



Fires Center of Excellence and Fort Sill Standards • 1 Feb 2022



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL  
455 MCNAIR AVENUE, SUITE 100  
FORT SILL, OKLAHOMA 73503

ATZR-C

1 February 2022

MEMORANDUM FOR Fort Sill Military and Civilian Personnel

SUBJECT: Team Sill Values

1. Welcome to Team Lawton-Fort Sill! We are glad you are on the team and we are proud to serve with you. This is a diverse organization, home to TRADOC, FORSCOM and IMCOM units. We live a culture of values, fitness, resiliency, and pursue excellence in the fundamentals. We achieve our goals through four main pillars – Training, Maintaining, Morale, and Discipline:

Training – This is what we do every day. We turn civilians into Soldiers, provide technical expertise, and develop high performing Fires leaders who drive change. Our students graduate ready to seamlessly integrate into their next unit.

Maintaining – Producing the world's premier Fires Force comes at a cost. As leaders we are continuously refining how we take care of our cadre and their Families. Establishing stability, comprehensive fitness and health, Family and Community relationships are a few ways we take care of one another.

Morale – Leaders are directly responsible for their unit's morale. Be a source of counsel for your Soldiers and live up to Fires Fifty #39 "Leadership is a contact sport; it requires daily interaction". We look to catch people doing things right and reward their efforts. Our values based organization treats everyone with dignity and respect.

Discipline – This is the cornerstone to what we do each day regardless of our job. Conducting operations safely and to the highest standards ensures our success. We expect all of our teammates to hold themselves and others accountable for their actions.

This is my Squad and People First are our priorities. We work to get better every day as individuals and teams and we will be ready for any mission ahead.

2. Once again, welcome to Team Lawton-Sill! Frontier Living! Fires Strong!

  
STEPHEN A. BURNLEY  
Command Sergeant Major of  
the Fires Center of Excellence

  
KENNETH L. KAMPER  
Major General, USA  
Commanding



## THE U.S. ARMY FIRES CENTER OF EXCELLENCE



30TH  
ADA BDE



31ST  
ADA BDE



75TH  
FA BDE



428TH  
FA BDE



434TH  
FA BDE



U.S. Army  
FA School



U.S. Army  
ADA School



U.S. Army  
Garrison  
Fort Sill



Futures  
Command



MARDET



MEDDAC

## FIRES FIFTY

1. Always secure yourself first
2. If you can't talk, you can't win
3. You can save your own life
4. Simplicity is the most important principle of war
5. Common sense is the most important principle of patrolling
6. Talking isn't fighting
7. Never fight a fair fight
8. Don't accept No from someone who can't say Yes
9. Trust but verify
10. Never be unreachable
11. Never waste good coffee
12. Never take anything for granted
13. Never go anywhere without a knife
14. Never pass up a chance to use a clean bathroom
15. A good idea only becomes great when it is shared
16. There is no such thing as a coincidence
17. When in charge, take charge
18. Good units do routine things routinely
19. Great units master the basics
20. Clean up your own mess
21. PCC/PCI
22. Communication is established lower to higher
23. The higher up the flagpole you go the more your ass shows
24. Ten pats on the back for every one kick in the ass
25. The Army is a people business
26. Humans learn two ways: significant emotional experience & repetition
27. There is a fine line between confidence and arrogance
29. Screamer – folks will turn the other way to avoid you. Unpredictable – your team will be confused. Calm and resolute – your Soldiers will look for the disappointment in your voice and seek to avoid it
30. Love the one you are with; whatever unit and job you have, it is the best in the Army. If not so, make it so
31. Balance and moderation – don't confuse enthusiasm with capability
32. High standards, positive outlook, and excellence are contagious
33. You are a professional, a professional athlete warrior, in a profession of arms, carrying your national colors – be proud, train, and act like one
34. If you think you are important try ordering around someone else's dog
35. TOPS – Take Other People's Stuff
36. Don't let analysis cause paralysis
37. Training schedules are priorities of work tied to a timeline
38. Training is a journey not a destination
39. Leadership is a contact sport; it requires daily interaction
40. Leave the jersey in a better place than you found it
41. Get past polished mediocracy
42. It ain't as bad as you think. It will look better in the morning
43. Seize the high ground! It's a better place to operate tactically and morally
44. Get better every day as individuals and teams
45. Life is more fun with great teammates
46. Optimism is a force multiplier
47. Make the routine play routinely
48. Let's get the bottom-line up front so we can all deal with it
49. This is my Squad
50. People First! Winning Matters!



# TEAM SILL! CG's Priorities- Enduring and Near Term



## Vision

FCoE creates the world's premier Fires Force; ready to employ responsive cross-domain fires to win in any operational environment.

## Mission

The Fires Center of Excellence trains, educates, and develops Soldiers and Leaders; creates and develops capabilities; and provides a Fires Force to support the Joint Warfighting Commander across the spectrum of operations in Joint and Multinational environments.

### Enduring Priorities

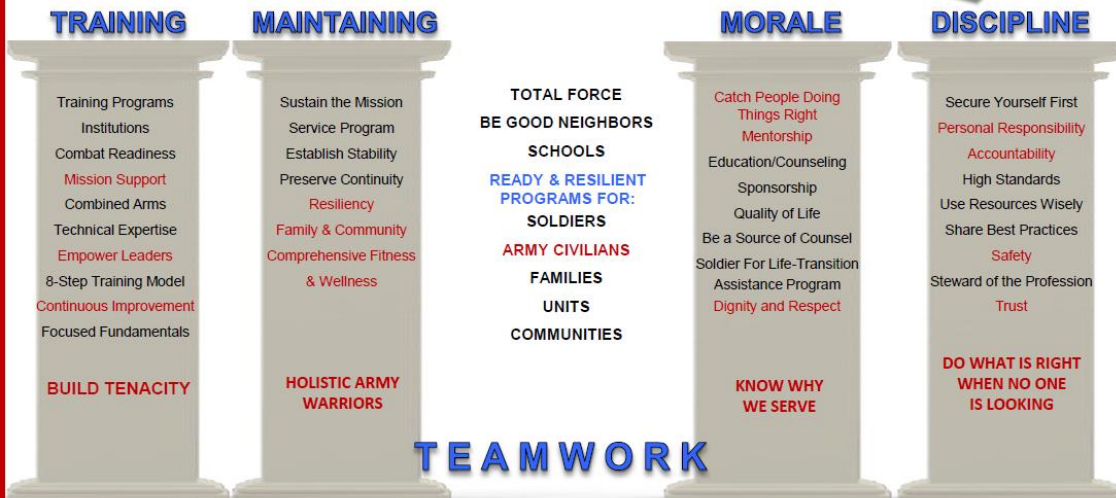
- 1. Fires Force Readiness.** Ensure we are always the world's premier Fires Force; ready to fight and win through the rapid employment of responsive cross domain Fires to win in complex large scale combat operations.
- 2. Turn civilians into Soldiers (Initial Military Training).** Recruit and train lethal Soldiers who immediately contribute to the operational force upon graduation.
- 3. Achieve Force Modernization.** Build the Fires force through development of weapons platforms with next generation technology that enables US Forces freedom of maneuver through Fires overmatch.
- 4. Enable the Development of a Professional Fires Force.** Develop high performing Fires leaders who possess the knowledge and skills to fight and win in large scale combat operations. Provide relevant doctrine and POIs that enable leaders to seamlessly integrate into the joint force providing multi-domain fires.

### Near Term Priorities

1. Live our Army Values. Imbue, throughout FCOE, a culture of **Values, Fitness, and Resiliency**. Pursue **Excellence in the Fundamentals**.
2. Sustain a safe and healthy "new normal" with continued training rigor in the COVID environment.
3. Develop and implement assessments in BOLC and CCCs.
4. Operationalize Holistic Health and Fitness (H2F) across the Enterprise.
5. Empower leaders to lead and manage risk.
6. Tell our Army story to our communities and America.

