



# **CADET HANDBOOK**

**THE UNIVERSITY OF  
SOUTHERN  
MISSISSIPPI**



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## **The Soldiers Creed**

I am an American Soldier.  
I am a Warrior and a member of a team.  
I serve the people of the United States and live the Army Values.

I will always place the mission first.  
I will never accept defeat.  
I will never quit.  
I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient  
in my warrior tasks and drills.  
I always maintain my arms, my equipment and myself.  
I am an expert and I am a professional.  
I stand ready to deploy, engage, and destroy the enemies of the  
United States of America in close combat.  
I am a guardian of freedom and the American way of life.  
I am an American Soldier.

## **The Cadet Creed**

I am an Army Cadet. Soon I will take an oath and become an Army Officer committed to defending the values which make this nation great.  
Honor is my touchstone. I understand mission first and people always.

I am the past – the spirit of those warriors who have made the final sacrifice.

I am the present – the scholar and apprentice soldier enhancing my skills in the science of warfare and the art of leadership.

But above all, I am the future – the future warrior leader of the United States Army. May God give me the compassion and judgment to lead and the gallantry in battle to win.

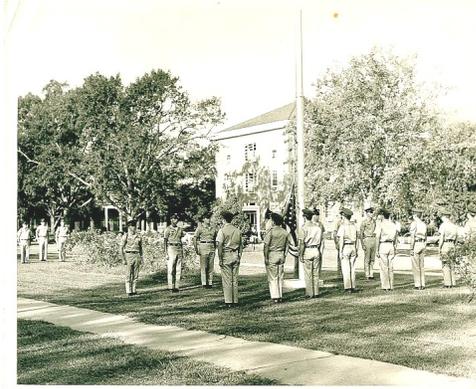
I will do my duty.

## History of the Golden Eagle Battalion and ROTC

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### **Southern Mississippi**

Mississippi Southern College Reserve Officer Training Corps (ROTC) was activated on April 3, 1950, as an Artillery unit by an act of Congress. The first Professor of Military Science was LTC Harrison Finlayson. Under LTC Finlayson's leadership, enrollment in the program increased to 232 cadets by 1952. This was also the year the first class of cadets were commissioned as 2nd Lieutenants. There were 30 commissionees in the class, of which four received commissions as Regular Army Officers.



Also in 1952, a Military Ball was held to honor the first commissioning class. The ball became an annual event and is still held in honor for the commissionees from each class.

Throughout the 1950s and 1960s the program thrived. Approximately 35 cadets were commissioned each year. During those early years, the ROTC program received tremendous support from the university administration. This was especially true while Dr. William McCain (Major General-retired) was president of Southern Miss from 1955 to 1975.

Under COL Tommy Palmertree in 1982-1983, enrollment increased to 2,053 from 1980's enrollment of 734. In 1982-1983, the Southern Miss ROTC Department was the largest ROTC unit in the nation.

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### **Reserve Officer Training Corp**

The United States Army Reserve Officers' Training Corps (ROTC) as we know it today dates from the National Defense Act of 1916. World War I prevented the full development of civilian educators and military professionals working together. At the conclusion of World War I, the program was fully implemented on college campuses. The success of this effort was demonstrated in World War II, Korea, Vietnam and the Gulf War. College campuses provided quality officers to meet the rapidly expanding needs of mobilization. In 1964 the ROTC Vitalization Act improved the program by adding scholarships.

## Military Science Program and Schools

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### Basic Course

**MSL 100 and 200 level**—These courses focus on the organization and role of the U.S. Army, rifle marksmanship, customs and courtesies, career opportunities, land navigation, leadership laboratory, and field training exercises.

### Military Schools

Cadets have the option of attending training courses throughout the school year. These courses include, but are not limited to:

- Airborne School
- Air Assault School
- Mountain Warfare
- Cadet Troop Leadership Training (CTLT)
- Nurse Summer Training Program (NSTP)
- Additional Opportunities

Cadets compete then selected to attend this excellent training based on their overall standing within the program. Selection for schools is based off of the OML. Cadets should request for attendance to schools through their chain of command.

**Airborne school** is a three-week program of instruction conducted at Fort Benning, Georgia. The course is open to contracted cadets MS II and above, who volunteer and pass the physical requirements. A minimum Physical Fitness score of 250 is required. At Airborne school, cadets will train along side Regular Army officers and enlisted men and women, as well as members of the other armed services, to jump from an Air Force aircraft (C130 and C17). Upon completion of the course, cadets will earn the coveted jump wings and be parachutist qualified! This course is extremely safe and boosts the confidence of all who have the opportunity to attend.



**Air Assault school** is 10 days of mental and physical challenges. This school is designed to teach air assault skills and procedures, rappelling, sling load preparation, working with aircraft, improve basic leadership skills, instill the Air Assault spirit and award the Air Assault Badge. Location of course will be pending.



## Military Schools

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**Mountain Warfare School** is a two-week course taught by the Vermont National Guard at Ethan Allen Firing Range in Jericho, Vermont. Both a summer and a winter phase are offered. The training is designed to make you an expert in mountain operations. Mountain Warfare School is both physically and mentally demanding. Training is non-stop, 15 hours per day, for 14 days. If you can carry a 65-pound rucksack up to five miles per day in mountainous terrain and are competent with both day and night land navigation you may have what it takes to complete this intense training.



**Cadet Troop Leadership Training (CTLT)** is a four week leadership experience conducted at various units throughout the Continental U.S., Alaska, Hawaii, Europe and Korea. Students are placed in charge of a regular Army platoon of approximately 35 soldiers. The student's objective is to perform the leadership and management tasks necessary to train the platoon's soldiers and maintain its equipment. Opportunities from different branches of the Army are available to each school.

**Nurse Summer Training Program (NSTP)** This course is available only to qualified nurse cadets. NSTP is an optional clinical elective providing opportunities to develop and practice leadership skills in a clinical environment. Nurse cadets train for three weeks at selected U.S. Army Medical Command Medical Treatment Facilities. Cadets work side-by-side with an Army Nurse Corps officer preceptor.

**Additional Opportunities:** Other schools and courses that cadets can attend include Culture Language Program (CULP), Drill Cadet Leadership Training (DCLT), and Sapper School. For more information on these courses visit <http://www.rotc.usaac.army.mil/>

## Warrior Forge & Leadership Training Course

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### LDAC/Warrior Forge

The summer following your MS III year, all cadets attend the Leadership Development and Assessment Course (LDAC), a month long summer course at Ft. Lewis, WA. It is designed to evaluate a cadet's leadership abilities while providing additional leadership and individual skills instruction based on the knowledge gain through Military Science Advanced Courses.

During LDAC, cadets will receive an overall of six evaluations. They will have 2 garrison evaluations, 1 FLRC evaluation, 2 SSTX evaluations, and one patrolling evaluation. These positions allow the cadet to demonstrate his/her leadership ability and skills. The cadet's performance in this area, along with scores from the Army Physical Fitness Test (APFT), land navigation test, and tactics, make up the cadet's final grade. During LDAC, a cadet will be exposed to many areas of Army doctrine and skills. **LDAC** also features special training consisting of individual movement techniques, offensive and defensive operations, water survival, and more.

### Recondo Certification

- Execute all confidence training presented to the prescribed standard.
- Score 270 or above on the Army Physical Fitness Test, without retest, with a minimum of 90 points per event.
- Achieve a score of 80 percent on written and practical Land Navigation proficiency tests without retest.
- Complete the following First Aid tasks to specified standards: CPR, evaluate a casualty, manage the airway, control bleeding.
- Receive satisfactory or higher in all garrison and field evaluations

**The evaluation a cadet receives has an effect on his/her future role in the U.S. Army.** For this reason, cadets should put forth their maximum effort and be fully prepared. All material required will be covered during a cadet's training in Army ROTC, so the cadet must ensure that he/she is ready to lead the way.

