

# Fort Knox Reg 210-52



**BASIC STANDARDS**

**Fort Knox**

**1 December 2012**

***STRENGTH STARTS HERE!***



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

ATCC-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Knox Standards

1. Standards are the engine of discipline and essential to success in any good outfit. The primary goal of Fort Knox Regulation 210-52 (Blue Book), is to guide and reinforce the high standards of conduct and appearance of all Soldiers at Fort Knox in order to build Soldierly habits and confident leaders who make up disciplined units. The Soldiers of Fort Knox are a highly disciplined fighting force. We will always maintain the standards of our Army.
2. These standards do not represent all the regulatory guidance governing individual Soldiers. They highlight certain items found in Army Regulations and the standards applicable to Fort Knox.
3. Compliance with these standards is basic to the discipline of all our Soldiers. It is important that each have pride in one's self and their unit. I appreciate your disciplined leadership.

A handwritten signature in black ink, appearing to read "Roger Howard", is positioned above the printed name.

ROGER HOWARD  
CSM, USA  
Command Sergeant Major

A handwritten signature in black ink, appearing to read "Jefforey A. Smith", is positioned above the printed name.

JEFFOREY A. SMITH  
Major General, USA  
Commanding

DISTRIBUTION:  
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Headquarters  
Fort Knox, KY 40121-5720  
1 December 2012

\*Fort Knox Reg 210-52

## **Installations**

### **BASIC STANDARDS OF FORT KNOX**

**Summary.** This regulation outlines policies, responsibilities, and procedures for Soldiers and leaders of Fort Knox to use as a guide and to reinforce the high standards of conduct and appearance of all Soldiers assigned and training at Fort Knox in order to build Soldierly habits and confident leaders.

**Applicability.** This regulation applies to all subordinate commands, directorates, staff offices/departments, and tenant units. All Soldiers assigned to Fort Knox will carry a copy of this regulation in their left shoulder pocket (ACU) to use for quick and easy reference.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the G3 Sergeant Major, USACC, Fort Knox, Kentucky 40121-5720.

**Availability.** This regulation is available on the Fort Knox Homepage at <http://www.knox.army.mil/garrison/dhr/asd/regs.asp>

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\*This regulation supersedes Fort Knox Reg 210-52, 11 February 2011

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**1. PURPOSE.** The purpose of this regulation is to inform Soldiers, Civilians, and Family members of Fort Knox about basic standards for individual discipline, appearance, conduct, and military courtesy as established by both Army and Fort Knox regulations. Every Soldier assigned/attached or **training** on Fort Knox will meet these standards and retain a copy of the Fort Knox Reg 210-52 in their possession while in duty uniform, except in the improved physical fitness uniform (IPFU).

## **2. THE OATHS.**

a. The oath of enlistment established a binding contract between each Soldier and his/her chain of command. Leaders expect Soldiers to be at the proper place, at the proper time, in the correct uniform, with the correct equipment, and ready to do their job to the highest standards. Soldiers will conduct themselves properly on and off duty and meet, the standards prescribed herein.

b. Commissioned officers, warrant officers, and NCOs have also taken an oath and are expected to live up to that oath; moreover, as leaders, they are to ensure their Soldiers receive proper training and treatment, have correct administrative paperwork, use their time well, have a chance to improve themselves, and are treated as responsible, mature adults.

c. When lacking a policy letter or in the absence of guidance, it is expected that Soldiers *Do the Right Thing* – defined as taking deliberate, morally, and ethically appropriate action to solve the problem or address the issue.

## **3. ARMY LEADERSHIP COUNSELING.**

a. Soldiers assigned or attached to Fort Knox will be counseled on a regular basis. Some examples of types of counseling and counseling requirements are listed below:

(1) Event-Oriented Counseling. Involves specific events or situations such as the following:

(a) Instances of superior or substandard performance. Leaders tell subordinates whether or not they met the standard and what they did right or wrong.

(b) Reception and integration counseling. Leaders must counsel new team

members when they arrive at the unit. This counseling helps identify and correct any problems or concerns the Soldiers may have, and it lets them know the unit's standards. First line leaders will counsel new Soldiers within 96 hours of arrival. Additionally, leaders will sit down and review Fort Knox Reg 210-52 with their Soldiers during their initial session.

(c) Crisis counseling. The purpose of this counseling is to get subordinates through the initial shock of hearing negative news.

(d) Referral counseling. This counseling helps subordinates work through a personal situation and may or may not follow crisis counseling.

(e) Promotion counseling. This counseling must be conducted with all Soldiers who are eligible for advancement but not recommended to the next higher grade. This counseling will be conducted monthly.

(f) Adverse separation counseling. Separation counseling informs the Soldier of administrative actions available to the commander in the event substandard performance continues and consequences of those administrative actions.

## (2) Performance and Professional Growth Counseling.

(a) Performance Counseling. Counseling at the beginning of and during the evaluation period facilitates a subordinate's involvement in the evaluation process. It communicates the standards and is an opportunity for leaders to establish and clarify the expected values, attributes, skills, and actions. E-4s and below will be counseled monthly, and leaders will be counseled at least quarterly.

(b) Professional Growth Counseling. This counseling helps Soldiers planning and accomplishing their professional goals. The leader must identify and discuss their strengths and weaknesses and identify short- and long-term goals. E-4s and below will receive face-to-face counseling monthly. All Soldiers should be counseled monthly.

b. When recording counseling, all leaders on Fort Knox will use DA Form 4856, Developmental Counseling and/or DA Form 2166-8-1, NCOER Counseling and Support Form. FM 6-22, Appendix B, provides the basic guidelines for counseling. The most important thing is that leaders at the squad, platoon, company, battalion, and brigade actually talk to, counsel, and mentor their

subordinates.

c. **Safety Briefing.** Before every weekend and holiday and before Soldiers go on pass or leave, first-line officers and NCOs will give a composite risk briefing, and first-line NCOs or supervisors will meet with each Soldier to discuss the Soldier's off-duty plans. This process ensures leaders are aware of their Soldier's plans and have made a verbal agreement on the steps to take in managing and identifying risks. This is a leader program. Do it. The intent of this policy applies equally to Soldiers managed by civilians.

#### **4. UNIFORM WEAR AND APPEARANCE STANDARDS.**

a. The uniform identifies Soldiers as members of the United States Army. The uniform will be worn with pride. Wear of the Army uniform is outlined in AR 670-1. This paragraph provides a summary of the basic uniform requirements set forth in the regulation.

b. Since there are both TRADOC and FORSCOM units on Fort Knox, it is imperative to clarify the Army standards, as well as the differences between units within training cycles or phases that require certain types of issued items.

(1) Only subdued Soldier sleeve insignia (SSI) will be worn on the Army combat uniform (ACU). Non-subdued SSIs are not authorized for wear on utility uniforms, e.g., ACU, flight clothing, etc., as an SSI or SSI for foreign wartime service (SSI-FWTS). There are no exceptions to current policy approving the wear of any non-subdued SSI on utility uniforms. When the Sapper, Ranger, Special Forces, or Presidents Hundred tab is worn, the tab is placed directly on top of the hook and loop-faced pad already provided on the left sleeve of the ACU coat shoulder pocket flap. If there are simultaneous wear of two tabs or more, the SSI remains centered on the pocket. Tabs that are an integral part of an SSI, such as Airborne or Mountain, are worn directly above the SSI with no space between the insignia and tab.

(2) All Soldiers assigned to Fort Knox will wear the approved ACU combat boot or, as an option, the commercial tan combat boot. Soldiers may wear commercial boots of a design similar to that of the Army combat boot (tan), 8 to 10 inches in height as authorized by the commander. Boots with zippers or sneaker-type construction are not authorized for wear with the ACU. The boots must be made of tan rough side out cattle hide leather, with a plain toe, and have a tan, rubber outsole. Optional boots are authorized for wear when the commander



issues and prescribes standard organizational footwear for safety or environmental reasons (such as insulated boots or safety shoes). IAW AR 670-1, pg 155, para 27-3, c(3)... (Personnel may wear specialty boots authorized for wear by specific groups of soldiers, such as the tanker boot, only if the commander authorizes such wear).

c. Mixed Uniforms. The black overcoat/raincoat, black windbreaker, pullover sweater, foliage green fleece jacket, and the Gore-Tex jacket may be worn with civilian clothes when the grade insignia is removed.

d. Soldiers will ensure that articles in pockets (e.g., patrol caps, wallets, checkbooks, combs, keys, etc.) do not protrude from the pocket or present a bulky appearance. Items such as keys and key chains will not be attached to belt loops or belts unless required for duties being performed, e.g., unit armorer. While in uniform, Soldiers will not place their hands in their pockets except to place or retrieve objects. Soldiers may affix a personal cell phone or pager to their belts. Knives or multi K tools (such as a Leatherman) are allowed; however, squad leaders will ensure knives are within Army and local regulations.

e. The ACU will serve as the garrison, field, and deployment uniform for Soldiers assigned to Fort Knox.

(1) The ACU is a “wash and wear,” no iron – no starch uniform. Soldiers will not starch the ACU under any circumstances.

