



DCC SOP



**3d Battalion, 11th Infantry
(Officer Candidate School)
Fort Benning, Georgia 31905**

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**DEPARTMENT OF THE ARMY
HEADQUARTERS, 3d BATTALION, 11TH INFANTRY REGIMENT, 199TH INFANTRY
BRIGADE (DIRECT COMMISSION COURSE)
FORT BENNING, GEORGIA 31905-5000**

DIRECT COMMISSION COURSE STANDARD OPERATING PROCEDURES
10 December 2019

Scope. This SOP details the responsibilities and duties of DCC Students assigned or attached to 3d Battalion, 11th Infantry Regiment (OCS). It is designed to assist Students in their day-to-day duties and activities. The SOP outlines the policies, procedures, actions, responsibilities and privileges of the DCC program. Each Student will become thoroughly familiar with this SOP.

Applicability. This SOP applies to all Students who are assigned to or attending training at Direct Commission Course, 3d Battalion, 11th Infantry Regiment (OCS), 199th Infantry Brigade, Fort Benning, Georgia.

Open Door Policy. The Chain of Command in the 3d Battalion, 11th Infantry Regiment (OCS) has open door policies IAW with all regulations and policies.

Standards. Standards are the engine of discipline and essential to success on the battlefield. The primary goal of the DCC SOP is to guide and reinforce the standards of conduct and appearance of all Soldiers in order to build Soldierly habits and confident leaders.

THIS SOP SUPERSEDES ALL OTHER PREVIOUSLY PUBLISHED DCC STUDENT STANDARD OPERATING PROCEDURES AND IS EFFECTIVE IMMEDIATELY.



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Chapter 1. ORIENTATION

1-1. Applicability. This SOP applies to all students assigned or attached to the Direct Commission Course. The 3-11 Infantry Commander (OCS Commandant) is the Course Convening Authority for the Officer Student School. The OCS Commandant is the authority for all administrative and adverse actions.

1-2. Mission. Develop and train officers on fundamental skills, leadership, physical fitness, mental toughness, tactical and technical proficiency, who are ready to join our Army at war while taking care of our Soldiers, Civilians, and Army Families.

1-3. Direct Commission Course Organization.

- a. The Commander, 3d Battalion, 11th Infantry Regiment (OCS) serves as the Commandant of DCC & OCS IAW AR 350-51 and is the approving authority for recycle and dismissal from the course. The Commandant is the Course Convening Authority for the Direct Commission Course and the authority for all administrative and adverse actions requiring additional re-testing, recycle, or dismissal of a Student.
- b. The OCS Battalion is comprised of the Headquarters and Headquarters Company (HHC) which provides command and control, administrative and logistical support for the OCS training companies to include the Direct Commission Course.
- c. The Direct Commission Course (DCC) Training Company is organic to 3d Battalion, 11th Infantry Regiment (OCS). It is organized by three to four training platoon consisting of 30 to 40 Students. The Company Commander and First Sergeants are responsible for developing and evaluating the leadership potential and performance of the Students under their command and responsibility. Platoon Cadre are responsible for guiding, coaching, assisting, directing, counseling, training and evaluating each Student.

1-4. Course Overview.

- a. General: The Direct Commission Course is a six week course during in which the cadre develops and evaluates the performance and potential of commissioned officers in the rank of Second Lieutenant through Colonel.

1-5. Student Honors. The following selection criteria are used to determine students who graduate with specific honors:

- a. **The Honor Graduate.** The Honor Graduate for each cycle is chosen based upon a points system and a cadre vote. See Chapter 5, Discipline, for behavior that will remove a student from consideration for Honor Graduate. Evaluation of student performance is rated by a points system and each student's total is compared on an Order of Merit List (OML) published and updated by the cadre following graded events. Graded events include: Army Combat Fitness Test (ACFT), Basic Rifle Marksmanship Qualification, Land Navigation Test, and the 4- and 6-mile foot marches. The Student with the highest weighted OML percentage in the course (categories: physical, academic, and leadership) is designated the DHG.
- b. **Distinguished Physical Fitness Graduate (DPFG).** The Student who obtain the highest score on the final ACFT as well as receive a first time go in all ruck marches during the course are designated the Distinguished Physical Fitness Graduate.

Chapter 2. THE DCC HONOR CODE

2.1 The DCC Honor Code: An Officer will not lie, cheat, steal, or tolerate those who do.

The Honor Code is based on the principle that integrity is an essential value of any military member; therefore, any Student found guilty of a breach of integrity may face further matters at the branch school or be relieved from DCC. The Honor Code accepted at the Direct Commission Course, while broad in application, is precise in its meaning: "Each student's work is to be his/her own." No student may give or receive unauthorized aid.

2-2. Implementing the Honor System.

The Direct Commission Course uses the Honor Code to implement the honor system. The Code becomes the foundation for each Officer's ethical development and behavior. **The Honor Code is simple in nature, "An Officer will not lie, cheat, steal, or tolerate those who do."**

a. **Lying.** Students violate the Honor Code by lying if they make an oral or written statement, a gesture of communication, or quibble in the presence of or to another person with the intent to deceive or mislead.

1. Oral statements:

a. Students are expected to answer questions fully and truthfully even though the answer may concern their own involvement in an incident.

b. A Student suspected of a criminal offense retains the right to be advised in accordance with Article 31b, UCMJ, and therefore, has the right to remain silent and not answer any questions regarding a criminal offense of which he / she is accused or suspected.

c. If a Student is asked to comment on an unpleasant situation- common decency and etiquette requires that a Student's reply be inoffensive and tactful.

2. **Written Statements.** A Student's signature or initials affirm a written communication. All signed documents must be specific and exact in all aspects. Students are responsible for reading the documents and the regulations or orders with which the signature indicates compliance.

b. **Cheating.** Students violate the Honor Code by cheating when they act out of self-interest by using or sharing information they or others should not have had access to or by plagiarism. Plagiarism occurs when a Student presents someone else's work as their own without proper reference or documentation.

1. Plagiarism is considered an Honor Code violation. Plagiarism occurs when a student borrows written material, to include written material in electronic form, from another writer but fails to credit the original writer with the work. Each student's work is to be his own; no student may give or receive unauthorized aid in connection with graded examinations, evaluations, or assignments; and any student who knows of an honor code violation but fails to report it also commits an Honor Code violation. Cadre or instructors often direct Students to prepare "opinion" papers. The opinion must be the Student's own, and not that of another, online source, etc.

c. **Stealing.** Students violate the Honor Code by stealing when they wrongfully take, obtain or withhold possessions, money or personal property with the intent to permanently deprive or defraud the original owner of its use.

d. Tolerating.

1. Students violate the Honor Code by tolerating others who violate the honor code. Tolerating is having firsthand knowledge of an honor violation and not confronting the offender to self-report or ultimately reporting the incident directly.

2. If a Student tolerates a violation of the Honor Code, he/she is sending the message to the violator that the action is proper. Tolerating a violation carries equal weight as committing the violation.

This undermines the Honor Code. Students must remember that when someone commits an honor violation it shows that he/she lacks integrity and proper judgment. Neither one of these character flaws will be corrected without the code being enforced; consequently, the violator will carry these out into the military organization.

e. The Honor Code does not preclude Students from working together in or out of the classroom, when directed to do so by the appropriate instructor, nor does it preclude mutual discussion of individual solutions to un-graded homework requirements prior to submission. The Honor Code is not designed to stifle individual academic freedom or deny sharing of knowledge or interacting with fellow Students; however, each graded requirement, oral or written, weighted or un-weighted, must be an individual effort. Students are advised not to perform any acts or omissions that provide an unfair advantage over their peers such as collaboration, or tolerance thereof, on graded assignments, unless specifically authorized to do so by the instructor. Instructors will inform the Students when they are permitted to work together in preparation for a project, assignment, etc. Accordingly, each Student should report any knowledge of Honor Code violations.

2-3. Enforcing the Honor System.

a. **Identifying Policy Violations.** The purpose of the honor system is to foster an attitude of integrity and honor. Intentional violations of policies and regulations are considered dishonorable. Intentional violations of the DCCSOP, policy letters or rules stated by Platoon Cadre are handled as disciplinary matters. Policy violations could lead to further matters at branch school.

b. **Identifying Honor Code Violations.** An honor violation has two parts, the act and the perceived intent of the accused. The act is the attempt to lie, cheat, steal, or tolerate such actions on the part of another Student. If the accused Student's intent was perceived to misrepresent the reality and truth of a situation, then a violation has occurred. If the act or statement had the perceived intent to deceive, then there is no question as to the intended result.

c. Courses of Action.

1. A Student is expected to be honest and take responsibility if confronted about a violation by another Student or cadre member.

2. If Students or Cadre members witness a violation or potential violation, they will determine what the act and the intent were. They will address the Student who committed the violation. If the violator's actions were unintentional, then they should express concern about the violator's poor judgment and offer alternate courses of action for the future.

3. Anyone who witnesses what might be an Honor Code violation must report it immediately to Cadre, regardless of intent, who will then notify the Company Commander. The Company Commander will make the determination if the violation should be handled by the Cadre chain of command.

d. **Approach for Clarification.** All Students assigned to DCC share the responsibility for clarifying and reporting all alleged violations of the Honor Code to the DCC Cadre.

1. Approach for Clarification.

An observer should conduct an approach for clarification when he/she is not sure whether an honor violation has occurred and some questions may elicit clarification on the situation. The intent of an approach for clarification is to determine if there is reasonable explanation for the situation when it is not clear that an honor violation has occurred. The approach for clarification recognizes the principle of presumption of innocence.

2. The "Three Rules of Thumb" Principle

It is a guide for behaving honorably. These rules aid Students in determining whether an action is honorable or not. If a Student can answer "YES" to any of these questions, then the act is likely dishonorable.

The "Three Rules of Thumb" are as follows:

- (1) Does this action attempt to deceive anyone or allow anyone to be deceived?
- (2) Does this action gain or allow the gain of a privilege or advantage to which I or someone else would not otherwise be entitled?
- (3) Would I be dissatisfied by the outcome if I were on the receiving end of the action?

Chapter 3. LEADERSHIP DEVELOPMENT AND EVALUATION

3-1. Student Leadership Positions.

- a. The student leadership includes positions from Platoon Leader to Class Leader. Rotating on a weekly basis the Class Leader will require formal individual counseling by Cadre. The student leadership serves to facilitate control of the company and to provide Students leadership development.
- b. The student leadership consists of the following positions:
 1. Class Leader
 2. Platoon Leader
 3. Squad Leader
- c. Duties and Responsibilities. It is up to the Student leadership to best use their time, troops and resources to accomplish assigned tasks. The Student leadership will be in charge of the information flow from Cadre to Students.
- d. The length of leadership positions is left to the discretion of the Company Commander and/or Platoon Trainer, but normally will not exceed seven days.
- e. Each Student will familiarize themselves with the responsibilities before assuming that position. The Company Commander and Platoon Trainers may add additional duties.

3-2. Leadership Duties.

a. Student Company Commander.

1. The Class Leader is responsible for all that the company does or fails to do. He/She plans, makes timely decisions, issues orders, back briefs cadre, delegates tasks and personally supervises company activities.
2. The Class Leader exercises command through his/her PLs.
3. They are responsible for the discipline, welfare, morale and control of the company. Furthermore, he/she responsible to:
 - a. Set the conditions for the company to accomplish its mission.
 - b. Supervise the PLs in supporting and enforcing the policies, procedures and standards set forth in the DCC program and take positive action to correct deficiencies.
 - c. Be responsible for all status reports.
 - d. Move the company to and from areas of instruction in a military manner.
 - e. Responsible for creating and implementing a daily/weekly plan for company operations by working with the PLs.
 - f. Responsible for the planning and conduct of Pre-Combat Inspections before every training event. Class Leader will conduct periodic spot checks of subordinate platoons along with the PLs.

b. Platoon Leader (PL).

