

DEPARTMENT OF THE ARMY  
Headquarters, U.S. Army Cadet Command  
Fort Monroe, Virginia 23651-1052

**Reserve Officers' Training Corps**  
**2008 LEADER DEVELOPMENT AND ASSESSMENT COURSE (LDAC) – WARRIOR FORGE (WF)**  
**PREPARATION**

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**Purpose.** This circular provides information about the 2007 Leader Development and Assessment Course (LDAC) – WARRIOR FORGE (WF) and Officer Candidate School (OCS) Phase III at Fort Lewis.

**Applicability.** This circular applies to all Cadets and officer candidate attending WF and the OCS Phase III at Fort Lewis; to all active, reserve component, DA Civilians, and contract personnel assigned duties at WARRIOR FORGE. For convenience, the terms he, him, and his represent both male and female genders.

**Suggested Improvements.** Send comments and suggested improvements on DA Form 2028 to: Commander, Western Region, U.S. Army Cadet Command, ATTN: ATOW-S-3 (MS 83), Fort Lewis, Washington, 98433-5000.

**Distribution.** For distribution to HQ Cadet Command, brigades, battalions and headquarters of Eastern and Western Regions, 205<sup>th</sup> Regiment WAANG, soldiers and civilians assigned to WF, and officer candidates attending OCS Phase III. This document is posted to the HQ Cadet Command and Western Region websites.

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**Summary of Major Changes:**

- Para. 2.b. & para. 22 – Clarifies info on Cadet Departure arrival and departure dates. Annex K – updated information from CC G4/G8 on Cadre DTS orders.
  - Para. 14 which covers Cadet records has been significantly changed from previous years; recommend **HRAs** pay particular attention to this entire paragraph.
  - Para. 15.b. – clarifies procedures for Non-tariff size clothing and what ACU sizes are stocked at Fort Lewis' CIF. **This is important as Fort Lewis CIF does not stock some sizes in ACUs.**
  - Para. 24.a.(1) - informs Cadets that the uniform for WF08 is ACUs. Cadre will also wear only ACUs as the Army wear out date for BDUs is 30 April 2008.
  - Para. 36.d provides specific guidance for those Cadre (**to include 2LTs**) arriving prior to 21 May 08.
  - Para. 39.g & 42.c.(1) provides guidance from CC G4/G8 on DTS and rates
  - Para. 42.c.(2) provides clarification from CC G4/G8 that personnel traveling to WF via POV whose travel takes more than a day must be in a leave status. **PTDY is NOT authorized.**
  - Para. 43.a.(2) – clarifies the requirement for PMSs who have educators attending WF to ensure any Cadre from that school also present at that time are aware of their duties.
  - Para. 47.a.(4) - provides additional clarification on 2LT travel to WF.
  - Para. 48.c. – Clarifies that WF 2LTs are NOT authorized to participate as Home Town Recruiters.
  - Appendix C – provides updated Cadet packing list & explanation of duty uniforms for WF. – **MANY CHANGES TO PACKING LIST.**
  - Appendix E – contains updated policy letters – **READ CAREFULLY.**
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**SECTION I – WARRIOR FORGE TRAINING**

**1. WARRIOR FORGE CONCEPT.**

a. GENERAL. The 2008 Leader Development and Assessment Course – WARRIOR FORGE (LDAC/WF) is located at Fort Lewis, Washington. WF is comprised of sixteen training cycles (15 Cadet Regiments and one OCS Regiment) during the period 31 May through 17 August. A WF Regimental Cycle is 33 days long (32 numbered training days and a day for Branch Orientation) and incorporates a wide range of subjects designed to develop and evaluate leadership and officer potential. The challenges are mentally and physically demanding, and test intelligence, common sense, ingenuity, and stamina. These challenges provide a new perspective on an individual’s ability to perform exacting tasks and to make difficult decisions in demanding situations.

b. The Commander, Western Region, U.S. Army Cadet Command is the WF Commander. The Commander is responsible for all matters relating to WF. Forces Command (FORSCOM) and Fort Lewis provide, within capabilities and mission priorities, necessary equipment, facilities, and support personnel for the conduct of WF.

c. Key Command and Staff leadership are listed below. See APPENDIX J - WF Organization Chart for the command & staff structure:

WF Commander/CSM: COL Frank P. Ippolito, Commander, Western Region/CSM Victor Mercardo-WR HQ  
 Deputy WF Commanders/SGMs:  
 Phase I: TBD, SGM Clyde Brown-11<sup>th</sup> Bde  
 Phase II: TBD, Eastern Region  
 Deputy WF Commander (Tactics)/SGM : TBD, Western Region/SGM Edward Armstrong-8<sup>th</sup> Bde  
 WF Chief of Staff: Mr. Dan Patterson (GS), Western Region  
 Commandant of Cadets (CoC)/SGM: COL Everett McDanial, 10<sup>th</sup> Bde Cdr/SGM Alan Higgs-14<sup>th</sup> Bde

d. The Cadet Command mission is to *commission* the future officer leadership of the U.S. Army and motivate young people to be better citizens. Within that framework, the WF mission is to train Cadets and officer candidates (OC), develop Cadet/OC leadership, and evaluate Cadet/OC officer potential.

e. WF is the single most important event thus far in the career of a Cadet or officer candidate. It is often their first exposure to Army life on an active Army installation and one of the few opportunities where Cadets/candidates from various parts of the country undergo a common, high-quality training experience.

f. WF is intentionally stressful and is designed to build individual confidence through the accomplishment of tough and demanding training. The days are long with little time off.

Squad and platoon level competitions develop collective cohesion (esprit de corps) and emphasize the necessity for teamwork.

g. The training at WF utilizes small unit tactical training as the vehicle for evaluating officer potential. Training is organized into separate committees in a tiered structure. Each regiment follows the same progressive sequence of training, ensuring standardized training and evaluation of all Cadets.

h. The regimental training cycle builds on previous training events, beginning with individual skills and culminating with rigorous section-level training. The OCS Regiment participates in FLRC, Squad STX, Confidence, and Patrolling under the same conditions and standards as the Cadet Regiments.

**2. PROGRAM OF INSTRUCTION.**

a. TRAINING PROGRAM. The structure of the training program is sequential and progressive; starting with individual training tasks and building to complex collective training.

**INDIVIDUAL TRAINING:**

- Physical Training & APFT
- Land Navigation (Day & Night)
- Basic Rifle Marksmanship (BRM)
- Combat Water Survival Test (CWST)
- Confidence Training
- Tactical Use of Cultural Awareness
- First Aid/NBC
- Individual Tactical Training (ITT)
- Hand Grenade
- Combatives
- U.S. Weapons Orientation
- Branch Orientation

**COLLECTIVE TRAINING:**

- Field Leadership Reaction Course (FLRC)
- Squad Situational Training Exercise (STX)
- Patrolling

b. REGIMENTAL CYCLE DATES\*\*\*

<u>REGIMENT</u>	<u>REPORT</u>	<u>GRADUATION</u>
1 <sup>st</sup>	31 May	2 July
2 <sup>nd</sup>	3 June	5 July
3 <sup>rd</sup>	6 June	8 July
4 <sup>th</sup>	9 June	11 July
5 <sup>th</sup>	12 June	14 July
6 <sup>th</sup>	17 June	19 July
7 <sup>th</sup>	20 June	22 July
8 <sup>th</sup>	23 June	25 July
9 <sup>th</sup>	26 June	28 July
10 <sup>th</sup>	29 June	31 July
11 <sup>th</sup>	4 July	5 August

<u>REGIMENT</u>	<u>REPORT</u>	<u>GRADUATION</u>
12 <sup>th</sup>	7 July	8 August
13 <sup>th</sup>	10 July	11 August
14 <sup>th</sup>	13 July	14 August
15 <sup>th</sup>	16 July	17 August
OCS	2 August	17 August

\*\*\*TRAVEL NOTES:

(1) 1<sup>st</sup> Regiment Cadets may ***NOT*** report to WF prior to **30 May 2008**. Mess and billeting are not available prior to that date.

(2) All Cadets, especially **EASTERN REGION** Cadets, and Cadets from Guam/Hawaii/Alaska, are encouraged to report **ONE DAY** earlier than the report date listed above. However, Cadet pay will only be calculated from the report date above.

(3) Cadets departing WF should ***NOT*** make critical personal plans for the day following graduation. Historically, flight schedules or other travel issues have caused unexpected delays in Cadets' travel, delaying arrival at their next destination (HOR/School/etc.) until the **DAY FOLLOWING** graduation.

c. SPECIAL EVENTS.

(1) Educators' Visit to WF (for Educators and Nurse Educators) will begin on 21 July (travel day). Departure date is 24 July for Educators and 25 July for Nurse Educators.

(2) New Leader's Orientation (for Brigade Commanders/SGMS, PMSs and SMIs) will occur 8 thru 13 July, 2007 (includes travel days). MOI TBP following the WF Planning Conference.

(3) POC for both events is MAJ Robert Rossi at (253) 967-9606.

(4) WF Planning Conference (selected personnel) is the week of 11 February 08. MOI TBP at a later date. POC is Marlowe Gilmore at (253) 967-7380.

(5) The WF Terrain Walk (selected personnel) is the week of 10 March 08. MOI TBP at a later date. POC is Marlowe Gilmore at (253) 967-7380.

### 3. EVALUATION

a. GENERAL. The Leadership Development Program (LDP) is a critical part of WF, providing evaluations of leadership potential through a series of formal and informal assessments. Teams of evaluators assess Cadet/OC performance in leader and follower positions. The primary evaluators are the Platoon and Company TACs and committee

evaluators who evaluate, coach, and assist in the training of Cadets/OCs. As Cadets perform as leaders or team members, evaluators assess performance and identify strong and weak areas of leadership behavior. At the same time, each Cadet/OC has the opportunity to evaluate his/her own performance. Within 24 hours of completing a leadership position, Cadets are counseled on their performance. Each Cadet will also receive one-on-one counseling at the end of WF as the TACs review Cadet Command Form 67-9, WF Cadet Evaluation Report (CER).

b. EVALUATED AREAS. Cadets will be evaluated in the following areas:

(1) APFT. The three events are pushups, sit-ups, and the 2-mile run, as specified in FM 21-20.

(2) Land Navigation. Land Nav is comprised of three components: a written examination worth 20 percent, a daylight practical exercise worth 50 percent, and a night practical exercise worth 30 percent. The minimum score for passing is 70 percent in each area (14 of 20 points on the written test; 35 of 50 points (5 of 8 stakes) on the daylight practical; and 21 of 30 points (3 of 5 stakes) on the night practical.

(3) CWST. See paragraph 5.c. (4) below.

(4) Leadership performance. Cadets are rated in individual leadership performance using the Cadet Command LDP system and can expect to receive graded evaluations during the following events:

- TAC Garrison Leader Assessments (2)
- Field Leaders Reaction Course
- Squad STX Leader Assessments (2)
- Patrolling PL, APL or Sqd Ldr Assessment

c. WF COMPLETION CRITERIA. To successfully complete WF, Cadets must:

(1) Meet Height/Weight and Body Fat standards IAW AR 600-9. See WF Policy Letter #1 (Appendix E).

(2) Pass the APFT with a minimum score of 60 points in each event. Cadets failing the initial test will be considered for retention at LDAC. If retained, Cadets will receive one additional opportunity to pass the APFT. See WF Policy Letter #2 (Appendix E).

(3) Pass Land Navigation by attaining a minimum of 70 percent on all tests (written and practical). See WF Policy Letter #3 (Appendix E).

(4) If an End of WF (EOWF) Commissionee, pass the CWST. See WF Policy Letter #13 (Appendix E).

(5) Earn a minimum rating of “Satisfactory” on each of the 16 leadership dimensions (Part V) and Army Values on the Cadet Evaluation Report (Cadet Command Form 67-9).

(6) Complete at least 90% of training.

Cadets who fail to meet the standards above will be considered to determine whether they merit WF Graduation Credit.

#### 4. PHYSICAL CONDITIONING/APFT.

a. GENERAL. WF demands a high level of physical fitness. Cadets cannot keep pace with the training program if they are not in good physical condition upon arriving at WF.

##### b. PREPARATION.

(1) Cadets should already have a personal program of conditioning. If not, start one immediately and continue it until reporting to WF.

(2) Be fully knowledgeable of the APFT events, standards, and administrative procedures, and be ready to achieve the highest possible score. Historically, the pushup event has the highest failure rate with the main problem being one of FORM.

(3) Wear both pair of combat boots that you will bring to WF during physical activities to break them in prior to arriving at WF. Do this gradually to avoid foot injuries. Blisters continue to be a problem with Cadets. **The more Cadets wear boots prior to attending WF the better prepared they are.**

(4) Condition your body in preparation for extended foot marches with a 35 pound rucksack. Throughout WF Cadets will foot march anywhere from 1 to 10 Kilometers (KM) daily.

#### 5. SWIMMING REQUIREMENTS.

a. GENERAL. All Cadets scheduled for WF attendance are required to pass the Diagnostic Swimming Test and the Combat Water Survival Test (CWST) on campus **prior** to attending WF, as outlined in Cadet Command Reg 145-3, para. 2-6.

b. DIAGNOSTIC SWIM TEST. This pre-WF test consists of a 10 minute swim (any stroke) and treading water for 5 minutes, and is NOT administered at WF. Cadets failing the on campus test must request a WF attendance waiver from their Brigade Commander. Schools must ensure a copy of the waiver is included in the Cadet’s personnel file that is mailed to WF and entered in CCIMS.

c. CWST. This test consists of: (1) a 15 meter swim with M-16 while wearing BDU/ACU, tennis shoes, and LBE; (2) a 3 meter drop – walk off a 3 meter diving board blindfolded with weapon & LBE. Enter the water and remove blindfold, swim to side of pool w/o losing weapon; (3) equipment removal – enter water and discard weapon & LBE, swim to side of pool. Cadets failing the on campus test must request a WF attendance waiver from their Brigade Commander. Schools must ensure a copy of the waiver is included in the Cadet’s personnel file that is mailed to WF and entered in CCIMS. **ALL** Cadets, including those with CWST or Swim waivers, will conduct the CWST at WF.

d. WAIVERS. WF attendance waivers from Cadets failing either event on campus must be approved by the BRIGADE COMMANDER and submitted, along with the Cadet’s Personnel Record, to HQ, Western Region, ATTN: ATOW-S1, **NLT 2 April 2008**. Schools must also ensure the waivers are accurately recorded in CCIMS. EOWF Commissionees who have failed the Diagnostic Swim Test on campus must have a Commissioning Swim Waiver from the **COMMANDING GENERAL**, Cadet Command. A copy of this waiver must be included in the Cadet’s Personnel Record.

#### 6. RECONDO BADGE/COMMANDANT’S LIST

a. RECONDO. The following are the criteria to receive the RECONDO Badge.

(1) Execute all Confidence and CWST events presented to standard on the day of scheduled execution. Failure to meet the standard for ANY event denotes a “NO GO” for badge qualification.

(2) Achieve an APFT score of 270 or above without retesting, 90 points minimum in each event.

(3) Without retest, achieve a score of 80% or higher on each event (written, day, night) of the Land Navigation proficiency test (16/20 Written, 6/8 stakes Day, 4/5 stakes Night).

(4) Achieve a “GO” on BRM (23 of 40 hits).

(5) Complete the CPT Michael Tarlavsky Hand Grenade Assault Course, the 1<sup>st</sup> LT Nainoa Hoe Combat Assault Course, and the CPT Sean Grimes 1<sup>st</sup> Aid Assault Course.

(6) Achieve satisfactory or higher performance ratings on BOTH Squad STX evaluations.

(7) Successfully complete WF without a performance waiver. Medical waivers are acceptable.

(8) Receive satisfactory or higher summary ratings for all 16 scored Leadership Dimensions and Values, as reported on the Cadet Command Form 67-9, Cadet Evaluation Report.

(9) Meet Height/Weight or Body Fat Standards IAW AR 600-9.

b. **COMMANDANT'S LIST:** Meet all above RECONDO criteria and receive a summary rating (Performance and Potential, Part VIa, CER) of "EXCEEDS STANDARDS (E)".

## 7. LEADER STAKES.

a. **PURPOSE.** Leader Stakes promotes unit cohesion, teamwork, and esprit de corps through organize competition in selected scored events during WF.

b. **GENERAL.** The training program integrates competition throughout WF with the focus at platoon level. The office of the Commandant of Cadets compiles results to develop platoon rankings in the following events:

- APFT
- CPT Kimberly Hampton Field Leaders Reaction Course (FLRC)
- M16 Rifle Marksmanship (BRM)
- CPT Michael Tarlavsky Hand Grenade Assault Course.
- 1<sup>st</sup> LT Nainoa Hoe Combat Assault Course.
- CPT Sean Grimes 1<sup>st</sup> Aid Assault Course.

c. **AWARDS.** Individual event awards consist of streamers which winning platoons attach to their guidon for the duration of WF. At graduation, the WF Commander will award to the Best Platoon Award to the platoon with the most LEADER STAKES points in each company.

## 8. SAFETY.

a. **GENERAL.** Military training can be hazardous. Paying attention to safety at all times can greatly reduce the danger. The Risk Assessment Management Program will be used at all times during WF.

b. **INJURY PREVENTION.** The WF cadre provide specific instructions and reminders regarding safety and injury prevention throughout WF. Experience shows that those involved in accidents could have prevented, or at least reduced the severity of injuries by using common sense, avoiding horse play, and being in good physical condition.

c. **POISONOUS PLANTS.** Learn to recognize and avoid Poison Oak and Poison Ivy. Both are present in WF Training Areas.

d. **EARPLUGS.** Cadets will carry and use issued earplug whenever required.

e. **SAFETY GOGGLES/GLASSES.** Schools will issue and Cadets will bring Army approved safety glasses for use at Warrior Forge (see item #54, Annex C, pg. 50 for details – to include note k.).

f. **IDENTIFICATION (ID) TAGS.** Cadets will bring their school issued ID Tags (a.k.a. Dog Tags) and, if applicable, their RED Medical Tags with them to WARRIOR FORGE. Cadets will wear them properly at all times during field training at WF and while traveling to or from WF, whether in uniform or out.

g. **SAFETY "ZIP" TIES.** Selected Cadets will be issued color-coded "ZIP" ties to denote certain safety issues. These "ZIP" ties will be fastened to the Cadet's brown boot laces for easy visual identification. The colors represent:

- BLUE: previous cold weather injury
- RED: previous hot weather injury
- YELLOW: severe allergy (e.g. Bee sting)
- WHITE: Weak Swimmer

## 9. PRE-WF COORDINATION

a. Direct communication is authorized and encouraged between individuals and elements concerned with the preparation and conduct of WF. Brigade and Region HQs may contact the personnel below as needed.

### b. STAFF LEADS/E-MAIL & PHONE #:

(1) E-MAIL PREFIX:

[NAME@usacc.army.mil](mailto:NAME@usacc.army.mil)

(2) PHONE NUMBER PREFIXES:

(253) 967-xxxx; DSN: 357-xxxx

(253) 966-yyyy; DSN: 347-yyyy

(3) WF PLANS & TNG/AMMO FAX:

(253) 967-5938

(4) WF CADET PERSONNEL FAX:

(253) 967-9809

Plans: Dan Patterson (Dan.Patterson@) 967-3256;  
MAJ Pat Wright (Patrick.Wright@) 967-7374

TDA: Marlowe Gilmore (Marlowe.gilmore@);  
967-7380

Operations: MAJ Todd Eckstein (Todd.eckstein@);  
967-4194

Evaluations: Mr. Allen Cunniff (Allen.cunniff@);  
967-6215

Billeting: Ms. Sabina Taylor (Sabina.taylor@);  
967-5247

PAO: Mr. Bob Rosenberg (Robert.rosenburgh@);  
967-9841

Cadet Professional Development Training (CPDT) ;  
MAJ Brian Sankey (brian.sankey@); 967-9864  
Ms. Lillian Aguon (lillian.aguon@); 967-9896

Protocol: Ms. Tammy Lee (tamara.j.lee@); 967-9571

Educator’s Visit & New Leader’s Orientation  
MAJ Robert Rossi (Robert.rossi@); 967-9606

National Guard: **TBD – Contact USAR Rep.**

USAR: LTC Stephen Herring (stephen.herring@);  
967-7360

IG : MAJ Cecilia Shaw (Cecilia.shaw@);  
967-3183

LOG: MAJ Mike Alston (Michael.alston@);  
967-9838

GSA Fleet Management: SFC Harold Montgomery  
(Harold.montgomery@); 966-6882

F10 Supply Warehouse: Mr. Jamie Pagpaguitan  
(Jamie.pagpaguitan@); 966-6316

F17 Training Aids: Mr. Mike Simmons  
(Michael.t.simmons@); 967-2606

Ammo: SFC Sandra Smallwood (Sandra.smallwood@); 967-  
8351

Information Management & Data Processing:  
Ms. Carol Sullivan (carol.sullivan@); 967-9808

Resource Management: Ms. Cathe Shields  
(cathe.wulfekuhleshields@); 967-9821  
Ms. Gloria Hilman (Gloria.hilman@); 967-9817

Nurse Cadets & WF Medical Support:  
LTC Rosemary Murphy (rosemary.murphy@); 967-9619

S-1: Mr. Dave Gruber (Comtek); (david.gruber@); 967-2182

Cadet Personnel: Ms. Susan Cicchinelli (susan.cicchinelli@);  
967-3254

**SECTION II - BATTALION ADMINISTRATIVE AND LOGISTICAL PREPARATION OF CADETS**

**10. ENROLLMENT & CONTRACTING STATUS FOR WF ATTENDANCE.**

a. Unless deferred, all contracted Cadets who have completed their MSIII year must attend WF prior to enrollment in MSIV.

b. All Cadets scheduled to attend WF, except immigrant aliens and non-scholarship Senior Military College Cadets, must be under contract and enlisted in the USAR or ARNG (as applicable), prior to reporting to WF. Cadets cannot have a CCIMS enrollment status of “B” or “R”.

c. Cadets other than those listed above who report to WF and are not properly contracted will be immediately released from WF.

d. The majority of MSIII Cadets arriving at WF should be in a current pay status for subsistence. MSIIIs are paid continuously from the start of MSIII year/contract date for 20 months, less the training days for WF/CTLT. See paragraph “28.a.” for more information on Cadet Pay.

e. Cadets who are eligible to be commissioned at WF **must be commissioned at the end of WF.**

**11. SCHEDULING & REGIMENTAL CYCLE ASSIGNMENTS**

a. See paragraph 2.b. (pg. 4) for Regimental Cycle Dates.

b. Battalions will validate the fields listed on the CCIMS Validation Checklist at Appendix B, **NLT 1 Mar 08** for all Cadets eligible to attend the 08 WF. The date for actual input into the Training Module will be announced later.

c. Battalions will annotate the status and “desired” cycle assignment of all Cadets eligible to attend WF in the CCIMS TRAINING Module. Ensure accuracy in LDAC status reports since they provide the basis for numerous decisions which directly affect WF manpower and budgetary requirements.

d. Western Region will refine initial cycle assignments based on information provided and confirm cycle assignments as soon as possible. Specific instructions and suspenses for the TRAINING Module will be furnished at a later date. POC for this action is Ms. Susan Cicchinelli @ (253) 967-3254; FAX: (253) 967-9809.

e. Specific cycle assignment requests will be considered only to accommodate specialized training or to meet Cadet summer school requirements in order to maintain mission set alignment.



f. Cadets should **NOT** be scheduled for Airborne or Air Assault School during the summer **prior** to attending WF.

g. Temporary Medical Conditions. Cadets who have known temporary medical disqualifications may attend WF provided they obtain medical clearance from the Cadet Command Surgeon. Any Cadet suffering a significant illness or injury during the Spring term prior to WF attendance must pass an APFT and meet AR 600-9 standards upon recovery to certify readiness to attend WF.

h. Deferment requests are considered only for medical reasons, financial or personal hardship, mid-year entry, or compelling academic reasons. **Deferments require BRIGADE COMMANDER approval. See CC Reg 145-3-1, paragraph 4-3.**

(1) Medical Deferment. A medical deferment will be granted for any Cadet with a medical condition that obviously precludes completion of required training, e.g. Cadet with a recent fracture that still requires a cast.

(2) Academic Deferment. Cadets whose mission set alignment would be in jeopardy may be considered for an academic deferment.

## 12. TRAVEL ORDER GUIDANCE

a. ORDERS. Battalions will issue orders for Cadets attending WF using the CCIMS ORDERS Module. Six (6) copies of orders and amendments (if any) will be included in the Cadet Personnel Record sent to WF **NLT 2 April 2008**. Orders and amendments generated after this date will be sent to WF IAW the guidance listed in paragraph "14.b". Cadets will hand carry four (4) copies of their orders and amendments to WF along with two (2) copies of their travel itinerary.

b. DESTINATION. Travel orders must reflect the Cadet's desired origin and return destinations. Joint Travel Regulations authorize only three possible locations for points of origin or destination: (1) Home of Record (HOR); (2) ROTC Battalion or Academic School (BATT); or (3) Follow-on Training Location (FOT) (e.g. CTLT, NSTP, Airborne, etc.).

c. MODE OF TRAVEL. Travel orders must reflect one of the three authorized modes of travel outlined below:

(1) Government Travel Request (GTR). Commercial Air (TP); rail (TR) or bus (TB).

(2) Private Automobile (PA). The Cadet's privately owned vehicle (POV) for those Cadets residing within 500 miles of Fort Lewis. See para f.(2) below for exceptions to this policy.

(3) Government Furnished Transportation. Government air (GA), bus (GB), or automobile (GA) for those Cadets whose starting point is outside the continental United States (e.g. Hawaii, Guam, Alaska, Germany), and Cadets who travel from an ROTC Battalion located within 250 miles of Fort Lewis.

### d. TRAVEL ARRANGEMENTS AND ITINERARY INFORMATION.

(1) GENERAL. Battalions will make **ROUND TRIP** travel arrangements for those Cadets who have **not** been scheduled for follow-on training (CTLT, NSTP, Airborne, etc.) immediately after WF. Cadets scheduled for FOT, including those for whom FOT is added, deleted or changed during WF, will have follow-on and return travel arrangement, including orders amendments, made by the WF Cadet Personnel Division (CPD) before the Cadet departs WF.

#### (2) TRAVEL ARRANGEMENTS.

(a) Inbound Travel Arrangements to WF. Battalions will schedule WF inbound travel to report to their **Regimental HQ's NO LATER THAN 1200 hours on the "Report Date"** of their assigned regiment. **NO EXCEPTIONS!** For Cadets arriving via SEATAC Airport this means the flights must arrive SEATAC NLT 1100 hours. Failure to arrive on time can result in transfer to a subsequent cycle, possible recycle to next year's WARRIOR FORGE, and/or loss of follow-on training (FOT). Cadets who arrive late are at a disadvantage because they are unable to get adequate sleep prior to their physical and APFT which occur on Days 2 & 3. All Cadets, especially EASTERN REGION Battalions/Guam/Hawaii Cadets are encouraged to schedule regimental arrival to occur **ONE** day prior to the reporting date listed in Paragraph "2.b. (pg. 3)". However, Cadet Pay does not start until the official scheduled Report Date. **Do NOT schedule any early arrivals more than ONE day prior to the official reporting date.**

(b) Outbound Travel Arrangements from WF. Battalions will schedule WF outbound (i.e. return) travel for Cadets attending WF who are **NOT** scheduled for follow-on training (FOT) immediately upon completing WF. All WF outbound/return travel arrangements will be scheduled to enable to Cadet to depart **NOT EARLIER THAN 1400 HOURS ON "GRADUATION DAY"**. This means that any flights scheduled to depart SEATAC Airport on Graduation Day **CANNOT** have a departure time earlier than 1400 hours. Due to travel and logistical issues there can be **NO EXCEPTIONS** to this scheduling limitation. This requirement may result in the scheduling of "Red Eye" flights on the evening of graduation, or early morning flights on the day FOLLOWING graduation. Because of unforeseen flight delays or changes, Cadets should **NOT** make critical personal

or family commitments for the day immediately following graduation. Too often delays occur resulting in Cadets not arriving to their next destination until the day following graduation.

(3) TRAVEL ITINERARY INFORMATION. For all modes of travel, **to include PA**, travel itinerary information must be entered into the ORDERS Module upon finalization of travel arrangement in order for WF personnel to plan resource requirements in support of Cadet arrival. See CCIMS VALIDATION CHECKLIST at APPENDIX A – WF Records and CCIMS Checklists for CCIMS entry instructions. Ensure the data is updated when a Cadet changes Regiments or is dropped from attendance.

e. GOVERNMENT TRANSPORTATION REQUEST (GTR).

(1) CCIMS ORDERS module authorized codes:

- Commercial Air (TP)
- Commercial Rail (TR)
- Commercial Bus (TB)

(2) Travel arrangements must be purchased through a Commercial Travel Office (travel agency) under contract to the government. It is preferable to use the Fort Lewis Carlson-Wagonlit Travel Agency in order to minimize coordination issues when a Cadet's travel arrangements must change during WF (e.g. FOT change, dismissal, early release, etc.). Contact them directly at (253) 964-0676 or toll free at 1-800-437-9376. Their Fax number is: (253) 964-1697 or toll free at 1-800-786-9822.

(3) Do NOT place ticket holds on GTRs.

(4). Voluntary changes to the ticket(s) for other than valid mission necessity may result in an additional cost **which the Cadet must pay.**

(5) For WF 2008, travel regulations currently prescribe a mileage allowance of \$0.485 per mile for POV travel performed at personal expense from home to the public transportation terminal used, and return, as long as the terminal used is not for personal reasons. Since this rate may change, be aware that reimbursement will be at the current rate at the time of travel.

(6) Encourage Cadets to arrange for cadre or family transportation to the transportation terminal or to take a taxi, bus or shuttle in situations where POV parking fees at the transportation terminal would exceed the costs of using these alternative transportation sources. **A receipt is required for any individual expenditure of \$75 or more.**

(7) Advise Cadets traveling via GTR (Commercial or government air, rail or bus) that they must safeguard these

travel documents and be aware of the consequences associated with their loss. Immediately report the loss of a ticket paid for by government funds to the ROTC Battalion, the transportation officer at the supporting travel office, or to WF Cadet Personnel Division during inprocessing on Day 1. **CADETS** are liable and will be charged the \$50.00 non-reimbursable cost for GTR replacement.

(8) Copy and maintain a record of all used or unused tickets in order to answer any questions that may arise, such as whether a ticket was purchased for a certain Cadet, if a ticket has been turned-in, duplicate ticket purchased, etc. **The CTO must be notified of any unused ticket.**

f. PERSONAL AUTOMOBILE (PA).

(1) CCIMS ORDERS Module authorized code: Personal Automobile (PA).

(2) PA travel requests will only be authorized for Cadets residing within a 500 mile radius of Fort Lewis. All PA travel requests require a memorandum of authorization from the PMS. A copy of the memorandum will be placed in the Cadet's LDAC Personnel Record, and the Cadet will also hand-carry a copy of the authorization memorandum with them to LDAC.

(3) Reimbursement for travel performed by PA to and from WF as an owner/operator will not exceed the constructive cost of a Government Travel Request (GTR).

(4) Cadets with any type of follow-on training (FOT) (e.g. Airborne, Air Assault, CTLT, etc.) are **NOT** authorized to travel to WF by POV. Exceptions may be granted as outlined in para. "f. (2)" above for Cadets with FOT at Fort Lewis.

g. GOVERNMENT FURNISHED TRANSPORTATION.

(1) CCIMS ORDERS Module authorized codes:

- Government Air (GA)
- Government Bus (GB)
- Government Auto (GA)

(2) OCONUS. Cadet travel must originate from an ROTC institution or HOR on government-furnished transportation provided by the Transportation Officer at the Port of Embarkation (POE). If government furnished transportation is not available from the ROTC institution or HOR outside CONUS, a statement to this effect must be obtained from the appropriate Transportation Officer.

(3) Fort Lewis Area. Government Automobile (GA) travel requests will only be considered for Cadets traveling within a radius of 250 miles from Fort Lewis and require an authorization memorandum signed by the Professor of

Military Science. A copy of the memorandum will be placed in the Cadet's LDAC Personnel Record and additionally the Cadet will hand-carry a copy of the authorization memo to WF.

h. RELEASE TO IMMEDIATE FAMILY MEMBER FOLLOWING WF GRADUATION.

(1) Cadets wishing to be released to immediate family members following graduation, even if only to SEATAC airport for travel on their government-provided commercial flight, require an authorization memorandum from the PMS. Authorization memorandum will be included in the Cadet Personnel Record sent to Western Region HQ, ATTN: ATOW-S1, **NLT 2 April 2008**. Cadets will also hand-carry a copy of the authorization memo to WF.

(2) Cadets electing to travel by PA as a passenger with immediate family members after graduation will **NOT** receive reimbursement for the POV travel. **PMSs will ensure this statement is part of the authorization memorandum.**

i. EARLY RELEASE FROM WF.

(1) Battalions will request specific cycle assignments to accommodate Cadets required to attend summer school in order to maintain mission set alignment or for those scheduled to attend specialized training. Cadets must complete 90% of WF training in order to be granted completion credit. Cycle assignments should be requested accordingly and early release requests, if required, should be submitted in advance of WF attendance when possible.

(2) If specific cycle assignment requests cannot be accommodated, Battalions will request an exception to policy for the Cadet's early release from WF through their BRIGADE COMMANDER to the Commander, Western Region, ATTN: ATOW-S1. Substantiate all requests for early release to attend summer school with supporting documentation from an appropriate school official such as the registrar, dean of academic department, or Cadet's academic advisor.

