trimmed. No portion of the mustache shall extend below the lip line of the upper lip. It shall not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended shall not exceed approximately ½ inch. Handlebar mustaches, goatees, beards or eccentricities are not permitted. If a shaving waiver is authorized, no facial/neck hair shall be shaved, manicured, styled or outlined nor exceed 1/4 inch in length. Supervisors of individuals with shaving waivers shall actively monitor and ensure treatment regimen is followed. The following personnel are not authorized to wear any facial hair except for valid medical reasons:

- Brig prisoners

- Brig awardees.
- Personnel in a disciplinary hold status (i.e., who are serving restriction or hard labor without confinement or extra duties as a result of a court-martial or NJP).
- Personnel assigned to a transient personnel unit who are awaiting separation: By reason of a court-martial sentence.
- To benefit the service (MILPERSMAN 1910-164).
- Pursuant to the recommendation or waiver of an administrative discharge board, for misconduct (MILPERSMAN 1910-140).

## HAIR PIECES

7-13. Wigs or hairpieces shall be of good quality and fit, present a natural appearance and conform to the grooming standards set forth in these regulations. They shall not interfere with the proper performance of duty nor present a safety or FOD (Foreign Object Damage) hazard.

7-14. Men. Wigs or hairpieces may be worn by active duty personnel while in uniform or duty status only for cosmetic reasons to cover natural baldness or physical disfigurement. Wigs may be worn by Naval Reserve personnel engaged in inactive duty for training.

7-15. Women. Wigs or hairpieces meeting women's grooming standards are authorized for wear by personnel while in uniform or duty status.

## COSMETICS (WOMEN)

7-16. Cosmetics may be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are not authorized with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and complement the individual. Long false eyelashes shall not be worn when in uniform.

7-17. Cosmetic permanent makeup. Cosmetic permanent makeup is authorized for eyebrows, eyeliner, lipstick and lip liner only. Permanent makeup shall be in good taste and blend naturally with the skin tone to enhance a natural appearance. Exaggerated or faddish cosmetic styles are not authorized and shall not be obtained. Approved permanent makeup colors are as follows: Eyebrows shall be shades of black, brown, blonde or red that matches the individual's natural hair color. Eyeliner shall be shades of black, brown, blue or green that matches the individual's natural eye color and shall not extend past the natural corner of the eye. Lip liner and lipstick shall be the color of the natural lip or shades of pink and moderate reds only. Permanent makeup is considered an elective medical procedure that is accomplished by qualified medical professionals to enhance natural features and requires careful planning and consideration of associated risks and liabilities to the Sailor.

## FINGERNAILS

7-18. Men. Fingernails shall not extend past fingertips. They shall be kept clean.

8-1. Women. Fingernails shall not exceed 1/4 inch measured from the fingertip. They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone.

## JEWELRY

7-19. Conservative jewelry is authorized for all personnel and shall be in good taste while in uniform. Eccentricities or faddishness are not permitted. Jewelry shall not present a safety or FOD (Foreign Object Damage) hazard. Jewelry shall be worn within the following guidelines:

- Rings: While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set. Rings are not authorized for wear on thumbs.
- Earrings:
  - Men. Not authorized. Additionally, earrings are not authorized in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within

any base or other place under military jurisdiction, or while participating in any organized military recreational activities. When considered appropriate by the prescribing authority under article 7201.2, earrings may be prohibited while in foreign countries.

- Women. One earring per ear (centered on earlobe) may be worn while in uniform. Earrings shall be 4mm - 6mm ball (approximately 1/8 - 1/4 inch), plain with shiny or brushed matte finish, screw on or with posts. Gold for officers/CPOs, and silver for enlisted personnel. Small single pearl earrings are authorized for wear with Dinner and Formal Dress uniforms.

- Wristwatch/Bracelets. While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

**Figure 7-1. Navy Uniforms**

# MUTILATION

7-20. Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional radical alteration of the body, head, face, or skin for the purpose of and or resulting in an abnormal appearance. Examples of mutilation include, but are not limited to:

- A split or forked tongue.
- Foreign objects inserted under the skin to create a design or pattern.
- Enlarged or stretched out holes in ears (other than a normal piercing).
- Intentional scarring on neck, face, or scalp.
- Intentional burns creating a design or pattern.

## Chapter 8

# Safety and General Information

8-1. SAFETY is every military and DOD members' responsibility to help prevent accidents. Safe operations start with unit readiness. Readiness depends on the ability of Army unit to perform its mission-essential task list (METL) to standard.