1. The Platoon Leader commands the platoon and is responsible for the discipline, welfare, morale and control of his/her subordinates. Ultimately, he/she is responsible for everything the platoon does or fails to do.
2. The platoon leader will ensure that:
 - a. Proper accountability is maintained.
 - b. Squad Leaders are fulfilling their responsibilities.
 - c. Platoon members receive information necessary for the platoon to accomplish the assigned mission.
 - d. An equitable distribution of details and privileges exists and Student's personal needs are taken care of.
 - e. Platoon additional duty officers receive supervision and coordinate their work to ensure timely completion of assigned missions.
 - f. Students are spot checked for appearance, required knowledge and preparedness for Training.
 - g. With Squad Leaders, inspects Student weapons, sensitive items and platoon equipment before, during training and prior to turn in.

h. A platoon notebook or binder is maintained and contains the following items: platoon roster, additional duties roster, contact numbers of Students in Platoon, phone numbers of selected post facilities and any additional items required by the Platoon Trainer.

i. Counsel subordinates on expectations.

j. Responsible for the planning and conduct of Platoon Pre-Combat Inspections before every training event. PL will conduct periodic spot checks of subordinate squads along with the Squad Leaders.

c. Squad Leader (SL). The SL is the direct supervisor of the individual squad members and will ensure:

1. The personal appearance and cleanliness of squad members.
2. Squad members maintain and account for all government property issued.
3. A squad status is maintained, to include the location and activity of squad members.
4. The squad is prepared to accomplish the assigned mission.
5. Students are present for all formations or properly accounted for.
6. Each squad member's room, desk and wall locker is inspection ready at all times.
7. The squad properly completes details in accordance with established policies and standards.
8. All squad members are kept informed.
9. Changes in the squad status are reported to the PL.
10. Responsible for conducting Pre-combat Inspections before every mission.

Chapter 4. DISCIPLINE POLICIES

4-1. General. The DCC Disciplinary System discussed in this chapter addresses required standards of conduct and corrective or punitive actions for violations of the policies of the DCC program. This system is used to maintain high standards of disciplined performance. The policies established at DCC provide uniformity and information for evaluating the Student's ability to follow instructions, and pay attention to detail. The policies prescribed require strict compliance. Failure to comply may result in disciplinary action, further matters at branch school, letter of concern, dismissal from the course, or judicial or non-judicial disciplinary action.

4-2. Discipline

- a. **A professional Soldier is never off duty.** Students are always viewed as a representative of the Army and the 3rd Battalion, 11th Infantry Regiment (OCS) whether they are in uniform or out of uniform. Officers must always abide by the standards of discipline and professionalism at all times.
- b. Students must conduct themselves in accordance with Army Regulations, the Uniform Code of Military Justice, and Army Traditions (customs and courtesies, military discipline, and the Army Values).

4-3. Disciplinary Actions

- a. Punitive methods used within the Direct Commission Course program to correct indiscipline or poor performance are: UCMJ or Administrative Actions.
- b. All Officers who are assigned to 3rd Battalion, 11th Infantry Regiment (OCS) are subject to the provisions of the Uniform Code of Military Justice (UCMJ). Personnel committing serious offenses, violating unit policies and procedures or demonstrating inappropriate behavior are subject to punishment under the UCMJ. Punishment administered under the UCMJ will result in possible dismissal from the course.
- c. Violations may result in judicial or non-judicial disciplinary action under the Uniform Code of Military Justice or appropriate non-punitive administrative action such as corrective training. Any Soldier who violates this SOP could be subject to punishment for a violation of Article 92, Uniform Code of Military Justice, for violation of a lawful order or dereliction of duty.
 1. **Administrative actions** to correct indiscipline or poor performance are:
 - a. Cadre may issue a verbal reprimand to correct a minor violation. A Student must ensure he/she understands the violation and what actions are necessary to avoid repeating the same violation.
 - b. Formal counseling. Cadre may formally counsel a Student to correct a violation. Formal counseling is recorded on a memorandum or counseling statement.
 - c. Written assignment. Cadre may assign written assignments to correct a violation. The assigning Cadre will specify the topic and length of the assignment. The maximum allowable words per essay are 1000 words. Maximum allowable preparation time is one duty day per each 1000 word essay, unless otherwise directed. All written assignments are reviewed for grammatical content and punctuation. Assignments containing gross errors will require resubmission.
 2. **Physical exercise for corrective action.** Requiring Trainees/Soldiers to perform a reasonable number of repetitions of authorized physical exercises in accordance with FM 7-22 as a motivational tool is permitted for corrective action. Leaders will perform the physical corrective action with the Soldiers when physical training is used to gain their attention. However, consideration must be given to the exercises, repetitions, and total number of times each day that exercise is used for corrective action to limit the potential for overtraining and injuries. No more than two corrective exercises per infraction are authorized. Authorized cadre will alternate between upper-body and lower body or trunk exercises in FM 7-22.

4-4. Fraternization: Cadre-Student

Any relationship between Cadre (permanent party of 3-11 or any unit assigned on Fort Benning) and any Student, not required by the training mission is prohibited in accordance with [AR 600-20](#), paragraph 4-15 and TRADOC regulation 350-6 chapter 2.5. This definition includes and is not limited to dating, 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 taxi, or any other conduct of a personal or sexual nature.

- a. Relationship between Students and Cadre, regardless of company or phase, which cause the actual or perceived appearance of preferential treatment or partiality, are prejudicial to good order, discipline and unit morale. Students and Cadre are not authorized to form such relationships.
- b. Any relationship between permanent party personnel and Students not required by the training mission is prohibited. This prohibition also applies to permanent party personnel without regard to the installation or unit of assignment of the permanent party member or the Student.
- c. Students and Cadre are prohibited from "Friending" or requesting to be a "Friend" through the use of any personal social media outlets/networking sites. (Facebook; Twitter; Instagram; etc.). However, official unit sponsored social media outlets/networking sites directed at conveying official Army information, communications, or activities may be used for official/professional communication between Cadre and Students.

4-5. Fraternization: Student-Student

a. Student/Student fraternization is also prohibited. Though Student teamwork and loyalty is paramount in the development of leaders, each Student's actions must be embedded in the Army's core values: loyalty, duty, respect, selfless service, honor, integrity and personal courage. Therefore, Students will not engage in Student-Student fraternization or other prohibited activities. Failure to follow these guidelines may result in dismissal from the course. Students are not authorized to engage in any real or perceived conduct with one another that is unduly familiar. The following guidelines apply:

1. A Student will not date, kiss, hold hands, touch inappropriately or close dance. A Student will not occupy the same piece of furniture (furniture is defined as chair, bed, etc.). A male and female Student will not sleep or billet in the same room, or sleeping bag; maintain joint occupancy on OCS footprint.
2. Closed-door meetings are not authorized. Students should lock their doors at 2200, or lightsout.
3. In a field environment, Students of opposite gender may occupy the same fighting position.

4-6. Professional Online and Social/Electronic Media Conduct

- a. Guidance to Students: The Army Values apply to all aspects of a Soldier's life, including online conduct. Harassment, Bullying, Stalking, Discrimination, Retaliation, and any other type of misconduct that undermines dignity, respect, and the good order and discipline of the Army and unit are not consistent with the Army Values and negatively impact command climate and unit readiness. Any Soldier who participates in or condones misconduct, whether offline or online, may be subject to criminal, disciplinary, or administrative action.
- b. Online Conduct. All uses (professional or personal capacity) of electronic communication will be consistent with the Army Values.
- c. Online Misconduct. The use of electronic communication to inflict harm. Examples include but are not limited to: Harassment; Bullying; Hazing; Stalking; Discrimination; Retaliation; or any other types of misconduct that undermine dignity, respect, and the good order and discipline of the unit.
- d. Electronic communication is defined as the transfer of information (signs, writing, images, sounds, or data) transmitted by phone, tablet, computer, or any other electronic device. These communications include but are not limited to: Text Messages; E-mails, Chats; Instant Chats; Instant Messaging; Photos & Images; Screen savers; Blogs; Social Media Sites; Electronic Device Applications; and Webvideos.
- e. Cadre and Students are not allowed to be connected on any social media; to include, but not limited to "friending" or messaging. Cadre will not accept "friend requests" and will not respond to any messages from Students on social media. Students will not accept "friend requests" and will not respond to any messages from cadre on social media.

4-7. Alcohol and Tobacco.

- a. Student personnel may not have alcohol in the battalion area at any time, to include rooms or privately owned vehicles on the OSC footprint.
- b. Students are subject to all regulations, the UCMJ, and all local, state, and federal laws. Incidents involving alcohol require commander referral to Army Substance Abuse Program (ASAP) no more than five working days after notification to the chain of command of the incident.
- c. DDC Students are authorized to consume alcohol and must do so responsibly. Responsible drinking is defined as drinking in a way that does not adversely affect an individual's ability to fulfill their obligations and does not negatively impact the individual's job performance, health, or well-being, or the good order and discipline in the organization.
- d. Alcohol abuse and resulting misconduct will not be condoned. No student can be impaired at any time while on duty. AR 600-85 defines impaired as having a blood alcohol content (BAC) of .05 or greater.
- e. Students should never permit alcohol to:
 1. Impair rational and full exercise of their behavioral and physical faculties while on duty.
 2. Reduce their dependability and/or reliability.
 3. Bring discredit upon themselves, another soldier, or the Army as a whole.
 4. Result in behavior that is in violation of AR 600-85 or UCMJ.
- f. While assigned to DCC, Students are not allowed to use tobacco during the duty day or during the execution of field exercises where tobacco is prohibited. The utilization of tobacco by students is unauthorized on the OCS footprint. Therefore, any consumed tobacco must occur during off duty hours away from the OCS footprint in authorized locations.

4-8. Prohibitions Against Profanity and Obscene Language.

The use of obscene, vulgar, or profane language is prohibited, especially directed towards individuals. Cadre and Students will communicate professionally.

4-9. Unauthorized Items (See APPENDIX H).

The unauthorized items list (APPENDIX H) is developed to ensure good order and discipline in the DCC barracks living environment. Students will participate in an inventory process in week one of the course. Any unauthorized items will be identified and stored in the company storage area during the course. Students will be counseled on unauthorized items and will be held responsible for any unauthorized items in their possession following the inspection and storage. Students may be considered for further matters at branch school, Letter of Concern, or dismissal for violation of the unauthorized items after the inspection and storage process.

Chapter 5. PROCEDURES

5-1. Accountability and Reporting.

a. The student leadership has the responsibility of accounting for all students assigned to their company.

5-2. Leaving the DCC Footprint (Company Area).

- a. When leaving the DCC Footprint during the duty (i.e. sick call, pass, etc.), Students must sign out in the student orderly room.
- b. During duty hours Students must request to leave the company area through their respective Platoon Trainer if the reason is not part of a Company Commander approved pass or training. The student leadership will maintain the sign-out book and report violations to the Senior Trainer.
- c. The Company Commander or OCS Commandant may excuse a Student from a scheduled class.

5-3. Sign Out Procedures.

- a. During duty hours Students must sign-out when leaving the company area not as a part of the company, platoon, or squad level training.
- b. Sign-out entries will look as follows:

NAME	DESTINATION	PHONE#	TIME OUT/IN	SIGNATURE
Smith, John	Clothing Sales	545-4567	1045/1130	

5-4. Sick Call

- a. Sick call for students in class is from 0630-0800 Monday through Friday at the Main Post CTMC (Consolidated Troop Medical Clinic) Bldg. 2515. On weekends or training holidays, sick call is conducted at Sand Hill, Winder TMC, Bldg. 3306 or Martin Army Hospital Emergency Room.
- b. Procedure.
 - 1. Students that need to go on sick call will fill out a DD Form 689 (Individual Sick Slip).
 - 2. Submit completed DD Form 689 to the student PL to consolidate.
 - 3. PL submits all DD 689s to the Class Leader NLT 1900 the night prior to be signed by the Company First Sergeant each morning prior to formation.
 - 4. Students attending sick call will stand in the first formation wearing the PT uniform.
 - 5. PLT cadre and / or 1SG will decide if the student is able to do PT and will conduct a profile / sick call PT for those who cannot PT with their platoons as appropriate.
 - 6. Students depart the company area in formation after signing out at the student orderly room, or CQ.
 - 7. Upon returning from sick call, Students will sign and turn in a copy of the DD Form 689 to the Duty Trainer. The Cadre First Sergeant will distribute DD Form 689s to the Platoon Trainers to be filed in student record folder.
 - 8. If a Student on sick call is referred to a clinic or hospital they must return to the company and sign-in and out with their new destination.
 - 9. The only exception to this policy is for urgent care.
 - 10. Students who suffer from non-urgent muscular/skeletal injuries should be screened by Maneuver Tactical Care Athlete (MTAC) trainer.