(3) Approved exceptions to policy will be included in the Cadet Personnel Record sent to HQ, Western Region, ATTN: ATOW-S1 **NLT 2 APRIL 2008**. Cadets will also hand-carry a copy of the authorization memo to WF.

(4) During WF, the Commandant of Cadets will grant early release requests in exceptional cases only.

j. POST-LDAC VOUCHERS.

(1) Battalions must ensure Cadets submit their travel vouchers NLT the end of the first week of classes in the fall

term. See APPENDIX D – Cadet Instructions for completion of DD Form 1351-2.

(2) Accuracy of orders and travel vouchers can impact Cadet entitlements. It is extremely important to provide complete information when preparing orders and filing claims. Direct questions to your respective Region Team at Cadet Command G4/G8 section.

(3) IAW Volume 1 of the Joint Federal Travel Regulation (JFTR), reimbursement for non-GTR Cadet travel at the Cadet's expense will not exceed the cost of a GTR.

(4) Green to Gold Active Duty (GTG-AD) Cadets who have dependents living with them are authorized a Family Separation Allowance if they successfully complete a minimum of 30 continuous days at WF. This must be processed by the ROTC battalion after the Cadet has completed WF.

**13. PHOTO ID CARDS & IDENTIFICATION TAGS.**

a. Ensure all Cadets scheduled to attend WF have a valid photo identification (ID), ID tags, and if applicable, Red Medical ID Tag.

b. Cadets must have their photo ID, ID tag, Red Medical Tag, and a copy of their orders in their possession while traveling to or from WF, whether they are in uniform or not and when engaged in field training at WF. Cadets traveling to WF by air should hand carry all documents (to include copies of any waivers) in their carry-on luggage.

c. Battalions will obtain military ID cards (NOT dependent ID cards) for Cadets coming to WF who are scheduled to attend any follow-on-training (FOT).

d. Ensure all ID cards and ID tags are checked for accuracy prior to departure to WF. Obtain new cards/tags in the following circumstances: incorrect or missing data; missing signature; poor quality photo; evidence of alteration.

e. Cadets who cannot provide proof of blood type of ID Tags may obtain their correct blood type by attempting to donate blood.

f. ID tags are authorized for issue by CTA-50-970, Expendable-Durable Items (Except Class V, Repair Parts and Heraldic Items).

g. In exceptional cases, the WF Cadet Personnel Division will issue ID Tags and Military ID Cards (for Cadets attending FOT) if the battalion is unable to obtain them for Cadets prior to their arrival at WF.

**14. RECORD REQUIREMENTS:**

a. SUSPENSES. The following records will be sent to HQ, Western Region by the suspense date listed:

- (1) Medical Records – **5 March 2008**
- (2) Personnel Records – **1 April 2008**
- (3) Commissioning Records – **16 June 2008**

b. INSTRUCTIONS FOR ASSEMBLY AND DELIVERY OF RECORDS.

(1) Use APPENDIX A – WF Records & CCIMS Checklists IAW the guidance provided below to prepare Cadet Personnel Medical and Commissioning Records, and the CCIMS Database for WF.

(2) Records on each Cadet will be placed in a manila record folder with the Cadet’s Last Name, First Name, and the name of the HOST School typed or neatly printed in the upper left hand corner.

- (a) Use a separate folder for each record.
- (b) Stamp or print the word “MEDICAL” in bold letters in the center of the Cadet Medical Record folder.
- (c) Stamp or print the word “COMMISSIONING” in bold letters in the center of the Cadet Commissioning Record.
- (d) Arrange folders alphabetically.

(3) Mark each envelope or package of records in the lower left-hand corner “WARRIOR FORGE (MEDICAL/PERSONNEL or COMMISSIONING RECORDS”. If more than one envelope/box is used identify the number and total number of packages shipped (e.g. Box 1 of 3, etc.).

(4) Mail ALL Records to:

Commander  
Western Region, U.S. Army Cadet Command  
ATTN: ATOW-S1 (Cadet Personnel-WF)  
Box 339500  
Fort Lewis, WA 98433-9500

Or if problems arise and records or follow-up data must be sent using express mail after 1 April 08, send to:

Commander, Western Region, Cadet Command  
ATTN: Cadet Personnel-WF  
Building 9D40  
Corner of 19<sup>th</sup> & F Street  
NORTH Fort Lewis, WA 98433-5000

(5) For single/limited documents you can FAX to: (253) 967-1581 – ATTN: Mrs. Susan Cicchinelli; or e-mail

with enclosures to:  
[SUSAN.CICCHINELLI@USACC.ARMY.MIL](mailto:SUSAN.CICCHINELLI@USACC.ARMY.MIL)

(6) Incomplete or missing records can delay a Cadet’s medical examination/qualification at WF; delay notification of Next of Kin (NOK) in the case of serious illness/injury; preclude an individual from attending FOT; and have an adverse impact on other Cadet personnel actions.

(7) **Battalions MUST retain a copy of all personnel records sent to WF as they will NOT be returned upon completion of WF.**

b. CADET PERSONNEL RECORDS. Use APPENDIX A – WF Records & CCIMS Checklists (WF Fm 1-1R) IAW the guidance outlined below. Forward records to the address in paragraph “14.a. (4)” above by the suspense indicated. Records generated or updated at a later date (e.g. Orders or Amendments, DA Form 5500/5501 (Body Fat Content Worksheet); etc.) can be sent via FAX, E-MAIL, or Express Mail using the guidance outlined in paragraphs “14.a.(4) & (5)”. Records to arrive by **1 April 2008** should include as a minimum:

- (1) Orders and Amendments. **Four (4)** copies of travel orders and Amendments (if applicable).
- (2) Copy of Travel Itinerary for Cadets traveling by air, bus or train.
- (3) SGLI/NOK Validation Document. The original of this form must be included in the Cadets’ records. See APPENDIX B – Document Preparation Guidance for Cadet Record Items for an example of this document.

(a) Battalions will validate the presence and accuracy of the DD Form 93, Record of Emergency Data, and SGLI Form 8286, Serviceman’s Group Life Insurance Election.

(b) No EARLIER than 1 March 2008, the PMS and Cadet must complete and sign the Validation Document certifying the presence and accuracy of both forms, which will remain on file at the Battalion during the training cycle.

(4) DA FORM 705 and DA Form 5500/5501. One certified (signed) and readable copy of the Cadet’s DA Form 705 (APFT Record) from the Spring Term dated NET 1 March 2008. Height/Weight data must be entered on the APFT Record. If the Cadet requires taping IAW AR 600-9, include a copy of DA Form 5500/5501 (Body Fat Content Worksheet), dated NET 1 March 2008.

(5) DD Form 2266 – Hometown News Release. See APPENDIX B – Document Preparation Guidance for Cadet Record Items for guidance on the preparation of this form.

(6) Diagnostic Swim Test Waiver. Cadets who failed the on campus Diagnostic Swim Test (see paragraph 5) require a waiver to attend WF approved by their respective **BRIGADE COMMANDER**. End of WF (EOWF) Commissionees who have failed the Diagnostic Swim Test on campus must request a Commissioning Swim Waiver from the **COMMANDING GENERAL**, Cadet Command in order to be commissioned at WF. Include a copy of the swim waiver for those Cadets only attending WF in the personnel record or a copy of the CG Swim Waiver Request (or approval if received) in the Cadet Commissioning Record (which is sent to WF **NLT 16 June 2008**). Use mailing guidance outlined in paragraphs 14a(4) & (5).

(7) CWST Waiver. Cadets who failed their on campus Combat Water Survival Test (see paragraph 5) require a waiver to attend WF approved by their respective **BRIGADE COMMANDER**. Include a copy of the CWST waiver for those Cadets only attending WF in the personnel record or a copy of the CG CWST Waiver Request (or approval if received) in the Cadet Commissioning Record (which is sent to WF **NLT 16 June 2008**). Use mailing guidance outlined in paragraphs 14a(4) & (5). ALL Cadets, including those with approved waivers, will conduct the CWST at WF.

(8) PA/GA Travel Authorization. Written authorization from the PMS:

(a) Cadets wishing to be released to **immediate family members** following graduation, regardless of mode of travel listed on the travel orders. See para. 12h.

(b) Cadets approved for travel by PA or GA.

(9) Early Release Exception to Policy. See para. 12i. Written authorization from the WF Commander is required for Cadets needing an early release to accommodate summer school requirements or specialized training. See para 12i for processing instructions.

c. CADET MEDICAL RECORD. Use APPENDIX A – WF Records & CCIMS Checklist (WF Fm 1-2R) IAW the guidance outlined below. Forward records listed below to arrive **NLT 5 March 2008**. Although the database is not established by this date, schools will forward all medical records for Cadets eligible to attend LDAC 08. Use the mailing guidance in para. 14a(4). Records generated at a later date (e.g. Consults, lab results, etc.) can be sent later IAW para. 14a(5).

(1) DA Form 7349-R Initial Medical Review-Annual Medical Certificate (2 page form). Cadets will complete DA Form 7349-R, which provides information on any changes in medical condition that have occurred since the Cadet's last medical examination. Cadets must indicate ALL medication

they are taking or bringing to WF (prescription, over the counter (OTC), supplements, etc.). Information should include the name of the medication, reason the Cadet takes it, dose, and frequency (i.e. daily, once a month if symptoms persist, etc.). Battalions will verify all the information provided on this form. This form does NOT require a special review by medical personnel prior to forwarding to WF.

(2) Medical Consultations. Include medical consultation documentation on Cadets who indicate a change in medical condition on DA Form 7349-R. Contact the CC Surgeon's office for guidance on Cadets with questionable medical qualifications to preclude sending individuals with a disqualifying factor to WF.

(3) Medical Waivers and Medical Determinations. Include copies of ALL approved medical waivers and medical determinations granted by the CC Surgeon for enrollment, contracting, or retention in the ROTC Program, Advanced Course, or WF attendance. Cadets who have known temporary disqualifications may attend WF provided they obtain medical clearance from the CC Surgeon. Forward all available medical records (including consultations, lab tests, etc.) concerning a temporary medical condition to HQCC, ATTN Surgeon, in time to enable a determination of eligibility prior to WF reporting date.

(4) DD Form 2807-1. Report of Medical History (3 page form). Cadets will complete items 1 through 29 on pages 1 & 2. Only name and SSN should be completed on page 3.

(a) Ensure all questions are answered. Care should be taken when completing this form, as an initial screening of this form is used to determine which Cadets need to be seen by a specialist during their WF Physical.

(b) Cadets must disclose all known medical conditions and medications used. Concealment of a medical condition or medication can lead to adverse administrative actions up to and including disenrollment.

(5) DD Form 2808 – Report of Medical Examination (3 page form). Cadets will complete items 2 thru 16 on page 1. Only name and SSN should be completed on pages 2 and 3. Cadets do not need medical examinations prior to WF unless scheduled for attendance at Cadet Professional Development Training (CPPDT) prior to WF, or if an individual has a medical condition that would preclude successful completion of WF.

(6) One (1) COMPLETE and DODMERB Stamped copy of the Cadet's ENTRANCE medical examination (SF 88 or DD Form 2351, and SF 93):

(a) Include initial medical consultation and tests evaluated for entry into the ROTC Program.

(b) Include a copy of any subsequent medical examinations.

(c) Enclose an MFR if the original medical examination is not available (i.e. lost, missing, destroyed, etc.). Cadets without a medical examination record will receive a complete physical exam at WF.

(7) DD Form 2005, Privacy Act Statement – Health Care Records (dated Feb 76). Cadets must sign and date this form. This form allows the LDAC chain of command and key medical personnel to discuss the Cadet’s medical status.

(8) Other Medical Documentation. Include all other medical documentation generated since the Cadet’s initial physical. Examples include: medical determinations, diagnoses, procedures, results, and activity limitations concerning any major injury, broken/fractured bones, serious illness or surgical procedures.

d. CCIMS DATABASE. Battalions must ensure that Cadets’ records in the CCIMS Student Management and Training Modules are up-to-date using the CCIMS VALIDATION CHECKLIST at APPENDIX A – WF Records & CCIMS Checklists.

e. CADET COMMISSIONING RECORD. Use the EOWF COMMISSIONEE RECORD CHECKLIST located at APPENDIX A – WF Records & CCIMS Checklists (WF Fm 1-3R) IAW the guidance outlined below. Forward records listed below to arrive **NLT 16 JUNE 2008** IAW the instructions in para. 14a(4). Records generated at a later date (e.g. interim clearance, final transcripts, etc.) can be sent IAW the instructions in para. 14a(5). Cadets who are eligible to be commissioned at WF must be commissioned at the end of WF.

(1) Memorandum of Eligibility. The Memorandum of Eligibility verifies the Cadet is eligible to be commissioned (i.e. bachelor’s degree recipient or be a Military Junior College (MJC) Cadet; valid security clearance (or interim); and has completed the ROTC program less WF). Battalions will verify with the academic institution that the Cadet has received graduation credit and certify this on the Memorandum of Eligibility, which must be dated on or after the Cadet’s academic graduation date. Use the Cadet’s First Name, Middle Name, and Last Name in the “FOR” line. Sample at APPENDIX B – Document Preparation Guidance for Cadet Record Items.

(2) Letter of Appointment. The Letter of Appointment will be dated as of the Cadet’s WF GRADUATION DATE (See para 2b). This date will also serve as the Date of Acceptance on the Letter of Appointment. All Cadets will be appointed as “Branch Unassigned” regardless of National Guard or Reserve status. Use the Cadet’s First Name, Middle Name, and Last Name in the

“FOR” line. Sample at APPENDIX B – Document Preparation Guidance for Cadet Record Items.

(4) Swim and/or CWST Waivers. Required for Cadets failing the on-campus Diagnostic and/or CWST Swim Tests (see paras. 14b(6) & (7) above).

(5) Interim Clearance Request. Battalions with EOWF Commissionees who have not received a SECRET security clearance as of sixty (60) days prior to their WF commissioning date (i.e. the WF Graduation date – see para 2b.) will initiate a request for an interim clearance through Cadet Command. An MFR will be placed in the Commissioning Record indicating the date the interim was requested.

(6) The WF Cadet Personnel Division (CPD) will prepare the DA Form 71 and other supporting commissioning documents. They will be attached as an enclosure to the Letter of Appointment and the completed commissioning record will be returned to the battalion after the Cadet’s commissioning.

## 15. LOGISTICAL REQUIREMENTS.

a. Use WARRIOR FORGE CLOTHING & EQUIPMENT CHECKLIST, located at APPENDIX C –WF Cadet Checklists and the guidance provided below to fulfill Cadet logistical requirements for WF.

b. **Non-tariff Size Clothing.** Battalions will submit requisitions for required non-tariff clothing by using DD Form 358 (Male) or DD Form 1111 (Female) and if applicable DD Form 150 (Special Measurement Blanks for Special Measurement Orthopedic Boots and Shoes) to their support installation **NLT 15 November 2007** for school issued uniforms/boots for Cadets attending WF. For non-tariff ACUs to be issued at WF, **NLT 4 March 2008** send a copy of requisitions to:

Commander  
Western Region, U.S. Army Cadet Command  
ATTN: ATOW-RL (WF Cadet Log)  
MS 83; Bldg 1010  
Fort Lewis, WA 98433-5000

For questions concerning non-tariff clothing contact a Region Log Officer at (253) 967-9838/9613.

**Non-tariff clothing includes extreme sizes (either small or large). Note: The following ACU sizes are NOT stocked at the Fort Lewis CIF. If you have a Cadet who wears these sizes you MUST submit your request by the deadline above.**

- XS-XXS
- XS-XL

- L-XXL
- XXL-XL
- XXL-XXL
- XXL-R
- XXL-L

c. Footwear. IAW CTA 50-900, Clothing and Individual Equipment, issue two (2) pair of properly fitted combat boot (Brown/Tan) and two (2) pair of wool socks. Issue boots as soon as possible in the FALL semester to ensure proper "break-in" before WF. **Encourage Cadets to wear boots for extended periods of time.** Blisters continue to be an issue for Cadets who wear boots for a minimal time on campus. Cadets will be issued an additional eight (8) pair of socks from CIF upon inprocessing at WF.

d. Uniforms and Field Equipment. See APPENDIX C – WF Cadet Checklist for items issued on campus prior to attendance at WF.

(1) Battalions that do not have sufficient quantities of wet weather gear/ponchos must notify WR LOG Branch at (253) 967-9838 **NLT 1 March 2008.**

(2) Cadets attending FOT (e.g. Airborne, CTLT, etc.) must bring uniforms IAW the Cadet Command CPDT MOI guidance for their specific training. These MOI's can be found on the Cadet Command Website.

(3) Cadets commissioning at the end of WF are required to bring their properly tailored Class A uniform (with officer piping already sewn on), beret, three (3) 2LT insignia (non-subdued), and a silver dollar. Time is very limited to arrange for or buy these items while at WF. See EOWF COMMISSIONEE CLOTHING & EQUIPMENT CHECKLIST at APPENDIX – C – WF Cadet Checklists.

e. CTA 50-900. See APPENDIX C 0 WF Cadet Checklists for items issued by CIF to Cadets during WF. **These items will not be issued on campus prior to WF attendance.** The provisions of AR 735-5, Policies and Procedures for Property Accountability, will govern for lost, damaged, or destroyed articles and their reimbursement.

### **SECTION III – MEDICAL INFORMATION**

#### **16. MEDICAL EXAMINATIONS & TESTING**

a. GENERAL. All Cadets will undergo a medical screening and/or examination on Day 2 of WF for commissioning.

#### **b. MEDICAL FORM COMPLETION & ACCURACY.**

(1) All Cadets will complete the medical forms outlined in para. "14.c." for inclusion in the Cadet Medical

Record forwarded to WF. Cadets must provide accurate information and documentation about previous illness/injury and medications taken. Concealment of a medical condition or medications used can lead to disenrollment from the ROTC program.

(2) All medications must be annotated on DA Form 7349-R. This includes prescription medicines, over-the-counter (OTC) drugs, supplements, or any thing else the Cadet is taking. Information should include the name of the medication; why the Cadet is taking the medicine; dose, and frequency (i.e. daily, every meal, etc.). This can become critically important if the Cadet is ill or injured to the point that he/she is an unreliable historian on recent medication intake. See para. "17" for additional information. **All medications, both OTC and prescription, must be in their original containers (i.e. no baggies, etc.). Items such as Creatine, Thermogenics or Diet pills are not allowed and will be stored for the duration of WF.**

#### **c. STANDARD PHYSICAL EXAM.**

(1) Prescription Medications. Cadets must declare all medications on DA Form 7349-R and TAKE all prescription medications with them to Madigan Army Medical Center (MAMC) on the day of physicals. These must be in the original container with the Cadet's name on the prescription. Physicians will review the medications, screen for potential drug interactions, and/or change prescriptions to something more appropriate to the training environment.

(2) Height/Weight Screening. WF will screen all Cadets for height and weight using the AR 600-9 (**dated: 1 September 2006**) standards. Compliance with these standards is a WF attendance prerequisite.

(3) Pelvic Exams & Pap Smears. Pelvic exams and pap smears are not required during the commissioning physical process, except for females undergoing the FLIGHT PHYSICAL.

(4) HIV Testing. IAW Army policy, the medical exam administered at WF will include screening for the HIV antibody.

(5) Drug & Alcohol Testing. WF will conduct drug testing on all Cadets. Any Cadet testing positive for illegal drugs will be dismissed from WF and recommended for disenrollment.

(6) Shots. Cadets requiring shots IAW AR 40-562 will receive them at WF. Cadets will have blood taken during inprocessing which will be tested determine whether shots are needed. If required, shots to be administered on Day 30 at WF are:

- (a) MMR (Measles, mumps, & rubella)
- (b) Varicella (Chicken Pox)

(7) Contacts. Cadets wearing contacts must discontinue use 72 hours prior to reporting to WF. By the end of Day 2, medical examinations will be complete and contacts may be worn again, although their use is discouraged at WF.

(8) Eyeglasses. Cadets wearing eyeglasses **MUST** bring a least two (2) pair of durable eyeglasses to WF. Cadet's **MUST** also bring a copy of their current **eyeglass prescription** with them to expedite replacement in the event their glasses are broken while training. **NOTE: Schools will be issuing Safety eyewear which Cadets are required to bring to LDAC (see item 54, Appendix C, page 47).**

**d. CLASS 1A FLIGHT PHYSICALS. ONLY Cadets with a qualifying AFAST score (90 or above) will be scheduled for a Class 1A Flight Physical in CCIMS. The phone number for information concerning flight physicals at MAMC is: (253) 966-6887.**

(1) In addition to the examination and testing outlined in para. "16.c." above, MAMC will administer Class 1A Flight Physicals on Day 2 of WF to selected Cadets to determine if they meet the general flight medical standards outlined in AR 40-501, Chap. 4.

(2) Cadets who have obtained a minimum qualifying score of 90 on the Alternate Flight Aptitude Selection Test (AFAST) may be scheduled for a Class 1A Flight Physical in the CCIMS TRAINING Module by selecting the flight physical code "Y" and entering the numeric AFAST score in the appropriate field **NLT 9 May 2008**. Cadets who have not taken the AFAST, have failed the test, or do not meet the general medical standards will not be given a Class 1A Flight Physical at WF.

(3) Cadets receiving a flight physical are required to have dental panoramic radiographs taken prior to their departure to WF. Battalion Cadre must verify the radiograph is on file. Cadets will not bring radiographs from their schools with them to WF. Those Cadets without panoramic radiographs will receive one during the flight physical.

(4) If female Cadets receiving a flight physical have had a Pap screening within the past 12 months they should bring the cytology results with them on the day of the exam. Those without a current test and results will be given the Pap test on the day of the exam.

(5) The following are the most common medical conditions resulting in Class 1A disqualification:

- (a) Eye & vision standards outlined in AR 40-501; (paras. 4-11 & 4-12).
- (b) History of asthma or hay fever subsequent to age 12; paras 2-23d & 4-18).
- (c) Skull or vertebral fractures. Any history of head injuries and unconsciousness must be documented by medical records; (para. 4-23).
- (d) History of attempted suicide; (para. 4-23.j).
- (e) History of psoriasis; (paras. 2-3 & 4-24).
- (f) Ulcers or ulcerative colitis; (paras. 2-3 & 4-4)
- (g) History of drug or alcohol abuse; (paras. 4-23.h & i.).
- (h) History of serious illness/disease such as polio, heart disorder, epilepsy, or other seizure disorders.
- (i) Acute or chronic sinusitis; (para. 4-20.e.).

e. **MEDICAL WAIVERS AT WF.** CG, Cadet Command is the final approving authority for all medical waivers granted at WF. Cadets scheduled to attend FOT (e.g. CTLT, Airborne, etc.) who receive temporary medical waivers to remain at WF will be reviewed prior to attending FOT.

f. **MEDICAL DISQUALIFICATIONS AT WF.** The WF Commander will release from WF those Cadets found medically disqualified as a result of the WF medical examination or from injuries sustained at WF if a medical waiver is not granted. Cadets dismissed from WF for remedial conditions (except pregnancy) must have these conditions corrected and re-evaluated by the Cadet Command Surgeon **NLT 15 October 2008**.

## 17. MEDICATIONS AT WF.

a. **Authorized Medications.** Cadets may bring and use the following medication during WF:

(1) Prescription medications to include Birth Control Pills. Must be in original container with the Cadet's name on the prescription.

(2) Over-the-counter medications (OTC). OTC medications for pain or allergies will remain with Cadets for ongoing use as intended and approved by the FDA; however, Cadets should be alert to the potential for the medication to mask symptoms of disease or injury. If the Cadet is taking up to the maximum daily recommended dose, he/she should inform cadre to discuss the need to be seen at the clinic. The major side effects of OTC allergy preparations are drowsiness



and dehydration, both of which are dangerous in a field/training environment. Cadets concerned about allergies in the field environment should discuss this with the physician during their medical examination on Day 2 of WF.

(3) Vitamins & dietary supplements.

(4) Nicotine patches, gum, etc.

b. Unauthorized Medications. **Metabolic enhancers of ANY kind are prohibited and will be stored for the duration of WF.**

c. All medications must be declared on DA Form 7349-R. Prescription medications must be taken to MAMC on the day of the physical, and will remain in the Cadet's control at all times.

d. Container Requirements. All medications must be in the original labeled container – whether they are OTC or prescription. Cadre members may, at their discretion, examine the contents of any open bottle of medication to ascertain that the pills are all the same and consistent with the labeled contents. Pills or other preparations in unlabeled bottles or baggies will be confiscated.

e. "Sharing" of prescription drugs between individuals is illegal by both state and federal law and is strictly forbidden. Cadets participating in the giving or receiving of prescription medications will be disciplined accordingly.

f. There is no list of "recommended" OTC drugs; however, Cadet's should bring any OTC drugs they are currently taking and should consider a supply of "normal" OTC type drugs (e.g. aspirin, etc.).

## **18. MEDICAL & DENTAL CARE, BENEFITS & CLAIMS AT WF.**

a. MEDICAL CARE. The Troop Medical Clinic (TMC) on North Fort Lewis and Madigan Army Medical Center (MAMC) at Fort Lewis will provide immediate medical care for injuries and illness suffered during WF. Sick call is provided twice daily in garrison and field environments during WF.

b. DENTAL CARE. Medical entitlements at WF include emergency dental care.

c. FEDERAL EMPLOYEES COMPENSATION ACT (FECA) CLAIMS.

(1) If the medical or dental condition is likely to require further treatment following WF or result in temporary or permanent disability, Cadets should submit a report of

injury/claim for disability or other benefits under FECA to the Department of Labor.

(2) These benefits, depending on the circumstances, consist of Medical Care, follow-up medical treatment and in rare cases, Disability Compensation.

(3) At WF, Cadets are responsible for initiating a claim by contacting their Regimental Claims Officer as outlined in the WF SOP. Cadets must do this as soon as practicable after incurring an injury or disease. Complete the required forms and obtain necessary documentation before leaving WF to preclude delays in processing any future claims. Claims submitted subsequent to the completion of WF often encounter delays because information needed to complete the forms is not readily available, line-of-duty letters are hard to obtain, or the required medical documentation is not available.

**(4) The filing of a claim will NOT reflect upon the Cadet's performance evaluation at WF.**

## **SECTION IV – CADET INFORMATION**

### **19. REPORTING TO WF.**

a. GENERAL.

(1) Report to the Regimental Headquarters (HQ) in appropriate civilian attire **NLT than 1200 hours on the "Report Date"** of the assigned Regiment (see para. "2.b."). **NO EXCEPTIONS.** All Cadets, especially Eastern Region Cadets and Cadets from Guam/Hawaii/Alaska are encouraged to report ONE day earlier than the listed report date. Note, however, that Cadet Pay only begins on the scheduled report date for each Regiment. Failure to report on time can result in transfer to a subsequent cycle, possible recycle to next year's WF, and/or loss of Follow-on-Training (FOT). Cadets unable to report to the Regiment by 1200 hours are directed to travel the day prior to the "Report Date". Cadets who arrive late put themselves at a disadvantage because they are unable to get adequate sleep before the physical exam and APFT which occur on Days 2 & 3.

(2) Cadets must have items listed in para 23 below and Appendix C of this circular. Cadets traveling by air should hand carry all documents, eyeglasses, and other critical items rather than placing them in checked luggage.

(3) Cadets wearing contact lenses must discontinue wear 72 hours prior to reporting to WF. Medical examinations should be complete by the end of Day 2 and contacts may be worn at that point. Cadets **MUST** bring at least two (2) pair of durable eyeglasses to WF.

(4) Cadets traveling via government or commercial air, rail, or bus should arrange for cadre or family transportation to the transportation terminal or take a taxi, bus, or subway in situations when the Personal Automobile (PA) parking fees at the transportation terminal would exceed the costs of these alternate transportation sources.

b. SEATAC AIRPORT INFORMATION. Commercial airline flights to the Fort Lewis area arrive at the Seattle-Tacoma (SEATAC) International Airport, located in the southern part of suburban Seattle, approximately 40 miles North of Fort Lewis (approximately 1 hour travel time). Upon arrival claim baggage and report to the **ROTC Travel Desk located at BAGGAGE CARROUSEL 16**. Personnel at this desk will direct Cadets to designated transportation to Fort Lewis. Signs are posted in the terminal above each escalator directing the traveler.

(1) WF will staff the SEATAC ROTC Transportation Desk during the hours of 0800-2000 hours (non-peak days) beginning o/a 21 May 2008, and will arrange government-furnished transportation to Fort Lewis. During scheduled travel days the desk will remain open as long necessary (normally to 2200 - 2400hrs).

(2) Late arriving Cadets will be directed to the USO on the mezzanine floor to call the WF Tactical Operations Center (TOC) and wait in the USO until the duty driver arrives. The TOC phone number will be posted at the ROTC Travel Desk at Carrousel 16 and at the USO.

(3) Cadets traveling via GTR (Commercial or government air, rail, or bus) must immediately report loss of a ticket paid for by government funds to the ROTC Battalion, the transportation officer at the supporting travel office, or to the WF Cadet Personnel Division during inprocessing on Day 1. Cadets will be charged the approximately \$50.00 non-reimbursable cost for GTR replacement.

c. PERSONAL AUTOMOBILE (PA). Cadets authorized by their PMS to travel to WF by PA will follow the instructions below:

(1) Prior to departure, ensure you have the following documents in your possession:

(a) PMS Authorization memorandum and Region Chief of Staff endorsement if the travel exceeds the 500 mile radius limitation. See para. "12.f".

(b) Valid insurance card. Evidence that the vehicle is insured with a minimum of \$10,000 coverage for property damage and \$25,000/\$50,000 for public liability. If the vehicle is licensed in a state that requires "proof of insurance", Cadets must have that documentation in the PA while operating it in Washington State.

(c) Valid state registration. If the Cadet is not the legal or registered owner, a notarized statement from the owner of the vehicle must be presented which gives the Cadet permission to drive the vehicle.

(d) Valid state driver's license.

(2) Fort Lewis is located off of Exit 120 on I-5. A strip map showing highway access to the Fort Lewis ROTC-WF area is at APPENDIX F. To get to WF, take the Fort Lewis Main Post exit and obtain a temporary vehicle pass from the visitor's center at the main gate. Then proceed back under the freeway to North Fort Lewis and follow the signs to Cadet Inprocessing at Building 9D40.

(3) Upon arrival at WF, Cadets will park POVs in a designated lot and will not be allowed to drive the vehicles until the day they depart Fort Lewis.

(4) Non-registered vehicle. Any vehicle that cannot be registered during in-processing will be impounded and secured until it can be registered or until completion of WF.

(5) Security of Vehicles. While at WF, lock all vehicles when parked. Do not leave valuables in parked vehicles. Recommend that hubcaps, antennas, or other easily removable items be secured in the trunk.

(6) Claims for CB Radios/Stereos/Cell Phones. The government will NOT honor claims for settlement of "non-permanently" installed CB, stereo or cellular phone equipment stolen from the passenger compartment of a PA. It will settle a claim for a maximum of \$200 for the theft of such equipment from a properly secured vehicle trunk. This policy also denies payment for damage to the car. Although Fort Lewis provides a secured parking area, we recommend you not bring CB radios or cellular telephone equipment to WF.

d. BUS/TRAIN INFORMATION. Northbound buses stop at Fort Lewis. Southbound buses stop in Tacoma. In Tacoma, Greyhound will connect to regular service to Fort Lewis or Cadets will be directed to the Pierce Transit Service, whichever best meets the traveler's needs. Upon arrival at Fort Lewis, call the WF TOC at (253) 967-1767/6449 and wait for the duty driver to pick you up.

e. TRAVEL PROBLEMS. Cadets encountering travel difficulties which may prevent reporting to WF on time will immediately telephone the WF Cadet Personnel Division, commercial (253) 967-1579/1580, or the WF TOC at commercial (253) 967-1767/6449. **DO NOT DELAY IN MAKING THIS IMPORTANT CALL.**

## 20. DISCIPLINE, LAW & ORDER.

a. GENERAL. Cadets will conduct themselves in a manner befitting a prospective commissioned officer. Cadets displaying poor attitudes, poor behavior, or substandard performance warranting disciplinary action may be subject to evaluation by a board of officers and possible dismissal by the WF Commander.

b. JURISDICTION. The Uniform Code of Military Justice (UCMJ) does NOT apply to Cadets at WF. If Cadets commit a criminal offense while at WF they are subject to prosecution by the appropriate local, state, or federal authority.

c. PROHIBITED ACTIVITIES.

(1) Alcohol Consumption. Alcohol consumption is strictly prohibited during WF.

(2) Sexual Activity. Sexual activities are prohibited in the barracks, in a field environment or at any time on Fort Lewis.

(3) Sexual harassment, improper relationships, and fraternization will not be tolerated and will be dealt with expeditiously and personally by the WF Commander.

d. CADET/CADRE & CADET/CADET RELATIONSHIPS.

(1) Cadre and Cadets will address Cadets as 'Cadet' (e.g. Cadet Johnson, report to the orderly room). Cadre and Cadets will address cadre as 'MAJ Smith', "SFC Jones", or as "Sir/Ma'am".

(2) Sexual Harassment. Sexual Harassment is a form of discrimination that involves unwelcome sexual advances, the request for sexual favors, and other verbal or physical conduct of a sexual nature when any of the following occurs:

(a) Submission to or rejection of such contact is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

(b) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

(c) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

(d) When a person who is in a supervisory or command position, uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay, or job of another Soldier, civilian, or Cadet.

(e) A person is making deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature.

(3) Improper Relationships. AR 600-20 prohibits relationships between members of different rank that involve or give the appearance of partiality, preferential treatment, or the improper use of rank or positions for personal gain which are prejudicial to good order, discipline, and morale. This is especially true of the superior-subordinate relationship which exists between Cadets and cadre as well as between Cadets in the same unit at WF. Personal and romantic relationships between senior and subordinate give the perception of partiality and preferential treatment and are strictly forbidden. Cadets and cadre must conduct themselves in a manner that cannot be misinterpreted.