As of 22 Jun 2020

# TEAM SILL PILLARS




**Develop Leaders! Drive Change!**

Army Values are Team Sill Values


**A Culture of Values, Fitness, Resiliency, and Pursuing Excellence in the Fundamentals**

As of: 15 June 2020



CUJ

## Building Cohesive Teams



**Break Trust / Harm Soldiers**  
**Harmful Behaviors**

**Sexual Assault / Harassment**

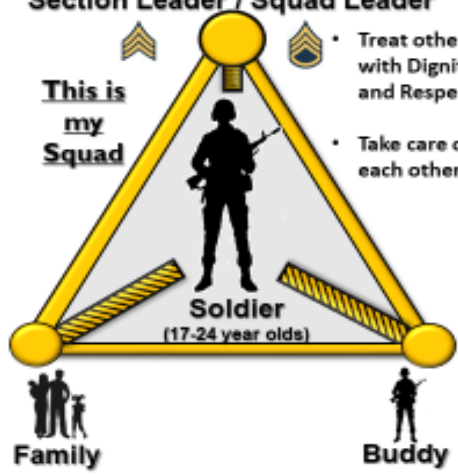
**Racism / Extremism**

**Suicide**

Section Leader / Squad Leader

▲ ▲ ▲


**This is my Squad**



- Treat others with Dignity and Respect
- Take care of each other


CUJ

FRONTIER LIVING...#LIVINGNEWFRONTIERS



CUJ

## Role of the Leader of a Squad



**The Leader of a Squad is the most influential leader to a Squad Member**

Highly Trained & Ready

Cohesive

Disciplined

Physically Fit

Actively influences Squad Members to perform to their fullest potential

Talk to and understand their Soldiers

Show compassion and empathy

Show a positive future for Squad Members

Find commonalities within their Squad and build the Team using those commonalities

Connect Risk and Stressors to the appropriate assistance

Identifies Risk and Stressors of Squad Members

Sets the culture within the Squad

The Squad that focuses on

**Trained  
Fit  
Cohesive  
Disciplined  
Positive  
Ready**

will see a decrease in

**Suicide  
Racism  
Domestic Issues  
Sex Harassment  
Sex Assault  
Alcohol Incidents**

CUJ

FRONTIER LIVING...#LIVINGNEWFRONTIERS

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# 1. INTRODUCTION

**1-1. Purpose.** This pamphlet is used to communicate the standards for individual discipline, appearance, conduct, and military courtesy as established by both Army Regulations and Fort Sill policies for the service members and DoD civilians of the Fires Center of Excellence and Fort Sill.

**1-2. Responsibilities.** All service members and DoD civilians assigned to Fort Sill have the duty to read, understand and meet these standards in order to instill discipline and build esprit de corps. Leaders will enforce these standards and brief them when counseling new Soldiers, Noncommissioned Officers, and Officers upon their arrival to Fort Sill, including those here in a “student” status.

**1-3. Authority.** Portions of this pamphlet are punitive. Violation of the specific prohibitions and requirements of specific portions by Soldiers may result in adverse administrative action and/or charges under the provisions of the Uniform Code of Military Justice (UCMJ).

## **2. MISSION AND HISTORY OF FORT SILL**

### **2-1. Fires Center of Excellence and Fort Sill Mission.**

The Fires Center of Excellence trains, educates, and develops Soldiers and Leaders; creates and develops capabilities; and provides a Fires Force to support the Joint Warfighting Commander across the spectrum of operations in Joint and Multinational environments.

### **2-2. History of Fires Center of Excellence and Fort Sill.**

Due to its proximity to Medicine Creek and the Wichita Mountains, Major General Philip H. Sheridan selected the site for Fort Sill in January 1868, in order to establish a post that allowed him to stop hostile tribes in Oklahoma from raiding border settlements in Texas and Kansas. At first, the garrison was called "Camp Wichita" and was referred to by the Indians as "the Soldier House at Medicine Bluffs," however Sheridan named the post in honor of his former USMA classmate, Brigadier General Joshua W. Sill, who was killed several years prior in the American Civil War. The first post commander was Brevet Maj. Gen. Benjamin Grierson and the first Indian agent was Colonel Albert Gallatin Boone, grandson of Daniel Boone.

Some of General Sheridan's subsequent campaigns from Fort Sill were accompanied by the legendary "Buffalo Bill" Cody, "Wild Bill" Hickok, Ben Clark, and Jack Stilwell. The 10th US Cavalry, a distinguished and iconic group of all African American "Buffalo Soldiers," also served at Fort Sill. The 10th Cavalry participated in a number of campaigns along the frontier and constructed many of the stone buildings that still surround the old post quadrangle today.

Later, Fort Sill served as the original "Home of the Infantry" and the birth of US combat aviation, eventually forming the 1st Aero Squadron here in 1915. In 1911 the Field Artillery made Fort Sill its home, with the Air Defense Artillery joining in 2011, thereby creating the Fires Center of Excellence of today. Today, Fort Sill and the Fires Center of Excellence is home to two Cross-Functional Teams (CFTs), the Long-Range Precision Fires (LRPF) and Air and Missile Defense (AMD) CFTs, both developing cutting-edge future warfighting technologies that will ensure our fires dominance on the battlefield of tomorrow. Additionally, Fort Sill houses a brigade-sized Basic Combat Training (BCT) and Noncommissioned Officer Academy (NCOA), along with two FORSCOM tactical Brigades. In short, Fort Sill provides the Army with the world's most versatile, tailorable, and adaptive Soldiers and leaders, capable of delivering accurate and responsive fires in any environment from "mud to space."



### 2-3. FIRES CENTER OF EXCELLENCE SHOULDER SLEEVE INSIGNIA.

**Description:** A shield-shaped embroidered item blazoned as follows: Gules, on an arrowhead Sable throughout issuant from base in front of two lightning bolts in saltire or, all between two mullets if the last, a cannon erect the muzzle.

**Symbolism:** Scarlet and yellow are the colors traditionally associated in Artillery units. The arrowhead denotes the growth of the two branches in the western plains of the United States, the first “indirect fire” at Agincourt and the symbol of the pointed tip for Air Defense Artillery. The stars indicate excellence, the requirements in support of Warfighting Commanders. The cannon symbolizes the Fires Center of Excellence’s missions to develop qualified warriors and leaders. The crossed lightning bolt signify the resolution for the future of Field Artillery and Air Defense Artillery branches in the direction of Electronic Warfare and Directed Energy aspects.



### 2-4. FIRES CENTER OF EXCELLENCE DISTINCTIVE UNIT INSIGNIA.

**Description/Blazon:** A silver color metal and enamel device 1 3/16 inches (3.02 cm) in width overall consisting of a blue globe, grid lined silver surmounted by a red arrowhead throughout bearing three black discs, one and two, superimposed by a gold star, all above a black scroll inscribed “AGILE AND DECISIVE” in silver.

**Symbolism:** The globe alludes to the worldwide strategic nature of Fires missions. The arrowhead denoted the growth of the two branches of Field Artillery and Air Defense Artillery. The star indicates the Center of Excellence. The black discs signify cannon balls, suggesting the branch heritage of Artillery.



### 3. CUSTOMS AND COURTESIES

The Army is an organization that instills pride in its members because of its history, mission, capabilities, and the respect it has earned in the service of the Nation. A reflection of that pride is visible in the customs, courtesies, and traditions the Army cultivates and propagates.

**3-1. Saluting.** The exchange of a salute is one of the oldest traditions in the military and a visible sign of good discipline and mutual respect. All military personnel in uniform shall render a salute when they meet or recognize persons entitled to the salute. At Fort Sill the greeting is your “Unit Motto Sir or Ma’am”. The response is your “Unit Motto”. When in doubt, a thunderous “Fires Strong!” can be used as the greeting. There is **NO SILENT PASSING**. In field training here at Fort Sill saluting is required just as it is in garrison.

Service members will remain situationally aware at all times when outdoors. General and other senior officer vehicles are identified by a red plate depicting their rank and headlights turned on in order to better recognize the vehicle. Soldiers will render the proper salute to these vehicles as they pass.

**3-2. Courtesies to Noncommissioned Officers.** When approaching a Noncommissioned Officer the appropriate greeting of the day will be rendered, “Good Morning Sergeant. The response will be the “Unit Moto”.