5-5. Formations.

- a. Scheduled formations are published by the chain of command as appropriate. Students are considered late to formation if they are not standing in their platoon when the command "fall-in" is given. Students will not miss formation unless excused by their Cadre.
- b. Formations will be conducted prior to all company or platoon movements.
- c. Students on pass/leave are responsible for knowing the time of recall formation prior to departing.
- d. Recall formations will be in prescribed duty uniform.
- e. Students will be in the same uniform at all formations.

5-6. Grounding of Equipment

a. Whenever carried equipment is not used or required for a training or work event, it will be grounded neatly in formation. The equipment will be dressed and alike in presentation. The PL will ensure the equipment is dressed and presented properly before moving to the event- Squad Leader for squad formation. Equipment will never be left unsecured.

5-7. Movement.

a. Marching in formation.

1. Three or more Students constitute a formation. Formations will march in a single column with a Student in charge on footpaths or sidewalks and three columns with a Student in charge at all other times. Students will not walk in any grassy area unless dictated by Cadre.

2. Formations will not depart from or for a training location without ensuring proper accountability and the approval of the Cadre. The class will carry the class guide-on whenever they march as a company. The guide-on will be displayed in the unit area when not in use.

3. Students will march in company formation to all training and meals.

b. Road Guards. A minimum of four designated road guards are required for any company formation movement. Road guards wear a PT belt during all formation movements. During hours of twilight or limited visibility, road guards carry an operational flashlight in the hand closest to the outside of the formation. Road guard responsibilities are:

1. Front road guards will lead the element by 25 meters and rear road guards will trail the element by 25 meters.

2. Front and rear road guards warn traffic of the formation. They do not post themselves at an intersection, which is the responsibility of the formation internal road guards.

3. Formation internal road guards will post at each intersection and maintain that position until relieved or the element has passed.

4. Road guards that are posted at intersections will stand at a modified position of parade rest. Their right arm will be extended in front of their body; palm facing the vehicle with fingers extended and joined warning the oncoming traffic to stop. Once relieved or the formation has passed, the road guard will come to the position of attention and move back to the formation.

5. Road guards will come to the position of attention and salute any vehicle displaying General Officer or VIP plates.

5-8. Running/ Foot Marching

a. Foot columns will be conducted on the right shoulder and off the roadway when possible. When not possible, they will be marched or run on the extreme right hand side of the traveled streets in columns of three.

b. The OIC or NCOIC will be positioned to effectively control movement of the troops, and at the same time offer no impediment to traffic.

c. Road guards will be dispatched to all approaching intersections in sufficient time to allow vehicular traffic to halt without endangering the lives of troops or creating traffic hazards. All foot columns will comply with traffic signals.

d. Road guards will be positioned 25 meters behind and 25 meters ahead of all formations. Road guards will wear highly visible reflective belts, and will carry clear lens flashlights or chem-lights during periods of limited visibility (rain, fog, darkness and so on).

e. Formations for organized physical training will be in three columns. The only personnel allowed outside of the formation are the cadence caller and Cadre. These personnel will never cross the roadway centerline. A formation will ensure roadways are clear of oncoming traffic and running formation before allowing vehicles to pass.

f. The following roads are off limits to running formations and individual runners at all times.

1. 10th Mountain Road

2. Dixie Road except the portion of Sightseeing road (Sandy Patch) to Lawson Army Airfield.

3. Sightseeing Road from Dixie Road to Sunshine Road.

4. Lumpkin Road from Dixie Road to Custer Road.

5. Custer Road from Benning Boulevard to Eisenhower Exchange.

6. Lawson Army Airfield in its entirety to include runways.

7. Marne Road from Lumpkin Road to the bridge northeast of commissary.

g. The 82d Airborne Division Road from Sunshine Road to Bradshaw Road will be closed to vehicular traffic from 0600 to 0730, Monday through Friday, for use by formations. All unit runs will be completed by

0730.

- h. Marching/running troops in formation have the right of way over all traffic except emergency vehicles.
- i. Individual runners or informal groups of runners must yield the right of way to all vehicular traffic. Individual Runners have right of way over vehicles only at marked crosswalks. Runners will use sidewalks or road shoulders whenever possible. If this is not possible, runners will run in single file on the left side of the roadway facing traffic.

5-9. Titles.

Students will be identified by the title Sir, Ma'am, or as a group Students or Leaders.

5-10. Saluting, Addressing and Courtesies.

Courtesy among members of the Armed Forces is vital to maintain military discipline. Respect to seniors will be extended at all times.

- a. Students salute and render officers the battalion motto- "Standards Sir/Ma'am!"- when outdoors. NCOs will also receive the battalion greeting. The receiving officer or NCO will respond with "No Compromise!".
- b. If in a group (not a formation), and an officer approaches, the first Soldier to recognize the officer calls the group to attention when the officer is six paces away and **all** personnel salute.
- c. Students will not salute while running as individuals. They will continue to run, salute, render the greeting of the day, once the salute is returned, they will lower the salute.
- d. When unnoticed by, or approaching, a superior officer from a blind spot, a Student will salute and announce the battalion motto, "Standards Sir/Ma'am. Once the officer acknowledges, the Student will lower the salute and continue on their way.
- e. When the flag is being raised in the morning, Soldiers should stand at attention on the first note of Reveille, face the flag or the music if you cannot see the flag, and render a hand salute. When the flag is being lowered in the evening, on the first note of Retreat, face the flag or the music, and stand at the position of attention if you are not in a formation. If you are in formation, the Soldier in charge will put the formation at parade rest. On the first note of "To the Colors," render a hand salute. If you are in formation, salute only on the order of "Present arms." If you are in civilian clothing, stand at attention and place your hand over your heart. Vehicles in motion will stop. If you are in a car, dismount and salute. If you are with a group in a military vehicle or bus, remain in the vehicle. The senior person in the vehicle will dismount and salute.
- f. When addressed by an officer or NCO, a Student will come to the proper position, either attention for an officer or parade rest for NCOs, and answer or address the cadre member.
- g. During duty hours, when an officer **senior in rank to the Company Commander** enters the barracks or classroom for the first time, the first Student to see the officer will command, "Company, Attention." Conversely, if any NCO outranking the First Sergeant enters the building for the first time, the building will be called "At ease." All Students who hear the command will respond appropriately. When the officer/NCO replies "Carry on" Students will continue their activities. Any officer/NCO entering the barracks once the Cadre officers have left for the day is senior in rank to all Students and Students will render the same courtesies as already stated above.
- h. The other exception is during weapon maintenance. When cleaning weapons and the weapons are disassembled, the first Student to see an officer senior to the Company Commander or NCO outranking the First Sergeant will call the appropriate command, but will remain in the current positions and **cease work** until told to "Carry on" from the officer/NCO. This is to prevent loss of small weapon parts.
- i. When walking with a senior in rank walk on his/her left side.
- j. When conducting staff duty, Students will call the BN to "Attention" upon the Battalion Commander's first arrival of the day and will call "Attention" when the Battalion Commander leaves for the day. Students will call the BN to "At Ease" upon the Battalion Command Sergeant Major first arrival of the day and will call "At Ease" when the Battalion Command Sergeant Major leaves for the day.

5-11. Reporting.

- a. Reporting to Cadre. When Students are required to report to a Cadre's office, the Student will report IAW military customs and courtesies.
 - 1. The Student will knock on the Cadre's door or door frame and wait at the position of attention until told to enter. Once told to enter, the Student will enter and walk two steps from and centered in front of the desk.
- b. Students use the term, "Sir, Ma'am or Sergeant" only one time per sentence when addressing

cadre.

5-12. Classroom Procedures.

a. Classroom procedures are as follows:

1. Students move into the designated classroom and remove any gear, prepare for the class with appropriate manuals and note taking supplies, and sit down in their seats at the command of "take seats" (issued by the Class Leader). Students will arrange all equipment in a uniform manner.
2. The Class Leader will sit in the first row, closest to the center aisle. Once all Students are seated, the Class Leader will ensure the instructor knows the number of Students for training.
3. If a Student is falling asleep, he/she will stand up, take his/her writing material with him and move to the nearest side of the room, where he/she assumes a modified position of parade rest. When recovered he/she will return to his/her seat. DCC caught falling asleep are subject to corrective action, essays, or other disciplinary measures.

b. Break procedures are as follows:

1. The instructor will designate a time to be back for instruction. All Students will quietly move out of the classroom and utilize the latrines if needed. Once complete the Students return to their seats and be seated within the given time.

c. Exiting the classroom upon completion of training: Students secure all gear and materials. The Class Leader gives instructions on where to form up and releases the company. The company moves outside and takes accountability prior to leaving the training site.

d. Upon leaving any training area the Class Leader will ensure the area is cleaned to standard.

5-13. Dining Facility (DFAC)

Due to scheduling, Companies will have 30 minutes to enter and clear the DFAC. The Student leadership is responsible for developing the necessary control measures needed to ensure the task and standards are met. Students may eat and drink anything the DFAC serves.

a. Students

1. Movement into the DFAC. Keep the doors closed for energy conservation (heat / air conditioner) and insects. Move no more than ten Students inside the DFAC to the headcount station allowing room for cadre and visitors to enter.
2. Inside the DFAC. Students will be allowed talk inside the DFAC once seated.
3. Students will exit the rear of the DFAC and double time to the classroom or formation with a battle buddy.
4. Students may wear professional attire to the DFAC during off duty hours and weekends but must eat during their company assigned time slot.
5. Prior to entering the DFAC, Students will do 10 prone rows or 5 alternate grip pull-ups (if bars in area), 10 hand release push-ups, and 15 air squats.

5-14. Privileges/ Passes. Passes are a privilege, not a right.

a. DCC Students are authorized to have caffeine during classroom instruction, but will be restricted during field events. After the last duty prior to the weekend, Company Commanders may authorize off-post privileges (up to 25 miles) and could be required to have a recall formation with Cadre or Student CoC present. Overnight passes must be authorized by the DCC Commander and Student CoC will conduct a recall formation the night prior to resuming training. (Ex. Sunday, 2000 recall/accountability formation prior to reveille Monday, the next training day).

b. **Holiday Weekends:** DCC Students are offered passes at the discretion of the Company Commander for Federally recognized holiday weekends. Company Commanders can authorize overnight leaves or passes.

5-15. Leave.

Leave is an exception and taken only on a case by case basis. The Company Commander must approve emergency leave. Emergencies must be verified through the Red Cross. Any emergency leave over 72 hours the DCC Commandant withholds.

5-16. Telephones.

Students are authorized to have cellular phones while at DCC. Use of phones is limited by the training

schedule and to certain locations. Cell phone use is not authorized in classes or classrooms. Students may only use cell phones for emergency and by the authorization of cadre during duty hours.

5-17. Privately Owned Vehicles.

a. References: TRADOC Reg. 385-2 (US Army TRADOC Safety Program)

b. Students are allowed to have POVs (no motorcycles), but they are off-limits during the duty day unless specifically granted permission during the course.

NOTE: Students are not allowed to use motorcycles while assigned to DCC. Students will not be provided time to gain compliance with Fort Benning and MCoE Regulations relating to motorcycle use during DCC.

c. The student company chain of command will:

1. Provide a list of Student POVs for the student Class Leader notebook.

2. Hold vehicle safety inspections (securing unattended POVs) at the following times: at the beginning of the cycle, prior to all holidays, upon the cadre instructions, or acquisition of a vehicle.