(2) Effective 14 June 2011, Soldiers may sew on the U.S. Army Tape, Name Tape, and rank insignia as an option at their own expense. Skill and Identification badges must be sewn on or pinned on; Soldiers are not authorized to mix sew-on with pin-on badges. Modified hook and loop fastened combat and special skill badges will not be worn on the left breast pocket or above the U.S. Army nametape. Combat and special skill badges will not be worn while in the field or in deployed environments unless sewed on. Digitized fabric cover, with and without unit patch, is not authorized on shoulder sleeves or on the rank position.

(3) The sleeve cuffs of the ACU coat are not authorized to be rolled inside or outside the ACU coat. The hook and loop fastened sleeve tabs will be fitted snugly around the wrists.

(4) Pens/pencils worn in the pen/pencil slots on the ACU coat can be

exposed. There are no stipulations on the colors of the pens/pencils worn in the slots of the ACU coat.

(5) The light tan or brown moisture wicking issued t-shirt is the only t-shirt authorized with the ACU while in garrison. The only exception is the foliage green t-shirt. The foliage green t-shirt is a standard 100 percent cotton green t-shirt and is authorized for wear by those Soldiers in jobs that have an associated flame risk or hazard. The foliage green t-shirt is required to support individuals in armor and aviation fields that cannot wear the sand moisture-wicking t-shirt, to include fuel handlers and others who handle hazardous materials. This immediately allows leaders at all levels the ability to visually ensure their Soldiers are wearing the correct garment during required times. This wear policy will not prevent Soldiers from wearing the sand moisture wicking t-shirt with the ACU, but it will allow those Soldiers who have an associated flame risk in their job to have alternative wear, when appropriate.

NOTE: Required times for wear is defined as “performing active physical duties with fuel and/or hazardous materials.” If you are not performing fuel handling duties, you are not authorized to wear the foliage green t-shirt.

(6) The ACU is designed to be a loose-fitting uniform and may not be altered or tailored. Trousers will be bloused using the draw cords or blousing rubbers if trousers are not tucked into the boots. Trouser legs will not be wrapped around the leg presenting a pegged appearance. When blousing outside the boots, the blouse will not exceed the third eyelet from the top of the boot.

(7) U.S. flag insignia (full-color cloth and infrared (IR) subdued) is worn on the right shoulder pocket flap of the ACU coat. The flag insignia is placed directly on top of the hook and loop-faced pad already provided with the ACU coat pocket flap. The subdued IR U.S. flag insignia will only be worn as directed by the commander under tactical or field conditions only.

(8) The ACU shirt is not authorized for removal during hot weather; it protects Soldiers from the sun and is designed to provide adequate cooling. The ACU uniform will be worn in its entirety and will not be removed during work details, riding home from work, etc.

(9) Soldiers may wear gloves with the ACU without the cold weather outer garments (e.g., Gore-Tex jacket or field jacket).

(10) Black, tan, or green socks are authorized for wear with the ACU.

f. Soldiers deploying or re-deploying on commercial and or military aircraft will adhere to the following uniform standards. Advanced combat helmet (ACH), ACU, individual weapon, IBA, and assault pack will be worn while boarding and/or departing the aircraft. Running shoes, pillows, blankets, and stuffed animals will not be attached to the Soldier's kit. Commercial luggage will not be carried on board in lieu of military gear.

g. Identification (ID) tags will always be worn around the neck when in duty uniform unless safety factors dictate otherwise.

h. Security ID badges. In restricted areas, commanders may prescribe the wear of security ID badges IAW AR 600-8-14. Personnel will not wear security ID badges outside the area for which the badges are required. Personnel will not hang other items from the security badge. NO photos will be taken when wearing security badges.

i. Duty uniform includes the ACU/IPFU, maternity work uniform, and flight clothing (NOMEX). While on or off post in any type of establishment, the duty uniform, if worn, will be complete, neat, and present a sharp professional appearance.

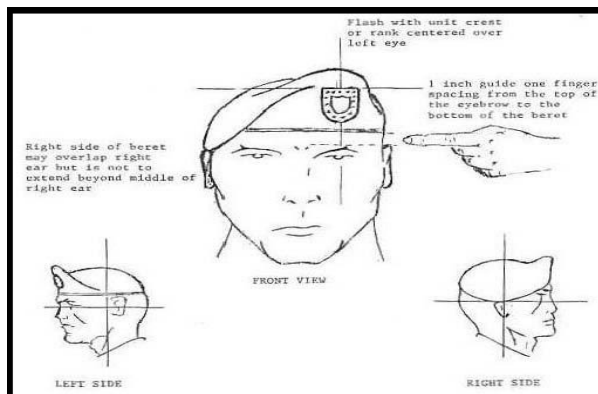
j. Hands-free listening devices (e.g., Bluetooth) are not authorized to be worn in duty uniform, except while physically operating a privately-owned/Government-owned vehicle.

k. Headgear.

(1) In garrison, the patrol cap is the only authorized headgear for wear with the duty uniform for all Soldiers assigned to or training on Fort Knox. The patrol cap will be worn straight on the head so that the cap band creates a straight line around the head, parallel to the ground. The patrol cap will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. The cap is worn so that no hair is visible on the forehead beneath the cap. Sewn or pin on rank is worn on the ACU patrol cap. The last name tape will be worn centered on the hook and loop pads on the back of the ACU patrol cap only. (The tropical headgear is not authorized i.e. BOONIE CAP)

(2) The beret will be worn with the edge binding 1 inch above the

eyebrows and straight across the forehead. The excess material will be pulled down between the top and middle of the right ear. The beret will not be worn without an unit crest. (see Figure 1).



**Figure 1. Wearing of Beret**

l. The tan belt with the black open-faced buckle is the only authorized belt worn with the ACU.

m. The following non-standard items will continue to be worn as indicated:

(1) Coveralls are protective clothes, if prescribed by unit standing operating procedures, and will be worn in work areas (motor pools) only. Coveralls are not authorized outside motor pool/work areas.

(2) Sunglasses or tinted lenses will not be worn while in formation or indoors unless prescribed for indoor wear. Wearing sunglasses that are faddish or have mirror lenses or frames with names, initials, or other adornments is prohibited at any time while in uniform. Personnel will not wear lenses or frames that are so large or so small they distract from the appearance of the uniform. Lenses color must be traditional gray, brown, or dark green shades IAW AR 670-1, paragraph 1-15a.

(3) Sunglasses and eyeglasses are not authorized to be hung on uniforms or attached to chains, bands, or ribbons while in a garrison environment. Restraints are authorized only when required for safety purposes. Personnel will not let

glasses hang from restraints down the front of the uniform.

(4) Sunglasses and eyeglasses will not be worn on the forehead or top of the head at any time.

(5) Soldiers are authorized to wear ballistic personal protective eyewear issued by the U.S. Army.

(6) Soldiers are authorized to wear black, ACU universal pattern, foliage green, desert camouflage pattern gym bags, civilian rucksacks, or other similar civilian bags while in uniform. Soldiers may carry these bags by hand, on one shoulder using a strap, or over both shoulders using both shoulder straps. If the Soldier opts to carry a bag over one shoulder, the bag must be carried on the same side of the body as the shoulder strap; therefore, Soldiers may not carry the bag across the body. If Soldiers choose to carry a shoulder bag while in uniform, the colors listed above are the only authorized colors. There are no other authorized colors allowed on the bags, and logos are not authorized. The contents of the bag will not be visible; therefore, see through plastic or mesh bags are not authorized. There is no restriction to the color of the bag if carried by hand. Wear policies outlined in AR 670-1, paragraph 1-10e (2), still apply.

(7) Hydration Systems. Commanders may authorize the use of a personal hydration system in a field environment, in high-heat areas, or on work details. Soldiers will not carry hydration systems in a garrison environment unless the commander has authorized it for one of the situations described above. The hydration system (e.g., Camelback or other commercial item) will be worn as prescribed in AR 670-1, paragraph 3-6g. That is, it will be worn over both shoulders, and the drinking tube will not hang from their mouths when the system is not in use. The only exception to this policy is for the U.S. Army Cadet Command during their LTC training cycle, because it is their required uniform in both the ACU and IPFU.

(8) Soldiers are authorized to wear the ACU during official commercial travel, both the continental United States and outside the continental United States. Soldiers will not wear utility uniforms while traveling during ordinary leave. Soldiers will not wear the ACU in off-post establishments that primarily sell alcohol. If the off-post establishment sells alcohol and food, Soldiers may not wear the ACU if their activities in the establishment center on drinking alcohol. The ACU worn off post = No drinking alcohol in public. Soldiers will not drink in uniform while on official travel.

n. When in uniform, Soldiers will not walk with a cigarette or cigar. In garrison, smoking in uniform is authorized in designated smoking areas.