### LTC

Leader's Training Course (LTC) is the Army's 2-year ROTC Program entry point. Through the Leader's Training Course, students without ROTC Basic Course experience can examine the Army without incurring an obligation, and qualify for Advanced Course entry. The Army evaluates these students in a leadership oriented, challenging, and motivating 28-day training program at Fort Knox, Kentucky. Students will receive basic instruction from U.S. Army drill sergeants. Students also earn approximately \$900 while at this course.

## Army Organization

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### Operational Components

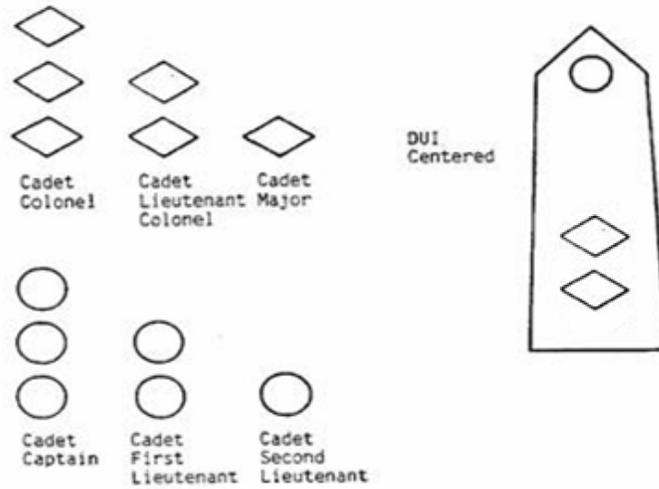
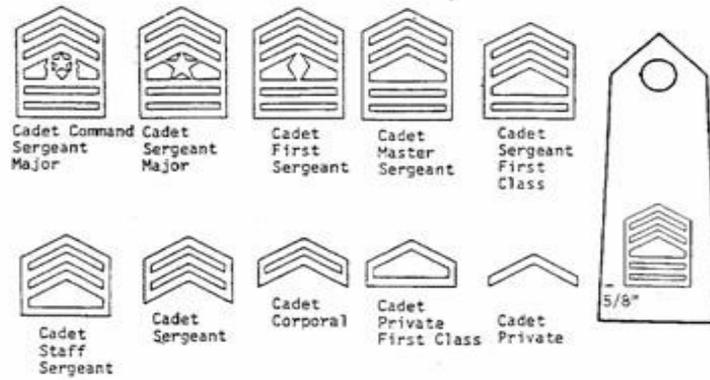
- **Fire Teams** - Composed of 4 soldiers led by a Sergeant (E-5).
- **Squads** - Composed of two fire teams. They are usually led by a Staff Sergeant and account for 9-10 soldiers (E-6).
- **Platoons** - Composed of two or more squads. They are usually commanded by a Second Lieutenant (O-1) supported by a Sergeant First Class, and account for 25– 60 soldiers (E-7).
- **Companies** – Also known as batteries in Field Artillery and troops in cavalry. Composed of three or four platoons. They are usually commanded by a Captain(O-3) supported by a First Sergeant, and account for 60-200 soldiers (E-8).
- **Battalions** - Composed of three to five companies. They are usually commanded by a Lieutenant Colonel (O-5) and account for 300-1000 soldiers.
- **Brigades** - Composed of three to five battalions. They are usually commanded by a Colonel and account for 3,000-5,000 soldiers (O-6).
- **Divisions** - Consist of three to five brigades. They are usually commanded by a Major General and account for 17,000-21,000 soldiers (O-8).
- **Corps** - Consists of two to five divisions. Usually commanded by a Lieutenant General and account for 20,000 -45,000 soldiers (O-9).

# Army Organization

## Rank Structure

**Cadet Enlisted Ranks:**

**Cadet Officer Ranks:**

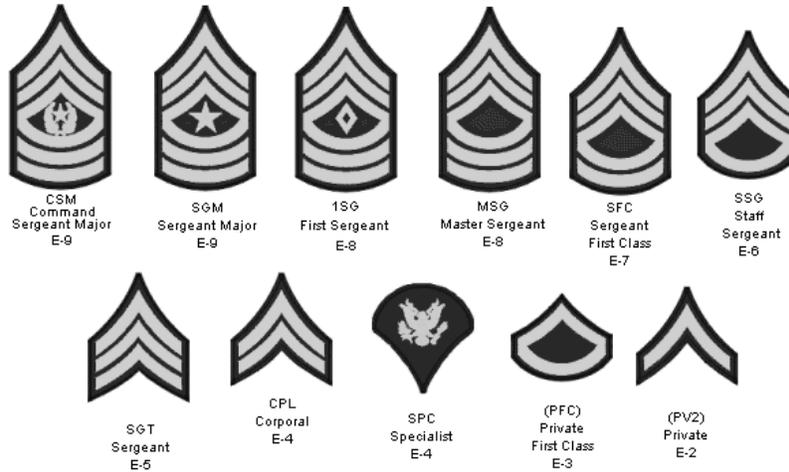


## Army Organization

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### Rank Structure

#### Enlisted Rank:



#### Officer Rank:



## Battalion Staff

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**Battalion Commander (BC)** - is an MS IV and is the senior ranking cadet of the battalion. He/she is responsible for all the battalion does or fails to do. He/she delegates responsibilities through the chain of command, and is responsible for the Golden Eagle mission essential task list (METL). The BC is also the direct link to the Cadet battalion from the Professor of Military Science (PMS).



**Executive Officer (XO)** - is an MS IV cadet and is second in command of the battalion. The XO is responsible for directing the execution of staff tasks, the coordinated effort of staff members, and the efficient and prompt response of the staff. The XO is responsible for the oversight of how the battalion operates. In the absence of the Commander he/she is in command.

**Command Sergeant Major** - is an MS IV and the senior ranking enlisted cadet of the battalion. He/she is responsible for insuring the orders and directives of the Battalion Commander are carried out and that the missions of the battalion are completed. He/she is to insure that the training, conduct, appearance, and accountability of the cadet battalion is always to standard.



## Battalion Staff

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CADET  
CPT

**Cadet Adjutant (S-1)** - is an MS IV cadet and is responsible for assisting the cadet Battalion Commander with all administrative matters. The S-1 is responsible for maintaining and updating alert rosters, attendance rosters, and class schedule files. The S-1 is responsible for setting up and maintaining cadet battalion boards, cadet mail boxes, and collecting personnel information. The S-1 will produce or update any administrative material that the cadre sees as important to the battalion.

**Cadet Recruiting / Intelligence Officer (S-2)** - is the MSIV cadet who is the principal staff officer for all matters concerning military intelligence (MI), counterintelligence, security operations, and military intelligence training. The S-2 also works hand in hand with the ROO on the battalion recruiting missions.



CADET  
CPT

**Cadet Operations Officer (S-3)** - is the MS IV cadet who is third in command and is responsible for planning, organizing, and conducting all leadership laboratory training and FTX. He/she assigns instructors for training, writes operations orders, determines training locations, and coordinates with all of the staff members to ensure that cadets receive the best training possible. The S-3 is also in command of several assistants that specialize in certain areas and help him or her to accomplish battalion missions.



