

7th ARMY NCO ACADEMY POLICY LETTERS

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**DEPARTMENT OF THE ARMY
HEADQUARTERS, SEVENTH ARMY NONCOMMISSIONED OFFICER ACADEMY
UNIT 28125
APO AE 09114**

AETT-NCOA-CO

22 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commandant's Open Door Policy (**Policy Letter #1**)

1. The Noncommissioned Officers assigned to this Academy have a wealth of experience and are well qualified to assist with any concerns that may arise. I strongly encourage all personnel to utilize their Chain of Command and NCO Support Channel for all routine matters. However, if you require my personal assistance, I am available to provide it.
2. If you wish to see me, please make an appointment with my secretary by calling DSN 475-8451. My "Open Door" hours are 1700-1800, Monday through Friday. If you feel that your particular situation is an emergency you may contact me at any time. After normal duty hours or on weekends may be arranged by contacting the Staff Duty NCO 475-8453.
3. POC is the undersigned at DSN 475-8451.

"LEADERS TRAINING LEADERS"

JAMES F. CAMPBELL
CSM, USA
Commandant

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**DEPARTMENT OF THE ARMY
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22 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reenlistment Incentive Program (**Policy Letter #2**)

1. The future of our Army rests upon the retention of high quality soldiers and Noncommissioned Officers. All assigned/attached personnel will receive the following benefits subsequent to their reenlistment:

- a. Individuals reenlisting for indefinite status or current stabilization will be exempt from duty for one complete semester to take college courses of their choice.
- b. Will receive a special four-day pass from the Commandant. Pass request for specific dates will be forwarded through the NCO Support Channel to the Commandant.
- c. Will be exempt from SDNCO duty for 30 days.

2. I urge each of you to consider the positive aspects of a career in the U.S. Army and the numerous reenlistment options that may be available to you. The Chain of Command and NCO Support Channel fully supports our deserving soldiers' desires to pursue a career in the military.

3. POC is the undersigned at DSN 475-8451.

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: After Duty Employment (**Policy Letter #3**)

1. I am the approving authority for requests by permanent party military personnel assigned to the 7th Army NCO Academy to engage in after duty civilian employment. This policy letter outlines the procedures for requests for after duty employment.
2. Soldiers seeking employment must first obtain authorization in writing from their immediate supervisor and First Sergeant. This document will indicate where the individual will be working, the work schedule, the name and telephone number of the supervisor (AAFES, Commissary, etc.) at the work place. The First Sergeant will recommend approval/disapproval of the request and forward the request through the Deputy Commandant to the Commandant.
3. After duty employment will not take priority over the soldier's duties at the Academy.
4. Soldiers granted after duty employment will not utilize on duty time to accomplish employment tasks. Individuals involved with after duty employment will not utilize Academy resources (supplies, duplication equipment, computers, etc.) to accomplish or advertise their after duty employment. Violations of the provisions of this policy will constitute grounds for immediate revocation of after duty work privileges. Further disciplinary action may be taken at the discretion of the Commandant.
5. While after duty employment may be a way of supplementing income, it must remain secondary to the primary responsibility owed by a soldier to the 7th Army NCO Academy and to the U.S. Army. Military personnel must remain cognizant at all times that they represent the U.S. Army, the NCO Corps and the 7th Army Noncommissioned Officer Academy. This privilege may be rescinded at any time.
6. POC is the undersigned at DSN 475-8451.

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Physical Fitness Training (**Policy Letter #4**)

1. Physical fitness is one of the key elements for our Army's success on the battlefield, therefore, I expect all soldiers in this command to be fully engaged in physical fitness activities. All personnel assigned to the 7th Army Noncommissioned Officer Academy will participate in physical fitness training. Physical fitness training will be conducted a minimum of four times a week and will be listed on the Academy Training Schedule. Section NCOICs will develop a physical fitness-training program for their section IAW FM 21-20 and ensure maximum participation of their assigned personnel.
2. Except when mission dictates, Headquarters personnel, will conduct physical fitness training from 0630 to 0730 hours on Mondays, Tuesdays, Wednesdays, and Fridays. Work call on these days is 0900 hours.
3. Each section NCOIC will routinely conduct diagnostic evaluations of their personnel to determine each soldier's current level of physical fitness. The physical fitness-training program of that section will be developed utilizing the results of the diagnostic evaluations. The Academy goal is for each soldier to attain a score of 260 points or higher on their APFT.
4. Section NCOICs will report their section's APFT status and their physical fitness-training plan during the Quarterly Training Brief (QTB).
5. Incentives for Soldiers achieving Standard's of Excellence are:
 - a. Scoring 270 or above (90 points per event)
 - (1) Three day pass
 - (2) Certificate of Achievement
 - b. Scoring 290 and above
 - (1) Four day pass
 - (2) Certificate of Achievement
 - (3) Academy Coin (one time issue)