## **5. WINTER UNIFORM.**

a. Gore-Tex jacket and trousers are the standard outer garments worn with the duty uniform. Black leather or black Gore-Tex gloves may be worn with the Gore-Tex jacket. Soldiers will wear pin-on insignia of rank or a cloth loop insignia of rank over the front tab of the jacket. The cloth loop rank must be sewn closed; hook and loop fastened cloth rank is not authorized. If Soldiers are authorized to wear the leader's insignia tabs on the parka, the rank will be pinned or sewn on the tab. The Gore-Tex jacket is required to have the name sewn on the small pocket flap of the left shoulder sleeve. Nametapes will be 3½ inches long and ½ inch wide, with ¼ inch block lettering.

b. The unisex black cardigan sweater, which has five buttons and epaulets, may be worn with the hospital uniform, food handler's uniform, and Army Class B uniform when indoors and outdoors. The sweater may be worn buttoned or unbuttoned while indoors, but all five buttons must be buttoned when outdoors. Soldiers will not wear the nameplate, distinctive unit insignia, or regimental distinctive insignia.

c. The black all weather overcoat with insignia of rank may be worn with the Army Class A or B uniform. It may also be worn with civilian clothing with insignia removed.

d. The foliage green micro fleece cap, neck gaiter, or balaclava may be worn under the helmet when conducting tactical training, as directed by the unit commander. These types of headgear are not authorized for wear with the ACU uniform during any garrison type operations as an outer garment. Only the green fleece cap may be worn with the winter physical fitness uniform.

e. The black or foliage green ACU fleece jacket can be worn as an outer garment with the ACU unless otherwise directed by the commander. IT WILL NOT BE WORN AS AN OUTER GARMENT WITH THE INTERCEPTOR BODY ARMOR (IBA) (it is flammable). When wearing the green fleece, the U.S. Army, nametape and rank will be worn.

f. The two-piece black thermal underwear, issued as part of the Rapid Fielding

Initiative (RFI), and the white thermal underwear may be worn under the ACU.

g. Gloves. Only black gloves or Rapid Fielding Initiative (RFI) issued gloves are authorized for wear. No logos are authorized to be visible on commercial design.

## **6. FIELD UNIFORM.**

a. Commanders will establish and enforce field uniform requirements within their organizations based on training requirements, as well as unit basis of issue. To ensure uniformity for units on Fort Knox, there are three authorized field uniforms:

(1) Army Combat Uniform: The standard uniform is ACU with sleeves down, sand/tan t-shirt, tan boots, Kevlar or Army combat helmet (ACH) with camouflage cover and band (chinstrap fastened), load carrying equipment (LCE), and earplugs. Commanders will designate what equipment to wear on the LCE/LBV. The field uniform will be worn as Soldiers depart the cantonment area in tactical vehicles in order to conduct, support, or inspect field training. Commanders may also prescribe additional cold weather gear and establish unit SOPs based on RFI basis of issue.

(2) Combat Vehicle Crewman (CVC) Uniform: Soldiers are authorized to wear the combat vehicle crewman (CVC) uniform while conducting gunnery or maneuver training only. Only the CVC helmet, Kevlar or ACH, or patrol cap will be worn with the CVC uniform, and all leather boots or fire retardant boots will be worn with the CVC uniform. When wearing the CVC helmet, the helmet shell will be attached at all times. The CVC uniform is not authorized in the cantonment area (with exception of the unit motor pool) or off post.

(3) Opposing Forces Uniform: Soldiers assigned to opposing force (OPFOR) units may wear the OPFOR uniform while performing OPFOR missions in the field but will not wear the OPFOR uniform in any civilian or cantonment area facilities (only exception is the dining facility).

(4) U.S. Army Forces Command units will establish field training and deployment uniform requirements based on FORSCOM guidance.

b. The interceptor body armor (IBA) (if issued) will be worn as the load bearing equipment with the training and fighting uniform in accordance with



(IAW) unit SOP.

c. If a 9mm is the assigned weapon, it will be worn IAW that unit's SOP. Soldiers may wear leg, thigh, or shoulder holsters when authorized by the unit commander.

d. The ACH or Kevlar ballistic helmet will be worn by all personnel conducting training in a tactical environment. This includes Soldiers operating, or passengers of, tactical vehicles. The ACH helmet band is worn with the luminous tape (cat eyes) in the rear and worn under the NOD base. The name tape in black bold letters will be printed or affixed to the helmet band, right side of NOD base or center if no NOD base is worn. No other markings will be on the helmet band. Goggles will be worn on the ACH when directed by unit SOP.

e. Cold weather underwear worn with field clothing will be in keeping with the requirements of military appearance. Army OD wool sweaters and sleeping shirts are acceptable underwear. No brightly colored underclothing will be worn. The aviation thermal underwear top may be worn by pilots and crew chiefs when they are planning, preparing for, and executing missions. Due to new Rapid Fielding Initiative (RFI) issued clothing differences in some items, such as Velcro placement on the foliage green fleece jackets, unit leaders will ensure that appropriate and authorized issued clothing is worn through clothing inspections that validate current published uniform guidance and regulations.

f. Facial camouflage is not authorized in any public facilities, to include the PX, commissary, chapels, or at ceremonies. Camouflage will not be worn in any civilian establishment off post, and camouflage will not be worn with the beret.

g. Duffle Bag Marking SOP. All duffle bags will be marked IAW unit SOP.

h. Weapons and Optics. All application optics, night vision, and hardware (iron sights) are secured IAW each unit's SOP. At a minimum, all items are secured with lacing wire. The secondary method of securing these items is gutted 550 cord or heavy duty zip ties.

i. All NODs carried while conducting training will be tied down. The tie down will be attached to the actual device (not the carry bag) or the carrying handle/equipment hanger of the assault pack. NODs that are carried physically with the Soldier will be tied down to the individual Soldier.



## **7. OFF-DUTY APPEARANCE.**

a. Civilian clothing must be in good taste (e.g., Personnel should not be in public with their shirt off or unbuttoned down the front without a t-shirt.) Items intended as undergarments are not acceptable as outer garments in public places such as the PX, theaters, commissary, service clubs, chapels, clubs, dining facilities, and medical and dental facilities. Undergarments will not be visible sticking out of any other clothing. Clothing that is excessively dirty or contains holes, is torn, or is adorned with vulgar and obscene slogans or designs are prohibited on Fort Knox. Vulgar and obscene slogans and items are also prohibited on vehicles on Fort Knox. Further guidance is provided in Fort Knox Regulation 210-2.

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

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

d. Soldiers will maintain a good military appearance while on leave or pass.

e. Male Soldiers. Will not wear earrings at any time, on or off duty while on the installation. Refer to AR 670-1, paragraph 1-14c. When on any Army installation or other places under Army control, Soldiers may not attach; affix; or display objects, articles, jewelry, or ornamentation to or through any part of the skin while in uniform or in civilian clothes off duty (this includes earrings for male Soldiers).

f. Female Soldiers. When on any Army installation or other places under Army control, Soldiers may not attach; affix; or display objects, articles, jewelry, or ornamentation to or through any part of the skin (except earrings) while in uniform or in civilian clothes off duty (this includes tongue rings).

## **8. BASIC APPEARANCE.**

a. Male Haircuts. Male Soldiers will abide by Army haircut standards IAW AR 670-1. Although AR 670-1 provides minimal standards, Soldiers assigned to Fort Knox will always strive to live by the highest of standards.

(1) Hair on top of the head will be kept neatly groomed. The length and/or

bulk of the hair will not be excessive or present a ragged or extreme appearance. Hair will present a tapered appearance and, when combed, will not fall over the ears or eyebrows or touch the collar, except for the closely cut hair at the back of the neck. In any case, the bulk or length of hair will not interfere with normal wear of headgear or protective masks. Fad haircuts are not authorized. Wigs may be used to cover baldness or disfigurement as long as the hairpiece is of natural hair color, and the style and length conforms to appearance standards.

(2) Sideburns will be neatly trimmed. The base will not be flared and will present a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. Sideburns will not present a faddish appearance.

(3) The face will be clean-shaven on or off duty. Mustaches will be kept neatly trimmed, tapered, and tidy and will not present a chopped-off appearance. No portion of the mustache will cover the upper lip line or extend below or horizontally beyond the corners of the mouth. Handlebar mustaches, goatees, and beards are not authorized. If appropriate medical authority prescribes beard growth, the length required for medical treatment will also be specified, i.e., a neatly trimmed beard is authorized. The length will not exceed ¼ inch. The Soldier will carry a copy of the shaving profile at all times.

b. Female Hair. Female Soldiers will wear their hair IAW AR 670-1. Hair will be neatly groomed, and the length/bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. No faddish design, e.g., zigzag, cross stitch, or any type of patterns weaved into hair. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. The hairstyle will not interfere with proper wearing of military headgear or protective masks. A hairnet will not be worn unless required for health or safety reasons. The commander may require its wear at no cost to the Soldier. Wigs of natural hair color may be worn as long as the style and length conform to appearance standards. Cornrows, braids, and micro braids may be worn as long as the hair is not bulky and does not interfere with the proper wear of headgear and protective masks. Dreadlocks are prohibited in uniform or in civilian clothes on duty. Hair holding ornaments (barrettes, pins, clips) must be transparent or match the hair color and will be inconspicuously placed. Commanders reserve the final judgment.

c. Cosmetics. As with hairstyles, the requirement for standards regarding cosmetics is necessary to maintain uniformity and avoid an extreme or unmilitary appearance. Males are prohibited from wearing cosmetics, to include nail polish. Females are authorized to wear cosmetics with all uniforms, provided they are applied conservatively and in good taste and complement the uniform and their

complexion. Leaders at all levels must exercise good judgment in the enforcement of this policy. Eccentric, exaggerated, or trendy cosmetic styles and colors, to include makeup designed to cover tattoos, are inappropriate with the uniform and are prohibited. Permanent makeup, such as eyebrow or eyeliner, is authorized as long as the makeup conforms to the standards outlined above. Lipstick and nail polish may be worn with all uniforms if conservative in color. Extreme shades of lipstick and nail polish, such as purple, gold, blue, white, bright (fire engine) red, and fluorescent will not be worn (these colors are not all inclusive). Soldiers will not apply designs to nails or apply two tone or multi-tone colors to nails. The determining factor is if the color detracts from the uniform's appearance.

d. Fingernails. All personnel will keep fingernails clean and neatly trimmed. Males will keep nails trimmed so as not to extend beyond the fingertip. Females will not exceed a nail length of 1/4 inch, as measured from the tip of the finger. Females will trim nails shorter if the commander determines longer length detracts from the military image, presents a safety concern, or interferes with the performance of duties.