(4) Reporting Offenses. Individuals who have been subjected to sexual harassment or improper advances should report it to their Chain of Command, or if that is not possible, to take the matter to the WF Inspector General.

e. OFF LIMITS AREA. The following areas are off limits to all Cadets:

(1) All areas and buildings on Fort Lewis marked by an OFF LIMITS sign.

(2) All Officers', Noncommissioned Officers', enlisted, or community (All Ranks) clubs.

(3) Civilian establishments designated OFF LIMITS. A list of establishments that are designated as OFF LIMITS will be posted on the bulletin board in platoon areas.

(4) All other activities and places as announced in the WF Bulletin.

f. TRAFFIC REGULATIONS. If Cadets operate a motor vehicle on post, they will conform to the motor vehicle laws of the State of Washington and the traffic regulations of Fort Lewis.

(1) The speed limit on post is 25 miles per hour unless otherwise posted. It is strictly enforced.

(2) Do not drive vehicles between the vehicles of a convoy (three or more military vehicles under a single commander), unless authorized by the individual in charge of the convoy.

(3) Take special care when passing troops marching in formation. The speed limit when passing troops in formation is 10 MPH.

(4) Cadets must use seat belts on the Fort Lewis Military Reservation and in the State of Washington.

g. CHECKS WITH INSUFFICIENT FUNDS. It is every Cadet's responsibility to ensure that sufficient funds are on deposit before writing personal checks. "Bounced" checks receive the personal attention of the WF Commander and indicate poor officer potential.

## 21. WF INSPECTOR GENERAL (IG).

a. The WF IG serves as an extension of the WF Commander's eyes, ears, voice, and conscience. The IG provides services to all WF Cadets.

b. The IG is available on a walk-in basis during the published hours or by appointment for assistance with complaints and redress of grievances without fear of reprisal. Procedures for IG visitations are established in the WF SOP and will be posted in the Regimental area.

## 22. DEPARTURE FROM WF.

### a. GENERAL.

(1) Cadets may not depart Fort Lewis until after the conclusion of the graduation ceremony unless approved for early release IAW para. "12.i".

(2) **The earliest departure time is 1400 hours on the scheduled graduation date** due to time and logistical constraints on Cadet transport to the airport.

(3) Commercial air travel restrictions.

(a) Reservations are limited to government-designated contract carriers, thus some Cadets may be assigned departures on the EVENING of the day of graduation or on the FOLLOWING day. Due to limited availability of post-1400 hour flights, many Eastern Region Cadets will receive "Red Eye" flights or flights the next day. For these reasons, and the possibility of unforeseen travel delays, Cadets should NOT make any critical personal or family plans or commitments (e.g. tickets for a family vacation) that require them to arrive home on the day of graduation. There are too many factors which can delay arrival home until sometime on the day following graduation.

(b) Cadets traveling via commercial air will have a ticket hold placed on their travel itinerary which will prevent them from making changes in order to minimize the government's liability.

(4) Cadets may request approval from their PMS for release to an immediate family member following graduation. See para."22.d" below.

### b. TRAVEL ARRANGEMENTS PRIOR TO WF.

(1) Battalions will make return travel arrangements for all Cadets NOT scheduled for follow-on-training (FOT) after graduation from WF. A Cadet's return travel can only be to their Home of Record (HOR) or ROTC Battalion/Academic School (BATT). **No other destinations are authorized.** If departing WF via commercial carrier (air, bus, rail) the earliest departure time to be scheduled will be 1400 hours.

(2) During WF, if a Cadet receives or is deleted from a FOT assignment, amendments and travel arrangements will be made by the WF Cadet Personnel Division (CPD).

### c. RETURN TRAVEL CONFIRMATION PROCESS AT WF.

(1) Day 1. Initial confirmation of post-WF travel will occur during Day 1 CPD in-processing. Cadets will validate the desired mode of travel and destination (HOR, BATT, or FOT) upon conclusion of WF. Cadets will turn in to CPD personnel – one copy of their itinerary; original issued tickets; and any pre-approved PA/GA or Early Release Authorizations at this time. See paras. "12.g (3), 12.h, & 12.i" for more information on these authorizations.

(2) Day 16. Travel reservations are made by CPD between Day 6 and Day 15 for Cadets scheduled for follow-on training (FOT), including those Cadets for whom FOT is added, changed or deleted during WF. During Day 16 Travel Document Review, Cadets will review their travel reservation and identify any travel issues. Cadets with no travel issues will receive a copy of their reservation at this time.

(3) Day 28. CPD will deliver final travel tickets and itineraries to the Regiment for distribution to Cadets.

(4) With the exception of emergencies, no travel changes will be made after Day 28 unless an error was made or there is hardship or extenuating circumstances.

### d. RELEASE TO FAMILY MEMBERS FOLLOWING WF GRADUATION.

(1) Cadets wishing to be released to immediate family members following graduation, even if only to travel to SEATAC airport for travel on their government provided commercial flight, must obtain PA authorization from their PMS prior to WF. See para. "12.h".

(2) Cadets electing travel by PA as a passenger with immediate family members after graduation will **NOT** receive reimbursement for the PA travel.

(3) Cadets making changes to their travel arrangements are responsible for paying the difference in ticket costs and any associated change/penalty fees.

e. EARLY RELEASE FROM WF.

(1) Cadets may request an exception to policy for early release to attend summer school in order to maintain mission set alignment or to attend specialized training. This request should be submitted in advance of WF attendances and must be approved by the WF Commander. See para. "12.i".

(2) During WF, the WF Commander will grant early release requests in exceptional cases only. Early releases may be requested by the Cadet upon arrival to WF, but there is no guarantee of approval.

(3) Cadets must complete 90% of WF training in order to be granted completion credit.

f. EMERGENCIES. The WF Commander, or his designated representative, can authorize absences for emergency reasons if verified by the American Red Cross (ARC). Prior to departure for WF, advise Next of Kin (NOK) that if the Cadet is needed home during an emergency, NOK should contact the nearest ARC representative immediately.

g. POST-WF TRAVEL VOUCHERS.

(1) Cadets must submit travel vouchers NLT the end of the first week of classes in the Fall term/semester. See APPENDIX D – Cadet Instructions for Completion of DD Form 1351-2.

(2) Accuracy of travel vouchers may impact on entitlements. It is extremely important to provide complete information when filing claims.

(3) GTG-AD Cadets who have dependents living with them are authorized Family Separation Allowance. See para. "28.a. (7)" for more information.

### 23. MEALS & SPECIAL DIETS.

a. Cadets will subsist in Army dining facilities (DFAC) located in each regimental area. The provisions of AR 30-1, The Army Food Service Program, and AR 145-1, Senior Training Program: Organization, Administration and Training, apply to Cadets subsisting at WF.

b. The DFACs at WF will support special diets required for medical or religious reasons to the extent AR 30-1, The Army Food Service Program, dictates support. Provisions for special diets do not apply to personal preference diets such as vegetarian.

c. Cadets requiring special diet considerations for medical or religious reasons should request the appropriate annotation be made in the pre-WF CCIMS database. The request MUST be made **NLT 30 March 2008**.

### 24. WHAT TO BRING.

a. MANDATORY ITEMS. Cadets must bring the items listed on the CADET CLOTHING & EQUIPMENT CHECKLIST at APPENDIX C – WF Cadet Checklists IAW guidance provided below:

(1) Uniforms. Cadets will bring two (2) sets of ACUs with them to WF. Additionally, Cadets will bring ACU nametapes, flags, U.S. Army tapes and Cadet Command patches (see Appendix C). Each Cadet will receive four (4) additional sets of ACUs from CIF during WF inprocessing.

(2) Boots. Combat boots authorized for wear at WF are: LIN 60315, boot, hot weather, brown (see Appendix C).

(3) ID Tags, and if applicable Red Medical Tags. Ensure all ID tags are checked for accuracy prior to departure for WF.

(4) Swimming Suits. All Cadets will bring a swimsuit that is in good taste for use at Water Confidence Training. Female Cadets MUST bring a one-piece swimsuit.

(5) Eyeglasses. If applicable, Cadets must bring two (2) pair of comfortable and durable eyeglasses. Contact lenses are not suitable for all training events. Contact lens wearers must remove them 72 hours prior to reporting to WF. Following Day 2 physicals, they will be allowed to wear contacts, although glasses are encouraged.

(6) TACSOPS: Cadets are issued TACSOPS at their campus. They are to bring this with them to WF. The policy concerning TACSOPS is that Cadets may make "personal notes" in the TACSOP, however they are prohibited from adding pages, pre-done scripts, or pre-formatted orders. TACSOPS with these type additions will be confiscated and a clean one issued.

(7) If attending Cadet Professional Development Training (CPDT) (e.g. Airborne, CTLT, NSTP, etc.) refer to the applicable Cadet Command CPDT MOI for additional uniform requirements. Unless the Cadet is scheduled to return home between WF and CPDT, these items must all be brought along with the Cadet to WF. Cadets attending FOT must have a valid military ID card (not a dependent ID card) in their possession at WF.

(8) Class A Uniform. ONLY, EOWF-Commissionees are required to bring a Class "A" uniform to WF. Battalions need to ensure that prior to departing for WF,

Commissionees have uniforms that fit, have officer piping already sewn on, have berets that fit, have three (3) non-subdued 2LT bars, and a silver dollar. See para. "32" and EOWF COMMISSIONEE CLOTHING & EQUIPMENT CHECKLIST at APPENDIX C – WF Cadet Checklists.

b. MANDATORY DOCUMENTS. Cadets must bring the items listed on the CADET DOCUMENT CHECKLIST at APPENDIX C – WF Check Checklists IAW guidance provided below. Cadets taking commercial air/transport to WF should "hand carry" all important documents and ***not*** place them in "checked baggage".

(1) Four (4) copies of orders and amendment, if applicable. Keep one copy of the order and amendments, if any, on your person at all times during WF.

(2) Two (2) copies of travel itineraries. Turn-in one during Day 1 CPD in-processing and keep one for reference.

(3) Other travel documents may include any Government Travel Requests (GTRs), unused commercial bus, train, or airplane tickets issued at government expense or purchased at personal expense. Turn-in these documents during Day 1 CPD in-processing for safekeeping during WF.

(4) Photo ID. Cadets must have a photo ID. Only Cadets attending FOT are required to have a valid military ID (not a dependent ID). Any ID cards that have inaccurate information or are mutilated **MUST** be replaced prior to departing to WF. Cadets will retain their ID cards at all times.

(5) Eyeglass Prescription. Cadets must bring a copy of their current eyeglass prescription. Cadets will bring a copy of the prescription to Day 2 Physicals at MAMC.

(6) Public Health Service (PHS) Form 731, International Certificate of Vaccination (a.k.a. "the yellow shot record"). Ensure this form is properly recorded, in your possession and available for examination by health care providers on Days 1 & 2. Cadets needing shots IAW AR 40-562 will receive them on D-30 at WF. **See para. 16.c.(6) for further information on shots.**

(7) Any medical waivers, determinations or other documentation regarding questionable, temporary, or acute medical conditions that your cadre has not included with the previously mailed Cadet Medical Record. See paras. "16 & 14.c.(3)". The Cadet will take these documents with him/her to Day 2 Physical Exam.

(8) Pre-approved waivers (i.e. Swim, CWST). See para. "5". Turn-in these documents during Day 1 CPD in-processing at WF.

(9) Pre-approved authorizations for PA/GA travel or early release. See paras. "12.g. (3), 12.h, and 12.i". Turn-in these documents during Day 1 CPD in-processing at WF.

(10) Cadets authorized to drive PA (i.e. driving a POV) will bring the documents listed in para. "19.c.(1)".

c. RECOMMENDED ITEMS. Cadets need to verify they bring the items listed in APPENDIX C – WF Cadet Checklists.

## 25. WHAT NOT TO BRING.

a. Bringing Privately Owned Weapons and/or ammunition is ***strongly*** discouraged. Any weapon brought to WF must be registered with the Fort Lewis Provost Marshall's office and **MUST** be stored in an arms room. POW's must be identified during in-processing. Access will be extremely limited. No POW's can be kept in vehicles or in billeting. All Army regulations and rules apply. Knives with blades longer than 3 inches are not authorized.

b. Large amounts of cash. Traveler's checks are a wise choice. See para. "29.c.(4)" for information about check cashing at WF.

c. Expensive watches, jewelry, or other small valuable items (i-PODs, CD's, GPSs, MP-3 players, etc.). These items will be collected and secured for the duration of WF if brought.

d. Excess baggage. Cadets must limit the amount of baggage they bring to WF. Airlines normally permit one regular suitcase, one duffel bag, and a carry-on bag, and will assess charges for additional baggage. Government items identified in APPENDIX C – WF Cadet Checklists are considered to be at least one of the regular bags. Additional bags are excess and are **NOT** reimbursable.

e. Corcoran, Matterhorn, HH Tanker Boots, High Tech Style, Converse, or Cold Weather Gortex boots are not authorized for wear during WF and will be stored away if brought.

f. Pagers/Cell Phones. Do not bring personal pagers to WF. Cadets will be allowed to retain cell phones the first **2 days** of WF so they can notify family of their arrival. The evening of Day 2, ALL cell phones will be collected and secured. Cell phones are returned to Cadets on D+27. **BRING A PRE-PAID PHONE CARD TO MAKE CALLS DURING THE TRAINING CYCLE.**

g. Items such as headlamps, manuals produced by school ROTC programs, canvas map cases/bags (satchel type), "butt" packs, civilian version "military" paperback manuals,

pornography, or “pogey bait”, if brought will be stored for the duration of WF.

## 26. SECURITY OF PERSONAL PROPERTY.

a. Trust, which develops between fellow Cadets, can easily lead to careless practices. The open bay barracks, crowded living conditions, and easy access to the barracks make an inviting situation for a thief. The consequences of inadequate security rest entirely with the Cadets.

b. Do NOT leave money or valuable items unsecured in the barracks.

c. Do NOT bring expensive watches, cameras, or other items (e.g. i-PODs) to WF. Inexpensive watches and cameras suitable for field use are available in the ROTC PX.

d. DO lock your wall locker and foot locker when not present.

e. DO secure all prescription and OTC medications.

## 27. FAMILY & VISITORS.

a. Family members are welcome to attend the WF graduation. See APPENDIX G – Guest Information for WF Graduation & Commissioning Activities.

b. Cadets may be released to immediate family members following graduation. See para. “12.h” for request procedures.

c. Cadets will not bring family members to WF. Cadets have little free time and visitation is NOT authorized. If Cadets elect to bring family members, it is at their personal expense and Cadets must make all arrangements for accommodations. Transient or temporary quarters are not available. Remember that the primary objective at WF is to train. All visitations must be approved in advance by the WF Commander.

## 28. PAY & SERVICEMEMBER’S GROUP LIFE INSURANCE (SGLI).

### a. PAY.

(1) Cadets are paid on the 1<sup>st</sup> and 15<sup>th</sup> of the month by electronic fund transfer (EFT) to the same account their monthly stipend checks are deposited to.

(2) Casual pay will NOT be processed at WF.

(3) The rate of base pay is currently set at \$28.81 per day, which is then reduced by federal and state taxes, SGLI (if applicable), etc. Note: The rate of base pay mentioned above was in effect at WF 2007 and in all likelihood will be slightly

different in 2008. Cadets will be paid at whatever the current rate is at the time of WF. Base pay starts on Day 1 of WF, even if the Cadet arrives the day prior. The rate of base pay for summer training is 35% of that of an O-1 with less than 2 years service. The rate of base pay normally is increased on 1 January of each calendar year.

(a) The majority of Cadets at WF should be in a current pay status for subsistence. MS IIIs are paid continuously from the start of the MS III year/contract date for 20 month. Less the training days for WF/CTLT.

(b) In most cases, Cadets will see a reduction to the payment of subsistence that was scheduled to be paid prior to WF arrival. The Leave & Earnings Statement (LES) remarks section will clearly describe the reduction of subsistence and the start of base pay for WF to include the dates for each type of pay. The majority of payments will be processed according to the mid-month or end-of-month pay dates, but depending on the start date of each Regiment, some Cadets may see a pay adjustment at another time. All Cadets should ensure that funds have been deposited rather than assuming funds have been deposited into their applicable accounts.

(4) Cadets will receive their LES at their WF address. Following WF, the LES address will be automatically changed to the Cadet’s local mailing address even for those Cadets attending FOT (e.g. CTLT, etc.).

(5) During WF, Cadet Pay questions should be addressed through the Regimental HRA to the WF Cadet Personnel Division (CPD) for resolution. Following WF, Cadet Pay questions should be addressed to the Battalion HRA or the Liaison at the CTLT, NSTP, and etc. location.

(6) Personal checks at the ROTC PX may be cashed as outlined in para. “29.c. (4)”.

(7) Green-to-Gold – Active Duty Option (GTG-AD) Cadets:

(a) GTG-AD Cadets will earn their regular pay and entitlements during WF and FOT.

(b) BAS. GTG-AD Cadets will have government provided meals deducted from their BAS while attending WF and FOT. The BAS deduction must be submitted by the Cadet/ROTC battalion following completion of WF to the Fort Jackson Student Detachment which will process the pay adjustment. Expect this process to take from 1-2 months.

(c) Family Separation. GTG-AD Cadets who have dependents living with them are authorized Family Separation Allowance only if they successfully complete a minimum of 30 continuous days at WF. Once GTG-AD Cadets have returned to their home station they will file a travel voucher through their ROTC Battalion. Upon payment of the travel

voucher and receipt of the settlement voucher/notification, GTG-AD Cadets will submit DD Form 1561 with a copy of the settlement voucher/notification to the Fort Jackson Student Detachment which will process the pay adjustment. Expect this process to take 1-3 months. GTG-AD EOWF Commissionees are also entitled to this allowance.

b. SGLI. Cadets who are US citizens are eligible for Service Member's Group Life Insurance (SGLI) during WF and Follow-on-Training (FOT). This form must be updated prior to WF; however, it is not required in the Cadet's LDAC Personnel Folder.

(1) Coverage and Cost. Cadets may elect coverage in \$10,000 increments from no coverage up to \$400,000. The SGLI premium is currently \$ .80 per \$10,000 coverage per month (\$32.00 per month for maximum coverage). Cadets must pay the full monthly cost, whether for one day or the entire month. If selected for CTLT, Cadets must pay SGLI deductions for three months. SGLI covers WF, travel to and from Fort Lewis, and a period of 120 days following the completion of WF or conclusion of CTLT.

(2) Form completion. Cadets will complete the form on campus prior to the start of WF. Exercise care in its completion since it becomes effective should death or serious injury occur while enroute to or from WF or while attending WF. Carefully consider before filling in the next of kin (NOK) and contact information as that is the person who will initially be notified in the event of serious death or injury at WF.

(3) SMP Cadets. Simultaneous Membership Program (SMP) Cadets already covered by SGLI with their SMP unit do NOT have to take out any additional SGLI while attending WF.

## 29. PERSONAL SERVICES.

a. PERSONAL AFFAIRS. Cadets should first notify their Platoon TAC Officer (PTO) or NCO (PTNCO) if personal problems develop during WF. Chaplains are available for counseling purposes.

b. RELIGIOUS SERVICES/SUPPORT. The Fort Lewis and WF Chaplain staff will hold services for various faiths each week. Due to the training environment, they will often conduct services in the field and at other than routine times. The WF Chaplains will attempt to provide religious support across the broad spectrum of denominations, but Cadet training takes priority.

c. POST EXCHANGE (PX).

(1) Due to the compressed schedule and limited personal time, Cadets should not plan on having access to the

PX the first 5-7 days of Warrior Forge and should pack accordingly.

(2) Following Day 7, Cadets may use the ROTC PX upon presentation of a valid photo ID card and a copy of orders. The ROTC PX carries toilet articles, magazines and books, towels, etc. The main post PX is comparable to a department store, but access must be coordinated through the PTO/PTNCO and is not normally available.

(3) Dress regulations are strictly enforced. The BDU/ACU uniform is permitted in PX facilities. The Improved Physical Fitness Uniform (IPFU) is not authorized for wear in the PX.

(4) Cadets may cash personal first-party checks for not more than \$300 cash, or \$20 over amount of purchase if desired. Cadets will speed check cashing time if the following information is already printed on the front of their check: Name; University; City & State; ROTC Regiment at WF. Exchanges will not accept two-party checks.

d. LAUNDRY. All Cadets are encouraged to utilize the free laundry services provided at WF. Laundry service will include weekly turn-in. There are a limited number of washers and dryers in each Cadet barracks. It is strongly recommended that delicate items (spandex, lingerie) not be included in these turn-ins since the industrial equipment operates at a high temperature. Cadets will **NOT** include any TA-50/LBE type items into the commercial laundry turn-in.

e. POSTAL SERVICE & WF MAILING.

(1) Cadets should bring an initial supply of stamps and envelopes to WF. The ROTC PX does sell stamps. Complete postal services are available at the Fort Lewis Main Post Office, but access is extremely limited during WF.

(2) Mailboxes for outgoing mail are located throughout the WF area. All outgoing mail should include the Fort Lewis address as the return address.

(3) Cadets should advise correspondents not to write until a complete mailing address is known. Platoon assignments will be available in CCIMS five (5) days before the Regimental report date. Do NOT use the Regimental nicknames in the mailing address. Use the following address format:

**ROTC WARRIOR FORGE  
Regiment, company, platoon  
Box 339543  
Fort Lewis, WA 98433-9543**

f. PUBLIC PAY TELEPHONES. A limited number of coin operated pay phones are available for use in the



regimental area. Cadets should plan on using commercial, pre-paid calling cards, as there are many more card operated phones available than coin operated.

g. MEDICAL & DENTAL CARE, BENEFITS & CLAIMS. See SECTION III – MEDICAL INFORMATION.

### 30. WF YEARBOOK.

a. Cadets may purchase the WF yearbook for approximately \$30, including postage. Cadets may make payment for the yearbook by check, cash, money order or credit card.

b. Cadets will provide the vendor a permanent mailing address for an estimated November 2008 delivery of the Yearbook.

### 31. PLATOON PHOTOS.

a. Platoon photographs will be taken on Day 27 and Cadets may order copies at the photo session. As with the Yearbook, payment can be cash, credit card, check or money order.

b. Cadets will provide the vendor a permanent mailing address for an estimated November 2008 delivery of the Photo.

### 32. EOWF COMMISSIONEE INFORMATION.

a. Cadets who are eligible to be commissioned at WF **must be commissioned at the end of WF.**

b. EOWF Commissionees are required to bring their Class A uniform (with officer piping) and accoutrements (beret, 3x2LT insignia, 2xUS Army insignia, & a silver dollar). See APPENDIX C – Clothing & Equipment Checklist – WF Cadet Checklists.

c. Family member and friends are welcome to attend the WF graduation and commissioning activities. See APPENDIX G – Guest Information for WF Graduation & Commissioning Activities for more information. EOWF Commissionees require no authorization for release to immediate family members.

d. All EOWF Commissionees will be given their oath of office by the WF Commander at the WF graduation ceremony. Cadets may request through their Regiment to receive the oath from a special commissioned officer such as a family member or close family friend.

e. The WF Chaplain will host a Pre-Commissioning Reception the evening prior to WF Graduation. Family and friends are welcome to attend the reception. Cadets who have

requested a special oath of office giver will be sworn in during the reception.

f. TA-50. EOWF Commissionees not returning to their Battalion/School will arrange with the Regimental Supply Room to mail their TA-50 back to their host university at government expense prior to departing WF. The EOWF Commissionee should ensure he/she retains a copy of a hand receipt turning over the TA-50 to the supply representative.

## SECTION V – CADRE INFORMATION (includes 2LTs)

### 33. WF TDA & PERSONNEL ISSUES/PREPARATION

a. All Battalions can expect to be tasked to provide personnel to perform duties at WARRIOR FORGE as either instructors, staff, or in an administrative or logistical role.

b. The only command wide exception applies to those cadre serving in designated battalion ROO positions.

c. Personnel from FORSCOM, Fort Lewis, and the USAR will supplement Cadet Command personnel.

d. All Cadet Command personnel need to be prepared to drive a government vehicle while at WARRIOR FORGE, therefore the following training must be accomplished by all personnel back at home station prior to reporting to WARRIOR FORGE.

(1) Accident Avoidance Training. All Cadre, DA civilians, USAR soldiers, and contract personnel must have completed the Army's Accident Avoidance Course with in the previous 24 months. To complete this training go to the following web site:

<http://combattingaggressivedriving.com/training.php>

Follow the links to sign for the "on-line" course. Questions concerning this course should be directed to either your respective Region Safety Officer or the Cadet Command Safety Officer. **BE SURE TO BRING A COPY OF YOUR COMPLETION CERTIFICATE WITH YOU TO WARRIOR FORGE – OTHERWISE YOU WILL HAVE TO RETAKE THE COURSE UPON ARRIVAL AT WF.**

(2) If you already have a certificate from prior years, and it is dated within 24 months of your reporting date to WARRIOR FORGE, you can use this old certificate to meet the training requirement for WARRIOR FORGE.

**NOTES: (1) The information above on Accident Avoidance Training also applies to any cadre supporting LTC at Fort Knox. (2) LTC has additional Safety/Driver requirements that are Fort Knox specific. If supporting LTC be sure to read CC Cir 145-04.**

(c) State Operator's Permit. All Cadre supporting WARRIOR FORGE also need to possess a valid state operator's license. Operation of government vehicles under one-ton for administrative use only requires the driver to have a valid state operator's permit.

e. **BRIGADE REQUIREMENTS:** Brigades will be tasked by their respective Regions to fill specified (or in some cases by-name directed) slots for WARRIOR FORGE. It is expected that, following the initial fill by Brigades, unforeseen changes will occur. To rapidly respond to changes, the following information applies:

(1) Brigades must pay close attention to any trailer data on the TDA that outlines specific grade, branch or experience level when assigning personnel to specific positions.

(2) Brigades must be aware of any physical limitations on personnel they are assigning. Do not slot someone who has a profile against walking or wearing field gear into regimental or tactical positions. Common sense should be a guideline.

(3) Should an individual "fall off" the TDA for whatever reason, that Brigade is responsible for backfilling that position with a qualified individual unless relieved of that tasking by their Region Chief of Staff who will then reallocate that tasking within their Region.

(4) Historically, the shortfalls mentioned above occur with very, very short notice, often after WF has already started. In that event the WF S-1 or respective Region LNO will first make contact with the respective Region TDA manager to backfill the requirements. The Region TDA manager will confirm whether or not the Brigade experiencing the shortfall will retain responsibility for the tasking or task another Brigade within their Region. The Region TDA manager will then contact the appropriate Brigade to obtain a backfill. Note, the Region TDA manager may direct WF to contact a Brigade directly. **As such Brigades need to maintain a "ROSTER" of personnel who are "on-call" for immediate response.** Lessons learned indicate the following guidelines will assist:

(a) As taskings will be by "specific type", Brigades need to maintain at least 4 separate "call-up" rosters: one for officers; one for NCOs; one for HRAs; and one for LOG personnel.

(b) Additionally, Brigades need to INFORM the individuals of where they stand on this list **ahead of time** (i.e. CPT Smith, you're next up for any backfills, or HRA Jones you're fifth in line of HRAs so low probability). By letting

the individuals "on-the-bench" know their probability of call up, replacing a short-fall becomes much easier.

(5) **Brigades also need to maintain contact rosters for their headquarters and for each school within their brigade, both to fix TDA problems and to contact for Cadet issues.**

(a) Both LDAC & LTC are seven day a week operations. As such their staffs and LNOs must be able to make contact with someone at each Brigade Headquarters and at each school.

(b) Brigades need to prepare a POC roster that provides the name, position, organization (i.e. school or Bde HQ) and contact phone numbers (work, home and cell). This roster will be sent to the Region Chiefs of Staff for both Regions who will review and forward these documents to both LDAC & LTC. The suspense for this action is: **23 May 2008**. Given the number of changes that historically occur with these rosters do not send them any earlier than **18 May 2008**; to send them any earlier only opens them up to becoming out of date prior to the start of LDAC & LTC.

### 34. VEHICLE REQUIREMENTS.

a. Selected Western Region battalions will be directed to bring the Non-Tactical Vehicle (NTV) to Fort Lewis for use at WF.

(1) GSA Vehicles due replacement during the GSA FY Vehicle buy (Apr-Jun) will not be tasked.

(2) Battalion vehicles are tasked to fill specific needs. No substitution of vehicles is allowed. Do not remove seats (reducing seating capacity) from tasked vehicles, or substitute mini-vans in place of 15 passenger vans (or vice versa).

(3) Battalion vehicles will be delivered to the WF ROTC Motor Pool in the following condition:

(a) Clean interior and exterior.

(b) Current Vehicle Maintenance completed.

(c) Vehicle configured for full capacity seating

(d) Complete Operator's Vehicle Maintenance (OVM) kit (spare tire, jack, lug wrench, etc.)

(e) Valid GSA credit card for the vehicle.

(4) Battalion vehicles tasked to support WF will report to the ROTC Motor Pool, Bridling 2D19, for

inprocessing during the hours of 0800-1100 on the required delivery date. A walk around inspection will be conducted and photos taken of the exterior vehicle condition.

(5) Battalion vehicles at WF are subject to the same logistic controls as all other NTVs.

(6) When possible, battalion vehicles will be assigned to support an element with a cadre member from that battalion.

(7) Mileage accrued will not count against the battalion's annual mileage allocation. Arrangements will be made to report monthly mileage on vehicles supporting WF, with the exception of vehicles under GORP (Get Odometer Reading at the Pump).

(8) Early release of school cadre does not justify early release of the school's vehicle.

b. Government Vehicle Operator's Permit. Operators of vehicles ABOVE one-ton require special licensing. If possible, WF-bound cadre should be licensed at their local support installation before WF. The Fort Lewis TMP will over-stamp current licenses from other installations. This will save potential operators significant inconvenience upon arrival at WF. Cadre must have DA Form 348, Equipment Operator's Qualification Record and OF 346, U.S. Government Motor Vehicle Operator's Identification Card in the possession at WF whenever operating a vehicle exceeding the one-ton requirement or any tactical vehicle. Contact the Western Region Fleet Manager at (253) 966-6882 for any questions or coordination.

c. Private Insurance Damage Provision (optional). The government is essentially a self-insurer, but should a GSA vehicle be damaged as a result of misconduct or negligence, the government will seek reimbursement through the Financial Liability Investigations or Property Loss (FLIPL) process (previously known as a Report of Survey). Some private insurance companies carry a provision that covers the insured for damages to GSA or other government vehicles. This provision protects the insured when found liable for damages through the FLIPL. It is recommended that personnel who expect to possibly operate GSA vehicles at WF contact their insurance agent about this potential coverage.

### 35. TRAVEL ORDER PREPARATION.

a. All cadre travel orders for WF will utilize the Defense Travel System (DTS). Prepare the request for orders AT LEAST 20 days in advance of the departure date, especially if requiring flight arrangements. Further information can be found at APPENDIX K – Cadre DTS Travel Information for WF.

b. Cadre must verify the accuracy of the information on WF orders. Note that orders improperly formatted or with incorrect data will be returned to the traveler to be corrected. Cadet Command G4/G8 will ensure each cadre request for orders is authorized on the TDA, review orders in DTS prepared by the traveler, and route the order to the approving official (AO) for approval. Travel authorization will be directly routed to the AO for approval. Once signed by the AO, travelers will receive e-mail notification of approved orders and may execute those orders at that time. **Cadet Command G4/G8 will perform a 10% post-audit review on settlement vouchers.** Questions concerning DTS should be directed to the POC at Brigade or to the respective Region Team in CC G4/G8.

c. As an exception to policy, cadre from Guam, Puerto Rico, America Samoa, and other geographically distant locations are authorized to arrive at WF one day early. Any cadre from these locations choosing to do so **MUST** contact the WF Billeting Office ahead of time to ensure billeting is arranged for. Failure to coordinate an early arrival with Billeting may result in the cadre member obtaining a room for that night AT THEIR OWN EXPENSE. POC for billeting is Ms. Sabina Taylor (253) 967-5247; [Sabina.Taylor@usacc.army.mil](mailto:Sabina.Taylor@usacc.army.mil) or [Sabina.P.Taylor@us.army.mil](mailto:Sabina.P.Taylor@us.army.mil).

### 36. REPORTING/INPROCESSING WF.

a. **DO NOT REPORT EARLY!!** Except for those personnel mentioned above in para. "35.c" (who must coordinate ahead of time with billeting), do NOT report any earlier than your assigned TDA report date. If you do arrive early billeting may not be available and you will be directed off-post for that night at **your own cost.**

b. PA/GSA VEHICLE INFORMATION. To get to Fort Lewis, take Exit 120 off Interstate 5. WF is located on North Fort Lewis. A strip map showing highway access to the Fort Lewis area is at APPENDIX F – Map of North Fort Lewis & Fort Lewis.

(1) GSA and POVs with a valid military decal proceed through the North Fort Lewis gate and report to building 11D39.

(2) For POVs without a valid military decal, obtain a temporary vehicle pass from the visitor's center at the main gate. For this you will need your military ID, driver's license, vehicle registration, and proof of insurance (minimum \$10,000 for property and \$25,000/\$50,000 for liability). Once obtained, proceed through the North Fort Lewis gate and report to building 11D39. During inprocessing WF S1 will issue a temporary vehicle pass valid for the duration of WF.

c. AIRPORT INFORMATION. Commercial airline flights to the Fort Lewis area arrive at the Seattle-Tacoma (SEATAC) International Airport, located approximately 40 miles north of Fort Lewis. Transportation to Fort Lewis will be provided. Upon arrival, claim your baggage and proceed to the ROTC Transportation Desk adjacent to Baggage Carousel #16. Beginning o/a 21 May WF will staff the ROTC Transportation Desk from 0800 to 2000 hours on non-peak days, and 0800-2400 hours on peak travel days. Late/early arriving Cadre who find the desk unmanned should report to the USO Lounge on the Mezzanine Level and call the WF TOC for transportation. The phone number will be posted in the USO and at the Transportation Desk.