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SUBJECT: Physical Fitness Training (**Policy Letter #4**)

6. POC is the undersigned at DSN 475-8451.

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Driving Under the Influence of Alcohol (**Policy Letter #5**)

1. The health and safety of all personnel assigned to the Academy is of significant importance. While there are inherent risks to military service, there are some risks that can and will not be tolerated. Operating a motor vehicle while under the influence of alcohol is such a risk.
2. Driving under the influence is strictly prohibited. The damage to a career that can result from a drunk driving conviction is severe. The damage a soldier or family suffers from a death or injury caused by drunk driving is devastating. Lives as well as careers are ruined.
3. Leaders at all levels must emphasize the dangers of driving under the influence and take action to reduce the chances of it happening in their areas of responsibility. Leaders will ensure that the seriousness of such misconduct is frequently and strongly addressed. This topic will be stressed during safety briefings prior to weekends or cycle breaks. Current publications addressing the prevention of alcohol abuse will be appropriately and prominently displayed in the work place.
4. First Sergeants and Section NCOICs will incorporate and personally manage a "Designated Driver" program in their section or company. All assigned personnel will carry with them at all times a "Designated Driver" card with the current telephone number of their supervisors. Personnel who find themselves in a situation where they might be tempted to drive while under the influence will call their supervisor or designated individual for assistance.
5. In planning official and unofficial social functions for academy personnel where alcoholic beverages are available. Cadre and staff will ensure that non-alcoholic beverages are available as an alternative source of refreshment. Planners and organizers of a function will conduct a risk assessment to determine if an official "Designated Driver" is required.
6. The elimination of driving under the influence is a leadership responsibility. Every effort will be made to ensure that driving under the influence is eliminated.
7. POC is the undersigned at DSN 475-8451.

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NCOES/DA Schools (**Staff Policy Letter #6**)

1. To ensure all personnel assigned to the 7th Army Noncommissioned Officer Academy are prepared IAW AR 350-1, UR 351-1, AR 600-9, and FM 21-20 to attend NCOES/DA Schools, I direct the following actions:

a. A list will be maintained by the S-3 of all personnel selected to attend NCOES or DA select schools. The list will be updated monthly by the staff section and Company First Sergeants and briefed during the Command and Staff Meeting.

b. First Sergeants/NCOICs will counsel and conduct APFT and Height and Weight assessments for soldiers selected to attend NCOES/DA Schools NLT five days after selection notification is received. Selected individuals will also complete the TABE test as necessary. The above results will be forwarded to the S-3 for review by the Deputy Commandant.

c. NLT 45 days prior to the class start date; the S-3 will issue a packet containing the pre-execution checklist and the results of (b) above. First Sergeants will ensure selected individuals meet attendance requirements, APFT, Height and Weight standards, and have no situations that would hinder or prevent school attendance.

d. NLT 14 days prior to selected individual's departure date; the First Sergeant/NCOIC will return the schools packet to the S-3 for review by the Deputy Commandant. The packet will contain the results from (c) above.

e. It is the responsibility of the selected soldier, supervisor and First Sergeant to ensure he/she meets all eligibility criteria for NCOES/DA school attendance.

f. The pre-execution checklist must be completed by the soldier and supervisor. NLT five days prior to departure, selected soldier with First Sergeant/NCOIC must attend an office call with the Commandant.

2. It is my intent to ensure that all soldiers selected to attend NCOES/DA schools are notified immediately and meet all prerequisites for attendance.