8-2. Operations require a risk assessment in order to identify associated hazards and select control measures which mitigate the associated risk. The risk management process will be integrated into all planning phases of training. Military members will ensure that unnecessary risk is not taken. An unnecessary risk is one which could be reduced or eliminated and still accomplish the mission.

8-3. Performing to standard is one of the key steps in preventing accidents; however, each leader must be aware that written standards may not exist for every task. High-risk tasks must be identified and reviewed to ensure that adequate standards exist and that unnecessary risks are eliminated. It is the leader's responsibility to ensure standards are enforced and unnecessary risks are not taken.

8-4. All military members, DOD civilians and Contractors will not operate Army motor vehicles unless properly licensed. Army motor vehicle sustainment and refresher training is the key to accident prevention.

8-5. All military members and leaders will ensure that vehicle operations are conducted IAW established standards, as applicable, to include use of ground guides, convoy briefings, assistant drivers, adherence to local highway rules and laws. All military members 25 years of age and younger will have a completed POV Inspection Form (FC2005) signed by their supervisor. For Army military members, one copy will be located in their glove box and an additional copy will be placed in their unit records at the company level. Marines are not required to carry it in their glove box and the form is maintained in electronic records for every Marine 25 years of age and under.

8-6. Seats belts will be worn at all times in any government motor vehicle. Equipment worn will be adjusted in order to accommodate use of the installed seatbelt system.

8-7. POV and motorcycle accidents are the number one cause of fatalities among military members in the Army today and as such, warrant specific attention. Seatbelts will be worn in POVs at all times, on and off post. IAW AR 385-10, military or civilian personnel who, while operating a government motor vehicle, have been convicted of a moving traffic violation, or have been determined to be at fault in a traffic mishap must attend the Remedial Drivers Training Course or lose installation driving privileges. Commanders may refer military members to attend the Remedial Drivers Training Course due to high risk driving activity.

8-8. All military members are responsible for knowing, understanding, and complying with the rules of the road, and operating a vehicle safely in consideration of other motorists and pedestrians.

8-9. Never allow passengers to travel in the back of privately owned trucks, sport utility vehicles or non-tactical military vehicles unless they wear a manufacturer-installed safety belt.

8-10. In accordance with Army Regulation 385-10, The Army Safety Program, Progressive Motorcycle Training is mandatory for all military members who ride a motorcycle on or off of the installation. Commanders and leaders will identify all military members who ride motorcycles and track their required training, according to the primary type of motorcycle ridden.

8-11. All military motorcycle riders must complete the Basic Rider Course (BRC) prior to operating a motorcycle. The BRC is a one-time requirement.

8-12. All military motorcycle riders must complete advance motorcycle training consisting of either the experienced rider course (ERC)/BRC-2 or the military sport bike riders Course (MSRC) based on type of

motorcycle ridden. Motorcycle riders are encouraged to take advance motorcycle rider training 60 days after completing the BRC, but must complete the training within 12 months.

8-13. Motorcycle sustainment training is to continue the life-long learning process. The training is required every three years following the completion of the ERC/BRC-2 or MSRC and cannot be waived. Military motorcycle riders may accomplish sustainment training off-post at their own expense.

8-14. Motorcycle refresher training (MRT) is mandatory for military motorcycle riders who have been deployed for more than 180 days. The MRT will be conducted on the individual's own motorcycle to confirm ability to safely handle their motorcycle. Training may be conducted at the unit level preferably by a motorcycle rider. The MRT guide is available from the U.S. Army Combat Readiness/Safety Center, https://safety.Army.mil/. Ranges are not required for this training.

8-15. Riders and passengers must wear Department of Transportation (DOT) approved protective helmets only (novelty helmets are not authorized); eye protection must meet or exceed American National Standard Institute Standard Z87.1-2003 for impact and shatter resistance including goggles, wrap around glasses, or a full-face shield. Windshield and/or eyeglasses are insufficient protection and do not meet this standard. Full-fingered gloves; long trousers; long sleeved shirt or jacket; enclosed sturdy foot wear (boots or leather high top shoes recommended) that cover the ankles; and wear a reflective vest or reflective belt (on the outside of all outer garments so that it can be seen from all directions). The reflective belt will be worn over the shoulder, diagonally across the chest. A reflective vest or belt will be worn while wearing duty uniform and riding motorcycles during limited visibility. Leather coats and chaps are recommended, but must be taken off after parking motorcycle (no club affiliation patches are authorized while wearing uniform, and all manufacturer Logos must be in good taste). Ballistic glasses meeting military specification are authorized for wear while riding a motorcycle. Full-fingered gloves or mittens made from leather or other abrasion-resistant material will be worn while operating a motorcycle, moped, or ATV.