**d. SPECIAL INSTRUCTIONS FOR CADRE/2LTs ARRIVING PRIOR TO 21 MAY:**

(1) Some Cadre will arrive prior to operations being established at either SEATAC airport or the WF TOC. Primarily these will be early arrivals to the LOG section and P&A.

(2) Personnel whose arrival date is earlier than 21 May should:

(a) A week prior to arriving first call the WF Trans NCOIC (SFC Montgomery) to determine whether or not transportation operations at SEATAC will be functioning upon your arrival. Number: (253) 966-6882.

(b) If the ROTC transportation section is not operational on the day you arrive, prior to departing for SEATAC arrange for pickup and transport by the Kitsap Airporter Service. You will claim this charge on your DTS. Number: (800) 562-7948 or (360) 876-1737.

(c) You must also call Ms. Sabina Taylor to confirm billeting and where to pick up room keys. Number: (253) 967-5247.

(d) If you are billeted off-post have the "Airporter" take you to your motel. If billeted on-post the service will only drop you at the main post lodge. Once you pick up your room key you will need to take a Fort Lewis (commercial) taxi to your room.

(e) If you arrive during duty hours call the WF Plans section so that transportation to WF's P&A section can be arranged (Bldg 11D39). If you arrive after duty hours, call the next day. Numbers: (253) 967-7374/4194/7380/3256. Additionally, call Ms. Taylor to confirm arrival into billeting.

e. TRAIN/BUS INFORMATION. We recommend cadre not use these modes of transportation. If necessary, see para. "19.d".

f. TRAVEL PROBLEMS. Cadre encountering travel difficulties which may prevent reporting to WF on time will immediately notify the WF TOC at (253) 967-1767/6440. During normal duty hours, new 2LT Cadre should call 2LT inprocessing at (253) 967-5617/6353 to request an extension to reporting date. **DO NOT DELAY IN MAKING THIS IMPORTANT CALL.**

g. INPROCESSING.

(1) All Cadet Command Cadre, 2LTs, and National Guard STX Lane Support Soldiers will report to building 11D39, North Fort Lewis, on the reporting date indicated on your travel orders. Personnel reporting between the hours of 0800 and 1630 will be inprocessed. Personnel reporting outside these hours will be transported to the Fort Lewis Lodge and issued keys for their billets. Inprocessing will occur NET 0730 hours the following morning. You may report for inprocessing in civilian attire. Soldiers who report with physical disabilities that may hinder their performance will be reassigned or returned to unit. If reassigned, the soldier's departure date may be adjusted.

(2) Non-Cadet Command USAR Personnel and support Soldiers will report NLT 1800 hours to the Forward Support Element (FSE), building 9D23, North Fort Lewis.

(3) 2LTs, after general Cadre inprocessing, will report to 2LT inprocessing (co-located in building 11D39). See para. "48" below for additional information concerning 2LT inprocessing.

(4) Military Institutional Representatives (MIR). Each school sending Cadre to WF must identify one Cadre member as the school's primary representative (MIR). This may change during the duration of camp due to departures. This individual must report their arrival, name, and contact information to their Region LNO located on the second floor of building 11D09 (approximately 200 meters from the inprocessing building). The MIR or another designated Cadre member will attend the Educator's Banquet if their school has an educator/nurse educator attending WF. If the school has an educator attending, the person designated as their escort must bring their Class A uniform to WF. If the school has no cadre present during the Educator's Visit, and has an Educator attending, then a 2LT escort will be provided for that Educator.

**37. BILLETING.**

a. POC: WF Billeting Office, Training Division; (253) 967-5247/FAX (253) 967-5938 on or before 24 May. After 24 May call 967-1835/FAX: 967-7716. If there is billeting issues notify the WF Billeting POC (Ms. Sabina Taylor) ASAP so it can be resolved.

b. Do **NOT** contact the Fort Lewis Lodge for billeting desires. All billeting for WF and OCS is contracted in advance.

c. **CONCEPT.** The primary consideration in assigning cadre billets is WF Mission accomplishment. Billet areas/location priority is to Regimental Cadre, Committees, and Staff respectively, regardless of rank.

(1) Regimental Cadre, to the greatest extent possible, billeted together and as close to Cadets as possible.

(2) Committee Cadre are billeted with their respective committees and as close to training sites as feasible.

(3) Cadre serving on the WF staff are billeted in remaining beds.

(4) IRR Augmentees (e.g. Chaplains, food service, etc.) billeting is managed by the WF Billeting office.

(5) USAR soldiers reporting as part of a USAR unit supporting training are billeted by the USAR Forward Support Element (FSE). The FSE is located in building 9D23; (253) 967-3306.

(6) The majority of WF cadre will be billeted in two-person rooms. Most billets have common “gang” latrines. Private bathrooms are NOT available.

(7) Off-post rooms are contracted for select personnel attending WF. Priorities for off-post rooms are, in order: Colonels & their respective SGMs; Lieutenant Colonel Committee Chiefs; Lieutenant Colonel Staff Primaries; selected training committee personnel. Exceptions to the above priorities must be approved in advance by the WF Commander. Off-post lodging is selected by the Directorate of Contracting through mandated contracting procedures.

(8) Whenever possible, RTOs and Regimental SGMs will be billeted in one common building.

(9) Whenever possible, Lieutenant Colonels and Majors billeted on North Fort will have single rooms. Any SGM living on North Fort will have a single room. However, personnel waiting to be placed in a single room during transition periods may be placed in a double room for a short time to allow for departing personnel to clear billets.

#### d. GETTING YOUR ROOM.

(1) Early Arrivals. **NOTE: Except for personnel as outlined in para. “35.c.” who MUST STILL coordinate in ADVANCE if they plan on arriving early, if you arrive earlier than the report date on your orders you will be billeted at YOUR OWN COST for the excess nights. Early**

**arrivals will NOT be reimbursed for this lodging or per diem unless indicated on your travel orders.**

(2) Late Arrivals. If you know you will be arriving later than indicated on your orders, notify the WF Billeting Office, (253) 967-1835/DSN: 357-1835 as soon as possible and the billeting officer will try to hold your room. Be prepared to provide the billeting officer an estimated time of arrival.

(3) Fort Lewis Lodge Billeting Office (253) 967-2815/5051, is located in the Guest Lodge on Main Post, Building 2110, one block past the post Welcome Center. Personnel billeted on-post who arrive prior to **24 May** will pick up their room keys directly from the Lodge. Give them your name, a copy of your orders, and ensure you tell them you are part of ROTC. They will confirm your name on the Roster and provide you with the correct room key.

(4) Personnel arriving on or after **24 May, during** normal duty hours (0800-1630), will have their room keys issued from the WF Billeting office in Building 11D39 on North Fort Lewis. Keys not issued prior to 1630 hours will be turned back into the Fort Lewis Lodge main desk which operates 24/7. Personnel who are billeted on-post, arriving after normal duty hours can pick up their keys at the Lodge (see sub-para. (3) directly above).

(5) Off-Post Billets. Personnel who “THINK” they are residing off-post who arrive during the duty day still need to report to the WF Billeting Office in Building 11D39, North Fort Lewis to confirm their rooms. Personnel who arrive AFTER normal duty hours, regardless of whether they “THINK” they will be residing off-post, will be billeted that first night on-post and must report to the WF Billeting Office the next morning (see sub-para. (4) above for instructions on obtaining a room from the Fort Lewis Lodge after normal duty hours). The reason for this procedure is the individual’s duty position at WF may have changed due to unforeseen circumstances, and this could alter the permanent billeting location.

#### e. BILLETING POLICIES.

(1) Do NOT adjust your room assignments after you arrive. We compete with Fort Lewis Lodging for bed spaces on North Fort Lewis. We are not issued buildings; rather we contract for individual beds/rooms. The billeting plan is NOT flexible. If a bed is not used it will be filled by a PCSing or transient soldier on post for training (Annual Training, West Point CTLT, etc.).

(2) The barracks-style North Fort rooms include a bed, linen, pillow, desk, chair, wall locker, towels, washcloth, curtains, lamp, and refrigerator. The buildings have a community latrine, washer, dryer, and dayroom with TV,

ironing board and iron. Given the fire danger in these type buildings you are **NOT** allowed hot plates, heaters or other like items in your rooms. Individuals will be charged by Post Lodging for damage to facilities.

(3) Limited daily shuttle service is available. WF S1 will publish shuttle information in the WF Bulletin.

(4) Housekeeping. Notify Fort Lewis Lodging at 967-2815/5051 of housekeeping concerns and problems. Contact the WF Billeting Office if problems persist. The housekeeping schedule will be posted in the WF Bulletin.

(5) PETS. Pets are not authorized in any billets on or off post. If you bring a pet it will have to be kennel off-post at your own expense.

#### f. TRAVEL CAMP.

(1) Although discouraged, you may use facilities provided at the Fort Lewis Travel Camp. If you wish to bring a recreational vehicle or trailer, you must make your own reservations with the Fort Lewis Travel Camp, (253) 967-5415. There is a 14-day stay limit at the camp. Reservations are accepted on a first come, first serve basis and can be renewed on a case-by-case basis with the manager's office.

(2) After obtaining confirmed reservations notify the WF Billeting Office. The daily fee is estimated to be \$15. This fee is NOT reimbursable.

g. FAMILY MEMBER BILLETING. We recommend cadre not bring any family members with them to WF. You are here TDY for a mission. Personnel who do bring family members with them must make their own personal arrangements for accommodations. Family members are NOT allowed in any North Fort billeting. If your family member(s) accompany you to WF you will forfeit your eligibility for Family Separation Allowance. Should you choose to obtain an off-post rental for a family member that is at your own cost. Since the off-post hotel rooms for selected personnel are government contracted, you may not billet a family member in them.

h. EXTENSIONS/EARLY DEPARTURES. If your departure date from WF changes for any reason, notify the WF Billeting Office at the first chance to ensure your room is either extended or WF isn't charged for an unused room.

### 38. UNIFORMS & EQUIPMENT.

#### a. UNIFORMS/CIVILIAN WORK ATTIRE.

##### (1) UNIFORMS.

(a) The standard duty uniform for cadre is the Army Combat Uniform (ACU) with appropriate patches and accoutrements/insignia (all subdued), with beret and/or soft cap (WF SOP will specify where and when beret or soft cap are worn). Brown/tan boots are authorized for wear IAW AR 670-1.

(b) All Cadre will bring at least one complete set of the Improved Physical Fitness Uniform (IPFU). The set includes T-shirt, shorts, jacket, pants, and reflective safety belt. Spandex shorts may be worn under the PT shorts. On Fort Lewis, gray or black are the only authorized colors for spandex shorts worn with the IPFU. Reflective belts will be provided to active and reserve component cadre as required. The reflective safety belt must be worn at all times while running on Fort Lewis regardless of the time of day. When wearing T-shirt and shorts, wear the belt around the waist; when wearing the jacket, wear the belt diagonally over the right shoulder.

**(c) CADRE required to attend the WF Educator Banquet must to bring Class "A" uniforms.**

**(d) All 2LTs assigned to WF must bring a Class "A" uniform.**

##### (2) CIVILIAN WORK ATTIRE.

(a) Government Service (GS) employees and other civilian workers are encouraged to wear durable casual clothing during WF. Fort Lewis is normally moderate (low to mid 50s to mid 70s) to hot (95-100) and dry during the summer months, although temperatures can drop into the 40s with rain very likely in the early summer. The offices/buildings do NOT have heat or air conditioning and are quite dusty.

(b) Civilians working in Regiments or Training committees should definitely bring rain gear, bug spray, sunscreen, and a light jacket or sweater for cool nights and mornings.

(c) If duty involves time in a field environment, durable boots or hiking shoes are recommended.

#### b. EQUIPMENT.

(1) 2LT's will draw TA-50 upon arrival at Fort Lewis. Unlike permanent party school Cadre that must bring TA-50, since 2LTs are TDY enroute and will be required to turn-in TA-50 to the Fort Lewis CIF upon completion of WF.

(2) WF Cadre. All cadre assigned to WF staff must report to WF with the following TA-50 items:

<u>ITEM</u>	<u>QUANTITY</u>
Band Helmet Camo	1
Belt, Ind Equipment	1
Canteen, Water 1 QT	2
Case Field First Aid	1
Case Small Arms	2
Cover, Canteen	2
Cup, Water Canteen	1
Suspenders, Fld Pack, LBE	1
Sweatband Helmet	1
Helmet, Kevlar*	1
Cover, Helmet Camo	1
Parka w/w or Gore-Tex Field Jacket	1
Trousers w/w	1
IPFU	1
Camouflage Stick (green & loam)	1
Personal Sundry Items	As Needed

\*Note: If your Battalion doesn't have helmets to issue, sign for a Kevlar helmet from the F-10 Warehouse.

(3) **REGIMENT & COMMITTEE CADRE ADDITIONAL TA-50**. All cadre, except WF 2LTs, assigned to a committee or a regiment MUST report to WF with the following additional TA-50 items. Committee Chiefs and Regimental RTOs can require additional items for their cadre.

<u>ITEM</u>	<u>QUANTITY</u>
Blanket Wool, or Poncho Liner	1
Sleeping Bag	1
Field Pack, w/frame (LRG)-complete	1
Compass, Lensatic	1

(4) Head protection, such as Kevlar helmet is required for wear while operating or riding in Army Tactical Vehicles in the field.

(5) Limited quantities of selected reference materials are available at Fort Lewis for use during WF. Cadre must bring any reference they desire for personal use from their home station.

**39. DINING.**

a. Government dining facilities are available to cadre during WF.

b. The commander and all leaders are responsible for affording personnel the opportunity to consume meals in government facilities. In accordance with the WF Commander's directive, there will be no missed meals payable at WF. Committee Chiefs must ensure their committee members have the opportunity to consume meals.

c. Cadre on TDY who report before the cadre dining facility is operational may eat in tenant unit dining facilities on North Fort Lewis.

d. Cadre on TDY may subsist in authorized dining facilities or have meals brought to the field training site by the supporting unit.

e. PAYMENT. All Cadre on TDY must pay the current meal rates for both garrison and field meals. Effective 1 January 2007 prices for meals in the dining facility are:

Breakfast	\$2.00
Lunch	\$3.65
Dinner	<u>\$3.65</u>
Total	\$9.30 per day

Since these meals rates may change on 1 Jan 2008, the amounts listed are provided as an example. Cadre will be paid per diem (to include the current incidental pay) at the current rate in effect at the time of WF.

f. MREs for Field/STX committees are available at the cadre dining facility at the field/facility rate above.

g. The meal rate established by the order cannot be reduced after the ordered travel has been completed except for a deductible meal (Government meals paid for by the member and consumed in a Government mess are not deductible meals). AO's must ensure travel order authorizations are approved for the government meal rat. Failure to approve the GMR will automatically entitle the traveler to the commercial meal rate. Bottom line, the traveler will be paid per diem at the rate appropriate to the statement(s) of non-availability issued by the Warrior Forge Adjutant. Since some Cadre travelers may reside both on & off post for periods during their WF TDY, they will be issued multiple statements of non-availability, each covering a specific time period.

**40. APPEARANCE, CONDUCT & BEHAVIOR.**

a. APPEARANCE. Cadre and staff will be in good physical condition, able to meet height & weight standards, and ready to participate in physical fitness programs at WF.

b. TOBACCO CONTROL PLAN. See Policy Letter #12 (Appendix E). Army Policy permits smoking in designated areas only. WF Policy is there will be no smoking or use of any tobacco products in the presence of Cadets or on committee sites during training. Cadets are not authorized possession or use of tobacco products at WF. There is no smoking in buildings used as offices, workplaces, or in North Fort Billets.

c. UCMJ. Cadet Command cadre from other than Western Region will be attached to Western Region for UCMJ and award authority during the period specified in their travel orders.

d. BEHAVIOR. Cadre behavior is expected to be above reproach at all times. Read, understand and comply with the information in paragraph "20" except at noted below.

(1) Avoid off limit facilities as designated by Fort Lewis & I Corps as listed in the WF Bulletin. All Officers', NCO, enlisted and All Ranks Clubs are NOT off-limits to Cadre.

(2) Consume alcohol responsibly. Cadre are restricted from Cadet areas and ANY interaction with Cadets if they have consumed **ANY** amount of alcohol. While wearing ACUs you may not enter off-post establishments where the basic means of revenue is the sale of alcoholic beverages. You may not consume alcoholic beverages in an off-post establishment while in ACUs. Washington State's DUI blood alcohol level is .08% and is STRICTLY enforced.

#### 41. WF INSPECTOR GENERAL.

a. The WF inspector general is an extension of the WF Commander's eyes, ears, voice & conscience. The IG is available to provide all services to WF Cadre.

b. The IG is available on a walk-in basis during the published hours or by appointment for assistance with complaints and redress of grievances without fear of reprisal. Procedures for IG visitations are established in the WF SOP and will be published in the first WF Bulletin.

#### 42. PAY.

a. GENERAL. Financial records will remain at their current location and regular monthly payments under the Joint Service Software (JSS) will continue.

b. WF CADRE PER DIEM ENTITLEMENTS. Government meals are contracted. Depending upon billet locations, government meals may or may not be available. If billeted on North Fort where government meals are available (either directly consumed in a DFAC or an MRE purchased to take to a field location for lunch), the per diem rate for Cadre will equal the 2008 meal and incidental rates. For WF 2007, this amount was \$12.30 per day. Cadet Command G4/G8 will utilize the rate in effect at the time of WF 2008 for reimbursement. If billeted off-post personnel will receive full per diem at the current rate.

c. PA TRAVEL ENTITLEMENTS. For Cadre assigned within the continental United States, the WF Commander will

authorize travel to and from WF as "PA travel for the convenience of the individual".

(1) If driving your PA, mileage reimbursement will be at the current JFTR rates in effect at the time and one day's travel rate per diem will be authorized. HOWEVER, the amount reimbursed to the traveler CANNOT exceed the cost of a Government Travel Request (GTR) airline ticket plus the cost of transportation to and from home to the airport (estimated at \$50.00). When completing the "Privately Owned Conveyance" indicate "Mileage reimbursement and per diem limited to constructive cost of common carrier transportation and related per diem". AO's must ensure all travel is limited to the constructive cost to the government. Constructed travel involves the need to limit a traveler's reimbursement when travel is completed using a mode not authorized/approved by the AO. It also includes cases when the AO "Approves as Limited", allowing an alternate transportation mode, but limiting reimbursement to what it would have cost if travel had been completed using commercial air. Travelers must complete the Cost-Comparison Worksheet form on the DTS Pre-Audit screen if they elect travel by other than commercial air or government transportation. If travel is approved as Limited, the traveler's en-route per-diem is limited to one day of travel. Any additional en-route days must be indicated as leave. Travelers will not be authorized permissive TDY for travel days that exceed the limited travel time. Travel for these days will be in a non-per-diem status and leave must be charged. See Appendix K for details.

(2) If travel time exceeds the authorized ONE-DAY for travel a DA-31 must accompany the traveler placing [him/her in a leave status for the travel days](#). Travelers do NOT receive per diem if they are in a leave status. Lodging and meals are paid out of pocket.

d. SCHOOL GSA VEHICLE TRAVEL. As outlined in para. "34" selected schools in Western Region will be tasked to have a school GSA vehicle brought to WF. Personnel tasked to drive these vehicles will be authorized the appropriate number of travel days depending on distance, and will be reimbursed at the full per-diem rates for their travel days.

e. COMMERCIAL AIR TRAVEL ENTITLEMENT. If using commercial air, your entitlement is the cost of the round trip airfare, transportation expenses to and from the airport, and ¾ of a day's per diem. CC G4/G8 will utilize the per diem rates in effect at the time of travel.

f. TRAVEL PAY. All individuals (except newly commissioned 2LTs – see para. "47") must obtain a government credit card. Travelers without a travel card should submit an application at least one month in advance, of travel. Two months lead time is recommended. IRR soldiers



may coordinate for advanced pay through Fort Lewis' DPTM. However, DFAS policies on travel or casual payments to all Soldiers apply.

g. 2LT's should refer to para. "47" for additional information on pay.

#### 43. ADMINISTRATION & SERVICES.

a. MILITARY INSTITUTIONAL REPRESENTATIVE (MIR). MIRs are Cadre from each school who will represent their Cadets (as needed) during WF. The MIR does NOT have to be the senior person present from a school, and due to Cadre turn-over, the MIR may change during the course of WF. MIRs are EXPECTED to know who they are (as designated by the PMS) and MIRs are required to make contact with their respective Region LNO in the Commandant of Cadets Office and check-in. Schools with no Cadre present will have their Cadets represented by their respective Region LNO.

(1) MIRs will report to the LNOs on the second floor of Building 11D06.

(2) If present during the Educators Visit, and if the school has an Educator attending, the MIR will represent the school and attend the Banquet. This will require the designated MIR to bring a Class "A" uniform to WF. **NOTE: PMS's – it is incumbent upon you to determine if your school has both a Cadre member and educator present and to ensure the Cadre member is aware they are to attend in the appropriate uniform, the Educator's Banquet. These Cadre members should identify themselves to the Educator Visit cell upon inprocessing.**

b. LEAST COST ROUTING CARDS (LCR). An LCR card will be issued to designated Cadre during inprocessing at WF. This card enables to holder to make official long distance phone calls from Fort Lewis Class A phone lines. Each individual assumes full financial responsibility for all phone calls made with this card. Do NOT give your LCR card number out to other personnel. If a section/committee chief/RTO feels another individual's responsibilities necessitate an LCR card, they can contact the WF IMD section and obtain an additional card. Call Logs are monitored for abuse.

c. CELL PHONES. Designated Cadre will also be issued government Cell Phones for official use. Personnel assume full financial liability for all calls made. These call logs are monitored. **Unlike many 'commercial' calling plans Cadre might have on their personal phones, WF is billed for ALL minutes used; incoming & outgoing; local calls, even on-post; and calls to toll-free numbers.** In past years, misunderstanding this has resulted

in personnel abusing the phones and being charged for calls they made.

d. PASSES. Regimental TAC Officers, Staff Chiefs, and Training Committee Chiefs may authorize regular passes during the period of TDY without interruption of per diem payments. However, if an individual returns to home station this could affect their Family Separation Allowance.

e. OFFICIAL DIGITAL PHOTOGRAPHS. If you need an updated official photo, the Fort Lewis photo lab is open M-F from 0730-1100 and 1230-1530 hrs. You do not need to make an appointment, but it is recommended you call ahead to verify hours (967-2852). The photo lab has changing rooms and photos are normally ready for pickup within 7 days.

f. FLIGHT RECORDS/PHYSICALS. If you wish to review your flight records, or if you have questions regarding flight records, contact the Western Region s-1 section at (253) 967-2181/2182. Flight physicals require two months advance coordination for appointments.

g. WF YEARBOOK. You may purchase a WF yearbook if you desire. Place your order with the WF PAO in Building 11D25.

h. LAUNDRY. Commercial laundries are available at your own expense. Many BOQs/BEQs have washers and dryers. Individuals on extended TDY are authorized \$2.00/day for cost of laundry.

i. RELIGIOUS SERVICES. Fort Lewis and WF Chaplains will conduct services for various faiths each week in the WF and post chapels. The WF Chaplain's Office will publish a church service schedule. Due to the training environment, chaplains will often conduct religious services in the field.

j. POSTAL SERVICE & WF MAIL ADDRESS. The WF mail room provides mail delivery to your unit or section. Include your return address on all outgoing mail. Stamps are available in the ROTC PX and in the North Fort Mini-Mall. Complete postal services are available at the main Fort Lewis Post Office. Official envelopes cannot be used for personal mail. Your WF mailing address is:

**SSG John Doe  
WARRIOR FORGE-North Fort Lewis  
(Regiment/Committee/Staff Section)  
Box 339543  
Fort Lewis, WA 98433-9543**

k. MEDICAL & DENTAL CARE.

(1) Fort Lewis has complete medical and dental services available for acute care during WF. The entry point

for all medical and dental services in the WF Clinic. Periodic physicals will be available for Cadre stationed at battalions participating in TRICARE PRIME Remote. HIV tests are required every two years. If your last test was done in 2006 or before, plan to have your HIV screening done while you are at WF.

(2) Medical treatment for **GS or Contract Personnel** is limited to EMERGENCY SERVICES only. GS and contract personnel, if not authorized military medical support year round (e.g. retired military, dependent), need to coordinate with their specific Medical Insurance Plan to obtain a list of local (i.e. Tacoma, Lakewood, Lacey WA; **NOT** Seattle) providers that could be used should the need for non-emergency services arise. Transport to the provider will be the responsibility of the appropriate staff section, committee or regiment of assignment.

#### 44. MWR.

a. RECREATION. Fort Lewis has on-post theaters, bowling lanes, service clubs, a roller-skating rink, libraries, craft shops, tennis courts, gymnasiums, and a 27-hole golf course. In addition to the Family Beach and Shoreline Park, there are fishing and boating facilities available. If you plan on utilizing any of these facilities you need to plan on bringing your own personal equipment. You must comply with all regulations concerning licenses and safety. Boat rentals require boat safety certification.

b. The Fort Lewis Officer's club has been converted to a community club called the "Cascade Club. It is open to all ranks for lunch and limited bar hours in the evening.

#### 45. SAFETY.

a. ACCIDENT PREVENTION. Remember, it is your responsibility to prevent accidents. Safety is a leadership responsibility and you are equally responsible for ensuring that training areas and equipment are used safely. Common sense, close supervision, and emphasis on safety will help reduce the chance of injuries. To enhance Cadet safety and control, a regimental Cadre member will ride with each Cadet occupied vehicle (i.e. 5 vehicles, 5 Cadre).

#### b. VEHICLE SAFETY.

(1) MOTORIZED VEHICLES. Wear seatbelts at all times and obey all posted speed limits. The speed limit within the WF Footprint is 15 mph (10 mph when Cadets or Soldiers are present). Head protection such as Kevlar Helmets is required for wear while operating or riding in Army TACTICAL Vehicles in the field.

(2) BICYCLE SAFETY. Approved bicycle helmets (not Kevlar) and reflective vests are required on Fort Lewis.

(3) MOPED SAFETY. A Moped is any motor driven cycle under 5 hp with less than 4 wheels. The Washington State Motor Vehicle Laws prohibit the operation of Mopeds on freeways within the state. Helmets and reflective vests are required.

(4) MOTORCYCLE SAFETY. Driver and passenger must wear protective equipment while on or off the installation. This includes approved helmet eye protection (shatter resistant glasses, goggles or face shield), gloves, long legged pants, long sleeved shirt or jacket, leather boots or over-ankle shoe, and reflective over garment or vest.

c. MEDICAL HAZARDS. Dehydration, insect bites/stings, allergies, reactions to poisonous plants, and heat exhaustion are just a few of the health problems you may encounter. If you have known medical problems, provide appropriate information to medical personnel. See Appendix I – Animal, Insect, and Allergen Awareness

d. APPLIANCES. Do not bring coffee makers, hot plates, or other similar heat producing appliances for use in sleeping quarters. You may bring microwave ovens for use in the billets. Fans are essential if the weather gets hot; there is no air conditioning.

e. HEARING CONSERVATION. Earplugs are required whenever hazardous noise levels are known or suspected (i.e. firing ranges, etc.).

#### 46. SECURITY OF PERSONAL PROPERTY.

a. WEAPONS. Do **NOT** bring weapons or ammunition of any type to WARRIOR FORGE. No knives with blades over 3 inches in length are permitted.

b. PERSONAL PROPERTY. You are responsible for the security of your personal property. We strongly recommend you do NOT bring large amounts of cash, jewelry, or any unnecessary high value items.

**47. 2LT PAY, INPROCESSING & TRAVEL. (Note: 2LTs need to also read those sections of the circular referencing "Cadre" beginning at Para. 34). This information also applies to LT's). Information below is additional 2LT specific data.**

#### a. 2LT PAY.

(1) 2LTs will receive their first paycheck 4-6 weeks after reporting to WF. Leave and Earnings Statements (LES) will be provided at WF. Leave and Earning Statements can be accessed from the "My Pay System".

(2) If you encounter financial difficulties due to the wait for your first paycheck, you may request an Advance, or Travel Pay.

(a) Advance Pay. Advance Pay is an amount determined by Finance to assist you in setting up a household during PCS moves. Although you are TDY, Finance has given this pay to 2LTs at WF. The pay is deducted from your regular pay in increments (usually a 12-month period). Advance Pay may not be requested until Finance has entered your information into the pay system. Therefore it will take approximately 5 working days after entering active duty to receive money under this option, assuming your inprocessing packet is correct/complete. This pay will be directly deposited to your bank account. Submit DA Form 2560 in your inprocessing packet or to 2LT in-processing upon arrival to WF.

(b) Advance Travel Pay. 2LTs are not eligible to receive a Government VISA Travel Card prior to arrival at their first permanent duty station. As an exception to policy, in order to cover your initial travel expenses, you are allowed to request an Advanced Travel Payment (ATP), which will be based on the per diem you will receive while assigned to WF. **Submit the following forms to: Defense Finance & Accounting Service, Indianapolis Center, ATTN: Travel Pay Operations, Dept. 3777, 8899 East 56<sup>th</sup> Street, Indianapolis, IN 46249-3777. NLT 30 days prior to your report date to WF: Copy of travel orders; Memorandum requesting Travel Advance; SF 1199A (Direct Deposit Sign-up Form); or a voided check from your financial institution.**

(3) 2LTs are authorized **AND STRONGLY ENCOURAGED** to drive Personal Automobiles (PA) with travel time IAW orders. Orders must reflect travel time. **2LTs beginning travel prior to their accession date may not be reimbursed for travel.** Reimbursement for mileage and per diem will be paid by CC G4/G8 at the rates in effect at the time of travel. In 2007 this is \$.15 mile and a total maximum of \$99.00 per day (lodging & per diem). 2LT's just entering active duty are paid at a different rate than the standard rates since they are in a TDY enroute status. 2LT's need to be briefed in detail by their School Cadre on the ramifications of the various modes of travel to WF. Example: A 2LT who flies to WF and leaves his POV at home, who then wants to pick up his POV enroute to BOLC II or BOLC III, must take PERSONAL LEAVE DAYS to pick up his car and drive to the BOLC II/III site. Also, since GTR Plane Tickets departing WF will be to his next duty station (BOLC II/III), the 2LT is personally responsible for changing the flights to where his/her POV is located and for any charges or additional fees.

(4) **SPECIAL NOTES:** Each year there is confusion among LT's and the Cadre at schools providing

them guidance and information concerning travel to/from Warrior Forge & LTC. SEE BELOW FOR DETAILS:

(a) The first issue that must be understood is: **2LT Travel to either LTC or Warrior Forge MUST start on the day reflected in their orders that the 2LT is accessed onto active duty.**

(b) Problems arise when the LT changes the mode of travel originally selected. EXAMPLE: A 2LT originally chooses POV as the mode of transport to WF. Therefore his/her orders are cut with an accession date of "x", and a report date to WF of "x + the number of authorized travel days". The orders also say "early report not authorized". The LT/school later decides he/she will fly to WF, but do not get the orders amended, nor do they notify **both** Cadet Command G-1 **AND** the Warrior Forge S-1 section. Resulting scenarios can include:

-- the LT not flying until his/her report date on the orders. In this case, assuming 5 days travel, the LT, who was accessed 5 days prior to reporting to WF, will be charged leave for the days between their accession date and the one travel day they actually flew to WF.;

-- or, conversely, if the LT decides to fly on the day he/she was accessed, since WF has assumed they were driving per the orders, when they arrive there is no billeting available.

-- Bottom line, 2LT's are on active duty beginning the day they are accessed and their whereabouts are subject to the same rules/regulations the rest of the Army is subject to. It is imperative PMS's/Schools understand the issues involved with 2LT Travel and ensure if changes are required that all requisite sections at Cadet Command & either WF or LTC are keep apprised of changes.

(5) EXCESS BAGGAGE. Cadet Command G-1 (Cadet Accessions Division) produces orders for 2LTs to report to WF. Orders should be checked to ensure they authorize the 2LT to ship up to 600lbs Whole Baggage to their TDY Location (WF), and to follow-on TDY locations. 2LTs flying to WF are **ONLY** authorized excess airline baggage costs, NTE 75 lbs, if the orders **published date** is 30 days or less than their WF TDY start date..

(6) Travel vouchers will be completed during in-processing, and if the 2LT is remaining at Fort Lewis in excess of 45 days, a supplemental voucher can be filed on Day 30. Finance will only reimburse the per diem portion of the travel voucher until the 2LT reports to BOLC II/III.

(7) The PMS will ensure, prior to commissioning, that all newly commissioned lieutenants understand their basic pay and entitlements and the information in the briefing

outline provided at APPENDIX L – PMS Counseling Checklist for 2LTs Supporting WF.

b. PRE-WF INPROCESSING.

(1) See APPENDIX M – WF 2LT Inprocessing Checklist for a list of required forms. Be extremely careful in completing these forms to ensure accuracy and completion.

(2) Mail the forms listed in SECTION A of the checklist **NLT 10 workdays after release of BOLCC/WF Assignments** to HQ, Western Region, ATTN: ATOW-S1 (2LT In-processing).

(3) Ensure a telephone number, fax number, and e-mail address is included.