CADET  
MAJ

## Battalion Staff

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**Cadet Operations Sergeant Major (S-3) -**

is the MSIV cadet who is the right arm of the S3. They insure quality and control of anything coming out of the S3 shop. They insure training is conducted to standard. They supervise the Lab heads and insure their work is completed in and timely manner, as well as to standard. They coordinate between other shops and S3 shop.



CADET  
SGM

**Cadet Logistics Officer (S4) -** is an MS IV cadet and is responsible for logistics matters. This includes but is not limited to, managing battalion finances, unit bulk issues, issuing equipment required for training, transportation, and mess operations both administrative and tactical. The S-4 will plan, coordinate, and supervise all matters pertaining to logistics in conjunction with the S-3.



CADET  
CPT

**Cadet Public Affairs Officer (S-5) -** is an MS IV cadet and is responsible for the cadet recruiting activities conducted by the Golden Eagle Battalion He/She is responsible for coordinating recruiting functions, providing information to campus newspapers, posting advertisements throughout the campus, taking photographs of cadet activities, and advising the Cadet Battalion Commander. The S-5 also has several assistants that help him/her achieve our overall recruiting and retention goals.



CADET  
CPT

## Chain of Command

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CADET  
CPT

**Company Commander (CO)** - is an MS IV cadet and is the senior ranking cadet in the company. He/she is responsible for all that the company does. The CO discharges his/ her responsibilities through the chain of command. He/she is responsible for mission accomplishment.



CADET  
1SG

**1<sup>st</sup> Sergeant (1SG)** - is an MS IV cadet and is the senior ranking NCO of the company. The First Sergeant works for his/her Company Commander and receives directives and information from the CSM. He/she is responsible for insuring that the directives of the CSM and the CO are carried out. He/she is to insure that the training, conduct, appearance, and accountability of the company is always at a high state.



CADET  
2LT

**Platoon Leader (PL)** - is an MS III cadet and is the senior ranking cadet of their platoon. He/she is responsible for all that their platoon does or fails to do. The PL delegates authority to the PSG and Squad Leaders. He/she works closely with the PSG to insure the platoon's missions are accomplished.



CADET  
SFC

**Platoon Sergeant (PSG)** - is an MS III cadet and is the senior ranking enlisted cadet of the platoon. He/she is responsible for insuring that the orders and directives of the Platoon Leader are carried out and that the missions the platoon is given are completed. The PSG is to insure that the training, conduct, appearance, and accountability of the platoon is always to standard. In the absence of the Platoon Leader, the PSG is in command of the platoon.



CADET  
SSG

**Squad Leader (SL)** - is an MS III cadet and is the senior ranking enlisted cadet of the squad. He/she is responsible for all that his squad does or fails to do. The SL insures that all orders and directives of the Platoon Leader and the PSG are carried out and that the training, conduct, appearance, and accountability of his/her squad is always at a high standard. This cadet will wear Cadet SSG Rank



CADET  
SGT

**Team Leader (TL)** - is the rank given to all MS II cadets. These cadets will usually act as Team Leaders. Their job is to ensure that the orders and directives of the Squad Leader are carried out properly.



CADET  
PFC

**Cadet PFC** - is the rank given to all MS I cadets. These cadets constitute the squad and work together in buddy teams to carry out orders of the Squad Leader.

## Physical Training

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**PT**- Physical fitness is a big part of being in the Army. All Army personnel must maintain a high level of personal fitness. To ensure this the Army requires that everyone pass the Army Physical Fitness Test (APFT) and the Height/Weight requirements twice every year. At USM we conduct Physical Training (PT) Monday through Thursday at 0600 at Pride Field, located directly in front of the Payne Center on campus.

**Policy** - The Golden Eagle Battalion Physical Training Policy can be found on the cadet website at

[http://www.usm.edu/armyrotc/policy\\_letters/3.docx](http://www.usm.edu/armyrotc/policy_letters/3.docx)

**APFT** - The Army Physical Fitness Test is designed to assess the muscular endurance of the upper-body, abdominal, and hip flexor muscles, along with aerobic fitness and leg endurance. The events of the APFT consist of two minutes of pushups, two minutes of sit ups, and a timed two mile run. Standards for the APFT can be found at

<http://www.la.ngb.army.mil/156band/apft.html>

**Heat Acclimation** - During the beginning of the fall semester and late spring semester, cadets will be required to bring a water source with them to PT, i.e. camel back, canteen or water bottle to prevent the risk of becoming a heat injury.

**Remedial PT** - Fitness Training Unit (FTU) is a program designed to assist those who scored 40 pts or lower in an event on APFT. The FTU's primary focus is to assist the individual on the events they struggle on directly.

Cadets who wish to exceed the standard on the APFT should begin a strict regime of conditioning and nutrition. Additional effort is needed besides just morning PT, Monday - Thursday.

**Counseling** - For each day a cadet misses PT, he or she will be counseled formally by their perspective Military Science Instructors. This means that a signed DA Form 4856 will be put in records for every day the cadet fails to attend PT.

## Leadership Lab and LDP

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### Lab

**Basic Course Lab:** The basic course labs are held on Thursday from 1550 UTC. The material covered in the classrooms will be exercised at the labs. Some of the material the basic course cadets will cover at lab will include DNC, Troop Leading Procedures, Land Navigation, and Introduction to battle drills. The basic course cadets will be split by MSI and MSII classes. The MSII class will begin to focus on more advanced knowledge of these tasks.

**Advanced Course Lab:** The MSIII labs will begin at 1550 UTC with land navigation and move right into conducting and learning squad tactics on STX lanes. The lanes include attack a supply cache, knock out a bunker, recon, movement to contact, and point ambush. Throughout the semester, MSIIIs are expected to learn their battle drills and be ready for variables at any lab.

### Operations Orders (LDP Cycle)

Each week the MS III's will disseminate an OPORD down the ranks of the Company chain of command. This OPORD will include times and locations of labs for both basic and advanced course. OPORD will also include information on other events on a by week status. The OPORD will include uniforms for labs and what the mission for each lab will be. It will be up to the MSIII Chain of Command to disseminate the information throughout the platoons accordingly.

## **LDP Process/Cycle**

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When the rating cycle begins, the incoming company chain of command will attend the Battalion Training meeting on Monday. In the training meeting the Chain of Command will receive the orders for their training cycle. The order one week out from training cycle will be the WARNO. The OPORD will be given the Monday of the first week of the training cycle. The Chain of Command will receive FRAGOs weekly in the Battalion training meeting.

On Tuesday during the Company training meeting, the Company commander issues the perspective orders to the Platoon Leaders and Platoon Sergeants. After PT on Wednesday, Platoon Leaders issue platoon orders to Squad Leaders. Thursday after PT, Squad Leaders have prepared their orders and issue them to team leaders and squad.

One week out from the new training cycle, the incoming Chain of Command will attend the Battalion Training meeting to receive WARNO. The current Chain of Command will still attend the Battalion training meeting to receive any FRAGOs for the remainder of the training cycle. All orders will need to be issued to the standard from both the incoming chain of command and current chain of command during this week. The next Monday marks the beginning of the new training cycle. The new Chain of Command will receive OPORD and issue prospectively throughout the week.

## Additional Cadet Activities

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**Military Ball** - This is a formal event held every year and all cadets are required to attend and may bring a date. It consists of a change of command ceremony, dinner, words of wisdom from a guest speaker, and a social gathering afterward. More information on etiquette will be provided to you by the Battalion Staff.