3. POC is the undersigned at DSN 475-8451.

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22 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Substance Abuse Program (**Policy Letter #7**)

1. Army Regulation 600-85 prohibits the use, possession, and sale of illegal substances and dangerous drugs. Although alcoholic beverages are generally legal, the use of alcoholic beverages to the extent that they interfere with a person's normal daily living or job performance is considered abuse. Abuse of alcohol and the use, possession, and/or sale of illegal and dangerous drugs will not be tolerated within this command.

2. The Deputy Commandant will establish a system of periodic inspections of unit areas and other areas frequented by Academy personnel. The Deputy Commandant together with the company 1SGs will conduct one or more Health and Welfare inspections annually.

a. Education for unit personnel on the dangers and problems associated with alcohol and drug abuse is of prime importance. Supervisors at all levels are encouraged to make maximum use of the Academy school trained Alcohol and Drug coordinators. Further assistance and additional information may be obtained from the Alcohol and Drug Control Officer at 475-7116/6113. Classes will be conducted annually or as needed for military and civilian personnel assigned/attached to the Academy.

b. A variety of methods are available to supervisors for identifying personnel with an alcohol or drug abuse problem. Individuals who recognize that they have a problem are encouraged to refer themselves for treatment under the Army's Limited Use policy. Soldiers who appear on the MP blotter report for incidents involving alcohol or drugs will be referred to the Community Counseling Center for evaluation. Command referrals will also be made if an individual is suspected of having an alcohol or drug problem.

c. Command directed urinalysis testing is another tool that may be used in the identification process. Urinalysis testing will be conducted at the Academy on a monthly basis. Approximately 25% of the Academy's military personnel will be selected randomly by the unit 1SG. Those selected will be notified the day of the test and will report to their company for testing.

d. Early detection and referral are important in the rehabilitation of individuals involved in alcohol or drug abuse. If a soldier is identified, their supervisor will use all available resources and make coordination with the appropriate agencies to provide confidential rehabilitation services.

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SUBJECT: Alcohol and Drug Abuse Prevention and Control (**Policy Letter #7**)

3. In order to promote a professional atmosphere and to prevent the abuse of alcohol and drugs, permanent party personnel, student, and visitors will not introduce alcoholic beverages or controlled substances of any type into the Academy area. The only exception to this policy is that modest amounts of alcoholic beverages are authorized in the permanent party barracks for their use only. At no time will any member of the staff and faculty, students, or visitors be allowed into the Academy intoxicated. Persons in the area suspected of or exhibiting signs of intoxication will be subject to a field sobriety test administered by the Military Police.

4. Command and individual emphasis are required in all aspects of this program. All members of this Academy are obligated to take appropriate measures to ensure a "DRUG FREE" environment.

5. The provisions of this policy letter are punitive in nature and violations thereof subject the offender to possible disciplinary actions under the UCMJ, as well as other penalties provided by law and regulations to include administrative sanctions.

6. POC is the undersigned at DSN 475-8451.

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity (**Policy Letter #8**)

1. As Commandant of the 7th Army NCO Academy, I want to personally state my commitment to the Army's Equal Opportunity Program. I am fully committed to ensuring that every activity and function within this command promotes a positive on and off duty environment that is free of discrimination. I want to guarantee soldiers, their leaders, and their family members, a command climate that treats everyone on the basis of capability and merit without regard to race, color, religion, nationality, or gender.
2. Soldiers and their family members will be given full opportunity to develop professionally and personally, free from prejudice and discrimination. I want to ensure that we have a command climate that encourages every soldier to freely identify and report injustices and discrimination of any form, without the threat of intimidation or reprisal. I expect soldiers and their leaders to take swift and positive steps to eradicate biased behaviors and discriminatory practices. Discrimination and sexual harassment will not be tolerated.
3. I challenge the chain of command and every subordinate leader to make this policy a working document. It is only with full command support that equal opportunity can become a reality. Towards that goal, anyone assigned or attached to this command that violates this policy will be dealt with accordingly.
4. For further information on this matter, personnel may call or visit their Equal Opportunity Advisor or Equal Opportunity Leader at 475-7098. If anyone feels that his/her grievance is not receiving command attention, my door is always open. This policy memorandum will be given widest possible dissemination and will be posted on all bulletin boards.
5. POC is the undersigned at DSN 475-8451.