(4) Immediately after commissioning, fax the documents listed in SECTION B (DA Forms 71 and 3081-R) to: (253) 967-7716; ATTN: 2LT In-processing.

c. WF INPROCESSING. After initial WF Cadre in-processing, 2LTs will report to the 2LT In-processing Section in building 11D39. Ensure you have the items in SECTIONS B & C of the checklist in your possession when you report.

(1) 2LT's will draw TA-50 upon arrival at Fort Lewis and turn-in to the Fort Lewis CIF upon completion of WF.

(2) Privately Owned Weapons (POWs) – See para. 25.a.

**48. DEPARTURE FROM WF.**

a. WF OUTPROCESSING. –**ALL CC CADRE AND 2LTS MUST OUTPROCESS THROUGH THE WF S-1 SECTION IN BUILDING 11D39.**

(1) The WF Commander or his designated representative will release you from your assigned section upon completion of duties or direct re-assignment within WF.

(2) IRR Soldiers will out-process through Fort Lewis DPTMS. Those in an ADSW statue will ensure their OER/NCOER is completed prior to departure.

(3) 2LT Cadre. Report to building 11D39, up to 7 days prior to departure to complete TDY settlements and other paperwork. You **MUST** report back to 2LT out-processing the day prior to departure to pick up your DA 31 (Leave Form).

(4) Active Component. Report to WF S-1, building 11D39, up to 3 days prior to departure to pick up your clearance form. Once the form has been completed and signed

by your RTO/Committee Chief/Staff Section Chief, you can out-process and be released from WF.

(5) **ALL Cadre** must coordinate their out-processing with WF S-1 during normal duty hours. Departure is normally scheduled too early to allow out-processing the morning of departure. You are responsible for arranging transport from your on or off post billets to the airport. On-post personnel normally leave their North Fort Billets, stop by Building 11D39, go to the TOC on the second floor and turn-in their room key. Be sure to **SIGN the turn-in** LOG. Off-post personnel normally depart directly from their hotel.

b. INVOLUNTARY EXTENSIONS. Cadre are sometimes required to serve in a duty requirement (Cadet Board, involved with a 15-6 or FLIPL, etc) which could extend their TDY as much as a week. If this occurs, be sure to notify BOTH WF Billeting and the S-1 so that your orders can be amended and billeting extended. Cadre should not commit to outside events immediately following their anticipated departure date; allow for flexibility in the event of an unanticipated extension.

c. HOMETOWN RECRUITING FOLLOWING LDAC OR LTC.

(1) In the past, many PMS's have instructed their 2LTs to return to their campuses following LDAC to perform duties in a Permissive TDY status as "Home Town Recruiters" (HTRs). This is not authorized.

(2) Cadet Command's program to assist schools with recruiting falls under the guidelines issued for Gold Bar Recruiters.

(3) Hometown Recruiting, governed by AR 601-2, is a USAREC program to support enlisted recruiting. Officers, while addressed in the regulation, are not encouraged to participate, and when they do must coordinate with the Recruiting Battalion XO or Commander for approval and assignments.

(4) The proponent office for Home Town recruiting in Accessions Command has directed that officers approved for Home Town Recruiting assignments must be BOLC II qualified.

(5) Additionally, AR 601-2 has specific guidelines as to how Hometown Recruiters may or may not be utilized. These include specific prohibitions on driving any government vehicle, and that HTR's may not work more than 20 hours per week. Bottom line, PMS's need to understand that the Home Town Recruiting program is designed to support USAREC in enlisted recruiting, and that it is NOT an authorized program to support Cadet Command.

## APPENDIX A - WF Records &amp; CCIMS Checklists

<b>WF PERSONNEL RECORD CHECKLIST S: 1 Apr 08. Para 14b, CC 145-5)</b>			
Mail: Commander, Western Region ATTN: ATOW-S1 (Cadet Personnel), Box 339500, Ft Lewis, Washington 98433-9500 Express Mail: Western Region, ATTN: S-1 (Cadet Personnel), Bldg. 9D40, North Fort Lewis, WA 98433-9500. Records generated at a later date (i.e. Orders, Amendments, Spring Term APFT, Travel Itineraries, Height/Weight, etc.) can be sent via: Fax: Western Region HQ, Attn: Mrs. Susan Cicchinelli, (253) 967-1581. Email: SUSAN.CICCHINELLI@USACC.ARMY.MIL.			
<b>NAME:</b>		<b>SSN:</b>	<b>HOST:</b>
	<b>QTY</b>	<b>DOCUMENT</b>	<b>REMARKS</b>
	4	<b>Travel Orders and Amendments</b>	Can be mailed, faxed or emailed at a later date if not completed by suspense date
	1	<b>Travel Itinerary</b>	For Cadets traveling via air, bus or train (Can be mailed, faxed or emailed at a later date if not completed by suspense date
	1	<b>SGLI/NOK Validation Document</b>	See Para 14b(3). Copy of form is located at Appendix B
	1	<b>DA Form 705</b>	Dated after 1 Mar 08 (See Para 14b(4). Ensure HT/WT data is also on form.
	1	<b>DA Form 5500/5501</b>	If Cadet requires taping (AR 600-9). See Para 14b(4).
	1	<b>DD Form 2266</b>	Hometown News Release. See Para 14b(5). Copy of form is at Appendix B.
	*ar	<b>Diagnostic Swim Test Wvr</b>	See Para 5 & 14b(6). Bde Cdr approval.
	*ar	<b>CWST Waiver</b>	See Para 5 & 14b(7). Bde Cdr approval.
	*ar	<b>PA authorization</b>	For Cadets wishing to be released to immediate family members following graduation. See Para 12h & 14b(8). PMS approval.
	*ar	<b>PA/GA authorization</b>	For Cadets approved for travel by PA or GA. See Para 12g & 14b(8).
	*ar	<b>Early Release Exc to Policy</b>	See Para 12i & 14b(9). WF Cdr approval.

\*ar - as required

WF Form 1-1R

Oct 07 (previous editions are obsolete)

## APPENDIX A - WF Records &amp; CCIMS Checklists

<b>WF MEDICAL RECORD CHECKLIST S: 5 Mar 08</b>			
<b>See Para 14c, CC Cir 145-5.</b>			
Mail: Commander, Western Region ATTN: ATOW-S1 (Cadet Personnel), Box 339500, Ft Lewis, Washington 98433-9500			
Express Mail: Western Region, ATTN: S-1 (Cadet Personnel), Bldg. 9D40, North Fort Lewis, WA 98433-9500.			
Records generated at a later date (i.e. Consults, Lab results, etc.) can be sent via:			
Fax: Western Region HQ, Attn: Mrs. Susan Cicchinelli, (253) 967-1581.			
Email: SUSAN.CICCHINELLI@USACC.ARMY.MIL.			
<b>NAME:</b>		<b>SSN:</b>	<b>HOST:</b>
<b>QTY</b>	<b>DOCUMENT</b>	<b>REMARKS</b>	
1	<b>DA Form 7349-R</b>	Initial Medical Review-Annual Medical Certificate (2 page form). Cadet completes page 1. This form does not require special review by a doctor. See Para 14c(1).	
*ar	<b>Medical Consultations</b>	For changes in medical conditions annotated on DA Fm 7349-R. See Para 14c(2).	
*ar	<b>Medical Waivers</b>	For enrollment or contracting in the ROTC program, in the Advanced Course, and WF attendance. See Para 14c(3)	
*ar	<b>Medical Determinations</b>	For enrollment or contracting in the ROTC program, retention in the Advanced Course, and WF attendance. See Para 14c(3).	
1	<b>DD Form 2807-1</b>	Report of Medical History (3 page form); Complete items 1 - 29, pages 1 & 2; Complete name and SSN on page 3. See Para 14-c(4)	
1	<b>DD Form 2808</b>	Report of Medical Examination (3 page form) ; Complete items 2-16, page 1; Complete name and SSN on pages 2 & 3. See Para 14c(5)	
1	<b>SF 88 or DD Form 2351, and SF 93</b>	Cadet's <b>ENTRANCE</b> medical examination; Include initial medical consultation and tests, evaluated for entry into the ROTC Program; Include a copy of any subsequent medical examinations. See Para 14c(6)	
*ar	<b>Memorandum For Record</b>	For Cadets whose medical examinations have been lost, misplaced, destroyed, etc. See Para 14c(6)	
1	<b>DD Form 2005</b>	Privacy Act Statement - Health Care Records, See para 14c(7).	
*ar	<b>Other Medical Documentation</b>	Include all medical documentation generated since the Cadet's initial physical. See Para 14c(8)	

\*ar - as required

WF Form 1-2R

Oct 07 (previous editions are obsolete)

APPENDIX A - WF Records & CCIMS Checklists

WF COMMISSIONEE RECORD CHECKLIST S: 16 Jun 08 (See paragraph 14e)			
Mail: Cdr, Western Region ATTN: ATOW-S1 (Cadet Personnel), Box 339500, Fort Lewis, Washington 98433-9500 Express Mail: Western Region, ATTN: S-1 (Cadet Personnel), Bldg. 9D40, North Fort Lewis, WA 98433-9500. Records generated at a later date (i.e. Transcripts, etc.) can be sent via: Fax: Western Region HQ, Attn: Mrs. Susan Cicchinelli, (253) 967-1581. Email: <a href="mailto:SUSAN.CICCHINELLI@USACC.ARMY.MIL">SUSAN.CICCHINELLI@USACC.ARMY.MIL</a> .			
NAME:		SSN:	HOST:
✓	QTY	DOCUMENT	REMARKS
	1	Memorandum of Eligibility	Dated <i>on or after</i> the Cadet's academic graduation date, See Para 14e(1) & Appendix B.
	1	Letter of Appointment	Dated as of Cadet's WF GRADUATION DATE, Sample at APPENDIX B - Document Preparation Guidance for Cadet Record Items..
	*ar	CG Swim Waiver	Required only for EOWF Commissionees who have failed the on campus Diagnostic Swimming Test; Include a copy of the Request if not approved by the above suspense date. See Para 14e(4).
	*ar	Interim Clearance Request	Required only for EOWF Commissionees who have not received a SECRET security clearance as of sixty (60) days prior to their WF commissioning). date. See Para 14e(5)

\*ar - as required

WF Form 1-3R

Oct 07 (previous editions are obsolete)

## APPENDIX A – WF Records &amp; CCIMS Checklists (Con't)

<b>CCIMS VALIDATION CHECKLIST S: 1 Mar 08 (See Para 11, CC Cir 145-5)</b>	
<b>STUDENT MANAGEMENT Module:</b>	
<b>ENROLLMENT STATUS</b>	Validate ENROLLMENT STATUS must be "E" or "I"
<b>DEMO tab</b>	Validate presence and accuracy of BLOOD TYPE (may require the Cadet attempt to donate blood to verify if Student Health Center cannot type blood)
	Validate SSN (important for Cadet's pay & accession process)
	Validate DATE OF BIRTH is in MM/DD/YYYY format
	Validate HOR address is actual HOR and not Dorm address
<b>ACAD &amp; ROTC tab</b>	Validate CURRENT GRADUATION AND COMMISSIONING DATE
<b>ENROLL tab</b>	Validate Enrollment code is not "B"
<b>SECURITY tab</b>	EOWF Commissionees only; verify the presence of data in GRANTED (Security Tracking subsection) or DATE INTERIM CLEARANCE GRANTED (NACLC subsection); Cadets without a GRANTED date MUST be processed for an interim clearance through Cadet Command
<b>ACTIONS tab</b>	Validate Cadet waiver status
<b>TRAINING Module:</b>	
<b>HEIGHT/WEIGHT tab</b>	Validate presence and accuracy of information from the Spring APFT/Weigh-In.
<b>APFT STATUS tab</b>	Validate presence and accuracy of information from the Spring APFT.
<b>SWIM STATUS tab</b>	Validate presence and accuracy of information; Status code "F" requires BDE CDR waiver for LDAC; CG Swim Waiver required for EOWF Commissionees
<b>ORDERS Module (Submodule - Cadet Training Orders):</b>	
<b>REQUEST FOR ORDERS Sub module</b>	If follow-on training (CTLT, ABN, AAS, etc) is within 72 hours of LDAC graduation, ensure order indicates both training sites. <b>Once an order/amendment is approved; ensure a copy is printed prior to subsequent changes.</b>
<b>INBOUND TRAVEL RESERVATION (TRAVEL RESV) (grey button on RFO Screen)</b>	Select REQUEST FOR ORDERS Select the Cadet in question Select TRAVEL RESV at the bottom of the screen Under DEST 1 complete all fields (if flying)
<b>OUTBOUND TRAVEL RESERVATION</b>	<b>DO NOT USE THIS SECTION IF CADET IS ATTENDING FOLLOW-ON TRAINING IMMEDIATELY AFTER LDAC.</b> Select TRAVEL RESV at the bottom of the screen Under DEST 2 complete all fields (if flying)



## APPENDIX B - Document Preparation Guidance for Cadet Record Items

### 1. SGLI/NOK Validation Document and Form Information.

a. No earlier than 1 March 2007, the PMS and the Cadet must complete and sign the SGLI/NOK Validation Document located at this Appendix to validate the presence and accuracy of the DD Form 93, Record of Emergency Data, and SGLV Form 8286, Servicemen's Group Life Insurance Election on file at the Battalion.

**b. THERE IS NO LONGER A REQUIREMENT TO SEND THE SGLV Fm 8286 or the DD Fm 93 IN THE CADET PERSONNEL RECORD; ONLY THE VALIDATION DOCUMENT IS REQUIRED.**

### 2. Information regarding DD Form 93, Record of Emergency Data:

a. Aliens are not required to complete item 9.

b. Advise Cadets to carefully consider designating NOK because that is the person initially notified in the event of death or serious injury/illness. Cadets must ensure that all information shown for their next of kin is current and correct. Record the NOKs name and complete telephone number in item 13.

c. Ensure the information entered on DD Form 93 matches the data entered on the SGLI/NOK Validation Document.

### 3. Information regarding SGLV Form 8286, Servicemen's Group Life Insurance Election.

a. All Cadets (except aliens) attending WF are eligible for a maximum of \$400,000 SGLI while attending WF, and while proceeding directly to and from WF under orders issued by competent authority. Cadets receive full coverage (\$400,000) unless the Cadet desires to waive SGLI or be insured for a lesser amount. Cadets attending WF who desire SGLI coverage will automatically have premiums withheld from their WF pay, unless they are Simultaneous Membership Program participants, who are having SGLI premium deductions withheld from their Reserve Component pay.

b. Any Cadet electing SGLI coverage must pay the monthly cost of that coverage, whether coverage is for one day or the entire month. Insurance in force at the time of completion or termination of an individual's stay at WF or conclusion of CTLT will remain in force until the completion of that month.

c. All Cadets, except aliens, are required to complete this form at time of contracting. Each contracted Cadet attending WF must review and initial this form not earlier than 1 Mar 07. If the Cadet desires to change the form, the change must be entered into CCIMS for the information to reach DFAS. Exercise care in completion of this form since it will become effective should death or serious injury occur while a Cadet is enroute to or from WF or while attending WF. Ensure strict compliance with the provisions of AR 600-8-1, Government Life Insurance, SGLI Veterans Group Life Insurance, U.S. Government Life Insurance and National Service Life Insurance, paragraph 11-30, which requires that the rights, benefits, and privileges under SGLI are explained to all Cadets prior to completion and during review of the form

d. Simultaneous Membership Program (SMP) participants, who are presently covered by SGLI with premium deductions being withheld from their drill pay, need not take additional SGLI while attending WF. SMP Cadets must review and initial this form not earlier than 1 Mar 07.

e. If a Cadet does not elect SGLI coverage, have the Cadet annotate the SGLV Form 8286, in his/her own handwriting; "I want no insurance."

**APPENDIX B - Document Preparation Guidance for Cadet Record Items (Con't)**

<b>SGLI/NOK Validation Document</b> <b>S: 2 Apr 07 (See paragraph 14b(3), CC Cir 145-5)</b>	
<b>NAME :</b> _____ <b>SCHOOL :</b> _____	
<b>INITIAL IN BOX</b>	<b>CADET/PMS VALIDATION STATEMENT</b>
	I (Cadet) certify that the information contained in the DD Form 93, Record of Emergency Data, and SGLV Form 8286, Servicemen's Group Life Insurance Election is accurate.
	I (PMS) certify that the DD Form 93, Record of Emergency Data and SGLV Form 8286, Servicemen's Group Life Insurance Election has been prepared correctly prepared and will remain on file at the Battalion for the duration of the training cycle.
<b>Next of Kin/Emergency Contact Information</b>	
<b>Name:</b>	
<b>Relationship to Cadet:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	

CADET SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHOOL POC: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

WF Form 5-R  
Oct 06

APPENDIX B - Document Preparation Guidance for Cadet Record Items (Con't)

DD FORM 2266, HOMETOWN NEWS RELEASE.

HOMETOWN NEWS RELEASE INFORMATION									
1. PAO CODE			PRINT OR TYPE - SEND ORIGINAL ONLY				FOR RELEASING PUBLIC AFFAIRS OFFICE USE ONLY Headquarters, WRCC ATTN: ATOW-ZP Box 339500-MS 83 Fort Lewis, WA 98433-9500		
8	5	3							
2. YOUR SOCIAL SECURITY NUMBER (For identification only)									
<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 5 U.S.C. 301, 10 U.S.C. 8012 and 8034, and EO 9397.  <b>PRINCIPAL PURPOSE:</b> To prepare news stories and news releases for distribution and publication by civilian news media to recognize the achievements of Army and Air Force members. In accordance with the 1974 Privacy Act, you are hereby informed that your Social Security Number on this form is required for identification use only.  <b>ROUTINE USE:</b> Information may be disclosed to civilian news media representatives. Once published, information is considered "Public Domain."  <b>DISCLOSURE:</b> Information collected on this form is released over your signature and is voluntary. If you have no objection to the information being released to hometown audiences, sign your name below. Failure to provide the information may mean little or no public news release material can be produced, thus denying the individual public recognition for personal achievements.</p>									
3. BRANCH OF SERVICE		4. STATUS		5. RANK	6. PAY GRADE	7. FIRST NAME, MIDDLE INITIAL, LAST NAME			8. SEX
<input checked="" type="checkbox"/>	ARMY	<input type="checkbox"/>	ACTIVE			9. EVENT (Example: Arrival, Promoted to Sergeant, Received Commendation Medal, etc. - Citation Needed) Graduated from the Leader Development and Assessment Course at Fort Lewis, Washington.			
<input type="checkbox"/>	AIR FORCE	<input type="checkbox"/>	RESERVE						
<input type="checkbox"/>	NAVY	<input type="checkbox"/>	NATIONAL GUARD						
<input type="checkbox"/>	MARINE CORPS	<input type="checkbox"/>	CIVILIAN						
<input type="checkbox"/>	COAST GUARD	<input checked="" type="checkbox"/>							
10. YOUR LIVING PARENTS, STEPPARENTS, GUARDIANS, AUNT/UNCLE/GRANDPARENTS OR ADULT SIBLINGS									
a.(1) FIRST NAME, MIDDLE INITIAL, LAST NAME					(2) RELATIONSHIP TO YOU				
(3) ADDRESS (Number and Street)				(4) CITY		(5) STATE		(6) ZIP CODE	
b.(1) FIRST NAME, MIDDLE INITIAL, LAST NAME					(2) RELATIONSHIP TO YOU				
(3) ADDRESS (Number and Street)				(4) CITY		(5) STATE		(6) ZIP CODE	
11. SPOUSE'S NAME (First, Middle Initial, Last)									
12. SPOUSE'S LIVING FATHER a. FIRST NAME, MIDDLE INITIAL, LAST NAME									
b. ADDRESS (Number and Street)				c. CITY		d. STATE		e. ZIP CODE	
13. SPOUSE'S LIVING MOTHER a. FIRST NAME, MIDDLE INITIAL, LAST NAME									
b. ADDRESS (Number and Street)				c. CITY		d. STATE		e. ZIP CODE	
14.a. YOUR PRESENT UNIT OF ASSIGNMENT (Do not abbreviate)			b. POST OR BASE (Not APC)		c. CITY			d. STATE OR COUNTRY	
15. DUTY MOS OR AFSC				16. PRESENT JOB TITLE (Full Title - Do not abbreviate)				17. TOTAL YEARS MILITARY SERVICE	
18.a. HIGH SCHOOL GRADUATED FROM			b. YEAR GRADUATED		c. CITY		d. STATE		e. ZIP CODE
19. COLLEGES GRADUATED FROM									
a. COMPLETE NAME			b. DEGREE	c. YEAR GRADUATED	d. CITY		e. STATE	f. ZIP CODE	
20. REMARKS (Continue on back if necessary)									
The Leader Development and Assessment Course, also known as Operation WARRIOR FORGE, is the U.S. Army's required summer training event for Reserve Officer Training Corps (ROTC) cadets and National Guard officer candidates. Lasting 32 days, the event exercises cadets' intelligence, common sense, ingenuity and stamina to ensure they are properly trained to lead Soldiers.									
21. SIGNATURE OF PERSON LISTED ABOVE (Authorizing release of this information)						22. DATE (YYMMDD)		23. DUTY PHONE (DSN or area code)	

DD FORM 2266, JUN 95 (EG)

Reset

Designed using Perform Pro, WHS/DIOR, Jun 95

**MEMORANDUM OF ELIGIBILITY (Use DA Letterhead).**

ATOX-XXX-XX

(Date on or after Academic Graduation)

MEMORANDUM FOR Commander, Warrior Forge, ATTN: WF-CP, Fort Lewis, WA 98433-9500

SUBJECT: Request for Commissioning - (Cadet's FIRST NAME **MIDDLE NAME** LAST NAME, SSN)

1. Request (Cadet's Last Name)'s commissioning upon successful completion of Warrior Forge.
2. Cadet (Last Name) has met all requirements for commissioning to include obtaining a degree and a security clearance less the qualifications met during Warrior Forge (medical, height/weight, APFT, and WF completion).
3. POC is (Battalion representative name and phone number).

PMS' SIGNATURE BLOCK

**APPENDIX B - Document Preparation Guidance for Cadet Record Items (Con't)**

**LETTER OF APPOINTMENT (Use DA Letterhead).**

ATOX-XXX-XX

(Date of WF Regiment Graduation)

MEMORANDUM FOR Second Lieutenant FIRST NAME MIDDLE NAME LAST NAME, SSN,  
HOR ADDRESS

SUBJECT: Appointment as a Reserve Commissioned Officer of the Army under Title 10, United States Code, Sections 12201, 12203, 2104, 2106, and 2107

1. Branch of service which assigned: Unassigned (Note Green-To-Gold - Active Duty Option Cadets will be branched prior to the WF graduation date.)
2. The Secretary of the Army has directed you be informed that by direction of the President, you are appointed a Reserve Commissioned Officer of the United States Army.
3. This appointment is for an indefinite term and is effective upon your acceptance in the grade and with the social security number shown in the address above.
4. You must execute the enclosed DA Form 71 (Oath of Office - Military Personnel). Your execution of the Oath of Office constitutes your acceptance of appointment. No other evidence of acceptance is required. Upon receipt of the properly executed Oath of Office, a commissioning certificate (DD Form 1A) will be presented to you.
5. Notify this battalion of any changes in your permanent home address of more than 30 days.

Encl

PMS' SIGNATURE BLOCK

DA Form 71 (Note: WF Cadet Personnel Division will prepare the DA 71 and attach it to the Battalion-provided Letter of Appointment)

DATE OF ACCEPTANCE: (WF Regiment Graduation Date)

## APPENDIX C: Warrior Forge Cadet Checklists

## CLOTHING RECORD (page 1 of 4)

CADET NAME: \_\_\_\_\_ SSN \_\_\_\_\_ REGT \_\_\_\_\_ REGION \_\_\_\_\_

UNIVERSITY AND ADDRESS \_\_\_\_\_

ITEM	SIZE	CADET REQUIRED TO BRING	REQUIRED FROM SCHOOL	ISSUED AT CIF	ISSUED AT REGIMENT
1. Coat, Cold Weather, Gortex				1 ea	
2. Cap, ACU (see note a)			1 ea		
3. Jacket (shirt), ACU (see note a)			2 ea	4 ea	
4. Trousers, ACU (see note a)			2 ea	4 ea	
5. Boots, Combat Brown (see note b)			2 pr (broken in)		
6. Nametape, ACU			3 ea		
7. US Army tape, ACU			2 ea		
8. US Flag, ACU			2 ea		
9. Cadet Cmd Patch, ACU			2 ea		
10. T-Shirt IPFU s/s (PT)			2 ea		1 ea
11. Trunks, IPFU (PT)			2 ea		1 ea
12. IPFU Jacket			1 ea		
13. IPFU Pants, Blk			1 ea		
14. Socks, wool, Blk/grn			2 pr	8 pr	
15. Glove, Leather Blk			1 pr		
16. Glove, Insert wool			1 pr		
17. Insignia, ROTC as required plus as needed for CTLT, NSTP & CPFT			2 ea subdued; other as rq'd for follow-on tng.		
18. Bag, Duffel			1 ea		
19. Bag, Waterproof			1 ea	1 ea	
20. Belt (see note c)			1ea		
21. Belt, Indiv Equip (pistol)			1 ea		
22. Canteen, Water (1 qt)			2 ea		
23. Cup, Canteen			1 ea		
24. Cover, Canteen			2 ea		
25. Case, First Aid w/dressing			1 ea		
26. Case, SA 30 Rd Magazine			2 ea		
27. Compass, Lensatic, w/case			1 ea		
28. Parka w/w ACU or Woodland camo			1 ea		
29. Trousers, w/w ACU or Woodland Camo			1 ea		
30. Suspenders, LBE			1 ea		
31. Helmet, Kevlar or MICH - complete (see note d)			1 ea		

## APPENDIX C: Warrior Forge Cadet Checklists (Con't)

## CLOTHING RECORD (page 2 of 4)

CADET NAME: \_\_\_\_\_ SSN \_\_\_\_\_ REGT \_\_\_\_\_ REGION \_\_\_\_\_

UNIVERSITY AND ADDRESS \_\_\_\_\_

ITEM	SIZE	CADET REQUIRED TO BRING	REQUIRED FROM SCHOOL	ISSUED AT CIF	ISSUED AT REGIMENT
32. Undershirt, Brown/Sand (see note e)			4 ea	6 ea	
33. Underwear		10 pr			
34. Boot Maintenance Kit		1 kit			
35. Swimsuit ( <u>1 piece for females</u> )		1 ea			
36. Bra (Females)-Sports/Reg		8/1 ea			
37. Shoes, Shower		1 pr			
38. Notebook, Pocket/pen/pencil (mechanical 0.5mm) (see note f)			Min. 2/5/2 ea		
39. Padlock, Key/Combination		2 ea (males); 3 ea (females)			
40. Identification Tag w/medical tags if required			1 set		
41. Eyeglasses (if worn)		2 ea			
42. Flashlight Elbow type or Mini-Mag w/red lens (8 extra batteries) (see note g)			1 ea		
43. Bag, Barracks				2 ea	
44. Poncho			1 ea		
45. TACSOP			1 ea		
46. Handkerchiefs		ad*			
47. Shoes, Running (see note h)		2 pr			
48. Socks, white PT (ankle high)		6 pr			
49. Watch		1 ea			
50. Washcloth		3 ea			
51. Bath Towels		3 ea			
52. Poncho Liner				1 ea	
53. Hangers, Clothes		Min 10 ea			
54. Eyeglass, Safety (see note k)			1 ea		
55. Belt, reflective					1 ea
56. Blank Adapter, M16					1 ea
57. Case, Maintenance - Rifle Cleaning					1 ea
58. Magazine, M16					4 ea

**APPENDIX C: Warrior Forge Cadet Checklists (Con't)**  
**CLOTHING RECORD (page 3 of 4)**

CADET NAME: \_\_\_\_\_ SSN \_\_\_\_\_ REGT \_\_\_\_\_ REGION \_\_\_\_\_

UNIVERSITY AND ADDRESS \_\_\_\_\_

ITEM	SIZE	CADET REQUIRED TO BRING	REQUIRED FROM SCHOOL	ISSUED AT CIF	ISSUED AT REGIMENT
59. Personal Hygiene Items Min week supply: 1 can shaving cream 4 razors 1 toothbrush Toothpaste Nail clipper Soap bar (unscented) and/or bottle shampoo <b><u>Female additional:</u></b> Pads/tampons for one menstrual cycle x2 Baby wipes Natural color/clear hair ties, clips, bobby pins Panty liners (20-50)		*ad (see note i)			
60. Alice Pack <b><u>LARGE</u></b> complete				1 ea	
61. Molle Sleep System (see note j)				1 ea	
62. Sleeping mat				1 ea	
63. Foot Powder		1 ea (initial)			1 ea (refill)
64. Insect Repellent		1 ea (initial)			1 ea (refill)
65. Sunscreen		1 ea (initial)			1 ea (refill)
66. Chapstick		1 ea (initial)			1 ea (refill)
67. Camouflage Stick Green and Loam			1 ea (initial)		1 ea (refill)
68. 2qt. Canteen w/ Cover				1 ea	
69. Cold Weather Underwear (top & bottom - BROWN) (e.g. PolyPro)			1 Set		
70. Earplugs w/Case					1 ea - issued during physical
71. 550 Cord (5mm)			5 meters minimum		
72. Gallon Size Zip-Lock Bags			10 ea		
73. Tactical Bungee cords, med size			4 ea		
74. Protractor, Map <b>(GTA 5-2-12)</b>			1 ea (recommended for practice)		1 ea (issued by committee/reg t.)



**APPENDIX C: Warrior Forge Cadet Checklists (Con't)  
CLOTHING RECORD (page 4 of 4)**

CADET NAME: \_\_\_\_\_ SSN \_\_\_\_\_ REGT \_\_\_\_\_ REGION \_\_\_\_\_

UNIVERSITY AND ADDRESS \_\_\_\_\_

ITEM	SIZE	CADET REQUIRED TO BRING	REQUIRED FROM SCHOOL	ISSUED AT CIF	ISSUED AT REGIMENT
75. Mosquito Net (head)					1 ea
76. Knee & Elbow Pads (fitted)			1 pr of each		
77. Terrain Model Kit <b>(For use at Sqd STX, Patrolling, etc.)</b>			1 set – either hand made or individually procured		

(ad\*, as desired)

CADET'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Platoon TAC NCO Signature \_\_\_\_\_

**NOTES:**

- a. Ensure all accessories for the ACU are IAW AR 670-1. ACU patches ***will not*** be issued at Warrior Forge. Note CIF stocks ACUs from xs/xs to xl/xl. If a Cadet requires uniforms outside this range see Para. 15.b of circular.
- b. Boots will meet the standards of AR 670-1. Basic issue HW Temperate Brown Combat boots are highly recommended and are the preferred boot for attendance at WF, but any CTA authorized boot will suffice.
- c. Belt will meet the standards of AR 670-1. Black or Tan rigger belts are authorized for wear with ACUs.
- d. Kevlar or MICH complete helmets include: sweatband, woodland or ACU camo cover, chin strap, and helmet band with name. Helmet must be properly fitted for the Cadet.
- e. Brown or ACU undershirts are authorized for wear with the ACU. "Underarmor" type/style undershirts are ***NOT*** authorized.
- f. The "Rite-in-Rain" notebook is the preferred notebook for WF. (NSN: 7530-01-498-1873)
- g. Mini-Mag flashlight is an acceptable alternative to the elbow type flashlight. Flashlights must have a RED lens. Cadet must bring the required spare batteries for whichever type flashlight they bring.
- h. No court type shoes will be worn during WF. Second pair of running shoes will be worn during CWST testing.
- i. Cadets are authorized to bring additional personal hygiene items other than what is listed; however, items such as hairdryers or curling irons will be stored until the completion of WF. The electrical system in the barracks was not designed to support these type items.
- j. Molle sleep system includes: Black Stuff Sack; Goretex Bivy Cover; and Green Patrol Bag.
- k. In addition to school issued safety glasses; Cadets may bring and wear any **clear** lens glasses issued by their current or previous unit as part of the Rapid Improvement Fielding (RIF) program.

PRIVACY ACT STATEMENT) AUTHORITY: The Privacy Act of 1984 (5 USC 552a), 10 U.S.C., 1416.34DALO (See Section 012). PRINCIPAL PURPOSE: To reflect accountability for personnel clothing by individual Cadet during -WF.

**APPENDIX C: Warrior Forge Cadet Checklists (Con't)**  
**Cadet Documents/Required Information Checklist**

<b>CADET NAME:</b>	<b>HOST:</b>	
<b>ITEM</b>	<b>AMOUNT</b>	<b>REMARKS</b>
WF Travel Order	4 copies	CADET REQUIRED TO BRING
WF Travel Order Amendments	4 copies	As applicable
Travel documents (GTRs, itineraries, unused commercial bus, train, or airplane tickets)	2 copies	Whether issued at government expense or purchased at personal expense
Photo Identification Card	1	If attending follow-on training, Cadet military (non-dependent) ID card required
Eyeglass prescription	1	As applicable
PHS Form 731, International Certificate of Vaccination	1	With immunizations properly recorded
Any medical waivers, determinations and documentation not sent with the WF Cadet Medical Record	*ar	As applicable
Pre-approved swim and/or CWST waivers	*ar	As applicable
Pre-approved authorizations for PA/GA travel or early release	*ar	As applicable
Driver's license, insurance card, registration	*ar	For Cadets authorized to drive to WF

\*ar – as required

**APPENDIX C: Warrior Forge Cadet Checklists (Con't)**  
**Cadet Commissionee Clothing & Equipment Checklist**

<b>EOWF COMMISSIONEE CLOTHING &amp; EQUIPMENT CHECKLIST (See Para 15.d.(3))</b>		
<b>CADET NAME:</b>		<b>HOST:</b>
<b>ITEM</b>	<b>SIZE</b>	<b>AMOUNT CADET REQUIRED TO BRING</b>
Class A Uniform (with officer piping)		1
Beret		1
2LT Insignia	N/A	3
US Army Insignia	N/A	2
Silver Dollar	N/A	1

**APPENDIX C: Warrior Forge Cadet Checklists (Con't)**  
**Description of Duty Uniforms**

**a. Description.** The duty uniform is ACU with US Army and nametapes, Cadet Command Patch, US Flag, brown combat boots, and ACU patrol cap (Cat eyes are not authorized on the ACU cap). Cadets will blouse trousers and wear a brown/sand T-shirt.