8-16. All government personnel (military and civilian) desiring to operate a motorcycle or moped on the Fort Lee installation will adhere to the following guidelines. All motorcycles must be properly registered and operators properly licensed IAW state and local law and policy. IAW 385-10, all military riders, on or off post, will possess a Motorcycle Safety Foundation (MSF) or Motorcycle Defensive Driving Course (MDDC) certification card, prior to operating a motorcycle.

8-17. Helmet(s): For personnel riding motorcycles, mopeds and ATVs, helmets shall be certified to meet DOT Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22–05, British Standard 6658, or Snell Standard. All helmets will be properly fastened under the chin.

# FIREARMS AND PROHIBITED ITEMS

8-18. All military members, DOD civilians and contractors are required to comply with the Fort Lee Fire Arms Regulation 190-2, concerning the use and storage of firearms. If a privately owned firearm is lost or stolen the owner will make an immediate report to the PMO.

8-19. Concealed weapons are unauthorized on Fort Lee, unless the individual is a duly sworn Federal, State, or Local law enforcement officer in the performance of his/her official duties.

8-20. Personnel who bring a firearms onto the installation are required to have it registered IAW Fort Lee Regulation 190-2, chapter 3.

8-21. All military personnel assigned or attached to, and residing on Fort Lee and their family members are required to register all private owned weapons (POWs) IAW Fort Lee Regulation 190-2, para 3-1.

8-22. All active duty military assigned to Fort Lee (only if required) need to complete a Fort Lee Form 694, Military Weapon Registration, for each weapon registered. All others will use Fort Lee Form 694-1, Civilian Weapon Registration). **Bring completed forms to the Weapon Registration Office only**. For further information please contact the Weapon Registration Office at (804) 734-5058.

8-23. Commanders will identify high risk military member, IAW Army Directive 2013-6.

8-24. Any change of ownership of privately owned weapons registered on the installation by military members or civilians, will be reported to the Weapon Registration Office located at building 5228 within 96 hours. The new owner will register each weapon in their own name, IAW Fort Lee Regulation 190-2, para 3-8 (if required).

8-25. Storage of privately owned weapons, ammunition and authorized war trophies in on-post quarters will be kept unloaded and secured with locking device that deters both theft and unauthorized tampering. Each firearm will also be secured with a trigger lock, IAW Fort Lee Regulation 190-2, chapter 4.

## OFF-LIMITS STRUCTURES AND AREAS

- Vacant structures, storage and supply buildings or areas.
- All range and training areas, unless specifically authorized.
- Specified parking areas when so marked or posted.
- Establishments placed off-limits be the Armed Forces Disciplinary Control Board under the provisions of AR-190-24.
- Other areas when so marked or posted.

## PETS

8-26. No pets, including caged animals, are allowed in barracks, auditoriums, gym facilities, or conference rooms. Reasons for this restriction include consideration for roommates/others, and humane care for pets. Aquariums of reasonable size containing fish are allowed, if roommates agree.

## ARMY LEAVE REQUEST

8-27. Army military members accrue 30 days of leave annually. It is accrued at the rate of 2 1/2 days each month. Your accrued leave is shown on your Leave and Earnings Statement (LES). Military members are encouraged by commanders to take periodic short leaves or leave during the unit's scheduled block leave rather than save up a large number of days, which they may not be able to use all at one time. Leaves are requested in advance according to your unit SOP and are approved by commanders using DA Form 31. When you submit a request for leave, you are telling the commander that:

- You have sufficient days accrued or are asking for advanced leave.
- You have enough money to cover the cost of leave and travel.
- You will return on time.
- You know to ask for an extension of leave, if necessary.
- You can be contacted at the leave address stated in the event of a recall at any time.
- You will carry your approved DA Form 31 and Military ID card with you at all times.
- You will uphold the expected standards of conduct and appearance. Failure to return by 2400 hours on the designated last day of leave could result in you being AWOL. The unit phone number(s) contained on the DA Form 31 will be used to contact your unit if you cannot return by the prescribed time.
- Leave (both ordinary and emergency) taken outside the continental US (OCONUS) requires an overseas security briefing by security or anti-terrorism analysis.