## **9. PHYSICAL TRAINING (PT) UNIFORM.**

a. Prime time PT hours are 0630-0730, Monday through Friday, for all Fort Knox Soldiers. The Army PT uniform or service PT uniform is the prescribed uniform for Soldiers of Fort Knox during installation established prime time PT unless otherwise directed by the unit commander. The IPFU will be worn to standard at all times. Soldiers may engage in tactical foot marching, combative PT, or other combat-related PT skills while wearing ACU during prime time PT. Commanders may authorize the wear of unit distinctive t-shirts and sweatshirts for unit-level functions only with prior approval through their brigade-level commander. No Soldier will be required to purchase a unit distinctive shirt. All military personnel on Fort Knox will wear a reflective vest or belt while conducting PT and during limited visibility, whether as a unit or as an individual. This will ensure the safety and accountability of all Soldiers. All Fort Knox residents, including civilians, will wear a reflective safety belt when running the roadways of Fort Knox.

b. The IPFU is authorized for wear on and off duty, on and off the installation, when authorized by the commander. Soldiers may wear all or part of the IPFU with civilian attire off the installation, when authorized by the commander. When in civilian establishments the uniform will not be soiled or dirty in appearance.

c. Socks worn with the IPFU must cover the ankles and not exceed mid-calf height.

d. Radio walkmans, iPods, etc., are only authorized for wear with the IPFU while exercising inside a fitness facility or individual PT.

e. Reflective belt must be worn around the waist when not wearing the PT jacket and must be worn over the shoulder from right shoulder to left hip any time the PT jacket is worn during PT.

f. Soldiers may wear commercially purchased items, such as spandex biking shorts or equivalent, with the IPFU. The biking shorts, or equivalent, will not extend below the knee and must be gray or black and cannot bear any visible markings or patterns.

## **10. PHYSICAL FITNESS.**

a. When conducting PT while wearing the ACUs or IBA with running shoes or boots, the name tag, U.S. Army tag, left shoulder patch, and U.S. flag will be worn unless conducting combative PT (once completing combative PT, Soldiers will re-affix all name tapes and SSIs on the ACU uniform).

b. Cadence/Jody calls will not contain profanity, sexual innuendo, or language demeaning to others.

**NOTE: ACU UNIFORM IS AUTHORIZED IN PHYSICAL FITNESS FACILITIES DURING THE WORKDAY. SOLDIERS CAN REMOVE ACU TOP, CONDUCT A WORKOUT, AND PUT THE ACU TOP BACK ON PRIOR TO EXITING THE FACILITY.**

c. Conditioning foot march. The uniform for conditioning foot marches at the discretion of the unit commander. During limited visibility conditions, commanders will equip every marching Soldier with additional luminous or reflective devices that will allow the Soldier to be seen from front and rear traffic. Road guards with white lights will be used during periods of darkness or limited visibility.

d. Tactical foot march. The uniform for a tactical foot march is the ACU with appropriate combat or tan ACU boots; green, tan, or black socks; ACH; IBA with attached modular components; and rucksack/assault pack and weapon (reflective

belt will be worn around the rucksack). During limited visibility conditions, commanders will equip every marching Soldier with additional luminous or reflective devices that will allow the Soldier to be seen from the front and rear traffic. Road guards with white lights will be used during periods of darkness or limited visibility.

e. Fort Knox has both designated and shared PT routes. Shared routes are open to runners, bicyclists, and vehicular traffic. When on these routes, Soldiers should use caution. Bicyclists are required to wear safety helmets and reflective belts/vests and must adhere to the posted speed limit. In order to aid the safety of Soldiers, some roads are prohibited for running. Individual runners conducting individual runs are pedestrians.

NOTE: The only authorized run routes while in formation, are the controlled run routes. Once a Soldier falls out of the formation, they are considered an individual runner, or pedestrian, and MUST use the sidewalk.

## **11. JEWELRY.**

a. No jewelry, wallet chains, or similar civilian items will appear exposed on the uniform. This includes the attachment of snap links and key rings on the belt or belt loops. A wristwatch, ID bracelet (metal type medical alert or POW/MIA/KIA bracelets that are black or silver in color only), or rings are authorized as long as the style is conservative and in good taste. Soldiers may wear one item on each wrist. Only two rings can be worn while in uniform (A wedding set is considered one ring.) Wearing a fad device, vogue medallion, or personal talisman or amulet when in duty uniform or on duty is forbidden.

b. Fort Knox Soldiers may wear a religious item on a civilian-style necklace or neck chain while in military uniform as explained in AR 670-1, paragraph 1-7. Such religious jewelry, however, must not be visible or apparent when worn with the utility, service, dress, or mess uniforms. When worn with the physical fitness uniform, the item should be no more visible than ID tags would be in the same uniform. The width of chains worn with religious items should be approximately the same size as the width of the ID tag chain. This policy does not affect the requirement that Soldiers wear ID tags and security badges around the neck when required by applicable regulations. The preferred method is attaching a neat and conservative religious symbol or religious medallion to the standard military ID tag chain.

**12. TATTOOS.** Any tattoo or brand anywhere on the head or face is prohibited except for permanent make-up (see AR 670-1, paragraph 1-8b(1)(a)). Tattoos that are not extremist, indecent, sexist, or racist are allowed on the hands and neck. Initial entry determinations will be made according to current guidance. Tattoos on other areas of the body that are extremist or prejudicial to good order and discipline, racist, sexist, vulgar, or profane are prohibited. The medical command is prepared to assist in removal of these types of tattoos or brands that do not comply with this policy. Soldiers who acquire such tattoos while on active duty may be required to remove them at their own expense.

**13. BODY PIERCING.** In accordance with AR 670-1, paragraph 1-14c, when on any Army installation or other places under Army control, Soldiers may not attach; affix; or display objects, articles, jewelry, or ornamentation to or through the skin while they are in uniform, in civilian clothes on duty, or in civilian clothes off duty (**this includes earrings for male Soldiers**). Female Soldiers are authorized to wear earrings on Army installations while on and off duty in civilian attire. Male Soldiers will not wear earrings at any time, on or off duty, on an Army installation IAW AR 670-1, paragraph 1-8.

**14. TONGUE SPLITTING.** Tongue splitting is not authorized.

**15. MOUTH JEWELRY.** Removable tooth/teeth caps are not authorized and are prohibited for wear in or out of uniform on the installation. This type of jewelry is commonly the gold or silver caps or plates worn on the upper and lower front teeth and has not been required or issued for wear by an Army or contracted dentist or orthodontist. Soldiers who affix permanent dental ornaments while on active duty may be ordered to remove such jewelry at the Soldiers' expense e.g. permanent caps, plates, or grills.

**16. CELLULAR AND WIRELESS DEVICES.**

a. Soldiers are prohibited from operating a motor vehicle while using a cellular telephone, unless they use a hands free cell phone device, e.g., Bluetooth ear device, speaker cell phone, etc., Once outside the vehicle, Soldiers are not authorized to use these devices. Soldiers are not authorized to use their cellular phone while walking in uniform on the installation. Personal electronic device (cell phone) use in the workplace is authorized while on duty. Soldiers will not use these devices in the field unless issued and authorized by the unit. No electronic devices will not be attached to the PT uniform.



b. SOLDIERS ARE NOT AUTHORIZED TO TALK ON THEIR HANDS FREE DEVICE (Bluetooth or like device) WHILE IN ANY MILITARY UNIFORM UNLESS THEY ARE PHYSICALLY DRIVING A MOTOR VEHICLE.

c. While in uniform, Soldiers will not use cell phones or electrical devices while walking. They must stop walking to address the call.