**b. Training Schedule.**

(1) Training schedules will announce the uniform for training.

(2) The following uniform designators will be used in all WARRIOR FORGE training schedules:

<u>DESIGNATOR</u>	<u>EQUIPMENT</u>
<b>A (Garrison Uniform)</b>	ACUs, complete Combat Boots, Brown. Notebook, pen/pencil (in left cargo pocket). TACSOP (in right cargo pocket)
<b>B (Field Uniform)</b> <b>* The only authorized flashlights for training will be the Elbow type or the Mini Mag light.</b>	Same as Uniform A plus: Kevlar/MICH helmet with cover and band LBE to include: 2 canteens with covers 1 canteen cup 2 ammo pouches 1 First Aid Case and Dressing 1 Pistol Belt and Suspenders 1 Compass w/case 1 Flashlight Elbow type or Mini Mag w/ red lens and extra batteries 1 Earplug Case with Earplugs (left canteen side pocket) EYE Protection (METT-TC) Knee & Elbow Pads (METT-TC) Black Gloves w Inserts (METT-TC) Patrol Cap available (METT-TC) Reflective belt (METT-TC as directed by RTO)
<b>C (Physical Training uniform)</b>	Army Physical Fitness Uniform consisting of: T-shirt Shorts White Socks Reflective Belt Running Shoes
<b>D (Ceremonies)</b>	ACU's complete for RAC and Graduation, EOCC Class "A" uniform for graduation.
<b>E (CIV)</b>	Appropriate civilian attire as determined by the RTO.

**APPENDIX D – Cadet Instructions for Completion of DD Form 1351-2** Your travel voucher (DD Form 1351-2) must be COMPLETELY and CORRECTLY filled out and all required supporting documents attached or it will be returned to you. See example on the next page. Incorrect vouchers delay payment of travel claims. Finance only pays for what is listed on the travel voucher.

- a. Use DD Form 1351-2 dated JULY 2004.
- b. Type or use a (blue/black) pen.
- c. Review voucher before signing and dating in block 20.
- d. Attach two copies of your orders, two copies of any amendments and two copies of receipts for claims over \$75.00. Attach the receipts to a blank sheet of white bond paper.
- e. Forward travel claims with all required supporting documentation through the PMS to the appropriate finance and accounting office servicing their region.

**THE PENALTY FOR WILLFULLY MAKING A FALSE CLAIM IS: A MAXIMUM FINE OF \$10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS OR BOTH. (US CODE, TITLE 18, SECT 287, FORMERLY SEC 80)**

2. Instructions for completing DD Form 1351-2.

- Block 1. Place an X in the ELECTRONIC FUND TRANSFER block. Place an X in the SPLIT DISBURSEMENT block and enter "\$0"
- Block 2. Cadet's full name.
- Block 3. Enter "Cadet".
- Block 4. Self-explanatory.
- Block 5. Place an X in the TDY Block.
- Block 6. Address where you want finance to mail your "Advice of Payment" or a check if they have problems with the Electronic Fund Transfer, and an email address if finance has problem with the voucher.
- Block 7. Telephone number where you can be reached if finance has a problem with this voucher.
- Block 8. Order #, taken from original orders. Do not use amendment #s.
- Block 9. List all payments that you have received on this order, to include ADVANCE AND PARTIAL PAYMENTS that you have received at your duty station, enroute, or at your TDY point. If you did not receive any payments, YOU MUST SHOW "NONE".
- Block 10. Do not mark this block; it is for the Finance Office's use only.
- Block 11. Enter your Host school name and City, State.
- Blocks 12, 13 and 14. Leave blank.
- Block 15. Show date, time (US military time, 24 hr clock) of DEPARTURE from and ARRIVAL at each point to include place of departure, home airport (No intermediate Airports), SEATAC airport, WF station, SEATAC airport, home airport, final destination. For codes, see reverse side of DD Form 1351-2. You must annotate number of miles traveled if traveling in a privately owned vehicle. (NOTE: FINANCE WILL NOT PAY FOR MILEAGE IF YOU FAIL TO LIST IT ON THE TRAVEL VOUCHER).
- Block 16. Mark mode of travel if you traveled in a privately owned vehicle.
- Block 17. Place an X in the "More than 24 hours" Block.
- Block 18. List all reimbursable expenses that you are claiming, (i.e. cost of airline tickets if purchased with personal funds, taxicab to and from airport, and lodging. Expenses should be listed by date incurred. Receipt is required for any item \$75.00 or more.
- Block 19. Enter MM/DD of arrival to MM/DD of departure. For most Cadets this is the REPORT DATE to GRADUATION DATE for the regiment. Enter then number of government meals consumed during this period. For most Cadets this will be 3 meals per day x 33 days = 99 government meals.
- Block 20.a and 21.b. Sign and date your travel voucher. Review your travel voucher. Finance will only reimburse for items listed on the voucher.
- Blocks 20.c. thru 28 are left blank. The PMS or designated cadre member will review all vouchers for accuracy.

**APPENDIX D - Cadet Instructions for Completion of DD Form 1351-2**

3. The following example is provided for a Cadet who successfully completed WF. Because parking his car at the airport for 33 days would have cost \$250.00, he took a \$20.00 taxi ride from his home AT 0600 hours to the airport to catch a commercial flight booked by his HRA at 0800 hours which landed the same day at SEATAC at 1100 hours on 2 June 2007 (Day 1 of the regiment's training cycle). He left SEATAC at 1300 hours on WF Cadet Transportation and reported to the regiment at 1400 hours. He ate the evening meal at WF that day. He received the breakfast and lunch meals at WF on graduation day and following WF graduation, left Fort Lewis at 1100 hours on WF Cadet Transportation to SEATAC, arriving there at 1200 hours. He flew back home at 1400 hours, arriving the same day at 1900 hours, and took a \$20.00 taxi ride to his home, arriving at 1945 hours. He tipped the baggage handler at the home airport \$5.00 because the handler was a former Soldier who loved the Army.

<b>BLOCK 15: ITINERARY</b>						
a.	b.		c.	d.	e.	f.
2 JUN						
0600	DEP	HOME CITY, STATE	CA			
0630	ARR	HOME AIRPORT, CITY, STATE		AT	0	0
0800	DEP		TP			
1100	ARR	SEATAC AIRPORT, SEATAC, WA		AT	0	0
1300	DEP		GB			
1400	ARR	WARRIOR FORGE, FORT LEWIS, WA		TD	0	0
1100	DEP		GB			
1200	ARR	SEATAC AIRPORT, SEATAC, WA		AT	0	0
1400	DEP		TP			
1900	ARR	HOME AIRPORT, CITY, STATE		AT	0	0
1915	DEP		CA			
1945	ARR	HOME CITY, STATE		MC	0	0
-	DEP		-			

<b>BLOCK 18: REIMBURSABLE EXPENSES</b>		
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT
2 JUN	TAXI FROM HOME TO APT	\$20.00
5 JUL	TIP FOR BAGGAGE HANDLER	\$5.00
5 JUL	TAXI FROM APT TO HOME	\$20.00

<b>BLOCK 19: GOVERNMENT/DEDUCTIBLE MEALS</b>	
a. DATE	b. NO. OF MEALS
2 JUN - 5 JUL	99



REPLY TO  
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HEADQUARTERS, WARRIOR FORGE  
U.S. ARMY CADET COMMAND  
BOX 339500-MS 83  
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WF-ZA

WF POLICY STATEMENT # 1

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance for Height/Weight Failures at WARRIOR FORGE (WF) 2008

1. Cadets will be evaluated against the screening height/weight tables in AR 600-9 on Day 2 of WF. Those exceeding the screening weight will be taped for body fat percentage (BF%). Cadets who exceed BF% will be weighed and taped a second time 5 days later. Cadets who still exceed BF % standards may be retained at WF if they passed their APFT without waiver and are approved through waiver process by the WF Commander.
2. If a Cadet exceeds BF % on the second weigh-in and tape the Regiment will submit a waiver request to the Warrior Forge Commander. The waiver request will include; the Body Fat Worksheet, a statement from the Cadet, a counseling statement from the Company Tactical Officer with a recommendation to retain or release the Cadet from WF, review and endorsement by the Regimental TAC Officer (RTO) and review and endorsement by the Commandant of Cadets.
3. Cadets who are retained at WF as per paragraph 1 and 2 above will be counseled in writing by the RTO. They will have until Day 31 of WF to meet BF% standards outlined in AR 600-9. If they meet all other WF requirements and meet the BF% on Day 31, these Cadets will graduate with WF credit. If they exceed their allowable BF% on Day 31, they will be dismissed without WF credit. WF commissionees must also meet body fat standards prior to commissioning.
3. If a Cadet is dismissed from WF as a result of exceeding his/her allowable BF%, the PMS will make a determination to retain the Cadet or initiate disenrollment action.

**//original signed//**  
FRANK P. IPPOLITO  
COL, AV  
Warrior Forge Commander

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REPLY TO  
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WF-ZA

WF POLICY STATEMENT # 2

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Policy Guidance for Army Physical Fitness Test (APFT) Failures at WARRIOR FORGE (WF) 2008**

1. The APFT will be administered to all Cadets on Day 3 of WF.

a. If a Cadet fails the initial APFT the Regiment will submit an APFT waiver request to the Warrior Forge Commander. The Waiver Request will include; a statement from the Cadet, a counseling statement from the Company Tactical Officer with a recommendation to retain or release the Cadet from Warrior Forge, Review and endorsement by the Regimental TAC Officer and Review and endorsement by the Commandant of Cadets. If the WF Commander approves the APFT Waiver the Cadet will be retained to complete WF training and given a second APFT on Day 16. Cadets failing the second APFT on Day 16 may be dismissed and released from WF without WF credit.

b. WF commissionees must pass the APFT prior to commissioning.

2. If a Cadet is dismissed from WF as a result of failing the APFT, the PMS will make a determination to retain the Cadet or initiate disenrollment action.

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COL, AV  
Warrior Forge Commander

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WF-ZA

WF POLICY STATEMENT # 3

24 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance for Land Navigation Training at WARRIOR FORGE (WF) 2008

1. Land Navigation is a critical task for all leaders. The WF program of instruction provides cadets ample opportunity to be successful in land navigation, but cadets must be trained to proficiency on campus before attending WF. The WF Commander's decision to retain cadets will consider their degree of failure as well as other aspects of their total performance at LDAC, to include whether the cadet is an End of WF Commissionee (EWFC).
2. Each Cadet gets two opportunities without waiver to take and pass the land navigation test (each component, Written, Day Course, and Night Course). To pass Cadets must score 14 of 20 on the written test, find 5 of 8 points during day course and 3 of 5 during night course – all in the prescribed times. If a cadet fails any component on the second attempt, the Cadet will require a waiver to attempt the third test. If a Cadet fails the third attempt, that Cadet can be dismissed from WF.

**Testing Matrix**

Land Navigation Tests	Status	Action Required	MAX Overall Rating Possible RECONDO Eligibility
First	Pass	None	<b>E</b> RECONDO Eligible
	Fail	Retest	
Second	Pass	None	<b>S</b> (Could be migrated pending over all performance) Not RECONDO Eligible
	Fail	Request Waiver for Continuation at WF and third test	
Third	Pass	None	<b>N</b> (Could be migrated pending over all performance) Not RECONDO Eligible
	Fail	<u>Possible COAs</u> 1. Released No Credit 2. Return Authorized After Retrain 3. Migration to Later Regiment Special Case i.e. EWFC	

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COL, AV  
Warrior Forge Commander

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WF-ZA

WF POLICY STATEMENT # 4

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance for Securing Sensitive Items in GSA, Leased, and Personally Owned Vehicles at WARRIOR FORGE (WF) 2008

1. Personnel who leave military equipment unattended inside GSA, personally owned or leased vehicles on post or off post assume personal liability for this equipment. Sensitive items or high dollar electronic equipment will not be left unattended in a vehicle.
2. Personnel will take precautions to secure and safeguard all military equipment. Military equipment will be secured in the vehicle trunk, or if in a vehicle without a trunk ensure that military equipment is covered and out of sight. Vehicles will be locked and windows rolled up at all times when unattended. Overnight storage of military equipment in a vehicle is not authorized.
3. Individuals will exercise reasonable caution to ensure that all assigned equipment and sensitive items are properly secured and accounted for at all times. This includes all government property for which you may have personal responsibility as well as direct responsibility.

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COL, AV  
Warrior Forge Commander

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WF-ZA

WF POLICY STATEMENT # 5

15 October 2007

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance While Operating GSA/Leased Vehicles at WARRIOR FORGE (WF) 2008

1. IAW DOD Directive 4500.36 and AR 58-1 (TDY status), "vehicle use is limited to transportation between place of duty, place of lodging, and eating establishments (except at establishments where the sole source of income is attributed to the sale of alcohol), to and from a place of worship, drugstore, barber shop, cleaning establishments, and similar locations for food, comfort, or health." As per AR 58-1 dated 10 August 2004, "Using a NTV to travel to or from commercial entertainment facilities (that is professional sports, concerts, and so forth) is not authorized. Therefore MWR trips to these types of events cannot be approved.
2. If you are taking any government vehicle (GSA or Leased) to facilities on or off post (PX, Commissary, authorized off-post stores, etc.) you will park at the outer edges of the parking lot, well away from other vehicles. Government Vehicles will not be parked in Fort Lewis Housing areas. Personnel not on TDY orders to support WF will not take vehicles off post except to accomplish official business or as part of an approved WF MWR trip.
3. Each day, prior to first use of the a government vehicle the Operator will conduct PMCS and a walk-around to identify any damage or obstacles close to the vehicle. Throughout the day, any time a new operator assumes responsibility for a vehicle, he/she will conduct a walk-around inspection to note any damage. The operator will always use a ground guide when backing vans, buses, trucks, or when there is limited visibility. The operator will ensure all windows are clean prior to operating vehicle and will not drive an overloaded vehicle.
4. The first O-6 Colonel or WF CofS in the WF chain of command must give written approval for Morale and Welfare Recreational (MWR) activities. The approved MWR request form must be turned in to the WF TMP 12 hours prior to leaving for trip. Additionally, the first O-6 in the WF Chain of Command has authority to limit or restrict use of vehicles within his or her subordinates' control. (See Annex E, WARRIOR FORGE SOP)
5. All drivers are responsible for the proper utilization of government provided vehicles. Cadet Command Cadre, Reservists and/or National Guard personnel assigned to support WF will follow all applicable DA and Fort Lewis government vehicle operation policies and regulations. Use of government vehicles is restricted to the the Fort Lewis vicinity and surrounding civilian community for purposes as stated above.
6. Drivers will not consume any alcoholic beverage prior to or during operation of any government vehicle.

WF-ZA

SUBJECT: Policy Guidance While Operating GSA/Leased Vehicles at WARRIOR FORGE (WF) 2008

7. All GSA, Leased and tactical vehicles are classified as government vehicles. No vehicle will be used or treated as a "personal asset." All Officers and NCOs assigned to Committees, Regiments, and Staff sections will ensure government vehicles are used for Official Purposes Only and are dispatched every fourteen days as required by the WF SOP.

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FRANK P. IPPOLITO  
COL, AV  
Warrior Forge Commander

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3 December 2007

Cdt Cmd Cir 145-05



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WF POLICY STATEMENT # 6

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance on Uniform for COMTek Administrative and Logistics Employees at WARRIOR FORGE (WF) 2008

Administrative and logistics contract personnel working at WF will wear appropriate civilian attire in the performance of their duties. They are required to present a neat and well-groomed appearance. Even though the Administrative or Logistics technical employee may be an Army retiree or active in the reserve components, he/she may not elect to wear an Army uniform while performing duties as a COMTek employee supporting WF.

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Warrior Forge Commander

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WF POLICY STATEMENT # 7

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance on Dining Facility Privileges for COMTek Employees at WARRIOR FORGE (WF) 2008

1. COMTek employees working at WF are authorized to eat at the US Army dining facilities. Some COMTek employees do not have a DOD issued CAC ID card. These COMTek personnel will present their issued COMTek Badge and this Policy Memorandum to dining facility personnel upon entry to the facility. The price of the meal will be the standard price as paid by active military and DoD Civilians.
2. Upon arrival to Building 11D39 during in-processing, each COMTek Admin/Log employee will receive this memorandum authorizing them use of government dining facilities.

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Warrior Forge Commander

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WF POLICY STATEMENT # 8

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance on Wear of the Army Combat Uniform (ACU) and Camelback WaterPacks at WARRIOR FORGE (WF) 2008

1. The WF uniform for cadre is the ACU with sleeves down and appropriate TA-50. WF Cadre are authorized to wear BDU ensemble items with the ACU. Cadre may wear mixed camouflage pattern outer wear (e.g. the Woodland Pattern Gortex Parka may be worn with the ACU). Officers will wear subdued rank on the ACU patrol cap. No 'cat eyes" or reflective tape will be worn on the ACU patrol cap. ACU patrol cap will be worn with name tape properly affixed to the back of the cap as prescribed in DA Message governing wear of the ACU. The ACU Sun "boonie" Hat is not authorized for wear during WF. ACUs will not be worn in any establishment where the primary purpose of the establishment is to serve alcohol for on-premise consumption. ACUs will meet the standards for wear and appearance established in AR 670-1 and DA Message Subject: Army Combat Uniform (ACU) Ensemble.
2. Cadre are **NOT** authorized to wear Camelback WaterPacks/similar items at WF while in ACUs. These items are authorized for wear only inside a rucksack or while in civilian attire.

**// ORIGINAL SIGNED//**  
FRANK P. IPPOLITO  
COL, AV  
Warrior Forge Commander

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WF-ZA

WF POLICY STATEMENT # 9

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance for Cadet Refusal to Train at WARRIOR FORGE (WF) 2008

1. General. Training at WF is deliberately designed to challenge Cadets both physically and mentally. The Cadet's response to these challenges provides valuable insight into how the future leader reacts to stress. A leader's refusal to act can have disastrous results on the battlefield--a Cadet's refusal to participate in training is unacceptable leadership behavior with negative consequences. Cadets refusing to execute a training event (as opposed to failing to meet standards during execution of the event) will earn a negative SPOT Report and a mandatory negative comment will appear on their WF Cadet Evaluation Report. The consequences of refusal will be clearly explained to Cadets by both their Regimental TACs and Committee cadre at those training sites where a Cadet might refuse to participate.

2. Definition of Refusal. A Cadet must refuse to execute the training event for reasons other than medical or safety conditions. The most common reason for refusal is the Cadet's inability or unwillingness to overcome personal fears. Examples of Refusal to Train (not all inclusive):

a. Refuses to either ascend the rappel tower, or rappel once on top of the tower.

b. Approaches the Slide for Life or the Log Walk/Rope Drop but refuses to climb the ladder to attempt the event.

c. Climbs the ladder of either the Slide for Life or the Log Walk/Rope Drop but refuses to leave the platform of the Slide for Life or execute the Log Walk or the Rope Drop.

d. Refuses to execute a high or difficult obstacle on the Obstacle Course.

e. Refuses to enter the water at the 3-meter blindfolded water entry at Combat Water Survival Test.

f. Refuses to throw a live hand grenade.

3. Actions.

a. Committee cadre will first establish whether the refusal is an "I won't" (personal fear or unwillingness) or an "I can't" (medical or safety reason) situation. When appropriate, cadre will take remedial action to correct the safety problem or determine (with medical personnel if necessary) if the medical condition should prevent the Cadet from attempting the event. A Cadet at "muscle failure" will be given reasonable recovery time prior to attempting the event.



WF-ZA

SUBJECT: Policy Guidance for Cadet Refusal to Train at WARRIOR FORGE (WF) 2008

b. If there is no justifiable reason why the Cadet should not execute the event, cadre will make a reasonable effort to coach, mentor, or motivate the Cadet to participate.

c. If the Cadet still refuses to execute the event, cadre will remove the Cadet from the event site and contact a regimental TAC (PTO/PTNCO/PTLT). Committee cadre will explain the circumstances of the refusal, and the regimental TAC will counsel the Cadet on the consequences of refusal.

d. Cadets will be allowed to retrain if necessary, and execute the event a second time prior to the end of the committee training for that regiment.

e. If the Cadet refuses to retrain or execute the event a second time, the Cadet will be removed from that event and the regimental TAC will generate a SPOT report explaining the refusal.

f. Cadets will not be removed from the training site—a Cadet refusing a single obstacle will continue training with his/her squad on the rest of the obstacles.

g. Committee cadre and a regimental TAC will meet with the Cadet one last time prior to the regiment departing the training site to confirm the refusal and SPOT report, and the consequences of the refusal, specifically an immediate informal board to consider retention at WF.

h. Commandant of Cadets will hold an immediate informal board to make recommendations to the WF Commander whether to retain or dismiss the Cadet from WF.

i. If a Cadet is dismissed from WF as a result of refusing to train, the PMS will make a determination to retain the Cadet or initiate disenrollment action.

4. Reporting. The committee will keep a record of all refusals, and report them separately to the Chief of Evaluations.

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FRANK P. IPPOLITO  
COL, AV  
Warrior Forge Commander

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WF-ZA

WF POLICY STATEMENT # 10

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance on Equal Opportunity (EO) and Complaint Procedures at WARRIOR FORGE (WF) 2008

1. References:

- a. Army Regulation 600-20, Army Command Policy
- b. Army Regulation 690-600

2. Intent. To ensure that all personnel assigned to WF establish and maintain a work environment built around equal opportunity and fair treatment to all Soldiers, Cadets, and civilian employees. Also, sustain effective units by eliminating discriminatory behavior or practices that undermine teamwork, mutual respect, loyalty, and shared sacrifice of all Soldiers, Cadets, and civilian employees.

3. All Regimental Tactical Officers, Committee Chiefs, and Section Chiefs are responsible for addressing policies, procedures, and practices that intentionally or unintentionally contribute to unlawful discrimination based on color, race, religion, gender, or national origin. Leaders are responsible and accountable for communicating all aspects of complaint processing procedures to its personnel.

4. As leaders, we are obligated to address and correct discriminatory concerns in a rapid, objective, and impartial manner. Members of the chain of command receiving EO complaints will adhere to procedures outlined in AR 600-20, paragraph 6-8, and Appendix E to manage complaints. Complaints by civilian personnel alleging discrimination should be handled in accordance with the procedures contained in AR 690-600.

5. Anyone experiencing unlawful discrimination is encouraged to report the discrimination to their chain of command or contact the WF IG, Building 11D56 at 253-966-6311. You may also contact the staff of the Equal Opportunity Office on Fort Lewis, at 253-967-5704.

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COL, AV  
Warrior Forge Commander

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WF-ZA

WF POLICY STATEMENT # 11

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance on Prevention of Sexual Harassment at WARRIOR FORGE (WF) 2008

1. Intent. To establish WF policy on prevention of sexual harassment.
2. Sexual harassment will not be practiced, condoned, or tolerated. It is the responsibility of every leader, military and civilian, to examine allegations of sexual harassment and take necessary actions to ensure these matters are addressed quickly, fairly, and effectively.
3. All leaders and supervisors must actively work to prevent and eliminate any form of sexual harassment from their areas of responsibility. Sexual harassment is defined as: a form of gender discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career, or (2) submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.
4. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the pay, or job of a Soldier, Cadet, or civilian employee is engaging in sexual harassment. Similarly, any Soldier, Cadet, or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is engaging in sexual harassment.
5. Anyone experiencing sexual harassment is encouraged to report the harassment to their chain of command or contact the WF IG, Building 11D56 at 253-966-6311. You may also contact the staff of the Equal Opportunity Office on Fort Lewis, at 253-967-5704.

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COL, AV  
Warrior Forge Commander

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WF ZA

WF POLICY STATEMENT # 12

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance for Tobacco Product use at WARRIOR FORGE (WF) 2008

1. Cadets are not authorized possession or use of tobacco products during WF. Although Army policies permit smoking and tobacco use in designated areas, it is the decision of the WF Commander to prohibit Cadet use of tobacco in any form during the WF training cycle.
2. Cadets should make every effort to discontinue use of tobacco products prior to reporting to WF. Cadets who anticipate problems or feel they need additional help to comply with this policy should bring an adequate supply of nicotine patches or gum to WF.
3. Cadre are not permitted to smoke or otherwise use any tobacco products in the presence of or within sight of Cadets nor use tobacco while on committee training sites during Warrior Forge. There is no smoking or tobacco use of any kind allowed in buildings, workplaces, storage areas or training sites for WF. There is no smoking in the billets on North Fort Lewis. All cigarette butts will be disposed of in appropriate receptacles outside of buildings.

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FRANK P. IPPOLITO  
COL, AV  
Warrior Forge Commander

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REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
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U.S. ARMY CADET COMMAND  
BOX 339500-MS 83  
FORT LEWIS, WASHINGTON 98433-9500

WF-ZA

WF POLICY STATEMENT # 13

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance for the Swim Requirement at Warrior Forge (WF) 2008

1. Cadet Command directs that all Cadets must pass the Swim Test and Combat Water Survival Test (CWST) prior to attending WF.

a. Swim Test

(1) Swim for 10 continuous minutes using one or a combination of four elementary strokes (backstroke, freestyle, sidestroke, or breaststroke).

(2) After a minimum of 10 minutes rest, tread water for 5 continuous minutes.

b. CWST

(1) Swim 15 meters wearing Battle Dress Uniform / Army Combat Uniform, tennis shoes, Load Bearing Equipment (LBE), while carrying an M-16.

(2) Walk off a 3-meter diving board blindfolded, wearing LBE and carrying weapon. After entering water, remove blindfold and swim to side of pool without losing weapon.

(3) Enter the water wearing LBE and carrying weapon. Discard LBE and weapon, and swim to side of pool.

c. Cadets that don't accomplish both tasks to standard must submit a waiver for WF attendance through their chain of command to their Brigade Commander.

(1) Brigade Commanders must complete waivers NLT 15 APR to allow time for updating status codes in CCIMS prior to WF.

(2) Cadets will bring approved waivers to WF as part of their camp packets.

2. The WF Confidence Committee will administer the CWST at WF as a validation event, and they will not conduct additional CWST training at WF.

3. Cadets failing the CWST event will continue training at WF.

WF-ZA

SUBJECT: Policy Guidance for the Swim Requirement at Warrior Forge (WF) 2008

- a. WF cadre will record a "No Go" in CCIMS and annotate in their training records which subtask(s) the Cadet failed.
  - b. Any Cadet not passing the swim test prior to WF or not passing the CWST at WF must be trained to standard and pass both tests prior to commissioning.
4. End-of-Camp Commissionee Cadets failing the CWST will continue training, with appropriate comments annotated in their certificate. Cadets will not be commissioned at WF, but may be commissioned on campus if Cadet Command approves the Swim Test/CWST waiver.

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FRANK P. IPPOLITO  
COL, AV  
Warrior Forge Commander

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WF-ZA

WF POLICY STATEMENT # 14

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy on Cadet Running during Personal Time at Warrior Forge (WF) 2008

1. Regiments are authorized to permit Cadets to run during their personal time or Tactical Officer Time provided the Cadets have conducted all required training. Cadets must also meet the following requirements:

a. Cadets must run in groups of at least 2 or more.

b. Cadets must sign out on a roster maintained in the Regimental HQ and also provide their PTO/PTNCO/PT 2LT with a designated run route before leaving.

c. Cadets will sign back in with the Regiment when they return.

d. Cadet running routes are restricted to North Fort, northwest of 32<sup>nd</sup> DIV DR and South DR. (See map overlay on WF Shared Drive / Training Folder / Maps / Cadet Independent Running Areas)

e. Regiments will retain Cadet Personal Time PT Rosters for the duration of WF.

2. Cadets must follow all Army and Fort Lewis physical training requirements such as wearing reflective belts.

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COL, AV  
Warrior Forge Commander

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WF-ZA

WF POLICY STATEMENT # 15

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance on Cadet Visitations at Warrior Forge (WF) 2008

1. There are no casual Cadet visitations authorized. Every minute of every day is part of the Cadet evaluation process and there is no time in the regimental training cycle to allow for guests to visit with the Cadets.
2. There are no Cadet to Cadet visitations authorized at anytime during WF. Cadets moving between regimental areas is not acceptable and Cadets have no valid reason to enter another regimental area unless escorted by a cadre member on official business.
3. The only visitors (i.e. VIPs) allowed in the regimental area are those special visits coordinated through and normally escorted by a representative from the WF Commandant of Cadets Office. The Regimental TAC Officer (RTO) will notify the Commandant of Cadets immediately if a VIP arrives in the regimental area unescorted and without prior coordination. Every effort will be made to accommodate the VIP visitor without disrupting regimental training.
4. The following WF personnel are authorized to visit or meet with Cadets and regimental cadre in the regimental area:
  - a. USACC Command Team
  - b. Warrior Forge Command Team (Cdr, Dep Cdr, CSM Team, WF XO)
  - c. Warrior Forge Chief of Staff
  - d. RSMC, Command Team
  - e. Warrior Forge Cadet Boards President
  - f. Warrior Forge Inspector General Personnel
  - g. Commandant of Cadets Personnel (on official business)
  - h. Region LNOs & Holding Company Personnel (on official business)
  - i. Warrior Forge Chaplains
  - j. Senior Institutional Representatives (SIR) (as per paragraph 6 below).
  - k. Warrior Forge Safety Team (for official business)



WF-ZA

SUBJECT: Policy Guidance on Cadet Visitations at Warrior Forge (WF) 2008

5. PMS, SMI, APMS or other university cadre/personnel are not authorized casual visits with their Cadets while at WF. Uninvited and unscheduled campus cadre presence in the regimental area may be a distracter to the regimental training cycle.
6. The university / college SIR is authorized to visit and counsel a Cadet who is identified as a "Marginal Performer". These SIR visits must be coordinated and scheduled in advance with the Region LNO and the Regimental HQ. Normally, the RTO will request SIR intervention or assistance in counseling "Marginal Performers" when necessary. Before visiting with the cadet the Senior Institutional Representative (SIR) must sign-in at the Regimental HQs to confirm the appointment and the Cadet availability. A pre-brief with a cadre member in the Cadet's platoon or company is strongly encouraged prior to meeting with the at risk Cadet. After visiting with the Cadet the SIR should discuss the meeting and expected outcomes with the platoon or company cadre member before departing the regimental area.
7. All visitors, including those listed in Paragraphs 3 and 4 above, must check in and sign out of the Regimental HQs when conducting authorized Cadet visitations.

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FRANK P. IPPOLITO  
COL, AV  
Warrior Forge Commander

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ATOW-ZB

WF POLICY STATEMENT # 16

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #16 – Sexual Assault Prevention and Response (SAPR) Reporting Procedures During Warrior Forge (WF) 2008

1. **References:**

- a. Army Regulation 600-20, Army Command Policy (Final Draft), Chapter 8.
  - b. Army Regulation 608-18, The Army Family Advocacy Program, dated 27 September 2004
  - c. Memorandum, HQ TRADOC, 15 July 2005, subject: Commander's Directive on Implementation of the Sexual Assault Prevention and Response (SAPR) Program.
  - d. Memorandum, HQ USACC, dtd 8 December 2005, subject: Policy Memorandum 12 – Sexual Assault Prevention and Response
2. **Purpose:** To establish sexual assault reporting procedures during WF 2008 at Fort Lewis, Washington.
3. **Scope:** Provisions of this memorandum apply to all personnel assigned or attached to WF.
4. Sexual assault is defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when a victim does not or cannot consent.
5. During WF, resources available to Fort Lewis soldiers, family members, and DA civilians are also available to WF personnel. Active duty (to include Title 10) Soldiers have the option of restricted or unrestricted reporting. All other WF personnel have the option of unrestricted reporting. The two types of reporting are explained below.
- a. Restricted reporting allows a sexual assault victim, on a confidential basis, to disclose the details of his/her assault to specifically identified individuals and receive medical treatment and counseling, without triggering the official investigative process.

ATOW-ZB

SUBJECT: Policy Memorandum #16 – Sexual Assault Prevention and Response (SAPR) Reporting Procedures During Warrior Forge (WF) 2008

b. Unrestricted reporting allows a victim who is sexually assaulted to request medical treatment, counseling and an official investigation of his/her allegation by using current reporting channels. Details regarding the incident will be limited to only those personnel who have a legitimate need to know.

6. Important number for reporting an incident of sexual assault are as follows:

<b>ON-POST</b>	
Fort Lewis Victim Advocates SAFE Line (24/7)	253-966-SAFE
Madigan Army Medical Center (MAMC)	253-968-4159
Cadet Command WRgn Sexual Assault Response Coordinator (SARC)	253-967-9571
PAGER- Call 253-967-1111 then at the 1 <sup>st</sup> beep dial 2131 and at the 2 <sup>nd</sup> beep dial in your phone #	See instructions
	253-967-3583
	253-208-0158
<b>OFF- POST</b>	
Pierce County Sexual Assault Center (N of Ft. Lewis)	800-656-HOPE
Thurston County Sexual Assault Center (S of Ft. Lewis)	360-754-6300
<b>ARMY ONE SOURCE</b>	
	800-464-8107

7. This policy memorandum will be provided to all personnel at WF in-processing and posted on bulletin boards and other locations as deemed appropriate throughout WF.