## ARMY PASS REQUEST

8-28. With the exception of military members in a leave or pass status (i.e. covered by a signed DA 31), Army military members are "available for duty" during off duty hours. Commanders may authorize a pass when performance and behavior warrants, and reserve the right to withdraw this privilege when appropriate. Army military members may not be granted a pass if "RED" on MEDPROS, not completed mandatory training, not completed semi-annual physical fitness test, etc. Passes are a privilege, not a right.

# RESOURCES

8-29. All military members are encouraged to use the numerous resources available on Fort Lee to assist them and their families. All military members should initially contact their first line leader or someone in their chain of command. Every commander has an open door policy and the chain of command should always be given the first attempt to assist in resolving a problem.

## ARMY COMMUNITY SERVICE (ACS)

8-30. ACS support all active duty military personnel, retirees, and family members. ACS is located in Bldg. 9023, telephone (804) 734- 6388. ACS provides information, assistance, and guidance on financial planning, food stamps, emergency care, shelter, transportation, job assistance, counseling and baby-sitting. Additional services include information, referral and follow-up relocation assistance, assistance to handicapped dependents, and the Army Family Advocacy Program. ACS also has a loan closet for newly arrived military members and family members awaiting household goods.

## MILITARY ONE SOURCE

8-31. An integrated Army information source that is available 24 hours a day, 365 days a year. The Army One Source can and will answer any type of question you may have concerning any Army issue. All calls are answered live and can be accessed by the following numbers: in the U.S., 1-800-342-9647 or outside the U.S., 1-800-464-8107. Also available on the web at www.militaryonesource.com.

## LEGAL

8-32. Fort Lee legal staff provide free support and advice on military and civilian legal problems to all military members. (i.e., contracts, insurance, wills, leases, and powers of attorney). The Legal Assistance Office is located in Bldg. 1108, and may be contacted at (804) 765-1500/1505.

## CHAPLAIN

8-33. The unit chaplain is always available for spiritual or family counseling to all military members, retirees, DOD personnel and family members. A duty chaplain is always on call at telephone (804) 586-0924 (Care Line).

## SUICIDE PREVENTION

8-34. Counseling is also available through Community Behavioral Health, located inside Kenner Army Health Clinic, and telephone (804) 734-9143/9623.

# EQUAL OPPORTUNITY AND SEXUAL HARASSMENT/ASSAULT

8-35. Every unit has an equal opportunity (EO) representative. Any military member that feels they have a valid EO complaint should contact their unit representative. Additional detail information on EO is listed in AR 600-20, para 6-2.

8-36. Inappropriate/offensive, sexual or racially oriented stickers displayed on a POV is prohibited on the installation.

8-37. All military members have the right to be treated fairly without regard to their sex, race, religion, or ethnic background. This includes not being sexually harassed. Sexual harassment occurs when any service member or civilian employee uses behavior of a sexual nature in an attempt to control, influence, or affect the career, pay, or job of a service member or civilian employee, or makes deliberate or repeated verbal comments or gestures of a sexual nature that are offensive to the person addressed, or makes abusive physical contact of a sexual nature. See AR 600-20, para 6-2 for additional information on EO.

## ARMY SEXUAL HARASSMENT/ASSAULT RESPONSE PROGRAM (SHARP)

8-38. There is an undisputable link between how a military member is treated and how effectively they perform their duties which has a profound effect on individual and unit readiness. Every unit has a Sexual Harassment/Assault Response Program (SHARP) representative. Any military member that feels they have a valid SHARP concern should contact their unit SHARP representative. Military members are not restricted to utilizing their assigned unit SHARP representative, even though it is encouraged. For further detail reporting, restrictions or about the Army SHARP program please review AR 600-20, chapter 7-8. Marines, Air Force and Navy personnel may consult with their service SHARP equivalent representative or respective doctrine on all related SHARP concerns.

8-39. All military members must strive to create a professional work climate that promotes unity and eliminates incidents of sexual assault and harassment through a series of comprehensive policies that centers on awareness, prevention, education, victim advocacy, immediate response, effective reporting and accountability.

8-40. Figure 8-1, "We Care" SHARP App can be downloaded for free on Android, iPhone, Google, and TRADOC Mobile devices.