**17. MILITARY COURTESY.** Courtesy is respect for and consideration of others. In the Army, various forms of courtesy have become customary and traditional. It is important to render these courtesies correctly.

a. Saluting. The exchange of the salute is a visible sign of good discipline and mutual respect. Saluting shows that subordinates not only recognize their leaders but also respect them. It is an outward sign of unit pride and esprit de corps. Saluting by members of Fort Knox should be the best in the U.S. Army. Each salute should be rendered with a greeting and a response. The greeting should be a unit motto i.e., "Strength Starts Here! Sir/Ma'am." The response to a salute greeting should always be a unit motto in return. For example, "Strength Starts Here!" or "Strike Hard".

(1) Soldiers must be alert for vehicles identified with plates depicting general officer or other senior officer attached to the front of the vehicle. Proper military courtesy requires that Soldiers render a salute to these officers as they pass.

(2) When an officer is approaching, Soldiers render a salute when the officer is approximately 6 paces away or when the Soldier recognizes the approaching individual is indeed an officer. When not in uniform, saluting is optional; still, it is a form of courtesy among professionals and is strongly encouraged.

b. The following rules apply in most situations:

(1) Unit headquarters, orderly room, supply room, dayroom, and squad room. The first Soldier to sight an officer who is a higher rank than the officers present in the room will call "Attention." The senior Soldier present in the area will then report to the visiting officer, e.g., "SGT Jones, NCOIC of the motor pool, reporting." The officer will normally command "At Ease" or "Carry On." In a smaller room containing one or two enlisted persons, all individuals should rise

and stand at attention when an officer enters the room.

(2) If a Soldier sees an NCO higher in rank than the NCOs present, the Soldier will call “At Ease” and stand at the position of parade rest while talking with the senior NCO.

(3) Formation. When an officer approaches Soldiers in a formation, the person in charge calls “Attention” and renders a salute for the entire group. When an officer senior in rank approaches a group of individuals who are not in formation, the first person sighting him/her calls “Attention.” Everyone in the group faces the officer and renders a salute with the proper greeting. However, Soldiers working as part of a detail or participating in another group activity, such as physical fitness training, do not salute. The person in charge, if not actively engaged, salutes for the entire detail or group.

c. NCO Respect. When addressing or being addressed by an NCO, enlisted personnel will stand at parade rest until given the command “At Ease.” When passing a senior NCO you will give the greeting of the day or your Regimental motto.

d. The Retreat and Reveille Ceremony. Retreat and reveille ceremonies are old military traditions. They symbolize the respect Soldiers and citizens give to the National Flag and to the country. Retreat is in two distinctive parts: the bugle call, “Retreat,” followed by the bugle call “To the Colors” or, if a band is available, the “National Anthem.”

(1) When outside (not in formation) and “Retreat” is heard, Soldiers will face toward the flag and assume the position of “Attention.” During “To the Colors” or the “National Anthem,” Soldiers will remain at the position of “Attention” and render the hand salute if in uniform or place their right hand over their heart (hats will be removed) if not in uniform. If in a vehicle and the “Retreat” or “Reveille” is heard, the Soldier will depart the vehicle and render the proper military courtesy. During retreat ceremonies, all vehicles will stop. Occupants will dismount and render proper courtesy. If on a bus or truck, the senior occupant will dismount and render proper courtesy. Patriotic civilians will stop and place their right hand over their hearts.

(2) During an inside ceremony (not in formation), Soldiers will stand at “Attention” but will not “Salute” unless they are under arms and have on the proper military headgear.



**18. ON AND OFF DUTY CONDUCT.** Soldiers at all levels are given huge amounts of responsibility, both in combat and garrison. They will be held accountable for their actions, both on and off duty, in combat and garrison. Civilian laws pertain to all citizens, Soldiers included. There are also laws that govern behavior of Soldiers on and off the installation and on or off duty. It is the responsibility of each Soldier to obey these laws.

a. Profanity. The use of profanity will be avoided. This includes vulgar or profane bumper stickers and clothing that contain sexual connotations or inappropriate sayings.

b. Drugs. Possession of any controlled substance is punishable under the Uniform Code of Military Justice (UCMJ), Federal, and Kentucky laws. Offenders punished under state law face substantial fines and confinement. State penalties for the manufacture, sale, or transfer of drugs are severe. Soldiers convicted by civil courts are subject to administrative discharge from the Army.

c. Liquor Laws.

(1) Consumption of Alcoholic Beverages. Soldiers in uniform are not authorized to consume alcohol during duty hours. Duty hours are hours in which an individual performs his/her assigned duties. This restriction does not prohibit package sales of unopened containers to Soldiers in uniform during duty hours, nor the serving of alcoholic beverages to members of units and staff sections attending social functions that have the prior approval of the battalion or battalion-level commander or section chief in the rank of lieutenant colonel or above. Soldiers should keep themselves physically and mentally prepared. Overindulgence in alcohol affects Soldiers' readiness, health, and possibly their career. The de-glamorization of alcohol consumption is strongly encouraged.

(2) Age Requirements. According to state laws, alcoholic beverages are not sold or served to persons under the age of 21 in facilities located in the commonwealth of Kentucky, on or off post. Therefore, consumption or possession of alcohol on or off post by Soldiers under the age of 21 is illegal. Soldiers over 21 who provide alcoholic beverages to those under 21 are committing a criminal offense.

(3) Driving While Intoxicated. Kentucky laws apply on Fort Knox. In addition to the fines, suspensions, and other penalties mandated by commonwealth

laws, a Soldier is also subject to military sanctions, including loss of on-post driving privileges, a General Officer Letter of Reprimand, administrative reduction in grade, and other adverse administrative action.

d. Seat Belts. Wear of seat belts is mandatory. First-time offenders will receive formal counseling and sign a safety pledge acknowledging their obligation to wear seat belts. Second-time offenders will be required to attend remedial training and may have to teach a course on seat belt safety or undertake other actions to convince the individual to wear a seat belt. Third-time offenders will have their driving privileges suspended. Soldiers violating the mandatory seat belt policy may be punished under Article 92 of the UCMJ.

e. Speed Limits. Speed limits are strictly enforced. When passing Soldiers in formation (2 or more Soldiers), drivers (to include bicyclists) must slow down to a maximum speed of 10 mph.

f. Absence Without Leave (AWOL). AWOL is a serious military offense. Soldiers who are not present for duty at the prescribed time and place or fail to return from pass or leave on time are AWOL. AWOL adversely affects Soldiers and their unit's readiness. AWOL time (or bad time) results in loss of pay for each day AWOL and possible UCMJ action. For each day a Soldier is AWOL, his/her expiration term of service date is extended another day. Additionally, punishment may be imposed by the Soldier's unit through non-judicial punishment (Article 15) or trial by court martial. Soldiers who have a personal problem that requires absence from duty should seek advice from their chain of command, which may authorize ordinary or emergency leave.

g. Disobedience of Lawful Orders. Soldiers must obey and execute the lawful orders of superiors; most orders will come from NCOs. Lawful orders given by a senior NCO require the same obedience as those given by an officer. Willfully disobeying an order from a senior NCO is an offense punishable under the UCMJ, Article 91. The maximum punishment for this offense is a bad conduct discharge, confinement for 1 year, and loss of all rank and pay.

h. Off Limits Areas. A list of off limits areas will be posted in each company area. Soldiers should be aware of these areas. You can find a list of these establishments on the Fort Knox internet site at [http://www.knox.army.mil/garrison/dhr/asd/knox\\_policies.asp](http://www.knox.army.mil/garrison/dhr/asd/knox_policies.asp)

i. Warrants. Individuals who commit criminal offenses off the installation are

subject to warrant issued for their arrest and may face disciplinary action under the UCMJ. Criminal offenses include writing checks with insufficient funds and refusing to make restitution.

j. Noise Abatement. The actions of personnel on Fort Knox must not infringe upon the rights of others. Courteous behavior must be the rule and not the exception. The volume of portable, home, and automobile radios and stereos; CD players; tape decks; and television sets must be kept at a level that does not bother others. It will be considered a violation of this regulation, as well as Fort Knox Regulation 210-2, when the following occurs:

(1) Music, vibrations, or other sounds emanating from a vehicle with its windows closed that can be heard.

(2) Music, vibrations, or other sounds emanating from a vehicle with its windows open that can be heard.

(3) Noise or music can be heard emanating from portable sound equipment carried by a pedestrian or bystander.

(4) Music, vibrations, or noise can be heard in adjoining quarters, rooms, or outside the building.

k. Privately Owned Weapons. No Soldier may bring or possess a personally owned weapon on Fort Knox unless it is properly registered at the Fort Knox Provost Marshal's office. Privately owned weapons will not be at training sites or in barracks rooms at any time. The requirements of Fort Knox Regulation 210-1 will be strictly enforced concerning storage, possession, and transportation of privately owned weapons such as pistols, revolvers, shotguns, bow and arrows, and crossbows. Further guidance is provided in Fort Knox Regulation 210-1, 4 March 2010.

## **19. PERSONAL FINANCES.**

a. Soldiers will have their pay sent directly to a financial institution for credit to an account in their name. This is the best way for Soldiers to keep an accurate account of money and to receive their pay regardless of their location and payday. This method also reduces potential pay difficulties and the possibility of theft. Soldiers should organize their budget to live within their income and pay their bills on time.

b. Indebtedness.