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 FRANK P. IPPOLITO  
 COL, AV  
 Warrior Forge Commander

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WF ZA

WF POLICY STATEMENT # 17

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance for Alcohol Consumption, WARRIOR FORGE (WF) 2008

1. WARRIOR FORGE is a 24hr, 7-day a week operation where Cadre from multiple sources (Cadet Command, COMTek, newly commissioned 2LTs) participate in training the Army's future junior officers. As such, high standards of behavior are required to be maintained at all times and all Cadre are expected to set the example both on or off duty, on or off post.
2. The following rules are in effect for the duration of WF:
  - a. Cadets are not authorized possession or consumption of alcoholic beverages during WF.
  - b. Cadet Command Cadre (military, civilian or contractor) will not consume alcohol at any time when in a duty status, to include during or when reporting for known duty, plus during any temporary break in duty status when the individual is expected or required to presently return to duty. As a point of reference, be aware that the alcohol level to be intoxicated on duty is significantly lower than that required to exceed levels for driving while intoxicated, so personnel should exhibit sound judgment when consuming alcohol.
  - c. Certain Cadre (e.g. Regimental TAC personnel) have jobs that require them to be available 24/7. Personnel in these positions must exhibit special care as they can reasonably expect to be recalled at any time in response to Cadet actions.
3. The LTC in charge of any staff section, committee, or regiment conducting a group social where alcohol is present will, prior to the event, submit in writing a risk assessment to the first COL/O-6 in their chain of command defined as: either Deputy Commander, the Cmdt of Cadets, or the Chief of Staff.
4. Violations of standards will not be tolerated. For individuals subject to the Uniformed Code of Military Justice, jurisdiction will fall to that individual's General Court Martial Convening Authority for disposition.

**//original signed//**  
FRANK P. IPPOLITO  
COL, AV  
WF Commander

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ATOW-ZB

WF POLICY STATEMENT # 18

15 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: WF Cadre Personnel Accountability

1. Although Cadet Command personnel TDY in support of WF (School Cadre - Military, GS, contractor, or WF 2LTS) are not on-duty 24/7 for their entire time at Warrior Forge, because of safety and accountability concerns, leaders will ensure that they have accountability of all their personnel and are able to contact their personnel if the need arises.

2. This is especially important given that sections have varied work schedules and that Cadre are billeted in multiple on and off-post locations. Lack of accurate accountability prevents the Command from responding to potential issues in a timely manner.

3. Consequently, all Cadet Command personnel that are on pass (not returning to their assigned billets for the night) or traveling to remote locations (e.g. Mount Rainer, Mount St. Helens, etc.), on non-duty days will adhere to the following procedures before departing the WF cantonment area:

- a. Inform their supervisor (defined as Staff Section Chief, Committee Chief, or RTO) of their plans.
- b. Complete and turn in the attached "Trip Contact Information Sheet" to their supervisor prior to departing.
- c. Conduct Risk Management process and submit Risk Management Form to supervisor for approval.

4. Additionally, all 2LT's whose initial WF job has ended and who have been granted a pass (e.g. Regimental 2LTs) will submit DA Form 31 to their losing supervisor for BLOCK 12 Supervisor Recommendation signature. The DA Form 31 along with the attached trip report is then submitted to the WF Adjutant (Bldg 11D39) for pass approval (BLOCK 13 of DA Form 31) signature.

4. Safety is a leader and individual responsibility. The rapid WF OPTEMPO combined with the unfamiliarity that many Cadre possess of the region mandates that accurate personnel accountability is maintained at all times.

**//original signed//**  
FRANK P. IPPOLITO  
COL, AV  
WF Commander

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1 Encl- Contact Info Sheet

**LEAVE/PASS/TIME-OFF CONTACT INFO**

Name: \_\_\_\_\_ Cmte/Staff Section/Regt: \_\_\_\_\_

Your Cell Phone Number: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Date of Pass/Leave/Time Off: Start: \_\_\_\_\_ Return: \_\_\_\_\_  
(list date and expected times of departure & return)

Location(s) you are going to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you planning on remaining gone overnight? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you going alone or with someone else? Alone \_\_\_\_\_ With other(s) \_\_\_\_\_

Name & Contact Number of who is with you: \_\_\_\_\_

Note: If multiple personnel from the same committee/section/etc. are traveling together a separate sheet listing all additional names, cell phone numbers, and vehicle data can be attached to this cover sheet.

If you are traveling or meeting non-WF personnel list a contact name & number of whom you are meeting.

Are you taking a POV or GSA vehicle?: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate Number: \_\_\_\_\_ State or GS: \_\_\_\_\_



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BOX 339500-MS 83  
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WF-ZA (100)

WF POLICY STATEMENT #19

23 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: LDAC Performance & Potential Rating Criteria

1. At the conclusion of LDAC, Cadets earn a summary rating of overall performance (Part VIa, CCF 67-9 (Cadet Evaluation Report)) of "Exceeds Standards", "Met Standards", or "Needs Improvement". Ratings are not force-distributed; each Cadet has the opportunity to earn the maximum rating based on his or her performance at Warrior Forge.

2. Ratings criteria:

a. "Exceeds Standards" - Cadets earn the maximum rating of "Exceeds Standards" if they meet or exceed all of the following standards:

(1) Ratings of "Excellent" in at least 3 of 6 leadership opportunities with no "N"s.

(2) Rating of "Excellent" in at least 8 of 16 leadership dimensions.

(3) Have no non-medical waivers in events (APFT, Land Nav, 90% attendance, Leader Dimensions, Army Values).

(4) Are first time "GO" in APFT and Land Nav.

b. "Needs Improvement" - Cadets qualify for a rating of "Needs Improvement" by falling into one of the following categories :

(1) Performance - Failing to meet standards and requiring non-medical waiver to receive LDAC completion credit. Cadets require a waiver to continue training at LDAC when they:

- Fail Initial APFT (minimum of 60 pts in each event)

- Fail Initial and 1<sup>st</sup> Retest Land Navigation (minimum of 14/20 Written, locate 5/8 points in Day phase, locate 3/5 points in Night phase)

- Earn Summary rating of "Needs Improvement" in any Leadership Dimension or Army Value (Part V, CCF 67-9, minimum of "Satisfactory" rating in each)

(2) Refusal to Train - Cadet refuses to participate in training as defined by the Warrior Forge "Refusal to Train" policy.

c. "Met Standards" - All other cadets meeting Warrior Forge standards will earn the rating of "Met Standards".

3. Mandatory CER Comments - All cadets rated "Needs Improvement" will have mandatory comments on their Warrior Forge CER (Part VIb) addressing the specific deficient area(s).

WF-ZA (100)

SUBJECT: LDAC Performance & Potential Rating Criteria

4. Migration - Cadets not meeting the specified criteria but who otherwise demonstrate sufficiently high standards of performance may earn a higher rating (migrate upward) through Regimental chain of command recommendation, with the Commandant of Cadets as the approval authority.
5. Appeals - Cadets may appeal scored events and individual evaluations IAW LDAC Policy Letter #20, LDAC Performance Appeals. Summary ratings on the Cadet Evaluation Report are finalized upon signature by the Regimental TAC Officer.

//Original Signed//  
FRANK P. IPPOLITO  
COL, AV  
Warrior Forge Commander

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WF-ZA (100)

WF POLICY STATEMENT # 20

23 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: LDAC Performance Appeals

1. Cadets attending LDAC have the opportunity to request review of evaluation or event scoring. Requests for review or reconsideration should have a reasonable basis, and may be initiated directly with the evaluator at the time of counseling or through the Cadet's chain of command within a reasonable period following counseling.

2. Appeals of Scored Events and Leadership Evaluations

a. Training Committee Appeals:

(1) Cadets disagreeing with a leadership evaluation or event score administered at a training committee will inform the evaluator of the disagreement during the counseling session. The evaluator will seek to resolve the issue in question or provide the Cadet with a thorough explanation.

(2) If resolution is not made and the Cadet desires to appeal further, the Cadet must notify the Platoon TAC Officer (PTO) of their desire to appeal within 24 hours of the counseling. The appeal must be accompanied by a written statement detailing the appeal. The PTO is responsible for notifying the committee chief of the appeal.

(3) The committee chief will conduct, as necessary, appropriate inquiries, make a final determination, and notify the Cadet of the results. The decision of the committee chief is final; no further appeal is allowed.

b. Garrison Appeals:

(1) Cadets disagreeing with a leadership evaluation administered in a garrison leadership position will inform the evaluator during the counseling session. The evaluator will seek to resolve the disagreement or provide the Cadet with a thorough explanation.

(2) If resolution is not made and the Cadet desires to appeal the evaluation, the Cadet must inform the Platoon TAC Officer within 24 hours of the counseling. The appeal must be accompanied by a written statement detailing the appeal. The PTO will notify the Company TAC Officer (CTO). The CTO is responsible for notifying the Regimental TAC Officer (RTO) of the appeal.

WF-ZA (100)

SUBJECT: LDAC Performance Appeals

(3) The RTO will conduct, as necessary, appropriate inquiries, make a final determination, and notify the Cadet of the results. The decision of the RTO is final; no further appeal is allowed.

c. Cadet Evaluation Report (CER) Summary Ratings:

(1) Each CER is reviewed for correctness and content by Regimental Cadre, the Warrior Forge Evaluations Section and as appropriated the Commandant of Cadets. Following the review, each Cadet will be counseled on their overall performance and demonstrated potential by Regimental Cadre. Counseling is a two-way discussion that encourages self-assessment and provides Cadets with specific feedback which enables continued personal development.

(2) During the summary counseling, Cadets may point out any errors or omissions noted and provide substantiating information if necessary. Platoon TACs will ensure any errors noted during counseling are corrected prior to final signature of the CER by the PTO and RTO.

(3) Summary ratings on the CER are finalized upon signature by the RTO, and may not be appealed. Signed copies of the CER are maintained on file in the Evaluations Section at HQ, Western Region for a minimum of 4 years.

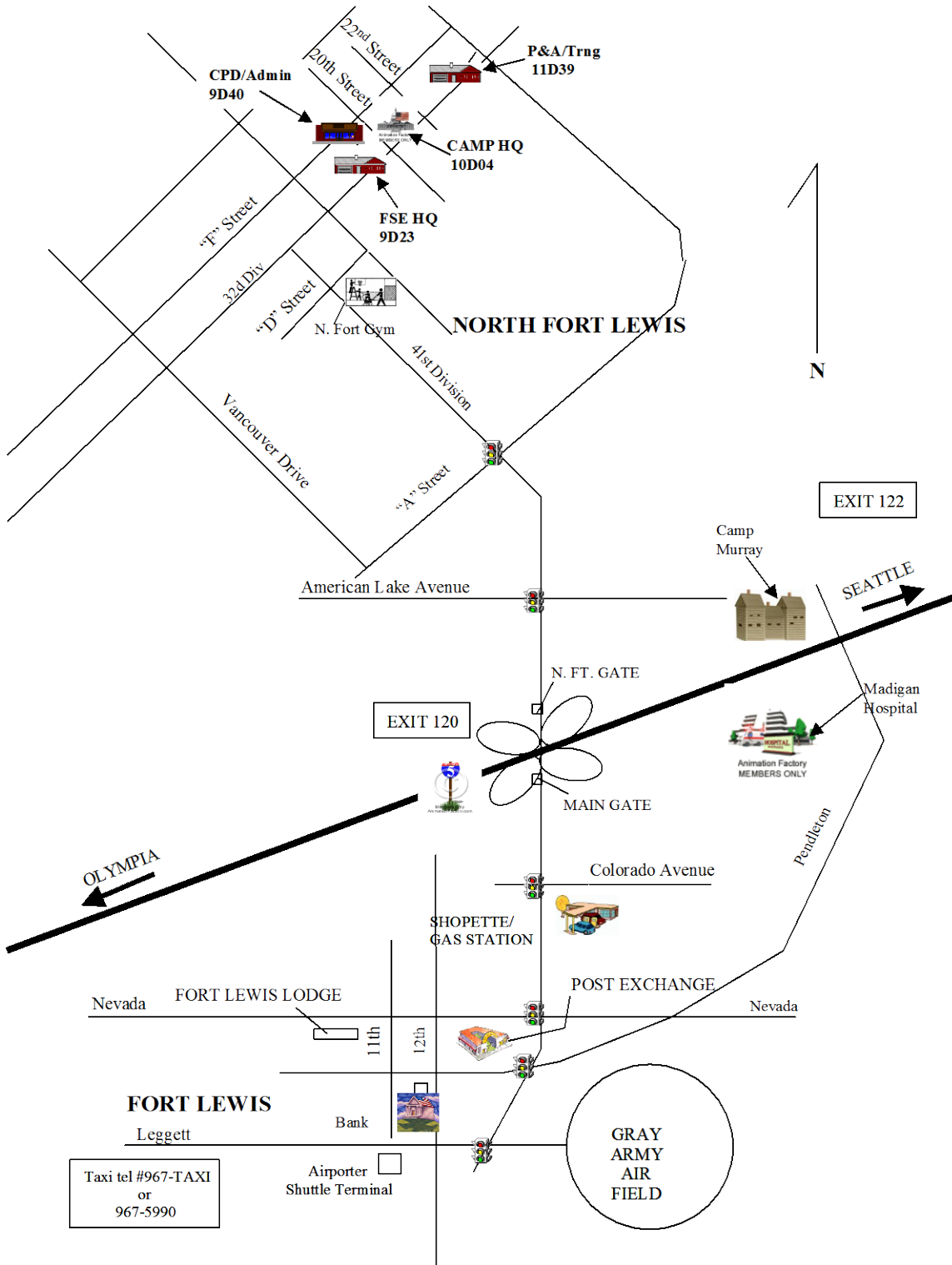
(4) Cadet behavior is subject to evaluation at all times. CERs may be revised based on behavior noted, and summary ratings adjusted accordingly. When ratings are adjusted, Cadets will be re-counseled on the adjusted ratings.

3. This policy establishes procedures intended to resolve scoring or evaluations issues in a timely manner, and does not replace Cadets' rights to seek Inspector General assistance when appropriate.

//Original Signed//  
FRANK P. IPPOLITO  
COL, AV  
Warrior Forge Commander

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APPENDIX F - Map of North Fort Lewis & Fort Lewis



## APPENDIX G – Guest Information for WF Graduation &amp; Commissioning Activities

1. Successful completion of Warrior Forge is a tremendous milestone in the leader development and preparation of a Cadet to become an Army officer. As a result, family and friends of all graduates and commissionees are cordially invited to attend the ceremony.
  2. All graduations and end of Warrior Forge commissionings will be conducted on Watkins Field, Fort Lewis Main Post at 9:00 a.m. on the dates listed in paragraph 2.b. Graduation is an outdoor ceremony, so please come prepared for the weather. Refer to the strip map on the Western Region website for directions to the pre-commissioning reception and graduation ceremony: [http://www.usaac.army.mil/accw/TNG\\_camp.htm](http://www.usaac.army.mil/accw/TNG_camp.htm).
  3. Cadet Visitation. Prior to graduation, guests will not be permitted to meet with their Cadets.
  4. Post-Graduation Family Visitation and Travel. Cadets may be released to immediate family members (father, mother, brother, sister, spouse, or others designated *in loco parentis*) at the conclusion of the graduation ceremony only if they have received prior authorization. Post-graduation family travel requests allow Cadets and family members to travel together from Fort Lewis to SeaTac Airport for travel home on a government-issued ticket (Cadet only) and allow Cadets to make changes to their tickets, if desired. Cadets must receive approval from their Professor of Military Science prior to arrival at WF. See paragraph 12 for procedures. Cadets can initiate a request for post-graduation travel with immediate family members during WF but there is no guarantee of approval. See paragraph **Error! Reference source not found.** for procedures. End of WF Commissionees are not required to request a post-graduation travel change if they wish to join friends or family following the graduation. Commissionees will be afforded the same transportation to SeaTac Airport as other Warrior Forge graduates if they desire. The Warrior Forge Commandant of Cadets is the approval authority for any exceptions to this policy.
  5. Pre-Commissioning Reception. In honor of commissioning Cadets at LDAC, the Warrior Forge Chaplain will host a special Pre-Commissioning Reception. This reception is limited to family and friends of the commissionees and will be conducted from 7:00 p.m. to 8:00 p.m. on the evening prior to graduation. Cadets who have obtained prior authorization to have a guest administer their oath will take their oath at the reception. All Cadets will render the oath during the graduation ceremony. Since guests of commissionees are invited for two days, it is suggested that you coordinate for pre-approved access to enter thru the Fort Lewis main post gate. See the coordinating instructions below.
  6. Transportation and Lodging. Guests attending graduation activities must make their own transportation and lodging arrangements. Guests arriving by air into SeaTac Airport should plan for at least a one-hour drive to Fort Lewis. During the morning and evening commute, the interstate is extremely congested and the drive may take much longer. There are several rental car agencies at SeaTac Airport. Numerous moderately-priced hotels are located between Exits 129 and 116 along the I-5 corridor, close to Fort Lewis. Guests with a valid military identification card may also seek a reservation via the Fort Lewis Lodging office at (253) 964-0211 or (800) 462-7691.
- Access to Fort Lewis. Fort Lewis is located off Interstate 5 at Exit 120 and services both Fort Lewis Main Post (on the south east side of the freeway) and North Fort Lewis (on the north west side of the freeway). See map at [http://www.usaac.army.mil/accw/TNG\\_camp.htm](#). Both the Pre-Commissioning Reception and graduation will occur on Main Post. Since Fort Lewis is a military installation, access is controlled as follows:
- a. Guests with a valid military ID and vehicle installation sticker do not need a vehicle pass.
  - b. Single-day Pass. Guests without a valid military ID and vehicle installation sticker must secure a vehicle pass from the Main Post Visitor Center (located at the entrance to Main Post) before passing through the Main Post gate. No advance coordination is required for a single-day vehicle pass; however, drivers must have in

## APPENDIX G – Guest Information for WF Graduation &amp; Commissioning Activities

their possession a valid driver's license, current vehicle registration or rental car agreement, and proof of insurance. Allow 30 minutes for this process. Display the vehicle pass on the driver's side dashboard while on post.

c. Pre-approved access. Guests may coordinate with the regiment for a pre-approved vehicle pass, but only until three days prior to graduation. Simply contact the regiment and provide the driver's name, vehicle make, model, license plate number, and vehicle pass preference (single-day or two-day). Upon arrival at the Main Post Visitors Center on the day of the event (Pre-Commissioning Reception or graduation), drivers can obtain their pre-approved vehicle pass by simply presenting their photo ID to the regimental representative. Please allow 20 minutes for this process and plan to arrive when a regimental representative is scheduled to be at the visitor's center.

7. Handicap Parking. Handicap parking will be available along Liggett Avenue, on the North side of Watkins Field. Vehicles must have a handicap placard or coordinate for one with the pre-approved access pass described above.

8. Regimental Assistance. A regimental representative will be present at the Main Post Visitor Center from 6:00-7:00 p.m. on the evening prior to graduation and from 7:00 – 9:30 a.m. on the day of graduation. Once the regiment's training cycle has begun, general questions may also be directed to the Commandant of Cadets office at (253) 966-4591 or the Warrior Forge Tactical Operations Center at (253) 967-1767.

## APPENDIX H – Hygiene in the Field Environment

1. INTRODUCTION. Military field experiences are far beyond camping trips with family and/or friends. Field training exercises at WF are days where hard work and determination are expected of you. You will be very sweaty, very tired, very dirty, very cold or hot, very wet, and at times, very glum. Good field hygiene is important to increase physical well being and morale, maximize your contributions to the unit, and decrease anxiety while training. It also prepares you to lead others. As future officers, we must understand the unique hygiene requirements of the field environment so we can properly care for ourselves and ensure our Soldiers are properly caring for themselves. In addition, we must understand the hygiene requirements of the opposite sex so we can more effectively lead and guide them when needed. With training and preparation, anyone can survive in an austere field environment for an extended period of time. Reading through this appendix will give you an idea of what to expect and what you can do to help yourself. It will cover common topics that have plagued Cadets in the past, such as:

- ✓ what to bring to the field
- ✓ preventing skin infection
- ✓ hair care and standards
- ✓ managing constipation
- ✓ preventing genital and urinary tract infections
- ✓ managing the menstrual cycle

## 2. PREPARING FOR THE FIELD.

a. Field Hygiene Kit. Before leaving for the field you will get a packing list indicating the necessary items for the field exercise; a field hygiene kit will be a required item. What goes in the kit is up to you because different people practice different hygiene techniques. A little preparation goes a long way, however, so it is important to have some basic items on hand for the field. Consider how long you will be in the field and pack accordingly. WF is 33 days long with about half being out in the field; for many Cadets, it is always better to bring a little more than you expect to use. The kit should to include the following, at a minimum:

- (1) soap
- (2) shampoo
- (3) baby wipes
- (4) washcloth
- (5) dental floss
- (6) toothbrush
- (7) fluoride toothpaste

- (8) razor blades
- (9) napkins/ tampons
- (10) nail clippers
- (11) over the counter (OTC) medications for colds, aches or pains

b. Sunscreen and camouflage face paint. You won't have the time or energy to continue the normal face care routine you use at home. The most important thing you can do for your face in the field is to use sunscreen. Camouflage face paint does not block all the sun. This may be regular sunscreen or a product designed specifically for your face that also contains sunscreen. Don't believe that it rains all the time at Fort Lewis - you CAN get sunburned here. Gentle soap, baby oil, or baby wipes are reported to be best at removing camouflage paint. Practice at school before coming to WF - know what works best for your skin. As a general rule, it doesn't make sense for women to wear makeup at WF. Make-up is impractical in the field environment, as well as for much of WF training. It is strongly recommended you leave it at home.

c. Rings and jewelry. Think about what rings and jewelry you wear and what you want to be wearing in the WF training environment. According to regulations, you can wear up to one ring per hand (an engagement ring and wedding ring worn on the same finger count as one ring). You may wear a wristwatch with a metal, fabric, or plastic band. You may wear a religious symbol on a chain as long as it doesn't show when you are in uniform. Keep in mind that rings and chains can get caught on objects, causing harm to the jewelry and/or the wearer. Stones can be knocked loose and lost. Remember that while you do have regulatory ability to wear jewelry, it is not recommended while at WF or even when you're deployed. If you feel you must wear your wedding ring, go with a simple band and leave the engagement ring at home.

3. PREVENTING SKIN INFECTION. No matter how much experience Cadets have in the field, the risks are the same in developing a skin infection. Skin infections can start from a small cut anywhere on the body to a bite from tiny mosquitoes, which plague the WF training areas during the summer in great numbers. Recognize the necessity of certain practices such as bathing, keeping your feet and skin dry, keeping track of your fingernails, cleaning wounds, and wearing proper clothing. Also see APPENDIX I – Animal, Insect and Allergen Awareness.

a. **Bathing.** Bathe as often as the tactical situation permits in the field environment to maintain good hygiene. Understandably, the way we bathe at home is different than the way we bathe in the field. It is possible to bathe and rinse your entire body with a canteen of water – and that may be all you have at your disposal at times. Showers or baths are not available in the field, so use a washcloth or baby wipes daily to wash the more important areas such as:

- (1) your genital area
- (2) your armpits
- (3) your feet
- (4) other areas where you sweat or that become wet, such as between the thighs, between the buttocks, and for females, under the breasts.

Remember to choose a soap that is very mild and unscented and practice field bathing leaving for WF. Some scented soap attracts insects or may cause an allergic reaction if you don't have gallons of water to rinse with. The field is not a good place to notice you have sensitivity to the products you are using.

b. **Keeping skin dry.** Moisture, especially from sweat, can cause irritation in the skin, which could result into a rash. It is also a good place for bacteria to grow, increasing your chances of having an infection if you get a wound in the area. Washing yourself will help remove the sweat, dirt and grime from your body; wiping yourself dry will help even more. Other actions include:

- (1) Changing your socks, shirt and underwear regularly, especially after long foot marches.
- (2) Using foot powder on your feet, especially if you have had fungal infections in the past.
- (3) Using talcum powder in areas where wetness is a problem (between the thighs, and for females, under the breasts).

c. **Foot care and blister prevention.** Blisters are a main source of discomfort among Cadets, especially those who are not used to wearing combat boots. The problem with blisters is that once you get one, it will be a while before it heals and may be aggravated by the fact that you will continue to wear the same boot or shoe that gave you the blister. Cadets at WF partake in long foot marches and missions. Having a blister does not help with your concentration in the field. The pain and the probable worsening of the blister into a more serious infection could cause you to be refused from certain training missions, losing valuable experience. Preparing

for this possibility is important prior to you coming to WF. Things you can do to help prevent this include:

- (1) Avoiding ill-fitting footwear (too large or too small).
- (2) Wearing new boots regularly to “break them in,” or talking to your supply technician about issuing you a worn pair of boots.
- (3) Keeping your feet clean and dry (use spray antiperspirants containing aluminum chlorhydrate or aluminum chloride on your feet).
- (4) Wearing padded socks, or double socks. Some Cadets prefer to wear polypropylene socks to wick moisture away from feet or slick socks (dress socks or panty hose) under issue socks.
- (5) Applying moleskin to reddened areas (hot spots). Before you start WF, you should have a good idea where you usually get hot spots, so anticipate it when you train or before a long march.
- (6) Changing socks at a minimum of 2-3 times a day, and each time your feet get wet.

In the unfortunate event that you do get a blister, you can do certain things to care for it to make it a little more bearable:

- (1) Gently wash area with soap and water.
- (2) Puncture the blister with a sterile needle at the edge of the blister.
- (3) Gently compress the blister to remove the fluid.
- (4) Do not remove the blister skin. This is a natural barrier that protects the area from infection..
- (5) Cover the blister area with moleskin that has a hole formed to blister shape; this relieves pressure on the affected area.
- (6) Avoid touching the blistered area; this decreases bacterial contamination.
- (7) Continue using moleskin and keeping up with good hygiene practices; blistered areas may take several days to weeks to heal.

If you feel that it is getting worse or may have become infected, seek the evaluation of medical personnel, who are available in both garrison and field environments.

b. **Fingernails.** Cadets will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty, detract from the military image, or present a safety hazard. Cadets sometimes forget to bring nail clippers and so this must be anticipated prior

to leaving for the field. Either cut your nails before leaving or remember to bring a nail clipper. Long fingernails can cut your skin and if your fingernails are dirty, it may cause a wound infection. Having nail extenders or overlays may cause problems once you start training and so they are highly not recommended. You won't have time to repair artificial nail coverings if they get damaged. Furthermore, the nail under the artificial nail is often very weak, thin, pliable, and not protective of the delicate nail bed. If you currently have artificial nails or overlays, begin to grow them out so that you are down to natural, strong nails by the time WF starts. Although not recommended at WF, polish may be worn by females with all uniforms as long as the color is conservative and complements the uniform (purple, gold, blue and white are specifically listed as unacceptable in paragraph 1-8, AR 670-1).

c. Proper clothing. Wear loose fitting uniforms. They allow for better ventilation. Tight fitting uniforms reduce blood circulation and ventilation. Do not wear nylon or silk type undergarments in hot or humid environments. Instead, wear cotton undergarments as this will help decrease the chances of a genital or urinary tract infection. If possible, repair tears or holes to keep moisture and insects from entering your clothes. Remember to also change dirty clothing as much as possible and wash them as soon as possible. When wearing your uniform, especially when the insect threat is high, consider the following techniques:

- (1) Blouse pants in boots and completely lace boots.
- (2) Tuck undershirt in at the waist.
- (3) Wear sleeves down.
- (4) Button blouse/shirt at the neck and wrist.
- (5) Wear headgear (cap and helmet) when necessary to protect your head. A face net is a great way to keep mosquitoes from bothering your face, especially while sleeping at night.

#### 4. HAIR CARE AND STANDARDS.

a. Shaving. Most men must shave every day in a field environment. Most women can forgo shaving in a field environment. If you shave body hair during WF field deployments, make sure you use a familiar routine (i.e. shaving cream, soap, or lotion). Shaving "dry" causes increased irritation and predisposes you to infection. For women, it is strongly recommended by preventive medicine experts that shaving be limited or eliminated during WF. If you have a tendency toward

ingrown hairs, it is particularly important that you not shave for a week or more before WF so any ingrown hairs can be dealt with before WF starts.

b. Hairstyles. Hairstyles are covered in paragraph 1-8, AR 670-1. Your appearance includes your hair and it will be considered as part of your overall score; if your hair is not within regulation it will reflect in your overall evaluation. WF is a hands-on experience with vigorous training exercises; it would be wise to think about how to keep your hair. For males, regulation length hair is expected. For females, although free to have long hair, it must be kept within the regulation at all times. If you use hair- holding ornaments, they must be unadorned, plain, transparent or similar in color to the hair and inconspicuously placed. It is best to find a hairstyle which does not require constant fussing and will remain in place for long days of physically-demanding training.

c. Hair-washing. Just as with bathing, practice ahead of time washing and rinsing your hair with a single canteen of water if you feel you must wash it in a field environment. Shorter hair is much easier to clean than long hair. Women with long hair will usually braid it, which reduces the need to shampoo as frequently, or simply wash the roots and not the ends. Remember that some shampoos attract insects and could cause allergic reactions for you or someone else. In practice, few female Cadets will wash their hair during the extended field exercises at WF.

#### 5. MANAGING CONSTIPATION.

a. Bowel Movements. Talking about bowel movements probably isn't part of your daily routine. But changes in bowel movements in the field setting are a very real problem. Knowledge and pre-planning may not eliminate the problem, but they can lessen the impact of changes to your routine. How and when your bowels empty is a very individualized event and one you probably haven't discussed with anyone in years. The potential for changes to your bowel pattern is significant in the field setting. Your diet changes - i.e., MREs. Your schedule changes - someone else is in charge of the clock. Your routine changes - no morning ritual of coffee and the paper. Privacy and unlimited time in the bathroom are virtually unheard of. The porta-potty may smell. People outside in line know who is inside and that you're taking a long time. None of this is helping!



b. Preventive Measures. Truth is, almost everyone has some level of change in his or her bowel pattern when in the field – men and women, Cadet to Colonel. The things you can do to help yourself are: Stay hydrated, eat fresh fruits and vegetables when they are available, keep mental track of the time since your last bowel movement, and ask for help from medical channels if you experience discomfort and/or can't empty your bowels.

c. Laxatives. While over-the-counter laxatives can work, they may work in a timeframe that is inconsistent with the activities of the day or cause significant cramping and bloating in the process. Don't try a product for the first time in the field environment. Remember, hydration and high fiber foods are natural laxatives that will help you with this element of field hygiene.

6. PREVENTING GENITAL AND URINARY TRACT INFECTIONS (G or UTIs). Genital and urinary tract infections are a common risk, particularly for female Cadets.

a. UTIs. Factors increasing the likelihood of developing a urinary tract infection are a lack of privacy to use the bathroom, increased hassle while using the bathroom (equipment, weapon, etc.), increased water loss from sweating, voluntary decrease in fluid intake to avoid having to use the bathroom frequently, and/or voluntary decrease in fluid intake because the preferred fluids aren't available. Some Cadets increase their risk out of simple ignorance: when you urinate less, any bacteria in the vicinity of your urinary tract have more time to settle in and cause infection. So, know the problem exists, know you have to drink and pee, and just do it. By drinking plenty of fluids and constantly flushing the urinary system, bacteria are much less likely to be around long enough to cause infection. Symptoms of urinary tract infections may include some or all of the following:

(1) Urinary frequency – needing to urinate more often than normal but the amount may be decreased.

(2) Urgency – the sense that you absolutely must get to a bathroom right now, yet when you do try to pee, only drops of urine may come out.

(3) Dysuria – painful urination that may feel like burning or sharp stabbing pains.

(4) Nocturia – needing to urinate at night when you normally don't awaken from sleep just to pee.

(5) Pain – varies significantly with the individual – may be above the pubic bone, in the groin area, or in the lower back.

(6) Urge incontinence – means when you feel the urge to urinate, you are unable to hold the urine and involuntarily soil your clothing in small (or large) amounts.

(7) Blood in the urine, chills, fever, and flank (side) pain are symptoms of an infection that has moved up to your kidneys and requires immediate medical attention.

Ways to help decrease the chances of you contracting an infection include:

(1) Urinate frequently- at least 4- 6 times/ 24 hours.

(2) Do not prevent yourself from using the bathroom to either urinate or to pass stool. The longer you hold on to them, the more of a chance you will get an infection.

(3) DRINK WATER. Good hydration helps with your physical performance, prevents dehydration, helps fight constipation and flushes the urinary system, giving the bacteria little time to cause an infection.

(4) If problems persist, seek the help of medical personnel, who are available in both garrison and field environments.

(5) If you are drinking lots of liquids and still not using the bathroom that often, ask your Cadre to let you talk to a medic. The medic can conduct a quick check of the concentration of your urine to indicate whether you are truly fully hydrated.

If you develop some of the symptoms described above, drink lots of fluids. If the symptoms haven't diminished or resolved within 6-12 hours, or you develop fever or chills – seek medical attention through the prescribed channels at WF.

b. GTIs. Genital infections are painful and can cause embarrassment. Come to WF prepared for increased activity and reduced shower opportunities by practicing good field hygiene and taking the specific preventive measures outlined below. You know your body more than anyone. If something is wrong, let your leader know and seek medical attention.

(1) For Males:

(a) Wash the head of your penis when washing your genitals. If uncircumcised, pull the foreskin back before washing.

(b) DO NOT wear nylon or silk undergarments; cotton undergarments are more absorbent and allow the skin to dry.

(c) DO NOT use perfumed soaps in the field; they can cause irritation.

(2) For Females:

(a) Wash the genital area daily.