**Dining In** - This is a formal event generally held in the spring that all cadets are required to attend. It includes a ceremony of grog, a drink that commemorates soldiers of the past, dinner, and a skit presentation by all classes. During the dinner, novelty punishments are given to cadets for uniform discrepancies or etiquette violations.

**Color Guard** - Earning a place on the Color Guard team means that you will have the honor of presenting the national and state flag at several events. Events include the military ball, dining in, football games, basketball games, and any other event, that may arise. Positions on the Color Guard include two riflemen, a state flag carrier, and an American flag carrier. If you would like to participate in Color Guard contact the Cadet CSM.

**Staff Ride** - Staff ride is an annual spring event where MSIV cadets learn about historical military operations. Cadets research the battles and present to their fellow classmates on various aspects of the maneuver. Following this, both classes travel to the site of the battle to discuss it.

**Recruiting and ROTC** - Apart from being in shape and a good officer; all U.S. Army Officers and soldiers and Army ROTC cadets are recruiters. Whether you are wearing your uniform on campus or an ROTC t-shirt to a football game you are a billboard and recruiter for the U.S. Army and Army ROTC. When you wear any information or uniforms relating to the U.S. Army, you become a representative of the Army and Army ROTC and should always present yourself properly and professionally. You are our key representative on campus.

**Scabbard and Blade** - Scabbard and Blade is a joint service honor society that unites cadets and midshipmen from over the nation in military excellence. The Society strives to better these cadets as future officers and to strengthen the joint service relationship through service to the community and leadership opportunities. Goals include; to promote scholarship within our military departments and throughout our Society, unite in closer relationship their military departments, encourage and foster the essential qualities of good and efficient officers, promote friendship and good fellowship among the cadet officers, promote an understanding of joint and multi-national operations and strategic thought, and to disseminate knowledge of military affairs to the students and people of the country.

## Mentorship Program

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### **Intent:**

Army Definition: The voluntary, developmental relationship that exists between a person of greater experience and a person of lesser experience that is characterized by mutual trust and respect.

The goal of USM's mentorship program is to ensure that all cadets have a sense of belonging and understand how the ROTC program operates as well as being academically successful. The job of the mentor is to build a personal relationship with their mentee passing on their knowledge and experience to ensure future success in the program. The job of the mentee is relay any questions or problems that they may have relating to ROTC, academics, or personal to their mentor to make the transition to college and the Army way of life easier.

### **Structure and Responsibility**

MSIV's are assigned an MSI and an MSIII mentee and MSIII's are assigned an MSII as their mentee.

Mentors are responsible for ensuring that mentees are fulfilling their requirements as a cadet to include:

- Attending PT
- Prepared for all inspections to include their Class A's and all PCC's/PCI's
- Attending classes and completing all assignments

### **Resources:**

The mentorship manual can be found at:

<http://www.usm.edu/armyrotc/mentorship/Mentorship.ppt>

The Army form used for mentoring is DA Form 4856, Developmental Counseling Form. This form can be found at:

<http://www.usm.edu/armyrotc/mentorship/Mentorship%2048.56.doc>

## Ranger Challenge

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Every year, 6th Brigade Seminoles host Ranger Challenge at Ft. Benning Georgia around mid October. The event consist of a ten person team who are physically and mentally challenged over the course of three days. The teams will learn valuable lessons of leadership and teamwork throughout each event.

**Events** - The events range from a 10K ruck march, Zodiac boat mission, Malvesti Obstacle course, active shooter course with M16 and M9 pistol, Land Navigation, Physical Fitness Test, M16 assembly/ disassembly, mystery event that challenges both teams both mentally and physically, hand grenade assault course, Ranger Stakes, one-rope bridge. These events are strung out over the span of three days and cadets will receive little or no sleep between events .

**Training and Responsibilities** - Cadets begin training after the first week of school. Those cadets who can compete for the team are selected by their scores on the Army Physical Fitness test. Once the scores have been tallied, those with the prescribed score or better will be authorized to train. Throughout the span of two months, cadets will be expected to work harder and hone in on all the skills required to be proficient at Ranger Challenge. Team cohesion will be established and based on performance, all cadets will select members they want on the team through a peer evaluation process.

Cadets who compete in Ranger Challenge throughout the semester are expected to go to the home football games to conduct pushups on the field each time the Golden Eagles score. They will also be responsible for cleaning and maintenance of the cannon, located at the George Hurst Building.

**Tab and Beret** - Once completed with the Ranger Challenge competition, cadets will receive the coveted Ranger Challenge tab, which sets them aside from their peers. These cadets who competed in the event of that year can wear the ranger challenge tab and beret throughout the rest of the fall semester and the next spring semester. If a cadet only competed once in Ranger Challenge, he is authorized to wear the ranger challenge tab during the remainder time at ROTC but is not authorized to wear the beret.

More information and Ranger Challenge standard operating procedures can be found at [www.usm.edu/armyrotc](http://www.usm.edu/armyrotc).

## Field Training Exercise - FTX

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Throughout the fall and spring semesters, contracted cadets are required to attend the field training exercises. Also, basic course cadets not contracted are highly expected to attend. The FTX generally last from Friday to Sunday. The weekend is a nonstop test of the cadets knowledge retained throughout the semester.

**The MSIIIs:** are evaluated on all aspects of leadership while in the field. They are graded heavily on day and night land navigation. The SSTX lanes evaluate their leadership abilities and decision making process. They will also be evaluated on their mental agility and ability to control their squads on the leader reaction course.

**The Basic Course Cadets:** serve as squad fillers for the entire weekend. The MSI class will experience the field for the first time and be challenged with adventure training on one day during the field training exercise. The MSII class will begin developing the leadership roles it takes to be an MSIII cadet. They will serve as squad fillers and expected to strive for excellence in land navigation.

### **Important Pre-Field Knowledge:**

- Receive packing list and immediately begin gathering required items.
- Attend all pre combat checks and pre combat inspections (PCC and PCI)
- Learn to waterproof. Use poncho to cover rucksack and sleep with bivy cover.
- Take care of your feet. Change your socks periodically and ensure you use ample amounts of foot powder to ensure your feet are dry.
- Be proactive. Begin to hydrate a week out prior to SP time. During the FTX, it is your responsibility to drink water and eat chow at perspective times.

## Military Courtesy

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Military courtesy is the outward expression of consideration to others. It pays large dividends for a minimum effort. Courtesy is shown to all, subordinates as well as seniors. It is the respect to every leader and commander and to the responsibility and authority of his/her position.

Military courtesy, observance of customs, and military discipline are required on all occasions when you are receiving military instruction, are under military administration, or are wearing the uniform. Being a contracted member of the ROTC program at UW you represent the military on and off campus.

As a general rule, "Sir" or "Ma'am" are used in speaking both officially and socially with senior officers. When walking or sitting with a senior it is customary to walk or sit to the senior's left. When speaking to a senior officer assume the position of attention.

When speaking to NCOs a good rule is to address them as "Sergeant." The exception to this is when you are speaking to a First Sergeant, Sergeant Major, or Command Sergeant Major; address them by the full title of their rank. Junior NCOs and enlisted personnel along with cadets should stand at parade rest when speaking to a senior NCO.

All Military Courtesies will be utilized within the cadet chain of command.