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22 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention of Sexual Harassment (**Policy Letter #9**)

1. I am totally committed to creating and maintaining an environment conducive to maximum productivity and respect for human dignity. My policy and the Army's policy demands reaffirmation of a commitment to a work and duty environment free of sexual harassment for all soldiers, civilians, and their family members. Sexual harassment is defined in law and regulation as follows:

a. Sexual harassment is a form of gender discrimination that involves a perception of 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 by a person is made whether explicitly or implicitly to a term or condition of a person's job, pay, career, or

(2) Submission to or rejection of such conduct by a person is made as a basis for career or employment decisions affecting that person, or

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

b. Any person in a supervisory or command position who practices or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment.

2. I expect every leader to take responsibility to examine allegations of sexual harassment and take necessary action to ensure that these matters are addressed swiftly, fairly, and effectively. We will take both preventive and appropriate corrective action to combat this unacceptable behavior. Report violations of this policy through the chain of command, or directly to me. I will not tolerate sexual harassment within this command.

3. Each Company area has an EO Amnesty box, which can be used by both students and cadre to anonymously voice concerns regarding EO/discrimination issues or any form of sexual harassment. Point of contact for the complaint is recommended, however, not necessary. Unit amnesty boxes will be checked weekly only by me or the Deputy.

4. POC is the undersigned at DSN 475-8451.

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22 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Student/Cadre Relationships (**Policy Letter #10**)

1. Reference: AR 600-20, Army Command Policy.
2. PURPOSE. The purpose of this policy is to emphasize the importance of establishing a professional relationship between Permanent Party personnel, students and civilians.
3. APPLICABILITY. This policy applies to all cadre, students, and civilians assigned to the NCO Academy.
4. Instructors are required to present an impeccable image as moral, professional, and uncompromising role models. Social relationships and involvement with students, subordinates, or soldiers of lesser rank within the Academy is prohibited.
5. Soldiers attending this Academy as students must feel safe from harassment of all types. Making suggestive or offensive comments to any soldier is prohibited. Any soldier observing or receiving harassment must immediately report the situation to the chain of command. This report will go directly to the Commandant.
6. The following is prohibited: dating between cadre and students, arranged dates for after graduation, and using first names by either cadre or student, making suggestive comments or use of profanity by students or cadre. Physical and/or verbal abuse, sexual harassment, or racial comments will be treated as a serious incident report and will be reported immediately to the Chain of Command. Cadre and students must conduct themselves in a professional manner at all times.
7. Dating or intimate contact between students during PLDC is prohibited.
8. Civilian employees, cadre, and students of this Academy are charged with protecting the credibility of this organization and living the Army values. Common sense, good judgment, and moral correctness will guide you to avoid situations that can bring embarrassment to you, this command, and the U.S. Army.
9. Any violation of this policy by a member of the military may be the basis for disciplinary action, no judicial or judicial punishment under the Uniform Code of Military Justice or appropriate administrative action. Any violation of this policy by a DA civilian employee may result in administrative or disciplinary action.

AETT-NCOA-C

SUBJECT: Student/Cadre Relationships (**Policy Letter #10**)

10. Contact the Commandant or Deputy Commandant for clarification of any situation about which you have questions or concerns.

11. POC is the undersigned at DSN 475-8451.

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22 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention/Treatment of Heat/Cold Injuries (**Policy Letter #11**)