**3-3. General Rules.** The first person to sight an officer who is higher in rank than the officer present in the room shall call the room to “attention.” When a senior noncommissioned officer enters a room/area, the first person to sight the senior NCO shall sound “at ease.” Examples are unit headquarters, orderly rooms, supply rooms, dayrooms, squad rooms, and hallways. In smaller rooms, containing one or two Soldiers, the Soldier(s) should rise and stand at the position of attention when an officer enters the room or “Parade Rest” when an NCO enters.

**a. Work Areas.** In work areas such as offices, shops, hangers, and medical treatment facilities, personnel may remain working but the senior Soldier shall report to the visiting officer and/or CSM/SGM.

**b. Dining Facilities.** The first person sighting an officer senior in rank to the unit commander, or senior to those present, in the dining facility should call “at ease” so that the officer’s presence is known and necessary action can be taken. The Soldiers should fall silent but continue to work or eat. The senior dining facility OIC or NCOIC should report to the officer.

**c. Classrooms.** The first person sighting an officer senior in rank to the unit commander, or senior to those present in the facility, should call “at ease” so that the officer’s presence is known and necessary action can be taken. The Soldiers should fall silent but continue to work.

**d. During Conversations.** All Soldiers, officer or enlisted, come to the position of attention facing a senior officer when spoken to in an official capacity. Normally the senior officer will direct “at ease” or “carry on” if the situation merits. At other times, such as during the conduct of routine business or informal conversation, a junior officer or enlisted Soldier should face the superior officer and be at “attention.” When an enlisted Soldier is speaking to a noncommissioned officer, the Soldier stands at “Parade Rest” unless otherwise directed by the NCO. A subordinate will stand when spoken to by someone senior in rank, unless the superior directs otherwise. When walking with a senior Soldier, the junior Soldier walks to the senior’s left side. Regardless of rank, if a Soldier is seated, he or she stands when addressing someone senior to them.

**e. Formations.** When an officer approaches Soldiers in a formation, the person responsible for the formation calls, “attention,” and renders a salute for the entire group. When an officer senior in rank approaches a group of individuals not in formation, the first person sighting the officer calls, “attention,” and everyone in the group faces the officer and renders a salute with the appropriate greeting. Soldiers working as part of a detail or participating in some other group activity such as athletics do not salute. The person in charge, if not actively engaged, salutes for the entire detail or a group of Soldiers. While running in a PT formation the senior Soldier in charge of the running formation will sound off with their unit’s motto as well as calling out “Sir” or “Ma’am.”

### **3-4. Courtesies Rendered During Ceremonial Songs.**

**a. Reveille.** Played at 0600 daily on weekdays and 0800 on weekends. When outside, in APFU or duty uniform and not in formation, face the flag or music and render a salute on the first note. Remain at “present arms” until the completion of the last note. In civilian clothes, stand at “Attention” and place the right hand over the heart (or headgear over the left shoulder if worn) until the last note is played.

**b. Retreat/To the Colors.** Played at 1700 daily. This tradition is celebrated in two distinct parts; the bugle call of “Retreat” followed by “To the Colors.” When outside, in APFU or duty uniform, face toward the Colors or music and assume the position of “Attention” on the first note of Retreat. Remain at this position and render the hand salute on the first note of “To the Colors.” When in formation, or in a group while in uniform, the senior ranking Soldier orders the formation to the position of “Parade Rest.” On the first note of “To the Colors”, the senior ranking

Soldier orders the formation to “Attention, Present Arms.” In civilian clothes, stand at “Attention” during “Retreat” and place the right hand over the heart (headgear place over the left shoulder if worn).

**c. National Anthem.** When outside, in APFU or duty uniform and not in formation, face toward the Colors or music, assume the position of “Attention,” and render the hand salute on the first note of the music. (All veterans can render the hand salute when the National Anthem is played). In civilian clothes, stand at “Attention” and place the right hand over the heart (or headgear over the left shoulder if worn) or render the hand salute on the first note.

**d. Vehicles.** All Military and Civilian vehicles WILL STOP at 0600 and 1700, Monday thru Friday, and 0800 and 1700, Saturday and Sunday, for Reveille/Retreat, respectively. Soldiers in uniform will exit the vehicle and render the proper salute; Soldiers out of uniform will exit the vehicle and assume the position of attention, remove headgear with right hand and hold over left shoulder with right hand over heart. Marines will remain in their vehicles and sit at the position of attention. Always consider safety when stopping or exiting your vehicle.

## 4. APPEARANCE AND CONDUCT

The Army is a uniformed service where discipline is judged, in part, by the manner in which Soldiers wear their uniforms. Therefore, a neat, well-groomed, and professional appearance by all FCoE and Fort Sill Soldiers is imperative, as it contributes to building the pride and esprit de corps essential to a disciplined and effective military force.

**4-1. Duty Uniform.** Wear of the appropriate duty uniform is in accordance with DA PAM 670-1 and this policy. Duty uniforms include, but are not limited to any approved version of the combat uniform, the Army Service Uniform (ASU) or Army Green Service Uniform (AGSU) and the Army Physical Fitness Uniform (APFU). For the purpose of this handbook the duty uniform is the Class C Operational Camouflage Pattern Uniform, the Food Service Uniform, or the Hospital Uniform.

**a. Uniform.** Soldiers will remain in complete uniform at all times (on post, off post and in transit), unless otherwise prescribed by their commander. Soldiers may remove their headgear in a privately owned vehicle. Soldiers must wear their headgear while traveling in a military vehicle, to include TMP and GSA. The Tan 499 t-shirt is only acceptable as an outer garment when commanders specifically authorize it due to extreme heat in well-defined areas.

**b. Sleeve Rolling.** Commanders may authorize Soldiers to roll-up the sleeves on the OCP uniform. When Soldiers wear the sleeves of the OCP coat rolled up, the camouflage pattern will remain exposed. Personnel will roll sleeves neatly above the elbow but no more than 3 inches above the elbow. Upon approval of the commander and only during field training exercises, the sleeves may be down and cuffed inside the coat (one or two times) per DA PAM 670-1.

**c. Uniform Wear Restrictions.** The OCP uniform is designed to fit loosely; alterations to make them form fitting are not authorized. Keep uniforms free of holes and tears; keep all pockets properly closed.

1. Soldiers may wear OCPs off-post. Exceptions:
  - a. Soldiers shall not wear the OCPs off-post in any establishment which primarily serves alcohol.
  - b. Soldiers may not consume alcohol off the installation in any establishment while in OCPs.
  - c. The OCP uniform is not appropriate for social or official functions off the installation such as memorial services, funerals, weddings, or inaugural ceremonies. Soldiers shall wear the ASU or AGSU uniforms at these types of events with the Black Beret, Army Service Cap or AGSU Service Cap.



2. Soldiers shall not combine the wearing of civilian attire and military clothing, to include the APFU while on Fort Sill. Soldiers may wear all or part of the APFU with civilian attire off the installation, unless restricted by their commander.

**d. Organizational Clothing and Individual Equipment (OCIE).** Soldiers may wear all OCIE equipment in accordance with locally established policies regardless of camouflage pattern. Wear guidance/standards is at the discretion of the issuing command. These changes are an exception to Department of the Army Pamphlet 670-1, Guide to the Wear and Appearance of Army Uniforms and Insignia, until the release of a new DA PAM

**e. Fleece Jackets.** Soldiers may wear either the coyote brown or foliage green fleece jacket (with appropriate name and rank) while in garrison. Soldiers may mix the fleece jacket only if CIF does not issue the appropriate fleece.

**f. Army Combat Shirts (ACS).** The Army Combat Shirt may be worn in lieu of the OCP jacket during tactical field training as prescribed by the Commander. The ACS may not be worn outside of the training area or ranges.

**g. The IR/Subdued American Flag.** The IR and subdued American flag may be worn in a field environment when prescribed by the Commander. It will not be worn in garrison environment.

**h. Colored Service Sleeve Insignia (SSI).** Unit commanders may authorize colored SSI for wear on the OCPs during ceremonies, historical events and engagements that are appropriate to highlight and bring distinction on the unit's history and brand. i.e. Organizational days, Pay-day Activities, etc.