3. Report all traffic violations or accidents to DCC cadre and proper civilian or military police authorities.

4. Report all incidents of theft or vandalism involving POVs to the Company Cadre.

d. Students attending DCC will park their vehicles in the designated Student DCC parking area on Wold Avenue, between BLDG 72 and BLDG 66. DO NOT park in any parking place or lot other than the one specified for any reason at any time. Students may not drive POVs inside the quad area of the barracks at any time, to include graduation week.

e. Vehicles must remain locked when not in use. The Military Police will ticket any vehicle found unsecured on Ft. Benning. Items stored in the vehicle will be stored in the trunk. Secure all high value items in the company storage areas.

f. Vehicle owners will periodically inspect vehicles for damage and start vehicles in order to recharge batteries.

g. The wearing of provided safety belts (lap and shoulder as provided) is required by each driver/passenger in all vehicles.

h. Riding as a passenger in the uncovered bed of a pick-up or cargo truck anywhere on Fort Benning is prohibited.

i. Students will not store TA-50 in their POV.

5-18. Computer Lab.

The computer lab is for DCC personnel use only. Family members and personnel not assigned to DCC are not authorized to use these labs. Each lab has internet access. Students **WILL NOT PROCESS, COPY, TRANSFER OR OTHERWISE DISSEMINATE ANY MATERIALS THAT ARE DEEMED CLASSIFIED OR DETRIMENTAL TO GOOD ORDER AND DISCIPLINE BY THE GOVERNMENT**. This also includes pornography, chain e-mail, discounts coupons, gambling or any materials not related to the military or your current duty status. Students who violate DOD 5500-7-R, Joint Ethics Regulation governing computer usage, will be recommended to the Commandant for disposition. Disposition may include but is not limited to elimination from DCC.

a. The use of personal laptop computers is authorized. Laptops will be secured in wall locker when not in use and not plugged in when not supervised.

b. Personal computers will not be connected to any LAN (local area network).

5-19. Mail.

a. Mail is delivered to the unit mailroom Monday through Friday. If the company is in the field for training the mail is delivered as soon as training allows.

5-20. Religious Practices.

The Direct Commission Course will make every attempt to allow all Soldiers to attend worship services as the training schedule allows. A Student may request to attend religious services off post if that particular service is not provided on Fort Benning. Authorization by the Company Commander is required for any Student to attend worship services held during the duty day. Requests are due to the student

chain of command no later than Thursday each week. The DCC mileage radius of 25 miles still applies. Company Commanders may authorize Students to POV to on post religious services. Students requiring special MREs due to religious beliefs need to inform the Company 1SG/Commander during the week of class up.

APPENDIX A. OFFICER STUDENT UNIFORMS

A-1. General.

A Soldier's appearance makes a statement about the individual's personal organization, pride and attention to detail. Students will maintain the highest standard of appearance through proper wear and care of their uniforms.

A-2. Student Duty Uniform (ACU)

- a. The Student's duty uniform consists of the ACU.
 1. ACUs will worn with only the following items:
 - a. Name tape
 - b. US Army tape
 - c. USAIS patch ("Follow Me"), left shoulder.
 - d. US Flag patch right shoulder.
 - e. Rank
 2. The Patrol Cap is the standard headgear for wear with the duty uniform for all Students. The wearing of the Black Beret in lieu of the Patrol Cap will be left to the discretion of the DCC Commander. When directed to wear the Black Beret, Student's rank will be centered on the flash.
 3. Students will maintain at least one pair of boots
 4. Identification tags will be worn around the neck at all times.
 5. Military identification card will be carried in the right shoulder pocket at all times.

A-3. Army Service Uniform (ASU).

- a. Students will wear shoulder boards of their future branches, however Judge Advocate Students who are prior service Officers who will proceed to JOBC following graduation will wear the shoulder boards of their previous branch until completion of JOBC per AR 27-1, Chapter 10, para. 10-16.
- b. Students will wear all authorized permanent awards and decorations IAW AR 670-1. Any unit awards not permanently awarded and branch specific attachments are not authorized (i.e. prior service Infantry are not authorized to wear the blue cord or flashes for Airborne or Air Assault units). Jump boots are not authorized for wear with the ASU while at DCC.
- c. All Students must have their uniforms converted from enlisted to officer as soon as possible.
- d. Female Students may wear either the Army blue skirt or Army blue slacks to the DCC Graduation.

A-4. Physical Fitness Uniform (PFU).

- a. The Summer PFU consists of the following Items: APFU shorts, Short sleeve T-shirt, white or black socks (logo free, above the ankle bone), running shoes and the yellow reflective belt.
- b. The Winter PFU consist of the following Items: Black APFU shorts, SS or LS APFU T-shirt, APFU jacket, APFU pants, black fleece watch cap, black or green gloves (no logos), white or black socks (no logos, above the ankle bone), running shoes and the yellow reflective belt.
- c. Reflective belts will be yellow in color. The reflective belt will be worn during limited visibility. Reflective belts will be worn around the waist with long and short sleeve T-shirts. When wearing the APFU jacket or the Army Combat Uniform, the reflective belt will be worn diagonally across the body from right shoulder to left hip.
- d. PT in the ACU. In the warmer months, the ACU top may be removed for physical fitness at the Company Commander's discretion. The reflective belt will worn around the waist when the ACU top is removed. When wearing the ACU top, the reflective belt will be worn as with the PFU jacket.
- e. The Cadre Company Commander may authorize seasonal changes and modifications to the PFU IAW with climate conditions and AR 670-1 (i.e. wear of the LS shirt, shorts, watch cap and gloves).
- f. The Physical Fitness Uniform will NOT be worn off post, to the post exchange or shoppette, and will never

be mixed with civilian attire.

g. All Students conducting physical fitness activities in the OCS area after duty hours will wear the Physical Fitness Uniform. Students are authorized to wear civilian workout clothes when conducting physical fitness in on post Fitness Facilities after duty hours.

h. Headphones are not authorized on the road, "track," that circles the field.

A-5. Training and Field Uniform: The following uniform items will be worn by Students while conducting tactical training, foot marches, or operating in a field environment:

a. The Army Combat Uniform (ACU) Operational Camouflage Pattern (OCP) Army Combat Uniform. tan499 T-shirt, belt, and boots will be worn with the appropriate Army Combat Uniform. Identification tags will be worn around the service members neck.

b. The Advanced Combat Helmet (ACH), with ACU UCP or OCP cover and Helmet Band. The patrol cap will be worn only at the Weapon's range in authorized areas and in the McBride's Bridge & Red Diamond Assembly Areas during the Squad Training Exercise and land navigation training. The Company Commander may authorize the wear of the patrol cap under Heat Category IV/V conditions.

c. The load bearing vest, with the following items attached (minimum): three magazine pouches, two canteen covers with canteens, one canteen cup, first aid pouch or Improved First Aid Kit (IFAK) and magnetic compass. The use of the Camel BAK (ACU UCP or OCP in color) as an additional water source is authorized. Sensitive items will be tied down using a secure knot with burned ends. Refer to Appendix G for proper procedures. All excess load bearing vest straps will be secured with retaining band and OD green tape.

d. Issued eye protection and combat gloves (black; green; or coyote brown with no markings or logos). Fingerless gloves are not authorized. Ear protection will be worn during all weapon firing drills and exercises.

e. During tactical training, issued knee pads (tactical color- UCP, OCP, or coyote brown) will be worn. Elbow pads are optional. Use of knee and elbow pads is optional for land navigation and footmarches.

f. Mixing of UCP and OCP tactical equipment (Load Bearing Vests, cold weather gear, wet weather gear, etc.) is authorized based upon CIF resources. The rucksack and assault pack contents (packing list) will be recommended by the Student Chain of Command with oversight and approval by the Company Cadre. Sensitive items will be tied down using a secure knot with burned ends. Refer to Appendix G for proper procedures. All excess rucksack and assault pack straps will be secured with retaining band and OD green tape. The sleeping pad will be horizontally placed on the top flap of the rucksack, underneath the two vertical straps. The yellow reflective belt will be looped and connected through the sleeping pad. Other outside equipment (E-tool & 2 quart canteen) will be uniform and identical throughout the Company formation.

g. Individual Assigned Weapon. Students will maintain positive control of their weapons at all times. This includes proper muzzle orientation and proper weapons control posture. Negligent discharges are a hallmark of Soldier indiscipline and lack of training and could result in administrative measure, or potentially a dismissal.

h. Students will maintain their weapon carried at the low-ready unless military mission dictates otherwise. Weapons will never be more than an arm's reach away unless stacked and under guard. At no time will Students carry their weapon at sling arms while in a field environment.

i. Male Students will shave once every 24 hours in the field.

j. When designated by the Cadre Company Commander, black (OCP) micro fleece watch cap may be worn as a standalone headgear while in a field environment during periods of cold weather. Leaders will use common sense and remove the watch cap as it warms up.

k. No aftermarket uniforms are allowed.

A-6. Civilian Clothing Policy & Professional Attire

- a. DCC Students are authorized to wear civilian clothes during off duty hours unless prohibited by the DCC Commander.

- b. Students conducting on post physical training after duty hours and on weekends are authorized to wear civilian workout clothing while conducting personal fitness on post during off duty hours. Civilian workout clothing is only authorized for wear while working out and not authorized in any other Military building aside from the Military Fitness Centers.

- c. DCC Students will wear professional attire when eating at any Fort Benning dining facility when authorized civilian clothing. Shorts, cut off shirts or tank tops, open toed shoes, or any physical fitness type clothing, to include the APFU, will not be worn in any Fort Benning facility (DFACs, AAFES, Commissary, etc.).

APPENDIX B. ROOM STANDARDS

B-1. General.

- a. Room displays promote self-discipline and attention to detail. Display items are intended for everyday use (i.e. toothbrush, tooth paste, foot wear, etc.) Displays will not be static. The room will be inspection ready at all times. You are not authorized to place any items on the walls. Coordinate with student leadership to replace burned out light bulbs and to submit work orders on broken equipment.
- b. Extra clothing. Place civilian clothing, equipment and extra uniform items (i.e. extra shirts, skirts, long underwear, snivel gear) in a locked suitcase or other container and secure IAW student developed SOP. Inventory all items and turn in an inventory sheet to the Platoon Trainer.
- c. Cleanliness: All rooms will be dust free with clean floors, mirrors, sinks, toilets and showers. Laundry bags will not be more than half full in order to maintain an odor free environment. All display items will be clean and serviceable, i.e. shoes clean of dirt. Personal item drawers will be kept in a neat order at all times.

B-2. Displays.

- a. Cadre will distribute the base room SOP. The approval authority for this SOP is the DCC Company Commander. This SOP will be used by Students to verify compliance to the standards established by the student leadership. Specific guidance on room set-up, displays and labeling of items in each company are directed by the Cadre Chain of Command.

B-3. Labeling Items in the room.

- a. **Furniture.** All references to furniture are as facing the furniture. The right side of the wall locker is the right side as you face it.
- b. **Name Labels and Name Tapes.** Using a stencil of $\frac{3}{4}$ " letters; put your last name on 8" long strips of 1" wide white medical tape. Center your name on the strip of tape. Mark with indelible black marker and replace name tapes/labels as needed after excessive wear. Put name label or name tapes on the following items:
 1. Bed: Place the tape on the center of the sideboards/side-rails- readable from the left to the right.
 2. Wall Lockers: Place the tape on the frame of the locker, centered above the door.
 3. Assault Pack: Center tape on outside flap.
 4. Rucksack: Center the tape on the bottom of the frame where it can be read from behind.
 5. Toiletry Case: Place the tape on the left side of the zipper (zipper tab is to the top when closed), centered from the zipper to top edge. The name is readable from the RIGHT when displayed.
 6. Shower Shoes: Center the tape from heel to toe on the top surface (as worn), $\frac{3}{4}$ inch from the edge of the heel, readable from the outside edge of each shoe.
 7. Door: Place a nametape on each door of Students occupying the bottom bunk closest to the door first and so on. Doors are open and unlocked at all times from first call to lights out unless a Student is showering or changing clothes. Doors are always locked when Students are not in the room and after 2200. Doors will remain unlocked while Students are in the room prior to 2200. During formal inspections, the doors are open ninety degrees.
 8. Sleeping Mat: Place the tape centered left to right 6 inches up from the edge of the strap end, on the strap side, readable from the strap end.
 9. Helmet: Place the tape inside centered, left to right, back to front, readable from the right side of the helmet.
 10. Canteens: Place the tape on the front side (the convex side), centered and readable left to right, 2 inches up from the bottom. Do not mark on canteens.
 11. Desk Chair: Place the tape centered from top to bottom and left to right on the back of the seat.
- c. **Personal Photos** One small photograph may be displayed inside your wall locker or closet. Photos must be tasteful in nature.