### **Saluting:**

The salute is a means of expressing greeting and showing goodwill and respect. It is a position of the hand or weapon and the entire attitude of a person expressing respect toward an officer, flag or country. The following are rules of saluting:

- The junior person salutes first and holds the salute until it is acknowledged. It is customary to accompany the salute with an appropriate greeting such as "good morning/afternoon, sir/ma'am."
- Officers, Warrant Officers, and Cadet officers are entitled to a salute. Salutes between enlisted personnel are not customary, except in some ceremonial situations. Salutes are required when cadets meet or recognize personnel entitled to a salute. Cadets in formation will not salute; however, the first person to observe an officer approaching calls the formation to attention and only the senior person salutes.
- Salutes are only rendered at the halt or when marching at quick time. When running in formation the individual in control of the formation will come to a quick time, render the salute, and then resume the double time.

## Military Courtesy

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- Salute when the colors are within six paces. When walking, turn your head in the direction of the colors and salute when within six paces. Terminate the salute when six paces past the colors.
- When the “Star Spangled Banner,” “To the Colors,” and “Reveille” are played and you are not in formation, assume the position of attention, salute the flag if you are able to see it. Face the source of the music and salute if able to hear the music. If in a vehicle stop, exit the vehicle and render the salute. If in civilian clothing stand at attention and place your right hand over your heart. When in formation salute only on command.

### **Reporting:**

When in uniform and reporting to an officer, knock on the door and wait to be recognized (remain at parade rest until called), advance to a position in front of his/her desk. Render the salute and state your name and business in the following manner: "Sir (Ma'am), Cadet Wright reporting." or "Sir (Ma'am), Cadet Wright wishes to discuss . . ."

Remain standing at attention until asked to sit down or to rest. On departure, face the officer, salute (in uniform only), and upon return of the salute, face about and depart.

When out of uniform and reporting to an officer or when reporting to a noncommissioned officer, the procedure is the same except that you address them as “sergeant” (or by rank) and do not salute.

Your instructors are available to assist you in any possible manner; however, on occasion it may be necessary to ask for an appointment. You should schedule appointments with instructors at least 5 days prior to the appointment if possible. This gives you and your instructor time to prepare for the meeting. Always be on time for appointments. It is not only inconsiderate but wastes the time of your superiors.

When desiring to see the PMS, first see the office associate and/or your instructor. The office associate will be able to schedule a meeting with the PMS and will tell you when the PMS is ready to see you. This is not intended to limit accessibility to the PMS but to insure his availability.

## Appearance and Grooming

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Wearing a military uniform is a privilege. It sets you apart as an American Soldier. Wear the uniform with pride, you are representing the Army and the Golden Eagle Battalion. When in uniform, always wear the complete uniform. Never mix articles of civilian clothing with uniform parts. However, your uniform boots and socks may be worn with your civilian clothes. Keep your uniform clean and neatly presented when worn. If necessary, make arrangements for alterations so your uniforms fit properly.

Pay attention to detail and strive to keep a sharp, clean appearance at all times. Remember that uniform headgear must be worn when outdoors in uniform. Keep all buttons buttoned, zippers closed, and snaps fastened. Make sure footwear and brass are highly shined.

All cadets may wear a wristwatch, a wrist identification bracelet, and a total of two rings (a wedding set is considered one ring) with Army uniforms, unless prohibited by the commander for safety or health reasons.

When participating in ROTC training, the Cadet Command patch and ROTC unit insignia will be worn. When training with their reserve component units, patches and distinctive unit insignia of that unit will be worn.

Clothing and gear are only half of the uniform. Cadre and cadets alike are expected to present a positive, professional image. Proper personal appearance contributes to individual pride as well as uniformity. As such, all cadets are expected to be neatly groomed. When wearing a military uniform, while at George Hurst Building or otherwise representing Army ROTC, cadets will conform to the following grooming standards:

### **Males:**

- The hair will not be excessive or present an unkempt appearance. It will present a tapered look. When combed, it will not fall over the ears or eyebrows or touch the collar except for the closely cut neck hair.
- Men will be clean shaven except for mustaches. If a mustache is worn, it will be neatly trimmed so that no portion covers the upper lip line or extends beyond or below the corner points of where the upper and lower lips join.

## Appearance and Grooming

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- Males will keep sideburns neatly trimmed. Sideburns may not be flared; the base of the sideburn will be a clean shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.
- Fingernails will be kept clean and trimmed at all times. Nail length will not exceed the tip of the finger.
- Males are not authorized to wear earrings or body piercing of any kind. When in civilian clothes at the George Hurst Building or another other military building, males will not wear ear rings or any other piercings.

### **Females:**

- The bulk or length of the hair will not interfere with wearing of military headgear. Hair should not appear unkempt. The hair length may not extend below the bottom edge of any uniform collar. Long hair may meet this standard by being pinned up using natural hair colored clips etc.
- Females have the option to wear screw-on, clip-on, or post-type earrings with only the Class A, Class B, and dress uniforms. **Earrings will not be worn with ACU's or PT's.** They will be of gold, silver, white pearl or diamond; unadorned and spherical. When worn, earrings will fit snugly against the ear and will be worn as a matched pair with only one earring per ear lobe.
- Females may wear cosmetics if they are conservative and complement the uniform and their complexion.
- Females will not wear shades of lipstick and nail polish that distinctly contrast with their complexion, that detract from the uniform, or that are extreme.
- Nail length will not exceed 1/4 inch, as measured from the tip of the finger.

## Uniforms

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### **Army Combat Uniform (ACUs)**

The ACU uniform takes the place of the Battle Dress Uniform (BDU) and is what you will wear most often as a cadet. This uniform is designed for wear with body armor in an urban or desert environment. The pattern of the material is digital (made up of small squares) and effectively camouflages the soldier better than the BDU. The uniform also utilizes hook and pile tape (Velcro) and zippers in lieu of buttons. This has been adopted to save the soldier time and money from getting patches and buttons sewn on.

The ACU consists of a patrol cap, sand color t-shirt, ACU jacket, sand color web belt, ACU pants, tan/desert combat boots, and green or black socks. Black, non-reflective sunglasses with no visible logos are authorized for wear at the commander's discretion. However, **sun-glasses will not be worn in formation.**

The Army Combat Uniform is always worn in its entirety with the exception of removing the jacket while on a work detail or as directed by the commander. While worn, all pockets are to be fastened and present a neat appearance. Name tapes, rank insignia, and patches are worn centered on their respective hook and pile tape strips.

The patrol cap is worn with the visor facing forward, centered left to right on the face approximately two finger spaces above the bridge of the nose. The cap rests on the head with the bottom seam parallel to the ground.

The ACU jacket is worn zipped up to the point that the collar flaps are able to lay flat on the chest. The sleeves are fastened around the wrist loosely enough to allow airflow but not loose enough to create a baggy, unkempt appearance.

The ACU pants are worn with the button fly fully buttoned around the waist with the web belt securely fastened. The pant legs are to be bloused either by tucking them into the boots or wearing blousing straps. Blousing of the pant legs will extend no further than to the second eyelet of the combat boots.

The combat boots are always worn as a matching set, tightly fastened. The laces of the boots are kept hidden in one of three ways. They may be tucked into the boot, tied around the boot, or tucked into the blousing of the pant legs.

For more information on the wear of the ACU consult a senior cadet, an instructor, or be a proactive leader and look it up in AR 670-1.

# Uniforms

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## ARMY COMBAT UNIFORM



Patrol Cap

Subdued Rank Insignia

Name Tape (Rear of Cap)

Sand T-Shirt

Reverse Flag (Right Shoulder Pocket Flap)

ACU Jacket

Subdued Pin On Badges

Name Tape (Above Right Pocket)

ROTC Patch (Left Shoulder Pocket)

Subdued Rank Insignia

US ARMY Tape (Above Left Pocket)

Sand Web Belt

ACU Pants

Green or Black Socks

Desert Combat Boots

## Uniforms

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**Class A's:** The Class A green service uniform is what cadets will generally wear to social functions and other formal events. It may be worn as a dress uniform by cadets. When worn with white shirt and bow tie/neck tab, it is equivalent to the Army blue and white uniforms for cadets and enlisted personnel.