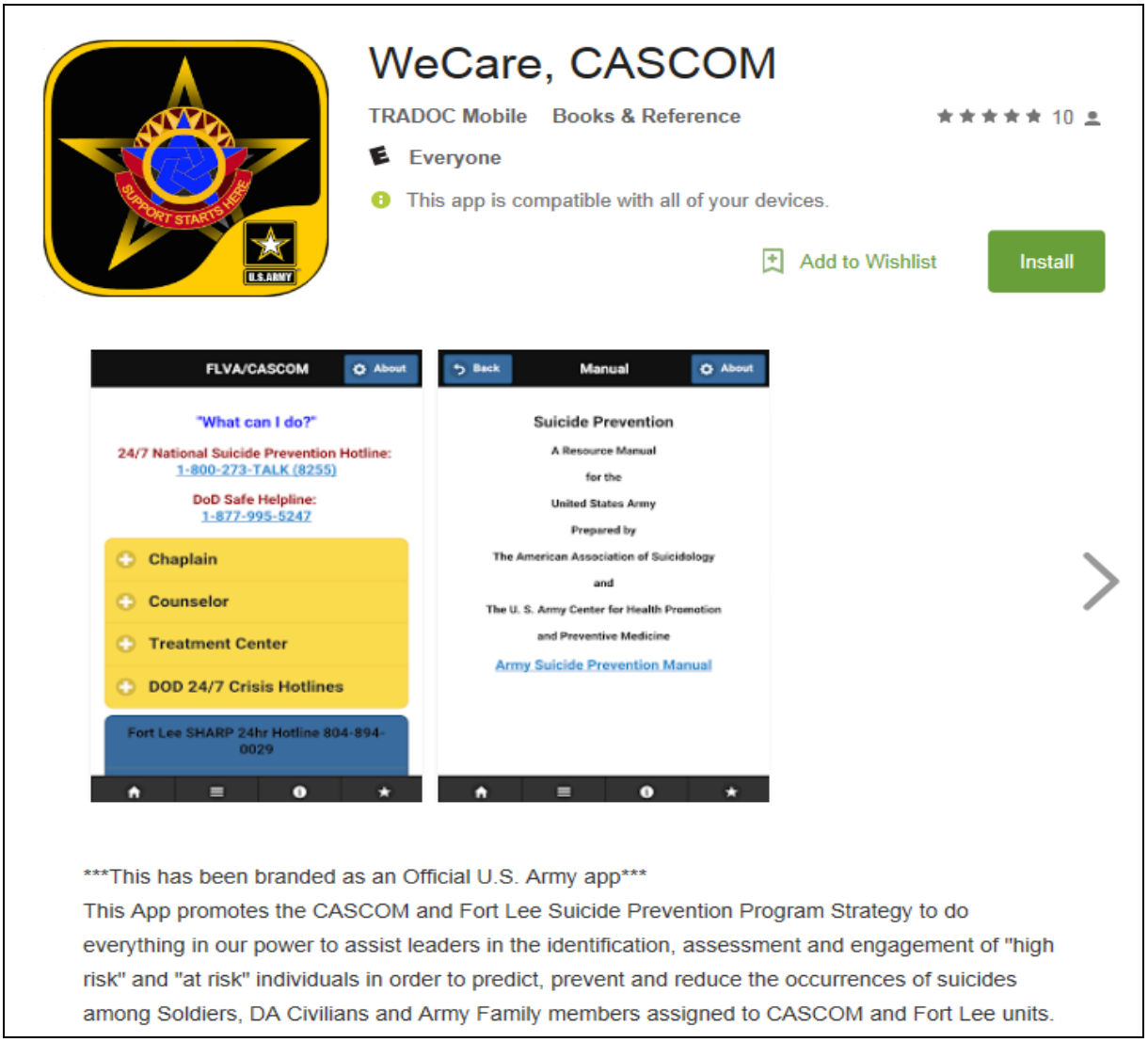



**Figure 8-1. "We Care" SHARP App**

8-41. The following is a list of Fort Lee SHARP representatives contact information:

- Fort Lee 24 hour hotline – (804) 894-0029.
- Victim Advocate Representative – (804)734-6596/(804)894-0029.
- CASCOM SHARP – (804)734-6549.
- Garrison SHARP Representative – (804)734-7083/Hotline – (804)479-5193.
- ALU SHARP Representative – (804)765-4226/Hotline – (804)317-7526.
- 23rd QM SHARP Representative – (804)734-6754/Hotline – (804)586-9324.
- 59th OD SHARP Representative – (804765-9914/Hotline – (804)731-9589.