APPENDIX C. REQUIRED KNOWLEDGE

C-1. Requirements. The following is the list of required knowledge and the week that each Student will be expected to recite perfectly or know in detail.

C-2. DCC Honor Code.

An Officer Student will not lie, cheat, steal, or tolerate those who do.

C-3. Chain of Command.

Definition: **The succession of commanding officers from a superior to a subordinate through which command is exercised.**

Commander in Chief: _____

Secretary of Defense: _____

Secretary of the Army: _____

Army Chief of Staff: _____

TRADOC Commander: _____

Commander, Maneuver Center of Excellence (MCoE): _____

Commandant, United States Army Infantry School (USAIS): _____

Commander, 199th Infantry Brigade: _____

Commander, 3-11 Infantry Battalion (DCC): _____

Company Commander: _____

Senior Training Officer: _____

Platoon Training Officer: _____

C-4. NCO Support Channel

Definition: The NCO support channel (leadership chain) parallels and complements the chain of command. It is a channel of communication and supervision from the Command Sergeant Major (CSM) to First Sergeant (1SG) and then to other NCOs and enlisted personnel of units.

Sergeant Major of the Army (SMA): _____

TRADOC CSM: _____

MCoE CSM: _____

United States Army Infantry School CSM: _____

199th Infantry Brigade CSM: _____

3-11 Infantry Battalion CSM: _____

Company 1SG: _____

Platoon NCO Trainer: _____

C-5. Soldier's Creed

I am an American Soldier.

I am a Warrior and a member of a team.

I serve the people of the United States and live the Army Values.

I will always place the mission first.

I will never accept defeat.

I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

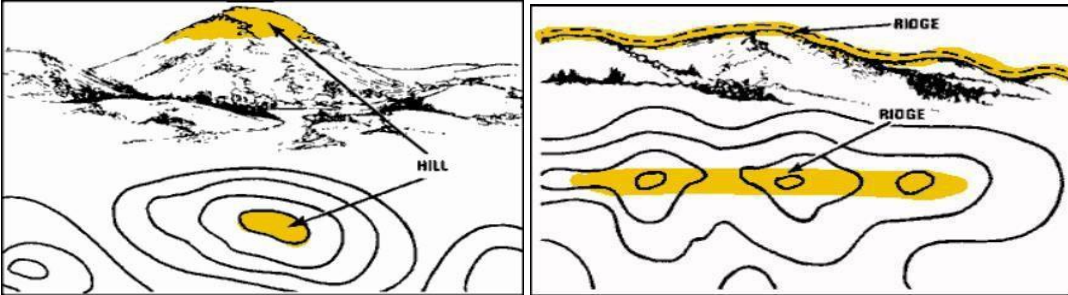
I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

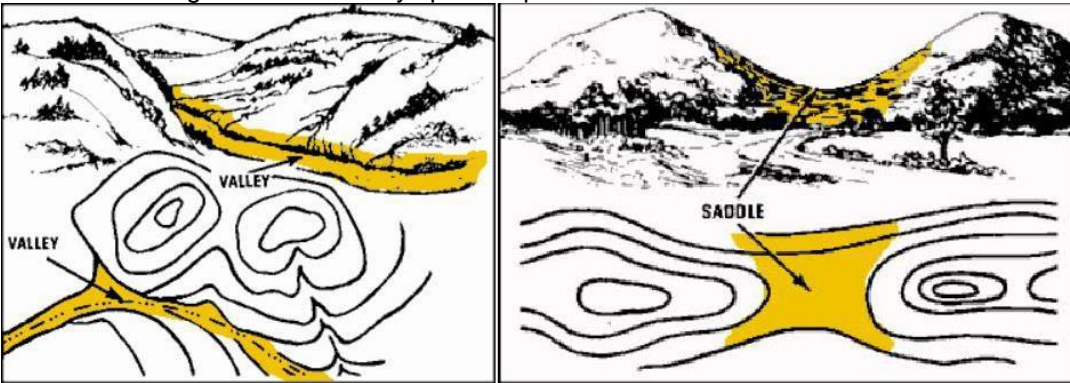
C-6. 10 Military Terrain Features

1. **Hill:** a point or small area of high ground. When you are on a hilltop, the ground slopes down in all directions.



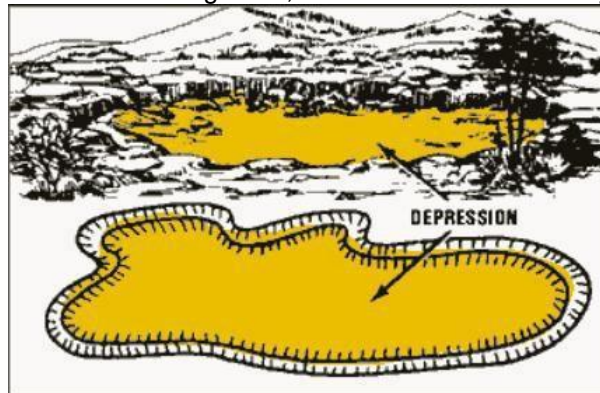
2. **Ridge:** a line of high ground with height variations along its crest. The ridge is not simply a line of hills; all points of the ridge crest are higher than the ground on both sides of the ridge.

3. **Valley:** reasonably level ground bordered on the sides by higher ground. A valley may or may not contain a stream course. A valley generally has maneuver room within its confines. Contour lines indicating a valley are U-shaped and tend to parallel a stream before crossing it. The course of the contour line crossing the stream always points upstream.

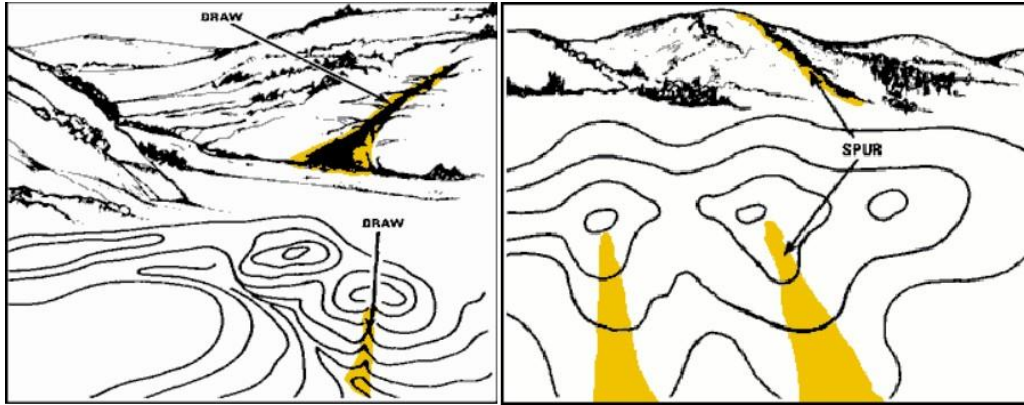


4. **Saddle:** a dip or low point along the crest of a ridge. A saddle is not necessarily the lower ground between two hilltops; it may be a break along an otherwise level ridge crest.

5. **Depression:** a low point or hole in the ground, surrounded on all sides by higher ground.

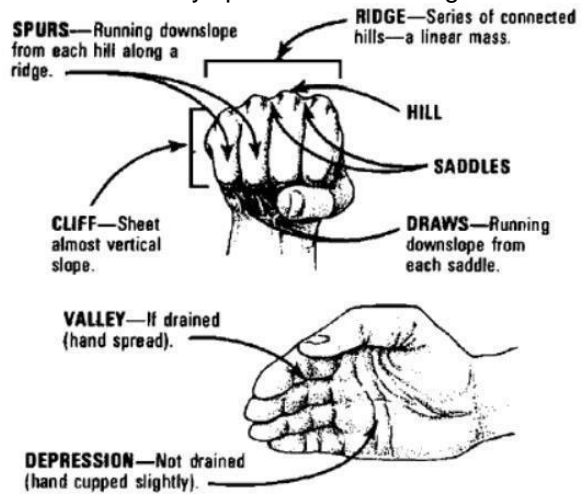
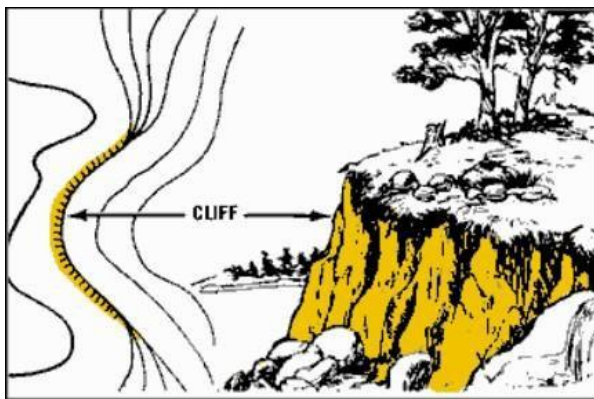


6. **Draw:** similar to a valley, except that it normally is a less developed stream course in which there is generally no level ground and, therefore, little or no maneuver room. The ground slopes upward on each side and toward the head of the draw.

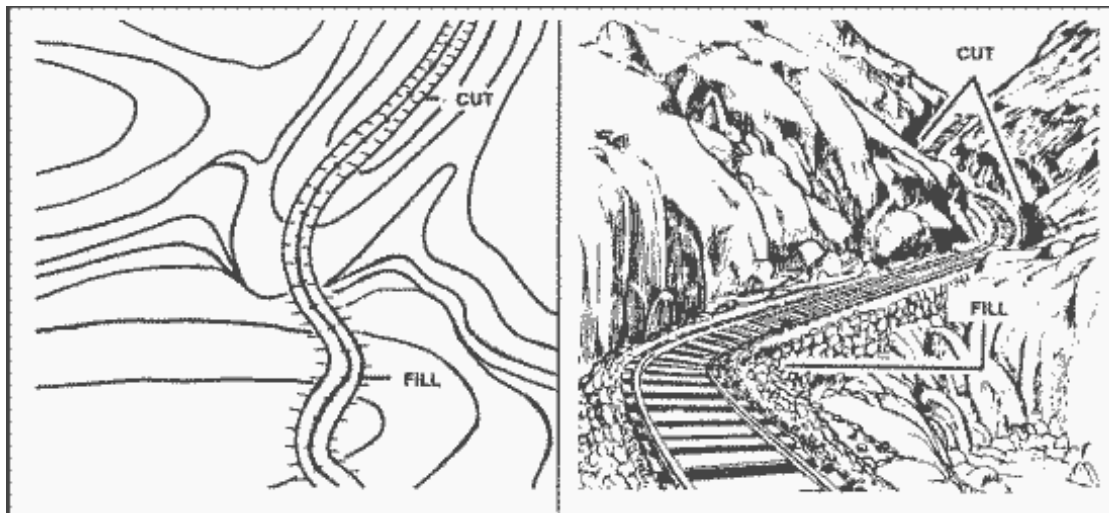


7. Spur: a usually short, continuously sloping line of higher ground, normally jutting out from the side of a ridge. A spur is often formed by two thoroughly parallel streams cutting draws down the side of a ridge.

8. Cliff: a vertical or near-vertical slope. A cliff may be shown on a map by contour lines being close together, touching, or by a ticked "carrying" contour line. The ticks always point toward lower ground.