**i. Camelbacks/Hydration Systems.** Soldiers may wear the OCIE issued Camelback based on environmental conditions as identified by risk assessments. Commanders will use discretion based on risk mitigation and activities to determine if the wear of the Camelback is appropriate.

**j. Headgear.**

1. The Patrol Cap is the principle headgear worn with the combat uniform in the garrison environment.

2. The black beret is the primary headgear for wear with the ASU. It may also be worn with the OCPs during ceremonies or other events at the discretion of the commander. The Unisex Service Cap "Crusher" or Garrison Cap are the primary headgear for the AGSU.

3. The fleece cap may be worn with OCP in Garrison, field, flight line, or on static guard duty when the ambient temperature, to include wind chill, reaches 32 degrees or when designated by the Commander or 1SG. Soldiers will wear the fleece cap, pulled down snugly on the head; Soldiers will not roll the cap but can have one fold. The Black Fleece Cap is the only authorized fleece cap for wear with the APFU.

4. Battalion Commanders may substitute headgear with distinctive unit Organizational Headgear within the following guidelines:

- a. Individual purchase must be voluntary.
- b. Authorized for units battalion-level and above
- c. Will only display the unit insignia and logo.
- d. Will only be worn in the unit's immediate area unless on special functions designated by the Battalion/Brigade Commander
- e. Under no circumstances will they be worn at ranges, training areas or in the PX, Shoppette, Commissary or similar facilities.

**4-2. The Army Service Uniform (ASU) / Army Green Service Uniform (AGSU).** Soldiers will utilize AR 670-1 and DA PAM 670-1 to ensure the configuration of their uniform is correct.

#### **4-3 The Army Physical Fitness Uniform.**

a. The Army Physical Fitness Uniform (APFU) is the prescribed uniform for wear while on duty conducting unit/group physical readiness training on Fort Sill between the hours of 0600-0730. Leaders may adjust the uniform based on weather conditions, and training being conducted (for footmarches –see para 5-2c) but shall ensure all personnel wear the uniform correctly at all times.

b. Unit t-shirts/sweatshirt. Units may authorize/substitute for a distinctive unit t-shirt/sweater, within the following guidelines:

1. The unit t-shirt/sweatshirt are an **optional** purchase for Soldiers.
2. The unit t-shirt/sweatshirt are only authorized at the BN(+) or separate detachment level.

c. The Safety Reflective Belt will be worn for improved visibility of Soldier(s) or units based on the Leader Risk Assessment when visibility is limited. This includes while conducting PRT, work details, foot marches, convoy security of vehicle drivers, or any other activity during low visibility. The safety reflective belt is not intended to be a mass worn item.

d. **APFU Wear Restrictions.**

1. The APFU will not be modified (i.e. shirts will remain tucked in)
2. The APFU will not be mixed with civilian attire while conducting physical fitness training at any time while on the installation.
3. The APFU is authorized for wear while conducting physical fitness training both on and off installation unless restricted by the commander.
4. The APFU is not authorized in off-post establishments unless for purchasing essential items such as fuel for vehicles en route home.

**4-4 Accessories.**

a. **Neck Gaiter.** The neck gaiter is authorized and may be worn with the APFU, and tactical uniforms when temperatures reach 32° F and below or when designated by the Commander or 1SG. It may be worn as a neck warmer, hood, or balaclava/mask. Neck gaiters will be removed when indoors.

b. **Brassards.** Brassards are worn as ID to designate personnel who are required to perform a special task or to deal with the public. Examples are Staff Duty, CQ, Military Police, etc.

c. **Electronic Devices.**

1. **Cellular Phone or Electronic Device.** Soldiers will not operate cell phones, to include the wearing of an earpiece, while walking in uniform (ON OR OFF THE INSTALLATION). Soldiers that are using their cell phone, to include texting and calls, do so only at the halt. Use of a cell phone does not constitute justification for not rendering the appropriate courtesies to officers and NCOs. Soldiers will not talk or text on cell phones while driving on the installation unless using a hands-free device. Soldiers will not use cell phones, to include hands free devices while rendering the appropriate courtesies to officers and NCOs. Soldiers will not talk or text on cell phones while driving on the installation unless using a hands-free device. Soldiers will not use cell phones, to include hands-free devices while operating tactical vehicles. Soldiers will not use hands-free devices (ie earpieces) or corded devices outside a vehicle or at workstations while in uniform.

2. **Headsets/Headphones/Earpiece/Bluetooth Devices.** Using earphones, headphones, or any other listening devices on a DoD installation while on or adjacent to roads or streets at all times is prohibited IAW AR 385-10 while either walking, jogging, running, skateboarding, bicycling, or any other mode herein not enumerated due to safety concerns and reasons. Use on sidewalks is authorized, however personnel must remove the listening devices when crossing a road. Unless otherwise prohibited by the unit or installation commander, Soldiers may use headphones, including wireless or non-wireless devices and earpieces, in uniform only while performing individual physical training in indoor gyms, fitness

centers (including their tracks) or on the 3-Mile Track. Soldiers may not wear headphones beyond the permitted area in any manner, including around the neck or attached to the uniform. Headphones will be conservative and discreet. Ear pads will not exceed 1-1/2 inches in diameter at the widest point. Soldiers may wear electronic devices, such as music players or cell phones, as prescribed in AR 670-1, paragraph 3- 6a(2)(b). They may also wear a solid black armband for electronic devices in the gym or at fitness centers. Soldiers may not wear the armband beyond the permitted areas listed above. See images for reference.



Authorized (1 ½ inches)



Not Authorized (over 1 ½ inches)



**STOP!! UNAUTHORIZED!!**

Not permitted to be worn in any fashion when outside permitted area (indoor gym and fitness center). Carry into permitted area

Size exceeds the authorized 1 ½" diameter ear pad that is authorized

Armband must be black and is only authorized to be worn when inside permitted area



**GOOD TO GO!! IAW AR 670-1**

Authorized earbuds that are within 1 ½" diameter and worn inside permitted area (indoor gym and fitness center)

Note: headphones and electronic device may be worn in APFU or ACU while conducting physical training within permitted area.

**4-5 Maternity Uniforms.** Pregnant Soldiers will wear the APFU until such time it becomes too small or uncomfortable. Pregnant Soldiers may wear the t-shirt outside the trunks. Commanders shall not, at any time, require pregnant Soldiers to purchase a larger APFU in order to accommodate the pregnancy. When the uniform becomes too small or uncomfortable, pregnant Soldiers may wear equivalent civilian workout attire so long as it is conservative and professional in appearance.

**4-6 Off Duty Appearance.** High standards of appearance must be maintained in your civilian attire just as it is in your military uniform and appearance. Appropriate attire avoids public embarrassment, instills self-confidence and pride, and promotes a sense of community. While off-duty, Soldiers may dress casually and comfortably provided that they comply and conform with established garrison dress codes for all facilities as well as post policies and regulations; there are legal, discipline, safety, and sanitary reasons that require dress code and appearance.

**a. Clothing.**

1. Examples of prohibited attire:

a. Clothing containing obscene, discriminating, harassing, offensive, or suggestive images or words (this applies to stickers and license plates on vehicles) IAW AR 600-20, Para. 5-15, Appendix B.

b. Clothing and accessories intended to present a paramilitary appearance or accessories that appear to be weapons.

c. Underwear as outerwear, or clearly visible (sports bras, boxers).  
Clothing that is nightwear and sleepwear.

d. Swimwear (bikinis, Speedos, bathing suits) except in swimming and recreation areas.

e. Bare chest or shirtless men except in swimming and recreation areas.

**b. Headgear.** The wear of clothing articles not specifically designed to be normally worn as headgear (for example bandannas or do rags) are prohibited while on duty. **When on a military installation, civilian headgear shall be removed IAW established norms: while in DFACs, movie theaters, and Chapels.**

**c. Footwear.** Soldiers shall not be bare foot in any facility, except where footwear is not appropriate, such as swimming pools. Soldiers may wear sandals, flip-flops, slippers or shoes with or without socks or stockings.