1. Heat and cold weather injuries are unacceptable in this Academy. I charge each leader to be proactive in preventing environmental injuries. You have my authority to do whatever is necessary to prevent heat/cold weather injuries.
2. Heat injuries, in the case of heat stroke, can kill quickly and without much prior warning. We must recognize the symptoms and know how to treat heat cramps, heat exhaustion and heat stroke. While there is no substitute for leader involvement and concern for heat injuries, there are several practical remedies, which can be followed:
 - a. Hydrate yourself and students. Drink as much water as possible: 6, 8, 10 times a day. Regularly scheduled hydration will prevent heat injuries.
 - b. Do not drink alcoholic beverages.
 - c. Lighten the student individual loads. Carry only what is required to accomplish the mission. Ensure equipment is adjusted and functional. Remember, some of our students have not worn LBE in months and work in office environments.
3. Cold weather injuries include injury to the body (frostbite and trench foot) as well as injuries from trying to stay warm (burns from stoves and carbon monoxide poisoning).
4. Heat and cold injuries can be mission stoppers. I will not tolerate them and will hold leaders accountable for injuries caused by anything but extraordinary and uncontrollable circumstances. With proper planning and proactive supervision, injuries can be prevented.
5. All students will receive a briefing on the prevention of heat and cold weather injuries and their symptoms by the chain of command prior to departure to the field training exercise.
6. POC is the undersigned at DSN 475-8451.

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28 September 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Student Privileges (**Policy Letter #12**)

1. **PURPOSE.** The purpose of this policy is to clarify Academy Policy on Student Privileges during their attendance at PLDC.
2. **APPLICABILITY.** This policy letter is applicable to all students during their attendance at PLDC.
3. **GENERAL.** All personnel, both cadre and students, are expected to adhere to and enforce this policy. Any student in violation of any part of this policy will be considered for disciplinary release.
4. **SPECIFIC.**
 - a. Students are restricted to Company Areas. The Company area is defined as the company billets and classroom buildings, as well as designated smoking areas and specific training areas. Company 1SGs will establish definitive company areas and brief the entire student population by 1700 hrs on Day #1. Company 1SGs may authorize students to leave the Company area on the day before personal day until 22:30.
 - b. Students will not consume alcoholic beverages of any kind while attending PLDC.
 - c. Students will not drive or ride in a POV while attending PLDC without permission from the Commandant.
 - d. **Curfew:** At 2230 hours, all students will be **in their respective billets**. Students **may not** leave the billets after this time. All students will be in their own beds, and lights will be out at 2400 hrs daily.
 - e. **Meals:**
 - (1). **Breakfast:** Students will consume breakfast in the DFAC. Companies will march to the DFAC as a squad or larger size unit. Upon leaving the DFAC, students may march in non-organic team (five or more soldiers) sized elements back to the company area. A student will march the element back.
 - (2). **Lunch:** Students may consume this meal in any of the on-post eateries. Once the company has been given "Fall Out" for the lunch meal, students may move about on post as individuals, however, must be back in the company area IAW with the training schedule.

AETT-NCOA-CO

SUBJECT: Student Privileges (**Policy Letter #12**)

(3). Dinner: Students will march in a company formation to the DFAC to consume the dinner meal. Upon leaving the DFAC, students may march in non-organic team (five or more soldiers) sized elements back to the company area or to the two centralized (PX or Shoppette) release points. Once released from the authorized release points, soldiers can move about independently until Study Hall or preparation for training.

f. During Commandant's time unit 1SG's will determine the use of this time. Students will move in organic teams to authorized release points. Once released, they may go to authorized areas to conduct official business only and return as individuals.

g. Cell Phones: Cell Phones will only be used during lunch, dinner and after Study Hall hours up until lights out (2400 hours). The phones will be locked away in wall-lockers from 0001 until 0500, and during all field-training events (FTX, and Land Navigation).

g. Sleeping areas: After 2400, only soldiers of the same sex are permitted in respective sleeping areas.

h. Inspections: Beginning on day #4, student leaders will conduct room and wall-locker inspections that will be supervised by cadre members. The wall locker and room layouts will be determined by the unit 1SG.

j. Personal Day: During personal day, all restrictions remain in effect with the following exceptions:

(1). Students are restricted to within 20 KM of Grafenwoehr and may walk around main post as individuals, from the end of first formation until 21:30. There will be a 21:30 accountability formation. At this time students will not be allowed to leave the Academy area but may visit with sponsors until 22:30 curfew.

(2). Cell phones may be carried and used after being released from the morning formation until lights out (2400).

(3). Students may ride in privately owned or commercial vehicles on personal day only.

k. In addition to personal day, students may walk around post as individuals when their sponsor/family member visits during meal hours, to visit the chaplain, and during any emergency.

5. POC is the undersigned at DSN 475-8451.

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