9. Cut: a man-made feature resulting from cutting through raised ground, usually to form a level bed for a road or railroad track.



10. Fill: a man-made feature resulting from filling a low area, usually to form a level bed for a road or railroad track

C-7. The Army Song (The Army Goes Rolling Along)

March along, sing our song,
with the Army of the free.
Count the brave, count the true,
who have fought to victory.
We're the Army and proud of our name!
We're the Army and proudly proclaim:

First Stanza

First to fight for the right,
and to build our nation's might,
and the Army goes rolling along.
Proud of all we have done,
fighting till the battle's won,
and the Army goes rolling along.

Chorus

*Then it's Hi! Hi! Hey! the Army's on its way.
Count off the cadence loud and strong!
For where'er we go,
You will always know
that the Army goes rolling along.*

C-8. The Troop Leading Procedures (READ ATP 3-21.8 APPENDIX A)

- 1. Receive the Mission**
- 2. Issue the Warning Order**
- 3. Make a Tentative Plan**
- 4. Initiate Movement**
- 5. Conduct Reconnaissance**
- 6. Complete the Plan**
- 7. Issue the Complete Order**
- 8. Supervise**

Troop-Leading Procedures Outline

1. **Receive the Mission**
Initial time line, possible mission
2. **Issue the WARNORD**
6 paragraph format (min Info)
3. **Make a Tentative Plan**
 - a. Mission analysis
 - b. COA development ---
 - c. COA analysis -----
COA comparison
 - e. COA selection
4. **Initiate Movement**
XO, 1SG
5. **Conduct Reconnaissance**

6. **Complete the Plan**
Orders production
7. **Issue the Order**
Verbal, terrain model, paper
8. **Supervise**
Confirm
briefs Back-briefs
Rehearsals
PCC-1 up = check equipment
PCC-2 up = company, mission

- Type of operation
- General location of operation
- Initial operational time line
- Reconnaissance to initiate
- Movement to initiate
- Planning and preparation Instructions
 - To include '2lanoin.g time line
- Information requirements (IR and CCIR)

METT-TC

- Summary of mission analysis
 - Restated mission
 - Initial risk assessment (tactical and accidental)
 - Tentative decisive point
 - Initial commanders intent

- Analysis relative combat power
- Generate operations
- Deploy forces
- Develop concept operations
- Assign responsibilities (2-5)

- Prepare COA Statement and sketch

COA Screening Criteria at end of COA Dev

COA must be:

Suitable	• Complete
Acceptable	• Feasible
Distinguishable	

COA Analysis (war-game)

[Action • Reaction • Counteraction]

- Methods
 - Box
 - Belt
 - Avenue in depth

Mission

- Mission, Intent, concept -1 up and 2 up
- Purpose
- Tasks
 - Specified
 - Implied
 - Essential
- Constraints (require/limit action)
- Restated mission
- Significant conclusions

Terrain

- AO
- AI
- Terrain
 - Obstacles
 - Avenues of approach
 - Key terrain
 - Observation & fields of fire
 - Cover and concealment
- Weather
 - Wind
 - Precipitation
 - Visibility
 - Cloud coverage
 - Temp/humidity
- Significant conclusions

- Purpose or the operation
- Form of maneuver of defensive technique
- Decisive point and why
- Risk and mitigation
- Decisive operation with task and purpose
- Shaping operations with task and purpose
- Concept of supporting fires/assets
- End state

- Battalion times
- Hard times
- Company TLPs
- Light data
- Enemy data
- 1/3, 2/3 rule
- Significant conclusions

Intelligence

- General situation
- Disposition
- Composition
- Strength
- Vulnerabilities
- Capabilities by WFF
- MPCOA & MDCOA
- Significant conclusions
- High value target list
- High pay-off target list

Troops

- Leadership
- Morale
- Training and experience
- Capabilities by WFF elements
- Significant conclusions

Civil

- Areas
- Structure
- Capabilities
- Organizations
- People
- Events
- Significant conclusions

LEGEND

1SG	FIRST SERGEANT	METT-TC	MISSION, ENEMY, TERRAIN AND WEATHER, TROOPS AND SUPPORT AVAILABLE, TIME AVAILABLE, AND CIVIL CONSIDERATIONS
AO	AREA OF OPERATIONS	MPCOA	MOST PROBABLE COURSE OF ACTION
AI	AREA OF INTEREST	PCC	PRE COMBAT CHECKS
CCIR	COMMANDERS CRITICAL INFORMATION REQUIREMENT	TLPs	TROOP LEADING PROCEDURES
COA	COURSE OF ACTION	WFF	WARFIGHTING FUNCTION
JR	INFRARED	XO	EXECUTIVE OFFICER
MDCOA	MOST DANGEROUS COURSE OF ACTION		

C-9. The Five Principles of Patrolling

Planning
Reconnaissance
Security
Control
Common Sense

C-10. 5 Paragraph OPORD (ATP 3-21.8 APPENDIX A)

1. Situation

- a. Area of Interest
- b. Area of Operation
 - i. Terrain
 - ii. Weather
- c. Enemy Forces
 - i. Latest Intelligence
- d. Friendly Forces
 - i. Two Levels Up
 - ii. One Level Up
 - iii. Adjacent Units
- e. Attachments and Detachments
 - i. Who/Why

2. Mission

- a. Who. What, Where, When, Why

3. Execution

- a. Commander's Intent
- b. Concept of Operations
- c. Scheme of Movement and Maneuver
 - i. Explain from Start to Finish
- d. Tasks to Subordinate Units
- e. Coordinating Instructions
 - i. Time Schedule
 - ii. PIR, CCIR, FFIR, EEFI
 - iii. Risk Reduction Control Measures
 - iv. ROE
 - v. Environmental Considerations
 - vi. Force Protection

4. Sustainment

- a. Logistics
 - i. Maintenance
 - ii. Transportation
 - iii. Field Services
- b. Personnel Services Support
 - i. Handling of EPW
- c. Army Health System Support
 - i. Medical/Casualty Evacuations
 - ii. Preventive Medicine

5. Command and Signal

- a. Command
 - i. Location of Leaders
- b. Control
 - i. Command Post Location
- c. Signal
 - i. Radio frequencies
 - ii. Passwords/Running Passwords
 - iii. Pyrotechnic Signal

C-11. OPERATIONAL ENVIRONMENT

The operational environment for an Infantry platoon and squad is a composite of conditions, circumstances, and influences affecting the employment of that platoon or squad. It has a bearing on decisions made by the platoon leader and squad leader. As with Army leaders at all levels, platoon leaders and squad leaders use operational variables to analyze and understand the specific operational environment in which they conduct operations. They use mission variables to focus on specific elements of an operational environment during mission analysis. The operational environment for each operation is different and usually evolves as an operation progresses. It is critical that each platoon leader and squad leader understands his specific operational environment in order to plan, prepare, execute, and assess operations. (Refer to ADRP 5-0 for more information.)

C-12. MISSION VARIABLES

Mission variables describe characteristics of the area of operation, focusing on how they might affect a mission. Incorporating the analysis of the operational variables into METT-TC ensures Army leaders consider the best available relevant information about conditions that pertain to the mission. Using the operational variables as a source of relevant information for the mission variables allows commanders to refine their situational understanding of their operational environment and to visualize, describe, direct, lead and assess operations. The mission variables are—

Time available. Commanders assess the time available for planning, preparing, and executing tasks and operations. This includes the time required to assemble, deploy, and maneuver units in relationship to the enemy and conditions.

Mission. Commanders and staffs view all of the mission variables in terms of their impact on mission accomplishment. The mission is the task, together with the purpose, that clearly indicates the action to be taken and the reason for the action. It is always the first variable commanders consider during decision making. A mission statement contains the, who, what, when, where, and why of the operation.

Terrain and weather. Terrain and weather analysis are inseparable and directly influence each other's impact on military operations. Terrain includes natural features (such as rivers and mountains) and man-made features (such as cities, airfields, and bridges). Commanders analyze terrain using the five military aspects of terrain, observation and fields of fire, avenues of approach, key and decisive terrain, obstacles, cover and concealment (OAKOC). The military aspects of weather include visibility, wind, precipitation, cloud cover, temperature, and humidity.

Civil considerations. Civil considerations are the influence of manmade infrastructure, civilian institutions, and activities of the civilian leaders, populations, and organizations within an area of operation on the conduct of s comprise six characteristics, expressed as ASCOPE: areas, structures, capabilities, organizations, people, and events.

Enemy. The second variable to consider is the enemy dispositions (including organization, strength, location, and tactical mobility), doctrine, equipment, capabilities, vulnerabilities, and probable courses of action.

Troops and support available. This variable includes the number, type, capabilities, and condition of available friendly troops and support. This includes supplies, services, and support available from joint, host nation and unified action partners. They also include support from civilians and contractors employed by military organizations, such as the Defense Logistics Agency and the Army Material Command.

C-13. OPERATIONAL VARIABLES

When Infantry forces are alerted for deployment, redeployment within a theater of operations, or assigned a mission, their assigned higher headquarters provides an analysis of the operational environment that affects operations at that higher level. From that higher-level operational environment analysis, a platoon leader or squad leader can draw any information relevant to his particular part of the higher headquarters operational environment. This allows him to use the limited resources available to collect and analyze additional information that applies only to his more specific operational environment.

Analysis of operational environment at all levels of command uses the common framework of the eight operational variables and associated subvariables. The term PMESII-PT is used as a memory device. (Refer to JP 3-0 for more information.) The following is a list of the operational variables, their definitions, and examples (in parentheses) of questions a platoon leader or squad leader might need answered about each variable:

Political. Describes the distribution of responsibility and power at all levels of governance—formally constituted authorities, as well as informal or covert political powers.

Military. Exposes the military and paramilitary capabilities of all relevant actors (enemy, friendly, and neutral) in a given operational environment. (

Economic. Encompasses individual and group behaviors related to producing, distributing, and consuming resources. (Does the village have a high unemployment rate?)

Social. Describes the cultural, religious, and ethnic makeup within an operational environment and the beliefs, values, customs, and behaviors of society members.

Information. Describes the nature, scope, characteristics, and effects of individuals, organizations, and systems that collect, process, manipulate, disseminate, or act on information.

Infrastructure. Comprises the basic facilities, services, and installations needed for the functioning of a community or society.

Physical environment. Includes the geography and man-made structures as well as the climate and weather in the area of operations.

Time. Describes the timing and duration of activities, events, or conditions within an operational environment, as well, as how the timing and duration are perceived by various actors in the operational environment.

C-14. WARFIGHTING FUNCTIONS

A warfighting function is a group of tasks and systems (people, organizations, information, and processes) united by a common purpose that commanders use to accomplish missions. The Army's warfighting functions are fundamentally linked to the joint functions.

Mission Command

The mission command warfighting function develops and integrates those activities enabling a commander to balance the art of command and the science of control. This fundamental philosophy of command places people, rather than technology or systems, at the center. Under this philosophy, commanders drive the operations process through their activities of understand, visualize, describe, direct, lead, and assess. They develop teams, both within their own organizations and with joint, interagency, and multinational partners. Commanders inform and influence audiences, inside and outside their organizations. The commander leads the staff's tasks under the science of control. The four primary staff tasks are conduct the operations process (plan, prepare, execute, and assess); conduct knowledge management and information management; conduct inform and influence activities; and conduct cyber electromagnetic activities.

Movement and Maneuver

The movement and maneuver warfighting function is the related tasks and systems that move and employ forces to achieve a position of relative advantage over the enemy and other threats. Direct fire and close combat are inherent in maneuver. This function includes tasks associated with force projection related to gaining a positional advantage over the enemy.

Intelligence

The intelligence warfighting function is the related tasks and systems that facilitate understanding the enemy, terrain, and civil considerations. It includes the synchronization of collection requirements with the execution of tactical tasks such as reconnaissance, surveillance, and related intelligence operations. This warfighting function includes specific intelligence and communication structures at each echelon.

Fires

The fires warfighting function is the related task and systems that provide collective and coordinated use of Army indirect fires, air and missile defense, and joint fires through the targeting process.