**4-7 Personal Conduct.** As members of the profession of arms and warriors for our Nation, you are expected to carry out your duties and to conduct yourself properly on and off-duty by living the Army Values and the Soldiers' Creed. **Soldiers shall use professional language in public and common areas while on duty.** Soldiers should



strive to hold themselves to a higher standard and not use profanity or inappropriate language at any time. Soldiers shall demonstrate appropriate respect for all civilian authorities on and off the installation.

**a. Dignity and Respect.** Every Fires Center of Excellence and Fort Sill professional has a personal obligation and affirmative duty to prevent hazing and bullying and to ensure all brothers and sisters in arms are treated with dignity and respect. There is a direct link between how Soldiers are treated and how they perform their duties. Building bonds of trust and learning to work cohesively as a team is instrumental in forming units and organizations that will persevere and succeed in the most adverse of circumstances.

**b. Relationships between Soldiers of Different Grade.** Fires Center of Excellence and Fort Sill does not tolerate fraternization. AR 600-20, paragraphs 4-14, 4-15, and 4-16 outlines the Army's policy of fraternization. The provisions of this paragraph apply to both relationships between Soldiers in the Active and Reserve Components as well as between Soldiers and personnel of other military services. Soldiers of different grades must be cognizant that their interactions do not create an actual or clearly predictable perception of undue familiarity between an officer and an enlisted Soldier or between an NCO and a junior-enlisted Soldier. Examples of familiarity between Soldiers that may become "undue" may include repeated visits to bars, nightclubs, eating establishments, or the visiting of homes between either an officer and an enlisted Soldier or an NCO and a junior-enlisted Soldier. The only exception to this policy is social gatherings that involve an entire unit, office, or work section or leader health and welfare checks. Prohibited relationships include:

1. Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command.
2. Cause actual or perceived partiality or unfairness.
3. Involve, or appear to involve, the improper use of grade or position for personal gain.
4. Are exploitative or coercive in nature, or are perceived to be thereof.
5. Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.

***Bottom Line: Officers are prohibited from having personal relationships with enlisted members, and NCOs are prohibited from having personal relationships with Soldiers junior enlisted members. Additionally, any two Soldiers of different grade are prohibited from these relationships if it compromises or appears to compromise supervisory authority or the chain of command. Fraternization may be punishable under the UCMJ Article 133, 134 and under Article 92 (for a violation of AR 600-20, para. 4-14).***

**c. Alcohol Usage and Laws.** The drinking age for all Soldiers is 21. Soldiers will not consume alcohol within eight hours of military duty. Drunk is defined in paragraph 35c (6) of the UCMJ as “any intoxication which is sufficient to impair rational and full exercise of the mental or physical faculties.” This provision is punitive and violations may subject the offender to non-judicial or judicial action under the UCMJ. Local Commanders can also establish times when alcohol consumption is revoked.

1. There is no drinking while on duty. Commanders may test the blood or breath of any Soldier they reasonably suspect may be impaired while on duty or immediately prior to beginning duty. While not definitive, any Soldier with a blood alcohol content exceeding .08 is generally considered to be impaired. **Do not operate motor vehicles, motorcycles, boats or bicycles while intoxicated.**

**d. Drugs.** Possession or use of any controlled substance without a valid prescription, or use of prescription drugs intended for another person, is against the law. This includes any use of Marijuana or CBP products at any time, regardless of local laws. The Fires Center of Excellence and Fort Sill maintains an active drug and alcohol program and Commanders have an affirmative duty to conduct random urinalysis testing IAW AR 600-85.

**e. Use of Tobacco.** Due to dangers of second-hand smoke, smoking, the use of tobacco products, smokeless tobacco, and electric cigarettes is prohibited in the work place, and military vehicles. Smoking areas shall be designated no less than 50 feet from any building. Personnel shall not walk and smoke while in uniform. Additionally, the tobacco use age in the state of Oklahoma is 21. All Soldiers under the age of 21 stationed on or TDY in Oklahoma are prohibited to purchase, possess, consume, or introduce tobacco products.

**Note\*\*\* Reynolds Army Health Clinic is a smoke free campus, including parking lots and the grass fields around the clinic.**

**f. Weapons.** Possession of weapons, regardless of whether a Soldier or Family Member lives on or off post, must be in accordance with locally established laws, installation guidelines and IAW AR 190-11. All personnel that reside on Fort Sill or those who bring weapons on to Fort Sill **MUST** register firearms through their commander to the Department of Emergency Services (DES) utilizing the FS Form 562 within one duty day of arrival or purchase.

**g. Social Networking.** Social media helps organizations share information and keeps Soldiers, Family Members, and Army Civilians connected to loved ones.

1. Soldiers who use social media platforms must abide by the terms outlined in the Uniform Code of Military Justice, Articles 88, 89, 91, 133, and 134. The specified articles cover contempt toward officials, disrespect toward superiors, insubordinate conduct toward superiors and conduct unbecoming of an officer and a gentleman. Examples of conduct unbecoming of an officer a gentleman include the posting of obscene photos or linking to inappropriate material. Article 134 is a general article covering offenses such as disloyal statements and anything to the prejudice of good order and discipline. Be sure to use one simple rule, “if you wouldn’t say it to someone’s face, don’t post it on a website.” Use good judgement at all times.

2. Leaders are on the same social media platform as their Soldiers have a responsibility to monitor Soldiers’ conduct. If you find evidence of a Soldier violating either command policy or the UCMJ on social media platforms, then you should respond in the same manner you would if you witnessed the infraction in any other environment.

**A. Social Media “Do’s”:**

(1) Adjust your privacy settings. Set security options to allow visibility to “friends only.”

(2) Talk to your family about operations security. Be sure they know what you can and cannot post.

(3) Think, type, double-check, post.

**N. Social Media “Don’ts”:**

(1) Never accept a friend request from someone you don’t know, even if they know a friend of yours.

(2) Never post specific unit movement information. Never post when you or your family are going on vacation.

(3) Never share information you don’t want to become public.

(4) Don’t join social media platforms that violate unit policy and basic guidelines of the Uniform Code of Military Justice. Soldiers shall not comment, post or link to material that violates the UCMJ or basic rules of Soldier conduct. Talking negatively about superior officers or releasing sensitive information is punishable under the UCMJ. When Soldiers log on to a social media platform, they still represent the Army.

**h. Loud Noises and Profanity.** Soldiers shall not operate vehicles, to include motorcycles, with radios or other such sound systems at a volume that impairs the driver’s ability to hear outside sounds or another vehicle’s horn.

Soldiers shall refrain from uttering profanity in public and common areas. Similarly, any music that conveys either actual profanity or a profane message shall not be loud enough for others to hear while played.

**i. Display of Unauthorized flags.** In accordance with the SECDEF Policy Memorandum of 16 July 2020, no person entering or on Fort Sill will display an unauthorized flag. This includes any visual depiction of an unauthorized flag visible to another teammate, to include bumper stickers, patches or clothing. These depictions not only negatively affect morale of others, they also break down trust, teamwork and mutual respect within our team. Unauthorized flags will not be displayed in any form at any Fort Sill place of work, common access area, housing or public areas, or parking lots.

## 5. TRAINING

### 5-1. PHYSICAL READINESS TRAINING (PRT)

PRT is the most important training event of each duty day and allows us to build our physical, emotional, and mental fitness while improving our stamina, strength, and physical readiness. Conducting unit PRT brings the entire team, section, platoon, or company level units together and builds teamwork, trust, and esprit de corps.

#### 5-1. General Guidelines.

a. All units will conduct PRT daily between the hours of 0600-0730 with the exception of weekends, federal holidays and Days of No Scheduled Activities (DONSA) maintaining at least 60 minutes of intense physical activity. Brigade Commanders and Directors have the discretionary authority to determine when their unit will conduct PRT so long as 60 minutes of PRT can be conducted within the time allotted.

b. PRT formation is generally the first accountability formation of the day and should be treated as such.

c. Wear of the reflective PT belt is required during limited visibility on unprotected roads or when hazardous conditions exist. See section 4-3c.

d. Organizations that wear vests for identity purposes will ensure respective Drill Sergeants and Instructors are the only individuals wearing the vest. Support Cadre, and staff will not wear a vest when conducting PRT. The following pictures depict proper wear of vests on Ft. Sill.