### INSPECTOR GENERAL OFFICE

8-42. It is the right of every Troop to seek the assistance of the Inspector General (IG) concerning complaints or grievances. Your IG office is located at Bldg. 1108, (804) 765-1584. You must have permission to be absent from your place of duty if you visit the IG during duty hours. We encourage you to use your chain of command first. More often than not, they can and will resolve any matter that concerns you.

## FUNERAL HONORS SUPPORT

8-43. Funeral Honors is the rendering of Military Funeral Honors for an eligible veteran free of charge. Our Military Funeral Honor team performs a highly professional service that includes the folding and presenting the American Flag to the next of kin, as well as playing of Taps. For eligibility or more detailed information on Funeral Honors, please consult with the Casualty Assistance Center located in the Soldier Support Center on the 2nd floor.

8-44. Command teams are responsible for providing NCOs and Soldiers, not later than the 10th of each month, to support Fort Lee Funeral Honors program on a monthly basis. All support personnel should be screen by their respective Command team prior to reporting for Funeral Honor Duty to ensure all requirements are met and there are no competing tasks. The Funeral Honor Mission is critical to the Command and deserves the highest level of attention, at all levels of command, to ensure mission success.

## FIRST SERGEANT AND COMMANDER'S COURSE REQUIREMENTS

8-45. Army military projected First Sergeants and Company Commanders will attend the installation Company Commander and First Sergeant Course (CCFSC), up to 60 days prior to their assumption of duty and no later than 30 days after. The CCFSC is conducted quarterly on the Ordnance campus in Hatcher Hall, coordinate to attend the course through CASCOM G3.

8-46. All projected Basic Officer Leaders Course First Sergeants and Company Commanders are also required to attend the TRADOC Staff course at Fort Jackson, no later than 30 days after assuming their duties.