Sustainment

The sustainment warfighting function is the related tasks and systems that provide support and services to ensure freedom of action, extend operational reach, and prolong endurance. The endurance of Army forces is primarily a function of their sustainment. Sustainment determines the depth and duration of Army operations. It is essential to retaining and exploiting the initiative.

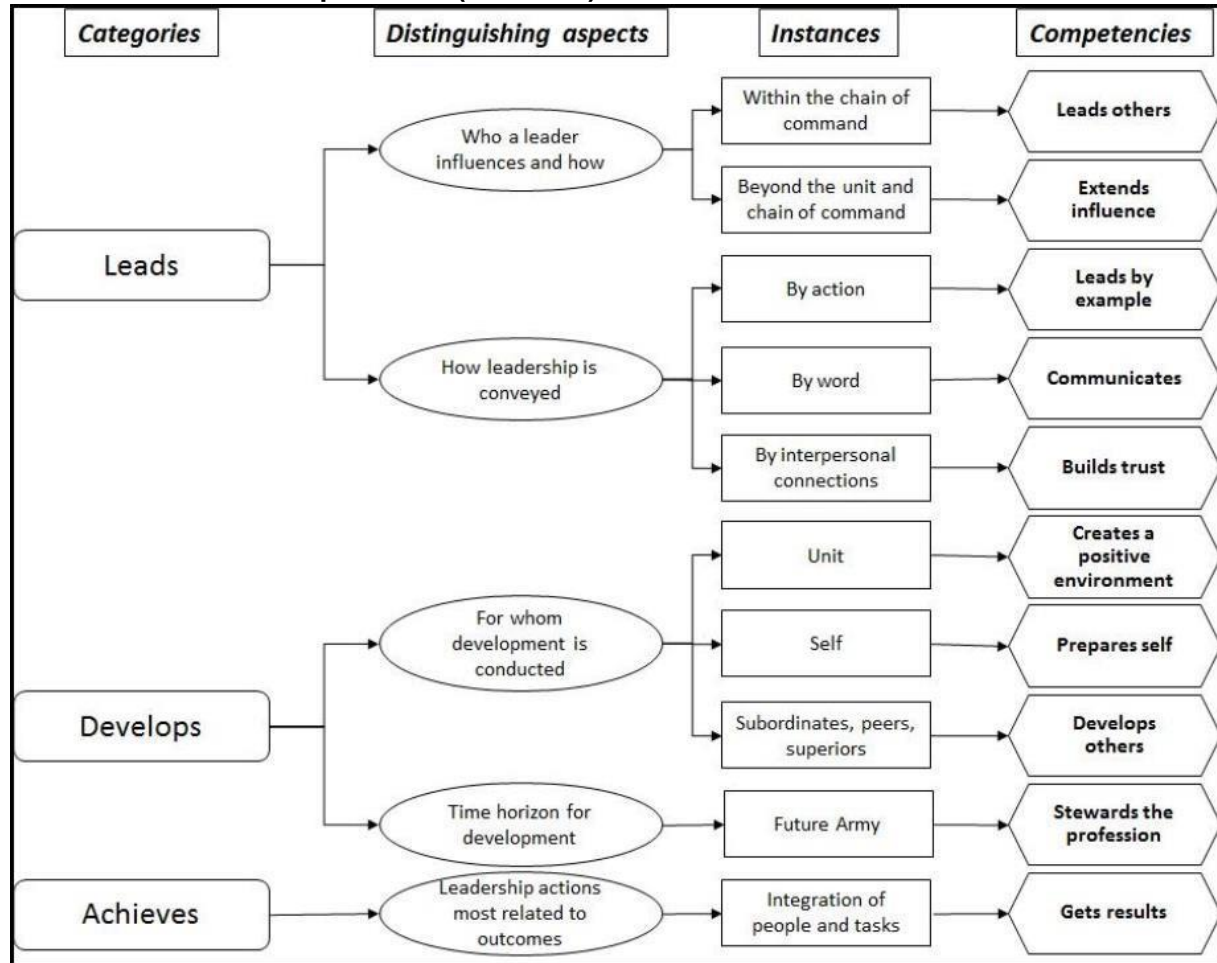
Protection

The protection warfighting function is the related tasks and systems that preserve the force so the commander can apply maximum combat power to accomplish the mission. Preserving the force includes protecting personnel (friendly combatants and noncombatants) and physical assets of the United States, host-nation, and multinational military and civilian partners.

C-15. Principles of Mission Command (ADP 6-0)

- Build cohesive teams through mutual trust
- Create shared understanding
- Provide a clear commander's intent
- Exercise discipline initiative
- Use mission orders
- Accept prudent risk

C-16. Core Leader Competencies (ADP 6-22)



Leads: _____

Develops: _____

Achieves: _____

C-17. Oath of Commissioned Officers

I____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God. (Title 5 U.S. Code 3331, an individual, except the President, elected or appointed to an office of honor or profit in the civil service or uniformed services)

APPENDIX D. SOCIAL GUIDELINES

D-1. General. During your career as an officer, you will attend many social events and activities. Social events in the military serve several purposes: build teams, relieve stress, and celebrate unit history and tradition. Regardless of the event, common sense and ordinary courtesy are the fundamentals of social success. You never get a second chance to make a good first impression. Do not use social functions as an opportunity to express yourself by wearing faddish or scandalous clothes.

D-2. Rules of Engagement

- a. Promptness and responsibility go hand in hand. As Officers- being on time is essential.
- b. Introductions
 1. When introducing yourself to superiors, subordinates, or military personnel of unknown rank: introduce yourself as Rank, first name, last name.
 2. When introducing yourself to peers: Introduce yourself as first name, last name.
 3. When introducing your female guest (wife/girlfriend) to any male: "Mary, this is Colonel Brown."
 4. When introducing your male guest to another man: "Jack, this is Colonel Brown."
 5. Introducing one lady to another: "Mrs. Jones, may I present Mrs. Green", or "Mary, this is Mrs. Green."
 6. Introducing one officer to another: "Major Smith, this is Captain Miller."
 7. Rule of thumb on introductions: Introduce the junior to the senior or the younger to the older.
- c. Social Conversation – Social functions are designed to be a pleasant experience for all who attend. Avoid controversial topics, vulgar language, slang, and excessive use of acronyms. When talking to seniors, address them as "Sir/Ma'am".
- d. Talking with Senior Officers and NCOs – Make a point to speak to superior officers and senior NCOs. Social events are a great opportunity for informal development. You have no reason to be nervous as long as you are respectful and sincere.
- e. Drinking- Alcohol should not impede your ability to keep your military bearing.
- f. Uniform downgrade- Once the formal portion of an evening is over, you may remove your jacket. Follow the lead of the host.
- g. Leaving an event- The general rule is that you may leave when your supervisor leaves. Before departing, thank the host and inform your chain of command.

D-3. Receiving Line - The Receiving Line is the formal way for a host or hostess to greet guests and to introduce dignitaries in the line. It is very important to be punctual to a receiving line, for many times a unit will all go through together. Highest ranking guest will dictate the receiving line or can defer to the company commander.

Rules for the Receiving Line

- **No food, drinks, or smoking in the line.**
- The lady always precedes the gentleman. Even if the couple is dual military- ladiesfirst.
- Give your name to the Aide or Adjutant at the beginning of the line, but do not shake his/her hand. Many times you will find the aide has his/her hands behind their back to avoid confusion.
- Your name will be passed on down the line, but be sure to re-introduce yourself if needed. A simple cordial greeting is appropriate

APPENDIX E. SAFETY AND RISK MANAGEMENT

E-1. Purpose:

The purpose of risk management is to identify risk and take reasonable measures to reduce or eliminate hazards. Risk management is an integral and routine part of planning and executing missions.

E-2. Risk Mitigation at DCC.

a. **Safety Briefs.** Safety briefs are conducted prior to all passes. They are also conducted prior to the execution of any training event. The safety briefs cover recent trends, risks / hazards, and the controls to mitigate risk.

b. **Climate.** DCC implements policies and SOPs commensurate with the risk and time of year. Ice sheets, warming tents and blankets are two means of mitigating the risk posed by warm and cold weather. Students will receive a risk mitigation class to help identify symptoms of hot and cold weather injuries, NLT then the end of Week One.

c. **Buddy Teams/Peer Management.** Every Student will have a same sex battle buddy. This peer will look out for their buddy's wellbeing. They will monitor each other for signs/symptoms of hot or cold weather injuries. The first line of prevention and treatment other than self is the battle buddy program. The battle buddy program will be used on and off duty.

E-3. Medical Alert Markings.

a. The following tapes/colors will be used to indicate a Medical alert to Cadre and fellow Students. Students will use all tapes that apply.

1. RED tape - previous hot weather injury.
2. BLUE tape - previous cold weather injury.
3. WHITE tape – taking any type of medication or is under the supervision of a medical or mental health professional.
4. YELLOW tape – Allergic reaction history (e.g. bees, ants, penicillin, etc.).

b. On a MOLLE Vest, the tape will be secured around the RIGHT suspender of the MOLLE vest just above the name tape on the ACU top.

c. On the PT uniform, the tape will be secured on the RIGHT running shoe running lengthwise along the shoe strings

d. While wearing ACUs, the tape will be looped around the LEFT IR panel flap on the shoulder.

E-4. "Lemonade" Stand Set-Up

a. The lemonade stand will be set up each day and at every training site except Sundays and when Officer Students are on pass or leave.

b. The following items are required for the lemonade stand:

1. 2 x ice water jugs (green/yellow)
2. 2 x Gatorade jugs (green/yellow)
3. 5 x brown water jugs
4. 1 x CLS bag with Thermoscan and extra batteries
5. 2 x litter
6. 1 x Operational Wet Bulb Thermometer
7. 8 x warming blankets in a second black tough box (OCT-MAR only)
8. 2 x ice sheet jugs (green/yellow) with 6 sheets each (APR-SEP only)
9. 2 x large white ice sheet coolers with 12 sheets each (APR-SEP only)

10. 2 x large white cooler immersion tanks on wooden sawhorses (APR-SEP only).

c. Preparation of Gatorade Jugs:

1. Ensure the jugs are clean and labeled "Gatorade"
2. Put 3 packets of the same flavor in one jug.
3. Add water until 75% full and stir
4. Add ice to within 6" of brim and secure lid

d. Preparation of Water Jugs:

1. Ensure the jugs are clean and labeled "Water"
2. Fill halfway with ice and add water. Secure lid.
3. Place both jugs to the right of the Gatorade jugs, nozzle overhanging edge of table.

e. Preparation of Ice Sheets:

1. Sheets will be washed daily and dried before next use.
2. Place a layer of ice in the bottom of the cooler.
3. *Unfold and shake out* two sheets. Place on top first layer of ice.
4. Repeat this process of layering ice and two sheets until the necessary number of sheets is in the cooler.
5. Cover the last two sheets with a layer of ice.
6. Add cold water to the cooler until it is about halfway full.
7. Label coolers to ensure ice sheet coolers are not mistaken for water/Gatorade coolers.

APPENDIX F. INSTALLATION POLICIES

A. Water Safety.

No swimming, wading, or bathing are authorized in streams, ponds, lakes, or rivers under military control and areas designated off limits by the MCoE Commander, except for training purposes, and then only after permission has been granted by DCC Commandant.

B. Ranges and Impact Areas.

All Students are forbidden to enter permanent danger zones or to pass beyond "Road Closed" signs, roadblocks, or road guards, except upon authority of the range control officer or the officer in charge of firing in the area concerned. Before any Student enters the training areas to walk, drive, or engage in sport, they will consult the range clearance maps at the location specified in MCoE Regulation 200-3 (Hunting and Fishing and Recreation). In case of doubt, the range control officer should be contacted by phoning 545-5186 or 545-1602 for information.

C. Privately Owned Weapons.

Students will not bring Privately Owned Weapons (POWs) to DCC.

D. Fireworks.

The introduction, possession and use of all fireworks are prohibited in DCC.