The class A green service uniform comprises the Army green coat and trousers (slacks or skirt for females), an Army green (AG) shade 415 short- or long-sleeved shirt, a white undershirt, a black four-in-one hand necktie (neck tab for females), and a garrison cap.

**Fit:** Fitting instructions and alterations of uniforms will be in accordance with appropriate Army Regulations (AR 670-1). The following is a summary of general military fitting guidelines:

- Uniform coats and jackets (male and female) sleeve length will be 1 inch below the bottom of the wrist bone.
- Trousers are fitted and worn with the lower edge of the waistband at the top of the hipbone, plus or minus 1/2 inch. The front crease of the trousers will reach a point approximately midway between the top of the sole and tip of the standard shoe heel in back. The trousers may have a slight break in the front.
- Slacks will be fitted and worn so that the center of the waistband is at the natural waistline. The front crease of the slacks will reach the tip of the instep and be cut on a diagonal line to reach a point approximately midway between the top of the sole and tip of the standard shoe in back. The slacks may have a slight break in front.
- Knee length skirts will not be more than 1 inch above or 2 inches below the crease in the back of the knee.
- Long sleeve shirt sleeve length will extend to the center of the wrist bone.

**Wear:** When worn, the shirt will be tucked into the trousers or slacks so that the shirt edge is aligned with the front fly opening and the outside edge of the belt buckle to form a straight "Gig line." The tie is worn tied with a four-in-hand knot whenever the jacket or long sleeve shirt are worn. The wear of rank, name tapes, ribbons, and badges are covered on page 28.

**Class B's:** The class B green uniform comprises the Army green trousers/slacks/skirt and short- or long-sleeved shirt. Soldiers will wear a neck tab/four-in-hand necktie with the long-sleeved shirt when it is worn without the class A coat, as an outer garment. Wear of the short sleeve shirt does not require a tie/neck tab. Name tags will always be worn with all shirts, long or short sleeve. Males wear the Class B uniform the in the same manner as the class a uniform without the jacket. Females may wear the long sleeve or short sleeve tucked or untucked as appropriate.

### Class A Uniform



### Class B Uniform

## **Uniforms - Army Service Uniform (ASU)**

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### **Dress Blue ASU**

The dress blue ASU includes the army blue coat and trousers, a long-sleeved white shirt and black bow tie for males. The army dress blue ASU for females includes the army blue coat, skirt, and a long-sleeved white shirt with black neck tab. Currently, females in army bands, honor guards, and female chaplains are authorized to wear army blue slacks in the performance of their duties. The black beret and service cap are authorized for wear with this uniform. When the dress blue ASU is worn for evening social occasions (after retreat) commanders can direct no headgear required. Combat boots and organizational items, such as brassards, military police (MP) accessories and distinctive unit insignia (DUI) are not authorized for wear with the dress blue ASU. All other accessories and insignia authorized for wear with the class a service uniform are authorized for wear on the dress blue ASU.

### **Class A ASU:**

The class A ASU includes the army blue coat and trousers/skirt/slacks, a short or long sleeve white shirt and four-in-hand necktie (male)/neck tab (female). (for accessories and other items authorized for wear on the class a ASU see insignias, awards, badges and accouterments worn with the dress blue, class A, and Class B ASU paragraph below.)

### **Class B ASU:**

The class B ASU includes the army blue trousers/skirt/slacks, a short or long sleeve white shirt. Soldiers will wear the four-in-hand necktie with the long sleeve white shirt when it is worn without the class a coat. (for accessories and other items authorized for wear on the class b ASU see insignias, awards, badges and accouterments worn with the dress blue, class a, and class b ASU paragraph below). Until the new ASU items are available, soldiers who have the low waist trousers with belt loops, or slacks, have the option of wearing a commercial short sleeve white shirt with shoulder loops in the open collar configuration or with a four-in-hand necktie (black neck tab for female soldiers). Soldiers have the option of wearing a commercial long sleeve white shirt with shoulder loops and a four-in-hand necktie (black neck tab for female soldiers). Soldiers who have the current commercial white shirt without shoulder loops must wear as appropriate, the black wind breaker, black pullover or black cardigan sweaters with this uniform.

## Army Service Uniform



ALARACT 202/2008

<http://www.army.mil/asu/alaract.html>

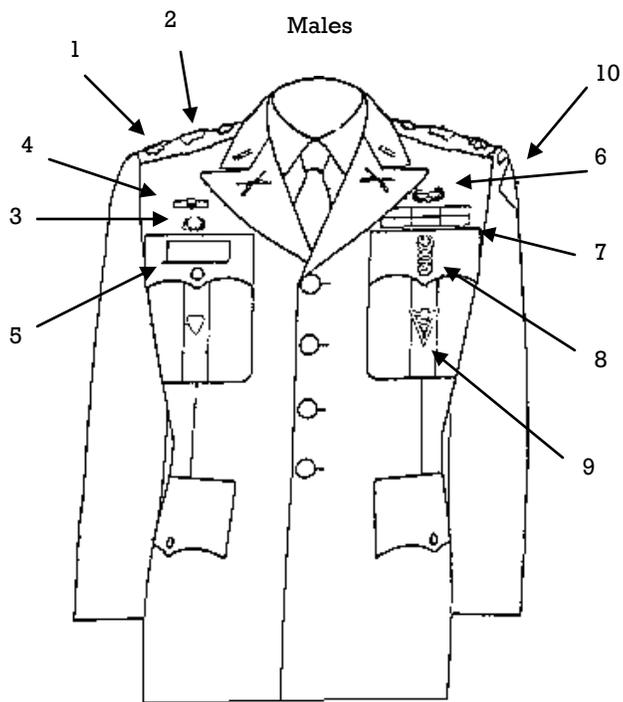
## Uniforms

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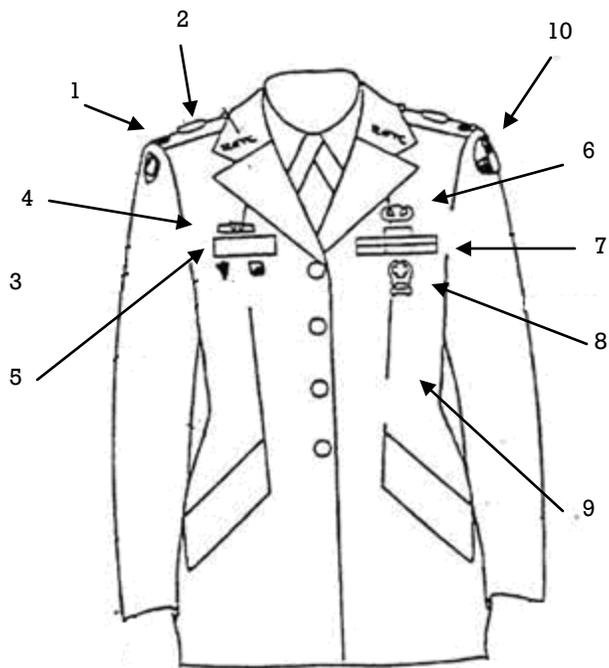
Rank, nameplate, ribbons, and insignia will be worn in accordance with the following:

1. **Non-Subdued Officer or Enlisted Rank:** Centered 5/8 inch from shoulder seam on both shoulder loops. When wearing more than one disk or lozenge there will be 1/4 inch space between them.
2. **Distinctive Unit Insignia (Unit Crest):** Centered on shoulder loops midway between the insignia of grade and outer edge of the button.
3. **Academic Achievement Insignia:** Males- Centered immediately above the right breast pocket. Females- Centered 1/4 inch above the nameplate.
4. **Distinguished Military Student Badge:** Males- Centered 1/8 inch above the right breast pocket or 1/8 inch above the Academic Achievement Wreath. Females- Centered 1/4 inch above any other insignia and/or nameplate worn on right coat front.
5. **Nameplate:** Males- Worn on the right breast pocket flap centered between the top of the button and the top of the pocket. Females- Worn 1 to 2 inches above the top of the button centered horizontally on the wearer's right side.
6. **Parachutist/Air Assault Badge:** Males- Centered 1/4 inch above the left breast pocket or 1/4 inch above ribbons. Females- Centered 1/4 inch above top row of ribbons.
7. **Ribbons:** Males- Laterally centered 1/8 inch above the left breast pocket. Females- Centered on left side, with the bottom row positioned parallel to the bottom edge of the nameplate. All- If more than one ribbon has been awarded, precedence will be from left to right, top row taking precedence over bottom row, no more than four ribbons to a row. Subsequent rows are flush or 1/8 inch above the previous row.
8. **Marksmanship Badge:** Males- Centered on left breast pocket flap 1/8 inch below the pocket seam. If additional badge is worn, it will be laterally centered on the pocket flap with one inch between badges. Females- Will be worn on the left side 1/4 inch below the bottom ribbon row or in a similar location if ribbons are not worn. Placement of badges maybe adjusted to conform to individual figure differences.
9. **RECONDO Badge:** Males- Centered on the left breast pocket between the bottom of the pocket and the bottom of the pocket flap. Females- Centered on left side. The top of the insignia one inch below bottom of second button.
10. **Cadet Command Shoulder Sleeve Insignia:** Worn centered on the left sleeve 1/2 inch below the top of the shoulder seam. When the Ranger Challenge Tab is worn, the tab will be placed 1/2 inch below the top of the shoulder seam. The shoulder sleeve insignia will be worn 1/4 inch below the tab.

Males



Females



## Acronyms

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AA	Assembly Area	FSB	Forward Support Base
AAR	After Action Review	FTX	Field Training Exercise
AC	Active Component	FY	Fiscal Year
ACE	Report Ammunition, Casualty and Equipment (Report)	GL	Grid Line
ADA	Air Defense Artillery	GPA	Grade Point Average
AGR	Active Guard/Reserve	HE	High Explosive
ALICE	All purpose, Lightweight Individual Carrying Equipment	HO	Headquarters
AMMO	Ammunition	ID	Identification
APFT	Army Physical Fitness Test	IG	Inspector General
APMS	Assistant Professor of Military Science	INF	Infantry
AR	Army Regulation	INSP	Inspection
ARNG	Army National Guard	INT	Intelligence
ASAP	As Soon As Possible	IRR	Individual Ready Reserve
AT	Annual Training	JROTC	Junior Reserve Officers' Training Corps
BCT	Brigade Combat Team	KIA	Killed in Action
BDE	Brigade	LAB	Leadership Laboratories
BN	Battalion	LBE	Load Bearing Equipment
CAV	Cavalry	LD	Line of Departure
CDR	Commander	LDAC	Leadership Development Assessment Course
CG	Commanding General	LDP	Leadership Development Process
CIB	Combat Infantryman Badge	LOA	Limit of Advance
CLS	Combat Life Saver	LOG	Logistical
CO	Commander	LOI	Letter of Instruction
CP	Command Post	LP	Listening Post
CPT	Captain	LT	Lieutenant
CSM	Command Sergeant Major	LTC	Leadership Training Course
CSS	Combat Service Support	LZ	Landing Zone
CTLT	Cadet Troop Leadership Training	MEDEVAC	Medical Evacuation
CTT	Common Task Training	METL	Mission Essential Task List
DA	Department of the Army	METT-TC	Mission, Enemy, Terrain, Troops, Time Civilians
DECON	Decontamination	MG	Major General
DIV	Division	MI	Military Intelligence
DMG	Distinguished Military Graduate	MILES	Multiple Integrated Laser Engagement System
DMS	Distinguished Military Student	MKT	Mobile Kitchen Trailer
DZ	Drop Zone	MOI	Memorandum of Instruction
EIB	Expert Infantry Badge	MOPP	Mission-Oriented Protective Posture
ENDEX	End Exercise	MOS	Military Occupation Specialty
EO	Equal Opportunity	MP	Military Police
EPW	Enemy Prisoner of War	MRE	Meal Ready-to-Eat
EVAC	Evacuation	MS	Military Science
EVAL	Evaluate	MSG	Master Sergeant
1SG	First Sergeant	MTOE	Modification Table of Organization and Equipment
FA	Field Artillery	NBC	Nuclear, Biological and Chemical
FLRC	Field Leader Reaction Course	NCO	Noncommissioned Officer
FM	Field Manual	NCOIC	Noncommissioned Officer In-
FO	Forward Observer		
FRAGO	Fragmentary Order		

## Acronyms

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OCOKA	Observation and fields of fire, Cover and concealment, Obstacles	SOP	Standard Operating Procedures
OCONUS	Outside the Continental United States	SPC	Specialist
OCS	Officer Candidate School	SQD	Squad
OML	Order of Merit List	SSG	Staff Sergeant
OP	Observation Post	SSN	Social Security Number
OPFOR	Opposing Forces	STP	Soldier Training Publication
OPORD	Operation Order	STX	Situational Training Exercise
OPS	Operations	TACSOP	Tactical Standing Operating Procedures
ORP	Objective Rally Point	TAG	The Adjutant General
PB	Patrol Base	TASC	Training Aid Support Center
PBO	Property Book Officer	TC	Training Circular
PC	Patrol Cap	TDA	Table of Distribution of Allowances
PCS	Permanent Change of Station	TF	Task Force
PFC	Private First Class	TL	Team Leader
PL	Platoon Leader	TM	Technical Manual
PLDC	Primary Leadership Development Course	TMI	Training Management Indicator
PMCS	Preventive Maintenance Checks and Services	TOC	Tactical Operations Center
PMS	Professor of Military Science	TOE	Table of Organization and Equipment
POC	Point of Contact	TRADOC	Training and Doctrine Command
PSG	Platoon Sergeant	TRP	Target Reference Point
PT	Physical Training	TACSOP	Tactical Standing Operating Procedure
PVT	Private	USAR	U.S. Army Reserve
POW	Prisoner of War	USMA	U.S. Military Academy
RC	Reserve Components	UTC	Until Complete
RCPS	ROTC Cadet Pay System	WPN	Weapon
Recon	Reconnaissance	XO	Executive Officer
RECONDO	Reconnaissance Commando Doughboy		
RGT	Regiment		
ROE	Rules of Engagement		
ROO	Recruiting Operations Officer		
ROTC	Reserve Officers Training Corps		
RP	Release Point		
RRP	Re-Entry Rally Point		
RTO	Regimental Tactical Officer		
SALUTE	Size, Activity, Location, Unit, Time and Equipment		
SFC	Sergeant First Class		
SGT	Sergeant		
SITREP	Situation Report		
SL	Squad Leader		
SM	Soldier's Manual		
SMP	Simultaneous Membership Program		
SOI	Signal Operating Instructions		