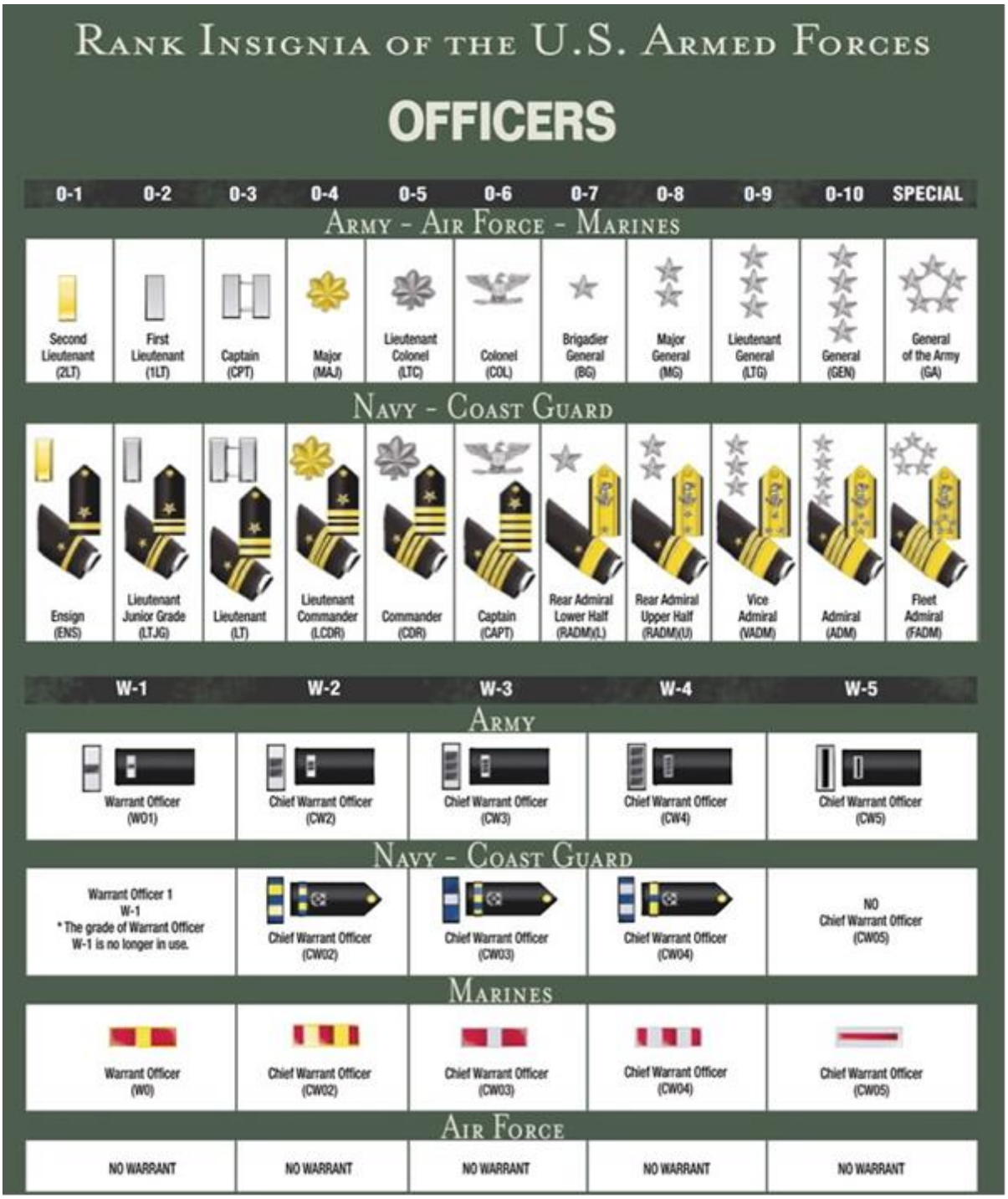
## CASCOM AND FORT LEE POLICY LETTERS

8-47. All policy letters can be found at http://www.lee.army.mil/cmd.group/fort.lee.policy.letters.aspx.

## Appendix A

# Military Rank Insignia

**Figure A-1. Military Rank Insignia**


RANK INSIGNIA OF THE U.S. ARMED FORCES
OFFICERS
0-1 0-2 0-3 0-4 0-5 0-6 0-7 0-8 0-9 0-10 SPECIAL
ARMY - AIR FORCE - MARINES
Second Lieutenant (2LT)
First Lieutenant (1LT)
Captain (CPT)
Major (MAJ)
Lieutenant Colonel (LTC)
Colonel (COL)
Brigadier General (BG)
Major General (MG)
Lieutenant General (LTG)
General (GEN)
General of the Army (GA)
NAVY - COAST GUARD
Ensign (ENS)
Lieutenant Junior Grade (LTJG)
Lieutenant (LT)
Lieutenant Commander (LCDR)
Commander (CDR)
Captain (CAPT)
Rear Admiral Lower Half (RADM/(L)
Rear Admiral Upper Half (RADM/(U)
Vice Admiral (VADM)
Admiral (ADM)
Fleet Admiral (FADM)
W-1 W-2 W-3 W-4 W-5
ARMY
Warrant Officer (WO1)
Chief Warrant Officer (CW2)
Chief Warrant Officer (CW3)
Chief Warrant Officer (CW4)
Chief Warrant Officer (CW5)
NAVY - COAST GUARD
Warrant Officer 1 W-1 * The grade of Warrant Officer W-1 is no longer in use.
Chief Warrant Officer (CW02)
Chief Warrant Officer (CW03)
Chief Warrant Officer (CW04)
NO Chief Warrant Officer (CW05)
MARINES
Warrant Officer (W0)
Chief Warrant Officer (CW02)
Chief Warrant Officer (CW03)
Chief Warrant Officer (CW04)
Chief Warrant Officer (CW05)
AIR FORCE
NO WARRANT
NO WARRANT
NO WARRANT
NO WARRANT
NO WARRANT

## Appendix B

# Gate Hours and Important Telephone Numbers

## GATE HOURS

### GATE AND VISITOR CONTROL CENTER (VCC) HOURS:

B-1. Lee Avenue: (Temporary hours) Monday - Friday, 0500 -2000; closed Saturday, Sunday and Federal Holidays.

B-2. Mahone Avenue: Monday - Friday, 0500 – 2300; Saturday and Sunday, 0700-2300.

B-3. A Avenue: Monday - Friday, 0500 -2000; closed Saturday and Sunday, Federal Holidays.

B-4. Shop Road: Monday - Friday, 0600 -1400 (commercial vehicles only); closed Saturday, Sunday and Federal Holidays.

B-5. Sisisky Blvd: Open 24 hours daily - Main Gate (temporary)

B-6. Jackson Circle: Open 24 hours daily to staff, residents and guests.

### TEMPLE AVENUE (ORDNANCE CAMPUS GATE):

B-7. Monday - Friday, 0430 -1300; (outbound only) Monday – Friday 1600 -1800

B-8. VCC, Bldg. 5228 adjacent to Lee Gate: Monday – Friday 0500-2000, and closed Saturday, Sunday and Federal Holidays.

B-9. VCC, Sisisky Gate open 2000-2300 Monday – Friday, and 0600 – 2300 Saturday, Sunday and Federal Holidays.