Blue Reflective Vest  
Drill Sergeants



Red Reflective Vest  
Instructors

e. Unless running on a closed road or circuit, personnel will always run on the side of the road that **faces** oncoming traffic (left side).

f. Formations will not run, walk or march on the 3 mile track.

**5-2. PRT Activities.** PRT is a leader development tool for Soldiers and leaders. It gives them an opportunity to plan, coordinate, and execute 60 minutes of



rigorous PRT for all unit members and create alternate readiness exercises for those on temporary and permanent profiles. PRT shall focus on applying fitness training involving short-burst, high heart rate (120 to 160 BPM) exercises that cause a comparable environment that a Soldier or leader will physically experience in a real world hostile environment. The end-state of any PRT program should be the inclusion of the Soldier Athlete Warrior (S.A.W.) program, FM 7-22, and AR 600-9 within a 60-minute timeframe. Each session shall include at least 60 minutes of rigorous PRT, proper cool down, and first line opportunity training.

**a. Conditioning Combat PRT. (Option OCP/APFU)** The uniform for the conditioning foot march is the APFU with combat boots, green, black, or tan wool socks, (optional IOTV/IBA/Plate Carrier with attached modular components), MOLLE or assault pack, and reflective belt, which will be worn around the rucksack.

**b. Tactical Combat PRT.** The purpose and intent of Tactical Combat PRT is to prepare every Soldier physically and mentally for contingency and/or combat operations while dismounted (MOS and gender immaterial) while wearing the OCP or OCP tactical combat uniform with the proper headgear. This PRT session may be performed in conjunction with unit Sergeants Time Training (SST). Tactical PRT should concentrate on combat readiness skills such as: “Combative Fitness” which focuses and develops warrior skills, “Tactical Foot March” which shall be performed while carrying proper mission load, “Fire & Movement” skills which shall require the Soldier to close-with, fight, and terminate any hostile enemy threat, and/or “Tactical Awareness” skills which can include dismounted patrolling and combat trauma care. It is important to note that this is not an exhaustive list of possibilities and that full discretion should be given to the Leader in order to help develop creativity and initiative.

**c. Tactical Foot March Training.** Tactical Foot March training is an important collective training event for all units and leaders should expect to move dismounted for a distance or period of time during combat or contingency operations. Proper Tactical Foot March training includes tactical movement techniques, weapons security readiness, communicating with hand and arm signals, and building each Soldiers’ sensor awareness, while maintaining a 2.4 KPH pace IAW FM 21-18 and carrying all crew-served and mission essential equipment.

**d. Cadence Calls.** Cadence calls during either PRT formation runs or foot marches motivates and builds camaraderie as well as esprit de corps within the unit; however, it shall not contain profanity, sexual innuendo, or language

demeaning to others. Furthermore, units shall not call cadence in family housing areas on military installations or off-post.

**5-3. Pregnancy and Post-Partum PT (P3T).** Soldiers that are pregnant or less than 180 days postpartum will enroll in the P3T program, regardless of profile limitations or duty requirements. All leaders at every level will support the P3T program and ensure their Soldiers adhere to the requirements set forth by P3T Standard Operating Procedures Guide. See CG Policy Memorandum #8C: P3T Program. For additional information, contact the P3T program office at (580) 558-0118.

**5-4. Medical Profiles.** Soldiers with physical limitations will perform exercises IAW the modified and standard exercises indicated on their Physical Profile Record; per Section 7, DA Form 3349. All Soldiers with temporary profiles will conduct Battalion-led Reconditioning PRT IAW FM 7-22. CSMs are responsible for training and certifying NCOs to lead RPRT.

## 6. HOUSING AND BARRACKS

Soldiers will live in a clean, healthy, and safe environment. Leaders are responsible for ensuring Soldiers maintain proper living standards and conditions every day and night, on and off duty.

**6-1. Courtesy Visits and Inspections.** Commanders, Leaders and Directors of all Fort Sill tenant and assigned units and organizations will conduct regular Courtesy Checks, Health and Welfare Inspections and Leader In-Home Visits, as appropriate, in order to assess and ensure the safety, welfare and discipline of our Soldiers, Families and property. Brigade-level Commanders will ensure that subordinate leaders conduct Courtesy Checks quarterly, Health and Welfare Inspections at least semi-annually, and Leader In-Home Visits as needed. See CG Policy Memorandum #6E: Courtesy Checks, Health and Welfare Inspections and Leader In-Home Visits.

**6-2. Pet Control, Authorized and Unauthorized Animals on Post.** This section is punitive. Military offenders of this section are subject to prosecution under the Uniform Code of Military Justice (UCMJ), particularly Article 92(1). Civilian offenders of this section may be held liable under the Federal Magistrate system. Service Members and Families at Fort Sill will adhere to the following guidelines:

a. Animals authorized to reside on the installation include domestic dogs, domestic cats, nonpoisonous amphibians, tropical fish, rabbits (outdoor rabbit hutches are prohibited), pocket pets (guinea pigs and hamsters only), domesticated psittacine birds and miniature horses as provided in Appendix B of this regulation.

b. Exotic animals including but not limited to snakes, spiders, poisonous amphibians, reptiles, ferrets, gerbils, hedgehogs, rats and mice are prohibited.

c. Personnel are limited to ownership or maintenance of two pets. However, this excludes service animals referenced in 2-1 above, caged birds, pocket pets and fish.

d. Banned Dogs. These animals have the propensity, tendency or disposition to attack unprovoked to cause injury, or to endanger the safety of human beings or other animals. These animals are not permitted within the confines of Fort Sill except to receive veterinary treatment at the Fort Sill Veterinary Treatment Facility (VTF).

e. Banned Dog Breeds: Pit Bulls (American Staffordshire Terrier, Staffordshire Bull Terrier, English Staffordshire Terrier, American Bully and American Pit Bull Terrier), Rottweilers, Doberman Pinschers, Chows, wolf hybrids and mixes of these breeds are not allowed in Fort Sill Housing. A mixed breed that has the physical characteristics of the aforementioned breeds are presumed banned. The Garrison Commander is the deciding official. Requests for appeals will be made in accordance with paragraph 4-3 of FCoE Regulation 40-600. Any of the above breeds residing on Fort Sill AND registered with the VTF prior to 5 January 2009 are allowed to remain in on-post housing provided the owner strictly adheres to all requirements described in this regulation.

f. Microchips are required for all dogs and cats that reside on Fort Sill. Pet owners can obtain the microchips at the VTF. These chips will aid in the proper identification and reunification of pets with their owners. It is also a method to help control the stray population on Fort Sill.

g. All animals biting or scratching humans will be quarantined for 10 days as rabies suspects, regardless of vaccination status.

h. The retrieval and quarantine of the animal will occur within the Lawton Animal Welfare Facility (LAWF) in accordance with State Law, as provided by the Intergovernmental Support Agreement between USAG/IMCOM Fort Sill and the City of Lawton, OK. The regulation is located at [https://sill-www.army.mil/usag/dhr/publications/REGULATIONS/Fort\\_Sill\\_Reg\\_40\\_600.pdf](https://sill-www.army.mil/usag/dhr/publications/REGULATIONS/Fort_Sill_Reg_40_600.pdf)

**6-3. Barracks.** The Army Barracks Management Program (ABMP) Handbook clarifies policy regarding best practices and provides specific day-to-day procedures for barracks management and operations. The ABMP Handbook does not replace statutes or regulations pertaining to barracks, Army standards, entitlements or other policies. In the event the handbook contains information that conflicts with regulations or statutes, the regulations and statutes take precedence.

a. The ABMP Handbook serves as a tool in defining each stakeholder's roles and responsibilities pertaining to Unaccompanied Housing (UH) management at U.S. Army installations worldwide. A link to the handbook can be found in the Helpful Links page at the end of this publication.

b. Soldiers shall maintain rooms with an emphasis on cleanliness, safety,

functionality and proper accountability, which will include hallways, entryways, laundry rooms, dayrooms and exterior grounds.

c. In order to ensure good order and discipline, all service members will follow AR 600-20, paragraph 4-12 that lists all items or images that are offensive to any race, culture, gender, or religion. Soldiers shall not display these items or images in barracks rooms or hallways.

d. All units will develop Barracks and Housing SOPs that discuss Barracks and Housing responsibilities in further detail. These SOPs will be present at all Staff Duty and Charge of Quarters locations, to include posting within unit areas for all Soldiers to read.