(1) Soldiers will manage their personal affairs satisfactorily and pay just debts promptly. Failure to do so damages their credit reputation and affects the public image of the Army. Failure to pay debts could result in the denial of reenlistment, administrative separation from the service, or punishment under the UCMJ. Indebtedness of military personnel is covered in AR 600-15.

(2) Writing checks against an insufficiently funded account is a serious matter. All Soldiers will ensure enough money is in their bank account to cover checks written. Writing bad checks may result in disciplinary or administrative actions.

c. Financial Assistance. Soldiers who need financial planning assistance should first use the chain of command. Each battalion should be assigned a financial NCO for aid to the Soldier. Additional assistance, such as one-on-one counseling or financial classes is offered. Financial assistance is offered through Army Community Service (ACS), located in Building 5101, 12th Armored Division Avenue. You can contact ACS at (502) 624-6291/8391/5989. Visit the Fort Knox ACS website to find out more information about ACS at <http://www.knoxmwr.com/centerSoldierFamilybrProgramscenter/FinancialReadinessProgram/tabid/114/Default.aspx>

d. Army Emergency Relief (AER). Soldiers may apply for AER assistance at their unit PAC. A completed DA Form 1103, Application for Army Emergency Relief (AER), signed by the commander, most recent leave and earnings (LES) statement, and supporting documents showing an emergency need is required. Reserve and National Guard Soldiers must also bring copies of orders bringing them onto active duty. AER is located with ACS located in Building 5101, 12th Armored Division Avenue. You can contact ACS at (502) 624-6291/8391. After Hours/Holidays 1(877) 272-7337.

e. Use of Government Travel Charge Cards (GOVCC). Every Soldier must know the GOVCC is for official-routine (home station and return) TDY, nothing else. The GOVCC is not for PCS expense, group travel, or personal reasons. The standard for Fort Knox Soldiers is prompt payment of any outstanding bill.

f. Off-Duty Employment. The commander can authorize off-duty employment if it does not interfere with military duties. Unscheduled military after-duty requirements have priority over off-duty employment. Soldiers will submit a

request to their commander stating the name and address of the prospective employer, a brief description of the work, and the hours of employment. Soldiers may not accept off-duty employment until they receive written approval from the commander.

g. Army Regulation 608-99 requires Soldiers to manage support for their Family members. Non-compliance may be punishable under the UCMJ.

**20. INSPECTOR GENERAL (IG) ASSISTANCE.** It is the right of every Soldier to seek assistance of the IG concerning complaints or grievances. Your IG office is located at Building 1481, 1270 Old Ironsides Avenue (Humpick Hall), telephone (502) 624-7747. You must have permission to be absent from your place of duty if you visit the IG during duty hours. We encourage you to use your chain of command first. More often than not, they can and will resolve any matter that concerns you. You can visit the IG website to find out further information at <http://www.knox.army.mil/center/ig/Default.htm>

## **21. EQUAL OPPORTUNITY (EO) ASSISTANCE.**

a. Commanders will ensure equal opportunity and fair treatment for all Soldiers and their families without regard to race, color, religion, gender, or national origin. This policy applies to on and off-post activities during duty and non-duty hours and to working, living, and recreational environments (including both on and off-post housing).

b. If you believe you have an EO complaint the use of your chain of command is strongly encouraged however, it will not serve as the only channel available to resolve complaints. You may contact your unit Equal Opportunity Leader (EOL) your servicing Equal Opportunity Adviser (EOA), as well as other alternative agencies available to assist in resolving complaints to include the Chaplains, Inspector General, Staff Judge Advocate, Provost Marshal's Office, medical agencies, and the Housing Referral Office.

b. Any individual seeking advice or wanting to file an EO complaint may contact the Fort Knox EO office directly at (502)624-3510/4019 without having to inform their chain of command.

## **22. SEXUAL HARASSMENT/ASSAULT RESPONSE PREVENTION PROGRAM (SHARP)**

a. The Sexual Harassment/Assault Response and Prevention (SHARP) program is for Soldiers, Retirees, and their adult dependents. The SHARP program reinforces the Army's commitment to eliminate incidents of sexual harassment and sexual assault through a comprehensive policy that focuses on: education, prevention, thorough investigation, appropriate action, and follow-up. Army policy promotes sensitive care for victims of sexual assault and accountability for those who commit these crimes.

b. Victims of sexual assault have two reporting options; Restricted and Unrestricted. Both reporting options allow the individual to receive the full extent of medical care, counseling assistance, and advocacy services. However, once an individual talks to someone other than a SHARP Specialist or a healthcare provider the incident will be treated as an Unrestricted Report and an investigation will be initiated.

c. If you are a victim of sexual assault call the 24-hour Fort Knox Sexual Assault Crisis Line, servicing SHARP Specialist, or healthcare provider to ensure that you are well advised of your reporting options.

d. The 24-hour Fort Knox Sexual Assault Crisis Line is (502)851-3779.

## **23. SAFETY.**

a. It is every leader and Soldier's responsibility to help prevent accidents. Safe operations start with unit readiness. Readiness depends on the ability of a unit to perform its mission-essential task list (METL) to standard.

(1) Operations require a risk assessment in order to identify associated hazards and select control measures, which mitigate the associated risk. The risk management process will be integrated into all planning phases of training and combat operations. Soldiers will ensure unnecessary risks are not taken. An unnecessary risk is a risk not reduced or eliminated.

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



b. General Requirements.

(1) Soldiers will not operate Army motor vehicles unless properly licensed. Army motor vehicle sustainment and refresher training is the key to accident prevention.

(2) Soldiers and leaders will ensure vehicle operations are conducted IAW established standards, as applicable, including use of ground guides, convoy briefings, use of assistant drivers, and adherence to local highway rules and laws.

(3) Seats belts will be worn at all times in Army motor vehicles. Equipment worn will be adjusted in order to accommodate use of the installed seatbelt system.

c. POV and motorcycle accidents are the number one cause of fatalities among Soldiers in the Army today and, as such, warrant specific attention. Seatbelts will be worn in POVs at all times, on and off post.

(1) Prior to any extended weekend, individual leave period, and maximum leave windows, units will conduct vehicle safety and records checks. Records checks will include driver's license, vehicle insurance, motorcycle safety course completion, and post DOD registration.

(2) Soldiers are responsible for knowing, understanding, and complying with the rules of the road and operating a vehicle safely in consideration of other motorists and pedestrians.

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

(4) Motorcycle riders must attend a basic motorcycle rider's safety foundation (MSF) course in order to register their motorcycles on post. The Experienced Riders Course (ERC) is required six to twelve months after the Basic Riders Course (BRC). Sport bike owners must take the Military Sport bike Riders Course (MSRC) within three months of purchase or assignment, (if not previously taken), or at the first available class, whichever is later.

(a) All motorcycle owners/riders will enroll in the unit mentorship program in order to improve skills through the years of experience and knowledge of those

within their units.

(b) Operators and passengers of motorcycles will wear a Department of Transportation (DOT)-approved protective helmet properly fastened under the chin, shatter proof wrap around eye protection or a full-faced shield properly attached to the helmet (a windshield or eyeglasses are not proper eye protection), full-finger gloves, long pants, long-sleeve shirt or jacket, and over-the-ankle boots. During daylight hours, the upper garment worn must be brightly colored to allow easy visual observation/recognition by other motorists. During the hours of darkness or during periods of limited visibility, a reflective upper outer garment must be worn for this purpose. A reflective vest or jacket must be worn to meet this standard, PT belts alone are not sufficient. Additionally, reflective material is required on the outside of backpacks. Tinted eye protection will not be worn during the hours of darkness. The use of headphones or earphones is prohibited while riding.

d. Bicycles. Bicycle riders will be treated like any other vehicle rider on the road. While on post, all riders will ensure they have a helmet and reflective gear on at all times to ensure they are visible.

e. If an accident occurs, report details to the chain of command immediately. The chain of command will report accidents IAW AR 385-40.

## **24. USE OF GOVERNMENT VEHICLES.**

a. Tactical Vehicles. Tactical vehicles will be dispatched and operated for official use only. Official use of vehicles is characterized as essential for the successful completion of a unit function, action, or operation. In general, the use of tactical vehicles for administrative missions should be discouraged as not being cost effective. However, the commander must use all resources available to accomplish the mission in the field and garrison. After the commander determines an administrative mission requires tactical vehicle support, the number and size of the vehicle(s) used must be commensurate with the mission. Personnel engaged in unauthorized use of government vehicles may be subject to prosecution under the UCMJ or administrative sanctions. The following will apply:

(1) Movement of persons in tactical vehicles is prohibited over all or any part of the route between home and place of employment. This does not preclude movement of enlisted persons between troop billets and work areas.



(2) Use of tactical vehicles for the conduct of personal business by service members, civilian employees, members of their Families, or official visitors is prohibited.

(3) Uniforms for drivers and passengers should be consistent with the mission as authorized by the commander. This will be a duty uniform IAW AR 670-1 and as authorized by the commander, unless specifically stated otherwise on the dispatch.