E. Electronic Sound Devices (including radios, smart phones and tablets)

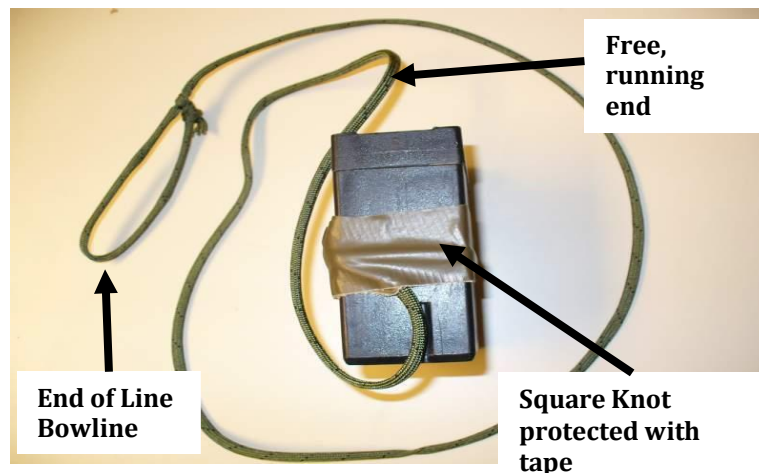
1. Playing of electronic sound devices in any Post Exchange facility, Army commissary, post movie theater, or military bus is prohibited unless such devices are equipped with earphones or headphones and are being used for private listening.
2. Playing of electronic sound devices in a motor vehicle that emits sound outside the passenger/driver compartment at a volume audible to a person with a normal hearing at a distance of 15 feet from the motor vehicle on any public street, public parking area, or private driveway on the Fort Benning military reservation is prohibited.
3. Playing of electronic sound devices while walking or running around Fort Benning military reservation at a volume audible to a person within normal hearing at a distance of 15 feet is prohibited.

APPENDIX G. SENSITIVE ITEM TIE-DOWN PROCEDURES

A. General: All tie downs will use guttled 550 cord with a Square Knot and two half hitches around the body of the equipment. When tying the Square Knot, leave a long, free running end. The long, free running end will be used to tie an End of Line Bowline. This End of Line Bowline will be anchored to the Students equipment. All 550 cord knot ends will be burned to prevent fraying. See G-2 below for example.

- a. Tie a Square Knot with two half hitches **to the body of equipment**. Burn the ends. Ensure you leave a free running end of the Square Knot. This free running end will be used to tie the End of Line Bowline. Protect the knot with tape- only if the tape does not affect the function of the equipment.
- b. Using the longer, free running end- tie an End of Line Bowline with a half hitch. The End of Line Bowline will be secured by routing it through itself then secured to an anchor point on the rucksack or FLIC.
- c. Use areas on the FLIC, rucksack or assault pack to anchor your tie downs with a snap link. Common areas are the drag handle at the top of each pack or one of the MOLLE slots.
- d. Items that must be tied off include (but not limited to): Spare Barrels; Night Observation Devices (NODs); Radios, Antennas; Any other sensitive item designated by the DCC Cadre.
- e. Securing your Night Observation Device:
 1. While in the field, keep your NOD on your body at all times.
 2. Use one of your 1 quart canteen covers to store your NOD.
 3. When stored in the 1 quart canteen cover, snap link your NOD's End of Line Bowline to your FLIC.
 4. When wearing the NOD, snap link your NOD's End of Line Bowline to your FLIC. Do not snap link to your helmet band (unless it is tied down).
 5. Use of the neck cord does not substitute for tying the NOD down.

B. Example Tie-Down:



APPENDIX H. UNAUTHORIZED & RESTRICTED ITEMS

A. Unauthorized Items.

The unauthorized items list is developed to ensure good order and discipline in the DCC barracks living environment. Students will participate in an inventory process in week one of the course. Any unauthorized items will be identified and stored in the company storage area during the course.

Students will be counseled on unauthorized items and will be held responsible for any unauthorized items in their possession following the inspection and storage. Students may be considered for recycle or dismissal for violation of the unauthorized items after the inspection and storage process.

1. Tobacco Products
2. Cleaning agents for weapons that were not approved by Cadre Company CDR/1SG
3. Stoves
4. Bayonets or knives over 3"
5. Pornography
6. Alcohol
7. Supplements, vitamins, or any over-the counter medication
8. Stand alone GPS devices.
9. Video game consoles

B. Restricted Use Items. The following items have been designated Restricted Use Items by the DCC Commander. As of the first day of the course, DCC Students are restricted in their use. Some items may be granted for use by the Commander throughout the course. These items are restricted due to factors of safety, health, welfare and cleanliness of company facilities. This list is not all-inclusive. Items that are not listed above are subject to Cadre discretion. If you have question concerning a particular item ask your Platoon Trainer for additional guidance.

1. Cellular phones & MP3 type devices (Authorized only in Cadre designated places and times).
2. Laptop / tablet-type computers. (For use during off duty hours- Students are responsible for securing these devices).
3. GPS enabled items (e.g. watches, cell phones- designated places and times only).
4. Civilian clothes. (May be worn during off duty hours).
5. Braces not prescribed by a profile are prohibited.

APPENDIX I. DCC PACKING LIST

DCC Packing List Information: As of 10 December 2019

General information:

Most of the listed items and quantities are part of your initial basic training clothing bag issue. It is not required for these items to be new, however all items must be serviceable.

In Service Students are required to have all clothing bag items as per AR 670-1.

The "Follow Me" patch and U.S. Flag patches may be purchased at the Fort Benning Military Clothing Sales Store located at the Main Post Exchange.

Boots worn at DCC must be IAW Army Regulation AR 670-1. For guidance, refer to DA PAM 670-1 (01 July 2015); Paragraph 20-3; page 123-124.

The link to PEO Soldier's webpage outlining authorized ballistic eye protection is: <https://peosoldier.army.mil/pmseq/eyewear.asp>. This website has a list of authorized ballistic eye protection.

DCC Packing List Required Items

Most of these items may be purchased at the Fort Benning Military Clothing and Sales Store

Required Army Combat Uniform (ACU) Items

<u>Quantity</u>	<u>Item Description</u>
2	ACU OCP (Sets)
2	"Follow Me" patch
2	American Flag (Colored and Subdued)
2	Name Tape
2	"US Army" tape
1	Belt, Riggers, Sand
2	Tan Leather Boots. Must be IAW Army standard. (30th AG will issue 1 pair hotweather, tan and 1 pair temperate weather to Prior Service)
2	Cap, Patrol with nametape (appropriate to ACU camouflage pattern)
1	Beret, Wool, Black
1 sets	ID tags and chains, long and short
7 pair	Socks, Boot, green
2 pair	Socks, liner, polyester / nylon, black (Clothing Bag issue for prior service. Serves as liner and dress sock)
7	T-shirt, moisture wicking, Tan
7	Drawers, Brief, Tan / Brown (<i>Male</i>)
1	Gloves, leather shell pr. unisex
2 pair	Insert, Gloves, cold weather
2	Rank, subdued for Patrol Cap
2	Rank, subdued Patch for ACU
1 pair	Stockings, sheer/semi-sheer, without seams, complementary to wearer's skin tone and uniform (<i>Female</i>)
7	Underpants, white, black other neutral color (<i>Female</i>)
7	Brassieres, white, black or other neutral color (sports brassieres authorized) (<i>Female</i>)
1	Boots, Combat, Hot Weather Coyote Brown

ACU Item Notes:

1. The Patrol Cap is authorized for wear during DCC.
2. The Beret will be worn with the dress uniforms and for special events as directed by the Commander.
3. Sewn on US Army tape and nametape is authorized.
4. Insignia worn on the ACU must be of the corresponding camouflage pattern color.

Required Army Service Uniform (ASU) Clothing Items

<u>Quantity</u>	<u>Item Description</u>
1	Web belt, black 1" with brass tip
1	Belt buckle, "Sta-Brite"
2	White undershirt, cotton, crew neck (<i>Male</i>)
1	Dress gloves, black
2	U.S. insignia, Officer, "Sta-Brite"
2	Name plate plastic, ASU uniform
1	Necktie, black (<i>Male</i>)
1	Bow tie, black (<i>Male</i>)
1	Dress shoes, Low Quarters
1	Nude Nylons (<i>Female</i>)
1	Neck tab (<i>Female</i>)
1	Dress shoes, Pumps black (<i>Optional for Female</i>)
1	ASU Jacket, blue
1	ASU Service Shirt, White, long sleeve
1	ASU Service Shirt, White, short sleeve
1	ASU Trousers, blue
1	ASU Skirt, blue (<i>Optional for Female</i>)
1	Shoulder Marks (JAG, Cyber, or prior branch)
	All authorized ribbons, medals and badges

Required Army Physical Fitness Uniform (APFU- Black/Gold) Items

<u>Quantity</u>	<u>Item Description</u>
1	Reflective Belt, Neon Yellow, Elastic. (RE-FLEX)
3	Shorts, Physical Fitness Uniform (APFU)
3	Shirt, PFU, short sleeve (APFU)
2	Shirt, PFU, long sleeve (APFU)
1 pair	Running shoes
6 pair	White or Black socks, athletic (socks must cover the ankle bone)
1	Jacket, Physical Fitness Uniform (APFU)
1	Pants, Physical Fitness Uniform (APFU)
1	Cap, Microfleece, Black

Required General Use Items & Equipment

<u>Quantity</u>	<u>Item Description</u>
1	Brown towels, cotton
2	Brown towels, face cloth, cotton
1	Bag, toiletry, green/black/tan/ACU pattern with personal hygiene items
1	Shower shoes
1	Laundry kit, Detergent (6 week supply)
3	Lock, combination w/ 2.5in shackle (key locks, luggage locks are not allowed)
12	Matching Hangers
10	Pen, ball point, black
5	Pencil, mechanical
1	Permanent marker, black
2	Cloth tape, white, 1" wide TM (to mark equipment)
1	Soap dish and toothbrush holder
1	Wrist watch (No GPS Enabled)
1	Shaving Cream (required for male)
1	Set of 4 x Super-fine and or fine alcohol pens for marking maps (Black, Blue, Red, Green)

1	Eraser Pen for alcohol markers
1	Military Protractor
1	Flashlight with batteries (red and white lens capable)
1	Headlamp with batteries (red and white lenscapable) (optional)
1	Set extra batteries
1	Camouflage Pack or Stick (light green & loam colors)
1	Foot Powder
1	ACH Helmet Band
1	100 FT 550 parachute cord
1	Sewing kit
1	Box zip lock type bags (quart size)
1	Box zip lock type bags (gallon size)
1	Insect repellent
1	Bottle sunscreen (1 APR - 30 SEP classes)
1	Roll, OD green 100 mph tape
1	Whistle
1	M4/M16 Weapons cleaningkit
1	Roll, Electrical tape, black
1	Stencil (3/4 inch letters)

Optional Items

<u>Quantity</u>	<u>Item Description</u>
1	Pkg, Index cards, 3X5 packets (for note taking / Ideal for ACU sleeve pocket)
1	Boot Cleaning Kit
1	Pocket Knife/multi-tool less than 3" blade
5	Pair Green socks
1	Pair additional running shoes
1	Pair coyote brown boot laces
1	Pack of 4 bungee cords (subdued color)
1	Pair Tactical Gloves (no logos- Black; Green; Coyote Brown)
1	Grey/Black Spandex

Additional Notes:

1. Must have at least six weeks supply of sundry items (toothpaste, razors, shampoo, soap, laundry detergent, etc).
2. Do not bring any items in glass containers.
3. If you wear glasses to correct your vision, bring two pair of military issue glasses of current prescription and a set of protective mask inserts. Contact lenses and civilian eyewear are authorized. Contact lenses will not be worn during field conditions.
4. You may bring a laptop computer to use when authorized. This is highly encouraged. Network access is available for a fee.
5. You will do various combat focused training events during DCC. You may bring up to two additional ACU uniforms for these events.
6. Students are authorized to wear commercially purchased gray or black spandex shorts under the PT shorts. Spandex must be free of logos