## Phonetic Alphabet

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A	ALPHA	(AL-FAH)			
B	BRAVO	(BRAH-VOH)	1	ONE	(WUN)
C	CHARLIE	(CHAR-LEE)	2	TWO	(TOO)
D	DELTA	(DELL-TAH)	3	THREE	(TREE)
E	ECHO	(ECK-OH)			
F	FOXTROT	(FOKS-TROT)	4	FOUR	(FOW-ER)
G	GOLF	(GOLF)			
H	HOTEL	(HOH-TELL)	5	FIVE	(FIFE)
I	INDIA	(IN-DEE-AH)	6	SIX	(SIX)
J	JULIETT	(JEW-LEE-ETT)			
K	KILO	(KEY-LOH)	7	SEVEN	(SEV-EN)
L	LIMA	(LEE-MAH)	8	EIGHT	(AIT)
M	MIKE	(MIKE)			
N	NOVEMBER	(NO-VEM-BER)	9	NINE	(NIN-ER)
O	OSCAR	(OSS-CAH)	0	ZERO	(ZE-RO)
P	PAPA	(PAH-PAH)			
Q	QUEBEC	(KEH-BECK)			
R	ROMEO	(ROW-ME-OH)			
S	SIERRA	(SEE-AIR-RAH)			
T	TANGO	(TANG-GO)			
U	UNIFORM	(YOU-NEE-FORM)			
V	VICTOR	(VIK-TAH)			
W	WHISKEY	(WISS-KEY)			
X	XRAY	(ECKS-RAY)			
Y	YANKEE	(YANG-KEY)			
Z	ZULU	(ZOO-LOO)			

## Army Song

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“THE ARMY GOES ROLLING ALONG,”

The song was originally written by field artillery First Lieutenant Edmund L. Gruber, while stationed in the Philippines in 1908 as the “Caisson Song.” The original lyrics reflect routine activities in a horse-drawn field artillery battery. The song was transformed into a march by John Philip Sousa in 1917 and renamed “The Field Artillery Song.” It was adopted in 1952 as the official song of the Army and re-titled “The Army Goes Rolling Along.” The current lyrics tell the story of our past, our present, and our future.

“The Army Goes Rolling Along.”

First to fight for the right, and to build the Nation’s might,  
And the Army Goes Rolling Along  
Proud of all we have done,  
Fighting till the battle’s won,  
And the Army Goes Rolling Along

CHORUS:

Then it’s hi, hi, hey! The Army’s on its way  
Count off the cadence loud and strong (two, three)  
For wher-e’er we go, You will always know  
that the Army Goes Rolling Along

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

Valley Forge, Custer’s ranks, San Juan hill and Patton’s tanks,  
And the Army went rolling along.  
Minute men from the start,  
Always fighting from the heart,  
And the Army keeps rolling along.  
Chorus

Men in rags, men who froze, still that Army met its foes,  
And the Army went rolling along.  
Faith in God, then we’re right,  
And we’ll fight with all our might,  
As the Army keeps rolling along.

## Troop Leading Procedures

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Troop leading is the process a leader goes through to prepare his unit to accomplish a tactical mission. It begins when he is alerted for a mission. It starts again when he receives a change or a new mission.

The troop-leading procedure comprises the steps listed below. Steps 3 through 8 may not follow a rigid sequence. Many of them may be accomplished concurrently. In combat, rarely will leaders have enough time to go through each step in detail.

Leaders must use the procedure as outlined, if only in abbreviated form, to ensure that nothing is left out of planning and preparation, and that their soldiers understand the platoon's and squad's mission and prepare adequately. They continuously update their estimates throughout the preparation phase and adjust their plans as appropriate.

Step 1: Receive the Mission

Step 2: Issue the Warning Order

Step 3: Make a Tentative Plan

Step 4: Start Necessary Movement

Step 5: Reconnoiter

Step 6: Complete the Plan

Step 7: Issue the Complete Order

Step 8: Supervise

## After Action Review Format

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1. Introduction and Rules
2. Review of training objectives
3. Commander's mission and intent (What was supposed to happen?)
4. OPFOR commanders mission and intent (When appropriate)
5. Relevant doctrine and tactics, techniques and procedures
6. Summary of recent events (What happened?)
7. Discussion of key issues (Why and How to improve)
8. Discussion of optional issues
9. Discussion of force protection issues
10. Closing comments and summary

## **OPORDER Format**

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### **Task Organization**

1. Situation
  - A. Enemy Forces
  - B. Friendly Forces
  - C. Attachments/Detachments
  
2. Mission
  - Who, What, When Where, Why
  
3. Execution
  - A. Intent
  - B. Concept of the Operation
  - C. Maneuver
  - D. Fires
  - E. Tasks to Maneuver Units
  - F. Tasks to Combat Support Units
  - G. Coordinating Instructions
  
4. Sustainment
  - A. General
  - B. Materials and Services
    - I. Supply
    - II. Transportation
    - III. Services
    - IV. Maintenance
  - C. MEDEVAC
  - D. Personnel
  - E. Miscellaneous
  
5. Command and Control
  - A. Command
    - I. Location of Higher Unit Commander
    - II. Location of Unit Commander
    - III. Succession of Command
  - B. Control / Signal
    - I. SOI Index
    - II. Method of Communication
    - III. Emergency
    - IV. Code Words

## 9 Line MEDEVAC Request

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Line 1. Location of the pick-up site.

Grid coordinate preferred, landmarks if necessary. Information encrypted if transmitting in the clear.

Line 2. Radio frequency, call sign, and suffix.

Information encrypted if transmitting in the clear.

Line 3. Number of patients by precedence:

- A - Urgent (w/in 2 hr)
- B - Urgent Surgical (w/in 2 hr)
- C - Priority (w/in 4 hr)
- D - Routine (w/in 24 hr)
- E - Convenience

Line 4. Special equipment required:

- A - None
- B - Hoist
- C - Extraction equipment
- D - Ventilator

Line 5. Number of patients by type:

- A - Litter (L + #)
- B - Ambulatory (A + #)

Line 6. Security at pick-up site:

- N - No enemy troops in area
- P - Possible enemy troops in area (approach with caution)
- E - Enemy troops in area (approach with caution)
- X - Enemy troops in area (armed escort required)

Line 6A. In peacetime - number and types of wounds, injuries, and illnesses

Line 7. Method of marking pick-up site:

- A - Panels (color)
- B - Pyrotechnic signal
- C - Smoke signal
- D - None
- E - Other

Line 8. Patient nationality and status:

- A - US Military
- B - US Civilian
- C - Non-US Military
- D - Non-US Civilian
- E - EPW

Line 9. NBC Contamination:

- N - Nuclear
- B - Biological
- C - Chemical

Line 9A. In peacetime - terrain description of pick-up site

## Notes

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## ROTC Patch

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### **THE LAMP**

denotes the pursuit of knowledge, higher learning, and the partnership of Army ROTC with American colleges and universities.

### **THE SWORD**

signifies courage, gallantry, and self-sacrifice intrinsic to the profession of arms.

### **THE HELMET**

is symbolic of the ancient civilization concept of the warrior scholar.

### **The Shield**

symbolizes the Army mission of national defense and is divided into quarters representing the four traditional Military Science courses comprising the Senior ROTC curriculum.

### **The Motto**

"**Leadership Excellence**" expresses the ultimate responsibility of Army ROTC in the discharge of its moral responsibility to the Nation.





**SOUTHERN MISS**  
GOLDEN EAGLES

*"To commission the future officer leadership of the United States Army."*

**UNITED STATES ARMY  
RESERVE OFFICERS TRAINING CORPS**

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