(4) Shirt/ACU coat will be worn at all times while traveling in a transportation motor pool (TMP)/General Services Administration or military vehicle.

(5) Authorized drivers for tactical vehicles are unit personnel only. Authorized passengers for vehicles are DOD personnel, military, or civilian. Non-DOD civilians may be transported when mission essential, as determined by the commander.

(6) Tactical vehicles are authorized for use within the Garrison cantonment area, as determined by the commander. Tactical vehicles must maintain an appropriate distance from the facility so as not to impede the reasonable flow of traffic. Examples: AAFES, Commissary, MWR facilities.

(7) Riding in Open Hatches of Army Combat Vehicles. Name tag defilade is the standard for all riders in open hatches atop ACVs. Riders in open hatches must also utilize the crew restraint system if installed in the vehicle. Crews must practice roll over drills to retrieve the gunner or TC in the event of an actual roll over."

b. Non-tactical vehicles. Official use of Government non-tactical vehicles is defined as to be essential for the successful accomplishment of an official function, action, or operation. Official use does not include transportation between domiciles and places of employment except in cases of medical officers on outpatient medical service and officers and employees engaged in field work; the character of their duties make transportation necessary. Common violations include the following:

(1) Stopping or parking at private businesses, including fast food establishments.

(2) Stopping or parking at commissaries and PX activities.

(3) Providing domicile to duty transportation.

c. Motor Vehicle Accident. If a Soldier is involved in a traffic accident while driving a Government vehicle, the Soldier must notify the chain of command and the military police; as well notify the Claims Division, Office of the Staff Judge Advocate, at (502) 624-6913. At a minimum, the Soldier must also complete a Standard Form 91, Motor Vehicle Accident Report, and submit it to the Claims Division within two duty days of the accident.

## **Appendix A**

### **ASSISTANCE AND AVAILABLE SERVICES**

**A-1. ARMY COMMUNITY SERVICES (ACS).** The ACS provides family support programs, services, and activities that play a vital role in the Fort Knox area in preparing our Soldiers and their Families to accept the challenges of unit readiness. A wide variety of services are offered to include the following: financial planning, budget counseling, Family Advocacy/New Parent Support Program, employment readiness, relocation assistance, immigration/naturalization assistance, Exceptional Family Member Program, Army Family Team Building, services for Families of deployed Soldiers, and many volunteer opportunities. The ACS also maintains a loan closet and emergency food locker assistance. ACS is located in Bldg. No. 5101 and open Monday – Friday, 0730-1600. The ACS front desk can be reached at (502) 624-6291/8391.

**A-2. ARMY EMERGENCY RELIEF (AER).**

a. The AER's mission is to provide emergency financial assistance to active duty Soldiers; ARNG and USAR Soldiers on continuous active duty for more than 30 days; Soldiers retired from active duty for longevity or physical disability; ARNG and USAR Soldiers retired at age 60; Family members of each group listed above; and surviving spouses and orphans of Soldiers who died while on active duty or after they retired.

b. The AER can assist with emergency financial needs for food, rent, or utilities; emergency transportation and vehicle repair; funeral expenses; medical/dental expenses; or personal needs when pay is delayed or stolen. The AER can also provide undergraduate-level education scholarships, based primarily on financial need, to children of Soldiers. The AER is located in Bldg. No. 5101 with ACS. The front desk can be contacted at (502) 624-6291/8391 and is open Monday – Friday, 0730-1600. After Hours/Holidays use (877) 272-7337.

**A-3. AMERICAN RED CROSS (ARC).** Services provided by ARC include emergency communication, emergency leave verification, and access to financial

assistance for emergency travel, and other emergencies; information and referral; disaster assistance and health and safety training in CPR, First Aid, and Aquatics. The ARC also has helping programs, which provide food, clothing, small appliances, and furniture to military Family members who are financially challenged. Additional programs include the following: Santa's workshop and the Thanksgiving holiday food program that support Families in need during the holidays. The ARC is located at 1131 Fifth Avenue, Fort Knox, and office hours are 0800-1630, Monday-Friday. During normal duty hours, the ARC can be contacted at (502) 624-2163. The emergency 24-hour toll free number is 1-877-272-7337.

#### **A-4. CHAPLAIN.**

a. The Religious Support Team (RST) welcomes all Soldiers, Families, retirees, and civilians to Fort Knox. They are excited to offer diverse programming that will unquestionably address EVERYONE'S spiritual needs and support and participate in a wide variety of worship opportunities for adults, children, teens, singles, and couples. Visit one of the many chapels on post to see which one meets your religious need. In addition to worship services, the Fort Knox UMTs offer daily spiritual growth opportunities. Please ask your chaplain for assistance with these opportunities. We want to be your choice for spiritual growth. Help us know your needs.

b. Chaplains and chaplain assistants are here to help during times of need and happiness. The first point of contact (POC) is your unit chaplain. If you do not know who he or she is, please contact the Installation Staff Chaplain's office at (502) 624-5255.

c. For other great information on the religious programs, please visit their website at <http://www.knox.army.mil/center/chaplain/index.htm>

#### **A-5. LEGAL ASSISTANCE.**

a. Located in Bldg. No. 1310, Pike Hall, the Legal Assistance office provides notarizations; powers of attorney; and attorney counseling and services in civilian administrative matters, consumer protection, economic matters, estates, family law, debts, military administrative matters not covered by Trial Defense Services (TDS), real and personal property matters, taxes, and torts. Attorney services are available by appointment only, Monday-Wednesday, 0900-1600, and on a walk-in, first-come, first-served, space-available basis on Fridays at 0900. Wills are done

on Tuesdays by appointment only. Notary and power of attorney services are available on a walk-in basis Monday-Wednesday and Friday, 0900-1600, and Thursday, 1300-1600. For more information, call (502) 624-2771, or visit the Legal Assistance website at <http://www.knox.army.mil/center/sja/>.

b. Claims. Located in Bldg. No. 1310, the Claims Division expeditiously processes and resolves claims against the U.S. Government in a manner that is fair to the claimant and IAW applicable federal laws and Army regulations. Personnel claims include damage to personal property that occurs during permanent change of station moves. Tort claims include personal injury or property damage caused by the negligence of U.S. Army personnel acting in the scope of their employment. The division also assists claimants in filing an Article 139 claim against a Soldier for property the Soldier willfully damaged or wrongfully took. The Claims office is open Monday-Wednesday and Friday, 0800-1600, and Thursday, 1300-1600. Contact the Claims office at (502) 624-0992/6913 for more information or visit their website at <http://www.knox.army.mil/center/sja/claims.asp>.

c. Trial Defense Service (TDS): Located in Bldg. No. 1310, TDS attorneys represent Soldiers at courts-martial proceedings, pre-trial confinement hearings, and administrative separation boards and provides advice regarding Article 15 punishment and administrative separations. Article 15 and chapter counseling is provided on a walk-in basis on Monday and Wednesday at 1230 (check in no later than 1320). Follow-up representation and other TDS services are available by appointment by calling (502)624-5822/4417. Soldiers informed of their Article 31 rights do not require an appointment and should contact TDS immediately.

**A-6. EDUCATION PROGRAM.** Education is an integral part of an individual's personal and professional development. Professional educational advisors provide a full range of adult and continuing education advising. Advisors assist in individual program design, military and civilian career clarification and development. The Fort Knox Education Center offers academic and vocational courses; on-post colleges and universities; College Level Examination Program and DSST testing; skills and teacher certifications; tutoring; classrooms for training; basic skills and professional development education; unit classes; briefings; GI Bill and VA counseling; Army Learning Centers; walk-in computer labs; Army Tuition Assistance; GoArmyEd; AARTS transcripts; and professional counseling. All tuition assistance is now online at [www.GoArmyEd.com](http://www.GoArmyEd.com). Contact the Fort Knox Education Center for more information. Information is also available at the following website: <http://www.knox.army.mil/garrison/ACES/index.htm>. It's your future - contact

them today.