## IMPORTANT TELEPHONE NUMBERS

### EMERGENCIES

B-10. 911 (ensure the operator knows you are on Fort Lee)

### INFORMATION SERVICES

B-11. Operator from off-post: (804) 765-3000

B-12. Operator from on-post: 0

B-13. Lodging reservations phone: 877-711-TEAM (711-8326).

### DUTY OFFICERS

B-14. Fort Lee Post Duty Officer: (804) 734-1584

B-15. CASCOM HQ's: (804) 765-7425

B-16. Fort Lee Police Station: (804) 734-7400

B-17. 23rd Quartermaster Brigade: (804) 734-6885

B-18. 59th Ordnance Brigade: (804) 765-9289

B-19. Marine Corps Detachment: (804) 586-3922

B-20. ALU: (804) 765-8440/8441

B-21. CID: (804) 734-1009

B-22. Housing Service Orders: (804)734-5100

## Appendix C

# Designated Run Routes

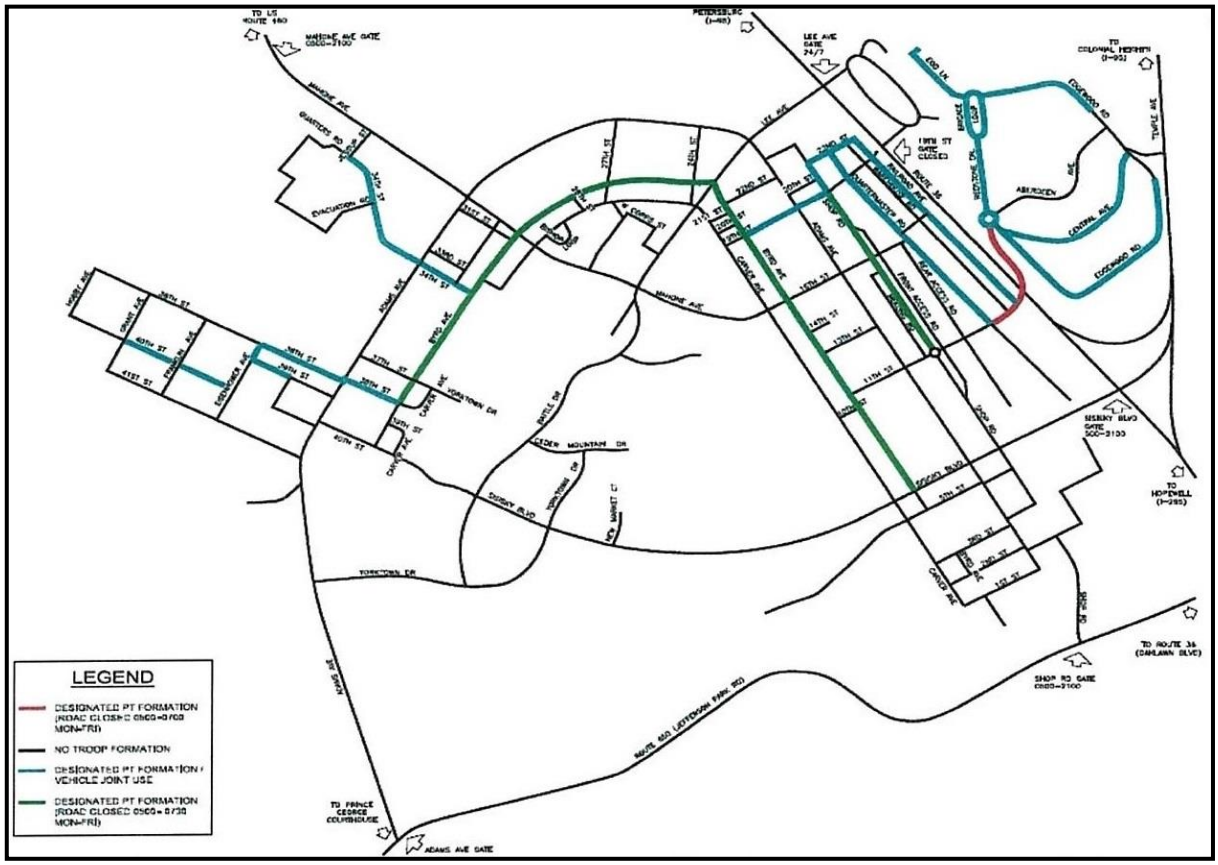



**Figure C-1. Designated Run Routes**