(b) DO NOT wear nylon or silk undergarments; cotton undergarments are more absorbent, allow the skin to dry, and decrease the likelihood that you will develop a vaginal infection.

(c) DO NOT use perfumed soaps or feminine deodorants in the field; they can cause irritation.

(d) DO NOT douche unless directed by medical personnel.

(e) Consider carrying over-the-counter vaginal treatments in the form of vaginal suppositories or cream applications inserted like a tampon if you are prone to vaginal infections in a field environment. (A vaginal infection is an inflammation of the inside of the vulva and vagina - usually caused by yeast overgrowth - and is accompanied by a discharge that is most often creamy white or yellow in color.)

7. THE MENSTRUAL CYCLE.

a. As leaders, both genders must understand the menstrual cycle and its effects. Females respond differently to their menstrual cycle. Some feel nothing at all and some may experience excruciating pain due to abdominal cramps. With WF being a 33 day long event, every single female Cadet will experience at least one menstrual cycle. Additionally, almost 1/3 of all females will get this experience twice.

b. Changes in diet, sleep, activity, and stress level at WF can also change the cycle - making a period come earlier or later, heavier or lighter than usual. As a result, females need to be prepared before leaving for WF. By planning now, having the right supplies, and realizing this is one aspect of being a Soldier that nearly all women deal with during deployment or training exercises, training can be successfully accomplished with minimal distress or inconvenience. Preparation includes:

(1) Knowing when to expect your period. On a calendar, mark the days you have your period between now and when WF starts. Get a feel for the average amount of time between cycles (1st day of bleeding one month to the 1st day of bleeding the following month).

(2) Knowing your worst symptoms (diarrhea, bad cramping, or really heavy bleeding). Anticipate how to deal with them in a field environment.

(3) Knowing how many tampons or pads you use during a regular period and doubling that amount for each period you anticipate having while at WF

(4) When preparing to go to the field, carry 2- 3 days supply inside a zip- lock bag, along with some baby wipes and toilet tissue.

(5) Not changing to a different brand of tampon or pad for the first time at WF. If you want to change brands, do so at least 2 cycles in advance of WF so you are used to the product you take to the field.

c. If you are wearing tampons in the field, change it regularly - at least 3 times per day. This will minimize your risk for toxic shock syndrome - read the literature in the tampon box and don't use a tampon for longer that is recommended. REMEMBER: DO NOT drop the tampon applicator or pad into the porta-potty. Wrap it with toilet paper and deposit it in a regular trashcan or bag.

d. If needed, carry over the counter (OTC) medication with you to decrease some of the symptoms that come with your menstruation (Motrin, Tylenol, Pamprin, etc.). If you use a prescription-strength medication, bring a note from your current physician explaining the symptoms, their severity, and the need for the prescribed medication. Make this information available during Day 2 Physical. It is better to manage your symptoms with OTC or prescription medication - just as you would on campus - than have to miss valuable training, let down your peers, or jeopardize your entire WF experience and evaluation. If a problem persists in a field environment, let cadre know and seek medical personnel for help.

8. FINAL NOTES. With adequate preparation, a Cadet's main concern at WF will be to do their best in every training mission given to them and not worry about small things that can cause great discomfort without proper treatment. Although some sections of this appendix may not apply to you, leaders at all levels should understand the tenets of good field hygiene because you may be leading those that are ill-prepared for the field environment, have major blisters on both

feet, or have challenges with their menstrual cycle. Be able to provide informed assistance. If something gender-specific doesn't make sense, talk to a fellow Cadet or cadre member of the opposite sex. Please

contact your Battalion Cadre, Brigade Nurse Counselor or Region Chief Nurse if you would like to discuss any of the topics in this appendix in more detail.

## APPENDIX I - Animal, Insect and Allergen Awareness

1. INTRODUCTION. Fort Lewis is home to many animals, insects and allergens, some of which are familiar to Cadets and some of which can become uncomfortably familiar to the most unsuspecting Cadet. Training and preparation are the keys to ensuring that animals, insects and allergens don't rule your world at WF. Many animals live in and around the area. WF is located in a high brush area where temperatures can vary from very hot to very cold; the environment is suitable for a wide range of insects. Allergic reactions occur often due to the environment, and the reaction can be mild to life-threatening. Know the common sources of allergies at WF, steps to help prevent reactions from occurring, and what to do if a major incident, such as anaphylaxis, happens to you or to one of the Cadets you are working with.

2. ANIMALS AND INSECTS: "THE CAMP FOLLOWERS". Some Cadets often do not realize that they are not the only ones occupying a training area, especially the place where they are to bed down for the night. You will notice other living things walking or crawling around you especially during times when you are in the prone. These are the so-called "camp followers" that may or may not harm you. However, it is important that if you are allergic to certain insects, you should let your group know so they could help you in the event that you get bitten or stung.

a. Animals. Animals are ever present at WF. Domesticated or wild, it is not worth the risk of injury or infection to interact with local animals. Despite warnings from the chain of command, some Cadets have a soft spot for quiet, furry animals and would usually regret calling or trying to catch it when they find themselves bleeding or when they wake up at Madigan Army Medical Center.

- (1) DO NOT approach or handle so-called "pets"
- (2) DO NOT feed or shelter animals in or around the unit area
- (3) Keep your area clear of trash from your MREs as this may attract unwanted visitors, especially those that howl or growl in the night
- (4) Remember that you are there to train, not to look at wildlife

b. Mosquitoes, flies, ticks, and bugs. Common insects that plague the campsite and cause further Cadet frustration at WF include:

- (1) mosquitoes
- (2) fleas (during rodent infestations)
- (3) lice: head, crab (usually in groin area), body (generally in the seams of infested persons' clothing)
- (4) ticks and mites (ticks can cause Lyme disease or Rocky Mountain spotted fever)
- (5) flies
- (6) cockroaches
- (7) spiders
- (8) scorpions and centipedes
- (9) bees, wasps, and ants

c. Mitigation Techniques. Poor sanitation, poor hygiene, and/or your camp location are causes of these insects gathering and amplifying sanitation problems, often resulting in the spread of diarrheal diseases. In reality, there is no way you can get rid of these insects. They will be present no matter what you do. However, you can decrease the chances of them pestering you. Following these hints can make field training more bearable and can help you focus on your training:

(1) See **APPENDIX H - Hygiene in the Field Environment** for guidance on field hygiene, including field bathing, and proper wear of the uniform in a field environment to minimize your exposure to insects.

(2) Army issue DEET insect repellent works well for most Cadets but reapplication to exposed skin may be necessary due to heavy sweating, or after river-crossing operations, exposure to rain, or in locations where insect density is high.

(3) Many Cadets use a mosquito net to further protect themselves in a field environment.

d. Bees and Bee Stings. For some Cadets, a bee sting will only inflict pain and some numbness, but for others it can cause a life or death struggle. The reaction usually occurs within minutes of the sting, but it can be delayed for up to 24 hours. If you are allergic to bee stings, make sure that your friends, relatives, exercise buddies, and co-workers are aware of your condition and know what to do in case of a reaction and carry a bee sting kit with you at all times.

(1) Symptoms. Flushing (warmth and redness of the skin), itching (often in the groin or armpits), and

hives are common initial findings. These symptoms are often accompanied by a feeling of “impending doom,” anxiety, and sometimes a rapid, irregular pulse. Throat and tongue swelling resulting in hoarseness, difficulty swallowing, and difficulty breathing frequently follow. Symptoms of rhinitis or asthma may occur causing a runny nose, sneezing, and wheezing, which may worsen the breathing difficulty. Vomiting, diarrhea, and stomach cramps may develop. About 25% of the time, the mediators flooding the blood stream cause a generalized opening of capillaries (tiny blood vessels), which results in a drop in blood pressure, lightheadedness, or even loss of consciousness. These are the typical features of anaphylactic shock.

(2) Emergency measures for anaphylaxis. If you suspect that you or someone you are with is having an anaphylactic reaction, provide prompt first aid treatment in the following order:

- (a) If available, locate the Cadet’s bee sting kit and inject epinephrine immediately. Usually, the kit will be on their person or in the LBE or rucksack. The shot is given in the outer thigh and can be administered through light fabric. Rub the site to improve absorption of the drug.
- (b) Contact cadre, on-site medical personnel, or call emergency services or 911 IMMEDIATELY.
- (c) For reactions to insect stings or allergy shots, place a tourniquet between the puncture site and the heart. Release it for a few seconds every 10 minutes.
- (d) Place a conscious person lying down and elevate the feet if possible.
- (e) Stay with the person until help arrives.
- (f) If you are trained, begin CPR if the Cadet stops breathing or doesn’t have a pulse.

(3) Bee Sting Kits. Here are some important points to remember regarding the kits:

- (a) Ask your doctor to explain the use of the kit carefully and practice with the demonstrator kit.
- (b) Check expiration dates and replace outdated kits.
- (c) Keep kits out of direct sunlight, which may affect the drug.

(d) Additional kits should be brought to school or work.

(e) Always have kits with you or readily available.

### 3. ALLERGIES.

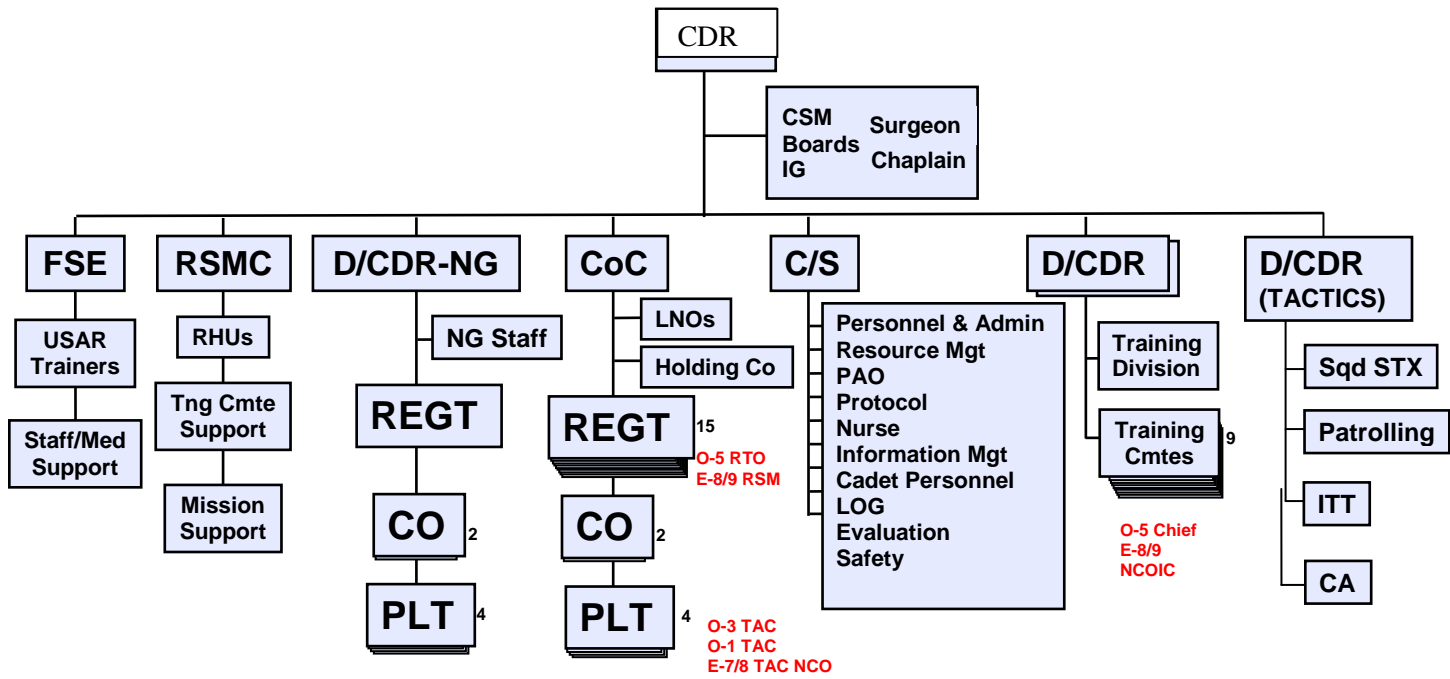
a. Allergic reactions are very common among Cadets who come to WF because of the season or because of the environmental differences. Know that the environment in which you will be training is alternately warm and cold, and full of pollinating plants. Make sure you practice good hygiene, in order to reduce the likelihood of an allergic reaction. Know what you are allergic to, anticipate it, and plan ahead. Let others know about your allergies too. If you carry medication for your allergies, keep it with you at all times and make sure your unit knows where it is just in case you cannot reach for it for any reason. See paragraph 17. on Cadet medications at WF.

b. Allergic reactions vary from person to person. Some may be as mild as a runny nose and some can actually be fatal. Some Cadets who have never had allergy problems before end up experiencing allergy-like symptoms at WF. Prepare yourself by talking to previous WF graduates about their experiences with allergens, sickness, etc.

c. Common allergens that may be found at WF:

- (1) plants (rye grass, ragweed, timothy grass, birch trees)
- (2) mold spores
- (3) drugs (penicillins, sulfonamides, salicylates, local anesthetics)
- (4) foods (nuts, sesame, seafood, egg, peas, beans, soybeans, and other legumes, soy, milk, wheat, corn)
- (5) insect stings (bees and wasps); see Bee Sting information in paragraph 2.d above
- (6) animal products (animal hair and dander, cockroach, dust mites)
- (7) scented soaps, shampoos, and deodorants

APPENDIX J - WF Organization Chart



## APPENDIX K – Cadre DTS Travel Information for WF

Travel Authorizations will be completed using the Defense Travel System (DTS). The Western Region website contains information and detailed instructions on DTS:

[www.usaac.army.mil/accw/IMO.htm](http://www.usaac.army.mil/accw/IMO.htm). Refer to the section called “All Things DTS,” the *Step By Step Guide for the Defense Travel System*, and information on self-registering and setting up CAC card readers.

Points you will need to know when creating your DTS authorization and voucher:

### General Information

1. **IMPORTANT: BOOK FLIGHTS AT LEAST THREE WEEKS IN ADVANCE WHEN POSSIBLE** (especially those who live in locations where city pair flights are generally unavailable. The longer you delay in making flight choices, the more expensive flights become and less flight choices are available. Once you sign your authorization, it is sent first to CTO for booking, then to your AO for approval, and then back to CTO for ticketing. If you make flight changes after you sign the document, but before approval, they will not be received by the CTO office. You will need to either wait until the authorization is approved, then create an amendment, OR ask your AO to return the authorization to you rather than approving so changes can be made. If it is returned to you, remember after you make flight changes you must RE-SIGN your authorization so it may be routed again... The flight cost listed on your authorization will have to be manually edited on your voucher if there is a change to your airfare cost. Price changes can cause your partial payment to be calculated incorrectly. Please have the CTO office email you a NEW itinerary with your flights and cost of your tickets. **Keep this as a receipt for your voucher.** Airfare receipts must be included when filing your voucher.

If you do not have a credit card- Carlson Wagonlit travel will not make the changes over the phone because you will need a copy of your approved orders faxed to Carlson Wagonlit prior to ticketing. You must amend your orders in DTS. Repeated amendments and adjustments to an authorization can create incorrect ticketing information, incorrect

partial payments, and reimbursement problems. If you are unsure if you should make corrections on your authorization, please contact your DTA for assistance as soon as you know changes need to be made. It is YOUR responsibility to make sure you have an APPROVED final version of your authorization PRIOR to traveling to ensure you have an accurate itinerary and e-tickets. (You may be over/under paid if you change your flight itinerary and you fail to annotate additional CTO fees or change the cost of airfare on your voucher). UPON CHECK IN AT THE AIRPORT GET A PRINTED RECIEPT SHOWING THE COST OF YOUR FLIGHT- A BOARDING PASS IS NOT SUFFICIENT WHEN FILING A VOUCHER AS IT DOES NOT SHOW THE PRICE OF YOUR AIRFARE. You can obtain an e-receipt from your itinerary. Click on the link in your emailed itinerary (must be sent to a .mil address) that takes you to Sabre Virtually There System. In the upper left, click on e-invoice or e-receipt and a print a copy for your records.

2. The **ONLY Trip Type** that can be selected and used in **AA- ROUTINE TDY/TAD** (This is on the itinerary page).

3. On the **Itinerary** page in the box marked **Trip Description**, enter *Serve as cadre member in support of WARRIOR FORGE ( WF) 2007*. List your mode of transportation as well as whether you will be billeted on or off post. This will help your AO know what expenses you should incur.

4. When choosing your **TDY Location**, select **FT. LEWIS** – you are **NOT** TDY to Seattle or Tacoma - You are TDY to Ft. Lewis. To search for Ft. Lewis using the “Location” button, type in “FT” and hit search. To use the zip code search, enter 98433. Or, use the State and City Look Search tool. If you fail to use the search tools to find and select Ft. Lewis, and you type it in yourself (i.e, LDAC@FT. LEWIS, WA) , you will only get the default per diem rate which is usually less than the Ft. Lewis rate.

5. Estimate all your expenses on your authorization to include laundry, phone calls, excess baggage, taxi fees, etc. Failure to estimate these expenses on your authorization could result in failure to be reimbursed on your voucher.

**Accounting, Partial Payments, Advances, and Per Diem Entitlements**

1. When selecting the Line of Accounting, IF YOU HAVE A GOVCC, use **08 LDAC Per Diem** for all expenses. If you do NOT have a GOVCC, use **08 LDAC Air Fare** for your air fare costs only; use **08 LDAC Per Diem** for all other expenses.

2. If you will be TDY for at least 45 days, you must file for a **Scheduled Partial Payment (SPP)**. If you qualify for a SPP, DTS will create a flag in the Pre Audit section of your authorization advising you to schedule a SPP. To schedule, click on **Additional Options - Partial Payments**. You will be brought to a screen with a button that reads "Schedule Partial Payment". All you need to do is click the button and the system will calculate your payment schedule. Partial payments are based on expenses and per diem totals listed in your authorization. SPPs should begin processing 30 days after your departure date and continue every 30 days until you return. THIS MUST BE SCHEDULED ON YOUR AUTHORIZATION PRIOR TO YOU SIGNING YOUR AUTHORIZATION. YOU WILL NOT RECEIVE A PARTIAL PAYMENT UNLESS YOUR AUTHORIZATION HAS BEEN APPROVED AND ROUTED THROUGH THE SYSTEM. THIS IS NOT A "SUPPLEMENTAL VOUCHER" - IT IS A PARTIAL PAYMENT SET UP PRIOR TO TRAVEL. If you fail to remove your lodging expenses or adjust your M&IE in the per diem section, you will be overpaid and you will owe the government back the excess money when you file your voucher.

3. If you do not have a GOVCC you have the option to schedule a "Travel Advance" using DTS. Click on "Additional Options" and then on "Advances". For the LOA, choose "08 LDAC Per Diem". Your advance will automatically be calculated and processed once your authorization is approved. You will receive the deposit to your account approximately 72 hours prior to travel.

1. If you have a credit card, you may not schedule an advance as you have the ability to take cash advances for vendors who will not take credit cards. If billeted off post, the majority of your purchases should be purchased using your GOVCC.

5. Per Diem (MI&E only) will be paid at the current rate in effect at the time of Warrior Forge. Rates for WF 2006 (including incidentals) were as follows:

a. On post: TDY LOCATION: "FT. LEWIS, WA": M&IE \$ 12.30

b. Off post: TDY LOCATION: "FT LEWIS, WA" : M&IE \$ 59.00

NOTE: ALL Lodging is contracted so you are not authorized reimbursement for lodging. If you arrive **prior** to your report date you are responsible for all lodging costs prior to your scheduled arrival date. Only when driving a GSA Vehicle are you authorized lodging and M&IE enroute to Ft. Lewis.

**Lodging**

1. BILLETING IS CONTRACTED . YOU MUST ZERO OUT ALL LODGING COSTS WHILE ASSIGNED TO CAMP. WF Cadre are billeted both ON or OFF post, it is recommended you find out where you will be billeted prior to submitting your authorization. Annotate IF YOU ARE GOING TO BE BILLETED ON OR OFF POST IN THE COMMENTS TO APPROVING OFFICAL section on the review page. Regardless of where you are billeted, your TDY locations is FT. LEWIS, NOT TACOMA OR SEATTLE.

2. Once you enter your TDY location, go to EXPENSES then PER DIEM ENTITLEMENTS. Go to the bottom of the page and click EDIT ALL. Once the screen refreshes, go to the lodging section and zero out your lodging costs then go to the bottom of the page and click SAVE THESE PER DIEM ENTITLEMENTS. Billeting is contracted and at no cost to you.

3. If you are billeted on FT. LEWIS, click EDIT ALL again, go to the meals section and click "Special Rate". After the screen refreshes, scroll back down and enter the Special Rate that is in effect at the time of the Warrior Forge. Go to the bottom and click on SAVE THESE ENTITLEMENTS. This will automatically calculate the correct PER DIEM. DO NOT click on Available and select Breakfast/lunch/dinner or you will only receive \$3 per day. If you are unsure what the Special Rate is, contact the HQ Budget Office.



4. **IF YOUR BILLETING ASSIGNMENT CHANGES ONCE YOU ARRIVE OR AFTER YOU ARRIVE, YOU MUST MAKE AN AMEDMENT TO YOUR AUTHORIZATION TO REFLECT THIS CHANGE.**

**GSA and POV Vehicles**

1. If you are driving a **GSA SCHOOL VEHICLE**, annotate on your Authorization under “**Comments to the Approving Official**” that you are the designated driver bringing the vehicle. You are entitled to full per diem on the days you are driving the GSA vehicle until you arrive at Warrior Forge or home station on the return trip. (Per the JTR/JFTR, Generally, 1 day of travel time is allowed for each 350 miles of official distance of travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed.)

Example: 800 miles equal 3 days of allowable travel time.

Example - If you are authorized 3 days and travel in 2 days, you will only be paid for two days.

TDY locations should be planned to be spaced approximately 400 miles apart. Only one night is authorized at each rest stop. It is recommended you plan your road trip and make hotel arrangements within per diem rates prior to creating your authorization. If lodging costs are substantially higher than the lodging costs allowed, choose a different hotel or town to stay in. This will allow you to list your TDY locations in your authorization rather than having to edit your itinerary on your voucher. If locations are not listed prior to departure, any scheduled partial payments could be calculated incorrectly.

2. If you are driving a **POV** in lieu of flying, that is a personal choice, **and** if your election to drive your POV is not cost effective to the government, and is for your personal convenience, your travel will be limited to the Constructive Cost to the Government. You will be reimbursed for ONE day travel to/from TDY site, regardless of the number of actual days you travel. Additional travel time will charged as

leave in DTS and proper leave paperwork should be submitted prior to travel.

Constructive Cost is calculated by adding the CTO City Pair air fare + CTO Fees + round trip taxi fare to/from the terminal. You will **NOT** be reimbursed for lodging or MI&E while traveling to Warrior Forge if you elect to drive your POV. Your Per Diem entitlement will be limited to 75% per diem on your first and last days of travel. You must annotate in the per diem entitlements section that you are in a leave status for POV travel days. **You are only authorized one travel day per the JTR/JFTR.**

a. Travelers must complete and upload or fax a constructed travel worksheet into their DTS Authorization with attached proof of airfare cost based on actual travel dates. To do this, look up flights in DTS, click on “price flights” and print a copy of the page. . You can also determine the GSA City Pair cost by going to [www.fedtravel.com/gsa](http://www.fedtravel.com/gsa) and clicking on contracted flights. Do this for both the outbound and return flight. If a GSA City Pair flight fare is available you must first use this cost; government fares next; and non-contracted fares last. In most cases, the airfare cost will be less than the actual mileage rate. Travelers should use prudent judgment in selecting airports which have GSA City Pair flights are within a reasonable driving distance of the PDS. Travelers should enter mileage traveled under Mileage Expenses. The AO will compare the mileage expense claimed to the CTW and select “LIMITED REIMBURSEMENT” if the mileage cost exceeds the constructive cost to the government. These steps are completed on the signature page.

b. Paragraph 32 of this circular has additional information concerning personnel who choose to drive their POV to Warrior Forge.

**Miscellaneous**

1. **Laundry Expenses** are authorized beginning the fourth night for civilians and the seventh night for military and does not include days when you are considered to be in a Leave Status. You must incur laundry expenses to claim them. The cost allowed for civilians is what would be considered

“reasonable” by the AO. (However, receipts are required for one time expenses in excess of \$75.00 . Military are allowed to claim up to \$2 per night. You are highly encouraged to obtain a receipt for any laundry expenses you incur while TDY to verify your actual laundry expense. If you use coin operated machines, justify your expense by stating “Two loads a week at \$4 a load for six weeks = \$48 plus soap/softener expense of \$12 for a total \$60.” See the below example taken from Appendix G of the JTR/JFTR:

- a. Uniformed Members: up to an average of \$2 per night when travel within CONUS requires at least 7 consecutive nights TDY lodging (i.e., 6 nights, no laundry, 7 nights NTE \$14, 8 nights NTE \$16, etc.).
- b. Civilians: Is a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights of TDY Lodging.

2. Once you are finished, electronically sign your authorization on the **Digital Signature** page. Your authorization will route to Carlson Travel for reservations, then to your Approving Official for final approval.

3. **IMPORTANT:** You will be ticketed 3 days prior to your departure date. If you do NOT receive an email 3 days prior to your departure date from CTO, please contact your DTA. You must have a .mil email address on file in DTS to receive email correspondence from CTO.

4. **Print** your authorization ~ after approval, click on **Official Travel - Authorization**. A list of your authorizations is displayed. On the right hand side, click the **Print** button next to the authorization you want to print.

### Government Travel Cards

1. If you have a Government Travel Card (GOVCC), you MUST use it for air fare. (If you do not have a government travel card, contact your Brigade APC immediately so your application can be processed before you depart for camp).
2. Centrally Billed Accounts (CBAs), as a form of payment in DTS, are only used for members that do NOT have a GOVCC. If

you travel using a CBA as payment for airfare, you must also list a second line of accounting (07 LDAC AIR) as well as allocate funds to this Line of Accounting (LOA) using the “allocate by category” function.

3. When selecting your **Method of Reimbursement for airfare**, use GOVCC-Individual if you have a GOVCC and CBA Centrally Billed if you do not have a GOVCC.

4. In order to get Centrally Billed airfare ticketed, you MUST fax a copy of your approved orders to the Carlson Travel Office at least **three** work days prior to travel. Failure to fax a copy of approved orders will result in no tickets waiting for you at the airport. To print a copy of your orders go to Official Travel/Authorizations then select PRINT on the proper authorization.

*ANNEX “K” was developed by Cadet Command G4/G8. It is STRONGLY encouraged that if you have any questions or issues in preparing your DTS orders, or concerning your entitlements, that you contact your Region’s respective Budget Team at Cadet Command Headquarters BEFORE you execute your DTS orders.*

APPENDIX L – PMS Counseling Checklist for 2LTs Supporting WF

- How to read Orders
- TDY en route status not TDY and return
- Active Duty Date (IA vs. AD)
- Travel Pay vs. Base Pay
- How to read a LES
- Understand time it takes to get paid (importance of correct info and forms)
- Difference between Advance Pay and Casual Pay
- In order to receive Advance Pay, you must be on Active Duty and finance must have the 2LTs packet in order to issue an Advance Pay. Casual Pay you have to be on Active Duty, but you are able to receive it without having been entered into the system. Casual Pay is military pay that is already accrued and due to the Soldier.
- Explain the importance of the following:
  1. LT needs to take initiative to ensure that all forms are correct prior to the Admin Tech forwarding the packet.
  2. If the LT is going to change banks, they need to submit a new 1199, and that they should NOT close their bank account until after 1<sup>st</sup> Paycheck received into the NEW bank account.
- Government Credit Card, if authorized
  - \*\*If the LT is IA, the packet will have already been sent to Finance, unless there are missing documents, therefore, it is important that the LT review the packet, sign a statement verifying the LT reviewed the packet and the forms are correct, as well as initial the SF 1199.
- DA 31 LEAVE FORM:
  - Excess leave or Advance leave should be on a separate DA 31 from travel time. A DA 31 needs completed for travel time. Travel time does not count against the LT, but it needs to be reflected on the leave form. The travel DA 31 is used for accountability, and it is required to be filed in conjunction with all travel voucher settlements

LEAVE FROM date: the day the LT takes leave

LEAVE TO date: the day leave ends

TRAVEL FROM date: the day the LT begins travel

TRAVEL TO date: the day the LT report to WF

NOTE: The dates of travel on the DA 31 should coincide with the DD Form 1610 travel orders.

- OPTIONS:

1. Advance Travel Pay to Advance WF – Admin Tech needs to send to DFAS

**Forms – Advance Travel – 30 days prior to travel**

**1. Request for Advance Travel**

**2. Orders to Active Duty and to WF**

**3. Forms SF 1199**

2. If IA, and packet complete, Advance Pay (Pay back over 12 Months)

Orders – Need to bring 20 copies (1610 OBC, 1610 WF and AD)

OTHER ISSUES:

1. 2LTs will be issued TA-50 from the Fort Lewis CIF. Unlike permanent school Cadre, 2LTs do not bring TA-50 to Warrior Forge.

2. 2LTs are in a TDY status enroute to a first permanent duty assignment. Do NOT bring Privately owned weapons (POWs) to WF.

APPENDIX M - WF 2LT Inprocessing Checklist

<b>WF 2LT INPROCESSING CHECKLIST</b> <b>S: NLT 10 workdays after release of BOLCC/WF assignments</b>			
Mail: Cdr, Western Region ATTN: ATOW-S1 (WF 2LT Inprocessing), Box 339500, Fort Lewis, Washington 98433-9500 Express Mail: Western Region, ATTN: S-1 (WF 2LT Inprocessing), Bldg. 1010, Fort Lewis, WA 98433-9500. Records/Documents generated at a later date can be sent via: Fax: Western Region HQ, Attn: Mrs. Robin Eagen, (253) 967-9809/7716. Email: <a href="mailto:ROBIN.EAGEN@USACC.ARMY.MIL">ROBIN.EAGEN@USACC.ARMY.MIL</a> .			
<b>NAME:</b>		<b>SCHOOL:</b>	<b>PHONE/E-MAIL:</b>
✓	QTY	DOCUMENT	REMARKS
	8	Active Duty Orders, Amendments & DD Fm 1610s	If you have not received your orders, annotate it on this form and send the rest of the required documents by suspense date. Send a copy of the orders to above address as soon as received
	2	DA Form 3685-R (JUMPS - JSS Pay Elections)	Items 1, 2, 4a(1) - (5), and 7a - e must be completed. Item 2 must be marked "Sure Pay/Direct Deposit". <b>Even if you had Direct Deposit as a Cadet, you must submit this form. Ensure the Account number listed on this form is the same as the one listed on The SF 1199A (Direct Deposit Sign-Up Form).</b>
	1	SF 1199A (Direct Deposit Sign-Up Form).	Your financial institution must complete their portion of this form (Section 3). Verify the account and routing numbers with them and ensure the numbers are legible and the same as the one listed on the DA Fm 3685-R. <b>Even if you had Direct Deposit as a Cadet, you must still submit this form.</b>
	1	IRS Form W-4.	Complete Items 1 - 5 and sign and date bottom of form.
	1	DD Form 2058 (State of Legal Residence).	Enter your full name, SSN, city and state on the form and sign and date the bottom of the form. This form is the basis for state tax withholding. Any questions regarding legal residency should be directed to your state office or to a professional tax advisor
	1	Payment of AD/ Additional Duty Allowances (Clothing)	The WF Office will complete paragraph 2 if you have not received your orders. Paragraph 7, type in the date you completed your commissioning physical. Ensure you also sign and date the form.

✓	QTY	DOCUMENT	REMARKS
	1	DA Form 5960 (Authorization for Start, Stop or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA))	Do not complete this form if you are single and do not have any dependents.
	1	Marriage License/Certificate.	This form is required to establish "with dependents rate".
	1	Child(ren)'s Birth Certificate and Divorce Decree with Proof Required to Pay Child Support.	These documents are required if you are divorced or unmarried and provide support for a minor and are used to establish " <b>with dependents rate</b> ".
	1	SGLV 8286 (Servicemen's Group Life Insurance Election and Cert).	Ensure you are using the most current edition of this form.
	1	DD Form 2560 (Advance Pay Certification/ Authorization)	It may take 4 - 6 weeks for you to receive your 1 <sup>st</sup> pay. If you require money earlier, complete this form and include in the packet. Complete all blocks except for Item #7. An Advance Pay may still take up to 3 weeks to receive from the day you report to WF.
	1	DD Form 4 Series (Enlistment Document).	The one completed when contracted or enlisted in the Reserves or National Guard
	1	DA Form 597 or 597-3 (Contract).	Self-explanatory
	1	SMP Agreement	Only if applicable.
	1	DD Form 214, 220 or 215	These forms are required if you were prior service. Ensure the forms are legible and include all active/inactive service
		<b><u>SECTION B:</u></b>	<b>Immediately after commissioning e-mail or fax the above listed numbers/e-mail addresses</b>
	1	DA Form 71 (Oath of Office	Self-explanatory
	1	DA Form 3081-R	Include your Height and Weight (and BF if needed)
		<b><u>SECTION C:</u></b>	<b>Hand Carry the following to WF</b>
	1	Military Personnel Records Jacket (MPRJ) (201 File)	Self-explanatory
	1	DA Form 31.	Use the AD orders # for the control number on this form. The leave form should run from the day you commence your official travel to WF through your report date to WF.

The proponent of this circular is the Training Division. Users are invited to send comments and suggested improvements to the Commander, U.S. Army Cadet Command, Western Region, ATTN: ATOW-T, Fort Lewis, WA, 98433-9500

//Original Signed//  
FRANK P. IPPOLITO  
COL, AV  
WF Commander

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