Fort Knox Education Center, Bldg. No. 1174	(502) 624-4114
Ed Center Information, Bldg. No. 1174, Room 109	(502) 624-4136/2427
Make an appointment with a counselor	(502) 624-2427
TABE Testing appointments	(502) 624-7517
Auto Mech Lab, Bldg. No. 1055	(502) 624-2842
MOS Library/Language Lab, Bldg. No. 65	(502) 624-8643
Army Learning Center, Bldg. No. 65	(502) 624-5537

**A-7. BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS).** BOSS is a Department of the Army-directed, installation-managed, and Soldier-operated program that consists of three core components: Well-being. Soldiers may raise issues that affect their overall quality of life; Recreation and Leisure. BOSS allows single Soldiers to select, plan, and participate in activities or events of their choice; and Community Service. BOSS provides an opportunity for single Soldiers to participate and contribute in their respective communities. The Fort Knox BOSS is located at 268 Knox Street Bldg 2002, Fort Knox. For information, call BOSS at (502) 624-2677 or go to the following link: [knoxmwr.com/BOSS/tabid/143/default.aspx](http://knoxmwr.com/BOSS/tabid/143/default.aspx)

**A-8. ARMY CAREER AND ALUMNI PROGRAM (ACAP).** The Fort Knox ACAP office, Bldg. No. 1109-C, Room 112, provides regional transition services to eight states: Illinois, Iowa, Kentucky, Indiana, Ohio, Michigan, Wisconsin, and Minnesota. Transition services are congressionally mandated and available for all transitioning military personnel, to include Department of the Army Civilians who are retiring or leaving government service due to force alignments or reductions-in-force, and the adult Family members of both groups. Transitioning Soldiers and their Family members are authorized to begin using ACAP services 2 years before retirement or 1 year prior to separation. Department of the Army Civilians are eligible once they have received approval of their retirement or the notice of force alignment action/reduction-in-force. Public law requires transitioning Soldiers to complete the first step of transition services, Pre-separation Counseling, and execute a DD Form 2648, Pre-separation Counseling Checklist, prior to 90 days before separation or retirement. Military members pending involuntary separation are required to receive pre-separation counseling as soon as their separation is anticipated. It is the command's responsibility to refer transitioning Soldiers to ACAP IAW public law. Transitioning Soldiers may register for ACAP services by using ACAP Express at <http://www.acap.army.mil/> or by visiting Bldg. No. 1109-C; Room 112; between 0800 and 1630; Monday, Wednesday, Thursday, and

Friday; or between 1000 and 1630 on Tuesday. Additional Information on the ACAP Program is available by contacting the ACAP office at (502) 624-2227 (ACAP) or using the following link for additional information on ACAP at <http://www.knox.army.mil/garrison/dhr/ag/acap/index.asp>.

#### **A-9. COMMAND ARMY SUBSTANCE ABUSE PROGRAM (ASAP).**

Command ASAP provides technical assistance and support to the unit biochemical testing, prevention programming, risk reduction, and employee's assistance program to enhance readiness and promote wellness within the total Army Family. The ASAP clinic, located in building 1480 on 12<sup>th</sup> Armored Division Avenue, provides screening and treatment for active duty Soldiers. Contact the clinic at (502) 626-6189. The Employee's Assistance Program offers evaluation and referral services to civilian employees, retirees, and adult Family members in the Fort Knox area. Fort Knox command ASAP is located in Bldg. No. 1224, South Knox Street, (behind One Stop). Hours of operation are Monday - Friday, 0800 - 1600. For information, call ASAP at (502) 624-1532 or visit the ASAP website at <http://www.knox.army.mil/garrison/dhr/asap/index.asp>. Command ASAP staff also train, certify, and assist unit prevention leaders (UPLs). Training for UPLs is scheduled with the ASAP office, and unit training support is arranged through the ASAP prevention coordinator at (502)-624-1537.

**A-10. SUICIDE INTERVENTION AND PREVENTION.** Common triggers associated with suicidal behaviors often stem from relationship problems, legal and/or financial problems, and alcohol-/drug-related problems. In many cases, it is a combination of these problems which cloud one's ability to cope leading to suicidal behavior. Unit leaders should be prepared to monitor these individuals and use the community, spiritual, and medical assistance that is available. Contact your Unit Ministry Team or the Installation Chaplain's Office at (502) 624-5255. The POC for Applied Suicide Intervention Skills Training is (502) 624-5225. For emergency assistance after duty hours, call the installation operations center at (270) 624-2707/5151. One important way to prevent suicide is to know your Soldiers. Ensure they know you care and are truly concerned about their well being. If they need assistance, be there to get them the help they need.

## **Appendix B**

### **SOLDIER'S CREED/WARRIOR ETHOS**

**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**

*No one is more professional than I. I am a Noncommissioned Officer, a leader of Soldiers. As a Noncommissioned Officer, I realize that I am a member of a time honored corps, which is known as "The Backbone of the Army". I am proud of the Corps of Noncommissioned Officers and will, at all times, conduct myself so as to bring credit upon the Corps, the Military Service, and my country, regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.*

*Competence is my 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 tactically and technically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All Soldiers are entitled to outstanding leadership; I will provide that leadership. I know my Soldiers, and I will always place their needs above my own. I will communicate consistently with my Soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.*

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

## Appendix D

### ARMY VALUES

**Loyalty:** Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other Soldiers.

**Duty:** Fulfill your obligations.

**Respect:** Treat people as they should be treated.

**Selfless-Service:** Put the welfare of the Nation, the Army, and your subordinates before your own.

**Honor:** Live up to all the Army values.

**Integrity:** Do what's right, legally and morally.

**Personal Courage:** Face fear, danger, or adversity (Physical or Moral).

## **Appendix E**

### **THE ARMY SONG**

The ARMY song is titled “The ARMY SONG”. All Soldiers assigned or attached to USAARMC and Fort Knox will learn the ARMY song, stand at Attention when it is played, and sing the song. It is as follows:

**First to fight for the right,  
And to build the Nation’s might,  
And the Army goes rolling along.  
  
Proud of all we have done,  
Fighting till the battle’s won,  
And the Army goes rolling along.  
  
Then it’s Hi! Hi! Hey!  
The Army’s on its way.  
Count off the cadence loud and strong!  
  
For where’re we go,  
You will always know  
That the Army goes rolling along.**

## **Appendix F**

# **CODE OF CONDUCT**

## **For Members of the Armed Forces of the United States**

1. "I am an American fighting Soldier. I serve in the forces which guard my country and our way of life. I am prepared to give my life in their defense."
2. "I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have means to resist."
3. "If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy."
4. "If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action, which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way."
5. "When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause."
6. "I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America."

## **Appendix G**

### **GENERAL ORDERS**

1. I will guard everything within the limits of my post and quit my post only when properly relieved.
2. I will obey my special orders and perform all my duties in a military manner.
3. I will report violations of my special orders, emergencies, and anything not covered in my instructions to the commander of the relief.

## Appendix H

### CHAIN OF COMMAND

POSITION	NAME
First Line Supervisor	
Platoon Leader	
Company Commander	
Battalion Commander	
Brigade Commander	
Division Commander	
Post Commander	
TRADOC or FORSCOM Commander	
Chief of Staff of the Army	
Secretary of the Army	
Secretary of Defense	
President of the United States	

## NCO SUPPORT CHANNEL

POSITION	NAME
Squad Leader	
Platoon Sergeant	
First Sergeant	
Battalion CSM	
Brigade CSM	
Division CSM	
Post CSM	
TRADOC or FORSCOM CSM	
Sergeant Major of the Army	



## CHAIN OF CONCERN

Address	
Telephone	

<b>PLATOON SERGEANT</b>	<b>NAME:</b>
Address	
Telephone	

<b>PLATOON LEADER</b>	<b>NAME:</b>
Address	
Telephone	

<b>FIRST SERGEANT</b>	<b>NAME:</b>
Address	
Telephone	

<b>COMMANDER</b>	<b>NAME:</b>
Address	
Telephone	

## IMPORTANT NUMBERS

The DSN prefix for Fort Knox is 464/536/983-XXXX

For Commercial Access (502) 624/626/613-XXXX or (502) 942-XXXX

### **Fire, Military Police, Ambulance - 911**

Fort Knox Operator -	DSN 464-1000	Commercial (502) 624-1000
Fort Knox Operations Information Line-	DSN 464-KNOX	Commercial (502) 624-KNOX
Installation Operations Center (IOC) -	DSN 464-2707	Commercial (502) 624-2707
IACH Hospital Emergency Room -	DSN 464-9000	Commercial (502) 624-9000
Red Cross -	DSN 464-2163	Commercial (502) 624-2163

YOU CAN LOCATE FORT KNOX POLICIES AND REGULATIONS ON THE FORT  
KNOX WEBSITE AT:

[http://www.knox.army.mil/garrison/dhr/asd/knox\\_policies.asp](http://www.knox.army.mil/garrison/dhr/asd/knox_policies.asp)

# FT. KNOX BUGLE SYSTEM PROGRAM SCHEDULE

BUGLE CALL	DAILY	SAT	SUN	HOLIDAY
	A	B	C	D
FIRST CALL	0620	----	----	-----
*REVEILLE	0630	----	----	-----
ASSEMBLY	0645	----	----	-----
MESS CALL	0700	----	----	-----
SICK CALL	0745	----	----	-----
FATIG/DRILL CALL	0800	----	----	-----
CHURCH CALL	-----	----	0900	-----
RECALL	1200	----	----	-----
MESS CALL	1201	----	----	-----
SICK CALL	1245	----	----	-----
FATIG/DRILL CALL	1300	----	----	-----
FIRST CALL	1645	1645	1645	1645
ASSEMBLY	1655	1655	1655	1655
*RETREAT/COLORS	1700	1700	----	1700
*RETREAT/NAT ANT	-----	----	1701	-----
RECALL	1704	----	----	-----
MESS CALL	1745	----	----	-----
TATTOO	2100	2100	2100	2100
CALL TO QTRS	2245	2245	2245	2245
TAPS	2300	2300	2300	2300

\*NOTE: Requires action. See Paragraph 18. Military Courtesy.

[illegible]