**6-4. Overnight Visitation.** Outside of official duties, Soldiers will not be in another Soldier's room nor have an unauthorized individual in their room in the barracks between the hours of 0000 and 0700. Command teams will conduct command visits as required to maintain good order and discipline in the barracks. The Company Commander is the approval authority for exceptions to this policy. Visitors are not allowed to spend the night, live in the barracks, or abuse the visitation privileges. Soldiers residing in the barracks may have visitors in their rooms from 1700 until 2200 Monday through Thursday, Friday 1700 until 2400, and from 1200 until 2400 on weekends and holidays. Sunday from 1200 until 2200. Visitation is a privilege not a right and it may be revoked. Charge of Quarters will check visitors ID and sign the visitor in using a separate visitor log.

**6-5. Staff Duty/Change of Quarters.** Each Battalion and Company/Battery will establish their own SOPs. However, the following is the minimum mandatory requirements:

a. Utilize a DA Form 6 for all Staff Duty and Charge of Quarters. Duties and will be maintained by the Battalion Operations Sergeant Major, 1SG, or equivalent. Battalion Command Teams will inspect this regularly and ensure its accuracy. The purpose for the DA 6 is to provide our Soldiers predictability of when they will work a 24 hour duty at least 30 days in advance.

b. The SDNCO/SDO on duty will be held accountable for all incidents that occur during their tour of duty. They will remain alert, diligent, and active during the entire tour of duty.

c. All company Charge of Quarters will be in the rank of Corporal or above. All Battalion Staff Duty NCOs will be in the rank of Sergeant promotable or Staff Sergeant, no exceptions. All Brigade Staff Duty NCOs will be in the

rank Sergeant First Class or a Staff Sergeant serving in a Sergeant First Class billet, no exceptions. The Staff Duty Officer will be a warrant officer or Lieutenant.

d. All activities will be logged on a DA Form 1594.

e. Staff Duty/Charge of Quarters NCO will conduct regular checks in each barracks and place special emphasizes during high risk hours, 2100 until 0400.

f. A Soldier/NCO/SDO/FDO will receive a compensatory day to recover after 24 hours of duty. No Soldier will conduct duty within the first 30 days of being assigned to the unit, no exceptions.

**6-6. Leader Checks.** Battalion Commanders will direct a leader in the grade of E-7 or above to conduct "Leader Checks" in each of their assigned barracks on the evening prior to a non-duty day. The "Leader Check" will occur twice, once from 2000-0001 and once from 0100-0400. During "Leader Checks", leaders will be visible and should speak with Soldiers in the barracks about the Soldiers' activities. These checks will last for no less than 30 minutes.

**6-7. Pets.** Soldiers shall not keep animals in any barracks room. This policy applies to all pets, quadruped or otherwise, including, but not limited to, cats, dogs, caged animals, insects, arachnids, and fish.

**6-8. Quiet Hours.** Battalion level Commanders will establish quiet hours based on mission requirements. Units with shift workers will implement policies to accommodate the needs of all personnel residing in the barracks.



## **7. SPONSORSHIP**

**7-1. Sponsorship.** Effective sponsorship has a direct and significant impact on unit readiness. Ensuring proper sponsorship occurs both prior to, and upon arrival, will significantly improve unit readiness. Battalion and Brigade Commanders will appoint a Unit Sponsorship Coordinator (primary and alternate) to manage this process. Every incoming Soldier and Family will receive a unit sponsor to ensure that they are properly Welcomed to the Installation, provided with all necessary Accurate contact information, and receive Reliable information prior to and after their arrival. Sponsors will pay especial emphasis when assigned to first-term Soldiers and provide maximum support throughout their first 180 days.

**7-2. Total Army Sponsorship.** Units will adhere to the Total Army Sponsorship Program requirements. Additionally, Fort Sill leaders will assign a battle buddy to all new arrivals without dependents. Within 72 hours of arrival, leaders will brief all newly assigned Soldiers on SHARP policy and procedures, off-limit areas, local hazards, privately own weapons safety, private motor vehicle safety, water safety, motorcycle/ATV safety, and all available supporting agencies and resources.

## **8. SEXUAL HARASSMENT/ASSAULT RESPONSE & PREVENTION (SHARP).**

**8-1.** See CG Policy Memorandum #5B, Trust, Teamwork and Cohesion – SHARP.

### **8-2. Sexual Harassment.**

- a. Any unwelcome sexual advances, requests for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature
- b. Any use or condonation, by any person in a supervisory or command position, of any form of sexual behavior to control, influence, or affect the career, pay, or job of a member of the Armed Forces or a Civilian employee of the DoD
- c. Any deliberate or repeated unwelcome verbal comment or gesture of a sexual nature by any member of the Armed Forces or Civilian employee of the DoD
- d. Sexual harassment can occur through electronic communication, including social media, other forms of communication, and in person.
- e. Soldiers and Military Dependents 18+ may use the following methods To Report Sexual Harassment

#### **1. Informal Complaint**

- a. The person making the report does not wish to file formally and can make a report or request for direct resolution to a person in a position of authority
- b. If a Commander is not informed, there's no investigation. However, if a Commander becomes aware of a sexual harassment complaint, an inquiry or investigation must occur.
- c. A Sexual Assault Response Coordinator (SARC) can assist with resolution

#### **2. Formal Complaint**

- a. The person making the complaint files in writing to authorized personnel (such as a SARC)
- b. Commander is notified and must initiate an investigation or inquiry
- c. Complaint is subject to timelines

#### **3. Anonymous Complaint**

- a. Report is received from an unknown or unidentified source
- b. If the report has enough information to initiate an investigation, Command must investigate
- c. If the complaint does not have enough information to investigate, it is documented

### **8-3. Sexual Assault.**

- a. Sexual Assault is a crime, it is intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victims does not or cannot consent.
- b. Soldiers and Military Dependents 18+ Reporting a Sexual Assault Have Two Options And Multiple Resources:

#### **1. Restricted Report**

- a. No Law Enforcement Involvement
- b. No Command Involvement
- c. Confidentially disclose the assault to a Sexual Assault Response Coordinator (SARC) or Victim Advocate (VA), Medical Care Provider or Chaplain
- d. Eligible services include advocacy, healthcare, and legal support
- e. You may change a restricted report to an unrestricted report at any time

#### **2. Unrestricted Report**

- a. Law Enforcement Involvement
- b. Command Involvement/Support
- c. Eligible services include advocacy, healthcare, legal support, criminal investigation
- d. Additional services may include an expedited transfer and military or civilian protective orders

## If you or a Teammate is sexually assaulted, consider the following actions:

### GO TO A SAFE LOCATION AWAY FROM THE PERSON WHO SEXUALLY ASSAULTED YOU

- If you're in immediate danger, CALL 911 (inside the U.S)
- Know what happened isn't your fault. Nothing you did or didn't do caused this to happen

### CONSIDER SEEKING MEDICAL CARE

- Seeking medical care may not feel like a priority, especially if you don't have visible physical injuries.
- However, it can be helpful to receive medical care and/or a sexual assault exam to assess for less visible injuries and risks for sexually transmitted disease or pregnancy
- A SARC or VA or healthcare provider can refer you for non-emergent medical care or a forensic exam

### HELP IS HERE - YOU DON'T HAVE TO GO THROUGH THIS ALONE

- If you aren't sure what to do or just want someone to talk to contact the Fort Sill SHARP hotline 580-917-4277 or the DoD Safe Helpline 1-877-995-5247
- You can also reach out to any of the service providers listed under "Resources"

### 8-4. Resources.

- FORT SILL SHARP HOTLINE 580-917-4277 (91-SHARP)
- DOD SAFE HELPLINE: 1-877-995-5247
- [WWW.ARMYRESILIENCE.ARMY.MIL/SHARP](http://WWW.ARMYRESILIENCE.ARMY.MIL/SHARP)
- [WWW.SAFEHELPLINE.ORG](http://WWW.SAFEHELPLINE.ORG)
- FORT SILL SHARP RESOURCE CENTER  
2913 CUSTER ROAD  
580-442-6938



## **9. COMMAND AND SOLDIER RESOURCES**

**9-1. Open Door Policy.** Every Soldier and Civilian employee assigned to the Fires Center of Excellence and Fort Sill is afforded the opportunity to bring suggestions, grievances, and concerns to the attention of the Commanding General through the Open Door Policy. Leaders will make every effort to resolve issues at the lowest possible level to allow immediate supervisors and chains of command the opportunity to assist. See CG Policy Memorandum #2: Commander's Open Door Policy.

**9-2. Inspector General (IG).** Soldiers, DA Civilians, contract employees, U.S. military retirees, and Family Members may seek help from the IG on any service related matter affecting their welfare and readiness, or for other issues and/or allegations against an individual in violation of regulation or legal standard.

**9-3. Equal Opportunity (EO).** The Army EO Program is critical to mission accomplishment. A key tenet of the EO Program is that Soldiers are evaluated only on individual merit, fitness, capability, and performance. The Fires Center of Excellence and Fort Sill promotes unit cohesion and readiness by ensuring that all Soldiers, Family Members, and DA Civilians are afforded equal opportunity and an environment free from harassment and unlawful discrimination. This applies both on and off- post, during duty and non-duty hours, and all installation and housing areas.

Soldiers may seek redress through the EO Program in cases of harassment and discrimination on the basis of race, color, national origin, religion, gender, or sexual orientation. See CG Policy Memorandum #5A: Trust, Teamwork and Cohesion – EO.

## 10. SAFETY.

**10-1. Safety Standards.** Safety is the responsibility of every Service Member, Civilian and Family Member on post. Units will follow the requirements and guidelines in Army safety programs, however the following are specific requirements at Fort Sill:

a. Proper marking of sleeping areas in the field: In a field and tactical environment, which results in overnight operations, leaders will ensure sleeping areas are properly marked with engineering tape, or the equivalent thereof, for ease of identification. Proper marking consists of ensuring the tape is clearly visible and above the ground. This standard also applies in the tactical environments for training. At no time are troops permitted to sleep in vehicles (tactical, commercial or POV) on Fort Sill while parked with the engine running and heater in use. This is in order to prevent carbon monoxide poisoning.

b. All personnel, military or Civilian, that walk, jog or bike on unsecured roadways that have access to vehicle traffic will wear reflective devices or brightly colored attire at all times. Riders will equip their bicycles with and use headlight and taillight during darkness/reduced visibility. Blinking red taillights provide motorists the best visibility of a rider.

c. The use of headphones is not authorized unless used in authorized areas (see section 4-4c2).

d. Use of the Buddy System during PT hours is highly recommended and encouraged. If a service member chooses not to use the buddy system while running, he or she is strongly encouraged to use populated running routes (i.e., 3-mile track) so that assistance can quickly be rendered in case of an emergency, i.e., heat injury, heart attack, etc. The use of a flashlight or chem-light in non-illuminated areas is required during times of low visibility.

e. The driving speed is no more than 10 mph when passing troops and Civilians conducting training, running or walking along roadways. Drivers will adhere to the speed limit regardless of whether it is a single or column formation.



## **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.

## **The NCO Creed**

**N**o one is more professional than I. I am a noncommissioned officer, a leader of Soldiers. As a noncommissioned officer, I realize that I am a member of a time honored corps, which is known as "The Backbone of the Army". I am proud of the Corps of noncommissioned officers and will at all times conduct myself so as to bring credit upon the Corps, the military service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

**C**ompetence is my watchword. My two basic responsibilities will always be uppermost in my mind—accomplishment of my mission and the welfare of my Soldiers. I will strive to remain technically and tactically proficient. I am aware of my role as a noncommissioned officer. I will fulfill my responsibilities inherent in that role. All Soldiers are entitled to outstanding Leadership; I will provide that Leadership. I know my Soldiers and I will always place their needs above my own. I will communicate consistently with my Soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

**O**fficers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my Soldiers. I will be loyal to those with whom I serve; seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, noncommissioned officers, Leaders.

## **Commissioned Officers Creed**

I will give to the selfless performance of my duty and my mission the best that effort, thought, and dedication can provide.

To this end, I will not only seek continually to improve my knowledge and practice of my profession, but also I will exercise the authority entrusted to me by the President and the Congress with fairness, justice, patience, and restraint, respecting the dignity and human rights of others and devoting myself to the welfare of those place under my command.

In justifying and fulfilling the trust placed in me, I will conduct my private life as well as my public service so as to be free both from impropriety and the appearance of impropriety, acting with candor and integrity to earn the unquestioning trust of my fellow soldiers -- juniors, senior, and associates -- and employing my rank and position not to serve myself but to serve my country and my unit.

By practicing physical and moral courage I will endeavor to inspire these qualities in other by my example.

In all my actions I will put loyalty to the highest moral principles and the United States of America above loyalty to organizations, persons, and my personal interest.

## **Army Civilian Corps Creed**

I am an Army civilian- a member of the Army team.

I am dedicated to our Army, Soldiers and civilians.

I will always support the mission.

I provide leadership, stability, and continuity during war and peace.

I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army.

I live the Army values of loyalty, duty, respect, selfless service, honor, integrity, and personal courage.

I am an Army Civilian.

## HELPFUL PHONE NUMBERS

American Red Cross	(580) 350-3663
Army Community Service	(580) 442-4916
Community Behavioral Health Services	(580) 442-4832
DPW – Work Orders	(580) 442-4906
DoD Safe Help Line	(877) 995-5247
Equal Opportunity Office	(580) 483-6648
Exceptional Family Member Program	(580) 442-4916
Fire Police Ambulance Emergency	911
Non-Emergency	(580) 442-2101
Fort Sill Operation Center (EOC)	(580) 442-3239
ID Card / DEERS	(580) 442-5010
Inspector General Office	(580) 442-3224
Military Family Life Consultant (MFLC)	(580) 442-4916
	(580) 279-7724
	(580) 447-6173
Military One Source	(800) 342-9647
NCO Academy Staff Duty	(580) 695-2816
Reynold Army Health Clinic	(580) 558-2800
Religious Support Office (RSO)	(580) 442-3302
RSO - Counseling Hotline	(580) 730-1857
SHARP – Fort Sill Hotline	(580) 917-4277
SHARP - 24 HOUR HOTLINE	(877) 995-5247
SHARP - Garrison	(580) 442-2567
SHARP – Installation	(580) 558-0117
Solider for Life Transition Assistance	(580) 442-2222
Suicide Prevention	(800) 273-8255
Visitor Control Center	(580) 442-9607
Welcome Center Desk	(580) 442-3217

## HELPFUL LINKS

The ABMP Handbook:

<https://fcoe.tradoc.army.mil/sites/g3/G3%20Docs/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fg3%2FG3%20Docs%2FArmy%20Barracks%20Management%20Program&FolderCTID=0x012000E7E3D95448DEF54BB83B0BDF64E62DB1&View={10F86C40-CC4C-4B8F-B6BF-BD25755A8EB0}>

All Commanding General and Garrison policy memorandums can be found on the Fort Sill portal:

<https://sill-www.army.mil/USAG/publications.html>

Sites for SHARP Assistance:

[www.armyresilience.army.mil/SHARP](http://www.armyresilience.army.mil/SHARP)

[www.safehelpline.org](http://www.safehelpline.org)

## SUGGESTED APPS

WeCare, Fort Sill  
Digital Garrison

## SOCIAL MEDIA

Facebook:

@CGFires6

@FiresCSM

Twitter:

@6\_fires

@7Fires3

Instagram:

fcoe\_6

fires\_7